

COUNCIL MEETING AGENDA

**Casper City Council
City Hall, Council Chambers
Tuesday, July 3, 2018, 6:00 p.m.**



COUNCIL POLICY PUBLIC STATEMENTS

- I. Members of the Public Wishing to Place a New Item on the Agenda Must Submit a Written Request to the City Manager No Later Than 11:00 a.m. on the Wednesday Preceding the Council Meeting.
- II. Members of the Public Wishing to Speak to an Item Already on the Agenda, Other Than a Public Hearing, Must Submit a Written Request to the City Manager by 12:00 Noon on the Monday Immediately Preceding the Council Meeting.
- III. When Speaking to the City Council Please:
 - Clearly State Your Name and Address.
 - Direct all questions/comments to the Mayor and only the Mayor.
 - No personal attacks on staff or Council.
 - Speak to the City Council with Civility and Decorum.
- IV. The City Council Will Not Respond to Any Comments or Questions Concerning Personnel Matters. Any Such Comments or Questions Will be Handled by the Appropriate Persons. Public Hearing Comments and Presentations Will be Limited to Five Minutes or Less per Person, nor Will Time Extensions be Permitted. No Duplication of Speakers will be Allowed.
- V. Questions Posed by Speakers May, or May Not be Responded to by Council Members.
- VI. Willful Disruption of, or the Breach of the Peace at, a Council Meeting may Result in the Removal of any Such Individuals or Groups from the Council Chambers.

(These Guidelines Are Also Posted at the Podium in the Council Chambers)

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSIDERATION OF MINUTES OF THE JUNE 19, 2018 REGULAR COUNCIL MEETING, AS PUBLISHED IN THE CASPER STAR-TRIBUNE ON JUNE 30, 2018
4. CONSIDERATION OF BILLS AND CLAIMS



5. THIRD READING ORDINANCE

A. Consent

1. **Wireless Communication Ordinance Amendments.**

6. SECOND READING ORDINANCES

A. 2018 International **Property Maintenance Code**

1. Travis Bagwell
2. Jamie Bates
3. Ken Bates
4. Tracey Lamont
5. Chris Neubauer
6. Jessica Keith
7. Jane Ifland
8. Brenda Mannina-Mongold
9. David Ellis
10. Joan Gierson
11. Alisha Collins

B. Consent

1. 2018 International **Building Code**
2. 2018 International **Residential Code**
3. 2018 International **Mechanical Code**
4. 2018 International **Plumbing Code**
5. 2018 International **Fuel Gas Code**
6. 2018 International **Existing Building Code**
7. 2018 International **Fire Code**

7. RESOLUTIONS

- A. Denial of Future **Community Development Block Grant Entitlement Funding** Between the City of Casper and the **U.S. Department of Housing and Urban Development.**

B. Consent

1. Authorizing Submission of a Grant Application to the **U.S. Department of Transportation** for a **2018 Build** (Better Utilizing Investments to Leverage Development) **Transportation Discretionary Grant** for Midwest Avenue Improvements.
2. Accepting the **Casper Urban Center Parking Plan.**



7. RESOLUTIONS (continued)

B. Consent

3. Authorizing Submission of an Application for a **Transportation Alternatives Program Grant** from the Wyoming Department of Transportation, in the Amount of \$220,325.00, for the **Morad Park to Walmart Trail Project**.
4. Authorizing an Agreement with **Western Heritage Consulting & Engineering**, in the Amount of \$58,900.00, for the **Casper Regional Landfill Sanitary Sewer Improvements Project**.
5. Authorizing a Lease Agreement with the **Wyoming Sports Management, LLC**, for Use of the **Casper Ice Arena**.

8. MINUTE ACTION

A. Consent

1. Authorizing the Reappointment of Mr. **Pete Fazio** and Appointing New Members Mr. **Shawn Houck** and Mr. **Tim Schenk**, to the **Downtown Development Authority Board of Directors**.
2. Authorizing a Sole Source Purchase of One New Caterpillar **Landfill Compactor** and One Refurbished Used 2007 Caterpillar **Front-End Wheel Loader**, in the Total Amount of \$681,445.64, from **Wyoming Machinery Company** of Mills, Wyoming, to be Used in the Casper Solid Waste Facility.

9. COMMUNICATIONS

A. From Persons Present

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

11. ADJOURN INTO EXECUTIVE SESSION – PERSONNEL AND PROPERTY ACQUISITION



Upcoming Council meetings

Council meetings

6:00 p.m. Tuesday, July 17, 2018– Council Chambers

6:00 p.m. Tuesday, August 7, 2018 – Council Chambers

Work sessions

4:30 p.m. Tuesday, July 10, 2018 – Council Meeting Room

4:30 p.m. Tuesday, July 24, 2018– Council Meeting Room

ZONING CLASSIFICATIONS

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



COUNCIL PROCEEDINGS
Casper City Hall – Council Chambers
June 19, 2018

Casper City Council met in regular session at 6:00 p.m., Tuesday, June 19, 2018. Present: Councilmembers Hopkins, Huber, Humphrey, Johnson, Laird, Morgan, Powell, Walsh and Mayor Pacheco.

Eagle Scout Nicholas Day led the audience in the Pledge of Allegiance.

Mayor Pacheco issued the oath of office to Municipal Court Judge Cally E. Lund.

Moved by Councilmember Hopkins, seconded by Councilmember Johnson, to, by minute action, approve the minutes of the June 5, 2018, regular Council meeting, as published in the Casper-Star Tribune on June 16, 2018. Motion passed.

Moved by Councilmember Johnson, seconded by Councilmember Hopkins, to, by minute action, approve payment of the June 19, 2018, bills and claims, as audited by City Manager Napier. Motion passed.

Bills & Claims
06/19/18

71Construction	Projects	\$1,126.98
A Cox	Reimb	\$171.88
A-1	Services	\$120.00
AAALandscaping	Services	\$500.00
AakerSigns	Goods	\$4,633.10
AMBI	Services	\$2,287.29
Ameritech	Services	\$2,151.00
ArcShtMtl	Repairs	\$300.00
ArrowheadHeating	Services	\$1,352.62
ATruijillo	Reimb	\$80.85
Balefill	Services	\$137,474.33
BankOfAmerica	Goods	\$246,431.52
BarDSigns	Goods	\$8,080.00
BHEnergy	Services	\$6,291.36
Caselle	Services	\$75.00
CasparBuildSystems	Services	\$290,018.61
CasperHousingAuth	Projects	\$86,425.85
CasperPubUtilities	Services	\$128.15
Centurylink	Services	\$18,962.32
Cbrown	Refund	\$5.14
CIGNA	Services	\$11,577.70
CityofCasper	Services	\$32,479.98

CivilEngineeringProfessionals	Projects	\$39,123.12
CommTech	Goods	\$3,892.33
Comtronix	Services	\$732.00
ConcreteStab	Supplies	\$91,739.60
CowdinCleaning	Services	\$816.00
CsprCommGrnhse	Funding	\$47,870.00
DaveLodenConstruction	Projects	\$320.00
Dell	Goods	\$747.11
DeltaDental	Services	\$39,135.85
DHartPatrolSvc	Services	\$145,667.89
DHartPatrolSvc	Services	\$8,120.10
DPCIndustries	Goods	\$6,957.18
DrvrAlliantIns	Ins	\$100.00
DvdsnFxdMgmt	Services	\$3,836.69
ECRodriguez	Refund	\$44.69
EdgeEngineering	Services	\$200.00
EnvironmentalCivilSolutions	Services	\$6,417.18
ErosionCtrlApp	Services	\$50,192.38
FirstData	Services	\$3,941.51
FirstInterstateBank	Services	\$2,386.02
FmlyJrnyCtr	Services	\$2,204.76
GeosyntecConsult	Consult	\$1,401.67
GlobalSpect	Funding	\$83,409.91
GMarshInc	Services	\$15,773.40
GWilliamsInvst	Services	\$200.00
Hach	Goods	\$817.75
HarrisComputer	Services	\$5,550.00
Hein-Bond	Services	\$10,646.80
HighPlainsConstruction	Goods	\$8,640.00
Homax	Goods	\$88,050.54
InbergMillerEngineers	Services	\$14,035.64
InstallationSvc	Refund	\$85.00
ITCElec	Services	\$620.00
J Gall	Reimb	\$214.30
JEastin	Reimb	\$373.05
JHarvey	Training	\$8,185.81
JRobinett	Refund	\$173.00
JTLGroup	Services	\$247,556.25
KHowel	Reimb	\$969.45
Kiwanis	Services	\$344.00
KSvoboda	Reimb	\$100.00
LnclnNtlLife	Services	\$266.57
LongBuildingTech	Services	\$1,590.95

McMurryReadyMix	Goods	\$158.50
MidIndImp	Parts	\$47,543.00
MillsPolice	Services	\$975.00
Motorola	Goods	\$23,706.68
MunicipalCodeCorp	Goods	\$1,011.91
NationalBenefitServices	Services	\$408.10
NatronaCountyCommissioner	Services	\$12,320.00
NCSheriffsOffice	Funding	\$100,878.04
NorthParkTransport	Services	\$109.61
OneCallofWy	Services	\$869.40
PepperTank	Goods	\$5,500.00
PHayden	Refund	\$66.41
Pittsburg Tank	Services	\$16,461.60
Pntwrks	Services	\$664.42
PorterMuirhead	Services	\$10,000.00
PostalPros	Services	\$1,225.02
RailroadManagement	Services	\$1,397.08
RamshornConstruction	Projects	\$4,650.00
RecycledMaterials	Services	\$10,413.44
RegionalWater	Services	\$453,357.94
RHein	Reimb	\$45.96
RockyMtnPower	Services	\$33,930.00
RockyMtnPower	Services	\$130,151.84
SchwartzBonWalkerStuder	Services	\$2,222.00
SeniorPatientAdvocates	Services	\$1,350.00
SheetMetalSpec	Goods	\$23,915.00
Smarsh	Services	\$1,705.50
SMetro-CunninghamF	Training	\$35.00
SolidWasteProfessionals	Services	\$63,213.46
Spectrum	Funding	\$217,620.00
SpillmanTechnologies	Services	\$23,800.00
SWL	Services	\$2,330.00
TGolkowski	Refund	\$14.32
TransmissionDist	Supplies	\$93,820.75
TretoConstruction	Projects	\$161,190.91
TrihydroCorp	Projects	\$10,906.00
TRussell	Reimb	\$2,805.00
TWilliams	Reimb	\$235.00
UWExtension	Services	\$100.00
WardwellWater&Sewer	Services	\$45.20
WERCSCommunications	Services	\$1,507.28
WesternWaterConsult	Services	\$17,172.18
WilliamsPorterDay	Services	\$57.00

WYHwyPatrol	Seizures	\$975.00
WyNotaryDivision	Goods	\$30.00
WyRetirementPD	Svc	\$3,947.62
WYRtrmmtFire	Svc	\$3,610.68
WyStateForestry	Supp	\$4,071.54
YthEmpwrmntCncl	Svc	\$16,875.00
		\$3,303,520.57

Mayor Pacheco then described the community service project completed by Nicholas Day which entailed painting fire hydrants as a safety feature. He commended him for his service and congratulated him on earning his Eagle Scout rank through the Boy Scouts. He presented him with a certificate of achievement.

Mayor Pacheco opened the public hearing for the consideration of eight ordinances adopting the various 2018 editions of the international building codes.

City Attorney Henley entered one (1) exhibit: correspondence from Liz Becher to J. Carter Napier, dated June 12, 2018. City Manager Napier provided a brief report.

Dennis Steensland, 533 S. Washington, shared his concerns about the timeliness of enforcement for nuisance properties. Pat Sweeney, 951 N. Kimball asked questions about the code changes. City Manager Napier and Craig Collins, Casper City Planner, addressed his questions.

There being no others to speak for or against the issues involving the code changes, the public hearing was closed.

The following ordinances were considered:

ORDINANCE NO. 8-18

AN ORDINANCE AMENDING SECTIONS 15.04.040, 15.04.050 AND 15.04.110 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL BUILDING CODE.

ORDINANCE NO. 9-18

AN ORDINANCE AMENDING SECTIONS 15.02.020, 15.02.030 AND 15.02.050 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE.

ORDINANCE NO. 10-18

AN ORDINANCE AMENDING SECTIONS 15.20.020 AND 15.20.030 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL MECHANICAL CODE.

ORDINANCE NO. 11-18

AN ORDINANCE AMENDING SECTIONS 15.24.010 AND 15.24.020 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL PLUMBING CODE.

ORDINANCE NO. 12-18

AN ORDINANCE AMENDING SECTIONS 15.18.010 AND 15.18.020 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL FUEL GAS CODE.

ORDINANCE NO. 13-18

AN ORDINANCE CREATING CHAPTER 15.08 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE.

ORDINANCE NO. 14-18

AN ORDINANCE CREATING CHAPTER 15.06 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE.

ORDINANCE NO. 15-18

AN ORDINANCE AMENDING SECTION 15.40.010 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL FIRE CODE.

Councilmember Walsh presented the foregoing eight (8) ordinances for adoption, on first reading. Seconded by Councilmember Hopkins. Council discussed the matter at length.

Moved by Councilmember Morgan moved to strike Ordinance No. 13-18. Seconded by Councilmember Walsh. Council discussed the ordinance. Councilmembers Johnson, Laird, Morgan, and Walsh voted aye. Motion to strike the ordinance failed. Council then voted on the eight ordinances. Councilmembers Johnson, Morgan, and Walsh voted nay on Ordinance No. 13-18. Motion passed.

Mayor Pacheco opened the public hearing for the fiscal year 2017-2018 budget amendment.

City Attorney Henley entered two (2) exhibits: correspondence from Tom Pitlick to J. Carter Napier, dated June 12, 2018 and an affidavit of publication, as published in the Casper-Star Tribune, dated June 18, 2018. City Manager Napier provided a brief report.

There being no one to speak for or against the issue, the public hearing was closed.

Following resolution read:

RESOLUTION NO. 18-124
A RESOLUTION AMENDING THE FISCAL YEAR 2018
BUDGET OF THE CITY OF CASPER, AUTHORIZING THE
ADJUSTMENT OF FUND THEREUNDER.

Councilmember Hopkins presented the foregoing resolution for adoption. Seconded by Councilmember Powell. Councilmember Walsh was not present for this vote. Motion passed.

Mayor Pacheco opened the public hearing for the fiscal year 2018-2019 budget. He then stated that there was an arithmetic error within the budget resolution in which the grand totals were overstated by \$10,000 and therefore the accurate amount for the grand total expenditure would be \$148,776,365.

City Attorney Henley entered two (2) exhibits: correspondence from Tom Pitlick to J. Carter Napier, dated June 19, 2018 and an affidavit of publication, as published in the Casper-Star Tribune, dated June 18, 2018. City Manager Napier provided a brief report.

No one spoke in favor of the budget.

The following citizens spoke against the budget because of the funding level of the public transportation system: Mary Price, 1065 S. Melrose; Andrea Whistler, 403 S. Durbin; John Wolm; and an additional unidentified citizen.

Pat Sweeney, 951 N. Kimball, inquired about Community Development Block Grant funding. Mayor Pacheco addressed these questions. City Manager Napier stated that this item would come before Council in the future.

Additional citizens spoke in favor of the public transportation system: Laura Gossman 1841 S. Boxelder; Kinsey Collins, 11888 El Rio; and Robert Vincent, 1610 Yellowstone.

Heath Bradberg, 920 S. David, spoke against the budget and asked for funding of the basic necessities.

There being no others to speak for or against the issue, the public hearing was closed. Mayor Pacheco then restated that the budget resolution presented in the packet had been overstated by \$10,000 and he then entertained a motion to authorize the fiscal year 2019 budget, as corrected by the Chair.

Following resolution read:

RESOLUTION NO. 18-125
A RESOLUTION MAKING APPROPRIATIONS OF FUNDS TO
COVER EXPENDITURES OF THE CITY OF CASPER,
WYOMING, FOR THE FISCAL YEAR OF JULY 1, 2018 TO
JUNE 30, 2019.

Councilmember Hopkins presented the foregoing resolution for adoption. Seconded by Councilmember Johnson. Council discussed the matter at length. Councilmember Humphrey voted nay. Councilmember Walsh abstained from voting on personnel within the budget. Motion passed.

Mayor Pacheco opened the public hearing for the consideration of the transfer of ownership for Retail Liquor License No. 7 from Love Holdings LLC, d/b/a C85 @ The Branding Iron, located at 129 West 2nd Street to One Two Nine Hospitality, LLC d/b/a C85 @ The Branding Iron, located at 129 West 2nd Street.

City Attorney Henley entered five (5) exhibits: correspondence from Fleur Tremel, to J. Carter Napier, dated June 4, 2018; an affidavit of publication, as published in the Casper-Star Tribune, dated June 11, 2018; an affidavit of website publication, as published on the City of Casper website, dated June 7, 2018; an affidavit of notice of conspicuous posting, as posted at 221 South Montana, dated June 11, 2018; and the liquor license application filed April 26, 2018. City Manager Napier provided a brief report.

There being no one to speak for or against the issues involving Retail Liquor License No. 7, the public hearing was closed.

Moved by Councilmember Laird, seconded by Councilmember Johnson, to, by minute action, authorize the transfer of ownership of Retail Liquor License No. 7. Motion passed.

The following ordinance was considered, on second reading, by consent agenda.

ORDINANCE NO. 7-18

AN ORDINANCE AMENDING SECTION 17.12.124 OF THE CASPER MUNICIPAL CODE PERTAINING TO WIRELESS COMMUNICATION FACILITIES.

Councilmember Powell presented the foregoing one (1) ordinance for adoption, on second reading, by consent agenda. Seconded by Councilmember Johnson. Motion passed.

Mayor Pacheco called for a brief recess at 7:58 p.m., and reconvened the meeting at 8:04 p.m.

Following resolution read:

RESOLUTION NO. 18-135

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH CASPER AREA TRANSPORTATION COALITION, INC., A WYOMING NON-PROFIT CORPORATION, FOR FISCAL YEAR 2019.

Councilmember Walsh presented the foregoing resolution for adoption. Seconded by Councilmember Hopkins. City Manager Napier provided a brief report. Council discussed the matter. City Manager Napier addressed questions that Councilmember Powell had regarding the fleet of bus vehicles. Motion passed.

The following resolutions were considered, by consent agenda:

RESOLUTION NO. 18-126

A RESOLUTION AUTHORIZING AN AGREEMENT WITH SHEET METAL SPECIALTIES, INC., FOR THE WWTP HVAC IMPROVEMENTS, PROJECT NO. 17-070.

RESOLUTION NO. 18-127

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH HOPPER DISPOSAL, INC., FOR TIRE SHREDDING SERVICES AT THE CASPER REGIONAL LANDFILL, PROJECT NO. 18-030.

RESOLUTION NO. 18-128

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH FORTERRA FOR MANUFACTURING BIN BLOCKS TO BE USED AT THE COMPOST PRODUCTS YARD, PROJECT NO. 16-039.

RESOLUTION NO. 18-129

A RESOLUTION ADOPTING CITY OF CASPER WATER, SEWER, AND WASTEWATER TREATMENT PLANT SYSTEM INVESTMENT CHARGE FEE SCHEDULE.

RESOLUTION NO. 18-130

A RESOLUTION AUTHORIZING A CONTRACT FOR OUTSIDE-CITY SEWER SERVICE WITH B & H RIG AND TONG SALES, INC.

RESOLUTION NO. 18-131

A RESOLUTION AUTHORIZING AN AGREEMENT WITH TRETO CONSTRUCTION, LLC, FOR THE 15TH AND MCKINLEY STREET INTERSECTION IMPROVEMENTS, PROJECT NO. 17- 091.

RESOLUTION NO. 18-132

A RESOLUTION AUTHORIZING AN AGREEMENT WITH WAYNE COLEMAN CONSTRUCTION, INC., FOR THE FAIRDALE AVENUE IMPROVEMENTS, PROJECT NO. 18-032.

RESOLUTION NO. 18-133

A RESOLUTION AUTHORIZING THE LEVYING OF 8 MILLS PROPERTY TAX BY THE NATRONA COUNTY ASSESSOR ON BEHALF OF THE CITY OF CASPER.

RESOLUTION NO. 18-134

A RESOLUTION AUTHORIZING A LEASE TO THE CASPER AREA TRANSPORTATION COALITION, INC., A WYOMING NON-PROFIT CORPORATION, FOR TWO BUILDINGS, THE PARKING AREA, AND ADJACENT LAND AT 1715 EAST 4TH STREET.

RESOLUTION NO. 18-136

A RESOLUTION AUTHORIZING A LEASE FOR THE USE OF CERTAIN CITY-OWNED VEHICLES TO THE CASPER AREA TRANSPORTATION COALITION, INC., A WYOMING NON-PROFIT CORPORATION, FOR THE TRANSPORTATION OF THE ELDERLY, DISABLED, AND GENERAL PUBLIC FOR FISCAL YEAR 2019.

RESOLUTION NO. 18-137

A RESOLUTION AUTHORIZING AN UNDERGROUND RIGHT-OF-WAY EASEMENT WITH ROCKY MOUNTAIN POWER TO INSTALL ELECTRICAL SERVICE UNDERGROUND TO THE FORMER MILO'S AUTO BODY SHOP AT 274 WEST MIDWEST AVENUE.

RESOLUTION NO. 18-138

A RESOLUTION EMPLOYING CALLY E. LUND AS MUNICIPAL JUDGE, AND AUTHORIZING THE EXECUTION OF AN EMPLOYMENT AGREEMENT.

RESOLUTION NO. 18-139

A RESOLUTION REGULATING THE OPERATION OF HIGHLAND CEMETERY AND ESTABLISHING FEES, SERVICES AND SALES POLICIES, RULES AND REGULATIONS.

RESOLUTION NO. 18-140

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE LEASE BETWEEN THE CITY OF CASPER AND GARY MARSH, INC., IN REGARDS TO THE WYOCITY GOLF TOURNAMENT.

Councilmember Humphrey presented the foregoing fourteen (14) resolutions for adoption. Seconded by Councilmember Johnson. Motion passed.

Moved by Councilmember Walsh, seconded by Councilmember Johnson, to, by consent minute action, authorize the sole source purchase of X29P Series Tasers, in the amount of \$31,820, from Pro Force Law Enforcement; and authorize the purchase of one (1) new one ton truck with service body and accessories, from Fremont Motor Company, in the total amount of \$63,559.86. Motion passed.

Individuals addressing the Council were: Carol Crump, 731 Kirk, thanking Council for working with the Casper Area Transportation Coalition to benefit public transportation; Ray Derrera, 1608 S. Chestnut, describing inconsistencies with building inspections; and Dana Murphy, 5101 Jonah, asking about the minors in possession ordinance. Councilmember Huber provided an overview of the ordinance.

Additional citizens that addressed Council were: Jeremy Hugus, 733 S. Grant, requesting action against the opioid crisis; Debbie Snell, 3961 E. 20th, requesting that chickens be sheltered properly at the Metro Animal Services facility; Pat Sweeney, 951 N. Kimball, reminding everyone that optional one cent meetings are being held; Woody Giles, 290 Magnolia, regarding various topics; and Dennis Steensland, 533 S. Washington, sharing his concerns about the municipal judge position.

Mayor Pacheco noted the next meetings of the City Council will be a work session to be held at 4:30 p.m., Tuesday, June 26, 2018, in the Council's meeting room; and, a regular Council meeting to be held at 6:00 p.m., Tuesday, July 3, 2018, in the Council Chambers.

Moved by Councilmember Johnson, seconded by Councilmember Walsh, to, by minute action adjourn. Motion passed. The meeting was adjourned at 9:23 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

Bills & Claims

06/20/2018 to 07/03/2018

A.M.B.I. & SHIPPING, INC.	18-05-397 POSTAGE	\$2.44
	Subtotal for Cost Center City Manager:	\$2.44
	18-05-403 POSTAGE	\$2.32
	Subtotal for Cost Center Council:	\$2.32
	18-03-745 POSTAGE AND SHIPPING	\$104.53
	18-04-402 POSTAGE & SHIPPING	\$85.26
	Subtotal for Cost Center Municipal Court:	\$189.79
	Vendor Subtotal:	\$194.55
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AAA LANDSCAPING	15599 WEED CONTRACTOR	\$874.22
	Subtotal for Cost Center Code Enforcement:	\$874.22
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Vendor Subtotal:		\$874.22
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ADBAY.COM	INV-4834 LOGO REVISIONS	\$438.75
	Subtotal for Cost Center City Manager:	\$438.75
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Vendor Subtotal:		\$438.75
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ADVANCE TANK & CONSTRUCTION CO	AST-18-059 B ALUM. AST VENT & 18" ADAPTER	\$6,809.89
	Subtotal for Cost Center Water:	\$6,809.89
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Vendor Subtotal:		\$6,809.89
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AMERI-TECH EQUIPMENT CO.	RIN0028724 30 YD MANURE	\$22,345.84
	Subtotal for Cost Center Balefill:	\$22,345.84
	RIN0028726 6-8 YDS	\$11,674.06
	RIN0028725 4-6-8 YDS	\$5,000.00
	RIN0028725 4-6-8 YDS	\$9,928.26
Subtotal for Cost Center Refuse Collection:	\$26,602.32	
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Vendor Subtotal:		\$48,948.16
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ANDREEN HUNT CONSTRUCTION, INC.	3782 E CASPER ZONE III WATER SYSTEM	\$130,806.78
	3782 E CASPER ZONE III WATER SYSTEM	\$64,427.22
	Subtotal for Cost Center Water:	\$195,234.00
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Vendor Subtotal:		\$195,234.00

Bills & Claims

06/20/2018 to 07/03/2018

AQUA SMART, INC.	22149 CORROSION INHIBITOR	\$105,864.20
	Subtotal for Cost Center Water Treatment Plant:	\$105,864.20
	Vendor Subtotal:	\$105,864.20
ARCADIS U.S., INC.	0913971 ENGINEERING SERVICES FOR WWTP	\$3,021.06
	Subtotal for Cost Center Waste Water:	\$3,021.06
	Vendor Subtotal:	\$3,021.06
ARROWHEAD HEATING & AIR CONDITIONING	11200 FILTER CHANGE EQUIP BLDG	\$74.92
	11199 MAY FILTER CHANGE BALEFILL SC	\$180.00
	Subtotal for Cost Center Balefill:	\$254.92
	Vendor Subtotal:	\$254.92
ATLANTIC ELECTRIC, INC	7553 RETAINAGE 16-008	-\$86.15
	Subtotal for Cost Center General - Engineering:	-\$86.15
	7553 LUMINAIRE PROJECT 16-008	\$2,583.76
	Subtotal for Cost Center Streets:	\$2,583.76
	Vendor Subtotal:	\$2,497.61
BAKER, JASON/JESSICA L.	0031141943 UTILITY REFUND	\$36.18
	Subtotal for Cost Center Water:	\$36.18
	Vendor Subtotal:	\$36.18
BLACK HILLS ENERGY	AP00023206211801 NATURAL GAS	\$1,683.04
	Subtotal for Cost Center Aquatics:	\$1,683.04
	AP00022906211801 NATURAL GAS	\$810.60
	Subtotal for Cost Center Balefill:	\$810.60
	AP00018706211801 NATURAL GAS	\$72.44
	Subtotal for Cost Center Buildings & Structures:	\$72.44
	AP00018706211801 NATURAL GAS	\$16.56
	AP00018706211801 NATURAL GAS	\$75.41
	AP00018706211801 NATURAL GAS	\$30.19
	AP00022706211801 NATURAL GAS	\$945.42
	Subtotal for Cost Center City Hall:	\$1,067.58
	AP00023006211801 NATURAL GAS	\$478.83

Bills & Claims

06/20/2018 to 07/03/2018

	Subtotal for Cost Center Fire:	\$478.83
	AP00019406211801 NATURAL GAS	\$945.72
	Subtotal for Cost Center Fleet Maintenance:	\$945.72
	AP00019506211801 NATURAL GAS	\$145.68
	Subtotal for Cost Center Fort Caspar:	\$145.68
	AP00019206211801 NATURAL GAS	\$196.09
	Subtotal for Cost Center Metro Animal:	\$196.09
	AP00022206211801 NATURAL GAS	\$64.34
	Subtotal for Cost Center Parks:	\$64.34
	AP00019306211801 NATURAL GAS	\$17.62
	Subtotal for Cost Center Sewer:	\$17.62
	AP00022806211801 NATURAL GAS	\$1,479.21
	Subtotal for Cost Center Waste Water:	\$1,479.21
	AP00023106211801 NATURAL GAS	\$258.91
	Subtotal for Cost Center Water:	\$258.91
	RIN0028698 ENERGY HEAT	\$1,887.19
	Subtotal for Cost Center Water Treatment Plant:	\$1,887.19
	Vendor Subtotal:	<hr/> \$9,107.25
BOYS & GIRLS CLUBS OF CENTRAL WY	4524 FY18 1%#15 ONE CENT FUNDING	\$18,321.25
	Subtotal for Cost Center One Cent #15:	\$18,321.25
	Vendor Subtotal:	<hr/> \$18,321.25
BRADLEY, KENNETH/DEBBIE	0031141947 UTILITY REFUND	\$50.00
	0031141947 UTILITY REFUND	\$36.26
	0031141947 UTILITY REFUND	\$50.00
	0031141947 UTILITY REFUND	\$50.00
	Subtotal for Cost Center Water:	\$336.26
	Vendor Subtotal:	<hr/> \$336.26
BRENNTAG PACIFIC, INC.	BPI841544 FERRIC CHLORIDE WWTP	\$8,665.52
	Subtotal for Cost Center Waste Water:	\$8,665.52

Bills & Claims

City of Casper

06/20/2018 to 07/03/2018

BPI847004 CHEMICAL FERRIC	\$14,017.25
Subtotal for Cost Center Water Treatment Plant:	\$14,017.25

Vendor Subtotal:	\$22,682.77
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CAPITAN, JAVIER

0031141939 UTILITY REFUND	\$53.06
Subtotal for Cost Center Water:	\$53.06

Vendor Subtotal:	\$53.06
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CASPAR BUILDING SYSTEMS, INC.

BB001 BALER BUILDING EXPANSION PROJ	\$47,158.00
BB001 BALER BUILDING EXPANSION PROJE	\$52,310.00
Subtotal for Cost Center Balefill:	\$99,468.00

BB001 RETAINAGE 13-050	-\$9,946.80
Subtotal for Cost Center Refuse Collection:	-\$9,946.80

Vendor Subtotal:	\$89,521.20
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CASPER AREA TRANSPORTATION COALITION

2018-502 MAY 18 THE BUS FTA EXPENSES	\$17,914.61
2018-503 MAY 18 CATC CITY EXPENSES	\$35,489.10
2018-504 MAY 18 THE BUS CITY EXPENSES	\$17,914.60
2018-501 MAY 18 CATC FTA EXPENSES	\$35,755.23
Subtotal for Cost Center C.A.T.C.:	\$107,073.54

Vendor Subtotal:	\$107,073.54
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CASPER NATRONA COUNTY HEALTH DEPARTMENT

0025090-IN TAX REVENUE - JUNE 2018	\$45,000.00
Subtotal for Cost Center Social Community Services:	\$45,000.00

Vendor Subtotal:	\$45,000.00
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CASPER POLICE DEPARTMENT

RIN0028709 REPLENISH BUY FUND	\$280.00
RIN0028694 REPLENISH BUY FUND	\$787.80
Subtotal for Cost Center Police:	\$1,067.80

Vendor Subtotal:	\$1,067.80
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CENTURYLINK

RIN0028715 PHONE USE	\$154.12
Subtotal for Cost Center Metro Animal:	\$154.12

RIN0028715 PHONE USE	\$45.48
Subtotal for Cost Center Municipal Court:	\$45.48

Bills & Claims

City of Casper

06/20/2018 to 07/03/2018

	RIN0028715 PHONE USE	\$64.10
	RIN0028715 PHONE USE	\$43.42
	Subtotal for Cost Center Sewer:	\$107.52
	RIN0028715 PHONE USE	\$45.38
	Subtotal for Cost Center Waste Water:	\$45.38
	Vendor Subtotal:	\$352.50
CITY OF CASPER	5128/164011 JUNE 18 MPO GIS SERVICE FEE	\$657.78
	5128/164011 JUNE 18 MPO GIS SERVICE FEE	\$6,258.89
	Subtotal for Cost Center Metropolitan Planning:	\$6,916.67
	Vendor Subtotal:	\$6,916.67
CITY OF CASPER - BALEFILL	247/164024-030 SANITATION	\$980.00
	Subtotal for Cost Center Parks:	\$980.00
	163959 BALEFILL IMPORT 06/14/18	\$6,207.96
	163885 BALEFILL IMPORT 06/11/18	\$7,707.84
	2772/164136 SANITATION	\$6,519.96
	2772/164111 SANITATION	\$7,167.84
	163910 BALEFILL 06/12/18	\$7,303.20
	163845 BALEFILL 06/08/18	\$6,979.68
	163869 BALEFILL 06/09/18	\$449.76
	164038 BALEFILL - 06/15/18	\$6,628.56
	2772/164074 SANITATION	\$6,988.20
	163938 BALEFILL IMPORT 06/13/18	\$6,747.00
	Subtotal for Cost Center Refuse Collection:	\$62,700.00
	1276/164110 SANITATION	\$112.80
	164037 BALEFILL - 06/15/18	\$77.28
	163909 BALEFILL 06/12/18	\$112.32
	Subtotal for Cost Center Waste Water:	\$302.40
	Vendor Subtotal:	\$63,982.40
CLINT CONNER	774023 PANT REIMBURSEMENT	\$90.28
	Subtotal for Cost Center Water:	\$90.28
	Vendor Subtotal:	\$90.28
COLLECTION CENTER INC.	974300000338 COLLECTIONS - AR 8600	\$12.76
	Subtotal for Cost Center Code Enforcement:	\$12.76
	972000000408 COLLECTION FEES	\$128.86

Bills & Claims

06/20/2018 to 07/03/2018

	Subtotal for Cost Center Refuse Collection:	\$128.86
	972000000408 COLLECTION FEES	\$97.93
	Subtotal for Cost Center Sewer:	\$97.93
	972000000408 COLLECTION FEES	\$288.64
	Subtotal for Cost Center Water:	\$288.64
	Vendor Subtotal:	\$528.19
COLTON RICKETT	RIN0028711 STEEL TOED WORK BOOTS	\$64.57
	Subtotal for Cost Center Balefill:	\$64.57
	Vendor Subtotal:	\$64.57
COMMUNITY ACTION PARTNERSHIP OF NC	RIN0028696A FY18 1%#15 ONE CENT FUNDING	\$21,264.67
	Subtotal for Cost Center One Cent #15:	\$21,264.67
	RIN0028696A FY18 1%#15 ONE CENT FUNDING	\$42,992.62
	Subtotal for Cost Center Social Community Services:	\$42,992.62
	Vendor Subtotal:	\$64,257.29
COMPRESSION LEASING SERVICES, INC.	232046 COMPOST BLDG COMPRESSOR	\$4,300.00
	Subtotal for Cost Center Balefill:	\$4,300.00
	Vendor Subtotal:	\$4,300.00
COMTRONIX, INC.	20057033 FIRE ALARM MONITORING	\$183.00
	Subtotal for Cost Center Hogadon:	\$183.00
	Vendor Subtotal:	\$183.00
DELL MARKETING LP	10249184100 OFFICE PRO	\$345.47
	Subtotal for Cost Center Aquatics:	\$345.47
	10247193681 TECHNOLOGIES REPL CAPITAL	\$1,036.41
	Subtotal for Cost Center Balefill:	\$1,036.41
	10247193665 Technologies	\$345.47
	Subtotal for Cost Center Buildings & Structures:	\$345.47
	10247193673 TECHNOLOGIES	\$690.94
	Subtotal for Cost Center City Attorney:	\$690.94

Bills & Claims

06/20/2018 to 07/03/2018

10249184100 OFFICE PRO	\$345.47
Subtotal for Cost Center Ice Arena:	\$345.47

10247577178 DIFFERENCE BETWEEN COMPUTER	-\$1.83
10247577178 DIFFERENCE BETWEEN COMPUTER	-\$17.37
10246671060 SOFTWARE FOR MPO COMPUTER	\$34.68
10246671060 SOFTWARE FOR MPO COMPUTER	\$329.99
Subtotal for Cost Center Metropolitan Planning:	\$345.47

10247193690 NEW SOFTWARE FOR NEW COMP	\$2,418.29
Subtotal for Cost Center Police:	\$2,418.29

10249184100 OFFICE PRO	\$345.47
10249184100 OFFICE PRO	\$345.47
Subtotal for Cost Center Recreation:	\$690.94

Vendor Subtotal:	\$6,218.46
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DENNIS SUPPLY CO.

CP00822699-001 R22-30 Refrigerant 30#	\$9,777.60
Subtotal for Cost Center Perpetual Care:	\$9,777.60

Vendor Subtotal:	\$9,777.60
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DICE, ALEXIS

0031141945 UTILITY REFUND	\$43.75
Subtotal for Cost Center Water:	\$43.75

Vendor Subtotal:	\$43.75
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DOUBLE D WELDING & FABRICATION INC.

4531 LANDFILL LITTER FENCING	\$3,350.00
Subtotal for Cost Center Balefill:	\$3,350.00

Vendor Subtotal:	\$3,350.00
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DPC INDUSTRIES, INC.

727000126-18 CHEMICAL NAHYPO	\$7,001.82
727000125-18 CHEMICALS NAHYPO	\$6,951.03
Subtotal for Cost Center Water Treatment Plant:	\$13,952.85

Vendor Subtotal:	\$13,952.85
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DURAPLAY, INC.

3061 AQUATIC CENTER RUBBER FLOORING	\$31,000.00
3061B AQUATIC CENTER RUBBER FLOOR 18	\$55,950.00
Subtotal for Cost Center Aquatics:	\$86,950.00

3061B RETAINAGE 18-023	-\$4,472.50
Subtotal for Cost Center Capital Projects - Aquatics:	-\$4,472.50

Bills & Claims

06/20/2018 to 07/03/2018

	Vendor Subtotal:	\$82,477.50
ETC INSTITUTE	23067 ONE CENT VOTER OPINION SURVEY	\$1,382.00
	Subtotal for Cost Center Council:	\$1,382.00
	Vendor Subtotal:	\$1,382.00
FERGUSON ENTERPRISES, INC. #3201	0926295 INVENTORY PARTS	\$9,936.48
	0926295 INVENTORY PARTS	\$18,453.47
	Subtotal for Cost Center Water:	\$28,389.95
	Vendor Subtotal:	\$28,389.95
FIRST DATA MERCHANT SVCS CORP.	REMI1330227 CC FEES	\$31.97
	Subtotal for Cost Center Cemetery:	\$31.97
	REMI1309622 CREDIT CARD FEES	\$528.12
	REMI1292368 CREDIT CARD PROCESSING	\$470.33
	Subtotal for Cost Center Hogadon:	\$998.45
	REMI1321565 CREDIT CARD FEES	\$176.25
	Subtotal for Cost Center Municipal Court:	\$176.25
	Vendor Subtotal:	\$1,206.67
FIRST INTERSTATE BANK - PETTY CASH	RIN0028712 PETTY CASH	\$22.05
	Subtotal for Cost Center Code Enforcement:	\$22.05
	RIN0028712 PETTY CASH	\$270.00
	RIN0028712 PETTY CASH	\$10.28
	Subtotal for Cost Center Planning:	\$280.28
	Vendor Subtotal:	\$302.33
GERI REBLE	RIN0028707 CLOTHING REIMBURSEMENT	\$690.00
	Subtotal for Cost Center Police:	\$690.00
	Vendor Subtotal:	\$690.00
GLOBAL SPECTRUM L.P.	0000769-IN CNFR	\$27,000.00
	Subtotal for Cost Center Council:	\$27,000.00
	Vendor Subtotal:	\$27,000.00

Bills & Claims

06/20/2018 to 07/03/2018

GOLDER ASSOCIATES	514183 GROUNDWATER MONITORING	\$640.50
	Subtotal for Cost Center Balefill:	\$640.50
	Vendor Subtotal:	\$640.50
GREEN, SUMMER	0031141940 UTILITY REFUND	\$16.98
	Subtotal for Cost Center Water:	\$16.98
	Vendor Subtotal:	\$16.98
GSG ARCHITECTURE	17522 DESIGN & CONST ADMIN FOR FIRE	\$25,306.25
	Subtotal for Cost Center Fire:	\$25,306.25
	Vendor Subtotal:	\$25,306.25
HACH CO., CORP.	10985112 LAB SUPPLIES	\$732.00
	Subtotal for Cost Center Water Treatment Plant:	\$732.00
	Vendor Subtotal:	\$732.00
HALL, REBECCA	0031141941 UTILITY REFUND	\$29.67
	Subtotal for Cost Center Water:	\$29.67
	Vendor Subtotal:	\$29.67
HEIDI FOY	RIN0028702 CAMP REFUND	\$42.50
	RIN0028702 CAMP REFUND	\$43.00
	Subtotal for Cost Center Aquatics:	\$85.50
	RIN0028702 CAMP REFUND	\$774.50
	Subtotal for Cost Center Recreation:	\$774.50
	Vendor Subtotal:	\$860.00
HIGH PLAINS CONSTRUCTION, INC.	RIN0028730 YMCA BID PKG 3 RETAIN RELEASE	\$10,072.80
	Subtotal for Cost Center Capital Projects - Engineering:	\$10,072.80
	Vendor Subtotal:	\$10,072.80
HOMAX OIL SALES, INC.	0413421-IN BULK FUEL	\$22,213.64
	Subtotal for Cost Center Balefill:	\$22,213.64

Bills & Claims

06/20/2018 to 07/03/2018

	Vendor Subtotal:	\$22,213.64
INDUSTRIAL CONTAINER SERVICES - CO, LLC.	55769882 BLUE 55 GAL SWF Subtotal for Cost Center Balefill:	\$3,260.19 \$3,260.19
	Vendor Subtotal:	\$3,260.19
INSTALLATION & SVC. CO.	268896 MISC CONCRETE & ASPHALT WORK Subtotal for Cost Center Balefill:	\$12,222.50 \$12,222.50
	Vendor Subtotal:	\$12,222.50
INTEGRATED TECHNOLOGIES	18042902 SPRING COMMISSION IRR SYSTM Subtotal for Cost Center Parks:	\$240.00 \$240.00
	Vendor Subtotal:	\$240.00
JEREMY BOWDEN	RIN0028708 WORK BOOT REIMBURSEMENT Subtotal for Cost Center Streets:	\$47.25 \$47.25
	Vendor Subtotal:	\$47.25
JEREMY EASTIN	RIN0028720 TRAVEL REIMBURSEMENT Subtotal for Cost Center Police:	\$234.68 \$234.68
	Vendor Subtotal:	\$234.68
KEITH MCPHEETERS	RIN0028721 TRAVEL REIMBURSEMENT Subtotal for Cost Center Police:	\$13.19 \$13.19
	Vendor Subtotal:	\$13.19
KNIFE RIVER/JTL	169630 LANDFILL ROAD SEAL-OPS SUPPLY 170730 COVER MATERIALS- LDF RD SEALAN 170863 LDF RD SEALANT-OP SUPPLIES 170137 LDF ROAD SEALANT-OP SUPPLIES 170177 LDF ROAD SEALANT-OP SUPPLIES Subtotal for Cost Center Balefill:	\$936.79 \$1,555.72 \$796.10 \$1,083.24 \$842.98 \$5,214.83
	170991 1/2" PLANT MIX 171835 W BASE 172057 3/8" PLANT MIX	\$1,966.68 \$3,188.13 \$244.80

Bills & Claims

City of Casper

06/20/2018 to 07/03/2018

	171887 3/8" PLANT MIX	\$240.00
	171602 1/2" PLANT MIX	\$449.28
	171247 1/2" PLANT MIX	\$253.80
	Subtotal for Cost Center Streets:	\$6,342.69
	Vendor Subtotal:	\$11,557.52
KUBWATER RESOURCES, INC	07719 ZETAG 7593 DRY POLYMER	\$5,098.96
	Subtotal for Cost Center Waste Water:	\$5,098.96
	Vendor Subtotal:	\$5,098.96
LOENBRO INSTRUMENTATION & ELECTRICAL	22824 ELECTRICAL REPAIR @ N CASPER	\$2,727.23
	Subtotal for Cost Center Parks:	\$2,727.23
	Vendor Subtotal:	\$2,727.23
LONG BUILDING TECHNOLOGIES	SRVCE0090137 EMPLOYEE GALLAGHER GATE	\$1,134.50
	Subtotal for Cost Center Refuse Collection:	\$1,134.50
	Vendor Subtotal:	\$1,134.50
MERCER HOUSE, INC.	RIN0028710 MERCER FAM.RES.FACADE GRANT	\$10,000.00
	Subtotal for Cost Center CDBG:	\$10,000.00
	Vendor Subtotal:	\$10,000.00
MUNICIPAL CODE CORP.	00310713 BOOKS - YEARLY FEE - MUNI CODE	\$450.00
	Subtotal for Cost Center City Attorney:	\$450.00
	Vendor Subtotal:	\$450.00
NALCO CHEMICAL CO.	66824049 FERROUS CHLORIDE NPSSI-CCF	\$15,702.84
	Subtotal for Cost Center Waste Water:	\$15,702.84
	Vendor Subtotal:	\$15,702.84
P-CARD VENDORS	00075629 SAMSClub #6425 - Purchase	\$95.29
	00075781 CPU IIT - Purchase	\$878.95
	00075788 ARC SERVICES/TRAINING - Purcha	\$35.00
	00075829 ARC SERVICES/TRAINING - Purcha	\$35.00
	00075169 CASPER WINNELSON CO - Purchase	\$186.59
	00074386 BIG LOTS STORES - #444 - Purch	\$22.50

Bills & Claims

06/20/2018 to 07/03/2018

00074433 RICOH USA, INC - Purchase	\$21.81
00074745 DOLLAR TREE - Purchase	\$37.00
00075345 MENARDS CASPER WY - Purchase	\$136.75
00075347 SAMSClub #6425 - Purchase	\$286.02
00075361 VISTAR ROCKY MOUNTAIN - Purcha	\$202.55
00075381 BARGREEN WYOMING 25 - Purchase	\$72.35
00075417 SAMS CLUB #6425 - Purchase	\$36.90
00075609 SAMS CLUB #6425 - Purchase	\$363.43
00075620 HP HP.COM STORE - Purchase	\$591.13
00075701 SAMS CLUB #6425 - Purchase	\$227.48
00075767 ARC SERVICES/TRAINING - Purcha	\$35.00
00075792 STAPLES 00114181 - Purch	\$20.98
00075806 ARC SERVICES/TRAINING - Purcha	\$35.00
00075808 SAMS CLUB #6425 - Purchase	\$150.08
00075872 SAMSClub #6425 - Purchase	\$124.32
00075883 SAMSClub #6425 - Purchase	\$100.76
00075903 SAMS CLUB #6425 - Purchase	\$63.36
00075188 WAL-MART #3778 - Purchase	\$140.24
00075257 CASPER WINNELSON CO - Purchase	\$438.55
00075274 WM SUPERCENTER #1617 - Purchas	\$30.21
00075295 SAMS CLUB #6425 - Purchase	\$49.38
00075295 SAMS CLUB #6425 - Purchase	\$13.96
00075362 SAMSClub #6425 - Purchase	\$25.44
00075362 SAMSClub #6425 - Purchase	\$127.74
00075367 SAMSClub #6425 - Purchase	\$39.90
00075418 WAL-MART #1617 - Credit	-\$72.24
00075470 ALBERTSONS #0060 - Purchase	\$19.92
00075482 SAMS CLUB #6425 - Purchase	\$76.64
00075021 DOLLAR TREE - Purchase	\$8.00
00075021 DOLLAR TREE - Purchase	\$6.00
00075021 DOLLAR TREE - Purchase	\$12.00
00075252 SAMSClub #6425 - Purchase	\$126.75
00075094 WM SUPERCENTER #1617 - Purchas	\$96.34
00074321 SAMSClub.COM - Purchase	\$606.12
00074352 BAILEYS ACE HDWE - Purchase	\$33.15
00074471 SHERWIN WILLIAMS 70343 - Purch	\$42.59
00074842 WM SUPERCENTER #3778 - Purchas	\$12.93
00075079 SAMS CLUB #6425 - Purchase	\$300.72
00075096 SAMS CLUB #6425 - Purchase	\$36.90
00075109 WAL-MART #1617 - Purchase	\$30.24
00075122 CASPER WINNELSON CO - Purchase	\$58.14
00075134 WAL-MART #3778 - Purchase	\$18.56
00075151 SUTHERLANDS 2219 - Purchase	\$3.79
00075153 BAILEYS ACE HDWE - Purchase	\$5.59
00075216 SAMSClub #6425 - Purchase	\$24.80
00075222 SAMS CLUB #6425 - Purchase	\$190.58
Subtotal for Cost Center Aquatics:	\$6,261.19
00075232 BLOEDORN LUMBER CASPER - Purch	\$15.93
00075529 COMPRESSION LEASING SE - Purch	\$8,907.63

Bills & Claims

06/20/2018 to 07/03/2018

00075117 MENARDS CASPER WY - Purchase	\$22.78
00075299 INT IN CASPER SAFETY - Purcha	\$154.50
00075339 COCA COLA BOTTLING CO - Purcha	\$7.35
00075513 INT IN RECYKLING INDU - Purch	\$9,354.07
00075563 INT IN RECYKLING INDU - Purch	\$1,925.00
00075679 WYOMING MACHINERY CO - Purchas	\$365.20
00075683 WYOMING MACHINERY CO - Purchas	\$326.78
00075700 WYOMING MACHINERY CO - Purchas	\$365.20
00075703 SYN-TECH SYSTEMS - Purchase	\$33.75
00075742 MICHAELSFENCE&SUPPLYIN - Purch	\$38.32
00075434 AIRGAS CENTRAL - Purchase	\$76.05
00075440 BLOEDORN LUMBER CASPER - Purch	\$32.81
00075453 AIRGAS CENTRAL - Purchase	\$78.50
00075493 MENARDS CASPER WY - Purchase	\$35.98
00075512 SOURCE OFFICE - VITAL - Purcha	\$16.88
00075655 BEST PEST CONTROL - Purchase	\$4,500.00
00075661 WYOMING MACHINERY CO - Purchas	\$365.20
00075147 BEARING BELTCHAIN00244 - Purch	\$89.95
00075158 SOURCE OFFICE - VITAL - Purcha	\$5.25
00075182 COASTAL CHEMICAL CO LL - Purch	\$367.11
00075187 SWI, LLC. - Purchase	\$1,152.97
00075197 SWI, LLC. - Credit	-\$1,152.97
00075248 SWI, LLC. - Purchase	\$1,109.75
00075283 OREILLY AUTO #2746 - Purchase	\$9.49
00075308 BAILEYS ACE HDWE - Purchase	\$7.04
00075323 HON ASI GUN HBF PAO MA - Purch	\$423.00
00075360 BRIDGER STEEL CASPER - Purchas	\$72.95
00074754 GRAINGER - Purchase	\$251.32
00074895 GRAINGER - Purchase	\$914.40
00074920 ISCO INDUSTRIES INC - Purchase	\$3,782.92
00075056 BAILEYS ACE HDWE - Purchase	\$24.57
00075063 CASPER TIRE 0000705 - Purchase	\$30.00
00075074 MENARDS CASPER WY - Purchase	\$237.72
00074187 WYOMING MACHINERY CO - Purchas	\$3,924.77
00074200 INT IN RECYKLING INDU - Purch	\$2,250.00
00075090 SOURCE OFFICE - VITAL - Purcha	\$12.83
00075112 COMPRESSION LEASING SE - Purch	\$1,052.03
00075207 MOUNTAIN WEST TECH - Purchase	\$30.00
00075320 CPU IIT - Purchase	\$1,371.00
00075342 INT IN CASPER SAFETY - Credit	-\$4.55
00075354 INTUIT IN ICLEAN307 - Purcha	\$2,150.00
Subtotal for Cost Center Balefill:	\$44,733.48
00075162 CASPER WINNELSON CO - Purchase	\$190.97
00075168 SAMSClub #6425 - Purchase	\$135.91
00075430 DENNIS SUPPLY COMPANY - Purcha	\$14.40
00075498 BLOEDORN LUMBER CASPER - Purch	\$73.78
00075567 DENNIS SUPPLY COMPANY - Purcha	\$273.75
00075592 CRUM ELECTRIC SUPPLY C - Purch	\$68.01
00075618 INTERMOUNTAIN MOTOR SA - Purch	\$622.50

Bills & Claims

06/20/2018 to 07/03/2018

00074989 OCONNOR COMPANY - Purchase	\$6,506.00
00075146 SAMSCLUB #6425 - Purchase	\$140.16
00075150 DIAMOND VOGEL PAINT #7 - Purch	\$7.18
00075167 DIAMOND VOGEL PAINT #7 - Purch	\$15.80
00075180 NORCO INC - Purchase	\$596.78
00075183 CASPER WINNELSON CO - Purchase	\$29.03
00075195 COLORADO DOORWAYS INC - Purcha	\$747.53
00075213 BLOEDORN LUMBER CASPER - Purch	\$12.13
00075230 BLOEDORN LUMBER CASPER - Purch	\$8.07
00075245 CASPER WINNELSON CO - Purchase	\$23.63
00075270 CRUM ELECTRIC SUPPLY C - Purch	\$56.37
00075289 CRESCENT ELECTRIC 103 - Purcha	\$37.24
00075337 BAILEYS ACE HDWE - Purchase	\$25.06
00075353 BLOEDORN LUMBER CASPER - Purch	\$5.31
00075374 DENNIS SUPPLY COMPANY - Purcha	\$396.09
00075396 DENNIS SUPPLY COMPANY - Purcha	\$3.96
00075406 BLOEDORN LUMBER CASPER - Purch	\$113.61
00075329 SUTHERLANDS 2219 - Purchase	\$46.09
00075505 SUMMIT ELECTRIC, INC. - Purcha	\$2,378.20
00075517 LONG BLDG. TECHNOLOGIE - Purch	\$3,009.00
00075519 LONG BLDG. TECHNOLOGIE - Purch	\$236.00
00075522 SUMMIT ELECTRIC, INC. - Purcha	\$70.00
00075537 LONG BLDG. TECHNOLOGIE - Purch	\$531.00
00075543 LONG BLDG. TECHNOLOGIE - Purch	\$220.00
00075548 SUMMIT ELECTRIC, INC. - Purcha	\$70.00
00075553 BAILEYS ACE HDWE - Purchase	\$7.99
00075560 LONG BLDG. TECHNOLOGIE - Purch	\$923.10
00075569 NORCO INC - Purchase	\$20.95
00075570 BAILEYS ACE HDWE - Purchase	\$3.54
00075572 MENARDS CASPER WY - Purchase	\$31.84
00075575 COMTRONIX - Purchase	\$252.00
00075601 CASPER FIRE EXTINGUISH - Purch	\$237.00
00075621 CASPER FIRE EXTINGUISH - Purch	\$700.00
Subtotal for Cost Center Buildings & Structures:	\$18,839.98
00075408 VZWRLSS IVR VB - Purchase	\$40.01
00074704 ALPINE MOTOR SPORTS - Purchase	\$799.98
Subtotal for Cost Center Cemetery:	\$839.99
00075933 LA FONDA HOTEL - Purchase	\$0.03
00075412 CPU IIT - Purchase	\$171.60
00075428 THOMSON WEST TCD - Purchase	\$140.43
00075442 THOMSON WEST TCD - Purchase	\$1,320.19
00075485 THOMSON WEST TCD - Purchase	\$104.19
00075695 BUFFALO BILL VILLAGE C - Purch	\$151.51
00075789 ZAPATA'S - Purchase	\$11.44
00075812 PAT OHARA BREWING CO L - Purch	\$19.70
00075844 QTS RESTAURANT CODY - Purchase	\$11.81
00075949 BUFFALO BILL VILLAGE C - Credi	-\$37.53
00075992 BUFFALO BILL VILLAGE C - Purch	\$303.02

Bills & Claims

06/20/2018 to 07/03/2018

00075917 GASTHAUS CARDI - Purchase	\$25.20
00075951 LA FONDA HOTEL - Purchase	\$859.35
00075014 TOP OFFICE PRODUCTS IN - Purch	\$153.31
00075072 CPU IIT - Purchase	\$139.98
00075259 ATLAS OFFICE PRODUCTS - Purcha	\$29.89
Subtotal for Cost Center City Attorney:	\$3,404.12
00075880 MOUNTAIN STATES LITHOG - Purch	\$82.50
00075184 ATLAS OFFICE PRODUCTS - Purcha	\$27.41
Subtotal for Cost Center City Clerk:	\$109.91
00075585 CASPER STAR TRIBUNE - Purchase	\$213.64
00075539 CONOCO - COUNTRY LANE - Purcha	\$24.45
00075503 SAFEWAY #2761 - Purchase	\$17.71
00075551 RIDLEY'S FAMILY MARK - Purchas	\$16.67
00075583 EXXONMOBIL 45374030 - Purch	\$16.19
00075614 VALLEY MART - Purchase	\$5.44
00075627 WENDY'S 6706 - Purchase	\$4.49
00075733 JIMMY JOHNS - 2035 - Purchase	\$9.03
00075821 BROKEN WHEEL TRUCK S - Purchas	\$33.02
Subtotal for Cost Center City Manager:	\$340.64
00075120 GOVX INC - Purchase	\$197.90
00075634 SPORTSMANS WAREHOUSE 1 - Purch	\$99.99
Subtotal for Cost Center Code Enforcement:	\$297.89
00075457 ATLAS REPRODUCTION INC - Purch	\$209.37
00075497 VZWRLSS IVR VB - Purchase	\$38.11
Subtotal for Cost Center Communications Center:	\$247.48
00074948 SAMS CLUB #6425 - Purchase	\$106.54
00074974 WM SUPERCENTER #3778 - Purchas	\$6.36
00075455 DAYLIGHTDONUTYELLOWSTN - Purch	\$14.96
00075518 DAYLIGHTDONUTYELLOWSTN - Purch	\$14.00
00075566 DAYLIGHTDONUTYELLOWSTN - Credi	-\$14.96
00074931 SAMSCLUB #6425 - Purchase	\$5.34
Subtotal for Cost Center Council:	\$132.24
00075617 COLOR LASER PRINTER FUSER	\$399.99
00075660 XEROX CORPORATION/RBO - Purcha	\$153.45
00075669 XEROX CORPORATION/RBO - Purcha	\$32.20
00074959 QUALITY OFFICE - ABEAMER annua	\$54.99
Subtotal for Cost Center Engineering:	\$640.63
00075431 SAMS CLUB #6425 - Purchase	\$53.84
00075200 AMBI MAIL AND MARKETIN - Purch	\$38.79
00075214 VZWRLSS APOCC VISB - Purchase	\$280.07
Subtotal for Cost Center Finance:	\$372.70
00073271 INT IN CASPER SAFETY - Purcha	\$49.10

Bills & Claims

06/20/2018 to 07/03/2018

00073912 INT'L CODE COUNCIL INC - Purch	\$215.00
00074071 CULVER'S OF CHEYEN - Purchase	\$23.87
00074129 SPORTSMITH - Purchase	\$50.57
00074867 WARDROBE CLEANERS - Purchase	\$11.75
00074955 COMTRONIX - Purchase	\$732.00
00075198 DEWITT WATER SYS & SER - Purch	\$49.35
00075219 KINSCO - Purchase	\$162.00
00075436 LOAF N JUG #0155 Q81 - Purch	\$68.47
00075462 LN CURTIS - Purchase	\$752.24
00075472 ENTENMANN-ROVIN COMPAN - Purch	\$127.75
00075697 LN CURTIS - Purchase	\$397.00
00073103 PEN PENNWELL SUBSCRIPT - Purch	\$50.00
00073384 COWBOY AUTO SPA - Purchase	\$10.00
00073628 CENTRAL TRUCK AND DIES - Purch	\$183.92
00073684 EXXONMOBIL 47626544 - Purch	\$31.36
00074086 TST CHEYENNE RIB AND - Purcha	\$65.49
00074109 ALBERTSONS #0060 - Purchase	\$9.42
00074534 EXXONMOBIL 47626544 - Purch	\$62.80
00074768 AMAZON MKTPLACE PMTS - Purchas	\$238.14
00074838 EXXONMOBIL 47626544 - Purch	\$58.01
00074967 EXXONMOBIL 47626544 - Purch	\$29.60
00075078 EXXONMOBIL 47626544 - Purch	\$29.03
00075102 EXXONMOBIL 47626544 - Purch	\$3.77
00075234 SAMS CLUB #6425 - Purchase	\$11.11
00075249 ENTENMANN-ROVIN COMPAN - Purch	\$473.00
00075261 AMBI MAIL AND MARKETIN - Purch	\$146.15
00075277 BARGREEN WYOMING 25 - Purchase	\$39.67
00075301 LN CURTIS - Purchase	\$50.00
00075305 DJI.COM - Purchase	\$51.00
00075321 LN CURTIS - Purchase	\$55.58
00075348 WAL-MART #3778 - Purchase	\$3.37
00075435 LN CURTIS - Purchase	\$22.00
00075478 LN CURTIS - Purchase	\$425.00
00075490 THE DEPOT - RIVERTON - Purchas	\$53.53
00075491 INT IN FIRED UP RESCU - Purch	\$258.00
00075502 CASPER FIRE EXTINGUISH - Purch	\$141.75
Subtotal for Cost Center Fire:	\$5,140.80
00075171 ASE SUPPLY INC - Purchase	\$115.20
00074935 BOBCAT OF CASPER - FLUIDS	\$70.99
00075192 CASPER TIRE 0000705 - Purchase	\$15.00
00075196 GOODYEAR COMMERCIAL TI - 295-7	\$732.88
00074797 DECKER AUTO GLASS - Purchase	\$244.50
00074463 HONNEN EQUIPMENT 04 - Purchase	\$4,048.37
00074718 INLAND TRUCK PARTS - STOCK	\$300.00
00074721 FLEETPRIDE 891 - SENSOR	\$80.67
00074657 MIDLAND IMPLEMENT CO - WHEEL B	\$258.08
00074723 INLAND TRUCK PARTS - BOLTS/WAS	\$61.88
00074787 DRIVE TRAIN CASPER - WIPER BLA	\$23.00
00074792 INLAND TRUCK PARTS - BRAKE DRU	\$406.74

Bills & Claims

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00074822 BEARING BELTCHAIN00244 - Purch	\$196.88
00074988 AMAZON.COM AMZN.COM/BI - Purch	\$16.14
00075042 ALSCO INC. - Purchase	\$689.07
00075227 CASPER MOUNTAIN MOTORS - Credi	-\$33.55
00075310 SPARTANCHASSIS (APA) - STOCK	\$271.45
00075311 AMERI-TECH EQUIPMENT C - BELT/	\$220.90
00075376 CAR TUNES/HOME THEATER - Purch	\$39.90
00075414 BEARING BELTCHAIN00244-Purchas	\$789.65
00075414 BEARING BELTCHAIN00244 - Purch	\$21.36
00075426 BRAKE SUPPLY COMPANY I - Purch	\$41.51
00075429 CASPER TIRE 0000705 - Purchase	\$125.00
00075450 CASPER TIRE 0000705 - Purchase	\$17.00
00075469 CASPER TIRE 0000705 - Purchase	\$550.00
00075576 BENTZ SELF SERVICE A - Purchas	\$15.00
00075588 BEARING BELTCHAIN00244 - Purch	\$41.95
00075591 DIAMOND VOGEL PAINT #7 - Purch	\$73.05
00075606 BEARING BELTCHAIN00244 - Purch	\$6.49
00075622 BEARING BELTCHAIN00244 - Purch	\$44.42
00075677 OLD TOWN PUMP - Purchase	\$7.74
00074799 JACKS TRUCK AND EQUIPM - PRESS	\$27.29
00074800 KELLYS ALIGNMENT AND B- Purcha	\$63.00
00074800 KELLYS ALIGNMENT AND B - Purch	\$63.00
00074812 MCCOY SALES CORPORATIO-BRAKE H	\$52.08
00074812 MCCOY SALES CORPORATIO - BRAKE	\$52.08
00074813 GOODYEAR COMMERCIAL TI - TIRE	\$1,102.12
00074829 GOODYEAR COMMERCIAL TI - STOCK	\$798.12
00074844 BEARING BELTCHAIN 244-Purchas	\$888.35
00074844 BEARING BELTCHAIN00244 - Purch	\$4.29
00074853 JACKS TRUCK AND EQUIPM - MOTOR	\$136.96
00074854 HOSE & RUBBER SUPPLY C - HOSE	\$101.56
00074866 STOTZ EQUIP-CASPER- - BUSHUNG	\$107.01
00074898 GOODYEAR COMMERCIAL TI - 11R22	\$4,987.50
00074912 NORCO INC SCRUBBS COM - Purcha	\$111.93
00074954 DULTMEIER SALES LLC-Purchase	\$27.76
00074954 DULTMEIER SALES LLC - Purchase	\$61.42
00074970 JACKS TRUCK AND EQUIPM - Purch	\$82.78
00074971 USPS PO 5715580945 - Purchase	\$55.60
00074982 HOODS EQUIPMENT & SPRI - Purch	\$173.52
00074991 STOTZ EQUIP-CASPER- - Credit	-\$1,201.22
00074996 HOODS EQUIPMENT & SPRI - STOCK	\$313.43
00075017 S&S CASPER- PARTS - SEAL	\$4.48
00075033 MIDLAND IMPLEMENT CO - STOCK	\$81.90
00075051 MIDLAND IMPLEMENT CO - STOCK	\$61.24
00075058 GOODYEAR COMMERCIAL TI - TIRES	\$340.32
00075069 STOTZ EQUIP-CASPER- - SWITCH	\$33.78
00075098 WYOMING MACHINERY CO-Purchase	\$379.75
00075098 WYOMING MACHINERY CO - Purchas	\$2,887.36
00075104 BAILEYS ACE HDWE - BRACE	\$15.92
00075111 STOTZ EQUIP-CASPER- - RELAY	\$30.44
00075114 BRAKE SUPPLY COMPANY I - STOCK	\$41.51

Bills & Claims

06/20/2018 to 07/03/2018

00075123 INT IN VEHICLE LIGHTI - LED L	\$6,617.34
00075136 BEARING BELTCHAIN00244-Purchas	\$1,346.28
00075136 BEARING BELTCHAIN00244 - Purch	\$1,000.54
00075191 DRIVE TRAIN CASPER - WIPER BLA	\$102.10
00075202 SIX ROBBLEES NO 19-Purchase	\$48.04
00075202 SIX ROBBLEES NO 19 - Purchase	\$48.04
00075209 HOSE & RUBBER SUPPLY C - MEGA	\$66.89
00075217 THE UPS STORE 2200 - Purchase	\$39.80
00075233 ALPINE MOTOR SPORTS - AXEL BOO	\$201.59
00075235 GOODYEAR COMMERCIAL TI - 235/8	\$530.20
00075247 CMI-TECO - STOCK SIDE MARKING	\$67.44
00075251 STOTZ EQUIP-CASPER- - TIRE/RIM	\$215.53
Subtotal for Cost Center Fleet Maintenance:	\$31,660.34
00075554 INT IN SLASH BACK CAN - Purch	\$520.00
00075221 SAMS CLUB #6425 - Purchase	\$204.69
00075595 ATLAS OFFICE PRODUCTS - Purcha	\$30.87
00075616 ATLAS OFFICE PRODUCTS - Purcha	\$17.33
00075671 BEST BUY 00015271 - Purch	\$129.99
00075705 GAYLORD BROS INC - Purchase	\$208.74
00075813 GAYLORD BROS INC - Purchase	\$82.88
00075124 COMTRONIX - Purchase	\$531.00
00075193 TOP OFFICE PRODUCTS IN - Purch	\$41.02
00075325 GAYLORD BROS INC - Purchase	\$162.55
00075410 WM SUPERCENTER #3778 - Purchas	\$8.97
00075492 GAYLORD BROS INC - Purchase	\$146.84
00075504 OREGON CALIFORNIA TRAI - Purch	\$60.00
Subtotal for Cost Center Fort Caspar:	\$2,144.88
00075322 BLACK BEAR HAVERSACK - Purchas	\$196.49
00075644 SP CHUGWATER CHILI - Purchas	\$68.13
00075238 USPS PO 5762700491 - Purchase	\$70.00
00075358 K & M INTERNATIONAL IN - Purch	\$675.00
00075452 PAYPAL SONMANUFACT - Purchase	\$100.08
Subtotal for Cost Center General - Fort Caspar:	\$1,109.70
00075215 BARGREEN WYOMING 25 - Purchase	\$100.40
00075495 CPS DISTRIBUTORS INC C - Purch	\$21.98
00075718 NORCO INC - Purchase	\$159.59
00075739 THE HOME DEPOT #6001 - Purchas	\$80.40
00074958 BRECK MEDIA GROUP - Purchase	\$450.00
00075349 MIDLAND IMPLEMENT CO - Purchas	\$713.57
00075424 GROWTH PRODUCTS - Purchase	\$1,360.00
00075447 ARCHITECTURALGLAZINGCO - Purch	\$236.22
00075474 MIDLAND IMPLEMENT CO - Purchas	\$181.60
00075550 THE HOME DEPOT #6001 - Purchas	\$80.40
00075228 STOTZ EQUIP-CASPER- - Purchase	\$108.00
00075263 COMTRONIX - Purchase	\$122.85
00075280 MENARDS CASPER WY - Purchase	\$45.65
00075304 R & R REST STOPS - Purchase	\$378.00

Bills & Claims

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00075326 THE HOME DEPOT #6001 - Purchas	\$109.00
00075653 BARGREEN WYOMING 25 - Purchase	\$301.59
00075654 CHARTER COMM - Purchase	\$135.23
00075673 VZWRLSS MY VZ VB P - Purchase	\$80.02
Subtotal for Cost Center Golf Course:	\$4,664.50
00075501 THE UPS STORE 2200 - Purchase	\$431.42
00075378 BEST BUY 00015271 - Purch	\$239.90
00075379 DOLLAR TREE - Purchase	\$5.00
00075409 TARGET 00001644 - Purch	\$60.94
00075481 THE UPS STORE 2200 - Credit	-\$431.42
00075544 THE UPS STORE 2200 - Purchase	\$410.88
Subtotal for Cost Center Health Insurance:	\$716.72
00075807 ORKIN LLC 002 - Purchase	\$116.19
00075810 ENERGY LABORATORIES - Purchase	\$66.00
00075344 CASPER CONTRACTORS SUP - Purch	\$414.88
00075370 SQ SQ GHOST TOWN CAN - Purch	\$360.00
00075663 CASPER CONTRACTORS SUP - Purch	\$545.42
00074319 AUTOZONE #1294 - Purchase	\$3.14
Subtotal for Cost Center Hogadon:	\$1,505.63
00075262 USPS PO 5715580945 - Purchase	\$15.71
00074764 USPS PO 5715580945 - Purchase	\$6.70
00075397 CPU IIT - Purchase	\$967.35
Subtotal for Cost Center Human Resources:	\$989.76
00075781 CPU IIT - Purchase	\$1,039.00
00075037 SAMSClub #6425 - Purchase	\$88.20
00075384 SAMSClub #6425 - Purchase	\$50.40
00075685 SAMSClub #6425 - Purchase	\$110.76
00075861 AGRICULTURE DEPARTMENT - Purch	\$50.00
00075862 THE UPS STORE 2200 - Purchase	\$235.57
00075534 DENNIS SUPPLY COMPANY - Purcha	\$8,846.40
00075282 THE HOME DEPOT #6001 - Purchas	\$58.95
00075296 MENARDS CASPER WY - Purchase	\$113.19
00075352 BAILEYS ACE HDWE - Purchase	\$22.66
00075404 JET ICE LTD - Purchase	\$455.00
00075404 JET ICE LTD - Purchase	\$928.00
00075433 SAMS CLUB #6425 - Purchase	\$113.08
00075489 SQUARE SQ PAPA JOHNS - Purch	\$129.80
00074933 CASPERNATRONAHEALTHPAY - Purch	\$50.00
00074934 CITY TREASURER - Purchase	\$75.00
00074980 GOVTPELLERNATRONAWYFEE - Purcha	\$1.50
00075064 FEDEXOFFICE 00009423 - Purch	\$83.88
00075206 SAMS CLUB #6425 - Purchase	\$12.98
00075237 PUREHOCKEY.COM - Purchase	\$786.99
Subtotal for Cost Center Ice Arena:	\$13,251.36
00075386 CPU IIT - Purchase	\$2,314.35

Bills & Claims

06/20/2018 to 07/03/2018

Subtotal for Cost Center Information Services: \$2,314.35

00075934 WESTSIDE ANIMAL HOSPIT - Purch	\$40.00
00075086 COCA COLA BOTTLING CO - Purcha	\$118.20
00075759 STAPLES 00114181 - Purch	\$111.61
00075780 ATLAS OFFICE PRODUCTS - Purcha	\$240.50
00075928 WESTSIDE ANIMAL HOSPIT - Purch	\$625.00
00075941 WESTSIDE ANIMAL HOSPIT - Purch	\$2,625.00
00075962 WESTSIDE ANIMAL HOSPIT - Purch	\$2,625.00
00075976 WESTSIDE ANIMAL HOSPIT - Purch	\$2,000.00
00075999 HARBOR FREIGHT TOOLS 3 - Purch	\$19.99
00076001 WESTSIDE ANIMAL HOSPIT - Purch	\$93.00
00074907 COMTRONIX - Purchase	\$183.00
00075093 RESPOND FIRST AID OF W - Purch	\$155.43
00075130 NOLAND FEED - Purchase	\$791.26
00075137 CASPER ANIMAL MEDICAL - Purcha	\$354.81
00075163 QUALITY OFFICE SOLUTIO - Purch	\$73.98
00075185 STAPLES 00114181 - Purch	\$22.61
00075205 CASPERNATRONAHEALTHPAY - Purch	\$960.00
00075223 ALL CREATURES VETERINA - Purch	\$386.70
00075240 ALBERTSONS #0060 - Purchase	\$35.66
00075250 NORCO INC - Purchase	\$200.18
00075254 GOVTELLERNATRONAWYFEE - Purcha	\$23.90
00075284 SPORTSMANS WAREHOUSE 1 - Purch	\$49.77
00075319 MENARDS CASPER WY - Purchase	\$764.10
00075514 ANIMAL CARE EQUIPMENT - Purcha	\$453.90

Subtotal for Cost Center Metro Animal: \$12,953.60

00074431 ATLAS OFFICE PRODUCTS - Purcha	\$22.08
00074365 ATLAS OFFICE PRODUCTS - Purcha	\$158.52
00074492 CPU IIT - Credit	-\$58.02
00074871 ATLAS OFFICE PRODUCTS - Purcha	\$51.93

Subtotal for Cost Center Municipal Court: \$174.51

00075302 CASPER FIRE EXTINGUISH - Purch	\$55.70
00075480 VZWRLSS IVR VB - Purchase	\$40.01
00075723 CPS DISTRIBUTORS INC C - Purch	\$601.55
00074409 GRAINGER - Purchase	\$41.08
00074836 THE HOME DEPOT #6001 - Purcha	\$77.93
00075710 CRUM ELECTRIC SUPPLY C - Purch	\$104.74
00075787 AUTOZONE #1294 - Purchase	\$30.00
00075795 BLOEDORN LUMBER CASPER - Purch	\$18.90
00075832 SQU SQ WYATT ELECTRIC - Purch	\$745.20
00075846 DBC IRRIGATION SUPPLY - Purcha	\$220.68
00075855 BLOEDORN LUMBER CASPER - Purch	\$179.60
00075867 MUSCO SPORTS LIGHTING - Purcha	\$80.98
00075876 BLOEDORN LUMBER CASPER - Purch	\$31.62
00075905 TRACTOR SUPPLY CO #199 - Purch	\$5.78
00075915 SIMPLOT PARTNERS 1417 - Purcha	\$641.00
00075923 CPS DISTRIBUTORS INC C - Purch	\$208.24

Bills & Claims

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00075149 CPS DISTRIBUTORS INC C - Purch	\$761.10
00075032 SHIRTS N MORE - Purchase	\$1,764.14
00075446 INTUIT IN ALL TREES - Purcha	\$4,120.00
00075458 MODERN ELECTRIC - Purchase	\$792.00
00075527 DBC IRRIGATION SUPPLY - Purcha	\$183.84
00075547 SUMMIT ELECTRIC, INC. - Purcha	\$461.43
00075555 BLOEDORN LUMBER CASPER - Purch	\$49.18
00075565 SUMMIT ELECTRIC, INC. - Purcha	\$693.40
00075210 NORCO INC - Purchase	\$102.59
00075265 SQ SQ ATLANTIC ELECT - Purch	\$156.80
00075276 STAPLES 00114181 - Purch	\$25.99
00075313 R & R REST STOPS - Purchase	\$5,928.83
00075332 SQ SQ ATLANTIC ELECT - Purch	\$425.00
00075338 BUSH-WELLS SPORTING GO - Purch	\$239.95
00075346 CPS DISTRIBUTORS INC C - Purch	\$523.86
00075425 VERMEER SALES & SVCS O - Credi	-\$378.91
00075594 SUTHERLANDS 2219 - Purchase	\$33.96
00075610 ALPINE MOTOR SPORTS - Purchase	\$1,733.92
00075676 PARTSTREE COM - Purchase	\$76.35
00074461 BAILEYS ACE HDWE - Purchase	\$18.98
00074770 BAILEYS ACE HDWE - Purchase	\$5.79
00074945 BAILEYS ACE HDWE - Purchase	\$20.36
00075082 GRAINGER - Purchase	\$79.44
00073247 VERMEER SALES & SERVIC - Purch	\$378.91
00074368 CRUM ELECTRIC SUPPLY C - Purch	\$159.09
00074399 CPS DISTRIBUTORS INC C - Purch	\$10.73
00075107 BAVCO - Purchase	\$149.00
00074790 SUTHERLANDS 2219 - Purchase	\$5.29
00075066 GRAINGER - Purchase	\$14.26
00075099 CRUM ELECTRIC SUPPLY C - Purch	\$130.52
00075110 GRAINGER - Purchase	\$569.27
Subtotal for Cost Center Parks:	\$22,318.08
00075905 TRACTOR SUPPLY CO #199 - Purch	\$305.00
00075536 LONG BLDG. TECHNOLOGIE - Purch	\$9,246.00
00075645 CASPER STAR TRIBUNE -NFP CO-RA	\$213.64
Subtotal for Cost Center Perpetual Care:	\$9,764.64
00075133 JIMMY JOHNS - 1638 - Purchase	\$182.80
Subtotal for Cost Center Planning:	\$182.80
00075398 NASRO - Purchase	\$40.00
00075411 HOTELS.COM148964164174 - Purch	\$207.96
00075457 ATLAS REPRODUCTION INC - Purch	\$47.83
00075152 PF CHANGS #9981 - Purchase	\$23.85
00075675 IHR IHIRE.COM - Purchase	\$265.00
00075715 MCDONALD'S F3320 - Purchase	\$9.15
00075735 CHEVRON 0356655 - Purchase	\$38.01
00075089 UNITED 01629237419972 - Pur	\$200.00
00075391 IGOAIR AIR 8884290893 - Purcha	\$239.89

Bills & Claims

06/20/2018 to 07/03/2018

00075670 VFM TGI FRIDAYS - Purchase	\$18.65
00075356 RESPOND FIRST AID OF W - Purch	\$121.58
00074729 POPEYES 10809 - Purchase	\$9.68
00075246 SINGLETON INTERNATIONA - Purch	\$2,325.00
00075290 SIGMA ALDRICH US - Purchase	\$378.51
00074416 CHEYENNE LITTLE AMERIC - Purch	\$465.00
00074906 COPS PLUS, INC - Purchase	\$309.14
00074924 HOTELS.COM148592313089 - Credi	-\$340.13
00074968 EMBASSY SUITES DEN-F&B - Purch	\$34.00
00075012 PHILLIPS 66 - SEI 3701 - Purch	\$35.23
00075029 BAD DADDY'S BURGER BAR - Purch	\$16.86
00075055 EMBASSY SUITES DEN-F&B - Purch	\$53.20
00075065 MILE HIGH SHOOTING ACC - Purch	\$5,431.40
00075359 THE TRAILHEAD - Purchase	\$16.21
00075377 COWFISH - Purchase	\$32.30
00075407 STAPLES 00114181 - Purch	\$11.99
00075441 VZWRLSS IVR VB - Purchase	\$960.40
00075460 E&F HOLDING CO. - Purchase	\$180.00
00075463 CKE THE BREADBOARD 1 - Purch	\$10.00
00075475 TLO TRANSUNION - Purchase	\$110.00
00075497 VZWRLSS IVR VB - Purchase	\$972.91
00075507 MOUNTAIN STATES LITHOG - Purch	\$81.04
00075510 FEDEX 98637047 - Purchase	\$23.19
00075523 STAPLES 00114181 - Purch	\$68.97
00075528 CRMC - ADMISSIONS - Purchase	\$311.01
00075531 SOURCE OFFICE - VITAL - Purcha	\$497.37
00075558 UNIFORMS 2 GEAR - Purchase	\$685.62
00075562 42 DEGREES NORTH - Purchase	\$240.00
00075564 INT IN POWDER RIVER S - Purch	\$108.00
00074783 NOLAND FEED - Purchase	\$112.80
00075674 CHIPOTLE 3192 - Purchase	\$13.34
00075692 NORDYS BARBQUE GRILL - Purcha	\$24.71
00075176 CKE COWBOY CAFE 1 - Purch	\$15.58
00073447 THAI CHEF RESTAURANT - Purchas	\$19.73
00073470 GANNETT GRILLLANDER BA - Purch	\$13.29
00073483 MCDONALD'S F7611 - Purchase	\$9.64
00074847 Cardinal Hall of Fame - Purcha	\$60.83
00074880 FRANKS MEATS AND PRODU - Purch	\$21.46
00074892 HOLIDAY INN FAIR AND E - Purch	\$27.09
00074956 WAGNERS PHARMACY INC - Purchas	\$13.66
00074979 CITY WOK - Purchase	\$17.77
00074993 HOLIDAY INN FAIR AND E - Purch	\$13.55
00075139 SQU SQ THE PERCH COFF - Purch	\$8.25
00075157 CONOCO - BULLS SERVICE - Purch	\$37.55
00075201 CKE COWBOY CAFE 1 - Purch	\$14.53
00075218 EXXONMOBIL 47651294 - Purch	\$26.00
00075307 HON ASI GUN HBF PAO MA - Purch	\$211.50
00075383 THE HOME DEPOT #6001 - Purchas	\$7.18
00075420 B & B RUBBER STAMP SHO - Purch	\$30.95
00075582 UNIFORMS 2 GEAR - Purchase	\$248.14

Bills & Claims

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00075633 INT IN POWDER RIVER S - Purch	\$138.00
00075652 MWW MONSTER.COM - Purchase	\$299.00
00075657 YOURMEMBER-CAREERS - Purchase	\$100.00
00075662 FEDEXOFFICE 00009423 - Purch	\$384.00
00075253 COCA COLA BOTTLING CO - Purcha	\$134.40
00075264 AT&T BILL PAYMENT - Purchase	\$12,782.81
00075266 GALLS - Purchase	\$126.95
00075324 INT IN JOHNSON ROBERT - Purch	\$360.00
00075336 RIMAGE CORP - Purchase	\$621.12
00075292 B & B RUBBER STAMP SHO - Purch	\$38.90
00075300 VCN NATRONAREALESTATEC - Purch	\$20.50
00075343 CPU IIT - Purchase	\$49.99
00075350 STAPLES 00114181 - Purch	\$77.46
00075351 CPU IIT - Purchase	\$10.99
00075357 CPU IIT - Purchase	\$109.99
00075364 STAPLES 00114181 - Purch	\$105.47
00073417 WAL-MART #1617 - Purchase	\$21.86
00074690 DIA PARKING OPERATIONS - Purch	\$105.00
00074712 JERSEY MIKE - Purchase	\$7.44
00074915 BP#9684614MOON BP /QPS - Purch	\$16.05
00074938 THE GARDEN GRILLE & BA - Purch	\$15.38
00074976 SOUTHWES 5261451834198 - Purc	\$517.96
00074986 VALLEY VILLAGE - Purchase	\$6.52
00074990 PIZZA HUT 033967 - Purchase	\$26.63
00075010 ARBYS #8042 MOON TOWNS - Purch	\$12.72
00075040 C1 - WORLD BEAN - Purchase	\$15.23
00075053 UNITED 01626011075150 - Pur	\$25.00
00075083 LA COCINA - Purchase	\$50.86
00075172 PAYPAL REEVESCOMPAN - Purchase	\$77.62
00075189 SHELL OIL 206990258QPS - Purch	\$28.20
00075211 UNITED 01626013477664 - Pur	\$25.00
00075220 SOURCE OFFICE - VITAL - Purcha	\$596.51
00075229 SHELL OIL 206412202QPS - Purch	\$7.50
00075236 SOURCE OFFICE - VITAL - Purcha	\$196.62
00075241 SHELL OIL 206990258QPS - Purch	\$5.13
Subtotal for Cost Center Police:	\$32,303.18
00075018 WHITE BISON - Purchase	\$36.86
00075497 VZWRLSS IVR VB - Purchase	\$80.02
00072789 UNITED 01626078945864 - Pur	\$25.00
00072807 TWISTED ROOT BURGER CO - Purch	\$14.85
00072820 POBLANOS - Purchase	\$10.11
00072829 SHERATON DALLAS DINING - Purch	\$17.88
00072842 TOPGOLF DALLAS 005-2 - Purchas	\$22.73
00072889 POBLANOS - Purchase	\$10.38
00072907 SOL IRLANDES - Purchase	\$20.16
00072977 BAKERS RIBS DOWNTOWN - Purchas	\$18.18
00073035 MURPHYS DELI - COMERIC - Purch	\$9.18
00073151 SHERATON DALLAS - Purchase	\$714.64
00073187 SHERATON DALLAS DINING - Purch	\$27.84

Bills & Claims

06/20/2018 to 07/03/2018

00073220 CHICK-FIL-A - Purchase	\$10.53
00074937 SCHEELS JOHNSTOWN - Purchase	\$7.63
00074953 SCHEELS JOHNSTOWN - Purchase	\$15.26
00075031 WHITE BISON - Purchase	\$35.77
00075038 CHRISTIANIA AT VAIL - Purchase	\$528.57
00075048 WHITE BISON - Purchase	\$31.44
00075050 CHRISTIANIA AT VAIL - Purchase	\$439.98
00075075 VENDETTA S RESTAURANT - Purcha	\$48.80
00075075 VENDETTA S RESTAURANT - Purcha	\$24.90
00075121 LANCELOT RESTAURANT - Purchase	\$37.94
00075132 LANCELOT RESTAURANT - Purchase	\$54.20
00075194 CHRISTIANIA AT VAIL - Purchase	\$30.00
00075225 SWEET BASIL-MOUNTA - Purchase	\$21.21
00075242 SWEET BASIL-MOUNTA - Purchase	\$41.31
Subtotal for Cost Center Police Grants:	\$2,335.37
00075650 WYOMING SIGNS - Purchase	\$1,627.00
Subtotal for Cost Center Property & Liability Insurance:	\$1,627.00
00075471 AMAZON MKTPLACE PMTS - Purchas	\$175.98
00075602 SAMSClub #6425 - Purchase	\$129.51
00075781 CPU IIT - Purchase	\$2,297.95
00075781 CPU IIT - Purchase	\$1,150.95
00074433 RICOH USA, INC - Purchase	\$21.81
00074433 RICOH USA, INC - Purchase	\$21.82
00075013 GRAINGER - Purchase	\$138.96
00075258 AMAZON MKTPLACE PMTS - Purchas	\$36.77
00075335 AMAZON MKTPLACE PMTS W - Purch	\$173.85
00075366 AMAZON MKTPLACE PMTS - Purchas	\$169.99
00075390 NORCO INC - Purchase	\$100.22
00075612 AMAZON MKTPLACE PMTS - Purchas	\$159.30
00075649 4IMPRINT - Purchase	\$511.42
00075738 AMAZON MKTPLACE PMTS - Purchas	\$145.05
00075872 SAMSClub #6425 - Purchase	\$97.84
00075872 SAMSClub #6425 - Purchase	\$16.88
00074998 WAL-MART #3778 - Purchase	\$19.77
00075108 SHERWIN-WILLIAMS 70896 - Purch	\$182.55
00074371 SAMS CLUB #6425 - Purchase	\$12.44
00074371 SAMS CLUB #6425 - Purchase	\$11.98
00075113 AMAZON MKTPLACE PMTS - Purchas	\$268.00
Subtotal for Cost Center Recreation:	\$5,843.04
00075574 WM SUPERCENTER #1617 - Purchas	\$37.86
00075581 HARBOR FREIGHT TOOLS 3 - Purch	\$466.92
00075737 CASPER TIRE 0000705 - Purchase	\$70.00
00075467 WYOMING STEEL AND RECY - Purch	\$6,373.50
00075479 CASPER TIRE 0000705 - Purchase	\$35.00
00075499 SQ SQ NORTHERN LIGHT - Purch	\$6,630.00
00075512 Source Office	\$229.16
00075526 CMI-TECO - Purchase	\$13.90

Bills & Claims

06/20/2018 to 07/03/2018

00075624 MENARDS CASPER WY - Purchase	\$43.96
00075112 COMPRESSION LEASING SE - Purch	\$1,051.50
00075131 SUTHERLANDS 2219 - Purchase	\$95.91
00075154 CASPER TIRE 0000705 - Purchase	\$35.00
00075190 WM SUPERCENTER #1617 - Purchas	\$8.62
00075208 SAMS CLUB #6425 - Purchase	\$323.02
00075269 CMI-TECO - Purchase	\$861.50
00074767 SOURCE OFFICE - VITAL - Purcha	\$213.83
00075068 DRIVERCHECK-SERVICECHE - Purch	\$436.82
00075087 HOSE & RUBBER SUPPLY C - Purch	\$12.05
00075090 source office	\$433.80

Subtotal for Cost Center Refuse Collection: \$17,372.35

00075687 SAMS CLUB #6425 - Purchase	\$43.46
00075577 INT IN NEVEREST EQUIP - Purch	\$336.45
00075070 TOWNSQ MEDIA CASPER - Purchase	\$472.00
00074958 BRECK MEDIA GROUP - Purchase	\$240.00
00075684 BAILEYS ACE HDWE - Purchase	\$117.96
00075709 WM SUPERCENTER #1617 - Purchas	\$327.00
00075477 BAILEYS ACE HDWE - Purchase	\$16.99
00075623 INT IN NEVEREST EQUIP - Purch	\$333.95
00075628 BAILEYS ACE HDWE - Purchase	\$13.90
00075173 CRUM ELECTRIC SUPPLY C - Purch	\$96.22
00075212 SAMS CLUB #6425 - Purchase	\$13.96
00075226 CRETEX CONCRETE PRODUC - Purch	\$1,078.40
00075382 SPORTSMANS WAREHOUSE 1 - Purch	\$69.99
00075403 INT IN NEVEREST EQUIP - Purch	\$2,915.42
00075416 HOSE & RUBBER SUPPLY C - Purch	\$173.51

Subtotal for Cost Center Sewer: \$6,249.21

00075291 DENVER INDUSTRIAL SALE - Purch	\$1,830.26
00075388 ADVANCED TRAFFIC PRODU - Purch	\$2,467.00
00075421 CMI-TECO - Purchase	\$51.96
00075541 THE HOME DEPOT #6001 - Purchas	\$35.76
00074788 CASPER CONTRACTORS SUP - Purch	\$39.60
00075106 HOWARD SUPPLY COMPANY - Purcha	\$432.20
00075148 HARBOR FREIGHT TOOLS 3 - Purch	\$49.25
00075268 SHERWIN-WILLIAMS 70896 - Purch	\$1,564.30
00075271 OREILLY AUTO #2746 - Purchase	\$53.57
00075275 BOBCAT OF CASPER - Purchase	\$664.44
00075368 ALL OUT FIRE EXTINGUIS - Purch	\$135.00
00075375 AIA INDUSTRIES - Purchase	\$1,052.58
00075399 TAPCO - Purchase	\$53.49
00075413 ECONOLITE - Purchase	\$641.67
00075422 0970 CED - Purchase	\$146.19
00075438 SQ SQ ATLANTIC ELECT - Purch	\$370.00
00075443 BAILEYS ACE HDWE - Purchase	\$7.59
00075459 0970 CED - Purchase	\$1,178.00
00075484 CASPER CONTRACTORS SUP - Purch	\$403.18
00075494 SQ SQ ATLANTIC ELECT - Purch	\$1,400.00

Bills & Claims

06/20/2018 to 07/03/2018

00075506 SQ SQ ATLANTIC ELECT - Purch	\$7,000.00
00075520 CASPER CONTRACTORS SUP - Purch	\$203.10
00075525 SONNYS RV SALES - Purchase	\$219.74
00075532 VZWRLSS IVR VB - Purchase	\$40.05
00075542 0970 CED - Purchase	\$112.78
00075556 MENARDS CASPER WY - Purchase	\$79.61
00075608 MENARDS CASPER WY - Purchase	\$18.76
00075625 HOSE & RUBBER SUPPLY C - Purch	\$128.63
00075578 CASPER STAR TRIBUNE - Purchase	\$495.36
00075596 NORCO INC - Purchase	\$200.23
00075604 CASPER STAR TRIBUNE - Purchase	\$495.36
00075615 AIRGAS CENTRAL - Purchase	\$26.79
00075281 SHERWIN-WILLIAMS 70896 - Purch	\$5,715.00
00075293 SQ SQ ATLANTIC ELECT - Purch	\$209.98
00075306 ATSI INC - Purchase	\$675.04
00075315 THE HOME DEPOT #6001 - Purchas	\$437.00
00075317 SQ SQ ATLANTIC ELECT - Purch	\$6,915.00
00075331 ENNIS PAINT INC - Purchase	\$1,443.64
00075328 COMPASS MINERALS AMER - Purcha	\$5,801.35
00075143 THE HOME DEPOT #6001 - Purchas	\$140.96
00075170 0970 CED - Purchase	\$979.12
00075244 POTTERS FLEX O LITE - Purchase	\$1,072.00
Subtotal for Cost Center Streets:	\$44,985.54
00075511 CERILLIANT CORPORATION - Purch	\$359.50
00075682 CRUM ELECTRIC SUPPLY C - Purch	\$250.00
00075736 CRUM ELECTRIC SUPPLY C - Purch	\$45.62
00075231 RMI WYOMING INC - Purchase	\$96.40
00075509 GRAINGER - Purchase	\$136.12
00075530 CERILLIANT CORPORATION - Purch	\$396.00
00075611 HACH COMPANY - Purchase	\$40.34
00075651 CASPER WINNELSON CO - Purchase	\$29.37
00075659 PURVIS INDUSTRIES 67 - Purchas	\$143.09
00075135 FERGUSON ENT #3069 - Purchase	\$4.19
00075138 OWPSACSTATE - Purchase	\$50.00
00075224 ROTO ROOTER - Purchase	\$144.00
00075297 POWER EQUIPMENT CO CPR - Purch	\$55.02
Subtotal for Cost Center Waste Water:	\$1,749.65
00075773 NATIONAL METER AND AUT - Purch	\$7,525.00
00075540 ENERGY LABORATORIES, I - Purch	\$27.00
00075141 ATLAS OFFICE PRODUCTS - Purcha	\$95.58
00075763 SQ SQ FINISH LINE SY - Purch	\$4,199.64
00075784 SQ SQ FINISH LINE SY - Purch	\$2,442.64
00075286 NORCO INC - Purchase	\$95.91
00075419 ENERGY LABORATORIES, I - Purch	\$27.00
00075451 ENERGY LABORATORIES, I - Purch	\$81.00
00075456 SIX ROBBLEES NO 19 - Purchase	\$45.18
00075473 BEARING BELTCHAIN00244 - Purch	\$25.98
00075476 KNIFE RIVER 5701 - Purchase	\$1,779.30

Bills & Claims

06/20/2018 to 07/03/2018

00075487 USPS certified letters to Boot	\$119.54
00075487 USPS PO 5762700491 - Purchase	\$121.41
00075508 ATLAS OFFICE PRODUCTS - Purcha	\$45.46
00075516 WATERWORKS IND 2697 - Purchase	\$237.00
00075535 6040 Dominos Pizza - Purchase	\$23.97
00075545 DANA KEPNER CO. - Purchase	\$185.00
00075549 BEARING BELTCHAIN00244 - Purch	\$11.29
00075559 ENERGY LABORATORIES, I - Purch	\$352.00
00075635 UNION WIRELESS - Purchase	\$128.90
00075125 ENERGY LABORATORIES, I - Purch	\$27.00
00075144 MCCOY SALES CORPORATIO - Purch	\$108.58
00075155 UNITED STATES WELDING - Purcha	\$20.57
00075166 WATERWORKS IND 2697 - Purchase	\$407.00
00075174 MOBILE CONCRETE, INC - Purchas	\$135.00
00075204 SUTHERLANDS 2219 - Purchase	\$5.80
00075255 SUTHERLANDS 2219 - Purchase	\$30.18
00075298 SUTHERLANDS 2219 - Credit	-\$30.18
00075318 SUTHERLANDS 2219 - Purchase	\$28.74
00075387 ENERGY LABORATORIES, I - Purch	\$81.00
00075392 ENERGY LABORATORIES, I - Purch	\$352.00
00075402 CASPER CONTRACTORS SUP - Purch	\$33.18
00075678 SQ SQ FINISH LINE SY - Purch	\$5,172.42
00075085 TOP OFFICE PRODUCTS IN - Purch	\$88.69
00075097 ENERGY LABORATORIES, I - Purch	\$81.00
00075100 KNIFE RIVER 5701 - Purchase	\$3,638.61
00075103 CASPER CONTRACTORS SUP - Purch	\$125.40
Subtotal for Cost Center Water:	\$27,873.79
00075279 ATLAS OFFICE PRODUCTS - Purcha	\$116.88
00075689 GRAINGER - Purchase	\$152.00
00075775 ALBERTSONS #0060 - Purchase	\$80.92
00075423 CRUM ELECTRIC SUPPLY C - Purch	\$221.68
00075672 GREINER FORD LINCOLN O - Purch	\$42.34
00075760 CASPER STAR TRIBUNE - Purchase	\$48.28
00075762 GRAINGER - Purchase	\$40.10
00075799 EUROFINS EATON ANALYTI - Purch	\$200.00
00075820 ENERGY LABORATORIES - Purchase	\$148.00
00075656 ENERGY LABORATORIES - Purchase	\$268.00
00075159 DANA KEPNER CO. - Purchase	\$150.00
00075179 COASTAL CHEMICAL CO LL - Purch	\$42.73
00075445 CRESCENT ELECTRIC 103 - Purcha	\$562.31
00075465 BEARING BELTCHAIN00244 - Purch	\$54.42
00075496 TRUENORTH STEEL-CASPER - Purch	\$343.14
00075524 GRAINGER - Purchase	\$25.70
00075273 EUROFINS EATON ANALYTI - Purch	\$200.00
00075303 UNITED STATES WELDING - Purcha	\$3,425.95
00075340 UPS 0000008F045W238 - Purchase	\$130.64
00075341 GREINER FORD LINCOLN O - Purch	\$68.65
00075355 ENERGY LABORATORIES - Purchase	\$253.00
Subtotal for Cost Center Water Treatment Plant:	\$6,574.74

Bills & Claims

06/20/2018 to 07/03/2018

00075454 WARNE CHEMICAL & EQUIP - Purch	\$70.50
00075731 STOTZ EQUIP-CASPER- - Purchase	\$903.45
00075769 TRACTOR SUPPLY CO #199 - Purch	\$91.48
00075869 STOTZ EQUIP-CASPER- - Purchase	\$3,166.00
00075178 VAN DIEST SUPPLY COMPA - Purch	\$864.38
00075256 INT IN ROTARY CLUB OF - Purch	\$217.00
00075708 BAILEYS ACE HDWE - Purchase	\$9.56
00075717 BEARING BELTCHAIN00244 - Purch	\$26.84
00075749 CPS DISTRIBUTORS INC C - Purch	\$20.54
00075755 TRACTOR SUPPLY CO #199 - Credi	-\$3.55
00075272 Country Home Products - Purcha	\$32.96
00075327 VAN DIEST SUPPLY COMPA - Purch	\$538.13
00075369 CY SALES - Purchase	\$3,079.70
00075372 MENARDS CASPER WY - Purchase	\$102.73
00075405 MENARDS CASPER WY - Purchase	\$29.94
00075309 WARNE CHEMICAL & EQUIP - Purch	\$594.80
00075437 SOLO INCORPORATED - Purchase	\$23.80
00075598 INDUSTRIAL DISTRIBUTOR - Purch	\$541.90
00075600 MENARDS CASPER WY - Purchase	\$8.88
00075648 BAILEYS ACE HDWE - Purchase	\$39.99
00075059 BAILEYS ACE HDWE - Purchase	\$7.59
Subtotal for Cost Center Weed And Pest:	\$10,366.62

Vendor Subtotal: **\$342,392.41**

**PEAK GEOSOLUTIONS/
SOLID WASTE
PROFESSIONALS**

2018.37 IOTBS LINER FOR USED OIL TANK	\$2,000.00
Subtotal for Cost Center Balefill:	\$2,000.00

Vendor Subtotal: **\$2,000.00**

**POSTAL PROS SOUTHWEST
INC**

5059 UTILITY BILLING FEES	\$2,730.05
5051 UTILITY BILLING FEES	\$2,610.94
5037 UTILITY BILL INSERT- JUNE 2018	\$1,350.00
47430 ONLINE BILLING AND PAYMENTS	\$3,579.76
Subtotal for Cost Center Finance:	\$10,270.75

47430 IVR PAYMENT FEES	\$822.00
Subtotal for Cost Center Water:	\$822.00

Vendor Subtotal: **\$11,092.75**

**PUBLIC SAFETY
COMMUNICATIONS CENTER**

164004 PSCC MONTHLY USER FEES	\$2,622.29
Subtotal for Cost Center Metro Animal:	\$2,622.29

164005 PSCC MONTHLY USER FEES	\$572.73
Subtotal for Cost Center Water:	\$572.73

Bills & Claims

06/20/2018 to 07/03/2018

	Vendor Subtotal:	\$3,195.02
RESOURCE MGMT. CO, INC.	101273 TIRE DISPOSALS	\$64.00
	Subtotal for Cost Center Fleet Maintenance:	\$64.00
	Vendor Subtotal:	\$64.00
RICOH USA PROGRAM PROVIDED BY GE CAPITAL	5053549970 COPIER MAIN	\$81.79
	Subtotal for Cost Center Police:	\$81.79
	Vendor Subtotal:	\$81.79
ROCKY MOUNTAIN POWER	AP00016806211801 ELECTRICITY	\$112.12
	Subtotal for Cost Center Buildings & Structures:	\$112.12
	AP00015606211801 ELECTRICITY	\$642.25
	Subtotal for Cost Center Fort Caspar:	\$642.25
	AP00015806211801 ELECTRICITY	\$2,595.42
	Subtotal for Cost Center Hogadon:	\$2,595.42
	AP00016106211801 ELECTRICITY	\$1,655.81
	AP00018006211801 ELECTRICITY	\$2,532.42
	AP00023606211801 ELECTRICITY	\$59.30
	Subtotal for Cost Center Parks:	\$4,247.53
	AP00017006211801 ELECTRICITY	\$69.54
	Subtotal for Cost Center Streets:	\$69.54
	AP00016506211801 ELECTRICITY	\$25,578.71
	Subtotal for Cost Center Water:	\$25,578.71
	RIN0028714 ENERGY ELECTRICITY	\$13,492.30
	RIN0028714 ENERGY ELECTRICITY	\$6,740.42
	Subtotal for Cost Center Water Treatment Plant:	\$20,232.72
	Vendor Subtotal:	\$53,478.29
ROTARY CLUB OF CASPER	5480 ROTARY DUES CN	\$72.33
	Subtotal for Cost Center City Manager:	\$72.33
	Vendor Subtotal:	\$72.33
SHOSHONE DISTRIBUTING	5995 RESALE ITEMS FOR MUSEUM STORE	\$1,358.00

Bills & Claims

06/20/2018 to 07/03/2018

CO., INC.	Subtotal for Cost Center General - Fort Caspar:	\$1,358.00
	Vendor Subtotal:	\$1,358.00
SKYLINE RANCHES	RIN0028718 201 SEWER	\$977.16
	RIN0028718 201 SEWER	-\$97.71
	Subtotal for Cost Center Sewer:	\$879.45
	RIN0028718 201 SEWER	-\$350.10
	Subtotal for Cost Center Waste Water:	-\$350.10
	Vendor Subtotal:	\$529.35
STEALTH PARTNER GROUP	RIN0028716 MEDICAL STOP LOSS	\$54,339.96
	Subtotal for Cost Center Health Insurance:	\$54,339.96
	Vendor Subtotal:	\$54,339.96
TERRACON	TA62813 REGIONAL LANDFILL LIFETIME PER	\$12,460.27
	Subtotal for Cost Center Balefill:	\$12,460.27
	Vendor Subtotal:	\$12,460.27
TOP OFFICE PRODUCTS	168150 COPY CHARGE MX3050V MAY2018	\$69.38
	Subtotal for Cost Center Waste Water:	\$69.38
	Vendor Subtotal:	\$69.38
TRANSMISSION DISTRIBUTION SERVICE	2460 2018 PEDESTRIAN PATHWAYS PROJE	\$32,250.00
	2460 2018 PEDESTRIAN PATHWAYS PROJE	\$10,445.00
	Subtotal for Cost Center Parks:	\$42,695.00
	Vendor Subtotal:	\$42,695.00
TRIPLETT, DONALD	0031141944 UTILITY REFUND	\$75.00
	0031141944 UTILITY REFUND	\$14.29
	Subtotal for Cost Center Water:	\$89.29
	Vendor Subtotal:	\$89.29
TWEED'S WHOLESALE	363885 SUPPLIES	\$888.16
	Subtotal for Cost Center Recreation:	\$888.16

Bills & Claims

06/20/2018 to 07/03/2018

	Vendor Subtotal:	\$888.16
UNITED FIRE AND CASUALTY CO.	16-011-R-001 RETAINAGE RELEASE 16-011 Subtotal for Cost Center Sewer:	\$11,556.00 \$11,556.00
	Vendor Subtotal:	\$11,556.00
UNIVERSITY OF WY.- COOPERATIVE EXTENSION SVC.	RIN0028719 PROGRAMS & PROJECTS Subtotal for Cost Center Health Insurance:	\$90.00 \$90.00
	Vendor Subtotal:	\$90.00
VEOLIA WATER TECHNOLOGIES INC	18002974 RI 05000 MECTAN GRIT REMOVAL MECHANISM Subtotal for Cost Center Waste Water:	\$2,374.60 \$2,374.60
	Vendor Subtotal:	\$2,374.60
VISION SVC. PLAN	805319900 BENEFITS PAYABLE 805319901 COBRA CONTRIBUTIONS Subtotal for Cost Center Health Insurance:	\$1,545.50 \$70.74 \$1,616.24
	Vendor Subtotal:	\$1,616.24
WEDDLE, HALEY	0031141946 UTILITY REFUND Subtotal for Cost Center Water:	\$56.26 \$56.26
	Vendor Subtotal:	\$56.26
WEST PLAINS ENGINEERING, INC.	BC18002-001002 POPLAR ST BRIDGE LGHTNG 17-085 Subtotal for Cost Center Parks:	\$240.00 \$240.00
	Vendor Subtotal:	\$240.00
WESTERN STATES FIRE PROTECTION	WSF148349 SPRINKLER LABOR HAZ WASTE BLDG Subtotal for Cost Center Balefill:	\$350.96 \$350.96
	Vendor Subtotal:	\$350.96
WESTERN WATER CONSULTANTS, INC.	181090002 MIDWEST AVE RECONST - DAVID TO Subtotal for Cost Center Sewer:	\$180.24 \$180.24
	181090002 MIDWEST AVE RECONST - DAVID TO	\$7,750.13

Bills & Claims

06/20/2018 to 07/03/2018

	Subtotal for Cost Center Streets:	\$7,750.13
	181090002 MIDWEST AVE RECONST - DAVID TO	\$1,081.41
	Subtotal for Cost Center Water:	\$1,081.41
	Vendor Subtotal:	\$9,011.78
WESTLAND PARK-RED BUTTES IMPROVEMENT & SVC.	RIN0028717 201 SEWER	\$3,402.00
	RIN0028717 201 SEWER	-\$340.20
	Subtotal for Cost Center Sewer:	\$3,061.80
	RIN0028717 201 SEWER	-\$985.86
	Subtotal for Cost Center Waste Water:	-\$985.86
	Vendor Subtotal:	\$2,075.94
WILLIAMS, PORTER, DAY & NEVILLE, P.C.	85896 BALER LEGAL COUNSEL FY1630101	\$1,314.45
	Subtotal for Cost Center Balefill:	\$1,314.45
	86016 Legal	\$57.00
	Subtotal for Cost Center Property & Liability Insurance:	\$57.00
	Vendor Subtotal:	\$1,371.45
WLC ENGINEERING - SURVEYING - PLANNING	2018-10517 WEST CASPER ZONE II WATER SYST	\$3,353.56
	2018-10517 WEST CASPER ZONE II WATER SYST	\$1,651.75
	Subtotal for Cost Center Water:	\$5,005.31
	Vendor Subtotal:	\$5,005.31
WY. DEPT. OF TRANSPORTATION	0000101197 BRYAN STOCK TRAIL	\$20.05
	Subtotal for Cost Center Streets:	\$20.05
	Vendor Subtotal:	\$20.05
	Grand Total	\$1,653,937.97

Approved By

On

CITY of CASPER, WYOMING
 BILLS and CLAIMS ADDENDUM
 Council Meeting
 07/03/18

Payroll Disbursements

6/14/18	CITY PAYROLL	\$	1,055,963.02
6/14/18	BENEFITS & DEDUCTIONS	\$	179,236.99
6/21/18	FIRE PAYROLL	\$	181,930.50
6/21/18	BENEFITS & DEDUCTIONS	\$	31,558.54

Total Payroll	<u>\$ 1,448,689.05</u>
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Additional Fees

Total Fees	<u>\$ -</u>
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Additional Accounts Payable

6/14/18	Prewrits - Utility Refunds/Petty Cash/Sales Tax		
	Trenton Blakeman	\$	12.81
	Payton Connolly	\$	46.02
	Dreamland Carnival Co	\$	52.52
	First Interstate Bank - Petty Cash	\$	117.97
	First Interstate Bank - Petty Cash	\$	8.54
	Forefront Real Estate	\$	38.32
	Refujio/Amelia Gomez	\$	119.27
	Deborah Murrain	\$	22.16
	Mark Riggs	\$	129.92
	Skiles Landscaping	\$	37.56
	State of Wy - Dept of Revenue	\$	872.53
	Leslie/Ryan Wistisen	\$	37.95

Total Additional AP	<u>\$ 1,495.57</u>
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ORDINANCE NO. 7-18

AN ORDINANCE AMENDING SECTION 17.12.124 OF
THE CASPER MUNICIPAL CODE PERTAINING TO
WIRELESS COMMUNICATION FACILITIES.

WHEREAS, on March 20, 2018, Council passed Ordinance No. 2-18 pertaining to wireless communication facilities, which was codified as Section 17.12.124 of the Casper Municipal Code; and,

WHEREAS, the Planning and Zoning Commission has some recommendations for changes to Section 17.12.124; and,

WHEREAS, the HM, OB and OYD zoning districts need to be added to Section Table 1 (Tower Regulations Summary) of Section 17.12.124, Section 8. (g); and,

WHEREAS, the FCC continues to promulgate new rules and regulations that require ordinance updates to reflect the changes.

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

Section 1:

That Section 3 (x) shall be added to the definitions section as follows:

(x) Zone, commercial: “commercial zone” means real property that is located within the limits of the City of Casper that is zoned primarily for commercial land uses. For the purposes of regulating wireless communication facilities and determining requirements in mixed use areas, the following zoning districts are considered to be commercial zones: C-1, C-2, C-3, C-4, ED, PUD, M-1 and M-2.

Section 2:

That Section 3 (y) shall be added to the definitions section as follows:

(y) Zone, residential: “residential zone” means real property that is located within the limits of the City of Casper that is zoned primarily for residential land uses. For the purposes of regulating wireless communication facilities and determining requirements in mixed use areas, the following zoning districts are considered to be residential zones: AG, R-1, R-2, R-3, R-4, R-5, R-6, HM and OB.

Section 3:

That the last sentence Section 7 (j) (Use of Stealth Design) is hereby amended to read as follows:

Stealth and concealment techniques do not include incorporating faux-tree designs of a kind that are ~~not native to the City of Casper~~ NOT GENERALLY FOUND GROWING IN THE CITY OF CASPER'S ECOSYSTEM.

Section 4:

That the last sentence Section 7 (q)(5)(iii), regarding landscaping and fencing, is hereby amended to read as follows:

A site-obscuring fence (for example, SOLID OR SLATTED WOOD, FAUX WOOD, VINYL, MASONRY ~~OR wrought iron fence~~ OR A COMBINATION THEREOF ~~as opposed to barbed wire~~) no less than six feet (6') in height from the finished grade shall be constructed around each macrocell tower and around related support or guy anchors. Access shall only be through a locked gate. Any fence shall comply with the other design guidelines of the Casper Municipal Code.

Section 5:

That Table 1 (Tower Regulations Summary) and the abbreviation definitions immediately following Section 17.12.124, Section 8 (g) are hereby replaced with the following:

**TABLE 1
TOWER REGULATIONS SUMMARY**

Zone	Permitted Height	Plan Com Approval	CC Approval	On Top of Buildings
R1-R6	50'	CUP	NA	NP
PH	50'	51'-120'	121' and greater	10 percent of building ht.
RPUD	50'	CUP	NA	10 percent of building ht.
CPUD	50'	51'-100'	NA	10 percent of building ht.
C1	50'	51-100'	NA	10 percent of building ht.
C2	50'	51'-100'	NA	10 percent of building ht.
C3	50'	51'-120'	NA	10 percent of building ht.
C4	50'	51'-120'	NA	10 percent of building ht.
M1	100'	101'-120'	121' and greater	10 percent of building ht.

M2	100'	101'-120'	121' and greater	10 percent of building ht.
AG	50'	CUP	NA	10 percent of building ht.
FC	NP	NP	NP	NP
ED	50'	51'-150'	NA	10 percent of building ht.
HM	50'	CUP	N/A	10 PERCENT OF BUILDIG HT.
OB	50'	CUP	N/A	10 PERCENT OF BUILDIG HT.
OLD YELLOWSTONE DISTRICT	SEE CASPER MUNICIPAL CODE ("CMC") SECTION 17.94.030 A. (25)	SEE CMC CHAPTER 17.94	SEE CASPER MUNICIPAL CODE CHAPTER 17.94	NP: SEE CASPER MUNICIPAL CODE CHAPTER 17.94

NP = Not permitted (prohibited)

NA = Not applicable

~~RPUD = Residential PUD~~

~~CPUD = Commercial PUD~~

PERMITTED HEIGHT = Permitted with site plan approval from the community development director.

PLAN COM APPROVAL = Permitted with site plan approval from the Planning and Zoning Commission.

CC APPROVAL = Permitted with site plan approval from the Planning and Zoning Commission and the City Council.

Section 6:

That Section 8 (h), regarding sharing of support towers and collocation of facilities, is hereby amended to read as follows:

Macrocell towers used for the purpose of providing commercial wireless telecommunication services are permitted uses in all districts, except in the downtown area, FC districts, residential districts (R1-R6), ~~residential~~ planned unit developments (PUD), and the agricultural district (AG). However, a conditional use permit may be granted for small cells providing commercial wireless telecommunication services in residential districts (R1-R6), ~~residential~~ planned unit developments (PUD), and the agricultural district (AG). Additionally, towers which are placed on buildings must conform to the other requirements of this Section.

Section 7:

That Section 18 (c), regarding compliance, is hereby amended to read as follows:

- (c) All graffiti on wireless communication facilities, ALL ACCESSORY EQUIPMENT AND ANY APPURTENANCES TO THE WCF SITE must be

removed at the sole expense of the permittee after notification by the City to the owner/operator of the WCF.

Section 8:

That Section 23 shall be amended to read as follows:

~~Application~~ Fees. In connection with the filing of an application, the applicant shall pay all applicable ~~application~~ fees, according to a City Resolution.

Section 9:

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

PASSED on 1st reading the 5th day of June, 2018.

PASSED on 2nd reading the 19th day of June, 2018.

PASSED, APPROVED, AND ADOPTED on third and final reading the _____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO. 13-18

AN ORDINANCE CREATING CHAPTER 15.08 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE.

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

SECTION 1:

Section 15.08.010 – “Short Title,” is hereby created to read as follows:

The Code adopted by the Ordinance from which this Chapter derives shall be known as the “International Property Maintenance Code” of the City.

SECTION 2:

Section 15.08.020 – “Document Adopted By Reference – Applicability,” is hereby created to read as follows:

To provide minimum standards to safeguard life, health, property, and public welfare, the City hereby adopts the 2018 Edition of the International Property Maintenance Code. The provisions of the Code shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures within the limits of the City. A copy of the adopted International Property Maintenance Code is on file in the office of the City Clerk.

SECTION 3:

Section 15.08.030 – “Violation – Penalty,” is hereby created to read as follows:

Any person violating any of the provisions of the Code adopted by this Chapter shall be deemed guilty of a misdemeanor. Each and every such day or portion thereof during which any violation of any of the provisions of such Code is committed, continued, or permitted shall be a separate offense. Upon conviction of any such violation, such person may be punished as set forth in Chapter 1.28 of this code.

SECTION 4:

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

SECTION 5:

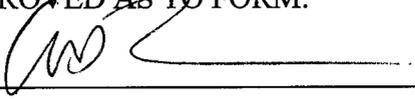
This Ordinance shall be in full force and effect from and after passage on three readings, and publication, pursuant to law.

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO. 8-18

AN ORDINANCE AMENDING SECTIONS 15.04.040, 15.04.050 AND 15.04.110 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL BUILDING CODE.

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

SECTION 1:

All references to the 2015 International Building Code in Sections 15.04.040 and 15.04.050 of the Casper Municipal Code are hereby amended to read “~~2015~~ **2018** Edition.”

SECTION 2:

The reference to the 2015 Edition of the International Energy Conservation Code in Section 15.04.110 is hereby amended to read “~~2015~~ **2018** Edition.”

SECTION 3:

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

SECTION 4:

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

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO. 9-18

AN ORDINANCE AMENDING SECTIONS 15.02.020, 15.02.030 AND 15.02.050 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE.

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

SECTION 1:

All references to the 2015 International Residential Code in Sections 15.02.020 and 15.02.030 of the Casper Municipal Code are hereby amended to read “~~2015~~ **2018** Edition.”

SECTION 2:

Section 15.02.050 – “Work exempt from permit” is hereby amended to read as follows:

“One-story detached accessory building under ~~one hundred twenty-two~~ **two hundred** square feet in area as measured at the maximum exterior wall dimension.”

SECTION 3:

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

SECTION 4:

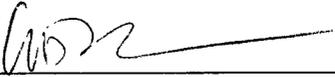
This Ordinance shall be in full force and effect from and after passage on three readings, and publication, pursuant to law.

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO.10-18

AN ORDINANCE AMENDING SECTIONS 15.20.020 AND 15.20.030 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL MECHANICAL CODE.

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

SECTION 1:

All references to the 2015 International Mechanical Code contained in Sections 15.20.020 and 15.20.030 of the Casper Municipal Code are hereby amended to read “~~2015~~ **2018** Edition.”

SECTION 2:

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

SECTION 3:

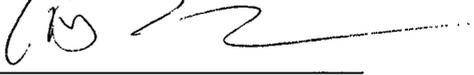
This Ordinance shall be in full force and effect from and after passage on three readings, and publication, pursuant to law.

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO. 11-18

AN ORDINANCE AMENDING SECTIONS 15.24.010 AND 15.24.020 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL PLUMBING CODE.

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

SECTION 1:

All references to the 2015 International Plumbing Code contained in Sections 15.24.010 and 15.24.020 of the Casper Municipal Code are hereby amended to read “~~2015~~ 2018 Edition.”

SECTION 2:

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

SECTION 3:

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

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO.12-18

AN ORDINANCE AMENDING SECTIONS 15.18.010 AND 15.18.020 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL FUEL GAS CODE.

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

SECTION 1:

All references to the 2015 International Fuel Gas Code contained in Sections 15.18.010 and 15.18.020 of the Casper Municipal Code are hereby amended to read "2015 ~~2018~~ Edition."

SECTION 2:

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

SECTION 3:

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

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO.14-18

AN ORDINANCE CREATING CHAPTER 15.06 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE.

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

SECTION 1:

Section 15.06.010 – “Short Title,” is hereby created to read as follows:

The Code adopted by the Ordinance from which this Chapter derives shall be known as the “International Existing Building Code” of the City.

SECTION 2:

Section 15.06.020 – “Document Adopted By Reference – Applicability,” is hereby created to read as follows:

To provide minimum standards to safeguard life, health, property, and public welfare, the City hereby adopts the 2018 Edition of the International Existing Building Code. The provisions of the Code shall apply to the repair, alteration, change of occupancy, addition to, or relocation of existing buildings within the limits of the City. A copy of the adopted International Existing Building Code is on file in the office of the City Clerk.

SECTION 3:

Section 15.06.030 – “Violation – Penalty,” is hereby created to read as follows:

Any person violating any of the provisions of the Code adopted by this Chapter shall be deemed guilty of a misdemeanor. Each and every such day or portion thereof during which any violation of any of the provisions of such Code is committed, continued, or permitted shall be a separate offense. Upon conviction of any such violation, such person may be punished as set forth in Chapter 1.28 of this Code.

SECTION 4:

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

SECTION 5:

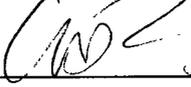
This Ordinance shall be in full force and effect from and after passage on three readings, and publication, pursuant to law.

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

ORDINANCE NO.15-18

AN ORDINANCE AMENDING SECTION 15.40.010 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2018 EDITION OF THE INTERNATIONAL FIRE CODE.

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

SECTION 1:

All references to the 2015 International Fire Code contained in Section 15.40.010 of the Casper Municipal Code are hereby amended to read "2015 2018 Edition."

SECTION 2:

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

SECTION 3:

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

PASSED on 1st reading the 19th day of June, 2018.

PASSED on 2nd reading the _____ day of _____, 2018.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

June 13, 2018

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

FROM: Liz Becher, Community Development Director *lb*
Joy Clark, Community Development Technician *jc*

SUBJECT: Denial of future CDBG Entitlement Funding

Meeting Type & Date:

Regular Council Meeting, July 3, 2018.

Action type:

Resolution.

Recommendation:

That Council, by resolution, authorize the City to disengage from, and decline further Community Development Block Grant (CDBG) Entitlement Grant funds, from the U.S. Department of Housing and Urban Development (HUD).

Summary:

According to the Federal Fiscal Budget for HUD, the CDBG program has been eliminated beginning with Fiscal Year 2019 and is no longer being funded. The time requirements for City staff to complete the onerous requirements to qualify projects and the increasing quantity of HUD reporting requirements are not balanced with the results that are realized by the City's low-income citizens. In the past year, situations have occurred that fundamentally alter the expectations of the parties or make the purposes for the Grant, infeasible or impractical.

Residual CDBG funds exist which will be expended over the next year observing all rules and regulations required by HUD. The reporting requirements will continue to be met in an efficient and timely manner as they have been for the past five (5) years until the funds are depleted.

The City of Casper will deny CDBG Entitlement funds beginning with HUD's Program Year 2018 which is the City's Fiscal Year 2019.

Financial Considerations

No effect on the City's General Fund.

Oversight/Project Responsibility

Joy Clark, CDBG Program Coordinator, will be responsible for overseeing the expenditures and reporting for the residual CDBG Entitlement funds and grant.

Attachments

Resolution

RESOLUTION NO.18-141

A RESOLUTION DENYING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT GRANT BETWEEN THE CITY OF CASPER AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

WHEREAS, the City of Casper determined that the time expenditure of City Staff completing the onerous requirements to qualify projects and the amount of U.S. Department of Housing and Urban Development (HUD) reporting requirements which are not balanced with the results that are realized by the City's citizens; and,

WHEREAS, the City of Casper supports the rejection of the funds due to situations which have occurred that fundamentally alter the expectations of the parties or make the purposes for the Grant, infeasible or impractical; and,

WHEREAS, the City of Casper has been notified by HUD that beginning with Fiscal Year 2019 the Community Development Block Grant (CDBG) program is no longer funded in the National Budget and will be eliminated.

WHEREAS, it is in the best interest of the City of Casper to disengage from and decline further CDBG Entitlement Grant funds from the HUD as stated herein; and,

WHEREAS, the City of Casper supports expending the residual funds allocated in prior years to the CDBG Entitlement Grant Program prior to concluding its relationship with HUD; and,

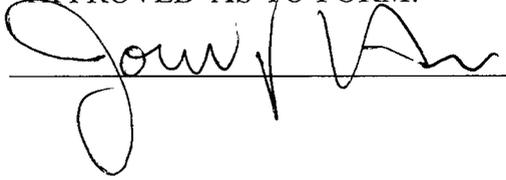
WHEREAS, the City of Casper declines accepting HUD funds beginning with HUD's Program Year 2018 which is the City's Fiscal Year 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized to execute and the City Clerk to attest this Resolution authorizing the denial of future CDBG funding beginning with HUD's Program Year 2018 which is the City's Fiscal Year 2019 between the City of Casper and HUD.

This Resolution shall be effective upon the Mayor's signature and the Clerk's attestation.

PASSED, APPROVED, AND ADOPTED THIS _____ day _____ 2018.

APPROVED AS TO FORM:



A handwritten signature in black ink, appearing to read 'Fleur D. Tremel', is written over a horizontal line.

CITY OF CASPER, WYOMING

ATTEST:

A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

June 8, 2018

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

FROM: Liz Becher, Community Development Director *LB*
Andrew Beamer, Public Services Director *AB*
Aaron Kloke, MPO Supervisor *AK*

SUBJECT: Resolution Authorizing Submission of a Grant Application to the U.S. Department of Transportation for a 2018 BUILD (Better Utilizing Investments to Leverage Development) Transportation Discretionary Grant

Meeting Type & Date: Regular Council Meeting July 3, 2018.

Action Type: Resolution.

Recommendation: That Council, by resolution, authorize submission of a Better Utilizing Investments to Leverage Development (BUILD) grant to the U.S. Department of Transportation to fund the reconstruction of Midwest Avenue from Elm Street to Poplar Street, in the amount of \$5,257,828, with the City's match of 20%. The total project cost will be \$6,572,286, and the City's portion will be \$1,314,458.

Summary: The City of Casper is preparing to apply to the U.S. Department of Transportation (USDOT) for the 2018 BUILD Discretionary Grant to help fund the reconstruction of Midwest Avenue from Elm Street to Poplar Street. City staff received the BUILD Notice of Funding in mid-May and has been working steadily on compiling project cost estimates, writing the project narrative to reflect transportation impacts, and requesting letters of support from local, state, and federal partners. This project includes moving all overhead utilities to underground, replacing aging water and sewer mains, upgrading all services to each lot, upgrading the storm sewer to handle flood events, new roadway, curb and gutter, constructing business front sidewalks, and providing bike lanes along the corridor. The project also includes extensive landscaping and irrigation throughout the corridor, benches, bike racks, trashcans, and decorative roadway lighting.

The reconstruction of Midwest Avenue will enhance the existing transportation system in accordance with the City's Comprehensive Plan. The proposed project will also improve the walkability of the Old Yellowstone District by providing a new sidewalk along both sides of the street, new crosswalks along the entire corridor and extending the Rails-to-Trails pathway to Poplar Street.

If awarded the grant, design engineering of the project would be finalized immediately in order to meet all local, state, and federal requirements by September 30, 2020. One of the grant requirements is confirmation of the non-Federal match, which can be demonstrated via a Council

resolution. Once designed, the project would be scheduled to be bid out to contractors in the spring of 2019. Construction could then start in summer of 2019, and would be scheduled to be constructed over a 14-month period with completion by fall of 2020.

Financial Considerations: The 2018 BUILD Discretionary Grant requires a project that is a minimum in size of \$5.0 million dollars, and requires a non-Federal match of 20%. The engineer's estimate for the City of Casper's proposed project is \$5,257,828 with a non-Federal match of 20% by the City of \$1,314,458.

The funding source for the local match is proposed to be determined at such time as the City receives the approval of the grant application.

Oversight/Project Responsibility: Andrew Beamer, Public Services Director will administer the grant on behalf of the City of Casper.

Attachments: Resolution

RESOLUTION NO. 18-142

A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION FOR A 2018 BUILD TRANSPORTATION DISCRETIONARY GRANT FOR MIDWEST AVENUE IMPROVEMENTS.

WHEREAS, the City of Casper desires to apply to the U.S. Department of Transportation for a 2018 Better Utilizing Investments to Leverage Development (BUILD) Discretionary Grant; and,

WHEREAS, the application will be submitted for the reconstruction of Midwest Avenue from Elm Street to Poplar Street, including new utilities, curb and gutter, sidewalk, landscaping, and roadway lighting; and,

WHEREAS, the reconstruction will be a benefit to the residents of Casper and the surrounding area by creating a walkable, sustainable, infrastructure foundation for the redevelopment of the Old Yellowstone District and future State office building; and,

WHEREAS, sufficient federal transportation enhancement funds exist to fund the project providing adequate local match is provided by the City of Casper.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Casper City Council supports the application to the U.S. Department of Transportation for the 2018 BUILD Transportation Discretionary Grant, in the amount of \$5,257,828, which would require a City match of 20% or \$1,314,458.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

June 25, 2018

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Liz Becher, Community Development Director *LB*
Aaron Kloke, MPO Supervisor *AK*
SUBJECT: Casper Urban Center Parking Plan Acceptance

Meeting Type & Date:

Regular Council Meeting - July 3, 2018.

Recommendation:

Staff recommends that Council accept the Casper Urban Center Parking Plan.

Summary:

On November 7th, 2017 Casper City Council approved a contract for Professional Services with Kimley-Horn for an Urban Center Strategic Parking Plan. At that time, the project team, including City (Community Development and Casper Police Departments) and Metropolitan Planning Organization (MPO) staff began the initial project tasks such as reviewing previously performed plans and studies, gathering initial data about Downtown and the Old Yellowstone District (OYD), and identifying stakeholders.

In December 2017, the MPO and City of Casper officially, and publicly, launched the planning process. At that time, a public meeting was held at the Fox Theatre, and stakeholder and technical meetings were held. The public and working committees were briefed on what to expect through this process and gave initial feedback and thoughts to the project team. The project stakeholder committee is comprised of business and property owners while the technical committee is comprised of City and Downtown Development Authority staff.

On February 13th and February 14th, 2018 additional public outreach efforts took place, including an open house at Casper City Hall. Attendees had the opportunity to learn about the data collection process and preview initial results, take a parking experience survey, complete a financial priority exercise and/or simply provide feedback on their OYD and downtown parking experience. All open house materials and an online survey were shared and launched via the project website and social media. The online survey was open for one month and received one hundred forty seven (147) responses. Since that time, best practices and opinions regarding food truck management have been shared with Council, inventory and analysis of parking data have been refined, future issue identification and parking demand have been analyzed, and best practices in parking management and initial recommendations have been shared.

A Draft Plan was released for public review on May 16th. Since this time, recommendations and an analysis of future demand have been refined. The Final Plan includes key findings, elements, and recommendations, including:

1. Based on the limited parking supply/demand assessment, the City of Casper does not have a parking supply problem. What Casper currently needs is greater parking management expertise and a reorganization of the approach to parking and overall “access management.”
2. This strategic parking plan should complement and build on the foundations of the other recent planning efforts by the City and MPO, such as the Generation Casper Comprehensive Plan.
3. The City needs program organization, a capable Parking Manager, and a focus on “Mastering the Fundamentals” of parking management
4. The overall goal should be on a strong customer service orientation.
5. Establish parking as a separate “enterprise fund” and dedicate all parking related revenue streams to support the enterprise fund and to reinvest in parking assets.
6. Better leverage under-utilized private parking resources in the Urban Center area through creative opportunities to develop shared parking resources, provide high-quality parking management services and facilitate revenue sharing arrangements with large local businesses and institutions.
7. Explore the potential of parking meters to increase vehicle turnover, efficiency of on-street parking, and encourage use of the parking garage.
8. Invest in new technology – Leveraging new technology will be a critical element in achieving many of the stated goals of this project including:
 - a. Enhanced customer friendly programs and services
 - b. Improved operational efficiency
 - c. Enhanced system financial performance
 - d. Improved system management
9. Development of a strong parking maintenance program with regularly scheduled facility condition appraisals, the creation of parking facility maintenance reserves and a prioritized facility restoration and maintenance schedule.
10. Over time, expand the parking program’s mission to adopt a broader more “mobility management” oriented perspective. Development of transportation demand management strategies, promotion of transportation alternatives, support for active transportation and the development of complementary parking policies will be important in this area.
11. Development of a robust and effective parking planning function.

Financial Considerations:

Not applicable.

Oversight/Project Responsibility:

Aaron Kloke, MPO Supervisor, is responsible for managing the Casper Urban Center Parking Plan.

Attachment:

The Casper Urban Center Parking Plan
Resolution



**CASPER AREA METROPOLITAN
PLANNING ORGANIZATION**

Urban Center Parking Plan

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Acknowledgments

City Council

- Ray Pacheco, Mayor
- Charlie Powell, Vice President of Council
- Bob Hopkins, Councilmember
- Mike Huber, Councilmember
- Jesse Morgan, Councilmember
- Shawn Johnson, Councilmember
- Dallas Laird, Councilmember
- Kenyne Humphrey, Councilwoman
- Chris Walsh, Councilmember

City Manager

- J. Carter Napier

Casper Area Metropolitan Planning Organization

- Aaron P. Kloke, Planner

City of Casper Planning Department

- Liz Becher, Community Development Director

Steering Committees

Technical Committee

- Andrew Beamer, Public Services Director
- Shad Rodgers, Streets Superintendent
- Liz Becher, Director of Community Development
- Craig Collins, City Planner
- Sgt. Scott Jones, Casper Police Department
- Jackie Warney, Casper Police Department
- Kevin Hawley, Casper DDA
- Pam Jones, Casper Area MPO
- Aaron Kloke, Casper Area MPO/City of Casper

Stakeholder Committee

- Jacque Anderson, Jacque's Bistro
- Bob Ide, Owner, Ide Land and Leasing Company
- Todd Smith, State of Wyoming
- Kate Sarosy, Statewide volunteer president for AARP
- Kathy Edwards, Cadillac Cowgirl
- Brettnee Tromble, First Interstate Bank
- Randy Pryde, Movie Palace
- John Huff, Yellowstone Garage
- Pete Fazio, Eggington's Restaurant
- Tom Heald, Wyoming Plant Company

Consultant Support

Kimley-Horn and Associates, Inc.

- Dennis Burns, Project Manager
- Adria Koller
- Christina Jones

The Solesbee Group

- Vanessa Solesbee, Assistant Project Manager

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Executive Summary

SECTION

1

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I. Executive Summary

Introduction

In the winter of 2017, the Casper Area Metropolitan Planning Organization (MPO) engaged Kimley-Horn and Associates (Kimley-Horn) to develop an Urban Center Parking Plan for the downtown area of Casper, WY. This plan identifies both short and long-term goals for the development of a forward-thinking and holistically-managed public parking system that will support the City/MPO's larger economic and community development goals, today and in the future.

Primary Objectives

The primary goal of this Urban Center Parking Plan is to be a guide for decision makers on topics such as governance, customer service, planning, technology, enforcement, as well as parking facility and systems management. Specific project objectives include providing strategies and tools to:

- Identify governance and management structures that will work best for Downtown Casper and the Old Yellowstone District, that will also contribute to the successful implementation of other recommendations.
- Improve public perceptions of parking within the study area.
- Position parking as a contributor to continued redevelopment and economic expansion of Downtown and Old Yellowstone District.
- Provide recommendations on establishing positive and proactive customer relations.
- Explore the range of parking management strategies that can be used by the City's and MPO's management staff to encourage on-street parking turnover and promote increased community vitality without unduly penalizing infrequent violators.

- Identify management strategies and technologies that can improve the customer experience, while also controlling operating costs and enhancing system financial performance.
- Position parking management within the larger “access management” context in a way that promotes a balanced system of parking and multi-modal transportation alternatives.

Key Findings

Following up on the recently completed Generation Casper Comprehensive Plan, the City of Casper is considering the development of a comprehensive parking management program as a strategy to support on-going community and economic development initiatives. This report provides a road-map for the development of a comprehensive and strategic approach to parking and mobility management in Casper. The development of such a program will require the following ten elements:

1. Based on the limited parking supply/demand assessment detailed in this report, the City of Casper does not have a parking supply problem (even at the peak parking demand periods, overall demand never exceeded 50% of the parking supply). What Casper currently needs is greater parking management expertise and a reorganization of the approach to parking and overall “access management”.
2. A Sense of Purpose and Direction relative to Parking and Transportation Policy – This strategic parking plan should complement and build on the foundation of this important element as completed in other recent planning efforts by the City and MPO.
3. Program Organization and a Strong and Capable Program Leader – The recruitment and hiring of a parking manager with experience managing a municipal parking program (or assignment of this responsibility to a new entity). Chapter VII of this report (Parking Management Strategies and Program Organization) outlines several parking program management and organizational models and recommends a preferred alternative for the City of Casper. This chapter also discusses parking system operating methodologies. Program organization is a key foundational element and a vital initial step to creating an effective and sustainable parking management program. There is also an opportunity to leverage parking management as a tool to support economic development (a separate Whitepaper on this topic is provided).
4. A Strong Customer Service Orientation – One of the key leadership elements that needs to be infused into the program from the beginning is a strong customer service focus. This applies not only to staff training but also to facilities maintenance and investments in new technologies. Parking can play a key role in improving the perception and the experience of Downtown overall. Collaboration and partnerships with the City of Casper and the MPO will be an important component of this initiative.
5. A Focus on “Mastering the Fundamentals” of Parking Management – This focus area is about gaining an in-depth understanding of the many complex and challenging aspects that are somewhat unique to parking. Appendix 38 (20 Characteristics of Effective Parking Management) provides a strong framework built around specific program categories. This resource provides the basis for a comprehensive program development approach. Between this chapter and the wealth of tools provided in the Appendices (Parking Management Toolkit), there are numerous program elements, both short and long term, that can transform the Casper parking program into one of the best small municipal programs in the country.
6. Establish parking as a separate “enterprise fund” and dedicate all parking related revenue streams to support the enterprise fund.
7. Better leverage under-utilized private parking resources in the Urban Center area through creative opportunities to develop shared parking resources, provide high-quality parking management services and revenue sharing arrangements with large local businesses and institutions.

8. Investment in New Technology – Leveraging new technology will be a critical element in achieving many of the stated goals of this project including:
 - A. Enhanced customer friendly programs and services
 - B. Improved operational efficiency
 - C. Enhanced system financial performance
 - D. Improved system management
9. Development of a strong parking maintenance program with regularly scheduled facility condition appraisals, the creation of parking facility maintenance reserves and a prioritized facility restoration and maintenance schedule.
10. Over time, expand the parking program’s mission to adopt a broader more “mobility management” oriented perspective. Development of transportation demand management strategies, promotion of transportation alternatives, support for active transportation and the development of complementary parking policies will be important in this area.
11. Parking Planning - Development of a robust and effective parking planning function or at a minimum, the inclusion of parking management in larger community planning initiatives and on-going discussions relative to new or proposed development projects is highly recommended. Also work closely with City Planning to address parking requirements (zoning code) and ADA parking issues.

Primary Action Items

Beginning on page 86 there is a list of recommended “*Primary Action Items*”. Each primary action item is formatted to provide an action item description, intended result, the entity or agency primarily responsible for implementation, key community partners, a recommended time-frame for implementation, and supportive documents provided to assist with implementation.

Below is summary listing of these key recommendations:

Primary Action Item #1

Adopt New Program Vision and Mission Statements and Recommended Parking Program Guiding Principles, Hire a Parking Management Professional (or engage a parking management firm), Create a Parking Advisory Board and Implement Parking Management Best Practices

Primary Action Item #2

Begin a process to evaluate investment in New On-Street and Off-Street Parking Technology

Primary Action Item #3

Leverage Parking as a Community and Economic Development Strategy and Develop a Comprehensive Parking Planning Function

Primary Action Item #4

Improve utilization of the existing parking garage (Wolcott and Center Streets) by investing in needed repairs/ recommended upgrades.

Primary Action Item #5

Develop a New Parking Program Brand and Marketing Program including significant on-going community outreach strategies.

Primary Action Item #6

Invest in Training and Staff Development with a Goal of Mastering the Fundamentals of Parking System Management and Operations. Develop a set of parking management data benchmarks (a list of recommended

key performance indicators is provided in Appendix 25) and provide City administration with regular updates on program development/management goals and accomplishments.

Primary Action Item #7

Expand the Scope of the Parking Program Over Time to be More Supportive of Alternative Modes of Transportation and Embrace More of a “Mobility Management Philosophy”

Primary Action Item #8

Assess the Current Parking Enforcement Program Using the Tools Provided. Invest in Mobile License Plate Recognition Technology.

Primary Action Item #9

Establish the parking program as a separate enterprise fund and combine all parking related revenue streams into this fund.

Primary Action Item #10

Development of a robust and effective parking planning function, or at a minimum, the inclusion of parking management in larger community planning initiatives and on-going discussions relative to new or proposed development projects.

Primary Action Item #11

Consider conducting a pilot program on Second Street of the proposed Streetscape Design/Curb Lane Management and signage recommendations.

In Summary

The development of a strategic vision and a strong, well defined action plan is a critical first step in creating a comprehensive public parking program for the Metro Casper Area. We applaud the City and MPO’s recognition of this fact and for making this important investment.

A comprehensive and well-managed parking program can be a significant partner and contributor to advancing the community’s economic development goals as well helping to improve the overall experience of accessing Casper’s urban center business districts. We are confident with the strong team of City/MPO leaders, an engaged and supportive Mayor, City Council and development partners, that the future of Casper’s urban center is bright indeed.

This report provides the City with not only a comprehensive strategic planning framework, but also an extensive “parking management toolkit” packed with valuable tools, manual templates, audit checklists, whitepapers, etc. to assist in program implementation and staff development. Now the real work on parking program improvement begins!



Planning Context

SECTION

2

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II. Planning Context

The City of Casper has established a clear regulatory framework and vision to guide the development and evolution of Downtown and the Old Yellowstone District. The following section provides a high-level summary of recent planning and policy documents as they relate to providing context to this strategic parking management plan. As we developed this parking management plan, we looked for opportunities to support the larger community goals expressed in these adopted City plans.

Guiding Planning and Policy Documents

Generation Casper Comprehensive Plan (2017)

The Generation Casper Comprehensive Plan’s vision statement and six guiding themes are aimed at creating a community that “serves as an economically diverse, regional hub centered on lively commercial centers that embraces a strong and unique community identity through a world-class quality of life.” Six themes were identified to support this vision, as shown at right.

The Downtown and Old Yellowstone Districts are primary focuses of Generation Casper as activity centers with considerable influence on the vitality and economic health of the city. Key implementation strategies outlined in the Plan include evaluation of code changes as they relate to parking and development encourage shared parking and mixed use development. The Plan also identifies a goal to reduce surface parking facilities throughout the urban core to “increase the cohesion of the urban center.” Such a strategy is complimentary to the concept of Park Once neighborhoods and multi-modal activity centers as discussed later in the report.

Generation Casper specifically calls out programs in Montreal and San Francisco that re-purpose underutilized on-street parking spaces to provide expanded, outdoor and semi-sheltered seating for nearby restaurants and cafes. Curb-lane management strategies and local applications of similar parklet programs and best practices are further discussed later in this report. Such programs provide an economical means for area businesses to expand during peak seasons while reducing their financial commitment. These programs also increase the walkability of the area and attract further pedestrian traffic, benefiting neighboring retail and service businesses.

Connecting Casper 2040: Casper Area Long Range Transportation Plan (2014)

In 2014, the City released an updated Long Range Transportation Plan (LRTP) to the 2030 LRTP published in 2007. Connecting Casper 2040 provides an ongoing, living guide to the process of analyzing existing and future roadway, transit, non-motorized facilities, rail, and airport infrastructure and programming supporting the access and mobility of the City’s constituents and visitors. Recommendations in the report include evaluation of individual modes to foster multi-modal transportation and development of a comprehensive system that supports vehicle, bicycle, pedestrian, transit, rail, and air. The report highlights the need for increased safety in the pedestrian environment and in the interactions of various modes of transport. Accident data demonstrates a concentration of incidents occurring within the study area for both vehicles and pedestrians, prevalent during traditional peak parking demand hours and in the developing Old Yellowstone District. Connecting Casper also provides trend data showing significant growth in transit ridership between 2005 and 2011, demonstrating an increasing willingness among constituents to utilize alternative modes of transportation, or a downturn in the economy.

Community Vision Themes

1. Endless Character
2. Vibrant Urban Center
3. Distinctive Regional Hub
4. Enhanced Connectivity
5. Embracing the River
6. Undiscovered Quality of Life

Casper Area Trails, Path and Bikeway Plan (2013)

The Casper Area Trails, Path and Bikeway Plan discusses the ways in which the City can be improved through a comprehensive and connected bicycle and pedestrian network. This guide provides a range of recommendations including the provision of 30 foot buffers from on-street parking to intersections to improve visibility and increase the safety of pedestrians, cyclists, and vehicular cross traffic. Other recommendations include reviewing underutilized parking facilities in the public right-of-way for potential reallocation to pedestrian and bicycle benefit, and relatively extensive investment in the bicycle infrastructure in the form of various types of bicycle pathways. The following table is a summary of recommended and existing bicycle facilities from the Casper Area Trails, Path and Bikeway Plan.

Annual Ridership 2005-2011



Other Plans and Documents Reviewed

- City of Casper - Downtown Strategic Plan (2012)
- City of Casper - Design Standards for Commercial/Downtown Streetscape and Parks (2005)
- Old Yellowstone District and South Poplar Street Form Based Code
- City of Casper Special Events Planning Guide and Policy
- City of Casper - Downtown Parking and Traffic Study (2000)
- City of Casper Parking Garage Aesthetic Assessment (2009)
- Casper Parking Structure Management Agreement
- Casper Parking Regulations Manual
- Casper Police Downtown Parking Information Packet

Recommendations		Existing Facilities	
Facility Type	Mileage	Facility Type	Mileage
Bike Lane	32.48	Bike Lane	3.35
Buffered Bike Lane	0.65	N/A	
Climbing Bike Lane	2.02	N/A	
Paved Shoulder	3.60	Paved Shoulder	16.74
Install New Trail/Path	8.04	Trail/Path	43.34
Bike Boulevard	N/A	N/A	
Shared Lane Marking	20.58	N/A	
Upgrade Bike Lane	3.35	N/A	
Upgrade Trail/Path	2.36	N/A	
Further Study Needed	4.87	N/A	
Recommendations Total	103.66	Existing Total	63.43

Network (Recommendations + Existing) Total = 167.09



Parking Supply/ Demand Assessment

SECTION

3

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Off-Street Parking Inventory

Key

Observed Parking Occupancy
Peak Hour, 10:00am

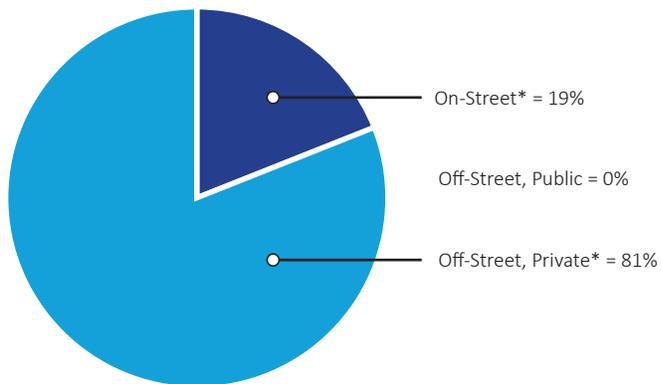
- Urban Center
- Downtown Business District
- Old Yellowstone District
- Project Boundary

Off-Street Spaces Per Sub-Area

Study Area	Public Off-Street Spaces	Private Off-Street Spaces	Total Off-Street Spaces
Urban Center (overall study area)	509	6,079	6,588
Downtown Business District	509	994	1,503
Old Yellowstone District	0	1,896	1,896

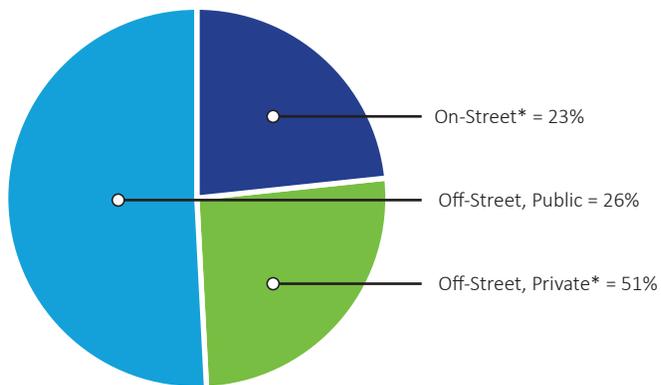


Existing Parking Supply



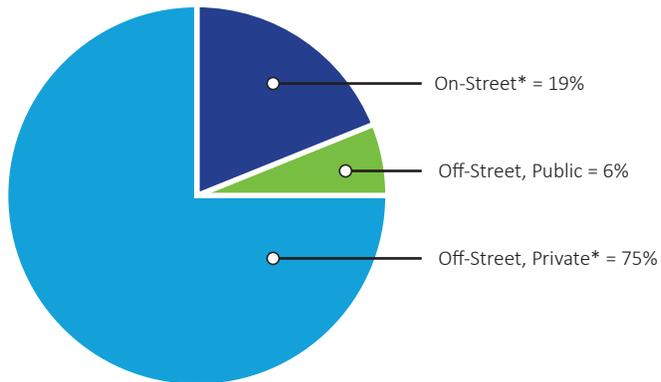
Urban Center (Overall Study Area)

FACILITY TYPE	CAPACITY
On-Street*	1,512
Off-Street, Public	509
Off-Street, Private*	6,079
TOTAL	8,100



Downtown Business District

FACILITY TYPE	CAPACITY
On-Street*	456
Off-Street, Public	509
Off-Street, Private*	994
TOTAL	1,959



Old Yellowstone District

FACILITY TYPE	CAPACITY
On-Street*	443
Off-Street, Public	0
Off-Street, Private*	1,896
TOTAL	2,339

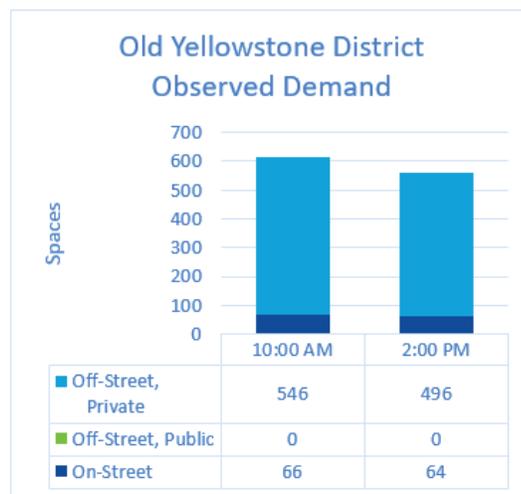
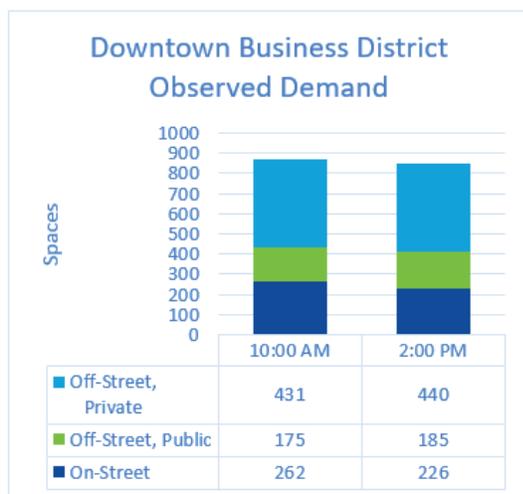
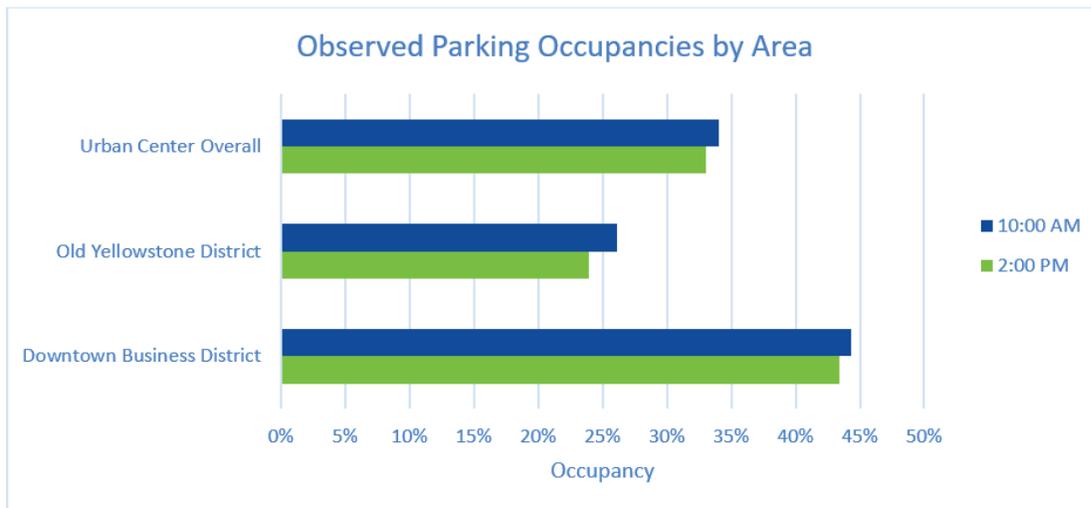
**Unmarked facilities are estimated based on 20 lineal feet per space divided by total uninterrupted feet of curb space or 350 square feet per space divided by total square footage of lot.*

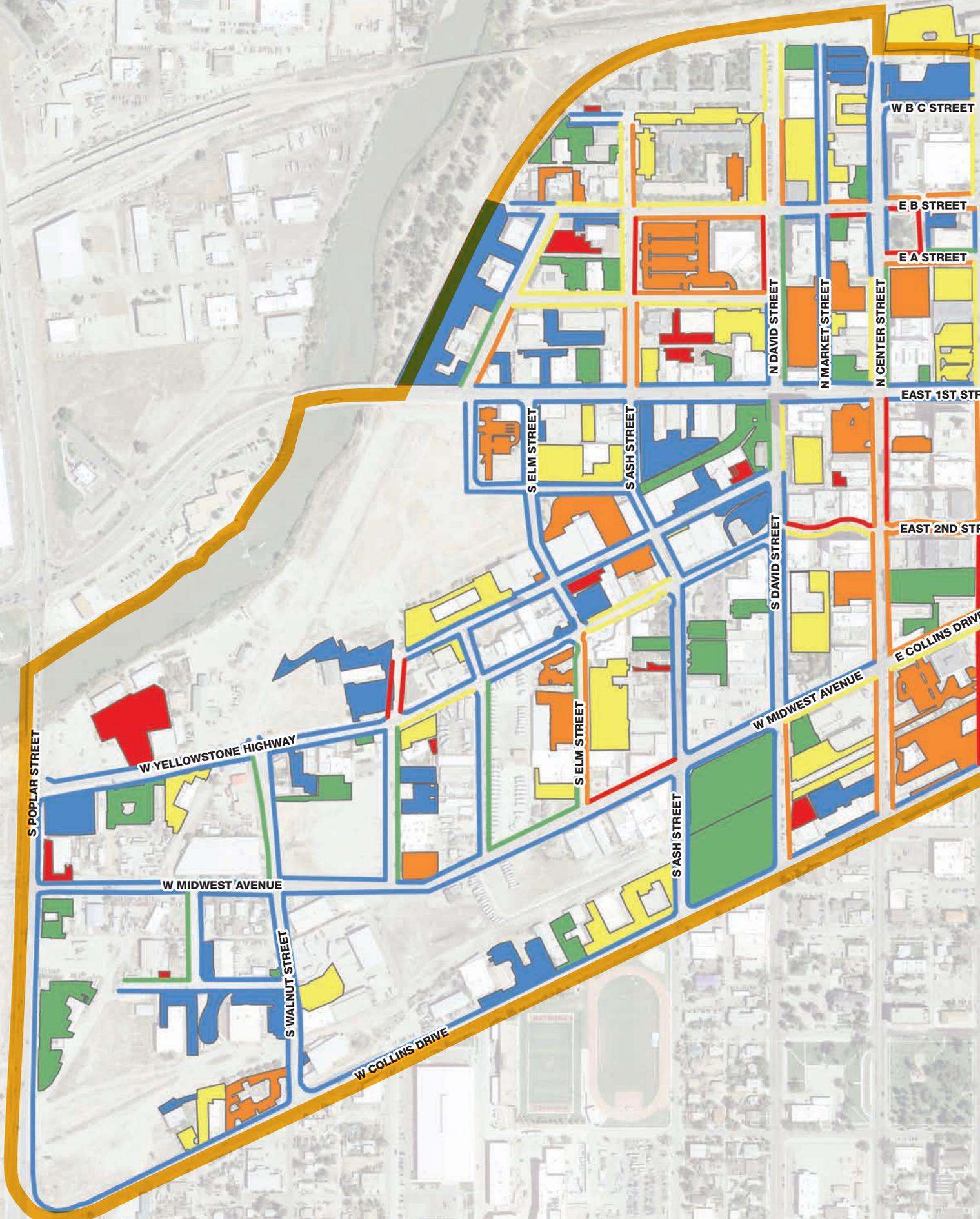
Existing Parking Demand

Kimley-Horn performed manual counts to capture parking occupancy and behavioral data for the Study on Tuesday, December 12, 2017 with counts beginning at approximately 10:00AM and 2:00PM. This date was selected to represent a typical weekday at typical peak hours for a central business district.

The industry “best practice” threshold for identifying demand constraints for a system is when occupancies consistently reach 85% of capacity, known as “Effective Capacity.” Interestingly, this level of occupancy does not necessarily have to occur across the entire system for users to have trouble finding parking. When facilities with the highest demand (and in the most popular locations) are consistently full, the perception of parking availability can deteriorate throughout an entire urban center.

The figure below graphically depicts parking occupancies by type for the overall Study Area, whereas the heat maps on the following pages show parking occupancies by facility for each collection period. As demonstrated in the graph below, the peak hour was observed to occur during morning collection.





S POPLAR STREET

W YELLOWSTONE HIGHWAY

W MIDWEST AVENUE

S WALNUT STREET

W COLLINS DRIVE

S ELM STREET

S ASH STREET

S ELM STREET

S ASH STREET

S DAVID STREET

N DAVID STREET

N MARKET STREET

N CENTER STREET

W B C STREET

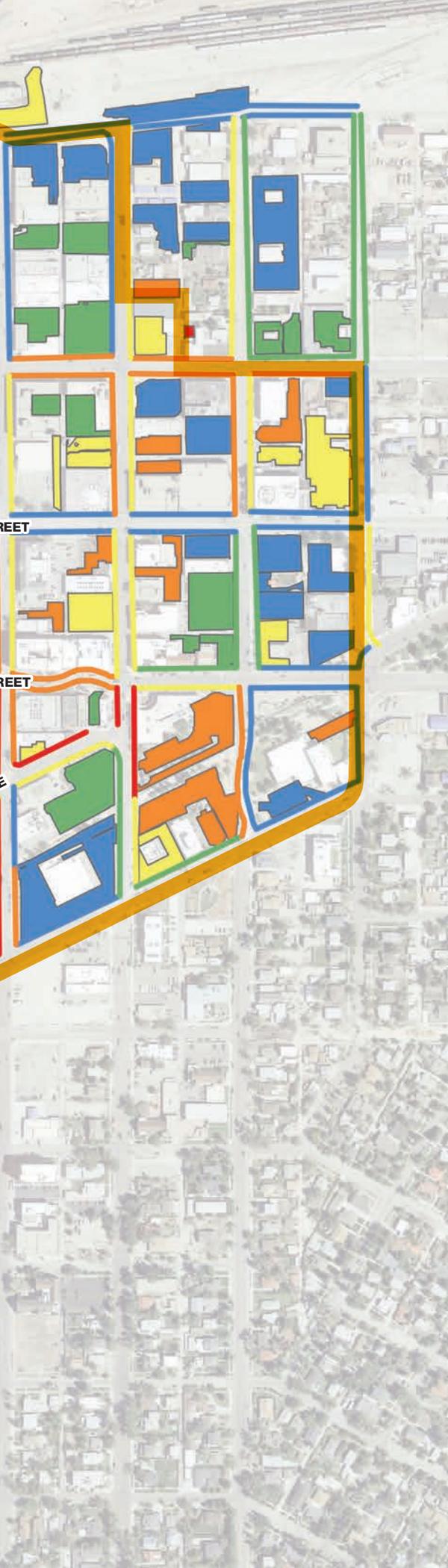
E B STREET

E A STREET

EAST 1ST ST

EAST 2ND ST

E COLLINS DRIVE



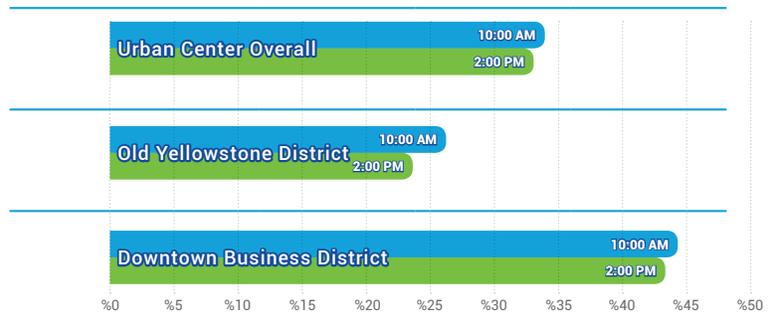
Peak Hour Occupancy

Key

Observed Parking Occupancy Peak Hour, 10:00am

- 0 – 50%
- 50 – 75%
- 75 – 85%
- 85 – 90%
- 90+%
- Project Boundary
- No Parking

Observed Parking Occupancies by Area



Average On-Street Parking Duration and Turnover

In addition to occupancy data, manual counts of on-street parking duration and turnover were performed on a sampling of core business district block-faces. Eight block faces encompassing 2nd Street between David Street and Beech Street were used for the parking duration assessment. This information was analyzed further to include insight into length of stay, turnover of availability, and violations within this area during the peak usage time-frame. Parking within this area has a two-hour time limit.

Block Face	Capacity	Number of Parked Vehicles by Length of Stay (hours)					Total Vehicles	Total Duration	Average Duration	Average Turnover	Number of Violations	Violation Hours
		0-1	1-2	2-3	3-4	4-5						
David to Center EB*	13	22	4	1	2	0	29	41	1.41	2.23	3	5
David to Center WB	12	8	15	1	1	2	27	55	2.04	2.25	4	9
Center to Walcott EB	13	38	4	1	0	0	43	49	1.14	3.31	1	1
Center to Walcott WB	13	42	5	0	0	0	47	52	1.11	3.62	0	0
Walcott to Durbin EB	10	26	5	0	0	0	31	36	1.16	3.10	0	0
Walcott to Durbin WB	12	25	7	2	1	1	36	54	1.50	3.00	4	7
Durbin to Beech EB	11	5	0	0	4	1	10	26	2.60	0.91	5	11
Durbin to Beech WB	8	6	4	2	0	1	13	25	1.92	1.63	3	5
Total Area	92	172	44	7	8	5	236	338	1.43	2.57	20	38

*Parking in the right-on-way was partially blocked to accommodate off-street construction activities within a commercial business.

As the data in the table above indicates, parking along 2nd Street between David Street and Beech Street turned over approximately 2.57 times (compared to an industry standard goal of 5 - 6 “turns per space per day). The vehicles parking in these spaces stayed an average of 86 minutes (1.43 hours). Two block faces, however, were observed to exceed an average duration of stay beyond the 2-hour time restriction for the area. These included the eastbound side of 2nd Street between Durbin Street and Beech Street, as well as the westbound side between David Street and Center Street. It should be noted that construction efforts for an off-street commercial building were underway in the section between David Street and Center, and these spaces were utilized by related vehicles and equipment. Altogether, 20 time violations were observed within the five-hour time collection period for a total of approximately 38 violation hours. These violation hours represent an additional 19 vehicles that could have been accommodated in this area with no time violations.

The lack of parker compliance with posted time limits is significant and indicates a low level of enforcement. Effective utilization of time-restricted parking is dependent upon active enforcement that achieves the intended level of turnover. The level of turnover reflects how effectively those spaces are utilized. Since on-street parking is considered to be the most

THE VALUE OF DOWNTOWN PARKING

Customer access to on-street parking brings sales directly to businesses.

AVERAGE DAILY TURNOVER
PER OCCUPIED STALL



AVERAGE RETAIL SALE
PER CUSTOMER TRANSACTION

\$31.55

DAILY POTENTIAL RETAIL SALES
PER OCCUPIED STALL

\$176.68

NUMBER OF SHOPPING DAYS
PER YEAR



ANNUAL POTENTIAL RETAIL SALES
PER OCCUPIED STALL

\$53,534

Destination Downtown outreach staff conducted a parking study among 30 retail businesses in the downtown core.

convenient parking within the system, effective utilization of these spaces is important to the health of downtown business that depend on customer and visitor convenience.

This concept is best demonstrated in a recent study out of Vancouver, Washington which concluded that sales increased due to higher parking turnover rates because each parking space could accommodate more customers throughout the day. Having enforcement practices and regulations that promote turnover can have beneficial economic impacts. In the instance of Vancouver, having an average turnover rate of 5.6 vehicles per day, an average retail transaction of \$31.55, and 303 shopping days in the year, the potential retail sales per occupied stall was found to be \$53,534 per year.

¹*Employee Parking in Downtown Vancouver, WA, City of Vancouver, WA 2014 https://www.cityofvancouver.us/sites/default/files/fileattachments/community_and_economic_development/page/17196/downtown_vancouver_employee_parking_guide.pdf*

Future Parking Demand

As noted in the parking supply/demand assessment earlier in this report, overall utilization of existing parking resources at the peak demand period is below 50%. By promoting shared parking and implementing a more active parking management function, much of the parking demand for the new development projects noted below can be accommodated using existing parking resources (apart from the proposed Convention Center project).

Potential Development Sites

Looking forward, several potential development projects within the defined study area were identified for evaluation. Most are small and included the following:

1. Source Gas Property – to be used for multi-story residential (North of W Midwest Ave, between Walnut and Spruce). Project assumptions include:
 - A. All residential.
 - B. Assumed # of units: 30
 - C. Assumed number of bedrooms per unit: 2
2. Former Milos Property – to be used for office space, residential, and retail. (on NE corner of S Ash and W Midwest Ave). Project assumptions include:
 - A. 1 office for 3 employees (1,240 sf.)
 - B. 3 two-story retail/residential units
 - i. Retail: 3 units at 1,250 sf
 - ii. Residential: 3 units with 2 bedrooms per unit and 1250 sf/unit
3. Former Ka-Larks Property – to be used for retail. Across the street from the Wyoming Plant Company, 355 S Ash.
 - A. Assumed Retail Square Footage: 5,040 sf.
4. Former Livery Stable – to be used for retail
 - A. Assumed retail square footage: 9,640 sf.
5. Former Plains Building – possible uses include retail or public space, or mixture located at 322 S David St.
 - A. Assumed retail square footage: 29,000 sf.
6. Convention Center – although Council rejected the idea of the center going on the Former Plains Building parcel, this idea is still alive. The most plausible site at this point would be the site of vacant land along the River, along S Walnut St, just south of W 1st St. The last proposal that was made public said this would be a facility that would house 200 hotel rooms, a 55,000 square feet conference center and 400 parking spaces.

Other Potential Parking Demand Impacts

While not technically a new development site, The Lyric, located at 230 S. Yellowstone Highway is seeing continued growth and success. Their intent is reportedly to grow to a point where they can host events that may bring in several hundred, if not 1,000 individuals, in a single evening.

See map of potential development locations on the following page.

Future Parking Demand Projections

The following table summarizes the projected parking demands for each of the potential development projects above.

Forecast Parking Demand from Anticipated Developments								
Location	Land Use/Units of Measure	Quantity	ITE #	Rate		Demand	Reduction for Transit / TDM	Total Demand
Source Gas Property	Residential (Units)	30	230	1.46	per unit	44	5%	42
Former Milos Property	Office (Sq. Ft.)	1,240	701	2.4	per KSF	3	5%	3
	Retail (Sq. Ft.)	3,750	820	2.65	per KSF	10	5%	10
	Residential (Units)	3	230	1.46	per unit	5	5%	5
The Lyric (Future expansion)								
	Lobby - Banquets/Weddings	400 seats	NPA	0.3/seat	seats	120	5%	114
	Large Theaters (4 each: 231 seats)	924 seats	NPA	0.3/seat	seats	277	5%	263
	Small Theaters (4 each: 100 seats each)	400 seats	NPA	0.3/seat	seats	120	5%	114
Farmer Ka-Larks Property	Retail (Sq. Ft.)	5,040	230	1.46	per KSF	8	5%	8
Former Livery Stable	Retail (Sq. Ft.)	9,640	820	2.65	per KSF	26	5%	25
Former Plains Building	Retail (Sq. Ft.)	29,000	820	2.65	per KSF	77	5%	74
Convention Center	Hotel (rooms)	200	ULI	1.25	per room	250	5%	238
	Convention Center (Sq. Ft.)	55,000	ULI	8	per KSF	440	5%	418
Total:						1380		1314

State Campus Development in the Old Yellowstone District

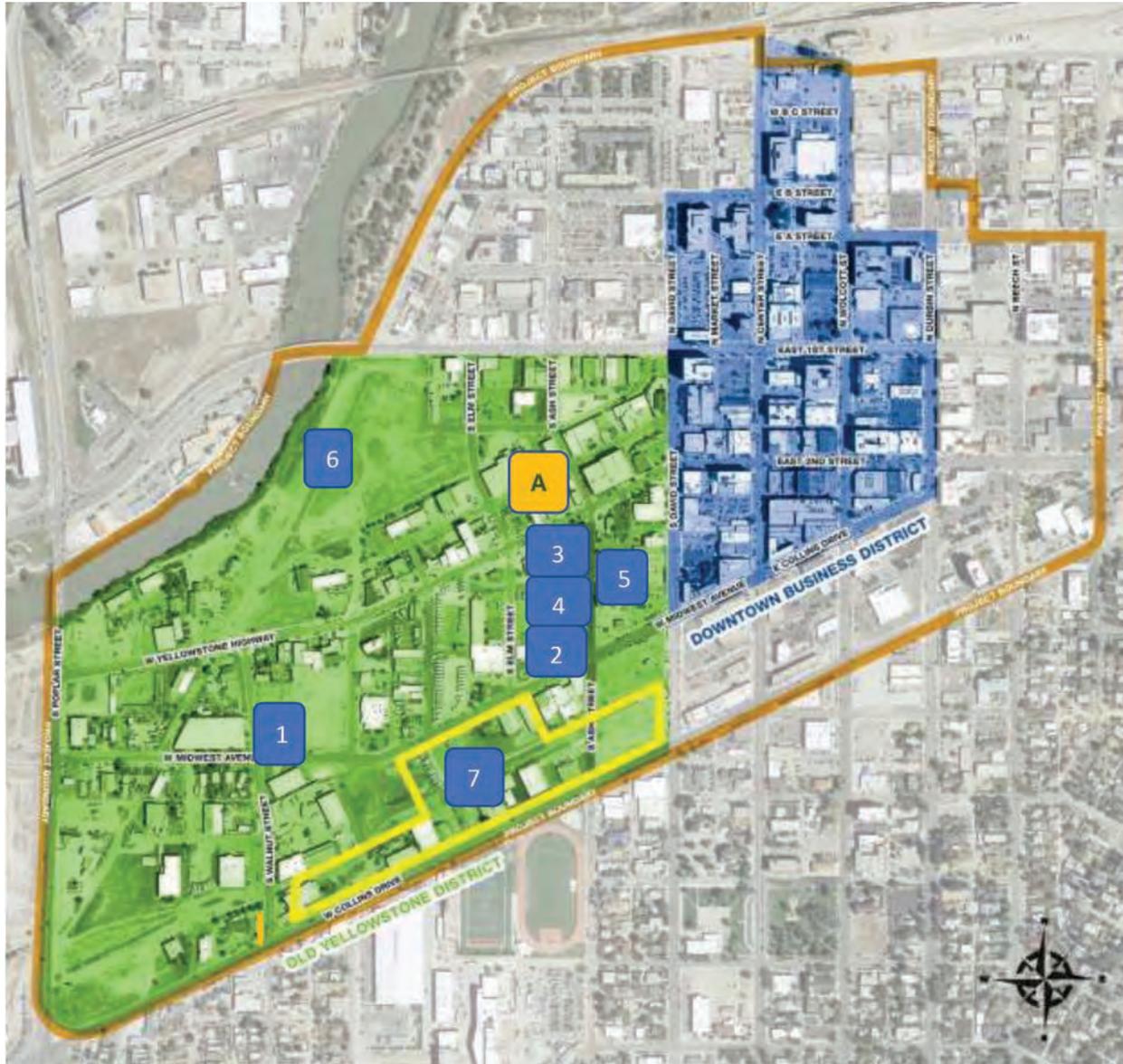
While information on this potential development project has been limited, plans for a new state office building complex are moving forward in the general area outlined below:

An estimated parking demand of between 400 and 450 surface parking spaces is anticipated to be provided by the State if this project proceeds.



Potential Development Site Locations

The locations of the potential development sites are identified on the map below.



- | | |
|--|---|
| <ul style="list-style-type: none"> 1 Source Gas Property 2 Former Milos Property 3 Former Ka-Larks Property 4 Former Livery Stables Property | <ul style="list-style-type: none"> 5 Former Plains Bldg. Property 6 Potential Convention Ctr. site 7 Potential State of WY Office Complex A The Lyric |
|--|---|

Future Development Projects Analysis

Given the cluster of proposed development projects and the success and prospect of continued growth of The Lyric as indicated on the map below, the lot indicated on the map with a star should be considered as a potential public parking development site. It is estimated that between 140 and 175 spaces could be gained on this lot depending on configuration, landscaping, etc.

This cluster of development is also very close to the existing City parking structure, creating further justification for some significant investment in parking structure improvements to enhance the attractiveness, safety and utilization of this parking asset.



Summary

Based on the limited parking supply/demand assessment detailed above, the City of Casper does not have a parking supply problem (even at the peak parking demand periods, overall demand never exceeded 50% of the parking supply). What Casper currently needs is greater parking management expertise and a reorganization of the approach to parking and overall “access management”.



Current Parking Program Assessment

SECTION

4

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IV. Current Parking Program Assessment

This chapter provides an overview of the current parking management functions currently in place in Casper, WY and identifies several key issues that will be addressed later in this report.

Authority and Legal Framework

- The Casper Parking Ordinance (Chapter 10.36 of the municipal code) outlines the general rules, regulations and prohibitions related to parking in the downtown Casper area.
- Per the ordinance, the city manager, by and through his or her designee, is hereby authorized to develop and enforce rules and regulations, designate and post prohibitions, limitations, regulations and exceptions thereto, regarding parking motor vehicles within the city limits of Casper.
- The ordinance lays out a number of “general parking rules and prohibitions”, defines recreational vehicles, addresses vehicle removal authorization, defines penalties and enforcement, etc.

Operational Guidance

Parking Regulations Manual *(Dated April 20, 2010)*

This document was provided for review and provides the following information:

- A review of the Casper Municipal Parking Code (Section 10.36)
- An overview of parking in the downtown district
- Permanent reserved parking permit types and application processes
 - Handicapped parking permit
 - Recreational vehicle parking permits
 - Loading zone parking permits
 - Critical parking – Schools parking permit
 - Parkway parking permits
- Temporary parking permit types and application processes
 - Temporary special needs parking permits
 - Construction parking permits
- Courtesy parking tickets and permits
- Bus stops
- Snow emergency routes

Special Events Policy *(Draft)*

The Special Events Planning Guide and Policy document includes elements such as:

- Event types/classifications
- Authorization and permitting
- Fees
- Notification Plan
- Required event planning forms, including:
 - Event site plan
 - Emergency Action Plan
 - Closure of streets, trails and sidewalks
 - Waste management plan
 - Public notification plan
 - Parking plan
 - Security plan
 - Weather contingencies
 - Insurance

Event Parking Plan *(Required for all events)*

- Customers will need to anticipate the parking needs of their attendees. Parking is legal on most city streets within the City of Casper, and many parks and public places have their own parking lots. But for many events,

available on-street parking and parking in public lots will not be sufficient to accommodate all of the attendees. The parking plan will need to include a reasonable estimate for the number of cars that will be at the event, and the Plan should explain how the Customer will arrange to ensure that those parking spaces will be available for their guests.

- Parking plans will likely include some combination of the following:
 - An assessment of on-site parking capacity, including on-site parking lots and nearby street parking spaces.
 - Advisories and/or advertising that instruct attendees on where to park and how to get to the event.
- Arrangements made with the owners of nearby private parking lots. This might include:
 - Lots owned by area businesses, schools, or churches. The owner of these lots will need to certify that these arrangements have been made.
 - Parking Attendants,
 - Plans that involve attendees parking farther than they normally would from the event site, including the Customer’s plan for how to inform attendees of this fact, and how to encourage attendees to follow this plan.
 - For very large events: shuttle busing from designated parking areas.

Organization

- City provides on-street parking enforcement
- City provides maintenance services to public parking facilities
- DDA manages the municipal parking garage and the “1st and Center” parking lot under a limited management agreement

Off-Street Parking Resource Management

- Provided primarily by the DDA via a limited management agreement.
 - Per the management agreement (Contract for Professional Services) recitals:
 - The City is seeking professional services related to management of the Municipal Parking Structure located at 230 South Wolcott Street, hereinafter known as the “Facility” and the Municipal Parking Lot located at 106 North Center Street, hereinafter known as “Parking Lot No. 1;”.
- Key terms of the management agreement are spelled out in the agreement documenting specific responsibilities of both the DDA and the City of Casper.
- Time of Performance:
 - The services of the Contractor shall be for four and one-half (4 ½) years beginning January 1, 2016 and ending on June 30, 2020. With the consent of the City Council and the Board of Directors of the Contractor, this contract may be renewed on an annual basis without any changes in the provisions.
- The City parking garage is operated:
 - Monday – Thursdays from 11:00 AM – 10:00 PM
 - Fridays from 11:00 Am – 12:00 AM
 - Saturdays and Sundays – Free Parking
 - Monthly parking rates for the garage are:
 - \$37/month for “covered parking”
 - \$32/month (Business rate for multiple spaces)
 - \$14/month for uncovered parking
 - Costs for the 1st and Center Lot is \$32/month

On-Street Parking / Enforcement

Per the Casper Police Department provided organizational chart (dated 2016), the force has approximately 142 positions (99 Sworn officers and 43 civilian officers). 3 the civilian officers are noted on the organization chart under the Field Operations Bureau/Traffic and Schools Unit as Community Service Officers (CSOs)/Parking.

Casper Police Department uses the DigiTicket and Cardinal systems to issue parking citations. Both systems are operated by computer and attached to the City of Casper computer network.

DigiTicket is a system used by all sworn and non-sworn officer that enforce traffic and parking violations. DigiTicket also communicates directly with the Casper Municipal Court systems for criminal cases. DigiTicket does allow the user to input the owner/driver information into the system. DigiTicket does not have a timed parking feature.

The Cardinal system communicates directly with TicketTrack which is a system used by the City of Casper Finance Division. Cardinal is only used for downtown timed parking. This system allows the user to place a registration into the system, time stamp that registration and then will automatically print a parking citation if the registration is placed in the system again after a 2 hour time limit. This system has its positive aspects as it allows the user to monitor 2 hour parking limits with ease. The negative aspect of the system is that it does not allow the user to input owner information, thus causing the issue with "Owner-less Tickets" being written.

Some other technologies being considered by the Casper Police Department are:

- Digital Parking Meters
- License Plate Readers
- The use of video or "Coban Video" to mark cars in 2-hour limit parking spaces.

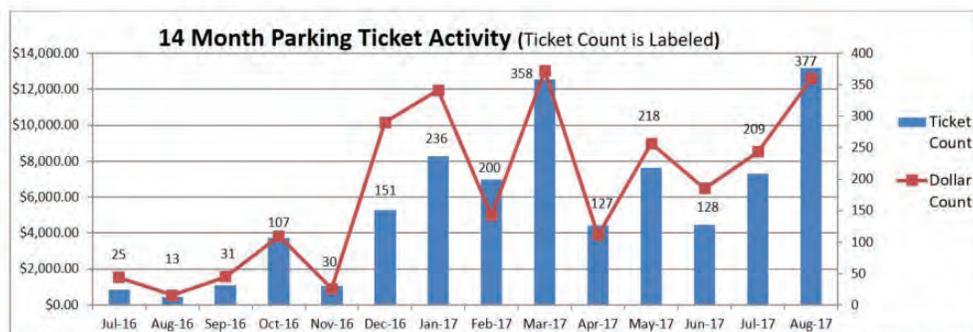
Key Issues

Currently it is very difficult to enforce parking violations in downtown Casper in a marked vehicle due to the layout of streets in the downtown area.

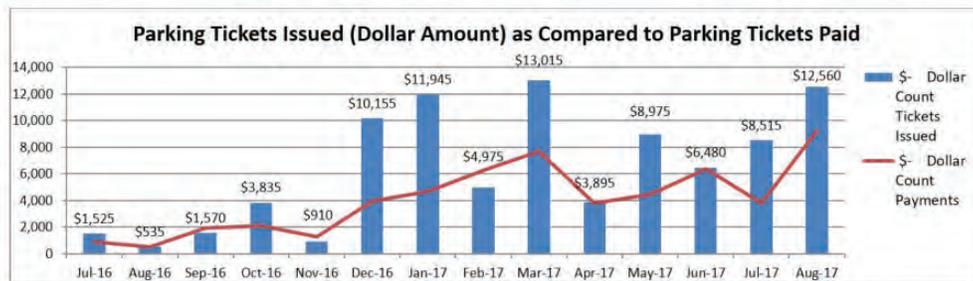
Recently the Casper Police Department has become aware of an issue within the process of collecting fines for Parking Violations that are issued by the Casper Police Department Officers and Community Service Officers.

Currently the City of Casper Finance Department voids parking citations and fines that are not paid within 60 days. A recent examination of just the first week of January 2016, \$750.00 in parking violation fines were voided simply because the person receiving the citation failed to act upon it.

One of the issues faced by the Finance Department was dealing with "Owner-less Tickets" or tickets that are issued simply to the license plate or Vehicle Identification Number and do not list a name and address for an owner or responsible party.



As of October 12, 2017 the parking ticket receivable is \$75,627, with a total count of tickets in Ticketrak at 1,551. Of these 1,551 tickets 261 of are ownerless. The ownerless tickets account for \$7,985 of the \$75,627 balance. Ownerless tickets are consistently voided to keep count down.



Analysis:

A report entitled “History of Parking Ticket Activity since January 2015 – October 2017” was reviewed and analyzed. The table to the right summarizes the key results:

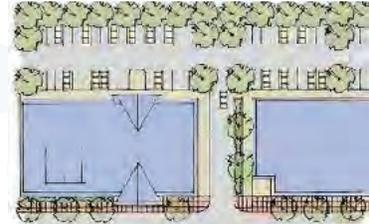
- Currently there is nothing written into the Casper City Parking Ordinance that addresses the two-hour limits on downtown parking. It is routine for the Community Service Officers to produce a copy of the current signage posted in the downtown area for the court to enforce parking violation.
- Recently the Casper Police Department has become aware of an issue within the process of collecting fines for Parking Violations that are issued by the Casper Police Department Officers and Community Service Officers.
- Citizens that received parking citations are advised that they have 10 days to pay the fine or set a court date to dispute the charge. If the citizen does not address the issue within ten days a notice is sent to the citizen advising them that they have an outstanding parking violation that they need to address. After that process is completed, no further follow up takes place and no enforcement action will be taken. Therefore, there is no repercussion for citizens who choose to ignore the fact that they have received a parking citation.
- Currently the City of Casper Finance Department voids parking citations and fines that are not paid within 60 days. The current practice makes the job of enforcing parking within the City of Casper useless at best. A recent examination of just the first week of January 2016, \$750.00 in parking violation fines were voided simply because the person receiving the citation failed to act upon it. The number of citations issued that week was 22 and 11 of those were voided due to inaction resulting in a 50% dismissal of issued citations.
- One of the issues faced by the Finance Department was dealing with “Owner-less Tickets” or tickets that are issued simply to the license plate or Vehicle Identification Number and do not list a name and address for an owner or responsible party. The Casper Police Department Community Service Officers have created a shared document between Finance and their office that allows the Community Service Officer to locate responsible information, place it into the document, allowing the Finance Customer Service Representative to place a name with the violation and send out a notice. This however, does nothing to alleviate the issue with citation and fines being voided due to inaction.
- The Community Service Officers also completed a Parking Comparison by reaching out to similar sized departments in Wyoming and surrounding states to determine how they enforce parking violations in their jurisdiction. This study found that most other jurisdictions either function the same as Casper by voiding tickets that are not addressed within 60 days or they hire a collection agency to collect fines that are older than 60 days.
- Below in information gathered as of October 12, 2017 related to citations issued and voided for a two year period.
- Of approximately \$89,000 is issued citations, nearly \$55,000 in citations were paid. This equates to approximately a 62% “citation collections ratio”, compared to an industry standard of approximately 80%.
- Another area of note is the wide variation of citations issued per month. Based on the 14-month sample provided, the average monthly dollar value of citations is approximately \$6,350. The highest monthly citation value was noted in March 2017 with a total of \$13,015 (over double the average month value) and the lowest monthly citation value was in August 2016 with only \$535 in citations issued.

		Tickets Issued (\$ Value)	Tickets Paid (\$ Value)
2016	JUL	\$1,525.00	\$915.00
	AUG	\$535.00	\$530.00
	SEP	\$1,570.00	\$1,620.00
	OCT	\$3,835.00	\$2,000.00
	NOV	\$910.00	\$710.00
	DEC	\$10,155.00	\$4,000.00
2017	JAN	\$11,945.00	\$4,200.00
	FEB	\$4,975.00	\$6,000.00
	MAR	\$13,015.00	\$7,950.00
	APR	\$3,895.00	\$3,900.00
	MAY	\$8,975.00	\$4,200.00
	JUN	\$6,480.00	\$6,400.00
	JUL	\$8,515.00	\$3,900.00
	AUG	\$12,560.00	\$8,600.00
		\$88,890.00	\$54,925.00
Approximate "Citation Collections Ratio" = 62% Industry Standard is 80%			

Section 17.94.100 of the Casper Municipal Code (Parking Regulations) was reviewed as part of the current program assessment review. This section of the code deals with building uses and parking requirements in the Old Yellowstone District. Another section of the code, Section 17.94.110 addresses Shared Parking Agreements. This is an important topic and is addressed in the strategic plan.

A document entitled “Site Development Standards - Parking Lot Design” was reviewed. It addresses parking lot design, including adherence to the principles of Crime Prevention Through Environmental Design (CPTED), traffic patterns, pedestrian safety, lighting, screening, drainage, construction requirements, etc. Parking is also addressed as an element of the City’s Form-Based code.

Parking located at the rear of building. From Form-Based Code.





Peer City Parking Programs

SECTION

5

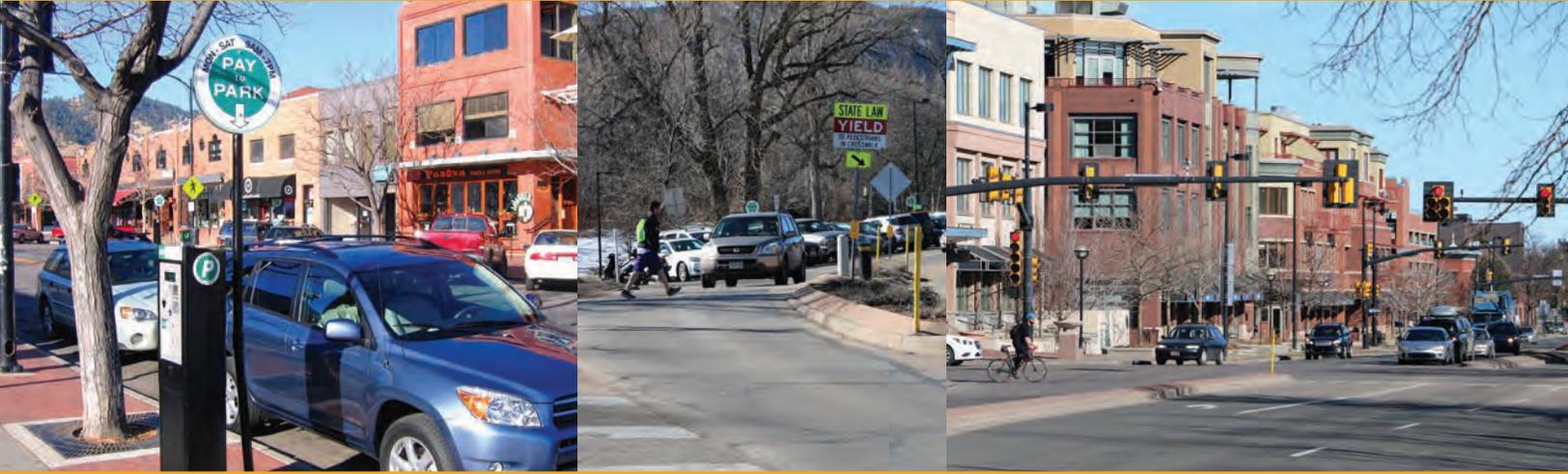
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V. Peer City Parking Programs

The following “Peer City” reviews provide “Case Study Snap Shots” of similar sized municipalities. Casper is just beginning to consider a more comprehensive approach to parking management. The following four programs provide a snapshot of how these other communities integrate parking management into their larger community development strategies and provides some sense of their program’s size and scope.

It is recommended that the City of Casper reach out to these peer cities and develop a cooperative relationship with the parking and mobility programs of these communities. Based on our experience, these communities will be extremely helpful in sharing their knowledge, experience and expertise as Casper begins to focus on enhancing their parking management program.

Boulder



City of Boulder Parking Services, Boulder, Colorado • Population 103,840

Program Overview

Boulder Parking Services manages the parking garages, on-street systems and enforcement for Boulder's three major commercial areas: downtown Boulder, University Hill and, when completed, Boulder Junction. They also manage 10 Neighborhood Permit programs throughout the City. Their mission is to provide quality parking programs including: enforcement, maintenance, and alternative modes services through the highest level of customer service, efficient management and effective problem solving.

Quick Stats

- 2,700 on-street spaces
- 2,194 spaces in garages
- 1,300 bike parking spaces
- 6,392 EcoPass holders
- On-street paid parking via multi-space meters
- Pay-by-phone available
- Offers free weekend parking in garages
- Enhanced wayfinding through variable messaging signage
- Piloting sensors in garages to indicate space availability
- Installed parking meters in 1946
- 2014 parking revenue: \$10,721,689

Revenue for 2014 by Sources

- On-street meter – 33%
- Short term garage-hourly – 17%
- Long term garage-permits – 26%
- Parking products – garage/on-street – 6%
- NPP-resident/commuter – 1%
- Enforcement – 16%

Downtown Vitality

- Average Commercial Lease (Rent)/Sq. Ft.: \$29.01
- Retail Mix:
 - Retail: 60%
 - Restaurants and Bars: 40%
- Retail Sales Mix:
 - Restaurants and Bars: 55%
 - Retail: 45%
- Downtown Vacancy: Very low (<3%)





Challenges & Opportunities

- Boulder’s parking management and parking district system has a long history, with the first parking meters installed on Pearl Street in 1946. During the past decades, Boulder’s parking system has evolved into a nationally recognized, district-based, multi-modal access system that incorporates transit, bicycling and pedestrians, along with automobile parking.
- The City takes an integrated approach to parking management and actively encourages the use of alternative modes of transportation. 56% of people accessing downtown by car, 19% walk, 9% take the bus, 9% bike and 9% use other methods like carpooling.
- Boulder has a sophisticated customer base that is used to shopping in larger cities where on-street paid parking is common, so they don’t hear a lot of complaints from customers about paying for parking.
- Revenue from on-street paid parking supports other downtown initiatives, including and EcoPass for all downtown employees, Transportation Demand Management efforts and downtown amenities like public art and pop-jet fountains.
- There is a fairly “significant” group of downtown business owners who feel that on-street parking should be free. However, downtown Boulder inc. (DBI) staff indicate that on Sundays when parking is free, all on-street spaces are completely filled by employees hours before any businesses even open.
- Even with the City’s strong emphasis on encouraging the use of public transit, biking and walking when accessing downtown, there is still a 1,500+ person waiting list for a downtown parking permit and an estimated shortage of nearly 2,500 additional spaces by 2022.
- Due to the limited supply of parking in downtown Boulder, there is not enough parking inventory to support both employees and customers, so the DBI supports the City charging for parking on-street.
- As part of an ongoing, multi-year planning project (Access Management and Parking Strategy or “AMPS”), the City is creating a toolbox of funding mechanisms (i.e., Parking Benefit District, TDM District) for commercial districts who want to manage parking and raise revenue.

Contact Information

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Department of Vitality
 City of Boulder

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 Boulder, Colorado 80302
 Email: YatesM@BoulderColorado.gov

Missoula



Missoula Parking Commission, Missoula, MT • Population: 69,122

Program Overview

The Missoula Parking Commission (MPC) manages three parking garages, 12 surface lots, the on-street system and enforcement for downtown Missoula. They also manage a Residential Permit Parking Program adjacent to the University of Montana. Their mission is to work with government, businesses and citizens to provide and manage parking and parking alternatives – the MPC identifies and responds to changing parking needs and opportunities.

Quick Stats

- 1,100 on-street spaces
- 1,275 spaces in garages
- 200 bike racks
- Installed parking meters in 1948
- Currently implementing new multi-space meters and Pay-by-Phone
- Offer “1st hour free” in garages
- 2014 parking revenue: \$1,557,656

Revenue for 2014 by Sources

- Lease spaces – 44%
- Parking meters – 31%
- Parking tickets – 14%

Downtown Vitality

- Average Commercial Lease (Rent)/Sq. Ft.: \$15.12
- Retail Mix:
 - Retail: 65%
 - Restaurants and Bars: 35%
- Retail Sales Mix:
 - Retail: 60%
 - Restaurants and Bars: 40%
- Downtown Vacancy: 13%





Challenges and Opportunities

- The Missoula Parking Commission’s biggest focus right now is working on implementation of new smart meter technology and transitioning to a different rate structure (from .25/hour to \$1.00/hour). They have selected multi-space meters with a Pay-by-Phone option.
- Their second biggest priority is stakeholder and community education. The MPC works to communicate pro-actively to stakeholders about why rates are changing and that there are multiple options available for customers including less expensive off-street garage parking.
- The Missoula Downtown Partnership (MDP) actively works with the MPC to keep downtown stakeholders informed about the changes in parking management policy and technology.
- While there is a small vocal downtown business owners group who feel that parking should be free on-street, the MDP supports the MPC’s use of on-street paid parking to ensure turnover and availability for customer parking.
- MDP staff and board members were heavily involved in the community engagement efforts that surrounded the recent selection of new parking meter technology for downtown Missoula.
- Increased meter rates have allowed the MPC to decrease their reliance on revenue from fines, and they have seen compliance increase and fine revenue decrease.
- The MPC recently used meter revenues to invest in the award-winning Park Place parking structure. Almost immediately after the commitment was made to build Park Place, a developer purchased a significantly-sized adjacent property that had long been vacant.
- Having meters provides a diversified revenue stream that has helped MPC navigate the recession.

Contact Information

Mr. Rod Austin
Director
 Missoula Parking Commission

Phone: 406.552.6250
 Address: 128 West Main Street
 Missoula, Montana 59802
 Email: RAustin@ci.missoula.mt.us

Eugene



Epark: City of Eugene Parking Services • Population: 159,190

Quick Stats

- 996 on-street spaces
- 2,627 spaces in garages
- 917 bike spaces; 100 bike racks
- On-street parking is a mixture of coin-operated and single-space credit card meters
- Pay-by-phone available (off-street only)
- Offer "1st hour free" in two largest garages (~1,000 spaces)
- Installed parking meters in 1939
- 2014 parking revenue: \$3,100,000

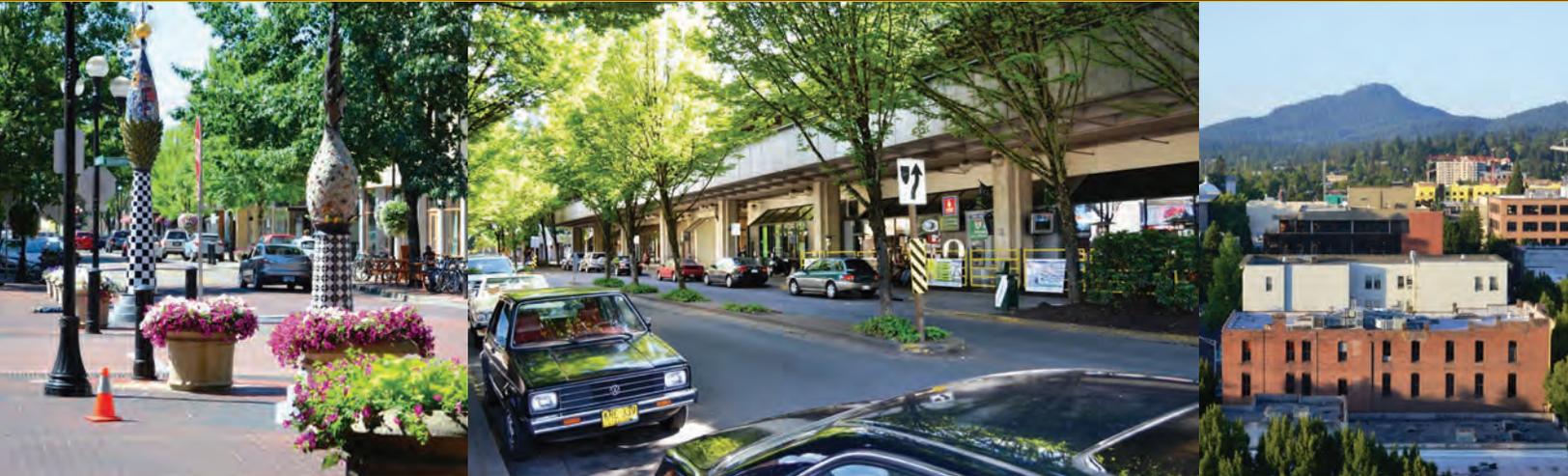
Revenue by Sources

- Leased commercial space: 18%
- Monthly garage permits: 41%
- On-street meter revenue: 19%
- Daily garage parking: 12%
- Citations (in garages): 1%
- Special events: 3%
- Citations (on-street): 6%

District Vitality

- Average Commercial Lease (Rent)/Sq. Ft.: \$24.00
- Retail Mix:
 - Retail: 50%
 - Restaurants and Bars: 50%
- Retail Sales Mix:
 - Retail: 36%
 - Restaurants and Bars: 34%
 - Other: 30%
- District Vacancy: 25%





Challenges and Opportunities

- Epark Eugene has parking management jurisdiction for the entire city of Eugene including enforcement of public streets on the University of Oregon campus. The downtown program (which includes 52-block area) accounts for about half the overall program in size and in revenue generated.
- There is a mixture of coin-operated meters and single-space credit card enabled meters throughout downtown Eugene and on the University of Oregon campus. Multi-space meters are also being piloted in some areas.
- The City is currently transitioning from a Residential Parking Permit Program (RPPP) that costs \$40/annually to a market-based fee structure that will cost \$150 per quarter (or \$600/annually).
- In 2010, parking meters were removed from a 12-block area in downtown Eugene where the City wanted to incentivize redevelopment. Now that the area is nearly redeveloped, the business owners are asking the City to reinstall meters to encourage turnover and address the issue of employees parking on-street.
- The biggest challenge that Epark is currently facing is its decentralized organizational structure. Maintenance of the off-street facilities is currently managed by another City department, as is fine adjudication.
- Downtown Eugene offers a variety of transportation options, including bus depot, train station and Bus Rapid Transit connect to the University of Oregon.
- According to the Eugene Chamber (Downtown Eugene Inc.), off-street garages are almost never at capacity, however there are very few available on-street spaces.
- While downtown vacancy is at about 25%, this is mostly because there are a few very large vacant spaces; most of the smaller retail spaces leased at the beginning of summer 2015.
- Downtown retail is majority locally-owned and can be very seasonal; there are some businesses that aren't open for months at a time (especially when school is not in session).
- Parking garage safety is biggest concern for downtown business and property owners.

Contact Information

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Parking Services Manager
 City of Eugene, Oregon
EparkEugene.com

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 Eugene, Oregon 97401
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City of Spokane Parking Services • Population: 212,052

Program Overview

In the downtown core, Spokane's 800 modern parking meters accept Visa, Master Card, and most American coins, providing multiple payment options for new visitors and regular users. Outside the downtown core, customers will see 2,700 traditional coin-operated parking meters that have been in use for decades.

The City is currently rolling out a Pay-by-phone option for all of the meters, whether modern or traditional, which is available for many of the meters now and should be completed over the next several months.

Contact Information

Andrew Rolwes

Vice President of Public Policy and Parking
Downtown Spokane Partnership

Phone: 509.456.0580 ex 109

Fax: 509.747.3127

Address: 10 N Post Street, #400
Spokane, WA 99201

Email: ARolwes@Downtownspokane.net

Quick Stats

- 9,401 total parking stalls
- 3,500 on-street spaces
- 5,901 off-street in 29 lots and garages
- 917 bike spaces; 100 bike racks
- On-street parking is a mixture of coin-operated and single-space credit card meters
- Pay-by-phone being implemented in 2015-2016
- Offer "1st our Free" in two largest garages (~1,000 spaces)
- Installed parking meters in 1939
- 2014 Parking Revenue: \$3,100,000

Revenue

- Leased commercial space: 18%
- Monthly garage permits: 41%
- On-street mater revenue: 19%
- Daily garage parking: 12%
- Citations (in garages): 1%
- Special events: 3%
- Citations (on-street): 6%

Downtown Vitality

- Retail Mix:
 - Retail: 50%
 - Restaurants and Bars: 50%
- Retail Sales Mix:
 - Retail: 36%
 - Restaurants and bars: 34%
 - Other: 30%
- District Vacancy: 25%



Peer City Parking Program Summary

These “Peer City Reviews” are provided to give an overview of the scope and programs of several similar communities who have fairly sophisticated and well-developed parking programs. Rather than “peer cities” we consider these to be “cities we can learn from”. Contact information for the leaders of these community parking programs have been provided. Each contact listed has agreed to be a resource for the City of Casper and share information on their program as you continue to evolve your parking program. Developing a solid network of peer communities can be an effective way to learn and improve your program over time.



Community Engagement and Communications

SECTION

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VI. Community Engagement and Communications

Community Outreach Overview

From December 2017 through February 2018, the Casper Urban Center Parking Plan Project Team led a multi-faceted outreach campaign designed to discover, frame and prioritize feedback from downtown and community stakeholders related to the current and future parking experience in Casper’s Urban Center.

This chapter provides an overview of the variety of opportunities for stakeholder engagement and education that were offered throughout the project, highlights consistent themes – observed by the consultant team and self-reported by the community – and concludes with strategies for incorporating identified stakeholder priorities into the Urban Center Parking Plan.

The chapter is organized as follows:

- In-Person Community Outreach Event Summaries
 - A. Project Kick-off & Town Hall Meeting
 - B. Informal Downtown Business Owner Discussion
 - C. Project Open House
 - D. “Coffee Talk” Session
- Feedback from Project Steering Committees – Technical and Community Stakeholder
- Online Survey Results
- Summary of Stakeholder Priorities and Key Themes
- Conclusion

In-Person Community Outreach Event summaries

Several in-person events (all open to the community and publicized widely via traditional and social media) provided the foundation for the parking plan's community outreach strategy. The following section summaries each in-person event along with key themes.

Town Hall Meeting

Overview

- **Date:** Wednesday, December 13, 2017, 5:30-7:30 p.m.
- **Location:** Fox Theatre
- **Format:** 30-Minute Presentation + 30-Minute Q&A
- **Attendees:** Approximately 30

Key Themes

- **Increasing Demand:** Upcoming development projects in and around downtown will impact levels of parking demand.
- **Permit Programs:** Need to address food truck regulations.
- **Enforcement:** Need to encourage compliance without discouraging visitors from coming downtown.
- **Parking Space Size and Design:** Need to address angled vs. parallel parking and size appropriately for predominant vehicle size.

Downtown Business Owner Informal Discussions

Overview

- **Date:** Tuesday, February 13, 2018, between 9:30 – 11:00 a.m.
- **Businesses Visited:** Four (4) – one coffee shop / deli and three retailers (furniture, apparel and audio/visual)

Key Themes

- **Employee/Owner Parking:** Some employees and store owners park on-street rather than in designated off-street lots.
- **Validation Program:** Current program is not well-understood by business owners nor the parking public.
- **Enforcement:** Inconsistent enforcement of time limits, both perceived and observed.
- **Pedestrian Safety:** Perception that some downtown streets are unsafe for pedestrians; vehicles move quickly and do not yield appropriately for pedestrians at crosswalks.
- **Signage and Communication:** Need improved on-street signage to help encourage use of the parking garage and to indicate where public parking is available.
- **Loading Zones:** Few options for downtown stores, often temporarily park on street with flashers on for loading/unloading.

Community Open House

Overview

- **Date:** Tuesday, February 13, 2018; 11:00 a.m. – 3:00 p.m.
- **Format:** Four (4) Stations with Boards, staffed by consultant team members and MPO staff members
- **Materials:** Seven (7) Information Boards, Activity Board, Online Survey Station, Comment Box

Key Themes

- **Pedestrian and Bicycle Enhancements:** Pedestrian walkways, pedestrian malls, and additional bike lanes are needed to improve the pedestrian experience and encourage longer walking tolerances.
- **Employee Parking:** Suggest incentivizing employees (via lower monthly pricing) to use off-street facilities and the parking garage.
- **Parking Space Size and Design:** Identify opportunities to maximize curb space by determining appropriate application for angled vs. parallel parking; please keep in mind that many individuals in Wyoming drive larger vehicles when calculating parking stall size.
- **Residential Parking:** There are limited options for downtown residents due to on-street restrictions.
- **Enforcement:** Enforcement improves (temporarily) when complaints are made; however, enforcement could be improved during both peak and non-peak times.
- **Permit Programs:** Need to address food truck regulations.
- **Paid Parking:** On-street metered parking should be considered in high demand areas.

“Coffee Talk” Session

Overview

- **Date:** Wednesday, February 14, 2018. 7:00 – 8:00 a.m.
- **Format:** Brief Presentation + Q&A session

Key Themes

- **Pedestrian Safety:** Perception that some downtown streets are unsafe for pedestrians.
- **Permit Programs:** Need to address food truck regulations.
- **Parking Space Size and Design:** Identify opportunities to maximize curb space by determining appropriate application for angled vs. parallel parking; please keep in mind that many individuals in Wyoming drive larger vehicles when calculating parking stall size.
- **Enforcement:** Need to encourage compliance without discouraging visitors from coming downtown.
- **Streetscape:** Need to address parklets and other private usage of on-street parking spaces (i.e., construction staging).
- **Employee Parking:** Need to address where downtown employees should park, especially lower-wage earner / service employees.
- **Increasing Demand:** Upcoming development projects in and around downtown will impact levels of parking demand.
- **Local Context:** Recommendations need to be tailored to Casper to fit within the local context; sensitive to “general” recommendations.
- **Clear, Consistent, and Straightforward Recommendations:** Parking management and signage should be clear, straightforward, and easy to understand.

Feedback from Project Steering Committees

Two complementary Steering Committees were assembled to help guide the development of Casper’s Urban Center Parking Plan: a Technical Steering Committee consisting of key City and MPO staff, and a Community Stakeholder Committee consisting of downtown retailers, restaurateurs, property owners and business owners. The following section summarizes the key themes and priorities of both groups.

Technical Steering Committee

Overview

- Members: 9
- Meetings:
 - A. Wednesday, December 13, 2017
 - B. Wednesday, February 14, 2018

- 👤 Andrew BeamerPublic Services Director
- 👤 Shad Rodgers.....Streets Superintendent
- 👤 Liz BecherDirector of Community Development
- 👤 Craig Collins.....City Planner
- 👤 Sgt. Scott Jones.....Casper Police Department
- 👤 Jackie WarneyCasper Police Department
- 👤 Kevin HawleyCasper DDA
- 👤 Pam JonesCasper Area MPO
- 👤 Aaron KlokeCasper Area MPO/City of Casper

Key Themes

- **Increasing Demand:** Weekday midday continues to be the peak period, but recent growth in restaurants and bars have added demand during evening hours. Off-street parking during evenings at restaurants and bar is often full. Weekend demands have increased in the morning and early afternoon in some areas, with employees and residents often parking on street. Additionally, upcoming development projects could add to parking demand in the Urban Center.
- **Pedestrian Safety:** Perception that some downtown crossings are unsafe for pedestrians. Traffic speed is also an issue.
- **Pedestrian and Bicycle Demands:** Observed increasing demand for dedicated bike lanes, racks and pedestrian paths.
- **Parking Requirements for Developments:** Some confusion and public frustration with projects that do not provide off-street parking; active policy discussion about responsibility to provide parking (public vs. private).
- **On-Street Paid Parking:** Casper previously had on-street meters; this option should be considered as a viable option for Casper again.
- **Employee Parking:** Many employees park on-street, even when off-street permit programs are available.
- **Enforcement:** Current collection rates are low compared to number of citations issued. Collection process needs to be improved and presents a significant source of lost parking system revenue as currently managed.
- **Permit Programs and Loading Zone Management:** Police Department receives frequent complaints regarding overtime violations, loading zones, food trucks, use of alleys, and general curb space management practices (i.e., lengthy construction staging parking in on-street spaces).
- **On-Street Parking Availability:** Perception among business owners that lack of parking availability in the Urban Center causes them to lose business.
- **Parking Garage Enhancements:** Potential need for lighting, security, maintenance, restroom, and signage improvements; some lighting improvements planned.
- **Event Management:** Eclipse event was well-managed and provides a positive, local example of how things can be managed effectively.
- **Parking Supply:** There is some interest in exploring public/private shared parking options and potentially additional public supply to meet expected increases in demand.

Community Stakeholder Committee

Overview

- **Members:** 10
- **Meetings:**
 - A. Thursday, December 14, 2017
 - B. Tuesday, February 13, 2018

Key Themes

- **Parking Garage Enhancements:** Perception that parking garage is dark, uninviting, and poorly maintained during the winter.
- **Event Management:** Need to develop event plans, particularly for events that close downtown streets; eclipse event was well-managed and provides a positive, local example of how things can be managed effectively.
- **Permit Programs and Loading Zone Management:** Need to address food truck regulations, deliveries, and construction vehicle use.
- **Parking Requirements for Developments:** Perceived inconsistency in application of private off-street parking requirements (e.g. some property owners report having to pay to provide off-street parking at their own expense, while others report receiving an exemption).
- **Parking Garage Costs and Utilization:** Perceived to be cost-prohibitive for some downtown employees (especially service industry and part-time employees); frequently vacant reserved spaces contribute to perception that garage is underutilized.
- **Validation Program:** Need to review program effectiveness and utilization.
- **Residential Parking:** Limited options for downtown residents; many park on the street.
- **Increasing Demand:** Upcoming development projects in and around downtown will impact levels of public parking demand.
- **Signage and Communication:** Need improved on-street signage and improved online information; one-way streets make garage access confusing.
- **On-Street Paid Parking:** Any meter program would need to address short trips. There is support for a 20-minute free option (i.e., Boise, ID) as well as designated loading zones, employee parking, and provision of multiple time limit options. Group was open to exploration of paid parking as a viable parking management strategy for Casper.

👤 Jacque AndersonJacque’s Bistro
👤 Bob Ide, OwnerIde Land and Leasing Company
👤 Todd SmithState of Wyoming
👤 Kate SarosyStatewide volunteer president for AARP
👤 Kathy EdwardsCadillac Cowgirl
👤 Brettnee TrombleFirst Interstate Bank
👤 Randy PrydeMovie Palace
👤 John HuffYellowstone Garage
👤 Pete FazioEggington’s Restaurant
👤 Tom HealdWyoming Plant Company

Online Survey Results

An online survey was widely publicized via traditional and social media, and open to participation between February 12th and March 14th, 2018. The survey was designed to gather feedback and priorities from Casper residents, visitors, employees, and business owners. 147 individuals completed the survey.

Demographics

GENDER IDENTITY

Female: 60% Male: 38% No Answer: 2%



AGE

17-39: 29% 40-59: 41% 60+: 27% No Answer: 2%



DOWNTOWN/OLD YELLOWSTONE DISTRICT RESIDENT, VISITOR, EMPLOYEE, OR BUSINESS OWNER

Visitor: 42% Employee: 25% Business Owner: 26% Resident: 7%



Downtown/Old Yellowstone District Employees

Responses: 34

- **Parking Location:** 68% park off street in a private lot; 23% park off street in a public lot or garage, 9% park on street.
- **Typical Parking Experience:** 91% can find close parking in a reasonable amount of time; 9% feel parking is usually not close to their destination.
- **Weekday (M-Th) Parking:** 63% occasionally find it challenging to find parking between 9 a.m. and 3 p.m.; 30% do not find it challenging to find parking.
- **Friday Parking:** 54% occasionally find it challenging to find parking between 9 a.m. and 3 p.m.; 21% do not find it challenging to find parking.
- **Saturday Parking:** 56% do not find it challenging to find parking; 16% find it challenging to find parking after 5 p.m.
- **Sunday Parking:** 61% do not find it challenging to find parking; 35% find it challenging to find parking between 9 a.m. and 1 p.m.
- **Paid Parking:** 79% of downtown employees do not pay to park while at work; 18% pay but their employer covers the cost, and 3% pay for their own parking.

Downtown/Old Yellowstone District Residents

Responses: 14

- **Overnight Parking:** 64% park off-street in a lot or garage; 36% park on-street.
- **Public Parking:** 54% feel there is enough public parking; 38% do not (8% neutral).
- **Resident Parking:** 54% feel there is enough resident parking; 46% feel there is not.
- **Bicycling:** 43% do not feel downtown is welcoming for bicyclists; 29% feel it is (29% neutral).
- **Walking:** 38% feel downtown is welcoming for pedestrians; 23% feel it is not (38% neutral).
- **Transit:** 23% feel downtown is not well-served by public transit; 15% feel it is (62% neutral).
- **Weekday (M-Th) Parking:** 50% generally do not find it challenging to find parking; 25% find it challenging to find parking after 5 p.m.

- **Friday Parking:** 50% generally do not find it challenging to find parking; 38% find it challenging to find parking after 5 p.m.
- **Saturday Parking:** 50% generally do not find it challenging to find parking; 38% find it challenging to find parking after 5 p.m.
- **Sunday Parking:** 88% do not find it challenging to find parking.
- **Typical Parking Experience:** 50% can find close parking in a reasonable amount of time; 43% feel parking is usually not close to their destination.

Downtown/Old Yellowstone District Business Owners

Responses: 35

BUSINESS TYPES

Professional: 43% Retail: 34% Service: 14% Dining/Other: 9%



BUSINESS SIZE

1-5: 60% 6-10: 20% 11-20: 11% 21-100: 9%



- **Parking for Employees:** 69% provide parking for employees; 20% do not (11% provide parking for some employees only).
- **Employee Parking Location:** 77% tell their employees where to park; 23% do not.
- **Walking Distance:** 74% feel that one block or less is a reasonable distance for their customers to walk and 20% feel two blocks is reasonable (6% do not think about this).
- **Customer Parking:** 54% feel there is typically enough parking for their customers within a reasonable distance; 46% do not.
- **Mode of Travel:** 94% think the majority of their customers arrive by car.
- **Weekday (M-Th) Parking:** 62% think the highest demand for parking near their business occurs between 11 a.m. and 1 p.m., and 19% think the highest demand is after 5 p.m.
- **Friday Parking:** 48% think the highest demand for parking near their business occurs between 11 a.m. and 1 p.m., and 26% think the highest demand is after 5 p.m.
- **Saturday Parking:** 50% think the highest demand for parking near their business occurs between 11 a.m. and 3 p.m. on Saturdays. 23% do not feel there are any high demand times on Saturdays.
- **Sunday Parking:** 50% think the highest demand for parking near their business occurs between 9 a.m. and 3 p.m. on Sundays. 45% do not feel there are any high demand times on Sundays.
- **On-Street Parking:** 51% think customers of area businesses are parking in the on-street parking spaces closest to their business, 26% think it is employees or business owners of area businesses, and 23% think it is a combination of other users.

Downtown/Old Yellowstone District Visitors

Responses: 61

FREQUENCY OF VISIT

Regularly: 69% Occasionally: 29% Rarely: 2%



- **Mode of Travel:** 87% typically drive downtown, 8% typically walk or bike, and 5% typically use a combination of modes.

- **Finding Parking:** 52% typically find parking within 2 minutes, 36% typically find parking within 3 to 5 minutes, and 12% find it typically takes more than 5 minutes to find parking.
- **Parking Location:** 84% of downtown visitors typically park on-street.
- **Typical Parking Experience:** 70% of visitors can find close parking in a reasonable amount of time, while 26% feel parking is usually not close to their destination.

All Respondents

- **Biggest Challenges with Parking in Downtown/Old Yellowstone District:**
 - A. Finding an available space that is close to their destination
 - B. Finding an available space quickly
- **Top 3 Preferred Parking Management Strategies within Downtown/Old Yellowstone District:**
 - A. Develop a Downtown Employee Parking Program
 - B. Identify Opportunities for Shared Parking
 - C. Enhanced Enforcement of Existing Parking Rules and Regulations
- **Most Common Suggestions for Improving Parking Management:**
 - A. Enhanced Enforcement (22% of comments)
 - B. Incentivize the Use of Off-Street Facilities (21% of comments)
 - C. Pedestrian Improvements (9% of comments)
 - D. More Public Parking Options (9% of comments)

Appendix 33. documents the detailed results of the parking study on-line survey.

Stakeholder Priorities and Key Themes

Community members expressed a wide variety of concerns, priority issues, and recommendations related to parking within Casper's Urban Center during the three-month community outreach campaign. Each comment received – both from in-person engagement opportunities and via online efforts – was grouped into one of approximately 30 categories to help identify the issues that represent the key priorities of the community. The following section summarizes First, Second, and Third Tier priorities as a means to help organize the information gathered. During the development of the Urban Center Parking Plan, all feedback received was considered while crafting study recommendations.

Tier 1 Priorities

Tier 1 Priorities were expressed consistently through a variety of outreach events and within the online survey. Addressing these issues should serve as a key focus of the Urban Center Parking Plan recommendations.

Incentivize the Use of Off-Street Facilities

- Consider options to encourage employees to use the parking garage and other off-street facilities rather than occupy on-street parking spaces.
- Costs associated with parking in the parking garage incentivizes employees to park on-street or in private lots, and alternative options should be studied.

Enhanced Enforcement

- Current enforcement levels are not consistent enough with inadequate penalties for repeat offenders to serve as an effective deterrent for employees and other long-term parkers.
- Enforcement philosophy should strike a balance that both effectively cites and fines repeat offenders without serving as a deterrent to downtown visitors.

Pedestrian Enhancements

- There is a strong desire among community stakeholders to improve the downtown pedestrian environment including streetscape enhancements, crosswalk treatments to improve safety, and potential consideration for a downtown pedestrian mall.
- Many community members indicated that during special events, visitors are willing to walk several blocks to their destination.

Tier 2 Priorities

Tier 2 priorities were expressed in some form during nearly all outreach activities. While Tier 2 priorities were voiced nearly as often as Tier 1 priorities, there was not always consensus on potential solutions.

Additional Public Parking Options

- While not all community members feel that Casper needs additional public parking in the near-term, a combination of local areas of high demand (2nd Street) and upcoming development projects that will potentially increase demand has led many to feel Casper should begin working to identify areas to add additional parking supply for the future (within 3-5 years).
- Many community members expressed interest in pursuing shared parking arrangements with private lot owners to increase the number of public parking options in downtown.

Parking Garage Enhancements

- There is a perception that the parking garage is dark, challenging to navigate, not welcoming for larger vehicles, and has limited payment options.
- Improved lighting, additional winter maintenance, re-striping to accommodate large and small vehicles, wayfinding improvements, and upgraded access kiosks were all suggested as potential improvements.

Clear, Consistent Signage and Wayfinding

- There is a strong desire among community members for simple, clear, and consistent signage that effectively communicates parking information and regulations (i.e., hours, cost, public/private).
- Many feel that current wayfinding signage is inadequate and does not effectively direct visitors to available parking areas. The one-way streets can add to this challenge.

On-Street Regulations, Permits, and Loading Zones

- Food trucks are popular among some community members while others feel they unfairly occupy limited numbers of on-street parking spaces. The need to address this hot button issue was the only item mentioned during every outreach opportunity, in-person and online.
- Loading zone usage, temporary permits for construction activities, and on-street residential parking restrictions were all voiced as key concerns.
- Clear, consistent, and understandable management of the on-street public parking system was a key desire and common theme.

Event Management

Parking issues tend to emerge during events in Downtown Casper, and consistent event management was expressed multiple times as a priority.

Paid On-Street Parking

- Some community members suggested on-street paid parking as a method to manage parking in areas of highest demand. This approach, if used, should use allow for multiple payment options, multiple time stay options, and should be easy for visitors to navigate and use. This suggestion was tied to the desire of community members to help incentivize use of the downtown garage.

Tier 3 Priorities

Tier 3 priorities were expressed by at least two or more individuals during outreach activities and should serve as a reference as recommendations are developed. They are presented as community recommendations rather than key themes:

- Update, improve, modify or discontinue the Validation Program
- Analyze the appropriate application for angled vs. parallel parking to maximize limited curb space
- Invest in bicycle improvements such as bike lanes and bike racks
- Invest in improved transit service
- Modify parking spaces to accommodate larger vehicles
- Allow free, unrestricted overnight parking on-street
- Clarify, communicate and consistently apply parking requirements for new developments
- Invest in mixed-use parking/retail rather than a single-use parking structures

Conclusion

When viewed comprehensively, feedback received from the stakeholder outreach process supports three “big-picture” themes:

1. **Consistent, Integrated Approach to Parking Management:** The most consistent theme expressed through the outreach process was that on-street regulations, off-street public parking options, and enforcement should work together to ensure that employees and long-term parkers understand clearly where to park so that short-term parkers (visitors and customers) are able to quickly and easily find downtown parking. Enforcement should support this approach by focusing on identifying, citing, and collecting fines from repeat offenders.
2. **Clear and Straightforward Signage and Wayfinding:** Available parking options need to be easy to understand and navigate so that all users can easily find parking to meet their needs. This includes on-street parking signs, navigational signs to off-street parking options, as well as signage within the downtown parking garage.
3. **Focus on Enhancing the Pedestrian Experience in Downtown:** Many community members expressed a strong desire to ensure that pedestrians feel safe and welcome in Downtown from the time they park their car until they arrive at their destination. Streetscape improvements, crosswalk enhancements, and additional lighting and winter maintenance within the garage will all help to improve the pedestrian experience and ensure that as Casper grows, the Urban Center feels inviting and welcoming to all.

These themes, along with the supporting detail provided by the tiered priorities, will help to inform the recommendations developed as part of Casper’s Urban Center Parking Plan.

Appendix 34. provides a detailed parking program “Strategic Communications Plan and Implementation Strategy”. Components of the Strategic Communications Plan include:

- Program Brand Development, Messaging and Key Audiences
- Media Tools and Platforms
- Additional Communication Tools and Tactics
- Public Relations
- Communications Plan Implementation Framework
- Staffing and Staff Development
- Annual Communications, Marketing and Stakeholder Engagement Planning
- Media Relations Planning
- Implementation Matrix

Appendix 39 provides strategies for enhancing pedestrian safety in parking environments.



Parking Program Management and Organization

SECTION

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VII. Parking Program Management and Organization

Parking Program Management and Organization

As the parking profession has evolved, several very effective parking system organizational models have emerged. Each of these models has its own strengths and weakness depending on several factors including the parking system's size, degree of development, programs offered, political landscape, community goals, etc. The four most successful and commonly utilized organizational models are:

- A Consolidated (“vertically integrated”) City/District Department model
- The Parking Authority model
- The “Contract” or Business District model
- The Parking District model

There are of course several variations and hybrids of these models, but these are the four primary alternatives commonly seen across the country. Each of these models is detailed in more depth in Appendix 35, but they all have one common factor that contributes to their success: They all address the major problem associated with the “horizontally integrated model” previously described.

When evaluating which organizational option will work best in a specific community, it is important to ask community stakeholders to create a prioritized set of evaluation criteria. A typical list of criteria would include determining which organizational option:

- Best supports economic development
- Best reflects the image and personality of the community
- Is most efficient/cost effective
- Is most customer-friendly
- Is most politically feasible
- Is most focused on the vision
- Is easiest to achieve
- Is most responsive to businesses and stakeholders
- Is most financially viable
- Provides the most effective coordination

Appendix 35 provides detailed descriptions of several parking system organizational models that have shown demonstrated success in recent years. Each organizational model description is illustrated by an example of a specific program based on that model.

Recommended Program Organizational Option

Kimley-Horn and Associates, Inc. assessed and ranked each of the major models described above. The table below summarizes our organizational options assessment:

City of Casper – Organizational Model Analysis						
	Status Quo	City Dept. Model	BID/DDA Contract Mgmt. Model	Parking Authority Model	Professional Services/Out-Sourced Mgmt. Model	Hybrid
Supports economic revitalization	1	8	8	8	8	8
Most efficient and cost effective	1	7	6	5	8	8
Most customer friendly	2	6	6	6	6	6
Most politically feasible	2	8	3	6	7	8
Most focused on vision	2	7	5	7	7	8
Easiest to achieve	5	6	4	5	5	7
Most responsive to business and DT stakeholders	2	7	6	7	5	7
Most financially viable	5	7	4	6	6	8
Most effective coordination	2	6	4	6	5	5
Provides needed parking management expertise	2	5	5	5	9	9
Best promotes long-term growth	2	8	3	9	7	8
Facilitates intergovernmental coordination	2	7	2	7	6	7
Supports the principal of "Vertical Integration"	2	8	5	8	6	8
Facilitates DT re-branding/ integration with DT master plan goals	2	6	3	6	6	6
Promotes alternative transportation and multi-modal transportation options	1	5	2	5	4	5
Fosters innovation and mission broadening	2	7	3	7	5	7
Effectively identifies and engages with local "community champions"	2	7	4	6	4	7
Ability to recruit or develop the best possible program leader	2	6	3	8	4	6
Total:	39	121	76	117	108	128

Consultant ranking of estimated effectiveness in achieving category objectives:

1 = Very low level of effectiveness 10 = Very high level of effectiveness

Our recommended approach proposes the adoption of a “hybrid” of several of the organizational models described above in an attempt to account for several key factors that are specific to the current and future conditions in the City of Casper and the Old Yellowstone District. Some of these community specific factors include:

- The size of the community
- The fact that parking management will essentially be a new operational function and that there is a *lack of existing expertise* to manage this discipline
- The desire for improved coordination and collaboration between the City and State (with the pending new State Office Building / campus masterplan)
- The desire to promote the recently adopted Comprehensive Plan
- The desire to leverage parking management as a tool for community and economic development.

The recommended option is described in more detail below:

The rationale for this a recommendation is summarized below:

The preferred organizational option for the City of Casper merges the following two organizational models:

- The City Department model
- The Professional Services/ Out-Sourced Management Model

This approach is seen as the best option for the City of Casper for the following reasons:

1. The Professional Services model envisions a small, lean staff that could be housed in the City, preferably in the Community Development department. Part of this recommendation is in recognition that the overall program will be relatively small, reflecting the size of the community and the relative program budget. This option begins small from a staffing perspective, but is scalable over time if needed.
 - A. Initially a program director/manager, with a limited support staff or even shared support staff is envisioned. Depending on how quickly new program initiatives advance (for example if new technology acquisition and deployment are pursued), a “special projects” coordinator may be needed (or this type of position could be evaluated as part of the private parking management contract).
 - B. The program director/manager position should have strong planning, program development and communications abilities. He/She needs to be able to generate trust and confidence in the community and with the City Council and community stakeholders.
 - C. The primary responsibility of the program director/manager, initially, will be program and policy development and assuming the hiring of a private parking management firm (at least initially), he/she will provide contract management and administrative services.
 - i. This would include such items as:
 - a. Coordinating with other City departments/functions
 - b. Recommending parking rates/fines and other policies
 - c. Reviewing and approving program operational budgets
 - d. Implementing directives from and reporting to the city administration and City Council
 - e. Developing an RFP to hire a private parking management firm
 - f. Working with the private parking management firm to develop standard operating polices/ procedures in a variety of areas (see Appendix 38 – “20 Characteristics of Effective Parking Management Programs”)

See Appendix 40 – Casper Parking Manager Position for more detail on the recommended parking manager position description.

2. The Outsourced management component recognizes that no significant parking management expertise currently exists within City. By engaging a private parking management firm (at least for an initial three-year term) will provide the following benefits:
 - A. Helps ensure that the program gets successfully established
 - B. Provides a base of parking management experience and competence
 - C. Provides the City or County with a built-in advisory function during the early years (all the major private parking management firm will pitch this as a benefit)
 - D. Provides established business practices, tools, forms, policies, procedures, etc. – in essence the private parking management firm can help get all the program operational basics in place more quickly and efficiently than can be done by creating a program from scratch with only internal resources.
 - E. The private parking management firms will provide a robust set of system reporting options including detailed revenue and expense reports, program budgets, maintenance programs, etc.

After the initial three-year term of the private parking management firm, an assessment should be conducted to determine whether the firm has delivered enough value for the parking management fee to be continued or whether the program could be managed exclusively with in-house staff.

3. The Casper Advisory Board envisions a community advisory board made up of 5 to 7 individuals representing different aspects of the community
 - A. Examples of the type of expertise desired for parking commission members might include:
 - i. One county and/or state representatives
 - ii. Multiple City staff representatives. City positions that typically are involved in a parking commission board might include 2 of 3 of the following:

<ol style="list-style-type: none"> a. Mayor or City Manager’s designee b. City Council member(s) whose districts are represented c. Economic Development Director 	<ol style="list-style-type: none"> d. Planning Director e. Finance Director f. Public Works Director g. Transit Director
--	--
 - viii. Invested community representatives

<ol style="list-style-type: none"> a. Representative of a large employer b. Property owners / Developers c. Business leaders/Merchant’s Association leaders, etc.) 	<ol style="list-style-type: none"> d. Representative from the transit agency e. Active transportation advocates
---	---
4. The new parking program should have a dedicated manager responsible for managing on-street, off-street and parking enforcement functions.
5. All parking revenue streams should be consolidated to support parking as a dedicated enterprise fund.
6. To achieve a more fully integrated parking program, it is envisioned that additional functions will be added over about a five-year period. These additional functions should include:
 - A. A more robust parking planning function (working with City Planning on parking and related transportation issues). There are a number of parking specific planning tools that will be recommended. Parking should also be at the table when issues related to zoning code changes and parking requirements are debated and amended.
 - B. Better integration and collaboration with downtown management and economic development programs. One of the lessons learned from other parking commission models is the extent to which

parking can become a true community partner in terms of downtown revitalization and development efforts. Collaborative program initiatives and participation on boards and committees and generally closer working relationships can generate significant community wide benefits to all parties.

- C. A specific focus on developing programs related to transportation demand management, transportation alternatives and other sustainable transportation program options should be developed over time. In the long-term, the parking program should evolve to adopt a more comprehensive and balanced mobility management function.

Program Reorganization Action Plan

Step One: Recruit and Hire a Parking Management Professional

- Develop a parking manager position description and begin recruitment. (See tools and examples provided)
- It is recommended that this position be located within the Community Development Department.

Note: while the DDA has been doing an adequate job of managing parking with very limited resources in recent years, we see the need for an increased investment in parking management expertise and resources as a critical element in advancing the parking program to the level at which it can eventually become a self-funding enterprise. An enhanced connection to community/economic development and planning and a more direct interface with other parking related City departments is also seen as critical at this formative stage of parking program development.

- We highly encourage a close and collaborative relationship with the DDA which could include participation on the parking advisory board and could also involve special contracts whereby the DDA is contracted to provide “clean and safe” programs or marketing support for the parking program.
- Ensure that all parking management functions are placed under this single operational entity.
- Establish the parking program as dedicated enterprise fund with all parking related revenue streams.

Step Two: Engage a Professional Parking Management Firm

- Develop an RFP for parking management services and engage a professional parking management firm to assist in program formation and development for a least an initial three-year term.

Step Three: Community Engagement and Advisory Board

- Utilize the extensive community feedback on parking issues from this study as the starting point for developing and prioritizing initial program action plans
- Constitute a Parking Advisory Board to provide on-going program development and management feedback
- Meet monthly to craft a program development agenda in association with the new parking manager and parking management firm
- Develop a parking program financial overview summary to be reviewed on a regular basis (See Appendix 22.- Consolidated System Financial Report)
- Use the “20 Characteristics of Effective Parking Programs” framework as the basis for program development. Also reference the International Parking Institute’s “Accredited Parking Program” (APO) documents to inform program development with a long-term goal of achieving IPI program accreditation. (See Appendix 38. - 20 Characteristics of Effective Parking Management and Appendices 3 and 4.)

Step Four: Action Plan

- Utilizing the “Primary Action Items” list from this study, it is recommended that the new parking manager and parking management firm develop a specific set of “Year One” program development action items. This draft action plan should be vetted through the parking advisory board, City administration (and other impacted departments) as well as City Council to ensure that the program gets off to a strong start.
- See appendix # 9 for a draft “New Parking Manager Integration-Action Plan”

- Refinement and adoption of new parking program’s Vision/Mission and Guiding Principles documents will help set the program direction and vision
- Development of a robust and comprehensive set of parking management policies and procedures is a key task for the parking management firm in the first year.

The following section outlines a comprehensive set of internal parking program elements that should be addressed as the program evolves.

Internal Parking Program – Roles and Responsibilities

The City of Casper parking program should have complete responsibility for the management of all parking related program elements, including the following program components:

- **Off-Street Parking Facility Management** – This includes day-to-day operations of parking facilities (both garage and surface) as well as maintenance, management, marketing, and security of facilities.
- **On-Street Parking Resource Management** – This component includes management of un-metered and potentially metered on-street spaces, which could include commercial districts, transit station areas, and neighborhood areas.
- **Collaborative Management of Private Assets** – This includes working with private sector property and business owners, as well as developers, to define shared or leased parking management agreements, or development plans for public-private partnerships related to parking facility construction. Additional program revenues could potentially be generated by having the Parking Commission manage private parking assets on a shared revenue basis.
- **Parking Enforcement** – Enforcement includes introduction of on-street and off-street parking enforcement, management of citations, collection of violations revenue etc. Adjudication of parking citations should be a function separated from the department that issues the citations.
- **Parking Planning and Policy Development** – This includes developing plans and policies to support the parking program, as well as coordinating with area stakeholders such as businesses, churches, medical campuses, residents, regional transportation districts and local/state transit agencies. Coordination with City planning departments is also an expectation.
- **Special Event and Downtown Management Coordination** – This includes developing plans and coordinating parking management policies and procedures related to special events. A close working relationship between the DDA, local event venues, and other private sector groups that host large events will be required.
- **Technology Acquisition and Management** – This includes the planning, acquisition, management, and maintenance of parking management, revenue control systems, communications, and associated technologies to help manage and support a data-driven program operation. Developing a comprehensive web-based parking management system that can grow and evolve with the program is highly recommended. Coordination with City IT departments as it relates to technology acquisition and implementation is recommended.
- **Operations and Maintenance** – Operations and maintenance includes the overall day-to-day operation of the program’s assets and the ongoing routine, preventive, and reactive maintenance needs of the program assets. Outsourcing of day-to day operations to a private parking management firm is recommended as discussed above.
- **Finance and Budgeting** – This includes developing, adapting, and managing annual and program budgets, as well as capital acquisition and ongoing maintenance and management costs. Developing maintenance reserves and parking repair and replacement reserve funds should be a long-term priority. As stated earlier, it is recommended that the parking department will be established as a separate enterprise fund.
- **Mobility/Transportation Alternative Programs** – A longer term goal of the program will be to evolve programs that will include the introduction and management of mobility improvements intended to enhance the transportation system and support an efficient parking and mobility program.

One of the most important actions that needs to be undertaken is the authorization of a parking director/manager position and the recruitment/hiring of a parking director/manager. We highly recommend that the City recruit and hire a high caliber individual that has both parking and transportation management experience and also excellent communications skills, the vision to guide program development and someone who can work well in a team environment.

Parking is more complex and inter-related than many other City functions. Parking can also be very controversial and needs a manager that can generate confidence and trust while also being politically astute. As the department evolves into a more robust, mature program with an expanded scope of services, it is recommended that the parking manager position be reviewed with an eye toward the development of a “Parking Director” or “Parking Administrator” level position. An extensive document has been provided in the report appendices which provides an overview of parking administrator positions from around the country including salary information, examples of program scopes and several example position descriptions.

As the department expands its scope and matures, new potential areas of staff development and recruitment might include “accounting and auditing”, “planning and community education” and “special projects”.

This organizational recommendation also envisions some form of Parking Advisory Council to provide a mechanism for ensuring on-going community engagement and input. The envisioned Parking Advisory Council should attempt to recruit a range of community leaders who are both invested in downtown Casper and have strong business backgrounds to provide sound direction and guidance. Developing some level of authority to affect or at least recommend policy decisions is important to ensure that high quality board members see their role as having value and that they are not merely ceremonial.

A framework should be developed whereby certain “policy-level decisions” are defined as the responsibility of the City Council and more “operational level decisions” are ceded to the Parking Advisory Council and/or parking director/manager. If there are certain policy decisions that the City Council decides should be made only by elected officials, these policy areas should be defined up front.

For a more detailed discussion of organizational options and operating methodologies, please see Appendix 35.

Parking System Operating Methodologies

Operating Methodologies

Once a management structure has been determined, operating methodologies are another organizational/management consideration. There are three primary methodologies for operating parking programs. These are:

1. **Self-Operation** The managing entity or owner operates the parking program itself. For example, a downtown parking authority could hire the necessary staff to operate the parking system internally.
2. **Outsourced – Management Contract** The facility owner or managing organization contracts a private parking management firm to handle day-to-day operations and maintenance through a management contract. Through the management contract, the private parking management firm is either paid a fixed management fee and/or a percentage of gross revenues and is reimbursed by the owner for all costs incurred in the operation.
3. **Outsourced – Concession Agreement** The facility owner or managing organization contracts a parking management firm to assume full responsibility for all aspects of the operation, including expenses, and the parking management firm pays the owner a guaranteed amount and/or a percentage of gross revenues (or a combination).
4. A variation on these basic methodologies that is just being introduced in the US parking market is that of parking system “monetization”. A more detailed description of each option is provided in the Appendix 35. - Parking System Organizational Options - Whitepaper.

Financial Framework and Strategies

Current Parking Program Review

Parking in downtown Casper is currently managed by the DDA

Recommended Parking Program Financial Structure

Initially, it is assumed that the new parking program will be funded from the City's general fund. However, the long-term goal will be to develop the parking program as a self-sustaining enterprise fund capable of covering its own operating and maintenance expenses. Ultimately, the program should strive to be able to also cover parking facility maintenance reserves and even future new parking facility development.

For this financial vision to become a reality, the most effective approach would be to implement paid on-street parking. The model below illustrates the revenue generation potential of this strategy; however, it should be noted that the primary objective of paid on-street parking is not revenue generation, but maximizing the utilization of on-street parking for the local businesses that depending on having available and convenient customer parking. This is achieved by managing on-street parking as a short-term, high turn-over parking resource. This fundamental concept should be coupled with the principal that on-street parking rates should ideally be higher than off-street parking rates.

On-Street Paid Parking Revenue and Capital Expense Model

The following is an overview of a preliminary on-street parking meter revenue projection model. This model was developed with number of key assumptions/variables that can be modified. Key variables include:

- Number of metered spaces in the "meter district area"
- Hours of operation per day
- Number of days per week
- Number of weeks per year
- Hourly parking rate
- Estimated utilization rate

This methodology provides an estimated annual meter revenue per year. The model also estimates projected parking meter equipment capital costs as well as system configuration, installation and training costs and provides an estimated capital investment payoff. The variable elements noted above can be changed in the model and results will flow through the model adjusting the projected parking revenue estimate.

The on-street parking meter revenue projection model provided on the following page estimates first year annual meter revenues of approximately \$471,000.00 with capital equipment costs of approximately \$541,500.00 leading to a first-year net revenue figure of -\$166,000.00. However, the net revenue to the parking program in year number two is approximately \$471,000.00. This level of net revenue should be consistent for the subsequent years, providing a solid base of revenue to parking operations and over time could also fund a range of other new program initiatives and eventually funds to develop additional parking assets.

The following section presents a draft program budget to estimate program operating expenses and other potential revenue sources.

Revenues	Assumptions	Estimated Parking Revenues 2019
Parking Garage Revenue - Monthly/Contract Parking - Transient/Hourly Parking	\$43/space/month- Covered Parking (259 spaces)- 80% Utilization	\$106,915
	\$35/space/month- Business Rate (30 spaces)- 80% Utilization	\$10,080
	\$20/space/month- Uncovered (91 spaces)- 80% Utilization	\$17,472
	\$2 minimum (2 hours)(69 hourly spaces)- 70% Utilization X average fee of \$3 for 250 days per year	\$36,225
	\$1 per hour (after 2 hours)	
Sub-Total Garage Revenues		\$170,692
Parking Lot Revenue <i>Note: Parking is currently free on weekends and holidays</i>	\$43/space/month- Covered Parking (259 spaces)- 80% Utilization	\$106,915
	\$35/space/month- Business Rate (30 spaces)- 80% Utilization	\$10,080
	\$20/space/month- Uncovered (91 spaces)- 80% Utilization	\$17,472
	\$2 minimum (2 hours)(69 hourly spaces)- 70% Utilization X average fee of \$3 for 250 days per year	\$36,225
	\$1 per hour (after 2 hours)	
Sub-Total Garage Revenues		\$170,692

Draft Parking Program Budget



Draft Parking Program Preliminary
Project Budget Outline
Apr-18

The goal of this preliminary parking program budget outline is to give a high-level estimation of potential parking program revenues and expenses as well as recommended capital program elements.

REVENUES	Assumptions	Estimated Parking Revenues 2019
Parking Garage Revenue		
- Monthly/Contract Parking	\$43/space/month - Covered Parking (259 spaces) Assumed 80% utilization	\$ 106,915.00
	\$35/space/month - Business Rate (30 spaces) Assumed 80% utilization	\$ 10,080.00
	\$20/space/month - Uncovered (91 spaces) Assumed 80% utilization	\$ 17,472.00
	\$2.00 minimum (2 hours) (69 hourly spaces) Assumed 70% utilization x average fee of \$3.00 for 250 days per year	\$ 36,225.00
	\$1.00/hr (after 2 hours)	
	Sub-Total Garage Revenues:	\$ 170,692.00
Parking Lot Revenue	\$43/space/month (1st and Center Lot = 55 spaces) Assumed 90% utilization	\$ 25,542.00
	Note: Parking is currently free on weekends and holidays	
On-Street Meter Revenue	Based on On-Street Parking Revenue Model proved by KH	\$ 470,934.00
Special Event Parking Revenue	Assumes free parking for events	\$ -
Parking Enforcement Revenue	Based on parking citation receivables report from July 2016 - Aug 2017	\$ 75,627.00
	Construction, Parkway, School, Loading Zone, Recreational Vehicle, Handicap permits, etc	\$ 5,000.00
	Total Operating Revenue	\$ 747,795.00
EXPENSES		
Gross Wages	Parking Administrator Salary (\$60K) and 4 FTEs of parking staff from parking management firm - including a parking manager (\$190K)	\$ 250,000.00
Grounds Maintenance	Assumes only parking garage and 1st and Center Lot	\$ 3,500.00
Total Insurance	Based on similar programs	\$ 10,000.00
Management Fees	Assumes engagement of a private parking management firm	\$ 55,000.00
Payroll Taxes	Based on similar programs	\$ 3,829.00
On-Street Meter Supplies	Based on similar programs	\$ 12,500.00
Postage and Delivery	Based on similar programs	\$ 300.00
Printing and Reproduction	Based on similar programs	\$ 500.00
Bank Service Charges	Based on similar programs	\$ 100.00
Total Professional Fees	Based on similar programs	\$ 10,500.00
Staff Development and Training	Based on similar programs	\$ 6,000.00
Security	Based on similar programs	\$ 28,500.00
Signage	Based on similar programs	\$ 2,500.00
Total Supplies	Based on similar programs	\$ 5,100.00
Total Utilities	Based on similar programs	\$ 36,000.00
	Total Operating Expenses	\$ 424,329.00
	Net Results:	\$ 323,466.00
RECOMMENDED CAPITAL INVESTMENTS		
Capital Equipment for On-Street Meters	Includes approximate 450 meters, installation, testing, commissioning and system configuration/training costs.	\$ 637,000.00 Estimated pay-back in approximately 1.3 years.
Investment in Mobile License Plate Recognition software and equipment	Based on recent acquisition from a similar municipality	\$ 75,000.00 Estimated pay-back in approximately 2.0 years.
Parking Garage Enhancements Project	Painting facility interiors, equipment upgrades, lighting upgrades, count system, etc.	\$ 250,000.00
	Total Estimated Capital Expenses	\$ 962,000.00

Notes on Recommended Capital Investments:

- The revenues from the recommended investment in on-street parking meters are included in the revenue projections.
- The investment in a mobile LPR system to enhance parking enforcement program is expected to improve operational efficiency, citation collections and citation revenues.
- Parking garage enhancements and improved management are expected to improve garage revenues by at least 20%.

Parking Program Financial Plan Template

As the parking program evolves, the development of a parking program “financial plan” is highly recommended. For municipal parking programs, having a detailed and well-defined financial plan is considered an industry best practice. The program financial plan would ideally address the following major elements:

- Program Overview
- Program Background
- Planning and Policy Framework
- Key Operational Objectives
- Fund Balance and Reserve Policy
- Uses of Parking Revenues Policy
- Debt Policy
- Rates Policy
- Annual Updates

Appendix 37 is a template for developing the recommended parking system financial plan (with sample text for illustrative purposes only).



Streetscape Design/Curb Lane Right-of-Way Management

SECTION

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VIII. Streetscape Design/Curb Lane Right-of-Way Management

Chapter Overview

The purpose of this review of potential “Curb Lane / Right-of-Way Management” strategies is to define the efficient use of downtown curbside space and improve signage that communicates the uses to the public.

The overall goal of this report chapter is:

Whether the use is for public parking, transit, loading, passenger vehicles for hire, food trucks, or valet parking, the City of Casper desires to enhance the downtown experience for all users of the curbside lane. The following elements are included in this document:

- Definitions for curbside lane priorities for specific curbside uses in downtown
- Guidance and schematic recommendations for communicating regulatory messages and
- Recommended curbside lane operational configurations

For this review, there are three distinct groupings of streets and curbside uses, including:

Evaluate curbside lane usage in the downtown area to develop a more consistent approach to signage, parking, enforcement, and management, resulting in a more inviting and appealing downtown experience.

1. **Core Streets** – including most of the streets within the Urban Center study area
2. **Residential Streets**
3. **Remaining Streets** – those streets not covered by the first two categories

Proposed Street Type Priorities

The following draft priority listings were developed by the consultants to ensure that uses are applied appropriately and that the intent of the street network is properly administered. These priorities were developed with current conditions in mind; however, as the City evolves, these priorities should also evolve to reflect their changing importance in downtown and the Old Yellowstone District. Consistent with current urban design approaches, the primary priority on all streets should be the pedestrian experience. The goal of these strategies is to promote a “park once” mentality that transforms all drivers entering downtown into pedestrians once they reach their first destination. While the pedestrian experience does not necessarily occur in the curbside lane, management and design decisions should support the fact that all streets need to enhance the pedestrian experience.

Signature Street	Primary/Secondary Street	Residential Street
<ol style="list-style-type: none"> 1. Transit Operations 2. On-Street Parking 3. Loading (Passenger, commercial, taxi/TNC, valet, etc.) 4. Traffic Capacity 	<ol style="list-style-type: none"> 1. Transit Operations 2. Traffic Capacity 3. On-Street Parking 4. Commercial Loading 5. Passenger Loading 	<ol style="list-style-type: none"> 1. Parking (residents) 2. Transit Operations (on the periphery) 3. Residential Loading

Curb Lane Street Type Priorities

The primary method for restructuring and defining the curb lane uses in the downtown is through the development of Curb Lane Street Type Priorities, which present specific guidelines and recommendations for various uses along the curb. The following descriptions provide a general overview of recommendations for the various curb uses.

On-Street Parking

- On-street parking uses should be grouped consistently throughout Downtown – future curb lane management decisions should try to keep on-street parking consistently focused on the center block, unless some other use (i.e. transit loading) takes precedent on that block.
- The City should evaluate the use of short term parking, or “Customer Convenience Zones” in areas adjacent to commercial uses that require a higher level of turnover.
- The City should explore implementing paid on-street parking to better manage parking demand, prioritize short-term parking use, and influence parking turnover.
- If the City chooses to implement new meter technology in the downtown area in the future, parking occupancy and revenue data collected throughout the year (from the new on-street parking meters) should identify areas of higher occupancy and continue to expand the paid parking coverage area.
- The City should also consider redefining its parking violation fine structure, to provide more leniency to first-time or occasional offenders, while being more aggressive toward habitual violators.

Transit

- A vehicle parked at a bus stop should receive a fine similar to a traffic obstruction fine during peak hour (\$50 + tow).
- To minimize potential conflicts, bus stops should be located closer to the center of the block. Signage should be used to regulate “Stopping or Standing” at a bus loading area.
- It is recommended that the local transit system evaluate ridership data and look to potentially combine bus stops where fewest boarding’s are currently occurring.

Commercial Loading

- It is recommended that commercial delivery businesses buy an annual or temporary loading zone permit in various classes to provide several choices to suit their operational needs. The permit system would include multiple tiers, with each tier providing a greater level of flexibility for the user.
- In conjunction with this tiered permit system, the City will need to implement stricter and more punitive fines related to parking violations in a commercial vehicle loading zone.
- The City should also add a handful of strategically placed “long-term” loading zones, that would allow for longer delivery times (two to three hour durations). This application could also potentially apply to “Food Trucks” or

other special uses.

Passenger Loading – Taxis / Transportation Network Services (TNCs - Uber/Lyft, etc.)

- Taxis and TNCs should be restricted from parking in paid parking spaces while on-duty or
- Loading/unloading passengers.
- To provide a greater range of options for taxi/TNC vehicles, nighttime use of Commercial Vehicle Loading Zones should be restricted to taxi/TNC or valet use.

Passenger Loading - Valet

- Valet stands are a special use and should be located on the sides of blocks. In the event that transit is not present on the block, valet stands should be located as close to the center of a block face as possible, to minimize traffic and pedestrian impacts. The City should continue to try to minimize valet operations to one per block face where possible.
- If valet parking programs are implemented in Casper, the City should consider collecting an annual application fee of \$200 per valet operation, additional fees should be collected to monetize the valuable curb space that is being utilized by valet services, especially if the City implements on-street paid parking operations.

Residential Permit Parking

- Block faces on residential streets should be set up to maximize on-street parking, to the benefit of the adjacent residents. Loading should be interspersed throughout for larger deliveries, but most residential level deliveries can occur in short term parking spaces. Taxi and valet stands should be prohibited in residential areas.
- Because there are a limited number of on-street spaces throughout the entire downtown, it is recommended that the City adopt a policy where downtown residents may park in on-street spaces with a permit. On-street residential permits should note any potential restrictions such as for snow plowing, street cleaning, etc.

Vehicular Capacity

- If vehicle capacity becomes an issue (peak period traffic congestion), it is recommended that peak hour parking restrictions be placed only on streets near the downtown core and secondary streets where there is unacceptable vehicular congestion.

Standard Block Face

Based on the street priority recommendations defined for the curb uses, block face templates were defined for the downtown area, including a standard block face and a residential street block face.

These block face templates were designed to provide the City with a starting point when evaluating new street configurations or development plans. This combination will provide guidance and the tools to evaluate and implement curb lane management strategies for any number of developments. Shown to the right, is an oblique aerial view of the standard block face template, which centrally groups the on-street parking for the block, buffered by commercial and passenger loading. The commercial loading is purposely placed on the entering side of the curb lane to provide better access for delivery vehicles.



Signage Recommendations

Conceptual level signage examples were developed as part of the study process. The conceptual level example signs were developed using MUTCD (Manual on Uniform Traffic Control Devices) guidelines, but were further adapted to meet the unique constraints of the downtown environment. Three approaches were developed and are further described below.

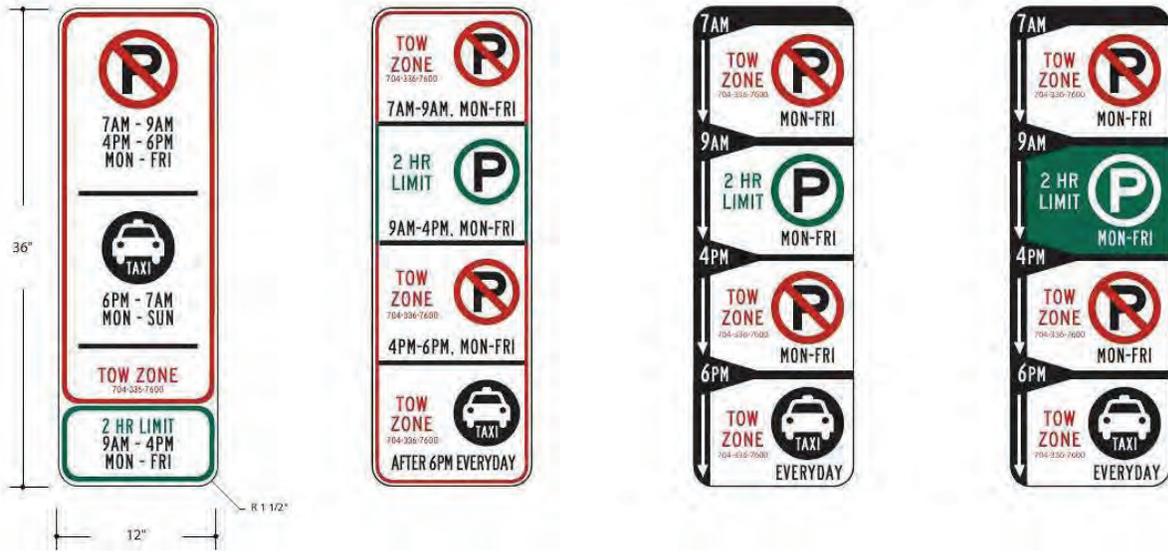
The three approaches to the signage concepts include:

1. **Standardization Approach** – This basic approach uses MUTCD guidelines and standards to provide a more consistent approach to regulatory messaging. This approach standardizes signage and cleans up conflicting messaging and varying sign types throughout downtown.
2. **Graphic Symbol** – utilizing symbols to represent recurring uses along the curb, such as commercial loading, taxis, or buses. The use of symbols (supported by text) creates an easier to understand curb-side environment, including for out-of-town motorists or visitors from another country.



3. **Timeline Approach** – this approach is specific to curb lanes that have multiple uses throughout a given day. The timeline approach uses the human tendency and instinct to respond to temporal and chronological data to present the regulatory messages in a way that is easier to comprehend, learn and follow, especially when implemented consistently throughout a large area.

Manual on Uniform Traffic Control Devices – Parking Signage



The MUTCD, a document issued by the Federal Highway Administration (FHWA), specifies standards for traffic signs, road surface markings, and traffic signals. Guidelines include shapes, colors, and fonts used in regulatory signage.

Specifically related to parking and curbside signage, MUTCD Sections 2B.46 – 48 provide general guidelines for regulatory signage. The general guidelines are stated as: Signs governing the parking, stopping, and standing of vehicles cover a wide variety of regulations, and only general guidance can be provided here. The word “standing” when used on the R7 and R8 series of signs refers to the practice of a driver keeping the vehicle in a stationary position while continuing to occupy the vehicle.

The MUTCD does not provide specific regulations related to parking signage, but rather general guidelines that should inform the development of regulatory messages and signage. Some of the general guidelines found in the document include:

Signage Design/Regulatory Messages

- The legend on parking signs shall state the applicable regulations
- Parking signs should display the following information from top to bottom, in the order listed:
 - The restriction or prohibition
 - The times of day it is applicable, if not all hours, and
 - The days of the week it is applicable, if not every day
 - If colors are used for color coding of parking time limits, the colors green, red, and black should be the only colors that are used.
- Parking signs shall comply with the standards of shape, color, and location
- Where parking is prohibited at all times or at specific times, the basic design of the parking sign shall have a red legend and border on a white background
- Where only limited-time parking or parking in a particular manner are permitted, the signs shall have a green legend and border on a white background
- Where parking is prohibited during certain hours and time-limited parking or parking in a particular manner is permitted during certain other time periods, the red Parking Prohibition and green Permissive Parking signs may be designed as follows:
 - Two 12 x 18-inch parking signs may be used with the red Parking Prohibition sign installed above or to the left of the green Permissive Parking sign; or
 - The red Parking Prohibition sign and the green Permissive Parking sign may be combined to form a landscape sign on a single 24 x 18-inch sign, or a vertical sign on a single 12 x 30-inch sign.
- The words NO PARKING may be used as an alternative to the No Parking symbol. The supplemental educational plaque, NO PARKING, with a red legend and border on a white background, may be used above signs incorporating the No Parking symbol.
- To make the parking regulations more effective and to improve public relations by giving a definite warning, a TOW-AWAY ZONE plaque may be appended to, or incorporated in, any parking prohibition sign.
- Where parking spaces that are reserved for persons with disabilities are designated to accommodate wheelchair vans, a VAN ACCESSIBLE plaque shall be mounted below the handicap sign. The handicap sign shall have a green legend and border and a white wheelchair symbol on a blue square, all on a white background.

Note: “Signage Pollution” (over signage) is a potential concern. In cities where we have recommended this approach, the goal is to typically reduce the number of total signs and provide signage which is simpler and more understandable to the occasional user.

Paid Parking

- If a fee is charged for parking and a mid-block pay station is used instead of individual parking meters for each parking space, pay parking signs should be used. Pay Parking signs should be used to define the area where the

pay station parking applies. Pay Station signs should be used at the pay station or to direct road users to the pay station.

- If the pay parking is subject to a maximum time limit, the appropriate time limit (number of hours or minutes) shall be displayed on the Pay Parking and Pay Station signs.

Directional Guidance

- If the parking restriction applies to a limited area or zone, the limits of the restriction should be shown by arrows or supplemental plaques. If arrows are used and if the sign is at the end of a parking zone, there should be a single-headed arrow pointing in the direction that the regulation is in effect. If the sign is at an intermediate point in a zone, there should be a double headed arrow pointing both ways. When a single sign is used at the transition point between two parking zones, it should display a right and left arrow pointing in the direction that the respective restrictions apply.
- As an alternate to the use of arrows to show designated restriction zones, word messages such as BEGIN, END, HERE TO CORNER, HERE TO ALLEY, THIS SIDE OF SIGN, or BETWEEN SIGNS may be used.

Signage Placement, Orientation, and Placement

- When signs with arrows are used to indicate the extent of the restricted zones, the signs should be set at an angle of not less than 30 degrees or more than 45 degrees with the line of traffic flow in order to be visible to approaching traffic.
- Spacing of signs should be based on legibility and sign orientation.
- At the transition point between two parking zones, a single sign or two signs mounted side by side may be used.
- If the zone is unusually long, signs showing a double arrow should be used at intermediate points within the zone.
- If the signs are mounted at an angle of 90 degrees to the curb line, two signs shall be mounted back to back at the transition point between two parking zones, each with an appended THIS SIDE OF SIGN supplemental plaque.
- If the signs are mounted at an angle of 90 degrees to the curb line, signs without any arrows or appended plaques should be used at intermediate points within a parking zone, facing in the direction of approaching traffic. Otherwise the standards of placement should be the same as for signs using directional arrows.
- To minimize the number of parking signs, blanket regulations that apply to a given district may, if legal, be posted at district boundary lines.

It is recommended that a current traffic and regulatory signage review be conducted to document current conditions, issues, inconsistencies, etc. Recommended signage categories for organizational purposes include:

- General Signage – No Parking, etc.
- No Parking – With Restrictions
- Taxis and Limousines
- Loading Zones
- Passenger Loading Zones
- Parking Allowed
- Neighborhood, Convention Center or Event Venue Parking

Curb Lane/Right of Way Management Recommendations

The following section provides the core recommendations for the various curb lane uses throughout downtown. These recommendations are intended to drive implementation and management decisions.

These strategies are built from existing policies, best management practices from peer cities, and creative strategies that intend to further define the curb uses and provide a more consistent and comprehend-able curb lane experience.

On-Street Parking

Throughout downtown, the most predominant curb use and type is on-street parking. This use makes up the majority of the available curb space, which is appropriate because it is the most sought after and utilized curb use throughout the downtown business district. In the previously defined curb space priorities, on-street parking is considered to be one of the primary priorities, only behind transit operations and pedestrian/vehicular experience (depending upon street type). For Casper, it is recommended that a primary goal should be to maximize the amount of on-street parking capacity. Many of the recommendations in this section are focused on that desire.

On-street parking should be regulated in a manner that provides accessible and convenient spaces, with logical structure, signage, regulation, and payment options (if on-street paid parking is implemented. As an example, it is not feasible to have short duration parking in the same area as longer duration parking, because motorists could confuse the two, leading to unwanted enforcement issues or an unsatisfying downtown experience.

The following sections provide recommendations related to the location, orientation, regulation, and application of on-street parking throughout downtown.

Block Face Location

Because of the abundance of on-street parking throughout downtown, it is difficult to define a specific location for on-street parking along the curb face. In an ideal setting, on-street parking would be the central use along a block, buffered by loading zones or taxi stands. However, in some locations it may be necessary to locate on-street spaces at the end of a block to account for transit loading or commercial vehicle loading. In other locations, especially in evening operations, it may be necessary to locate on-street parking on the end of blocks, buffering valet parking operations.

Of all the curb uses identified in this document, on-street parking needs to remain the most flexible in its location and placement. **However, one constant that should be applied throughout downtown is to provide similar groupings of on-street spaces.** Short duration parking (e.g. 30 minute limits) should not be included within the same block that has mostly two-hour parking. Similarly, passenger loading, commercial vehicle loading, and taxi stands should not be placed in the center of on-street parking sections. Rather, these uses should be located to buffer on-street uses from the intersection. The application and location of on-street parking should be decided based on adjacent land uses and competing curb lane needs.

Orientation

Throughout downtown, parking is primarily oriented parallel to the curb face. This is a factor of available right-of-way and road space, which is not likely to change dramatically as downtown continues to evolve. **As development and redevelopment continues to occur, parallel parking should remain the orientation of choice.** This provides for varying uses throughout the day (e.g. on-street parking to vehicular capacity during peak hours), and allows for the most efficient movement of transit throughout the area. The City should be aware of alternative parking orientations which could be considered in new or redeveloped locations, either as a means to provide additional parking capacity or street traffic calming. For those areas of downtown considering traffic calming or road conversions, other methods may be appropriate based upon the available street right-of-way (such as the configuration of Second Street).

Time Limits and Restrictions

The use of time limits and restrictions is a tool used to enact turnover and circulation within parking spaces, providing greater access for adjacent retail throughout the day. Within downtown, the time limits are generally two hours or less. **Generally, this policy is appropriate and should be maintained throughout the community. However, in certain locations, especially with a higher influence of “short-term” retail stores (e.g. coffee shops, dry cleaners, take-out food), the City could consider using short term Customer Convenience Zones to provide a larger capacity of parking that turns over quickly.**

By implementing a shorter duration time limit, such as 30 minutes rather than two hours, a parking space could turnover sixteen times in an eight-hour period, rather than four times. If an average shopping trip takes 30 minutes and an average purchase level is \$5, a retailer could make an additional \$60 per day, or a little more than \$15,000 per year. Conversely, on the fringe areas of downtown, where parking utilizations are lower, the City could consider providing longer term parking based on demand.

Parking Rates

In an ideal parking system, on-street parking rates are set higher than the off-street rates to entice motorists to direct long-term parking trips into off-street parking facilities.

If on-street paid parking is implemented in the downtown business district, the recommended meter rates would be \$1 per hour, putting on-street and off-street rates into the proper relationship and encouraging both on-street space turnover and off-street parking utilization.

Technology

It is recommended that the City consider implementing pay-by-plate meter technology to make the on-street retail parking more available to short-term users. **In addition to implementing new pay station technology, the City should consider some additional add-on features for its on-street system, both to enhance customer service and operations.**

The first is the addition of a pay-by-cell phone feature, connected to the new pay stations. This feature provides an additional payment option for consumers, and can serve to lower transaction fees for credit card transactions, as those fees are generally passed on to the consumer in a pay-by-cell phone system. Many current pay-by-cell systems require little to no infrastructure or capital cost for the City.

Additional technology options could include the use of smart phone applications or in-car navigation systems to direct motorists to available parking, and to communicate changes to curbside lane restrictions.

Enforcement

From an enforcement standpoint, the following recommendations should be implemented in an effort to enhance enforcement operations.

- Apply additional training to enforcement officers regarding city-specific information related to events, attractions, and general downtown knowledge and orientation. This recommendation is intended to have enforcement officers serve as ambassadors to promote the downtown and provide assistance for visitors.
- Adding Saturday as an additional enforcement day
- Extending current enforcement times to 6pm
- Renewing focus on expired meter violations
- Rotating enforcement officers to different beats on regular intervals
- Utilizing License Plate Recognition software to actively seek out scofflaws

Fine Number	Violation Rate
1 st Violation	\$25.00 or warning
2 nd Violation	\$30.00
3 rd Violation	\$35.00
4 th Violation	\$40.00
5 th Violation or higher	\$50.00 + booting (motorists must pay all outstanding tickets to get boot removed)

The City should also consider redefining its parking violation fine structure, to provide more leniency to first-time or occasional offenders. By providing a tiered parking violation structure, first-time offenders are warned of potential violations and the citation is used more for education than enforcement. Higher tiered violations would be more substantial, and would be aimed at curbing habitual violators and scofflaws. An example fine structure is shown in the table to the left.

Electric Vehicle Charging Stations

A new application in on-street parking is the provision of electric vehicle charging stations.

The use of on-street parking for electric vehicle charging stations is a relatively new concept in the United States, with San Francisco, CA being one of the first implementers. In the picture to the right, vehicle charging stations require a specific permit for parking privileges.



If the City begins to consider these charging stations, special thought needs to be given to time limits, parking charges, and vehicles restrictions. Initially, the use of this

technology may be low and the City can operate the spaces like any others in downtown. However, as demand for these spaces increases, the City will need to restrict usage to electric vehicles that are charging only. Enforcement of these spaces should include a fine high enough to deter regular vehicles from parking in the space (~\$50).

As the City reviews time limits for these spaces, it may need to expand beyond the traditional two-hour limit to allow for sustained charging operations. However, the City should not allow unregulated parking by charging vehicles, as some parkers will take advantage of the free service for numerous hours. The City should work with the charging system vendor to identify appropriate time limits that allow for suitable charging without losing the space to a lone charger for an extended period. As with all other spaces, electric vehicle charging spaces should be subject to peak hour restrictions and associated fines and towing.

Transit

General recommendations and standards for locating transit stops along the curb lane in downtown were developed in response to passenger loading/unloading priorities. The provision of efficient transit operations and reliable service to passengers promotes multi-modal operations, sustaining Casper's growth as a dynamic "park once" City. Because vehicles illegally parked or encroaching onto stop locations are detrimental to transit operations, these vehicles should receive heavy fines. A vehicle parked at a bus stop should receive a fine similar to a traffic obstruction fine during peak hour (\$50 + tow). The space markings and signage should clearly communicate this message to motorists.

The locations of bus stops are important to system operations. Locating stops close to intersections is recommended for transit operations. To minimize potential conflicts bus stops should be located at the ends of the block to the extent practicable.

Passenger Loading – Taxis/TNCs

The growth of TNCs is and a wide range of alternatives uses for curb-lane real estate (bike corrals, dedicated car share spaces, parklets, passenger loading zones, bus stops, etc.) is causing a reprioritization of curb lane usage policies nationwide. Existing policies in Casper do not prohibit taxis from stopping or standing in on-street parking spaces, which is an issue when a private vehicle cannot park on the street because a taxi is using the space. The following are recommended additions to the existing taxicab policy, which are based on the parking needs in downtown.

- No vehicle shall stop, stand or park a vehicle other than a taxi in a taxicab stand.
- Taxis shall not stand or park on any street at any place or parking space other than in designated taxicab stands except while actually engaging in the expeditious loading and unloading of passengers.
- Taxis/TNCs will be allowed to utilize curb space in commercial loading zones after 6pm, when commercial loading restrictions are no longer effective.
- Separating taxi/TNC operations from other users along the curb allows for better curb management practices while still providing space for passenger loading. In addition, it is not always necessary to provide taxi/TNC parking along every block since not every land use requires the need for taxi/TNC services.
- When taxi/TNC stands are required on a block, it is recommended that they be located at the end of blocks, near intersections, to provide a buffer for pedestrians utilizing on-street parking spaces or transit passengers loading and unloading. This is consistent with the recommended placement of commercial loading zones, which taxi/TNC can utilize after 6pm, and will reduce confusion about where taxis are allowed to stop or stand on the street.
- Creating dedicated taxi/TNC stands and locating the stands near intersections will clean up the curbside use and provide adequate service to downtown patrons. Furthermore, these recommendations will reduce conflicts with competing uses and illegal queuing by taxis/TNCs.

Passenger Loading – Valet

We are not aware of any existing policies related to valet operations in Casper, but as the downtown becomes more active with new restaurants and other attractions, the desire to provide valet services is likely to grow. The following draft valet parking recommendations are provided should the need arise in the future.

Location and Limitations

- Valet stands should be located at or near the center of a block face, where vehicular queuing is less likely to impact traffic operations at nearby intersections.
- Centralized placement of valet stands will minimize conflicts and create uniformity in Uptown. Using a centralized location also allows multiple valet stands to be combined, serving several businesses on one block face.
- Building upon this centralized approach, valet stands should be restricted to one operation per block face, which should limit the pedestrian and traffic flow disruption. More importantly, limiting to one valet stand per block will minimize the number of on-street parking spaces removed for valet transfer.

Valet Fee Structure

It is recommended that the City collect an annual application fee of \$200 per valet operation, additional fees should be collected to monetize the valuable curb space that is being utilized by valet services, especially if the City implements paid parking operations. Suggested fees include both Operations and Parking Obstructions:

Operations Fee - The Operations Fee would require the valet companies to pay a basic fee to operate a valet stand in downtown. This fee would be collected annually and would be paid for per valet stand. If a valet company operates multiple stands in downtown, a premium price would be paid for the first stand and reduced fee would be assessed for additional stands.

Parking Obstruction Fee - The Parking Obstruction Fee would require the valet parking operator to pay for the valuable on-street parking spaces that would be removed for valet services. This fee is intended to encourage the valet operators to efficiently utilize the curb space and minimize impacts to on-street parking. The parking obstruction fee would be assessed annually and be paid for per removed space. An example of the fee schedule can be found below:

FEE TYPE	ANNUAL COST*
Application Fee	\$200
Parking Obstruction	\$250 per space
Operational Fee	\$50
Each additional location	\$10 per additional stand

These fees are examples only and are primarily based upon fees used in Austin, Texas. If adopted, these fees should be studied and potentially adjusted to be based on the Casper market.

Residential Permit Parking

At some point in the future, the City of Casper may need to develop a residential parking permit program for the neighborhoods in or near to downtown. Urban Center residents desire to park near or adjacent to their homes, often in public on-street spaces.

Block Face

When determining how a block face should look on residential designated streets within the downtown area, on-street parking should be the first priority to serve residents. Taxi and valet stands should be prohibited on residential streets, because their use and operation is detrimental to the residential nature of the areas.

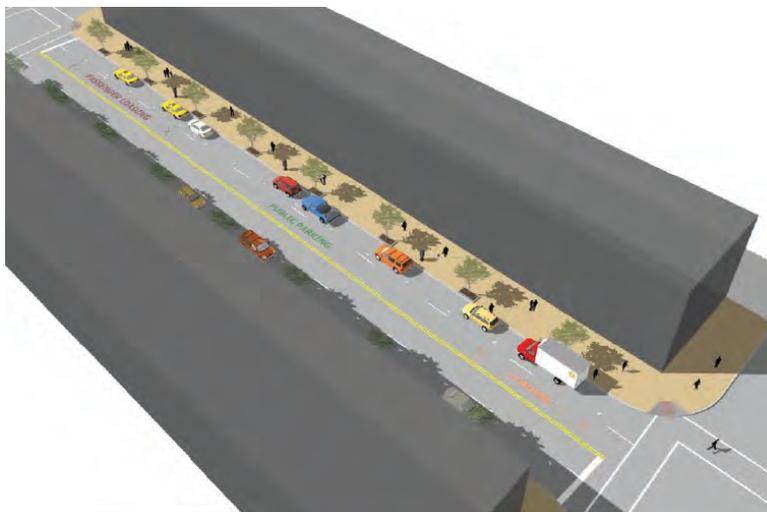
Residential Permit Policy

The residential parking permit policies may vary per residential area. This is due to the varying demands for parking and special event conditions within each location. Some areas have denser residential development. Other areas are impacted by special event conditions from various venues.

Most residential parking permit areas charge a very modest fee for permits (just enough to cover the program's cost (often as low as \$15 / year). Please see Appendix 28 for a whitepaper on developing a residential parking permit program.

Standardized Block Layout

The intent of this block face configuration is to provide on-street parking capacity, centrally located and grouped for easy location by downtown users. The parking is buffered by loading zones, both commercial and passenger (taxi in this example). Under this example, the City can use one Pay-by-Space pay station, while also minimizing signage.



Residential Streets

The intent of this block face configuration is to provide residential permit parking capacity. Residential loading operations would take place in the on-street parking spaces, given the less common nature of this type of loading. Residential loading could mean home delivery, move-in/move-out procedures, and passenger loading and unloading.



Second Street Pilot Project

The implementation and phasing of the curb lane study recommendations will need to occur over time, as development and redevelopment needs dictate. However, one of the recommendations of this study is to conduct a pilot project of recommendations along Second Street.

The following elements should be considered for inclusion in the Second Street Curb Management Pilot Study

- **Curb Management** – implementation of specified curb lane use priorities
- **Policy and Enforcement Practices** – implement prescribed approaches to commercial vehicle loading, taxi stands, transit operations, and food truck practices.

The following categories further describe the intended application:

- **Commercial Vehicle Loading Zone Practices** – implement annual or temporary commercial vehicle loading classes on an area wide basis.
- **Passenger Loading Practices** – for taxi/TNC operations, implement restrictions on an area wide basis to gauge their effectiveness.
- **Signage and Messaging** – the signage recommendations outlined in this chapter should be implemented along signature and secondary streets in the downtown business district, including the timeline signage (where appropriate) and the standardized approach to parking signage.

Pilot Program Implementation Strategies

Second Street is a key retail area of the downtown. Many of the curb lane management recommendations could be tested on an incremental basis. Note everything should be done at once, but testing out of new parking signage concepts, commercial and vehicle loading zones, parking enforcement practices, etc. could be done as distinct test cases. These “pilots” should be done with the advance knowledge and input from local area business and their feedback should be an integral part of the pilots when testing new concepts and applications.

Another example of a priority project that could involve the community might be a design competition to incorporate art into the public parking garage as part of a garage enhancement project. Local artists could be invited to develop mural projects or other creative ideas on garage walls. The winning designed would be commissioned as a public art project.

Parking Design Guidelines

A requested element of the request for proposals for this project was a set of parking garage design guidelines. This document was developed for the Casper Area MPO and the City of Casper as a guide for future parking structure design in Downtown Casper. It contains information to help developers and designers incorporate parking structure components into proposed projects. The concepts presented will help produce functional, well-designed and patron friendly parking structures that will become valued infrastructure elements for the Downtown. The concepts are presented so that common design mistakes can be avoided by being addressed early in the design process. The document is based on Kimley-Horn's internal Guidelines for Functional Parking Design and should be periodically updated to reflect state-of-the-art parking design practices and principles. Please see Appendix 26 for these design guidelines.





Parking Management Strategies / New Parking Program Implementation Plan

SECTION

9

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20 Characteristics of Effective Parking Management Programs

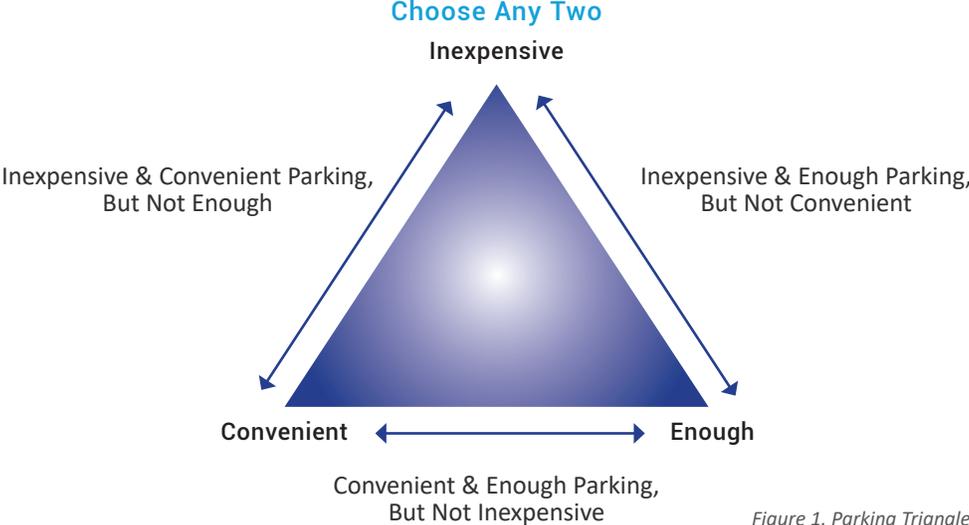


Figure 1. Parking Triangle

Introduction

There is one element common to every study and every downtown - parking is always a source of frustration and contention. It is amazing how emotional an issue parking can be. This is because it affects people so directly. Think about it – how many other areas involve issues of personal safety/security, finance, convenience, wayfinding, accessibility and customer service? Because parking creates the first and last impression of your community, one question we will address is: How can that “parking experience” best be managed? We’ll get back to that question shortly.

An interesting truism about parking is illustrated in the graphic below.

Everyone wants three things when it comes to parking:

- 1. They want there to be plenty of it
- 2. They want it to be very convenient and
- 3. They want it to be inexpensive (and preferably free).

Unfortunately, you can have any two, but not all three. This ushers in the need for a policy decision. If you choose to have inexpensive and convenient parking you will likely not have enough. This option may be acceptable if you want to use the lack of spaces as part of a demand management strategy to encourage the use of transportation alternatives.

If you choose to have inexpensive and enough parking it will not be very convenient. With this choice, you may be adopting a strategy that utilizes less expensive remote parking supported with shuttle operations (at least for employees).

If you choose to have convenient and enough parking, it will not be means you have chosen to develop structured parking. The national ranges from \$5,000 to \$8,000 per space. Above grade parking structure space. Below grade parking can range between 1.5 to 2 times the cost dependent upon soil conditions and other factors. Another consideration utility, maintenance and security costs are significantly higher with s

In urban environments, the choice is most often made to have “convenient and enough” parking. This strategic decision and the significant capital investment it requires, creates the need to assure that these investments are well managed and responsive to the communities they serve.

Based on our work evaluating numerous parking systems of various sizes and complexity across the country, Kimley-Horn has identified a set of 20 Characteristics, that when combined into an integrated programmatic approach can provide the basis for a sound and well managed parking system. We’ve found that the twenty characteristics provide a solid foundation for communities who are working to manage parking in a way that balances convenience, availability and cost.

A parking system that has all twenty of these characteristics, as listed at right and discussed in detail below, is well on its way to being in a class apart from the majority of parking systems. The ultimate goals are a system that provides professional management, understands the role it plays in contributing to the larger objectives of the downtown or shopping district and is responsive to the community to which it serves.

developing a comprehensive parking plan for municipalities is based on our “20 Characteristics of Effective Parking Programs” approach.



Summary

The importance of parking as one of the most visible and often controversial elements of a downtown's infrastructure is often underestimated. Parking, when well-managed, can be a key component in attracting and supporting new development and is essential to sustaining healthy and vibrant downtowns.

"Charting the Right Course"

Based on our experience with similar sized communities, the Kimley-Horn project team drafted a preliminary set of program goals and guiding principles.

The purpose of these program goals and guiding principles is to establish a strategic framework upon which to build a new parking management plan for the City of Casper. Included in this section are the following elements:

- A draft vision statement
- A draft mission statement
- Draft Guiding Principles

The overall parking program recommendations were developed to support this draft program vision / mission and guiding principles.

Draft Vision Statement:

"The Casper parking program will strive to develop a superior, customer-oriented parking system, responding to the current and future needs of parkers, including visitors, employees, employers, and property owners through active planning, management, coordination, and communications."

"The Casper parking program shall be considered an integral component of the community's economic development strategies and programs."

Draft Mission Statement:

"The Casper parking program is committed to enhancing the parking experience for the City's customers and stakeholders. Parking policies, planning, and programs will effectively support the community's strategic goals and objectives."

Recommended Guiding Principles

The goal in crafting these guiding principles for the parking program is to develop a comprehensive approach to parking management for the City of Casper that will provide an integrated, action-oriented, and accountable system of parking and access management strategies that supports, facilitates and contributes to a sustainable and vibrant community. These principles are strategic in nature, responsive to the needs of the community and aligned with the larger community's strategic and economic development goals.

These parking program Guiding Principles will encourage the use of parking and other transportation resources to support and facilitate priority economic development goals and serve prioritized user groups. They will also serve as a foundation for near and long-term decision-making relating to parking management and development in the downtown.

Draft Guiding Principle Categories:

1. Organization/Leadership
2. Community and Economic Development
3. Leveraging Technology
4. Planning /Urban Design
5. Effective Management/Accountability
6. Customer Service Orientation
7. Communications/Branding /Community Education
8. Accountability/Financial Management
9. Integrated Mobility Management
10. Sustainability

A statement better defining each the ten draft guiding principles is provided on the following pages.

Guiding Principle #1 – Organization/Leadership

The parking management program will be “vertically-integrated” with responsibility for:

Managing on-street parking

- Managing City owned off-street parking
- Coordination with privately owned off-street parking
- Parking enforcement/citation management and adjudication
- Parking planning and development
- Transportation demand management

Consolidating the various parking functions under a single entity will establish a consolidated system that is action-oriented, responsive, and accountable with improved coordination and operating efficiencies.

Recruiting a strong leader is a key element for success. The organization leader must have strong vision and communications skills, specialized parking and planning expertise, and be capable of educating other community leaders, stakeholders and private sector partners on the importance and relevance of a strong parking management organization. Strong general management and financial program development skills are also required.

Guiding Principle #2 – COMMUNITY and ECONOMIC DEVELOPMENT



The Casper parking management system will be guided by community and economic development goals and City Council adopted policy directives that are the result of collaborative processes between Parking program staff, other agencies and involved stakeholders.

The Casper parking program will use its resources to promote mixed-use and shared-use parking strategies as well as promoting alternative transportation modes through the creation of incentives, partnerships and programs to attract private investment; this will include reviewing and updating existing city parking requirements, as appropriate.

The Casper parking management program will assume a leadership role in developing public policies that support parking and mobility management as a key element of the downtown economic development strategy.

It is envisioned that the Casper parking management program will work in partnership with City economic development, the Casper DDA and other entities actively engaged in community and economic development work in the downtown. The addition of City's new parking management focus in economic development projects will encourage the leveraging of strategic parking development as a significant tool to promote targeted and prioritized development projects in downtown.

Guiding Principle #3 – Leveraging Technology

The Casper parking management system will be an adopter of technology solutions to enhance customer service and parking information options.

A key goal is to make parking less of an impediment to visiting the downtown and more of an amenity.

Technology will be leveraged to streamline and simplify access to parking and will be a key parking management strategy. Another key technology related goal is to enhance the efficiency and effectiveness of parking management staff and programs.

Guiding Principle #4 – Planning / Visioning/ Policy/ Urban Design

The Casper parking management system shall have an active and comprehensive planning function.

The Casper parking management system will be included in all strategic development and transportation planning efforts. The parking management system will work with City planning staff to review and evaluate parking zoning requirements, the development of parking design standards that promote good urban design principles related to parking structures and mixed-use projects, and the creation of transit oriented development parking standards.

Effective parking planning will mean an improved understanding of parking supply/demand conditions on an on-going basis, and ultimately the development of parking infrastructure that will enhance and better support the community strategic goals and urban design.

The vision of an enhanced planning and policy development function will be pursued on multiple levels.

Parking management strategies and programs should support and compliment other access modes as a means to better facilitate the accessibility and user-friendliness of downtown Casper as a preferred regional destination. Resources shall be effectively planned and managed to promote and support multiple access modes into and around the downtown. Primary access modes include automobile, transit, bike/motorcycle and pedestrian users.

Well-defined parking facility design criteria, parking related streetscape enhancements and effective integration of signage and wayfinding elements are all areas that this principle will promote. Parking management will work toward developing a parking system that continues to be self-supporting and sets aside funds for maintenance reserves and future capital asset funding.

Guiding Principle #5- Effective Parking Management/Accountability

The Casper parking management system will strive to be a forward thinking, “best-in-class” parking program.

The Casper parking management system should anticipate future patron needs in the context of community and economic development and other planning initiatives and seek to integrate supportive parking and multi-modal access strategies as appropriate.

Evaluation of other parking management best practices and new technologies should occur on an on-going basis. Effective facility maintenance, infrastructure reinvestment and other system management fundamentals will be routinely addressed. Emphasis will be placed on enhancing parking facility appearance, maintenance, safety and security, regardless of facility ownership. The parking management system will promote standards to encourage comprehensive and pro-active facility maintenance and security plans.

Facility maintenance reserves and other maintenance best practices will be encouraged in the City-owned facilities. Publicly available parking facilities marketed through the Casper parking management system will agree to a community developed set of parking facility standards. Participating facilities will be routinely monitored.

Parking facilities will incorporate public art and creative level identification/theming to enhance the parking experience for their patrons and make parking facilities more navigable and inviting.

Guiding Principle #6 – Customer Service Orientation

Parking will promote the City of Casper as a desirable destination for workers, businesses, shopping, dining, and recreation by making parking a positive element of the overall community experience.

The Casper parking management system will strive to develop and coordinate private and publicly owned parking facilities that are clean, convenient and safe.

Parking enforcement staff will present a friendly and professional appearance and receive on-going customer service and community ambassador training.

Ongoing goals of the parking management organization will include: Responsiveness to community needs, openness to fresh ideas and active participation in community planning and events.

One major goal of the Casper parking management system is to create a parking program that will be easy for the visitor to understand and to access. This will be accomplished through the use of common branding and marketing,

an integrated signage plan, validation programs, a web-based information clearing house, special events programs, etc.

Management of the on-street parking system will be enhanced over time through investments in new technology and more customer friendly parking enforcement policies.

The Casper parking management system should aim high and strive to achieve a Best-In-Class parking program. All aspects of the City parking should reflect an understanding of what the customer desires in terms of a positive and memorable experience. After a few years, it is recommended that the Casper Parking program work toward achieving “accreditation” through the International Parking Institute’s “Accredited Parking Organization” (APO) program.

Special programs to address retail enhancement initiatives, shared-use parking, employee parking, special/large events parking, etc. will be developed. These programs will be developed in a collaborative manner and designed to support larger community goals and objectives.

Guiding Principle #7 – Communications/Branding/Marketing and Community Education

Parking management programs and facilities will be developed to function as a positive, marketable asset for the City of Casper.

Parking management strategies and programs will be cross-marketed to promote the City as a unique and visitor-friendly regional destination. Parking availability shall be well publicized to enhance the perception of parking as a positive element of the community experience. Reinvestment of parking resources back into the downtown will be promoted. The Casper parking management system will develop an effective branding program.

In addition to web-based information, the Casper parking management system will develop educational materials on topics such as: parking development trends, parking safety tips, etc. The organization will also promote discussion with parking facility owners/operators on topics such as facility condition assessments, maintenance program development, parking management best practices, etc.

City parking programs and information shall be well promoted and marketed. The Casper parking management system will work closely with the Casper DDA, and the City’s Economic Development department and other community agencies/stakeholders to promote, educate and market parking programs.

Guiding Principle #8 – Accountability / Financial Management

The parking system will strive, over time, to be financially self-supporting and accountable to stakeholders.

Parking management will work toward developing a parking system that is self-supporting and sets aside funds for maintenance reserves and future capital asset funding.

By aligning approved parking revenue streams from on-street, off-street, enforcement, (and potentially special assessment fees and fee-in-lieu programs), it is possible to develop a parking system that self-funds all operating and maintenance expenses, facility maintenance reserves, planning studies and future capital program allocations. A consolidated parking revenue and expense statement should be developed to document all parking related income streams and expenditures to give a true accounting of parking finances.

Guiding Principle #9 – Integrated Mobility Management

The Casper parking management system will support a “Park Once” philosophy and a balance of travel modes, including bus, vehicular, bicycle and pedestrian, to meet community-wide access goals. Parking strategies and initiatives will be coordinated and aligned with the Casper Land Use and Transportation Plan.

The parking management plan will promote a “park once” strategy that uses parking supply efficiently and emphasizes “linkages” to other forms of transportation.

The parking program will be a supporter and potentially a funding partner for a variety of transportation demand management programs and transportation alternatives that promote improved community access and a more sustainable parking and transportation program.

Guiding Principle #10 – Sustainability

Initiatives to promote more sustainable and efficient operations will be actively pursued.

While initial program funding may have to come from City general funds for program staffing and initial capital equipment acquisitions, implementation of “paid on-street parking”, if pursued, will provide the program with a new source of revenue capable of providing a sustainable funding source to get the new program up and running.

“Green” strategies that can result in more efficient use of parking facilities and provide other benefits, including reduced congestion and pollution, improved transportation choices, more efficient land-use, and improved streetscape aesthetics.

A more comprehensive discussion of the “20 Characteristics of Effective Parking Programs” can be found in Appendix 38.

Primary Action Items

Introduction

The following actions are necessary first steps toward developing an enhanced parking program for the City of Casper. These initial steps are needed to establish the new management structure and to begin to upgrade the systems and staff capabilities needed to achieve the goals of providing a more customer focused, sustainable and self-supported parking program for the community. This required investment is needed to provide the parking program with the tools needed to effectively manage the system. These initial steps will also support the primary goals of enhancing customer services and economic development by making downtown more appealing to businesses wishing to relocate or to remain downtown. All the stakeholder feedback to date agrees that an effective public parking system is an important element in the revitalization of Downtown Casper.

Many of the recommendations and concepts presented in the Parking Strategic Plan may be unfamiliar to some readers and may require more detail to be completely understood. In an attempt to keep the main report document as concise as possible, we have provided a series of Appendices to provide more background on some topics, including tools to aid in program implementation such as sample agreements, sample manuals, supporting articles and whitepapers, policy recommendations, process checklists, etc. At relevant points within the strategic plan, notes are provided to refer the reader to a specific appendix item.

A discussion of each set of Primary Action Items follows on the next page.

Primary Action Item #1: Adopt New Program Vision and Mission Statements and Recommended Parking Program Guiding Principles, Hire a Parking Management Professional (or engage a parking management firm), Create a Parking Advisory Board and Implement Parking Management Best Practices

This report identified the need for well-defined vision and mission statements and related program “Guiding Principles” relative to parking and provides recommended vision and mission statements as well as a comprehensive set of guiding principles as the basis of a new program strategic framework.

It is recommended that the City shift the responsibility for parking management from the DDA to a City department function within the Community Development department and hire an experienced Parking Manager (and possibly engage a private parking management firm). The new program manager should work collaboratively with the City’s Planning Department and recommended “Parking Advisory Board” to review and refine these draft documents and adapt them as needed the basis of new parking program strategic plan.

To further promote program development, a document containing an extensive collection of Parking Management Best Practices and large set of appendices (Parking Management Toolkit) has been provided as part of this study. It is recommended that these documents be used as resources to identify additional program enhancements going forward.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

Related City Departments and a new Parking Advisory Board

Time-frame:

Complete by May 2019

Supportive Documents/Tools Provided:

Appendix 18. Sample Parking Administrator Position Description

Appendix 9. New Parking Manager Integration-Action Plan

Appendix 27. Parking Management Best Practices

Primary Action Item #1

- Adopt New Program Vision and Mission Statements and Recommended Parking Program Guiding Principles
 - Hire a Parking Management Professional (and possibly engage a parking management firm)
 - Create a Parking Advisory Board
- and*
- Implement Parking Management Best Practices

Review the Parking Management Best Practices document (Appendix 27) and other tools provided to identify additional program enhancement going forward.

Primary Action Item # 2: Begin a process to evaluate investment in New On-Street and Off-Street Parking Technology

One of the primary strategies to make downtown parking more visitor friendly, improve operational efficiencies and enhance parking revenues is to upgrade the parking system's technologies.

Developing a parking management technology master plan to provide a web-based parking management platform that is capable of providing the latest customer services and revenue/access control functionality is highly recommended. Appendix 17 provides a parking technology overview and a peer cities review for more detailed information related to current technologies and specific management applications in similar municipalities with more advanced parking management programs.

Implementing paid on-street parking is a well-documented best practice and would help the City address several issues identified in the course of this study. However, on-street paid parking is somewhat controversial and if pursued will require significant additional public outreach and planning. It has been documented in many cities across the country that implementing new "smart parking meters" (either multi-space or single-space credit card enabled meters) improves customer parking availability on-street through increased parking turnover and provides an important funding source to pay for future parking system capabilities in terms of staffing, technology (such as mobile LPR enforcement systems, etc.) as well as funding for parking structure maintenance and repair work.

Pay-by Cell Phone/Mobile Apps are additional payment options that the City should consider due to the very tangible customer benefits that these options provide.

The Parking program should develop an RFP process for new parking technology and potentially on-street meter acquisition as a first step to developing a practical set of parking management functions and new customer service offerings. This should be followed by a thorough analysis of what the City can afford in terms of its initial investment and based on the projected revenue increases, lay out a defined plan to continue system upgrades going forward. Consideration should also be given to alternative purchasing strategies such as equipment leasing or other special offers such as lease-to-own or partnerships where by equipment is provided at no or reduced cost based on a sharing of system revenues.

The latest on-street meter and enforcement technologies include features that enable improved operational efficiencies and enhanced revenues by automating the citation issuance process, improving citation collection ratios (through better documentation), reducing the need for daily meter collections (just-in-time-collections), reduced number of meters (if multi-space meters are chosen), enforcement route optimization based on improved management data from the meters, etc.

The introduction of this new technology will also come with some increased costs related to communications fees,

Primary Action Item #2

- Begin a process to evaluate Investment in New On-Street and Off-Street Parking Technology

Upgrading the parking system's technologies is a key strategy to make downtown parking more visitor friendly, improve operational efficiencies and enhance parking revenues.

On-Street parking enforcement and meter technology have the greatest potential for achieving the stated goals above.

Pay-by-Cell Phone/Mobile Apps are another payment options that provides very tangible customer benefits.

The introduction of new technology will also come with some increased costs. Increasing on-street parking rates in conjunction with the technology upgrades is recommended.

credit card and cell phone transaction charges, etc. To help defray these new system costs, setting initial on-street parking rates to \$1.00/hour is recommended. This move will also help keep on-street and off-street rates in proper alignment (on-street, short-term parking rates should be higher than off-street rates). A white paper on the latest on-street parking technologies is provided as a resource to support this action item.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City Clerk's Office, City Finance, IT and Purchasing Departments, Parking Advisory Board, City Administrator, City Council

Time-frame:

Parking Technology RFP issued by the 2nd Qtr. 2019,
New Technology Implementation Strategy completed by the 4th Qtr. 2019
Implementation 1st quarter 2020

Supportive Documents/Tools Provided:

Appendix 17. On-Street Parking Technology Whitepaper
Appendix 27. Parking Management Best Practices
Appendix 23. License Plate Recognition/Park+ Whitepaper

Primary Action Item # 3: Leverage Parking as a Community and Economic Development Strategy and Develop a Comprehensive Parking Planning Function

Link parking planning to larger community and economic development initiatives.

Review Appendix 10 - A white paper on the topic of "Parking as an Economic Development Strategy" for more specifics.

Review Appendix 7 - For example guidelines for using parking as an economic development strategy.

Recommended parking planning activities include:

- On-going monitoring of parking supply/demand and land use data on a facility/lot specific basis.
- Documentation of lot/facility utilization on a regular periodic basis will allow the parking program to better manage existing resources as well as plan for future parking needs.
- Consider investing in a GIS-Based Parking Demand modeling software (Park+).
- Recommended new on-street parking meters will also provide the parking program with improved management and system utilization data. However, simply having the data is not enough. It must be collected, tracked and analyzed for it to be of value from a planning perspective.
- Beyond parking data collection and analysis, the on-going assessment of potential long-term parking development sites, the creation of a parking lot and structure design guidelines (See Appendix 26 for provided design guidelines) and the development of a parking specific capital projects list are all parking specific planning efforts that are expected from an effective parking program.

Parking and transportation are important support systems that are most effective when specific programs, policies and philosophies are aligned with a larger downtown master plan. Incorporating this Parking Strategic Plan with any updates to the Downtown Strategic Plan is highly recommended.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City Planning, City Finance, City Administrator, City Council

Time-frame:

Develop a list of prioritized parking planning action items by July 2018.

Supportive Documents/Tools Provided:

- Appendix 10. Parking as an Economic Development Strategy
- Appendix 5. Developing a Retail Support Strategy
- Appendix 7. Guidelines for Parking as an Economic Development Strategies
- Appendix 1. Recommended Reading List for Parking Professionals
- Appendix 20. Tax Increment Financing Whitepaper
- Appendix 16. Parking In-Lieu Fees Whitepaper

Primary Action Item #3

- Leverage Parking as a Community and Economic Development Strategy
- Develop a Comprehensive Parking Planning Function

On-going monitoring of parking supply/demand on a facility/lot specific basis is encouraged.

Documentation of lot/facility utilization on a regular periodic basis will allow the Parking Authority to better manage existing resources as well as plan for future parking needs.

Primary Action Item # 4: Improve utilization of the existing parking garage (Wolcott and Center Streets) by investing in needed repairs/recommended upgrades.

An “aesthetic assessment” of the Casper parking garage was conducted in 2009 by Paul D. Mack, P.E. of Parking Consultants, LLC. We agree with most of the comments and recommendations of this limited assessment.

We are aware that some limited improvements in garage lighting have been implemented, but recommend that complete lighting system upgrade to new LED lighting be funded in conjunction with a project to paint the garage interiors white be prioritized.

A strategy of addressing the “First 30 Feet” of each parking facility is a recommended first step in showing some immediate progress. Key elements of the “First 30 Feet” approach include:

- Cleaning and painting
- Add/improve facility identification signage review/consolidation
- Adding “Welcome” and “Thank You” messaging at entrances and exits
- Enhanced lighting
- Landscaping

Other specific garage enhancement recommendations include:

- Paint the interior of the garage white
- Paint interior stair and elevator lobbies
- Upgrade garage security equipment with Code Blue or similar equipment.
- Review and improve entry/exit, wayfinding and rate signage. (A system developed by PictoForm provides well-designed, low maintenance parking garage signage and is recommended for consideration.
- Remove unnecessary, repetitive or “negative tone” signage (“No Trespassing” signs)
- Develop garage level theming “super graphics” as a tool to add color and visual interest to garage. (See Appendix 32 “A New Canvas - Wayfinding Graphics and Art to Enhance Parking Facility Design”
- Protect drainage pipes with protective guards
- Enhance garage exterior with an architectural treatment, enhanced lighting and facility identification signage.

Beyond the physical facility improvements noted above, it is recommended that a review of the current parking allocation of spaces within the garage be conducted

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City Engineering and Public Works Departments, City Finance Department, Casper Police Department

Time-frame:

Develop a garage enhancement action plan by September 2018.

Complete garage enhancement action plan by July 2019

Primary Action Item #4

- Improve utilization of the existing parking garage by investing in needed repairs/recommended upgrades

Enhance the existing facility by making it clean, safe, attractive and easy to access and pay.

Complete lighting system upgrade to new LED lighting in conjunction with a project to paint the garage interiors white.

Adopting the “First 30 Feet” strategy for each parking facility is a recommended first step to show some early progress.

Supportive Documents/Tools Provided:

Appendix 32. "A New Canvas - Wayfinding Graphics and Art to Enhance Parking Facility Design"

Appendix 36. "Poetry in Parking" Creativity in Parking Management from Eugene, OR

Primary Action Item # 5: Develop a Proactive Facility Maintenance Program Including Regular Facility Condition Appraisals, Prioritized Facility Rehabilitation Plans and the Creation of Parking Facility Maintenance Reserves

Maintaining clean, safe and attractive facilities is a core function of any parking program and has a significant impact on the perception of the program and the community it serves.

An important aspect of the City of Casper parking program will be a well-defined and effective long-term parking facility maintenance strategy. The development of an on-going and proactive facility condition appraisal process and prioritized facility rehabilitation program should be a high priority.

Review past records and determine the last time a structural condition appraisal has been conducted on City-owned parking structures. Review actions taken to date. Begin with the older structures and work forward as the newer facilities should have less structural issues. For facilities that have not had a condition appraisal in the past 5 years, schedule an appraisal in 2018. Use these formal engineering appraisals to identify and prioritize a maintenance and facility rehabilitation plan.

Another important dimension of a parking facilities maintenance program is to create a specific "maintenance reserve fund" program. Parking facilities are made of concrete and concrete deteriorates over time requiring significant investments in on-going maintenance and periodic restoration. Deferring maintenance will only cost the system more over time and without an effective program of routine maintenance and the setting aside of dedicated maintenance reserve funds; the likelihood of serious deferred maintenance leading to even higher maintenance and facility restoration costs is much more likely. Typical parking facility maintenance reserves are in the \$50.00 - \$75.00 per space per year range.

The maintenance plan should be in conformance with National Parking Association guidelines. A recommended parking facility maintenance scope and schedule are provided as Appendices 13 and 14.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City Engineering and Public Works Departments, City Finance Department, Redevelopment Authority, City Finance, Parking Advisory Board

Time-frame:

Develop a comprehensive facility maintenance plan by September 2018.

Conduct facility condition appraisals as noted above.

Develop a policy regarding maintenance reserves by 3rd Qtr. 2018

Primary Action Item #5

- Develop a Proactive Facility Maintenance Program

Enhance the facility maintenance program. Make clean, safe and attractive facilities a signature element of the parking program (and the downtown overall)

Development of an on-going and proactive facility condition appraisal process and prioritized facility rehabilitation program should be a high priority.

Create a specific "parking maintenance reserve fund" program.

Supportive Documents/Tools Provided:

- Appendix 13. Parking Facility Maintenance Manual
- Appendix 14. Parking Facility Maintenance Schedule

Primary Action Item #6: Develop a New Parking Program Brand and Marketing Program including significant on-going community outreach strategies

Develop a strong and consistent parking program identity and brand, which includes visual identity, program mission, vision, core values, investment in new communication pieces, collateral, etc.

Develop a strategic communication plan designed to improve overall parking program communications with its wide range of community stakeholders (See recommended strategic communications plan in this report). Community outreach cannot be a one-time investment. Stakeholders and citizens should be continually engaged and asked for their feedback on major policy and programmatic decisions to help build trust and “show” that the City is taking citizen feedback into account.

Partner with existing organizations, like Casper Downtown Alliance on marketing campaigns to help combat the perception that downtown is vacant, unsafe and/or underutilized.

Develop consistent standards for parking program branded facility signage and wayfinding to help guide customers to parking options.

Train staff and parking program spokespeople on customer-focused internal and external communications procedures.

Develop an enhanced parking program website. Keep parking information current.

Leverage social media to improve community feedback and information dissemination.

Consider the development of Annual or Bi-Annual Parking Report. An example of a parking program annual report is provided in Appendix 8 and an annual report template is provided in Appendix 2.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City Communications Department, City IT Department, Casper DDA

Time-frame:

See the Strategic Communications Plan section of this report for guidance on timing.

Supportive Documents/Tools Provided:

- Appendix 8. Parking Annual Report from the Missoula Parking Commission
- Appendix 2. Parking Annual Report Template

Primary Action Item #6

- Develop a New Parking Program Brand and Marketing Program including significant on-going community outreach strategies

Specific goals of this recommendation include:

- Improving the parking programs image
- Providing easier access to parking information
- Providing enhanced overall communications with key stakeholder groups and the public at large
- Promotion of parking facility utilization

Primary Action Item # 7: Invest in Training and Staff Development with a Goal of Mastering the Fundamentals of Parking System Management and Operations

The Casper Parking System is being developed from the ground up. This provides exciting opportunities avoid many common mistakes made by parking programs that have evolved over time.

A significant investment in staff training is recommended.

It is highly recommended that the new parking manager join the International Parking Institute (IPI) and attend the annual IPI conference. It is also recommended that the new parking manager engage with regional parking and transportation associations. Involvement in the International Downtown Association (IDA) is also recommended as this can help ensure that the new parking manager is well acquainted with not only parking technical issues, but also downtown management and development strategies.

A new program offered by the International Parking Institute is called the "Accredited Parking Organization" or APO. The APO program provides a structured program assessment and accreditation process for municipal and other institutional parking programs. Since the Casper program is just getting started, it may take a few years to achieve accreditation, but the program structure and assessment matrix is a valuable tool and process in and of itself. A document providing an overview of the APO program is provided in the report appendices.

Strategically invest in the use of consultants for technical expertise especially in the areas of new technology specification and more complex issues such as zoning and parking requirements reform and new facility planning and development.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City HR and Training Departments

Time-frame:

On-Going. Recommend attendance to the 2019 IPI Conference & Expo

Supportive Documents/Tools Provided:

Appendix 38. 20 Characteristics of Effective Parking Programs
Appendix 9. New Parking Manager Integration-Action Plan
Appendix 1. Recommended Reading List for Parking Professionals
Appendix 5. Developing a Retail Parking Support Strategy
Appendix 27. Parking Management Best Practices Toolbox
Appendix 15. Parking Garage Security Whitepaper
Appendix 30. Valet Parking Program Development
Appendix 24. IPI Emergency Preparedness Manual

Primary Action Item #7

- Invest in Training and Staff Development

In developing a new parking program, there is always a steep learning curve and a need for investment in staff training and personnel development.

A significant number of educational papers and tools has been provided in the appendices to help with this process.

Join the International Parking Institute, the International Downtown Association and regional parking and transportation associations.

Invest in Peer City Program visits to learn from other programs and to develop a network of professional peers that can be called upon from time to time.

Participate in the IPI's APO program accreditation process.

Utilize the APO program structure as another program development tool.

- Appendix 29. Smart Parking Policies and TDM Strategies
- Appendix 28. Residential Parking Permit Programs Whitepaper
- Appendix 26. Parking Facility Design Guidelines
- Appendix 16. Parking In-Lieu Fees Whitepaper
- Appendix 31. KH TDM Quick Guide

Primary Action Item # 8: Expand the Scope of the Parking Program Over Time to be More Supportive of Alternative Modes of Transportation and Embrace More of a “Mobility Management Philosophy”

Downtown would benefit from increased investment in alternative modes of transportation.

The trend in the industry is to embrace a more holistic and integrated approach to parking and transportation – an “Integrated Mobility Management Strategy”.

Another important dimension to this recommendation is to be aware of the need to balance both the supply and demand sides of the parking and access equation. Building public parking is extremely expensive and leveraging alternative transportation and transportation demand management (TDM) strategies can reduce the need for additional parking over time.

TDM program elements support the Guiding Principle for Sustainability and a more balanced parking and transportation program.

Other strategies in this area that are being supported by parking systems around the country include: community bike-share programs, car-sharing programs, shared mobility innovations, bike racks and lockers, and traditional TDM strategies such as park and rides, preferential parking for car and van-pools, telecommuting, etc.

It is recognized that this is not the immediate priority for the City of Casper, but it is an important element and should be incorporated into the long-term program development strategy.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

MPO, Transit agency, Bike advocate programs, City Planning

Time-frame:

Longer-Term Strategy

Supportive Documents/Tools Provided:

- Appendix 29. Smart Parking Policies and TDM Strategies
- Appendix 31. TDM Quick Guide
- Appendix 27. Parking Management Best Practices Toolbox

Primary Action Item #8

- Expand the Scope of the Parking Program over Time to be More Supportive of Alternative Modes of Transportation and Embrace More of a “Mobility Management Philosophy”

Embrace a more holistic and integrated approach to parking and transportation— an “integrated Mobility Management Strategy”. Leverage alternative transportation and Transportation Demand Management (TDM) strategies to reduce the need for additional parking over time. TDM program elements support the Guiding Principle for Sustainability and a more balanced parking and transportation program.

Primary Action Item # 9: Assess the Current Parking Enforcement Program Using the Tools Provided. Invest in Mobile License Plate Recognition Technology.

To assist in a more thorough review and evaluation of the parking enforcement program, Kimley-Horn has provided the City with two significant tools to aid in this process:

- The first is a parking enforcement program audit checklist (Appendix 11)
- The second is a sample parking enforcement officer manual (Appendix 12)

These tools should be reviewed and customized to better define and enhance the current parking enforcement program.

- Consider investing in a Mobile License Plate Recognition system to improve parking enforcement consistency, efficiency and effectiveness. (See Appendix 25 – A whitepaper on License Plate Recognition)

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City Police Department, City IT Department

Time-frame:

Conduct reviews by May 2018

Supportive Documents/Tools Provided:

- Appendix 11. Parking Enforcement Program Audit Checklist
- Appendix 12. Sample Parking Enforcement Officer Manual
- Appendix 23. Whitepaper on License Plate Recognition

Primary Action Item #9

- Assess the Current Parking Enforcement Program Using the Tools Provided
- Invest in Mobile LPR Technology

Use the provided parking enforcement officer handbook and parking enforcement program audit checklist to better define and enhance the current parking enforcement program. Consider investing in a Mobile License Plate Recognition system to improve parking enforcement consistency, efficiency and effectiveness.

Primary Action Item # 10: Establish the parking program as a separate enterprise fund and combine all parking related revenue streams into this fund.

One of the big advantages that the City of Casper has the opportunity to leverage is the nearly “blank slate” that currently exists related to program organizational and financial structuring.

By aligning all related parking revenue streams into one parking enterprise fund, the City has the potential to achieve one of the most important goals of any parking program – the ability to create, over time, a truly self-supporting enterprise that can cover all its own operating and maintenance funding, the creation of parking maintenance reserves and ultimately the funding of future parking facility capital development projects.

Parking revenues from the following sources should contribute to the parking enterprise fund:

- Off-street parking revenues
- On-street parking revenues (if/when applicable)
- Parking enforcement revenues
- Special event parking revenues
- Parking management fees for management of private facilities (if applicable)
- Future parking fee-in-lieu revenues (if applicable)
- Future parking assessment district revenues (if applicable)
- Policies should be developed to define the appropriate use of parking revenues. Generally speaking, the following priorities are recommended related to the approved use of parking revenues:
 - Operations and maintenance
 - New technology acquisition
 - Parking facility maintenance reserves
 - TDM and mobility management support initiatives
 - New facility capital investments
 - Downtown vitality support
 - Contributions to the General Fund

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City Finance and Legal Departments

Time-frame:

Establishment of the financial structure of the department should be an early priority.

Supportive Documents/Tools Provided:

Appendix 22. Consolidated System Financial Report
Appendix 37. Parking System - Financial Plan Template

Primary Action Item #10

- Establish the parking program as a separate enterprise fund and combine all parking related revenue streams into this fund.

By aligning all related parking revenue streams into one parking enterprise fund, the City has the potential to achieve one of the most important goals of any parking program – the ability to create a truly self-supporting enterprise that can cover all its own operating and maintenance funding, parking maintenance reserves, and ultimately the funding of future parking facility capital development projects.

Parking revenues from the following sources should contribute to the parking enterprise fund.

- Off-street parking revenues
- On-street parking revenues
- Parking enforcement revenues
- Special event parking revenues
- Parking management fees for management of private facilities (if applicable)
- Future parking fee-in-lieu revenues (if applicable)
- Future parking assessment district revenues (if applicable)

Primary Action Item # 11: Consider conducting a pilot program on Second Street of the proposed Streetscape Design/Curb Lane Management and signage recommendations.

Review proposed “street type” descriptions and priorities.

Review proposed block face functional configurations.

Review signage approaches and recommendations

Review signage placement, orientation and placement recommendations.

Apply these design and signage recommendations into a pilot program plan to be implemented on Second Street (or potentially another core street in the downtown Business district area).

Conduct stakeholder feedback sessions to gauge community feedback to the proposed changes in right-of way/curb lane management strategies and signage.

Primary Responsibility:

New City Parking Program, City of Casper Community Development Department/MPO

Key Partners:

City of Casper Traffic Engineering and Police Departments

Time-frame:

Early to mid 2019

Primary Action Item # 11

- Review proposed "Street Type" descriptions and priorities
- Review proposed block face functional configurations
- Review signage approaches and recommendations
- Review signage placement, orientation and placement recommendations
- Apply these design and signage recommendations into a pilot program plan to be implemented on Second Street (or potentially another core street in the downtown Business district area
- Conduction stakeholder feedback sessions to gauge community feedback to the proposed changes in right-of-way/curb lane management strategies and signage

Secondary Action Items

Action Item #S-1 – Stakeholder “Report Cards”

The Casper Parking Program should develop Parking Action Plan “Report Cards” or updates to keep the new Parking Advisory Board and community stakeholders informed and educated as to program development progress. These report cards or updates could involve the development of a concise set of parking program benchmarks that would be tracked over time.

Intended Results:

Progress reporting could also take the form of a simplified “Action Plan Report Card” for specific stakeholder groups. This format could also be combined with a feedback mechanism to create an ongoing mechanism for community input and program development/refinement.

Action Item #S-2 – Develop Specific Overflow and Event Management Parking Strategies

Overflow parking plans describe the management strategies that will be applied when parking facilities fill, for example, during special events, peak shopping periods, or temporary reductions in parking supply. Below are some possible components of an overflow parking plan:

- Provide signs with directions to alternative nearby parking facilities.
- Provide adequate traffic and parking management staff during peak periods. Additional staff may be hired for special events.
- Provide information on parking and travel options for special event participants, highlighting those that can be used to avoid parking problems. For example, brochures that show both parking facility locations and transit options for major cultural or religious events.
- Encourage travelers to shift mode or use remote parking during peak periods. For example, retail employees can be required to use remote parking facilities or alternative commute modes during holiday shopping seasons.

Action Item #S-3 – Parking/Access System Benchmarking

Identify a basic set of parking and access system benchmarks relevant to Downtown Casper and begin tracking. Document results/progress in an annual parking report.

Examples of recommended parking program benchmarks might include:

- Total Operating Cost per Space
- Total Revenue per Space
- Total Operating Costs per Parking Department FTE
- Total Revenue per Parking Department FTE
- Surface Parking Spaces as a Percent of Total Spaces
- Structured Surface Parking Spaces as a Percent of Total Spaces
- On-Street Parking Spaces as a Percent of Total Spaces
- Administrative Cost Per Space
- Administrative Costs as a Percent of Total Costs
- Security Costs per space
- Security Costs as a Percent of Total Costs
- Enforcement costs per metered space
- Enforcement costs per Citation Issued
- Percent of Citations Collected vs. Citations Issued
- Citation Revenue per Citation Issued
- Total Maintenance Cost per Space
- Total Maintenance Costs as a Percent of Total Costs

Intended Results:

Develop a baseline of parking operations measurements. Compare to peer cities. Track progress against baseline results and peer organizations. See Appendix 28: Recommended Parking Program Benchmarks

Action Item #S-4 – Parking Facility Warranty Management

Collect all parking facility warranties into a three-ring binder or digital folder. Note all warranty expiration dates for

items such as elastomeric coatings, expansion joints, etc. Place these dates in Outlook or other calendar programs used by the agency as a “tickler” to conduct a walk-through inspection six months prior to warranty expiration. Schedule a representative of the contractor or manufacturer responsible to honor the warranty to participate in the inspection. Document inspection results with time and date stamped digital photos. Schedule repairs to warranty covered items prior to warranty expiration.

Intended Results:

Assure that warranty covered items are taken care of while still under manufacturer’s warranty. Average cost savings per facility \$10,000 - \$20,000.

Action Item #S-5 – Energy Saving Options in Parking Facilities

Invest in some new parking facility lighting systems for enhanced illumination and energy savings. We encourage the City to also evaluate options such as placing roof top and outer bay parking facility lighting on separate circuits so that these lights can be placed on photocells to reduce energy consumption during daylight hours.

Intended Results:

Utility expenses are a major parking operating expense. Evaluate options to minimize on-going expenses in this category.

Action Item #S-6 – Develop an Internal Parking Program Operations Manual

As a primary staff training tool, develop parking facility operations manuals. Many systems have a separate manual for each facility or one common manual with individual facilities each given a chapter. Note: Sample parking operations manuals are provided in Appendices 6 and 19.

Intended Results:

Document specific equipment and policies per facility for staff training as well as to document operating policies/procedures.

Action Item #S-7 – Develop a Parking System Information Database/Become the Central Clearinghouse for Parking/Access Information

Monitor and track parking rates, availability, owners, operators, contact info, etc. for all parking resources in Downtown (both public and private). Coordinate and provide information relative to other transportation options. Consider providing this data on multiple downtown related websites.

Intended Results:

Become a one-stop information clearinghouse for all downtown parking and access information (both public and private).

Action Item #S-8 – Marketing Tie-ins for Parking to Special Events

Work closely with the Casper Downtown Alliance to promote parking tie-ins in conjunction with downtown special event promotions, downtown attractions/venues, etc.

Intended Results:

This strategy leverages the shared benefits of joint marketing opportunities and promotes new parking/access system branding and marketing campaigns.



Appendices and Parking Management Toolkit

SECTION

10

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Appendices and Parking Management Toolkit

The City of Casper is in a unique position as it contemplates creating a new municipal parking program from the ground up. As such, these Appendices & Parking Management Tool Kit provide an extra set of tools, sample manuals, communications strategies and background materials to help the Community develop a strong foundation and understanding of the breadth and complexities of a modern parking and access management program.

Some of these items will be immediately applicable and others anticipate issues that may arise if certain recommendations are implemented. In any case, we hope that you find these resources valuable as you begin to build your program.

- Appendix 1** 2018 Recommended Reading List for Parking Professionals
- Appendix 2** Annual Parking Report Template
- Appendix 3** International Parking Institute - AP Program Manual
- Appendix 4** International Parking Institute - AP Matrix Final 2016
- Appendix 5** Developing a Retail Parking Support Strategy
- Appendix 6** Generic Parking Facility Rules and Regulations
- Appendix 7** Guidelines for Using Parking as an Economic Development Strategy
- Appendix 8** Missoula Parking Commission Annual Report 2012
- Appendix 9** New Parking Manager Integration-Action Plan
- Appendix 10** Parking as an Economic Development Strategy - White Paper
- Appendix 11** Parking Enforcement Program Audit Checklist
- Appendix 12** Sample Parking Enforcement Operations Manual
- Appendix 13** Parking Facility Maintenance Manual
- Appendix 14** Parking Facility Maintenance Schedule
- Appendix 15** Parking Garage Security White-paper
- Appendix 16** Parking In-Lieu Fees White-paper
- Appendix 17** Parking Meter Technology White-paper
- Appendix 18** Sample Parking Administrator Position Descriptions
- Appendix 19** Sample Parking Garage Operations Manual
- Appendix 20** Tax Increment Financing White-paper
- Appendix 21** Downtown Parking Districts and Economic Development - Case Studies in Innovative Parking Management
- Appendix 22** Consolidated System Financial Report
- Appendix 23** LPR/Park+ White Paper

- Appendix 24** IPI Emergency Preparedness Manual
- Appendix 25** Recommended Parking Program Benchmarks
- Appendix 26** Parking Structure Design Guidelines
- Appendix 27** Parking Management and Design Best Practices
- Appendix 28** Residential Parking Permit Programs White Paper
- Appendix 29** Smart Parking Policies and TDM Strategies
- Appendix 30** Valet Parking Program Development
- Appendix 31** Kimley-Horn TDM Quick Guide
- Appendix 32** "New Canvas" Art in Parking Article
- Appendix 33** Casper Online Parking Survey Results Summary
- Appendix 34** Strategic Communications Plan
- Appendix 35** Parking System Organizational Options - White Paper
- Appendix 36** Poetry in Parking - Creativity in Parking Management
- Appendix 37** Parking System - Financial Plan Template
- Appendix 38** 20 Characteristics of Effective Parking Management - White Paper
- Appendix 39** Enhancing Pedestrian Safety in Parking Environments
- Appendix 40** Casper Parking Manager Position

One of the major themes identified in the Strategic Parking Management Plan is the need to “master the fundamentals” of managing a municipal parking program. To this end, we have provided several documents that provide a comprehensive overview of the various elements that must be addressed to have a successful program. Appendix 38, entitled: “The Characteristics of Effective Parking Programs” provides a comprehensive program approach that can be used as a framework for program development.

We have also provided several very specific “tools” to help advance the Casper parking program in a number of operations focused areas. These tools range from a sample parking enforcement manual to a tool designed to critique and audit the existing enforcement program. Another example of an “operations focused tool” is a very detailed parking facility operations manual template. In every case, the goal of providing these sample documents is for the Casper parking program to use them as a basis and guide for creating similar documents specific to their operation.

Finally, in anticipation that the City will authorize, recruit and hire a new Parking Manager we have included several “white papers” on a number of parking planning and management topics that will hopefully put the new manager on the path to success. Examples include: security, valet parking, in-lieu fees, tax increment financing, successful approaches to evaluating parking rates, etc. Another interesting and valuable appendix item is the Parking System Accreditation Program developed by the International Parking Institute. Ultimately, we strongly encourage that it is our hope that these documents will provide valuable background information and practical tools to help advance and improve the Casper parking program as staff work to implement the primary recommendations contained in the Strategic Parking Management Plan.

RESOLUTION NO.18-143

A RESOLUTION ADOPTING THE CASPER URBAN CENTER
PARKING PLAN.

WHEREAS, the Urban Center Parking Plan was an eight (8) month endeavor to assess Casper's downtown and Old Yellowstone District parking system, gain public feedback, and provide recommendations for future parking management; and,

WHEREAS, the Urban Center Parking Plan serves as a policy document with a focus on parking management and best practices, and an understanding that parking is just a part of a community's larger economic and community development goals; and,

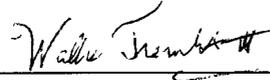
WHEREAS, the Urban Center Parking Plan includes numerous additional appendices, guides, reports, and templates for reference; and,

WHEREAS, after significant public input, the City Council has determined it is in the best interests of the public to adopt said plan.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Casper Comprehensive Plan Update is hereby approved.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

Fleur D. Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Ray Pacheco
Mayor

June 11, 2018

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director 
Terry Cottenoir, Engineering Technician

SUBJECT: Authorizing Submission of an Application for a Transportation Alternatives Program Grant from the Wyoming Department of Transportation in the Amount of \$220,325.00, for the Morad Park to Walmart Trail.

Meeting Type & Date

Regular Council Meeting
July 3, 2018

Action type

Resolution

Recommendation

That Council, by resolution, authorize the submission of an Application for a Transportation Alternatives Program (TAP) Grant from the Wyoming Department of Transportation (WYDOT), in the amount of \$220,325.00, to fund the construction of the Morad Park to Walmart Trail.

Summary

The Platte River Trails Trust (PRTT) is seeking to expand the City's trail network by building a trail from the Morad Park Bypass Trail to the west side Walmart. The trail will be approximately 2,200 feet long. The City of Casper, in partnership with the PRTT, is preparing a WYDOT TAP grant application to complete the pathway. The TAP program is a source of federal funding that provides monies to state and local governments for transportation projects. The program emphasizes projects that support walkability and pedestrian safety. TAP grants require a 20% local match.

The project will begin at the Morad Park Bypass Trail and will travel south until it reaches the north side of CY Avenue. The trail will then continue west until it reaches the signalized intersection of CY Avenue and the Walmart Business Access Road. The signal at the intersection will be modified to include a pedestrian activated crossing, which will allow pedestrians to cross CY Avenue. Upon reaching the south side of CY Avenue, the trail will continue south up the hill and terminate at the Walmart parking lot.

Financial Considerations

The total budget for the project is \$275,407.00. \$220,325.00 is expected to come from the TAP grant. The City will be supplying its match in the amount of \$55,082.00 from the budgeted Optional One Cent #15 Sales Tax funds allocated to the Platte River Trails Trust projects.

Oversight/Project Responsibility

Terry Cottenoir, Engineering Technician, Public Services Department.

Attachments

Resolution

TAP Grant Application

Applicant Information

Sponsor:

Name of Sponsor: City of Casper		
Sponsor Type: Local Government		
Specify Other:		
DUNS: 152720140		
Mailing Address: 200 N. David St.		
City: Casper	State: WY	Zip: 82601

Contact Person: Terry Cottenoir		
Title: Engineering Technician		
Email: tcottenoir@casperwy.gov		Phone: (307) 235-8341
LPA Certified: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LPA Certification Expiration: 12/31/2020	
LPA Certified Individual (if not Contact Person):		

Joint Sponsor:

Joint Sponsor: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Joint Sponsor's Name: Platte River Trails		
Mailing Address: P.O. Box 1228		
City: Casper	State: WY	Zip: 82602

Contact Person: Angela Emery		
Title: Executive Director		
Email: platteriver@wyoming.com		Phone:

Funding Request

20% Local Match	80% Federal (TAP Request)	Total Project Cost
\$55,082.00	\$220,325.00	\$275,407.00
Specify source of secured funding: One Cent Sales Tax Allocation to Platte River Trails		

Sponsor Certification Statement

Read and check each statement below certifying:

- The Sponsor is familiar with the Transportation Alternatives Program eligibility criteria;
- The budget accurately reflects cost of proposed project;
- The information provided is true and correct to the best of the Sponsor's knowledge;
- The Sponsor understands this is a reimbursement-based award and if funded, the Sponsor must pay costs and will be reimbursed as invoices are submitted with documentation;
- The Sponsor will be responsible for ensuring future maintenance and ongoing upkeep of the completed project.

Sponsor Signature
 (Authorized Official)

Date

 Sponsor Printed Name

 Sponsor Title

Attachment A: Project Description

Nature of Project:

<input type="checkbox"/> Planning/Design	<input checked="" type="checkbox"/> Construction
--	--

Project Type/Planning Document Considerations (Select all that apply):

Non-Motorized Transportation		
<input checked="" type="checkbox"/> ADA Upgrades	<input type="checkbox"/> ADA Transition Plan	
<input checked="" type="checkbox"/> Safe Routes for Non-Drivers	<input checked="" type="checkbox"/> Pedestrian and Bicycle Facilities	
<input type="checkbox"/> Conversation of Abandoned Railway Corridors to Trails		
Environmental Mitigation		
<input type="checkbox"/> Vegetation Management	<input type="checkbox"/> Storm Water Mitigation	<input type="checkbox"/> Wildlife Management
Historic/Scenic Transportation Activities		
<input type="checkbox"/> Scenic Turnouts and Overlooks		
<input type="checkbox"/> Outdoor Advertising Management <input type="checkbox"/> Archeological Activities		
<input type="checkbox"/> Historic Preservation and Rehabilitation of Historic Transportation Facilities		

Project Location:

<p>Describe the location of the project using any mileposts, landmarks, significant intersections, etc.</p> <p>Connection from the Platte River Trail at 2800 SW WY. Blvd to the intersection of CY Avenue and the Walmart Business Access Road at the Mountain View shopping center, Fort Casper Academy, and neighborhoods to the south.</p>
--

Physical Description:

Pathway Type: Multi-Use Pathway	
Surface Type: Concrete	If Other, please specify:
Approximate Length: 2,200 LF <input type="checkbox"/> N/A	Approximate Width: 10 ft. <input type="checkbox"/> N/A

Project Timeline:

Completion of PS&E	Completion of Final Engineering/Bid Documents	Bid Advertisement	Begin Construction	Complete Project
6/30/2019	7/31/2019	11/5/2019	5/1/2020	8/31/2020

Project Benefits:

Check the following connections that this project provides:		
<input type="checkbox"/> Residential to Residential	<input type="checkbox"/> Residential to Retail/Dining	<input type="checkbox"/> Residential to Education
<input checked="" type="checkbox"/> Residential to Recreation	<input type="checkbox"/> Residential to Employment	<input type="checkbox"/> Employment to Retail/Dining

<input checked="" type="checkbox"/> Employment to Recreation <input type="checkbox"/> Employment to Education <input checked="" type="checkbox"/> Recreation to Retail/Dining <input type="checkbox"/> N/A
Does the project provide a new connection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the project fill a sidewalk or pathway gap ("missing link")? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will the project induce non-motorized trips? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Briefly describe the improvements to mobility outlined in the above Project Benefits section: The primary mobility improvements of this project include 1) creating a new safe and separate non-motorized connection between the Platte River Trail (the spine of Casper's non-motorized transportation and recreation pathway system) and the Mtn. View shopping center, Ft. Casper Academy, Mtn. Plaza Assisted Living, Stoney Hill affordable apartments and the Wolf Creek residential neighborhood; 2) filling a "missing link" in Casper's non-motorized trail system between the Platte River Trail and businesses, schools and neighborhoods to the south of CY Ave.; and 3) inducing more non-motorized trips from these areas to the Platte River Trail via a new safe pedestrian crossing and new pathway connection.

Safety:

Does this project provide a safety improvement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, check all parties benefitted by the safety improvement: <input checked="" type="checkbox"/> Bicyclists <input checked="" type="checkbox"/> Pedestrians <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Elderly <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Other:
Will the project enhance awareness of cyclists and pedestrians outside of the project limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the project within two (2) miles of a school and does it provide a safe connection between a residential community, the school, library, park, after-school activities, etc.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe the details of the safety improvements outlined in the above Safety section: This project will improve safety for bicyclists and pedestrians of all ages and abilities including children, the elderly and people with disabilities by constructing a new pathway that will connect the Platte River Trail to schools, residential communities and businesses. The enhancement of the signal at the entrance to the Mtn. View shopping area, that will include a pedestrian activated signal and ADA upgrades, will create a heightened awareness of cyclists and pedestrians to motorists along CY Avenue and thereby improve overall safety for non-motorized users of the transportation system in this area.

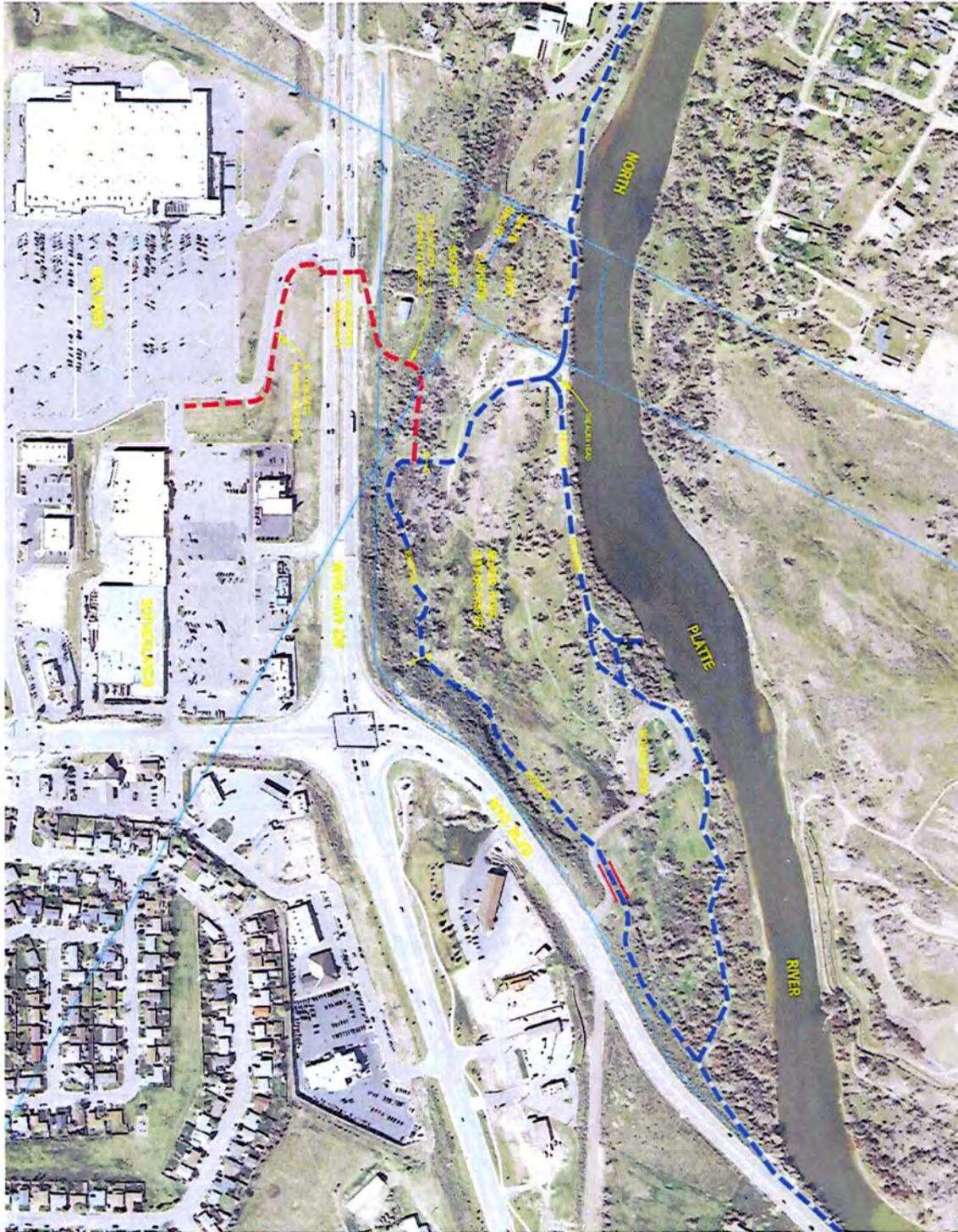
Economic Opportunity:

Does the project improve economic opportunity by bringing more people to businesses? N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the project close a gap of existing walking/biking infrastructure to improve usability in a downtown, revitalization or business district? N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide details that substantiate answers outlined in the above Economic Opportunity section: The Mountain View shopping center is a major business district in west Casper that is home to Walmart, Hilltop National Bank, Starbucks, Sutherlands Lumber, a gym, Burger King, Subway and more. This project will provide pedestrians and cyclists safe access to these businesses from the Platte River Trail, the spine of Casper's non-motorized pathway system, thereby encouraging usability of this district by non-motorized users.	

Brief Project Summary:

Outline the need for the project and the benefits of the project: The intersection at WY. Blvd. and CY Ave. is the 2nd largest in Casper and is at best daunting and at worst extremely dangerous for pedestrians and cyclists. The average pedestrian or cyclist does not feel safe travelling to the Wolf Creek neighborhood, Ft. Casper Academy and Mountain View shopping center from Casper's Platte River Trail system and vice versa. The PRTT has received significant citizen feedback on the need to provide access from the Platte River Trail to the areas south of CY Avenue to allow users to ride their bikes, run or walk from their neighborhood, or the business district, directly to the Platte River Trail rather than having to drive to the Trail in their car and proceed from there. We believe that this new connection will encourage more purely non-motorized trips, for pedestrians and cyclists, from their neighborhood or local businesses to the Platte River Trail. To maximize the safety of this new pathway connection and at-grade crossing of CY Ave., and to avoid Casper's second largest intersection at CY and WY. Blvd., this project brings trail users up from Morad Park to the traffic signal at the entrance into the Mtn. View shopping area close to Walmart. The traffic signal will be upgraded to include a human activated signal button and ADA ramps and mats to create a direct, comfortable and safe connection from Casper's primary non-motorized pathway system, the Platte River Trail, to Ft. Casper Academy, the Wolf Creek neighborhood, the Stoney Hill Affordable apartments, Mtn. Plaza Assisted Living facility and the many businesses in the Mountain View shopping center. The benefits of this project are clear and include 1) Improved safety for bicyclists, pedestrians, children, the elderly and people with disabilities who wish to travel between the Platte River Trail and businesses, neighborhoods and other services south of CY Ave. 2) Closure of a gap in Casper's non-motorized trail system with the creation of a new connection between the Platte River Trail and a school, business district, and residential areas south of CY Ave, 3) Overall enhancement of Casper's non-motorized transportation environment that encourages more non-motorized trips by providing safe crossing of CY Ave. which is currently a deterrent for most people as they consider non-motorized trips from this area to the Platte River Trail.
--

Attachment B: Map
[INSERT UP TO TWO PAGES OF MAPS]



1	PLAN
2	SECTION
3	SECTION
4	SECTION

**MORAD PARK TO WALMART PATHWAY EXTENSION
PLATTE RIVER TRAILS**

NO.	DATE	DESCRIPTION

cepi
Civil Engineering Professionals, Inc.
1400 Corporate Drive, Suite 400, Lincoln, NE 68504
Phone 402-439-4399 Fax 402-439-0217
www.cepi-engineers.com



Attachment C: Public Involvement/ Planning and Design Integration

Is this project included in a planning document?

Yes No N/A

If Yes, provide the name and date of planning document:

2014 Casper Area Trails, Path & Bikeway Plan

If Yes, List the groups that were/are involved in the planning:

Casper MPO, PRTT, City Council, Bikeway Plan Advisory Group

Have you discussed this project with your District Engineer?

Yes No N/A

If Yes, indicate the date of the discussion and what was discussed:

January 2018

Are there community concerns regarding this project?

Yes No N/A

If Yes, describe:

No concerns only excitement about the prospect of being able to cross CY Avenue safely!

Does the project conform to all local ordinances, rules and regulations?

Yes No N/A

Are any variance approvals required?

Yes No N/A

What design standards have been, or are planned to be incorporated in the project design?

AASHTO PROWAG Wyoming Public Works WYDOT

Local Other (specify):

Provide a summary of the public involvement that has taken place previously for planning and design.

This pathway connection was included in the 2014 Casper Area Trails, Pathways & Bikeway Plan that was adopted by the Casper City Council. The Platte River Trails Trust adopted the project and has had it on it's planning schedule since 2014. The project has been presented to the public via our Annual Meeting, newsletters, social media and presentations to the public and City Council. It was also included in the PRTT's grant to the City for Optional One Cent sales tax funding.

Attachment D: Environmental Considerations

Does this proposed project have any unusual environmental features associated with it?

Yes No

If Yes, please describe:

Are there any registered historic structures or sites involved with the project?

Yes No

If Yes, please describe:

Are there any live watercourses or bodies of water being encountered?

Yes No

If Yes, please describe:

Attachment E: *Project Estimating Worksheet*
[INSERT PROJECT ESTIMATING WORKSHEET]

TAP: Project Estimating Worksheet (Infrastructure)
Morad Park to Walmart Trail

Project Name:

Instructions:

- * Only input information in grey shaded areas below only.
- * Enter 0 in the percentages column if not seeking federal participation.
- * Only work performed after the execution of the State and Local agreement is eligible for federal reimbursement.
- * All requests will be rounded up to the nearest hundred dollars

Proposed Funding Match Rates	Local	Federal
	20.00%	80.00%

Infrastructure Project			Local Portion		Federal Portion	
Description (Include amounts for federal-aid items only)	Percentages	Project Totals	Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested
Preliminary Construction Estimate or Estimated Total Cost of Planning		\$229,506.00	20.00%	\$45,901.20	80.00%	\$183,604.80
Construction Contingency 5% to 10% of PCE <i>(Quantity overruns, etc.)</i>	10.00%	\$22,950.60		\$4,590.12		\$18,360.48
Construction Engineering (Consultant) 0% or 10% of PCE <i>(Consultants shall be selected through established procedures)</i>	10.00%	\$22,950.60		\$4,590.12		\$18,360.48
Preliminary Engineering (Consultant) 0% to 15% of PCE <i>(Consultants shall be selected through established procedures)</i>		\$0.00		\$0.00		\$0.00
Total Estimate (Infrastructure):		\$275,407.20		\$55,081.44		\$220,325.76

Total Project Estimate	Total Local Match	Total Federal Match
\$275,407.20	\$55,081.44	\$220,325.76

Attachment F: Site Visit Form
[INSERT SITE VISIT FORM]

FY19 TAP SITE VISIT CHECKLIST

City of Casper

Project Name:	<u>The Morad Park to Walmart Trail</u>
Agency Type:	<u>City/Town</u>
Agency Name:	<u>City of Casper</u>
Contact Person:	<u>Angela Emery, Executive Director</u>
Contact Phone:	<u>(307) 235-8341</u>
Contact Email:	<u>tcottenoir@casperwy.gov</u>
Alternate Contact:	
Agency Mailing Address:	<u>200 N. David St., Casper, WY 82601</u>

Joint Sponsor:	Platte River Trails Trust
Joint Sponsor Contact:	

LPA Certified Individual:	Yes
Name of LPA Certified Individual:	Terry Cottenoir, Engineering Technician
LPA Certification Expiration:	12/31/2020

Project Location:	2800 SW Wyoming Blvd, Casper, WY 82604
Project Limits:	Intersection of CY Avenue and Talon Drive to Morad Park bypass trail
County:	Natrona
Municipality:	City of Casper
Project Length:	Approximately 2,200 feet
Project Type:	N/A

Is the project included in a planning document: Yes - please explain below The 2014 Casper Area Trails, Path and Bikeway Plan, that was approved by Casper City Council and adopted by the MPO, included a path that runs from Morad Park to Wolf Creek Park. The trail from Morad Park to Walmart is a critical first segment of the Wolf Creek Path. The Stoney Hill Affordable Apartments, and Ft. Caspar Elementary School will be served by our proposed path. This trail will provide the most direct, and safest way, to get from the River Trail to the area north of Wyoming Boulevard that includes the Mesa Addition, CY Middle School, the Pathways school, and The Sage Medical Center via a controlled pedestrian crossing of Wyoming Boulevard. Crossing CY avenue at the Walmart entrance, that features a stop light that could be modified to include a pedestrian activated crossing, is a much safer alignment to a crossing at the intersection of CY and Wyoming Boulevard. The CY/Wyoming Boulevard intersection is one of the

largest in Wyoming and includes free right turn lanes making it very unsafe for pedestrians despite the existence of crosswalks and pedestrian crossing lights.

WYDOT District Engineer aware of project: Yes - please explain when and what you discussed below Angela Emery and Bruce English met with Lowell Fleenor in January 2018 to discuss multiple projects that the Platte River Trails Trust is interested in constructing. During this meeting, the Morad Park to Walmart Trail was discussed. A follow up email was sent by Ms. Emery in April 2018 to remind Mr. Fleenor of the conversation.

Project Description: The Morad to Walmart trail will travel up the hill from Morad Park to the signalized entrance to the Walmart and run parallel the entrance lane to reach the parking lot. At that point, the trail will be a painted lane traveling north through the lot

Milestone Dates:

Environmental Clearance, Preliminary Engineering Completed by:	Final Engineering and Bid Documents Completed by:	Project Bidding by:	Begin Construction by:	Construction Complete by:
6/30/2019	7/31/2019	11/5/2019	5/1/2020	8/31/2020

Potential delays in reaching milestones: Obtaining easements from Landowners on both sides of CY Avenue could possibly be an obstacle to stalling the timeline. Additionally, if the review periods for both the Categorical Exclusion and the Plans, Specifications, and Estimate extend past the time frame set for by WYDOT, the timeline could be stalled.

Local Match Amount:	\$55,000
Source of Match:	Funding will be from a 5th penny tax that is allocated to the Platte River Trails Trust.
TAP Requested Amount:	\$220,000
Total Cost:	\$275,000

Fiscal Year	Open Project
2014	Yes
2015	Yes
2016	Yes
2017	Yes

Open Project Numbers: CD 16205 and CD 17203

- Is the applicant an eligible sponsor? Yes
- Has the applicant previously completed a federal aid project? Yes
- Does the applicant acknowledge that receipt of funds requires compliance with several federal and state requirements, including but not limited to wage, equal opportunity, and environmental requirements? Yes

PEDESTRIAN/BICYCLE FACILITIES (IF APPLICABLE)

Facility description Shared use pathway

Width of pathway, bicycle lane, shoulder, etc.: 10ft Length: 2200 ft

Distance from curb (for pathways):

Materials used Asphalt Concrete depending on budget

Number of curb ramps:

Standards Used: WYDOT

This project is:

Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions? If yes, explain: Yes

What is the plan for maintaining the facility after construction is complete? City

Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain: Yes

RIGHT-OF-WAY

Does the sponsor possess the necessary right-of-way to construct the project? If not, explain how right-of-way will be acquired. Discussed with Lowell Fleenor Yes

Does the sponsor hold necessary easements to construct the project? If not, explain how easements will be obtained. Will need to get from Walmart No

ENVIRONMENTAL

Is it apparent that the project will meet the environmental criteria for Categorical Exclusion? Yes

Is it apparent that the proposed project will require extensive cultural clearance? No

Is it apparent that supplemental environmental documentation will be required to support a Categorical Exclusion determination? No

For example: Wetlands Endangered Species Other

Is it apparent that the project will cause an adverse effect to environmental resources? If yes, explain: No

Are there any permitting requirements for the project? If yes, explain: with WYDOT Yes

UTILITIES

Is it apparent that the project will have utility conflicts? If yes, explain and identify affected utilities and how conflicts will be mitigated. No

IRRIGATION

Is it apparent that the project will have crossings or conflicts with irrigation facilities? If yes, explain and identify affected irrigation facilities and how conflicts will be mitigated. No

Comments:

Discussed the slope of the hill, may need a retaining wall. Also depending on the design, pathway may need to zig zag to meet ADA compliance.

Site Visit Review Completed by: Mariah Johnson, Janelle Leonard, David Koskelowski

Date of Site Visit: 5/16/18

Attachment G: Resolution
[INSERT RESOLUTION]

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE WYOMING DEPARTMENT OF TRANSPORTATION FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FOR THE MORAD PARK TO WALMART TRAIL PROJECT.

WHEREAS, the City of Casper desires to construct a pathway that will extend from the Morad Park Bypass Trail southward to Walmart, located at 4255 CY Avenue, Casper, Wyoming 82604; and,

WHEREAS, the Platte River Trails Trust has identified the Morad Park to Walmart Trail to be one of its priority projects for the expansion of the City’s trail network; and,

WHEREAS, the TAP program is a federally funded program that is intended to fund projects that will enhance transportation safety, especially for walkability enhancements.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized to execute an “Application for Transportation Alternatives Program (TAP) Funding” in the amount of Two Hundred Twenty Thousand Three Hundred Twenty-Five Dollars (\$220,325.00) for Fiscal Year 2019 (October 1, 2018 – September 30, 2019).

BE IT FURTHER RESOLVED: That the City Engineer or his designee is hereby authorized to submit the TAP grant to the Wyoming Department of Transportation for processing.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2018.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

Attachment H: Lobbying Certificate

Lobbying Certification Statement

The undersigned Project Sponsor certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq .)]
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Project Sponsor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Sponsor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.



Signature

Terry Cottenor, Engineering Technician
Printed Name and Title

June 7, 2018
Date

Attachment I: Right-of-Way

Local Public Agency Right-of-Way & Utility Certificate
Instructions
<i>Local Public Agencies (LPAs) are required to submit proof of the following to WYDOT. The LPA must provide the following information:</i>
The City of Casper hereby certifies to the Wyoming Department of Transportation and the Federal Highway Administration that:
<input checked="" type="checkbox"/> The acquisition of Right-of-Way was not required. All work proposed is within Right-of-Way obtained or acquired prior to programming this project OR <input type="checkbox"/> All necessary rights-of-way have been acquired including legal and physical possession in accordance with all applicable laws and regulations noted below. No persons of business have been or will be displaced by this project. All requirements of 23 CFR 635.309(b)(c)(g)&(h). Authorization, 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, and the Wyoming Relocation Assistance Act of 1973, Sections 16-7-101 through 16-7-121.
<input checked="" type="checkbox"/> Utility relocations/adjustments are not required for completion of this project. OR <input type="checkbox"/> Utility relocations/adjustments within the project limits of construction have been completed, or are incorporated in the contract plans as biddable work.
<input checked="" type="checkbox"/> There is no work involving railroad right-of-way for the completion of this project. OR <input type="checkbox"/> All necessary arrangements have been made for railroad work to be completed as required for proper coordination with the construction.
This undersigned certifies the above information is accurate as of the date below:

Signature
Terry Cottenoir, Engineering Technician
Printed Name & Title
June 7, 2018
Date

Attachment J: Internal Review's Risk Assessment

Have there been any key personnel Changes in the direct implementation and administration of grant awards during the previous year? (Key personnel include the project administrator, accounting, budget, or controller personnel) [2 CFR 200.331(a)(6)(3)]

<input checked="" type="checkbox"/> Yes, New City Manager (Carter Napier) and Financial Services Director (Tom Pitlick)
<input type="checkbox"/> No

Has the organization as a whole (Re: Personnel) remained unchanged during the previous year?

<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> No, The City added a Financial Services Division, a new City Manager, and new Financial Services Director

Has the accounting/financial system remained the same as last year?

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:

Does your entity receive federal grant money **directly** from any federal awarding agencies (FTA, FHWA, NHTSA, etc.)? These monies do not have any WYDOT involvement for applications, payments, etc. [2 CFR 200.331(a)(6)(4)].

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

Has a federal agency monitored, inquired or been directly involved in outstanding award(s)?

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

Has a federal agency ever performed a review or audit of outstanding award(s)?

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

If Yes, did the federal agency determine that there were no financial or compliance issues?

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>If No, provide a description of the financial and/or compliance issues as detailed by the federal agency:</p> <p>A single audit finding stated that one employee who performs activities under the grant also works on activities which are not related to the Federal award. A time log is maintained by this employee; however, 100% of the employee's time was inadvertently charged by the payroll system to this federal award. The City of Casper's corrective action is to educate MPO staff on the procedures for personnel cost allocation between grant funded and non-grant funded lines. Communicate with the federal funding authority to ensure that the previous overpayments have been dealt with appropriately so that the grant can be brought back into compliance. The City will institute ongoing monitoring to ensure continued compliance with grant regulations.</p> <p>The Wyoming Department of Transportation's Internal Review agreed with the City's audit response and no further information was requested in a letter to Pete Meyers, Assistant Support Services Director, dated August 9, 2017.</p>
---	---

Does your entity have written procedures for procurement transactions? [2 CFR 200.313-318]

<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No

Does the Sponsor anticipate requesting reimbursement through the project for Indirect Cost?

<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> No

(indirect [F&A] costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect [F&A] costs. Indirect [F&A] cost pools must be distributed to benefitted cost objectivevs on bases that will produce an equitable result in consideration of relative benefits derived.) [2 CFR 200.56]

Does the Sponsor have an Approved Indirect Cost rate with WYDOT?

<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, does the Sponsor propose using the de minimis rate of 10%? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> N/A	

Attachment K: Consultant Services Policy

Updated 09-20-17

CONSULTANT SERVICES POLICY

City of Casper

June 6, 2018

SECTION I. INTRODUCTION

This policy establishes procedures of the City of Casper for the procurement, management, and administration of consultant services required for a project using federal or non-federal funds obtained through the Wyoming Department of Transportation (WYDOT). This policy and procedures will be followed when hiring consultants to supplement the City of Casper personnel or to provide other professional services that the City of Casper determines can be best completed by qualified private-sector firms.

Consultant, as used in this document, means engineering firms, architectural firms, survey firms, educational institutions, and other firms or individuals engaged in providing consulting or other professional services. *Subconsultant*, as used in this document, means an individual or firm contracted by the consultant to provide related services.

Simplified Acquisition Threshold (SAT), as used in this document, means the dollar amount at or below which a government entity may purchase services using small agreement/purchase methods. The SAT is currently \$150,000, but this threshold is periodically adjusted for inflation. (48 CFR 2.101)

Architectural and Engineering (A & E) services are defined to mean:

1. Professional services of an architectural or engineering nature, as defined by state statute, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide related services.
2. Professional services of an architectural or engineering nature, performed by consultant agreement, and associated with research, planning, development, design, construction, alteration, or repair of real property.
3. Professional services of an architectural or engineering nature, which a firm or individual within the engineering or architectural professions would perform, such as studies, investigations, survey and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

Architectural and Engineering services that directly lead to development of a construction project are defined and limited to:

1. Preparation of roadway/bridge contract documents including preliminary through final design, contract plans, specifications, and incorporated engineering drawings, details, and estimates.
2. Completion of surveys and mapping necessary for preparation of roadway/bridge contract documents.
3. Completion of architectural services directly leading to facility construction.
4. Completion of feasibility studies when used for project planning leading to project construction.
5. Construction project management including contract administration and construction engineering.
6. Completion of consultant services not clearly within (1) thru (5) above, which must be performed or approved in accordance with state law by a registered professional (i.e. engineer, land surveyor, architect, geologist, etc.).
7. The final cost of these services, including the original agreement cost and subsequent agreement modifications, must exceed the SAT.

SECTION II. CONSULTANT PROCUREMENT – GENERAL

Two methods for procuring consultant services are available for use depending on administrative controls which consider the estimated cost of the proposed services.

Consultant services with an estimated cost at or less than the SAT (Small Agreement) will be procured using a simplified procurement process presented in SECTION IV(A) – Small Agreement – Estimated Cost at or less than the SAT.

Consultant services with an estimated cost exceeding the SAT (Large Agreement) will be procured using a formal request for proposal (RFP) process as presented in SECTION IV(B) – Large Agreement – Cost greater than the SAT.

SECTION III. CONSULTANT NEED AND OTHER SUPPORTING INFORMATION

The City of Casper will develop supporting information to establish the need for consultant services and identify the procurement method, selecting one of the procurement methods outlined in SECTION IV – CONSULTANT PROCUREMENT PROCESSES. Supporting information should be tailored to the procurement method and include the following:

A. Small Agreement – Estimated Cost at or less than the SAT

Small agreements, developed consistent with SECTION IV(A) – Small Agreement – Estimated Cost at or less than the SAT, should include the following supporting information:

1. A statement supporting the use of a consultant to perform work due to unique capabilities not readily available within the City of Casper or that City of Casper personnel are not available to complete the necessary work or meet proposed schedules.
2. A preliminary scope of work for the proposed services.
3. A schedule for completion of work to be performed by the consultant.
4. A funding source for the required consultant services.
5. A preliminary cost estimate.
6. The agreement type to be used as the basis of compensation (See SECTION VI – AGREEMENT TYPE, BASIS FOR COMPENSATION, PAYMENT).

B. Large Agreement – Cost greater than the SAT

Large agreements, developed consistent with SECTION IV(B) – Large Agreement – Cost greater than the SAT, require that consultant services be procured through a request for proposal. The supporting information for these services should include the following:

1. A statement supporting the use of a consultant to perform work due to unique capabilities not readily available within the City of Casper or that City of Casper personnel are not available to complete the necessary work or meet proposed schedules.
2. A preliminary scope of work for the proposed services.
3. A schedule for completion of work to be performed by the consultant.
4. A funding source for the required consultant services.
5. A preliminary cost estimate. See SECTION IV(B) – Large Agreement – Cost greater than the SAT.
6. The agreement type to be used as the basis of compensation (See SECTION VI – AGREEMENT TYPE, BASIS FOR COMPENSATION, PAYMENT).

7. Consultant selection by the selection committee. Selection committee members should be identified by name and title.

8. A listing of evaluation factors and weighting factors for the ranking and selection of a qualified consultant firm. The use of evaluation factors and weighting factors should be tailored to the procurement process; the number of evaluation factors can be limited and the use of weighting factors can be limited or eliminated. The selected factors should assess the consultant's qualifications and competency, tailored to the proposed type/scope of work and any anticipated work types. Evaluation factors **may** consider:
 - a. Established expertise;
 - b. Related work experience in a responsible role;
 - c. Qualifications of the firm's personnel;
 - d. Previous performance on City of Casper projects;
 - e. Project understanding/knowledge, including proposed approach to completing project work;
 - f. Workload capacity;
 - g. Ability to meet project schedule;
 - h. Specialized expertise or product delivery requirements (such as computer hardware or software);
 - i. Other evaluation factors relating to the specific project may be used.

Evaluation factors that cannot be used on federal funded A & E services include:

- a. Cost components – consultant fee proposal, direct salaries/wages, other direct costs, or indirect cost rates;
- b. In-state or local preferences.

Cost, as one evaluation factor, may be used on federal funded non-A & E services.

The selection committee should note that two specific non-qualification-based evaluation factors may be used, if appropriate, but together cannot exceed 10% of the total weighted evaluation. These two factors, directed to an individual proposed project, are:

- a. A local presence, where that presence will add value to the quality or efficiency of project delivery, but will still allow for the consideration of a sufficient number of qualified firms;
- b. The participation of qualified and WYDOT-certified Disadvantaged Business Enterprise (DBE) consultants or subconsultants. The City of Casper should coordinate with the WYDOT Civil Rights Office to obtain a current listing of DBE consultants.

The need/use of a consultant firm in a management role for the City of Casper will require approval by WYDOT and FHWA before consultant solicitation. (23 CFR 172.7(b)(5))

SECTION IV. CONSULTANT PROCUREMENT PROCESSES

Two methods for procuring consultant services are available for the City of Casper use. The use of each method is limited depending on the estimated cost of the proposed services; these administrative controls are presented as an introductory paragraph to each procurement method/agreement type.

A. Small Agreement – Estimated Cost at or less than the SAT

The use by the City of Casper of a small agreement is limited to consultant services with an estimated cost at or less than the SAT, including the original agreement cost and subsequent agreement modifications. Small agreements can be used for non-federal and federal funded services, and for A & E and non-A & E services.

A preliminary cost estimate will be prepared for use as required in SECTION VIII – NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL.

The City of Casper will make an informal consultant selection utilizing a consultant list obtained from WYDOT Engineering Services or a list generated by the City of Casper. A minimum of three consultants must be evaluated leading to a qualification-based selection. The evaluation should use information available from the consultant's Statement of Interest, and if needed, that information can be supplemented with interviews, or written or oral discussion with each firm.

If less than three qualified consultants are available, the City of Casper will proceed with evaluation and selection when assured that the selected consultant has the minimum qualifications to complete the agreement type of services and has the experience necessary to satisfactorily perform the required services.

The basis for selection will be documented. The following items should always remain under consideration to conclude that a consultant firm has the minimum qualifications to complete the proposed project scope of work:

1. The consultant shall have an exemplary ethical and professional reputation.

2. The consultant's employees shall have levels of education, training, and experience necessary to perform the required services satisfactorily.
3. Professional services provided to the City of Casper require that the consultant employee overseeing the work and the consulting firm be licensed, if required by the applicable State Board.
4. The consultant shall be established in the area of expertise for which the firm is being considered, with recent work experience in a responsible role.

After the consultant selection, the City of Casper shall follow procedures outlined in SECTION V – APPROVAL OF CONSULTANT prior to proceeding with the process of negotiating the agreement with the selected consultant.

A detailed scope of work shall be prepared, often by the selected consultant. The consultant shall submit a fee proposal including proposed billing rates, estimated units of work, and the total proposed fee. The City of Casper will negotiate and prepare an agreement for execution.

Execution of the agreement will follow procedures outlined in SECTION X – EXECUTION OF THE AGREEMENT.

B. Large Agreement – Cost greater than the SAT

The use by the City of Casper of a large agreement is required for consultant services with an estimated cost greater than the SAT, including the original agreement cost and subsequent agreement modifications. Large agreements can be used for non-federal and federal funded services, and for A & E and non-A & E services.

When the City of Casper requires consultant services and proposes to use this large agreement, the following requirements apply.

A preliminary cost estimate will be prepared for use as required in SECTION VIII – NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL. For architectural and engineering services directly leading to construction, as defined in SECTION I – INTRODUCTION, the cost estimate must establish major elements of agreement costs: labor hours by work type and classifications of labor, direct salaries by labor classifications, other direct costs, anticipated indirect cost rates, and anticipated fixed fees (profit). This estimate will be used as the basis for negotiation. For all other services, the preliminary cost estimate can be less formal.

The City of Casper will direct the procurement process in coordination with the WYDOT Local Government Office and an appointed selection committee.

An early action will be to appoint participants to a selection committee. The committee should consist of at least three members, but generally not more than five members. The City of Casper should select committee members who can best evaluate consultant qualifications, but without previous experiences that could potentially influence their actions leading to a conflict of interest. Each committee member will ensure that he or she has no possible conflict of interest that may influence the evaluation, ranking, and selection process. If a conflict of interest may exist, the committee member will be excused from serving on the committee.

A pre-selection meeting will be conducted to establish the requirements of the RFP and the public announcement/advertisement to be used to assure that consultants have fair opportunity to be considered for award of the agreement.

The City of Casper may solicit project-specific letters of interest through a public announcement, public advertisement, or any other public forum or method (such as soliciting firms on a consultant list obtained from WYDOT Engineering Services) that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered. A minimum seven day announcement period is required.

The selection committee will determine a short list of firms from the respondents to the public announcement/advertisement to receive the RFP. If enough firms respond, a minimum of five firms should be short-listed.

Alternatively, the City of Casper may go directly to the RFP process and consider all the proposals submitted.

The RFP will include the following requirements and information to provide direction for the content of consultant proposals. The RFP requirements and information will not include any condition that would limit competition and the resulting number of proposals.

1. Detailed scope of work, including a preliminary project purpose and description.
2. Technical requirements: specific services; deliverables; applicable policies and guides; proposed standards, criteria, specifications, or contracting requirements; proposed schedule for completion of agreement work.
3. Evaluation and weighting factors to be used for the ranking and selection based on consultant competency and qualifications.
4. The anticipated schedule leading to consultant selection. The schedule should identify consultant submittal dates using a minimum of 14 calendar days from issuance of the RFP, but set to assure that interested firms have sufficient time to receive the RFP, and prepare and submit a proposal.
5. The type of agreement to be used and the basis for compensation.

6. Address potential discussions with interested firms after submittal of their proposal, if any, directed to clarification of technical requirements or approach, qualifications, or capability. Based on the size and complexity of the project, it may be beneficial to the selection committee to have one-on-one discussions with all or some of the qualified firms (minimum of three). The intent and structure of these discussions, if needed, should be outlined in the RFP.
7. Consultant proposal shall include additional submittals concerning proposed subconsultants.
8. Consultant cost proposals, if requested, should be included in a concealed format that is clearly separate from the technical proposal.

The RFP should provide an adequate number of consultant proposals. When three or more qualified firms respond, the City of Casper will proceed with consultant ranking and selection. If less than three firms respond, the City of Casper may proceed with ranking and selection of a qualified firm or may elect to re-distribute the RFP in an attempt to gain additional proposals. In the event the response to an RFP does not result in either qualified or competitive firms, the City of Casper may pursue other contracting options, including non-competitive, to procure professional services. The City of Casper will coordinate with the WYDOT grant administrator prior to non-competitive selection of a consultant.

After receipt of consultant responses to the RFP, the final selection meeting will be held. The selection process will include a series of actions taken by the City of Casper.

1. Review RFP proposals to assure they are complete.
2. Distribute the supporting information outlined in SECTION III(B) – Large Agreement – Cost greater than the SAT, to include the RFP, all consultant proposals, and each consultant’s Letter of Interest, if applicable.
3. Assist the selection committee, as needed, to complete the evaluation, ranking, and selection process.
4. Notify, subsequent to consultant selection, all consultants responding to an RFP of the final ranking of the three most highly qualified consultants.
5. Properly dispose as necessary, subsequent to consultant selection, the concealed cost proposals of the unsuccessful consultant firms.
6. Retain documentation supporting the solicitation, RFP, proposals, evaluation, and selection of the consultant firm.

The selection committee completes the evaluation and selection process by using the supporting information for each evaluation factor and then developing an overall score and subsequent ranking. The committee must rank in order of preference at least the three most highly qualified firms, leading to final selection. If less than three qualified firms respond to the RFP and it is concluded that the responding firms represent those firms available to meet the requirements of the RFP, the evaluation and selection will be completed.

The selection committee may not use a consultant's cost components – consultant fee proposal, direct salaries, direct costs, and indirect cost rates – as a factor in the evaluation, ranking, or selection process for federal funded A & E services. Federal funded non-A & E services may, or may not, use cost as an evaluation factor.

The following items should always remain under consideration to conclude that a consultant firm has the minimum qualifications to complete the proposed project scope of work:

1. The consultant shall have an exemplary ethical and professional reputation.
2. The consultant's and subconsultant's employees shall have levels of education, training, and experience necessary to perform the required services satisfactorily.
3. Professional services provided to the City of Casper require that the consultant employee overseeing the work and the consulting firm be licensed, if required by the applicable State Board.
4. The consultant shall be established in the area of expertise for which the firm is being considered, with recent work experience in a responsible role.

During this process, an unqualified consultant firm may be dismissed from further consideration.

After the consultant selection, the City of Casper shall follow procedures outlined in SECTION V – APPROVAL OF CONSULTANT prior to proceeding with the process of negotiating the agreement with the selected consultant.

The final scope of work may be refined through negotiations with the selected consultant. The consultant shall submit a fee proposal including proposed billing rates, estimated units of work, and the total proposed fee. The City of Casper will negotiate and prepare an agreement for execution.

Execution of the agreement will follow procedures outlined in SECTION X – EXECUTION OF THE AGREEMENT.

SECTION V. APPROVAL OF CONSULTANT

After the selection committee or the City of Casper authorized representative has completed the procurement process, the City of Casper shall submit, in writing, the selected consultant's name to the WYDOT grant administrator for approval. The WYDOT grant administrator's approval authorizes the process of negotiating the agreement with the selected consultant.

The WYDOT grant administrator will initiate a pre-negotiation audit, if necessary (see SECTION VII – PRE-NEGOTIATION AUDIT EVALUATION).

The City of Casper will maintain a correspondence file for each consultant services agreement documenting all aspects of the selection and approval process.

SECTION VI. AGREEMENT TYPE, BASIS FOR COMPENSATION, PAYMENT

Contractual requirements and the method of payment to direct and compensate the consultant will be established by agreement. An agreement type and basis for compensation will be selected as the need for consultant services is developed, as presented in SECTION III – CONSULTANT NEED AND OTHER SUPPORTING INFORMATION.

- A. Agreement Types.** An agreement type will be selected by the City of Casper.
1. **Project Specific.** This will be used with a defined scope of work and the related consultant services when these services are directed to one or more specific projects.
 2. **Multi-Phase.** This can be used, similar to Project Specific, when the City of Casper determines that a consultant's services should be divided into defined phases to gain better definition of the scope of work and related consultant services. Each phase would require a separate cost estimate.
- B. Basis for Compensation.** The method of payment to compensate the consultant will be specified in the agreement. It may establish a single method for all work or may be better administered with different methods for different elements of work.
1. **Cost Plus Fixed Fee.** Cost reimbursement includes actual costs payable for direct labor and indirect labor (overhead) as established in the agreement, plus direct reimbursable expenses. Cost reimbursement also includes a negotiated fixed fee, established in the agreement, and is calculated to cover the consultant's profit. Billing rates established in the agreement shall be used for all billings and a maximum amount payable will be established.

Cost plus percentage of cost and percentage of construction cost cannot be used as a basis for compensation.

2. **Lump Sum.** May only be used when the scope of work and the duration of work can be accurately established, and an estimate of cost, including fixed fee, can be calculated with reasonable accuracy at the time of negotiation with the selected consultant.
3. **Unit of Work.** May be used when a unit cost of work can be determined in advance with reasonable accuracy, but the extent of work is indefinite. Quantities and characteristics of each unit should be uniform, and a maximum amount payable will be established.
4. **Specific Rates for Compensation.** The specific rates for compensation will provide for reimbursement on the basis of direct labor hours at specified fixed hourly rates, including direct labor costs, indirect costs, and profit, plus any other direct expenses or costs. This method of payment will be used for those types of services and agreements that establish a maximum amount payable and provide the City of Casper direct control of the number of consultant labor hours and resultant cost.

Specific Rates may also be used when a consultant's services are required to perform work that cannot be estimated for extent, duration, or cost.

Consistent with all consultant agreements, a City of Casper representative will monitor the consultant's performance of services to include labor hours, and classification/pay rate of consultant employees used to perform agreement services.

- C. Consultant Payments and Retainage:** Periodic progress payments will be made for work satisfactorily completed based on invoice submittals to the City of Casper.

All agreements shall include provisions that require the consultant to make prompt payment to subconsultants within 30 calendar days from receipt of payment from the City of Casper (49 CFR 26.29). These provisions will advise the consultant to be prepared, if requested, to provide documentation that payment has been made for work satisfactorily completed by a subconsultant. These provisions will also notify the consultant that failure to make prompt payment may be addressed by the City of Casper as presented in the written procedures in ATTACHMENT 2 – BREACH OF AGREEMENT.

The City of Casper may withhold retainage from payments, including final payment, if specified in the agreement.

SECTION VII. PRE-NEGOTIATION AUDIT EVALUATION

Pre-negotiation audits are generally performed on first-time consultants, consultants with outdated audits, or as required by WYDOT Internal Review Services. A risk assessment will be performed by WYDOT Internal Review Services to determine if an audit is required and, if so, the type of

audit required. An audit report or comparable correspondence will be provided by WYDOT Internal Review Services to the City of Casper for use in negotiating the consultant agreement.

SECTION VIII. NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL

Approval of the selected consultant in accordance with SECTION V – APPROVAL OF CONSULTANT authorizes the process of negotiating the agreement and cost proposal with the selected consultant.

The City of Casper will work with the consultant to finalize the scope of work, if needed, and initiate negotiations with the consultant for a final cost proposal. A draft agreement, including the scope of work, is provided to the consultant with instructions for preparing the cost proposal. The consultant is advised at the beginning of negotiations that selection is subject to arriving at a satisfactory agreement for terms and fees, and that the City of Casper assumes no obligation to the consultant until the agreement is executed.

The consultant's use of subconsultants is allowed only with written approval from the City of Casper of the proposed subconsultants. The consultant shall describe the work to be done by the subconsultant in the fee proposal, assure incorporation of required agreement provisions into the subconsultant agreement (SECTION IX – AGREEMENT PROVISIONS) and include a cost for the subconsultant's proposed work. The City of Casper may request a detailed proposal for subconsultant work to include proposed labor rates and direct costs. The cost proposal and included rates will be evaluated for reasonableness. If the subconsultant has a WYDOT-approved audit or approved billing rates, those rates shall be used.

A consultant's fee proposal will be compared to the cost estimate done by the City of Casper, including careful attention to proposal details. The consultant's fixed fee (profit) will be negotiated separate from other negotiations.

The consultant's or subconsultant's proposed indirect cost rate shall be certified by each firm's chief executive or financial officer as being allowable in accordance with federal cost principles. Each firm's certification shall read as required by WYDOT Internal Review Services.

A consultant's schedule for completing the work, if different from the schedule proposed by the City of Casper, will be reviewed to assure that the established duration of the agreement permits completing the work in a time frame acceptable to the City of Casper. When the consultant's fee proposal and the duration of the agreement are acceptable, the agreement is finalized and executed.

If the consultant's proposed fee or schedule varies substantially from the estimate or schedule of the City of Casper, the items of variance are identified and discussed to resolution. After agreeing on the agreement terms and fees, the consultant submits a final cost proposal.

The City of Casper will maintain documentation of the negotiation process.

If the selected consultant and the City of Casper cannot reach a satisfactory agreement, the City of Casper will cease negotiations and notify the consultant and the WYDOT grant administrator. The

City of Casper will then initiate negotiations with the next highest ranked consultant or, at its option, initiate a new procurement process.

SECTION IX. AGREEMENT PROVISIONS

The City of Casper will determine the consultant agreement type, the basis for compensation, terms of the agreement, and the required provisions, clauses, assurances, and/or certifications to ensure compliance with state and federal laws, regulations and requirements.

Each agreement will:

1. Name the authorized representative of the City of Casper.
2. Outline the representative's administrative responsibilities.
3. Identify the project location.
4. Present the scope of work and consultant deliverables.
5. Provide for applicable plans and specifications.
6. Authorize commencement of work.
7. Specify fees and payments based on consultant's progress reports.
8. Specify completion of work by number of calendar days or the calendar date by which all required services shall be completed.

Each agreement will outline data, services, and obligations of the City of Casper as related to the consultant's performance of required services.

Federal General Provisions will be physically incorporated or incorporated by reference into consultant agreements funded with federal funds. These Provisions will apply to the consultant and all subconsultants engaged by the consultant. ATTACHMENT 1 – FEDERAL GENERAL PROVISIONS presents applicable Federal General Provisions and administrative procedures.

ATTACHMENT 2 – BREACH OF AGREEMENT presents written procedures to administer breach of the agreement.

The City of Casper reserves the right to terminate any agreement, as described in the agreement. In this event, compensation is made to the consultant based upon the progress of the work performed prior to termination. Work performed shall be defined as the deliverables specified in the agreement and accepted by the City of Casper, and not the labor hours billed. The City of Casper will notify the consultant, in writing, of agreement termination.

SECTION X. EXECUTION OF THE AGREEMENT

The City of Casper will prepare the final agreement for execution by all parties.

Agreements will conform to the state contract requirements as published by the Wyoming Attorney General's office, or as directed by the senior assistant attorney general assigned to WYDOT.

All agreements shall be forwarded to the WYDOT grant administrator for approval before execution.

Agreements subsidized with federal funds will be made available to the appropriate federal agency upon request. The Federal Highway Administration (FHWA) and the Federal Aviation Administration (FAA) have currently delegated their approval authority to WYDOT.

Agreements shall be executed by the consultant and the City of Casper.

SECTION XI. AUTHORIZATION TO PROCEED

Once the consultant agreement is finalized and executed, the City of Casper will notify the consultant using a written "Authorization to Proceed" to commence work.

Consultant services cannot proceed before the "Authorization to Proceed" is issued.

SECTION XII. AGREEMENT MODIFICATIONS

The City of Casper or the consultant may, during performance of the agreement, propose agreement modifications within the type of services under which the original agreement was procured. Changes in the scope, complexity or quantity of the work, or if changes causing an increase or decrease in agreement fees or time for performance are required, an equitable adjustment in fees and/or contract time will be negotiated with the consultant. Any additional services outside of the original agreement type of work will be procured under a new procurement process.

If changes are required in the agreement, a written request shall be made by the consultant to the City of Casper and negotiated between the consultant and the City of Casper. The agreement will then be amended using documentation issued by the City of Casper. Agreement modifications must define and document the changes made to the agreement, establish any adjustment in agreement fees and payment, establish any adjustment in completion date, and be in compliance with terms and conditions of the original agreement. An adjustment in agreement fees and payments will be negotiated, as outlined in SECTION VIII – NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL, including the fixed fee, if warranted.

If the consultant is unable to complete the work within the number of calendar days or the calendar date required by the agreement, the City of Casper may authorize a schedule modification after receiving the consultant's written request showing sufficient justification for an extension in time to complete agreement required services. In some cases, the City of Casper may initiate the schedule modification, especially when the City of Casper has delayed progress. If the schedule

modification is significant, the agreement will then be amended to specify an additional number of days or revised calendar date, and the City of Casper will document the approval action with a formal change order. Minor changes in schedule, without adjustment in agreement cost, can be accepted by the City of Casper with informal documentation.

All agreement modifications shall be forwarded to the WYDOT grant administrator for approval before execution.

Consultant work shall not begin on any change in services until the agreement modification describing those services and fee has been executed. Services performed without prior request and authorization are deemed to be covered in the compensation and time provided in the original agreement and previously executed change orders.

For those agreements processed consistent with SECTION IV(A) – Small Agreement – Estimated Cost at or less than the SAT, in no case will subsequent change orders be permitted to cause the total fee to exceed the SAT if federal funds are involved. Exceeding the SAT limitation may jeopardize federal participation in the change order or the entire agreement amount. If federal funds are not involved, the City of Casper should contact the WYDOT grant administrator, and they will review the circumstances and make a determination regarding escalation of the agreement above the SAT.

SECTION XIII. AGREEMENT ADMINISTRATION

The agreement for consultant services will identify the representative for the City of Casper as the primary contact through which the consultant will coordinate all phases of agreement work, terms and conditions. The City of Casper representative will:

1. Monitor the consultant's work and acceptability of work, in compliance with the agreement.
2. Monitor the consultant's work progress – work performed versus agreement completion date – in compliance with the agreement.
3. Ensure the consultant's labor hours and fees are in accordance with the agreement and the percent of the contract total being invoiced is commensurate with the progress of the work.
4. Address consultant correspondence and resolve administrative issues.
5. Monitor the consultant and subconsultant(s) for compliance with ATTACHMENT 1 – FEDERAL GENERAL PROVISIONS, if required by the Agreement.
6. Administer breach of agreement, when required, consistent with procedures presented in ATTACHMENT 2 – BREACH OF AGREEMENT. Consult with the WYDOT grant administrator before initiating procedures leading to breach of agreement.

7. Close-out agreement when all work deliverables have been accepted and all consultant billings have been accepted.

The City of Casper will maintain a correspondence file for each consultant services agreement, documenting all aspects of the selection, negotiation, and administration processes. The City of Casper will retain such records for at least three (3) years following agreement completion or termination.

SECTION XIV. FINAL PERFORMANCE EVALUATION

When the consultant services specified in the agreement are completed and accepted, the City of Casper will evaluate the consultant's performance. This evaluation should consider such factors as the consultant's performance on specific elements of work, promptness in meeting schedules and deadlines, cooperation with the City of Casper, and overall performance in delivery of the agreement terms and conditions. Documentation will be prepared and provided to the consultant, and request consultant comments on the evaluation. Subsequently, a copy of the final evaluation documentation will be provided to the WYDOT grant administrator.

SECTION XV. ADMINISTRATION, COST PRINCIPLES, AUDIT REQUIREMENTS

The administrative policies and procedures of the City of Casper for the consultant selection process are presented throughout this document. The City of Casper is responsible for the oversight and administration of these policies and procedures. The WYDOT Internal Review Services program is responsible for the audit requirements.

References:

- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 23 CFR 172, Procurement, Management, and Administration of Engineering and Design Related Services.
- 23 USC 112(b)(2), Contracting for Engineering and Design Services.
- 40 USC 11, Sections 1101-1104, Selection of Architects and Engineers.
- 48 CFR 2.101, Federal Acquisition Regulations System, Definitions of Words and Terms, Definitions.

ATTACHMENT 1

FEDERAL GENERAL PROVISIONS

The below General Provisions shall also apply to all subconsultants engaged by the Consultant.

SECTION A. ASSUMPTION OF RISK

The Consultant shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to its failure to comply with state or federal requirements. The City of Casper will notify the Consultant of any state or federal determination of noncompliance.

SECTION B. AUDITING AND ACCOUNTING

The Consultant shall make available to the City of Casper their accounting records for progress and post-performance audits when deemed necessary by the City of Casper.

SECTION C. BREACH OF AGREEMENT

The Consultant agrees to provide all professional services as required by the terms, conditions, provisions, and obligations of this Agreement. Failure by the Consultant to perform as required by the terms, conditions, provisions, or obligations of this Agreement shall constitute a breach of agreement. The City of Casper will consider a Consultant's failure to perform as a material breach of agreement when it can be determined that the terms, conditions, provisions, or obligations of the Agreement cannot be completed and the City of Casper will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables. A material breach may result in remedies as the City of Casper deems appropriate, which may include, but are not limited to:

1. Termination as provided in SECTION T – TERMINATION OF AGREEMENT;
2. Withholding monthly progress payments;
3. Assessing damages/sanctions;
4. Disqualifying the Consultant from future solicitations; and/or
5. Legal remedy.

SECTION D. CERTIFICATION FOR LIMITATIONS ON LOBBYING ACTIVITIES

This provision is applicable to all Agreements exceeding One Hundred Thousand dollars (\$100,000). By signing this Agreement, the Consultant certifies and agrees that, to the best of their knowledge:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of

any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Consultant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION E. COMPLIANCE WITH LAWS

The Consultant shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.

SECTION F. CONFLICTS OF INTEREST

The Consultant shall not engage in providing consultation or representation of clients, agencies, or firms which may constitute a conflict of interest which results in a disadvantage to the City of Casper, or a disclosure which would adversely affect the interests of the City of Casper. This does not prohibit or affect the Consultant's ability to engage in consultations, evaluations or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists.

A conflict of interest may be considered a material breach of this Agreement. A material breach under this section may result in remedies as provided in SECTION C – BREACH OF AGREEMENT. In the event the Agreement is terminated under this provision, the Consultant shall take steps to insure that the file, evidence, evaluation and data are provided to the City of Casper or its designee.

The Consultant shall disclose, in writing, any potential or actual conflict of interest to the City of Casper, including financial or other personal interests.

SECTION G. DETERMINATION OF ALLOWABLE COSTS

The Consultant shall assure, prior to submittal of periodic progress payments, that all costs are in accordance with federal cost principals as provided in 48 CFR 31. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION H. DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE

The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR 26 in all subconsultant contract documents.

Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION I. ENVIRONMENTAL POLICY ACTS

The Consultant agrees all activities under this Agreement shall comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.

SECTION J. ERRORS AND OMISSIONS

The Consultant shall be responsible for assuring that professional services provided under this Agreement are accurate and without mistakes or omissions. The Consultant shall endeavor to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances (Standard/Duty of Care). The City of Casper will notify the Consultant at the earliest possible time of the professional services which require corrective action and the Consultant, by mutual agreement with the City of Casper and without additional compensation, shall correct those services. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION K. HUMAN TRAFFICKING

As required by 22 USC 7104(g), 2 CFR 175, and 48 CFR 52.222-50 (Amended March 2015), severe forms of human trafficking, procurement of commercial sex acts, and the use of forced labor are prohibited. The March 2015 amendments expand the original requirements and introduce a list of specific types of conduct that are prohibited. The amendments modify mandatory disclosure obligations and specify the minimum level of cooperation required of consultants responding to a trafficking investigation. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION L. KICKBACKS

The Consultant certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If the Consultant breaches or violates this warranty, the City of Casper may, at its discretion, terminate this Agreement without liability to

the City of Casper, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

SECTION M. MANDATORY DISCLOSURES

The Consultant shall disclose, in a timely manner, in writing, to the City of Casper all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in remedies for non-compliance including suspension or debarment.

SECTION N. MONITORING ACTIVITIES

The City of Casper shall have the right to monitor all activities related to this Agreement that are performed by the Consultant or its subconsultants. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of the related work.

SECTION O. OWNERSHIP OF DOCUMENTS/WORK PRODUCT

All documents, reports, records, field notes, materials and data of any kind resulting from performance of this Agreement are at all times the property of the City of Casper. Said documents and/or work products shall be delivered to the City of Casper upon suspension, termination or completion of the services by the Consultant.

SECTION P. PATENT OR COPYRIGHT PROTECTION, AND RIGHTS IN DATA

The Consultant recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Consultant or its subconsultants shall violate any such restriction. The Consultant shall defend and indemnify the City of Casper for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.

Copyrighting or other exclusions placed on any documents or materials developed by the Consultant, its sublets, agents or assigns under this Agreement are prohibited.

Data produced, furnished, acquired, or used in meeting the terms and conditions of this Agreement are available to the City of Casper, WYDOT and/or the federal funding agency with unlimited rights. Data means all recorded information, regardless of form, to include both technical – scientific or technical nature - and computer software information. It does not include information related to administration of the Agreement such as financial, cost or pricing, or management information. Unlimited rights means that the City of Casper, State or federal agency has the right to use, disclose, reproduce, and distribute the data in any manner and for any purpose, and to permit others to also have unlimited rights. Meanings and uses described in this General Provision are superseded and/or supplemented by 48 CFR 52.227-14.

SECTION Q. PROFESSIONAL REGISTRATION

The Consultant shall endorse, if required by law, plans and reports prepared under this Agreement, and shall affix thereto his or her seal of professional registration, showing that he or she is licensed to practice in the State of Wyoming.

SECTION R. PUBLICITY

Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Consultant and related to the services and work to be performed under this Agreement, shall identify the City of Casper, WYDOT and the federal funding agency as the sponsoring agencies and shall not be released without prior written approval of the City of Casper.

SECTION S. SUSPENSION AND DEBARMENT

By signing this Agreement, the Consultant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or non-financial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with the Office of Management and Budget guidelines at 2 CFR 180 and supplemented by 2 CFR 1200, or are on the debarred vendors list at www.sam.gov/portal/public/SAM/. Further, the Consultant agrees to notify the City of Casper by certified mail should it or any of its agents become debarred, suspended, or voluntarily excluded during the term of this Agreement. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION T. TERMINATION OF AGREEMENT

The City of Casper may at any time, by written notice, terminate all or part of the Agreement when the City of Casper determines that the Consultant has failed to perform as required by the terms, conditions, provisions, or obligations of the Agreement – Termination for Cause or Breach – or the City of Casper determines that termination is in the public’s best interest – Termination on Public’s Behalf/Convenience. In this event, compensation will be made to the Consultant based upon the progress of the work performed prior to termination. Work performed shall be defined as the deliverables specified in the Agreement and accepted by the City of Casper, and not the labor hours billed. The City of Casper will notify the Consultant, in writing, of Agreement termination.

SECTION U. TITLE VI ASSURANCES FOR NON-DISCRIMINATION

The Consultant agrees to comply with the requirements of the nondiscrimination clauses as described in the U.S. Department of Transportation (DOT) Order 1050.2.

(In addition to the Federal General Provisions listed above, additional provisions available from

WYDOT shall be used in all consultant contracts which utilize Federal Transit Administration funding.)

ATTACHMENT 2

BREACH OF AGREEMENT (Administrative Written Procedures)

Consultant agreements will incorporate Federal General Provisions regarding breach of agreement consistent with 23 CFR 172 and 2 CFR 200. These Regulations require written procedures to address contractual, legal, and administrative remedies including sanctions and penalties where consultants breach agreement terms, conditions, provisions, or obligations. For purposes of these written procedures, the Agreement terms, conditions, provisions, or obligations will be referred to as Agreement Services.

Numerous Federal General Provisions will be administered using these written procedures. For purposes of administering consultant agreements, breach of agreement may result when analyzing a consultant's professional services under any of the following Federal General Provisions:

ATTACHMENT 1, FEDERAL GENERAL PROVISIONS

- SECTION C. BREACH OF AGREEMENT
- SECTION D. CERTIFICATION FOR LIMITATIONS ON LOBBYING ACTIVITIES
- SECTION F. CONFLICTS OF INTEREST
- SECTION G. DETERMINATION OF ALLOWABLE COSTS
- SECTION H. DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE
- SECTION J. ERRORS AND OMISSIONS
- SECTION K. HUMAN TRAFFICKING
- SECTION S. SUSPENSION AND DEBARMENT

The consultant's responsibility to make prompt payment to subconsultants will be administered through these written procedures, as required by SECTION VI(C) – Consultant Payments and Retainage and the consultant agreement.

Contractual Remedy

Contractual remedy is provided when the above provisions are physically incorporated, or incorporated by reference, into an executed Agreement. Additionally, contractual remedy requires the physical incorporation of ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

Legal Remedy

Legal remedy is provided by the physical incorporation of ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION E – COMPLIANCE WITH LAWS and enforcement of the Agreement as governed by the laws of the State of Wyoming.

Administrative Procedures, Sanctions, and Penalties

City of Casper concerns with consultant performance and/or adherence to Agreement Services will most often be resolved through the coordination and resolution efforts as outline in SECTION XIII – AGREEMENT ADMINISTRATION of this document. The authorized representative/ primary contact of the City of Casper should document all administrative issues and subsequent resolutions, from start to completion of the Agreement.

There may be an occurrence when a cooperative and acceptable resolution cannot be reached between the City of Casper and the Consultant. At those occurrences, the City of Casper will typically make the determination that the Consultant has failed to perform Agreement-required acceptable work, has failed to progress in the performance of Agreement Services, or has not and will not comply with General Provisions. When that determination concludes that the Agreement Services cannot be completed and the City of Casper will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables, the threshold for a material breach of agreement has been reached and will invoke ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION C – BREACH OF AGREEMENT and the resultant remedies, including ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

A City of Casper determination that the Consultant has failed to perform Agreement-required acceptable work, has failed to progress in the performance of Agreement Services, or has not and will not comply with General Provisions will need to be supported by the City of Casper documentation of monitoring activities as allowed by ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION N – MONITORING ACTIVITIES. Issues concerning the Consultant's billing of allowable costs should be evaluated in accordance with ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION B – AUDITING AND ACCOUNTING.

The threshold for a material breach of agreement requires that the Consultant has failed to perform Agreement Services and that the City of Casper has or will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables. Both represent a high threshold to assure an acceptable outcome and, as a result, the City of Casper representative through monitoring activities must identify and document unresolved issues early in the Agreement, before either the Consultant or the City of Casper has incurred substantial cost or time. All unresolved issues should be promptly addressed, either reaching resolution, arriving at reasonable penalties/sanctions, or concluding breach of agreement with the resultant remedies, including ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

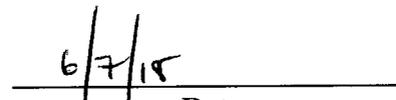
Penalties and/or sanctions typically available to the City of Casper would be structured as 1) compensatory damages, 2) specific performance, or 3) termination.

Damages, based on additional cost or time incurred by the City of Casper, could be quantified and pursued. Damages, based on lost opportunity incurred by the City of Casper, may be more difficult to quantify. Lost opportunity could include City of Casper delays in the delivery of supplemental work or successor agreements for work, or delay in the year of project construction and the related increased construction costs. Other lost opportunities may be identified and quantified.

Specific performance would require the Consultant to pursue Agreement Services, with adjustment to allowable costs. Specific performance would be used as a remedy, either prior to or for breach of agreement, if the work required by the Agreement required special expertise, is an emergency, or is only available from a single or restricted number of firms. In those cases, damages would not suffice to place the City of Casper in as good a position as it would have been had the breach not occurred.

Termination of the Agreement is presented in ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT. The City of Casper may terminate the Agreement, and either pursue restitution or not pursue restitution. Restitution, as a remedy, means that the City of Casper is put back in the position it was in prior to the breach; without restitution, the Agreement is terminated with both the Consultant and the City of Casper no longer under any Agreement obligation.


Signature


Date

Attachment L: Title VI
[INSERT TITLE VI FORM]

IDENTIFICATION OF TITLE VI / EEO COORDINATOR

Funding Recipient/Contractor Name:	City of Casper
WYDOT Project #:	
Project Location:	Casper, Wyoming
Phone #:	(307) 235-8341

TITLE VI/EEO IDENTIFICATION REQUIREMENTS

Has the Title VI/EEO Coordinator attended the Local Public Agency training from the Wyoming Department of Transportation? <i>(Project Sponsor Only – Contractors need not respond)</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Has the Coordinator changed since the last submitted Identification form?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Is the Coordinator clearly identified within the organization as the individual who will process and/or notify required staff of Title VI/EEO identified issues?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

TITLE VI/EEO COORDINATOR IDENTIFICATION

As required in the Equal Employment Opportunity Special Provisions included in federally funded highway construction contracts/agreements, this form acts as official identification of the Title VI/EEO Coordinator (and/or update) to the Wyoming Department of Transportation and the U.S. Federal Highway Administration (FHWA).

The aforementioned Funding Recipient/Contractor understands that additional information regarding the Coordinator, the Title VI/EEO policy and other aspects of the construction contract compliance program may be requested and/or reviewed at the request of the funding agency.

Title VI/EEO Coordinator: Zulima Lopez	Signature: 	Date: 6/8/18
Title VI/EEO Coordinator Work Title: Assistant Support Services Director	Email Address: zlopez@casperwy.gov	Phone #: (307) 235-8212

APPOINTING OFFICIAL'S ACKNOWLEDGEMENT

Appointing Official's Name: J. Carter Napier	Signature: 
Appointing Official's Work Title: City Manager	Date: 6/19/18

For questions regarding this form, contact WYDOT's Office of Civil Rights Program Manager, Lisa Fresquez at 307.777.4457 or lisa.fresquez@wyo.gov.

The United States Department of Transportation

Standard Title VI Assurances/Non-Discrimination Provisions

DOT Order No. 1050.2A

City of Casper

(herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Highway Administration (FHWA), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

Modal Operating Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FHWA."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Modal Operating Administration may include additional General Assurances in this section, or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted FHWA Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

City of Casper

“ _____, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”;

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

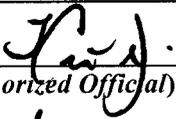
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Modal Operating Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, City of Casper also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FHWA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FHWA**. You must keep records, reports, and submit the material for review upon request to **FHWA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

City of Casper gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FHWA Program**. This ASSURANCE is binding on [insert State], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FHWA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

City of Casper

By: 
(Signature of Authorized Official)

DATE: 6/12/08

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration (FHWA)**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **FHWA** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **FHWA**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **FHWA** may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **FHWA** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

CLAUSES FOR DEEDS TRANSFERING UNITED STATES PROPERTY

APPENDIX B

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that _____ City of Casper _____ will accept title to the lands and maintain the project constructed thereon in accordance with Moving Ahead for Progress in the 21st Century (MAP-21), the Regulations for the Administration of Federal Highway Administration (FHWA) Program, and the policies and procedures prescribed by the FHWA of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto _____ City of Casper _____ all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" (if applicable) attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto _____ City of Casper _____ and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on _____ City of Casper _____, its successors and assigns.

_____ City of Casper _____, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that _____ City of Casper _____ will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will there on revert to and vest in

and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY OR PROGRAM

APPENDIX C

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by _____ City of Casper _____ pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, _____ City of Casper _____ will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the _____ City of Casper _____ will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the _____ City of Casper _____ and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Attachment M: *sam.gov* Proof of Registration
[INSERT sam.gov Proof of Registration]

Username

Password

Log In

Forgot Username?

Forgot Password?

Create an Account

ALERT: You must submit a notarized letter appointing the authorized Entity Administrator before your registration will be activated. This requirement now applies to both new and existing entities. Read our FAQs to learn more about this process change.

Entity Dashboard

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CASPER, CITY OF

200 NORTH DAVID ST STE 107

CASPER, WY, 82601-1815 ,

UNITED STATES

DUNS: 152720140 CAGE Code: 4ART4

Status: Active

Expiration Date: 04/05/2019

Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary

Name: CASPER, CITY OF
Business Type: US Local Government
Last Updated By: Corie Arnold
Registration Status: Active
Activation Date: 04/05/2018
Expiration Date: 04/05/2019

Exclusion Summary

Active Exclusion Records? No



IBM \1.P.13.20180427-1347

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This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

RESOLUTION NO. 18-144

A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE WYOMING DEPARTMENT OF TRANSPORTATION FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FOR THE MORAD PARK TO WALMART TRAIL PROJECT.

WHEREAS, the City of Casper desires to construct a pathway that will extend from the Morad Park Bypass Trail southward to Walmart, located at 4255 CY Avenue, Casper, Wyoming 82604; and,

WHEREAS, the Platte River Trails Trust has identified the Morad Park to Walmart Trail to be one of its priority projects for the expansion of the City's trail network; and,

WHEREAS, the TAP program is a federally funded program that is intended to fund projects that will enhance transportation safety, especially for walkability enhancements.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized to execute an "Application for Transportation Alternatives Program (TAP) Funding" in the amount of Two Hundred Twenty Thousand Three Hundred Twenty-Five Dollars (\$220,325.00) for Fiscal Year 2019 (October 1, 2018 – September 30, 2019).

BE IT FURTHER RESOLVED: That the City Engineer or his designee is hereby authorized to submit the TAP grant to the Wyoming Department of Transportation for processing.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

June 11, 2018

MEMO TO: J. Carter Napier, City Manager JCN

FROM: Andrew B. Beamer, P.E., Public Services Director AB
Cynthia Langston, Solid Waste Division Manager
Alex Sveda, P.E., Associate Engineer

SUBJECT: Authorizing an Agreement with Western Heritage Consulting & Engineering (WHE),
in the amount of \$58,900, for the CRL Sanitary Sewer Improvements, Project No.
18-011.

Meeting Type & Date:

Regular Council Meeting
July 3, 2018

Action Type:

Resolution

Recommendation:

That Council, by resolution, authorize a contract for professional services with WHE, for Engineering and Wyoming Department of Environmental Quality (WDEQ) permitting related to the sanitary sewer serving the Casper Regional Landfill's leachate collection system (CRL) and adjacent CRL facilities, all for the CRL Sanitary Sewer Improvements, Project No. 18-011, in the amount of \$58,900.

Summary:

The CRL's leachate collection system (currently serving existing CRL Cells 1 through 4), the CRL Equipment Building, and the Biosolids Leachate Collection System, are served by a common sanitary service line. The service line was installed with the construction of CRL Cells 1 and 2 in 2008. With recent sanitary sewer back-ups at the Biosolids Leachate Collection and the increase in leachate flows from CRL Cells 3 and 4, a new upsized service line, tank and lift station will correct these backups. The work includes an engineering study, design, and WDEQ permitting to size the new sewer infrastructure to accommodate existing CRL cells and facilities with future CRL Cells 5 through 8, a future CRL Equipment Maintenance Building, and a future Casper Police Department's training facility.

City Staff has reviewed WHE's proposal and recommends WHE to perform the work as part of the CRL Sanitary Sewer Improvements, Project No. 18-011, for \$58,900.

Financial Considerations:

Funding for this project will be from the City's Solid Waste Improvements Other than Buildings funding.

Memo - WHE
CRL Sanitary Sewer Improvements
Project No. 18-011

Page 1 of 2

Oversight/Project Responsibility:
Alex Sveda, Associate Engineer

Attachments:
Resolution
Agreement

CONTRACT FOR PROFESSIONAL SERVICES

PART I - AGREEMENT

This Contract for Professional Services (“Contract”) is entered into on this _____ day of _____, 2018, by and between the following parties:

1. The City of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 (“City”).

2. WH LLC dba Western Heritage Consulting & Engineering, P.O. Box 2117, Mills, Wyoming 82644 (“Consultant”).

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

RECITALS

A. The City is undertaking a project to improve the existing sanitary sewer collection and services at the Casper Solid Waste Facility.

B. The project requires professional services to perform an engineering study, develop design documents and obtain Wyoming Department of Environmental Quality (WDEQ) permitting for construction of the improvements.

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

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

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

1. SCOPE OF SERVICES:

The Consultant shall perform the following services in connection with and respecting the project:

A. Consultant shall field-verify the pipe and structure sizes of all water and sewer utilities located at the Casper Regional Landfill, CRL Equipment Building, Biosolids Leachate Collection System, Stuckenhoff Shooters Range, and other necessary Casper Solid Waste Facilities.

B. Consultant shall provide City of Casper Engineering and Solid Waste staff a written study (technical memoranda) including:

1. The existing facilities' sanitary sewer capacities and flows;
2. Recommended sizing and recommended infrastructure improvements for a new sanitary system to serve all existing and future facilities/expansions, including, but not limited to, leachate collection piping/sumps/risers/pumps/tank/lift stations/valve vaults/discharge piping/pressure sanitary services/gravity sanitary services/force mains and gravity mains;
3. A cost estimate of the recommended improvements.

The technical memoranda shall be delivered to both City of Casper Engineering and Solid Waste staff in hard copy and in electronic “.pdf” format.

C. Consultant shall develop and provide construction drawings and specifications, which shall be of such quality and contain sufficient details so that no misunderstanding may reasonably arise as to the extent of the work to be performed, the materials to be used, the equipment to be installed or the quality of the workmanship. Consultant shall prepare final drawings in AUTOCAD Version 2015 release or earlier AND in electronic “.pdf” format.

D. Consultant shall design in accordance with WDEQ Rules and Regulations and shall obtain a WDEQ permit to construct the designed improvements.

E. Location, Survey, and Construction Drawings.

1. Plan and profile sheets shall consist of a horizontal scale of not less than 1"=50', and an appropriate vertical scale, indicating all features necessary to construct the improvements.
2. Conduct field surveys to collect topographic data, surface elevations, and utilities information as needed.
3. Contact other utilities (i.e. - telephone, power, cable TV, gas, etc.) to obtain location of their utilities within project locations and to coordinate any required adjustments.
4. Plan and plan profile sheets shall contain the following information:
 - a. Plan and profile sheets shall contain sufficient detail and information in order to determine construction cost of the improvement and to construct the improvements.

- b. Consultant's professional engineering stamp in accordance with Wyoming State Statutes.
- c. Consultant shall provide the City of Casper Engineering and Solid Waste Staff, each, a hardcopy of final design drawings of the Project in AutoCAD and electronic “.pdf” format, labeled as "Final Design Drawings – CRL Sanitary Sewer Improvements, Project No. 18-11." Final drawings shall be placed on 11” x 17” inch paper sheets.
- d. All AutoCAD drawing materials generated by the chosen Consultant shall utilize the Natrona a Regional Geospatial Cooperative (NRGC) standard template.

The template may be obtained through the following link:

http://www.casperwy.gov/UserFiles/Servers/Server_62983/File/Resident/Roads%20and%20Parking/Engineering/CoCST.zip

5. Consultant shall meet with representatives from the City during the course of preparing drawings and specifications to discuss the status of the project. Meeting dates and times shall be coordinated by Consultant and shall be set with input from the City of Casper Engineering and Solid Waste Staff.
6. Consultant shall hold a kickoff meeting and progress review meetings at the fifty percent (50%), and ninety percent (90%) progress levels of completion of the project plans at a location decided by the City and provide project cost estimates updates with each progress level. Consultant shall prepare and distribute minutes of kickoff meeting and all progress review meetings to City of Casper Engineering and Solid Waste Staff.

F. Sub-consultants

1. The Consultant shall be responsible to procure any necessary sub-consultant to complete the work.
2. The Owner and Consultant shall mutually approve, in writing, the use of any sub-consultants that the Consultant desires to use.
3. The Consultant shall be responsible for the administration, management, procurement, and payment of services provided by sub-consultant(s).

2. TIME OF PERFORMANCE:

The services of the Consultant shall be undertaken and completed on or before the 14th day of December 2018.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Consultant shall be compensated for services performed in accordance with paragraph 1, not to exceed a lump sum of Fifty-Eight Thousand Nine Hundred and 00/100 Dollars (\$58,900.00).

4. METHOD OF PAYMENT:

Payment will be made following completion of the terms set forth herein and receipt of an itemized invoice, certified under penalty of perjury, from the Consultant for services rendered in conformance with the Contract, and following approval by the Casper City Council. The invoice for payment must specify the correct amount due; that the Consultant has performed the services rendered under this Contract, in conformance with the Contract, and that it is entitled to receive the amount requested under the terms of the Contract.

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

5. TERMS AND CONDITIONS:

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

6. EXTENT OF CONTRACT:

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

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

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

APPROVED AS TO FORM

Walker Trust

ATTEST

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

WITNESS

CONSULTANT
WH LLC dba Western Heritage Consulting &
Engineering

By: _____

By: RS

Printed Name: _____

Printed Name: Rikki Atkenburg

Title: _____

Title: Partner

CONTRACT FOR PROFESSIONAL SERVICES

PART II - GENERAL TERMS AND CONDITIONS

1. **TERMINATION OF CONTRACT:**

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

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

2. **CHANGES:**

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

3. **ASSIGNABILITY:**

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

4. **AUDIT:**

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

5. EQUAL EMPLOYMENT OPPORTUNITY:

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

6. OWNER OF PROJECT MATERIALS:

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

7. FINDINGS CONFIDENTIAL:

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

8. GOVERNING LAW:

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

9. PERSONNEL:

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

10. SUBCONSULTANT:

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

11. INSURANCE AND INDEMNIFICATION:

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

B. *Minimum Scope and limit of Insurance.*

Coverage shall be at least as broad as:

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

4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location.

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

D. Other Insurance Provisions

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

1. *Additional Insured Status*

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

2. *Primary Coverage*

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

3. *Notice of Cancellation*

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

4. *Waiver of Subrogation*

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

5. *Deductibles and Self-Insured Retentions*

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

- a. Option 1: Any deductibles or self-insured retentions must be declared to and approved by the City. Unless otherwise approved by the City in writing, any deductible may not exceed Ten Thousand Dollars (\$10,000). Unless otherwise approved in writing by the City, self-insured retentions may not exceed Ten Thousand Dollars (\$10,000), and the City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- b. Option 2: Consultant shall carry insurance with terms that require its insurance company to pay the full value of a covered claim from the first dollar of coverage, even if the Consultant is unable to pay any deductible or self-insured retention amount(s) required by the insurance policy. Consultant shall provide a written endorsement from its insurance carrier that such insurance coverage is in place, and shall keep such coverage in place during the term of this Contract and any subsequent time period required for claims made policies.

6. *Acceptability of Insurers*

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

7. *Claims Made Policies*

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

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work*. However, Consultant's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.

- c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of *three (3)* years after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

8. *Verification of Coverage*

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

9. *Subconsultants*

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

10. *Special Risks or Circumstances*

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

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

12. INTENT:

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

13. WYOMING GOVERNMENTAL CLAIMS ACT:

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

14. NO THIRD PARTY BENEFICIARY RIGHTS:

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

RESOLUTION NO.18-145

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH WH LLC DBA WESTERN HERITAGE CONSULTING & ENGINEERING FOR THE CRL SANITARY SEWER IMPROVEMENTS, PROJECT NO. 18-011.

WHEREAS, the City of Casper desires to enter into a Contract for engineering and design, in accordance with Wyoming Department of Environmental Quality regulations, for sanitary sewer improvements at the Casper Regional Landfill (CRL); and,

WHEREAS, the City of Casper desires to have WH LLC dba Western Heritage Consulting & Engineering (WHE) provide the engineering services required for the improvements; and,

WHEREAS, WHE, is able and willing to provide the required services for CRL Sanitary Sewer Improvements, Project No. 18-011.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a contract for professional services with WHE for this service.

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to make verified partial payments and contract extensions throughout the project, retaining those amounts prescribed by the contract, equal to a total fixed cost amount of Fifty-Eight Thousand Nine Hundred and 00/100 Dollars (\$58,900.00).

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

June 4, 2018

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

FROM: Tim Cortez, Parks and Recreation Director *TC*
Carolyn Griffith, Recreation Manager *CG*
BLu McGrath, Recreation Supervisor *BLM*

SUBJECT: Authorizing an Agreement with the Wyoming Sports Management, LLC
for use of the Casper Ice Arena

Meeting Type & Date

Regular Council Meeting
July 3, 2018

Action type

Minute Action

Recommendation

That Council, by minute action, authorize a lease agreement with the Wyoming Sports Management, LLC for use of the Casper Ice Arena.

Summary

Wyoming Sports Management, LLC, (WSM) a local group of community investors would like to continue the junior hockey program in the Western States Hockey League, abandoned by the Casper Coyotes Junior Hockey, LLC. A junior hockey team has been utilizing the Casper Ice Arena since 2014. During this period, junior hockey has established a foundation of local fans and helped grow the game of ice hockey in Casper and the surrounding area. The organization practices at the Casper Ice Arena weekdays where they will also play scheduled games on Friday and Saturday evenings and Sunday afternoons.

The attached lease agreement maintains ice rental fees that are comparable with other user groups at the ice arena. Practice ice is scheduled at a time when the ice typically sits empty. When the WSM are playing at home, most other traditional events can be accommodated. Other items within this lease agreement include payment schedules, temporary locker room space, and beer sales.

Financial Considerations

Implement July 3, 2018 – June 30, 2022

Oversight/Project Responsibility

BLu McGrath—Recreation Supervisor, Parks and Recreation Department

Attachments

Lease Agreement with Wyoming Sports Management, LLC
Exhibit A to follow after the league schedule is set.

Resolution

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into on the _____ day of _____, 2018, by and between the CITY OF CASPER, a Wyoming municipal corporation doing business as Casper Ice Arena (the “City”) located in Natrona County, Wyoming and Wyoming Sports Management, LLC, a Wyoming corporation (“WSM”) located at 1241 S. Forest Dr., Casper, Wyoming 82609.

WITNESSETH:

WHEREAS, the City owns and operates the Casper Ice Arena, located at 1801 East Fourth Street, Casper, Wyoming (the “Arena”); and

WHEREAS, the Wyoming Sports Management, LLC (the “WSM”), is an exclusive franchise for the Casper area in the Western States Hockey League (the “WSHL”); and

WHEREAS, the WSM desires to enter into a nonexclusive lease of the Arena and to reach other accommodations with the City, and the City is willing to enter a nonexclusive lease to the Arena and to define associated obligations of the parties as set forth herein.

NOW, THEREFORE, in consideration of the premises and the mutual promises and covenants contained herein, it is agreed:

1. The Lease. The City hereby leases to the WSM and the WSM agrees to rent the Arena on a nonexclusive basis, according to the terms and conditions hereinafter set forth.
2. Term. The term of this Lease Agreement shall commence on July 3, 2018, and end on April 30, 2019. The WSM shall have the option to extend this lease for up to three (3) additional one (1) year terms, each under the same terms and conditions contained herein, until June 30, 2022, at which time this lease shall terminate between the parties. The WSM shall give the City written notice of the election to exercise this option to extend this lease at least ninety (90) days prior to June 30, 2019, and at least ninety (90) days prior to the end of each annual lease extension thereafter. PROVIDED, HOWEVER, the City shall have the right, within thirty (30) days after receiving notice of lease extension to give written notice to the WSM that the City rejects said lease extension, and, in such event, this lease shall expire and terminate on April 30th of the then current lease term.
3. Rent. Hourly rental fees are subject to change each year by a resolution approved by the City Council. The WSM shall pay rent to the City according to the following general schedule and rates for the 2018-19 hockey season:
 - a. Practice time from each day’s opening of the Arena until 1:30 pm on weekdays: Sixty-Eight Dollars and Seventy-Five Cents (\$68.75) per hour.

- b. Practice time from 1:30 pm through closing of the Arena and all hours on weekends: One Hundred Thirty-Seven Dollars and Fifty Cents (\$137.50) per hour.
 - c. Game time: One Hundred Thirty-Seven Dollars and Fifty Cents (\$137.50) per hour for actual ice time usage with a minimum charge based on three (3) hours' use. Beyond three (3) hours, rent shall be assessed at a rate of Thirty-Four Dollars and Thirty-Eight Cents (\$34.38) per 15- minute increment used thereafter.
 - d. The WSM practice and game schedule is listed in Exhibit "A". If this agreement is renewed, pursuant to Section 2, for additional terms, Exhibit "A" for the applicable current season shall become the schedule proposed by the WSM in its written notice under Section 2.
 - e. If additional practice or game times are requested by the WSM and approved by the City, the WSM will pay the City the appropriate rate as described in subsections a. and b. above. Scheduling of additional practices or game times is subject to Arena availability and other schedule commitments and solely at the discretion of the City.
 - f. Cancellation of scheduled practice and game times will be allowed, and pre-paid rent will be adjusted downward, provided that a cancellation notice is provided in writing to the City in care of the Parks and Recreation Director, or his designated appointee, at least seven (7) days prior to the scheduled practice or game. Furthermore, adjustments to pre-paid rent will be made by the City, if, in its judgment, an event is canceled as a result of inclement weather or other circumstance beyond the reasonable control of the WSM which prevents advance notification of the City.
 - g. Office and skybox space formerly known as the Pro Shop: One Hundred Dollars (\$100.00) per month plus 2.5% of gross sales of any items sold utilizing this space.
4. Payment. The City shall invoice WSM, on a monthly basis, for ice used during the preceding month, in accordance with the rate identified in Section 3 of this Lease Agreement. WSM shall pay rent to the City within thirty (30) business days after the date on the invoice. Rent not received on time is subject to a one and one half percent (1.5%) late fee.
5. Ticket Sales. The City may be a ticket outlet for tickets printed by the WSM through the Casper Ice Arena point of sale system. Reimbursement to the WSM for tickets sold will be submitted for payment monthly, less applicable processing and associated credit card fees, for each transaction equaling the amount charged to the City by Active.net.
6. Concessions. The City shall operate the food and beverage concession facility of the Arena during all of the WSM's functions as the City determines appropriate, and the City shall have the sole right to all proceeds from sales through the concession facility. The WSM will not bring food or beverage into the Arena or communicate to others any direct or implied authority to bring food or beverage into the Arena without prior arena

management approval. However, prior to game time, the WSM may bring in food and non-alcoholic beverages for free distribution to skybox ticket holders in the skybox during games, and non-alcoholic refreshments in the visiting team's locker room.

If the WSM comply with the requirements of Wyoming State Statute (W.S. § 12-4-502) and the Casper Municipal Code (Section 5.08.090), then the WSM have the option to sell malt beverages and/or alcohol beverages and non-concession food items in the skybox and on the skybox platform above the stairs provided the following guidelines are adhered to:

- a. Secure a malt beverage permit.
 - b. Liquor liability insurance must be provided with limits of no less than Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence.
 - c. If a caterer is being used to serve alcohol, a full retail catering permit is required, and the caterer must provide a certificate of insurance that matches the limits described in b. above. The caterer's policy must name the WSM and the City of Casper, its officers, officials, employees and volunteers as additional insureds.
 - d. Ensure that all servers are Training for Interventions Procedures (TIPS) trained.
 - e. Alcoholic beverage sales are limited to 60 minutes prior to scheduled game time and must conclude with no less than 10 minutes remaining on the clock during the 3rd period.
 - f. Alcoholic beverages are not permitted in any other area of the Casper Ice Arena other than the skybox, permanent (wooden) rink bleacher area, and the skybox platform above the stairs.
 - g. Ten percent (10%) of gross receipts from all alcoholic beverages, less the cost of the full retail liquor catering permit, and non-concession food item sales are to be paid and receipted into the Ice Arena Concessions within seven (7) days of the date of sales.
 - h. Food items offered for sale by the WSM must be valued at least one dollar over the highest item offered at the concession stand.
7. Sale of Licensed or League Merchandise. The WSM shall have the sole and exclusive right to sell and market in the Arena the licensed merchandise, programs and souvenirs of the WSM, the WSHL and other WSHL teams. The WSM shall have the sole right to all proceeds from sales of said items provided such merchandise is not similar in nature to items stocked by the Pro Shop located at the Arena. The WSM shall coordinate with the Pro Shop to assure the WSM's merchandise does not conflict with the Pro Shop. The City shall allow the WSM use of the skate rental counter in the Arena for sales during WSM

games at the Arena. Any other sales locations in the Arena must be approved in advance by the Parks and Recreation Director or his designated appointee.

8. Crowd Management. The WSM will provide a minimum of three crowd management staff (CM) for games at which alcohol is served and two CMs for games without alcohol sales. The WSM reserves the right to hire its own crowd management staff, provided, however, that such staff is approved in writing at least ten (10) days in advance by the Parks and Recreation Director or his designated appointee. All crowd management personnel shall report to the Event Supervisor as appointed by the City. Any staff hired by the WSM shall be at the sole risk and responsibility of the WSM for any and all labor laws, wages, and civil or criminal liability for the actions or inactions of said personnel. City approval of the hire of said personnel in no way warrants certification, or endorsement by the City of the qualification or action of said personnel.
9. Promotional Activities during Events. Written notice of all promotional activities will be supplied by the WSM to the City, in care of the Parks and Recreation Director or his designated appointee, at least ten (10) days in advance of the proposed activity and prior to the WSM advertising or committing to any promotion. All promotions are subject to prior approval by the Parks and Recreation Director or his designated appointee. The WSM shall have the sole and exclusive right to conduct promotional activities during its events. The proceeds from said activities shall belong solely to the WSM, less any expenses directly incurred by the City as a result of the promotion.
10. Insurance and Indemnification and Immunity.
 - a. Prior to the commencement of the Lease Agreement, WSM shall procure and maintain for the duration of the Lease Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the WSM's operation and use of the leased premises. The cost of such insurance shall be borne by the WSM.
 - b. MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL):
Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to any claimant for any number of claims arising out of a single transaction or occurrence; or the sum of Five Hundred Thousand Dollars (\$500,000) for all claims arising out of a single transaction or occurrence. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage.

2. Workers' Compensation as required by the State of Wyoming with Statutory Limits.

c. Higher Limits

If the WSM maintains higher limits than required under this Lease Agreement, then the City shall be entitled to coverage for the higher limits maintained by the WSM. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

d. Property insurance against all risks of loss to any tenant improvements or betterments, at full replacement cost with no coinsurance penalty provision.

e. Other Insurance Provisions:

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

1. Additional Insured Status

The City of Casper, its City Council, City Manager, officers, officials, employees, agents, volunteers, and sub-contractors are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the WSM including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the WSM's insurance at least as broad as ISO Form CG 20 10.

2. Primary Coverage

For any claims related to this Lease Agreement, the WSM's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its City Council, City Manager, officers, officials, employees, agents, volunteers, and sub-contractors. Any insurance or self-insurance maintained by the City, its City Council, City Manager, officers, officials, employees, agents, volunteers, and sub-contractors shall be excess of the WSM's insurance and shall not contribute with it.

3. Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

4. Waiver of Subrogation

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

5. **Acceptability of Insurers**
Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.
6. **Self-Insured Retentions**
Self-insured retentions must be declared to and approved by the City. At the option of the City, either: the WSM shall obtain coverage to reduce or eliminate such self-insured retentions as respects the City, its City Council, City Manager, officers, officials, employees, agents, volunteers, and sub-contractors; or the WSM shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City.
7. **Verification of Coverage**
The WSM shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language providing the insurance coverage required above. All certificates and endorsements are to be received and approved by the City before use of the facility. However, failure to obtain the required documents prior to the use of the facility shall not waive the WSM's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.
8. **Waiver of Subrogation**
The WSM hereby grants to the City a waiver of any right to subrogation which any insurer of said the WSM may acquire against the City by virtue of the payment of any loss under such insurance. This provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
9. **Special Risks or Circumstances**
The City reserves the right to modify these requirements at any time, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
11. **Advertising in the Arena.** The WSM shall have the right to place advertising on the east side dasher board area—(3) eight-foot sections on either side of the goal line at both ends of the rink—in the lobby and above the glass below the Sky Box in the rink area at the discretion of the Parks and Recreation Director or his designated appointee, up to six (6) in-ice logos not to exceed 12' x 12' in size each, and custom-wrap the Zamboni. The City will provide this space to the WSM; provided, however, the WSM shall reimburse the City for all expenses incurred by the City for installation, repair or removal of said advertising, ice paint, logo punch-pounce templates and associated supplies, and all labor associated with installation. The City shall receive a minimum of One Hundred Twenty

- Dollars (\$120) or ten percent (10%) of advertising revenues, whichever is greater, on dasher boards and in-ice logos. The City shall receive a minimum of One Thousand Dollars (\$1,000) or ten percent (10%) of the advertising sold, whichever is greater, to wrap the Zamboni.
- a. The City shall place the WSM logo at Center Ice of the Arena at no charge to the WSM; however, the logo template and the ice paint must be paid by the WSM.
 - b. The WSM shall obtain approval from the Parks and Recreation Director or his designated appointee prior to installing, repairing, replacing, removing or modifying any advertising.
12. Temporary Seating. The City shall provide up to four (4) sets of temporary bleachers in the lobby of the Arena at no charge to the WSM. The portable bleachers, each equipped with three rows of seating measuring fifteen feet long, may be placed along the north end of the ice rink outside of the dasher boards in the lobby area. The WSM must communicate the desired usage of the temporary bleachers to the Recreation Supervisor responsible for the management of the Ice Arena no less than three (3) days prior to the date usage is desired.
 13. Locker Room. The WSM shall be permitted to provide a portable building (locker room), not to exceed 82 feet long by 20 feet wide, on the cement pad located to the south of the exterior exit door nearest the southwest corner of the Ice Arena. Access from the Ice Arena to the portable building shall be from Locker Room #6. The WSM will have access to the Arena from the portable building during scheduled game and practice times. The WSM shall be solely responsible for the installation, set-up, removal and utilities for the portable building. The portable building must be in compliance with all City of Casper building codes and related ordinances. The WSM will maintain the outside and inside of the facility to add value to the City property as set by City standard and codes.
 14. Bus Parking. The WSM shall be permitted to park a team bus in the Ice Arena parking area, subject to prior approval by the Parks and Recreation Director or his designated appointee.
 15. Bonds. The WSM shall provide to the City a payment and performance bond indemnifying and holding harmless the City from any and all liens or claims for all work performed and materials provided for all improvements to the Arena furnished by the WSM and to cover restoration of the Arena and grounds after the WSM or its agent remove the Locker Room facilities. The amount, form, and issuer of this bond are subject to approval by the City at the City's sole discretion.

16. Improvements. Improvements, with the exception of the portable building referred to in the preceding section, shall become the property of the City upon the expiration of this Lease Agreement. At the termination of this Lease Agreement, the WSM will, at its sole cost and expense, remove the portable building referred to in the preceding section and will cap all utilities at ground level, reseed any disturbed ground and remove all materials.

17. Video/Media Deck. The WSM and the City agree that the WSM may construct a video/media deck within the Arena at a location approved by the Parks and Recreation Director or his designated appointee. The plans for the video/media deck must be submitted to the Parks and Recreation Director or his designated appointee for approval before construction begins. The WSM shall pay for all labor, materials, and permits to construct the video/media deck. At the termination of this Lease Agreement with the WSM, the video/media deck will become the property of the City. The WSM is solely responsible for furnishing the video/media deck with equipment.

18. Notices. Any notice by either party shall be in writing and shall be considered to be duly given if delivered personally or if mailed by certified mail, postage prepaid, addressed as follows:

City of Casper c/o Parks and Recreation Director 200 North David Street Casper, Wyoming 82601	Wyoming Sports Management, LLC c/o Jason Shierkolk 1241 S. Forest Dr. Casper, WY 82609
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19. Laws and Regulations. The WSM shall be solely responsible for compliance with all laws, orders and regulations of federal, state, county and municipal authorities and shall obtain all licenses and permits which may be required for the conduct of its business within the terms of this Lease Agreement.

20. Right to Terminate Lease Agreement. The City or WSM may terminate this Lease Agreement anytime by providing thirty (30) days' written notice to City or WSM of intent to terminate said contract. Notwithstanding the above, the WSM shall not be relieved of liability to the City through damages sustained by the City, by virtue of termination of the Lease Agreement by WSM or any breach of the Agreement by WSM.

21. Intent. The WSM represents that it has read and agrees to the terms of this Lease Agreement and further agrees that it is the intent of the parties that the WSM shall perform all of the services for the compensation set forth in this Lease Agreement. The WSM also agrees that it is the specific intent of the parties, and a material condition of

this Lease Agreement, that it shall not be entitled to compensation for other services rendered unless specifically authorized by the City by Resolution of its governing body.

22. Wyoming Governmental Claims Act. The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., and the City specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
23. No Third Party Beneficiary Rights. The parties to this Lease Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Lease Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Lease Agreement shall operate only between the parties to this Lease Agreement, and shall inure solely to the benefit of the parties to this Lease Agreement. The parties to this Lease Agreement intend and expressly agree that only parties signatory to this Lease Agreement shall have any legal or equitable right to seek to enforce this Lease Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Lease Agreement, or to bring an action for the breach of this Lease Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Lease Agreement the day and year first above written.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

WITNESS:

Wyoming Sports Management, LLC

By: 

By: 

Jason Shierkolk
Managing Partner

Exhibit "A"

WSM 2018/19 proposed game and practice schedule

DATE	LOCATION	TIME	HOME TEAM	AWAY TEAM
10/5/2018	CIA	7:45 PM	WSM	
10/6/2018	CIA	7:30 PM	WSM	
10/7/2018	CIA	12:05 PM	WSM	
10/12/2018	CIA	7:45 PM	WSM	
10/13/2018	CIA	7:30 PM	WSM	
10/14/2018	CIA	12:05 PM	WSM	
10/19/2018	CIA	7:45 PM	WSM	
10/20/2018	CIA	7:30 PM	WSM	
10/21/2018	CIA	12:05 PM	WSM	
10/26/2018	CIA	7:45 PM	WSM	
10/27/2018	CIA	7:30 PM	WSM	
10/28/2018	CIA	12:05 PM	WSM	
11/13/2018	CIA	7:45 PM	WSM	
11/14/2018	CIA	7:30 PM	WSM	
11/15/2018	CIA	12:05 PM	WSM	
12/7/2018	CIA	7:45 PM	WSM	
12/8/2018	CIA	7:30 PM	WSM	
12/9/2018	CIA	12:05 PM	WSM	
1/11/2019	CIA	7:45 PM	WSM	
1/12/2019	CIA	7:30 PM	WSM	
1/13/2019	CIA	12:05 PM	WSM	
1/18/2019	CIA	7:45 PM	WSM	
1/19/2019	CIA	7:30 PM	WSM	
1/20/2019	CIA	12:05 PM	WSM	
2/15/2019	CIA	7:45 PM	WSM	
2/16/2019	CIA	7:30 PM	WSM	
2/17/2019	CIA	12:05 PM	WSM	
3/1/2019	CIA	7:45 PM	WSM	
3/2/2019	CIA	7:30 PM	WSM	
3/3/2019	CIA	12:05 PM	WSM	
3/10/2019	CIA	7:45 PM	WSM	PLAYOFFS
3/11/2019	CIA	7:30 PM	WSM	PLAYOFFS
3/12/2019	CIA	12:05 PM	WSM	PLAYOFFS
3/15/2019	CIA	7:45 PM	WSM	PLAYOFFS
3/16/2019	CIA	7:30 PM	WSM	PLAYOFFS
3/17/2019	CIA	12:05 PM	WSM	PLAYOFFS
3/22/2019	CIA	7:45 PM	WSM	PLAYOFFS
3/23/2019	CIA	7:30 PM	WSM	PLAYOFFS
3/24/2019	CIA	12:05 PM	WSM	PLAYOFFS

Practice:

Monday through Friday, 8:30am-11:30am, September 15 through April 15.

Additional times negotiable with regard to available ice.

RESOLUTION NO.18-146

A RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH WYOMING SPORTS MANAGEMENT, LLC FOR USE OF THE CASPER ICE ARENA.

WHEREAS, the City of Casper is owner and operator of the Casper Ice Arena; and,

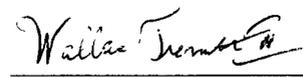
WHEREAS, Wyoming Sports Management, LLC, a franchise in the Western States Hockey League, desires to lease the Casper Ice Arena for practice and game times; and,

WHEREAS, Wyoming Sports Management, LLC, and the City of Casper are interested in having a written record setting forth the terms for use of the Casper Ice Arena.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a Lease Agreement with Wyoming Sports Management, LLC for use of the Casper Ice Arena.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2018.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor

June 14, 2018

MEMO TO: His Honor, Mayor Ray Pacheco, and Members of City Council
FROM: J. Carter Napier, City Manager 
SUBJECT: Appointments of Members to the Downtown Development Authority Board of Directors

Meeting Type & Date
Regular Council Meeting, July 3, 2018

Action Type
Minute Action

Recommendation:
That Council, by minute action, authorize the reappointment of Mr. Pete Fazio and appoint new members Mr. Shawn Houck and Mr. Tim Schenk, to the Downtown Development Authority (DDA) Board of Directors.

Summary:
The DDA began accepting applications for their board positions the beginning of May. An email newsletter was sent to downtown property owners, merchants, and community subscribers. It was also posted on the City of Casper website for open board positions. The openings were advertised in the Casper Star Tribune on May 6th and 16th.

A total of six (6) applications were received. The DDA Board met and formally voted to recommend these three (3) applicants to the Mayor and City Council for appointment. Mr. Fazio has served one term and has submitted a letter of interest to serve for another full term. Shawn Houck will fill the seat of Brettnee Tromble, whose term has ended, and Mr. Schenk will fill a partial term left open by the resignation of Lisa Burrridge.

It is recommended that Council appoint Pete Fazio to an additional four (4) year term and Mr. Houck be appointed to a full four (4) year term, effective July 1, 2018, and expiring June 30, 2022. It is also recommended that Mr. Schenk be appointed for a partial term beginning July 1, 2018, and expiring June 30, 2020.

Financial Considerations:
No financial considerations.

Oversight/Project Responsibility:
Kevin Hawley, Executive Director, Downtown Development Authority.

Attachments:
DDA letter, advertisement, letters of interest, and applications.



June 14, 2018

The Honorable Ray Pacheco
Mayor of the City of Casper
The Honorable Members of the City Council
The City of Casper
200 N. David Street
Casper, WY 82601

Dear Mayor Pacheco and Members of the City Council:

The Downtown Development Authority (DDA) respectfully requests Council to re-appoint Mr. Pete Fazio and appoint new members, Mr. Shawn Houck and Mr. Tim Schenk, to the Board of Directors.

A letter of continued interest to serve is attached for Mr. Fazio. A letter of interest and application is also attached for your consideration for Mr. Houck and Mr. Schenk.

The DDA began accepting applications for this position on May 1, 2018 with an email newsletter to downtown property owners, merchants, and community subscribers. It was also posted on the City of Casper website for open board positions. The request for applicants was followed by two publications in the Casper Star Tribune on May 6th and May 16th. The publicized due date for applications was May 28, 2018. On Wednesday, June 13, the DDA Board met and formally voted to recommend these three applicants to the Mayor and City Council for appointment.

A full term, effective July 1, 2018 is for four years, per State Statute 15-9-205 and local City Ordinance No. 21-15, passed, approved and adopted on September 15, 2015. The four year term also matches our mill-levy election and funding cycle and helps create institutional knowledge for critical elements of our organization.

We request Mr. Fazio and Mr. Houck be appointed to a full term, effective July 1, 2018 and expiring June 30, 2022. We request Mr. Schenk be appointed to a partial term to fill the vacant seat left by board resignation. Mr. Schenk's partial term would expire June 30, 2020.

The board extends its sincere appreciation to you and the council for your consideration of these great community leaders.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Hawley".

Kevin Hawley
Executive Director

DOWNTOWN DEVELOPMENT
————— **AUTHORITY** —————

• 341 W. Yellowstone Hwy • Casper, WY • 82601 •

*** Proof of Publication ***

Casper Star-Tribune
P.O. Box 80, Casper, WY 82602-0080, ph 307-266-0500

CASPER DDA BOARD
POSITION

The Casper Downtown Development Authority (DDA) is seeking applicants for the Board of Directors. There are three seats available one with a single term that expires 6/30/20 and two full terms that expire 6/30/22. Details of the board and an application form can be found at downtowncasper.com or by stopping by our office. Applications, including a Letter of Interest, will be received until May 28, 2018, 4:00 pm, at the offices of the Downtown Development Authority located at 341 W. Yellowstone Hwy. Please call 307-235-6710 for additional information.
Published: May 6 & 16, 2018
Legal No:40649

AFFIDAVIT OF PUBLICATION

STATE OF WYOMING)
COUNTY OF NATRONA)

I, the undersigned, being a person in the employ of the Casper Star-Tribune, a newspaper published in CASPER, NATRONA COUNTY, WYOMING, and, knowing the facts herein set forth do so solemnly swear that a copy of the notice as per clipping attached was printed and published

Daily

Weekly

In the regular and entire issue of said newspaper, and not in any supplement thereof, for 2 Consecutive Days Weeks

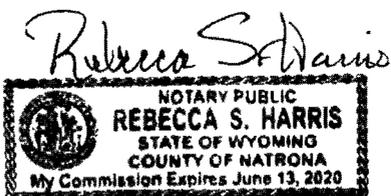
commencing with issue dated May 14, 2018
ending with issue dated May 14, 2018

Downtown Development Authority
Kevin
341 W. YELLOWSTONE HWY.
CASPER WY 82601

ORDER NUMBER 40649

Sami Bowman
Signed

Subscribed in my presence and sworn to before me this
16th day of May 2018



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Peter F. Fazio
4510 E 22nd
Casper, WY 82609
307.262.2065
p.fazio@eggingtons.com

Mr. Kevin Hawley
Casper Downtown Development Authority
341 W. Yellowstone Hwy.
Casper, WY 82601

Dear Mr. Hawley,

Please accept this letter as my interest in renewing my position on the Casper Downtown Development Authority Board of Directors. I am extremely proud of the work we have done and all that has been accomplished but believe there is still more work to do. I would appreciate the opportunity to fulfill my final term to help finish what was started.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter F. Fazio', with a long, sweeping horizontal stroke extending to the right.

Peter F. Fazio

602 South Park
Casper, WY 82601
307-259-0287
shawn@adbay.com

May 25, 2018

Kevin Hawley, Executive Director
Casper Downtown Development Authority
341 West Yellowstone Highway
Casper, WY 82601

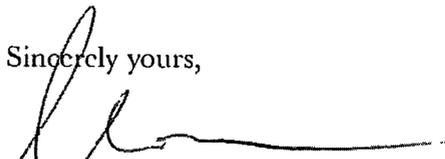
Dear Mr. Hawley,

Please consider this letter and expression of my interest in joining the DDA board of directors. As you know, I am a passionate and enthusiastic advocate for Downtown Casper, and I would be honored to serve on your board.

As a lifelong resident of Casper, I can still remember when our downtown was a bustling hub of commerce and a destination for residents of all ages. Through the years, the area has experienced many ups and downs, but strong vision from the current board and director has led to improved sustainability for the area and its businesses. Today, the downtown is in the midst of a remarkable transformation, and I hope that my experience can prove valuable to your organization as you look to take the next step forward.

I have participated on many boards in the past, but this is the first time I have ever actually applied to be a part of one. If you have any questions about my experience or vision for the downtown area, please do not hesitate to contact me via email or cell.

Sincerely yours,



Shawn Houck

Downtown Development Authority

Board Application Form

Complete this form and return it to the Executive Director with your letter of interest by May 28, 2018.

Name: Shawn Houck

Phone: 307-259-0287

Address: 602 South Park Street

Email: shawn@adbay.com

1) What is your vision for downtown?

Downtown Casper should be THE year-round retail, dining and entertainment destination for residents and locals alike. Creating an downtown atmosphere that is business, patron and family focussed will make Casper a more vibrant and marketable community -- growing industry, jobs, infrastructure and tax base

2) Relevant community experience and/or other board participation

Downtown Property Owner: 627 West Yellowstone - Coke Building. Former property owner at 231 South David (now part of the David Street Station). Owner of three downtown-based companies: Adbay, Frontier Brewing Company, Oil City News. Five year member of Natrona County Public Library Board of Trustees. 2 years on Casper College Alumni Foundation Board. 12 years as advertising account manager for VisitCasper. 2 years on the OYD Advisory committee.

3) Why are you interested in serving as a DDA Board Director?

I'm interested in joining the board because I admire the work that this board has done in the past few years and want to be a part of further improving our Downtown business district.

4) Area(s) of expertise/contributions you feel you can make to the DDA as a Board Director and how would you share these skills?

Marketing (paid/earned media) consulting. Tax initiative promotion. Perspectives I can bring to the table: business owner, downtown property owner, downtown neighborhood resident, OYD property owner, community arts patron, father of two young children.

5) Other current volunteer commitments:

Casper College Foundation Alumni board. Community event building/hosting at Frontier Brewing & Adbay (film screenings, concerts, fund raisers, etc)

6) What do you hope to accomplish during Board service?

I hope to lend my energy and enthusiasm for Casper's downtown area to help sustain the momentum that is currently carrying Downtown Casper forward.

341 W. Yellowstone Hwy.
(307)235-6710
ceo@downtowncasper.com

May 28, 2018

Downtown Development Authority
341 West Yellowstone Hwy.
Casper, Wyoming 82601

RE: Board Application for the Downtown Development Authority

To whom it may concern:

I am pleased to submit my application to become a member of the Downtown Development Authority Board. I believe my professional background as a licensed architect in our great state of Wyoming for the past 37 years, all as a resident of Casper, along with my past experience working with and on local and state boards, will be a great asset for the Board.

I've been very fortunate to have been involved in many projects in the Downtown area over the years, and I believe those relationships will be valuable and look forward to the opportunity to serve by assisting and helping to guide the DDA in its future endeavors.

Please feel free to contact me if you have any questions.

Thank you again for the opportunity to apply!

A handwritten signature in black ink, appearing to read "Tim Schenk". The signature is fluid and cursive, with the first name "Tim" and the last name "Schenk" clearly distinguishable.

Tim Schenk, AIA

Attachment Downtown Development Authority Board Application Form

May 27, 2018

Downtown Development Authority
341 W. Yellowstone Hwy.
Casper, WY 82601

To the members of the Downtown Development Authority:

I am writing you to declare my interest in serving as a member of the Downtown Development Authority Board of Directors.

As a Casper native, I witnessed the decline of the downtown area that began in the 1980's and persisted until recently. Last year's eclipse seemed to ignite a sense of pride in our community and our downtown. The work of the DDA has inspired me to become a greater part of this community, especially the downtown area.

I have a Bachelor's of Art from Montana State University. Currently, I work as the Art Director at Peden's Inc., a local business that has been committed to serving the community for over 40 years. During my employment I have worked with many Casper businesses, taking their vision from concept to finished product. I am adept at collaborating with others on various projects, and enjoy working in groups. I have a unique job in that I have to work simultaneously with customers and their rough ideas to reach desired goals. My work does not end until their goal is accomplished. I would love to apply that approach to the DDA as a board member.

I hope that you will consider my application as a DDA member. I feel truly passionate that we can continue to revitalize downtown Casper and make it a destination for community members and travelers alike.

Sincerely,

Aaron Cawiezell
4065796968

Downtown Development Authority

Board Application Form

Complete this form and return it to the Executive Director with your letter of interest by May 28, 2018.

Name Aaron Cawiezell Phone 406-579-6968
Address 451 Divine Email aaron@pedensinc.com

1) What is your vision for downtown?

The vision for our downtown should be multi faceted: a combination of solid infrastructure, with a playful and inviting environment, a place where business can be supported so it is able to thrive, but also thrive to support the city of Casper. The multitude of offerings in the downtown area; art, food, entertainment, activities, just to mention a few, should always be the first things people think of for something to do in Casper. For visitors, it should leave them with a desire to return.

2) Relevant community experience and/or other board participation

- Board member for the Casper Mountain Racers ski team at Hogadon
- Active member of Park School Parent Group
- Elks club member

3) Why are you interested in serving as a DDA Board Director?

Living in the area, and visiting the downtown frequently, I have seen first hand the changes that have been made. I would love to continue to support the projects that have begun, while working on projects in the future. I'm committed to the downtown area where I own a home and my children attend school nearby. We support the downtown establishments almost daily.

4) Area(s) of expertise/contributions you feel you can make to the DDA as a Board Director and how would you share these skills?

I would love to showcase my people skills. I love talking with people and getting a feel for what the community would love to see in our downtown. Working in a business where I put an emphasis on customer service, I have developed a skill-set to work harmoniously with many personalities while progressing to an established goal. Listening, restating ideas, showing new examples, are people skills I use daily. I pride myself on my ability to work with others, provide ideas, and complete projects.

5) Other current volunteer commitments:

Currently, I volunteer as a coach for my daughter's soccer team. I also volunteer for various community projects throughout the year.

6) What do you hope to accomplish during Board service?

I would love to continue the current vision, and to see our downtown become the showcase of Casper. I hope to meet, listen, and work with people that share this vision. I have always thought that our downtown could become something very special. I believe that the downtown is finally going in the right direction. I would love to be a part of this transformation and help further develop the downtown into a place that will become a welcoming environment for business and consumer.

Downtown Development Authority

Board Application Form

Justin Binfet

307-315-3309

3420 Vista Royale, Casper WY 82601

justinbinfet@gmail.com

- 1) Downtown Casper should be the epicenter of culture and community events in Natrona County. A truly vibrant downtown has a wide array of shopping, restaurants, bars and open public spaces all within close proximity to each other. I also envision having a downtown with a flourishing business community while providing open spaces along the North Platte River. This is the most under-utilized resource in the city of Casper. Finally, downtown Casper should also encourage and promote live music to the extent possible.
- 2) I have never served on a community board or in any civic capacity that makes decisions on the allocation of public money or directs development in a public space. However, I have served on multiple NGO committees designed to raise money to benefit wildlife (Rocky Mountain Elk Foundation and Muley Fanatics Foundation).
- 3) I am interested in becoming a DDA Board Director to facilitate continued improvements to downtown Casper. I am a very energetic and socially active person, and often like to go out to local restaurants and bars. I have long lamented how widespread development has been in Casper, particularly with the bar and grill scene, where much of the new development was focused in east Casper. This has certainly improved in recent years with multiple new establishments coming to downtown, and I would like to see this trend continue. I prefer having locally owned establishments to the extent possible, as opposed to franchise restaurants in a strip mall setting. I strongly feel that a vibrant downtown should have multiple restaurants and bars within close proximity to each other to attract people, and therefore business. In addition to the bar and grill scene, a vibrant downtown should host numerous events throughout the year and should serve a wide variety of interests. I am also very interested in trying to promote live music in downtown Casper to the maximum extent possible. In addition, my wife owns and operates a yoga and massage business on West 1st Street in downtown Casper. We chose to locate her business in downtown Casper because we both feel very strongly in playing our part to revitalize downtown. Finally, I have long been frustrated at the lack of public use along our river. While improvements have been made such as the white-water park and river walk-way, we still continue to vastly under-utilize this tremendous resource in most of our city. It is very unfortunate that the majority of

riverfront property within city limits is industrialized, privately owned, or has very few businesses and limited public space. In addition to downtown proper and the “Yellowstone District”, a truly vibrant downtown should also feature businesses along the North Platte River (like virtually every other city in the American West).

- 4) Given my position as the Casper Region Wildlife Management Coordinator for the Wyoming Game and Fish Department, I routinely make decisions regarding the allocation of public resources. Making wildlife management decisions through a public input process can often be contentious given the myriad stakeholder interests involved. I often host public input gathering meetings where I present proposed regulations and gather public comment. I have also convened and facilitated collaborative process initiatives whereby various stakeholder groups were assembled for information dissemination and group decision-making. I have excellent public speaking skills, and have substantial experience in making difficult decisions on controversial issues while accommodating public input.
- 5) I am currently involved in organizing an upcoming banquet for the Central Wyoming Chapter of the Muley Fanatics Foundation. I also teach continuing education classes at Casper College (OLLI Program) for adults on various wildlife related issues.
- 6) As a long-term Casper resident and a rooted member of this community who has a great interest in downtown, I am excited about the opportunity to provide my perspective to the Board. In addition to promoting more live music and other community events, as well as improved development and open space along the river, I am also interested in trying to promote urban wildlife viewing and civic engagement in wildlife issues to the extent possible. While I am not yet sure how wildlife can be promoted through the DDA, I will strive to incorporate wildlife-based tourism and events to the extent possible in downtown Casper.

Letter of Interest - BOD

From: Dana Volney

Sent: Mon, May 14, 2018 at 3:55 pm

To: ceo@downtowncasper.com, kevin@downtowncasper.com

DDA Board Application Form _ Volney.pdf (81.8 KB)

Dear Mr. Hawley,

I am interested in joining the Downtown Development Authority of Casper's Board of Directors for a full term. I am an active community member with a background in marketing and would love the chance to give back by lending my advisory skills and participating in events.

Casper's downtown is a focal point, and should be, of our community. What the Downtown Development Authority has done with David Street Station, and continues to do with the opening of the splash pad/ice rink, has given Casper a wider sense of community and makes me proud as a citizen.

I graduated with a Bachelor of Science degree in Marketing with a minor in Finance from the University of Wyoming. I received my Master of Business Administration with a concentration in Global Management from Ashford University and started a marketing consulting business, Volney Ventures, LLC, in Casper in 2010. I've helped local businesses succeed for years while also teaching at Casper College for both the continuing education and grant programs and penning 13 romance novels. I'm currently involved with The Nicolaysen Art Museum as their Marketing and Special Events Manager.

While I have not participated on a board before, I am eager to jump in and be a part of the wonderful long-term projects, activities, and civic synergy exhibited by the Downtown Development Authority. I love Casper and am excited to be a part of our growth.

Please find my attached DDA Board Application Form.

All the best,

Dana Volney

Owner, Volney Ventures, LLC
PO Box 52215
Casper, WY 82605

307-760-1656

Dana@VolneyVentures.com

**Downtown Development Authority
Board Application Form**

Complete this form and return it to the Executive Director with your letter of interest by May 28, 2018.

Name Dana Volney

Phone 307-760-1656

Address 437 E. 14th Street, Casper, Wyoming 82601

Email dana@volneyventures.com

1) What is your vision for downtown?

I would like Casper's downtown to be the first choice for community activities, where businesses thrive, and friendships are forged and grown. I would like to see downtown be a destination for people to walk around and spend the day enjoying all that it offers.

2) Relevant community experience and/or other board participation

I am involved with The Nicolaysen Art Museum. As their Marketing and Special Events Manager, I have grown relationships with many business in town as well as organized events such as NIC Fest and Art Walks. I also continue to foster relationships with other clients in Casper, Douglas, and the state that need assistance in the realms of marketing, general business services, and human resources.

3) Why are you interested in serving as a DDA Board Director?

Casper has continued to grow in valuable ways over the last decade, supporting many state-wide activities and providing an opportunity of culture many other places in Wyoming are not fortunate enough to possess. I am interested in being a part of an organization that is at the forefront of the evolution of Casper and trajectory that promotes our togetherness and hospitality.

4) Area(s) of expertise/contributions you feel you can make to the DDA as a Board Director and how would you share these skills?

I am a marketing professional that has worked with numerous businesses and people in Casper. My expertise would be best applied on the marketing and communications committee to relay the significance of downtown as a focal point of Casper and Natrona County.

5) Other current volunteer commitments:

I do not have any at this time.

6) What do you hope to accomplish during Board service?

I hope to help promote projects and events, build lasting partnership for the DDA, and participate in new ventures to ensure Casper's competitiveness in the state and give our community an inviting, well-rounded, central gathering place so that we may have a place to enjoy each other for years to come.

341 W. Yellowstone Hwy. (307)235-6710 ceo@downtowncasper.com

June 27, 2018

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

FROM: Andrew Beamer, Public Services Director *AB*
Cynthia Langston, Solid Waste Division Manager
Sean Orszulak, Solid Waste Superintendent
Zulima Lopez, Assistant Support Services Director

SUBJECT: Authorizing a Sole Source Purchase of one new Caterpillar Landfill Compactor and one refurbished used 2007 Caterpillar Front-End Wheel Loader, in the total amount of \$681,445.64, from Wyoming Machinery Company of Mills, Wyoming, to be used in the Casper Solid Waste Facility.

Meeting Type & Date:
Regular Council Meeting
July 3, 2018

Action Type:
Minute Action

Recommendation:

That Council, by minute action, authorize the sole source purchase of one (1) new Caterpillar, 826K landfill compactor, and one (1) refurbished used 2007 Caterpillar, 950H front-end wheel loader, in the amount of \$681,445.64 with trade-in, from Wyoming Machinery Company of Mills, Wyoming (Wyoming Machinery) to be used in the Solid Waste Division.

Summary:

At the June 26, 2018 Work Session, Council considered a recommendation from staff to approve replacing a landfill compactor and purchasing the rental front-end loader. The Solid Waste Division currently owns four (4) front-end loaders, two (2) sheep-foot garbage compactors, and rents one (1) front-end loader.

Solid Waste staff requested to expand the fleet in 2015 with the acquisition of an additional front-end loader. This request was approved; however, staff was directed to rent the equipment instead of purchasing it. Renting a front-end loader designed for operating in garbage costs \$7,326 per month or \$87,912 per year. Staff believes purchasing a used front-end loader would be a less expensive alternative to renting. Solid Waste is currently renting the front-end loader from Wyoming Machinery. The rented loader is a 2007 model with 12,300 hours.

The cost to purchase this front-end loader from Wyoming Machinery is \$51,596, with an additional \$65,517 to recondition/refurbish it, for a total cost of \$117,113 with a one year parts and labor warranty. Staff believes the reconditioned loader will operate for an additional 7,700 hours (20,000 total hours or another 5 years) before a replacement would be needed. To rent the

Sole Source Memo for 826 Compactor & 950 Used Front-end Loader
Solid Waste Division

Page 1 of 3

front-end loader for another five (5) years would cost \$439,560. A new front end loader designed to operate in garbage costs approximately \$367,000.

The five (5) loaders are used in the baler pit, baler building, compost yard, bio-solids and unlined landfill, and the lined landfill cell. A used front-end loader, equipped with a fully-engineered landfill package, is not available for purchase from any Wyoming vendor in the Rocky Mountain region except Wyoming Machinery.

A landfill sheep-foot compactor was purchased in December 2012 to compact waste in the lined landfill. The purchased 2012 compactor is a model 816 Caterpillar designed specifically to compact waste in landfills. The landfill compactor experienced numerous breakdowns during its first years of operation and the Casper Fleet Manager determined the numerous breakdowns were due to the landfill compactor being undersized to handle the waste volumes in the lined landfill. Therefore, in January 2015, when the unlined landfill opened, an 826 model Caterpillar compactor was purchased so the 816 model Caterpillar compactor could be re-assigned to compact waste in the unlined landfill and serve as a backup to the lined landfill compactor.

The Solid Waste Superintendent and Fleet Manager recommend the sole source purchase of an 826 Caterpillar compactor to replace the existing 2012 compactor due to its age and hours of operation. Caterpillar compactor equipment includes features not available from competitors including a protective ventilation system for the operator and specialized compactor tips to shred and process trash. In addition, they have lower operating costs per hour compared to competitors. Caterpillar comes standard with several features that competitors only offer as non-standard or special options including Total Machine warranties, premium compaction wheels with extended wear life, an engine idle shutdown feature to save fuel, and an automatic electric system shutdown to prevent electrical fires when the machine is parked or unattended. Caterpillar compactors also provide higher compaction densities than their competitors.

The equipment quote received March 8, 2018 from Wyoming Machinery follows and includes a 5-year warranty and maintenance plan for the new compactor, the trade-in value for the compactor and reconditioning/refurbishing costs for the front-end loader.

Quoted Item	Amount of Quote	Estimated Trade-In	Recondition/ Refurbish	5-year Maintenance Plan	Estimated Total
(1) New Caterpillar 826 Compactor to Replace Unit No. 141401	\$676,367.64	\$150,000.00	NA	\$37,965.00	\$564,332.64
(1) Used Caterpillar Frontend Loader 950 to Replace Rental Loader	\$51,596.00	NA	\$65,517.00	NA	\$117,113.00

Financial Considerations:

Project funding is from Balefill Fund Reserves and included in the Balefill FY18 budget.

Oversight/Project Responsibility:

Sean Orszulak, Solid Waste Division Superintendent

Attachments:

No Attachments