

COUNCIL MEETING AGENDA

Casper City Council
City Hall, Council Chambers
Tuesday, September 7, 2021, 6:00 p.m.



COUNCIL POLICY PUBLIC STATEMENTS

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

Please silence cell phones during the City Council meeting.

Entrance to the meetings is the east door off David Street. Face coverings are encouraged for those individuals who have not been fully vaccinated against COVID-19. Public input via email is encouraged: CouncilComments@casperwv.gov.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CONSIDERATION OF MINUTES OF THE AUGUST 17, 2021 REGULAR COUNCIL MEETING, AS PUBLISHED IN THE CASPER STAR-TRIBUNE ON AUGUST 27, 2021

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4. CONSIDERATION OF MINUTES OF THE AUGUST 17, 2021 EXECUTIVE SESSION – LAND ACQUISITION

5. CONSIDERATION OF BILLS AND CLAIMS

6. BRIGHT SPOTS IN OUR COMMUNITY – HUNGER ACTION MONTH

7. COMMUNICATIONS

A. From Persons Present

8. ESTABLISH DATE OF PUBLIC HEARINGS

A. Consent

1. Establish September 21, 2021, as the Public Hearing Date for Consideration of:

- a. Vacation and Replat of Lots 2-18, Block 21; Lots 2-8, Block 23; Trails West Estates; and Lot 8, Block 4; and Lot 9, Block 5 Prairie Park Estates to Create the **Trails West Estates No. 6 Subdivision**.
- b. **Annexation of Tract 31, Dowler No. 3 Subdivision**; and Establishing **Zoning** of said Tract as M-1 (Limited Industrial).
- c. Zone Change of the Property Located at **129 North Elk Street (former Willard School – Lots -12, Block 97, Butler’s Addition)**, from **Zoning** Classification ED (Educational District) to C-2 (General Business).
- d. Updating and Amending Chapter 13.03 – Utility Billing and Collection (**Landlord Utility Agreement**).
- e. Soliciting Presentations, Public Views, Comments and Recommendations for Potential Sponsorship of Grant Applications for the **Wyoming Community Development Authority’s Community Development Block Grant-funded Neighborhood Development Program**.

2. Establish November 2, 2021 as the Public Hearing Date for Consideration of:

- a. Certification of **Annexation Compliance** to Determine if the Annexation of Tract 31, **Dowler No. 3 Subdivision** Complies with W.S. § 15-1-402.

3. Establish December 21, 2021 as the Public Hearing Date for Consideration of:

- a. **Disposition of City-Owned Property** Located Near the Southwest Corner of **South Beverly Street and East 4th Street**.

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9. PUBLIC HEARING

A. Minute Action

1. Transfer of **Retail Liquor License No. 11** From JJBB, LLC d/b/a **Partytime Liquor**, Located at 1335 South McKinley to Hayden and Loflin, INC, d/b/a **Local Liquor and Lounge**, Located at 4120 Centennial Hills Suite 200.

10. THIRD READING ORDINANCES

A. **Zone Change of the Back Nine Addition PUD** (Planned Unit Development) to R-2 (One Unit Residential), R-3 (One to Four Until Residential) and C-2 (General Business).

1. Communications from Persons Present

B. Vacation, Replat and Zone Change Creating the **Trails West Estates No. 5 Addition**.

1. Communications from Persons Present

11. SECOND READING ORDINANCE

A. Ratifying all Actions Previously Taken Concerning City of Casper, Wyoming, **Local Assessment District No. 157 – Arrowhead Road and Jade Avenue Roadway Improvements**.

1. Communications from Persons Present

12. RESOLUTIONS

A. Consent

1. Approving and Adopting the **Casper Area Metropolitan Planning Organization's Public Participation Plan** Conducted by the Casper Area Metropolitan Planning Organization.
2. Amendment to the Contract for Professional Services between the City of Casper and **WWC Engineering** for the **Casper Area Metropolitan Planning Organization's Mills to Robertson Road Trail Extension Plan**.
3. Approving and Adopting the **Casper Area Metropolitan Planning Organization's Five-Year Transit Strategic Development Plan** Conducted by the Casper Area Metropolitan Planning Organization.
4. Authorizing a Memorandum of Understanding between the **City of Cheyenne Police Department** and the City of Casper Police Department to Provide **Extraterritorial Law Enforcement Assistance**.

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12. RESOLUTIONS (continued)

A. Consent

5. Authorizing a Transportation Alternatives Program Agreement with the **Wyoming Department of Transportation**, in the Amount of \$500,000, for the Paradise Valley to **Robertson Road Bridge Project**.
6. Authorizing an Agreement with **Modern Electric, Co.**, in the Amount of \$157,900, for the **CPU Generator, Project No. 21-010**.
7. Authorizing an Agreement with **Crown Construction, LLC**, in the Amount of \$352,000, for the 2021 **Solid Waste Asphalt Improvements**, Project No. 20-008.
8. Accepting the Memorandum of Understanding between the **Natrona County School District #1** and the **City of Casper for School Resource Officer Services**.
9. Authorizing Change Order No. 2 with **Wayne Coleman Construction, Inc.**, for the **Industrial Avenue Drainage and Surfacing Improvements**, Project No. 19-068.
10. Authorizing **Fencing the Morad Park Portion of Wetland Complex** Extending onto Murie Audubon Society and Game and Fish Property.

13. MINUTE ACTION

A. Consent

1. Appointing **Carol Johnson** to the **Casper Planning and Zoning Commission**, to Fill a Vacant Position with a Term Expiring December 31, 2021.
2. Authorizing the **Discharge of \$8,969 Uncollectible Accounts Receivable Balances**, Aged from 2011, from **Expired Demolition Liens**.
3. **Rejecting All Bids** Received for the **Fire Station No. 3 Roof Replacement**, Project No. 19-034.

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

15. ADJOURN INTO EXECUTIVE SESSION – LAND ACQUISITION

16. ADJOURNMENT

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Upcoming Council meetings

Council meetings

6:00 p.m. Tuesday, September 21, 2021– Council Chambers

6:00 p.m. Tuesday, October 5, 2021 – Council Chambers

Work sessions

4:30 p.m. Tuesday, September 14, 2021 – Council Meeting Room

4:30 p.m. Tuesday, September 28, 2021 – 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

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COUNCIL PROCEEDINGS
Casper City Hall – Council Chambers
August 17, 2021

1. ROLL CALL

Casper City Council met in regular session at 6:00 p.m., Tuesday, August 17, 2021. Present: Councilmembers Cathey, Engebretsen, Gamroth, Johnson, Knell, Lutz, Pacheco, and Mayor Freel. Absent: Councilmember Pollock. Councilmembers Gamroth and City Manager Napier attended via GoToMeeting.

Moved by Councilmember Knell, seconded by Councilmember Johnson, to, by minute action, excuse the absence of Councilmember Pollock. Motion passed.

2. PLEDGE OF ALLEGIANCE

Vice Mayor Pacheco led the audience in the Pledge of Allegiance.

3. MINUTES

Moved by Councilmember Engebretsen, seconded by Councilmember Cathey, to, by minute action, approve the minutes of the August 3, 2021, regular Council meeting, as published in the Casper-Star Tribune on August 11, 2021. Councilmember Lutz abstained. Motion passed.

4. EXECUTIVE SESSION MINUTES

Moved by Vice Mayor Pacheco, seconded by Councilmember Knell, to, by minute action, approve the minutes of the August 3, 2021, executive session. Councilmember Lutz abstained. Motion passed.

5. BILLS & CLAIMS

Moved by Councilmember Engebretsen, seconded by Councilmember Johnson, to, by minute action, approve payment of the August 17, 2021, bills and claims, as audited by City Manager Napier. Motion passed.

Bills & Claims 08/17/21

307CllsnCntr	Services	1,484.80
71Const	Goods	250,046.63
ABaedke	Reimb	28.34
AMBI	Services	2,626.61
AAALndscpng	Services	196.63
AccntPkg	Goods	6,920.00
AirInvtns	Services	247.00
Airgas	Goods	2,168.17
AllTrfcData	Services	29,900.00
AllOutFireExt	Goods	765.00
AlSCO	Services	2,093.64
AmrTech	Services	548.84
Amrgs	Goods	3,309.40
ARSFlood	Services	7,691.20
AtlcElec	Services	1,040.00

Atlas	Goods	2,311.60
AceHrdwr	Goods	28.62
B&BSales	Goods	30.95
BrgnEllngsn	Goods	603.92
BigHrnTire	Services	750.00
BlkHillsEnrgy	Utilities	1,336.69
BldrnLmbr	Goods	66.13
BobcatOfCspr	Goods	714.00
BrakeSply	Goods	3,126.75
BrntagPac	Goods	12,732.51
Brian'sGoTo	Services	351.42
C&CSply	Goods	66.28
Caselle	Services	75.00
ChmbrOfComm	Dues	550.00
CsprDwntwnDvlpmt	Goods	2,000.00
CsprHsngAthrty	Services	24,785.28
CsprStrTrb	Services	1,373.72
CsprTire	Services	1,395.00
CsprWnlsn	Goods	5,288.06
CWRWS	Goods	1,224,850.71
CntryLnk	Utilities	5,943.24
CtyCspr	Services	667,216.76
CJCrowe	Reimb	150.00
CMITeco	Services	31,610.12
ClctnCntr	Services	178.87
CommTech	Services	14,743.28
Cmtrnx	Services	314.25
Cnvrgn	Services	944.44
Core&Main	Goods	9,644.80
CmptrPro	Goods	5,148.00
CrmsnFireProtect	Goods	450.00
CrwlyFleck	Services	5,000.00
CrwnCnstretn	Services	80,883.85
DKpnr	Services	114.00
DckrAuto	Goods	1,558.34
Dell	Goods	2,083.41
DPCInd	Goods	14,691.59
EmrgncyMdclDrctn	Services	899.40
EnrgyLabs	Services	4,340.00
EngDsgn	Services	775.00
ExpSvcs	Services	4,000.56
FrgsnEnt	Goods	19,209.00
1stDataMrchnt	Services	19.95
GCBldgSply	Services	1,277.37
GeosyntcCnsltnts	Services	625.53

GoodyrTire	Services	536.25
Grngr	Goods	1,493.30
GnrsMtrs	Goods	2,351.00
HDREng	Services	13,590.85
HrcIsInd	Goods	26.01
Homax	Goods	31,095.71
Hose&RubrSply	Goods	6.93
HydroOptmztn	Services	1,794.00
Instltn&Svc	Services	113,035.13
JKramer		500.00
JacksTrk&Trl	Services	472.94
JacobsEng	Services	8,092.50
JDCInvstgtns	Services	1,200.00
KLundine	Services	3,750.00
KeenanSply	Goods	1,785.26
KnfRvr	Services	353,745.47
LChristensen	Reimb	150.00
LawsnPrdcts	Services	900.00
LnhrtMsn&Assoc	Services	7,892.50
Lisa'sSpcNSpn	Services	320.00
MKolker	Reimb	83.96
Mead&Hunt	Services	20,825.19
MLAuto	Services	260.00
MbleCnert	Goods	316.00
Motn&Flw	Goods	1,933.96
MotrlaSltns	Services	10,647.00
MtnStLitho	Services	254.09
MtnStsPipe	Goods	6,383.52
MtnWstTel	Services	49.95
Napa	Goods	129,547.72
NckrsnCo	Services	1,208.65
Norco	Goods	2,318.15
NrthrnLghts	Services	2,000.00
NWstContr	Goods	182.73
OneCall	Services	1,252.50
OvrHeadDr	Services	678.94
Pedens	Goods	230.00
PrtrMrhdCrnHwrld	Services	20,000.00
PstlPros	Services	21,901.13
Pwrphone	Services	7,141.00
Prntwrks	Goods	274.54
ProTecAuto	Services	9,689.35
PrfsnlClng	Services	1,395.00
RailrdMgmt	Services	284.85
Rixel	Goods	107.49

Ricoh	Services	325.72
RckyMtnAirSltns	Goods	3,826.90
RckyMtnPwr	Utilities	51,883.23
RootrSwr	Services	6,360.38
SaltusTech	Services	29,488.72
SheetMetlSpec	Services	4,400.00
ShrwnWlms	Goods	101.94
Siriuswre	Services	3,129.94
Smrsh	Services	1,852.50
SmthPsychl	Services	400.00
SftDr	Services	75.00
SolsbryHill	Goods	818.70
SpareLabs	Services	650.00
StOfWyo	Sales Tax	442,475.60
StatelineNo7	Services	640.00
StrlngInfosystms	Services	1,367.32
Stwrt&Stvnsn	Services	2,153.73
Ten-EPkg	Goods	855.00
Thtchr	Goods	9,831.80
TooleDsgn	Services	20,180.25
TopOffc	Goods	613.84
TretoCnstrctn	Services	242,518.01
Trihydro	Services	714.00
TylerTech	Services	5,070.00
ValorCnstrctn	Services	979.75
VrznConct	Services	1,732.33
VrznWrsl	Services	2,211.72
WardwlWtr	Goods	158.13
WyneColemnConst	Services	72,109.90
WstrnStsFire	Services	340.00
WWCEng	Services	30,018.39
WLCEng	Services	30,011.95
WyattElec	Services	3,317.99
WyoCnfrncOfMuniCourts	Services	525.00
Wyo1stAid	Goods	91.25
WyoSteel	Goods	1,050.00
YouthCrisisCntr	Services	13,962.00
Total		4,231,269.22

6. BRIGHT SPOT

Mayor Freel issued a proclamation declaring September 2021 to be Childhood Cancer Awareness Month and presented it to Christine Robinson, Executive Director of the Jason's Friends Foundation.

7. COMMUNICATIONS FROM PERSONS PRESENT

Individuals addressing the Council were: Eric Paulson, 1732 Westwood Circle, informing Council that Shannon O'Quinn, a member of the Equality Board had made on-line defamatory accusations about his behavior at the Mike Sedar pool; Shannon O'Quinn, informing Council that she had observed Mr. Paulson filming children at the pool, that she had contacted the police, and that she had posted the details on-line; and David Ellis, 724 North Jefferson, gifted each of the Councilmembers a book, *A View from Center Street*, which tells a history of the City of Casper.

8. ESTABLISH PUBLIC HEARING

Moved by Councilmember Cathey, seconded by Councilmember Johnson, to, by minute action: establish September 7, 2021, as the public hearing date for the consideration of the transfer of Retail Liquor License No. 11 from JJBB, LLC d/b/a Partytime Liquor, located at 1335 South McKinley to Hayden and Loflin, INC, d/b/a Local Liquor and Lounge, located at 4120 Centennial Hills Suite 200. Motion passed.

9.A PUBLIC HEARING - ORDINANCE

Mayor Freel opened the public hearing for the consideration of the ratification of all actions previously taken concerning City of Casper, Wyoming, Local Assessment District No. 157 – Arrowhead Road and Jade Avenue Roadway Improvements.

City Attorney Henley entered two (2) exhibits: correspondence from Andrew Beamer to J. Carter Napier, dated July 22, 2021 and an affidavit of publication, as published in the Casper-Star Tribune, dated August 5, 2021. City Manager Napier provided a brief report.

There being no one to speak for or against the issues involving Local Assessment District No. 157, the public hearing was closed.

Following ordinance read:

ORDINANCE NO. 28-21

AN ORDINANCE RATIFYING ALL ACTIONS PREVIOUSLY TAKEN CONCERNING CITY OF CASPER, WYOMING, LOCAL ASSESSMENT DISTRICT NO. 157, CONFIRMING THE PROCEEDINGS, ASSESSMENT ROLL AND ASSESSMENT THEREFOR; ASSESSING THE AMOUNTS IN SAID ROLL ON THE PROPERTY IN SAID DISTRICT; CREATING A LIEN THEREFOR AND PRESCRIBING THE PRIORITY THEREFOR; DIRECTING THE CERTIFICATION OF SAID ROLL BY THE CITY CLERK AND TRANSMITTAL THEREOF TO THE CITY TREASURER; PRESCRIBING NOTICE THAT SAID ASSESSMENT SHALL BE PAID AND THE TERMS THEREOF; PROVIDING FOR THE PAYMENT OF SAID ASSESSMENT; CREATING A SPECIAL AND A SEPARATE FUND THEREFOR; PROVIDING FOR THE COLLECTION OF DELINQUENT ASSESSMENTS; AND, PRESCRIBING VARIOUS DETAILS CONCERNING SAID PROVISIONS.

Councilmember Engebretsen presented the foregoing ordinance for approval, on first reading. Seconded by Councilmember Cathey. Motion passed.

9.B PUBLIC HEARING - RESOLUTION

Mayor Freel opened the public hearing for the consideration of fiscal year 2022 budget amendment #1.

City Attorney Henley entered two (2) exhibits: correspondence from Jill Johnson to J. Carter Napier, dated August 2, 2021 and an affidavit of publication, as published in the Casper-Star Tribune, dated August 5, 2021. 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. 21-112
A RESOLUTION AMENDING THE CURRENT BUDGET FOR
THE FISCAL YEAR ENDING JUNE 30, 2022.

Vice Mayor Pacheco presented the foregoing resolution for adoption. Seconded by Councilmember Johnson. Motion passed.

9.C PUBLIC HEARING - MINUTE ACTION

Mayor Freel opened the public hearing for the consideration of the transfer of Retail Liquor License No. 28 from 307 Bar, LLC, d/b/a 307 Bar located at 4370 South Poplar Street to Sunrise Center Entertainment, LLC d/b/a Let it Roll, located at 4370 South Poplar Street.

City Attorney Henley entered four (4) exhibits: correspondence from Fleur Tremel, to J. Carter Napier, dated August 2, 2021; an affidavit of publication, as published in the Casper-Star Tribune, dated August 10, 2021; an affidavit of website publication, as published on the City of Casper website, dated August 2, 2021; and the liquor license application filed July 19, 2021.

There being no one to speak for or against the issues involving Retail Liquor License No. 28, the public hearing was closed.

Moved by Councilmember Engebretsen, seconded by Councilmember Johnson, to, by minute action, authorize the transfer of Retail Liquor License No. 28. Motion passed.

10.A ORDINANCE— THIRD READING

Following ordinance read:

ORDINANCE. NO. 17-21
AN ORDINANCE AMENDING SECTIONS 15.04.040, 15.04.050
AND 15.04.110 OF. THE CASPER MUNICIPAL CODE, AND
ADOPTING THE 2021 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 2018 International Building Code in Sections 15.04.040 and 15.04.050 of the Casper Municipal Code are hereby amended to read "2021 Edition."

SECTION 2:

The reference to the 2018 Edition of the International Energy Conservation Code in Section 15.04.110 is hereby amended to read "2021 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 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 17th day of August, 2021.

ORDINANCE NO. 18-21

AN ORDINANCE AMENDING SECTIONS 15.02.020, 15.02.030 AND 15.02.050 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2021 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 2018 International Residential Code in Sections 15.02.020 and 15.02.030 of the Casper Municipal Code are hereby amended to read "2021 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 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 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 17th day of August, 2021.

ORDINANCE NO. 19-21

AN ORDINANCE AMENDING SECTIONS 15.20.020 AND 15.20.030 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2021 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 2018 International Mechanical Code contained in Sections 15.20.020 and 15.20.030 of the Casper Municipal Code are hereby amended to read "2021 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 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 17th day of August, 2021.

ORDINANCE NO. 20-21

AN ORDINANCE AMENDING SECTIONS 15.24.010 AND 15.24.020 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2021 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 2018 International Plumbing Code contained in Sections 15.24.010 and 15.24.020 of the Casper Municipal Code are hereby amended to read "2021 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 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 17th day of August, 2021.

ORDINANCE NO. 21-21

AN ORDINANCE AMENDING SECTIONS 15.18.010 AND 15.18.020 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2021 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 2018 International Fuel Gas Code contained in Sections 15.18.010 and 15.18.020 of the Casper Municipal Code are hereby amended to read "2021 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 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 17th day of August, 2021.

ORDINANCE NO. 22-21

AN ORDINANCE AMENDING SECTION 15.06.020 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2021 EDITION OF THE INTERNATIONAL EXISTING BUILDING CODE.

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

SECTION 1:

The reference to the 2018 Edition of the international existing building code contained in Section 15.06.020 of the Casper Municipal Code is hereby amended to read "2021 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 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 17th day of August, 2021.

ORDINANCE NO. 23-21

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 15.40 OF THE CASPER MUNICIPAL CODE, AND ADOPTING THE 2021 EDITION OF THE INTERNATIONAL FIRE CODE.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following amendments to the Casper Municipal Code are hereby approved.

SECTION 1: Amendment to Section 15.40.010.

Section 15.40.010 is hereby amended to read "2021 Edition" as follows:

Pursuant to the authority granted by W.S. Section 15-1-119, as amended, there is adopted by the city, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the International Fire Code, published by the International Code Council being particularly the 2021 Edition thereof, including B, C, D, F, H, and I, save and except such portions are hereinafter deleted, modified, or amended by Sections 15.40.070 and 15.40.080 of this chapter, hereinafter referred to as the International Fire Code. A copy of the International Fire Code is on file in the office of the city clerk and the office

of the fire chief of the city.

SECTION 2: Amendment to Section 15.40.080 A.

Both references to Chapter 109.3 in Section 15.40.080 A. of the Casper Municipal Code are hereby amended to read "Chapter 112.3" as follows:

A. Chapter 112.3 is deleted and replaced as follows:

Chapter 112.3. The fire chief and members of the community risk reduction division shall have authority to issue a written citation containing a notice to appear in Municipal Court to any person, who said fire chief or member of the community risk reduction division have probable cause to believe is committing a violation of any of the terms of this code.

SECTION 3: Amendment to Section 15.40.080 C.

The reference to International Fire Code, 2015 Edition, contained in Section 15.40.080 C. is hereby amended to read "2021 Edition" as follows:

C. Section 903.2 is amended as follows:

An automatic fire sprinkler system shall be installed when the fire flow requirements exceed 2500 gallons per minute, as determined by Appendix B, International Fire Code, 2021 Edition.

SECTION 4: Amendment to Section 15.40.085 A.

The reference to International Fire Code, 2015 Edition, contained in Section 15.40.085 A. is hereby amended to read "2021 Edition" as follows:

15.40.085 - Nuisance fire alarms.

A. Time Periods. For the purpose of determining the time periods imposed by this section, nuisance fire alarms, as defined by the International Fire Code 2021 ed., shall be dated from the day of their occurrence.

SECTION 5:

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 6:

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 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the 17th day of August, 2021.

Councilmember Knell presented the foregoing ordinances for approval, on third reading. Seconded by Councilmember Lutz.

No citizens spoke on the ordinance. Councilmember Knell clarified that the ordinance keeps the City Code consistent with State law, and as such, it must be passed. Motion passed.

10.B ORDINANCE— THIRD READING

Following ordinance read:

ORDINANCE NO. 24-21

AN ORDINANCE UPDATING AND AMENDING CHAPTER 5.08 OF THE CASPER MUNICIPAL CODE, INCLUDING: SECTIONS 5.08.010, 5.08.080, 5.08.085, 5.08.090, 5.08.100, 5.08.105, 5.08.110, 5.08.130, 5.08.140, 5.08.150, 5.08.220, 5.08.290, 5.08.330, 5.08.350, 5.08.390, 5.08.430, 5.08.480 AND 5.08.510.

WHEREAS, authority is granted to cities and towns by W.S. §15-1-103(a) (iv), (xiii) and (xli) to adopt ordinances and regulations for the health, welfare, and safety of the city and to license and regulate business activities within the City for the health, safety, and welfare of its citizens; and, WHEREAS, the governing body of cities and towns may perform all acts in relation to the property and concerns of the city or town necessary to the exercise of its corporate powers; and, WHEREAS, incorporated cities, towns and counties within Wyoming are the entities which are charged with licensing, regulating and prohibiting the retail sale of alcoholic and malt beverages within their jurisdictions (Wyo. Stat. 12-4-101(a)); and, WHEREAS, the Casper Municipal Code regarding alcohol beverages requires updating from time to time.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following sections of Chapter 5.08 of the Casper Municipal Code are hereby updated and amended as follows:

5.08.010 Definitions.

As used in this chapter:

1. "Alcoholic liquor" means any spirituous or fermented fluid, substance or compound other than malt beverage, intended for beverage purposes, which contains at least one-half of one percent of alcohol by volume. As used in this paragraph, "beverage" does not include liquid filled candies containing less than six and one-quarter percent of alcohol by volume.
2. 'Bar and grill liquor license" means the authority under which a licensee is permitted to sell alcoholic liquor or malt beverages for consumption on the premises owned or leased by the licensee, and is subject to the limitations hereinafter provided.
3. 'Barrel" is a unit of liquid measure equal to thirty-one U.S. gallons.
4. 'Brewery" means a commercial enterprise at a single location producing more than fifty thousand barrels per year of malt beverage.
5. 'Building" means a roofed and walled structure built or set in place for permanent use.
6. "Club" means any of the following organizations:
 - a. A post, charter, camp or other local unit composed only of veterans and its duly organized auxiliary, chartered by the Congress of the United States for patriotic, fraternal or benevolent purposes and, as the owner, lessee or occupant, operates an establishment for these purposes within the state;
 - b. A chapter, lodge or other local unit of an American national fraternal organization and, as the owner, lessee or occupant, operates an establishment for fraternal purposes within the state. As used in this subdivision, an American fraternal organization means an organization actively operating in not less than thirty-six states or having been in active continuous existence for not less than twenty years, but does not mean a college fraternity;
 - c. A hall or building association of a local unit specified in subdivisions a and b of this subsection, of which all of the capital stock is owned by the local unit or its members, operating clubroom facilities for the local unit;
 - d. A golf club having more than fifty bona fide members and owning, maintaining or operating a bona fide golf course together with a clubhouse;
 - e. A social club with more than one hundred bona fide members who are residents of the county in which it is located, owning, maintaining or operating club quarters, incorporated and operating solely as a nonprofit corporation under the laws of this state and qualified as a tax exempt organization under the Internal Revenue Service Code and having been continuously operating for

a period of not less than one year. The club shall have had during this one-year period a bona fide membership paying dues of at least twenty-five dollars (\$25.00) per year as recorded by the secretary of the club, quarterly meetings, and an actively engaged membership carrying out the objects of the club. A social club shall, upon applying for a license, file with the licensing authority and the division a true copy of its bylaws and shall further, upon applying for a renewal of its license, file with the licensing authority and the division a detailed statement of its activities during the preceding year which were undertaken or furthered in pursuit of the objects of the club together with an itemized statement of amounts expended for such activities. Club members, at the time of application for a limited retail liquor license pursuant to this chapter, shall be in good standing by having paid at least one full year in dues;

f. Club does not mean college fraternities, sororities or labor unions.

7. "Conviction" shall mean a finding of guilty, the entry of a guilty or no contest plea, or the entry of a guilty or no contest plea as part of a deferred sentence in any court.

8. "Division" means the Wyoming Liquor Division.

9. "Industry representative" means and includes all wholesalers, manufacturers, rectifiers, distillers and breweries dealing in alcoholic liquor or malt beverage, and proscriptions under their conduct includes conduct by a subsidiary, affiliate, officer, director, employee, agent, broker or any firm member of such entity.

10. "Intoxicating liquor," "alcoholic liquor," "alcoholic beverage" and "spirituous liquor" are construed as synonymous in meaning and definition.

11. "Licensee" means a person holding a:

a. Retail liquor license;

b. Limited retail liquor license;

c. Resort liquor license;

d. Twenty-four (24) hour malt beverage permit

e. Restaurant liquor license;

f. Catering permit;

g. Special malt beverage permit;

h. Bar and grill liquor license;

i. City -issued satellite manufacturer's permit;

j. Microbrewery permit;

k. Winery permit;

l. Winery satellite permit;

m. Special malt beverage permit for events conducted at rodeo arenas issued pursuant to Wyoming Statute Section 12-4-507.

12. "Limited retail liquor license" means a license issued as hereinafter provided to a bona fide fraternal club.

13. "Local licensing authority" means the City Council of Casper, Wyoming.

14. "Malt beverage" means any fluid, substance or compound intended for beverage purposes manufactured from malt, wholly or in part, or from any substitute therefor, containing at least one-half of one percent of alcohol by volume.

15. "Malt beverage permit" means the authorization under which the licensee is permitted to sell malt beverages only.

16. "Manufacture" or "manufactures" means distilling or rectifying and bottling or packaging any spirituous fluid, substance or compound intended for beverage purposes which contains at least one-half of one percent alcohol by volume;

17. "Microbrewery" is a commercial enterprise as defined by Wyoming Statute Section 12-1-101(a)(xix).

18. "Operational," for nongovernmental owned properties, means offering for sale on an ongoing weekly basis for twelve months per year during the license term year to the general public, alcohol and malt beverages as authorized, and as stated herein excluding periods of time where government issued community public health orders restrict the licensee's business operations.

19. "Original package" means any receptacle or container used or labeled by the manufacturer of the substance, containing any alcoholic liquors or malt beverages.

20. "Person" includes an individual person, partnership, corporation, limited liability company or association.

21. "Resident" means a domiciled resident and citizen of Wyoming for a period of not less than one year who has not claimed residency elsewhere for any purpose within a one-year period immediately preceding the date of application for any license or permit authorized under this chapter.

22. "Restaurant" means space in a building maintained, advertised and held out to the public as a place where individually priced meals are prepared and served primarily for on-premise consumption and where the primary source of revenue from the operation is from the sale of food and not from the sale of alcoholic or malt beverages.

23. "Restaurant liquor license" means the authority under which a licensee is permitted to sell alcoholic liquor and malt beverages for consumption on the premises owned or leased by the licensee, and is subject to the limitations hereinafter provided.

24. "Retail liquor license" means the authority under which a licensee is permitted to sell alcoholic liquor or malt beverages for use or consumption, but not for resale.

25. "Room" means an enclosed and partitioned space within a building, large enough for a person. Partitions may contain windows and doorways, but any partition shall extend from floor to ceiling.

26. "Sell" or "sale" includes offering for sale, trafficking in, bartering, delivery, or dispensing and pouring for value, exchanging goods, services or patronage, or an exchange in any way other than purely gratuitously. Every delivery of any alcoholic liquor or malt beverage made otherwise than by gift constitutes a sale.

27. "Special malt beverage permit" means the authority under which a licensee is permitted to sell malt beverages at public auditoriums, civic centers or events centers, meeting the qualifications hereinafter provided.

28. "Weekly basis" means at least eight hours per day five days per week for forty-six weeks for retail, and bar and grill licenses at a location not owned by the state of Wyoming, Natrona county or the city of Casper, and at least five hours per day five days per week for fifty weeks per year for a restaurant license, unless the license was issued as a seasonal license and excluding periods of time where government issued public health orders restrict community wide business operations.

29. "Wholesaler" means any person, except the commission, who sells any alcoholic or malt beverage to a retailer for resale.

30. "Winery" means a commercial enterprise manufacturing wine at a single location in Wyoming in quantities not to exceed ten thousand gallons per year.

5.08.080 License application—Notice, hearing and appeals procedure.

A. When an application for a license, permit, or renewal, or a transfer of location or ownership thereof has been filed with the city clerk, the clerk shall promptly prepare a notice of application and publish the notice in a newspaper of local circulation once a week for two consecutive weeks. The notice shall state that a named applicant has applied for a license, special malt beverage permit,

renewal, expansion or transfer thereof, and that protests against the issuance, renewal, expansion or transfer of the license or special malt beverage permit will be heard at a designated meeting of the city council. Each applicant shall, at the time of filing his application, pay the clerk an amount sufficient to cover the costs of publishing notice. Notices may be substantially in the following form:

NOTICE OF APPLICATION FOR A

Notice is hereby given that on the day of , 20, (name of applicant) filed an application for a license (permit), in the office of the Clerk of the City of Casper for the following building (insert address) and protests, if any there be, against the issuance (transfer or renewal) of the license (permit) will be heard at the hour of .in. on the day of , 20, in the (meeting place of the governing body).

Dated

Signed City Clerk

B. Any license or other permit authorized under this chapter shall not be issued, renewed, expanded or transferred until on or after the date set in the notice for hearing protests. If a renewal or transfer hearing, the hearing shall be held no later than thirty days preceding the expiration date of the license or special malt beverage permit. A license or special malt beverage permit shall not be issued, renewed, expanded or transferred if the city council finds from evidence presented at the hearing:

1. The welfare of the people residing in the vicinity of the proposed license or permit premises is adversely and seriously affected;
2. The purpose of this chapter shall not be carried out by the issuance, renewal, expansion or transfer of the license or permit;
3. The number, type and location of existing licenses or special malt beverage permits meet the needs of the vicinity under consideration;
4. The desires of the residents of the city will not be met or satisfied by the issuance, renewal or transfer of the license or special malt beverage permit; or
5. Any other reasonable restrictions or standards which may be imposed by the city council shall not be carried out by the issuance, renewal, expansion or transfer of the license or permit.

C. When any application is filed with the city council, the city clerk shall immediately forward a copy of the application to the division. The city council shall not approve or deny an application until the division has certified the application is complete pursuant to this subsection. All applications shall be deemed to be certified unless objection is made by the division within ten working days after receipt of the application. Upon approval or denial of an application, the city council shall promptly notify the division.

D. An applicant for a renewal license or special malt beverage permit may appeal to the district court from an adverse decision by the city council. No applicant for a new license or permit shall have a right of appeal from the decision of the city council denying an application.

E. Upon an appeal, the person applying for renewal of license shall be named as plaintiff, with the city council named as defendant. During the pendency of an appeal, a renewal license denied by the city council shall not be granted to any other applicant. Upon notice of appeal the city clerk shall transmit to the clerk of the district court a certified copy of the application, of each protest, if any, and of the minutes recording the decision appealed from. The appeal shall be heard as a trial de novo with evidence taken and other proceedings had as in the trial of civil actions. The court may accept and consider as part of the record certified documents forwarded to the court by the city clerk. The case shall be heard promptly and the procedure shall conform to the Wyoming Rules of Civil Procedure unless other procedures are provided for or required.

F. The date the renewal application is due to the city clerk's office for renewal is the second Monday in December of each calendar year. Renewal applications received after this date will be assessed a late fee or the license will be deemed as abandoned: a late fee of two hundred fifty dollars (\$250.00) shall be assessed for applications received one to five days late; a late fee of five hundred dollars (\$500.00) shall be assessed for applications received six to ten days late; greater than ten days the license shall be deemed as abandoned and the clerk shall not accept a renewal application eleven days after the renewal application. Late fees must be paid before the city clerk will accept a renewal application.

5.08.085 Suspension of license by licensing authorities for failure to pay sales tax.

The city council may suspend any license issued under this title if the licensee fails to pay sales taxes and the division has ceased sales of alcoholic liquor to the licensee. The licensee may appeal license suspension to the district court in the manner specified under Wyoming Statutes Section 12-4-104 and the appeal proceedings shall be in accordance with the Wyoming Rules of Appellate Procedure. The suspension shall remain in effect pending a decision by the appellate court.

5.08.090 Winery permits; authorized; conditions; satellite winery permits; direct shipment of wine; fees.

A. Subject to restrictions imposed under W.S. 12-4-103 excluding W.S. 12-4-103(a)(vi), the local licensing authority may issue a winery permit authorizing a permit holder to manufacture wine and dispense the manufactured wine for on-premises and limited off-premises personal consumption.

B. The local licensing authority:

May allow the sale of other wines under a winery permit for on-premises consumption when obtained from the division;

2. May allow the winery to sell its manufactured wine on site for off -premises personal consumption, not for retail sale, in packaging of bottles of an aggregate volume not to exceed two thousand twenty-eight (2,028) ounces per sale;

3. In accordance with the process established under this chapter, may allow the transfer of a winery permit to another location and ownership of the winery may be transferred upon approval by the local licensing authority;

4. Shall assess a fee of five hundred dollars (\$500.00) payable annually in advance for each winery permit. When dual ownership of a winery permit and a liquor license exists no additional fee shall be assessed other than the retail, restaurant, bar and grill or resort license fee.

C. W.S. 12-4-410 shall apply to any person holding a winery permit and a restaurant liquor license and W.S. 12-4-413 shall apply to any person holding a winery permit and a bar and grill liquor license, except that either dual holder:

1. May sell the manufactured wine for limited off -premises personal consumption pursuant to paragraph B.2 of this section;

2. May upon cessation of full service restaurant operations, serve a limited menu and continue to serve wines authorized under the winery permit;

3. Shall not include sales of wines authorized under the winery permit, or sales other than food service and alcoholic beverages, in the annual gross sales report required under W.S. 12-4-408(c).

D. The local licensing authority may issue to the holder of a winery permit under this section a satellite winery permit which allows the permittee to sell wine manufactured at the site identified on the manufacturer's license at up to three (3) satellite locations within Wyoming separate from its licensed manufacturing site under the original permit fee. The satellite winery permit may be issued on application to the appropriate licensing authority. The local licensing authority may

require a public hearing and the payment of an additional permit fee of one hundred dollars (\$100.00) regardless of the number of satellite locations. The satellite winery permit shall be subject to the terms and conditions of W.S. 12-4-106, and the licensed building provisions of W.S. 12-5-201.

E. Notwithstanding paragraph B.2. of this section and W.S. 12-5-201, any person holding a winery permit as provided by this section, may sell and ship its manufactured wine which is not listed with the liquor division as part of its inventory and distribution operation to any Wyoming retail establishment which holds a liquor license in this state.

F. Any licensed winery holding a winery permit pursuant to this section shall:

1. Not ship more than a total of one hundred eight (108) liters of its manufactured wine to any one (1) household in this state during any twelve (12) month period;
2. Offer to sell its manufactured wine to the liquor division at wholesale prices if the winery ships more than ninety (90) liters total of any of its manufactured wine to any combination of households or licensed retailers in this state;
3. Ship its manufactured wine only to individuals who are at least twenty-one (21) years of age for such individual's personal use and not for resale;
4. Ensure that all shipping containers of manufactured wine shipped pursuant to this section are conspicuously labeled with the words: "CONTAINS ALCOHOLIC BEVERAGES. ADULT (OVER 21) SIGNATURE REQUIRED FOR DELIVERY";
5. Ensure that all of its shipments within this state are made by a duly licensed carrier and further ensure that such carriers comply with the requirement to obtain an adult signature;
6. Maintain records for at least three (3) years that will permit the local licensing authority to ascertain the truthfulness of the information filed and permit the City to examine licensee's records upon reasonable request.

G. The local licensing authority may issue to a winery permit holder an off-premises wine permit for the purpose of selling its own manufactured wine at meetings, conventions, private parties, dinners and other similar gatherings to promote the holder's product. No permittee holding an off-premises wine permit shall sell or permit consumption of any of their manufactured product off the premises described in the permit. An off-premises wine permit shall be issued for one (1) twenty-four (24) hour period, subject to the schedule of operating hours set pursuant to W.S. 12-5-101. No holder of a wine permit shall receive more than twelve (12) off-premises wine permits in any one (1) calendar year. An off-premises wine permit may be issued on application to the appropriate licensing authority. The local licensing authority may require payment of an additional permit fee of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00) per twenty-four (24) hour period.

H. The holder of a winery permit under this section may also hold a manufacturer's license under W.S. 12-2-203(a).

5.08.100 Microbrewery permits; authorized; fees.

A. Subject to restrictions imposed under W.S. 12-4-103 excluding W.S. 12-4-103(a)(vi), the local licensing authority may issue a microbrewery permit authorizing a permit holder to brew a malt beverage and dispense the brewed malt beverage for on-premises and limited off-premises personal consumption. For the purposes of this section, "on-premises" may include a fenced or enclosed area immediately adjacent to the licensed brewing site as approved by the local licensing authority. The dispensing of malt beverages in an immediately adjacent area authorized by this paragraph shall be subject to the schedule of operating hours set by the local licensing authority. Any microbrewery permit holder shall:

1. Maintain records for at least three (3) years that will permit the local licensing authority to ascertain the truthfulness of the information filed within the state and permit the City to examine the licensee's records upon reasonable request.

B. The local licensing authority:

1. May allow the sale of malt beverage obtained through a contract brewing arrangement and other malt beverages under a microbrewery permit for on -premises consumption when obtained through licensed wholesale malt beverage distributors;

2. May allow the microbrewery to sell on site its brewed product and its malt beverage obtained through a contract brewing arrangement for off -premises personal consumption, not for retail sale, in packaging of bottles, cans or packs of an aggregate volume not to exceed two thousand (2,000) ounces per sale;

3. In accordance with the process established under this chapter, may allow the transfer of a microbrewery permit to another location and ownership of the microbrewery may be transferred upon approval by the local licensing authority; and

4. Shall assess a fee of five hundred dollars (\$500.00) payable annually in advance for each microbrewery permit. When dual ownership of a microbrewery permit and a liquor license exists no additional fee shall be assessed other than the retail, restaurant, bar and grill or resort license fee.

C. W.S. 12-4-410 shall apply to any person holding a microbrewery permit and a restaurant liquor license and W.S. 12-4-413 shall apply to any person holding a microbrewery permit and a bar and grill liquor license, except that either dual holder:

1. May sell the brewed malt beverage for limited off -premises personal consumption pursuant to paragraph B.2. of this section;

2. May upon cessation of full service restaurant operations, serve a limited menu and continue to serve malt beverages authorized under the microbrewery permit;

3. Shall not include sales of malt beverages authorized under the microbrewery permit, or sales other than food service and alcoholic beverages, in the annual gross sales report required under W.S. 12-4-408(c).

D. The local licensing authority may authorize a microbrewery to operate at more than one (1) location. The local licensing authority may require the payment of an additional permit fee of one hundred dollars (\$100.00) regardless of the number of locations authorized for the microbrewery. All locations shall be subject to all provisions of this chapter related to the operation of a microbrewery.

E. The holder of a microbrewery permit under this section may also hold a manufacturer's license under W.S. 12-2-203(a).

5.08.105 Manufacturing and rectifying.

A. A holder of a manufacturer's license who is a federally licensed distiller or rectifier may dispense free of charge at the site identified on the manufacturer's license samples in quantities not to exceed one and one-half ounces of their product manufactured at the site identified on the manufacturer's license and no more than three ounces of samples per consumer per day. The dispensing of samples shall be subject to the schedule of operating hours set pursuant to the licensed building provisions provided in Wyoming Statutes Section 12-5-201.

B. 1. The local licensing authority may issue to the holder of a manufacturer's license granted under subsection A of this section who is a federally licensed distiller or rectifier, a satellite manufacturer's permit which allows the permittee to sell product manufactured at the site identified on the manufacturer's license at not more than one satellite location within Wyoming separate from

its manufacturing site under the original permit. All products sold at a manufacturer's satellite location shall be obtained through the division. The satellite manufacturer's permit may be issued on application to the appropriate licensing authority. The local licensing authority shall require a public hearing and the payment of an additional permit fee of one hundred dollars (\$100.00). The satellite manufacturer's permit shall be subject to the terms and conditions of Wyoming Statutes Section 12-4-106, the schedule of operating hours established in this chapter and the licensed building provisions pursuant to Wyoming Statutes Section 12-5-201.

2. A manufacturer's off -premises permit authorizes the permittee to sell product manufactured at the site identified on the manufacturer's license only for sales at meetings, conventions, private parties, dinners and other similar gatherings to promote their product. No permittee holding a manufacturer's off-premises permit shall sell or permit consumption of any of their manufactured product off the premises described in the permit. An off -premises permit shall be issued for one, twenty -four-hour period, subject to the schedule of operating hours set in this chapter. No holder of a manufacturer's license shall receive more than twelve off-premises permits in any one calendar year. An off -premises permit may be issued on application to the appropriate licensing authority. The local licensing authority may require payment of fifty dollars (\$50.00)per twenty -four-hour period.

C. For purposes of this section:

"Distiller" includes any person who:

- a. Produces distilled spirits from any source or substance;
- b. Brews or makes mash, wort or wash fit for distillation or for the production of distilled spirits, other than the making or using of mash, wort or wash in the authorized production of wine or beer, or the production of vinegar by fermentation;
- c. By any process separates alcoholic spirits from any fermented substance; or
- d. Making or keeping mash, wort or wash, has a still in operation at the site identified on the manufacturer's license.

2. "In operation" for this section means is currently being operated or has been operated in the preceding twelve months with all necessary permits;

3. "Manufacture" or "manufactured" means distilling or rectifying and bottling or packaging any spirituous fluid, substance or compound intended for beverage purposes which contains at least one-half of one percent alcohol by volume;

4. "Rectifier" includes any person who colors, flavors or otherwise processes distilled spirits by distillation, blending, percolating or other processes.

5.08.110 Delivery of alcoholic liquors and malt beverages.

A. Retail liquor licensees, microbrewery permit holders, winery permit holders, winery satellite permit holders and manufacturer licensees with a satellite location may deliver or contract to have delivered alcoholic liquors and malt beverages to customers provided:

1. All sales of alcoholic liquors and malt beverages under this subsection shall take place in the licensed building. Orders of alcoholic liquors and malt beverages may be placed by phone, online or through a mobile application. All deliveries under this subsection shall be completed during the licensee's remaining operating hours on the same day the alcoholic liquors or malt beverages are removed from the inventory of the licensed premise;

2. No order shall be received nor shall any delivery be made to or by a person under the age of twenty-one (21) years. All deliveries shall require the purchaser to provide to the deliverer a valid government issued identification demonstrating the purchaser is twenty-one (21) years of age or older;

3. All package sales and deliveries of alcoholic liquors and malt beverages for off-premises consumption shall be sealed. For purposes of this paragraph, "sealed" means a product enclosed:
 - a. In its original package and unopened;
 - b. In a plastic bag and heat sealed closed; or
 - c. In a container that has a breakable seal incorporated in the container cap.
4. Any contract delivery service shall adhere to the requirements of this chapter when delivering alcoholic liquors and malt beverages; and
5. Microbrewery permit holders, winery permit holders, winery satellite permit holders and manufacturer licensees with a satellite location shall only deliver or contract to have delivered their respective manufactured products.
6. Only retail liquor licenses, microbrewery permit holders, winery permit holders, winery satellite permit holders and manufacturer licenses with a satellite location, which have been issued licenses or permits by the City Council of Casper, Wyoming, may engage in the delivery of alcoholic liquor and malt beverages within the confines of Casper's City limits. Wine sold pursuant to federal and state laws must be "shipped" to residences or wholesalers within the Casper City Limits.

5.08.130 Special malt beverage permit; public auditoriums, civic centers or event centers.

A. Special malt beverage permits are authorized pursuant to the following:

1. Public auditoriums, civic centers and events centers meeting the qualifications of this section may be licensed by the city council under special malt beverage permits.
2. The permits may limit where the malt beverages may be sold and consumed. To qualify for a special malt beverage permit an applicant must meet the following requirements:
 - a. The applicant must be a responsible person or organization;
 - b. The public auditorium, civic center or events center shall be owned by the city, county, the state, or the DDA which has an attendance capacity for no less than four hundred (400) persons and is used for public gatherings;
 - c. The person or organization applying for an operating permit, if not the owner of the public auditorium, civic center, or events center, must hold a written agreement with the owner of the public auditorium, civic center or events center, giving said applicant the right to sell concessions within the building or location for either daily use or for the license year (April 1 to March 31 for which the application is made.)
4. No person or organization holding a special malt beverage permit shall sell any alcoholic liquor other than malt beverages on the premises or location described on the permit, nor shall any malt beverage be sold for consumption off the premises or outside the location authorized by the permit. It shall be an obligation and a responsibility of the holder of the permit to see that no sales are made to any person under the age of twenty-one (21) years and there be no violations of this chapter.
5. An annual permit authorized by this section shall be issued after a hearing on the application, and the license fee of one thousand dollars (\$1,000.00) shall be payable annually in advance. Daily permits may be issued by the city clerk's office, subject to the requirements of this section; the fee for a daily permit shall be fifty dollars (\$50.00).
6. The permits shall be subject to such rules and regulations as may be established by the city council.

5.08.140 - Malt beverage and catering permits for public events.

A. 1. A malt beverage permit, authorizing the sale of malt beverages only, may be issued by the city manager or his or her designee to any responsible person or organization for sales at a picnic,

bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages at the location described on the permit, nor shall any malt beverage be sold or consumed outside the location authorized by the permit. Privately owned or leased locations shall be subject to the restrictions set forth in subsections G and H.

2. Any person selling or dispensing a malt beverage pursuant to this subsection shall have completed successfully an alcohol server training program as approved by W.S. Section 12-2-402. The person and the organization which requested and were issued the malt beverage permit are jointly and severally liable for any fine imposed by the court for a violation of Chapter 5.08 of the Casper Municipal Code.

B. A catering permit authorizing the sale of alcoholic liquor and malt beverages may be issued by the city manager or his or her designee to any person holding a retail liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sales at events not capable of being held within the licensee's licensed premises. No licensee holding a catering permit shall sell or permit consumption of any alcoholic liquor or malt beverage outside the location described in the permit, except as to a special area or district as authorized by resolution adopted by the City Council pursuant to Casper Code Section 5.08.480 4. Catering permits under this subsection shall not be valid to operate a continuing business.

C. The permits authorized by this section shall be issued for one twenty-four-hour period, subject to the schedule of operating hours provided by this chapter. No person or organization shall receive more than a total of twelve malt beverage and thirty-six catering permits for sales at the same location in any one year. The holder of a Casper microbrewery permit issued under this Chapter may hold a malt beverage permit for the purpose of selling the permittee's own brewed malt beverages.

D. The malt beverage permit and the catering permit shall be issued on application to the city manager or his or her designee without public notice or hearing. An application for a malt beverage permit or catering permit under this section shall be accompanied by a designation of the event for which the application is sought specifying the type of event and the name of the sponsor. Any applicant applying for a permit authorized by this section and having licensed premises located within a jurisdiction other than that jurisdiction to which application is made shall secure the written approval of the licensing authority of that jurisdiction in which the licensed premises are located prior to filing an application for a permit.

E. The fee for the malt beverage permit and the catering permit shall be fifty dollars (\$50.00) per twenty-four-hour period, payable to the city.

F. Applications shall be submitted on a form approved by the city manager or his or her designee.

G. Applications for malt beverage permits may be denied due to any of the following conditions: Conviction of the following individuals and entities for one or more of the following offenses related to a similar event or location within the preceding five years prior to the date of the application as follows:

a. Applicant or applicant's entity principals, employees, agents, or representatives while travelling to or from the event or at the event:

- i. Driving while under the influence,
- ii. Public intoxication,
- iii. Disturbing the peace/noise offense,
- iv. Serving after hours at location,
- v. Controlled substances offenses,

- vi. Serving to a minor,
 - vii. Selling alcohol without a license,
 - viii. Violation of any provision of Chapter 5.08 of the Casper Municipal Code.
2. Convictions of any patron, guest, attendee, employee, owner, applicant, or principal resulting from four or more of any of the following offenses occurring at, or stemming from, an event location for which a permit is being applied for, within three hundred sixty-five days prior to the date of the application as follows:
- a. Minor in possession,
 - b. Disturbing the peace/noise offense,
 - c. Selling alcohol without a license,
 - d. Furnishing alcohol to minor,
 - e. Driving while under the influence,
 - f. Controlled substances offense.
3. Applicant's business entity is not in good standing with the State of Wyoming Secretary of State.
4. Applicant lack of valid Wyoming sales tax permit.
5. Applicant nonresident of Wyoming.
6. Applicant not obtaining other required permits, including, but not limited to, open container, street closure, and food service permits.

Any denial by the city manager or his designee may be appealed to the city council by the applicant filing a written notice of appeal with the city manager within ten days of the denial. The appeal will be considered within thirty days of the written notice of appeal being filed. Council's decision is final.

Upon denial, or final denial of any malt beverage permit for any of the reasons listed in this section, applicant may apply for future malt beverage permits after the expiration of three hundred sixty-five days from the date of any such denial.

The provisions of this section shall become applicable for any license applied for or any conviction of the listed offenses occurring after the effective date of this ordinance.

H. Any permit issued under this section may be revoked at any time on the discretion of the city manager, or his or her designee, or the chief of police, or his or her designee, if the event poses a risk to public safety or welfare. Upon revocation, all sales and consumption of alcohol shall cease.

5.08.150 License holder restrictions.

- A. A license or permit authorized by this chapter shall not be held by, issued or transferred to:
- 1. Any party who does not own the licensed building or hold a written lease for a period for which the license will be effective, containing an agreement by the lessor that alcoholic liquor or malt beverages may be sold upon the leased premises, except as provided by subdivision 2 of this subsection;
 - 2. Any licensee who fails to demonstrate that his licensed alcoholic or malt beverage enterprise will be operational in a planned but not physically functional building within one year after a license or permit has been issued or transferred, or if holding a license, fails to open his business in a functional building within one year after license issuance or transfer. Upon a showing of good cause by the licensee and for an additional period of not to exceed one year, the local licensing authority may extend the time period in which the business or enterprise of the licensee is required to become operational for business pursuant to this subsection. Any license or permit in violation of this subsection shall not be renewed by the city council;
 - 3. A manufacturer of alcoholic beverages or wholesaler of malt beverages; provided, however, this prohibition is not intended to prevent the manufacture from the sale of alcoholic beverages

manufactured by the Casper licensed manufacturer or the sale of malt beverages under a microbrewery license issued pursuant to this Chapter or an off -premises permit pursuant to Section 5.08.105(B)(1) and (B)(2) and except as provided in Section 5.08. 1 00(l).

4. A person under twenty-one years of age;

5. A college fraternity or organization created by one or more college fraternities;

6. A chamber of commerce;

7. A corporation or a limited liability company which has not qualified to do business in Wyoming;

8. An individual who is not a resident; or

9. Any partnership or group of two or more persons unless each individual interested, directly or indirectly, is a resident.

10. Except as provided in subsection 11 of this section, a license or permit authorized by this chapter shall not be renewed if the licensee or permittee did not, during the previous one-year term of the license or permit, purchase at least two hundred fifty dollars (\$250.00) of alcoholic or malt beverages from the commission or any authorized malt beverage wholesaler. A retail liquor license shall not be renewed if the licensee did not, during the previous one-year term of the license, purchase at least two thousand dollars (\$2,000.00) of alcoholic beverages from the division, excluding malt beverage purchases;

11. Subsection 10 of this section shall not apply to:

a. Any licensee or permittee having a planned but not physically functional building pursuant to subsection 3 of this section;

b. Holders of special permits issued under Sections 5.08.130 and 5.08.140 of this code.

B. No more than one license or permit shall be issued to any one person, except for malt beverage or catering permits, or in conjunction with a microbrewery license as provided in this chapter.

5.08.220 License—Transfer conditions and procedures.

A. Except as otherwise provided, after public hearing and subject to the approval of the city council, a license or permit may be transferred to or renewed on different premises on the same basis as the original application or a licensed or permitted facility may be expanded. An additional license fee of not more than one hundred dollars (\$100.00), as specified by city council resolution, is required for the remaining term of the license or permit. A transferred license or permit shall expire on the same day as the original license or permit.

B. A licensee, or the executor or administrator of the estate of a deceased licensee, may assign or transfer the license or permit by a sale made in good faith. The assignment and transfer shall first have the approval of the city council, which consideration shall be based in part upon a public hearing and an application filed under oath by the assignee or transferee showing the person or entity to be qualified to hold a license or permit under Wyoming law. The approval of the transfer shall not be given by the city council if proceedings, including an action to collect delinquent sales tax payments pursuant to Wyoming Statutes Section 12-2-306, are pending to suspend, revoke or otherwise penalize the original license or permit holder. A transfer of a license or permit shall require the payment of an additional license fee to the city of not more than one hundred dollars (\$100.00) for the transfer, and upon assignment the assignee may exercise the privilege of continuing the business authorized by the license or permit.

C. No license or permit shall be transferred or sold except as provided in this chapter, or used at or for any location not described in the license or permit at the time of issuance. No license or permit shall be subject to attachment, garnishment or execution.

5.08.290 Resort retail license.

A. The city council may issue resort retail liquor licenses to applicants who meet the requirements of Wyoming Statutes Section 12-4-401. All applicants for issuance or renewal of a resort liquor license shall comply with all applicable state statutes as they may be amended from time to time.

B. A resort liquor licensee may contract or subcontract for the provision of food and beverage services on the licensed premises. However, the resort liquor licensee shall remain subject to all applicable laws, rules, regulations and penalties including the provisions of W.S. 12-2-306 and 12-7-103 and this chapter.

5.08.330 Restaurant license—Sale and consumption conditions.

A. Except as provided in subsection F of this section, restaurant liquor licensees shall not sell alcoholic liquor or malt beverages for consumption off the premises owned or leased by the licensee. Except as provided in subsections B and F of this section, alcoholic or malt beverages shall be served for on -premises consumption only, in dining areas which are adequately staffed and equipped for all food services offered by the restaurant.

B. 1. Alcoholic liquor and malt beverages shall be dispensed and prepared for consumption in the licensed building in areas approved by the local licensing authority. No consumption of alcoholic or malt beverages shall be permitted within the dispensing room, areas nor shall any person other than employees over eighteen (18) years of age be permitted to enter the dispensing areas

2. No restaurant liquor licensee shall promote or operate the restaurant as a bar and lounge

3. No restaurant liquor license shall be issued to a restaurant with an operation drive-up window.

C. No alcoholic liquor or malt beverages shall be served to an individual person unless served in conjunction with meals served to, and eaten by, the individual person. However, nothing herein provided shall prohibit the sale of alcoholic liquor or malt beverages to any person whom the licensee, his agents or employees, reasonably believe has the intention of ordering and eating a meal.

D. All sales of alcoholic or malt beverages authorized by a restaurant liquor license shall cease at the time food sales and services cease, or at the hours specified by Section 5.08.390, if food sales and services extend beyond the hours specified therein.

E. With the approval and on the conditions imposed by the city council, any restaurant liquor licensee operating on a golf course may dispense alcoholic beverages from any location on the premises of the golf course, and such holders shall comply with all applicable sanitation and fire hazard requirements, and other applicable laws.

F. A restaurant liquor licensee may permit a patron to remove one unsealed bottle of wine for off -premises consumption provided that the patron has purchased a full course meal and consumed a portion of the bottle of wine with the meal on the restaurant premises. For purposes of this subsection the term "full course meal" shall mean a diversified selection of food which is ordinarily consumed with the use of tableware and cannot conveniently be consumed while standing or walking. A partially consumed bottle of wine that is to be removed from the premises pursuant to this subsection shall be securely sealed by the licensee or an agent of the licensee and placed in a tamper-proof transparent bag which shall also be securely sealed prior to removal from the premises, so that it is visibly apparent that the resealed bottle of wine has not been tampered with. The licensee or agent of the licensee shall provide a dated receipt for the bottle of wine to the patron. Wine which is resealed in accordance with the provisions of this subsection shall not be deemed an open container for purposes of Section 5.08.480.

G. No restaurant liquor licensee shall promote the restaurant as a bar and/or lounge nor shall the licensee compete with a retail liquor licensee in activities other than dinner functions, including, but not limited to, dances, receptions, and other social gatherings.

5.08.350 Location—General conditions.

A. Except as provided in paragraph G., the principal place in which alcoholic liquor and malt beverages are sold under a retail liquor license shall be located in one building upon the premises for which the retail liquor license is issued and as approved by the licensing authority.

B. Except as provided in paragraph G., alcoholic beverages secured in the licensed building by a server may be served only in the licensed building, and in an immediately adjacent fenced or enclosed area as approved by the city council. This area shall not be in another building.

C. The retail licensee may separate the facility for the sale of alcoholic liquor and malt beverages for off -premises consumption from the facility used to serve customers for on-premises consumption.

D. A separated facility for making sales for off -premises consumption shall be separated by a glass or other suitable partition when a connection doorway exists to permit persons to pass freely between the two facilities.

E. The licensee, an employee, or a licensed operator is to be present in the licensed building used for the selling or dispensing of malt beverages or alcoholic liquors at all times during hours of operation.

F. All licensees, other than resort licensees and limited retail licensees, are required to post signage on all exits from the licensed building stating:

"No alcohol beyond this point per City of Casper Ordinance."

All licensees of limited retail or resort liquor licenses shall post signage on all driveway and pathway exits from the legal boundary of the lot or lots under the ownership or lease by the licensee stating:

"No alcohol beyond this point per City of Casper Ordinance."

G. A holder of a resort retail liquor license, a golf club that holds a retail liquor license, a restaurant liquor license or a club limited retail liquor license or a holder of a retail liquor license or restaurant liquor license operating on a guest ranch may dispense alcoholic beverages from any location within the boundaries of the licensee's premises. The premises shall be a single property within a contiguous boundary upon which the licensee is located and which shall be identified in the license. Any location on the premises where alcoholic beverages are dispensed as approved by the city council shall comply with applicable sanitation and fire hazard requirements and other applicable laws. The city council shall, as often as necessary, have inspected the licensed location where alcoholic beverages are dispensed to ensure that the licensee is in compliance with sanitation and fire hazard requirements.

H. No person under the age of twenty-one shall enter or remain in an establishment that is primarily for off -premise sales of alcoholic liquor or malt beverages unless accompanied by a parent, spouse or legal guardian who is twenty-one years of age or older.

5.08.390 Hours of sale generally—Exceptions—Designation of dates for unrestricted operation.

A. All licensees except club licensees shall be controlled by the following schedule for operating hours:

1. A licensee may commence the selling, serving, or dispensing of alcoholic liquors or malt beverages at six a.m. and shall cease the sale of both alcoholic liquor and malt beverages promptly at the hour of two a.m. the following day. Any portion of any building used by the licensee for the selling, serving, dispensing, or consumption of alcoholic liquors or malt beverages shall be cleared of all persons other than employees by two-thirty a.m. The licensee shall ensure that all consumption of alcoholic liquors or malt beverages has ceased by two -thirty a.m. within all areas

of the licensed building, or in the case of resort licensees, within the boundary of the lot or lots under the ownership or lease by the licensee, other than in private hotel or motel rooms;

2. Clubs holding a limited retail liquor license may commence the selling, serving, or dispensing of alcoholic liquors or malt beverages each day at nine a.m. and shall cease sales of alcoholic liquor and malt beverages promptly at the hour of two a.m. of the following day and shall clear the licensed building of all persons other than employees by two-thirty a.m. Clubs holding a limited retail liquor license may remain open past two a.m. on the morning of January 1st.

3. The hours of operating designated in subsection A of this section may be modified on no more than four days each calendar year by a resolution of the city council, designating those dates during city or county fairs, rodeos, pageants, jubilees, special holidays or similar public gatherings when all licensees may continuously operate their licensed building, or licensed resort or club premises for a period of twenty-four hours beginning at six a.m.

5.08.430 Minors—Possession of alcohol or public intoxication.

A. Any person who sells, furnishes, gives or causes to be sold, furnished or given away any alcoholic liquor or malt beverage to any person under the age of twenty-one (21) years, who is not his legal ward, medical patient or member of his own immediate family, is guilty of a misdemeanor. This subsection does not apply to sales by the division or a wholesaler to a licensee under this chapter.

B. Except as otherwise provided in this title, no person under the age of twenty-one (21) years shall:

1. Purchase or attempt to purchase any alcoholic liquor or malt beverage;
2. Solicit another person to purchase alcoholic liquor or malt beverage;
3. Possess any alcoholic liquor or malt beverage;
4. Consume any ethyl alcohol;
5. Have measurable blood, breath or urine alcohol concentration in his body;
6. Enter or remain in designated sales areas approved by the local licensing authority that is primarily for off-premise sales of alcoholic liquor or malt beverages unless accompanied by a parent, spouse or legal guardian who is twenty-one (21) years of age or older; or
7. Dispense or sell any alcoholic liquor or malt beverage. The term "dispensing" means mixing or pouring alcoholic liquors or malt beverages.

C. This section shall not apply to possession of alcoholic liquor or malt beverages or consumption of ethyl alcohol by a person under the age of twenty-one (21) years in accordance with this title:

1. Who is in the physical presence of his parent, spouse or legal guardian who is twenty-one (21) years of age or older;
2. As part of a church's or religious organization's religious services; or
3. For medicinal purposes if the alcoholic liquor, malt beverage or ethyl alcohol is furnished:
 - a. By the person's parent, spouse or legal guardian who is twenty-one (21) years of age or older; or
 - b. Pursuant to a lawful prescription.

D. The prohibitions against possession of alcoholic liquor or malt beverages by a person under the age of twenty-one (21) years specified in this section shall not apply:

1. When the person is making a delivery of alcoholic liquor or malt beverages pursuant to his employment;
2. When the person is serving alcoholic liquor or malt beverages pursuant to his employment in a restaurant which holds a license to serve alcoholic liquor or malt beverages, if the person is at least

eighteen (18) years of age. The term "serving" in this paragraph does not include the mixing or dispensing of alcoholic beverages; or

3. To a person who is a licensee under this title.

E. Any person under the age of twenty-one (21) years who attempts in any manner to purchase alcoholic or malt beverages or who falsifies any identification or uses any false identification in order to obtain alcoholic or malt beverages is guilty of a misdemeanor.

F. It is declared to be illegal for any person to attempt to commit any offense under this section. Any person convicted of such attempt is subject to fine or jail or both, which punishment may not exceed the maximum punishment prescribed for illegally possessing alcoholic liquor or malt beverages under this section.

5.08.480 Open container restrictions.

A. It is unlawful:

1. For any person to sell or dispense alcoholic liquor or malt beverages in open containers from the licensed facilities used to serve customers for off-premises consumption, commonly referred to as a "drive-up window";

2. To operate a motor vehicle in which alcoholic liquor or malt beverages are present in an open container, unless the opened container is in the trunk, an outside compartment, or an inside compartment of a vehicle without a trunk; provided, the inside compartment is not accessible to the driver or any other person in such vehicle, i.e., the cargo area behind the rear most seat in a passenger van or station wagon when no passenger occupies the rear most seat;

3. To possess or consume alcoholic liquor or malt beverages from an open container in a motor vehicle;

4. To possess or dispense alcoholic liquor or malt beverages in an open container in any open space and certain structures in the city unless a license or permit authorizing same has been issued by the city manager or his or her designee. The city council too, may by resolution create special areas or districts, in which the possession of open containers is permitted between the Friday preceding Memorial Day and Labor Day of each calendar year*, however, the periods of time as well as the boundaries of special areas or districts may be established and/or modified by resolution adopted by the city council. Additional restrictions on beverage distribution, tracking, and event control may also be established by resolution of the city council. Nothing in this chapter shall be interpreted as authorizing the possession of open containers of alcoholic liquor or malt beverages in or on motor vehicles;

5. For any person or lessee of an unlicensed restaurant to permit any person to possess or consume alcoholic liquor or malt beverages from an open container within the restaurant.

6. Notwithstanding this section, a resealed bottle of wine may be transported as provided in the restaurant license section.

B. Definitions.

1. "Certain structures" means any offices, or structure excluding those duly licensed to sell or dispense alcoholic liquor or malt beverages.

2. "Open container" means any glass, cup, bottle, can or other receptacle or vessel used for drinking, other than the beverage's original unopened package or container, the seal of which has not been broken and from which the original cap, cork or other means of closure has not been removed.

3. "Open space" means any street, alley, public way, sidewalk, public or private parking lot set aside for business use, and any other unenclosed public property. However, any golf course within the city limits shall not be considered open space.

C. Exceptions.

1. Alcoholic liquor or malt beverages may be consumed by a passenger of legal drinking age within a privately owned commercial vehicle designated for-hire, to provide prearranged passenger transportation on a dedicated basis. The commercial vehicle must have passenger seating, behind the operator/driver for at least five (5) adults and no more than fourteen (14) adults. There must be a physical partition separating the driver or operator's seat from the passenger compartment of the commercial vehicle or at least five (5) linear feet of distance must separate the driver or operator of the commercial vehicle from the nearest passenger. No one other than the driver or operator may be present in the driver's area/compartment. No alcoholic liquor or malt beverages may be in the driver's area/compartment. No occupant of the vehicle may be under the age of twenty-one (21) years old.

PASSED on 1st reading the 20th day of July, 2021.

PASSED on 2nd reading the 3rd day of August, 2021.

PASSED, APPROVED, AND ADOPTED on third and final reading the 17th day of August, 2021.

Councilmember Knell presented the foregoing ordinance for approval, on third reading. Seconded by Councilmember Cathey.

There being no one to speak regarding the ordinance, and no discussion or amendments, motion passed.

11.A ORDINANCE— SECOND READING

Mayor Freel indicated he would be abstaining on this item and Vice Mayor Pacheco took control of the meeting.

Following ordinance read:

ORDINANCE NO. 26-21
AN ORDINANCE APPROVING A ZONE CHANGE OF THE
BACK NINE ADDITION.

Councilmember Lutz presented the foregoing ordinance for approval, on second reading. Seconded by Councilmember Johnson.

No citizens spoke on the ordinance. Councilmember Engebretsen and Mayor Freel abstained. Motion passed. Mayor Freel took control of the meeting.

11.B ORDINANCE— SECOND READING

Following ordinance read:

ORDINANCE NO. 27-21
AN ORDINANCE APPROVING A VACATION, REPLAT,
SUBDIVISION AGREEMENT AND ZONE CHANGE FOR THE
TRAILS WEST ESTATES NO. 5 ADDITION SUBDIVISION IN
THE CITY OF CASPER, WYOMING.

Councilmember Johnson presented the foregoing ordinance for approval, on second reading. Seconded by Councilmember Cathey.

No citizens spoke on the ordinance. Councilmember Engebretsen and Mayor Freel abstained. Motion passed.

12. CONSENT RESOLUTIONS

The following resolutions were considered, by consent agenda:

RESOLUTION NO. 21-113

A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF CASPER AND NELSON\NYGAARD CONSULTING ASSOCIATES, INC., FOR THE CITY OF CASPER COMPLETE STREETS & ORDINANCE PLAN.

RESOLUTION NO. 21-114

A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF CASPER AND CIVIL ENGINEERING PROFESSIONALS, INC., FOR THE EAST YELLOWSTONE INTERSECTION IMPROVEMENT STUDY.

RESOLUTION NO. 21-115

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF CASPER AND TOOLE DESIGN GROUP, LLC.

RESOLUTION NO. 21-116

A RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH ST. ANTHONY'S TRI PARISH CATHOLIC SCHOOL FOR USE OF THE CASPER ICE ARENA.

RESOLUTION NO. 21-117

A RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH CASPER FIGURE SKATING CLUB FOR USE OF THE CASPER ICE ARENA.

RESOLUTION NO. 21-118

A RESOLUTION AUTHORIZING A CONTRACT FOR OUTSIDE-CITY WATER SERVICE WITH JAMES P. AND KYRA K. HAGEMAN.

RESOLUTION NO. 21-119

A RESOLUTION AUTHORIZING A TELECOMMUNICATIONS RIGHT OF WAY USE AGREEMENT BETWEEN ADVANCED COMMUNICATIONS TECHNOLOGY, INC. (DBA RANGE), AND THE CITY OF CASPER, WYOMING.

RESOLUTION NO. 21-120

A RESOLUTION AUTHORIZING A PROCUREMENT AGREEMENT WITH KEENAN SUPPLY CASPER FOR GRIT REMOVAL SYSTEM PIPING AND FITTINGS FOR USE AT THE SAM H. HOBBS WASTEWATER TREATMENT PLANT.

Councilmember Engebretsen presented the foregoing eight (8) resolutions for adoption. Seconded by Councilmember Johnson. All voted aye. Motion passed.

13. MINUTE ACTION— CONSENT

Moved by Councilmember Engebretsen, seconded by Councilmember Lutz, to, by consent minute action:

1. authorize the purchase of one (1) new small area mower from Midland Implement Co., in the amount of \$33,667;
2. authorize the purchase of two (2) new one-half ton pickup trucks from Greiner Ford, for the amount of \$70,860;
3. authorize the purchase of one (1) new 58,000 pound tandem axle truck with dump body from CMI TECO, in the amount of \$139,789;
4. authorize the purchase of one (1) new container delivery truck with Stellar CCR Body from Floyds Truck CTR, in the amount of \$124,496;
5. authorize the purchase of one (1) new one-ton crew cab 4x4 pickup truck with 9' tilt bed and accessories, from Greiner Ford, in the amount of \$60,778;
6. authorize the purchase of one (1) new transport truck from CMI TECO, in the amount of \$115,597;
7. authorize the purchase of one (1) new side loading, 27 cubic yard, sanitation truck from CMI TECO, in the amount of \$299,576, before trade; and
8. authorize the appointment of Ms. Rhonda Zimmerman to the Casper Housing Authority Board of Commissioners.

Motion passed.

14. INTRODUCTION OF MEASURES AND PROPOSALS

Councilmember Gamroth said that he struggled to hear at the council meeting, and that it might be worthwhile to invest in better microphones.

Councilmember Cathey, expressed deep appreciation to all of the citizens for their recent water conservation. He also asked that Council discuss the responsibility to maintain curb and gutter, and explore ways to split the maintenance cost between the homeowner and the City. Mayor Freel instructed the City Manager to add that item to a future council agenda.

Councilmember Lutz acknowledged and thanked the voters of Ward 1, her fellow councilmembers, and previous council members for their support. She also thanked the city staff for their service, and offered assistance to any potential Ward 1 Council applicants.

Mayor Freel thanked Councilmember Lutz for her service. He also invited residents of Ward 1 to apply for the upcoming vacancy.

15. ADJOURN INTO EXECUTIVE SESSION

Mayor Freel noted the next meetings of the City Council will be a work session to be held at 4:30 p.m., Tuesday, August 24, 2021, in the Council Meeting Room; and, a regular Council meeting to be held at 6:00 p.m., Tuesday, September 7, 2021, in the Council Chambers.

At 6:51 p.m., it was moved Councilmember Knell, seconded by Councilmember Engebretsen, to adjourn into executive session to discuss land acquisition. Motion passed. Council remained in the Council Chambers.

At 7:45 p.m., it was moved by Councilmember Knell, seconded by Vice Mayor Pacheco, to adjourn the executive session. Motion passed. Council opened the meeting to the public.

16. ADJOURNMENT

At 7:45 p.m., it was moved by Councilmember Cathey, seconded by Vice Mayor Pacheco, to adjourn the regular Council meeting. Motion passed.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Christa K. Wiggs
Assistant City Clerk

Steven K. Freel
Mayor

City of Casper - Bills and Claims for September 07, 2021

0970 CED

0970 CED	Traffic Control	Skotchkote sealer for wiring splices	\$30.40
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<i>0970 CED - Total For Traffic Control</i>			<i>\$30.40</i>
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0970 CED - ALL DEPARTMENTS			\$30.40
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307 COLLISION

307 COLLISION	Fleet Maintenance Fund	Auto body repairs	\$1,317.00
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307 COLLISION	Fleet Maintenance Fund	Auto body repairs	\$5,937.52
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<i>307 COLLISION - Total For Fleet Maintenance Fund</i>			<i>\$7,254.52</i>
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307 COLLISION - ALL DEPARTMENTS			\$7,254.52
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4IMPRINT

4IMPRINT	Police Administration	ALL OTHER DIRECT MARKETERS	\$1,573.20
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<i>4IMPRINT - Total For Police Administration</i>			<i>\$1,573.20</i>
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4IMPRINT - ALL DEPARTMENTS			\$1,573.20
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5GUYS 1679 QSR

5GUYS 1679 QSR	Special Fire Assistance Fund	FAST FOOD RESTAURANTS	\$50.44
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<i>5GUYS 1679 QSR - Total For Special Fire Assistance Fund</i>			<i>\$50.44</i>
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5GUYS 1679 QSR - ALL DEPARTMENTS			\$50.44
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6H GROUP LLC

6H GROUP LLC	Metro Animal Shelter	Dog & cat food	\$329.30
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6H GROUP LLC	Metro Animal Shelter	Cat & dog food	\$338.40
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6H GROUP LLC	Metro Animal Shelter	Dog & cat food	\$338.40
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<i>6H GROUP LLC - Total For Metro Animal Shelter</i>			<i>\$1,006.10</i>
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6H GROUP LLC - ALL DEPARTMENTS			\$1,006.10
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71 CONSTRUCTION, INC

71 CONSTRUCTION, INC	Capital Projects Fund	Top soil Alta Vista Park	\$1,042.74
<i>71 CONSTRUCTION, INC - Total For Capital Projects Fund</i>			<i>\$1,042.74</i>
71 CONSTRUCTION, INC	Parks - Parks Maint.	CONSTRUCTION MATERIALS	\$40.33
<i>71 CONSTRUCTION, INC - Total For Parks - Parks Maint.</i>			<i>\$40.33</i>
71 CONSTRUCTION, INC	Streets	Hot mix asphalt	\$624.66
71 CONSTRUCTION, INC	Streets	Hot mix asphalt	\$459.94
71 CONSTRUCTION, INC	Streets	Hot mix asphalt	\$632.73
71 CONSTRUCTION, INC	Streets	Hot mix asphalt	\$484.88
71 CONSTRUCTION, INC	Streets	Hot mix asphalt	\$545.20
<i>71 CONSTRUCTION, INC - Total For Streets</i>			<i>\$2,747.41</i>
71 CONSTRUCTION, INC - ALL DEPARTMENTS			\$3,830.48

A.M.B.I. & SHIPPING,

A.M.B.I. & SHIPPING,	Engineering	Postage/mailing service	\$52.16
<i>A.M.B.I. & SHIPPING, - Total For Engineering</i>			<i>\$52.16</i>
A.M.B.I. & SHIPPING,	Hogadon - Operations	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	\$28.93
<i>A.M.B.I. & SHIPPING, - Total For Hogadon - Operations</i>			<i>\$28.93</i>
A.M.B.I. & SHIPPING,	Municipal Court	Postage / mailing service	\$150.64
<i>A.M.B.I. & SHIPPING, - Total For Municipal Court</i>			<i>\$150.64</i>
A.M.B.I. & SHIPPING,	Police Records	Postage / mailing service	\$442.39
<i>A.M.B.I. & SHIPPING, - Total For Police Records</i>			<i>\$442.39</i>
A.M.B.I. & SHIPPING, - ALL DEPARTMENTS			\$674.12

AAA LANDSCAPING

AAA LANDSCAPING	Code Enforcement	Lawn mowing service	\$84.45
<i>AAA LANDSCAPING - Total For Code Enforcement</i>			<i>\$84.45</i>
AAA LANDSCAPING - ALL DEPARTMENTS			\$84.45

ACE HARDWARE WEST

ACE HARDWARE WEST	Fire-EMS Operations	LUMBER AND BUILDING MATERIALS STORES	\$79.29
<i>ACE HARDWARE WEST - Total For Fire-EMS Operations</i>			<i>\$79.29</i>
ACE HARDWARE WEST - ALL DEPARTMENTS			\$79.29

ADDCO ACQUISITIONS

ADDCO ACQUISITIONS	Property Insurance Fund	MESSAGE BOARD TO REPLACE DAMAGED UNIT	\$14,384.61
<i>ADDCO ACQUISITIONS - Total For Property Insurance Fund</i>			<i>\$14,384.61</i>
ADDCO ACQUISITIONS - ALL DEPARTMENTS			\$14,384.61

ADOBE ACROPRO SUBS

ADOBE ACROPRO SUBS	City Manager	COMPUTER SOFTWARE STORES	\$14.99
<i>ADOBE ACROPRO SUBS - Total For City Manager</i>			<i>\$14.99</i>
ADOBE ACROPRO SUBS - ALL DEPARTMENTS			\$14.99

ADOBE CREATIVE CLOUD

ADOBE CREATIVE CLOUD	River Volunteer Events	COMPUTER SOFTWARE STORES	\$52.99
<i>ADOBE CREATIVE CLOUD - Total For River Volunteer Events</i>			<i>\$52.99</i>
ADOBE CREATIVE CLOUD - ALL DEPARTMENTS			\$52.99

AED SUPERSTORE

AED SUPERSTORE	Fire-EMS Operations	LP 500 AED Pads	\$154.80
<i>AED SUPERSTORE - Total For Fire-EMS Operations</i>			<i>\$154.80</i>
AED SUPERSTORE - ALL DEPARTMENTS			\$154.80

AFFEKTIVE SOFTWARE L

AFFEKTIVE SOFTWARE L	Aquatics - Operations	Rec & Aquatics software	\$948.78
<i>AFFEKTIVE SOFTWARE L - Total For Aquatics - Operations</i>			<i>\$948.78</i>
AFFEKTIVE SOFTWARE L	Ice Arena - Operations	Rec & Aquatics software	\$474.39
<i>AFFEKTIVE SOFTWARE L - Total For Ice Arena - Operations</i>			<i>\$474.39</i>
AFFEKTIVE SOFTWARE L	Rec Center - Operations	Rec & Aquatics software	\$474.39
<i>AFFEKTIVE SOFTWARE L - Total For Rec Center - Operations</i>			<i>\$474.39</i>
AFFEKTIVE SOFTWARE L - ALL DEPARTMENTS			\$1,897.56

AGTERRA TECHNOLOGIES

AGTERRA TECHNOLOGIES	Weed & Pest Fund	Acct Management Plus Administrator License Re	\$500.00
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AGTERRA TECHNOLOGIES - Total For Weed & Pest Fund			\$500.00
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AGTERRA TECHNOLOGIES - ALL DEPARTMENTS			\$500.00
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AHERN RENTALS INC

AHERN RENTALS INC	Balefill - Baler Processing	Power washer hose	\$129.00
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<i>AHERN RENTALS INC - Total For Balefill - Baler Processing</i>			<i>\$129.00</i>
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AHERN RENTALS INC - ALL DEPARTMENTS			\$129.00
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AIR COMFORT COMPLETE

AIR COMFORT COMPLETE	WWTP Operations	HVAC repair	\$880.75
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<i>AIR COMFORT COMPLETE - Total For WWTP Operations</i>			<i>\$880.75</i>
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AIR COMFORT COMPLETE - ALL DEPARTMENTS			\$880.75
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AIR INNOVATIONS

AIR INNOVATIONS	Balefill - Baler Processing	Service call / materials	\$355.38
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<i>AIR INNOVATIONS - Total For Balefill - Baler Processing</i>			<i>\$355.38</i>
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AIR INNOVATIONS - ALL DEPARTMENTS			\$355.38
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AIRGAS USA LLC

AIRGAS USA LLC	Balefill - Baler Processing	Operating supplies	\$293.53
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<i>AIRGAS USA LLC - Total For Balefill - Baler Processing</i>			<i>\$293.53</i>
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AIRGAS USA LLC	Balefill - Diversion & Special	Latex gloves	\$100.76
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<i>AIRGAS USA LLC - Total For Balefill - Diversion & Special</i>			<i>\$100.76</i>
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AIRGAS USA LLC	Police Administration	Cylinder lease renewal	\$554.10
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<i>AIRGAS USA LLC - Total For Police Administration</i>			<i>\$554.10</i>
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AIRGAS USA LLC - ALL DEPARTMENTS			\$948.39
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ALBERTSONS #0060

ALBERTSONS #0060	Regional Water Operations	Lunch for RWS Meeting	\$47.53
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<i>ALBERTSONS #0060 - Total For Regional Water Operations</i>			<i>\$47.53</i>
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ALBERTSONS #0060 - ALL DEPARTMENTS			\$47.53
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ALBERTSONS #0062

ALBERTSONS #0062	Fire-EMS Operations	Gatorade and drinking water for E3	\$24.42
ALBERTSONS #0062	Fire-EMS Operations	Ice and Water for St.1	\$26.91
<i>ALBERTSONS #0062 - Total For Fire-EMS Operations</i>			\$51.33
ALBERTSONS #0062	Ice Arena - Operations	Distilled Water for Zamboni Batteries	\$13.12
<i>ALBERTSONS #0062 - Total For Ice Arena - Operations</i>			\$13.12
ALBERTSONS #0062	Police Administration	GROCERY STORES, SUPERMARKETS	\$44.96
<i>ALBERTSONS #0062 - Total For Police Administration</i>			\$44.96
ALBERTSONS #0062	Water Meters	RETIREMENT PARTY SUPPLIES	\$75.17
<i>ALBERTSONS #0062 - Total For Water Meters</i>			\$75.17
ALBERTSONS #0062 - ALL DEPARTMENTS			\$184.58

ALBERTSONS #0067

ALBERTSONS #0067	Special Fire Assistance Fund	GROCERY STORES, SUPERMARKETS	\$69.43
<i>ALBERTSONS #0067 - Total For Special Fire Assistance Fund</i>			\$69.43
ALBERTSONS #0067 - ALL DEPARTMENTS			\$69.43

ALL AROUND INDUSTRY

ALL AROUND INDUSTRY	Buildings & Structures Fund	HVAC Repair supplies for Hogadon Lodge	\$334.23
<i>ALL AROUND INDUSTRY - Total For Buildings & Structures Fund</i>			\$334.23
ALL AROUND INDUSTRY - ALL DEPARTMENTS			\$334.23

ALL-OUT-FIRE EXT

ALL-OUT-FIRE EXT	Regional Water Operations	Safety equipment	\$855.00
<i>ALL-OUT-FIRE EXT - Total For Regional Water Operations</i>			\$855.00
ALL-OUT-FIRE EXT - ALL DEPARTMENTS			\$855.00

ALSCO

ALSCO	Balefill - Disposal & Landfill	Professional Laundry Services	\$55.98
ALSCO	Balefill - Disposal & Landfill	Professional Laundry Services	\$55.98
ALSCO	Balefill - Disposal & Landfill	Professional Laundry Services	\$55.98
ALSCO	Balefill - Disposal & Landfill	Professional Laundry Services	\$107.60

ALSCO	Balefill - Disposal & Landfill	Professional Laundry Services	\$114.60
ALSCO	Balefill - Disposal & Landfill	Professional Laundry Services	\$114.60
<i>ALSCO - Total For Balefill - Disposal & Landfill</i>			<i>\$504.74</i>
ALSCO	Fleet Maintenance Fund	Laundry service	\$172.54
ALSCO	Fleet Maintenance Fund	Laundry service	\$172.54
ALSCO	Fleet Maintenance Fund	Laundry service	\$129.79
<i>ALSCO - Total For Fleet Maintenance Fund</i>			<i>\$474.87</i>
ALSCO	Refuse - Residential	Professional Laundry Services	\$91.20
ALSCO	Refuse - Residential	Professional Laundry Services	\$91.20
ALSCO	Refuse - Residential	Professional Laundry Services	\$91.20
<i>ALSCO - Total For Refuse - Residential</i>			<i>\$273.60</i>
ALSCO	Regional Water Operations	Professional Laundry Services	\$61.55
ALSCO	Regional Water Operations	Laundry service	\$61.55
<i>ALSCO - Total For Regional Water Operations</i>			<i>\$123.10</i>
ALSCO	Sewer Wastewater Collection	Professional Laundry Services	\$59.48
ALSCO	Sewer Wastewater Collection	Professional Laundry Services	\$51.32
ALSCO	Sewer Wastewater Collection	Professional Laundry Services	\$51.32
<i>ALSCO - Total For Sewer Wastewater Collection</i>			<i>\$162.12</i>
ALSCO	WWTP Operations	Laundry service	\$142.76
ALSCO	WWTP Operations	Professional Laundry Services	\$142.76
ALSCO	WWTP Operations	Laundry service	\$142.76
<i>ALSCO - Total For WWTP Operations</i>			<i>\$428.28</i>
ALSCO - ALL DEPARTMENTS			\$1,966.71

ALSCO INC.

ALSCO INC.	Fleet Maintenance Fund	LAUNDRY, CLEANING, AND GARMENT SERVICES	\$739.55
<i>ALSCO INC. - Total For Fleet Maintenance Fund</i>			<i>\$739.55</i>
ALSCO INC. - ALL DEPARTMENTS			\$739.55

AMAZON.COM 2D1ON7SO0

AMAZON.COM 2D1ON7SO0	Parks - Parks Maint.	Office Supplies	\$36.23
<i>AMAZON.COM 2D1ON7SO0 - Total For Parks - Parks Maint.</i>			<i>\$36.23</i>
AMAZON.COM 2D1ON7SO0 - ALL DEPARTMENTS			\$36.23

AMAZON.COM 2D8CF0E32

AMAZON.COM 2D8CF0E32	Rec Center - Admin	REC ADMIN HAND SANITIZER	\$21.82
<i>AMAZON.COM 2D8CF0E32 - Total For Rec Center - Admin</i>			\$21.82
AMAZON.COM 2D8CF0E32 - ALL DEPARTMENTS			\$21.82

AMAZON.COM 2E0E70DB2

AMAZON.COM 2E0E70DB2	Police Administration	BOOK STORES	\$188.99
<i>AMAZON.COM 2E0E70DB2 - Total For Police Administration</i>			\$188.99
AMAZON.COM 2E0E70DB2 - ALL DEPARTMENTS			\$188.99

AMAZON.COM 2P20F0T02

AMAZON.COM 2P20F0T02	Aquatics - Pool	Lock Ring for the Chlorinators at the Outdoor Fa	\$53.97
<i>AMAZON.COM 2P20F0T02 - Total For Aquatics - Pool</i>			\$53.97
AMAZON.COM 2P20F0T02 - ALL DEPARTMENTS			\$53.97

AMAZON.COM 2P8AP6RM2

AMAZON.COM 2P8AP6RM2	Fleet Maintenance Fund	PRINTER TONER CARTRIDGES	\$408.89
<i>AMAZON.COM 2P8AP6RM2 - Total For Fleet Maintenance Fund</i>			\$408.89
AMAZON.COM 2P8AP6RM2 - ALL DEPARTMENTS			\$408.89

AMAZON.COM AMZN.COM/

AMAZON.COM AMZN.COM/	Police Administration	DAMAGED BOOK CASE REFUND	(\$209.99)
<i>AMAZON.COM AMZN.COM/ - Total For Police Administration</i>			(\$209.99)
AMAZON.COM AMZN.COM/ - ALL DEPARTMENTS			(\$209.99)

AMAZON.COM DS26L04T3

AMAZON.COM DS26L04T3	Weed & Pest Fund	safety supplies	\$151.03
<i>AMAZON.COM DS26L04T3 - Total For Weed & Pest Fund</i>			\$151.03
AMAZON.COM DS26L04T3 - ALL DEPARTMENTS			\$151.03

AMAZON.COM I77XG28L3

AMAZON.COM I77XG28L3	Parks - Parks Maint.	HP printerhead (plotter)	\$58.99
<i>AMAZON.COM I77XG28L3 - Total For Parks - Parks Maint.</i>			<i>\$58.99</i>
AMAZON.COM I77XG28L3 - ALL DEPARTMENTS			\$58.99

AMAZON.COM Q19MQ0PS3

AMAZON.COM Q19MQ0PS3	Metro Animal Control	BOOK STORES	\$251.88
<i>AMAZON.COM Q19MQ0PS3 - Total For Metro Animal Control</i>			<i>\$251.88</i>
AMAZON.COM Q19MQ0PS3 - ALL DEPARTMENTS			\$251.88

AMERICAN RED CROSS

AMERICAN RED CROSS	Aquatics - Operations	Lifeguard Certifications	\$120.00
AMERICAN RED CROSS	Aquatics - Operations	Water Safety Instructor Certification	\$156.00
AMERICAN RED CROSS	Aquatics - Operations	Lifeguard Certifications	\$120.00
<i>AMERICAN RED CROSS - Total For Aquatics - Operations</i>			<i>\$396.00</i>
AMERICAN RED CROSS - ALL DEPARTMENTS			\$396.00

AMERIGAS - CASPER

AMERIGAS - CASPER	Balefill - Baler Processing	Propane tank refills	\$191.04
AMERIGAS - CASPER	Balefill - Baler Processing	Propane	\$284.96
AMERIGAS - CASPER	Balefill - Baler Processing	Propane	\$124.39
<i>AMERIGAS - CASPER - Total For Balefill - Baler Processing</i>			<i>\$600.39</i>
AMERIGAS - CASPER - ALL DEPARTMENTS			\$600.39

AMZN Mktp US

AMZN Mktp US	Aquatics - Operations	File Cabinet for Dawns Office	\$177.93
AMZN Mktp US	Aquatics - Operations	Lockable Storage Cabinets for Dawns Office	\$659.96
AMZN Mktp US	Aquatics - Operations	TV REFUND	(\$699.99)
<i>AMZN Mktp US - Total For Aquatics - Operations</i>			<i>\$137.90</i>
AMZN Mktp US	Aquatics - Pool	Chlorinator O-Ring for the Out Door Facilities	\$102.00
AMZN Mktp US	Aquatics - Pool	Chlorinator Vent Valve for the Outdoor Facilities	\$58.39
<i>AMZN Mktp US - Total For Aquatics - Pool</i>			<i>\$160.39</i>

AMZN Mktp US	Balefill - Diversion & Special	TOUCHPAD KEYBROAD	\$69.99
<i>AMZN Mktp US - Total For Balefill - Diversion & Special</i>			<i>\$69.99</i>
AMZN Mktp US	Fire-EMS Training	Timer and Clock for Training	\$193.99
<i>AMZN Mktp US - Total For Fire-EMS Training</i>			<i>\$193.99</i>
AMZN Mktp US	Golf - Operations	bathroom signs	\$25.81
AMZN Mktp US	Golf - Operations	rugs and clothes steamer	\$317.09
AMZN Mktp US	Golf - Operations	Cash drawer	\$148.21
AMZN Mktp US	Golf - Operations	Bathroom Labels	\$25.43
<i>AMZN Mktp US - Total For Golf - Operations</i>			<i>\$516.54</i>
AMZN Mktp US	Police Administration	BOOK STORES	\$75.46
AMZN Mktp US	Police Administration	BOOK STORES	\$185.98
AMZN Mktp US	Police Administration	BOOK STORES	\$22.44
AMZN Mktp US	Police Administration	BOOK STORES	\$53.47
AMZN Mktp US	Police Administration	BOOK STORES	\$13.70
<i>AMZN Mktp US - Total For Police Administration</i>			<i>\$351.05</i>
AMZN Mktp US	Rec Center - Admin	COMPUTER PRIVACY SCREENS/PHIL DESK LAMP	\$187.96
AMZN Mktp US	Rec Center - Admin	COMPUTER PRIVACY SCREENS/PHIL DESK LAMP	\$69.59
AMZN Mktp US	Rec Center - Admin	CLEANING SUPPLIES	\$39.98
<i>AMZN Mktp US - Total For Rec Center - Admin</i>			<i>\$297.53</i>
AMZN Mktp US	Rec Center - Operations	Storage Cabinet for office electronics	\$185.98
AMZN Mktp US	Rec Center - Operations	Cabinets, supplies	\$329.99
AMZN Mktp US	Rec Center - Operations	office supplies	\$124.95
AMZN Mktp US	Rec Center - Operations	COMPUTER PRIVACY SCREENS/PHIL DESK LAMP	\$93.98
AMZN Mktp US	Rec Center - Operations	Register Rolls Front Desk	\$58.70
<i>AMZN Mktp US - Total For Rec Center - Operations</i>			<i>\$793.60</i>
AMZN Mktp US	Regional Water Operations	BOOK STORES	\$15.98
<i>AMZN Mktp US - Total For Regional Water Operations</i>			<i>\$15.98</i>
AMZN Mktp US	Sewer Wastewater Collection	office supplies	\$9.99
AMZN Mktp US	Sewer Wastewater Collection	flash drives/storage for CCTV data	\$68.96
AMZN Mktp US	Sewer Wastewater Collection	office supplies	\$84.55
<i>AMZN Mktp US - Total For Sewer Wastewater Collection</i>			<i>\$163.50</i>
AMZN Mktp US	Weed & Pest Fund	shop supply	\$60.00
<i>AMZN Mktp US - Total For Weed & Pest Fund</i>			<i>\$60.00</i>
AMZN Mktp US - ALL DEPARTMENTS			\$2,760.47

APPLIED CONTROL EQUI

APPLIED CONTROL EQUI	RWS - Booster Stations	Valve part for booster	\$997.90
<i>APPLIED CONTROL EQUI - Total For RWS - Booster Stations</i>			\$997.90
APPLIED CONTROL EQUI	WWTP Operations	Freight	\$163.06
<i>APPLIED CONTROL EQUI - Total For WWTP Operations</i>			\$163.06
APPLIED CONTROL EQUI - ALL DEPARTMENTS			\$1,160.96

APPLIED IND TECH

APPLIED IND TECH	Regional Water Operations	Coupling for Actiflo Mixer	\$383.94
<i>APPLIED IND TECH - Total For Regional Water Operations</i>			\$383.94
APPLIED IND TECH	RWS - Booster Stations	Bore seal for Pioneer Booster	\$30.09
<i>APPLIED IND TECH - Total For RWS - Booster Stations</i>			\$30.09
APPLIED IND TECH - ALL DEPARTMENTS			\$414.03

ARROWHEAD HEATING &

ARROWHEAD HEATING &	Balefill - Disposal & Landfill	Service call	\$80.00
<i>ARROWHEAD HEATING & - Total For Balefill - Disposal & Landfill</i>			\$80.00
ARROWHEAD HEATING & - ALL DEPARTMENTS			\$80.00

ASPHALT DOCTORS LLC

ASPHALT DOCTORS LLC	Balefill - Diversion & Special	Parking lot repairs	\$5,281.50
<i>ASPHALT DOCTORS LLC - Total For Balefill - Diversion & Special</i>			\$5,281.50
ASPHALT DOCTORS LLC - ALL DEPARTMENTS			\$5,281.50

AT & T CORP

AT & T CORP	Code Enforcement	Acct #287298906028	\$1,782.76
<i>AT & T CORP - Total For Code Enforcement</i>			\$1,782.76
AT & T CORP	Fire-EMS Administration	Acct #287292151247	\$505.81
<i>AT & T CORP - Total For Fire-EMS Administration</i>			\$505.81
AT & T CORP	Public Transit - CARES Act	Acct #287306431868	\$1,063.02
<i>AT & T CORP - Total For Public Transit - CARES Act</i>			\$1,063.02
AT & T CORP	Sewer Wastewater Collection	Acct #287295228508	\$160.16

<i>AT & T CORP - Total For Sewer Wastewater Collection</i>			\$160.16
AT & T CORP	Streets	Acct #287294643026	\$200.20
<i>AT & T CORP - Total For Streets</i>			\$200.20
AT & T CORP - ALL DEPARTMENTS			\$3,711.95

AT&T BILL PAYMENT

AT&T BILL PAYMENT	Code Enforcement	AIR CARDS FOR INSPECTORS	\$200.20
<i>AT&T BILL PAYMENT - Total For Code Enforcement</i>			\$200.20
AT&T BILL PAYMENT	Sewer Wastewater Collection remote device data		\$160.16
<i>AT&T BILL PAYMENT - Total For Sewer Wastewater Collection</i>			\$160.16
AT&T BILL PAYMENT	Streets	March payment for Streets & Traffic tablets	\$200.20
<i>AT&T BILL PAYMENT - Total For Streets</i>			\$200.20
AT&T BILL PAYMENT	Water Distribution	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$280.28
AT&T BILL PAYMENT	Water Distribution	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$280.28
<i>AT&T BILL PAYMENT - Total For Water Distribution</i>			\$560.56
AT&T BILL PAYMENT - ALL DEPARTMENTS			\$1,121.12

AT&T PREMIER EBILL

AT&T PREMIER EBILL	Police Administration	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$9,927.07
<i>AT&T PREMIER EBILL - Total For Police Administration</i>			\$9,927.07
AT&T PREMIER EBILL - ALL DEPARTMENTS			\$9,927.07

ATLAS OFFICE PRODUCT

ATLAS OFFICE PRODUCT	Balefill - Disposal & Landfill	Office supplies	\$18.78
ATLAS OFFICE PRODUCT	Balefill - Disposal & Landfill	Office supplies	\$120.85
ATLAS OFFICE PRODUCT	Balefill - Disposal & Landfill	Office supplies	\$9.67
ATLAS OFFICE PRODUCT	Balefill - Disposal & Landfill	Office supplies	\$119.38
ATLAS OFFICE PRODUCT	Balefill - Disposal & Landfill	Office supplies	\$709.43
<i>ATLAS OFFICE PRODUCT - Total For Balefill - Disposal & Landfill</i>			\$978.11
ATLAS OFFICE PRODUCT	Balefill - Diversion & Special	Office supplies	\$347.21
<i>ATLAS OFFICE PRODUCT - Total For Balefill - Diversion & Special</i>			\$347.21
ATLAS OFFICE PRODUCT	City Attorney	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$18.99
<i>ATLAS OFFICE PRODUCT - Total For City Attorney</i>			\$18.99

ATLAS OFFICE PRODUCT	City Clerk	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$64.80
ATLAS OFFICE PRODUCT	City Clerk	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$120.35
<i>ATLAS OFFICE PRODUCT - Total For City Clerk</i>			<i>\$185.15</i>
ATLAS OFFICE PRODUCT	Customer Service	TONER CARTRIDGE	\$38.02
ATLAS OFFICE PRODUCT	Customer Service	PAPER/LABEL MAKER CARTRIDGE/DOWNSTAIRS	\$216.09
ATLAS OFFICE PRODUCT	Customer Service	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$33.41
ATLAS OFFICE PRODUCT	Customer Service	COLOR TONERS	\$95.06
<i>ATLAS OFFICE PRODUCT - Total For Customer Service</i>			<i>\$382.58</i>
ATLAS OFFICE PRODUCT	Finance	COLOR TONERS	\$95.06
ATLAS OFFICE PRODUCT	Finance	TONER CARTRIDGE	\$38.02
ATLAS OFFICE PRODUCT	Finance	PAPER/LABEL MAKER CARTRIDGE/DOWNSTAIRS	\$175.09
<i>ATLAS OFFICE PRODUCT - Total For Finance</i>			<i>\$308.17</i>
ATLAS OFFICE PRODUCT	Ft. Caspar Museum	Cash register paper rolls	\$13.40
<i>ATLAS OFFICE PRODUCT - Total For Ft. Caspar Museum</i>			<i>\$13.40</i>
ATLAS OFFICE PRODUCT	Health Insurance Fund	COLOR TONERS	\$95.08
ATLAS OFFICE PRODUCT	Health Insurance Fund	TONER CARTRIDGE	\$38.02
ATLAS OFFICE PRODUCT	Health Insurance Fund	PAPER/LABEL MAKER CARTRIDGE/DOWNSTAIRS	\$162.68
<i>ATLAS OFFICE PRODUCT - Total For Health Insurance Fund</i>			<i>\$295.78</i>
ATLAS OFFICE PRODUCT	Human Resources	PAPER/LABEL MAKER CARTRIDGE/DOWNSTAIRS	\$162.72
ATLAS OFFICE PRODUCT	Human Resources	1 box gray folder for orientation folders	\$10.79
ATLAS OFFICE PRODUCT	Human Resources	COLOR TONERS	\$95.06
ATLAS OFFICE PRODUCT	Human Resources	TONER CARTRIDGE	\$38.02
ATLAS OFFICE PRODUCT	Human Resources	1 box file folders	\$28.68
<i>ATLAS OFFICE PRODUCT - Total For Human Resources</i>			<i>\$335.27</i>
ATLAS OFFICE PRODUCT	Information Services	AA, AAA Batteries, Brother label maker tapes, wi	\$98.84
<i>ATLAS OFFICE PRODUCT - Total For Information Services</i>			<i>\$98.84</i>
ATLAS OFFICE PRODUCT	Metro Animal Shelter	Office supplies	\$217.24
ATLAS OFFICE PRODUCT	Metro Animal Shelter	Office supplies	\$37.66
ATLAS OFFICE PRODUCT	Metro Animal Shelter	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$177.79
<i>ATLAS OFFICE PRODUCT - Total For Metro Animal Shelter</i>			<i>\$432.69</i>
ATLAS OFFICE PRODUCT	Municipal Court	Office supplies	\$4.03
ATLAS OFFICE PRODUCT	Municipal Court	Office supplies	\$19.27
ATLAS OFFICE PRODUCT	Municipal Court	Office supplies	\$62.32
ATLAS OFFICE PRODUCT	Municipal Court	Office supplies	\$334.90
ATLAS OFFICE PRODUCT	Municipal Court	Office supplies	\$24.98
ATLAS OFFICE PRODUCT	Municipal Court	Office supplies	\$86.13

<i>ATLAS OFFICE PRODUCT - Total For Municipal Court</i>			<i>\$531.63</i>
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$748.23
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$39.99
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$80.63
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$37.66
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$112.62
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$658.85
ATLAS OFFICE PRODUCT	Police Administration	Office supplies	\$106.38
<i>ATLAS OFFICE PRODUCT - Total For Police Administration</i>			<i>\$1,784.36</i>
ATLAS OFFICE PRODUCT	Police State Grants	Office supplies	\$62.22
ATLAS OFFICE PRODUCT	Police State Grants	Office supplies	\$217.23
<i>ATLAS OFFICE PRODUCT - Total For Police State Grants</i>			<i>\$279.45</i>
ATLAS OFFICE PRODUCT	Public Safety Communication	Office supplies	\$227.25
<i>ATLAS OFFICE PRODUCT - Total For Public Safety Communications</i>			<i>\$227.25</i>
ATLAS OFFICE PRODUCT	Rec Center - Admin	PHIL CHAIR MAT	\$80.22
ATLAS OFFICE PRODUCT	Rec Center - Admin	PHIL PENS	\$27.38
<i>ATLAS OFFICE PRODUCT - Total For Rec Center - Admin</i>			<i>\$107.60</i>
ATLAS OFFICE PRODUCT	Regional Water Operations	Office Supply	\$200.82
ATLAS OFFICE PRODUCT	Regional Water Operations	Office Supply	\$49.67
ATLAS OFFICE PRODUCT	Regional Water Operations	Office Supply	\$20.90
ATLAS OFFICE PRODUCT	Regional Water Operations	Office Supply	\$88.48
ATLAS OFFICE PRODUCT	Regional Water Operations	Office Supply	\$122.53
ATLAS OFFICE PRODUCT	Regional Water Operations	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$197.07
ATLAS OFFICE PRODUCT	Regional Water Operations	Office Supply	\$57.81
ATLAS OFFICE PRODUCT	Regional Water Operations	Office Supply	\$9.36
<i>ATLAS OFFICE PRODUCT - Total For Regional Water Operations</i>			<i>\$746.64</i>
ATLAS OFFICE PRODUCT	Risk Management	12, 8.5x11 certificate frames for completion of	\$34.56
ATLAS OFFICE PRODUCT	Risk Management	COLOR TONERS	\$95.06
ATLAS OFFICE PRODUCT	Risk Management	TONER CARTRIDGE	\$38.03
ATLAS OFFICE PRODUCT	Risk Management	1 chair mat for new Risk Management employe	\$64.16
ATLAS OFFICE PRODUCT	Risk Management	PAPER/LABEL MAKER CARTRIDGE/DOWNSTAIRS	\$162.68
<i>ATLAS OFFICE PRODUCT - Total For Risk Management</i>			<i>\$394.49</i>
ATLAS OFFICE PRODUCT	Sewer Administration	Printer Cartridge	\$84.47
<i>ATLAS OFFICE PRODUCT - Total For Sewer Administration</i>			<i>\$84.47</i>
ATLAS OFFICE PRODUCT - ALL DEPARTMENTS			\$7,552.08

ATLAS REPRODUCTION

ATLAS REPRODUCTION	Police Administration	Toner	\$225.99
<i>ATLAS REPRODUCTION - Total For Police Administration</i>			\$225.99
ATLAS REPRODUCTION	Public Safety Communication	Toner	\$225.99
<i>ATLAS REPRODUCTION - Total For Public Safety Communications</i>			\$225.99
ATLAS REPRODUCTION - ALL DEPARTMENTS			\$451.98

ATLAS REPRODUCTION I

ATLAS REPRODUCTION I	Parks - Parks Maint.	STATIONERY,OFFICE SUPPLIES,PRINTING AND	\$280.80
<i>ATLAS REPRODUCTION I - Total For Parks - Parks Maint.</i>			\$280.80
ATLAS REPRODUCTION I	Regional Water Operations	STATIONERY,OFFICE SUPPLIES,PRINTING AND	\$49.30
<i>ATLAS REPRODUCTION I - Total For Regional Water Operations</i>			\$49.30
ATLAS REPRODUCTION I - ALL DEPARTMENTS			\$330.10

AWWA EVENTS

AWWA EVENTS	Water Distribution	LEAD & WATER VIRTUAL SUMMIT REGISTRATIO	\$240.00
<i>AWWA EVENTS - Total For Water Distribution</i>			\$240.00
AWWA EVENTS	Water Tanks	Lead & Water Virtual summit, M. Anderson	\$240.00
<i>AWWA EVENTS - Total For Water Tanks</i>			\$240.00
AWWA EVENTS - ALL DEPARTMENTS			\$480.00

B & B RUBBER STAMP S

B & B RUBBER STAMP S	Police Records	MISCELLANEOUS AND RETAIL STORES	\$25.95
<i>B & B RUBBER STAMP S - Total For Police Records</i>			\$25.95
B & B RUBBER STAMP S - ALL DEPARTMENTS			\$25.95

B & B SALES & SERVIC

B & B SALES & SERVIC	Code Enforcement	Lawn mowing service	\$1,953.60
<i>B & B SALES & SERVIC - Total For Code Enforcement</i>			\$1,953.60
B & B SALES & SERVIC - ALL DEPARTMENTS			\$1,953.60

BACKFLOW APPARATUS &

BACKFLOW APPARATUS &	Buildings & Structures Fund	Backflow Repair Supplies	\$845.60
<i>BACKFLOW APPARATUS & - Total For Buildings & Structures Fund</i>			\$845.60
BACKFLOW APPARATUS &	Capital Projects Fund	Backflow Repair Supplies	\$114.40
<i>BACKFLOW APPARATUS & - Total For Capital Projects Fund</i>			\$114.40
BACKFLOW APPARATUS & - ALL DEPARTMENTS			\$960.00

BAILEY'S ACE HARDWAR

BAILEY'S ACE HARDWAR	Balefill - Baler Processing	Operating supplies	\$54.51
BAILEY'S ACE HARDWAR	Balefill - Baler Processing	Fasteners & wasp killer	\$21.36
<i>BAILEY'S ACE HARDWAR - Total For Balefill - Baler Processing</i>			\$75.87
BAILEY'S ACE HARDWAR	Balefill - Disposal & Landfill	Fasteners	\$18.18
BAILEY'S ACE HARDWAR	Balefill - Disposal & Landfill	Drill & bits	\$207.94
<i>BAILEY'S ACE HARDWAR - Total For Balefill - Disposal & Landfill</i>			\$226.12
BAILEY'S ACE HARDWAR	Refuse - Residential	Operating supplies	\$32.99
<i>BAILEY'S ACE HARDWAR - Total For Refuse - Residential</i>			\$32.99
BAILEY'S ACE HARDWAR - ALL DEPARTMENTS			\$334.98

BAILEYS ACE HDWE

BAILEYS ACE HDWE	Aquatics - Operations	Cleaning Supplies	\$36.36
<i>BAILEYS ACE HDWE - Total For Aquatics - Operations</i>			\$36.36
BAILEYS ACE HDWE	Buildings & Structures Fund	Plumbing repair supplies for Ice Arena	\$17.82
BAILEYS ACE HDWE	Buildings & Structures Fund	Plumbing repair parts for Rec Center	\$51.12
<i>BAILEYS ACE HDWE - Total For Buildings & Structures Fund</i>			\$68.94
BAILEYS ACE HDWE	Cemetery	HARDWARE SAFETY TOOLS CEMETERY	\$34.99
<i>BAILEYS ACE HDWE - Total For Cemetery</i>			\$34.99
BAILEYS ACE HDWE	Fleet Maintenance Fund	151572 BAGS OF SOFTNER (14)	\$90.86
<i>BAILEYS ACE HDWE - Total For Fleet Maintenance Fund</i>			\$90.86
BAILEYS ACE HDWE	Ice Arena - Operations	Zamboni Blade Supplies, Shovel Handle, Glue	\$72.24
<i>BAILEYS ACE HDWE - Total For Ice Arena - Operations</i>			\$72.24
BAILEYS ACE HDWE	Metro Animal Control	HARDWARE STORES	\$24.16
<i>BAILEYS ACE HDWE - Total For Metro Animal Control</i>			\$24.16
BAILEYS ACE HDWE	Metro Animal Shelter	HARDWARE STORES	\$106.11

<i>BAILEYS ACE HDWE - Total For Metro Animal Shelter</i>			<i>\$106.11</i>
BAILEYS ACE HDWE	Parks - Parks Maint.	HARDWARE STORES	\$29.99
<i>BAILEYS ACE HDWE - Total For Parks - Parks Maint.</i>			<i>\$29.99</i>
BAILEYS ACE HDWE	Parks - Urban Forestry	HARDWARE STORES	\$39.96
<i>BAILEYS ACE HDWE - Total For Parks - Urban Forestry</i>			<i>\$39.96</i>
BAILEYS ACE HDWE	Police Administration	HARDWARE STORES	\$7.97
<i>BAILEYS ACE HDWE - Total For Police Administration</i>			<i>\$7.97</i>
BAILEYS ACE HDWE	Sewer Wastewater Collection strapping for 660231		\$3.86
BAILEYS ACE HDWE	Sewer Wastewater Collection office supplies		\$13.95
<i>BAILEYS ACE HDWE - Total For Sewer Wastewater Collection</i>			<i>\$17.81</i>
BAILEYS ACE HDWE	Traffic Control	Tape for painting Transit office sidewalk	\$15.98
<i>BAILEYS ACE HDWE - Total For Traffic Control</i>			<i>\$15.98</i>
BAILEYS ACE HDWE	Water Distribution	Cutters, unit 660260	\$35.97
<i>BAILEYS ACE HDWE - Total For Water Distribution</i>			<i>\$35.97</i>
BAILEYS ACE HDWE	Water Meters	Parts for 5/8 meter to check out to contractor	\$16.67
<i>BAILEYS ACE HDWE - Total For Water Meters</i>			<i>\$16.67</i>
BAILEYS ACE HDWE	Weed & Pest Fund	supplies	\$15.99
<i>BAILEYS ACE HDWE - Total For Weed & Pest Fund</i>			<i>\$15.99</i>
BAILEYS ACE HDWE	WWTP Operations	Battery	\$7.99
<i>BAILEYS ACE HDWE - Total For WWTP Operations</i>			<i>\$7.99</i>
BAILEYS ACE HDWE - ALL DEPARTMENTS			\$621.99

BARGREEN ELLINGSON

BARGREEN ELLINGSON	Public Transit - Operations	Paper towels	\$76.90
<i>BARGREEN ELLINGSON - Total For Public Transit - Operations</i>			<i>\$76.90</i>
BARGREEN ELLINGSON - ALL DEPARTMENTS			\$76.90

BATTERIES+BULBS

BATTERIES+BULBS	Buildings & Structures Fund	Emergency exit light batteries for Ft Caspar	\$63.90
<i>BATTERIES+BULBS - Total For Buildings & Structures Fund</i>			<i>\$63.90</i>
BATTERIES+BULBS - ALL DEPARTMENTS			\$63.90

BEST BUY

BEST BUY	Fire-EMS Operations	iPad charging cord for E5 and SD card for F1	\$36.48
<i>BEST BUY - Total For Fire-EMS Operations</i>			\$36.48
BEST BUY - ALL DEPARTMENTS			\$36.48

BEST WESTERN GREELEY

BEST WESTERN GREELEY	Sewer Wastewater Collection	hotel for disaster management training	\$295.04
<i>BEST WESTERN GREELEY - Total For Sewer Wastewater Collection</i>			\$295.04
BEST WESTERN GREELEY - ALL DEPARTMENTS			\$295.04

BETH BURGESS

BETH BURGESS	Fire-EMS Operations	Uniform alterations	\$176.50
<i>BETH BURGESS - Total For Fire-EMS Operations</i>			\$176.50
BETH BURGESS - ALL DEPARTMENTS			\$176.50

BIG LOTS STORES

BIG LOTS STORES	WWTP Operations	Handle	\$6.50
<i>BIG LOTS STORES - Total For WWTP Operations</i>			\$6.50
BIG LOTS STORES - ALL DEPARTMENTS			\$6.50

BLACK HILLS ENERGY

BLACK HILLS ENERGY	Balefill - Disposal & Landfill	Acct #7538 8605 37	\$30.89
BLACK HILLS ENERGY	Balefill - Disposal & Landfill	Acct #1919 8530 97	\$500.22
<i>BLACK HILLS ENERGY - Total For Balefill - Disposal & Landfill</i>			\$531.11
BLACK HILLS ENERGY	Fire-EMS Administration	Acct #3267 4234 58	\$51.94
<i>BLACK HILLS ENERGY - Total For Fire-EMS Administration</i>			\$51.94
BLACK HILLS ENERGY	Fleet Maintenance Fund	Acct #5293 6421 13	\$241.01
<i>BLACK HILLS ENERGY - Total For Fleet Maintenance Fund</i>			\$241.01
BLACK HILLS ENERGY	Golf - Operations	Acct #6566 7661 30	\$31.02
BLACK HILLS ENERGY	Golf - Operations	Acct #1340 9824 25	\$212.24
<i>BLACK HILLS ENERGY - Total For Golf - Operations</i>			\$243.26
BLACK HILLS ENERGY	Metro Animal Shelter	Acct #9630 2229 58	\$199.10
<i>BLACK HILLS ENERGY - Total For Metro Animal Shelter</i>			\$199.10
BLACK HILLS ENERGY	Parks - Parks Maint.	Acct #2076 2356 87	\$101.43

<i>BLACK HILLS ENERGY - Total For Parks - Parks Maint.</i>			<i>\$101.43</i>
BLACK HILLS ENERGY	Rec Center - Operations	Acct #4400 2150 46	\$142.85
<i>BLACK HILLS ENERGY - Total For Rec Center - Operations</i>			<i>\$142.85</i>
BLACK HILLS ENERGY	Sewer Wastewater Collection	Acct #6405 5357 61	\$32.83
<i>BLACK HILLS ENERGY - Total For Sewer Wastewater Collection</i>			<i>\$32.83</i>
BLACK HILLS ENERGY	Water Distribution	Acct #0295 5402 18	\$388.57
<i>BLACK HILLS ENERGY - Total For Water Distribution</i>			<i>\$388.57</i>
BLACK HILLS ENERGY	WWTP Operations	Acct #5541 2887 44	\$820.39
<i>BLACK HILLS ENERGY - Total For WWTP Operations</i>			<i>\$820.39</i>
BLACK HILLS ENERGY - ALL DEPARTMENTS			\$2,752.49

BLAKEMAN PROPANE

BLAKEMAN PROPANE	Hogadon - Operations	Propane	\$5,456.10
<i>BLAKEMAN PROPANE - Total For Hogadon - Operations</i>			<i>\$5,456.10</i>
BLAKEMAN PROPANE - ALL DEPARTMENTS			\$5,456.10

BLAZE PIZZA #1225

BLAZE PIZZA #1225	Special Fire Assistance Fund	EATING PLACES, RESTAURANTS	\$39.31
<i>BLAZE PIZZA #1225 - Total For Special Fire Assistance Fund</i>			<i>\$39.31</i>
BLAZE PIZZA #1225 - ALL DEPARTMENTS			\$39.31

BLAZE PIZZA RAPID CI

BLAZE PIZZA RAPID CI	Special Fire Assistance Fund	EATING PLACES, RESTAURANTS	\$39.31
BLAZE PIZZA RAPID CI	Special Fire Assistance Fund	EATING PLACES, RESTAURANTS	\$39.31
<i>BLAZE PIZZA RAPID CI - Total For Special Fire Assistance Fund</i>			<i>\$78.62</i>
BLAZE PIZZA RAPID CI - ALL DEPARTMENTS			\$78.62

BLOEDORN LUMBER

BLOEDORN LUMBER	Buildings & Structures Fund	Marker & screws	\$6.56
BLOEDORN LUMBER	Buildings & Structures Fund	Misc supplies for PD remodel	\$1,115.49
BLOEDORN LUMBER	Buildings & Structures Fund	Return of adhesive	(\$203.97)
<i>BLOEDORN LUMBER - Total For Buildings & Structures Fund</i>			<i>\$918.08</i>
BLOEDORN LUMBER	Refuse - Recycling	Misc small tools	\$91.04

BLOEDORN LUMBER - Total For Refuse - Recycling \$91.04

BLOEDORN LUMBER - ALL DEPARTMENTS \$1,009.12

BLOEDORN LUMBER CO

BLOEDORN LUMBER CO Balefill - Baler Processing FLASHLIGHT AND PAINT \$97.10

BLOEDORN LUMBER CO - Total For Balefill - Baler Processing \$97.10

BLOEDORN LUMBER CO Buildings & Structures Fund Supplies for PD Remodel at Marathon \$26.97

BLOEDORN LUMBER CO Buildings & Structures Fund BAS Shop Tools \$17.09

BLOEDORN LUMBER CO - Total For Buildings & Structures Fund \$44.06

BLOEDORN LUMBER CO Fire-EMS Operations LUMBER AND BUILDING MATERIALS STORES \$12.88

BLOEDORN LUMBER CO - Total For Fire-EMS Operations \$12.88

BLOEDORN LUMBER CO Water Distribution Screws \$20.68

BLOEDORN LUMBER CO Water Distribution CONCRETE SUPPLIES FOR WASHINGTON JOB \$109.17

BLOEDORN LUMBER CO - Total For Water Distribution \$129.85

BLOEDORN LUMBER CO - ALL DEPARTMENTS \$283.89

BLUE DOT SAFES CORPO

BLUE DOT SAFES CORPO Capital Projects Fund Safe purchases for cash handling policy \$2,736.00

BLUE DOT SAFES CORPO - Total For Capital Projects Fund \$2,736.00

BLUE DOT SAFES CORPO - ALL DEPARTMENTS \$2,736.00

BRENNTAG PACIFIC, IN

BRENNTAG PACIFIC, IN Regional Water Operations Ferric Chloride \$12,756.40

BRENNTAG PACIFIC, IN Regional Water Operations Ammonium Hydr \$13,324.50

BRENNTAG PACIFIC, IN Regional Water Operations Ferric Chloride \$12,638.40

BRENNTAG PACIFIC, IN - Total For Regional Water Operations \$38,719.30

BRENNTAG PACIFIC, IN - ALL DEPARTMENTS \$38,719.30

BRIAN'S GO TO SERVIC

BRIAN'S GO TO SERVIC Code Enforcement Lawn mowing service \$35.00

BRIAN'S GO TO SERVIC Code Enforcement Lawn mowing service \$107.21

BRIAN'S GO TO SERVIC Code Enforcement Lawn mowing service \$102.60

BRIAN'S GO TO SERVIC Code Enforcement Lawn mowing service \$104.23

BRIAN'S GO TO SERVIC	Code Enforcement	Lawn mowing service	\$63.73
BRIAN'S GO TO SERVIC	Code Enforcement	Lawn mowing service	\$106.02
BRIAN'S GO TO SERVIC	Code Enforcement	Lawn mowing service	\$79.33
<i>BRIAN'S GO TO SERVIC - Total For Code Enforcement</i>			<i>\$598.12</i>
BRIAN'S GO TO SERVIC - ALL DEPARTMENTS			\$598.12

BUDGET BLINDS OF CAS

BUDGET BLINDS OF CAS	Balefill - Baler Processing	Service call	\$65.00
<i>BUDGET BLINDS OF CAS - Total For Balefill - Baler Processing</i>			<i>\$65.00</i>
BUDGET BLINDS OF CAS - ALL DEPARTMENTS			\$65.00

BUDGET.COM PREPAY

BUDGET.COM PREPAY	Police Administration	BUDGET RENT-A-CAR	\$293.35
<i>BUDGET.COM PREPAY - Total For Police Administration</i>			<i>\$293.35</i>
BUDGET.COM PREPAY - ALL DEPARTMENTS			\$293.35

BURGER KING #13438

BURGER KING #13438	Special Fire Assistance Fund	FAST FOOD RESTAURANTS	\$23.76
BURGER KING #13438	Special Fire Assistance Fund	FAST FOOD RESTAURANTS	\$18.38
BURGER KING #13438	Special Fire Assistance Fund	FAST FOOD RESTAURANTS	\$21.81
<i>BURGER KING #13438 - Total For Special Fire Assistance Fund</i>			<i>\$63.95</i>
BURGER KING #13438 - ALL DEPARTMENTS			\$63.95

BVD BeenVerified.com

BVD BeenVerified.com	Police Records	CONTINUITY/SUBSCRIPTION MERCHANTS	\$1.00
<i>BVD BeenVerified.com - Total For Police Records</i>			<i>\$1.00</i>
BVD BeenVerified.com - ALL DEPARTMENTS			\$1.00

C&J SAYLES INC

C&J SAYLES INC	General Fund Revenue	jewelry for resale in gift shop	\$910.87
<i>C&J SAYLES INC - Total For General Fund Revenue</i>			<i>\$910.87</i>

C&J SAYLES INC - ALL DEPARTMENTS \$910.87

CANVA I03143-300559

CANVA I03143-300559 Golf - Operations PHOTOGRAPHIC STUDIOS \$2.00

CANVA I03143-300559 - Total For Golf - Operations \$2.00

CANVA I03143-300559 - ALL DEPARTMENTS \$2.00

CAPITAL BUSINESS SYS

CAPITAL BUSINESS SYS Fleet Maintenance Fund Copier usage \$52.00

CAPITAL BUSINESS SYS Fleet Maintenance Fund COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL \$52.00

CAPITAL BUSINESS SYS - Total For Fleet Maintenance Fund \$104.00

CAPITAL BUSINESS SYS - ALL DEPARTMENTS \$104.00

CASPER ANIMAL MED CT

CASPER ANIMAL MED CT Metro Animal Shelter VETERINARY SERVICES \$107.74

CASPER ANIMAL MED CT Metro Animal Shelter VETERINARY SERVICES \$26.10

CASPER ANIMAL MED CT - Total For Metro Animal Shelter \$133.84

CASPER ANIMAL MED CT - ALL DEPARTMENTS \$133.84

CASPER AREA CHAMBER

CASPER AREA CHAMBER City Manager MEMBERSHIP ORGANIZATIONS NOT ELSEWHER \$50.00

CASPER AREA CHAMBER - Total For City Manager \$50.00

CASPER AREA CHAMBER Regional Water Operations Annual Membership \$300.00

CASPER AREA CHAMBER - Total For Regional Water Operations \$300.00

CASPER AREA CHAMBER - ALL DEPARTMENTS \$350.00

CASPER NATRONA COUNT

CASPER NATRONA COUNT Ice Arena - Operations CONCESSION Bi-Annual Inspection \$50.00

CASPER NATRONA COUNT - Total For Ice Arena - Operations \$50.00

CASPER NATRONA COUNT Social Community Services July & August 2021 tax revenues \$95,833.34

CASPER NATRONA COUNT - Total For Social Community Services \$95,833.34

CASPER NATRONA COUNT - ALL DEPARTMENTS

\$95,883.34

CASPER RECREATIONAL

CASPER RECREATIONAL	Ice Arena - Classes	CRLA Referees March	\$725.00
CASPER RECREATIONAL	Ice Arena - Classes	CRLA Hockey Referees April tournament	\$430.00
<i>CASPER RECREATIONAL - Total For Ice Arena - Classes</i>			<i>\$1,155.00</i>
CASPER RECREATIONAL - ALL DEPARTMENTS			\$1,155.00

CASPER STAR TRIBUNE

CASPER STAR TRIBUNE	City Clerk	Retail Liquor License No. 28 - Let it Roll - Publi	\$129.64
CASPER STAR TRIBUNE	City Clerk	July 20 Council Meeting Minutes Publication	\$1,155.40
CASPER STAR TRIBUNE	City Clerk	NEWS DEALERS AND NEWSSTANDS	\$87.36
CASPER STAR TRIBUNE	City Clerk	July 27 Special Meeting Minutes Publication	\$158.98
CASPER STAR TRIBUNE	City Clerk	Aug 3 Council Meeting Minutes p. 1 & 2 Publicat	\$2,521.00
<i>CASPER STAR TRIBUNE - Total For City Clerk</i>			<i>\$4,052.38</i>
CASPER STAR TRIBUNE	Fleet Maintenance Fund	NEWS DEALERS AND NEWSSTANDS	\$154.08
CASPER STAR TRIBUNE	Fleet Maintenance Fund	NEWS DEALERS AND NEWSSTANDS	\$206.80
CASPER STAR TRIBUNE	Fleet Maintenance Fund	NEWS DEALERS AND NEWSSTANDS	\$147.76
CASPER STAR TRIBUNE	Fleet Maintenance Fund	NEWS DEALERS AND NEWSSTANDS	\$166.48
<i>CASPER STAR TRIBUNE - Total For Fleet Maintenance Fund</i>			<i>\$675.12</i>
CASPER STAR TRIBUNE	Sewer Stormwater	NEWS DEALERS AND NEWSSTANDS	\$415.40
<i>CASPER STAR TRIBUNE - Total For Sewer Stormwater</i>			<i>\$415.40</i>
CASPER STAR TRIBUNE - ALL DEPARTMENTS			\$5,142.90

CASPER STAR-TRIBUNE,

CASPER STAR-TRIBUNE,	Balefill - Disposal & Landfill	Standard advertisement for bid	\$596.48
<i>CASPER STAR-TRIBUNE, - Total For Balefill - Disposal & Landfill</i>			<i>\$596.48</i>
CASPER STAR-TRIBUNE,	Capital Projects Fund	Standard advertisement for bid	\$590.16
CASPER STAR-TRIBUNE,	Capital Projects Fund	Advertising-Notice of final payment to contracto	\$223.12
CASPER STAR-TRIBUNE,	Capital Projects Fund	Standard advertisement for bid	\$599.64
CASPER STAR-TRIBUNE,	Capital Projects Fund	Advertising-Notice of final payment to contracto	\$232.60
<i>CASPER STAR-TRIBUNE, - Total For Capital Projects Fund</i>			<i>\$1,645.52</i>
CASPER STAR-TRIBUNE,	Engineering	Acct #156-00022010 - Star Tribune Paper Rene	\$589.99

<i>CASPER STAR-TRIBUNE, - Total For Engineering</i>			\$589.99
CASPER STAR-TRIBUNE,	Finance	Advertising - Notice	\$1,379.28
<i>CASPER STAR-TRIBUNE, - Total For Finance</i>			\$1,379.28
CASPER STAR-TRIBUNE,	Refuse - Recycling	Advertising-Notice of final payment to contracto	\$149.92
<i>CASPER STAR-TRIBUNE, - Total For Refuse - Recycling</i>			\$149.92
CASPER STAR-TRIBUNE,	Regional Water Operations	Advertising - Notice	\$49.86
<i>CASPER STAR-TRIBUNE, - Total For Regional Water Operations</i>			\$49.86
CASPER STAR-TRIBUNE,	Sewer Wastewater Collection Standard advertisement for bid		\$201.99
CASPER STAR-TRIBUNE,	Sewer Wastewater Collection Advertising - Final payment to contractor		\$149.92
<i>CASPER STAR-TRIBUNE, - Total For Sewer Wastewater Collection</i>			\$351.91
CASPER STAR-TRIBUNE,	Traffic Control	Advertising-Notice of final payment to contracto	\$149.92
<i>CASPER STAR-TRIBUNE, - Total For Traffic Control</i>			\$149.92
CASPER STAR-TRIBUNE,	WWTP Operations	Standard advertisement for bid	\$201.99
<i>CASPER STAR-TRIBUNE, - Total For WWTP Operations</i>			\$201.99
CASPER STAR-TRIBUNE,	WWTP Regional Interceptors	Standard advertisement for bid	\$201.98
<i>CASPER STAR-TRIBUNE, - Total For WWTP Regional Interceptors</i>			\$201.98
CASPER STAR-TRIBUNE, - ALL DEPARTMENTS			\$5,316.85

CASPER TIRE

CASPER TIRE	Balefill - Diversion & Special	Flat repair	\$20.00
<i>CASPER TIRE - Total For Balefill - Diversion & Special</i>			\$20.00
CASPER TIRE	Fleet Maintenance Fund	Complete switch	\$15.00
CASPER TIRE	Fleet Maintenance Fund	Tire	\$190.00
CASPER TIRE	Fleet Maintenance Fund	Flat repair	\$60.00
CASPER TIRE	Fleet Maintenance Fund	Tire	\$179.00
CASPER TIRE	Fleet Maintenance Fund	ATV complete switch	\$20.00
CASPER TIRE	Fleet Maintenance Fund	Tire balance	\$30.00
<i>CASPER TIRE - Total For Fleet Maintenance Fund</i>			\$494.00
CASPER TIRE	Refuse - Residential	Valve stem	\$10.00
CASPER TIRE	Refuse - Residential	Flat repair	\$90.00
CASPER TIRE	Refuse - Residential	Flat repair	\$45.00
<i>CASPER TIRE - Total For Refuse - Residential</i>			\$145.00
CASPER TIRE - ALL DEPARTMENTS			\$659.00

CASPER WINAIR SUPPLY

CASPER WINAIR SUPPLY	Buildings & Structures Fund	HVAC Repair supplies for Fire Station 2	\$838.31
<i>CASPER WINAIR SUPPLY - Total For Buildings & Structures Fund</i>			<i>\$838.31</i>
CASPER WINAIR SUPPLY - ALL DEPARTMENTS			\$838.31

CASPER WINNELSON CO

CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair parts for Fire Station 3	\$629.99
CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair supplies for Ice Arena	\$64.34
CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair supplies for Ice Arena	\$158.25
CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair supplies	\$119.17
CASPER WINNELSON CO	Buildings & Structures Fund	BAS Shop Supplies	\$63.26
CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair parts for Fire Station 3	\$63.87
CASPER WINNELSON CO	Buildings & Structures Fund	Plumbing repair supplies for Ice Arena	\$8.88
CASPER WINNELSON CO	Buildings & Structures Fund	Replacement backflow preventer for City Center	\$746.05
CASPER WINNELSON CO	Buildings & Structures Fund	City Center Plumbing repair parts	\$94.16
CASPER WINNELSON CO	Buildings & Structures Fund	Supplies to insulate water line at Solid Waste	\$17.76
CASPER WINNELSON CO	Buildings & Structures Fund	Steamer repair parts for Rec Center	\$273.02
CASPER WINNELSON CO	Buildings & Structures Fund	Backflow repair parts for Mike Sedar Pool	\$337.92
CASPER WINNELSON CO	Buildings & Structures Fund	Shower repair parts for Solid Waste	\$207.98
<i>CASPER WINNELSON CO - Total For Buildings & Structures Fund</i>			<i>\$2,784.65</i>
CASPER WINNELSON CO - ALL DEPARTMENTS			\$2,784.65

CENTRAL PAINT & BODY

CENTRAL PAINT & BODY	Fleet Maintenance Fund	Auto body repairs	\$1,000.00
CENTRAL PAINT & BODY	Fleet Maintenance Fund	Equipment repair	\$4,269.00
CENTRAL PAINT & BODY	Fleet Maintenance Fund	Auto body repairs	\$6,149.50
<i>CENTRAL PAINT & BODY - Total For Fleet Maintenance Fund</i>			<i>\$11,418.50</i>
CENTRAL PAINT & BODY - ALL DEPARTMENTS			\$11,418.50

CENTRAL TRUCK & DIES

CENTRAL TRUCK & DIES	Balefill - Baler Processing	REPLACEMENT SOCKETS	\$68.70
<i>CENTRAL TRUCK & DIES - Total For Balefill - Baler Processing</i>			<i>\$68.70</i>

CENTRAL TRUCK & DIES - ALL DEPARTMENTS \$68.70

CENTRAL WYOMING HOSP

CENTRAL WYOMING HOSP Capital Projects Fund 1% #16 Funding Central Wyoming \$7,666.65

CENTRAL WYOMING HOSP - Total For Capital Projects Fund \$7,666.65

CENTRAL WYOMING HOSP - ALL DEPARTMENTS \$7,666.65

CENTRAL WYOMING SENI

CENTRAL WYOMING SENI Public Transit - Operations MARKETING EVENT \$20.00

CENTRAL WYOMING SENI - Total For Public Transit - Operations \$20.00

CENTRAL WYOMING SENI - ALL DEPARTMENTS \$20.00

CENTURYLINK

CENTURYLINK Balefill - Disposal & Landfill Acct #307-265-4035 606B \$4.59

CENTURYLINK - Total For Balefill - Disposal & Landfill \$4.59

CENTURYLINK Customer Service Acct #307-235-8290 915B \$45.32

CENTURYLINK - Total For Customer Service \$45.32

CENTURYLINK Fire-EMS Administration Acct #71332709 \$287.42

CENTURYLINK Fire-EMS Administration Acct #307-432-1300 572B \$499.05

CENTURYLINK - Total For Fire-EMS Administration \$786.47

CENTURYLINK Fleet Maintenance Fund Acct #P-307-111-5112 611M \$151.90

CENTURYLINK - Total For Fleet Maintenance Fund \$151.90

CENTURYLINK Metro Animal Shelter Acct #307-235-8356 281B \$46.53

CENTURYLINK Metro Animal Shelter Acct #P-307-234-8116 403M \$155.64

CENTURYLINK - Total For Metro Animal Shelter \$202.17

CENTURYLINK Municipal Court Acct# 307-234-6291 349B \$26.61

CENTURYLINK - Total For Municipal Court \$26.61

CENTURYLINK Planning Acct #P-307-234-6076 866M \$65.54

CENTURYLINK - Total For Planning \$65.54

CENTURYLINK Police Administration Acct #P-307-111-5103 060M \$381.05

CENTURYLINK - Total For Police Administration \$381.05

CENTURYLINK Public Safety Communication Acct #307-235-7592 537B \$197.08

CENTURYLINK Public Safety Communication Acct #P-307-111-5107 160M \$11,050.67

CENTURYLINK	Public Safety Communication	Acct #P-307-632-4759 643M	\$302.87
<i>CENTURYLINK - Total For Public Safety Communications</i>			<i>\$11,550.62</i>
CENTURYLINK	Rec Center - Operations	Acct #P-307-111-5114 622M	\$316.13
<i>CENTURYLINK - Total For Rec Center - Operations</i>			<i>\$316.13</i>
CENTURYLINK	Sewer Wastewater Collection	Acct #307-234-6303 407B	\$62.51
CENTURYLINK	Sewer Wastewater Collection	Acct #307-472-1129 839B	\$41.06
<i>CENTURYLINK - Total For Sewer Wastewater Collection</i>			<i>\$103.57</i>
CENTURYLINK	Streets	Acct #P-307-111-5105 138M	\$174.08
<i>CENTURYLINK - Total For Streets</i>			<i>\$174.08</i>
CENTURYLINK	Water Distribution	Acct #P-307-234-3016F 5188	\$160.57
<i>CENTURYLINK - Total For Water Distribution</i>			<i>\$160.57</i>
CENTURYLINK	WWTP Operations	Acct #P-307-111-5113 619M	\$242.24
<i>CENTURYLINK - Total For WWTP Operations</i>			<i>\$242.24</i>
CENTURYLINK - ALL DEPARTMENTS			\$14,210.86

CIRCLE K # 40688

CIRCLE K # 40688	Metro Animal Control	AUTOMATED FUEL DISPENSERS	\$38.02
<i>CIRCLE K # 40688 - Total For Metro Animal Control</i>			<i>\$38.02</i>
CIRCLE K # 40688 - ALL DEPARTMENTS			\$38.02

CITIZEN PAYMENT

CITIZEN PAYMENT	Aquatics - Pool	Refund - Mike Sedar Pool Party cancelled	\$580.00
<i>CITIZEN PAYMENT - Total For Aquatics - Pool</i>			<i>\$580.00</i>
CITIZEN PAYMENT	General Fund Revenue	Refund of park rental	\$50.00
CITIZEN PAYMENT	General Fund Revenue	Plan Check Fee Refund - Alder Appts	\$21,585.85
<i>CITIZEN PAYMENT - Total For General Fund Revenue</i>			<i>\$21,635.85</i>
CITIZEN PAYMENT	Rec Center	Refund - over charge of field prep	\$450.00
CITIZEN PAYMENT	Rec Center	Deposit from use of Crossroads for tournament	\$500.00
CITIZEN PAYMENT	Rec Center	Refund deposit from use of Mike Lansing	\$400.00
<i>CITIZEN PAYMENT - Total For Rec Center</i>			<i>\$1,350.00</i>
CITIZEN PAYMENT - ALL DEPARTMENTS			\$23,565.85

CITRIX SYSTEMS INC.

CITRIX SYSTEMS INC.	Aquatics - Pool	COC's Citrix license renewals through Sept. 2022	\$333.55
<i>CITRIX SYSTEMS INC. - Total For Aquatics - Pool</i>			<i>\$333.55</i>
CITRIX SYSTEMS INC.	City Clerk	COC's Citrix license renewals through Sept. 2022	\$83.39
<i>CITRIX SYSTEMS INC. - Total For City Clerk</i>			<i>\$83.39</i>
CITRIX SYSTEMS INC.	Code Enforcement	COC's Citrix license renewals through Sept. 2022	\$166.76
<i>CITRIX SYSTEMS INC. - Total For Code Enforcement</i>			<i>\$166.76</i>
CITRIX SYSTEMS INC.	Fire-EMS Administration	COC's Citrix license renewals through Sept. 2022	\$1,834.51
<i>CITRIX SYSTEMS INC. - Total For Fire-EMS Administration</i>			<i>\$1,834.51</i>
CITRIX SYSTEMS INC.	Ford Wyoming Center	COC's Citrix license renewals through Sept. 2022	\$416.93
<i>CITRIX SYSTEMS INC. - Total For Ford Wyoming Center</i>			<i>\$416.93</i>
CITRIX SYSTEMS INC.	Information Services	COC's Citrix license renewals through Sept. 2022	\$750.48
<i>CITRIX SYSTEMS INC. - Total For Information Services</i>			<i>\$750.48</i>
CITRIX SYSTEMS INC.	Police Administration	COC's Citrix license renewals through Sept. 2022	\$3,669.01
<i>CITRIX SYSTEMS INC. - Total For Police Administration</i>			<i>\$3,669.01</i>
CITRIX SYSTEMS INC.	Traffic Control	COC's Citrix license renewals through Sept. 2022	\$83.39
<i>CITRIX SYSTEMS INC. - Total For Traffic Control</i>			<i>\$83.39</i>
CITRIX SYSTEMS INC.	Water Meters	COC's Citrix license renewals through Sept. 2022	\$583.71
<i>CITRIX SYSTEMS INC. - Total For Water Meters</i>			<i>\$583.71</i>
CITRIX SYSTEMS INC. - ALL DEPARTMENTS			\$7,921.73

CITY OF CASPER

CITY OF CASPER	Golf	7/26/21 couples event	\$990.00
<i>CITY OF CASPER - Total For Golf</i>			<i>\$990.00</i>
CITY OF CASPER	Hogadon - Operations	Pickup baler	\$18.00
<i>CITY OF CASPER - Total For Hogadon - Operations</i>			<i>\$18.00</i>
CITY OF CASPER	Metro Animal Shelter	June, July 2021 Intergovernmental User Charges	\$11,276.33
<i>CITY OF CASPER - Total For Metro Animal Shelter</i>			<i>\$11,276.33</i>
CITY OF CASPER	Metropolitan Planning Org	GIS Interdepartmental services	\$6,713.08
<i>CITY OF CASPER - Total For Metropolitan Planning Org</i>			<i>\$6,713.08</i>
CITY OF CASPER	Police Administration	Pickup landfill	\$18.00
<i>CITY OF CASPER - Total For Police Administration</i>			<i>\$18.00</i>
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, recycle cardboard	\$6,075.90
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, cardboard/newspape	\$6,441.07
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, newspaper/cardboar	\$6,550.76
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, recycle cardboard	\$6,715.08

CITY OF CASPER	Refuse - Residential	Recycle cardboard, garbage baler	\$540.60
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, recycle cardboard	\$7,395.62
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, newspaper/cardboard	\$7,842.39
CITY OF CASPER	Refuse - Residential	Recycle cardboard, garbage baler	\$561.80
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, newspaper/cardboard	\$7,937.81
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, cardboard/newspaper	\$6,728.31
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, recycled cardboard	\$6,671.62
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, newspaper/cardboard	\$6,605.88
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, cardboard/newspaper	\$6,648.28
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, newspaper/cardboard	\$6,588.92
CITY OF CASPER	Refuse - Residential	Garbage baler, recycled cardboard	\$560.74
CITY OF CASPER	Refuse - Residential	Garbage baler, park trash, newspaper/cardboard	\$7,627.21
CITY OF CASPER	Refuse - Residential	Garbage baler, recycle cardboard	\$6,623.41
<i>CITY OF CASPER - Total For Refuse - Residential</i>			<i>\$98,115.40</i>
CITY OF CASPER	Regional Water Operations	Cust #109843	\$25.79
CITY OF CASPER	Regional Water Operations	Cust #109843	\$204.00
CITY OF CASPER	Regional Water Operations	Cust #109843	\$25.79
CITY OF CASPER	Regional Water Operations	Cust #109843	\$126.00
<i>CITY OF CASPER - Total For Regional Water Operations</i>			<i>\$381.58</i>
CITY OF CASPER	Sewer Wastewater Collection July 2021 PSCC user charges		\$376.01
<i>CITY OF CASPER - Total For Sewer Wastewater Collection</i>			<i>\$376.01</i>
CITY OF CASPER	Water Distribution	July 2021 PSCC user charges	\$376.00
<i>CITY OF CASPER - Total For Water Distribution</i>			<i>\$376.00</i>
CITY OF CASPER	WWTP Operations	Sump Sludge/Honey Wagon	\$140.19
CITY OF CASPER	WWTP Operations	Sump Sludge/Honey Wagon	\$118.99
CITY OF CASPER	WWTP Operations	Sump Sludge/Honey Wagon	\$128.00
<i>CITY OF CASPER - Total For WWTP Operations</i>			<i>\$387.18</i>
CITY OF CASPER - ALL DEPARTMENTS			\$118,651.58

CITY SERVICE ELECTRI

CITY SERVICE ELECTRI	Hogadon - Operations	Upgrade power pack transformer & panel	\$3,500.00
CITY SERVICE ELECTRI	Hogadon - Operations	Electrical work on underground cable	\$5,733.17
<i>CITY SERVICE ELECTRI - Total For Hogadon - Operations</i>			<i>\$9,233.17</i>
CITY SERVICE ELECTRI - ALL DEPARTMENTS			\$9,233.17

CIVIL ENGINEERING PR

CIVIL ENGINEERING PR	Sewer Wastewater Collection	GemsS028991-Poplar & 1st St In	\$43,840.88
<i>CIVIL ENGINEERING PR - Total For Sewer Wastewater Collection</i>			<i>\$43,840.88</i>
CIVIL ENGINEERING PR	Water Distribution	New water system master plan f	\$6,000.00
CIVIL ENGINEERING PR	Water Distribution	GemsS028991-Poplar & 1st St In	\$24,550.89
<i>CIVIL ENGINEERING PR - Total For Water Distribution</i>			<i>\$30,550.89</i>
CIVIL ENGINEERING PR	Water Tanks	Gems S028733 - CY Booster Stat	\$656.25
<i>CIVIL ENGINEERING PR - Total For Water Tanks</i>			<i>\$656.25</i>
CIVIL ENGINEERING PR - ALL DEPARTMENTS			\$75,048.02

CLEVELAND GOLF

CLEVELAND GOLF	Golf	Golf Inventory	\$125.00
<i>CLEVELAND GOLF - Total For Golf</i>			<i>\$125.00</i>
CLEVELAND GOLF - ALL DEPARTMENTS			\$125.00

CMI TECO, INC.

CMI TECO, INC.	Refuse - Commercial	Equipment repair	\$396.16
CMI TECO, INC.	Refuse - Commercial	Equipment repair	\$644.87
<i>CMI TECO, INC. - Total For Refuse - Commercial</i>			<i>\$1,041.03</i>
CMI TECO, INC.	Refuse - Residential	Equipment repairs	\$3,347.08
CMI TECO, INC.	Refuse - Residential	Equipment repair	\$645.29
CMI TECO, INC.	Refuse - Residential	Equipment repair	\$9,385.68
CMI TECO, INC.	Refuse - Residential	Equipment repair	\$1,562.56
CMI TECO, INC.	Refuse - Residential	Equipment repairs	\$7,429.70
<i>CMI TECO, INC. - Total For Refuse - Residential</i>			<i>\$22,370.31</i>
CMI TECO, INC. - ALL DEPARTMENTS			\$23,411.34

COASTAL CHEMICAL CO

COASTAL CHEMICAL CO	Regional Water Operations	Fuel	\$267.30
COASTAL CHEMICAL CO	Regional Water Operations	Fuel	\$87.84
COASTAL CHEMICAL CO	Regional Water Operations	Fuel	\$66.22
COASTAL CHEMICAL CO	Regional Water Operations	Vehicle Fuel	\$86.72
<i>COASTAL CHEMICAL CO - Total For Regional Water Operations</i>			<i>\$508.08</i>

COASTAL CHEMICAL CO - ALL DEPARTMENTS

\$508.08

COCA COLA BOTTLING C

COCA COLA BOTTLING C	Balefill - Disposal & Landfill	SCALEHOUSE DRINKING WATER	\$15.50
COCA COLA BOTTLING C	Balefill - Disposal & Landfill	WATER FOR SCALEHOUSE CUSTOMERS	\$7.75
<i>COCA COLA BOTTLING C - Total For Balefill - Disposal & Landfill</i>			\$23.25
COCA COLA BOTTLING C	Metro Animal Shelter	MISCELLANEOUS GENERAL MERCHANDISE STOR	\$91.50
<i>COCA COLA BOTTLING C - Total For Metro Animal Shelter</i>			\$91.50

COCA COLA BOTTLING C - ALL DEPARTMENTS

\$114.75

COMMUNICATION TECHNO

COMMUNICATION TECHNO	Fire-EMS Operations	Programming of two portables and one mobile	\$206.00
<i>COMMUNICATION TECHNO - Total For Fire-EMS Operations</i>			\$206.00
COMMUNICATION TECHNO	Fleet Maintenance Fund	Security camera & installation	\$1,234.05
<i>COMMUNICATION TECHNO - Total For Fleet Maintenance Fund</i>			\$1,234.05
COMMUNICATION TECHNO	Police Administration	Test power	\$51.50
<i>COMMUNICATION TECHNO - Total For Police Administration</i>			\$51.50
COMMUNICATION TECHNO	Public Safety Communication	Installation of duplexer	\$1,675.00
<i>COMMUNICATION TECHNO - Total For Public Safety Communications</i>			\$1,675.00
COMMUNICATION TECHNO	Sewer Wastewater Collection	Izaak Walton Radio site installation	\$975.50
COMMUNICATION TECHNO	Sewer Wastewater Collection	Mountain Radio AP site installation	\$1,507.50
<i>COMMUNICATION TECHNO - Total For Sewer Wastewater Collection</i>			\$2,483.00
COMMUNICATION TECHNO	WWTP Regional Interceptors	Westland Park radio infrastructure install.	\$989.50
COMMUNICATION TECHNO	WWTP Regional Interceptors	Mountain Radio AP site installation	\$1,507.50
<i>COMMUNICATION TECHNO - Total For WWTP Regional Interceptors</i>			\$2,497.00

COMMUNICATION TECHNO - ALL DEPARTMENTS

\$8,146.55

COMPRESSION LEASING

COMPRESSION LEASING	WWTP Operations	Compressor overhaul kits	\$1,200.06
<i>COMPRESSION LEASING - Total For WWTP Operations</i>			\$1,200.06

COMPRESSION LEASING - ALL DEPARTMENTS

\$1,200.06

COMTRONIX, INC.

COMTRONIX, INC.	Buildings & Structures Fund	Batteries for City Center Security Alarm	\$56.49
<i>COMTRONIX, INC. - Total For Buildings & Structures Fund</i>			<i>\$56.49</i>
COMTRONIX, INC. - ALL DEPARTMENTS			\$56.49

CONOCO - MAXS CONOCO

CONOCO - MAXS CONOCO	Police Patrol	SERVICE STATIONS	\$12.98
<i>CONOCO - MAXS CONOCO - Total For Police Patrol</i>			<i>\$12.98</i>
CONOCO - MAXS CONOCO - ALL DEPARTMENTS			\$12.98

CONSOLIDATED ELECTRI

CONSOLIDATED ELECTRI	Balefill - Disposal & Landfill	Drying tubes	\$428.90
CONSOLIDATED ELECTRI	Balefill - Disposal & Landfill	Wafer selectable	(\$52.00)
CONSOLIDATED ELECTRI	Balefill - Disposal & Landfill	Operating supplies	\$52.00
<i>CONSOLIDATED ELECTRI - Total For Balefill - Disposal & Landfill</i>			<i>\$428.90</i>
CONSOLIDATED ELECTRI - ALL DEPARTMENTS			\$428.90

CONVERGEONE

CONVERGEONE	Water Distribution	Software	\$153.60
<i>CONVERGEONE - Total For Water Distribution</i>			<i>\$153.60</i>
CONVERGEONE	Water Meters	Software	\$307.20
<i>CONVERGEONE - Total For Water Meters</i>			<i>\$307.20</i>
CONVERGEONE - ALL DEPARTMENTS			\$460.80

COST PLUS APPLIANCE

COST PLUS APPLIANCE	Fire-EMS Operations	Dishwasher	\$1,143.98
<i>COST PLUS APPLIANCE - Total For Fire-EMS Operations</i>			<i>\$1,143.98</i>
COST PLUS APPLIANCE - ALL DEPARTMENTS			\$1,143.98

COWBOY SUPPLY HOUSE

COWBOY SUPPLY HOUSE	Cemetery	GARBAGE BAGS SPECIAL AREAS AND CEMETERY	\$857.43
<i>COWBOY SUPPLY HOUSE - Total For Cemetery</i>			<i>\$857.43</i>

COWBOY SUPPLY HOUSE - ALL DEPARTMENTS

\$857.43

CPS DISTRIBUTORS

CPS DISTRIBUTORS	Balefill - Baler Processing	PARTS TO REPAIR DOWNSPOUT TO AVOID EROS	\$95.50
<i>CPS DISTRIBUTORS - Total For Balefill - Baler Processing</i>			<i>\$95.50</i>
CPS DISTRIBUTORS	Golf - Operations	Pop up heads for Putting Green and nipples	\$25.12
<i>CPS DISTRIBUTORS - Total For Golf - Operations</i>			<i>\$25.12</i>
CPS DISTRIBUTORS	Parks - Parks Maint.	CONSTRUCTION MATERIALS	\$494.75
CPS DISTRIBUTORS	Parks - Parks Maint.	CONSTRUCTION MATERIALS	\$28.48
<i>CPS DISTRIBUTORS - Total For Parks - Parks Maint.</i>			<i>\$523.23</i>
CPS DISTRIBUTORS	Water Distribution	ARV adapters	\$33.45
CPS DISTRIBUTORS	Water Distribution	marking paint	\$360.00
<i>CPS DISTRIBUTORS - Total For Water Distribution</i>			<i>\$393.45</i>
CPS DISTRIBUTORS - ALL DEPARTMENTS			\$1,037.30

CPU IIT

CPU IIT	Balefill - Baler Processing	Docking station, speaker, and monitor for SWM	\$557.00
<i>CPU IIT - Total For Balefill - Baler Processing</i>			<i>\$557.00</i>
CPU IIT	Balefill - Diversion & Special	BATTERY BACKUP	\$88.40
<i>CPU IIT - Total For Balefill - Diversion & Special</i>			<i>\$88.40</i>
CPU IIT	Engineering	NEW DVD DRIVE FOR DESTES COMPUTER	\$25.00
<i>CPU IIT - Total For Engineering</i>			<i>\$25.00</i>
CPU IIT	Finance	USB Hub Purchase for AP computer	\$12.00
<i>CPU IIT - Total For Finance</i>			<i>\$12.00</i>
CPU IIT	Fire-EMS Administration	HDMI to CAT5 display port adapter	\$14.99
CPU IIT	Fire-EMS Administration	HDMI Over IP Distribution Kit	\$427.00
CPU IIT	Fire-EMS Administration	CyberPower CPU Backup	\$88.40
<i>CPU IIT - Total For Fire-EMS Administration</i>			<i>\$530.39</i>
CPU IIT	Police Administration	Two HP MFPs for CSO and Investigations	\$12,016.00
<i>CPU IIT - Total For Police Administration</i>			<i>\$12,016.00</i>
CPU IIT	Rec Center - Operations	ELECTRONIC SALES/ Laptop Microphone Meetin	\$599.00
<i>CPU IIT - Total For Rec Center - Operations</i>			<i>\$599.00</i>
CPU IIT	Regional Water Operations	Janette Monitors	\$378.00
<i>CPU IIT - Total For Regional Water Operations</i>			<i>\$378.00</i>

CPU IIT - ALL DEPARTMENTS

\$14,205.79

CRIME SCENE INFORMAT

CRIME SCENE INFORMAT	Police Investigations	June 2021 Basic Program / Web Tips	\$109.87
CRIME SCENE INFORMAT	Police Investigations	May 2021 Basic Program / Web Tips	\$109.87
CRIME SCENE INFORMAT	Police Investigations	April 2021 Basic Program / Web Tips	\$109.87
CRIME SCENE INFORMAT	Police Investigations	January 2021 Basic Program / Web Tips	\$109.87
CRIME SCENE INFORMAT	Police Investigations	July 2021 Basic Program / Web Tips	\$109.87

CRIME SCENE INFORMAT - Total For Police Investigations \$549.35

CRIME SCENE INFORMAT - ALL DEPARTMENTS

\$549.35

CROWN CONSTRUCTION L

CROWN CONSTRUCTION L	Capital Projects Fund	Downtown 2nd St-Centennial Hil	157,210.75
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CROWN CONSTRUCTION L - Total For Capital Projects Fund \$157,210.75

CROWN CONSTRUCTION L - ALL DEPARTMENTS

\$157,210.75

CRUM ELECTRIC SUPPLY

CRUM ELECTRIC SUPPLY	Buildings & Structures Fund	Lighting repair supplies for Water Garage	\$13.94
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CRUM ELECTRIC SUPPLY - Total For Buildings & Structures Fund \$13.94

CRUM ELECTRIC SUPPLY	Traffic Control	Electric terminals for wiring repairs	\$145.20
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CRUM ELECTRIC SUPPLY - Total For Traffic Control \$145.20

CRUM ELECTRIC SUPPLY - ALL DEPARTMENTS

\$159.14

DANA KEPNER CO.

DANA KEPNER CO.	Water Distribution	REPAIR CLAMPS	\$670.00
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DANA KEPNER CO. - Total For Water Distribution \$670.00

DANA KEPNER CO. - ALL DEPARTMENTS

\$670.00

DANA KEPNER CO. OF W

DANA KEPNER CO. OF W	Water Distribution	Copper tubing, chlorine	\$1,443.16
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DANA KEPNER CO. OF W	Water Distribution	Water leak detector parts	\$403.84
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DANA KEPNER CO. OF W	Water Distribution	Sewer pipe & coupling	\$180.10
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<i>DANA KEPNER CO. OF W - Total For Water Distribution</i>			\$2,027.10
DANA KEPNER CO. OF W - ALL DEPARTMENTS			\$2,027.10

DANA KEPNER COMPANY

DANA KEPNER COMPANY	Water Distribution	6' curb box	\$79.00
DANA KEPNER COMPANY	Water Distribution	Valve box tops	\$246.00
<i>DANA KEPNER COMPANY - Total For Water Distribution</i>			<i>\$325.00</i>
DANA KEPNER COMPANY	Water Meters	coupling for irrigation repair	\$98.50
<i>DANA KEPNER COMPANY - Total For Water Meters</i>			<i>\$98.50</i>
DANA KEPNER COMPANY - ALL DEPARTMENTS			\$423.50

DASH INN

DASH INN	Special Fire Assistance Fund	EATING PLACES, RESTAURANTS	\$26.88
<i>DASH INN - Total For Special Fire Assistance Fund</i>			<i>\$26.88</i>
DASH INN - ALL DEPARTMENTS			\$26.88

DAVIDSON FIXED INCOM

DAVIDSON FIXED INCOM	General Fund Revenue	Investments	\$3,920.82
<i>DAVIDSON FIXED INCOM - Total For General Fund Revenue</i>			<i>\$3,920.82</i>
DAVIDSON FIXED INCOM - ALL DEPARTMENTS			\$3,920.82

DAVIDSON MECHANICAL,

DAVIDSON MECHANICAL,	Capital Projects Fund	Plumbing repair parts for Lansing Field	\$172.50
<i>DAVIDSON MECHANICAL, - Total For Capital Projects Fund</i>			<i>\$172.50</i>
DAVIDSON MECHANICAL, - ALL DEPARTMENTS			\$172.50

DAVIS & CANNON LLP

DAVIS & CANNON LLP	Property Insurance Fund	Confidential personnel investi	\$5,000.00
<i>DAVIS & CANNON LLP - Total For Property Insurance Fund</i>			<i>\$5,000.00</i>
DAVIS & CANNON LLP - ALL DEPARTMENTS			\$5,000.00

DAYS INNS/DAYSTOP

DAYS INNS/DAYSTOP	Police Federal Grants	DAYS INNS	\$50.00
<i>DAYS INNS/DAYSTOP - Total For Police Federal Grants</i>			<i>\$50.00</i>
DAYS INNS/DAYSTOP	Special Fire Assistance Fund	DAYS INNS	\$447.84
DAYS INNS/DAYSTOP	Special Fire Assistance Fund	DAYS INNS	\$447.84
DAYS INNS/DAYSTOP	Special Fire Assistance Fund	DAYS INNS	\$447.84
<i>DAYS INNS/DAYSTOP - Total For Special Fire Assistance Fund</i>			<i>\$1,343.52</i>
DAYS INNS/DAYSTOP - ALL DEPARTMENTS			\$1,393.52

DBC IRRIGATION SUPPL

DBC IRRIGATION SUPPL	Fire-EMS Operations	Fertilizer	\$25.57
<i>DBC IRRIGATION SUPPL - Total For Fire-EMS Operations</i>			<i>\$25.57</i>
DBC IRRIGATION SUPPL	Parks - Parks Maint.	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$72.43
<i>DBC IRRIGATION SUPPL - Total For Parks - Parks Maint.</i>			<i>\$72.43</i>
DBC IRRIGATION SUPPL - ALL DEPARTMENTS			\$98.00

DC FROST ASSOCIATES

DC FROST ASSOCIATES	WWTP Operations	Acti-clean	\$1,219.76
<i>DC FROST ASSOCIATES - Total For WWTP Operations</i>			<i>\$1,219.76</i>
DC FROST ASSOCIATES - ALL DEPARTMENTS			\$1,219.76

DECKER AUTO GLASS, I

DECKER AUTO GLASS, I	Fleet Maintenance Fund	Vehicle repair	\$562.39
DECKER AUTO GLASS, I	Fleet Maintenance Fund	Equipment repair	\$190.00
<i>DECKER AUTO GLASS, I - Total For Fleet Maintenance Fund</i>			<i>\$752.39</i>
DECKER AUTO GLASS, I - ALL DEPARTMENTS			\$752.39

DELL MARKETING LP

DELL MARKETING LP	Police Patrol	Adobe for Leslie Fritzler	\$60.51
<i>DELL MARKETING LP - Total For Police Patrol</i>			<i>\$60.51</i>
DELL MARKETING LP - ALL DEPARTMENTS			\$60.51

DENVER INDUSTRIAL SA

DENVER INDUSTRIAL SA	Streets	112 Bags UPM Cold Patch	\$1,690.52
<i>DENVER INDUSTRIAL SA - Total For Streets</i>			\$1,690.52
DENVER INDUSTRIAL SA - ALL DEPARTMENTS			\$1,690.52

DEPT. OF FAMILY SVCS

DEPT. OF FAMILY SVCS	Public Transit - Admin	GOVERNMENT SERVICES NOT ELSEWHERE CLAS	\$82.00
DEPT. OF FAMILY SVCS	Public Transit - Admin	GOVERNMENT SERVICES NOT ELSEWHERE CLAS	\$82.00
<i>DEPT. OF FAMILY SVCS - Total For Public Transit - Admin</i>			\$164.00
DEPT. OF FAMILY SVCS - ALL DEPARTMENTS			\$164.00

DIAMOND TOOL STORE

DIAMOND TOOL STORE	Hogadon - Operations	Boulder Grappler	\$1,413.87
<i>DIAMOND TOOL STORE - Total For Hogadon - Operations</i>			\$1,413.87
DIAMOND TOOL STORE - ALL DEPARTMENTS			\$1,413.87

DIAMOND VOGEL PAINTS

DIAMOND VOGEL PAINTS	Buildings & Structures Fund	Building exterior repair supplies for Ft. Caspar	\$29.93
DIAMOND VOGEL PAINTS	Buildings & Structures Fund	Painting Supplies for Transit Office	\$17.10
DIAMOND VOGEL PAINTS	Buildings & Structures Fund	Supplies for PD Remodel at Marathon	\$30.24
DIAMOND VOGEL PAINTS	Buildings & Structures Fund	Supplies for PD Remodel at Marathon	\$37.80
<i>DIAMOND VOGEL PAINTS - Total For Buildings & Structures Fund</i>			\$115.07
DIAMOND VOGEL PAINTS	Water Distribution	Hydrant paint	\$160.99
<i>DIAMOND VOGEL PAINTS - Total For Water Distribution</i>			\$160.99
DIAMOND VOGEL PAINTS - ALL DEPARTMENTS			\$276.06

DIGITALBUYER.COM

DIGITALBUYER.COM	Cemetery	FURNITURE, HOME FURNISHINGS AND EQUIPM	\$76.00
<i>DIGITALBUYER.COM - Total For Cemetery</i>			\$76.00
DIGITALBUYER.COM - ALL DEPARTMENTS			\$76.00

DOLLAR TREE

DOLLAR TREE	Police Administration	VARIETY STORES	\$26.25
<i>DOLLAR TREE - Total For Police Administration</i>			\$26.25
DOLLAR TREE	Public Transit - Operations	Bus Token Bags	\$17.00
DOLLAR TREE	Public Transit - Operations	Outreach Event Senior Center	\$9.00
<i>DOLLAR TREE - Total For Public Transit - Operations</i>			\$26.00
DOLLAR TREE - ALL DEPARTMENTS			\$52.25

DOMINO'S 6041

DOMINO'S 6041	Water Distribution	Pizza for crew during late leak repair	\$55.96
<i>DOMINO'S 6041 - Total For Water Distribution</i>			\$55.96
DOMINO'S 6041 - ALL DEPARTMENTS			\$55.96

DOOLEY OIL, INC.

DOOLEY OIL, INC.	Balefill - Disposal & Landfill	Diesel fuel	\$27,028.29
<i>DOOLEY OIL, INC. - Total For Balefill - Disposal & Landfill</i>			\$27,028.29
DOOLEY OIL, INC. - ALL DEPARTMENTS			\$27,028.29

DTV DIRECTV SERVICE

DTV DIRECTV SERVICE	Police Administration	CABLE, SATELLITE & OTHER PAY TV/RADIO SE	\$95.99
<i>DTV DIRECTV SERVICE - Total For Police Administration</i>			\$95.99
DTV DIRECTV SERVICE - ALL DEPARTMENTS			\$95.99

EATON SALES & SVC.,

EATON SALES & SVC.,	Fleet Maintenance Fund	Veeder root repair	\$1,179.92
<i>EATON SALES & SVC., - Total For Fleet Maintenance Fund</i>			\$1,179.92
EATON SALES & SVC., - ALL DEPARTMENTS			\$1,179.92

EB WYOMING SOLID WAS

EB WYOMING SOLID WAS	Balefill - Disposal & Landfill	WSWRA CONFERENCE	\$280.00
<i>EB WYOMING SOLID WAS - Total For Balefill - Disposal & Landfill</i>			\$280.00

EB WYOMING SOLID WAS - ALL DEPARTMENTS

\$280.00

ECMS

ECMS	Fire-EMS Operations	Leonhardt Uniform Purchase 1/25/21	\$1,393.29
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<i>ECMS - Total For Fire-EMS Operations</i>			\$1,393.29
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ECMS - ALL DEPARTMENTS

\$1,393.29

EMPLOYEE REIMBURSEME

EMPLOYEE REIMBURSEME	Balefill - Disposal & Landfill	WSWRA 2021 conference reimbursement	\$150.00
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<i>EMPLOYEE REIMBURSEME - Total For Balefill - Disposal & Landfill</i>			\$150.00
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EMPLOYEE REIMBURSEME	Balefill - Diversion & Special	Work pant reimbursement	\$150.00
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<i>EMPLOYEE REIMBURSEME - Total For Balefill - Diversion & Special</i>			\$150.00
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EMPLOYEE REIMBURSEME	City Attorney	Reimbursement for certified mailing	\$5.50
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<i>EMPLOYEE REIMBURSEME - Total For City Attorney</i>			\$5.50
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EMPLOYEE REIMBURSEME	Fleet Maintenance Fund	Tool allotment	\$716.04
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EMPLOYEE REIMBURSEME	Fleet Maintenance Fund	Tool reimbursement	\$204.73
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<i>EMPLOYEE REIMBURSEME - Total For Fleet Maintenance Fund</i>			\$920.77
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EMPLOYEE REIMBURSEME	Information Services	Mileage reimbursement	\$10.14
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<i>EMPLOYEE REIMBURSEME - Total For Information Services</i>			\$10.14
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EMPLOYEE REIMBURSEME	Streets	Work boot reimbursement	\$150.00
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<i>EMPLOYEE REIMBURSEME - Total For Streets</i>			\$150.00
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EMPLOYEE REIMBURSEME	Water Meters	Work pant & boot reimbursement	\$297.00
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EMPLOYEE REIMBURSEME	Water Meters	Boot reimbursement	\$110.69
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EMPLOYEE REIMBURSEME	Water Meters	Work boot reimbursement	\$150.00
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<i>EMPLOYEE REIMBURSEME - Total For Water Meters</i>			\$557.69
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EMPLOYEE REIMBURSEME	WWTP Operations	Work boot reimbursement	\$83.99
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<i>EMPLOYEE REIMBURSEME - Total For WWTP Operations</i>			\$83.99
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EMPLOYEE REIMBURSEME - ALL DEPARTMENTS

\$2,028.09

EMPLOYERCENTRAL.COM/

EMPLOYERCENTRAL.COM/	Parks - Parks Maint.	COLLEGE CENTRAL NETWORK - CASPER COLLEG	\$195.00
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<i>EMPLOYERCENTRAL.COM/ - Total For Parks - Parks Maint.</i>			\$195.00
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EMPLOYERCENTRAL.COM/ - ALL DEPARTMENTS

\$195.00

ENERGY LABORATORIES

ENERGY LABORATORIES	Hogadon - Operations	Monthly Water test	\$22.00
ENERGY LABORATORIES	Hogadon - Operations	Monthly potable water testing	\$22.00
<i>ENERGY LABORATORIES - Total For Hogadon - Operations</i>			<i>\$44.00</i>
ENERGY LABORATORIES	Regional Water Operations	Lab Test TAS	\$306.00
ENERGY LABORATORIES	Regional Water Operations	Lab Test TAS	\$302.00
<i>ENERGY LABORATORIES - Total For Regional Water Operations</i>			<i>\$608.00</i>
ENERGY LABORATORIES	Water Tanks	TESTING	\$546.00
<i>ENERGY LABORATORIES - Total For Water Tanks</i>			<i>\$546.00</i>
ENERGY LABORATORIES - ALL DEPARTMENTS			\$1,198.00

ENERGY LABRATORIES I

ENERGY LABRATORIES I	Regional Water Operations	Aerobic Endospores testing	\$306.00
ENERGY LABRATORIES I	Regional Water Operations	Aerobic Endospores testing	\$306.00
ENERGY LABRATORIES I	Regional Water Operations	Alkalinity Carbon, Total Organic testing	\$84.00
ENERGY LABRATORIES I	Regional Water Operations	Solids, Total Suspended testing	\$22.00
ENERGY LABRATORIES I	Regional Water Operations	Carbon, Total Organic testing	\$57.00
<i>ENERGY LABRATORIES I - Total For Regional Water Operations</i>			<i>\$775.00</i>
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$42.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$210.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$42.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$168.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$168.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$42.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$210.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, Public Water Supply testing	\$374.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$162.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$168.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$168.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$210.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, Public Water Supply testing	\$198.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$42.00

ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$210.00
ENERGY LABRATORIES I	Water Tanks	Bacteria, SDWA testing	\$374.00
<i>ENERGY LABRATORIES I - Total For Water Tanks</i>			<i>\$2,788.00</i>
ENERGY LABRATORIES I - ALL DEPARTMENTS			\$3,563.00

ENGINEERING DESIGN A

ENGINEERING DESIGN A	Capital Projects Fund	Design of Athletic Fields Ligh	\$187.50
<i>ENGINEERING DESIGN A - Total For Capital Projects Fund</i>			<i>\$187.50</i>
ENGINEERING DESIGN A - ALL DEPARTMENTS			\$187.50

ENVIRONMENTAL EXPRES

ENVIRONMENTAL EXPRES	WWTP Operations	Lab supplies	\$145.85
<i>ENVIRONMENTAL EXPRES - Total For WWTP Operations</i>			<i>\$145.85</i>
ENVIRONMENTAL EXPRES - ALL DEPARTMENTS			\$145.85

EUROFINS EATON ANALY

EUROFINS EATON ANALY	Regional Water Operations	Lab Test Bromate	\$100.00
EUROFINS EATON ANALY	Regional Water Operations	Bromate Testing	\$400.00
<i>EUROFINS EATON ANALY - Total For Regional Water Operations</i>			<i>\$500.00</i>
EUROFINS EATON ANALY - ALL DEPARTMENTS			\$500.00

EXPEDIA 720798804010

EXPEDIA 720798804010	Fire-EMS Training	WeKnowWyo Travel - Flight for training	\$1,397.13
<i>EXPEDIA 720798804010 - Total For Fire-EMS Training</i>			<i>\$1,397.13</i>
EXPEDIA 720798804010 - ALL DEPARTMENTS			\$1,397.13

EXPRESS SERVICES INC

EXPRESS SERVICES INC	City Attorney	Temp service	\$607.68
EXPRESS SERVICES INC	City Attorney	Temp service	\$658.32
EXPRESS SERVICES INC	City Attorney	Temp service	\$1,012.80
EXPRESS SERVICES INC	City Attorney	Temp service	\$981.15
<i>EXPRESS SERVICES INC - Total For City Attorney</i>			<i>\$3,259.95</i>

EXPRESS SERVICES INC	Code Enforcement	Temp service	\$1,012.80
<i>EXPRESS SERVICES INC - Total For Code Enforcement</i>			<i>\$1,012.80</i>
EXPRESS SERVICES INC	Planning	Temp service	\$1,012.80
EXPRESS SERVICES INC	Planning	Temp service	\$1,012.80
<i>EXPRESS SERVICES INC - Total For Planning</i>			<i>\$2,025.60</i>
EXPRESS SERVICES INC - ALL DEPARTMENTS			\$6,298.35

EXXONMOBIL

EXXONMOBIL	Fire-EMS Operations	Fuel	\$45.74
EXXONMOBIL	Fire-EMS Operations	Good 2 Go - Fuel	\$30.47
EXXONMOBIL	Fire-EMS Operations	Fuel	\$78.94
EXXONMOBIL	Fire-EMS Operations	Fuel	\$44.41
EXXONMOBIL	Fire-EMS Operations	Fuel	\$67.78
EXXONMOBIL	Fire-EMS Operations	Fuel	\$33.36
EXXONMOBIL	Fire-EMS Operations	Fuel	\$60.00
EXXONMOBIL	Fire-EMS Operations	Fuel	\$27.42
EXXONMOBIL	Fire-EMS Operations	Fuel	\$39.46
EXXONMOBIL	Fire-EMS Operations	AUTOMATED FUEL DISPENSERS	\$38.90
EXXONMOBIL	Fire-EMS Operations	Fuel	\$47.63
EXXONMOBIL	Fire-EMS Operations	Fuel	\$16.04
<i>EXXONMOBIL - Total For Fire-EMS Operations</i>			<i>\$530.15</i>
EXXONMOBIL	Fire-EMS Training	Meal while at IFSTA Live Fire Instructor Class	\$9.88
EXXONMOBIL	Fire-EMS Training	Meal while at IFSTA Live Fire Instructor Class	\$4.58
<i>EXXONMOBIL - Total For Fire-EMS Training</i>			<i>\$14.46</i>
EXXONMOBIL - ALL DEPARTMENTS			\$544.61

FACEBK K4WV47V72

FACEBK K4WV47V72	Ft. Caspar Museum	Facebook advertising	\$21.83
<i>FACEBK K4WV47V72 - Total For Ft. Caspar Museum</i>			<i>\$21.83</i>
FACEBK K4WV47V72 - ALL DEPARTMENTS			\$21.83

FACEBK QSD72ZJA92

FACEBK QSD72ZJA92	Planning	ADVERTISING SERVICES	\$50.00
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FACEBK QSD72ZJA92 - Total For Planning \$50.00

FACEBK QSD72ZJA92 - ALL DEPARTMENTS \$50.00

FALCON ENVIRONMENTAL

FALCON ENVIRONMENTAL WWTP Operations Rotary lobe primary sludge pump \$7,901.00

FALCON ENVIRONMENTAL - Total For WWTP Operations \$7,901.00

FALCON ENVIRONMENTAL - ALL DEPARTMENTS \$7,901.00

FAMOUS DAVE'S

FAMOUS DAVE'S Metro Animal Control EATING PLACES, RESTAURANTS \$25.79

FAMOUS DAVE'S - Total For Metro Animal Control \$25.79

FAMOUS DAVE'S - ALL DEPARTMENTS \$25.79

FASTENAL COMPANY

FASTENAL COMPANY Regional Water Operations INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI \$93.20

FASTENAL COMPANY - Total For Regional Water Operations \$93.20

FASTENAL COMPANY - ALL DEPARTMENTS \$93.20

FBINAACHPTR

FBINAACHPTR Police Career Services CHARITABLE AND SOCIAL SERVICE ORGANIZATI \$1,200.00

FBINAACHPTR Police Career Services CHARITABLE AND SOCIAL SERVICE ORGANIZATI \$350.00

FBINAACHPTR Police Career Services CHARITABLE AND SOCIAL SERVICE ORGANIZATI \$700.00

FBINAACHPTR - Total For Police Career Services \$2,250.00

FBINAACHPTR Public Safety Communication CHARITABLE AND SOCIAL SERVICE ORGANIZATI \$400.00

FBINAACHPTR - Total For Public Safety Communications \$400.00

FBINAACHPTR - ALL DEPARTMENTS \$2,650.00

FEDEX 785346239379

FEDEX 785346239379 Fire-EMS Training Return supplies and tests from the oncoming tes \$35.92

FEDEX 785346239379 - Total For Fire-EMS Training \$35.92

FEDEX 785346239379 - ALL DEPARTMENTS \$35.92

FEDEX 785376816046

FEDEX 785376816046	Fire-EMS Operations	Shipment of bunker gear in for repair	\$56.22
<i>FEDEX 785376816046 - Total For Fire-EMS Operations</i>			<i>\$56.22</i>
FEDEX 785376816046 - ALL DEPARTMENTS			\$56.22

FEDEX 81929957

FEDEX 81929957	Police Records	COURIER SERVICES-AIR OR GROUND,FREIGHT F	\$61.81
<i>FEDEX 81929957 - Total For Police Records</i>			<i>\$61.81</i>
FEDEX 81929957 - ALL DEPARTMENTS			\$61.81

FEDEX 81930169

FEDEX 81930169	Police Records	COURIER SERVICES-AIR OR GROUND,FREIGHT F	\$23.73
<i>FEDEX 81930169 - Total For Police Records</i>			<i>\$23.73</i>
FEDEX 81930169 - ALL DEPARTMENTS			\$23.73

FEDEX 81930171

FEDEX 81930171	Police Records	COURIER SERVICES-AIR OR GROUND,FREIGHT F	\$23.78
<i>FEDEX 81930171 - Total For Police Records</i>			<i>\$23.78</i>
FEDEX 81930171 - ALL DEPARTMENTS			\$23.78

FEDEX OFFIC942000094

FEDEX OFFIC942000094	Police Administration	QUICK-COPY AND REPRODUCTION SERVICES	\$533.51
<i>FEDEX OFFIC942000094 - Total For Police Administration</i>			<i>\$533.51</i>
FEDEX OFFIC942000094 - ALL DEPARTMENTS			\$533.51

FERGUSON ENTERPRISES

FERGUSON ENTERPRISES	Regional Water Operations	Parts for eye wash	\$18.84
FERGUSON ENTERPRISES	Regional Water Operations	Plumbing Parts	\$83.67
FERGUSON ENTERPRISES	Regional Water Operations	Parts for South Chem Sump Pump	\$80.23
FERGUSON ENTERPRISES	Regional Water Operations	Well Parts	\$6.02
FERGUSON ENTERPRISES	Regional Water Operations	Lab supplies	\$117.72

<i>FERGUSON ENTERPRISES - Total For Regional Water Operations</i>			<i>\$306.48</i>
FERGUSON ENTERPRISES	Sewer Wastewater Collection shearguards		\$278.34
FERGUSON ENTERPRISES	Sewer Wastewater Collection 6-mile flushing sump pump reroute supplies		\$35.20
<i>FERGUSON ENTERPRISES - Total For Sewer Wastewater Collection</i>			<i>\$313.54</i>
FERGUSON ENTERPRISES	Water Distribution	Stiffener & coupling for inventory	\$96.30
<i>FERGUSON ENTERPRISES - Total For Water Distribution</i>			<i>\$96.30</i>
FERGUSON ENTERPRISES	Water Meters	Adapter & ball valve for irrigation repair	\$151.51
<i>FERGUSON ENTERPRISES - Total For Water Meters</i>			<i>\$151.51</i>
FERGUSON ENTERPRISES - ALL DEPARTMENTS			\$867.83

FIRE DEPT TRAINING N

FIRE DEPT TRAINING N	Fire-EMS Training	Designing Training Props Class June 2021	\$1,495.00
<i>FIRE DEPT TRAINING N - Total For Fire-EMS Training</i>			<i>\$1,495.00</i>
FIRE DEPT TRAINING N - ALL DEPARTMENTS			\$1,495.00

FIRST DATA MERCHANT

FIRST DATA MERCHANT	Code Enforcement	June 2021 fees	\$19.95
<i>FIRST DATA MERCHANT - Total For Code Enforcement</i>			<i>\$19.95</i>
FIRST DATA MERCHANT	Police Administration	July 2021 fee	\$19.95
FIRST DATA MERCHANT	Police Administration	June 2021 fee	\$19.95
<i>FIRST DATA MERCHANT - Total For Police Administration</i>			<i>\$39.90</i>
FIRST DATA MERCHANT - ALL DEPARTMENTS			\$59.85

FIRST INTERSTATE BAN

FIRST INTERSTATE BAN	Aquatics - Operations	Deposit books	\$9.50
<i>FIRST INTERSTATE BAN - Total For Aquatics - Operations</i>			<i>\$9.50</i>
FIRST INTERSTATE BAN	Cemetery	Deposit books	\$19.12
<i>FIRST INTERSTATE BAN - Total For Cemetery</i>			<i>\$19.12</i>
FIRST INTERSTATE BAN	Customer Service	Deposit books	\$28.89
FIRST INTERSTATE BAN	Customer Service	Tamper resistant bags	\$357.40
<i>FIRST INTERSTATE BAN - Total For Customer Service</i>			<i>\$386.29</i>
FIRST INTERSTATE BAN	Engineering	Deposit books	\$9.50
<i>FIRST INTERSTATE BAN - Total For Engineering</i>			<i>\$9.50</i>

FIRST INTERSTATE BAN	Ft. Caspar Museum	Deposit books	\$19.12
<i>FIRST INTERSTATE BAN - Total For Ft. Caspar Museum</i>			<i>\$19.12</i>
FIRST INTERSTATE BAN	Human Resources	Gift cards	\$383.00
<i>FIRST INTERSTATE BAN - Total For Human Resources</i>			<i>\$383.00</i>
FIRST INTERSTATE BAN	Ice Arena - Operations	Deposit books	\$19.12
<i>FIRST INTERSTATE BAN - Total For Ice Arena - Operations</i>			<i>\$19.12</i>
FIRST INTERSTATE BAN	Metro Animal Shelter	Deposit books	\$19.12
<i>FIRST INTERSTATE BAN - Total For Metro Animal Shelter</i>			<i>\$19.12</i>
FIRST INTERSTATE BAN	Municipal Court	Deposit books	\$19.12
<i>FIRST INTERSTATE BAN - Total For Municipal Court</i>			<i>\$19.12</i>
FIRST INTERSTATE BAN	Planning	Deposit books	\$38.24
<i>FIRST INTERSTATE BAN - Total For Planning</i>			<i>\$38.24</i>
FIRST INTERSTATE BAN	Police Administration	Deposit books	\$47.80
<i>FIRST INTERSTATE BAN - Total For Police Administration</i>			<i>\$47.80</i>
FIRST INTERSTATE BAN	Public Transit - Operations	Deposit books	\$9.50
<i>FIRST INTERSTATE BAN - Total For Public Transit - Operations</i>			<i>\$9.50</i>
FIRST INTERSTATE BAN	Rec Center - Admin	Deposit books	\$38.24
<i>FIRST INTERSTATE BAN - Total For Rec Center - Admin</i>			<i>\$38.24</i>
FIRST INTERSTATE BAN	Refuse - Residential	Deposit books	\$28.68
<i>FIRST INTERSTATE BAN - Total For Refuse - Residential</i>			<i>\$28.68</i>
FIRST INTERSTATE BAN - ALL DEPARTMENTS			\$1,046.35

FIRST LINE TECHNOLOG

FIRST LINE TECHNOLOG	Fire-EMS Operations	Cooling Vest	\$225.00
<i>FIRST LINE TECHNOLOG - Total For Fire-EMS Operations</i>			<i>\$225.00</i>
FIRST LINE TECHNOLOG - ALL DEPARTMENTS			\$225.00

FIRST VETERINARY SUP

FIRST VETERINARY SUP	Metro Animal Shelter	Euthanasia solution	\$68.01
<i>FIRST VETERINARY SUP - Total For Metro Animal Shelter</i>			<i>\$68.01</i>
FIRST VETERINARY SUP - ALL DEPARTMENTS			\$68.01

Fiverr

Fiverr	Police Administration	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	\$12.55
Fiverr	Police Administration	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	\$28.38
<i>Fiverr - Total For Police Administration</i>			<i>\$40.93</i>
Fiverr - ALL DEPARTMENTS			\$40.93

FOREMANS QUALITY MAC

FOREMANS QUALITY MAC	WWTP Operations	Collar	\$238.70
<i>FOREMANS QUALITY MAC - Total For WWTP Operations</i>			<i>\$238.70</i>
FOREMANS QUALITY MAC - ALL DEPARTMENTS			\$238.70

FREDPRYOR CAREERTRAC

FREDPRYOR CAREERTRAC	Customer Service	FRED PRYOR CREDIT FOR APPLIED TAX ERROR	(\$7.45)
<i>FREDPRYOR CAREERTRAC - Total For Customer Service</i>			<i>(\$7.45)</i>
FREDPRYOR CAREERTRAC - ALL DEPARTMENTS			(\$7.45)

FUGRO USA LAND INC

FUGRO USA LAND INC	Metropolitan Planning Org	Aerial Flight Project	\$6,547.31
FUGRO USA LAND INC	Metropolitan Planning Org	Aerial Flight Project	\$1,516.44
<i>FUGRO USA LAND INC - Total For Metropolitan Planning Org</i>			<i>\$8,063.75</i>
FUGRO USA LAND INC - ALL DEPARTMENTS			\$8,063.75

GALLS

GALLS	Police Administration	MEN'S,WOMENS'AND CHILDREN'S UNIFORMS A	\$188.43
<i>GALLS - Total For Police Administration</i>			<i>\$188.43</i>
GALLS - ALL DEPARTMENTS			\$188.43

GEOSYNTEC CONSULTANT

GEOSYNTEC CONSULTANT	Balefill - Disposal & Landfill	Gems S028998-CRL Monitoring &	\$11,716.20
<i>GEOSYNTEC CONSULTANT - Total For Balefill - Disposal & Landfill</i>			<i>\$11,716.20</i>
GEOSYNTEC CONSULTANT - ALL DEPARTMENTS			\$11,716.20

GFOA

GFOA	Finance	MEMBERSHIP GFOA	\$595.00
<i>GFOA - Total For Finance</i>			<i>\$595.00</i>
GFOA - ALL DEPARTMENTS			\$595.00

GLASS DOCTOR CASPER

GLASS DOCTOR CASPER	Refuse - Residential	WINDSHIELD 222271	\$230.00
<i>GLASS DOCTOR CASPER - Total For Refuse - Residential</i>			<i>\$230.00</i>
GLASS DOCTOR CASPER - ALL DEPARTMENTS			\$230.00

GLOBAL EQUIPMENT COM

GLOBAL EQUIPMENT COM	Balefill - Diversion & Special	Containers	\$1,626.60
<i>GLOBAL EQUIPMENT COM - Total For Balefill - Diversion & Special</i>			<i>\$1,626.60</i>
GLOBAL EQUIPMENT COM - ALL DEPARTMENTS			\$1,626.60

GLOBAL SPECTRUM L.P.

GLOBAL SPECTRUM L.P.	Ford Wyoming Center	August 2021 Net Loss Funds	\$76,242.50
GLOBAL SPECTRUM L.P.	Ford Wyoming Center	Expense reimbursement for Covid-19 expenses	\$3,787.65
<i>GLOBAL SPECTRUM L.P. - Total For Ford Wyoming Center</i>			<i>\$80,030.15</i>
GLOBAL SPECTRUM L.P. - ALL DEPARTMENTS			\$80,030.15

GOLDEN GATE- PALISAD

GOLDEN GATE- PALISAD	Police Administration	AUTOMATED FUEL DISPENSERS	\$46.79
<i>GOLDEN GATE- PALISAD - Total For Police Administration</i>			<i>\$46.79</i>
GOLDEN GATE- PALISAD - ALL DEPARTMENTS			\$46.79

GOLDER ASSOCIATES

GOLDER ASSOCIATES	Balefill - Disposal & Landfill	Gems S028770-5-Year Closed Bal	\$7,252.92
GOLDER ASSOCIATES	Balefill - Disposal & Landfill	Gems S028759-5-Year Air Emissi	\$1,272.75
<i>GOLDER ASSOCIATES - Total For Balefill - Disposal & Landfill</i>			<i>\$8,525.67</i>

GOLDER ASSOCIATES - ALL DEPARTMENTS

\$8,525.67

GOLF SAFETY

GOLF SAFETY	Golf - Operations	Safety Training	\$95.00
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<i>GOLF SAFETY - Total For Golf - Operations</i>			<i>\$95.00</i>
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GOLF SAFETY	Weed & Pest Fund	Safety Videos	\$95.00
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<i>GOLF SAFETY - Total For Weed & Pest Fund</i>			<i>\$95.00</i>
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GOLF SAFETY - ALL DEPARTMENTS

\$190.00

GOUROCK

GOUROCK	Parks - Parks Maint.	SPORTING GOODS STORES	\$626.00
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<i>GOUROCK - Total For Parks - Parks Maint.</i>			<i>\$626.00</i>
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GOUROCK - ALL DEPARTMENTS

\$626.00

GOVETS.COM VETERANS

GOVETS.COM VETERANS	Aquatics - Operations	Desk for Dawn	\$238.02
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<i>GOVETS.COM VETERANS - Total For Aquatics - Operations</i>			<i>\$238.02</i>
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GOVETS.COM VETERANS - ALL DEPARTMENTS

\$238.02

GOVTELLERNATRONAWYFE

GOVTELLERNATRONAWYFE	Ice Arena - Operations	Concession Bi-Annual Inspection	\$1.50
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<i>GOVTELLERNATRONAWYFE - Total For Ice Arena - Operations</i>			<i>\$1.50</i>
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GOVTELLERNATRONAWYFE - ALL DEPARTMENTS

\$1.50

GRAINGER, INC.

GRAINGER, INC.	Balefill - Disposal & Landfill	Dial Thermometer	\$223.67
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<i>GRAINGER, INC. - Total For Balefill - Disposal & Landfill</i>			<i>\$223.67</i>
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GRAINGER, INC.	Balefill - Diversion & Special	Cartridges/filters	\$48.41
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GRAINGER, INC.	Balefill - Diversion & Special	Filter	\$26.09
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<i>GRAINGER, INC. - Total For Balefill - Diversion & Special</i>			<i>\$74.50</i>
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GRAINGER, INC.	Buildings & Structures Fund	Batteries for Fire Dept Plymovent controls	\$33.12
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<i>GRAINGER, INC. - Total For Buildings & Structures Fund</i>			<i>\$33.12</i>
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GRAINGER, INC.	Fleet Maintenance Fund	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$25.62
<i>GRAINGER, INC. - Total For Fleet Maintenance Fund</i>			<i>\$25.62</i>
GRAINGER, INC.	Golf - Operations	General Golf Shop Supplies	\$19.24
<i>GRAINGER, INC. - Total For Golf - Operations</i>			<i>\$19.24</i>
GRAINGER, INC.	Parks - Parks Maint.	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$210.24
GRAINGER, INC.	Parks - Parks Maint.	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$32.76
<i>GRAINGER, INC. - Total For Parks - Parks Maint.</i>			<i>\$243.00</i>
GRAINGER, INC.	Rec Center - Operations	Cleaning, Maint. Supplies	\$223.67
<i>GRAINGER, INC. - Total For Rec Center - Operations</i>			<i>\$223.67</i>
GRAINGER, INC.	Regional Water Operations	Exhaust fan	\$225.00
GRAINGER, INC.	Regional Water Operations	Motors	\$510.30
GRAINGER, INC.	Regional Water Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$46.33
<i>GRAINGER, INC. - Total For Regional Water Operations</i>			<i>\$781.63</i>
GRAINGER, INC.	Water Distribution	Push puller set	\$175.84
<i>GRAINGER, INC. - Total For Water Distribution</i>			<i>\$175.84</i>
GRAINGER, INC.	Weed & Pest Fund	Chemical resistant gloves	\$32.20
<i>GRAINGER, INC. - Total For Weed & Pest Fund</i>			<i>\$32.20</i>
GRAINGER, INC.	WWTP Operations	Tags	\$39.22
GRAINGER, INC.	WWTP Operations	Drill kit	\$190.77
GRAINGER, INC.	WWTP Operations	Fittings	\$193.51
GRAINGER, INC.	WWTP Operations	Filters	\$106.32
GRAINGER, INC.	WWTP Operations	Locks	\$150.54
GRAINGER, INC.	WWTP Operations	Pressure gauge	\$128.90
<i>GRAINGER, INC. - Total For WWTP Operations</i>			<i>\$809.26</i>
GRAINGER, INC. - ALL DEPARTMENTS			\$2,641.75

GRANITE PEAK PUMP

GRANITE PEAK PUMP	Parks - Athletic Maint.	Soccer complex pump system repairs	\$504.23
<i>GRANITE PEAK PUMP - Total For Parks - Athletic Maint.</i>			<i>\$504.23</i>
GRANITE PEAK PUMP	Parks - Parks Maint.	Soccer complex pump system repairs	\$504.24
<i>GRANITE PEAK PUMP - Total For Parks - Parks Maint.</i>			<i>\$504.24</i>
GRANITE PEAK PUMP - ALL DEPARTMENTS			\$1,008.47

GUS GLOBALSTAR USA

GUS GLOBALSTAR USA	Public Safety Communication	TELECOMMUNICATION SERV.INCLUD. LOCAL/L.	\$388.73
<i>GUS GLOBALSTAR USA - Total For Public Safety Communications</i>			<i>\$388.73</i>
GUS GLOBALSTAR USA - ALL DEPARTMENTS			\$388.73

HACH CO., CORP.

HACH CO., CORP.	Regional Water Operations	Monochloramine Analyzer Annual Maintenance	\$4,738.00
HACH CO., CORP.	Regional Water Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$363.79
HACH CO., CORP.	Regional Water Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$151.26
<i>HACH CO., CORP. - Total For Regional Water Operations</i>			<i>\$5,253.05</i>
HACH CO., CORP. - ALL DEPARTMENTS			\$5,253.05

HAJOCA KEENAN SUPP

HAJOCA KEENAN SUPP	WWTP Operations	Thread-o-let	\$27.14
<i>HAJOCA KEENAN SUPP - Total For WWTP Operations</i>			<i>\$27.14</i>
HAJOCA KEENAN SUPP - ALL DEPARTMENTS			\$27.14

HARBOR FREIGHT TOOLS

HARBOR FREIGHT TOOLS	Fire-EMS Operations	Extension Cord	\$69.99
<i>HARBOR FREIGHT TOOLS - Total For Fire-EMS Operations</i>			<i>\$69.99</i>
HARBOR FREIGHT TOOLS	Golf - Operations	TOOLS	\$29.96
<i>HARBOR FREIGHT TOOLS - Total For Golf - Operations</i>			<i>\$29.96</i>
HARBOR FREIGHT TOOLS	Regional Water Operations	Turbidimeter cleaning brushes	\$28.22
<i>HARBOR FREIGHT TOOLS - Total For Regional Water Operations</i>			<i>\$28.22</i>
HARBOR FREIGHT TOOLS	RWS - Booster Stations	Utility pump for Pioneer Booster	\$161.97
<i>HARBOR FREIGHT TOOLS - Total For RWS - Booster Stations</i>			<i>\$161.97</i>
HARBOR FREIGHT TOOLS	Streets	Tools For Tool Box	\$170.48
<i>HARBOR FREIGHT TOOLS - Total For Streets</i>			<i>\$170.48</i>
HARBOR FREIGHT TOOLS	Water Distribution	BRNG SEPARATOR & PULLER	\$49.99
HARBOR FREIGHT TOOLS	Water Distribution	SLEDGE HAMMER	\$17.99
HARBOR FREIGHT TOOLS	Water Distribution	brooms	\$29.98
HARBOR FREIGHT TOOLS	Water Distribution	Reversible angle dr.	\$34.99
<i>HARBOR FREIGHT TOOLS - Total For Water Distribution</i>			<i>\$132.95</i>

HARBOR FREIGHT TOOLS - ALL DEPARTMENTS

\$593.57

HAWKINS, INC.

HAWKINS, INC.	Aquatics - Operations	Aquatic Center Chemicals	\$1,976.80
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HAWKINS, INC.	Aquatics - Operations	Pool Chemicals	\$1,578.16
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<i>HAWKINS, INC. - Total For Aquatics - Operations</i>			\$3,554.96
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HAWKINS, INC. - ALL DEPARTMENTS

\$3,554.96

HDR ENGINEERING, INC

HDR ENGINEERING, INC	Capital Projects Fund	Design of Paradise Valley to R	\$25,601.70
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<i>HDR ENGINEERING, INC - Total For Capital Projects Fund</i>			\$25,601.70
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HDR ENGINEERING, INC	Metropolitan Planning Org	Casper rail trail extension plan	\$32,163.80
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HDR ENGINEERING, INC	Metropolitan Planning Org	Public Participation Plan	\$1,477.20
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<i>HDR ENGINEERING, INC - Total For Metropolitan Planning Org</i>			\$33,641.00
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HDR ENGINEERING, INC	Sewer Wastewater Collection Risk and Resilience Assessment		\$4,671.95
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HDR ENGINEERING, INC	Sewer Wastewater Collection Risk and Resilience Assessment		\$1,497.00
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<i>HDR ENGINEERING, INC - Total For Sewer Wastewater Collection</i>			\$6,168.95
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HDR ENGINEERING, INC	Water Tanks	Water Rights Supply Studies 20	\$6,355.00
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<i>HDR ENGINEERING, INC - Total For Water Tanks</i>			\$6,355.00
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HDR ENGINEERING, INC	WWTP Operations	Risk and Resilience Assessment	\$1,497.00
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HDR ENGINEERING, INC	WWTP Operations	Risk and Resilience Assessment	\$4,671.95
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<i>HDR ENGINEERING, INC - Total For WWTP Operations</i>			\$6,168.95
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HDR ENGINEERING, INC - ALL DEPARTMENTS

\$77,935.60

HENSLEY BATTERY CASP

HENSLEY BATTERY CASP	WWTP Operations	Batteries	\$71.98
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<i>HENSLEY BATTERY CASP - Total For WWTP Operations</i>			\$71.98
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HENSLEY BATTERY CASP - ALL DEPARTMENTS

\$71.98

HERCULES INDUSTRIES

HERCULES INDUSTRIES	Buildings & Structures Fund	Baseboard return	\$16.61
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HERCULES INDUSTRIES	Buildings & Structures Fund	Return of taper reducer	(\$32.35)
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HERCULES INDUSTRIES	Buildings & Structures Fund	Uninsulated flex, taper reducer	\$67.65
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HERCULES INDUSTRIES	Buildings & Structures Fund	Filters	\$101.09
HERCULES INDUSTRIES	Buildings & Structures Fund	Wall register	\$15.04
<i>HERCULES INDUSTRIES - Total For Buildings & Structures Fund</i>			<i>\$168.04</i>
HERCULES INDUSTRIES - ALL DEPARTMENTS			\$168.04

HIGHPLAINSP

HIGHPLAINSP	General Fund Revenue	books for resale in gift shop	\$171.98
<i>HIGHPLAINSP - Total For General Fund Revenue</i>			<i>\$171.98</i>
HIGHPLAINSP - ALL DEPARTMENTS			\$171.98

HILLTOP LAUNDROMAT

HILLTOP LAUNDROMAT	Public Transit - Operations	DRY CLEANERS	\$35.20
<i>HILLTOP LAUNDROMAT - Total For Public Transit - Operations</i>			<i>\$35.20</i>
HILLTOP LAUNDROMAT - ALL DEPARTMENTS			\$35.20

HILTON PALMER HOUSE

HILTON PALMER HOUSE	Police Administration	HILTON	\$186.67
<i>HILTON PALMER HOUSE - Total For Police Administration</i>			<i>\$186.67</i>
HILTON PALMER HOUSE - ALL DEPARTMENTS			\$186.67

HIRT LLC

HIRT LLC	Police Administration	BOOKS,PERIODICALS AND NEWSPAPERS	\$134.82
<i>HIRT LLC - Total For Police Administration</i>			<i>\$134.82</i>
HIRT LLC - ALL DEPARTMENTS			\$134.82

HOBBY-LOBBY #0233

HOBBY-LOBBY #0233	Balefill - Disposal & Landfill	FRAMING FOR PHOTOGRAPHS FOR SPECIAL WA	\$435.00
<i>HOBBY-LOBBY #0233 - Total For Balefill - Disposal & Landfill</i>			<i>\$435.00</i>
HOBBY-LOBBY #0233	Planning	DUCK DERBY ITEMS	\$90.03
<i>HOBBY-LOBBY #0233 - Total For Planning</i>			<i>\$90.03</i>
HOBBY-LOBBY #0233 - ALL DEPARTMENTS			\$525.03

HOLLAND & HART LLP

HOLLAND & HART LLP	Water Tanks	Renegotiation of Water Storage	\$924.50
<i>HOLLAND & HART LLP - Total For Water Tanks</i>			<i>\$924.50</i>
HOLLAND & HART LLP - ALL DEPARTMENTS			\$924.50

HOMAX OIL SALES INC

HOMAX OIL SALES INC	WWTP Operations	Lubricant	\$728.28
<i>HOMAX OIL SALES INC - Total For WWTP Operations</i>			<i>\$728.28</i>
HOMAX OIL SALES INC - ALL DEPARTMENTS			\$728.28

HOMAX OIL SALES, INC

HOMAX OIL SALES, INC	Balefill - Diversion & Special	DEF	\$854.88
<i>HOMAX OIL SALES, INC - Total For Balefill - Diversion & Special</i>			<i>\$854.88</i>
HOMAX OIL SALES, INC	Fleet Maintenance Fund	Fuel	\$11.92
HOMAX OIL SALES, INC	Fleet Maintenance Fund	Diesel fuel & Ecoclean Power Plus	\$27,213.63
HOMAX OIL SALES, INC	Fleet Maintenance Fund	Unleaded fuel	\$27,556.58
HOMAX OIL SALES, INC	Fleet Maintenance Fund	Clear diesel fuel / Ecoclean Power Plus	\$29,031.98
HOMAX OIL SALES, INC	Fleet Maintenance Fund	Fuel	\$9.65
<i>HOMAX OIL SALES, INC - Total For Fleet Maintenance Fund</i>			<i>\$83,823.76</i>
HOMAX OIL SALES, INC	Golf - Operations	Unleaded fuel / Clear diesel fuel	\$4,001.32
<i>HOMAX OIL SALES, INC - Total For Golf - Operations</i>			<i>\$4,001.32</i>
HOMAX OIL SALES, INC	Refuse - Recycling	Oil	\$219.00
<i>HOMAX OIL SALES, INC - Total For Refuse - Recycling</i>			<i>\$219.00</i>
HOMAX OIL SALES, INC	Refuse - Residential	DEF	\$854.88
<i>HOMAX OIL SALES, INC - Total For Refuse - Residential</i>			<i>\$854.88</i>
HOMAX OIL SALES, INC	Water Distribution	Fuel	\$5,724.75
<i>HOMAX OIL SALES, INC - Total For Water Distribution</i>			<i>\$5,724.75</i>
HOMAX OIL SALES, INC - ALL DEPARTMENTS			\$95,478.59

HOMEDEPOT.COM

HOMEDEPOT.COM	Aquatics - Operations	Blinds for Conference Room	\$468.15
HOMEDEPOT.COM	Aquatics - Operations	Shades for the Conference Room	\$355.50
HOMEDEPOT.COM	Aquatics - Operations	Blind Return	(\$436.93)

<i>HOMEDEPOT.COM - Total For Aquatics - Operations</i>			\$386.72
HOMEDEPOT.COM	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$80.65
HOMEDEPOT.COM	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$998.00
HOMEDEPOT.COM	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$168.50
HOMEDEPOT.COM	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$161.21
HOMEDEPOT.COM	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$62.98
HOMEDEPOT.COM	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$174.96
<i>HOMEDEPOT.COM - Total For Police Administration</i>			\$1,646.30
HOMEDEPOT.COM - ALL DEPARTMENTS			\$2,033.02

HONNEN EQUIPMENT CO.

HONNEN EQUIPMENT CO.	Fleet Maintenance Fund	Equipment repair	\$382.29
HONNEN EQUIPMENT CO.	Fleet Maintenance Fund	Equipment repair	\$1,416.63
HONNEN EQUIPMENT CO.	Fleet Maintenance Fund	Equipment repair	\$2,202.44
<i>HONNEN EQUIPMENT CO. - Total For Fleet Maintenance Fund</i>			\$4,001.36
HONNEN EQUIPMENT CO.	Water Distribution	Johns Deere key	\$10.50
<i>HONNEN EQUIPMENT CO. - Total For Water Distribution</i>			\$10.50
HONNEN EQUIPMENT CO. - ALL DEPARTMENTS			\$4,011.86

HOOD'S EQUIPMENT & S

HOOD'S EQUIPMENT & S	WWTP Operations	Tune up kit	\$16.21
<i>HOOD'S EQUIPMENT & S - Total For WWTP Operations</i>			\$16.21
HOOD'S EQUIPMENT & S - ALL DEPARTMENTS			\$16.21

HOSE & RUBBER SUPPLY

HOSE & RUBBER SUPPLY	Buildings & Structures Fund	Plumbing supplies for Events Center dirt work h	\$32.77
<i>HOSE & RUBBER SUPPLY - Total For Buildings & Structures Fund</i>			\$32.77
HOSE & RUBBER SUPPLY	Parks - Parks Maint.	Hose and fittings for 2" pump	\$234.44
<i>HOSE & RUBBER SUPPLY - Total For Parks - Parks Maint.</i>			\$234.44
HOSE & RUBBER SUPPLY	Sewer Wastewater Collection	leader hose and boot for 660317	\$234.45
<i>HOSE & RUBBER SUPPLY - Total For Sewer Wastewater Collection</i>			\$234.45
HOSE & RUBBER SUPPLY	WWTP Operations	Hose	\$31.29
HOSE & RUBBER SUPPLY	WWTP Operations	Hose parts	\$31.30

HOSE & RUBBER SUPPLY	WWTP Operations	Fittings	\$15.36
HOSE & RUBBER SUPPLY	WWTP Operations	Belts	\$13.40
<i>HOSE & RUBBER SUPPLY - Total For WWTP Operations</i>			<i>\$91.35</i>
HOSE & RUBBER SUPPLY - ALL DEPARTMENTS			\$593.01

HOTELSCOM91907367663

HOTELSCOM91907367663	Police Administration	TRAVEL AGENCIES	\$320.76
<i>HOTELSCOM91907367663 - Total For Police Administration</i>			<i>\$320.76</i>
HOTELSCOM91907367663 - ALL DEPARTMENTS			\$320.76

HOWARD SUPPLY COMPAN

HOWARD SUPPLY COMPAN	Streets	Rebuild 2 Street Dept. tow ropes	\$1,065.84
<i>HOWARD SUPPLY COMPAN - Total For Streets</i>			<i>\$1,065.84</i>
HOWARD SUPPLY COMPAN - ALL DEPARTMENTS			\$1,065.84

HYDRO OPTIMIZATION &

HYDRO OPTIMIZATION &	Regional Water Operations	Technicians labor, travel & mileage	\$1,674.00
<i>HYDRO OPTIMIZATION & - Total For Regional Water Operations</i>			<i>\$1,674.00</i>
HYDRO OPTIMIZATION & - ALL DEPARTMENTS			\$1,674.00

IAEI

IAEI	Code Enforcement	PROFESSIONAL SERVICES NOT ELSEWHERE CLAS	\$65.00
<i>IAEI - Total For Code Enforcement</i>			<i>\$65.00</i>
IAEI - ALL DEPARTMENTS			\$65.00

IMLSS UTAH

IMLSS UTAH	Buildings & Structures Fund	Key Management Computer System	\$1,597.00
<i>IMLSS UTAH - Total For Buildings & Structures Fund</i>			<i>\$1,597.00</i>
IMLSS UTAH - ALL DEPARTMENTS			\$1,597.00

INBERG-MILLER ENGINE

INBERG-MILLER ENGINE	Capital Projects Fund	Construction testing & sampling services	\$260.00
<i>INBERG-MILLER ENGINE - Total For Capital Projects Fund</i>			<i>\$260.00</i>
INBERG-MILLER ENGINE	Water Distribution	Compaction testing	\$219.50
<i>INBERG-MILLER ENGINE - Total For Water Distribution</i>			<i>\$219.50</i>
INBERG-MILLER ENGINE - ALL DEPARTMENTS			\$479.50

INDUSTRIAL AUTOMATIO

INDUSTRIAL AUTOMATIO	WWTP Operations	Panelview screen	\$1,990.00
<i>INDUSTRIAL AUTOMATIO - Total For WWTP Operations</i>			<i>\$1,990.00</i>
INDUSTRIAL AUTOMATIO - ALL DEPARTMENTS			\$1,990.00

INDUSTRIAL SCREEN &

INDUSTRIAL SCREEN &	Balefill - Baler Processing	Operating supplies	\$760.78
<i>INDUSTRIAL SCREEN & - Total For Balefill - Baler Processing</i>			<i>\$760.78</i>
INDUSTRIAL SCREEN &	Hogadon - Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$150.00
<i>INDUSTRIAL SCREEN & - Total For Hogadon - Operations</i>			<i>\$150.00</i>
INDUSTRIAL SCREEN & - ALL DEPARTMENTS			\$910.78

INGRAM BOOK COMPANY

INGRAM BOOK COMPANY	General Fund Revenue	Books for resale in museum store	\$156.78
INGRAM BOOK COMPANY	General Fund Revenue	Books for resale in museum store	\$107.76
INGRAM BOOK COMPANY	General Fund Revenue	Books for resale in museum store	\$177.64
INGRAM BOOK COMPANY	General Fund Revenue	Books for resale in museum store	\$256.61
INGRAM BOOK COMPANY	General Fund Revenue	Books for resale in museum store	\$35.91
<i>INGRAM BOOK COMPANY - Total For General Fund Revenue</i>			<i>\$734.70</i>
INGRAM BOOK COMPANY - ALL DEPARTMENTS			\$734.70

INSTALLATION & SVC.

INSTALLATION & SVC.	Water Distribution	2021 CPU Asphalt Repair 21-001	\$47,643.45
INSTALLATION & SVC.	Water Distribution	2021 CPU Asphalt Repair 21-001	\$8,413.20
<i>INSTALLATION & SVC. - Total For Water Distribution</i>			<i>\$56,056.65</i>
INSTALLATION & SVC. - ALL DEPARTMENTS			\$56,056.65

INT'L CODE COUNCIL I

INT'L CODE COUNCIL I	Code Enforcement	MEMBERSHIP ORGANIZATIONS NOT ELSEWHER	\$95.00
INT'L CODE COUNCIL I	Code Enforcement	MEMBERSHIP ORGANIZATIONS NOT ELSEWHER	\$95.00
<i>INT'L CODE COUNCIL I - Total For Code Enforcement</i>			<i>\$190.00</i>
INT'L CODE COUNCIL I	Fire-EMS Prevent & Inspect	ICC Study Test for IFC 2015	\$79.00
INT'L CODE COUNCIL I	Fire-EMS Prevent & Inspect	Webinar Series Education: General Inspection A	\$59.00
<i>INT'L CODE COUNCIL I - Total For Fire-EMS Prevent & Inspect</i>			<i>\$138.00</i>
INT'L CODE COUNCIL I - ALL DEPARTMENTS			\$328.00

INTUIT, INC.

INTUIT, INC.	Balefill - Baler Processing	BALER MAINTENANCE	\$1,920.00
INTUIT, INC.	Balefill - Baler Processing	BALER MAINTENANCE	\$650.00
INTUIT, INC.	Balefill - Baler Processing	BALER MAINTENANCE	\$1,950.00
<i>INTUIT, INC. - Total For Balefill - Baler Processing</i>			<i>\$4,520.00</i>
INTUIT, INC.	Fleet Maintenance Fund	ADJUST INGROUND LIFTS (2)	\$240.00
<i>INTUIT, INC. - Total For Fleet Maintenance Fund</i>			<i>\$240.00</i>
INTUIT, INC.	Hogadon - Operations	SPORTING GOODS STORES	\$1,190.67
<i>INTUIT, INC. - Total For Hogadon - Operations</i>			<i>\$1,190.67</i>
INTUIT, INC.	Parks - Parks Maint.	Graffiti removal crossroads walking path and cle	\$1,050.00
<i>INTUIT, INC. - Total For Parks - Parks Maint.</i>			<i>\$1,050.00</i>
INTUIT, INC.	Police Administration	DURABLE GOODS,NOT ELSEWHERE CLASSIFIED	\$100.00
INTUIT, INC.	Police Administration	COMPUTER AND DATA PROCESSING SERVICES	\$4,500.00
INTUIT, INC.	Police Administration	MISCELLANEOUS PUBLISHING & PRINTING	\$293.00
<i>INTUIT, INC. - Total For Police Administration</i>			<i>\$4,893.00</i>
INTUIT, INC.	Police Career Services	PROFESSIONAL SERVICES NOT ELSEWHERE CLAS	\$195.00
<i>INTUIT, INC. - Total For Police Career Services</i>			<i>\$195.00</i>
INTUIT, INC.	Public Safety Communication	CLEANING AND MAINTENANCE, JANITORIAL SER	\$100.00
<i>INTUIT, INC. - Total For Public Safety Communications</i>			<i>\$100.00</i>
INTUIT, INC.	Rec Center - Classes	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	\$81.67
<i>INTUIT, INC. - Total For Rec Center - Classes</i>			<i>\$81.67</i>
INTUIT, INC.	Refuse - Residential	LEADERSHIP TRAINING PROGRAM FOR BALER C	\$499.00
<i>INTUIT, INC. - Total For Refuse - Residential</i>			<i>\$499.00</i>
INTUIT, INC. - ALL DEPARTMENTS			\$12,769.34

IPMA-HR

IPMA-HR	Human Resources	IPMA-HR Membership (annual)	\$114.00
<i>IPMA-HR - Total For Human Resources</i>			<i>\$114.00</i>
IPMA-HR - ALL DEPARTMENTS			\$114.00

ISA

ISA	Parks - Urban Forestry	Mark Brattis ISA Test Fee	\$280.00
<i>ISA - Total For Parks - Urban Forestry</i>			<i>\$280.00</i>
ISA - ALL DEPARTMENTS			\$280.00

ITRON

ITRON	Water Meters	Software maintenance	\$863.74
<i>ITRON - Total For Water Meters</i>			<i>\$863.74</i>
ITRON - ALL DEPARTMENTS			\$863.74

JACOBS ENGINEERING G

JACOBS ENGINEERING G	WWTP Operations	3rd Party Analysis WWTP Emerge	\$1,320.00
JACOBS ENGINEERING G	WWTP Operations	North Platte Sanitary Sewer Re	\$16,785.02
<i>JACOBS ENGINEERING G - Total For WWTP Operations</i>			<i>\$18,105.02</i>
JACOBS ENGINEERING G - ALL DEPARTMENTS			\$18,105.02

JERSEY MIKES

JERSEY MIKES	Police Investigations	FAST FOOD RESTAURANTS	\$53.54
<i>JERSEY MIKES - Total For Police Investigations</i>			<i>\$53.54</i>
JERSEY MIKES - ALL DEPARTMENTS			\$53.54

K&M INTERNATIONAL IN

K&M INTERNATIONAL IN	General Fund Revenue	Stuffed toys for resale in museum store	\$383.80
<i>K&M INTERNATIONAL IN - Total For General Fund Revenue</i>			<i>\$383.80</i>
K&M INTERNATIONAL IN - ALL DEPARTMENTS			\$383.80

KELLY`S ALIGNMENT

KELLY`S ALIGNMENT	Fleet Maintenance Fund	AUTOMOTIVE REPAIR SHOPS (NON-DEALER)	\$105.00
KELLY`S ALIGNMENT	Fleet Maintenance Fund	AUTOMOTIVE REPAIR SHOPS (NON-DEALER)	\$130.00
<i>KELLY`S ALIGNMENT - Total For Fleet Maintenance Fund</i>			<i>\$235.00</i>
KELLY`S ALIGNMENT - ALL DEPARTMENTS			\$235.00

KNIFE RIVER/JTL

KNIFE RIVER/JTL	Capital Projects Fund	Construction of Morad Park to	143,673.12
<i>KNIFE RIVER/JTL - Total For Capital Projects Fund</i>			<i>\$143,673.12</i>
KNIFE RIVER/JTL	RWS - Booster Stations	City of Casper Mix, Fuel Surcharge	\$383.20
<i>KNIFE RIVER/JTL - Total For RWS - Booster Stations</i>			<i>\$383.20</i>
KNIFE RIVER/JTL	Streets	Crushed base	\$213.52
KNIFE RIVER/JTL	Streets	COC Mix/Fiber Mesh/Short Load Fee/Fuel Surch	\$438.50
KNIFE RIVER/JTL	Streets	Plant mix	\$936.12
KNIFE RIVER/JTL	Streets	Plant mix	\$180.96
KNIFE RIVER/JTL	Streets	Plant mix	\$591.02
KNIFE RIVER/JTL	Streets	Rock	\$2,009.66
KNIFE RIVER/JTL	Streets	City of Casper Mix, Fiber Mesh, Fuel Surcharge	\$404.20
KNIFE RIVER/JTL	Streets	Plant mix	\$3,276.42
KNIFE RIVER/JTL	Streets	City of Casper Mix, Fuel Surcharge, Fiber Mesh	\$667.00
KNIFE RIVER/JTL	Streets	City of Casper Mix, Fiber Mesh, Fuel Surcharge	\$272.80
KNIFE RIVER/JTL	Streets	City of Casper Mix, Fuel Surcharge, Fiber Mesh	\$535.60
KNIFE RIVER/JTL	Streets	Plant mix	\$562.02
<i>KNIFE RIVER/JTL - Total For Streets</i>			<i>\$10,087.82</i>
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$243.70
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$248.80
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$122.10
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$125.80
KNIFE RIVER/JTL	Water Distribution	COC Mix 1 / fuel surcharge	\$637.00
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$1,423.90
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$115.90
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$357.90
KNIFE RIVER/JTL	Water Distribution	-4 Sand naturals	\$238.00
<i>KNIFE RIVER/JTL - Total For Water Distribution</i>			<i>\$3,513.10</i>

KNIFE RIVER/JTL - ALL DEPARTMENTS

\$157,657.24

KNIGHT EQUIPMENT CO

KNIGHT EQUIPMENT CO	Hogadon - Operations	Labor & travel expenses	\$2,072.85
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<i>KNIGHT EQUIPMENT CO - Total For Hogadon - Operations</i>			\$2,072.85
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KNIGHT EQUIPMENT CO - ALL DEPARTMENTS

\$2,072.85

KONE, INC.

KONE, INC.	Regional Water Operations	Freight elevator repair	\$764.04
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<i>KONE, INC. - Total For Regional Water Operations</i>			\$764.04
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KONE, INC. - ALL DEPARTMENTS

\$764.04

KV DAVIS COUNSELING

KV DAVIS COUNSELING	Police Administration	Confidential legal or medical matters	\$100.00
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KV DAVIS COUNSELING	Police Administration	Confidential legal or medical matters	\$100.00
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KV DAVIS COUNSELING	Police Administration	Confidential legal or medical matters	\$100.00
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<i>KV DAVIS COUNSELING - Total For Police Administration</i>			\$300.00
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KV DAVIS COUNSELING - ALL DEPARTMENTS

\$300.00

LASER-LABS.COM

LASER-LABS.COM	Police Administration	AUTOMOTIVE PARTS, ACCESSORIES STORES	\$909.35
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<i>LASER-LABS.COM - Total For Police Administration</i>			\$909.35
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LASER-LABS.COM - ALL DEPARTMENTS

\$909.35

LAW OFFICE OF HAMPTO

LAW OFFICE OF HAMPTO	City Manager	Legal services	\$2,200.00
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LAW OFFICE OF HAMPTO	City Manager	Legal services	\$2,200.00
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<i>LAW OFFICE OF HAMPTO - Total For City Manager</i>			\$4,400.00
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LAW OFFICE OF HAMPTO - ALL DEPARTMENTS

\$4,400.00

LETZ'S RADIO SUPPLY

LETZ'S RADIO SUPPLY	Buildings & Structures Fund	Replacement washing machine for Miller House	\$843.57
<i>LETZ'S RADIO SUPPLY - Total For Buildings & Structures Fund</i>			<i>\$843.57</i>
LETZ'S RADIO SUPPLY - ALL DEPARTMENTS			\$843.57

LIFEGUARD STORE

LIFEGUARD STORE	Aquatics - Operations	Lifeguard Hip Packs	\$180.00
<i>LIFEGUARD STORE - Total For Aquatics - Operations</i>			<i>\$180.00</i>
LIFEGUARD STORE	Aquatics - Pool	Lifeguard Hip Packs	\$180.00
<i>LIFEGUARD STORE - Total For Aquatics - Pool</i>			<i>\$180.00</i>
LIFEGUARD STORE - ALL DEPARTMENTS			\$360.00

LIMMER ROOFING

LIMMER ROOFING	Water Tanks	2021 CPU Roof Replacements	\$14,440.00
<i>LIMMER ROOFING - Total For Water Tanks</i>			<i>\$14,440.00</i>
LIMMER ROOFING	WWTP Operations	2021 CPU Roof Replacements	\$4,518.20
<i>LIMMER ROOFING - Total For WWTP Operations</i>			<i>\$4,518.20</i>
LIMMER ROOFING - ALL DEPARTMENTS			\$18,958.20

LOAF N JUG #0106

LOAF N JUG #0106	Fire-EMS Operations	Fuel	\$26.56
<i>LOAF N JUG #0106 - Total For Fire-EMS Operations</i>			<i>\$26.56</i>
LOAF N JUG #0106 - ALL DEPARTMENTS			\$26.56

LUM STUDIO

LUM STUDIO	City Manager	Specific Purpose Tax Education	\$1,100.00
<i>LUM STUDIO - Total For City Manager</i>			<i>\$1,100.00</i>
LUM STUDIO - ALL DEPARTMENTS			\$1,100.00

MAKESTICKERS.COM

MAKESTICKERS.COM	Police Administration	DURABLE GOODS,NOT ELSEWHERE CLASSIFIED	\$92.00
<i>MAKESTICKERS.COM - Total For Police Administration</i>			<i>\$92.00</i>

MAKESTICKERS.COM - ALL DEPARTMENTS \$92.00

MARTIN-RAY LAUNDRY S

MARTIN-RAY LAUNDRY S Buildings & Structures Fund Washing Machine repair parts for Rec Center \$48.34

MARTIN-RAY LAUNDRY S - Total For Buildings & Structures Fund \$48.34

MARTIN-RAY LAUNDRY S - ALL DEPARTMENTS \$48.34

MAVERIK #344

MAVERIK #344 Police Administration AUTOMATED FUEL DISPENSERS \$36.46

MAVERIK #344 - Total For Police Administration \$36.46

MAVERIK #344 - ALL DEPARTMENTS \$36.46

MAVERIK #571

MAVERIK #571 Special Fire Assistance Fund AUTOMATED FUEL DISPENSERS \$31.77

MAVERIK #571 - Total For Special Fire Assistance Fund \$31.77

MAVERIK #571 - ALL DEPARTMENTS \$31.77

MCDONALD'S F223

MCDONALD'S F223 Special Fire Assistance Fund FAST FOOD RESTAURANTS \$20.90

MCDONALD'S F223 Special Fire Assistance Fund FAST FOOD RESTAURANTS \$26.04

MCDONALD'S F223 Special Fire Assistance Fund FAST FOOD RESTAURANTS \$19.18

MCDONALD'S F223 - Total For Special Fire Assistance Fund \$66.12

MCDONALD'S F223 - ALL DEPARTMENTS \$66.12

MENARDS CASPER WY

MENARDS CASPER WY Balefill - Baler Processing TOOLS AND PRODUCT TO LAY FLOORING IN DO \$988.19

MENARDS CASPER WY - Total For Balefill - Baler Processing \$988.19

MENARDS CASPER WY Buildings & Structures Fund Supplies for Golf Course Pro Shop Remodel \$14.98

MENARDS CASPER WY - Total For Buildings & Structures Fund \$14.98

MENARDS CASPER WY Fire-EMS Training Supplies for Engineer Testing \$117.71

MENARDS CASPER WY - Total For Fire-EMS Training \$117.71

MENARDS CASPER WY Parks - Parks Maint. HOME SUPPLY WAREHOUSE STORES \$78.90

<i>MENARDS CASPER WY - Total For Parks - Parks Maint.</i>			<i>\$78.90</i>
MENARDS CASPER WY	Regional Water Operations	HOME SUPPLY WAREHOUSE STORES	\$38.90
<i>MENARDS CASPER WY - Total For Regional Water Operations</i>			<i>\$38.90</i>
MENARDS CASPER WY	Streets	Tools For Tool Box	\$113.23
<i>MENARDS CASPER WY - Total For Streets</i>			<i>\$113.23</i>
MENARDS CASPER WY	Water Distribution	Wheelbarrow	\$92.98
<i>MENARDS CASPER WY - Total For Water Distribution</i>			<i>\$92.98</i>
MENARDS CASPER WY	Water Tanks	Rock Creek Reservoir electrical supplies	\$167.78
<i>MENARDS CASPER WY - Total For Water Tanks</i>			<i>\$167.78</i>
MENARDS CASPER WY	Weed & Pest Fund	Safety Supplies	\$183.74
<i>MENARDS CASPER WY - Total For Weed & Pest Fund</i>			<i>\$183.74</i>
MENARDS CASPER WY - ALL DEPARTMENTS			\$1,796.41

MERBACK AWARDS COMPA

MERBACK AWARDS COMPA	City Manager	BUSINESS SERVICES NOT ELSEWHERE CLASSIFI	\$53.98
<i>MERBACK AWARDS COMPA - Total For City Manager</i>			<i>\$53.98</i>
MERBACK AWARDS COMPA - ALL DEPARTMENTS			\$53.98

MERRILYN F. WALZ, IN

MERRILYN F. WALZ, IN	City Attorney	Half day appearance fee	\$100.00
<i>MERRILYN F. WALZ, IN - Total For City Attorney</i>			<i>\$100.00</i>
MERRILYN F. WALZ, IN - ALL DEPARTMENTS			\$100.00

MICHAELS FENCE & SUP

MICHAELS FENCE & SUP	Risk Management	Fencing material	\$104.38
<i>MICHAELS FENCE & SUP - Total For Risk Management</i>			<i>\$104.38</i>
MICHAELS FENCE & SUP - ALL DEPARTMENTS			\$104.38

MIDLAND IMPLEMENT, I

MIDLAND IMPLEMENT, I	Golf - Operations	Irrigation Parts that were backordered	\$150.11
<i>MIDLAND IMPLEMENT, I - Total For Golf - Operations</i>			<i>\$150.11</i>
MIDLAND IMPLEMENT, I - ALL DEPARTMENTS			\$150.11

MIDLAND SCIENTIFIC I

MIDLAND SCIENTIFIC I	WWTP Operations	Lab supplies	\$379.64
MIDLAND SCIENTIFIC I	WWTP Operations	Lab supplies	\$264.96
<i>MIDLAND SCIENTIFIC I - Total For WWTP Operations</i>			<i>\$644.60</i>
MIDLAND SCIENTIFIC I - ALL DEPARTMENTS			\$644.60

MILLSTONE FAMILY

MILLSTONE FAMILY	Special Fire Assistance Fund	EATING PLACES, RESTAURANTS	\$49.51
<i>MILLSTONE FAMILY - Total For Special Fire Assistance Fund</i>			<i>\$49.51</i>
MILLSTONE FAMILY - ALL DEPARTMENTS			\$49.51

MISAC

MISAC	Information Services	Szewczyk MISAC Membership Renewal	\$130.00
<i>MISAC - Total For Information Services</i>			<i>\$130.00</i>
MISAC - ALL DEPARTMENTS			\$130.00

ML AUTOMOTIVE

ML AUTOMOTIVE	Fleet Maintenance Fund	Vehicle alignment	\$130.00
<i>ML AUTOMOTIVE - Total For Fleet Maintenance Fund</i>			<i>\$130.00</i>
ML AUTOMOTIVE - ALL DEPARTMENTS			\$130.00

MOBILE CONCRETE, INC

MOBILE CONCRETE, INC	Water Distribution	Concrete	\$415.00
<i>MOBILE CONCRETE, INC - Total For Water Distribution</i>			<i>\$415.00</i>
MOBILE CONCRETE, INC - ALL DEPARTMENTS			\$415.00

MODERN ELECTRIC CORP

MODERN ELECTRIC CORP	Balefill - Diversion & Special	Garage & furnace door repair	\$225.00
<i>MODERN ELECTRIC CORP - Total For Balefill - Diversion & Special</i>			<i>\$225.00</i>
MODERN ELECTRIC CORP - ALL DEPARTMENTS			\$225.00

Monson

Monson	Buildings & Structures Fund	August 2021 Janitorial Service	\$5,747.06
Monson	Buildings & Structures Fund	August 2021 Janitorial Service	\$225.00
<i>Monson - Total For Buildings & Structures Fund</i>			<i>\$5,972.06</i>
Monson - ALL DEPARTMENTS			\$5,972.06

MOTION AND FLOW CONT

MOTION AND FLOW CONT	Balefill - Baler Processing	Door cylinder parts	\$30.98
<i>MOTION AND FLOW CONT - Total For Balefill - Baler Processing</i>			<i>\$30.98</i>
MOTION AND FLOW CONT - ALL DEPARTMENTS			\$30.98

MOUNTAIN STATES

MOUNTAIN STATES	Balefill - Disposal & Landfill	Printing of customer transaction ticket/receipt	\$1,080.78
<i>MOUNTAIN STATES - Total For Balefill - Disposal & Landfill</i>			<i>\$1,080.78</i>
MOUNTAIN STATES	Water Distribution	Printing	\$269.75
<i>MOUNTAIN STATES - Total For Water Distribution</i>			<i>\$269.75</i>
MOUNTAIN STATES - ALL DEPARTMENTS			\$1,350.53

MOUNTAIN STATES PIPE

MOUNTAIN STATES PIPE	Water Revenue and Transfers Meters & ERTS		\$4,251.30
<i>MOUNTAIN STATES PIPE - Total For Water Revenue and Transfers</i>			<i>\$4,251.30</i>
MOUNTAIN STATES PIPE - ALL DEPARTMENTS			\$4,251.30

MOUNTAIN WEST TELEPH

MOUNTAIN WEST TELEPH	Aquatics - Pool	Snow Bird Fee for Outdoor Pool Internet	\$20.00
<i>MOUNTAIN WEST TELEPH - Total For Aquatics - Pool</i>			<i>\$20.00</i>
MOUNTAIN WEST TELEPH	Golf - Operations	domain name	\$52.99
<i>MOUNTAIN WEST TELEPH - Total For Golf - Operations</i>			<i>\$52.99</i>
MOUNTAIN WEST TELEPH	Hogadon - Operations	Guest internet	\$49.95
MOUNTAIN WEST TELEPH	Hogadon - Operations	Lodge Internet	\$49.95
<i>MOUNTAIN WEST TELEPH - Total For Hogadon - Operations</i>			<i>\$99.90</i>
MOUNTAIN WEST TELEPH	Parks - Parks Maint.	domain name	\$135.00

<i>MOUNTAIN WEST TELEPH - Total For Parks - Parks Maint.</i>			\$135.00
MOUNTAIN WEST TELEPH	Public Safety Communication Acct #13922		\$1,000.00
<i>MOUNTAIN WEST TELEPH - Total For Public Safety Communications</i>			\$1,000.00
MOUNTAIN WEST TELEPH - ALL DEPARTMENTS			\$1,307.89

MOUNTAIN-PLAINS MUSE

MOUNTAIN-PLAINS MUSE	Ft. Caspar Museum	Annual Membership MPMA	\$200.00
<i>MOUNTAIN-PLAINS MUSE - Total For Ft. Caspar Museum</i>			\$200.00
MOUNTAIN-PLAINS MUSE - ALL DEPARTMENTS			\$200.00

MUNICIPAL EMERGENCY

MUNICIPAL EMERGENCY	Fire-EMS Operations	Miscellaneous Item	\$916.00
<i>MUNICIPAL EMERGENCY - Total For Fire-EMS Operations</i>			\$916.00
MUNICIPAL EMERGENCY	Fire-EMS Prevent & Inspect	1 3/4" Hose	\$5,578.00
<i>MUNICIPAL EMERGENCY - Total For Fire-EMS Prevent & Inspect</i>			\$5,578.00
MUNICIPAL EMERGENCY - ALL DEPARTMENTS			\$6,494.00

MURDOCH'S RANCH&HOME

MURDOCH'S RANCH&HOM	Cemetery	Replace a drill and saw with battery , Cemetery	\$473.90
MURDOCH'S RANCH&HOM	Cemetery	SHOVEL TOOLS CEMETERY	\$27.99
<i>MURDOCH'S RANCH&HOME - Total For Cemetery</i>			\$501.89
MURDOCH'S RANCH&HOM	Fire-EMS Operations	Pellet Grill	\$599.99
<i>MURDOCH'S RANCH&HOME - Total For Fire-EMS Operations</i>			\$599.99
MURDOCH'S RANCH&HOM	Fire-EMS Training	Straw for burn building	\$45.96
<i>MURDOCH'S RANCH&HOME - Total For Fire-EMS Training</i>			\$45.96
MURDOCH'S RANCH&HOM	Police Administration	MISCELLANEOUS AND RETAIL STORES	\$604.73
<i>MURDOCH'S RANCH&HOME - Total For Police Administration</i>			\$604.73
MURDOCH'S RANCH&HOME - ALL DEPARTMENTS			\$1,752.57

MYLAWCLE

MYLAWCLE	City Attorney	SCHOOLS AND EDUCATIONAL SERVICES NOT ELS	\$195.00
<i>MYLAWCLE - Total For City Attorney</i>			\$195.00

MYLAWCLE - ALL DEPARTMENTS

\$195.00

NAPA AUTO PARTS CORP

NAPA AUTO PARTS CORP	Balefill - Baler Processing	PORTACOOOL PUMP	\$199.99
<i>NAPA AUTO PARTS CORP - Total For Balefill - Baler Processing</i>			<i>\$199.99</i>
NAPA AUTO PARTS CORP	Fire-EMS Training	Bungee Cords - Training Supplies	\$17.99
<i>NAPA AUTO PARTS CORP - Total For Fire-EMS Training</i>			<i>\$17.99</i>
NAPA AUTO PARTS CORP	Refuse - Residential	OIL FLOW CAN	\$101.69
<i>NAPA AUTO PARTS CORP - Total For Refuse - Residential</i>			<i>\$101.69</i>
NAPA AUTO PARTS CORP	RWS - Booster Stations	Gasket material	\$10.41
<i>NAPA AUTO PARTS CORP - Total For RWS - Booster Stations</i>			<i>\$10.41</i>
NAPA AUTO PARTS CORP	Water Distribution	fuses	\$8.07
NAPA AUTO PARTS CORP	Water Distribution	Windshield washer fluid	\$23.88
NAPA AUTO PARTS CORP	Water Distribution	FUSES	\$2.42
NAPA AUTO PARTS CORP	Water Distribution	AUTOMOTIVE PARTS, ACCESSORIES STORES	\$47.16
<i>NAPA AUTO PARTS CORP - Total For Water Distribution</i>			<i>\$81.53</i>
NAPA AUTO PARTS CORP	WWTP Operations	Spark plugs, cleaner	\$33.16
<i>NAPA AUTO PARTS CORP - Total For WWTP Operations</i>			<i>\$33.16</i>
NAPA AUTO PARTS CORP - ALL DEPARTMENTS			\$444.77

NATRONA COUNTY OFFIC

NATRONA COUNTY OFFIC	Police Administration	July 2021 Juvenile Detention	\$7,500.00
NATRONA COUNTY OFFIC	Police Administration	July 2021 Prisoner Housing	\$84,184.80
<i>NATRONA COUNTY OFFIC - Total For Police Administration</i>			<i>\$91,684.80</i>
NATRONA COUNTY OFFIC	Social Community Services	Garage door replacement - 50%	\$18,933.82
<i>NATRONA COUNTY OFFIC - Total For Social Community Services</i>			<i>\$18,933.82</i>
NATRONA COUNTY OFFIC	Weed & Pest Fund	July 2021 refund - duplicate payment (check & A	\$5,071.80
<i>NATRONA COUNTY OFFIC - Total For Weed & Pest Fund</i>			<i>\$5,071.80</i>
NATRONA COUNTY OFFIC - ALL DEPARTMENTS			\$115,690.42

NOLAND FEED

NOLAND FEED	Metro Animal Shelter	MISCELLANEOUS AND RETAIL STORES	\$267.00
<i>NOLAND FEED - Total For Metro Animal Shelter</i>			<i>\$267.00</i>

NOLAND FEED	Police Canine Operations	MISCELLANEOUS AND RETAIL STORES	\$186.90
NOLAND FEED	Police Canine Operations	MISCELLANEOUS AND RETAIL STORES	\$89.00
<i>NOLAND FEED - Total For Police Canine Operations</i>			<i>\$275.90</i>
NOLAND FEED - ALL DEPARTMENTS			\$542.90

NORCO, INC.

NORCO, INC.	Aquatics - Operations	Cleaning Supplies	\$24.62
<i>NORCO, INC. - Total For Aquatics - Operations</i>			<i>\$24.62</i>
NORCO, INC.	Buildings & Structures Fund	Custodial Supplies for Ft. Caspar	\$143.30
NORCO, INC.	Buildings & Structures Fund	Gloves, bathroom tissue	\$7.38
NORCO, INC.	Buildings & Structures Fund	Garbage bags, gloves, air dispenser	\$322.45
NORCO, INC.	Buildings & Structures Fund	Soap	\$114.84
NORCO, INC.	Buildings & Structures Fund	Garbage bags, bathroom tissue	\$460.76
NORCO, INC.	Buildings & Structures Fund	Garbage bags, soap, bathroom tissue, etc	\$553.26
NORCO, INC.	Buildings & Structures Fund	Gloves, bathroom tissue	\$102.23
NORCO, INC.	Buildings & Structures Fund	Return of gloves & bathroom tissue	(\$7.38)
<i>NORCO, INC. - Total For Buildings & Structures Fund</i>			<i>\$1,696.84</i>
NORCO, INC.	Golf - Operations	Work gloves and ear muffs for seasonals	\$65.39
NORCO, INC.	Golf - Operations	PPE for seasonal staff, cleaning supplies	\$208.98
<i>NORCO, INC. - Total For Golf - Operations</i>			<i>\$274.37</i>
NORCO, INC.	Hogadon - Operations	Lodge Supplies	\$310.83
NORCO, INC.	Hogadon - Operations	Shop Supplies	\$62.79
NORCO, INC.	Hogadon - Operations	Ear plugs	\$34.35
<i>NORCO, INC. - Total For Hogadon - Operations</i>			<i>\$407.97</i>
NORCO, INC.	Metro Animal Shelter	Disinfectant	\$104.00
NORCO, INC.	Metro Animal Shelter	Cleaning supplies	\$118.00
NORCO, INC.	Metro Animal Shelter	Cleaning supplies	\$118.00
NORCO, INC.	Metro Animal Shelter	LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL	\$113.42
NORCO, INC.	Metro Animal Shelter	LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL	\$36.73
NORCO, INC.	Metro Animal Shelter	LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL	\$178.74
<i>NORCO, INC. - Total For Metro Animal Shelter</i>			<i>\$668.89</i>
NORCO, INC.	Parks - Parks Maint.	LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL	\$128.38
<i>NORCO, INC. - Total For Parks - Parks Maint.</i>			<i>\$128.38</i>
NORCO, INC.	Police Administration	LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL	\$300.69
<i>NORCO, INC. - Total For Police Administration</i>			<i>\$300.69</i>

NORCO, INC.	Rec Center - Operations	Custodial supplies, cleaners & disinfectants	\$209.39
<i>NORCO, INC. - Total For Rec Center - Operations</i>			<i>\$209.39</i>
NORCO, INC.	Refuse - Recycling	Gloves & degreaser	\$416.27
<i>NORCO, INC. - Total For Refuse - Recycling</i>			<i>\$416.27</i>
NORCO, INC.	Water Distribution	oxygen/acetylene	\$83.13
NORCO, INC.	Water Distribution	Hard hats, ear plugs	\$170.79
<i>NORCO, INC. - Total For Water Distribution</i>			<i>\$253.92</i>
NORCO, INC.	Water Meters	Air monitor sensor & ear muffs	\$149.43
<i>NORCO, INC. - Total For Water Meters</i>			<i>\$149.43</i>
NORCO, INC.	WWTP Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$865.00
NORCO, INC.	WWTP Operations	Cutting wheels	\$66.54
NORCO, INC.	WWTP Operations	Rubber boots/hardhat	\$75.58
NORCO, INC.	WWTP Operations	Shop supplies	\$68.92
<i>NORCO, INC. - Total For WWTP Operations</i>			<i>\$1,076.04</i>
NORCO, INC. - ALL DEPARTMENTS			\$5,606.81

NORTHWEST CONTRACTOR

NORTHWEST CONTRACTOR	Buildings & Structures Fund	BAS Shop Supplies	\$30.64
NORTHWEST CONTRACTOR	Buildings & Structures Fund	BAS Safety Supplies	\$40.46
<i>NORTHWEST CONTRACTOR - Total For Buildings & Structures Fund</i>			<i>\$71.10</i>
NORTHWEST CONTRACTOR	Regional Water Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$50.64
<i>NORTHWEST CONTRACTOR - Total For Regional Water Operations</i>			<i>\$50.64</i>
NORTHWEST CONTRACTOR	Streets	QTY.--10 ADA Truncated Dome Wet Set Mats	\$967.20
NORTHWEST CONTRACTOR	Streets	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	(\$105.20)
<i>NORTHWEST CONTRACTOR - Total For Streets</i>			<i>\$862.00</i>
NORTHWEST CONTRACTOR	Water Distribution	Safety glasses	\$43.04
NORTHWEST CONTRACTOR	Water Distribution	FIBER TUBE FOR VALVE BOXES AT CASPER COLLE	\$97.20
NORTHWEST CONTRACTOR	Water Distribution	Jaw set	\$64.84
<i>NORTHWEST CONTRACTOR - Total For Water Distribution</i>			<i>\$205.08</i>
NORTHWEST CONTRACTOR	Water Tanks	CARBIDE HOLE SAW	\$23.14
<i>NORTHWEST CONTRACTOR - Total For Water Tanks</i>			<i>\$23.14</i>
NORTHWEST CONTRACTOR - ALL DEPARTMENTS			\$1,211.96

O J WATSON CO INC

O J WATSON CO INC	Fleet Maintenance Fund	credit for excess shipping charge	(\$7.26)
<i>O J WATSON CO INC - Total For Fleet Maintenance Fund</i>			<i>(\$7.26)</i>
O J WATSON CO INC - ALL DEPARTMENTS			(\$7.26)

O&G CCD DNOW MERCH

O&G CCD DNOW MERCH	Parks - Parks Maint.	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$74.57
<i>O&G CCD DNOW MERCH - Total For Parks - Parks Maint.</i>			<i>\$74.57</i>
O&G CCD DNOW MERCH - ALL DEPARTMENTS			\$74.57

OFFICE DEPOT

OFFICE DEPOT	Customer Service	COMBINATION CATALOG AND RETAIL MERCHA	\$75.20
<i>OFFICE DEPOT - Total For Customer Service</i>			<i>\$75.20</i>
OFFICE DEPOT	Finance	COMBINATION CATALOG AND RETAIL MERCHA	\$75.20
<i>OFFICE DEPOT - Total For Finance</i>			<i>\$75.20</i>
OFFICE DEPOT	Health Insurance Fund	COMBINATION CATALOG AND RETAIL MERCHA	\$75.20
OFFICE DEPOT	Health Insurance Fund	Envelopes for ACA statements	\$268.11
<i>OFFICE DEPOT - Total For Health Insurance Fund</i>			<i>\$343.31</i>
OFFICE DEPOT	Human Resources	COMBINATION CATALOG AND RETAIL MERCHA	\$75.20
<i>OFFICE DEPOT - Total For Human Resources</i>			<i>\$75.20</i>
OFFICE DEPOT	Risk Management	COMBINATION CATALOG AND RETAIL MERCHA	\$38.00
OFFICE DEPOT	Risk Management	COMBINATION CATALOG AND RETAIL MERCHA	\$37.19
<i>OFFICE DEPOT - Total For Risk Management</i>			<i>\$75.19</i>
OFFICE DEPOT - ALL DEPARTMENTS			\$644.10

OLD CHICAGO-CASPER

OLD CHICAGO-CASPER	Police Administration	EATING PLACES, RESTAURANTS	\$100.00
<i>OLD CHICAGO-CASPER - Total For Police Administration</i>			<i>\$100.00</i>
OLD CHICAGO-CASPER - ALL DEPARTMENTS			\$100.00

ORIGINAL WATERMEN IN

ORIGINAL WATERMEN IN	Aquatics - Operations	Woman's Lifeguard Swim Suits	\$212.67
<i>ORIGINAL WATERMEN IN - Total For Aquatics - Operations</i>			<i>\$212.67</i>

ORIGINAL WATERMEN IN - ALL DEPARTMENTS \$212.67

ORKIN LLC 002

ORKIN LLC 002 Hogadon - Operations Pest Control \$128.97

ORKIN LLC 002 - Total For Hogadon - Operations \$128.97

ORKIN LLC 002 - ALL DEPARTMENTS \$128.97

OVERHEAD DOOR CO

OVERHEAD DOOR CO Capital Projects Fund Door repair \$90.00

OVERHEAD DOOR CO - Total For Capital Projects Fund \$90.00

OVERHEAD DOOR CO - ALL DEPARTMENTS \$90.00

OVERHEAD DOOR OF CAS

OVERHEAD DOOR OF CAS Fire-EMS Operations Repair of door at Station 1 \$135.00

OVERHEAD DOOR OF CAS - Total For Fire-EMS Operations \$135.00

OVERHEAD DOOR OF CAS - ALL DEPARTMENTS \$135.00

OWPSACSTATE

OWPSACSTATE WWTP Operations Training course \$50.00

OWPSACSTATE - Total For WWTP Operations \$50.00

OWPSACSTATE - ALL DEPARTMENTS \$50.00

PACE ANALYTICAL SERV

PACE ANALYTICAL SERV WWTP Operations TESTING LABORATORIES \$235.00

PACE ANALYTICAL SERV WWTP Operations TESTING LAB \$674.00

PACE ANALYTICAL SERV WWTP Operations Lab testing \$55.00

PACE ANALYTICAL SERV - Total For WWTP Operations \$964.00

PACE ANALYTICAL SERV WWTP Pretreatment TESTING LABORATORIES \$255.00

PACE ANALYTICAL SERV WWTP Pretreatment TESTING LABORATORIES \$270.00

PACE ANALYTICAL SERV WWTP Pretreatment TESTING LABORATORIES \$220.00

PACE ANALYTICAL SERV - Total For WWTP Pretreatment \$745.00

PACE ANALYTICAL SERV - ALL DEPARTMENTS

\$1,709.00

PANERA BREAD

PANERA BREAD	Fire-EMS Training	Meal for Travel to FDTN Training in Indy	\$5.33
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<i>PANERA BREAD - Total For Fire-EMS Training</i>			\$5.33
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PANERA BREAD	Metro Animal Control	FAST FOOD RESTAURANTS	\$11.70
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<i>PANERA BREAD - Total For Metro Animal Control</i>			\$11.70
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PANERA BREAD	Police Patrol	FAST FOOD RESTAURANTS	\$6.28
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<i>PANERA BREAD - Total For Police Patrol</i>			\$6.28
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PANERA BREAD - ALL DEPARTMENTS			\$23.31
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PEDEN'S INC

PEDEN'S INC	Refuse - Residential	Service award plaque & shirts	\$418.50
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<i>PEDEN'S INC - Total For Refuse - Residential</i>			\$418.50
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PEDEN'S INC - ALL DEPARTMENTS			\$418.50
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PEPSI COLA OF CASPER

PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	\$220.00
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PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	(\$100.00)
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PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	(\$50.00)
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PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	\$249.60
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PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	\$86.60
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PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	\$172.60
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PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	\$89.60
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PEPSI COLA OF CASPER	Ice Arena - Concessions	Beverages	\$35.45
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<i>PEPSI COLA OF CASPER - Total For Ice Arena - Concessions</i>			\$703.85
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PEPSI COLA OF CASPER - ALL DEPARTMENTS			\$703.85
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PETSMART #3082

PETSMART #3082	Metro Animal Shelter	PET SHOPS-PET FOOD AND SUPPLY STORES	\$45.98
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<i>PETSMART #3082 - Total For Metro Animal Shelter</i>			\$45.98
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PETSMART #3082 - ALL DEPARTMENTS			\$45.98
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PGA OF AMERICA MEMBE

PGA OF AMERICA MEMBE	Golf - Operations	PGA Membership Dues	\$556.00
<i>PGA OF AMERICA MEMBE - Total For Golf - Operations</i>			<i>\$556.00</i>
PGA OF AMERICA MEMBE - ALL DEPARTMENTS			\$556.00

PHILLIPS 66 - SPEEDY

PHILLIPS 66 - SPEEDY	Special Fire Assistance Fund	AUTOMATED FUEL DISPENSERS	\$69.02
<i>PHILLIPS 66 - SPEEDY - Total For Special Fire Assistance Fund</i>			<i>\$69.02</i>
PHILLIPS 66 - SPEEDY - ALL DEPARTMENTS			\$69.02

Piktochart Sdn Bhd

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

PILOT

PILOT	Special Fire Assistance Fund	SERVICE STATIONS	\$70.00
<i>PILOT - Total For Special Fire Assistance Fund</i>			<i>\$70.00</i>
PILOT - ALL DEPARTMENTS			\$70.00

PIZZA HUT 035955

PIZZA HUT 035955	Water Distribution	TAX CREDIT	(\$1.69)
PIZZA HUT 035955	Water Distribution	Pizza during after-hours leak repair - tax credit	\$40.56
<i>PIZZA HUT 035955 - Total For Water Distribution</i>			<i>\$38.87</i>
PIZZA HUT 035955 - ALL DEPARTMENTS			\$38.87

PORCHLIGHT BOOK CO

PORCHLIGHT BOOK CO	Municipal Court	BOOKS FOR TEAM DEVELOPMENT	\$143.46
<i>PORCHLIGHT BOOK CO - Total For Municipal Court</i>			<i>\$143.46</i>
PORCHLIGHT BOOK CO - ALL DEPARTMENTS			\$143.46

POSTAL PROS, INC.

POSTAL PROS, INC.	Customer Service	Postage/mailing service	\$2,941.41
POSTAL PROS, INC.	Customer Service	Printing / mailing of invoices	\$45.16
POSTAL PROS, INC.	Customer Service	Postage/mailing service	\$2,825.20
<i>POSTAL PROS, INC. - Total For Customer Service</i>			<i>\$5,811.77</i>
POSTAL PROS, INC. - ALL DEPARTMENTS			\$5,811.77

PP ANIMAL CARE

PP ANIMAL CARE	Metro Animal Control	VETERINARY SERVICES	\$280.22
<i>PP ANIMAL CARE - Total For Metro Animal Control</i>			<i>\$280.22</i>
PP ANIMAL CARE - ALL DEPARTMENTS			\$280.22

PP mic@5fgroup.com

PP mic@5fgroup.com	Police Canine Operations	MISCELLANEOUS AND RETAIL STORES	\$1,580.00
<i>PP mic@5fgroup.com - Total For Police Canine Operations</i>			<i>\$1,580.00</i>
PP mic@5fgroup.com - ALL DEPARTMENTS			\$1,580.00

PRESTIGE FLAG MFG CO

PRESTIGE FLAG MFG CO	Golf - Operations	10 flags each for park, highlands, links. 3 ameri	\$512.90
<i>PRESTIGE FLAG MFG CO - Total For Golf - Operations</i>			<i>\$512.90</i>
PRESTIGE FLAG MFG CO	Parks - Parks Maint.	Face Masks -city council	\$256.53
<i>PRESTIGE FLAG MFG CO - Total For Parks - Parks Maint.</i>			<i>\$256.53</i>
PRESTIGE FLAG MFG CO - ALL DEPARTMENTS			\$769.43

PRIDE SOLUTIONS LLC

PRIDE SOLUTIONS LLC	Refuse - Recycling	CUTTING EDGES FOR LOADER BUCKET	\$437.07
<i>PRIDE SOLUTIONS LLC - Total For Refuse - Recycling</i>			<i>\$437.07</i>
PRIDE SOLUTIONS LLC - ALL DEPARTMENTS			\$437.07

PRINTWORKS

PRINTWORKS	Engineering	Window decals	\$456.48
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<i>PRINTWORKS - Total For Engineering</i>			<i>\$456.48</i>
PRINTWORKS	Regional Water Operations	Business cards	\$35.10
<i>PRINTWORKS - Total For Regional Water Operations</i>			<i>\$35.10</i>
PRINTWORKS - ALL DEPARTMENTS			\$491.58

PRISTINE AUTO SOLUTI

PRISTINE AUTO SOLUTI	Code Enforcement	CAR WASHES	\$140.00
<i>PRISTINE AUTO SOLUTI - Total For Code Enforcement</i>			<i>\$140.00</i>
PRISTINE AUTO SOLUTI - ALL DEPARTMENTS			\$140.00

PURVIS INDUSTRIES

PURVIS INDUSTRIES	WWTP Operations	Belts	\$12.43
<i>PURVIS INDUSTRIES - Total For WWTP Operations</i>			<i>\$12.43</i>
PURVIS INDUSTRIES - ALL DEPARTMENTS			\$12.43

QUALITY OFFICE SOLUT

QUALITY OFFICE SOLUT	Human Resources	1 box expandable pocket folders	\$13.60
QUALITY OFFICE SOLUT	Human Resources	1 box red file folders with tabs	\$5.99
<i>QUALITY OFFICE SOLUT - Total For Human Resources</i>			<i>\$19.59</i>
QUALITY OFFICE SOLUT	Risk Management	Name Plate for New Employee Dawn Dean	\$12.95
<i>QUALITY OFFICE SOLUT - Total For Risk Management</i>			<i>\$12.95</i>
QUALITY OFFICE SOLUT - ALL DEPARTMENTS			\$32.54

QUE PASA

QUE PASA	Special Fire Assistance Fund	EATING PLACES, RESTAURANTS	\$56.73
<i>QUE PASA - Total For Special Fire Assistance Fund</i>			<i>\$56.73</i>
QUE PASA - ALL DEPARTMENTS			\$56.73

RAPID FIRE PROTECTIO

RAPID FIRE PROTECTIO	Balefill - Baler Processing	Service call & repairs	\$1,885.00
<i>RAPID FIRE PROTECTIO - Total For Balefill - Baler Processing</i>			<i>\$1,885.00</i>

RAPID FIRE PROTECTIO - ALL DEPARTMENTS \$1,885.00

RECYCLING MARKETS LI

RECYCLING MARKETS LI Refuse - Recycling RECYCLE SECONDARY MATERIALS \$455.00

RECYCLING MARKETS LI - Total For Refuse - Recycling \$455.00

RECYCLING MARKETS LI - ALL DEPARTMENTS \$455.00

RECYKLING INDUSTRIAL

RECYKLING INDUSTRIAL Balefill - Baler Processing Repair waste baler ejection cy \$36,668.65

RECYKLING INDUSTRIAL - Total For Balefill - Baler Processing \$36,668.65

RECYKLING INDUSTRIAL - ALL DEPARTMENTS \$36,668.65

REI MATTHEW BENDER

REI MATTHEW BENDER Municipal Court 2021 WYOMING COURT RULES BOOKS \$431.61

REI MATTHEW BENDER - Total For Municipal Court \$431.61

REI MATTHEW BENDER - ALL DEPARTMENTS \$431.61

RESIDENCE INN CASPER

RESIDENCE INN CASPER Police Administration RESIDENCE INN \$477.37

RESIDENCE INN CASPER - Total For Police Administration \$477.37

RESIDENCE INN CASPER - ALL DEPARTMENTS \$477.37

RESPOND FIRST AID OF

RESPOND FIRST AID OF Buildings & Structures Fund LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL \$38.94

RESPOND FIRST AID OF - Total For Buildings & Structures Fund \$38.94

RESPOND FIRST AID OF Golf - Operations First Aid Restocking \$130.62

RESPOND FIRST AID OF - Total For Golf - Operations \$130.62

RESPOND FIRST AID OF Police Administration LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL \$187.20

RESPOND FIRST AID OF Police Administration LAB/MEDICAL/DENTAL/OPHTHALMIC HOSPITAL \$167.10

RESPOND FIRST AID OF - Total For Police Administration \$354.30

RESPOND FIRST AID OF Weed & Pest Fund Safety supplies for SAW building \$69.40

RESPOND FIRST AID OF Weed & Pest Fund Safety \$32.14

<i>RESPOND FIRST AID OF - Total For Weed & Pest Fund</i>			<i>\$101.54</i>
RESPOND FIRST AID OF	WWTP Operations	Battery	\$179.00
RESPOND FIRST AID OF	WWTP Operations	First aid supplies	\$158.93
<i>RESPOND FIRST AID OF - Total For WWTP Operations</i>			<i>\$337.93</i>
RESPOND FIRST AID OF - ALL DEPARTMENTS			\$963.33

REXEL 3212

REXEL 3212	Sewer Wastewater Collection ethernet PLC for radio comm upgrades		\$909.91
REXEL 3212	Sewer Wastewater Collection Ethernet PLC for radio comm upgrades		\$909.91
<i>REXEL 3212 - Total For Sewer Wastewater Collection</i>			<i>\$1,819.82</i>
REXEL 3212 - ALL DEPARTMENTS			\$1,819.82

REXEL USA INC

REXEL USA INC	Balefill - Baler Processing	Operating supplies	\$107.49
<i>REXEL USA INC - Total For Balefill - Baler Processing</i>			<i>\$107.49</i>
REXEL USA INC - ALL DEPARTMENTS			\$107.49

RIGHT COAST PIZZA

RIGHT COAST PIZZA	Sewer Wastewater Collection meal while at disaster management training		\$28.61
<i>RIGHT COAST PIZZA - Total For Sewer Wastewater Collection</i>			<i>\$28.61</i>
RIGHT COAST PIZZA - ALL DEPARTMENTS			\$28.61

RISSLER PLUMBING & H

RISSLER PLUMBING & H	Parks - Parks Maint.	Replace drinking fountain & bottle filler	\$609.76
<i>RISSLER PLUMBING & H - Total For Parks - Parks Maint.</i>			<i>\$609.76</i>
RISSLER PLUMBING & H - ALL DEPARTMENTS			\$609.76

RMI CASPER

RMI CASPER	Balefill - Disposal & Landfill	FALL PROTECTION HARNESS/HEAD PROTECTION	\$56.40
<i>RMI CASPER - Total For Balefill - Disposal & Landfill</i>			<i>\$56.40</i>
RMI CASPER	WWTP Operations	Calibration gas	\$98.00
<i>RMI CASPER - Total For WWTP Operations</i>			<i>\$98.00</i>

RMI CASPER - ALL DEPARTMENTS

\$154.40

RMIN

RMIN	Police Administration	CHARITABLE AND SOCIAL SERVICE ORGANIZATI	\$250.00
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<i>RMIN - Total For Police Administration</i>			\$250.00
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RMIN - ALL DEPARTMENTS

\$250.00

Rocky Mountain

Rocky Mountain	Water Distribution	Rental	\$23.40
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<i>Rocky Mountain - Total For Water Distribution</i>			\$23.40
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Rocky Mountain - ALL DEPARTMENTS

\$23.40

ROCKY MOUNTAIN AIR S

ROCKY MOUNTAIN AIR S	Regional Water Operations	Oxygen	\$6,986.84
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<i>ROCKY MOUNTAIN AIR S - Total For Regional Water Operations</i>			\$6,986.84
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ROCKY MOUNTAIN AIR S - ALL DEPARTMENTS

\$6,986.84

ROCKY MOUNTAIN POWER

ROCKY MOUNTAIN POWER	Ash Street Building	Acct #54730761-154 1	\$1,030.92
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<i>ROCKY MOUNTAIN POWER - Total For Ash Street Building</i>			\$1,030.92
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ROCKY MOUNTAIN POWER	Balefill - Disposal & Landfill	Acct #54730761-090 7	\$12,727.38
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ROCKY MOUNTAIN POWER	Balefill - Disposal & Landfill	Acct #54730761-139 2	\$258.37
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<i>ROCKY MOUNTAIN POWER - Total For Balefill - Disposal & Landfill</i>			\$12,985.75
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ROCKY MOUNTAIN POWER	Buildings & Structures Fund	Acct #54730761-089 9	\$157.20
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<i>ROCKY MOUNTAIN POWER - Total For Buildings & Structures Fund</i>			\$157.20
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ROCKY MOUNTAIN POWER	Fire-EMS Administration	Acct #54730761-141 8	\$382.68
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ROCKY MOUNTAIN POWER	Fire-EMS Administration	Acct #54730761-141 8	\$465.00
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<i>ROCKY MOUNTAIN POWER - Total For Fire-EMS Administration</i>			\$847.68
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ROCKY MOUNTAIN POWER	Fleet Maintenance Fund	Acct #54730761-096 4	\$2,569.16
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<i>ROCKY MOUNTAIN POWER - Total For Fleet Maintenance Fund</i>			\$2,569.16
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ROCKY MOUNTAIN POWER	Ft. Caspar Museum	Acct #54730761-098 0	\$965.12
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<i>ROCKY MOUNTAIN POWER - Total For Ft. Caspar Museum</i>			\$965.12
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ROCKY MOUNTAIN POWER	Ice Arena - Operations	Acct #54730761-147 5	\$5,632.55
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<i>ROCKY MOUNTAIN POWER - Total For Ice Arena - Operations</i>			\$5,632.55
ROCKY MOUNTAIN POWER	Metro Animal Shelter	Acct #54730761-102 0	\$1,372.95
<i>ROCKY MOUNTAIN POWER - Total For Metro Animal Shelter</i>			\$1,372.95
ROCKY MOUNTAIN POWER	Parks - Parks Maint.	Acct #54730761-103 8	\$3,444.68
<i>ROCKY MOUNTAIN POWER - Total For Parks - Parks Maint.</i>			\$3,444.68
ROCKY MOUNTAIN POWER	Parks - Special Areas	Acct #54730761-115 2	\$59.75
ROCKY MOUNTAIN POWER	Parks - Special Areas	Acct #54730761-115 2	\$59.75
ROCKY MOUNTAIN POWER	Parks - Special Areas	Acct #54730761-132 7	\$6,501.71
ROCKY MOUNTAIN POWER	Parks - Special Areas	Acct #54730761-148 3	\$53.23
<i>ROCKY MOUNTAIN POWER - Total For Parks - Special Areas</i>			\$6,674.44
ROCKY MOUNTAIN POWER	Police Administration	Acct #54730761-104 6	\$129.19
<i>ROCKY MOUNTAIN POWER - Total For Police Administration</i>			\$129.19
ROCKY MOUNTAIN POWER	Public Safety Communication	Acct #54730761-146 7	\$366.78
<i>ROCKY MOUNTAIN POWER - Total For Public Safety Communications</i>			\$366.78
ROCKY MOUNTAIN POWER	Rec Center - Operations	Acct #54730761-095 6	\$3,832.10
<i>ROCKY MOUNTAIN POWER - Total For Rec Center - Operations</i>			\$3,832.10
ROCKY MOUNTAIN POWER	Regional Water Operations	Various accounts - see attached	\$13,264.40
<i>ROCKY MOUNTAIN POWER - Total For Regional Water Operations</i>			\$13,264.40
ROCKY MOUNTAIN POWER	RWS - Booster Stations	Various accounts - see attached	\$10,543.17
<i>ROCKY MOUNTAIN POWER - Total For RWS - Booster Stations</i>			\$10,543.17
ROCKY MOUNTAIN POWER	Sewer Wastewater Collection	Acct #54730761-105 3	\$343.24
ROCKY MOUNTAIN POWER	Sewer Wastewater Collection	Acct #54730761-130 1	\$31.21
ROCKY MOUNTAIN POWER	Sewer Wastewater Collection	Acct #60445507-010 1	\$82.92
ROCKY MOUNTAIN POWER	Sewer Wastewater Collection	Acct #60445507-010 1	\$81.66
<i>ROCKY MOUNTAIN POWER - Total For Sewer Wastewater Collection</i>			\$539.03
ROCKY MOUNTAIN POWER	Water Tanks	Acct #54730761-002 2	\$1,109.97
<i>ROCKY MOUNTAIN POWER - Total For Water Tanks</i>			\$1,109.97
ROCKY MOUNTAIN POWER - ALL DEPARTMENTS			\$65,465.09

Router

Router	Golf - Operations	Portable restroom rentals	\$630.00
<i>Router - Total For Golf - Operations</i>			\$630.00
Router	Parks - Parks Maint.	Porta-John from R&R	\$433.24
Router	Parks - Parks Maint.	Porta-John from R&R	\$227.25
Router	Parks - Parks Maint.	Porta-John from R&R	\$208.80

Router	Parks - Parks Maint.	Porta-John from R&R	\$67.78
Router	Parks - Parks Maint.	Porta-John from R&R	\$292.22
Router	Parks - Parks Maint.	Porta-John from R&R	\$104.40
Router	Parks - Parks Maint.	Porta-John from R&R	\$104.40
Router	Parks - Parks Maint.	Porta-John from R&R	\$67.78
Router	Parks - Parks Maint.	Porta-John from R&R	\$331.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$104.40
Router	Parks - Parks Maint.	Porta-John from R&R	\$331.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$67.78
Router	Parks - Parks Maint.	Porta-John from R&R	\$161.10
Router	Parks - Parks Maint.	Porta-John from R&R	\$227.25
Router	Parks - Parks Maint.	Porta-John from R&R	\$987.14
Router	Parks - Parks Maint.	Porta-John from R&R	\$227.25
Router	Parks - Parks Maint.	Porta-John from R&R	\$104.40
Router	Parks - Parks Maint.	Porta-John from R&R	\$162.28
Router	Parks - Parks Maint.	Porta-John from R&R	\$433.24
Router	Parks - Parks Maint.	Porta-John from R&R	\$540.45
Router	Parks - Parks Maint.	Porta-John from R&R	\$331.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$227.25
Router	Parks - Parks Maint.	Porta-John from R&R	\$162.28
Router	Parks - Parks Maint.	Porta-John from R&R	\$331.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$227.25
Router	Parks - Parks Maint.	Porta-John from R&R	\$540.45
Router	Parks - Parks Maint.	Porta-John from R&R	\$331.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$331.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$104.40
Router	Parks - Parks Maint.	Porta-John from R&R	\$211.01
Router	Parks - Parks Maint.	Porta-John from R&R	\$162.28
Router	Parks - Parks Maint.	Porta-John from R&R	\$227.25
Router	Parks - Parks Maint.	Porta-John from R&R	\$987.14
Router	Parks - Parks Maint.	Porta-John from R&R	\$292.22
Router	Parks - Parks Maint.	Porta-John from R&R	\$853.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$331.65
Router	Parks - Parks Maint.	Porta-John from R&R	\$104.40
Router	Parks - Parks Maint.	Porta-John from R&R	\$853.65

Router	Parks - Parks Maint.	Porta-John from R&R	\$208.80
<i>Router - Total For Parks - Parks Maint.</i>			\$12,336.39
Router - ALL DEPARTMENTS			\$12,966.39

ROTHHAMMER INTERNATI

ROTHHAMMER INTERNATI	Aquatics - Pool	Goggles	\$846.21
<i>ROTHHAMMER INTERNATI - Total For Aquatics - Pool</i>			\$846.21
ROTHHAMMER INTERNATI - ALL DEPARTMENTS			\$846.21

RUFF KUTT KUSTOMZ

RUFF KUTT KUSTOMZ	Refuse - Commercial	Welding & fab work	\$425.00
RUFF KUTT KUSTOMZ	Refuse - Commercial	Welding & fab work	\$425.00
<i>RUFF KUTT KUSTOMZ - Total For Refuse - Commercial</i>			\$850.00
RUFF KUTT KUSTOMZ - ALL DEPARTMENTS			\$850.00

S&S WORLDWIDE,

S&S WORLDWIDE,	Rec Center - Classes	HOBBY,TOY, AND GAME SHOPS	\$81.96
<i>S&S WORLDWIDE, - Total For Rec Center - Classes</i>			\$81.96
S&S WORLDWIDE, - ALL DEPARTMENTS			\$81.96

SAFE KIDS WORLDWIDE

SAFE KIDS WORLDWIDE	Fire-EMS Administration	CHARITABLE AND SOCIAL SERVICE ORGANIZATI	\$55.00
<i>SAFE KIDS WORLDWIDE - Total For Fire-EMS Administration</i>			\$55.00
SAFE KIDS WORLDWIDE - ALL DEPARTMENTS			\$55.00

SAFETY KLEEN SYSTEMS

SAFETY KLEEN SYSTEMS	Balefill - Diversion & Special	Absorbent	\$660.00
SAFETY KLEEN SYSTEMS	Balefill - Diversion & Special	Oil / water mat & absorbent	\$710.00
<i>SAFETY KLEEN SYSTEMS - Total For Balefill - Diversion & Special</i>			\$1,370.00
SAFETY KLEEN SYSTEMS - ALL DEPARTMENTS			\$1,370.00

SAFEMWAY FUEL1554

SAFEMWAY FUEL1554	Special Fire Assistance Fund	AUTOMATED FUEL DISPENSERS	\$75.88
<i>SAFEMWAY FUEL1554 - Total For Special Fire Assistance Fund</i>			<i>\$75.88</i>
SAFEMWAY FUEL1554 - ALL DEPARTMENTS			\$75.88

SAMS CLUB #6425

SAMS CLUB #6425	Aquatics - Concessions	Concession Supplies	\$113.26
<i>SAMS CLUB #6425 - Total For Aquatics - Concessions</i>			<i>\$113.26</i>
SAMS CLUB #6425	Aquatics - Pool	Cleaning Supplies for the Outdoor Facilities	\$73.88
<i>SAMS CLUB #6425 - Total For Aquatics - Pool</i>			<i>\$73.88</i>
SAMS CLUB #6425	Balefill - Baler Processing	CLEANING SUPPLIES FOR BALER BLDG	\$99.88
<i>SAMS CLUB #6425 - Total For Balefill - Baler Processing</i>			<i>\$99.88</i>
SAMS CLUB #6425	Fire-EMS Operations	Station Supplies	\$633.12
<i>SAMS CLUB #6425 - Total For Fire-EMS Operations</i>			<i>\$633.12</i>
SAMS CLUB #6425	Golf - Operations	General Golf Shop Supplies- Cash Handling	\$549.80
<i>SAMS CLUB #6425 - Total For Golf - Operations</i>			<i>\$549.80</i>
SAMS CLUB #6425	Ice Arena - Concessions	CONCESSION	\$136.01
SAMS CLUB #6425	Ice Arena - Concessions	CONCESSIONS	\$116.75
SAMS CLUB #6425	Ice Arena - Concessions	CONCESSION	\$110.52
SAMS CLUB #6425	Ice Arena - Concessions	CONCESSIONS	\$36.84
<i>SAMS CLUB #6425 - Total For Ice Arena - Concessions</i>			<i>\$400.12</i>
SAMS CLUB #6425	Ice Arena - Operations	Custodial Supplies	\$25.96
SAMS CLUB #6425	Ice Arena - Operations	CUSTODIAL SUPPLIES	\$106.92
<i>SAMS CLUB #6425 - Total For Ice Arena - Operations</i>			<i>\$132.88</i>
SAMS CLUB #6425	Parks - Parks Maint.	Cleaning supplies and masks	\$91.78
<i>SAMS CLUB #6425 - Total For Parks - Parks Maint.</i>			<i>\$91.78</i>
SAMS CLUB #6425	Rec Center - Admin	CLEANING SUPPLIES	\$29.96
<i>SAMS CLUB #6425 - Total For Rec Center - Admin</i>			<i>\$29.96</i>
SAMS CLUB #6425	Rec Center - Operations	CLEANING SUPPLIES	\$183.78
<i>SAMS CLUB #6425 - Total For Rec Center - Operations</i>			<i>\$183.78</i>
SAMS CLUB #6425 - ALL DEPARTMENTS			\$2,308.46

SAMSCLUB #6425

SAMSCLUB #6425	Balefill - Disposal & Landfill	SCALEHOUSE SUPPLIES	\$51.13
<i>SAMSCLUB #6425 - Total For Balefill - Disposal & Landfill</i>			<i>\$51.13</i>
SAMSCLUB #6425	Code Enforcement	COFFEE	\$35.92
<i>SAMSCLUB #6425 - Total For Code Enforcement</i>			<i>\$35.92</i>
SAMSCLUB #6425	Ice Arena - Concessions	CONCESSIONS	\$211.58
SAMSCLUB #6425	Ice Arena - Concessions	WHOLESALE CLUBS	\$73.08
<i>SAMSCLUB #6425 - Total For Ice Arena - Concessions</i>			<i>\$284.66</i>
SAMSCLUB #6425	Ice Arena - Operations	CUSTODIAL SUPPLIES	\$245.02
<i>SAMSCLUB #6425 - Total For Ice Arena - Operations</i>			<i>\$245.02</i>
SAMSCLUB #6425	Police Administration	WHOLESALE CLUBS	\$489.24
<i>SAMSCLUB #6425 - Total For Police Administration</i>			<i>\$489.24</i>
SAMSCLUB #6425	WWTP Operations	Cleaning/kitchen supplies	\$107.94
<i>SAMSCLUB #6425 - Total For WWTP Operations</i>			<i>\$107.94</i>
SAMSCLUB #6425 - ALL DEPARTMENTS			\$1,213.91

SAMSCLUB.COM

SAMSCLUB.COM	Aquatics - Concessions	Concession Supplies	\$291.78
SAMSCLUB.COM	Aquatics - Concessions	Concession Supplies	\$300.80
<i>SAMSCLUB.COM - Total For Aquatics - Concessions</i>			<i>\$592.58</i>
SAMSCLUB.COM	Balefill - Baler Processing	BALER BLDG OP SUPPLIES	\$88.92
<i>SAMSCLUB.COM - Total For Balefill - Baler Processing</i>			<i>\$88.92</i>
SAMSCLUB.COM	Balefill - Disposal & Landfill	BLEACH FOR CLEANING CABS OF TRUCKS	\$77.90
SAMSCLUB.COM	Balefill - Disposal & Landfill	LANDFILL AND REFUSE OP SUPPLIES	\$32.46
SAMSCLUB.COM	Balefill - Disposal & Landfill	WHOLESALE CLUBS	\$101.76
<i>SAMSCLUB.COM - Total For Balefill - Disposal & Landfill</i>			<i>\$212.12</i>
SAMSCLUB.COM	Fire-EMS Operations	Station Supplies	\$66.01
SAMSCLUB.COM	Fire-EMS Operations	Station Supplies	\$197.44
<i>SAMSCLUB.COM - Total For Fire-EMS Operations</i>			<i>\$263.45</i>
SAMSCLUB.COM	Ice Arena - Concessions	CONCESSIONS	\$170.81
<i>SAMSCLUB.COM - Total For Ice Arena - Concessions</i>			<i>\$170.81</i>
SAMSCLUB.COM	Rec Center - Admin	CLOROX WIPES REC ADMIN	\$29.96
SAMSCLUB.COM	Rec Center - Admin	PHIL OFFICE CHAIR	\$159.98
<i>SAMSCLUB.COM - Total For Rec Center - Admin</i>			<i>\$189.94</i>
SAMSCLUB.COM	Refuse - Recycling	LANDFILL AND REFUSE OP SUPPLIES	\$32.46
<i>SAMSCLUB.COM - Total For Refuse - Recycling</i>			<i>\$32.46</i>

SAMSClub.COM - ALL DEPARTMENTS

\$1,550.28

SARATOGA HOT SPRINGS

SARATOGA HOT SPRINGS	Refuse - Residential	WSWRA CONFERENCE TRAINING	\$473.00
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<i>SARATOGA HOT SPRINGS - Total For Refuse - Residential</i>			\$473.00
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SARATOGA HOT SPRINGS - ALL DEPARTMENTS			\$473.00
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SHAMROCK ENVIRONMENT

SHAMROCK ENVIRONMENT	Capital Projects Fund	Contract Withholding: 20300329	139,469.41
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<i>SHAMROCK ENVIRONMENT - Total For Capital Projects Fund</i>			\$139,469.41
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SHAMROCK ENVIRONMENT - ALL DEPARTMENTS			\$139,469.41
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SHEET METAL SPECIALT

SHEET METAL SPECIALT	Capital Projects Fund	Hogadon AC Construction	\$4,400.00
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<i>SHEET METAL SPECIALT - Total For Capital Projects Fund</i>			\$4,400.00
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SHEET METAL SPECIALT - ALL DEPARTMENTS			\$4,400.00
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SHELL OIL 5744427920

SHELL OIL 5744427920	Fire-EMS Operations	AUTOMATED FUEL DISPENSERS	\$23.62
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$47.56
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$9.72
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$61.80
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$37.74
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$33.77
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$30.28
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$23.24
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$76.85
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SHELL OIL 5744427920	Fire-EMS Operations	Fuel	\$28.00
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<i>SHELL OIL 5744427920 - Total For Fire-EMS Operations</i>			\$372.58
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SHELL OIL 5744427920 - ALL DEPARTMENTS			\$372.58
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SHELL OIL 5744602990

SHELL OIL 5744602990	Police Administration	SERVICE STATIONS	\$76.21
<i>SHELL OIL 5744602990 - Total For Police Administration</i>			<i>\$76.21</i>
SHELL OIL 5744602990 - ALL DEPARTMENTS			\$76.21

SHERWIN-WILLIAMS COR

SHERWIN-WILLIAMS COR	Balefill - Baler Processing	Paint	\$37.01
<i>SHERWIN-WILLIAMS COR - Total For Balefill - Baler Processing</i>			<i>\$37.01</i>
SHERWIN-WILLIAMS COR	Balefill - Disposal & Landfill	Painting supplies	\$525.56
<i>SHERWIN-WILLIAMS COR - Total For Balefill - Disposal & Landfill</i>			<i>\$525.56</i>
SHERWIN-WILLIAMS COR	Buildings & Structures Fund	Supplies for PD Remodel at Marathon	\$147.70
SHERWIN-WILLIAMS COR	Buildings & Structures Fund	Painting Supplies for Transit Office	\$181.45
<i>SHERWIN-WILLIAMS COR - Total For Buildings & Structures Fund</i>			<i>\$329.15</i>
SHERWIN-WILLIAMS COR - ALL DEPARTMENTS			\$891.72

SHUTTERFLY

SHUTTERFLY	Police Administration	CAMERA AND PHOTOGRAPHIC SUPPLY STORES	\$96.89
<i>SHUTTERFLY - Total For Police Administration</i>			<i>\$96.89</i>
SHUTTERFLY - ALL DEPARTMENTS			\$96.89

SILVER FOX STEAKHOUS

SILVER FOX STEAKHOUS	Police Administration	EATING PLACES, RESTAURANTS	\$683.34
<i>SILVER FOX STEAKHOUS - Total For Police Administration</i>			<i>\$683.34</i>
SILVER FOX STEAKHOUS - ALL DEPARTMENTS			\$683.34

SIMPLOT T&H DEN

SIMPLOT T&H DEN	Golf - Operations	Greens Fertilizer for season	\$1,932.00
SIMPLOT T&H DEN	Golf - Operations	Highlight, Tank Cleaner, Wetting agent	\$1,551.60
<i>SIMPLOT T&H DEN - Total For Golf - Operations</i>			<i>\$3,483.60</i>
SIMPLOT T&H DEN	Weed & Pest Fund	Herbicide	\$1,959.43
<i>SIMPLOT T&H DEN - Total For Weed & Pest Fund</i>			<i>\$1,959.43</i>
SIMPLOT T&H DEN - ALL DEPARTMENTS			\$5,443.03

SIP CORPORATION

SIP CORPORATION	Golf - Operations	General supplies & materials	\$525.76
<i>SIP CORPORATION - Total For Golf - Operations</i>			\$525.76
SIP CORPORATION - ALL DEPARTMENTS			\$525.76

SIRCHIE FINGER PRINT

SIRCHIE FINGER PRINT	Police Administration	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$239.25
<i>SIRCHIE FINGER PRINT - Total For Police Administration</i>			\$239.25
SIRCHIE FINGER PRINT - ALL DEPARTMENTS			\$239.25

SIX ROBBLEES NO

SIX ROBBLEES NO	Water Distribution	Wheel chocks	\$52.74
SIX ROBBLEES NO	Water Distribution	Meter trailer fender: 9x33x17 single	\$54.50
SIX ROBBLEES NO	Water Distribution	Cap & plug	\$15.30
<i>SIX ROBBLEES NO - Total For Water Distribution</i>			\$122.54
SIX ROBBLEES NO - ALL DEPARTMENTS			\$122.54

SMITH PSYCHOLOGICAL

SMITH PSYCHOLOGICAL	Police Career Services	Confidential legal or medical matters	\$400.00
SMITH PSYCHOLOGICAL	Police Career Services	Confidential legal or medical matters	\$400.00
SMITH PSYCHOLOGICAL	Police Career Services	Confidential legal or medical matters	\$400.00
<i>SMITH PSYCHOLOGICAL - Total For Police Career Services</i>			\$1,200.00
SMITH PSYCHOLOGICAL - ALL DEPARTMENTS			\$1,200.00

SMITHS FOOD #4185

SMITHS FOOD #4185	Police Traffic Enforcement	GROCERY STORES, SUPERMARKETS	\$16.37
<i>SMITHS FOOD #4185 - Total For Police Traffic Enforcement</i>			\$16.37
SMITHS FOOD #4185	Regional Water Operations	Tax refund on Regional meeting lunch	(\$1.00)
SMITHS FOOD #4185	Regional Water Operations	Regional lunch meeting food	\$21.00
<i>SMITHS FOOD #4185 - Total For Regional Water Operations</i>			\$20.00
SMITHS FOOD #4185 - ALL DEPARTMENTS			\$36.37

SOFT DR INC

SOFT DR INC	Municipal Court	Water delivery	\$34.40
<i>SOFT DR INC - Total For Municipal Court</i>			<i>\$34.40</i>
SOFT DR INC - ALL DEPARTMENTS			\$34.40

SOLARWINDS WORLDWIDE

SOLARWINDS WORLDWIDE	Information Services	SolarWinds Renewal	\$7,727.28
<i>SOLARWINDS WORLDWIDE - Total For Information Services</i>			<i>\$7,727.28</i>
SOLARWINDS WORLDWIDE - ALL DEPARTMENTS			\$7,727.28

SOLID WASTE ASSOCIA

SOLID WASTE ASSOCIA	Balefill - Disposal & Landfill	COMPOST OPERATOR III MEMBERSHIP FOR SW	\$153.00
<i>SOLID WASTE ASSOCIA - Total For Balefill - Disposal & Landfill</i>			<i>\$153.00</i>
SOLID WASTE ASSOCIA	Balefill - Diversion & Special	COMPOST OPERATOR III MEMBERSHIP FOR SW	\$70.00
<i>SOLID WASTE ASSOCIA - Total For Balefill - Diversion & Special</i>			<i>\$70.00</i>
SOLID WASTE ASSOCIA	Refuse - Residential	SWANA TRAINING R. TASLER	\$743.00
<i>SOLID WASTE ASSOCIA - Total For Refuse - Residential</i>			<i>\$743.00</i>
SOLID WASTE ASSOCIA - ALL DEPARTMENTS			\$966.00

SONESTA DENVER

SONESTA DENVER	Police Career Services	SONESTA HOTELS	\$195.62
<i>SONESTA DENVER - Total For Police Career Services</i>			<i>\$195.62</i>
SONESTA DENVER - ALL DEPARTMENTS			\$195.62

SP BAFX PRODUCTS

SP BAFX PRODUCTS	Police Patrol	SPORTING GOODS STORES	\$54.99
<i>SP BAFX PRODUCTS - Total For Police Patrol</i>			<i>\$54.99</i>
SP BAFX PRODUCTS - ALL DEPARTMENTS			\$54.99

SP SAFE&VAULTSTORE

SP SAFE&VAULTSTORE	Capital Projects Fund	Cash Drawer Safes x5	\$2,470.00
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SP SAFE&VAULTSTORE - Total For Capital Projects Fund \$2,470.00

SP SAFE&VAULTSTORE - ALL DEPARTMENTS \$2,470.00

SPECTRUM REACH

SPECTRUM REACH Golf - Operations CABLE for clubhouse \$264.84

SPECTRUM REACH - Total For Golf - Operations \$264.84

SPECTRUM REACH - ALL DEPARTMENTS \$264.84

SPEEDWAY 09602

SPEEDWAY 09602 Police Administration AUTOMATED FUEL DISPENSERS \$70.14

SPEEDWAY 09602 - Total For Police Administration \$70.14

SPEEDWAY 09602 - ALL DEPARTMENTS \$70.14

SPF45

SPF45 Police Career Services SERVICE STATIONS \$40.00

SPF45 - Total For Police Career Services \$40.00

SPF45 - ALL DEPARTMENTS \$40.00

SPORTSMANS WAREHOUSE

SPORTSMANS WAREHOUSE Fire-EMS Operations SPORTING GOODS STORES \$87.61

SPORTSMANS WAREHOUSE - Total For Fire-EMS Operations \$87.61

SPORTSMANS WAREHOUSE Fire-EMS Prevent & Inspect Uniform Belt \$42.99

SPORTSMANS WAREHOUSE - Total For Fire-EMS Prevent & Inspect \$42.99

SPORTSMANS WAREHOUSE - ALL DEPARTMENTS \$130.60

SQ FROSTED TOPS

SQ FROSTED TOPS Police Administration MISCELLANEOUS PERSONAL SERVICES \$150.00

SQ FROSTED TOPS - Total For Police Administration \$150.00

SQ FROSTED TOPS - ALL DEPARTMENTS \$150.00

SQ GREAT HARVEST BA

SQ GREAT HARVEST BA	Human Resources	1 dozen doughnuts for Celebration with Carter	\$11.50
SQ GREAT HARVEST BA - Total For Human Resources			\$11.50
SQ GREAT HARVEST BA - ALL DEPARTMENTS			\$11.50

SQ J.R. S HUNT; FOR

SQ J.R. S HUNT; FOR	Balefill - Baler Processing	PHOTOS FOR NEW BREAKROOM ARE IN BALER B	\$470.00
SQ J.R. S HUNT; FOR - Total For Balefill - Baler Processing			\$470.00
SQ J.R. S HUNT; FOR	Balefill - Disposal & Landfill	REPLACING CINDIE'S PHOTOS IN CESQG CUSTO	\$200.00
SQ J.R. S HUNT; FOR - Total For Balefill - Disposal & Landfill			\$200.00
SQ J.R. S HUNT; FOR - ALL DEPARTMENTS			\$670.00

SQ METRO COFFEE COM

SQ METRO COFFEE COM	Police Administration	FAST FOOD RESTAURANTS	\$18.25
SQ METRO COFFEE COM - Total For Police Administration			\$18.25
SQ METRO COFFEE COM - ALL DEPARTMENTS			\$18.25

SQ PAPA JOHNS

SQ PAPA JOHNS	Ice Arena - Concessions	PAPA JOHNS CONCESSIONS	\$61.91
SQ PAPA JOHNS - Total For Ice Arena - Concessions			\$61.91
SQ PAPA JOHNS - ALL DEPARTMENTS			\$61.91

SQ PEDEN'S INC.

SQ PEDEN'S INC.	Human Resources	2 retirement plaques	\$70.00
SQ PEDEN'S INC.	Human Resources	3 Retirement Plaques	\$105.00
SQ PEDEN'S INC.	Human Resources	1 Retirement Plaque	\$35.00
SQ PEDEN'S INC. - Total For Human Resources			\$210.00
SQ PEDEN'S INC.	Police Administration	MEN'S AND WOMEN'S CLOTHING STORES	\$332.00
SQ PEDEN'S INC.	Police Administration	MEN'S AND WOMEN'S CLOTHING STORES	\$27.00
SQ PEDEN'S INC.	Police Administration	MEN'S AND WOMEN'S CLOTHING STORES	\$234.00
SQ PEDEN'S INC. - Total For Police Administration			\$593.00
SQ PEDEN'S INC.	Water Distribution	City logos	\$300.00
SQ PEDEN'S INC. - Total For Water Distribution			\$300.00
SQ PEDEN'S INC.	Water Tanks	City logos	\$298.00

SQ PEDEN'S INC. - Total For Water Tanks \$298.00

SQ PEDEN'S INC. - ALL DEPARTMENTS \$1,401.00

SQ RAZE EYEWEAR

SQ RAZE EYEWEAR Golf Golf Inventory \$342.07

SQ RAZE EYEWEAR - Total For Golf \$342.07

SQ RAZE EYEWEAR - ALL DEPARTMENTS \$342.07

SQ SUMMIT ELECTRIC

SQ SUMMIT ELECTRIC Buildings & Structures Fund Electrical labor for PV Pool \$75.00

SQ SUMMIT ELECTRIC Buildings & Structures Fund Pool repair supplies for Mike Sedar Pool \$322.92

SQ SUMMIT ELECTRIC - Total For Buildings & Structures Fund \$397.92

SQ SUMMIT ELECTRIC Fire-EMS Operations Electrical Work at Station 1 \$619.82

SQ SUMMIT ELECTRIC - Total For Fire-EMS Operations \$619.82

SQ SUMMIT ELECTRIC - ALL DEPARTMENTS \$1,017.74

SQ WYOMING CHAPTER

SQ WYOMING CHAPTER Planning MEMBERSHIP ORGANIZATIONS NOT ELSEWHER \$220.00

SQ WYOMING CHAPTER - Total For Planning \$220.00

SQ WYOMING CHAPTER - ALL DEPARTMENTS \$220.00

STAPLES

STAPLES Aquatics - Operations MARKERS, PENS, POST ITS \$12.29

STAPLES - Total For Aquatics - Operations \$12.29

STAPLES Balefill - Baler Processing OFFICE SUPPLIES FOR WORKSPACE ORGANIZATI \$91.19

STAPLES - Total For Balefill - Baler Processing \$91.19

STAPLES Fire-EMS Prevent & Inspect Jack Moore Business Cards \$19.99

STAPLES - Total For Fire-EMS Prevent & Inspect \$19.99

STAPLES Golf - Operations General Golf Shop Supplies \$57.45

STAPLES - Total For Golf - Operations \$57.45

STAPLES Hogadon - Admin Office supplys \$102.94

STAPLES - Total For Hogadon - Admin \$102.94

STAPLES Hogadon - Operations supplies for lift operations \$93.95

<i>STAPLES - Total For Hogadon - Operations</i>			\$93.95
STAPLES	Ice Arena - Operations	MARKERS, PENS, POST ITS	\$12.31
<i>STAPLES - Total For Ice Arena - Operations</i>			\$12.31
STAPLES	Metro Animal Shelter	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$65.98
<i>STAPLES - Total For Metro Animal Shelter</i>			\$65.98
STAPLES	Police Administration	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$67.46
STAPLES	Police Administration	STATIONARY, OFFICE AND SCHOOL SUPPLY STO	\$46.45
<i>STAPLES - Total For Police Administration</i>			\$113.91
STAPLES	Rec Center - Admin	MARKERS, PENS, POST ITS	\$12.31
<i>STAPLES - Total For Rec Center - Admin</i>			\$12.31
STAPLES	Rec Center - Operations	MARKERS, PENS, POST ITS	\$12.31
<i>STAPLES - Total For Rec Center - Operations</i>			\$12.31
STAPLES - ALL DEPARTMENTS			\$594.63

STAPLES DIRECT

STAPLES DIRECT	Aquatics - Operations	Bank Deposit Bags	\$3.56
<i>STAPLES DIRECT - Total For Aquatics - Operations</i>			\$3.56
STAPLES DIRECT	Ice Arena - Operations	Bank Deposit Bags	\$3.56
<i>STAPLES DIRECT - Total For Ice Arena - Operations</i>			\$3.56
STAPLES DIRECT	Rec Center - Admin	Bank Deposit Bags	\$3.56
<i>STAPLES DIRECT - Total For Rec Center - Admin</i>			\$3.56
STAPLES DIRECT	Rec Center - Operations	Bank Deposit Bags	\$3.56
<i>STAPLES DIRECT - Total For Rec Center - Operations</i>			\$3.56
STAPLES DIRECT	Rec Center - Sports Programs	Bank Deposit Bags	\$3.55
<i>STAPLES DIRECT - Total For Rec Center - Sports Programs</i>			\$3.55
STAPLES DIRECT - ALL DEPARTMENTS			\$17.79

STATE OF WY.

STATE OF WY.	General Fund Revenue	Repayment of sales tax	603,039.91
<i>STATE OF WY. - Total For General Fund Revenue</i>			\$603,039.91
STATE OF WY.	Health Insurance Fund	June 2021 Retiree / Subsidy Contribution	\$16,344.57
<i>STATE OF WY. - Total For Health Insurance Fund</i>			\$16,344.57
STATE OF WY.	Parks - Parks Maint.	Notary Public Application	\$60.00
<i>STATE OF WY. - Total For Parks - Parks Maint.</i>			\$60.00

STATE OF WY.	Water Distribution	Loan #DW089AR	\$6,607.54
STATE OF WY.	Water Distribution	Loan #DW089	157,351.82
<i>STATE OF WY. - Total For Water Distribution</i>			<i>\$163,959.36</i>
STATE OF WY. - ALL DEPARTMENTS			\$783,403.84

STOTZ EQUIPMENT

STOTZ EQUIPMENT	Fire-EMS Operations	COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL	\$65.88
<i>STOTZ EQUIPMENT - Total For Fire-EMS Operations</i>			<i>\$65.88</i>
STOTZ EQUIPMENT - ALL DEPARTMENTS			\$65.88

Subway 11632

Subway 11632	Police Investigations	FAST FOOD RESTAURANTS	\$55.33
<i>Subway 11632 - Total For Police Investigations</i>			<i>\$55.33</i>
Subway 11632 - ALL DEPARTMENTS			\$55.33

Subway 6430

Subway 6430	Special Fire Assistance Fund	FAST FOOD RESTAURANTS	\$41.21
<i>Subway 6430 - Total For Special Fire Assistance Fund</i>			<i>\$41.21</i>
Subway 6430 - ALL DEPARTMENTS			\$41.21

SUMMIT ELECTRIC LLC.

SUMMIT ELECTRIC LLC.	Buildings & Structures Fund	Electrical parts for hot water heater	\$82.96
<i>SUMMIT ELECTRIC LLC. - Total For Buildings & Structures Fund</i>			<i>\$82.96</i>
SUMMIT ELECTRIC LLC. - ALL DEPARTMENTS			\$82.96

SUMMIT FIRE AND SECU

SUMMIT FIRE AND SECU	Streets	Annuals on 7 Fire Extinguishers	\$96.21
<i>SUMMIT FIRE AND SECU - Total For Streets</i>			<i>\$96.21</i>
SUMMIT FIRE AND SECU - ALL DEPARTMENTS			\$96.21

SUTHERLANDS 2219

SUTHERLANDS 2219	Buildings & Structures Fund	HVAC Repair supplies for Ft. Caspar	\$32.99
<i>SUTHERLANDS 2219 - Total For Buildings & Structures Fund</i>			<i>\$32.99</i>
SUTHERLANDS 2219	Fire-EMS Training	Garden hose nozzles and wood for force able en	\$28.46
SUTHERLANDS 2219	Fire-EMS Training	LUMBER AND BUILDING MATERIALS STORES	\$22.68
SUTHERLANDS 2219	Fire-EMS Training	LUMBER AND BUILDING MATERIALS STORES	\$29.98
<i>SUTHERLANDS 2219 - Total For Fire-EMS Training</i>			<i>\$81.12</i>
SUTHERLANDS 2219	Regional Water Operations	LUMBER AND BUILDING MATERIALS STORES	\$28.66
SUTHERLANDS 2219	Regional Water Operations	LUMBER AND BUILDING MATERIALS STORES	\$136.53
SUTHERLANDS 2219	Regional Water Operations	RW Skylight Repair	\$110.96
<i>SUTHERLANDS 2219 - Total For Regional Water Operations</i>			<i>\$276.15</i>
SUTHERLANDS 2219	Water Distribution	COLD MIX	\$55.00
SUTHERLANDS 2219	Water Distribution	SOD	\$59.88
SUTHERLANDS 2219	Water Distribution	shovels	\$49.98
SUTHERLANDS 2219	Water Distribution	spray paint	\$17.97
SUTHERLANDS 2219	Water Distribution	paint	\$10.98
SUTHERLANDS 2219	Water Distribution	Tape & paint	\$53.39
<i>SUTHERLANDS 2219 - Total For Water Distribution</i>			<i>\$247.20</i>
SUTHERLANDS 2219	Water Tanks	Receptacle cover for Manor N. Tank mixer	\$4.65
<i>SUTHERLANDS 2219 - Total For Water Tanks</i>			<i>\$4.65</i>
SUTHERLANDS 2219 - ALL DEPARTMENTS			\$642.11

SWI, LLC

SWI, LLC	Balefill - Diversion & Special	Gate repairs	\$710.00
<i>SWI, LLC - Total For Balefill - Diversion & Special</i>			<i>\$710.00</i>
SWI, LLC - ALL DEPARTMENTS			\$710.00

TACO BELL #23074

TACO BELL #23074	Fire-EMS Training	Meal while at IFSTA Live Fire Instructor Class	\$8.22
<i>TACO BELL #23074 - Total For Fire-EMS Training</i>			<i>\$8.22</i>
TACO BELL #23074 - ALL DEPARTMENTS			\$8.22

TACO BELL #23080

TACO BELL #23080	Fire-EMS Training	FAST FOOD RESTAURANTS	\$8.39
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TACO BELL #23080 - Total For Fire-EMS Training	\$8.39
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TACO BELL #23080 - ALL DEPARTMENTS	\$8.39
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TEE HIVE LLC

TEE HIVE LLC	General Fund Revenue	t-shirts for resale in gift shop	\$464.00
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TEE HIVE LLC - Total For General Fund Revenue	\$464.00
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TEE HIVE LLC - ALL DEPARTMENTS	\$464.00
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TEMPLEPUBLI

TEMPLEPUBLI	Police Career Services	ADVERTISING SERVICES	\$195.00
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TEMPLEPUBLI - Total For Police Career Services	\$195.00
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TEMPLEPUBLI - ALL DEPARTMENTS	\$195.00
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TEXAS ROADHOUSE

TEXAS ROADHOUSE	Fire-EMS Training	Meal while attending Fire Department Training	\$15.07
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TEXAS ROADHOUSE - Total For Fire-EMS Training	\$15.07
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TEXAS ROADHOUSE - ALL DEPARTMENTS	\$15.07
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THATCHER CO.

THATCHER CO.	WWTP Regional Interceptors	Ferrous chloride delivery on 8/3/21	\$8,397.36
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THATCHER CO. - Total For WWTP Regional Interceptors	\$8,397.36
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THATCHER CO. - ALL DEPARTMENTS	\$8,397.36
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THE ABY MANUFACTURIN

THE ABY MANUFACTURIN	Police Career Services	Uniform supplies	\$254.25
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THE ABY MANUFACTURIN - Total For Police Career Services	\$254.25
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THE ABY MANUFACTURIN - ALL DEPARTMENTS	\$254.25
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THE HOME DEPOT

THE HOME DEPOT	Buildings & Structures Fund	New smoke detectors for Ft. Caspar Caretaker's	\$148.00
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THE HOME DEPOT	Buildings & Structures Fund	Supplies for PD Remodel at Marathon	\$142.28
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THE HOME DEPOT	Buildings & Structures Fund	Supplies for PD Remodel at Marathon	(\$116.00)
<i>THE HOME DEPOT - Total For Buildings & Structures Fund</i>			<i>\$174.28</i>
THE HOME DEPOT	Capital Projects Fund	Return of Supplies for Parking Garage Restroom	(\$7.78)
<i>THE HOME DEPOT - Total For Capital Projects Fund</i>			<i>(\$7.78)</i>
THE HOME DEPOT	Cemetery	HOME SUPPLY CEMETERY PLANTERS AND SUPP	\$139.31
THE HOME DEPOT	Cemetery	HOME SUPPLY FLOWERS PERENNIALS FOR CEM	\$130.66
<i>THE HOME DEPOT - Total For Cemetery</i>			<i>\$269.97</i>
THE HOME DEPOT	Fire-EMS Administration	HOME SUPPLY WAREHOUSE STORES	\$5.98
<i>THE HOME DEPOT - Total For Fire-EMS Administration</i>			<i>\$5.98</i>
THE HOME DEPOT	Fire-EMS Operations	Weed Eater/Pressure Washer	\$428.00
<i>THE HOME DEPOT - Total For Fire-EMS Operations</i>			<i>\$428.00</i>
THE HOME DEPOT	Fire-EMS Training	Door Locks for the burn building	\$298.00
<i>THE HOME DEPOT - Total For Fire-EMS Training</i>			<i>\$298.00</i>
THE HOME DEPOT	Hogadon - Operations	HOME SUPPLY WAREHOUSE STORES	\$378.00
THE HOME DEPOT	Hogadon - Operations	Winter supplies	\$200.43
THE HOME DEPOT	Hogadon - Operations	Shop tools	\$68.94
<i>THE HOME DEPOT - Total For Hogadon - Operations</i>			<i>\$647.37</i>
THE HOME DEPOT	Metro Animal Control	HOME SUPPLY WAREHOUSE STORES	\$101.59
<i>THE HOME DEPOT - Total For Metro Animal Control</i>			<i>\$101.59</i>
THE HOME DEPOT	Parks - Parks Maint.	HOME SUPPLY WAREHOUSE STORES	\$163.30
<i>THE HOME DEPOT - Total For Parks - Parks Maint.</i>			<i>\$163.30</i>
THE HOME DEPOT	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$365.86
THE HOME DEPOT	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$3.76
THE HOME DEPOT	Police Administration	HOME SUPPLY WAREHOUSE STORES	\$35.94
THE HOME DEPOT	Police Administration	HOME SUPPLY WAREHOUSE STORES	(\$49.94)
<i>THE HOME DEPOT - Total For Police Administration</i>			<i>\$355.62</i>
THE HOME DEPOT	Rec Center - Operations	HOME SUPPLY WAREHOUSE STORES	\$45.03
<i>THE HOME DEPOT - Total For Rec Center - Operations</i>			<i>\$45.03</i>
THE HOME DEPOT	Refuse - Commercial	MATERIALS FOR REFUSE BLDG	\$39.88
THE HOME DEPOT	Refuse - Commercial	SCREWS FOR BLDG MTN	\$37.98
THE HOME DEPOT	Refuse - Commercial	CREDIT REFUSE BLDG	(\$39.88)
<i>THE HOME DEPOT - Total For Refuse - Commercial</i>			<i>\$37.98</i>
THE HOME DEPOT	Refuse - Recycling	CREDIT FOR RETURN	(\$24.28)
THE HOME DEPOT	Refuse - Recycling	DRYWALL MUD	\$62.96
<i>THE HOME DEPOT - Total For Refuse - Recycling</i>			<i>\$38.68</i>
THE HOME DEPOT	Traffic Control	UPS cabinet filters	\$24.90

THE HOME DEPOT	Traffic Control	4 bags of sakrete for Mountain Rec sign	\$23.88
THE HOME DEPOT	Traffic Control	Screws for surround repair and strikers for torch	\$26.28
<i>THE HOME DEPOT - Total For Traffic Control</i>			<i>\$75.06</i>
THE HOME DEPOT	Water Distribution	J-B weld	\$6.98
<i>THE HOME DEPOT - Total For Water Distribution</i>			<i>\$6.98</i>
THE HOME DEPOT	Weed & Pest Fund	HOME SUPPLY WAREHOUSE STORES	\$54.85
<i>THE HOME DEPOT - Total For Weed & Pest Fund</i>			<i>\$54.85</i>
THE HOME DEPOT	WWTP Operations	return of window AC. wrong size	(\$299.00)
THE HOME DEPOT	WWTP Operations	replacement window AC for shop (returned in s	\$299.00
THE HOME DEPOT	WWTP Operations	replacement window AC for WWTP shop	\$379.00
<i>THE HOME DEPOT - Total For WWTP Operations</i>			<i>\$379.00</i>
THE HOME DEPOT - ALL DEPARTMENTS			\$3,073.91

THE INTERNATIONAL SO

THE INTERNATIONAL SO	Fire-EMS Administration	MEMBERSHIP ORGANIZATIONS NOT ELSEWHER	\$525.00
<i>THE INTERNATIONAL SO - Total For Fire-EMS Administration</i>			<i>\$525.00</i>
THE INTERNATIONAL SO	Fire-EMS Training	International Society Of Fire Service Instructors	\$125.00
<i>THE INTERNATIONAL SO - Total For Fire-EMS Training</i>			<i>\$125.00</i>
THE INTERNATIONAL SO - ALL DEPARTMENTS			\$650.00

THE SCIENCE ZONE

THE SCIENCE ZONE	Capital Projects Fund	1% #16 Funding The Science Zon	\$16,722.20
THE SCIENCE ZONE	Capital Projects Fund	1% #16 Funding The Science Zon	\$25,599.40
<i>THE SCIENCE ZONE - Total For Capital Projects Fund</i>			<i>\$42,321.60</i>
THE SCIENCE ZONE - ALL DEPARTMENTS			\$42,321.60

THOMSON WEST TCD

THOMSON WEST TCD	City Attorney	PROFESSIONAL SERVICES NOT ELSEWHERE CLAS	\$141.83
THOMSON WEST TCD	City Attorney	PROFESSIONAL SERVICES NOT ELSEWHERE CLAS	\$1,386.82
<i>THOMSON WEST TCD - Total For City Attorney</i>			<i>\$1,528.65</i>
THOMSON WEST TCD - ALL DEPARTMENTS			\$1,528.65

Thyssenkrupp

Thyssenkrupp	Buildings & Structures Fund	Maintenance plan	\$4,891.40
<i>Thyssenkrupp - Total For Buildings & Structures Fund</i>			<i>\$4,891.40</i>
Thyssenkrupp	Capital Projects Fund	Maintenance plan	\$1,983.00
<i>Thyssenkrupp - Total For Capital Projects Fund</i>			<i>\$1,983.00</i>
Thyssenkrupp - ALL DEPARTMENTS			\$6,874.40

TOOLE DESIGN

TOOLE DESIGN	Metropolitan Planning Org	Casper area bike & pedestrian plan update	\$22,840.82
<i>TOOLE DESIGN - Total For Metropolitan Planning Org</i>			<i>\$22,840.82</i>
TOOLE DESIGN - ALL DEPARTMENTS			\$22,840.82

TOP OFFICE PRODUCTS

TOP OFFICE PRODUCTS	Buildings & Structures Fund	May, June & July 2021 copy charge	\$169.70
<i>TOP OFFICE PRODUCTS - Total For Buildings & Structures Fund</i>			<i>\$169.70</i>
TOP OFFICE PRODUCTS	City Attorney	May 2021 copy charge	\$101.29
<i>TOP OFFICE PRODUCTS - Total For City Attorney</i>			<i>\$101.29</i>
TOP OFFICE PRODUCTS	Fleet Maintenance Fund	March Copier Count	\$41.98
<i>TOP OFFICE PRODUCTS - Total For Fleet Maintenance Fund</i>			<i>\$41.98</i>
TOP OFFICE PRODUCTS	Municipal Court	July 2021 copy charge	\$50.84
<i>TOP OFFICE PRODUCTS - Total For Municipal Court</i>			<i>\$50.84</i>
TOP OFFICE PRODUCTS	Parks - Parks Maint.	March Copier Count	\$41.97
<i>TOP OFFICE PRODUCTS - Total For Parks - Parks Maint.</i>			<i>\$41.97</i>
TOP OFFICE PRODUCTS	Public Transit - Operations	July 2021 copy charge	\$251.70
TOP OFFICE PRODUCTS	Public Transit - Operations	June 2021 copy charge	\$396.39
<i>TOP OFFICE PRODUCTS - Total For Public Transit - Operations</i>			<i>\$648.09</i>
TOP OFFICE PRODUCTS	Streets	March Copier Count	\$41.98
<i>TOP OFFICE PRODUCTS - Total For Streets</i>			<i>\$41.98</i>
TOP OFFICE PRODUCTS - ALL DEPARTMENTS			\$1,095.85

TOWNSQUARE MEDIA, IN

TOWNSQUARE MEDIA, IN	Sewer Stormwater	ADVERTISING SERVICES	\$531.08
<i>TOWNSQUARE MEDIA, IN - Total For Sewer Stormwater</i>			<i>\$531.08</i>

TOWNSQUARE MEDIA, IN - ALL DEPARTMENTS \$531.08

TRACTOR SUPPLY CO

TRACTOR SUPPLY CO Hogadon - Operations Shop \$95.88

TRACTOR SUPPLY CO - Total For Hogadon - Operations \$95.88

TRACTOR SUPPLY CO - ALL DEPARTMENTS \$95.88

TRI STATE OIL RECLAI

TRI STATE OIL RECLAI Balefill - Diversion & Special Used antifreeze \$538.50

TRI STATE OIL RECLAI - Total For Balefill - Diversion & Special \$538.50

TRI STATE OIL RECLAI - ALL DEPARTMENTS \$538.50

TRI-TECHNICAL SYSTEM

TRI-TECHNICAL SYSTEM Golf - Operations Point of Sale- IT support Contract \$46.00

TRI-TECHNICAL SYSTEM - Total For Golf - Operations \$46.00

TRI-TECHNICAL SYSTEM - ALL DEPARTMENTS \$46.00

TST CHEYENNE RIB AN

TST CHEYENNE RIB AN Fire-EMS Training Meal while at IFSTA Live Fire Instructor Class \$16.91

TST CHEYENNE RIB AN - Total For Fire-EMS Training \$16.91

TST CHEYENNE RIB AN - ALL DEPARTMENTS \$16.91

TST RACCA S PIZZERI

TST RACCA S PIZZERI City Manager EATING PLACES, RESTAURANTS \$30.78

TST RACCA S PIZZERI - Total For City Manager \$30.78

TST RACCA S PIZZERI - ALL DEPARTMENTS \$30.78

TW ENTERPRISES

TW ENTERPRISES Fleet Maintenance Fund COMMERCIAL EQUIPMENT, NOT ELSEWHERE CL \$215.00

TW ENTERPRISES - Total For Fleet Maintenance Fund \$215.00

TW ENTERPRISES - ALL DEPARTMENTS \$215.00

TW ENTERPRISES INC

TW ENTERPRISES INC Fleet Maintenance Fund Generator repair \$665.18

TW ENTERPRISES INC - Total For Fleet Maintenance Fund \$665.18

TW ENTERPRISES INC - ALL DEPARTMENTS \$665.18

TWEED'S WHOLESale

TWEED'S WHOLESale Rec Center - Operations MISC FOOD STORES-SPECIALITY,CONVENIENCE, \$694.80

TWEED'S WHOLESale - Total For Rec Center - Operations \$694.80

TWEED'S WHOLESale - ALL DEPARTMENTS \$694.80

TWO BROTHERS LAWN SE

TWO BROTHERS LAWN SE Code Enforcement Lawn mowing service \$767.83

TWO BROTHERS LAWN SE Code Enforcement Lawn mowing service \$90.74

TWO BROTHERS LAWN SE Code Enforcement Lawn mowing service \$243.69

TWO BROTHERS LAWN SE - Total For Code Enforcement \$1,102.26

TWO BROTHERS LAWN SE - ALL DEPARTMENTS \$1,102.26

TYLER TECHNOLOGIES I

TYLER TECHNOLOGIES I Capital Projects Fund Gems S028911 - Tyler Conversio \$2,600.00

TYLER TECHNOLOGIES I - Total For Capital Projects Fund \$2,600.00

TYLER TECHNOLOGIES I - ALL DEPARTMENTS \$2,600.00

UBER TRIP

UBER TRIP Fire-EMS Training Transportation for attending ISFSI training in Ch \$11.43

UBER TRIP - Total For Fire-EMS Training \$11.43

UBER TRIP Police Administration TAXICABS/LIMOUSINES \$31.56

UBER TRIP - Total For Police Administration \$31.56

UBER TRIP - ALL DEPARTMENTS \$42.99

UNION WIRELESS

UNION WIRELESS	Water Tanks	Upper Rock Creek Reservoir SCADA & Cell Phon	\$95.24
<i>UNION WIRELESS - Total For Water Tanks</i>			<i>\$95.24</i>
UNION WIRELESS - ALL DEPARTMENTS			\$95.24

UNITED 0162363415

UNITED 0162363415	Ft. Caspar Museum	Travel to conference	\$364.80
UNITED 0162363415	Ft. Caspar Museum	Travel to conference	\$364.80
<i>UNITED 0162363415 - Total For Ft. Caspar Museum</i>			<i>\$729.60</i>
UNITED 0162363415 - ALL DEPARTMENTS			\$729.60

UNITED 0169925914

UNITED 0169925914	Fire-EMS Training	Bag Fee while attending Fire Department Trainin	\$35.00
<i>UNITED 0169925914 - Total For Fire-EMS Training</i>			<i>\$35.00</i>
UNITED 0169925914 - ALL DEPARTMENTS			\$35.00

UPS 0000008F045W321

UPS 0000008F045W321	Regional Water Operations	COURIER SERVICES-AIR OR GROUND,FREIGHT F	\$424.77
<i>UPS 0000008F045W321 - Total For Regional Water Operations</i>			<i>\$424.77</i>
UPS 0000008F045W321 - ALL DEPARTMENTS			\$424.77

URGENT CARE OF CASPE

URGENT CARE OF CASPE	Property Insurance Fund	MEDICAL SERVICES & HEALTH PRACTITIONERS	\$6,082.00
URGENT CARE OF CASPE	Property Insurance Fund	MEDICAL SERVICES & HEALTH PRACTITIONERS	\$2,817.00
<i>URGENT CARE OF CASPE - Total For Property Insurance Fund</i>			<i>\$8,899.00</i>
URGENT CARE OF CASPE	Public Transit - Operations	DOT Physical - S. Stone	\$95.00
<i>URGENT CARE OF CASPE - Total For Public Transit - Operations</i>			<i>\$95.00</i>
URGENT CARE OF CASPE - ALL DEPARTMENTS			\$8,994.00

USPS PO 5715580478

USPS PO 5715580478	WWTP Operations	Certified mail	\$8.45
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USPS PO 5715580478	WWTP Operations	Certified Mail	\$8.25
<i>USPS PO 5715580478 - Total For WWTP Operations</i>			<i>\$16.70</i>
USPS PO 5715580478 - ALL DEPARTMENTS			\$16.70

USPS PO 5715580945

USPS PO 5715580945	Cemetery	POSTAGE STAMPS CEMETERY OFFICE	\$55.00
<i>USPS PO 5715580945 - Total For Cemetery</i>			<i>\$55.00</i>
USPS PO 5715580945	Regional Water Operations	POSTAGE - Certified Mail - RWS CCR	\$62.80
USPS PO 5715580945	Regional Water Operations	POSTAGE STAMPS	\$110.00
<i>USPS PO 5715580945 - Total For Regional Water Operations</i>			<i>\$172.80</i>
USPS PO 5715580945	Water Administration	POSTAGE - Certified Mail - City Wholesale CCR	\$78.50
USPS PO 5715580945	Water Administration	POSTAGE STAMPS	\$110.00
<i>USPS PO 5715580945 - Total For Water Administration</i>			<i>\$188.50</i>
USPS PO 5715580945 - ALL DEPARTMENTS			\$416.30

USPS PO 5762700491

USPS PO 5762700491	General Fund Revenue	Stamps for sale in gift shop	\$36.00
<i>USPS PO 5762700491 - Total For General Fund Revenue</i>			<i>\$36.00</i>
USPS PO 5762700491 - ALL DEPARTMENTS			\$36.00

UV DOCTOR LAMPS LLC

UV DOCTOR LAMPS LLC	WWTP Operations	UV Ballasts	\$1,679.69
UV DOCTOR LAMPS LLC	WWTP Operations	UV parts	\$1,679.70
<i>UV DOCTOR LAMPS LLC - Total For WWTP Operations</i>			<i>\$3,359.39</i>
UV DOCTOR LAMPS LLC - ALL DEPARTMENTS			\$3,359.39

VERIZON WIRELESS

VERIZON WIRELESS	Buildings & Structures Fund	Acct #442124121-00001	\$40.01
<i>VERIZON WIRELESS - Total For Buildings & Structures Fund</i>			<i>\$40.01</i>
VERIZON WIRELESS	Code Enforcement	Acct #942107055-00001	\$167.72
<i>VERIZON WIRELESS - Total For Code Enforcement</i>			<i>\$167.72</i>
VERIZON WIRELESS	Fire-EMS Administration	Acct #571507176-00002	\$120.64
VERIZON WIRELESS	Fire-EMS Administration	Acct #571507176-00001	\$1,560.39

<i>VERIZON WIRELESS - Total For Fire-EMS Administration</i>			<i>\$1,681.03</i>
VERIZON WIRELESS	Public Safety Communication Acct #465552982-00010		\$80.04
VERIZON WIRELESS	Public Safety Communication Acct #465552982-0003		\$76.87
<i>VERIZON WIRELESS - Total For Public Safety Communications</i>			<i>\$156.91</i>
VERIZON WIRELESS - ALL DEPARTMENTS			\$2,045.67

VOIANCE LANGUAGE

VOIANCE LANGUAGE	Public Safety Communication Credit card payment convenience fee (7/08/21)		\$1.08
VOIANCE LANGUAGE	Public Safety Communication OPI Monthly Minimum		\$25.00
<i>VOIANCE LANGUAGE - Total For Public Safety Communications</i>			<i>\$26.08</i>
VOIANCE LANGUAGE - ALL DEPARTMENTS			\$26.08

VRC COMPANIES LLC

VRC COMPANIES LLC	Municipal Court	Record destruction services	\$55.13
<i>VRC COMPANIES LLC - Total For Municipal Court</i>			<i>\$55.13</i>
VRC COMPANIES LLC	Police Administration	File destruction rotation / recycle fee	\$83.03
<i>VRC COMPANIES LLC - Total For Police Administration</i>			<i>\$83.03</i>
VRC COMPANIES LLC - ALL DEPARTMENTS			\$138.16

VZWRLSS IVR VB

VZWRLSS IVR VB	Fire-EMS Administration	Air Card Service May 15 to Jun 16 2021	\$120.03
VZWRLSS IVR VB	Fire-EMS Administration	Service May 17 to Jun 16 2021	\$1,520.38
<i>VZWRLSS IVR VB - Total For Fire-EMS Administration</i>			<i>\$1,640.41</i>
VZWRLSS IVR VB - ALL DEPARTMENTS			\$1,640.41

VZWRLSS MY VZ VB P

VZWRLSS MY VZ VB P	Fire-EMS Administration	Air Card Service Feb 17 - Mar 16	\$120.03
VZWRLSS MY VZ VB P	Fire-EMS Administration	iPad Service Feb 17 - Mar 16	\$1,520.38
<i>VZWRLSS MY VZ VB P - Total For Fire-EMS Administration</i>			<i>\$1,640.41</i>
VZWRLSS MY VZ VB P	Golf - Operations	Cellular Service for irrigation i pads	\$80.02
<i>VZWRLSS MY VZ VB P - Total For Golf - Operations</i>			<i>\$80.02</i>
VZWRLSS MY VZ VB P	Regional Water Operations	WTP Operator Cell Phone	\$128.57
<i>VZWRLSS MY VZ VB P - Total For Regional Water Operations</i>			<i>\$128.57</i>

VZWRLSS MY VZ VB P - ALL DEPARTMENTS

\$1,849.00

WAL-MART #1617

WAL-MART #1617	Fire-EMS Administration	Coffee and Water for Fire Admin	\$33.36
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<i>WAL-MART #1617 - Total For Fire-EMS Administration</i>			\$33.36
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WAL-MART #1617	Ice Arena - Concessions	CONCESSIONS	\$37.80
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<i>WAL-MART #1617 - Total For Ice Arena - Concessions</i>			\$37.80
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WAL-MART #1617 - ALL DEPARTMENTS			\$71.16
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WAMCO LABS, INC.

WAMCO LABS, INC.	WWTP Operations	2nd Quarter Whole Effluent Toxicity Testing	\$1,000.00
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<i>WAMCO LABS, INC. - Total For WWTP Operations</i>			\$1,000.00
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WAMCO LABS, INC. - ALL DEPARTMENTS			\$1,000.00
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WAYNE COLEMAN CONSTR

WAYNE COLEMAN CONSTR	Capital Projects Fund	Contract Withholding: 21300072	\$4,965.36
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<i>WAYNE COLEMAN CONSTR - Total For Capital Projects Fund</i>			\$4,965.36
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WAYNE COLEMAN CONSTR - ALL DEPARTMENTS			\$4,965.36
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WEAR PARTS INC

WEAR PARTS INC	Buildings & Structures Fund	Door handle repair supplies	\$8.77
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<i>WEAR PARTS INC - Total For Buildings & Structures Fund</i>			\$8.77
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WEAR PARTS INC	Ice Arena - Operations	Screws for Dasherboard	\$4.74
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WEAR PARTS INC	Ice Arena - Operations	Skate Sharpening Filters Gate Bolts	\$170.54
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WEAR PARTS INC	Ice Arena - Operations	ZAMBONI Blade holder nuts	\$53.37
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<i>WEAR PARTS INC - Total For Ice Arena - Operations</i>			\$228.65
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WEAR PARTS INC	Regional Water Operations	High Service Pump Parts	\$41.60
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WEAR PARTS INC	Regional Water Operations	Bolt for Actiflo	\$219.15
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<i>WEAR PARTS INC - Total For Regional Water Operations</i>			\$260.75
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WEAR PARTS INC	Traffic Control	Bolts for repair of Mountain Rec sign on CY	\$23.39
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<i>WEAR PARTS INC - Total For Traffic Control</i>			\$23.39
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WEAR PARTS INC	WWTP Operations	Bolts	\$213.98
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WEAR PARTS INC	WWTP Operations	Anti-seize	\$27.90
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WEAR PARTS INC	WWTP Operations	Skidsteer parts	\$4.87
WEAR PARTS INC	WWTP Operations	Bolts	\$4.57
WEAR PARTS INC	WWTP Operations	Carb cleaner	\$20.06
<i>WEAR PARTS INC - Total For WWTP Operations</i>			<i>\$271.38</i>
WEAR PARTS INC - ALL DEPARTMENTS			\$792.94

WEST PLAINS ENGINEER

WEST PLAINS ENGINEER	Sewer Wastewater Collection	CPU Generator Replacements (21	\$91.67
<i>WEST PLAINS ENGINEER - Total For Sewer Wastewater Collection</i>			<i>\$91.67</i>
WEST PLAINS ENGINEER	WWTP Operations	CPU Generator Replacements (21	\$91.66
<i>WEST PLAINS ENGINEER - Total For WWTP Operations</i>			<i>\$91.66</i>
WEST PLAINS ENGINEER	WWTP Regional Interceptors	CPU Generator Replacements (21	\$91.67
<i>WEST PLAINS ENGINEER - Total For WWTP Regional Interceptors</i>			<i>\$91.67</i>
WEST PLAINS ENGINEER - ALL DEPARTMENTS			\$275.00

WESTERN STATES FIRE

WESTERN STATES FIRE	Balefill - Diversion & Special	Fire alarm service / labor	\$1,932.77
<i>WESTERN STATES FIRE - Total For Balefill - Diversion & Special</i>			<i>\$1,932.77</i>
WESTERN STATES FIRE	Capital Projects Fund	5 year internal inspection	\$1,120.00
<i>WESTERN STATES FIRE - Total For Capital Projects Fund</i>			<i>\$1,120.00</i>
WESTERN STATES FIRE - ALL DEPARTMENTS			\$3,052.77

WESTERN WYOMING LOCK

WESTERN WYOMING LOCK	Buildings & Structures Fund	Key copies for Council Meeting Room kitchen lo	\$5.00
<i>WESTERN WYOMING LOCK - Total For Buildings & Structures Fund</i>			<i>\$5.00</i>
WESTERN WYOMING LOCK - ALL DEPARTMENTS			\$5.00

WILLIAMS, PORTER, DA

WILLIAMS, PORTER, DA	Property Insurance Fund	Confidential legal or medical matters	\$19.00
<i>WILLIAMS, PORTER, DA - Total For Property Insurance Fund</i>			<i>\$19.00</i>
WILLIAMS, PORTER, DA - ALL DEPARTMENTS			\$19.00

WLC ENGINEERING - SU

WLC ENGINEERING - SU	Capital Projects Fund	Industrial Avenue 19-068 - Con	\$12,107.00
WLC ENGINEERING - SU	Capital Projects Fund	Design & CA for Morad Park to	\$10,508.75
WLC ENGINEERING - SU	Capital Projects Fund	Ridgecrest Zone 2-3 Waterline	\$5,584.47
<i>WLC ENGINEERING - SU - Total For Capital Projects Fund</i>			\$28,200.22
WLC ENGINEERING - SU	Water Distribution	Ridgecrest Zone 2-3 Waterline	\$14,360.06
<i>WLC ENGINEERING - SU - Total For Water Distribution</i>			\$14,360.06
WLC ENGINEERING - SU - ALL DEPARTMENTS			\$42,560.28

WM SUPERCENTER

WM SUPERCENTER	Balefill - Disposal & Landfill	BASKET FOR MASKS	\$5.98
<i>WM SUPERCENTER - Total For Balefill - Disposal & Landfill</i>			\$5.98
WM SUPERCENTER	Cemetery	GROCERY STORES, SUPERMARKETS WASP SPRA	\$11.16
<i>WM SUPERCENTER - Total For Cemetery</i>			\$11.16
WM SUPERCENTER	Fire-EMS Operations	Station Supplies	\$136.44
<i>WM SUPERCENTER - Total For Fire-EMS Operations</i>			\$136.44
WM SUPERCENTER	Ice Arena - Concessions	CONCESSIONS	\$33.12
<i>WM SUPERCENTER - Total For Ice Arena - Concessions</i>			\$33.12
WM SUPERCENTER	Planning	DUCK DERBY ITEMS	\$11.88
<i>WM SUPERCENTER - Total For Planning</i>			\$11.88
WM SUPERCENTER	Refuse - Residential	RETIREMENT LUNCHEON	\$10.00
<i>WM SUPERCENTER - Total For Refuse - Residential</i>			\$10.00
WM SUPERCENTER	Streets	Water Coolers for 70761 and 70988	\$44.94
<i>WM SUPERCENTER - Total For Streets</i>			\$44.94
WM SUPERCENTER	Water Distribution	CLEANER & TAPE	\$82.12
<i>WM SUPERCENTER - Total For Water Distribution</i>			\$82.12
WM SUPERCENTER - ALL DEPARTMENTS			\$335.64

WOODWORKERS SUPPLY I

WOODWORKERS SUPPLY I	Buildings & Structures Fund	BAS Shop Supplies	\$32.56
WOODWORKERS SUPPLY I	Buildings & Structures Fund	Supplies for Golf Course Pro Shop Remodel	\$121.44
WOODWORKERS SUPPLY I	Buildings & Structures Fund	Return of Supplies for Golf Course Pro Shop Re	(\$121.44)
<i>WOODWORKERS SUPPLY I - Total For Buildings & Structures Fund</i>			\$32.56

WOODWORKERS SUPPLY I - ALL DEPARTMENTS \$32.56

WPSG, INC.

WPSG, INC.	Fire-EMS Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	(\$31.56)
WPSG, INC.	Fire-EMS Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	\$689.73
WPSG, INC.	Fire-EMS Operations	Chief Garvin's Helmet Front	\$76.18
WPSG, INC.	Fire-EMS Operations	INDUSTRIAL SUPPLIES NOT ESLEWHERE CLASSI	(\$6.04)

WPSG, INC. - Total For Fire-EMS Operations \$728.31

WPSG, INC. - ALL DEPARTMENTS \$728.31

WY. ASSOC. OF RURAL

WY. ASSOC. OF RURAL	Regional Water Operations	training class	\$395.00
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WY. ASSOC. OF RURAL - Total For Regional Water Operations \$395.00

WY. ASSOC. OF RURAL - ALL DEPARTMENTS \$395.00

WY. LAW ENFORCEMENT

WY. LAW ENFORCEMENT	Public Safety Communication	Basic Public Safety Communications	\$1,650.00
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WY. LAW ENFORCEMENT - Total For Public Safety Communications \$1,650.00

WY. LAW ENFORCEMENT - ALL DEPARTMENTS \$1,650.00

WY. WORKERS COMPENSA

WY. WORKERS COMPENSA	Hogadon	Unemployment 2Q (April-June) Qtr Stmt - FY21	(\$5.62)
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WY. WORKERS COMPENSA - Total For Hogadon (\$5.62)

WY. WORKERS COMPENSA	Municipal Court	Unemployment 2Q (April-June) Qtr Stmt - FY21	\$3,682.00
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WY. WORKERS COMPENSA - Total For Municipal Court \$3,682.00

WY. WORKERS COMPENSA	Police Administration	Unemployment 2Q (April-June) Qtr Stmt - FY21	\$5,260.00
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WY. WORKERS COMPENSA - Total For Police Administration \$5,260.00

WY. WORKERS COMPENSA	Rec Center - Classes	Unemployment 2Q (April-June) Qtr Stmt - FY21	\$380.90
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WY. WORKERS COMPENSA - Total For Rec Center - Classes \$380.90

WY. WORKERS COMPENSA	Rec Center - Sports Programs	Unemployment 2Q (April-June) Qtr Stmt - FY21	\$252.98
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WY. WORKERS COMPENSA - Total For Rec Center - Sports Programs \$252.98

WY. WORKERS COMPENSA - ALL DEPARTMENTS \$9,570.26

WYOMING FOOD BANK OF

WYOMING FOOD BANK OF	Capital Projects Fund	1%#16 Funding WY Food Bank of	\$2,000.00
<i>WYOMING FOOD BANK OF - Total For Capital Projects Fund</i>			<i>\$2,000.00</i>
WYOMING FOOD BANK OF - ALL DEPARTMENTS			\$2,000.00

WYOMING LOW VOLTAGE

WYOMING LOW VOLTAGE	Refuse - Commercial	NETWORK CABLING TO NEW OFFICE IN TRUCK B	\$650.00
<i>WYOMING LOW VOLTAGE - Total For Refuse - Commercial</i>			<i>\$650.00</i>
WYOMING LOW VOLTAGE - ALL DEPARTMENTS			\$650.00

WYOMING OFFICE PRODU

WYOMING OFFICE PRODU	Cemetery	FURNITURE, HOME FURNISHINGS AND EQUIPM	\$94.72
<i>WYOMING OFFICE PRODU - Total For Cemetery</i>			<i>\$94.72</i>
WYOMING OFFICE PRODU - ALL DEPARTMENTS			\$94.72

WYOMING STEEL & RECY

WYOMING STEEL & RECY	Balefill - Baler Processing	Credit for overpayment on 11/19/20 ck#136904	(\$627.70)
<i>WYOMING STEEL & RECY - Total For Balefill - Baler Processing</i>			<i>(\$627.70)</i>
WYOMING STEEL & RECY	Refuse - Recycling	Recycling of refrigerators	\$2,275.00
<i>WYOMING STEEL & RECY - Total For Refuse - Recycling</i>			<i>\$2,275.00</i>
WYOMING STEEL & RECY - ALL DEPARTMENTS			\$1,647.30

WYOMING STEEL RECYCL

WYOMING STEEL RECYCL	Ice Arena - Operations	Steel for Reinforcing Dashboards Player Benches	\$42.60
<i>WYOMING STEEL RECYCL - Total For Ice Arena - Operations</i>			<i>\$42.60</i>
WYOMING STEEL RECYCL	Regional Water Operations	Grating	\$300.00
<i>WYOMING STEEL RECYCL - Total For Regional Water Operations</i>			<i>\$300.00</i>
WYOMING STEEL RECYCL - ALL DEPARTMENTS			\$342.60

WYOMING WORK WAREHOU

WYOMING WORK WAREHO	Fire-EMS Prevent & Inspect	Work Boots	\$149.99
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WYOMING WORK WAREHOU - Total For Fire-EMS Prevent & Inspect \$149.99

WYOMING WORK WAREHOU - ALL DEPARTMENTS \$149.99

XTREME LANDSCAPING L

XTREME LANDSCAPING L Code Enforcement Lawn mowing service \$216.00

XTREME LANDSCAPING L - Total For Code Enforcement \$216.00

XTREME LANDSCAPING L - ALL DEPARTMENTS \$216.00

YELLOWSTONE GARAGE

YELLOWSTONE GARAGE City Manager DRINKING PLACES (ALCOHOLIC BEV.)-BARS,TA \$43.80

YELLOWSTONE GARAGE - Total For City Manager \$43.80

YELLOWSTONE GARAGE - ALL DEPARTMENTS \$43.80

YOURMEMBER-CAREERS

YOURMEMBER-CAREERS Regional Water Operations WEF - Job Posting Water Treatment Plant Mana \$249.00

YOURMEMBER-CAREERS Regional Water Operations AWWA WTP Manager Job Posting \$299.00

YOURMEMBER-CAREERS - Total For Regional Water Operations \$548.00

YOURMEMBER-CAREERS - ALL DEPARTMENTS \$548.00

ZONAR SYSTEMS INC

ZONAR SYSTEMS INC Balefill - Disposal & Landfill ZONAR AUTOMATIC VEHICLE LOCATI \$1,844.60

ZONAR SYSTEMS INC Balefill - Disposal & Landfill ZONAR AUTOMATIC VEHICLE LOCATI \$7,700.00

ZONAR SYSTEMS INC Balefill - Disposal & Landfill ZONAR AUTOMATIC VEHICLE LOCATI \$11,663.35

ZONAR SYSTEMS INC Balefill - Disposal & Landfill ZONAR AUTOMATIC VEHICLE LOCATI \$3,914.85

ZONAR SYSTEMS INC Balefill - Disposal & Landfill ZONAR AUTOMATIC VEHICLE LOCATI \$991.32

ZONAR SYSTEMS INC Balefill - Disposal & Landfill ZONAR AUTOMATIC VEHICLE LOCATI \$309.08

ZONAR SYSTEMS INC - Total For Balefill - Disposal & Landfill \$26,423.20

ZONAR SYSTEMS INC Refuse - Residential ZONAR AVL PLUS ELECTRONIC VERI \$2,202.23

ZONAR SYSTEMS INC Refuse - Residential ZONAR AVL PLUS ELECTRONIC VERI \$6,082.80

ZONAR SYSTEMS INC Refuse - Residential ZONAR AVL PLUS ELECTRONIC VERI \$13,924.83

ZONAR SYSTEMS INC Refuse - Residential ZONAR AVL PLUS ELECTRONIC VERI \$308.89

ZONAR SYSTEMS INC Refuse - Residential ZONAR AVL PLUS ELECTRONIC VERI \$11,000.00

ZONAR SYSTEMS INC - Total For Refuse - Residential \$33,518.75

ZONAR SYSTEMS INC - ALL DEPARTMENTS

\$59,941.95

CITYWIDE BILLS AND CLAIMS TOTAL

\$2,898,161.69

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

SUBMITTED BY (Finance Dir) _____ DATE _____

DULY AUDITED BY (City Manager) _____ DATE _____

APPROVED BY (Mayor) _____ DATE _____

CITY of CASPER, WYOMING
 BILLS and CLAIMS ADDENDUM
 Council Meeting
 09/07/21

Additional Accounts Payable

08/12/21

Prewrits - Travel Reimbursement, Conference Registration & Payroll Vendors

John Fetter - Travel reimbursement	151.25
Region VIII Pretreatment - Conference registration	450.00
State of Wyo Dept of Admin & Info	3,789.37
	4,390.62

08/19/21

Prewrits - Vendor Payables, Travel Reimbursement & Petty Cash

Bureau of Reclamation - Contributing funds agreement	5,000.00
Been Cook - Travel reimbursement	151.25
FIB - Petty Cash (Community Development)	445.95
	5,597.20

08/26/21

Prewrits - Travel Reimbursement, Vendor Payables & Payroll Vendors

Taylor Gilbert - Travel reimbursement	439.00
Terry Jackson - Travel reimbursement	342.00
Platte River Crossing - Replacement check (incorrect vendor on 1st check)	125,592.00
Wyo Retirement System - City	263,492.74
Wyo Retirement System - Fire	149,429.49
Wyo Retirement System - Police	111,025.92
	650,321.15

Total Additional AP \$ 660,308.97

August 25, 2021

MEMO TO: J. Carter Napier, City Manager

JB for JAN

FROM: Liz Becher, Community Development Director

LB

SUBJECT: Establish Public Hearing for Consideration of an Ordinance creating the Trails West Estates No. 6 Subdivision

Meeting Type & Date:

Regular Council Meeting, September 7, 2021

Action Type:

Minute action, establishing date of public hearing

Recommendation:

That Council, by minute action, establish September 21, 2021 as the date of public hearing for consideration of an Ordinance creating the Trails West Estates No. 6 subdivision, consisting of a vacation and replat of Lots 2-18, Block 21; Lots 2-8, Block 23; Trails West Estates; and Lot 8, Block 4; and Lot 9, Block 5, Prairie Park Estates.

Summary:

Application has been made to vacate and replat 18-acres, more or less, located north of Trevett Lane, and west of Applegate Drive. The area is currently platted as a residential subdivision, but undeveloped. The purpose of the replat is to vacate the existing lots and undeveloped right-of-ways, to create six (6) newly configured lots along Trevett Lane, and a 16-acre Tract, north of said lots. All proposed lots exceed the City's minimum lot size of 4,000 square feet in an R-4 (High Density Residential) zoning district. In that the block length of Trevett Lane between Flintlock Drive and Applegate Drive exceeds five hundred feet (500'), the Municipal Code requires a twenty-foot (20') wide pedestrian easement to be located mid-block, which has been provided between proposed Lots 3 and 4. At such time, that Tract A is subdivided for development in the future, multiple public streets will need to be platted and built to meet the City's connectivity standards.

The Planning and Zoning Commission voted, unanimously, to support the zone change, as requested, after a public hearing on August 19, 2021.

Financial Considerations:

Not applicable

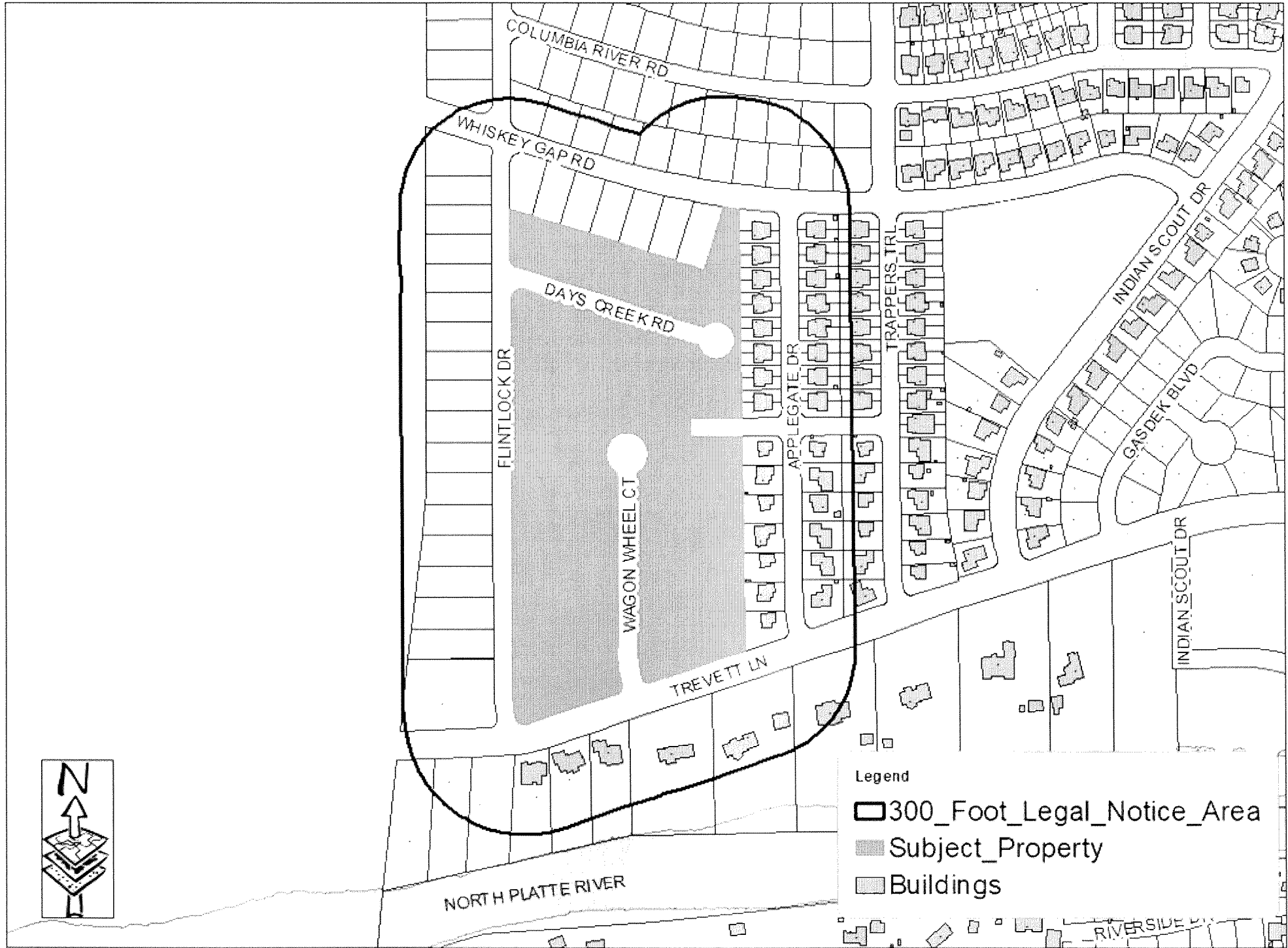
Oversight/Project Responsibility:

Community Development Department – Planning Division

Attachments:

Location Map

Proposed Trails West Estates No. 6



August 25, 2021

MEMO TO: J. Carter Napier, City Manager

job for JAN

FROM: Liz Becher, Community Development Director

lb

SUBJECT: Establish Public Hearing for Consideration of an Annexation of Tract 31, Dowler No. 3 Subdivision (5051 Link Drive); and establishing the zoning of said Tract as M-1 (Limited Industrial)

Meeting Type & Date:

Regular Council Meeting, September 7, 2021

Action Type:

Minute action, establishing Public Hearing for September 21, 2021

Recommendation:

That Council, by minute action, establish September 21, 2021 as the date of public hearing for consideration of an annexation of Tract 31, Dowler No. 3 Subdivision; and establishing the zoning of said Tract as M-1 (Limited Industrial).

Summary:

Application has been made for the annexation of two (2) acres, more or less, located at 5051 Link Drive. The impetus for the annexation is a request by the property owner for City utilities. Per City policy, the provision of City utilities triggers a mandatory annexation, if the property is legally eligible. The property is contiguous with the current municipal boundary on both the east and south, and thus, eligible for annexation.

The property has frontage on two (2) public right-of-ways, Magnolia Street and Link Drive. Both streets are currently undeveloped, dirt roads. There are no plans, at this time to construct Link Drive or Magnolia Street to City standards; however, staff has included a recommended condition of approval that if included, will require the applicants to participate in the cost of constructing standard City streets when a Local Assessment or Improvement District is formed.

The applicants have requested M-1 (Limited Industrial) zoning for the parcel. Existing City zoning surrounding the property is M-1 (Limited Industrial to the east, and C-4 (Highway Business) to the south. The existing industrial use of the property would be a legal and conforming use under the M-1 (Limited Industrial) zoning classification.

Section 17.12.170 of the Casper Municipal Code requires that staff review zoning applications in the context of the approved Comprehensive Land Use Plan, and provide a recommendation to the Planning and Zoning Commission and City Council as to how the zone change is either supported, or not supported. The Comprehensive Land Use Plan is the City's land use and development policy document that describes the values and ideals expressed by the community

for its future following an exhaustive public input process. The Future Land Use Plan (FLU), is found in Chapter Four (4), on Page 4-26. The FLU is an illustrative map that identifies the physical distribution of land uses, and forms the basis for future zoning and land use regulations. The FLU designates the desired future use of the subject property as "Employment Center." Page 4-35 of the Plan provides general characteristics of areas designated as employment centers, which typically includes areas designated for industrial manufacturing and warehousing space. Establishing the zoning as M-1 (Limited Industrial) would be in keeping with the land uses envisioned under "employment centers."

For the Commission's reference regarding allowable land uses, the Municipal Code provides for the following permitted uses under M-1 (Limited Industrial) zoning:

1. Animal shelters, treatment centers, animal clinics, and animal boarding centers;
2. Assembly of devices or instruments, or packaging of products from previously prepared materials;
3. Automobile and vehicular sales and/or repair;
4. Automobile and vehicular service stations and public garages;
5. Automobile wrecker services;
6. Bed and breakfast;
7. Bed and breakfast homestay;
8. Bed and breakfast inn;
9. Bottling factories or plants;
10. Builders' supply yards;
11. Bulk plants with underground/above ground storage;
12. Commercial processing dairies and creameries, including depots (excluding dairy farms);
13. Commercial greenhouses and nurseries;
14. Commercial kennels;
15. Commercial laundries;
16. Convenience establishments;
17. Day-care, adult;
18. Child care center;
19. Family child care center - zoning review;
20. Experimental or testing laboratories and research facilities;
21. Fabrication plants (steel or wood);
22. Farm implement sales and services;
23. Frozen food lockers;
24. Grocery stores;
25. Manufactured home (mobile) sales and service;
26. Manufacturing, assembly, or packing of products from previously prepared materials;
27. Manufacturing of devices or instruments;
28. Manufacturing and processing of food or food products;
29. Motels and hotels;

30. Offices, general and professional;
31. Open sales lots;
32. Pet supplies;
33. Parks, playgrounds, historical sites, and other similar recreational facilities;
34. Pawnshops;
35. Personal service shops;
36. Plumbing, welding, electrical supply, and service shops;
37. Printing and newspaper houses;
38. Public utilities and public service installations, including repair and storage facilities;
39. Recycling businesses;
40. Restaurant, cafes, and coffee shops;
41. Retail businesses;
42. Transportation depots;
43. Veterinary clinics with boarding outside pens;
44. Warehouses, including both indoor and outdoor storage.
45. Sexually oriented businesses, pursuant to all regulations set forth in Section 9.24.110 of the municipal code;
46. Neighborhood assembly uses;
47. Regional assembly uses;
48. Custodial care facility;
49. Branch community facilities;
50. Neighborhood grocery;
51. Church.

The Planning and Zoning Commission voted to support the annexation and zoning after a public hearing on August 19, 2021. There were no public comments. A notice of public hearing will be published in the Casper Star-Tribune advertising the City Council public hearing. All public hearings are also advertised on the City's website (casperwy.gov).

Financial Considerations:

Not applicable.

Oversight/Project Responsibility:

The Community Development Department (Planning Division) is responsible for processing annexations and zoning applications.

Attachments:

Location Map



August 25, 2021

MEMO TO: J. Carter Napier, City Manager *JB for JCN*
FROM: Liz Becher, Community Development Director *LB*
SUBJECT: Establish Public Hearing for the Zone Change of the property located at 129 North Elk Street (*Former Willard School*).

Meeting Type & Date:

Regular Council Meeting, September 7, 2021

Action Type:

Minute action, establishing date of public hearing

Recommendation:

That Council, by minute action, establish September 21, 2021 as the date of public hearing for consideration of an Ordinance approving a zone change of the property located at 129 North Elk Street (*Former Willard School – Lots 1-12, Block 97, Butler's Addition*), from zoning classification ED (Educational District) to C-2 (General Business).

Summary:

The Casper Housing Authority has applied for a zone change for the former Willard School property, located at 129 North Elk Street, from ED (Educational District) to C-2 (General Business). The applicant purchased the property from the Natrona County School District in June 2021, and plans to convert the former school into a multi-purpose facility, to include office space, a daycare facility, and a job-training center. The property consists of twelve (12) platted lots, and the properties surrounding the former school are zoned R-2 (One Unit Residential) to the north and west, R-4 (High Density Residential) to the south, and R-3 (One To Four Unit Residential) to the east. Existing land uses in the surrounding area are primarily residential.

Section 17.12.170 of the Casper Municipal Code requires that staff review zoning applications in the context of the approved Comprehensive Land Use Plan, and provide a recommendation to the Planning and Zoning Commission and City Council as to how the zone change is either supported, or not supported. The Comprehensive Land Use Plan is the City's land use and development policy document that describes the values and ideals expressed by the community for its future following an exhaustive public input process. Chapter Three (3) of the Comprehensive Land Use Plan provides principles and goals. Principles and goals that may be applicable to the requested zone change are as follows:

Principle VUC1-2 – **Neighborhood Services:** Enhance the cohesiveness and identity of residential neighborhoods by encouraging a healthy mixture of commercial, employment, neighborhood services (coffee shops, grocery stores, and restaurants), and cultural uses that support the everyday needs of the residents. (Pg. 3-9)

Goal UQL2-2 – Mixed Use Neighborhoods: Provide for commercial uses in and adjacent to residential neighborhoods in a manner that contributes to the neighborhood's integrity and identity through thoughtful design of signage, lighting, buffers, and parking.

The Generation Casper Comprehensive Plan also provides a Future Land Use Plan (FLU), which is found in Chapter Four (4), on Page 4-26. The FLU is an illustrative map that identifies the physical distribution of land uses, and forms the basis for future zoning and land use regulations. The FLU designates the desired future use of the subject property as "Employment Mixed Use Center." Page 4-34 of the Plan provides general characteristics of areas designated as employment mixed use centers, which typically include a variety of civic, employment, or institutional space, and may include supporting multifamily housing. A rezone of the property to C-2 (General Business) would be in keeping with the land uses envisioned under "employment mixed use centers."

For the Commission's reference regarding allowable land uses, the Municipal Code provides for the following permitted uses under C-2 (General Business) zoning:

1. Animal clinics and animal treatment centers;
2. Apartments located within a business structure;
3. Arcades/amusement centers;
4. Assisted living;
5. Automobile park, sales area or service center;
6. Automobile service stations;
7. Banks, savings and loans, and finance companies;
8. Bars, taverns, retail liquor stores, and cocktail lounges;
9. Bed and breakfast;
10. Bed and breakfast homestay;
11. Bed and breakfast inn;
12. Business, general retail;
13. Chapels and mortuaries;
14. Churches;
15. Clubs or lodges;
16. Convenience establishment, medium volume;
17. Dance studios;
18. Day care, adult;
19. Child care center;
20. Family child care center—zoning review;
21. Family child care home;
22. Family child care home—zoning review;
23. Electrical, television, radio repair shops;
24. Gaming/gambling;
25. Grocery stores;

26. Group homes;
27. Homes for the homeless (emergency shelters);
28. Hotels, motels;
29. Neighborhood groceries;
30. Offices, general and professional;
31. Pet shops;
32. Medical laboratories, clinics, health spas, rehabilitation centers, real estate brokers, insurance agents;
33. Parking garages and/or lots;
34. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities;
35. Pawn shops;
36. Personal service shops;
37. Pharmacies;
38. Printing and newspaper houses;
39. Reception centers;
40. Recreation centers;
41. Restaurants, cafes, and coffee shops;
42. Retail business;
43. Sundry shops and specialty shops;
44. Theaters, auditoriums, and other places of indoor assembly;
45. Thrift shops;
46. Vocational centers, medical and professional institutions;
47. Neighborhood assembly uses;
48. Regional assembly uses;
49. Branch community facilities;
50. Neighborhood grocery;
51. Conventional site-built and modular single and multifamily dwellings and "manufactured homes" meeting the definition and standards set forth in Section 17.08.010.

The Planning and Zoning Commission voted, unanimously, to support the zone change, as requested, after a public hearing on August 19, 2021.

Financial Considerations:

Not applicable

Oversight/Project Responsibility:

Community Development Department – Planning Division


Attachments:

Location Map


Willard Campus - Casper Housing Authority

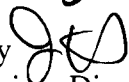



Legend

 Subject_Property

August 13, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: John Henley, City Attorney 
Jill Johnson, Financial Services Director 

SUBJECT: An Ordinance Updating and Amending Chapter 13.03 of the Casper Municipal Code, Including Sections 13.03.030, 13.03.040, 13.03.050, 13.03.070, and 13.03.130

Meeting Type & Date

Regular Council Meeting
September 7, 2021

Action type

Minute Action, establishing September 21, 2021, as the public hearing and first reading date for an Ordinance Updating and Amending Chapter 13.03 of the Casper Municipal Code.

Recommendation

That Council, by minute action, establish September 21, 2021, as the date of the public hearing and first reading for An Ordinance Updating and Amending Chapter 13.03 of the Casper Municipal Code, Including Sections 13.03.030, 13.03.040, 13.03.050, 13.03.070, and 13.03.130.

Summary

When the City converted to a new accounting system and implemented the utility billing module, additional information was required by the new system which was not currently being captured by the Landlord Agreement form. In the process of updating the form, a review of Section 13.03 also noted several updates which were required based on the current organizational structure of the City departments.

The Landlord Agreement form is not new to the ordinance, it is only being updated to request newly required system information from Landlords who request services not be disconnected when a tenant moves out of the rental property (Ord 35-02, 2002, § 13.03.070.D). The other changes to the ordinance are organizational structure changes; from administrative services department to financial services department. The final change removes after hours service re-connections when service is disconnected for non-payment (Ord 35-02, 2002, § 13.03.070.A). All re-connections take place during business hours so as to not incur overtime expense for meter services staff.

Financial Considerations

None

Oversight/Project Responsibility

John Henley, City Attorney (Ordinance Amendments)

Jill Johnson, Financial Services Director

Connie Arnold, Customer Service/Utility Billing Supervisor

Attachments

None

September 2, 2021

MEMO TO: J. Carter Napier, City Manager

JB for JCN

FROM: Liz Becher, Community Development Director

LB

SUBJECT: Establish Date of Public Hearing for potential sponsorship of grant applications for WCDA's CDBG-funded Neighborhood Development Program.

Meeting Type & Date:

Regular Council Meeting, September 7, 2021

Action Type:

Minute action, establishing date of public hearing

Recommendation:

That Council, by minute action, establish September 7, 2021 as the date of public hearing to solicit presentations, public views, comments, and recommendations for potential sponsorship of grant applications for WCDA's CDBG-funded Neighborhood Development Program.

Summary:

The Wyoming Community Development Authority (WCDA) was awarded oversight of Wyoming's Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) on July 1, 2021. The WCDA Board of Directors and staff developed a Method of Distribution by which WCDA will allocate the CDBG funds in support of existing and planned neighborhood development projects in Wyoming communities. Funds will be dispersed on at least an annual basis. The maximum grant to any one project is \$500,000.

All CDBG applicants must have a municipal sponsor. During the public hearing, Council will hear four (4) presentations from local organizations and individuals who are requesting City of Casper sponsorship. They include the Casper Housing Authority, Wyoming Food for Thought, and Erin Marquez (2).

Financial Considerations:

None.

Oversight/Project Responsibility:

Liz Becher, Community Development Director

Attachments:

WCDA – 2021 Community Development Block Grant (CDBG) Method of Distribution

2021

Community Development Block Grant
(CDBG) Method of Distribution



WYOMING COMMUNITY DEVELOPMENT AUTHORITY

• EST. 1975 •

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DISCLAIMERS AND GENERAL INFORMATION

The Wyoming Community Development Authority (WCDA) makes no representations herein as to compliance with the Housing and Community Development Act of 1974, 24 CFR Part 570, or any other laws regulations governing the Community Development Block Grant (CDBG) Program

This Method of Distribution (MoD) represents the tool by which WCDA will allocate CDBG funds in support of existing and planned neighborhood development projects in Wyoming communities. Funds will be dispersed through this MoD on at least an annual basis. WCDA conducts reviews of documents submitted in connection with this allocation is for its own purposes only.

All Wyoming units of general local government (UGLG) are eligible to apply for CDBG funding, which includes any city, county, town, or other general purpose political subdivision of the State of Wyoming.

CDBG awards shall be made solely at the discretion of the WCDA Board of Directors, but in no way represents or warrants to any sponsor, investor, lender or others that the project is, in fact, feasible or viable. No board member, agent or employee of WCDA shall be personally liable concerning any matters arising out of, or in relation to, the allocation of CDBG funds.

All CDBG applicants will be required to execute a subrecipient agreement with WCDA, which must contain at a minimum:

- Statement of work
- Records and reports
- Disposition of Program income
- Uniform administrative requirements (OMB Circular A-110, A-122, and A-133)
- Other program requirements (Cross-cutting regulations)
- Conditions for religious organizations (if applicable for religious-based non-profits)
- Suspension and termination
- Reversion of assets

CDBG Application Forms, Subrecipient Agreements, Restrictive Covenants, Mortgages and Notes may be amended from time to time, as guidelines and regulations are issued under 24 CFR Part 570, or as WCDA deems necessary to carry out the goals of the programs.

All information herein concerning the neighborhood development needs in the State of Wyoming is published in the Profile of Wyoming Demographics, Economics and Housing on WCDA's website at www.wyomingcda.com/demographics. This data is currently being used as a guide by the WCDA in its review of applications; however, applicants must provide their own information concerning community needs to support their applications. WCDA makes no representations about the accuracy of its information, which was provided by a third-party source. Developers should not rely on or use such information in underwriting the feasibility of their project or assessing local demand.

WCDA certifies that it will not refuse to distribute funds under this Method of Distribution to an applicant solely on the basis of a CDBG-eligible activity selected by the applicant for funding. However, WCDA has established a scoring system which may prioritize some activities over others.

INTRODUCTION

Effective July 1, 2021 WCDA is the administrator the State of Wyoming's annual allocation of Community Development Block Grant (CDBG) funding from the US Department of Housing and Urban Developments (HUD). CDBG funds allocated to WCDA are disbursed under the State CDBG Program, which restricts participation to non-entitlement cities and counties within the state. In Wyoming, this currently means all areas outside the incorporated boundaries of the City of Cheyenne.

Congress provided \$5 billion in the CARES Act for the Community Development Block Grant (CDBG) program to states, metropolitan cities, urban counties, and insular areas. The CDBG funding from the CARES Act is known as CDBG-CV funding. Grants under this program are given to activities with a direct connection to the COVID-19 pandemic and require a unique application for each activity. The majority of funding allocated under the 2021 Method of Distribution will be CARES Act, CDBG-CV funding. The specific funding amounts by type are available in Attachment A Current Year Summary.

As outlined in Title I of the Housing and Community Development Act of 1974, the primary goal of the CDBG Program is the development of viable communities, by providing decent housing and suitable living environments and by expanding economic opportunities, principally for persons of low- and moderate-incomes. The rules and regulations of the CDBG Program are regulated by the U.S. Department of Housing and Urban Development (HUD), and are located at 24 CFR Part 570. WCDA is Wyoming's Housing Finance Authority (HFA), and as such is concerned with the provision of quality affordable housing and viable residential neighborhoods. Therefore, Wyoming's CDBG program will fund only Neighborhood Development activities, as further defined herein.

For purposes of the CDBG program, "Low Income" means income equal to or less than 50 percent of the Area Median Income (AMI). "Moderate Income" means income equal to or less than 80 percent of AMI. It is important to note that these definitions are different than those found in WCDA housing allocation programs. The applicable income limits adjusted for family size are published by HUD on an annual basis.

The following is information about the federally funded Community Development Block Grant (CDBG) and the State of Wyoming CDBG program.

Information includes:

- National Objectives
- CDBG-CV Cares Act funding pursuant to the rapid funding of projects that encompass capital and non-capital investment.
- Program Requirements
- 2019 Funding (anticipated)
- Review Process
- Timelines
- Wyoming Program Types, Maximum Awards and Evaluation Criteria
- Contact Information

National Objectives No application will be considered unless it supports at least one of three National Objectives. National objectives are addressed in the Housing and Community Development Act of 1974 (HCDA) Eligible Activities for States is the primary authority for determining eligibility of potential CDBG activities. Applicants must also refer to §101(c) and §104(b)(3) of Sec. 5301. * Congressional Findings and Declaration of Purpose [*Section 101 of the Act]. Additional information on eligible activities and national objective criteria is found in 24 CFR §570.482-3.

The pre-qualification form and letter of intent must be completed and submitted no later than August 27th, 2021. Based on information provided, program staff will determine whether the proposed project is eligible and meets a National Objective.

Potential applicants will be notified if they may submit an application. Not all National Objectives can be applied to all project types. CDBG program staff should be contacted to determine how a project might meet a National Objective if there is any doubt. If a project qualifies, funding is not guaranteed.

A. PROGRAM REQUIREMENTS

The following activities are considered eligible under the State of Wyoming's CDBG program. However, as the local government sponsor you need to be aware that due to the environmental review requirements and specifically 24 CFR Part 58.22, neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in Sec. 58.1(b) on an activity or project until HUD or the state has approved the recipient's Request for Release of Funds (RROF) and the related certification from the responsible entity. In addition, until the RROF and the related certification have been approved, neither a recipient nor any participant in the development process may commit non-HUD funds on or undertake an activity or project under a program listed in Sec. 58.1(b) if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.

This means that once a decision has been made to apply for or use federal money for the project no action can be taken on the property by either the sponsor, sub-recipient or a third party (such as a contractor or developer) until after the project has received environmental clearance. This rule is triggered by intent rather than when application is made. For acquisition, a third-party developer constructing a new subdivision cannot move dirt anywhere in that subdivision not just on the lot that is being purchased if there is intent to use federal money anywhere in the subdivision. It also triggers the need for a complete environmental review of all lands if phasing of a project is being considered. For rehabilitation, no activity can be started until after environmental clearance is received. For public infrastructure, clearance of sites, and new construction of public facilities no dirt can be moved on or adjacent to the site and no development action can be taken until environmental clearance is received.

Please discuss your project with WCDA to make certain of its eligibility before you start the application process. Remember, the more information you provide the better the application.

HUD's Eligible Activities for State CDBG Programs (24 CFR Part 570.482)

A. Eligible Activities General Rules

The State CDBG program regulations (24 CFR Part 570.482) are minimal relative to eligibility. Generally, activities listed under 105(a) of the Housing and Community Development Act of 1974 ("HCDA") are eligible for funding under this program.

Communities are urged to consult HUD's "Guide to National Objectives and Eligible Activities for State CDBG Programs" for a more detailed discussion of eligibility/national objectives, to determine an activity's fundability. Although the State is given latitude in defining program requirements, this Guide can serve as general interpretive guidance. This Guide has been provided to all eligible CDBG municipalities, is available online, and is hereby incorporated to be part of this application handbook. Chapter 2 of the Guide details categories of eligible activities, including:

1. Acquisition of Real Property
2. Public Facilities and Improvements and Privately-owned Utilities
3. Clearance, Rehabilitation, Reconstruction and Construction of Buildings (including Housing)

4. Public Services The above specified activity types are hereby solicited through this RFP.

All activities must be designed to prevent, prepare for or respond to the coronavirus health crisis.

<https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activitiesstate-cdbg-programs/>

To be eligible for CDBG-CV funding, all proposals must demonstrate a direct connection with planning for or responding to COVID-19 related needs.

Acquisition of Real Property Applications

According to HUD's Summary of Primary CDBG Activity Categories to Support Coronavirus, grantees receiving funds for an activity under the category of acquisition of real property may expend funds on:

1. Acquisition of Property
2. Disposition
3. Clearance and Demolition
4. Clean-up of contaminated site/brownfields
5. Relocation of occupants

Housing Construction and Rehabilitation

Grantees receiving funds for an activity under the category of public improvements and facilities 105(a)(4) may expend funds on:

1. Rehabilitation: single-family owner-occupied or multifamily rental housing; and,
2. Support for New Construction: land acquisition, assemblage, clearance, and publicly-owned improvements in support of new construction of housing

The typical national objectives supported are: Low- and moderate- income (LMI) households; prevent or eliminate blight; meet unfunded, urgent local need.

Public Facilities

Grantees receiving funds for an activity under the category of public improvements and facilities may expend funds on improvements to the following or similar types of public facilities:

1. Senior centers
2. Facilities for persons with disabilities
3. Homeless Facilities (not operating costs)
4. Youth Centers/Facilities
5. Neighborhood Facilities
6. Parks, Recreational Facilities
7. Parking Facilities
8. Solid Waste Disposal Facilities
9. Flood and Drainage Facilities
10. Water/Sewer Improvements
11. Sidewalks
12. Child Care Centers
13. Fire Stations/Equipment
14. Health Facilities
15. Removal of Architectural Barriers

The typical national objectives supported are: LMI households; prevent or eliminate blight; meet unfunded, urgent local need.

Public Services Applications

Grantees receiving funds for an activity under the category of public services 105(a)(8) may expend funds on the following or similar services:

1. Operating Costs of Homeless/Aids Patients Programs
2. Senior Services
3. Services for Persons with Disabilities
4. Legal Services
5. Youth Services
6. Substance Abuse Services
7. Services for victims of domestic violence, dating violence, sexual assault or stalking
8. Employment Training
9. Crime Awareness/Prevention
10. Fair Housing Activities
11. Tenant/Landlord Counseling
12. Child Care Services
13. Health Services

The typical national objectives supported are: Low- and moderate- income (LMI) persons, families, clientele, or area; prevent or eliminate blight; meet unfunded, urgent local need.

B. Ineligible Activities General Rule:

The general rule is that any activity not listed in the HCDA as eligible should be considered ineligible. However, by regulation, HUD has interpreted some activities not specifically stated in the HCDA as eligible. Such activities are spelled out in the Guide.

Activities which are Categorically Ineligible include:

1. General government expenses
2. Political activities
3. Buildings or portions thereof used for the general conduct of government as defined in HCDA Section 102(a)(21). This does not include removal of architectural barriers involving such buildings.

Generally Ineligible (**some exceptions apply**):

1. Purchase of equipment
2. Operating and maintenance expenses
3. New housing construction NOT for special needs
4. Income payments

In addition, for the purposes of the CDBG-CV application, any activity that does not directly plan for or respond to impacts of the COVID-19 pandemic is ineligible.

B. WYOMING'S CDBG PROGRAM OBJECTIVES & ELIGIBLE ACTIVITIES

Definitions

The following terms and definitions are for the purposes of this program;

Pursuant to 24 CFR 5.403, family includes but not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

A single person, who may be an elderly person, displaced person, nearly-elderly person, or any other single person; or

A group of persons residing together, and such group includes, but not limited to:

A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size).

An elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living with one or more live-in aides. (A live-in aide is a person who resides with one or more elderly persons or near-elderly persons, or persons with disabilities).

A near-elderly family—a family whose head (co-head), spouse, or sole member is a person who is at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Disabled family—a family whose head (including co-head), spouse, or sole member is a person with disabilities. It may include two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in aides.

A displaced family—a family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Pursuant to 24 CFR 570.3

Household means all persons who occupy a housing unit.

A household may consist of persons living together or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived sexual orientation, gender identity, or marital status.

Pursuant to 24 CFR Part 5 and 24 CFR 570.3

Low-income person

refers to member of a family that has an income equal to or less than the Section 8 very low-income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose. (The Section 8 very low-income limit is income that does not exceed 50 percent of the median income for the area, as adjusted by HUD.) Unrelated individuals shall be considered as one-person families for this purpose.

Moderate-income person

means a member of a family that has an income equal to or less than the Section 8 low-income limit and greater than the Section 8 very low-income limit, established by HUD. Unrelated individuals shall be considered as one-person families for this purpose.

Income limits are established using HUD’s Section 8 low-income limits. This information is found at:

<https://www.huduser.gov/portal/datasets/il/il18/Section8-IncomeLimits-FY18.pdf>

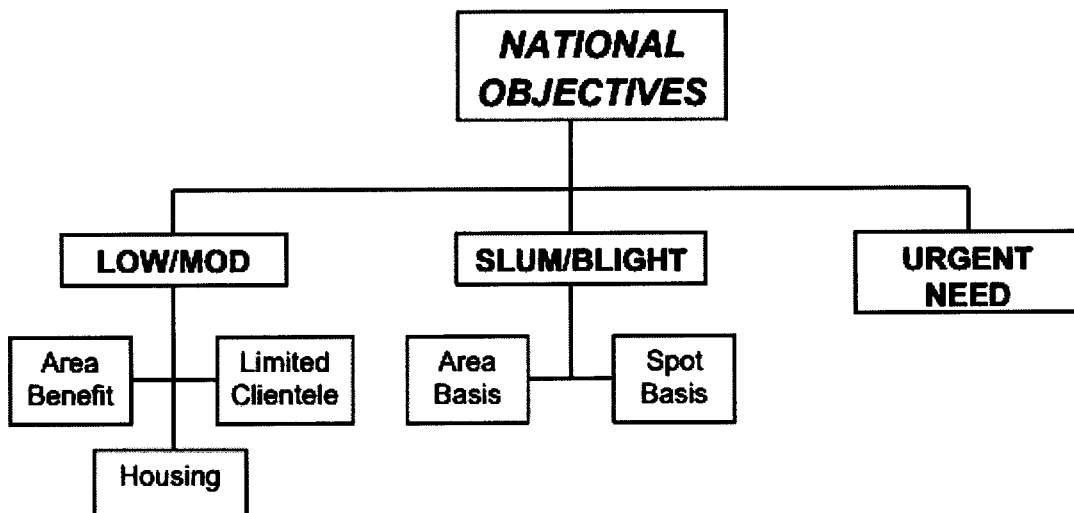
For the sake of convenience Wyoming’s information is excerpted in Attachment A. To insure you are properly applying the income limits please contact your regional director or CDBG staff.

The Three CDBG National Objectives

For an activity to be eligible under HUD’s Community Development Block Grant (CDBG) Program, it must meet one of three program National Objectives:

1. Benefiting low- and moderate-income people;
2. Preventing or eliminating blight; and,
3. Addressing urgent community development needs.

Please note that unlike the HOME and NHTF Programs, CDBG defines moderate-income as a household at or below 80% of Area Median Income (AMI), and low-income as at or below 50% of AMI. WCDA will not accept applications for economic development or job creation activities under the CDBG grant.



**not pictured: jobs & urban renewal*

Wyoming must show that at least seventy percent (70%) of its total federal funds, by activity, benefit low- to moderate-income families either through area benefit, limited clientele, or housing activities. Therefore, applicants applying under the remaining two National Objectives may not be funded if the

statewide 70% minimum is not met. Activities considered to benefit low- to moderate-income people are divided into three (3) categories below¹:

1. Low- and Moderate-Income Area Benefit Activities

Low-Mod Income Area Benefit Activities (LMA) are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. Such an area need not be coterminous with census tracts or other officially recognized boundaries but must be the entire area served by the activity.

- Applicants may use either HUD-provided data comparing census data with appropriate low- and moderate-income levels, or survey data that is methodologically sound.
- The activity location (i.e. project site) must be either a public (but not general governmental use), residential or mixed-use facility. No private, commercial only project site will be considered.
- The service area served by the activity location must be primarily residential in character. An activity that serves an area that is not primarily residential in character will not qualify under this criterion.

To document area-benefit the applicant must:

- (1) Define the service area. Defining the service area includes taking into consideration the nature of the activity and the population it will serve. It includes considering where the activity is located.

For example, is it located in the middle of the area to be served or near the boundary between the service area and another area that is not proposed to be served? Are there barriers that might hinder persons from using an area or facility (fees, language, timing constraints, access to transportation, etc.). Other services in the same area that might be duplicative should be considered; and,

- (2) Collect income characteristics of families and unrelated individuals in the service area. The applicant must use Department of Housing and Urban Development (HUD)-provided data. If HUD-provided data does not accurately reflect the defined service area, an income survey may be an alternative.

Please reference HUD Notice 14-013, Guidelines for Conducting Income Surveys to Determine the Percentage of Low-and Moderate-Income (LMI) Persons in the Service Area of Community Development Block Grant-Funded Activity:

<https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity/>

2. Low- and Moderate-Income Limited Clientele Activities

Low-Mod Income Limited Clientele Activities (LMC) benefit a limited clientele, at least 51 percent of whom are low- and moderate-income persons. The activity must meet one of the following tests to qualify under this category:

- (1) The project must exclusively benefit a clientele who are generally presumed to be principally low- and moderate-income people. The following groups are presumed to meet this criterion unless there is evidence to the contrary:
 - i. Abused children
 - ii. The elderly
 - iii. Battered spouses
 - iv. Homeless people
 - v. Handicapped adults the Bureau of Census' definition of severely disabled adults (See 24 CFR 570.483(b)(2)(ii)(A))
 - vi. Illiterate adults
 - vii. Persons living with AIDS
 - viii. Migrant farm workers
 - (2) Require information on family size and income so that it is evident that at least fifty-one percent (51%) of the clientele are persons whose family incomes does not exceed the Section 8 low-income limits
 - (3) Have income eligibility requirements limit the activity exclusively to low and moderate-income persons.
 - (4) Be of such a nature and location that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.
- Limited clientele projects also include special projects directed to the removal of material and architectural barriers in existing buildings that restrict the mobility and accessibility of elderly or handicapped persons. Publicly-owned facilities (including general use government facilities), and privately-owned residential buildings, facilities and improvements, are eligible for architectural barrier removal under LMC activities.

3. Housing Activities (LMH)

A low- and moderate-income housing activity is an activity that improves permanent residential structures which will be occupied by low- to moderate-income households upon completion. The housing can be either owner- or renter-occupied units in either single-family or multi-family structures. Rental units occupied by low- to moderate-income households must be occupied at affordable rents and the applicant must have criteria for determining affordable rents for this purpose.

4. Preventing or Eliminating Slum and Blight

To qualify under elimination of slums and blight, an application must demonstrate that the following criteria have been met. An activity may qualify on either an area basis or a spot basis.

- a. **Elimination of slums and blight on an area basis (SBA):**

- The area, delineated by the unit of general local government, meets a definition of a slum, blighted, deteriorated or deteriorating area under state or local law (W.S. 15-9-101 to 137) within the last 10 years; AND
- The assisted activity addresses one or more of the conditions contributing to the deterioration of the area; AND
- Either:
 - 25% of the properties in the area show:
 - Physical deterioration of buildings or improvements,
 - Abandonment,
 - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings,
 - Significant declines in property values or abnormally low property values relative to other areas in the community, OR the public improvements throughout the area are in a general state of deterioration.

b. Elimination of slums or blight on a spot basis (SBS):

To comply with the National Objective of slums or blight on a spot basis, a project must meet the following criteria:

- The activities are not in a slum or blighted area;
- The purpose of the activities is limited to eliminate specific conditions of blight, physical decay, or environmental contamination;
- The activities are limited to acquisition; clearance; relocation; historic preservation; remediation of environmentally contaminated properties; or rehabilitation of buildings or improvements;
- In the case of rehabilitation, the activity must be a precursor to another eligible activity (funded with CDBG or other resources) that directly eliminates the specific conditions of blight or physical decay, or environmental contamination.

5. Urgent Community Need (URG)

Urgent need qualified activities must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The grantee is unable to finance the activity on its own; and
- When other sources of funding are *not* available.

a. Activities designed to meet community development needs having a particular urgency (See "Imminent Threat Grants").

An activity will be considered to address this objective if the applicant certifies, and the state determines that:

- The activity alleviates existing conditions that pose a serious and immediate threat to the health or welfare of the community. For example, damage to a municipal sewer lagoon due to a flood.

- The threat is of recent origin or recently became urgent. A condition will be considered to be of recent origin if it developed or became urgent within eighteen (18) months preceding.
- The applicant is unable to finance the activity on their own, and other sources of funding are not available.

Low-Moderate Income (LMI) Benefit Minimum Expenditures:

The CDBG program requires that each CDBG-funded activity must either principally benefit low and moderate income persons, aid in the prevention or elimination of slums or blight, or meet a community development need having a particular urgency because existing conditions pose a serious and immediate threat to the health or (welfare of the community and other financial resources are not available to meet that need.) With respect to activities that principally benefit low- and moderate-income persons, at least fifty-one (51%) percent of the activity's beneficiaries must be low and moderate income.

Wyoming CDBG State-level Objectives

WCDA has established the following state-level objectives for the Wyoming CDBG program:

Objective 1. Provide appropriate housing for special population groups such as: the elderly, persons with physical disability, victims of domestic violence, homeless persons, and individuals with cognitive impairments who require support to achieve a level of independent living;

Objective 2. Provide support for the development of emergency shelters, transitional housing, and permanent housing for the homeless;

Objective 3. Engage in the development and expansion of public services, with an emphasis upon rural and under-served areas;

Objective 4. Encourage the improvement and/or renovation of substandard housing for both low and moderate-income owner-occupants and renters, and encourage homeownership opportunities for low and moderate-income homebuyers;

Objective 5. Encourage affordable housing through acquisition and/or improvement of land for new residential or mixed-use subdivisions, with an emphasis upon areas with excessive land costs; and,

Objective 6. Enhance the energy efficiency of public facilities and improvements.

All activities applying under WCDA's CDBG program must either:

- a) result in the rehabilitation (or in limited circumstances, the new construction) of a low-moderate income housing unit(s),
- b) provide an area benefit for a residential or mixed-use neighborhood that is majority (51%) low-moderate income, or
- c) provide a direct benefit to an existing housing unit that will be occupied by low- or moderate-income households at the time of completion.

During the scoring period, WCDA reserves the right to contact applicants with clarifying questions in regards to their application and its ability to meet all CDBG program objectives. Requests will not be made for missing or incomplete documentation.

General Program Requirements

- Please note any grant award allocated to a project is required to follow all CDBG regulations and policies. WCDA staff will review the project and make a determination whether funds should be repaid and be redistributed to future applicants if a project is not in compliance.
- **Program Income:** Grantee shall not deposit grant funds in an interest-bearing account without prior approval of the Council. Some or all income attributable to the grant funds distributed under this Agreement may be used to continue the activity from which it was generated or returned to WCDA. Program income received and retained by the Grantee shall be treated as additional CDBG funds and is subject to all applicable requirements of 24 CFR Part 570.489(e).
- **Environmental Review Procedures (24 CFR 58.22).** No HUD funds may be committed to a project without the completion of a Part 58 environmental review by WCDA staff. Applicants must not commence any construction or development activity on a proposed site that may result in an adverse environmental impact or limit the choice of reasonable alternatives.
- The **City of Cheyenne** is not eligible to apply for state CDBG funds since they receive CDBG funds directly from HUD as entitlement communities. Laramie County is an eligible applicant if county-wide benefit can be demonstrated.
- Only units of local government can be directly awarded CDBG funds.
- WCDA follows the HUD Financial Management requirements of 2 CFR-Part 200-Subpart D - §200.302.
- Projects that require a survey may experience a delay as coordination with WCDA staff and with HUD will likely be required to ensure compliance with HUD regulations.

This Residential Anti-displacement and Relocation Assistance Plan (RARAP) is prepared by the State of Wyoming in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to Wyoming's CDBG and HOME-assisted projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Wyoming will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Evaluate housing codes and rehabilitation standards and code enforcement in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” (as defined in 24 CFR 42.305)) or structures that have not been used for residential purposes.
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

Wyoming will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the [CDBG and/or HOME] Program[s], move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24. One-for-One Replacement of Lower-Income Dwelling Units Wyoming will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG and/or HOME Program[s] in accordance with 24 CFR 42.375.

Before entering into a contract committing Wyoming to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, Wyoming will make

public by publication in a newspaper of general circulation, notice on the Wyoming Business Council website and submit to the HUD Field Office:

- A description of the proposed assisted project;
- The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower income dwelling units as a result of an assisted project;
- A time schedule for the commencement and completion of the demolition or conversion;
- To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided.
- The source of funding and a time schedule for the provision of the replacement dwelling units; 6. The basis for concluding that each replacement dwelling unit is designated to remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
- Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1- bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent 3 State of Wyoming Residential Anti-displacement and Relocation Assistance Plan December 13, 2016 with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, [jurisdiction] will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available. Replacement not Required Based on Unit Availability Under 24 CFR 42.375(d), Wyoming may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower income dwelling units in standard condition available on a non-discriminatory basis within the area.

Examples of Eligible Activities

The following are examples of eligible activities that meet both the national and state-level objectives of Wyoming's CDBG program. This list is not intended to be an exhaustive list of all eligible activities. States are given 'maximum feasible deference' in designing their CDBG programs and eligible activities (24CFR570.480(c)), and thus Wyoming's CDBG program will consider a wide variety of housing and community development-related activities. However, applicant communities are encouraged to contact WCDA's Neighborhood Development staff prior to submission of a letter of intent if the proposed activity is not listed below.

- Low Mod Area Benefit (LMA) Activities

Examples of LMA activities include, but are not limited to:

- Acquisition of land to be used as a neighborhood park;
- Construction of a health clinic;
- Improvements to public infrastructure like the installation of gutters and sidewalks;
- Development of a community center.

- Low Mod Limited Clientele (LMC) Activities

Examples of LMC activities that qualify under the limited clientele category include, but are not limited to:

- Acquisition of a building to be converted into a shelter for the homeless;
- Rehabilitation of a center for training severely disabled persons to enable them to live independently;
- Clearance of a structure from the future site of a neighborhood center that will exclusively serve the elderly; and
- Public service activities like the provision of health services.

- Low Mod Housing Activities (LMH)

Examples of LMH activities include, but are not limited to:

- Acquisition of an apartment house to provide dwelling units to LMI households at affordable rents, where at least 51 percent of the units will be occupied by LMI households;
- Acquisition and/or site improvements on publicly-owned land to serve as multifamily rental housing for LMI households at affordable rents;
- Housing rehabilitation for owner-occupied single family housing units;
- Conversion of an abandoned warehouse to be reconfigured into new apartments, where at least 51 percent of the units will be occupied by LMI households at affordable rents,

- Urgent Community Need (URG)

Examples of URG activities include, but are not limited to:

- Acquisition of property located in a flood plain that was severely damaged by a recent flood;
- Public facility improvements like the reconstruction of a publicly-owned hospital that was severely damaged by a tornado;
- Hail/windstorm;
- Demolition of structures that are severely damaged by a major earthquake;
- Interim assistance such as emergency treatment of health problems caused by a flood

C. ALLOCATION PROCESS

WCDA's Neighborhood Development CDBG Housing program allocations will be distributed through a competitive application process. Any funds remaining after the initial application process may be awarded through an additional competitive application period once a formal announcement of funding availability has been made.

WCDA will review all applications in each cycle for completeness and eligibility based on federal requirements and selection criteria. Applications will be selected for initial allocation based on the selection criteria outlined in this Allocation Plan.

APPLICATION PROCESS

WCDA utilizes a single application for all CDBG funding. Available funding levels and allocations are outlined in Attachment "A". In addition, specific set-asides and their eligibility criteria are outlined in Set-Asides on page six (6) of this document. Please note that if the WCDA deems additional cycles as necessary to obligate funds in a timely manner, WCDA may conduct additional application cycles within the current funding year.

Applicants must be current on all fees due and owing WCDA before an application will be accepted. An application may be denied if it is determined that the Grantees and Sub-Recipients are using a developer or other key participants have other projects that are not progressing or have not progressed as scheduled in the Development Timetable within WCDA's Application and/or Agreement.

Any property proposed for acquisition must be vacant. No tenant-occupied properties will be considered and no individuals may be displaced as a result of a potential contract for sale. All applicants for single-family acquisition/rehabilitation projects will be required to sign a certification that their proposed properties comply with this requirement.

All required documents must be submitted via the Procorem Workcenter assigned to the Applicant. Each attachment must be uploaded as a separate file and as a searchable document. Incomplete applications will not be scored.

After the application is received, WCDA will conduct a site visit to evaluate the site's suitability for the proposed housing. Developers are required to accompany WCDA staff at the site visit either in-person or virtually.

During the scoring period, WCDA reserves the right to contact developers with clarifying questions in regards to their application. Requests will not be made for missing or incomplete documentation.

Waiver Requests

In order to request a waiver of any points or submission requirements, please submit an attachment with your application documenting and explaining the need for a waiver. WCDA reserves the right to approve or deny waiver requests at its sole discretion.

Submission Requirements

1. Completed Letter of Intent sent to neighborhooddev@wyomingcda.com on or before the submission deadline outlined in the respective Notice of Available Funding;
2. Application;
3. Affirmative Fair Housing Marketing Agreement;
4. Davis-Bacon Compliance Strategy and Contact Staff;
5. Provide a written sales plan for housing development projects that includes the following components:
 - a. Development timeline (acquisition, rehab/construction, for sale)
 - b. Method and types of advertising, marketing, and outreach
 - c. Section 3, MBE/WBE and affirmative marketing outreach
6. Site control documentation. All low-and moderate-income (LMI) project applications must have all proposed assisted properties identified at time of submission which means:
 - a. Acquired and owned by UGLG;
 - b. Under contract for purchase;
 - c. Under purchase option; or,
 - d. Listed with addresses and corresponding legal descriptions.
7. Documentation of compliance with zoning requirements, including map;
8. Flood plain documentation, including map;
9. For privately held property estimated tax expense from county assessor (or current assessment for rehabilitation projects);
10. City map showing location of the site(s);
11. Sketch plan of site;
12. Floor plans;
13. Narrative description of project;
14. Detailed written explanation of how and why the applicant feels the scoring criteria has been met;
15. CDBG assistance may also be used to fund activities intended to improve state capacity
16. (Including UGLG) to plan and manage programs and activities.
 - i. *For example, if the UGLG employees propose and execute low-and-moderate-income development plans that are to be made with CDBG funds, the portion of their salaries spent on this function can be treated as costs of carrying out the activity. This is important because these costs are not subject to the limitation on the use of CDBG funds to pay planning and administrative costs.*
17. Certification of compliance training, completed within the past two (2) years; attend CDBG training provided for or approved by WCDA staff prior to disbursement of CDBG grant funds.
18. Completion certification of fair housing training by all Project Owners from a nationally-recognized firm as approved by WCDA, completed within the past five (5) years;
19. With each application, a financial statement with a history of three (3) years must be submitted.
20. Determination letter from the State Historic Preservation Office (SHPO), clearing the site for improvements or necessary mitigation requirements;

21. To comply with Duplication of Benefits (DOB) requirements, you are required by the CARES Act and CDBG at large to establish and follow policies and procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent duplication of benefits is critical for you to manage the multiple active funding streams related to coronavirus response and efficiently target CDBG-CV resources to meet unmet needs within your community.

For **Acquisition/Rehabilitation** projects the following documents must also be submitted in addition to the previously listed submission requirements:

1. Financial statements, including a balance sheet and profit and loss statement, for the property to be acquired.
2. A Capital Needs Assessment (CNA) must be provided by unaffiliated third party, such as a licensed architect or engineer, and must include a unit-by-unit breakdown and budget at time of application. The CNA must conform with the requirements of WCDA's Written Standards for Federally-Assisted Housing Rehabilitation and must include an estimate of the remaining useful life of major systems and estimates of replacement costs. Major systems include: structural support, roofing, cladding, weather proofing (windows, doors, siding, gutters), plumbing, electrical and heating, ventilations, and air conditioning. The CNA must support a minimum need of \$30,000 per unit in hard costs to address mechanical, electrical, plumbing, or structural conditions with a remaining useful life of less than five (5) years.
 - The assessment should include an opinion as to the proposed budget for recommended improvements and should identify critical building systems or components that have reached or exceeded their expected useful lives. The Project's on-site work and rehabilitation budget must not exceed 110% of the CNA proposed budget for recommended improvements. Rehabilitation may include adding rooms outside the existing walls of a structure, but adding a housing unit is considered new construction.
 - The Assessment should also include a projection of recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, to determine the appropriate replacement reserve deposits on a per unit per year basis. The assessment should examine and analyze the following:
 - Site, including topography, drainage, pavement, curbing, sidewalks, parking, ingress and egress, landscaping, amenities, water, sewer, storm drainage, and gas and electric utilities and lines;
 - Where relevant, assess and document potential impact of natural disasters, (e.g. earthquake, flooding, wildfires) in accordance with State and local codes/ordinance;
 - Evaluate and estimate the useful remaining life, based on their age and condition, of the following:
 - a. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage;
 - b. Interiors, including unit and common area finishes, carpeting, tile, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances,

- unit bathroom finishes and fixtures, and common area lobbies and corridors; and
- c. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, lighting fixtures, fire protection, and elevators.

All of these major components must have a useful remaining life of at least (five) 5 years or be repaired or replaced;

- Exterior walls, balconies, exterior doors and windows, roofing system and drainage;
 - Interior of all individual units, include kitchen finishes and appliances, unit bathroom finishes and fixtures; and,
 - Common area lobbies and corridors (if applicable).
 - Scope of work, workmanship quality and materials must adhere to WCDA's Written Standards for Federally-Assisted Housing Rehabilitation, and are subject to inspection and approval by the WCDA Director of Construction and Facilities, or his/her designee.
 - All items identified in the CNA or by a professional's follow-up, must be included in the scope of rehabilitation, according to WCDA's Written Standards for Federally-Assisted Housing Rehabilitation.
 - Any cost item not identified in the CNA (except LBP, asbestos, mold, illegal drug residue, and site contamination inspections, clearance, and interim control costs) may be deemed unnecessary, and therefore ineligible for reimbursement.
3. Itemized list, by unit, of rehabilitation activities and costs;
 4. A timely appraisal by an independent 3rd party (generally appraisals are considered timely if less than 6 months old – the acquisition price will be limited to the lesser of the sales price or the appraised value of the property prior to rehabilitation)

Applications for initial allocation of CDBG funds may be submitted based on the Allocation Cycles outlined in the Current Year Summary Attachment "A".

Letters of Intent and Applications must be received by WCDA on or before 5:00 p.m. local time on the dates listed below. Late applications will not be ranked.

Submission Deadlines

Letter of Intent no later than 5:00 p.m. MST Tuesday, August 31, 2021. *

Application and supporting documentation no later than 5:00 p.m. MST Thursday, September 30, 2021. *

*Additional rounds may be opened if funding is available.

A Notice of Funding Availability with final funding amounts will be issued in early August.

Application Evaluation

Evaluation and Recommendations. The WCDA staff will review applications and make recommendations for funding. The WCDA Board of Directors will review staff funding recommendations and issue awards.

- **Evaluation Criteria** In determining the selection of projects, each application will be reviewed for completeness based on the requirements listed previously. WCDA's CDBG-funded Neighborhood Development projects do not require matching funds at this time; however, projects are ranked against each other, within project categories, and the integrated efforts of a community are taken into account. There may be other aspects of a proposal that prevent it from being recommended for funding, such as the lack of dedicated funds to complete the project. Each application will be rated to determine the number of points to be awarded by using the numerical system that follows below under Section D. Allocation Criteria.
- **Imminent Threat Grants:** Upon approval and emergency declaration by the Governor, funds may be allocated from any program category at any time to fund eligible activities that will alleviate an imminent threat to public health or safety that requires immediate resolution and is of recent origin. A condition will be considered of recent origin if it developed or became urgent within 18 months preceding the application by the community. The imminent threat must be a catastrophic or emergency situation that creates an impending or immediate threat, danger or peril to human health, and safety. Situations that result from neglect or lack of maintenance or have gradually become urgent are not considered imminent threats. The grant amount shall not exceed \$250,000. Imminent threat grants are funded under National Objective activities designed to meet community development needs that have a particular urgency.
- **Homeownership Assistance (\$40,000 maximum awards):** subsidizing interest rates and mortgage principal amounts for low- and moderate-income homebuyers; financing the acquisition by low- and moderate-income homebuyers of housing that will be owner-occupied by the homebuyers or will be their primary residence; providing up to fifty percent (50%) of any down payment required from low- or moderate-income homebuyers; or paying reasonable closing costs (normally associated with the purchase of a home) incurred by a low- or moderate-income homebuyer. These are evaluated the same as Community Development projects.

Citizen Participation Plan

A Local Government Citizen Participation Plan is a requirement for funding. It must include an Official Resolution passed by city/town council or county commissioners and signed by the chief elected official.

Sponsor and/or sub-recipient must provide for a minimum of two public hearings, at different stages of the process, in order to solicit and obtain citizen views and response to any proposals and/or questions. The objective of these hearings is to provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and in areas which CDBG funds are proposed to be used. Citizens must be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds. For the purposes of this program a minimum notification of seven (7) days prior to the hearing date and not including the hearing date is required.

The first meeting must be held after the notice of available funds and before the application submission deadline. The first meeting should address the community development and housing needs, development of proposed projects and a review of program performance. The hearing must inform citizens of the dollar amount of funding available and the range of allowed activities under the CDBG program housing set-aside.

The second meeting must provide citizens with reasonable advance notice of, and opportunity to comment on any and all proposed activities that would like to submit an application to the State. The meeting needs to be held before submission of an application and must be supported with a record of the proceedings (generally minutes reflecting the meeting) and copies of the public notices. Citizens should also be provided with the address, phone number, and deadlines for submitting comments, complaints and grievances, and provide timely written answers to comments, complaints and grievances received in writing, generally within 15 days. The public meetings must be held at a time and location convenient to potential or actual beneficiaries, with accommodations for the handicapped. The public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

A sample containing the information that should be contained in the first and second meeting notices can be found as Attachment "C".

The sponsor and/or sub-recipient certify that it has addressed the following provisions in the required Resolution:

1. The sponsor provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and/or of areas in which CDBG funds are proposed to be used;
2. The sponsor and/or sub-recipient provided citizens with reasonable and timely access to local meetings, information, and records relating to the sponsor and/or sub-recipients' proposed and actual use of funds;
3. The sponsor and/or sub-recipient provided technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the sponsor;
4. The sponsor and/or sub-recipient provided public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development process,

including at minimum, the development of needs, the review of proposed activities, and the review of program performance. Public hearings shall only be held after adequate notice (7 days) of the times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped/disabled;

5. The sponsor and/or sub-recipient provided a timely written answer to written complaints and grievances, within 15 working days where practicable; and
6. The sponsor and/or sub-recipient identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. The sponsor and/or sub-recipient also identified how the needs of handicapped/disabled individuals will be met in the case of public hearings.

Lead Safe Housing Rule

Any project assisting an existing unit constructed prior to January 1, 1978, must demonstrate the ability to meet the Lead Safe Housing Rule, 24 CFR Part 35.

WCDA recognizes the following exemptions to the Lead Safe Housing Rule:

- Housing built on or after January 1, 1978 (when lead paint was banned for residential use)
- Housing exclusively for the elderly or persons with disabilities, unless a child under age 6 is expected to reside there for prolonged periods of time
- Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks
- Property that has been found to be free of lead-based paint by a certified inspector
- Property from which all lead-based paint has been removed, and clearance has been achieved
- Unoccupied housing that will remain vacant until it is demolished
- Non-residential property
- Any rehabilitation or housing improvement that does not disturb a painted surface.

Also, emergency repair actions, which are those needed to safeguard against imminent danger to human life, health or safety, or to protect property from further structural damage, are exempted.

Finally, the requirements do not apply to emergency housing assistance (such as for the homeless), unless the assistance lasts more than 100 days, in which case the rule does apply.

Additional information regarding the Lead Safe Housing Rule can be found on the HUD website at <http://www.nls.gov/offices/lead/enforcement/lshr.cfm>

D. ALLOCATION CRITERIA

The WCDA staff will be responsible for the initial ranking of the applications submitted. The final review and award will be made by the WCDA Board of Directors. WCDA reserves the right to reject or accept, in whole or in part, all applications. The staff also reserves the right to consider an alternative funding source should it be more appropriate for the project. Award will be based on the final ranking of the project and to the extent which funds are available. It is possible that a project may rank and not receive funding. In case of a tie, the project benefiting a higher percentage of low- and moderate-income persons and/or producing a higher number of housing units benefited will be given priority.

Additional restrictions may be placed on any project as a condition of award. Initial award of funds does not imply approval of all project activities, specific costs or proposed timelines. An award letter will specify the individual terms and conditions of award. Grants may be awarded in an amount less than originally requested. All CDBG recipients are expected to expend one hundred percent (100%) of all funds within twenty-four (24) months from the date of award or according to the timeline outlined in the application if sooner. The housing unit(s) must be completed or receive benefit and a qualified beneficiary must also occupy the housing unit within the twenty-four (24) month period.

The WCDA CDBG Neighborhood Development set aside requires that a minimum of 51% of the funds must benefit low- and moderate-income households as defined by HUD CDBG regulations. Infrastructure for the development of multi-family structures, rehabilitation of multi-family structures, acquisition activities for multi-family structures, rehabilitation of public facilities, and acquisition or new construction of public facilities must guarantee at least 51% of the housing units assisted must benefit to low- and moderate-income families as defined by the HUD CDBG regulations. Owner-occupied housing rehabilitation projects, homeownership assistance, acquisition activities for single family homes, and infrastructure for the development of single-family homes must guarantee 100% of the housing units assisted must benefit low- and moderate-income families as defined by the HUD CDBG regulations. Therefore, all projects will be considered as meeting the national objective of primarily benefiting low and moderate-income households.

All projects must demonstrate, at the time of application, that adequate funding is available to complete the project, that there is a direct, measurable benefit to low- and moderate-income residents, and that the end result of the project will be the production of or benefit to housing units. If a CDBG project is awarded funding contingent upon the sponsor and/or sub-recipient receiving funding from another source, the sponsor and/or sub-recipient will be given a specific time frame within which to secure the additional funding or risk the loss of the CDBG award. Applications with firm commitments of the other funding sources will rank higher. All sponsors must include a copy of the most recent audited financial statement for the City/Town/County. All sub-recipients must also include a copy of their most recent financial statement and, if a non-profit, documentation showing the organizations non-profit status.

All projects involving the use of real property are required to document that they have the enforceable right to use the real property. The documentation may include a deed, lease of not less than 20 years, easement or similar formal executed documentation.

MINIMUM THRESHOLD CRITERIA

The ranking of projects will be based on the completeness of the application and the supporting documentation for each of the requirements listed in paragraph (A) above. In order for an application to be considered by the WCDA Board, the application must be deemed complete in content and score a minimum of sixty (60) points. **A minimum of forty-five (45) points must come from the Program Assessment categories.**

Project Feasibility

Be prepared to describe in detail, a fully developed idea that addresses a very specific housing problem in a clear, well documented manner. Starting in a general view describe the housing needs of the community and how it affects low- and moderate-income households. Include information on the housing available in the marketplace and why the proposed project is the most appropriate action to address the problem. Is the proposed plan reasonable and feasible? Does the project make sense at this time? Identify all risk variables and indicate if they will be addressed by the project and how the variables not resolved by the project will be met. Include information about the appropriateness of the proposed location and the surrounding community. Also provide details describing possible environmental concerns, potential relocation, displacement, or lead-based paint issues and explain in detail how they will be addressed.

Timeliness is critical for the success of the CDBG program. Sponsors and sub-recipients, if any, are expected to maintain a strict timeline for starting and finishing all aspects of the grant within a two-year timeframe. Possible recapture of awarded funds could result if the project does not progress according to the approved timeline and will also be considered in the scoring of future applications.

CDBG requires that the rents charged or the cost of the resulting housing must be affordable and reasonable in relation to the current market. WCDA has chosen to utilize HOME rents as affordable rents under the CDBG Program, and these amounts are identified under Attachment "A" Current Year Summary. Additional points will be given to projects that offer rents below the levels identified as HOME rents in Attachment "A".

Specific items considered in the ranking of **project feasibility** include, but are not limited to;

- What are the goals and objectives of the project? How will they be measured?
- How was the project being presented developed and who was involved in the process?
- What is the long-term feasibility of the project?
- Are there other alternatives that have been considered?
- Is there anything innovative or creative about the project that would set it apart some similar proposals?
- Indicate appropriateness of the action, the priority of the action, and the benefit received by the low and moderate household upon completion of the project.
- Is there a special population being targeted by the proposed project?
- When will a low to moderate income person receive a benefit from the use of CDBG funds? Will it be immediate?
- Identify the rent charged or purchase price of the proposed housing must be affordable and reasonable given the current market. A breakdown, with details, listing the total rent

charged or the maximum purchase price of the housing unit. You need to guarantee a maximum price for all single-family homes.

- Provide information surrounding the site location, such as why was it selected, what is around it, what services are available, the general availability of land, cost of land in the community, the concentration of other low- and moderate-income persons in the area, or other issues as to why the site is appropriate, should all be described.
- The timeline should identify what action will be taken and when, start from the environmental review and end at the time of initial occupancy of the housing unit.
- For existing programs, the issue of whether past funding has been spent in a reasonable time and, if not, what has been done to correct the situation.
- The potential for relocation, displacement, lead-based paint, and environmental concerns should be addressed by all sponsor and/or sub-recipients. Please note that applications that do not address these concerns will be rejected as incomplete.

Need and Justification

Points will be awarded based upon the seriousness of need and urgency of the problem. A complete needs study is required and should include supporting documentation. Sponsors and/or sub-recipients should describe the relationship between documented needs and the proposed activities in specific measurable terms. Those applications benefiting the most low- and moderate-income persons for the dollars requested will rank higher in this category. Projects that guarantee more than the minimum 51% of the housing units produced will benefit to low- and moderate-income households will rank higher. Projects involving individual homeowner rehabilitation, infrastructure or site clearance to support single family home ownership must demonstrate their commitment to 100% of the housing units impacted will benefit low- and moderate-income persons.

The sponsor and/or sub-recipient will need to discuss other efforts initiated either successfully or not successfully for solving the problem. Has the sponsor and/or sub-recipient looked elsewhere or is this the first effort the sponsor and/or sub-recipient has made for funding? This section should address other similar projects that have been completed with other funding that provided a partial solution to the same problem.

Specific items considered in the ranking of **need and justification** include, but are limited to;

- Identify the housing needs of the community and how the needs were identified.
- Prove that the problem exists, identify the causes and possible solutions, assess how other organizations (if any) are addressing the problem, and state what remains to be done.
- The need for the proposed project must be supported by specific information contained within the application. The information presented must be relevant to the population served, such as special needs, elderly, etc.
- Providing statistics without any explanation does not prove that a problem exists. Explain what the numbers represent, put the information in context.
- The need for the specific type of housing proposed in the application, for example: single family homes, group homes, homeownership assistance, should be supported by the narrative.
- Identify who is affected by the problem.
- Explain how the proposed project will solve the need identified.
- Indicate the current status of the households the project anticipates assisting, such as where are they living now.

- The information regarding any waiting list(s) kept and the eligibility screening process should be included.
- Is there a public health and safety concern being addressed?

Benefit to Low- and Moderate-Income Persons

Specific items considered in the ranking of **benefit to low- and moderate-income persons** include:

- The impact to low- and moderate-income persons per CDBG dollar, i.e., CDBG dollars per housing unit produced/benefited should be clearly defined.
- The percentage of CDBG funding that will be targeted to low- and moderate-income persons should be clearly defined.
- The number of direct low- and moderate-income beneficiaries should be identified.
- What is the expected turnover rate for beneficiaries?

Project Cost

Sponsors and/or sub-recipients will be asked to describe how well their projects coordinate with other programs to solve their problem. Emphasis will be placed upon the leveraging of CDBG funds with other financial resources, including non-monetary sources, to achieve project objectives. Indicate if local governments, civic groups and/or service providers have been contacted to identify the potential need of the proposed project. If funding from other sources is part of the program, then the sponsor and/or sub-recipient must submit written commitments from those sources as well as a source and uses statement. If funding from other sources has been applied for and denied please include that information also. If previous CDBG application(s) have been attempted and denied, please explain what changes have been made since the previous application. Please provide a timeline for any funding that is pending.

Applications must be consistent with the State of Wyoming Consolidated Plan for Housing and Community Development. The fact that a sponsor and/or sub-recipient does not request the maximum administrative fee will contribute to a higher ranking in this category but is not considered equity in the project. The amount of the requested administrative fee should however be clearly identified in relation to the entire project budget.

Specific items considered in the ranking of **project cost** include, but are not limited to;

- The sources of all funding required to complete the proposed project should be identified.
- List the administrative fees requested and their anticipated use.
- All financial sources committed to the proposed project should be listed.
- The budget for the project and how was it established, what are the estimate sources. Make sure the budget includes the all expenses associated with implementing the project including materials, overhead, administrative costs, continued maintenance, etc. Include a narrative description to explain the budget.
- The financial position of the organization.
- Support letters and letters of commitment should be included whenever possible.

Community Support and Efforts

Specific items considered in the ranking of community support and efforts include, but are not limited to;

- The groups or organizations supporting the project should be listed.
- Any donations from the community should be listed.
- The level of the community/sponsor involvement should be explained, waiving fees, taxes, administration, etc.
- Support letters and letters of commitment should be included whenever possible.

Participant Experience

Briefly describe the sponsors and/or sub-recipient's history and accomplishments. Describe the activities currently being undertaken and programs being utilized. Include information regarding who is being served.

Sponsors and/or sub-recipients must demonstrate capacity to plan and administer the proposed project, manage the budget, maintain adequate financial records, maintain required project records, submit reports, and meet the proposed timetable for completion. Timeliness will be an important consideration in this category. Past performance will also be taken into consideration.

Management capacity is important for the success of the program. The sponsor and/or sub-recipient should carefully document their ability to administer the grant responsibilities. Please identify what specific responsibilities the sponsor and the sub-recipient will be accepting. A complete copy of the most recent audited financial statement for the City/Town/County must be included. The sub-recipient must also include a copy of their current financial statement.

Sponsors and sub-recipients must identify all individuals who will be working on the project, their previous experience with federal grants, and the past performance/outcome of any previous grant(s). For rehabilitation or public facilities please include a listing of all similar projects managed and their current status. Sponsors and sub-recipients must also include the names of board members, if applicable, and persons of interest.

Identify how the project fits within the primary mission of the sponsor and sub-recipient, if any.

Attending a CDBG training session or webinar approved by WCDA prior to the current application cycle is a ranking consideration in this category. Sponsors and sub-recipients must attend training each year of their WCDA CDBG grant to receive this consideration.

Sponsors and sub-recipients may also use training attendance as a way to build experience. Documentation of attendance must be included with the application. In order to receive credit for attendance the person who attends the training must be an integral part of the application process and/or administration of the program.

Equity is the sponsor or sub-recipients own funds being contributed to the project. Sponsors and sub-recipients will be ranked on whether or not they have any equity in this project. The CDBG funds relative to the total project budget will influence the ranking. The percentage of CDBG funds relative to the total project costs, including administrative expenses should be identified. Non-monetary equity will also be taken into consideration.

BONUS POINTS

- The sponsor/sub-recipient should indicate if they are willing to restrict the affordability of the project beyond the required 5 years.
- Projects that are willing to pay back all or a portion of the CDBG funding will receive additional points. The terms of the repayment should be clearly described.

APPLICATIONS MAY BE REJECTED FOR THE FOLLOWING REASONS:

- The application is for an ineligible use of CDBG funds or a non-housing related activity.
- The sponsor and/or sub-recipient have demonstrated unsatisfactory performance on or management of a previous grant, including but not limited to outstanding compliance or monitoring issues.
- The sponsor or sub-recipient is in violation of any material law, ordinance, statute, rule, regulation, franchise, certificate or permit to which it is subject.
- The sponsor or sub-recipient is in default with respect to any judgment, order, writ, injunction, decree or demand of any court, arbitrator or governmental body. All actions must be identified in the application.
- The sponsor and/or sub-recipient are not an eligible recipient for CDBG funds.
- The sponsor and/or sub-recipient have not demonstrated the capacity to carry out the proposed activity.
- Failure to identify the costs associated with, the potential for, or the specific means to be used to address: relocation, displacement, lead-based paint, asbestos removal, mold, and other environmental concerns.

For example: Sponsors and/or sub-recipients who are applying for funds for rehabilitation programs or projects or homebuyer assistance, must demonstrate to WCDA that the sponsor and/or sub-recipient and the community has the capacity to rehabilitate housing while complying with the Lead Based Paint Regulations 24 CFR Part 35. The sponsor and/or sub-recipient must provide a list of qualified lead service providers (Lead Inspectors, Risk Assessors and Abatement Contractors) within the local area that will enable the project to move forward under the regulations.

- The sponsor and/or sub-recipient have not followed the Citizen Participation Requirements listed above and in the application for funds including the two Public Hearings and Resolution from the sponsor.
- Failure to demonstrate housing benefit to low- and moderate-income households.
- Disturbance of the site or the area surrounding the site prior to receiving environmental clearance. This is a violation of 24 CFR Part 58.22.
- Acquisition has already taken place (no reimbursement of previously expended funds).
- The project has previously been assisted with CDBG funds and is currently fulfilling the affordability period requirement.
- An audited financial statement for the City/Town/County was not provided at the time of application.

Any application that does not demonstrate this capacity will be rejected.

E. ALLOCATION SCORING

WCDA will review all applications in each cycle for completeness and eligibility based on federal requirements and selection criteria. Proposed projects will be ranked based on the following criteria. Where an applicant’s Market Study differs from the current economic statistics available to WCDA, the project may be ranked using the most recent data available to WCDA. Although projects may rank, WCDA reserves the right to add requirements to address any concerns to the Initial Allocation Document, which it may have for the long-term viability of the project. Sufficient documentation must be included and applications must include a detailed written explanation of how and why the applicant feels the criteria has been met in order for points to be accurately assessed.

Points	Negative	Minimum	Maximum
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1)	Public Service- Utilities		45	
	a) Need			90
	b) Percentage of Low-Mod being served (+/- 60%)	-25		25
	c) Vacancy in Subsidized Projects			20
	d) Grant Payback			20
	e) First Time Applicant			5
SUB TOTAL PUBLIC SERVICE		-25	45	160

2)	CDBG-CV Public Service (And or)		45	
	a) Broadband Infrastructure Development & Maintenance			45

b) Emergency Payments for Utilities		45	
c) COVID-19 Temporary Housing Anti-Displacement		45	
d) Homeless, Youth, & Senior Center Operating Cost Reimbursement		45	
e) COVID-19 Vaccine Distribution (Municipal, County, and Tribal governments)		45	
f) All Other Qualified COVID-19 Public Services		45	
g) First Time Applicant		5	
SUB TOTAL QUALITY OF CONSTRUCTION		45	50*

* Please note Attachment B CDBG-CV amendment

3) Slum and Blight Prevention and/or Removal		45	
a) Proximity of Slum and Blight near Downtown	-10		50
b) Removal of Slum/Blight for Housing/mix use	-10		20
c) Proximity of Slum and Blight near schools			10
d) Percentage of Low-Mod being served (+/- 60%)	-20		20
e) First Time Applicant			5
SUB TOTAL SLUM AND BLIGHT PREV/REMOVAL	-40	45	105

4) Low-and Moderate-Income Housing rehab		45	
a) Percentage of Neighborhood Rehab (+/- 50%)	-10		20
b) Capital Improvement Budget +/-Percentage of Overall Budget -10			20
c) Low/Mod Persons w/ Disabilities served			10
d) Low/Mod Elderly Community served			10
e) Provides Local (Non-Federal) 5% grant match			10
f) First time Applicant			5
SUBTOTAL LOW MOD HOUSING REHAB	-20	45	75

5) Urgent Need		45	
a) Low-and Moderate-Income Neighborhood			40
b) Natural Disaster (i.e., flood, tornado, etc.)			15
c) Wind and/or Hail Storm			15
d) First time Applicant			5
SUBTOTAL URGENT NEED		45	75

All Applications regardless of 1-5 selection will also be subjected to number 6 and 7 criteria.

6) CDBG General Allocation Score (Mix and Match)		20	
a) 75% of grant goes to Low/Mod peoples	-10		20
b) 10%+ funds match with grant			20
c) First time Applicant			10
d) Program Income			10

7) Donations, Grants & Waived Fees			35
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TIE BREAKER

In the event of a tie, the projects will be awarded priority as follows:

1) Percentage of Low-Moderate-Income peoples being served
2) Rehabilitation Proposal
3) Slum and Blight removed downtown/ school zone
4) Urgent Need Addressed

F. MAXIMUM ALLOCATIONS

Maximum Grant Request

The maximum CDBG award to any one project is limited to \$500,000. The maximum CDBG-CV award to any one project is limited to \$750,000, inclusive of administrative fees (if any). WCDA will accept one CDBG and/or one CDBG-CV application per eligible sponsor (cities, towns or counties), for a total maximum of two applications per sponsor. Each CDBG and CDBG-CV project requires a separate application.

Any sponsor and/or sub-recipient seeking supplementary funding to complete a project that has already received a CDBG allocation will not be considered for funding. All awards may be made in an amount up to the requested amount (or maximum award), subject to documented need and funding availability. Any project that applies for and/or receives less than the full \$500,000 (CDBG) or \$750,000 (CDBG-CV) is not eligible to reapply for the difference, which would constitute submission of two applications for the same project. It is possible for the project to return a previously awarded amount and reapply for a higher dollar amount in a future application cycle provided work has not started on the project. Returning funds does not guarantee a future award. Projects may be awarded less than the amount requested.

CDBG-CV Administrative Expenses

Administrative expenses of up to ten percent (10%) of the total grant amount may be requested by each successful CDBG-CV sponsor and/or sub-recipient to assist in defraying the administrative expenses of the project. CDBG projects are not eligible for administrative expenses. All requests for administrative fees must be explained and documented in the budget. The project costs together with the administrative fee amount cannot exceed the CDBG-CV maximum award amount of \$750,000. All program income derived from CDBG-CV activities will be returned to WCDA for statewide re-allocation. Any funds re-allocated by WCDA will be made available during future competitive application periods. Administrative expenses must be drawn in proportion to project funds. A project will not be allowed to draw administrative expenses up front or before drawing project funds.

Matching Requirements

WCDA requires CDBG applicants to provide a minimum local match of five percent (5%) of the total grant amount requested, which must come from non-federal funding sources. Sponsors and/or sub-recipients must demonstrate that they have secured firm commitments for match funding sources. Projects with more than the minimum required match will rank higher under match/leveraging and community support/efforts.

Timely Expenditure of Funds

Timeliness refers to how quickly the Grantee is able to commit and expend grant funds. Since federal program budgets are tight all across the government and since there is a huge need for community development programs, it is vital that sponsors/sub-recipients make every effort to quickly use their funds and complete their projects.

In an effort to ensure timeliness, sponsors/sub-recipients will be expected to execute a Grant Agreement no later than six months after the date of award. All projects must be completed (including beneficiaries) no later than two years after the date of award. At the time of application projects should be ready to act immediately if approved.

Affordability Period

The project is required to remain affordable and it is required to operate under the original intent of the application for a period of not less than five (5) years from the date of the formal grant closeout. For Owner Occupied Rehabilitation and Homebuyer Assistance the housing unit must be owner occupied for a minimum of five (5) years. The affordability period of five (5) years is a federal requirement of the CDBG program and cannot be waived for any reason. Contact WCDA for specific guidance on structuring the affordability of project.

Projects that commit to an affordability period in excess of five (5) years will receive bonus points in the scoring.

An annual reporting of beneficiaries served by the project is required during the entire affordability period for all activities with the exception of Owner-Occupied Rehabilitation and Homebuyer Assistance.

Previous Sponsors/Sub-Recipients

A previous sponsor and/or sub-recipient of CDBG funds may not be eligible for an award of CDBG funds for a new project or for continuation of a currently funded program unless the existing grant is substantially complete and in good standing. To be considered substantially complete a minimum of 75% of the non-administrative funds must be expended and requested for reimbursement from WCDA. A project is not officially completed until the beneficiary data and closeout paperwork is received and approved by WCDA. Closeout paperwork is generally required no later than 60 days after completion. Previous sponsors and sub-recipients must demonstrate satisfactory performance in completing projects and in maintaining existing projects with either WCDA or WBC. A review of previous sponsor and sub-recipient performance will be completed during the ranking process. Any sponsor or sub-recipient with outstanding compliance issues is not eligible. All compliance issues must be corrected before an application will be accepted.

Sponsor and/or sub-recipient not keeping WCDA current on any existing grants or having prolonged gaps in communication when requested will be viewed as noncompliant and grant termination (including repayment of the CDBG funds) may result.

ATTACHMENT 'A'

2021 MOD CURRENT YEAR SUMMARY

AVAILABLE FUNDING:

Funding Source	Available/Uncommitted Balance	HUD Program Year (PY)
Community Development Block Grant (CDBG)	\$3,216,677	2020
Community Development Block Grant (CDBG)	\$3,657,587	2021
CDBG CARES Act Tranche 1 (CDBG CV-1)**	\$2,040,347	2020
CDBG CARES Act Tranche 2 (CDBG CV-2)**	\$1,444,327	2020
CDBG CARES Act Tranche 3 (CDBG CV-3)**	\$2,111,560	2020
Total Available Funding	\$12,470,498	

SET-ASIDE CATEGORIES:

Activity Category	Funding Cap
Public Services	\$5,141,460
Public Facilities and Infrastructure	\$5,018,943
Housing Activities (Special Populations New Construction, Acquisition and/or Rehabilitation, Homeowner Rehabilitation, Homebuyer Assistance)	\$1,096,521
Program Administration for Subgrantees (CDBG-CV ONLY)	\$727,510
Program Planning & Administration (State)	\$486,064
Total	\$12,470,498

APPLICATION CYCLE TIMELINE:

Task	Deadline(s)
Letter of Intent	August 30, 2021
Application Submittal	September 30, 2021
WCDA Board Funding Approval	January 26, 2022
Executed Agreements and Documents	March 31, 2022
Environmental Reviews Complete	April 29, 2022
Notice to Proceed	May 31, 2022

*All funding amounts and dates herein are subject to revision by WCDA.

**Applications for CDBG-CV must demonstrate a direct connection with planning for or responding to COVID-19 related needs.

Below is a summary that gives percentages of CDBG-CV administrative costs relative to your application. All CDBG-CV applications have a cap of \$500,000.00 meaning that of that \$500,000.00 only 13% can be used for the applicant's administrative costs. The remaining 7% is retained by WCDA for state-level administration and planning.

Eligible State CDBG-CV Administrative Costs

- Elimination of state administrative match
 - 20% cap on planning and administration activities
 - 7% State general administration and technical assistance
 - 5% General administration
 - 2% Technical assistance
 - 13% available to units of local government for general administration and technical assistance
-

For questions regarding admin fees please contact WCDA.

WYOMING 2021 Low- to Moderate-Income Limits

*Low is 50% median income & Moderate is 80% median income

County		1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Albany	Moderate	45400	51850	58350	64800	70000	75200	80400	85500
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Big Horn	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Campbell	Moderate	50650	57850	65100	72300	78100	83900	89700	95450
	Low	31650	36200	40700	45200	48850	52450	56050	59700
Carbon	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Converse	Moderate	47550	54350	61150	67900	73350	78800	84200	89650
	Low	29750	34000	38250	42450	45850	49250	52650	56050
Crook	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Fremont	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Goshen	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Hot Springs	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Johnson	Moderate	46850	53550	60250	66900	72300	77650	83000	88350
	Low	29300	33450	37650	41800	45150	48500	51850	55200
Lincoln	Moderate	46500	53150	59800	66400	71750	77050	82350	87650
	Low	29050	33200	37350	41500	44850	48150	51500	54800
Niobrara	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Park	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Very Low	28350	32400	36450	40500	43750	47000	50250	53500
Platte	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Sheridan	Moderate	45450	51950	58450	64900	70100	75300	80500	85700

Wyoming Community Development Authority

2021 CDBG Method of Distribution
Attachment 'A'

	Low	28400	32450	36500	40550	43800	47050	50300	53550
Sublette	Moderate	52300	59750	67200	74650	80650	86600	92600	98550
	Low	32700	37350	42000	46650	50400	54150	57850	61600
Sweetwater	Moderate	49700	56800	63900	70950	76650	82350	88000	93700
	Low	31050	35500	39950	44350	47900	51450	55000	58550
Teton	Moderate	55950	63950	71950	79900	86300	92700	99100	105500
	Low	40500	46250	52050	57800	62450	67050	71700	76300
Uinta	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Washakie	Moderate	45400	51850	58350	64800	70000	75200	80400	85550
	Low	28350	32400	36450	40500	43750	47000	50250	53500
Weston	Moderate	45550	52050	58550	65050	70300	75500	80700	85900
	Low	28500	32550	36600	40650	43950	47200	50450	53700

Attachment B

Wyoming Community Development Authority CDBG-CV Amendment

Eligible Uses:

Below in no particular order are the popular and most used (but not limited to) topics for CDBG-CV applications.

USING CDBG-CV TO SUPPORT BROADBAND ACCESS:

Broadband related activities can be part of a grantee's overall strategy to prevent, prepare for or respond to the coronavirus using CDBG-CV resources from the CARES Act. This guide will provide an overview of the potential uses of CDBG-CV for broadband access under the criteria for eligible activities and national objectives in the CDBG regulations at 24 CFR 570, as well as Federal Register Notice FR 6218-N-01, which describes the program rules, statutory and regulatory waivers, and alternative requirements applicable to CDBG-CV funds and to annual formula CDBG grants awarded in fiscal years 2019 and 2020.

The CARES Act requires grantees to ensure that there are adequate procedures in place to prevent any Duplication of Benefits. The Duplication of Benefits requirement applies to all CDBG-CV funds and 2019 and 2020 State CDBG funds used to prevent, prepare for, and respond to coronavirus.

Grantees should gather information about all other resources, including other CARES Act assistance, to help determine potential risks of duplication and to target CDBG-CV resources where there are existing gaps or areas of unmet need.

States and localities should also consider the Consolidated Plan criteria outlined in Federal Register Notice FR 5891-F-02: "Modernizing HUD's Consolidated Planning Process to Narrow the Digital Divide and Increase Resilience to Natural Hazards." This rule requires States and local governments to consult with public and private organizations, including broadband internet service providers, and organizations engaged in narrowing the digital divide (e.g., schools, [2] digital literacy organizations), and to encourage the participation of these entities in implementing relevant components of the plan. The rule also requires each jurisdiction to describe the broadband needs in housing occupied by low- and moderate-income households including broadband wiring, service, and competition by broadband ISPs.

ELIGIBILITY OF CDBG-CV ACTIVITIES TO SUPPORT BROADBAND ACCESS:

CDBG-CV funds can be used to enhance broadband access in many ways, including but not limited to, infrastructure development, installation of wired and wireless connections, hardware and software purchases, construction of computer rooms for after-school programs that also incorporate appropriate health and safety precautions, training and digital literacy classes, and economic development assistance to businesses.

CDBG-CV grantees should fully examine the scope of their activities to ensure that they are both an eligible activity and are able to demonstrate compliance with the appropriate national objective. Grantees should

maintain adequate documentation of their determination for each assisted activity. In some cases, grantees may also want to consider the costs and benefits of providing CDBG-CV funds for broadband assistance. The costs of installing broadband infrastructure will vary within different geographic areas. Jurisdictions with a strong broadband infrastructure may reduce the cost of a CDBG-CV supported activity. Wireless broadband assistance involves equipment that could vary greatly by the design and size of the project, and the cost per unit.

Broadband Infrastructure

CDBG funds may be used to install wiring, fiber optic cables, and permanently affixed equipment such as receivers for areas to receive broadband access. The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, including infrastructure improvements, are eligible under 24 CFR 570.201(c) and 42 USC 5305(a)(2). The acquisition, construction, reconstruction, rehabilitation, or installation of distribution lines and facilities of privately-owned utilities, which includes the placing underground of new or existing distribution facilities and lines, are eligible under 24 CFR 570.201(l) and 42 USC 5305(a)(4).

When using CDBG-CV funds for broadband infrastructure, grantees should consider operating and maintenance costs in addition to the costs of installation when deciding which form of broadband infrastructure to install.

Emergency Payments

CDBG funds may be used to make "emergency payments" for items such as rent and utilities - including Internet service - for up to three consecutive months (24 CFR 570.207(b)(4)). By waiver, HUD has extended the emergency payments to a six-month period (six consecutive months beginning at the time assistance is first provided) when using CDBG-CV funds and grant year 2019 and 2020 formula CDBG funds to prevent, prepare for, or respond to coronavirus.

As detailed in the March 30, 2021 CDBG-CV Q&A on "Arrearages Subsistence-Type Payments," the emergency payments period begins when the payment is made, not when the individual's or family's arrearage began. If an individual or family is one or more months in arrears, a grantee may cover some or all the amount in arrears within the first month of assistance and continue through the applicable consecutive period of assistance. Emergency [3] payments for Internet service must be made directly to the ISP on behalf of the low-and moderate-income household. Payments may be made to a utility owned by the grantee, with some limitations. Grantees can also view the following Q and A for more information:

<https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-CV-Q-and-A-on-Public-Utilities.pdf>.

Housing Activities

HUD defines broadband infrastructure for housing as, "cables, fiber optics, wiring, or other permanent (integral to the structure) infrastructure—including wireless infrastructure—as long as the installation results in broadband infrastructure in each dwelling unit meeting the Federal Communications Commission's (FCC's) definition in effect at the time the pre-construction estimates are generated."

Housing activities that improve broadband infrastructure provides access to high-speed Internet to lower income tenants, whether they choose to or can afford to use the service or not. Enhancing broadband

access also allows non-profit and other public social agencies that provide free or reduced-cost Internet service to assist eligible tenants more easily. CDBG-CV funds may be used for the rehabilitation of single and multi-unit housing privately owned buildings for residential purposes and non-profit owned, non-residential buildings and improvements not eligible under 24 CFR 570.202(a) and 42 USC 5305(a)(2), provided the grantee is able to document how such rehabilitation prevents, prepares for, or responds to coronavirus. The regulation at 24 CFR 570.202(g) requires installation of broadband infrastructure in a building with more than four rental units if it is substantially rehabilitated as defined by 24 CFR 5.100. This includes the labor, materials, and other costs of installation that allows tenants to receive broadband access.

New housing construction that is carried out by a qualified Community Based Development Organization under 24 CFR 570.204(a) and 42 USC 5305(a)(15) may also include the installation of wiring, fiber optic cables, and equipment that allows tenants to receive access to broadband.

Public Services

Federal Register Notice FR 6218-N-01 waived the 15% cap for CDBG-CV, and for 2019 and 2020 CDBG Public Service activities that prevent, prepare for, or respond to coronavirus.

Grantees may use CDBG-CV funds for public service activities under 24 CFR 570.201(e) and 42 USC 5305(a)(2), such as digital literacy classes, technical training, after-school programs, telehealth services and other digital programs and services that expand the knowledge and use [4] of Internet products, services, and resources by low-and-moderate income households. The purchase of equipment or other personal property that is not an integral structural fixture is also eligible when such items are necessary to carry out a public service. Grantees should follow the equipment management and disposition requirements at 2 CFR 200.310, 200.313 and 200.316. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to HUD.

An example of a CDBG-CV supported public service is the purchase of laptops and hotspots to be provided for use by children from low-and-moderate income families so that these children may access virtual classes provided by schools. At the end of the school year, the grantee can determine the appropriate disposition of equipment under \$5000 in value. For example, a grantee could collect the laptops and hotspots and provide them again for use by children if social distancing requirements remain in place or recur, and schools are providing virtual instruction.

DUPLICATION OF BENEFITS

The CARES Act requires grantees to ensure that there are adequate procedures in place to prevent any Duplication of Benefits as described in the chart below. The Duplication of Benefits requirement applies to all state CDBG-CV funds and 2019 and 2020 state CDBG funds used to prevent, prepare for, and respond to coronavirus. Grantees should also expand DOB procedures to prevent and check for duplication of benefit when other annual formula CDBG funds are also used to address Presidentially declared disasters such as coronavirus. Grantees should gather information about all other resources, including other CARES Act assistance, to help determine potential risks of duplication. Target CDBG-CV resources where there are existing gaps or areas of unmet need.

WHAT IS DOB?	GRANTEE RESPONSIBILITIES	RECOMMENDATIONS
<p>Duplication of Benefits (DOB) occurs when assistance from multiple sources is provided to a person/entity and total amount of financial assistance exceeds the total need for assistance.</p>	<p>Develop and maintain adequate procedures to prevent a duplication of benefits that address (individually or collectively) each activity or program</p> <p>Procedures must include:</p> <ul style="list-style-type: none"> - A requirement that persons/entities receiving CDBG-CV or applicable FY 19/20 assistance must repay duplicative assistance - A method to assess whether CDBG-CV or applicable FY 19/20 funds will duplicate financial assistance already received or likely to be received by evaluating need and available resources 	<p>Maintain documentation of other CARES Act assistance, including eligible activities and availability of assistance to determine risk of duplication</p> <p>Use CDBG-CV to address unmet needs or provide unduplicated assistance, with special attention to needs of low- and moderate-income persons</p> <p>Expand DOB procedures to prevent and check for duplication of benefit when other annual formula CDBG funds are also used to address Presidentially-declared disasters such as coronavirus.</p>

INCREASE IN ADMINISTRATIVE CAP AND MATCH WAIVER

The Federal Register Notice waives the administrative match requirement for state CDBG-CV grantees to expedite program delivery. The Notice also establishes the 20 percent cap for planning, management, and administrative costs. The maximum amount for state general administration is increased to 5% and technical assistance to 2%. The remaining amount (possibly 13%) may be made available to UGLGs for planning and administration.

ALTERNATIVE RECORDKEEPING AND PROCUREMENT REQUIREMENTS

The Federal Register Notice waives the recordkeeping requirements in the CDBG regulations when states carry out activities directly. States that choose to use the waiver must establish and maintain records as necessary to facilitate review and audit by HUD of CDBG-CV program delivery. As described in the notice, the content of records maintained by the state for direct administration must be sufficient to:

- Enable HUD to determine if states are following the CDBG program laws and regulations;
- To make compliance determinations for activities carried out directly; and,
- To show how activities funded are consistent with the descriptions of activities proposed for funding in the CDBG-CV application States acting directly may also adopt state-wide procurement policies and pass those requirements on to other state agencies that administer CDBG-CV funds, as long as the requirements are based on full and open competition and meet the requirements in the CDBG regulations at 570.489(g).

MODELS FOR IMPLEMENTATION

States will need to consider the level of coordination needed with entitlement communities, tribes and potential subrecipients as they consider the waivers and alternative requirements available to them. HUD does not prescribe models for states to follow in implementing their program. Possible scenarios to consider include the Pass-through Model used for the state CDBG program and the Direct Administration Model which is similar to the Entitlement Communities program. Under the Pass-through Model, a state would receive its award of CDBG-CV funds and distribute that funding to a set of UGLGs according

specified method of distribution.

Like the state CDBG program the State would not directly carry out CDBG-CV funded activities statewide; Rather, UGLGs to which funds are passed would separately administer local programs with the option of engaging subrecipients.

The Direct Administration Model would require that the state specify a different method of distribution from that used for the state CDBG program, specifically: The State must specify what activities it will directly administer; and likewise, the state must explain how it will carry out those activities (particularly those that will occur without the involvement of UGLGs).

This model could include engaging additional state agencies to directly administer the CDBG-CV program or designating subrecipients to carry out activities statewide on behalf of the state, as well as enabling UGLGs that receive funding to carry out activities, including use of local subrecipients.

CDBG-CV WAIVERS AND ALTERNATIVE REQUIREMENTS AND STATE SPECIFIC WAIVERS AND ALTERNATIVE REQUIREMENTS

On August 7, 2020, HUD published Federal Register Notice FR 6218-N-01. The Notice describes the program rules, statutory and regulatory waivers, and alternative requirements applicable to CDBG-CV funds and to annual formula CDBG grants awarded in fiscal years 2019 and 2020.

This includes modifications and clarifications to national objectives, changes to eligible activities, and CDBG-CV specific program requirements. The table to the right provides an overview of most of the flexibilities included in the CDBG-CV notice that apply to all CDBG-CV grantees.

ELIGIBLE ACTIVITIES	NATIONAL OBJECTIVES	OTHER PROGRAM REQUIREMENTS
<p>All CDBG-CV activities must prevent, prepare for, and respond to coronavirus.</p> <p><u>Public Services</u></p> <p>The 15% cap is waived for CDBG-CV, 2019 and 2020 CDBG Public Service activities that prevent, prepare for, or respond to coronavirus.</p> <p>CDBG-CV funds may be used to make "Emergency Payments" for items such as food, clothing rent, mortgage and utilities for up to six consecutive months</p> <p><u>Economic Development</u></p> <p>Underwriting standards must be applied to special economic development activities</p> <p>The Aggregate Public Benefit Test is eliminated for economic development activities</p> <p>The Individual Public Benefit Standard for economic development activities is modified as follows:</p> <ul style="list-style-type: none"> - One full-time equivalent job per \$85,000 of CDBG used; - One LMI person per \$1,700 of CDBG funds used in qualified area; or - Assistance was due to business disruption related to coronavirus <p>Grantees may assist an E.D. project through for-profit and non-profit entities that pass funds through a financing mechanism (e.g. Opportunity Funds or New Markets Tax Credits)</p> <p>CDBG-CV funds can support payments on Section 108 notes for activities that prevent, prepare for, and respond to coronavirus.</p>	<p><u>Urgent Need documentation:</u></p> <p>The same documentation that is used to demonstrate that the CDBG-CV activity prevents, prepares for, or responds to coronavirus may be used to support URG criteria for an activity that:</p> <ul style="list-style-type: none"> - "alleviates existing conditions" and that grantee is: - "unable to finance" activity on its own. (DOB documentation also supports this criteria.) <p>"serious and immediate threat" criteria can be documented via federal, state or local emergency declarations</p> <p><u>LMI job location assumptions:</u></p> <p>The poverty rate to presume LMI benefit for job creation/retention in qualified census tracts with a central business district is reduced to 20%</p> <p><u>Job creation/retention records:</u></p> <ul style="list-style-type: none"> - Document that the individual beneficiary's income is considered LMI for a one-person family - Document that the type of job and annual wage/salary for that job is equal to or less than the LMI income limit for a one-person family <p>Note: The 70% overall benefit to low and moderate (LMI) income persons applies to CDBG-CV and is calculated as a percentage of the grantee's total CDBG-CV allocation</p>	<p>Pre-award costs for eligible CDBG-CV activities are allowable back to 1/21/20. Subrecipient costs can be included at grantee's discretion</p> <p>Program income earned with CDBG-CV funds is treated as annual formula CDBG program income</p> <p>CDBG-CV funds have a 6-year period of performance (POP).</p> <p>80% of CDBG-CV funds must be spent by the end of third year of the POP</p> <p>Timeliness: State CDBG-CV funds are Not subject to the requirement to make awards within 15-months.</p> <p>20% Administrative and Planning Cap for all CDBG-CV Grantees, including the State and funded UGLGs. State grantees may only use up to 5 percent for Administrative Costs and up to 2 percent for providing Technical Assistance.</p> <p>2 CFR 200 applicability has not changed.</p> <p>Environmental review requirements are unchanged for CDBG-CV</p> <p>IDIS now includes the PR28 Grant Financial Summary which will be used for the CDBG-CV funds. Additional Financial Statement and CAPER reporting instructions are forthcoming.</p>

Useful Resources:

Federal Register Notice FR 5890-F-02 – “Narrowing the Digital Divide Through Installation of Broadband Infrastructure in HUD-Funded New Construction and Substantial Rehabilitation of Multifamily Rental Housing.”

Broadband Map: <https://broadbandmap.fcc.gov/#/>

ConnectHOME Playbook <https://connecthome.hud.gov/playbook>

FCC Initiative Bridging the Digital Divide for All Americans <https://www.fcc.gov/about-fcc/fcc-initiatives/bridging-digital-divide-all-americans>

CDBG-CV Federal Register Notice <https://www.hud.gov/sites/dfiles/CPD/documents/FR-6218-N-01-CDBG-CV-clean-8-7-20-header-for-posting.pdf>

CDBG-CV Resources

https://www.hud.gov/program_offices/comm_planning/cdbg_programs_covid-19

<https://www.hudexchange.info/programs/cdbg-cv/> UPCOMING WEBINARS TOOLS AND GUIDES

Attachment C

EXAMPLES OF PUBLIC HEARING NOTICES

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING NOTICE

(Insert Name - CITY, TOWN, COUNTY) will hold a public hearing for the community's 2021 Community Development Block Grant (CDBG) activities, with proposed funding made available from Wyoming Community Development Authority (WCDA) Neighborhood Development Program. The public hearing will be held:

Date and Time: **(Must be at least SEVEN days after the date of publication)**
Place: **(Location of the meeting)**

The purpose of the public hearing is to solicit public view, comments, and recommendations for potential sponsorship of a grant application for WCDA's CDBG-funded Neighborhood Development Program.

The Wyoming Community Development Authority will accept applications until **(insert date)** at 5 p.m. WCDA expects to have approximately **\$(insert funding amount)** available for housing related activities within the State of Wyoming. The maximum CDBG funding available to any one project is \$500,000. Eligible activities include acquisition, homeownership assistance, rehabilitation, publicly owned infrastructure, clearance of sites, new construction of some public facilities, and planning only activities. All activities must result in a direct housing benefit to low (60% of HUD's AMI) and moderate (80% of HUD's AMI) income persons.

Interested persons are invited to attend, participate in the process, comment on the program, and present potential applications seeking support. Comments may be submitted in writing prior to the meeting. Send comments to **(insert contact information)**.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify **(insert contact information)** at least three days prior to the hearing to be attended.

The Program Description and Application for the CDBG-funded Neighborhood Development Activities may be obtained by contacting WCDA at 155 North Beech Street or at www.wyomingcda.com.

Publication Date: **(Must be at least SEVEN days prior to but not including the date of the public hearing)**

² Revise accordingly for CDBG-CV Projects.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
SECOND PUBLIC HEARING NOTICE**

(Insert Name - CITY, TOWN, COUNTY) will hold a public hearing to discuss the proposed grant application(s) for the 2008 Community Development Block Grant (CDBG) Program available from the Wyoming Community Development Authority (WCDA). The public hearing will be held:

Date and Time: **(Must be at least SEVEN days after the date of publication)**

Place: **(Location of the meeting)**

Proposed Projects: (Include project name and brief description)

The purpose of the public hearing is to solicit public view, comments, and recommendations for potential sponsorship of a grant application for the WCDA's Housing Activities Portion of the CDBG Program.

The Wyoming Community Development Authority will accept applications until **(insert date)** at 5 p.m. WCDA expects to have approximately **\$(insert funding amount)** available for housing related activities within the State of Wyoming. The maximum CDBG funding available to any one project is \$500,000. Eligible activities include acquisition, homeownership assistance, rehabilitation, publicly owned infrastructure, clearance of sites, new construction of some public facilities, and planning only activities. All activities must result in a direct housing benefit to low (60% of HUD's AMI) and moderate (80% of HUD's AMI) income persons.

Interested persons are invited to attend, participate in the process, comment on the program, and present potential applications seeking support. Comments may be submitted in writing prior to the meeting. Send comments to **(insert contact information)**.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify **(insert contact information)** at least three days prior to the hearing to be attended.

The Program Description and Application for the CDBG Program for Housing Activities may be obtained by contacting WCDA at 155 North Beech Street or at www.wyomingcda.com.

Publication Date: **(Must be at least SEVEN days prior to but not including the date of the public hearing)**

³ Revise accordingly for CDBG-CV Projects.

Contact Information

John R. Batey, AICP

Director of Housing & Neighborhood Development
Wyoming Community Development Authority
batey@wyomingcda.com
307.233.0029 (OFFICE/DIRECT)
307.262.0062 (Cell)
307.266.5414 (Fax)

Michael W. D. Bland

Neighborhood Development Officer
Wyoming Community Development Authority
bland@wyomingcda.com
307.233.0026 (OFFICE)
307.277.1605 (DIRECT)
307.266.5414 (Fax)
***For Allocations please contact Michael**

Kaycee L. Hurless

Neighborhood Project Specialist I
Wyoming Community Development Authority
hurless@wyomingcda.com
307.233.0031 (OFFICE)
307.266.5414 (Fax)
***For Environmental Reviews please contact Kaycee**

August 25, 2021

MEMO TO: J. Carter Napier, City Manager

JB for JCN

FROM: Liz Becher, Community Development Director

LB

SUBJECT: Establishing November 2, 2021 as the date of the Public Hearing for Consideration of a Resolution certifying Annexation compliance with Title 15, Chapter 1, Article 4 of the Wyoming State Statutes to determine if the Annexation of Tract 31, Dowler No. 3 Subdivision complies with W.S. §15-1-402.

Meeting Type & Date:

Regular Council Meeting, September 7, 2021.

Action Type:

Minute action, establishing date of public hearing for November 2, 2021.

Recommendation:

That Council, by minute action, establish November 2, 2021 as the date of the public hearing for consideration of a Resolution to determine if the Annexation of Tract 31, Dowler No. 3 Subdivision complies with W.S. §15-1-402.

Summary:

Pursuant to the Wyoming State Statutes pertaining to annexations, as amended, Council must find that any annexation complies with certain conditions related to the suitability and feasibility of the annexation. In addition, the Council must also accept an annexation report prepared to outline the costs and benefits of the annexation to the City and to the future owners of the property to be annexed.

Application has been made for the annexation of two (2) acres, more or less, located at 5051 Link Drive. The impetus for the annexation is a request by the property owner for City utilities. Per City policy, the provision of City utilities triggers a mandatory annexation, if the property is legally eligible. The property is contiguous with the current municipal boundary on both the east and south, and thus, eligible for annexation.

The property has frontage on two (2) public right-of-ways, Magnolia Street and Link Drive. Both streets are currently undeveloped, dirt roads. There are no plans, at this time to construct Link Drive or Magnolia Street to City standards; however, staff has included a recommended condition of approval that if included, will require the applicants to participate in the cost of constructing standard City streets when a Local Assessment or Improvement District is formed. The area is located within the City of Casper's Urban Growth Boundary, and is therefore, appropriate for annexation, and the provision of City services.

A notice of public hearing will be published in the Casper Star-Tribune advertising the City Council public hearing, pursuant to State law. All public hearings are also advertised on the City's website (casperwy.gov).

Financial Considerations:

Not Applicable

Oversight/Project Responsibility:

The Community Development Department (Planning Division) is responsible for processing annexation applications.

Attachments:

Location Map

5051 Link Drive



August 31, 2021

MEMO TO: J. Carter Napier, City Manager *SB for JCN*
FROM: Pete Meyers, Management Analyst *PM*
SUBJECT: Establishing December 21, 2021, as the Public is Hearing Date for the
Disposition of City Owned Property on Beverly Street

Meeting Type & Date

Regular Council Meeting
September 7, 2021

Action type

Minute Action

Recommendation

That Council, by minute action, establish December 21, 2021 as the date of public hearing for the disposition of City-owned property that is generally located near the southwest corner of South Beverly Street and East 4th Street.

Summary

The Natrona County School District has expressed a desire to build additional tennis courts on land that is currently owned by the City. The site is on the eastern end of Highland Park. The School District is proposing to have the City deed the four existing Highland Park tennis courts to the School District, along with a portion of the land, the Beverly Street tennis court parking lot, and the nearby covered seating facility. The School District would then repair or rebuild the existing courts, build an additional six tennis courts, and make related improvements including installing bathroom facilities, thereby creating a more comprehensive tennis facility. Under the proposal, all of the courts would be available to the general public when not in use for school activities.

Wyoming Statute 15-1-112 allows cities to deed property to another subdivision of the State, following a public hearing. Therefore, a public hearing will be needed in order for this project to proceed.

Financial Considerations

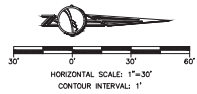
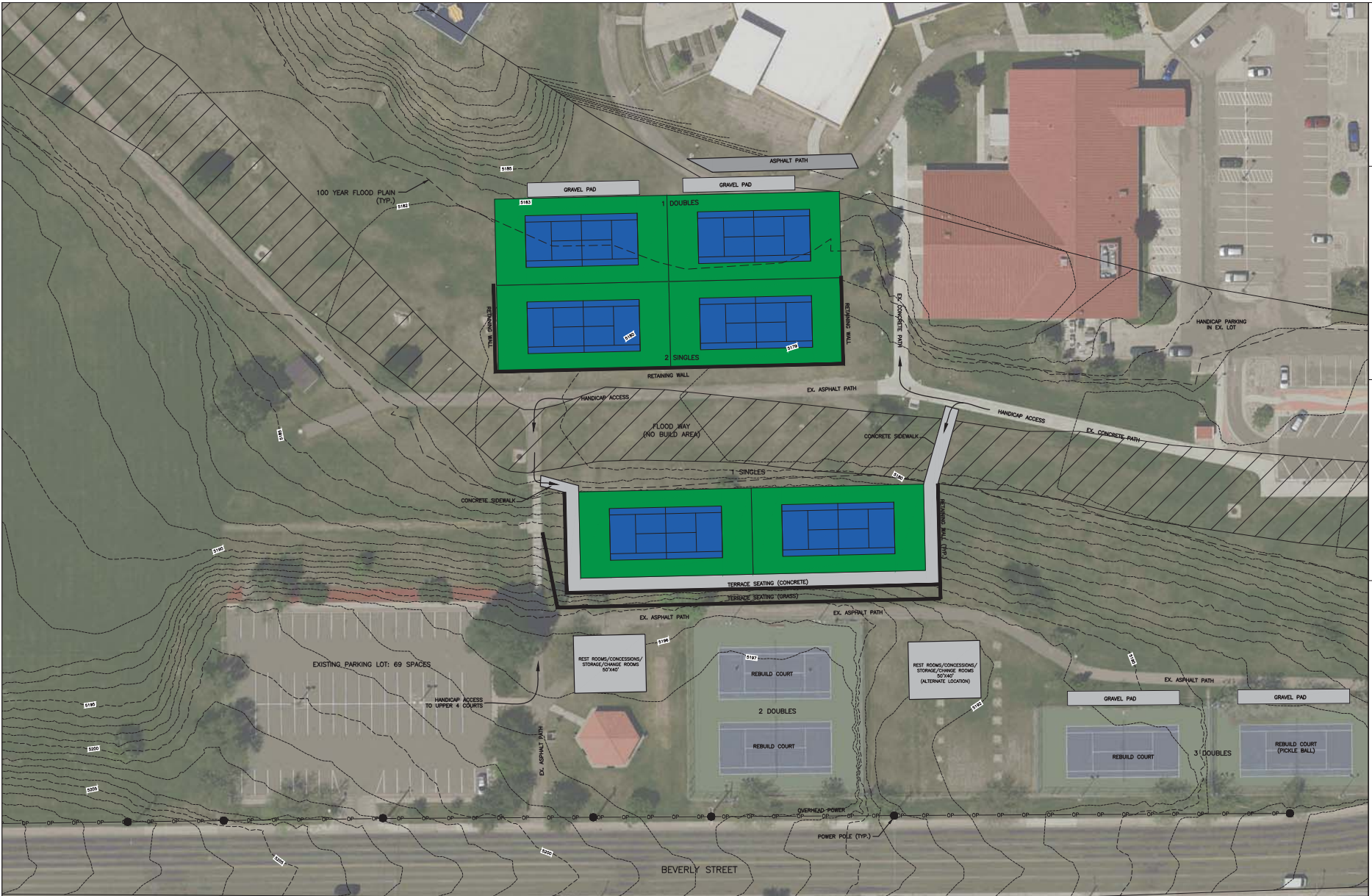
None

Oversight/Project Responsibility

Andrew Beamer, Public Services Director

Attachments

DRAFT Site Map



W.O. No.: 17253
 Drawn By: JLM
 Check By: JRD
 Acad File: NSD-HIGHLAND PARK TENNIS COURTS-ALT F.dwg
 FOR: NATRONA COUNTY SCHOOL DISTRICT NO. 1
 970 N. GLENN ROAD
 CASPER, WY 82601

REVISIONS

HIGHLAND PARK TENNIS FACILITY
 CONCEPTUAL SITE F

SHEET NO.
 1 OF 1
 DATE:
 8/10/21

August 12, 2021

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

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk
Carla Mills-Laatsch, Licensing Specialist *CMZ*

SUBJECT: Public Hearing for Transfer of Retail Liquor License No. 11 From JJBB, LLC d/b/a Partytime Liquor, Located at 1335 South McKinley to Hayden and Loflin, Inc., d/b/a Local Liquor and Lounge, Located at 4120 Centennial Hills Suite 200.

Meeting Type & Date
Regular Council Meeting
September 7, 2021

Action type
Public Hearing
Minute Action

Recommendation
That Council, by minute action, consider the application for a transfer of ownership and location for retail liquor license no. 11 from JJBB, LLC d/b/a Partytime Liquor, located at 1335 South McKinley to Hayden and Loflin, Inc., d/b/a Local Liquor and Lounge, located at 4120 Centennial Hills Suite 200.

Summary
An application has been received requesting a transfer of ownership and location for retail liquor license no. 11 from JJBB, LLC d/b/a Partytime Liquor, located at 1335 South McKinley to Hayden and Loflin, Inc., d/b/a Local Liquor and Lounge, located at 4120 Centennial Hills Suite 200.

If approved, this license will remain at the current location of 1335 South McKinley until October 1, 2021, at that time it will transfer to the new building. It's anticipated the new building will be ready for occupation on this date.

This applicant plans to open a liquor store and lounge with minimal seating. They will host wine and whiskey tastings and provide limited food options.

Jon Boulanger currently has 100% of the membership interest in JJBB, LLC d/b/a Partytime Liquor and Hayden and Loflin, Inc. d/b/a Local Liquor and Lounge.

As required by Municipal Code 05.08.080, a notice was published in a local newspaper once a week for two consecutive weeks. As required by State Statute 12-4-104(a) it is being advertised on the City's website (www.casperwy.gov).

Financial Considerations

City will receive \$100 if this license is approved.

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist

Attachments

Copy of Application

Affidavit of Website Publication

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY	
Customer #:	_____
Trf from:	_____
Reviewer:	Initials _____ Date _____
Agent:	_____ / _____ / _____
Chief:	_____ / _____ / _____

To be completed by City/County Clerk

Local License #: Retail II

License Fees: Annual Fee: \$ 1500.00
 Prorated Fee: \$ _____
 Transfer Fee: \$ 100.00
 Publishing Fee: \$ _____

Date filed with clerk: 07/21/2021
 Advertising Dates: (2 Weeks) 8/18/2021 & 8/22/2021
 Hearing Date: 09/07/2021

Publishing Fee Direct Billed to Applicant:

License Term: 10/01/2021 Through 03/31/2022
Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: Hayden and Loftis Inc

Trade/Business Name (dba): Newname (Local Liquor + Lounge)

Building to be licensed/Building Address: 4120 Centennial Hills St. 200
Number & Street

Local Mailing Address: Casper WY 82609 Natrona
City State Zip County
2080 Preserve Cir #102
Number & Street or P.O. Box
Casper WY 82609
City State Zip

Local Business Telephone Number: (307) 235-1050 Fax Number: () _____

Business E-Mail Address: JonBoulangere@cloud.com

FILING FOR <input type="checkbox"/> NEW LICENSE <input checked="" type="checkbox"/> TRANSFER OF LOCATION	FILING IN (CHOOSE ONLY ONE) <input checked="" type="checkbox"/> CITY OF: <u>Casper</u> <input type="checkbox"/> COUNTY OF: _____	FILING AS (CHOOSE ONLY ONE) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LP/LLP <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> LTD PARTNERSHIP <input type="checkbox"/> ORGANIZATION <input type="checkbox"/> OTHER _____
<input checked="" type="checkbox"/> TRANSFER OWNERSHIP <input type="checkbox"/> ASSIGNMENT LETTER ATTACHED FORMERLY HELD BY: <u>JJBB LLC</u>		

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

<input type="checkbox"/> RETAIL LIQUOR LICENSE ON-PREMISE ONLY (BAR) <input type="checkbox"/> OFF-PREMISE ONLY (PACKAGE STORE) <input checked="" type="checkbox"/> COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)	<input type="checkbox"/> RESTAURANT LIQUOR LICENSE <input type="checkbox"/> RESORT LIQUOR LICENSE <input type="checkbox"/> BAR AND GRILL LIMITED RETAIL (CLUB) <input type="checkbox"/> VETERANS CLUB <input type="checkbox"/> FRATERNAL CLUB <input type="checkbox"/> GOLF CLUB <input type="checkbox"/> SOCIAL CLUB	<input type="checkbox"/> MICROBREWERY <input type="checkbox"/> WINERY <input type="checkbox"/> DISTILLERY SATELLITE <input type="checkbox"/> WINERY SATELLITE <input type="checkbox"/> COUNTY RETAIL/SPECIAL MALT BEVERAGE PERMIT
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SPECIAL DESIGNATIONS

CONVENTION FACILITY GOLF CLUB RESORT
 CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM GUEST RANCH

To Assist the Liquor Division with scheduling inspections: **OPERATIONAL STATUS**

FULL TIME (e.g. Jan through Dec) (specify months of operation) from Jan 1 to Dec. 31

SEASONAL/PART-TIME DAYS OF WEEK (e.g. Mon through Sat) from Monday to Sunday

NON-OPERATIONAL/PARKED HOURS OF OPERATION (e.g. 10a - 2a) from 9:00am to 10:00 PM

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 4

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103(a)(iii)

- (a) **OWN** the licensed building? 3 (own)
 - (b) **LEASE** the licensed building? (Lease must be through the term of the liquor license) **YES** (lease)
- If Yes, please submit a copy of the lease and indicate:

- (i) When the lease expires, located on page 1 paragraph Article 1 of lease.
- (ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page 5 paragraph 1 of lease.
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b) YES NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403
- (a) Hold any interest in the license applied for? YES NO
 - (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? YES NO
 - (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
 - (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

4. Does the **applicant** have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103(b) YES NO
If "YES", explain: _____

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a) YES NO

6. RESORT LICENSE:

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO
- (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
 - 1. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO

7. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) YES NO

- (a) If "YES", please specify type: RETAIL RESTAURANT RESORT
 BAR AND GRILL WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) YES NO
(Requires wholesale malt beverage license with the Liquor Division)

8. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) YES NO

- (a) If "YES", please specify type: RETAIL RESTAURANT RESORT
 BAR AND GRILL MICROBREWERY

9. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

10. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

11. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

- (a) Do you have more than fifty (50) bona fide members? YES NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? YES NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? YES NO
 - 1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) YES NO
 - 2. If Yes, have you submitted a copy of the food and beverage contract/lease? YES NO

12. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Have you filed a true copy of your bylaws with this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) YES NO

13. If applicant is filing as an Individual, Partnership or Club: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application.)

14. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, and every officer, and every director must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Jon Boulanger						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application)

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102(a)(vi).
- Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b)/W.S. 12-4-301(e).
- If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601(b).

OATH OR VERIFICATION

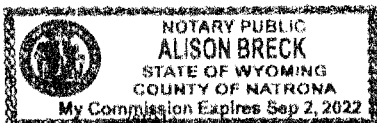
(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
COUNTY OF Natrona) ss.

Signed and sworn to before me on this 20 day of July, 2021 that the facts alleged in the foregoing instrument are true by the following:

- | | | | |
|----|-------------------------------------|--|-----------------------|
| 1) | <u>Jon Boulanger</u>
(Signature) | <u>Jon Boulanger</u>
(Printed Name) | <u>Owner</u>
Title |
| 2) | _____
(Signature) | _____
(Printed Name) | _____
Title |
| 3) | _____
(Signature) | _____
(Printed Name) | _____
Title |
| 4) | _____
(Signature) | _____
(Printed Name) | _____
Title |
| 5) | _____
(Signature) | _____
(Printed Name) | _____
Title |
| 6) | _____
(Signature) | _____
(Printed Name) | _____
Title |



Witness my hand and official seal:

Alison Breck
Signature of Notary Public

My commission expires: 9/2/2022

AFFIDAVIT OF WEBSITE PUBLICATION

State of Wyoming)
County of Natrona)

I, the undersigned, being in the employ of the City of Casper and responsible for the publishing and posting of notices for the Casper City Council's public hearings concerning liquor licensing, and knowing the facts herein set forth do solemnly swear that:

- Notice of the public hearing set forth below was posted continually on the City of Casper website in accordance with W.S. 12-4-104. The said posting commenced on 08/17/2021 and ended on 09/08/2021 and
- Attached is image of the Notice as actually posted on the City of Casper website (www.caserwy.gov) for the entire period referenced above.

By: Carla Mills-Laatsch

Date: 8/30/2021

Title: Licensing Specialist

Scribed in my presence and sworn before me on this

30th day of August, 2021

Christa K. Wiggs



Provide to City of Casper Central Records

TRANSFER OF OWNERSHIP AND LOCATION FOR RETAIL LIQUOR LICENSE

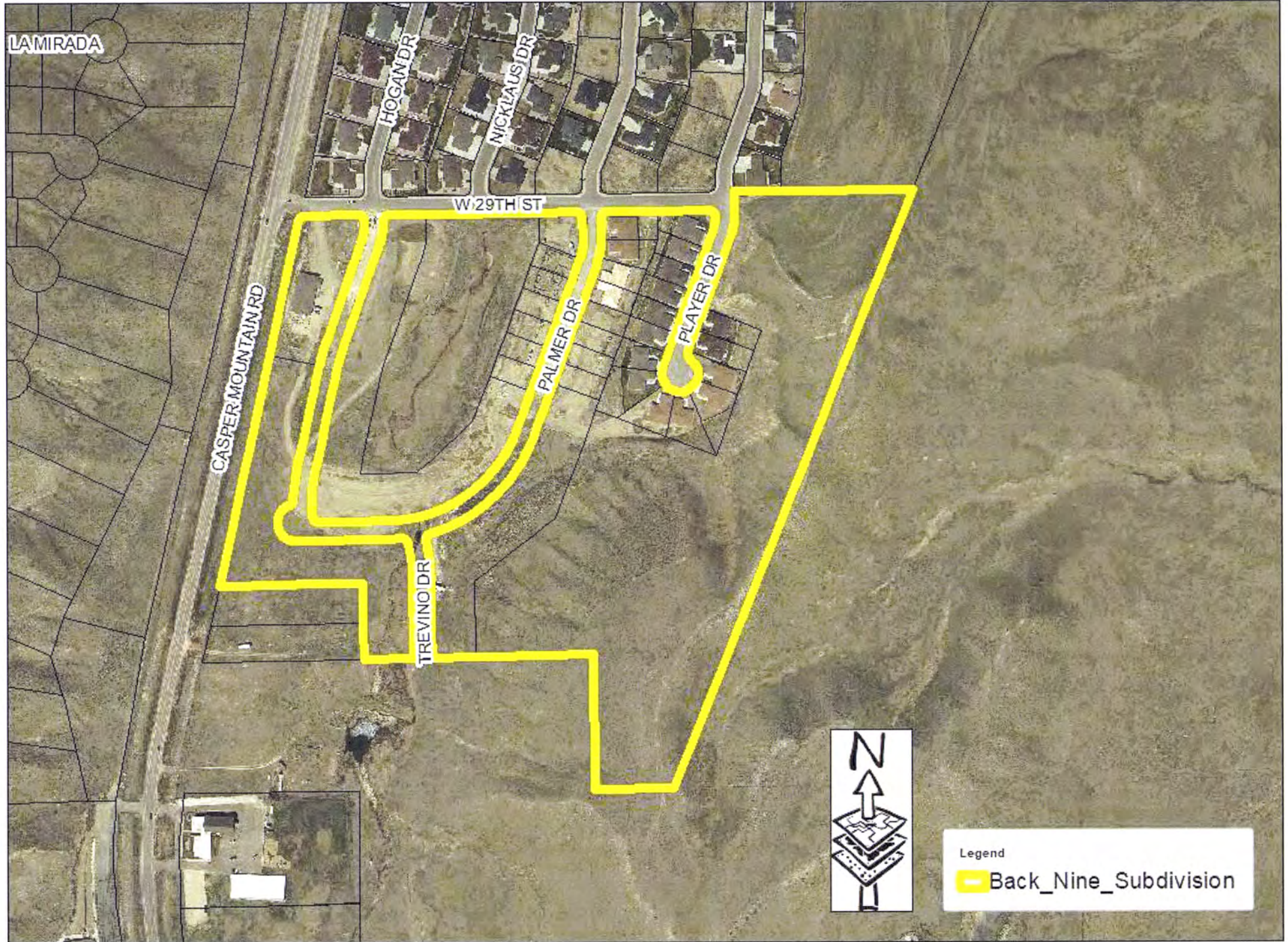
An application for transfer of ownership and location for retail liquor license no. 11 from JJBB, Inc. d/b/a Partytime Liquors located at 1335 South McKinley to Hayden and Loflin, Inc., d/b/a Local Liquor and Lounge, located at 4120 Centennial Hills Suite 200 has been received in this office. Public Hearing on said application will be held on September 7, 2021, at 6:00 p.m. in the City Council Chambers at 200 North David, Casper, Wyoming.



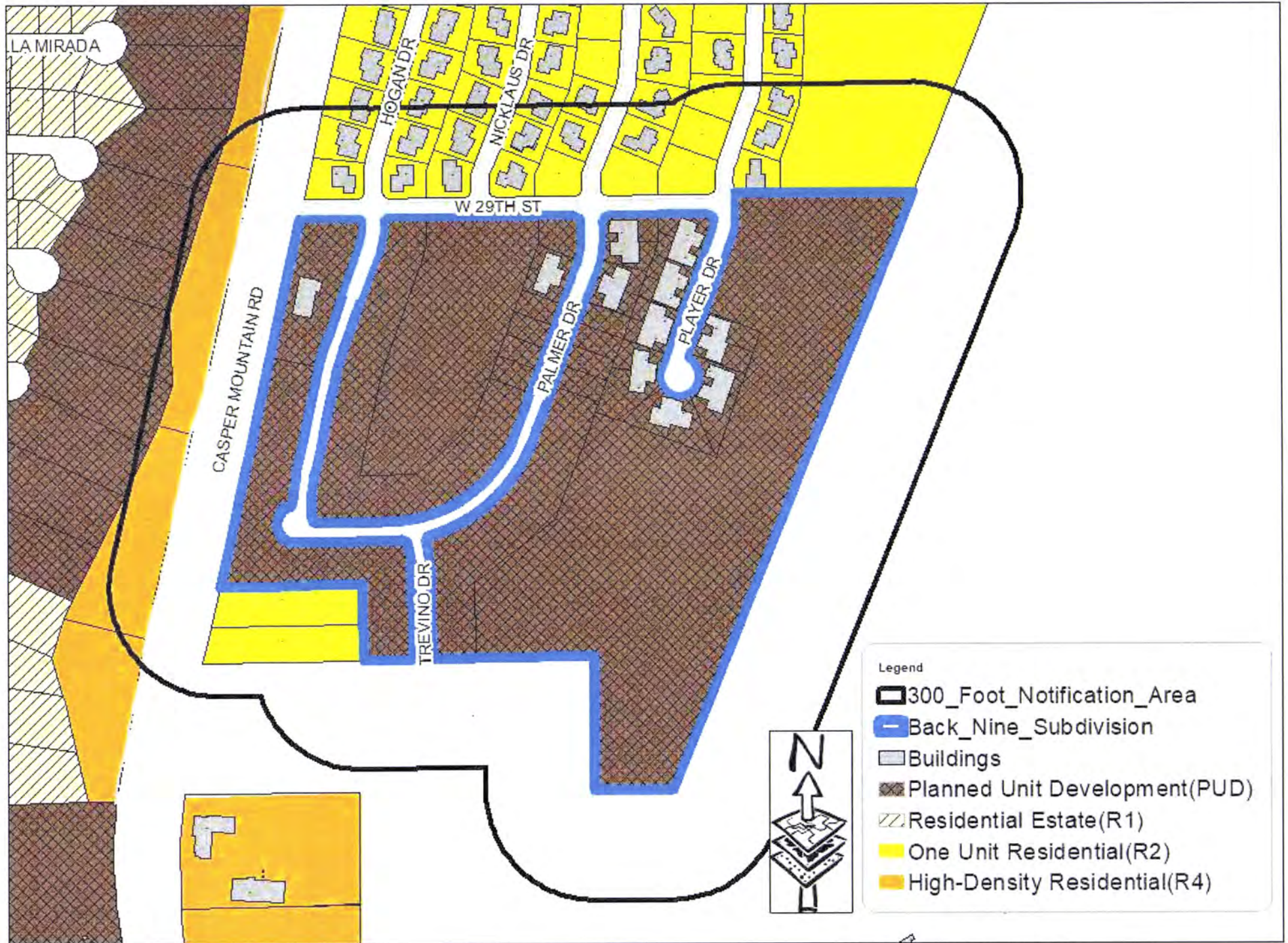
Fleur Tremel
City Clerk

Publish: August 18 & 22, 2021

Back Nine Subdivision - Rezone



Back Nine Subdivision - Rezone



GUNSIGHT, LLC

A Wyoming limited Liability Company

Stuart D. Atnip
Managing Member

(307) 266-4672

114 E. 27th Street
Casper, WY 82601

June 30, 2021

City of Casper, Wyoming
C/O: Craig Collins, City Planner
200 N. David, Room 205
Casper, WY 82601

HAND DELIVERED

Re: Withdrawal of Gunsight, LLC's Protest and Objection to Zone Changes being proposed in Case Number ZOC-000010-2021 and its Letter of Rebuttal dated June 15, 2021.

Dear Mr. Collins:

This is notice that Gunsight, LLC is withdrawing its protest and objection to Case Number ZOC-000010-2021 that it filed in the above matter on June 10, 2021, as well as its letter of rebuttal dated June 15, 2021, said documents to not be of any further force or effect.

Respectfully Submitted:



Stuart D. Atnip
Managing Member
Gunsight, LLC
114 East 27th Street
Casper, Wyoming 82601
(307) 266-4672

June 11, 2021

MEMO TO: Susan Frank, Chairperson
Members of the Planning and Zoning Commission

FROM: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

SUBJECT: **ZOC-000010-2021** – Petition for a zone change of the Back Nine Addition Planned Unit Development (PUD), all properties being located north of West 29th Street. Said zone change will amend the zoning classification of the subdivision from PUD (Planned Unit Development) as follows:

- 2906-2957 (Inclusive) Palmer Drive – R-3 (One to Four Unit Residential);
- 2904-2968 (Inclusive) Player Drive – R-3 (One to Four Unit Residential);
- Tract F (southeast corner of Casper Mountain Road and W. 29th St.) – C-2 (General Business);
- Balance of the Subdivision – R-2 (One Unit Residential).

Authorized Representatives: Colby Fronterio and Doug Tille, on behalf of all property owners in the subdivision.

Recommendation:

If, after hearing public testimony, and considering the facts of the case, the Planning and Zoning Commission finds that the proposed zone change meets the minimum requirements of the Casper Municipal Code, and is in conformance with the Comprehensive Land Use Plan, staff would recommend approval of the zone change, with a “do pass” recommendation to the City Council.

Code Compliance:

Staff has completed all public notice requirements of Section 17.12.170 of the Casper Municipal Code pertaining to zone changes, including notification of property owners within 300 feet by first class mail, posting a sign on the property, and publishing legal notice in the Casper Star-Tribune. **At the time that the staff report was prepared (6/11/2021), staff had received four (4) written responses in opposition to this request, which have been included with the Planning and Zoning Commission’s packet. Any written comments submitted after the completion of the staff report will be presented to the Commission, at the meeting, in hardcopy format.**

Summary:

An application has been submitted requesting a change of the zoning classification of The Back Nine Addition from PUD (Planned Unit Development), to R-2 (One Unit Residential), R-3 (One to Four Unit Residential) and C-2 (General Business).

Subject Property Existing Conditions:

- Size - 44.5-acres, more or less
- Zoning – PUD (Planned Unit Development) approved June 2011 (*see The Back Nine Subdivision Agreement/PUD Guidelines*)
- Current permitted uses under PUD zoning – Two (2) commercial structures and 82 residential dwellings consisting of 78 twinhomes and four (4) detached single-family residential structures. (*see The Back Nine Subdivision Agreement/PUD Guidelines*)
- Player Drive has been constructed. Palmer and Hogan have only been partially constructed to the limit of Phase I.
- Phase I has been platted and structures completed, including one (1) commercial/office building (Tract F) and residential twinhomes along Player and Palmer Drives. Phase II has not yet been subdivided into individual development lots, and is currently undeveloped/vacant. Extension/construction of Palmer Drive, Hogan Drive and Trevino Drive will be required in order to construct lots at the south end of the subdivision, beyond the terminus of the existing paving. (*See The Back Nine Plat of Record*)

Existing zoning adjacent to the subject property is as follows:

- North – R-2 (One Unit Residential);
- South – R-2 (One Unit Residential);
- East – Unincorporated County Land
- West – R-4 (High Density Residential).

The developer of the area is requesting a zone change to adjust to the current real estate market that has changed since the PUD (Planned Unit Development) was initially envisioned a decade ago. The current PUD locked in the type of structures that could be built as only twinhomes, defined as a single-structure, sharing a common wall and lot line between them. Moving forward, the developer would like to depart from the twinhome concept, and instead construct standard, detached single-family dwellings on the property. Unfortunately, the PUD Guidelines that were approved in 2011 do not allow for more than four (4) total single-family detached structures in the subdivision. There are two (2) options available to the developer in order to move forward:

1. Amend the PUD Guidelines; or,
2. Request a zone change to vacate the PUD zoning, and develop the subdivision under standard zoning regulations.

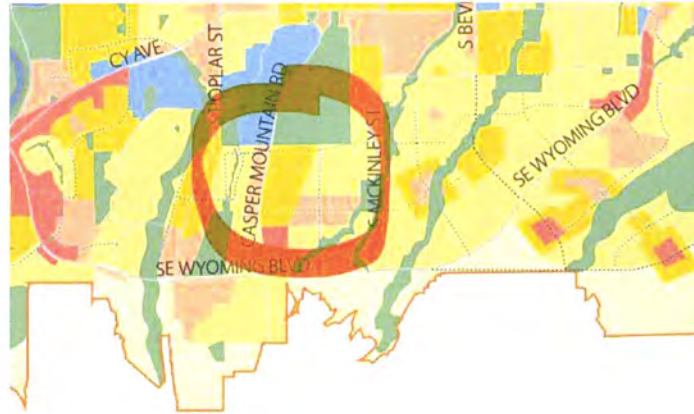
The downside for the developer to continue to develop under PUD (Planned Unit Development) zoning is that it is inflexible, once approved by Council, and requires an extensive process to amend the guiding document (PUD Guidelines). In addition, the PUD zoning classification also requires a set-aside of twenty percent (20%) of the area of the subdivision for “usable open space” for the enjoyment of the residents, whereas traditional zoning does not. According to the

stated “Purpose” of the PUD zoning classification (*see Section 17.52.010*), PUD zoning is intended to be a flexible zoning district, used to encourage the application of new techniques and new technology to community development, which will result in superior living or development arrangements with lasting values. In this case, it is the opinion of the City Planner that there is nothing unique or extraordinary about this particular subdivision that warrants the “flexible” standards provided for under PUD zoning, and which cannot be accommodated under traditional zoning. Unfortunately, the Planned Unit Development (PUD) zoning classification is widely misunderstood, and has rarely been used in Casper for its intended purpose. Neither has PUD zoning generally resulted in a development pattern or enhanced quality of development that differs significantly from areas that fall under traditional zoning classifications. In fact, PUD (Planned Unit Development) zoning has most often resulted in an impediment to efficient and timely development, with developers being unable to adjust to market pressures over time.

Property owners outside of the PUD are understandably concerned about the development of The Back Nine Addition; however, their concerns must be put in perspective. The purpose of the PUD zoning classification should not be distorted or misconstrued as somehow protecting, or giving property owners outside the subdivision any assurances, authority, or means of control over how the area is developed, above-and-beyond the typical level of influence surrounding property owners enjoy with any proposed zone change. Unfortunately, the common and mistaken perception that PUD zoning classification confers extra assurances to neighbors is a strong deterrent to its use/adoption by the development community. As is the case with all proposed zone changes, the Planning and Zoning Commission’s primary considerations must be its conformity with the adopted Comprehensive Land Use Plan and the overall benefit to the welfare of the community.

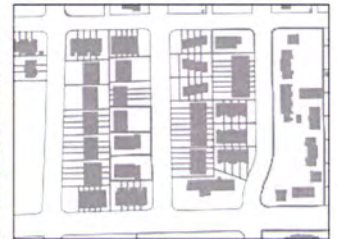
Comprehensive Land Use Plan Conformity:

As with all proposed zone changes, Section 17.12.170 of the Casper Municipal Code requires that staff review zoning applications in the context of the approved Comprehensive Land Use Plan, and provide a recommendation to the Planning and Zoning Commission and City Council as to how the zone change is either supported, or not supported. The Generation Casper Comprehensive Plan provides a Future Land Use Plan (FLU), which is found in Chapter Four (4), on Page 4-26. The FLU is an illustrative map that identifies the physical distribution of land uses, and forms the basis for future zoning and land use regulations. The subject property is located in an area designated as “Neighborhood 3.” Page 4-31 of the Plan provides general characteristics of areas designated as a Neighborhood 3, which typically includes a mix of single and multi-family dwellings, as well as small offices, civic uses and community uses that support the surrounding residential. A rezone of the property, as proposed, would be in keeping with the land uses envisioned under the “Neighborhood 3” FLU (future land use) designation.



- Neighborhood 1
- Neighborhood 2
- Neighborhood 3
- Neighborhood Centers
- Community Centers
- Employment Mixed Use
- Employment Centers
- Urban Center
- Parks + Open Space
- Urban Growth Boundary
- North Platte River
- Railroad
- Proposed Principal Arterials
- Proposed Minor Arterials
- Proposed Collector Roads

Neighborhood 3



GENERAL CHARACTERISTICS

Higher density neighborhoods near commercial centers and major corridors. Housing is built adjacent to sidewalks. To meet the needs of people in all stages of life, these neighborhoods are supported by a multimodal network, pocket parks, and public gathering spaces. Small offices, civic uses, and community uses (churches, daycare, etc.) that support the surrounding residential, would be acceptable, as necessary. Neighborhood 3 serves as a transition between Neighborhood 2 and Neighborhood Centers and Mixed Use areas.

PRIMARY USES

Attached, single- and multifamily dwellings, including duplexes, townhomes, and other similar types of dwellings, at higher densities. Small format office and community uses.

RES. DENSITY

8 - 30 DU/Acre

NON-RES. FAR

2.0

BUILDING HEIGHT

2 - 8 Stories

Land Uses Permitted Under PUD Zoning:

17.52.030 Permitted uses.

Except as otherwise permitted or restricted, all uses permitted in the R-1, R-2, R-3, R-4, R-5, R-6, C-1, C-2, M-1, and M-2 districts are permitted in a PUD, provided that when residential uses are proposed for a specific PUD, any commercial uses proposed for the PUD must be shown to be primarily for the service and convenience of the residents of the development and the immediate neighborhood and that such uses, if any, shall not change, injure, or destroy, temporarily or permanently, the predominantly residential character of the PUD.

Land Uses Permitted under proposed R-2, R-3 and C-2 Zoning Classifications:

17.32.020 Permitted uses.

Except as otherwise provided, in an R-2 district, no building, structure, or other land use shall be erected or used except for the following:

- A. Conventional site-built **single-family dwellings** and manufactured homes with siding material consisting of wood or wood products, stucco, brick, rock, or horizontal lap wood, steel or vinyl siding;
- B. Day-care, adult;
- C. Family child care home;
- D. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities used during daylight hours;
- E. Schools, public, parochial, and private elementary, junior and senior high;
- F. Neighborhood assembly uses;
- G. Neighborhood grocery;
- H. Group home;
- I. Church.

17.36.020 Permitted uses.

Except as otherwise provided, in an R-3 district, no building, structure, or land use shall be erected or used except for the following:

- A. Conventional site-built single-family dwellings and manufactured homes with siding material consisting of wood or wood products, stucco, brick, rock, or horizontal lap wood, steel or vinyl siding;
- B. **Conventional site-built and modular two-family dwellings;**
- C. Conventional site-built and modular multifamily dwellings consisting of not over four individual dwelling units;
- D. Conventional site-built and modular condominiums for residential use consisting of not over four individual dwelling units;
- E. Conventional site-built and modular townhomes for residential use consisting of not over four individual dwelling units;
- F. Day-care, adult;

- G. Family child care home;
- H. Reserved;
- I. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities used during daylight hours;
- J. Schools, public, parochial, and private elementary, junior and senior high;
- K. Neighborhood assembly uses;
- L. Branch community facilities;
- M. Neighborhood grocery;
- N. Group home;
- O. Church.

17.68.020 Permitted uses.

Except as otherwise provided, no new building, structure or land use shall be erected or used in a C-2 district except:

1. Animal clinics and animal treatment centers;
2. Apartments located within a business structure;
3. Arcades/amusement centers;
4. Assisted living;
5. Automobile park, sales area or service center;
6. Automobile service stations;
7. Banks, savings and loans, and finance companies;
8. Bars, taverns, retail liquor stores, and cocktail lounges;
9. Bed and breakfast;
10. Bed and breakfast homestay;
11. Bed and breakfast inn;
12. Business, general retail;
13. Chapels and mortuaries;
14. Churches;
15. Clubs or lodges;
16. Convenience establishment, medium volume;
17. Dance studios;
18. Day care, adult;
19. Child care center;
20. Family child care center—zoning review;
21. Family child care home;
22. Family child care home—zoning review;
23. Electrical, television, radio repair shops;
24. Gaming/gambling;
25. Grocery stores;
26. Group homes;
27. Homes for the homeless (emergency shelters);
28. Hotels, motels;
29. Neighborhood groceries;

30. **Offices, general and professional;**
31. Pet shops;
32. Medical laboratories, clinics, health spas, rehabilitation centers, real estate brokers, insurance agents;
33. Parking garages and/or lots;
34. Parks, playgrounds, historical sites, golf courses, and other similar recreational facilities;
35. Pawn shops;
36. Personal service shops;
37. Pharmacies;
38. Printing and newspaper houses;
39. Reception centers;
40. Recreation centers;
41. Restaurants, cafes, and coffee shops;
42. Retail business;
43. Sundry shops and specialty shops;
44. Theaters, auditoriums, and other places of indoor assembly;
45. Thrift shops;
46. Vocational centers, medical and professional institutions;
47. Neighborhood assembly uses;
48. Regional assembly uses;
49. Branch community facilities;
50. Neighborhood grocery;
51. Conventional site-built and modular single and multifamily dwellings and "manufactured homes" meeting the definition and standards set forth in Section 17.08.010.

June 15, 2021

MEMO TO: Susan Frank, Chairperson
Members of the Planning and Zoning Commission

FROM: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

SUBJECT: ZOC-000010-2021 – Petition for a zone change of the Back Nine Addition Planned Unit Development (PUD), all properties being located north of West 29th Street. Said zone change will amend the zoning classification of the subdivision from PUD (Planned Unit Development) as follows:

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- Tract F (southeast corner of Casper Mountain Road and W. 29th St.) – C-2 (General Business);
- Balance of the Subdivision – R-2 (One Unit Residential).

Authorized Representatives: Colby Fronterio and Doug Tille, on behalf of all property owners in the subdivision.

Supplementary Information:

The proposed zone change has generated a relatively large amount of discussion between staff, stakeholders and surrounding property owners. The purpose of this supplementary information is to expound on the information that was provided in the staff report, dated June 11, 2021.

1. Gunsight, LLC has provided a written protest, as a property owner within the boundary of The Nine Iron Estates, which owns more than 20% of the area involved in the zone change. According to State Statutes, the protest of more than 20% of the owners involved in a zone change triggers a requirement that a minimum of $\frac{3}{4}$ of the City Council must vote in favor of the zone change in order to approve it, rather than a simple majority. The $\frac{3}{4}$ approval does not apply to the Planning and Zoning Commission, in that the Commission is simply providing a recommendation to Council.
2. City staff does not take a stance, or provide recommendations as to whether this, or any case, should be approved or denied. Per Section 17.12.170 of the Casper Municipal Code, staff's only role in respect to a zone change request is to provide a report to the Commission "as to the conformance with the Comprehensive Land Use Plan."

3. If the Planning and Zoning Commission “approve” the zone change, it will advance to the City Council for their consideration, with a “do-pass” recommendation from the Commission. However, if the zone change were to be denied by the Commission, the zone change will be dead, and will not progress to City Council, unless an appeal is requested, in the manner specified by Code.
4. Zone Changes are a yes or no question, and conditions cannot be included or attached to an approval by the Planning and Zoning Commission or the City Council.
5. Staff has, and will make every attempt to correct any misinformation or points of confusion as they happen, in an effort to keep the Commission and Council informed, maintain fairness in the process, and provide information/education to the public. Staff highly encourages direct questions and discourse in order to ensure that the process remains factual, honest and transparent.
6. In that some communications staff and the Commission have received referenced the concept known as “spot zoning,” a definition is now being provided, as per the verbiage found in Section 17.08.010 of the Casper Municipal Code:

- “Spot Zoning” means the singling out of a particular property or small group of properties for different treatment from that accorded to similar surrounding land; which is contrary to the general pattern of zoning in the surrounding geographic area **and is not in accordance with the comprehensive plan**; and which is designed solely for the economic benefit of the owner of the property receiving special treatment.” *(Emphasis Added)*

Perhaps the most important criteria in determining whether a zone change can be considered to be spot zoning is the extent to which the disputed zoning is consistent with the Comprehensive Land Use Plan. If the Commission and/or City Council determine that a zone change request meets the definition of a “spot zone,” the request should be denied.

7. Although the June 11, 2021 staff report discussed the conformance of the zoning request with the Comprehensive Land Use Plan, specifically, the Future Land Use element of the Plan, staff believes that a more thorough review of the Visions, Principles, Goals and Strategies is warranted.

Chapter 3 of the Generation Casper Comprehensive Land Use Plan *(pg. 3-1)* provides Visions, Principles, Goals and Strategies intended to provide guidance in the implementation of the Plan.

Vision – Endless Character (*pg. 3-5*)

Principle – ECH1. Balanced Uses: Encourage a balance of land uses and provide adequate space and distribution for all uses across the community through identified and planned locations.

Goal – ECH1-4. Housing Space: Promote land use patterns that provide adequate housing of all types, supported by integrated parks and services.

Vision – Undiscovered Quality of Life (*pg. 3-23*)

Principle – UQL1. Stable Neighborhoods: Ensure neighborhoods retain a complimentary character across architectural form and use, yet allow for unique and creative design solutions amongst neighborhoods.

Goal – UQL1-1. Density Transect: Compel design that mitigates impacts of high-density development on established neighborhoods by maintaining a transect of built form, with compatible design and scale in each land use zone.

Principle – UQL2. Quality Neighborhoods: Encourage a small town feel by utilizing a variety of housing options that are supported by a safe and efficient transportation system, neighborhood services and amenities for all household types.

Goal – UQL2-2. Mixed Use Neighborhoods: Provide for commercial uses in and adjacent to residential neighborhoods in a manner that contributes to the neighborhood's integrity and identity through thoughtful design of signage, lighting, buffers, and parking.

Goal – UQL2-5. Public Places: Provide public places in each neighborhood through neighborhood parks, community gardens, and/or corner shops or cafes, which contribute to preserving small-town characteristics.

Chapter 4 of the Comprehensive Land Use Plan (*pg. 4-1*) provides additional framework for the implementation of the Plan.

Page 4-4 – Mix of Uses – “Modern zoning typically results in residential, commercial, and industrial uses not being located close to each other, which promotes the use of the automobile. This increases traffic and makes communities much less friendly for bicyclists and pedestrians. Zoning that promotes a mix of uses and interconnected development can create high-quality walkable communities that preserve roadway and intersection capacity while increasing opportunities for alternative modes like bicycles and transit.”

Page 4-9 – Auto Trip Reduction – The concepts of block configuration, roadway spacing, driveway and intersection spacing, mix of uses, and interconnected development all play a role in reducing the length of vehicle trips and number of

vehicles on the roadway. The benefits of reducing automobile trips are numerous, and can include the following:

- Reduced roadway maintenance costs;
- Fewer accidents;
- Smaller roadways and intersections (lower construction costs);
- Decreased air pollution and carbon emissions;
- Fewer conflicts for bicyclists and pedestrians; and,
- Increased physical activity.

Page 4-24 – Changing Urban Form -”While cars can still be accommodated, greater emphasis should be put on pedestrian and bicycle infrastructure. A mix of land uses should be encouraged in these smaller blocks to cluster jobs, stores, and homes in smaller mixed use land blocks, allowing greater flexibility for development options, and resulting in higher property values.”

8. Based on recent discussions staff has had with concerned citizens, there seems to be confusion about the concept of “buffering,” and how the concept applies to the development of differing land uses, and specifically, to this case. Clarification is provided as follows:

- Appendix C of Title 17 of the Municipal Code deals with Buffering.
- Buffering can be thought of, in general terms, as physical design enhancements/features that mitigate negative impacts that may occur between adjoining land uses.
- The Code provides for several methods of buffering properties:
 - Screening, such as extra landscaping, berms, or fencing/walls (6 alternatives provided);
 - Limitations on building height, bulk, and density;
 - Increased setbacks;
 - Adjustments to the orientation of the buildings;
 - Architectural design enhancements; and,
 - Traffic/circulation modifications.
- However, it is important to note that buffering does not restrict different types of land uses from locating in proximity to, or adjacent to each other. There are no regulations in the Municipal Code, nor are there any suggestions in the Comprehensive Land Use Plan that require that commercial uses must be physically separated from residential uses. It is a common misconception that a steadily decreasing intensity of land uses must be present when any transition in zoning classification from higher intensity to lower intensity occurs. Buffering is intended to

soften/ease the transition of land uses through site planning and design enhancements, the intended effect of which is to mitigate any possible negative impacts. In that a site plan has yet to be submitted for the development of Tract F, it is premature to assume that improper or inadequate buffering is being provided between Tract F and the adjoining residential area.

9. In an effort to alleviate confusion about the size of Tract F (proposed for C-2 General Business) zoning), the parcel is approximately an acre and a half in size, which equates to 3% of the total area of the subdivision.

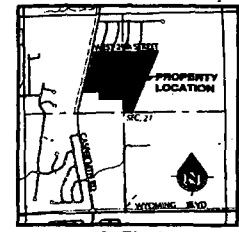
PLAT OF
918470

"THE BACK NINE"

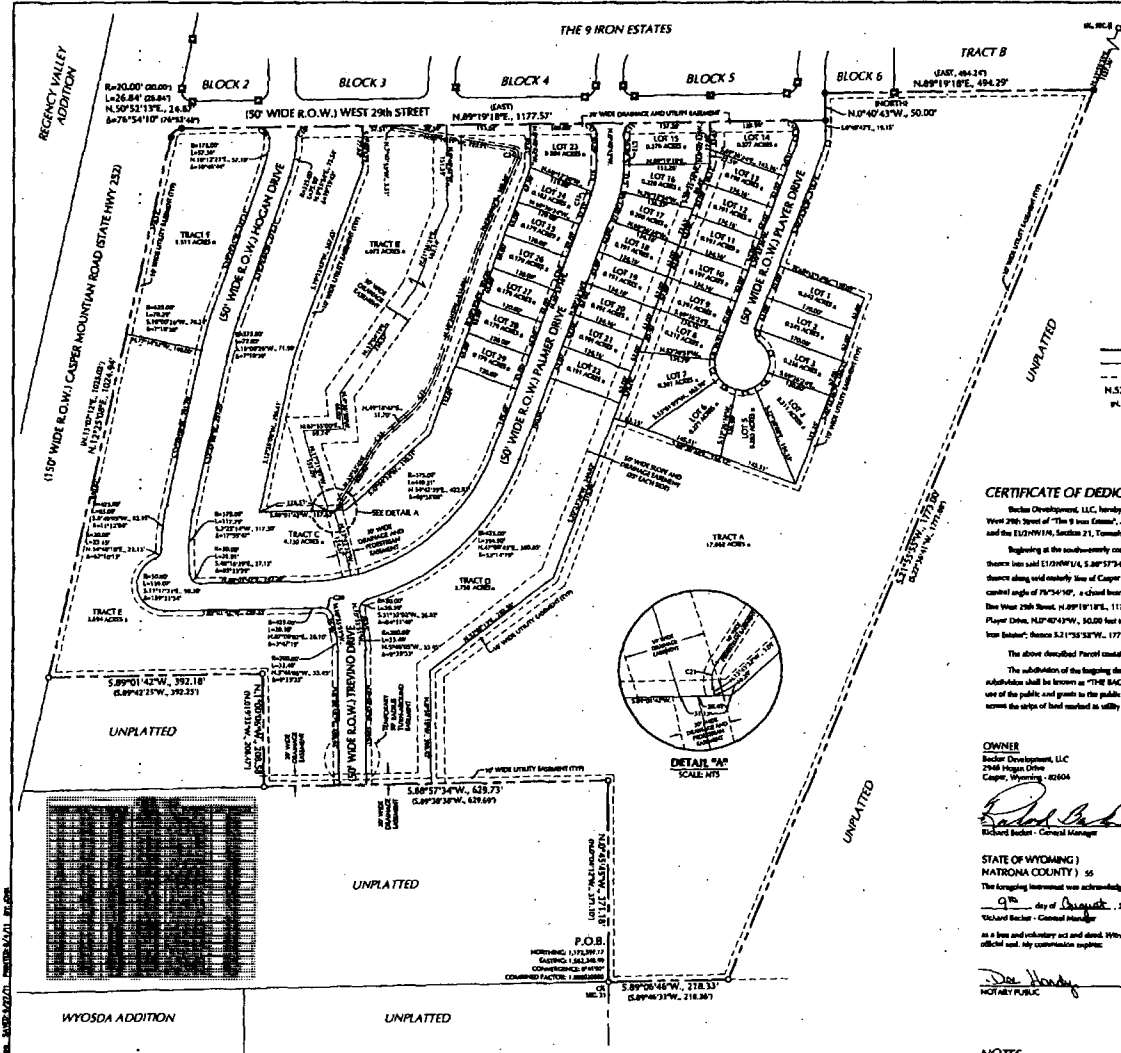
AN ADDITION TO THE CITY OF CASPER, WYOMING

BEING A VACATION AND REPLAT OF A PORTION OF TRACT C AND PORTIONS OF WEST 29th STREET OF "THE 9 IRON ESTATES", ALL OF "THE 9 IRON ESTATES" BEING LOCATED IN THE W1/2NE1/4 AND THE E1/2NW1/4, SECTION 21, TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING.

SCALE: 1"=100'



- LEGEND**
- RECOVERED BRASS CAP
 - RECOVERED CORNER AS NOTED
 - SET 5/8" REBAR WALL/ALUMINUM CAP
 - SET BRASS CAP
 - PLAT BOUNDARY
 - LOT LINES
 - EASEMENT LINES
 - MEASURED
 - RECORDED
 - SET 5/8" REBAR ALUMINUM CAP



CERTIFICATE OF DEDICATION

Backus Development, LLC, hereby certifies that they are the owner and proprietor of the foregoing subdivision located in and being a vacation and replat of a portion of Tract C and portions of West 29th Street of "The 9 Iron Estates", an addition to the City of Casper, and all of "The 9 Iron Estates", an addition to the City of Casper, the foregoing subdivision being located in the W1/2NE1/4 and the E1/2NW1/4, Section 21, Township 33 North, Range 79 West of the 6th Principal Meridian, Natrona County, Wyoming, being more particularly described by metes and bounds as follows:

Beginning at the southeasterly corner of said W1/2NE1/4, said plat being the C.M. corner of said Section 21; thence along the westerly line of said W1/2NE1/4, N.07°45'14"W., 371.18 feet; thence along said westerly line of Casper Mountain Road, N.12°23'08"W., 208.58 feet; thence S.89°01'47"W., 352.18 feet to a point in the westerly right-of-way line of Casper Mountain Road; thence along said westerly line of Casper Mountain Road, N.12°23'08"W., 1024.94 feet to a point of curvature; thence S.84.84 feet along the arc of a true curve to the right having a radius of 20.00 feet, a central angle of 70°54'10", a chord bearing of N.30°52'13"W., and a chord length of 24.87 feet to a point of tangency in the southerly right-of-way line of West 29th Street; thence along said westerly line West 29th Street, N.89°19'18"W., 1177.53 feet to the point of intersection of said westerly line of West 29th Street and the westerly right-of-way line of Player Drive; thence along said westerly line of Player Drive, N.07°40'43"W., 50.00 feet to the southeasterly corner of Lot 7, Block 4, of said "The 9 Iron Estates"; thence N.89°19'18"W., 494.29 feet to the southeasterly corner of Tract of said "The 9 Iron Estates"; thence S.21°58'52"W., 1773.00 feet to the southeasterly corner of the said "The 9 Iron Estates" subdivision; thence S.89°00'47"W., 218.35 feet to the Point of Beginning.

The above described Parcel contains 44.879 acres, more or less, and is subject to any and all rights-of-way, easements, encumbrances and accretions which have been legally acquired.

The subdivision of the foregoing described land as it appears on this plat is with the free consent and in accordance with the desire of the above named owner and proprietor. The name of said subdivision shall be known as "THE BACK NINE", an addition to the City of Casper, Wyoming. The above named owner and proprietor do hereby dedicate all streets and roads shown hereon to the use of the public and grant to the public and private utility companies an easement and license to locate, construct, use and maintain conduits, lines, wires and pipes, any or all of them under, along or across the strips of land situated as shown on this plat.

OWNER
 Backus Development, LLC
 2948 Higgs Drive
 Casper, Wyoming 82604

Richard Sedler
 Richard Sedler - General Manager

STATE OF WYOMING)
 NATRONA COUNTY) ss

The foregoing instrument was acknowledged before me this
 9th day of August, 2011, by:
 Richard Sedler - General Manager
 as a free and voluntary act and deed. Witness my hand and official seal, my commission expires:
Don Henry
 Notary Public

CERTIFICATE OF SURVEYOR

I, Chris Ashery do hereby certify that I am a registered land surveyor licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of "THE BACK NINE" as laid out, planned, calculated, and shown hereon, that each plat was made from an accurate survey of said property by me or under my supervision and correctly shows the location and dimensions of the lots, easements, and areas of said subdivision as the same are shown upon the ground in compliance with the City of Casper regulations governing the subdivision of land.

STATE OF WYOMING)
 NATRONA COUNTY) ss

The foregoing instrument was acknowledged before me this
 9th day of August, 2011, by:
 Chris Ashery, L.S.
 as a free and voluntary act and deed. Witness my hand and official seal, my commission expires:
Chris Ashery
 Notary Public

NOTES

1. ERROR OF CLOSURE = 1:316204
2. BASIS OF BEARING: WYOMING STATE PLANE COORDINATE SYSTEM EAST CENTRAL ZONE, NAD 1983/84
3. DISTANCES: U.S. SURVEY FOOT CURVATURES
4. LOT CORNERS TO BE SET CONCURRENTLY WITH CONSTRUCTION USING 5/8" REBAR & ALUMINUM CAP

RECORDED

FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK OF NATRONA COUNTY, WYOMING THIS 14th DAY OF November, 2011.

INSTRUMENT NO. 918470

My term of office expires January 8, 2015

Rene Witt
 COUNTY CLERK

APPROVALS

APPROVED BY THE CITY OF CASPER PLANNING AND ZONING COMMISSION OF CASPER, WYOMING THIS 30th DAY OF October, 2011.
 ATTEST: *Scott L. Swartz* SECRETARY

APPROVED BY THE CITY COUNCIL OF CASPER, WYOMING THIS 11th DAY PASSED, ADOPTED AND APPROVED THIS 11th DAY OF November, 2011.
 ATTEST: *Wendell* CITY CLERK

Ed Fraded CHAIRMAN
Pete Castagna MAYOR

INSPECTED AND APPROVED THIS 9th DAY OF August, 2011.
David Deen CITY ENGINEER

INSPECTED AND APPROVED THIS 9th DAY OF September, 2011.
Richard Sedler CITY SURVEYOR

5830 East 2nd Street
 Casper, Wyoming 82609
 Phone: 307-265-4601
 Fax: 307-265-4672

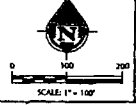


ENGINEERING

PLAT OF
"THE BACK NINE"
 AN ADDITION TO THE CITY OF CASPER, WYOMING

BEING A VACATION AND REPLAT OF A PORTION OF TRACT C AND PORTIONS OF WEST 29th STREET OF "THE 9 IRON ESTATES", ALL OF "THE 9 IRON ESTATES" BEING LOCATED IN THE W1/2NE1/4 AND THE E1/2NW1/4, SECTION 21, TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING.

DATE: AUGUST 4, 2011
 PROJECT NO: 10-07
 DRAWN BY: J. BRYSON
 SHEET TITLE: RECORD OF SURVEY
 SHEET NUMBER: 1 OF 1



**THE BACK NINE
SUBDIVISION AGREEMENT**

This Subdivision Agreement ("Agreement") is made and entered into this 21st day of June, 2011 by and between the following parties:

1. The City of Casper of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 ("City").
2. Becker Development, LLC, 2948 Hogan Drive, Casper, Wyoming 82601 ("Owner").

Throughout this Agreement, City and Owner may be individually referred to as a "party" or collectively referred to as the "parties."

RECITALS

- A. Whenever the Public Services Director, City Engineer, Community Development Director, or other City official is mentioned in this Agreement, it shall be deemed to include their designees.
- B. Owner has been made to replat a portion of Tract C and portions of West 29th Street, The 9 Iron Estates Addition, and The 9 Iron Estates II as The Back Nine, located east of Casper Mountain Road and north of Wyoming Boulevard, comprising 44.58-acres, more or less, and creating 29 lots and 6 Tracts..
- C. A plat of The Back Nine ("Addition") has been prepared by the Owner, and approved by the City of Casper, and shall be signed and recorded at the Natrona County Clerk's Office concurrently with this Agreement.
- D. The accompanying PUD site plan of The Back Nine, dated April 21, 2011, has been prepared by the Owner, and approved by the City of Casper, and is attached hereto as Exhibit "A".

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

SECTION 1 – INCORPORATION OF RECITALS

The recitals set forth above are incorporated at this point as if fully set forth as part of this Agreement.



SECTION 2 - OBLIGATIONS OF OWNER

Upon written demand of the Council or the City Manager, the Owner, its heirs, successors, grantees or assigns, at their sole cost and expense, shall do, or cause to be done, the following:

2.1 Surveying:

- a. All subdivision corners and 1/16 corners shall be marked with 2" brass caps. These caps shall be set in concrete and shall show the number of the corner, elevation of the corner, identifying initial of the surveyor or company making the survey, and the license number of the surveyor making the survey or certifying the survey. The 1/16 corner shall be properly marked and verified as to the location, true elevation, and reference.
- b. Block and Lot corners, points of tangency (PT's) and points of curve (PC's) of all curves shall be marked by an iron pin not less than five-eighths inches in diameter and not less than twenty-four inches in length, unless otherwise impractical. All survey monuments shall include a permanent attached identifying marker.
- c. Upon completion of construction of the sidewalks, the points of intersection (PI's) and the points of return (POR's) of all blocks shall be marked with an iron pin. Also, the PC's and PT's of all curves shall be marked by an iron pin. Said markers shall be in place for final inspection by the Public Services Director upon completion of the sidewalk (curbwalk), or curb and gutter.
- d. A record of all elevation data for the Addition of the 1/16 corner(s) shall be submitted to the Public Services Director prior to the issuance of any building permit.
- e. A digital copy of the Final Subdivision Plat shall be provided to the City, as required by the Casper Municipal Code ("Code"). No building permit shall be issued prior to the recording of the plat.

2.2 Construction Sequence:

Main water lines, sewer lines, storm sewer, streets, sidewalks, pavement overlays, and access drives shall be constructed in an orderly sequence, as the Addition is developed and built upon, so that there will be no gaps left in the paving, sidewalks, and other off-site improvements. Streets shall not be paved until all water lines, storm sewers, and property water and sewer services are in place and the ditches thereof properly backfilled and compacted, in accordance with City requirements. The Owner shall receive the approval of the Public Services Director prior to commencing any and all phases of construction.

2.3 Certification of Construction; Repair Obligations:

- a. All improvements shall be designed and inspected by a Wyoming registered professional engineer, who shall certify that the improvements, including, but not limited to, streets, curbs, gutter, sidewalks, paving, parkways, utility systems, storm sewers, street lighting, street signs and striping, etc., have been constructed in accordance with plans and specifications approved by the Public Services Director. The certification by the engineer and approval by the City shall be in writing. Approval of the construction plans by the Public Services Director is required before a building permit will be issued by the City.
- b. The Owner shall maintain, repair, and replace all improvements that fail within the warranty period as provided by the Code. This obligation includes maintenance, repair or replacement for any cause during such period, including acts of subcontractors. In the event the Owner fails to maintain, repair, or replace said improvements, City shall have the right but not the obligation, at its option, to maintain, repair, or replace the same and Owner agrees to pay for any cost incurred thereby. Maintenance, repair, or replacement by the City does not relieve the Owner from its obligation under this paragraph and shall not be construed to be an acceptance of the improvements by the City.

Upon issuance of a "letter of acceptance" by the Public Services Director pursuant to the Code, the City will assume ownership and the responsibility for the maintenance of the improvements. The Owner shall be responsible for the maintenance, repair and replacement of the improvements until the City issues its "letter of acceptance."

2.4 Underground Utilities and Street Lights:

All new utilities shall be located underground. All street lights shall be installed in compliance with Code street-lighting standards at the Owner's sole expense. Streetlight pole materials shall be as approved in writing by the Public Services Director.

2.5 Soils Analysis:

The Owner shall provide the Public Services Director with a soils analysis concurrently with the submittal of subdivision construction plans. Individual lot test bores may be required on each lot, with a soil analysis for the foundation design at the sole discretion of the Public Services Director. Test results, soil analyses and foundation designs shall be submitted to the Community Development Director.

2.6 Erosion Control Program:

The Owner shall submit, and have approved by the Public Services Director, a comprehensive erosion control program for the area disturbed during construction activities to mitigate the adverse effects of blowing dirt or dust, and water erosion on other properties in the immediate area before the issuance of an earthwork, road cut or grading permit pursuant to the Code. An erosion and sediment control permit shall be obtained from the Public Services Director prior to any earthwork taking place in the Addition.

The Owner shall post security for its erosion control as required by the Code, and in a form acceptable to the City. It shall be the obligation of the Owner to keep any security in full force and effect, as required by the Code. In addition, the Owner shall furnish proof of the same to the Public Services Director upon demand of the City.

2.7 Retaining Walls and Fences:

Any retaining walls constructed within the subdivision by the Owner shall be designed and certified by a Wyoming registered professional engineer. The design(s) shall be submitted to the Public Services Director and Community Development Director for written approval before a building permit will be issued. Said walls shall be constructed within the boundaries of each lot and not on the property lines. Maintenance of said walls shall be the responsibility of each individual lot owner. Provided, however, retaining walls and fences shall not be constructed on any drainage easements, or on any other ways depicted on any other recorded instrument without the approval of the Public Services Director.

2.8 Water and Sewer:

All water and sewer improvements shall be constructed in full compliance with the Code as it exists at the time of construction, including, but not limited to the following requirements:

- a. Curb boxes shall be left behind the sidewalk in front of each lot and the Owner shall protect, during the subsequent course of developing the Addition, valve boxes and curb boxes from damage, and be wholly responsible for the repair and replacement to the Public Services Director's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade, at the time the paving work is completed in the Addition.
- b. The Owner shall construct the necessary water lines and appurtenances up to and through the Addition. All work shall be in accordance with plans and specifications to be prepared by the Owner's engineer and approved in writing by

the Public Services Director. Water line sizes shall be as determined by the Public Services Director.

- c. The Owner, at its cost, shall install water service lines in accordance with Code specifications to the property line so as to serve each lot or building site in the Addition.
- d. The Owner shall construct the necessary sewer lines up to and through the Addition. All work shall be in accordance with plans and specifications to be prepared by the Owner's engineer and approved in writing by the Public Services Director. Sewer sizes shall be as determined by the Public Services Director.
- e. The Owner, at its own cost, shall install sewer service lines, in accordance with Code specifications, to the property line so as to serve each lot or building site in the Addition.
- f. The Owner shall protect manhole covers and rings from damage in the course of constructing the line, and shall be solely responsible for repair or replacement to the Public Services Director's satisfaction. The Owner shall adjust such manhole rings and covers to finished grade. The Owner agrees to protect and save the City harmless from any loss or claim suffered by other sewer users to their real or personal property, and from personal injury or damages by reason of obstruction or damage to the sewer lines or any part thereof occasioned by present or future construction work on said Addition by the Owner. Said obligation shall continue until the sewer line and the system within the Addition is accepted by the Public Services Director by issuance of a "letter of acceptance." Provided, however, that acceptance of part of the system shall not relieve the Owner of the obligations herein imposed for the remaining improvements that have not been accepted within said Addition.
- g. Prior to the issuance of a building permit for any new structure, or prior to the issuance of a plumbing permit to connect existing buildings to the water and sewer systems, the then-existing water system investment charge (connection charge), sewer system investment charge (connection charge) and water meter charge shall be paid to the City. The Owner will also pay to the Central Wyoming Regional Water System Joint Powers Board the then current Regional Water System investment charge for each building to be served with water.
- h. All necessary water and sewer easements, in forms acceptable to the City, up to and through the subdivision shall be obtained by the Owner, which grant to the City the right of ingress and egress thereto for purposes of laying out, constructing, inspecting, maintaining and replacing water lines, sewer lines, its fire hydrants and other appurtenances.
- i. The Owner agrees to abide by all federal, state and local laws, rules and regulations regarding the use of its water and sewer facilities, and water and

sewer service, including, but not limited to, the Federal Pretreatment Regulations and all the Code sections relating to industrial pretreatment.

- j. At such time as said water and/or sewer mains are installed by the Owner and a "letter of acceptance" is issued by the Public Services Director, the City shall pursuant to the Code, reimburse the Owner twice the difference in material cost between an 8-inch water and/or sewer main, or larger size if required by the development, and the required oversized main pursuant to the Code, as amended. Such reimbursement will be determined by the City based upon its most recent applicable material costs at the time of the Agreement execution. Reimbursement will only be based on oversizing of water and sewer mains larger than the size required by system analysis and approved by the Public Services Director.

2.9 Easements for all Utilities, Bikeways and Pedestrian Pathways:

Easements for all utilities and future bikeway/pedestrian pathways and access, in recordable forms acceptable to the City, must be provided prior to application for a permit to construct being made to City.

2.10 Street and Traffic Signs and Controls:

Owner shall pay for the cost and installation of all necessary on and off-site street and traffic control signage, signs signifying the street names, street striping, crosswalk striping, and traffic calming devices, as determined by the Public Services Director in his sole discretion.

2.11 Security Requirements:

In addition to and separate from the security required for erosion control, Owner shall comply with all Code requirements for all other security and surety requirements as set forth in the Code, including, but not limited to the financial surety and security for the project, landscaping and warranty period.

2.12 Record Drawings:

- a. Owner shall submit "as-built" record documents for paving, drainage, water and sewer to City prior to the issuance of the certificate of occupancy. Reproducible hard copy drawings shall be in the form of one (1) set of 4 mil Mylar, 24" x 36" labeled as "Record Drawings" and dated. Record Drawings shall also be provided on electronic media in Adobe (pdf) format and in AutoCAD format or other format specified by Owner. Record documents shall be submitted on CDs, or other media as directed by Owner, labeled as "Record Drawings" and include the project name, City of Casper project number and date.

- b. All digital files necessary for correct plotting of the final record drawings in the AutoCAD version, such as external references, pen assignments, images, etc. shall be provided. Any x-refs or other files that can be, shall be incorporated into the final drawings to minimize the manipulation necessary for plotting.

2.13 Completion of Infrastructure Improvements Prior to Certificate of Occupancy:

All required on-site and off-site improvements shall be completed and approved by the Public Services Director prior to the issuance of the first certificate of occupancy unless otherwise designated in this Agreement.

2.14 Other Costs in Separate Agreements:

If any recapture costs, costs for a drainage basin or sub-basin wide stormwater management program are applicable to this Subdivision, those costs shall be allocated in a separate exhibit attached to this agreement. Failure of any such exhibit to be attached to this agreement shall not relieve the Owner of its obligation to pay its proportionate share of those costs.

2.15 Stormwater, Flooding and Letters of Map Revisions:

a. Owner shall comply with and pay for all costs associated with any Stormwater Pollution Prevention Plan, Letter of Map Revision (LOMR), or other related requirements of Wyoming DEQ, Federal Emergency Management Agency (FEMA) or any other agency that has jurisdiction over the real property in impacted by this Agreement.

b. Owner shall provide the City with copies of all Stormwater Pollution Prevention Plan elements as reviewed and approved by Wyoming DEQ; any LOMR, along with the necessary submittals to update flood mapping in accordance with FEMA requirements, and documentation of Base Flood Elevations.

c. All requirements of this section shall be met prior to issuance of a permit to construct subdivision improvements.

2.16 Other Requirements:

a. Prior to the issuance of a permit to construct public improvements in the Addition, the Owner shall provide a bond or other approved surety to the City Engineering Department for 125% of the estimated cost of a continuous left turn bay along Casper Mountain Road per the approved WYDOT access permit and The Nine Iron Estates II Subdivision Agreement. Said left turn bay shall be completed prior to the issuance of any building permit in the Addition.

- b. The Owner shall obtain the City Engineer's approval of a drainage study for the Addition prior to the issuance of any building permit in the Addition.
- c. Prior to the issuance of a permit to construct public improvements for the Addition, the Owner shall correct, subject to the City Engineer's approval, the deficiencies in the public improvements in The Nine Iron Estates Addition, identified in a written punch list from the City Engineering Office and attached hereto as Exhibit "B".
- d. Concurrent with the construction of Trevino Drive, the Owner shall extend water and sewer mains to the south end of the Addition.
- e. Prior to the recording of the replat, the Owner shall provide the City with proof of the creation of a Homeowner's Association for the PUD. The Homeowner's Association shall be responsible for owning and maintaining all designated open space, including the proposed pedestrian pathways.
- f. Prior to the issuance of building permits for any structures in the Addition, the Owner shall provide a site plan and landscaping plan, meeting all minimum City requirements, for the existing commercial building located on proposed Tract "F".
- g. Prior to the issuance of a building permit for the proposed 5,000 square foot commercial structure in Tract F, the Owner shall develop enhanced architectural design standards for commercial structures in The Back Nine PUD, which requires the approval of an amendment to the PUD site plan by the City Council.

SECTION 3 - OBLIGATIONS OF CITY

The City shall issue a building permit and certificate of occupancy for the buildings in the Addition upon performance by the Owner of the conditions set forth herein, and upon Owner's compliance with all applicable Code requirements. All building permits will be issued by the Community Development Director in accordance with the Code.

SECTION 4 - REMEDIES

In the event the Owner fails to do, or fails to cause to be done, any of the requirements set forth in this Agreement in an expeditious manner, the City may, at its option, do any or all of the following:

- a. Refuse to issue any building permits or certificates of occupancy to any person, including the Owner, or its heirs, successors, assigns and grantees.
- b. After written notice to the Owner of any public improvements which have not been completed or properly completed, and upon Owner's failure to

cure the same within a reasonable period of time, the City may complete any and all of the public improvements required by this Agreement by itself or by contracting with a third party to do the same. In the event the City elects to complete said improvements, or contracts with a third party to do so, the Owner agrees to pay any and all costs resulting therefrom upon demand by the City.

The remedies provided in this section are in addition to any other remedies specifically provided for in this Agreement, or which the City may otherwise have at law or in equity, and are not a limitation upon the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs in the event the City is required to enforce the provisions of this Agreement in a court of law.

SECTION 5 – GENERAL PROVISIONS

- a. Successors and Assigns: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property that is the subject matter of this Agreement. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed

as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.

- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If a court of competent jurisdiction renders any provision of this Agreement (or portion of a provision) to be invalid, illegal or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Becker Development, LLC
Attn: Richard Becker
2948 Hogan Drive
Casper, WY 82601

City of Casper
Attn: Community Development Director
200 North David
Casper, WY 82601
Fax: 307-235-8362

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.

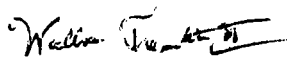
- i. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.

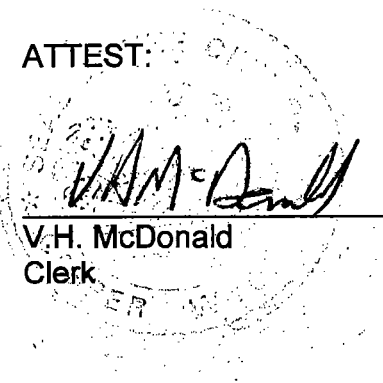
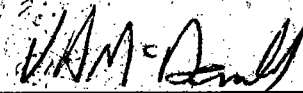
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

- n. Term: At the time the Owner files for a permit to construct, the then applicable code provisions shall apply for the life of the permit or under an extension that is approved by the Public Services Director. If the Owner fails to file for a permit to construct at the time of platting, all applicable provisions of the Code that have changed since the execution of this Agreement shall be required of the Owner at the time of permit application, and the City at its sole discretion may require a new Subdivision Agreement and/or the replatting of property. Provided, however, Code amendments pertaining to the health and safety of the public shall be complied with by the Owner during the term of this Agreement, regardless of the validity of the permit to construct.

The parties hereby enter into this Agreement on the day and year first written above.

APPROVED AS TO FORM:



ATTEST: 


 V.H. McDonald
 Clerk

CITY OF CASPER, WYOMING
 A Municipal Corporation



 Paul C. Bertoglio
 Mayor

WITNESS:

OWNER
BECKER DEVELOPMENT, LLC

By: Dee Hardy

By: Richard Becker

Printed Name: Dee Hardy

Printed Name: Richard Becker

Title: Administrative Secretary

Title: Gen. Mgr.

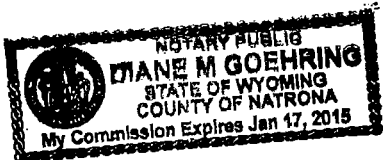
STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this 21st day of June, 2011 by Paul C. Bertoglio as the Mayor of the City of Casper.

(Seal, if any)

Diane M. Goehring
(Signature of notarial officer)

Notary Public
Title (and Rank)

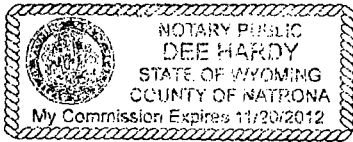


[My Commission Expires: _____]

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this 22nd day of June, 2011 by Richard Becker as the General Manager of BECKER DEVELOPMENT, LLC.

(Seal, if any)



Dee Hardy
(Signature of notarial officer)

Administrative Secretary
Title (and Rank)

[My Commission Expires: 11/20/12]

EXECUTIVE SUMMARY

"THE BACK NINE"

Objective

The objective of the PUD is to allow the flexibility of development of single family twin homes that are affordable to the potential buyers entering the Casper home market.

Abutting Land/Home Owners (See PUD Site Plan for Property Owner Locations)

➤ Jaynes Corp.	P.O. Box 26841	Albuquerque, NM	87125
➤ Inli, Troy	2450 W. 39 th	Casper, WY	82604
➤ Akin, Steve	2924 Hanway	Casper, WY	82604
➤ Hansuld, William	680 E. 18 th St.	Casper, WY	82601
➤ Stutte, Nathan	2838 Hogan Dr.	Casper, WY	82601
➤ Vigil, Marshall	2839 Hogan Dr.	Casper, WY	82601
➤ McJunkin, Patrick	2840 Nicklaus Dr.	Casper, WY	82601

Architectural Theme

- ❖ Residential Dwellings
 - Number of Housing Units
 - 39 Twins + 4 Singles = 82 Residential Dwellings/Lots
 - Phase I = 29 Residential Dwellings/Lots
 - Phase II = 53 Residential Dwellings/Lots
 - Size of Each Unit
 - 1,600 to 2,000 s.f.±
 - Typical Configuration of Each Unit
 - 3 Bedrooms, 2 Bathrooms
 - Fire Place Optional
 - Two Car Garage - Three Car Optional
 - Common Siding Type
 - Combination of Lap and Stucco
 - Roof Structure
 - 3:12 Slope Gable on Garage
 - 5:12 Slope Gable on Main Structure
 - Architectural Shingle
- ❖ Commercial Buildings
 - Number of Commercial Units
 - Two Commercial Units
 - Size of Each Unit
 - Up to 5000s.f. ±
 - Parking Requirements
 - 29 Spaces
 - 2 Handicap Spaces
 - Typical Configuration of Each Unit
 - Office/Maintenance/Shop (Existing Building)
 - Office (Future Building)
 - Common Siding Type
 - Steel Siding
 - Roof Structure
 - Gable
 - Architectural Shingle



APR 21 2011

- Signage
 - Business Signs
 - Each office building shall be permitted one façade or projecting sign not to exceed four square feet for each lineal front foot.
 - Freestanding Signs
 - Each office building shall be permitted one freestanding sign per public street frontage.
 - All signage shall conform to the City of Casper's Municipal Codes (Chapter 17.96 Signs)

Land Use Areas

- Residential Use = 16.984 acres ±
 - Min. Residential Lot Size = 0.179 acres ±
 - Max. Residential Lot Size = 0.381 acres ±
- Open Space = 22.335 acres ±
- Commercial Use (1 Tract) = 1.511 acres ±
 - Floor space shall not exceed 25% of tract.

Setbacks and Height Limitations

- ❖ Residential
 - Setbacks
 - Front = 20' Min.
 - Side = 5' Min.
 - Rear = 20' Min.
 - Height Limitation
 - Maximum Height shall be 22'
- ❖ Commercial
 - Setbacks
 - Front = 20 ' Min. (25' Typical)
 - Side = 0' unless abutting Residential 10' Min.
 - Rear = 20 ' Min. (25' Typical)
 - Height Limitation
 - Maximum Height shall be 30'

Construction Phase Summary

- Phase I (Est. Completion in 2012)
 - 29 Residential Lots = 6.41 acres ±
 - 1,052 Linear Feet of Street Construction ±
- Phase II (Est. Completion in 2014)
 - 53 Residential Lots = 10.574 acres ±
 - Commercial Tract = 1.511 acres ±
 - 1,120 Linear Feet of Pedestrian Pathway Construction ±
 - Pedestrian Pathway we be constructed after Palmer Drive is complete from 29th St to Trevino Drive.
 - 2,080 Linear Feet of Street Construction ±



Landscaping

- All landscaping shall conform with the City of Casper Zoning Regulations regarding landscaping (Chapter 17 of the Municipal Code, Appendix B)

Water Main Connection

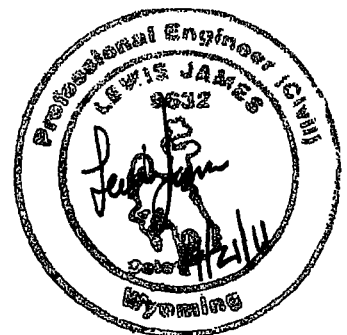
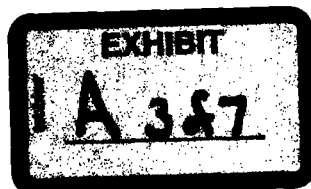
Currently 8" PVC water main stub-outs are located at Hogan Dr., Palmer Dr. and Player Dr.. The planned development will connect to these stub-outs. On Hogan Dr. the water main will continue to loop around to Palmer Dr. On Player Dr the water main will dead-end into the cul-de-sac. An 8" PVC water main will be stubbed-out Trevino Dr. The planned water usage for the entire area is estimated at 36,000 gallons/day

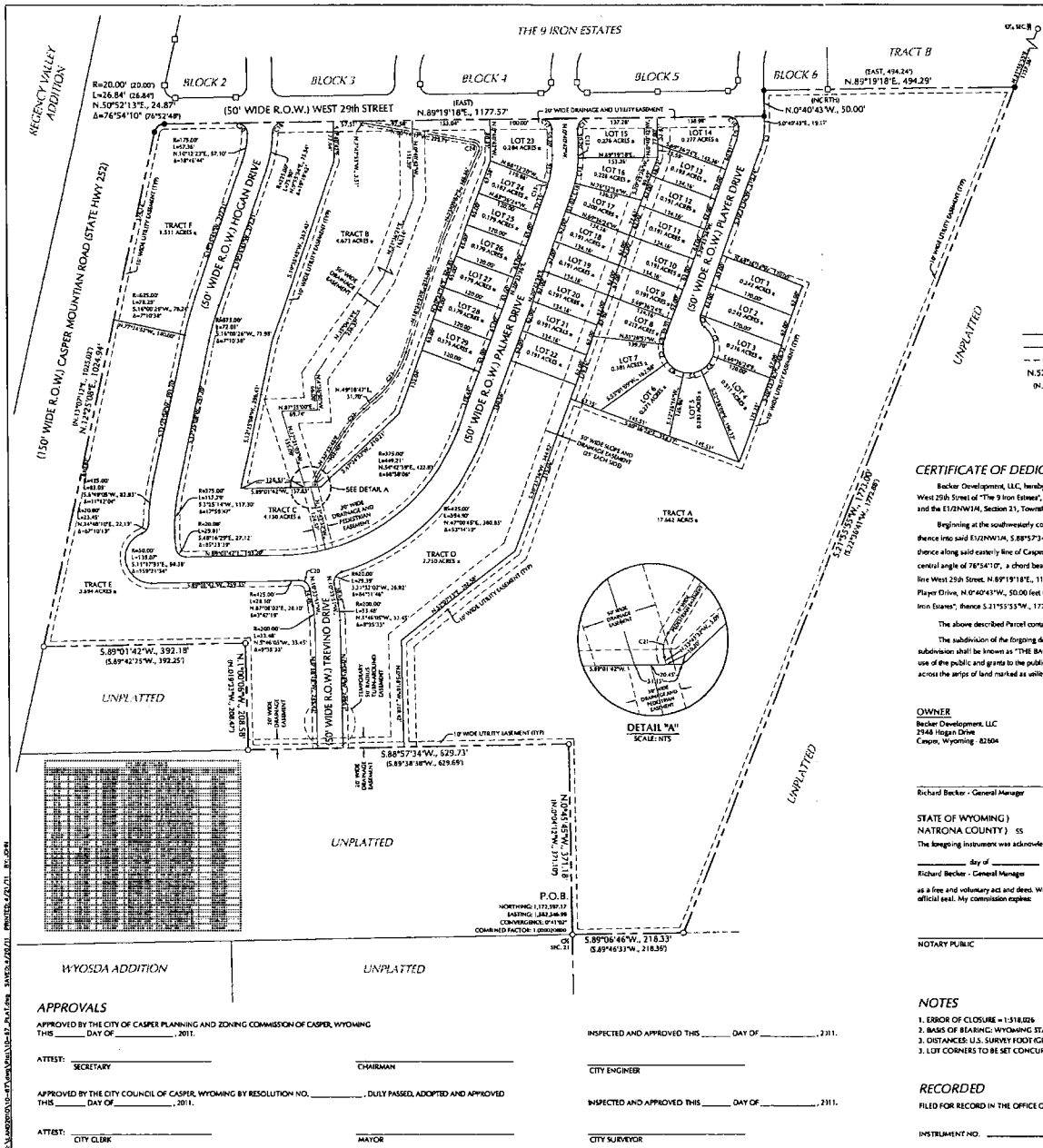
Sanitary Sewer Connection

Currently 8" PVC sanitary sewer main stub-outs are located at Hogan Dr., Palmer Dr. and Player Dr. The planned development will connect to these stub-outs. On Hogan Dr. the sanitary sewer main will terminate at the end. On Palmer Dr. the sanitary sewer will continue up Trevino Dr. for future development. On Player Dr. the sanitary sewer main will terminate at the end.

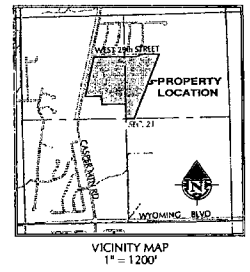
Storm Drainage

This site is not located in any FEMA regulated floodwater streams. However, there is a well defined stormwater channel that runs thru the area. The stormwaters begins at Wyoming Boulevard and will continue to be channeled thru the area and connect to the existing 48-inch storm system at Nicklaus Drive. The existing stormwaters from the south will be collects at the end on Trevino Dr. and will be conveyed under ground thru a 48-inch storm piping to Tract B and will then surface drain to the existing system. All roadways and lot grading within the developed area will be directed to this system via curb and gutter, underground piping and/or V-ditch drainage channels.





PLAT OF
"THE BACK NINE"
 AN ADDITION TO THE CITY OF CASPER, WYOMING
 BEING A VACATION AND REPLAT OF A PORTION OF TRACT C AND PORTIONS OF WEST 29th STREET OF "THE 9 IRON ESTATES", ALL OF "THE 9 IRON ESTATES" BEING LOCATED IN THE W1/2N1/4 AND THE E1/2N1/4, SECTION 21, TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING.
 SCALE: 1"=100'



- LEGEND**
- RECOVERED BRASS CAP
 - RECOVERED CORNER AS NOTED
 - SET 5/8" REBAR WALL/ALUMINUM CAP
 - SET BRASS CAP
 - PLAY BOUNDARY
 - LOT LINES
 - EASEMENT LINES
 - MEASURED
 - RECORD

CERTIFICATE OF DEDICATION

Becker Development, LLC, hereby certifies that they are the owner and proprietor of the foregoing subdivision located in and being a vacation and replat of a portion of Tract C and portions of West 29th Street of "The 9 Iron Estates", an addition to the City of Casper, and all of "The 9 Iron Estates" in, an addition to the City of Casper, Wyoming, being more particularly described by means and bounds as follows:
 Beginning at the southwest corner of said W1/2N1/4, said point being the C1/4 corner of said Section 21; thence along the westerly line of said W1/2N1/4, N40°45'45"W, 371.18 feet; thence into said E1/2N1/4, S 88°15'73.4"W, 629.73 feet; thence N 1°00'06"W, 108.18 feet; thence S 89°01'42"W, 392.18 feet to a point in the easterly right-of-way line of Casper Mountain Road; thence along said easterly line of Casper Mountain Road, N 1°23'08"E, 1024.94 feet to a point of curvature; thence 26.04 feet along the arc of a true curve to the right having a radius of 20.00 feet, a central angle of 78°54'10", a chord bearing of N 50°52'12"E, and a chord length of 24.87 feet to a point of tangency in the southerly right-of-way line of West 29th Street; thence along said southerly line West 29th Street, N 89°19'18"E, 1177.57 feet to the point of intersection of said southerly line of West 29th Street and the easterly right-of-way line of Player Drive; thence along said easterly line of Player Drive, N 0°40'43"W, 50.00 feet to the southerly corner of Lot 7, Block 6, of said "The 9 Iron Estates"; thence N 89°19'18"E, 494.18 feet to the southerly corner of Tract B of said "The 9 Iron Estates"; thence S 21°53'53"W, 1773.00 feet to the southeasterly corner of the said "The 9 Iron Estates" subdivision; thence S 89°06'45"W, 218.33 feet to the Point of Beginning.
 The above described Parcel contains 44.579 acres, more or less, and is subject to any and all rights-of-way, easements, reservations, and encumbrances which have been legally acquired.
 The subdivision of the foregoing described land as it appears on this plat is with the free corners and in accordance with the desire of the above named owner and proprietor. The name of said subdivision shall be known as "THE BACK NINE", an addition to the City of Casper, Wyoming. The above named owner and proprietor does hereby dedicate all streets and roads shown hereon to the use of the public and grants to the public and private utility companies an easement and license to locate, construct, use and maintain conduits, lines, wires and pipes, any or all of them, along or across the strips of land marked as utility easements as shown on this plat.

OWNER
 Becker Development, LLC
 2948 Hogan Drive
 Casper, Wyoming 82104

Richard Becker - General Manager
 STATE OF WYOMING)
 NATRONA COUNTY) SS
 The foregoing instrument was acknowledged before me this _____ day of _____, 2011, by:
 Richard Becker - General Manager
 as a free and voluntary act and deed. Witness my hand and official seal. My commission expires:

CERTIFICATE OF SURVEYOR

I, Chris Aubrey do hereby certify that I am a registered land surveyor licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of "THE BACK NINE" as laid out, plotted, dedicated, and shown hereon, that such plat was made from an accurate survey of said property by me or under my supervision and correctly shows the location and dimensions of the lots, easements, and areas of said subdivision as the same are shown upon the ground in compliance with the City of Casper regulations governing the subdivision of land.
 STATE OF WYOMING)
 NATRONA COUNTY) SS
 The foregoing instrument was acknowledged before me this _____ day of _____, 2011, by:
 Chris Aubrey, L.S.
 as a free and voluntary act and deed. Witness my hand and official seal. My commission expires:

NOTARY PUBLIC

NOTARY PUBLIC

NOTES

1. ERROR OF CLOSURE = 1:518,026
2. BASIS OF BEARING: WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/86
3. DISTANCES: U.S. SURVEY FOOT (ICAD/HD)
4. LOT CORNERS TO BE SET CONCURRENTLY WITH CONSTRUCTION USING 5/8" REBAR & ALUMINUM CAP

RECORDED

FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK OF NATRONA COUNTY, WYOMING THIS _____ DAY OF _____, 2011.

INSTRUMENT NO. _____

COUNTY CLERK

WYOSDA ADDITION

APPROVALS
 APPROVED BY THE CITY OF CASPER PLANNING AND ZONING COMMISSION OF CASPER, WYOMING
 THIS _____ DAY OF _____, 2011.

ATTEST: SECRETARY _____ CHAIRSMAN _____

APPROVED BY THE CITY COUNCIL OF CASPER, WYOMING BY RESOLUTION NO. _____, DULY PASSED, ADOPTED AND APPROVED
 THIS _____ DAY OF _____, 2011.

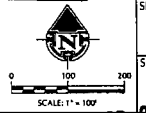
ATTEST: CITY CLERK _____ MAYOR _____

INSPECTED AND APPROVED THIS _____ DAY OF _____, 2011.

CITY ENGINEER _____

INSPECTED AND APPROVED THIS _____ DAY OF _____, 2011.

CITY SURVEYOR _____



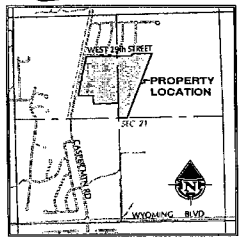
5830 East 2nd Street
 Casper, Wyoming 82609
 Phone: 307-265-4601
 Fax: 307-265-4672
J&K
 ENGINEERING

PLAT OF
"THE BACK NINE"
 AN ADDITION TO THE CITY OF CASPER, WYOMING
 BEING A VACATION AND REPLAT OF A PORTION OF TRACT C AND PORTIONS OF WEST 29th STREET OF "THE 9 IRON ESTATES", ALL OF "THE 9 IRON ESTATES" BEING LOCATED IN THE W1/2N1/4 AND THE E1/2N1/4, SECTION 21, TOWNSHIP 33 NORTH, RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING.

DATE: APRIL 20, 2011
 PROJECT NO: 10-67
 DRAWN BY: J. BRYSON
 SHEET TITLE: RECORD OF SURVEY
 SHEET NUMBER: 1 OF 1

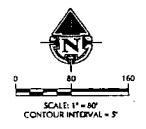
APR 21 2011

EXHIBIT
A 5 & 7



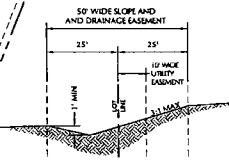
LEGEND

- RECOVERED BRASS CAP
- RECOVERED ALUMINUM CAP
- CONTROL POINT
- EL LUTILEY POLE
- EL ELECTRICAL TRANSFORMER
- EL TELEPHONE MANHOLE
- EL TELEPHONE MANHOLE
- EL CABLE TO PREMISE
- EL GAS METER
- EL GAS METER
- EL WATER VALVE
- EL FIRE HYDRANT
- DI SANITARY SEWER MANHOLE
- DI SANITARY SEWER MANHOLE
- DI STORM SEWER CURBMIT
- DI STORM SEWER MANHOLE
- DI STORM MANHOLE
- EL WATER LINE
- PROPOSED WATER LINE
- EL SANITARY SEWER LINE
- PROPOSED SANITARY SEWER LINE
- EL STORM SEWER LINE
- PROPOSED STORM SEWER LINE
- SITE BOUNDARY
- PHASE ONE BOUNDARY
- TOP LINES
- PHASE TWO LOT LINES
- EASMENT LINES
- PHASE TWO EASMENT LINES
- PROPOSED ASPHALT PAVING
- PROPOSED CONCRETE PAVING
- EL CONTOUR
- PROPOSED CONTOUR



NOTES

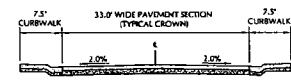
1. SETBACKS:
 - 1.1. RESIDENTIAL
 - FRONT = 20' MIN (25' TYPICAL)
 - SIDE = 5' MIN (10' TYPICAL)
 - REAR = 20' MIN (35' TYPICAL)
 - 1.2. COMMERCIAL
 - FRONT = 20' MIN (25' TYPICAL)
 - SIDE = NONE UNLESS ABUTTING RESIDENTIAL USE THEN 10'
 - REAR = 20' MIN (35' TYPICAL)
2. OFF STREET PARKING:
 - 4 PER RESIDENTIAL UNIT (TWO CAR GARAGE + DRIVEWAY)
 - 2.75 OFF-STREET PER 1000 SQUARE FEET OF OFFICE SPACE
3. COMPLETION OF PHASES:
 - PHASE ONE = 2012 (APPROX)
 - PHASE TWO = 2014 (APPROX)
4. TRACT A TO BE RESERVED FOR FUTURE CONSERVATION EASEMENT.
5. TRACT B TO BE RESERVED AS OPEN SPACE.
6. TRACTS C, D, AND E TO BE SUBDIVIDED AS SHOWN IN PHASE TWO.
7. TRACT F TO BE RESERVED FOR COMMERCIAL USE.
8. ESTIMATED WATER USAGE = 36,000gal/day
9. ALL SANITARY SEWER MAINS SHALL BE 8" PVC SDR 35 @MIN. SLOPE OF 0.5%.
10. ALL WATER MAINS SHALL BE 8" PVC C900 CL235.



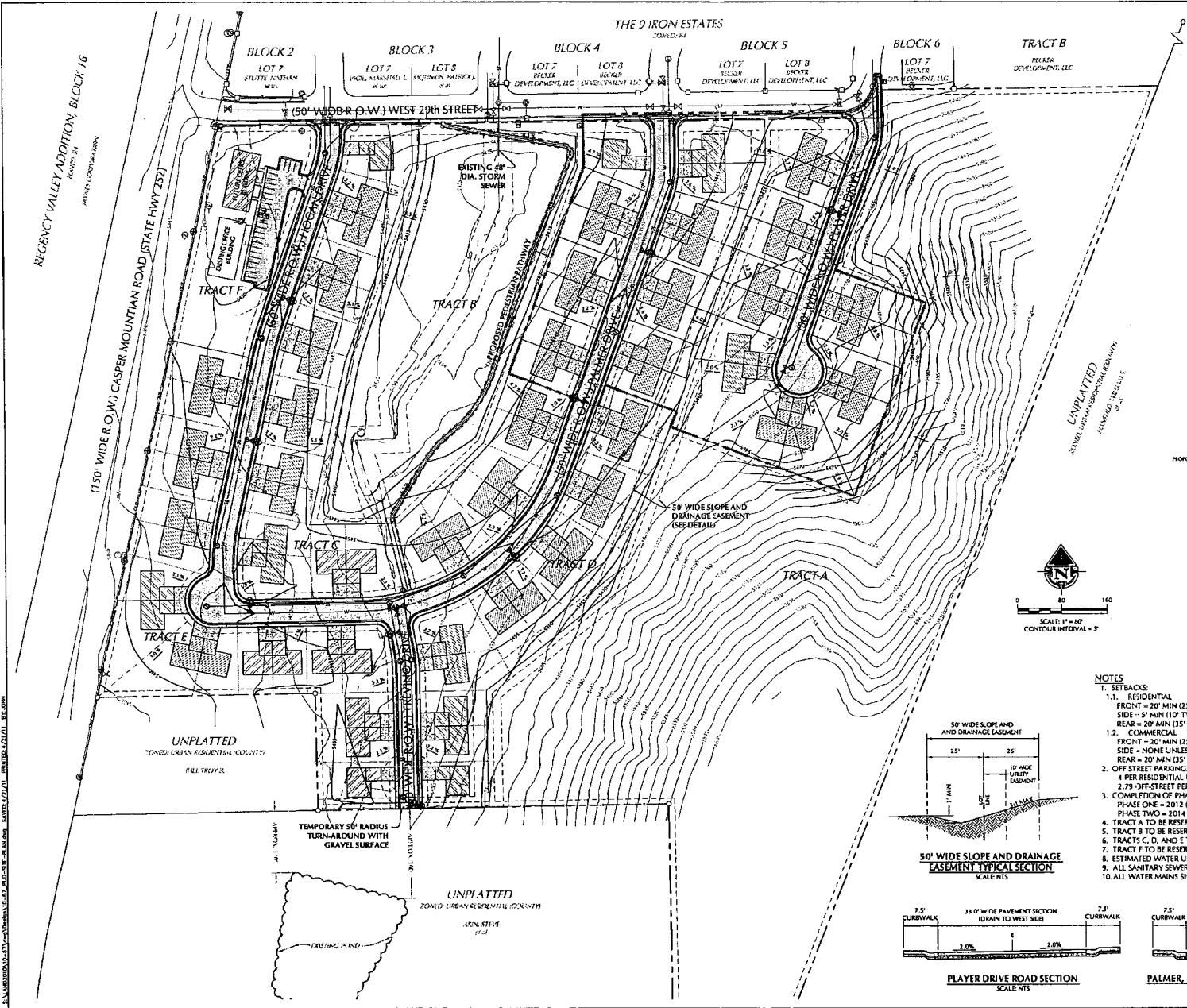
50' WIDE SLOPE AND DRAINAGE EASEMENT TYPICAL SECTION
SCALE: NTS



PLAYER DRIVE ROAD SECTION
SCALE: NTS



PALMER, HOGAN, & TREVINO DRIVE ROAD SECTION
SCALE: NTS



REGENCY VALLEY ADDITION, BLOCK 16
LANDS BY
HAYES CONSTRUCTION

(150' WIDE R.O.W.) CASPER MOUNTAIN ROAD (STATE HWY 252)

THE 9 IRON ESTATES
ZONED: R4

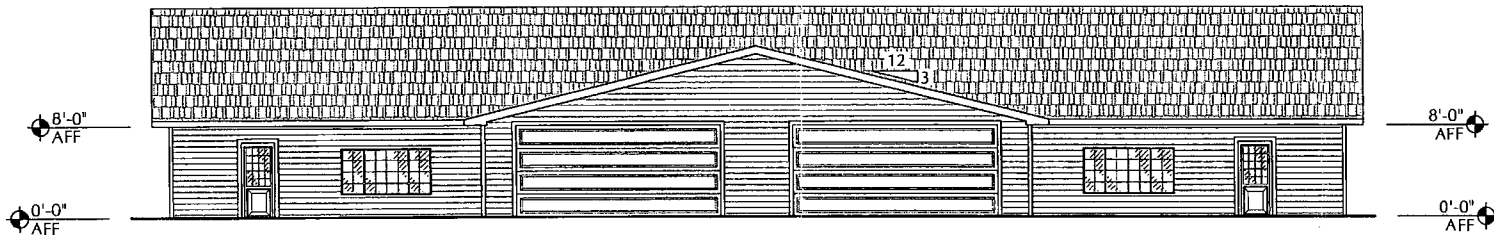
J.K.C. ENGINEERING
5830 East 2nd Street
Casper, Wyoming 82609
Phone: 307-265-4601
Fax #: 307-265-4672

PUD SITE PLAN
"THE BACK NINE"
AN FUTURE ADDITION TO THE CITY OF CASPER, WYOMING,
LOCATED IN THE W1/2NE1/4 AND THE E1/2NW1/4, SECTION 21, TOWNSHIP 33 NORTH,
RANGE 79 WEST OF THE 6TH PRINCIPAL MERIDIAN, NATRONA COUNTY, WYOMING.

DATE:
APRIL 21, 2011
PROJECT NO:
10-67
DRAWN BY:
J. BRYSON
SHEET TITLE:
PUD SITE PLAN
SHEET NUMBER:
1 of 1

APR 21 2011

S:\LAND2010\10-67\dwg\Arch\WORKED.dwg SAVED: 4/19/11 PRINTED: 4/20/11 BY: JOHN



ARCHITECTURAL THEME

- NUMBER OF HOUSING UNITS:
-39 TWINS + 4 SINGLES = 82 HOMES TOTAL
- SIZE OF EACH UNIT:
-1,600 to 2,000 s.f. ±
- TYPICAL CONFIGURATION:
-3 BEDROOM, 2 BATHROOM
-FIRE PLACE OPTIONAL
-TWO CAR GARAGE, THREE CAR OPTIONAL
- COMMON SIDING TYPE:
-COMBINATION OF LAP AND STUCCO
- ROOF STRUCTURE:
-3:12 SLOPE GABLE ON GARAGE
-5:12 SLOPE GABLE ON MAIN STRUCTURE
-ARCHITECTURAL SHINGLE

EXHIBIT
A 667

SHEET SIZE = 11"x17"
SCALE: 3/32" = 1'-0"

5830 East 2nd Street
Casper, Wyoming 82609
Phone: 307-265-4601
Fax #: 307-265-4672

J.K.C.
ENGINEERING

TYPICAL FRONT ELEVATION
"THE BACK NINE"

DATE:
4/20/2011
PROJECT NO:
10-67
DRAWN BY:
J. BRYSON
SHEET TITLE:
TYPICAL TWIN
ELEVATION
SHEET NUMBER

S:\LAND2010\10-67\Arch\Arch\CONED.dwg..._SAVED:3/25/11 PRINTED:3/25/11 BY:JOHN

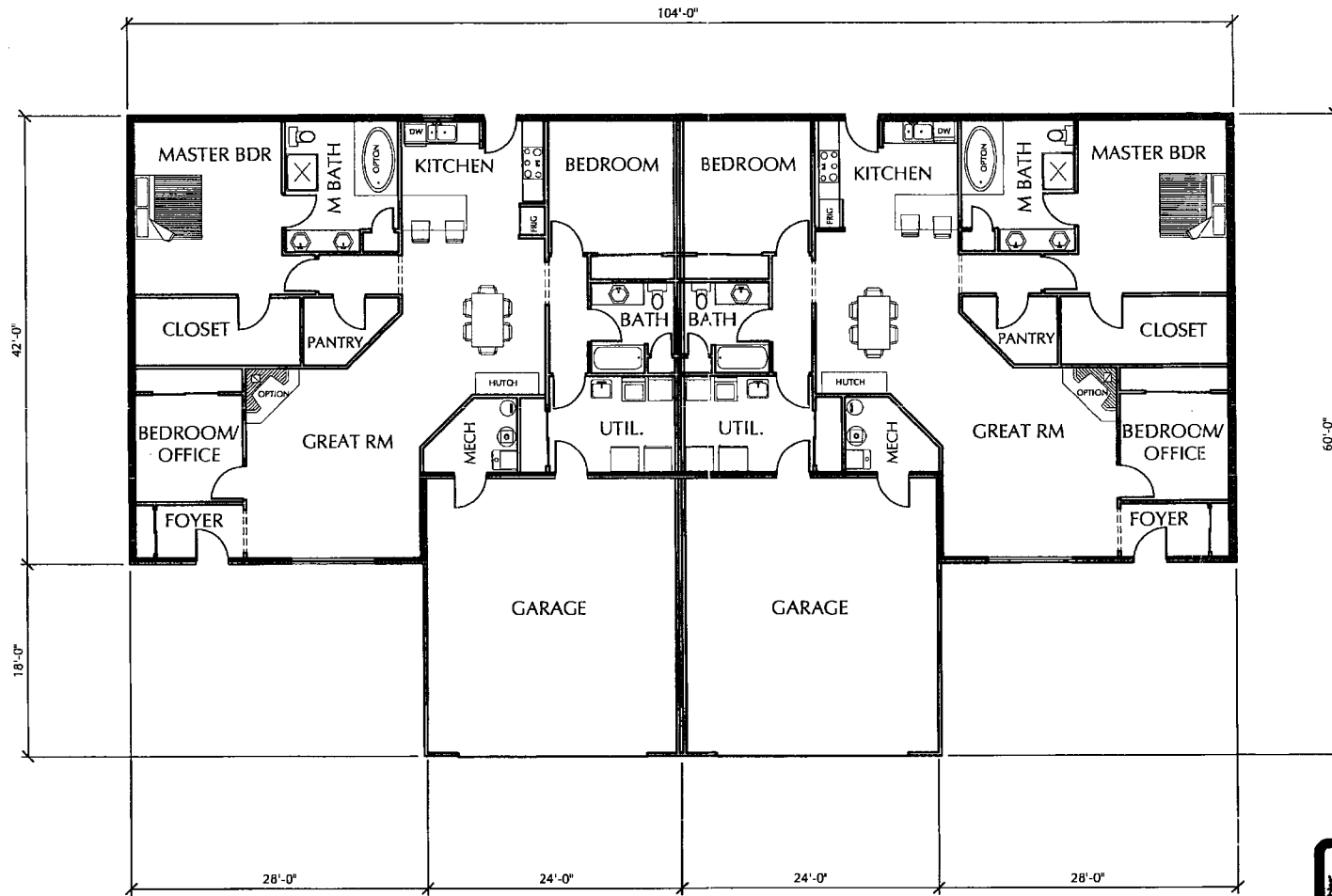


EXHIBIT
A 7&7

SHEET SIZE = 11"x17"
 SCALE: 3/32" = 1'-0"

J.K.C.
 ENGINEERING

5830 East 2nd Street
 Casper, Wyoming 82609
 Phone: 307-265-4601
 Fax #: 307-265-4672

TYPICAL FLOOR PLAN
 "THE BACK NINE"

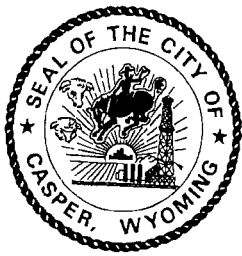
DATE:
 3/23/2011

PROJECT NO:
 10-67

DRAWN BY:
 J. BRYSON

SHEET TITLE:
 TYPICAL FLOOR PLAN

SHEET NUMBER:
 2 OF 2



City of Casper
 Public Services Department
 Casper, Wyoming
 82601



May 6, 2011

Becker Development, LLC
 Attn: Richard Becker
 2948 Hogan Dr.
 Casper, WY 82601

RE: 9 Iron Estates; Warranty Period

Dear Mr. Becker:

I walked The 9 Iron Estates addition this afternoon with Shane Porter with WLC. The following items need to be corrected:

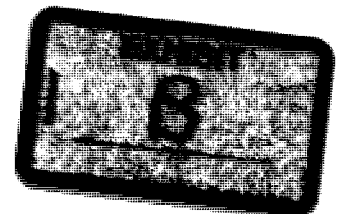
- Correct settlement around sanitary sewer manhole no.7, adjacent to lot 1, block 3, and lot 2, block 1, of The 9 Iron Estates Addition.
- Correct settlement around inlet on Hogan Drive adjacent to lot 1, block 3 of The 9 Iron Estates Addition.
- Skin patch around sanitary sewer manhole no.2, adjacent to Tract 'B' of The 9 Iron Estates Addition.
- Skin patch around sanitary sewer manhole no.22 and manhole 21, adjacent to lot 4 and lot 7 respectively, block 2 of The 9 Iron Estates Addition.
- Correct settlement around storm sewer manholes in Nicklaus Drive adjacent to lot 7 and lot 5 of The 9 Iron Estates Addition.
- Correct settlement along Nicklaus Drive adjacent to lots 1 – 3, block 4 of The 9 Iron Estates Addition.

Upon acceptance of the repairs by the City, the City will assume ownership and maintenance responsibility for the improvements.

Sincerely,

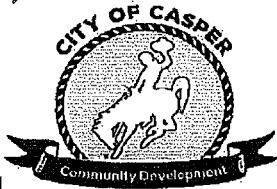
Andrew Beamer, P.E.
 City Engineer

cc: Shane Porter, P.E., WLC
 Craig Collins, Associate Planner
 Andrew Colling, Senior Engineering Technician



g:\subdiv\9 Iron Estates\9 Iron Estates acceptance observation

Fleet Maintenance 1800 E. K Street 307-235-8245 Fax-235-8417	Parks 1800 E. K Street 307-235-8281 Fax-235-8417	Streets 1800 E. K Street 307-235-8283 Fax-235-8417	Public Utilities 200 N. David 307-235-8213 Fax-234-0709	Engineering 200 N. David 307-235-8341 Fax-234-0709	Solid Waste 200 N. David 307-235-8246 Fax-235-7553
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City of Casper Planning Division

Zone Change Application

OWNER/PETITIONER'S INFORMATION:

NAME: Colby Frontiero, Doug Tille
ADDRESS: 1231 30th St. Casper WY 82601
TELEPHONE: 307-267-0549 EMAIL: c7frontiero@gmail.com
dtille@gmail.com

PETITION THE CITY TO REZONE THE FOLLOWING DESCRIBED REAL PROPERTY:

LEGAL DESCRIPTION: PUD "The Back Nine"
STREET ADDRESS: Back Nine Lots (north of 29th Street) east of Casper Mountain Road.
FROM EXISTING ZONING DISTRICT: PUD
TO PROPOSED ZONING DISTRICT: R-3, R-2, C2

UPON THE REZONING OF THE ABOVE DESCRIBED REAL PROPERTY, I (WE) PROPOSE TO USE THE PROPERTY FOR THE FOLLOWING PURPOSES (BRIEF STATEMENT OF FACTS AND JUSTIFICATION FOR REZONING):

See Attached Packet - property owners in the area of Player and Palmer streets to R-3, the remainder of undeveloped property to R-2. Tract F will be rezoned to C2, Lot number 33792121501400.

The following owner's signature, or agent, signifies that all information on the application is accurate and correct to the best of the owner's knowledge, and that the owner has thoroughly read and understands all application information and requirements.

SIGNATURE OF PROPERTY OWNER: [Signature]

SIGNATURE OF PROPERTY OWNER: Doug Tille

DATE: 4-26-21

SUBMIT TO:
Community Development Department
Planning Division
200 N David, RM 203
Casper, WY 82601
Phone: 307-235-8241
Fax: 307-235-8362
www.casperwy.gov
E-mail: dhardy@cityofcasperwy.com

- COMPLETE SUBMITTAL NEEDS TO INCLUDE:
- COMPLETED APPLICATION INCLUDING ORIGINAL SIGNATURES
 - PROOF OF OWNERSHIP
 - \$750 APPLICATION FEE (NON-REFUNDABLE)

FOR OFFICE USE ONLY:
DATE SUBMITTED:

REC'D BY:

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

Dear Homeowners,

We would like to take the opportunity to introduce ourselves and share with you our vision for the Back Nine Estates.

In March 2017 Richard Becker deeded the remaining undeveloped lots in the subdivision to Tri-Max Builders. This company is owned and operated by Delania Witt, Doug Tille and Kurt Tille.

We would like to change the Zoning in the twin home area of Player and Palmer streets from PUD to an R-3 zoning. The goal of this zoning change will negate the Home Owner's Association in the twin home area of the Back Nine which is a requirement of the PUD zoning. The remainder of the undeveloped area we want to change to R2 zoning. This change will require single family homes only to be constructed. The change would reduce the overall number of housing units from 41 to 28.

Our plan in the R-2 zoning is to build homes that are similar in pricing and construction to maintain pricing and values of existing homes in this area. We wish to maintain the consistent property values already established in the Back Nine development.

To accomplish our goal and complete this project we are asking for your support in changing the zoning from PUD to R3 in the twin homes section and R-2 zoning in the undeveloped areas. We have started the process of completing the gas lines and continuing the power lines to the remaining lots. We feel this new zoning will benefit all in the Back Nine Estates-this change will allow us to build single family homes that have proven to sell. This will also allow us to develop the area in a much more timely fashion.

We need 100 percent of current twin home owners to sign the zone change form that will then be submitted to the city council for approval. Without 100 percent approval the rezoning to R-3 and R-2 will not be an option and existing PUD will remain in effect. Tri-Max Builders is unable to continue building twin homes due to the low demand for these homes in the Casper area. We strongly believe single family homes would be the best way to bring the Back Nine Estates to completion and would truly appreciate your support in this endeavor.

Thank you for your time and assistance in this matter,
Tri-Max Builders

Please see enclosed stamped envelope
included for your convenience

During the Back 9 subdivision rezone/replatte effort FSQD Properties LLC, owners of what is commonly known as Tract F, described legally by the city of Casper as 2948 Hogan Drive Parcel #33792121501400 to be rezoned to C-2 from the current PUD zoning status. This aligns the zoning of the parcel with the current building on the property. FSQD will develop and complete the current platte of already platted second commercial building to be used as small office space, (no apartments, gas stations, or multi-level buildings). This construction conforms to current PUD zoning and C-2 Zoning Change.

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

2922 Palmer

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Gary A. Lucas [Signature]
Signature

4/16/21
Date+

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Lauren P. Heim

Signature

Mary Heim

4-17-21

Date

4-17-21

*2914 Palmer Dr
Casper, WY. 82601*

2901 Palmer

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Jamie Buchanan Jamie Buchanan
Signature

4-23-2021
Date+

Tri-Max Builders
1948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Allen Olsen Irene Olsen
Signature

9-1-18
Date+

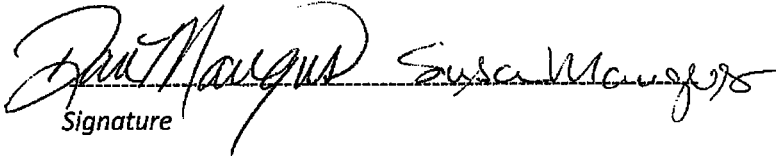
2920 Player Dr.

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-2 Zoning Change Approval Form

For Back Nine Estates HOMEOWNERS

Sign and Date below:

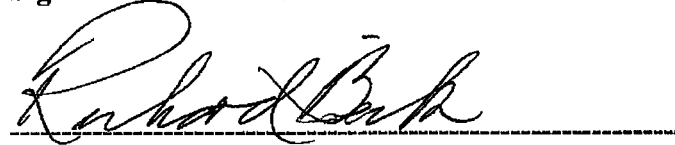

Signature

1-7-2021
Date

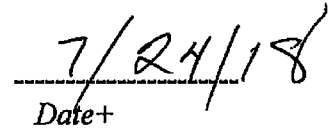
Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:



Signature



Date+

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

George H. Stewart

Signature

Ronda K. Stewart

7-26-2018

Date+

7-26-2018

2925 Palmer

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Melvin C Johnson

Signature

April 24, 2015

Date+

2904 Playas

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Grant R. Young
Signature

3-14-18
Date+

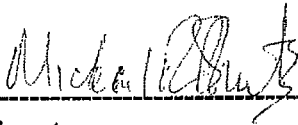
2944

Prayer

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:



Signature



Date+

2968 Player

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Bonnie Golovich
Signature


4-4-18
Date+

2935 player

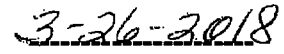
Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:



Signature



Date+

2936 Payer

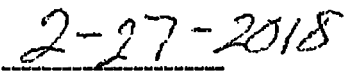
Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:



Signature



Date+

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Mark A. Williams

Signature

Dee Williams

2951 Player Ave

3/10/18

Date+

3/10/18

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:



Signature

2/25/18
Date+

2928 Placer Dr.

Grant Wilson

2960 Payer

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Edwin A. Rater

Signature

2/26/2018

Date+

2917 Palmer

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Frank S. Keller

Signature

5/2/18

Date+

2909 Palmer

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Richard D. Rogers
Signature
Roe M. Rogers

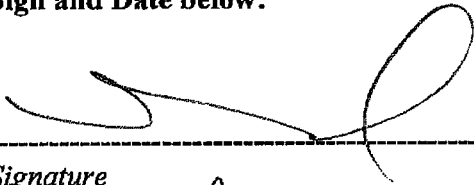
4-23-2018
Date+
4/23/2018

2906 Palmer

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:



Signature

Justine Lee Hold 4.23.18

4/23/18
Date+

Tri-Max Builders
2948 Hogan Dr.
Casper, WY 82601

C2 Zoning Change Approval Form
For Back Nine HOMEOWNERS

Sign and Date Below:



Signature

4-26-21

Date+

2948 Hogan Dr.

Tri-Max Builders
1948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Raymond K. Wallace

8-1-2018

Colleen Dickinson

8-1-2018

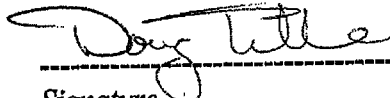
Signature

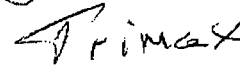
Date+

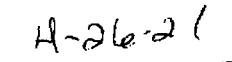
Tri-Max Builders
1948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:



Signature 



Date+

Tri-Max Builders
1948 Hogan Dr.
Casper, WY 82601

R-3 and R-2 Zoning Change Approval Form
For Back Nine Estates HOMEOWNERS

Sign and Date below:

Mick E. Ehlert

Signature

07/27/18

Date+

From: [REDACTED]
To: Craig Collins
Cc: [REDACTED]
Subject: FW: ZOC-000010-2021 Back Nine Addition etc.
Date: Friday, June 11, 2021 9:56:59 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Craig,

I'm forwarding my email I had sent early this morning.
I had inadvertently had your email wrong. (Normally I would not forward, however, I am today!)

Thank you for your understanding!
Sandra Martinez

From: [REDACTED]
To: "ccolins@casperwy.gov", "dhardy@cityofcasperwy.com"
Cc: [REDACTED]
Sent: Friday June 11 2021 5:05:05AM
Subject: ZOC-000010-2021 Back Nine Addition etc.

RE: ZOC-000010-2021- Petition for Zone Change of the Back Nine-

We, Gustavo & Sandra Martinez own our home at: 2838 Hogan Dr., Casper, WY.
We live at the cross-intersection of: Casper Mt. Rd. & W. 29th St.

We would like the current Zoning to be upheld & that the home owner's association in the twin home area of the Back Nine be left as PUD not go to an R-3 zoning or R-2 zoning. Leave it as is.

We are very concerned of the value, pricing & construction of said projects within the immediate area of our home & those of our neighbors. It must to remain consistent with the the already established Back Nine & Nine Irons Development.

We do not agree with the statement that you are unable to build twin homes in the area due to low demand in the Casper area.

RE: 2948 Hogan Dr Parcel #33792121501400 to be rezoned to C-2:

We, Gustavo & Sandra Martinez own our home at: 2838 Hogan Dr., Casper, WY.
We live at the cross-intersection of: Casper Mt. Rd. & W. 29th St.
We live immediately to the North of the area that is requested to be developed.
The Zoning request that you are making would directly affect our interests, home value & traffic in the immediate area.

We do not want any commercial or second commercial buildings or small office spaces,

apartments, gas stations or multi-level buildings constructed or zoned for this or any commercial use.

We see that the Request for the Zoning does state that they would not develop the area as the above mentioned sites, however, in Chapter 17.68 C-2 General Business forms, The 17.68.010 Purpose & 17.68.020 Permitted Uses; The above is included in the Purpose, Permitted Uses, Conditional Uses & Minimum Standards.

The above listed commercial buildings or sites we are concerned with going in & many more are listed on the General Business forms.

Property owners & builders may say one thing for zoning change, however, the General Business terms say another. This is very concerning to us.

We are both Completely Opposed to a change to the Zoning of the tract to C-2.

Please, hear our voice & our concerns.

Sincerely,
Sandra & Gustavo Martinez Jr.
2838 Hogan Dr.
Casper, WY 82601

GUNSIGHT, LLC

A Wyoming limited Liability Company

Stuart D. Atnip
Managing Member

(307) 266-4672

114 E. 27th Street
Casper, WY 82601

June 10, 2021

JUN 10 2021

City of Casper Planning and
Zoning Commission
C/O: Craig Collins, City Planner
200 N. David, Room 205
Casper, WY 82601

Re: Filing of Protest and Objection to Zone Changes being proposed in Case Number ZOC-000010-2021 before the City of Casper Planning and Zoning Commission.

Dear Mr. Collins:

Please find enclosed the following documents for filing in and for consideration by the City of Casper Planning and Zoning Commission in Case Number ZOC-000010-2021, which matter is to be considered by the Commission at its meeting on Thursday, June 17, 2021:

1. Protest and Objection of Gunsight, LLC to the proposed zone changes in the above matter (Case Number ZOC-000010-2021).
2. Twelve copies of this Protest and Objection for inclusion in the Commission's packets for this hearing with the additional copies for your staff's use.

I am also requesting that the original copy of this Protest and Objection be included as an exhibit in the record for this hearing and any appeal that is taken therefrom.

Please feel free to contact me with any questions or concerns you may have. Your attention to this matter is greatly appreciated.

Sincerely,



Stuart D. Atnip
Managing Member
Gunsight, LLC

Enc.

CITY OF CASPER, WYOMING, PLANNING AND ZONING COMMISSION

CASE NUMBER ZOC-000010-2021

PROTEST AND OBJECTION BY GUNSIGHT, LLC, A WYOMING LIMITED LIABILITY COMPANY, AS THE OWNER OF MORE THAN TWENTY PERCENT (20%) OF THE AREA OF THE REAL PROPERTY LOCATED WITHIN "THE BACK NINE", AN ADDITION TO THE CITY OF CASPER, WYOMING, TO THE ZONE CHANGES BEING PROPOSED FOR THIS SUBDIVISION IN CASE NUMBER ZOC-000010-2021.

THIS PROTEST AND OBJECTION BEING FILED PURSUANT TO WYOMING STATUTE SECTION 15-1-603 AND SECTION 17.12.160 C. OF THE CASPER MUNICIPAL CODE.

1. Gunsight, LLC is a Wyoming limited liability company and is in good standing under and pursuant to the laws of the State of Wyoming.
2. The "Zone Change Application" filed in this matter is hereby incorporated herein at this point as if fully set forth. "The Back Nine", an addition to the city of Casper, Wyoming, is hereinafter referred to as "The Back Nine Subdivision".
3. Gunsight, LLC is the fee title owner of Tract "A" of "The Back Nine Subdivision" comprising 17.662 acres thereof. Tract "A" being highlighted on a copy of the plat of this subdivision attached hereto as Exhibit "I" which exhibit further sets forth the square footage of the lots and tracts contained in this subdivision as obtained from the Natrona County Assessor's Office. **Gunsight, LLC owns 43.25%** of the total area of all of the lots and tracts of this subdivision by its ownership of Tract "A" as follows:

Total area of all lots and tracts of the Subdivision: 1,778,609.20 square feet
Total area of Tract "A" owned by Gunsight, LLC: 769,356.72 square feet

Percentage ownership of Gunsight, LLC of the area of the lots comprising
"The Back Nine Subdivision": 769,356.72 (square feet of Tract "A") +
1,778,609.20 (subdivision total square feet) = 43.25% ownership interest therein.

4. Gunsight, LLC, pursuant to Wyoming Statute Section 15-1-603 and Section 17.12.160 C. of the Casper Municipal Code, hereby **PROTESTS AND OBJECTS** to the proposed zone changes to the lots and tracts of "The Back Nine Subdivision" as filed in this matter in Case number ZOC-000010-2021.
5. **DUE TO THIS PROTEST AND OBJECTION, PURSUANT TO W.S. 15-1-603 AND SECTION 17.12.160 C. OF THE CASPER MUNICIPAL CODE, THE PROPOSED ZONE CHANGES AS SET FORTH IN THE "ZONE CHANGE APPLICATION" FILED IN THIS MATTER WILL, AND CANNOT BE, EFFECTIVE EXCEPT UPON THE AFFIRMATIVE VOTE OF THREE-FOURTHS (3/4ths) OF ALL OF THE MEMBERS OF THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING.**

6. Gunsight, LLC protests and objects to the zone change application filed in this matter for the following, but not limited to, reasons:
- A. "The Back Nine Subdivision" was zoned as a Planned Unit Development (PUD) for the purpose of allowing flexibility in its development and site plans as this subdivision was and is being built out under the supervision and control of the city of Casper.
 - B. Substantial development of this subdivision has occurred under its current PUD zoning and the undersigned relied on this zoning in its purchase of Tract "A".
 - C. The applicant for these zone changes was well aware of the PUD zoning for, and of the subsequent development of, this subdivision under its PUD zoning at the time the applicant purchased its property.
 - D. The applicant for these zone changes now seeks to change the zoning which would allow for commercial development under the City's C-2 zoning classification for Tract "F" of this subdivision located along Casper Mountain Road. C-2 zoning will allow commercial uses within this subdivision that will greatly exceed the uses for this real property as set forth in the "Future Land Use Plan" of the Generation Casper Comprehensive Plan (dated Summer, 2017), the same being incorporated herein as if fully set forth.
 - E. Casper Municipal Code Section 17.52.030 only allows commercial use in a PUD zoning district that is primarily for the service and convenience of the residents of the subdivision and the immediate neighborhood, and provided that a commercial use does not change, injure, or destroy, temporarily or permanently, the predominantly residential character of the PUD. By maintaining the current PUD zoning the City of Casper can ensure that any future commercial development plan for this subdivision complies with this ordinance, as all site and development plans shall be submitted to and approved by the city pursuant to Municipal Code Sections 17.52.010 through 17.52.130.
 - F. C-2 Zoning, due to its broad uses, in this subdivision along Casper Mountain Road will neither provide adequate buffering of the lots and tracts contained in this subdivision nor for the R-4 zoning of the land adjacent to this subdivision and on the west side of Casper Mountain Road, which is categorized to be "Neighborhood 2", being Single and multifamily neighborhoods under the "Future Land Use Plan" as set forth in the Generation Casper Comprehensive Plan. Buffering is required pursuant to Casper Municipal Code Section 17.12.130 and Appendix C thereof.
 - G. C-2 zoning along Casper Mountain Road will result in "spot zoning" of commercial developments within this subdivision which area is for residential development pursuant to the "Future Land Use Plan" as set forth in the Generation Casper Comprehensive Plan. There are no other commercial development zones in or around this subdivision.
 - H. The current commercial use of a building located along Casper Mountain Road in Tract "F" of this subdivision is a grandfathered use that existed prior to the PUD zoning of this subdivision, which use cannot be enlarged, expanded or extended under the Casper

Municipal Code Sections 17.12.010 through 17.12.040. The presence of this grandfathered building is not a justification for commercial zoning of this area.

- I. The proposed changes from the PUD zoning to the C-2, R-2, and R-3 zoning classifications will galvanize the future uses of this property thereby eliminating the controls that the City currently has over future development plans for this subdivision as a PUD under Casper Municipal Code Sections 17.52.010 through 17.52.130.
 - J. If these proposed zone changes are adopted, the city of Casper will lose its ability to control the development of this area under the City's PUD Ordinances, which would otherwise allow the city to approve or disapprove site and development plans for the subdivision as it builds out in the future under the PUD zoning classification.
 - K. Casper Municipal Code Section 17.12.170 and Wyoming Statute Section 15-1-601(d) specifically require that all zoning decisions shall be made in accordance with the comprehensive plans developed by the city of Casper. As noted above, the proposed zoning changes are not in accordance with the Future Land Use Plan of the Generation Casper Comprehensive Plan for this subdivision and, if adopted, will adversely affect and impact future development of the lands to the west and south as well as within this subdivision.
 - L. The applicant for these zone changes is proposing to negate the Homeowners' Association as was required by the city of Casper under the PUD zoning classification for this subdivision. The Homeowners' Association guidelines as well as the "Declaration of Conditions, Covenants, Restrictions, Easements and Charges" are recorded respectively as Instrument Number 997419 on August 6, 2015, and as Instrument Number 973868 on June 27, 2014, with the clerk of Natrona County, Wyoming. These provisions were developed to allow the homeowners of this subdivision, through their homeowners' association, to protect their property values which will be lost if the proposed zone changes are adopted. As noted above, this subdivision has been built out to date in reliance on these provisions.
7. The applicant for the zone changes in this matter will not be prevented from developing its property in this subdivision as the applicant, under the current PUD zoning of this subdivision, has the ability to develop its property by submitting appropriate development plans to the city for its consideration pursuant to Section 17.52.130, which provides the process for making alterations to the final development plan of a PUD.
 8. The undersigned hereby request that this protest and objection be included in the record for any and all hearings before the City of Casper Planning and Zoning Commission and be made part of the record of any appeal that may be taken from any decision of the Commission.

Respectfully Submitted:

Dated this 10th day of June, 2021.

GUNSIGHT, LLC, A Wyoming
Limited LIABILITY Company:

By: 

Stuart D. Atnip
Managing Member
114 East 27th Street
Casper, Wyoming 82601
(307) 266-4672

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

The foregoing instrument was acknowledged before me this 10th day of June, 2021, by
Stuart D. Atnip as the Managing Member of Gunsight, LLC, a Wyoming limited liability company.


Notary Public

My commission expires: 01/09/25.



**GUNSIGHT LLC'S PERCENTAGE OWNERSHIP INTEREST IN THE TRACTS AND LOTS
OF THE "BACK NINE SUBDIVISION"**

TRACT/LOT SQUARE FOOTAGE

A	769,356.72	OWNED BY GUNSIGHT, LLC
B	203,555.88	
C	179,902.80	
D	119,790.00	
E	160,910.64	
F	65,819.16	
1	10,540.00	
2	10,540.00	
3	9,388.00	
4	13,534.00	
5	12,323.00	
6	11,822.00	
7	16,577.00	
8	9,240.00	
9	8,318.00	
10	8,318.00	
11	8,318.00	
12	8,318.00	
13	8,428.00	
14	12,066.00	
15	12,011.00	
16	9,932.00	
17	8,712.00	
18	8,318.00	
19	8,318.00	
20	8,318.00	
21	8,318.00	
22	8,318.00	
23	12,371.00	
24	7,928.00	
25	7,800.00	
26	7,800.00	
27	7,800.00	
28	7,800.00	
29	7,800.00	

1,778,609.20 TOTAL SQUARE FEET OF ALL TRACTS AND LOTS

THE OWNERSHIP PERCENTAGE INTEREST OF GUNSIGHT, LLC IN THE TOTAL AREA OF THE TRACTS AND LOTS OF "THE BACK NINE SUBDIVISION" = THE SQUARE FOOTAGE OF TRACT "A" OWNED BY GUNSIGHT, LLC DIVIDED BY THE TOTAL AREA OF ALL OF THE TRACTS AND LOTS THEREOF = 769,356.72 SQUARE FEET ÷ 1,778,609.20 SQUARE FEET = A 43.25% INTEREST HELD BY GUNSIGHT, LLC IN THE TOTAL AREA OF THE TRACTS AND LOTS OF THIS SUBDIVISION.

From: [REDACTED]
To: [Craig Collins](#); [Dee Ann Hardy](#)
Subject: Zone Change Application PUD "The Back Nine"
Date: Sunday, June 6, 2021 8:36:04 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To the Community and Development Department, Planning Division,

We are writing to voice our opposition to the zoning changes proposed by Tri-Max Builders to "The Back Nine."

We live 4 houses down the street from Tract F, 2948 Hogan Drive, and are adamantly opposed to a change in the zoning to C2. This would increase traffic in and out of our neighborhood, making it dangerous for our children to ride their bikes near our home. Currently our neighborhood is small and relatively quiet, making it a great place to raise a family. So the prospect of getting a retail liquor store, or a convenience station, 4 lots down from our family home is upsetting. We bought our home in 2011 and were advised by the Becker family themselves that the covenants in place would forever protect the integrity of the neighborhood and the investment in the property. So you can imagine our distrust in their upcoming plans given their prior promises, and now this application. In their letter to residents of our neighborhood they note that there will be no apartments or gas stations with this change. However Chapter 17.68, Section 17.68.020 clearly allows both. As seasoned developers it's hard to imagine they didn't understand what a C2 zone allows, so their assertion otherwise seems dishonest and nefarious.

I have to note that I question how this would even work with the current turn-in to our neighborhood. For traffic moving north on Casper Mountain Road and turning east on 29th street into the proposed commercial business zone there is no turn lane, there is only the one lane of traffic, and the speed limit is 50 mph. The road is in poor condition on that corner and caution is needed while making that turn. Meanwhile the traffic following is moving at 50 mph. Without road construction and an additional lane added I'm concerned this is not a safe turn-in for business traffic. It's actually concerning at times for the residential traffic that it currently accommodates.

Furthermore, the change to C2 zoning undermines the authority of the Community Development Department, if the zoning is changed to accommodate the current building use, as asserted on the letter local residents received. If not in compliance with the current zoning, the current owners of 2948 Hogan Drive should correct the issue and obey the current restrictions. Changing the zoning to offset their lack of respect for the rules sets a precedent of "shoot first, apologize later" with regard to the rules the Committee sets and enforces. Given that the building itself demonstrates their lack of regard for the authority and rules of the Committee, we implore you not to give in any further to this group.

The proposed changes would also negatively impact our property values. Certainly the property

values of everyone on Hogan Drive will drop if some of those businesses permitted in a C2 zone open on our little (only 8 lots total length) street. But additionally, one of the reasons people like ourselves purchased in this neighborhood was actually *because of* the covenants. We appreciate that we are all held to a predefined standard with regard to our properties, ensuring we will all collectively preserve our property values. Abolishing the covenants in "The Back Nine" would affect all the homes in the adjoining Nine Iron Estates development. We welcome the opportunity for the builders to develop homes in "The Back Nine," as long as they are in keeping with the current standards and restrictions.

Please, for the best interest of residents of "The Back Nine" and Nine Iron Estates, do not allow the zoning changes proposed to PUD "The Back Nine" and Tract F, 2948 Hogan Drive. Please protect, preserve, and enforce the restrictions currently in place.

Respectfully,

Christy and Dan Davis
2802 Hogan Drive
Casper, WY 82601
(307) 247-1650

From: [REDACTED]
To: [Dee Ann Hardy](#); [Craig Collins](#)
Subject: Zone Change Application/ PUD The Back Nine
Date: Monday, June 7, 2021 9:09:11 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To The City of Casper Planning Division,

I am a new resident of Nine Irons Development and after reading through the Zone Change Application to the City of Casper from Colby Frontiero and Doug Tille, I wish to express my objection to allowing this change in zoning. Our home is located on the south corner of 29th and Nicklaus and this change would allow business traffic, smaller homes, and a loosening of the covenants that attracted us to the area. We cherish our quiet, safe streets, "lack" of visible RVs, ATVs, boats, and "whatnot" that litter the view in other neighborhoods. Our homes are all built to a high standard of style and custom design that maintain the value and desirability of living in this development and I do not want to see any changes that will allow smaller cheaper homes with fewer restrictions. I am told by neighbors who have lived here since the beginning of the development that the area in question was promised to include a green space by the developers and now they want to go back on that promise and simply sell that land so they can cash out without any responsibility due back to the homeowners. We moved down off the mountain and the appeal of this area was the strongest in the city due to the abovementioned covenants, restrictions, and the high resale value which has been outstanding. There has not been lower demand for any of the homes, twin included, the appeal of our area is strong, let's keep it that way. Commercial development would be a devastating blow to our resale values and there are just too many "unknowns" to allow this to pass.

I do not believe for a second that Tri-Max Builders will build the same size or quality of homes with the exact same covenants as the existing homes in the Nine Irons area therefore they will diminish the value of my home should this change be allowed by the city planning division. There was to be a green space and no commercial development, and that is what I will fight for should we need to commit ourselves to save our development.

Feel free to read this at the June 17th meeting which I would attend if not for a pre-planned family vacation at that time.

Sincerely,
Becke Dixon
2840 Nicklaus Dr.
Casper, WY

[REDACTED]
Becke Dixon
[REDACTED]

Resentment is like taking poison and hoping the other person dies. -St Augustine

June 6, 2021

City of Casper Planning & Zoning Commission
% Planning Division/Community DEvelopment Dept
200 N. David Room 205
Casper, WY 82601

Subject: Zone Change Application submitted by Colby Frontiero/ Doug Tille

Due to an increase in land proposed to be Zone C2 in the present Zone Change Application dated 4/26/21, I hereby object to the Zone change.

As originally proposed only the lot North of the existing commercial building and South of 29th Street was proposed to be C2. Our area is strictly a residential area and does not need any more of the proposed land to be zoned commercial. We are not located that far from convenient commercial areas.

Respectfully Submitted,

Rate Marital Trust 5/15/2001

 TRUSTEE

Edwin S. Rate, Jr. Trustee

2960 PLayer Drive

Casper, Wy 82601

June 12, 2021

I'm an owner of 2925 Palmer Drive - area in question for a zone change. I have no objections for what is currently planned. I dearly love my view of the mountain and all the animals that pass through. Further to the south of me is quite a bit of vacant ground that some persons seem to find suitable to use as a landfill. This is what I want to see stopped & persons responsible forced to clean up.

Thank you for asking my input.
Mildred A Johnson

Craig Collins

From: [REDACTED]
Sent: Monday, June 14, 2021 7:28 AM
To: Dee Ann Hardy; Craig Collins
Subject: Rezoning of The Back Nine Subdivision

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning -

We are in receipt of the letter with the intention to rezone The Back Nine subdivision.

We are homeowners residing at 2814 Hogan Dr and wish to voice our concerns and state our disagreement over the rezoning proposed. The C2 rezoning is our main concern.

As property owners, we purchased our home due to the stable property values in the neighborhood as well as the low traffic volume within the subdivision.

We believe our concerns that C2 rezoning will cause a number of issues that are a polar opposite of why we purchased our home in the first place. Adding commercial businesses will increase traffic as well as bring our property values down.

The email will serve as a formal "nay" vote on behalf of current homeowner in the Nine Irons subdivision for the change of zoning on Hogan Drive to C2.

If you have any questions, please feel free to contact Bryan Larson at 406-853-5133 or Janel Larson at 307-253-9242.

Thank you for your time and consideration of our feelings and concerns on this change.

Kind regards,
Bryan and Janel Larson
2814 Hogan Dr
Casper, WY 82601

Craig Collins

From: [REDACTED]
Sent: Tuesday, June 15, 2021 11:15 AM
To: Craig Collins
Subject: ZOC-000010-2021

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Mr. Collins.

We write this email as concerned property owners that would be negatively impacted if the re-zoning would be approved, and we object to the change in zoning.

Our names are Ed and Laura Renemans, and we reside at 2816 Nicklaus Drive, located in Nine Iron Estates. We purchased our property with an understanding of the existing zoning in the area. Changing the zoning at this time would be changing the rules subsequent to our purchase, result in a significant potential increase in vehicle traffic, potential increase in the numbers of people, potential increase in crime, and potentially decrease in the value of our property. We purchased our home in this area due to the existing environment. The re-zoning would change the environment of where we live. The area in question was originally zoned as it currently is, for a reason. Leave it as it is currently zoned.

When the property to the south is developed, as it will at some point in time, it is essential the developer be required to establish an escrow account with a minimum of \$250,000 to mitigate the damages and cleaning that will be necessary for the established homes to the north of the construction area. The last time there was dirt moved in this area, the dirt, sand, trash, and etc. that blew onto our properties in Nine Iron Estates was inexcusable. The sand and soil accumulated in our gutters, on the outside of our homes, and filled up our yards. We personally incurred the costs for clean up. That cannot happen again! The escrow should be administered by an independent third party to which home owners can submit their claims for damages and clean up.

I would be happy to discuss my position via telephone, should you need additional information. My mobile number is 307-262-6417.

Best Regards,

Ed & Laura Renemans
2816 Nicklaus Drive

ORDINANCE NO.26-21

AN ORDINANCE APPROVING A ZONE CHANGE OF THE
BACK NINE ADDITION

WHEREAS, an application has been made to rezone the Back Nine Addition Subdivision from zoning classification Planned Unit Development (PUD) to R-2 (One Unit Residential), R-3 (One to Four Unit Residential) and C-2 (General Business); and,

WHEREAS, after a public hearing on June 17, 2021, the City of Casper Planning and Zoning Commission unanimously passed a motion recommending that City Council approve the zone change request; and,

WHEREAS, the governing body of the City of Casper finds that the above-described zone change should be approved.

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

SECTION 1:

The requested zone change of the Back Nine Addition is hereby approved, as follows:

- Lots 1 through 29, inclusive – R-3 (One to Four Unit Residential);
- Tracts A through E, inclusive – R-2 (One Unit Residential);
- Tract F – C-2 (General Business);

SECTION 2:

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 3rd day of August, 2021.

PASSED on 2nd reading the 17th day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the day of _____, 2021.

APPROVED AS TO FORM:

Walker Tremel

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

Trails West Estates No. 5 Addition (Vacation of Current Plat)



**TRAILS WEST ESTATES NO. 5 ADDITION
SUBDIVISION AGREEMENT**

This Subdivision Agreement (“Agreement”) is made and entered into this _____ day of _____, 2021, by and between the following parties:

1. The City of Casper of Casper, Wyoming, a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601 (“City”).
2. Rocking K Properties, LLC, PO Box 2671, Casper, Wyoming 82602 (“Owner”).

Throughout this Agreement, City and Owner may be individually referred to as a “party” or collectively referred to as the “parties.”

RECITALS

- A. Whenever the Public Services Director, City Engineer, Community Development Director, or other City official is mentioned in this Agreement, it shall be deemed to include their designees.
- B. Owner has applied to vacate and replat Lots 48-56, Block 40, All of Block 41, Lots 13-49, Block 42, and all of Blocks 43 ,44, 45, 46, 47, 48, & 49, Trails West Estates Subdivision of the City of Casper, Wyoming, to create Trails West Estates No. 5 Addition.
- C. A plat of Trails West Estates No. 5 Addition (“Addition”) has been prepared by the Owner, and approved by the City of Casper, and shall be signed and recorded at the Natrona County Clerk’s Office concurrently with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

SECTION 1 – INCORPORATION OF RECITALS

The recitals set forth above are incorporated at this point as if fully set forth as part of this Agreement.

SECTION 2 - OBLIGATIONS OF OWNER

Upon written demand of the Council or the City Manager, the Owner, its heirs, successors, grantees or assigns, at their sole cost and expense, shall do, or cause to be done, the following:

2.1 Surveying:

- a. All subdivision corners shall be marked with 3¼ brass caps. These caps shall show the name of the surveyor or company making the survey, and the license number of the surveyor making the survey or certifying the survey. All PLSS corners shall be properly marked for identification as to the location in accordance with Wyoming Statutes and Rules and Regulations of the Wyoming Board of Registration for Professional Engineers and Professional Land Surveyors, shall be referenced if subject to destruction, and again shall show the proper identification and license of the certifying surveyor. A corner record shall be recorded as per Wyoming Statutes and Rules and Regulations of the Wyoming Board of Registration for Professional Engineers and Professional Land Surveyors. A copy will be provided to the City upon recordation.
- b. Block and Lot corners, points of tangency (PT's) and points of curve (PC's) of all curves shall be marked by an iron pin not less than five-eighths (5/8) inches in diameter and not less than twenty-four (24) inches in length, with a brass or aluminum cap not less than 2 and one-half (2½) inches in diameter securely fastened to the top, unless otherwise impractical. These monuments will be set prior to the recording of the plat in the Office of the County Clerk unless approved by the City Surveyor.
- c. Said corners shall be in place for final inspection by the Public Services Director upon completion of the sidewalk (curbwalk), or curb and gutter.
- d. A digital copy of the Final Subdivision Plat shall be provided to the City, as required by the Casper Municipal Code ("Code"). No building permit shall be issued prior to the recording of the plat.

2.2 Construction Sequence:

Main water lines, sewer lines, storm sewer, streets, sidewalks, pavement overlays, and access drives shall be constructed in an orderly sequence, as the Addition is developed and built upon, so that there will be no gaps left in the paving, sidewalks, and other off-site improvements. Streets shall not be paved until all water lines, storm sewers, and property water and sewer services are in place and the ditches thereof properly backfilled and compacted, in accordance with City requirements. The Owner shall receive the approval of the Public Services Director prior to commencing any and all phases of construction.

2.3 Certification of Construction; Repair Obligations:

- a. All improvements shall be designed and inspected by a Wyoming registered professional engineer, who shall certify that the improvements, including, but not limited to, streets, curbs, gutter, sidewalks, paving, parkways, utility systems, storm sewers, street lighting, street signs and

striping, etc., have been constructed in accordance with plans and specifications approved by the Public Services Director. The certification by the engineer and approval by the City shall be in writing. Approval of the construction plans by the Public Services Director is required before a building permit will be issued by the City.

- b. The Owner shall maintain, repair, and replace all improvements that fail within the warranty period as provided by the Code. This obligation includes maintenance, repair or replacement for any cause during such period, including acts of subcontractors. In the event the Owner fails to maintain, repair, or replace said improvements, the City shall have the right but not the obligation, at its option, to maintain, repair, or replace the same and Owner agrees to pay for any cost incurred thereby. Maintenance, repair, or replacement by the City does not relieve the Owner from its obligation under this paragraph and shall not be construed to be an acceptance of the improvements by the City.
- c. Upon issuance of a "letter of acceptance" by the Public Services Director pursuant to the Code, the City will assume ownership and the responsibility for the maintenance of the improvements. The Owner shall be responsible for the maintenance, repair and replacement of the improvements until the City issues its "letter of acceptance."

2.4 Underground Utilities and Street Lights:

All new utilities shall be located underground. All street lights shall be installed in compliance with Code street-lighting standards at the Owner's sole expense. Streetlight pole materials shall be as approved in writing by the Public Services Director.

2.5 Soils Analysis:

The Owner shall provide the Public Services Director with a soils analysis concurrently with the submittal of subdivision construction plans. Individual lot test bores may be required on each lot, with a soil analysis for the foundation design at the sole discretion of the Public Services Director. Test results, soil analyses and foundation designs shall be submitted to the Community Development Director.

2.6 Erosion Control Program:

- a. The Owner shall submit, and have approved by the Public Services Director, a comprehensive erosion control program for the area disturbed during construction activities to mitigate the adverse effects of blowing dirt or dust, and water erosion on other properties in the immediate area before the issuance of an earthwork, road cut or grading permit pursuant to the Code. An erosion and sediment control permit shall be obtained

from the Public Services Director prior to any earthwork taking place in the Addition.

- b. The Owner shall post security for its erosion control as required by the Code, and in a form acceptable to the City. It shall be the obligation of the Owner to keep any security in full force and effect, as required by the Code. In addition, the Owner shall furnish proof of the same to the Public Services Director upon demand of the City.

2.7 Retaining Walls and Fences:

Any retaining walls constructed within the subdivision by the Owner shall be designed and certified by a Wyoming registered professional engineer. The design(s) shall be submitted to the Public Services Director and Community Development Director for written approval before a building permit will be issued. Said walls shall be constructed within the boundaries of each lot and not on the property lines. Maintenance of said walls shall be the responsibility of each individual lot owner. Provided, however, retaining walls and fences shall not be constructed on any drainage easements, or on any other ways depicted on any other recorded instrument without the approval of the Public Services Director.

2.8 Water and Sewer:

All water and sewer improvements shall be constructed in full compliance with the Code as it exists at the time of construction, including, but not limited to the following requirements:

- a. Curb boxes shall be left behind the sidewalk in front of each lot and the Owner shall protect, during the subsequent course of developing the Addition, valve boxes and curb boxes from damage, and be wholly responsible for the repair and replacement to the Public Services Director's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade, at the time the paving work is completed in the Addition.
- b. The Owner shall construct the necessary water lines and appurtenances up to and through the Addition. All work shall be in accordance with plans and specifications to be prepared by the Owner's engineer and approved in writing by the Public Services Director. Water line sizes shall be as determined by the Public Services Director.
- c. The Owner, at its cost, shall install water service lines in accordance with Code specifications to the property line so as to serve each lot or building site in the Addition.

- d. The Owner shall construct the necessary sewer lines up to and through the Addition. All work shall be in accordance with plans and specifications to be prepared by the Owner's engineer and approved in writing by the Public Services Director. Sewer sizes shall be as determined by the Public Services Director.
- e. The Owner, at its own cost, shall install sewer service lines, in accordance with Code specifications, to the property line so as to serve each lot or building site in the Addition.
- f. The Owner shall protect manhole covers and rings from damage in the course of constructing the line, and shall be solely responsible for repair or replacement to the Public Services Director's satisfaction. The Owner shall adjust such manhole rings and covers to finished grade. The Owner agrees to protect and save the City harmless from any loss or claim suffered by other sewer users to their real or personal property, and from personal injury or damages by reason of obstruction or damage to the sewer lines or any part thereof occasioned by present or future construction work on said Addition by the Owner. Said obligation shall continue until the sewer line and the system within the Addition is accepted by the Public Services Director by issuance of a "letter of acceptance." Provided, however, that acceptance of part of the system shall not relieve the Owner of the obligations herein imposed for the remaining improvements that have not been accepted within said Addition.
- g. Prior to the issuance of a building permit for any new structure, or prior to the issuance of a plumbing permit to connect existing buildings to the water and sewer systems, the then-existing water system investment charge (connection charge), sewer system investment charge (connection charge) and water meter charge shall be paid to the City. The Owner will also pay to the Central Wyoming Regional Water System Joint Powers Board the then current Regional Water System investment charge for each building to be served with water.
- h. All necessary water and sewer easements, in forms acceptable to the City, up to and through the subdivision shall be obtained by the Owner, which grant to the City the right of ingress and egress thereto for purposes of laying out, constructing, inspecting, maintaining and replacing water lines, sewer lines, its fire hydrants and other appurtenances.
- i. The Owner agrees to abide by all federal, state and local laws, rules and regulations regarding the use of its water and sewer facilities, and water and sewer service, including, but not limited to, the Federal Pretreatment Regulations and all the Code sections relating to industrial pretreatment.
- j. At such time as said water and/or sewer mains are installed by the Owner and a "letter of acceptance" is issued by the Public Services Director, the City shall pursuant to the Code, reimburse the Owner twice the difference in material cost between an eight (8) inch water and/or sewer main, or larger size if required by the development, and the required oversized main pursuant to the Code, as

amended. Such reimbursement will be determined by the City based upon its most recent applicable material costs at the time of the Agreement execution. Reimbursement will only be based on oversizing of water and sewer mains larger than the size required by system analysis and approved by the Public Services Director.

2.9 Easements for all Utilities, Bikeways and Pedestrian Pathways:

Easements for all utilities and future bikeway/pedestrian pathways and access, in recordable forms acceptable to the City, must be provided prior to application for a permit to construct being made to the City.

2.10 Street and Traffic Signs and Controls:

Owner shall pay for the cost and installation of all necessary on and off-site street and traffic control signage, signs signifying the street names, street striping, crosswalk striping, and traffic calming devices, as determined by the Public Services Director in his sole discretion.

2.11 Security Requirements:

In addition to and separate from the security required for erosion control, Owner shall comply with all Code requirements for all other security and surety requirements as set forth in the Code, including, but not limited to the financial surety and security for the project, landscaping and warranty period.

2.12 Record Drawings:

- a. Owner shall submit "as-built" record documents for paving, drainage, water and sewer to the City prior to the issuance of the certificate of occupancy. Reproducible hard copy drawings shall be in the form of one (1) set of 4 mil Mylar, 24" x 36" labeled as "Record Drawings" and dated. Record Drawings shall also be provided on electronic media in Adobe (pdf) format and in AutoCAD format or other format specified by Owner. Record documents shall be submitted on CDs, or other media as directed by Owner, labeled as "Record Drawings" and include the project name, City of Casper project number and date.
- b. All digital files necessary for correct plotting of the final record drawings in the AutoCAD version, such as external references, pen assignments, images, etc. shall be provided. Any x-refs or other files that can be, shall be incorporated into the final drawings to minimize the manipulation necessary for plotting.

2.13 Completion of Infrastructure Improvements Prior to Certificate of Occupancy:

All required on-site and off-site improvements shall be completed and approved by the Public Services Director prior to the issuance of the first certificate of occupancy unless otherwise designated in this Agreement.

2.14 Other Costs in Separate Agreements:

If any recapture costs, costs for a drainage basin or sub-basin wide stormwater management program are applicable to this Subdivision, those costs shall be allocated in a separate exhibit attached to this Agreement. Failure of any such exhibit to be attached to this Agreement shall not relieve the Owner of its obligation to pay its proportionate share of those costs.

2.15 Stormwater, Flooding and Letters of Map Revisions:

- a. Owner shall comply with and pay for all costs associated with any Stormwater Pollution Prevention Plan, Letter of Map Revision (LOMR), or other related requirements of Wyoming DEQ, Federal Emergency Management Agency (FEMA) or any other agency that has jurisdiction over the real property in impacted by this Agreement.
- b. Owner shall provide the City with copies of all Stormwater Pollution Prevention Plan elements as reviewed and approved by Wyoming DEQ; any LOMR, along with the necessary submittals to update flood mapping in accordance with FEMA requirements, and documentation of Base Flood Elevations.
- c. All requirements of this section shall be met prior to issuance of a permit to construct subdivision improvements.

SECTION 3 - OBLIGATIONS OF CITY

The City shall issue a building permit and certificate of occupancy for the buildings in the Addition upon performance by the Owner of the conditions set forth herein, and upon Owner's compliance with all applicable Code requirements. All building permits will be issued by the Community Development Director in accordance with the Code.

SECTION 4 - REMEDIES

In the event the Owner fails to do, or fails to cause to be done, any of the requirements set forth in this Agreement in an expeditious manner, the City may, at its option, do any or all of the following:

- a. Refuse to issue any building permits or certificates of occupancy to any person, including the Owner, or its heirs, successors, assigns and grantees.

- b. After written notice to the Owner of any public improvements which have not been completed or properly completed, and upon Owner's failure to cure the same within a reasonable period of time, the City may complete any and all of the public improvements required by this Agreement by itself or by contracting with a third party to do the same. In the event the City elects to complete said improvements, or contracts with a third party to do so, the Owner agrees to pay any and all costs resulting therefrom upon demand by the City.

The remedies provided in this section are in addition to any other remedies specifically provided for in this Agreement, or which the City may otherwise have at law or in equity, and are not a limitation upon the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs in the event the City is required to enforce the provisions of this Agreement in a court of law.

SECTION 5 – GENERAL PROVISIONS

- a. Successors and Assigns: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property that is the subject matter of this Agreement. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, *et seq.* The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.
- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.

- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third-Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If a court of competent jurisdiction renders any provision of this Agreement (or portion of a provision) to be invalid, illegal or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Rocking K Properties, LLC
PO Box 2671
Casper, WY 82602

City of Casper
Attn: Community Development Director
200 North David
Casper, WY 82601
Fax: 307-235-8362

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final

payment, completion and acceptance of the services and termination or completion of the Agreement.

- I. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.

- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

- n. Term: At the time the Owner files for a permit to construct, the then applicable code provisions shall apply for the life of the permit or under an extension that is approved by the Public Services Director. If the Owner fails to file for a permit to construct at the time of platting, all applicable provisions of the Code that have changed since the execution of this Agreement shall be required of the Owner at the time of permit application, and the City at its sole discretion may require a new Subdivision Agreement and/or the replatting of property. Provided, however, Code amendments pertaining to the health and safety of the public shall be complied with by the Owner during the term of this Agreement, regardless of the validity of the permit to construct.

The parties hereby enter into this Agreement on the day and year first written above.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

WITNESS:

By: _____

Printed Name: _____

Title: _____

OWNER
Rocking K Properties, LLC

By: [Signature]

Printed Name: Keith P Tyle-

Title: Manager

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

This instrument was acknowledged before me on this _____ day of _____, 2021, by Steven K. Freel, as the Mayor of the City of Casper.

(Seal, if any)

(Signature of notarial officer)

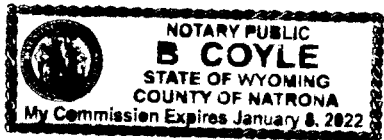
Title (and Rank)

[My Commission Expires: _____]

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

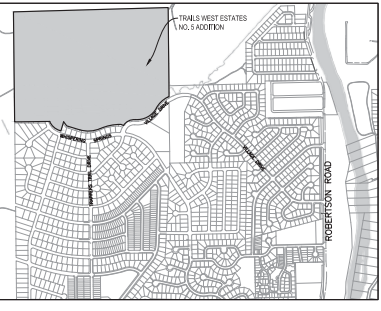
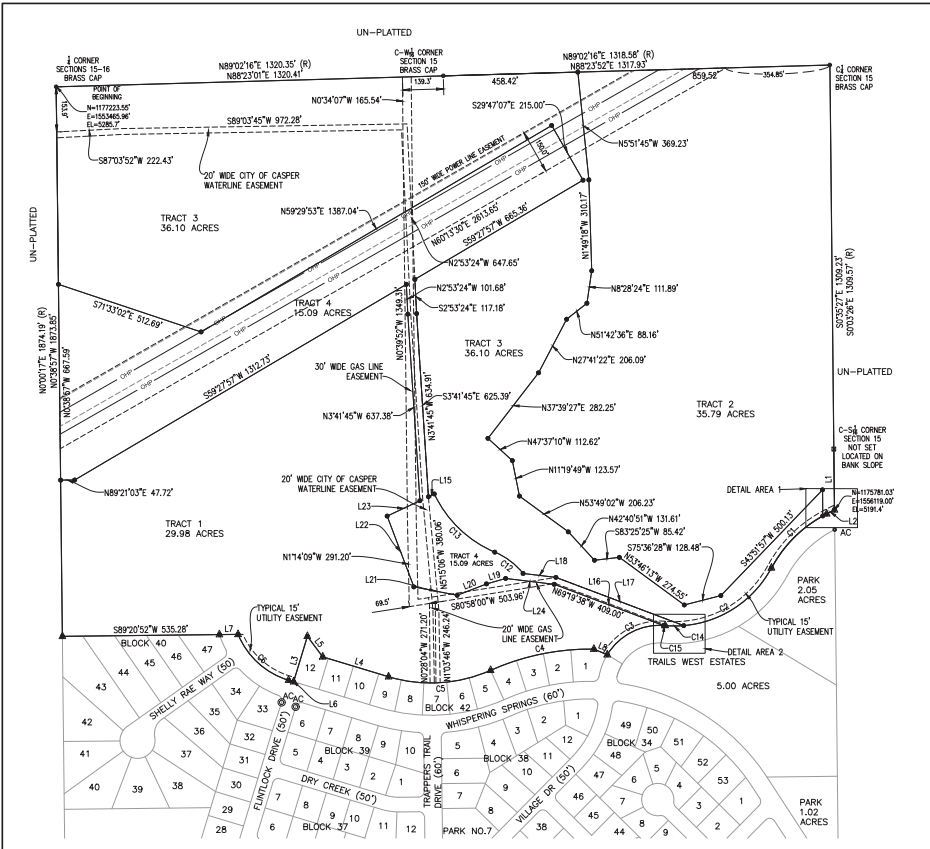
This instrument was acknowledged before me on this 6th day of August, 2021, by Keith P. Tyler as the Managing Member of Rocking K Properties, LLC.

(Seal, if any)



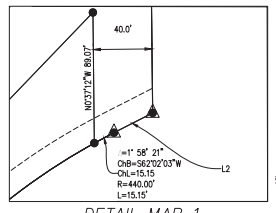
B. Coyle
(Signature of notarial officer)
Notary Public
Title (and Rank)

[My Commission Expires: Jan. 8, 2022]

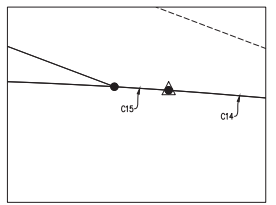


VICINITY MAP
NO SCALE

LINE TABLE			CURVE TABLE					
Line #	Bearing	Length	Curve #	Radius	Arc Length	Delta	Ch B	Ch L
L1	S03°37'12"E	207.46'	C1	440.00'	267.57'	34°50'34"	S49°35'56"W	263.47'
L2	S62°56'54"W	29.84'	C2	375.00'	436.89'	66°45'08"	S61°32'30"W	412.60'
L3	S16°48'49"W	161.75'	C3	210.00'	232.21'	63°21'20"	S63°14'16"W	220.56'
L4	N73°11'55"W	234.36'	C4	830.00'	362.05'	24°59'35"	S47°24'46"W	359.19'
L5	N36°33'04"W	87.55'	C5	500.00'	356.20'	40°49'05"	S86°23'21"W	348.72'
L6	N73°11'55"W	18.06'	C6	270.00'	240.14'	50°57'36"	N47°46'09"W	233.31'
L7	S89°24'21"W	63.65'	C12	250.00'	121.96'	27°57'06"	S53°03'36"W	120.76'
L8	N67°20'03"W	49.54'	C13	400.00'	292.53'	41°54'00"	S46°05'06"E	286.05'
L15	N64°51'42"E	22.05'	C14	375.00'	63.68'	94°37'46"	N89°56'44"W	63.60'
L16	N69°19'38"W	397.86'	C15	210.00'	5.64'	1°32'15"	S85°51'12"E	5.64'
L17	S69°19'38"W	465.89'						
L18	S83°06'52"E	112.84'						
L19	S74°02'17"W	67.83'						
L20	S68°43'09"W	107.15'						
L21	N79°00'12"W	150.69'						
L22	N03°39'02"W	257.89'						
L23	N64°51'42"E	123.33'						
L24	N83°06'52"W	166.90'						



DETAIL MAP 1
NO SCALE



DETAIL MAP 2
NO SCALE

- NOTES
- ERROR OF CLOSURE EXCEEDS 1:350,000.
 - BASES OF BEARINGS IS THE WYOMING STATE PLANE COORDINATE SYSTEM, EAST CENTRAL ZONE, NAD 1983/2011.
 - ELEVATIONS ARE FOR REFERENCE ONLY, DISTANCES ARE GRID.
 - AT THE POINT OF BEGINNING THE CONVERGENCE IS 0°36'39.89" AND THE COMBINED FACTOR IS 0.99975133

APPROVALS

APPROVED BY THE CITY OF CASPER PLANNING AND ZONING COMMISSION OF CASPER, WYOMING
THIS _____ DAY OF _____ 2021.

ATTEST: _____ SECRETARY _____ CHAIRMAN

APPROVED BY THE CITY COUNCIL OF CASPER, WYOMING BY ORDINANCE NO. _____ DULY PASSED,
ADOPTED AND APPROVED THIS _____ DAY OF _____ 2021.

ATTEST: _____ CITY CLERK _____ MAYOR

INSPECTED AND APPROVED THIS _____ DAY OF _____ 2021.

INSPECTED AND APPROVED THIS _____ DAY OF _____ 2021.

INSPECTED AND APPROVED THIS _____ DAY OF _____ 2021.

INSPECTED AND APPROVED THIS _____ DAY OF _____ 2021.

_____ CITY SURVEYOR

- LEGEND
- POSITION CALCULATED / NOT SET
 - SET MONUMENT 5/8" REBAR & ALUMINUM CAP
 - FOUND MONUMENT AS NOTED
 - ▲ SET BRASS CAP



CERTIFICATE OF SURVEYOR

STATE OF WYOMING
COUNTY OF NATRONA } ss

I, BRADLEY D. NEUMILLER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 13836, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN FEBRUARY AND MARCH, 2021, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY, ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY BRADLEY D. NEUMILLER
THIS DAY OF _____ 2021.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

_____ NOTARY PUBLIC

CERTIFICATE OF DEDICATION

STATE OF WYOMING } ss
COUNTY OF NATRONA

THE UNDERSIGNED, ROOKING K PROPERTIES, LLC, AND CITY OF CASPER DO HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED VACATION AND REPLAT OF LOTS 48 - 56, OF BLOCK 40, ALL OF BLOCK 40, PARK NO. 3 AND LOTS 13 - 49, OF BLOCK 42 AND ALL OF BLOCKS 43, 44, 45, 46, 47, 48 AND 49, TRAILS WEST ESTATES (INSTRUMENT NO. 274026). THIS VACATION AND REPLAT SITUATE WITHIN A PORTION OF THE SW1/4 OF SECTION 15, 133N., R.80W., 6TH P.M., NATRONA COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE 1/4 SECTION CORNER COMMON TO SECTION 15 AND 1/4, MONUMENTED BY A BRASS CAP AND BEING THE POINT OF BEGINNING;

THENCE N88°23'01"E, A DISTANCE OF 1320.41 FEET TO THE CENTER WEST 1/16 CORNER OF SAID SECTION 15;

THENCE N88°23'52"E, A DISTANCE OF 1317.93 FEET TO THE CENTER 1/4 OF SAID SECTION 15;

THENCE S00°35'27"E, A DISTANCE OF 1309.23 FEET TO THE CENTER SOUTH 1/16 CORNER OF SAID SECTION 15;

THENCE S00°37'12"E, A DISTANCE OF 207.46 FEET TO A POINT ON THE NORTH SIDE OF THE EXISTING VILLAGE DRIVE;

THENCE S62°56'54"W, CONCORDANT WITH THE NORTH RIGHT-OF-WAY LINE OF SAID VILLAGE DRIVE, A DISTANCE OF 29.84 FEET, TO THE POINT OF A NON-TANGENT CURVE CONCAVE SOUTHEASTERLY;

THENCE 267.57 FEET CONCORDANT WITH SAID CURVE AND NORTH RIGHT-OF-WAY LINE, HAVING A RADIUS OF 440.00 FEET, A DELTA ANGLE OF 34°50'34" AND A CHORD BEARING OF S49°35'56"W WITH A DISTANCE OF 263.47 FEET, TO A POINT OF A NON-TANGENT REVERSE CURVE CONCAVE NORTHWESTERLY;

THENCE 436.89 FEET CONCORDANT WITH SAID CURVE AND NORTH RIGHT-OF-WAY LINE, HAVING A RADIUS OF 375.00 FEET, A DELTA ANGLE OF 66°45'08" AND A CHORD BEARING OF S61°32'30"W WITH A DISTANCE OF 412.60 FEET, TO A POINT OF A NON-TANGENT REVERSE CURVE CONCAVE SOUTHEASTERLY;

THENCE 232.21 FEET CONCORDANT WITH SAID CURVE AND NORTH RIGHT-OF-WAY LINE, HAVING A RADIUS OF 210.00 FEET, A DELTA ANGLE OF 63°21'20" AND A CHORD BEARING OF S63°14'16"W WITH A DISTANCE OF 220.56 FEET, TO A POINT ALSO BEING THE NORTHEAST CORNER OF LOT 1 BLOCK 42 TRAILS WEST ESTATES;

THENCE N07°20'57"E, CONCORDANT WITH THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 49.54 FEET, TO A POINT OF A NON-TANGENT CURVE CONCAVE SOUTHEASTERLY;

THENCE 362.05 FEET CONCORDANT WITH SAID CURVE AND THE NORTH LINE OF LOTS 1 THRU 4 BLOCK 42 TRAILS WEST ESTATES, HAVING A RADIUS OF 830.00 FEET, A DELTA ANGLE OF 24°59'35" AND A CHORD BEARING OF S78°24'46"W WITH A DISTANCE OF 359.19 FEET, TO A POINT OF A NON-TANGENT REVERSE CURVE CONCAVE NORTHWESTERLY;

THENCE 356.20 FEET CONCORDANT WITH SAID CURVE AND THE NORTH LINE OF LOTS 5 THRU 9 BLOCK 42 TRAILS WEST ESTATES, HAVING A RADIUS OF 500.00 FEET, A DELTA ANGLE OF 40°49'05" AND A CHORD BEARING OF S86°23'21"W WITH A DISTANCE OF 348.72 FEET, TO A POINT;

THENCE N73°11'55"W, CONCORDANT WITH THE NORTH LINE OF LOTS 9 THRU 12 BLOCK 42 TRAILS WEST ESTATES, A DISTANCE OF 234.36 FEET, TO AN ANGLE POINT;

THENCE N36°33'04"W, CONCORDANT WITH THE NORTH LINE OF SAID LOT 12, A DISTANCE OF 87.55 FEET, TO AN ANGLE POINT BEING THE NORTHWEST CORNER OF SAID LOT 12;

THENCE S74°02'17"W, CONCORDANT WITH THE WEST LINE OF SAID LOT 12, A DISTANCE OF 161.75 FEET, TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF WHISPERING SPRINGS ROAD;

THENCE N73°11'55"W, CONCORDANT WITH THE NORTH LINE OF SAID LOT 12, A DISTANCE OF 18.06 FEET, TO AN ANGLE POINT BEING THE NORTHWEST CORNER OF SAID LOT 12;

THENCE N67°20'03"W, CONCORDANT WITH THE WEST LINE OF SAID LOT 12, A DISTANCE OF 49.54 FEET, TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF WHISPERING SPRINGS ROAD;

THENCE N64°51'42"E, A DISTANCE OF 22.05 FEET, TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF WHISPERING SPRINGS ROAD, A DISTANCE OF 18.06 FEET, TO A POINT OF A NON-TANGENT CURVE CONCAVE NORTHWESTERLY;

THENCE 240.14 FEET CONCORDANT WITH SAID CURVE AND NORTH RIGHT-OF-WAY LINE HAVING A RADIUS OF 270.00 FEET, A DELTA ANGLE OF 50°57'36" AND A CHORD BEARING OF N47°46'09"W WITH A DISTANCE OF 233.31 FEET, TO AN ANGLE POINT;

THENCE S89°24'21"W, ACROSS WHISPERING SPRINGS ROAD, A DISTANCE OF 63.65 FEET, TO A POINT BEING THE NORTHEAST CORNER OF LOT 47 BLOCK 40 TRAILS WEST ESTATES;

THENCE S89°20'57"E, CONCORDANT WITH THE NORTH LINE OF LOTS 43 THRU 47 BLOCK 40 TRAILS WEST ESTATES, A DISTANCE OF 535.28 FEET, TO THE WEST LINE OF SECTION 15;

THENCE N00°39'52"W, CONCORDANT WITH THE SECTION LINE COMMON TO SECTIONS 15 AND 16 T.33N., R.80W., 6TH P.M., A DISTANCE OF 1673.85 FEET, TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS APPROXIMATELY 115.96 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHTS-OF-WAY AND/OR EASEMENTS, RESERVATIONS AND ENCROACHMENTS WHICH HAVE BEEN LEGALLY ACQUIRED.

THE TRACT OF LAND, AS IT APPEARS ON THIS PLAT, IS DEDICATED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR. THE NAME OF THE SUBDIVISION SHALL BE "TRAILS WEST ESTATES NO. 5 ADDITION" AND THE OWNERS HEREBY WARRANT ALL ROADS AND STREETS, AND GRANT TO THE PUBLIC AND PRIVATE UTILITY COMPANIES A 30' GAS LINE EASEMENT, A 30' GAS LINE EASEMENT, A 20' CITY OF CASPER WATERLINE EASEMENT AND AN EASEMENT AND LICENSE TO LOCATE, CONSTRUCT, USE AND MAINTAIN CONDUITS, LINES, WIRES AND PIPES, ANY OR ALL OF THEM UNDER AND ALONG THE STRIPS OF LAND MARKED "UTILITY EASEMENT" AS SHOWN ON THIS PLAT. TRACT 4, AS SHOWN HEREIN, IS HEREBY DEDICATED TO THE CITY OF CASPER FOR USE AS PUBLIC PARK LAND. ALL ROADS AND STREETS AS SHOWN HEREIN HAVE BEEN PREVIOUSLY DEDICATED TO THE USE OF THE PUBLIC.

CITY OF CASPER
200 NORTH DAVID STREET
CASPER, WYOMING 82601

ROOKING K PROPERTIES, LLC
P.O. BOX 2671
CASPER, WYOMING 82602

STEVEN K. FREEL - MAYOR

KEITH P. TYLER - MANAGING MEMBER
ROOKING K PROPERTIES, LLC

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY STEVE FREEL,
MAYOR OF CITY OF CASPER, THIS _____ DAY OF _____ 2021.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY KEITH P. TYLER,
MANAGING MEMBER OF ROOKING K PROPERTIES, LLC, THIS _____ DAY OF _____ 2021.

WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

_____ NOTARY PUBLIC

TRAILS WEST ESTATES NO. 5 ADDITION

VACATION AND REPLAT OF
LOTS 48 - 56, OF BLOCK 40, ALL OF BLOCK 41,
PARK NO. 3 AND LOTS 13 - 49, OF BLOCK 42 AND
ALL OF BLOCKS 43, 44, 45, 46, 47, 48 AND 49
TRAILS WEST ESTATES
AS

AN ADDITION TO THE CITY OF CASPER, WYOMING
BEING A PORTION OF THE SW1/4
OF SECTION 15, T.33N., R.80W., 6TH P.M.
NATRONA COUNTY WYOMING
MARCH, 2021

W.O.#21-120



ORDINANCE NO.27-21

AN ORDINANCE APPROVING A VACATION, REPLAT, SUBDIVISION AGREEMENT AND ZONE CHANGE FOR THE TRAILS WEST ESTATES NO. 5 ADDITION SUBDIVISION IN THE CITY OF CASPER, WYOMING.

WHEREAS an application has been made to vacate and replat Lots 48-56, Block 40, All of Block 41, Lots 13-49, Block 42, and all of Blocks 43 ,44, 45, 46, 47, 48, & 49, Trails West Estates Subdivision of the City of Casper, Wyoming, to create Trails West Estates No. 5 Addition; and,

WHEREAS an application has been made to rezone the proposed Trails West Estates No. 5 Addition from multiple zoning classifications to AG (Urban Agriculture) and PH (Park Historic); and,

WHEREAS, a written subdivision agreement will be entered into with the City of Casper, which will be approved with the vacation/replat upon third reading of this ordinance; and,

WHEREAS, this vacation, platting and rezoning requires approval by ordinance following a public hearing; and,

WHEREAS, after a public hearing on June 17, 2021, the City of Casper Planning and Zoning Commission passed a motion recommending that City Council approve the vacation, replat, subdivision agreement and zone change requests; and,

WHEREAS, the governing body of the City of Casper finds that the above described zone change, vacation, replat and subdivision agreement should be approved.

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

SECTION 1:

That the vacation and replat creating the Trails West Estates No. 5 Addition is hereby approved.

SECTION 2:

The replat and subdivision agreement, as described above, are hereby approved, and the Mayor is hereby authorized and directed to execute, and the City Clerk to attest said documents.

SECTION 3:

The zoning of the Trails West Estates No. 5 Addition shall be as follows:

- Tracts 1, 2 and 3 – AG (Urban Agriculture)
- Tract 4 – PH (Park Historic)

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 3rd day of August, 2021.

PASSED on 2nd reading the 17th day of August, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the _____ day of _____, 2021.

APPROVED AS TO FORM:

Walker Tremel

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

August 19, 2021

MEMO TO: J. Carter Napier, City Manager *JB for JCN*
FROM: Andrew Beamer, P.E., Public Services Director
Alex Sveda, P.E., City Engineer *A.S.*
Scott R. Baxter, P.E., Associate Engineer *B*

SUBJECT: Local Assessment District No. 157
Arrowhead Road and Jade Avenue Roadway Improvements Project
Assessment Roll Public Hearing and Approval of Ordinance on Second Reading

Meeting Type & Date:

Regular Council Meeting
September 7, 2021

Action Type:

Ordinance

Recommendation:

That Council, on second reading, approve an ordinance confirming the assessment for Local Assessment District No. 157 – Arrowhead Road and Jade Avenue Roadway Improvements.

Summary:

On August 17, 2021, Council conducted a public hearing and approved, on first reading, an Ordinance confirming the assessment roll for Local Assessment District (LAD) No. 157 – Arrowhead Road and Jade Avenue Roadway Improvements. The area includes only the four (4) properties on each corner of the intersection of Arrowhead Road and Jade Avenue. There were no comments from any of the affected property owners at the meeting on August 17, 2021, and no written objections have been received in any form by City Staff.

After the ordinance is adopted, including three readings by Council, residents within the District may pay their entire assessment within thirty (30) calendar days, free of interest, or in ten (10) equal yearly installments at an interest rate of three percent (3%).

The Council, acting as the Board of Equalization, will review the assessment roll, recommend any corrections, and/or approve the assessment roll as presented. If Council elects to adjust the assessments, City staff will prepare a recommendation for Council consideration.

Financial Consideration

The total assessment for the project is \$69,707.82 to be deposited into the LAD Fund.

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer

Attachments

Ordinance

ORDINANCE NO. 28-21

AN ORDINANCE RATIFYING ALL ACTIONS PREVIOUSLY TAKEN CONCERNING CITY OF CASPER, WYOMING, LOCAL ASSESSMENT DISTRICT NO. 157, CONFIRMING THE PROCEEDINGS, ASSESSMENT ROLL AND ASSESSMENT THEREFOR; ASSESSING THE AMOUNTS IN SAID ROLL ON THE PROPERTY IN SAID DISTRICT; CREATING A LIEN THEREFOR AND PRESCRIBING THE PRIORITY THEREFOR; DIRECTING THE CERTIFICATION OF SAID ROLL BY THE CITY CLERK AND TRANSMITTAL THEREOF TO THE CITY TREASURER; PRESCRIBING NOTICE THAT SAID ASSESSMENT SHALL BE PAID AND THE TERMS THEREOF; PROVIDING FOR THE PAYMENT OF SAID ASSESSMENT; CREATING A SPECIAL AND A SEPARATE FUND THEREFOR; PROVIDING FOR THE COLLECTION OF DELINQUENT ASSESSMENTS; AND, PRESCRIBING VARIOUS DETAILS CONCERNING SAID PROVISIONS.

WHEREAS, the Council does hereby find that all assessments are just and proper;

WHEREAS, the Council of said City hereby determines to provide for the collection of said assessments; and,

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

Section 1. Ratification.

All action (not inconsistent with the provisions of this ordinance) heretofore taken by the City and the officers of said City, directed toward the creation of the City of Casper, Wyoming, Local Assessment District No. 157, the making of local improvements therein, the levy of assessments therefor, is hereby ratified, approved, and confirmed.

Section 2. Confirmation of Proceedings, Assessment Roll and Assessments.

The regularity, validity, and correctness of said proceedings, the assessment roll therefor and said assessments in the amount levied and apportioned on and against the lots, tracts, parcels of land, and other property in said District, as modified by this Ordinance, are hereby in all respects established and confirmed.

Section 3. Levy of Assessments.

The cost and expense of such improvements and the apportionment of the same, as set forth in the assessment roll on file with the City Engineer and which has been made out in accordance with the provisions of Ordinance No. 8-20, passed, adopted, and signed on the 5th day of May, 2020, except to reflect more accurately the costs of the improvements, and of Wyoming Statutes Section 15-6-401 et seq., are hereby assessed against the lots, tracts, parcels of land, and other property included within such improvement district in the proportions and amounts severally set forth in said assessment roll which is hereby specifically referred to and made a part hereof to the same extent as if set forth herein at length.

Section 4. Creation of Lien.

All assessments, assessed as aforesaid, together with any interest and any penalty thereon, shall, from the time said assessment roll is placed in the hands of the Treasurer of said City, constitute a lien upon the respective lots, tracts, parcels of land, and other property assessed. The special assessments thereafter shall be and remain a lien on said property assessed until paid.

Section 5. Priority of Lien.

Said lien shall be paramount and superior to any other lien or encumbrance whatsoever, created before or after, except a lien for assessments for general taxes.

Section 6. Certification of Assessment Roll to City Treasurer.

The Clerk of the City shall immediately certify said assessment roll and transmit the same to the Treasurer of the City for collection.

Section 7. Notice of Collection of Assessments.

The Treasurer of the City shall, as soon as the assessment roll is placed in his hands for collection, publish a notice in the official newspaper of the City, and being a daily newspaper published and of general circulation in the City, once per week for two (2) consecutive weeks, and shall specify that said roll is in his hands for collection and that any assessment therein or any portion of any such assessment may be paid at any time within thirty (30) days from the date of the first publication of said notice, without penalty, interest or costs; provided, that at the election of the owner, any such assessment, or any part thereof, may and unless the assessment against any parcel is paid within said thirty (30) days, it shall, be paid in ten (10) substantially equal annual installments, with interest at the rate of three percent (3%) per annum, as hereinafter provided. The first installment shall become due one year from the date of confirmation and other installments shall become due on the succeeding anniversary dates. Each installment shall become delinquent unless paid when due, in which event the entire assessment is due and payable as provided by Wyoming Statute Section 15-6-420.

The owner of any lot or parcel of land in said District may redeem the same from any and all liability for the unpaid amount of his assessment, at any time after said thirty (30) days, by paying the entire installments of said assessment remaining unpaid, with interest to the date of maturity of the installment next falling due.

The notice described above shall be in substantially the following form to wit:

NOTICE OF COLLECTION OF ASSESSMENTS
IN
CITY OF CASPER, WYOMING
LOCAL ASSESSMENT DISTRICT NO. 157

NOTICE IS HEREBY GIVEN pursuant to the provisions of Ordinance No. __-__, passed, signed, attested, and recorded the __ day of ____, 2021, that the confirmed assessment roll for the City of Casper, Wyoming, Local Assessment District No. 157, was certified on the __ day of ____, 2021, by the Clerk of the City of Casper to the undersigned, the Treasurer of the City, for collection. The owner of any lot, tract, parcel of land, or other property, charged with any assessment may redeem the same from all or any portion of the liability for the contract price of such improvement by paying the entire assessment or any portion thereof charged against such lot or parcel of land without interest and without further demand within thirty (30) days after the first publication of this notice, to wit, on or before the ____ day of ____, 2021.

Failure to pay the whole assessment within said period of thirty (30) days shall be conclusively considered and held on election on the part of all persons interested, whether under disability or otherwise, to pay the unpaid assessments in installments. In case of such election to pay installments, the unpaid assessments shall be payable at the office of said Treasurer of said City in ten (10) substantially equal annual installments of principal, the first of which installments of principal shall be due and payable on or before the __ day of ____, 2021, being one year from the passage, signature, attestation, and recordation of said Ordinance No. __, one year from the date of confirmation of assessments, and the remainder of said installments shall be due and payable successively on the succeeding anniversary dates, until paid in full, with interest in all cases on the unpaid and deferred installments of principal from the said ____ day of ____, 2021, the date of passage, signature, attestation, and recordation of said Ordinance No. ____, at the rate of three percent (3%) per annum, payable at the office of said Treasurer. Each installment shall become delinquent unless paid when due, and failure to pay any installment, whether of principal or interest, when due, shall cause the whole of the unpaid principal to become due and payable immediately, and the whole amount of the unpaid principal and accrued interest shall thereafter draw, in addition to said interest, a penalty of five percent (5%) of the last annual unpaid assessment. The Owner of any such property may pay all unpaid installments at any time prior to the day of the sale, or judgment for said unpaid installments, with interest thereon at three percent (3%) per annum, and all penalties accrued, and shall thereupon be restored to the right thereafter to pay in installments in the same manner as if default had not been suffered.

The owner of any such property may redeem the same from all liability for the unpaid amount of said assessment at any time after said thirty (30) days by paying all installments of said assessment remaining unpaid and charged against such lot, tract, parcel, or other property, at the time of such payment, with interest thereon to the date of maturity of the installment next falling due. All payments shall be made payable to the Treasurer of the City of Casper.

IT WITNESS WHEREOF, I have hereunto set my hand at Casper, Wyoming, this ___ day of _____, 2021.

Treasurer
CITY OF CASPER, WYOMING

Section 8. Payment of Assessment.

The sum hereby charged against each of said lots, tracts, parcels of land, and other property, as set forth in the assessment roll, shall be paid in the manner and upon the terms hereinabove provided in said notice.

Section 9. Construction Funds.

The special assessment collected during said 90-day period by the Treasurer of the City of Casper shall be placed in a special and separate fund designated as the "Casper Construction Fund, District No. 157, and as such at all times constitute a sinking fund for, be deemed specially appropriated to, and be applied solely to, the payment of the costs and expenses of the improvements made in said City of Casper, Wyoming, Local Assessment District No. 157. Said special assessments, principal, interest, and any penalty, when collected by said Treasurer after said 30-day period, shall be placed in the fund, and as such, shall at all times, constitute a sinking fund for, and be deemed specially appropriated to, and be applied solely to, the General Fund (Special Assessment Revolving Fund) for the purpose of paying the costs and expenses of said improvements, and thereafter to the extent monies are available therefor, said fund shall not be used for any other purpose until said monies so advanced by the City and the interest thereon are fully paid.

Section 10. Foreclosure of Delinquent Assessments.

In case the payment of any such assessment or any installment of principal or interest on such assessment of any lot, tract, parcel of land, or other property assessed is delinquent, the entire assessment shall become due and payable and the City Treasurer of Casper shall forthwith cause the owner or owners of such delinquent property, if known, to be notified in writing of such delinquency, by certified mail, return receipt requested, or by posting written notice on the property, and if such delinquency shall not be paid within ten (10) days after such notice, then any delinquent assessment may be collected in the manner provided in Wyoming Statutes Sections 15-6-410 to 15-6-412, inclusive, and all laws thereunto enabling, or, at the option of the City, in the manner provided in Wyoming Statutes Section 15-6-419, all laws thereunto enabling, or otherwise as provided by law.

Section 11. Officers' Authorization to Proceed.

The officers of the City, including the Manager, Clerk, and Treasurer, be, and they hereby are, authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

(Arrowhead Road and Jade Avenue Roadway Improvements LAD Assessment Role)

Section 12. Severability.

If any section, paragraph, clause, or provision of this Ordinance shall be held to be invalid or unenforceable, for any reason, the invalidity or enforceability of such section, paragraph, clause, or provision shall in no manner affect any remaining provisions of this Ordinance.

PASSED on 1st reading the 17th day of August, 2021.

PASSED on 2nd reading the ____ day of _____, 2021.

PASSED, APPROVED, AND ADOPTED on 3rd and final reading the ____ day of _____, 2021.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

ROLL FILING
 Arrowhead and Jade Intersection
 LAD No. 157 - Financial Assessment Figures

Lot	Use or Condition	Owner	Total Related Length		Proportion	Assessment	Unit Price
NW Lot	Open/Vacant	In Motion Industries, LLC	140+60=	200 Feet	27.027%	\$18,839.95	\$94.20
SW Lot	Wyatt Electric	P J Leasing, LLC	140+60=	200 Feet	27.027%	\$18,839.95	\$94.20
SE Lot	Private Shop Building	T A D G, LLC	140+30=	170 Feet	22.973%	\$16,013.96	\$94.20
NE Lot	Peerless Tire Shop	Peerless Tire Company	140+30=	170 Feet	22.973%	\$16,013.96	\$94.20
				740 Feet	100.000%	\$69,707.82	

Property Owner Mailing Address

Assessed Property

In Motion Industries, LLC 240 S. Wolcott Street, Suite 11 Casper, WY 82601-2575	3000 Arrowhead Road \$18,839.95
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P J Leasing, LLC PO Box 4989 Casper, WY 82604	2320 Jade Avenue \$18,839.95
---	---------------------------------

T A D G, LLC PO Box 309 Mills, WY 82644	2933 Arrowhead Road \$16,013.96
---	------------------------------------

Peerless Tyre Company 5000 Kingston Street Denver, CO 80239	2929 CY Avenue \$16,013.96
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APPROVAL AS TO FORM




I have reviewed the attached *Ordinance Ratifying LAD 157* and approve it as to form on behalf of the City of Casper, Wyoming.

Dated: 08/11/2021

A handwritten signature in black ink, appearing to read "Wallace Trembath III", written over a horizontal line.

Wallace Trembath III
Deputy City Attorney

September 1, 2021

MEMO TO: J. Carter Napier, City Manager 
FROM: Liz Becher, Community Development Director 
M. Jeremy Yates, MPO Supervisor 
SUBJECT: Approval and Adoption of the Public Participation Plan

Meeting Type & Date: Regular Council Meeting, September 7, 2021.

Action Type: Resolution

Recommendation: That Council, by resolution, approve and adopt the Casper Area Metropolitan Planning Organization's Public Participation Plan (PPP) conducted by the Casper Area Metropolitan Planning Organization (MPO).

Summary:

The PPP, required as a prerequisite to receive federal transit grants, fulfills federal requirements that the MPO have and use a guiding document to ensure broad public involvement during development, review, and implementation of regional transportation projects and programs. The plan identifies the goals and federal requirements that need to be addressed throughout the public participation process. It is a roadmap for Casper Area MPO staff, committees, partners and consultants to use to:

- Understand what the MPO is and what the community characteristics and demographics are
- Review how stakeholders and the public want to engage with the MPO over the next five years
- Ensure federal requirements are being followed
- Develop Public Involvement Plans (PIP) for projects of all sizes and types
- Prepare Request for Proposals (RFP) using consistent language and to ensure community needs will be accommodated

The MPO, through the City, contracted with consulting firm, HDR Engineering, Inc., to complete the most recent update of the PPP.

The MPO Technical and Policy Committees approved this plan at their meeting on August 19, 2021. This action is intended to be an endorsement, for and demonstrate the support of, the recommendations listed in the PPP.

Financial Considerations:

Funding for this project comes from the MPO, including federal monies and contributions from member agencies. The MPO Policy Committee approved the funding of \$75,000 of MPO Programs and Projects funds from the Federal Consolidated Planning Grant for the total project on January 23, 2020.

Oversight/Project Responsibility:

M. Jeremy Yates, MPO Supervisor

Attachments:

Casper Area MPO Public Participation Plan

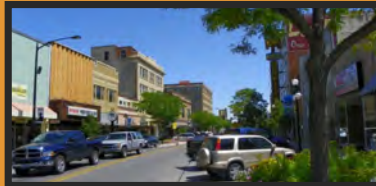


CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

QUICK GUIDE

PUBLIC PARTICIPATION

FOR THE CASPER AREA MPO



2021



INTRODUCTION

Transportation is one of the key contributors to the Casper area quality of life and economic viability. Generally, the need for transportation stems from our need to access goods, services, and other people within and beyond the region. The ease by which we can get to and from home, school, work, medical services, and entertainment, is dependent upon the efficiency and effectiveness of the region's transportation system. Transportation planning must be conducted in terms of regional and community goals and values, such as protection of the environment, effect on the regional economy, and maintaining the quality of life that area residents enjoy. The Casper Area Metropolitan Planning Organization (MPO) provides cooperative, comprehensive, and quality transportation planning to the Casper area. The success of the MPO and its transportation planning efforts is largely dependent upon public participation.

The Public Participation Plan (PPP) is an adopted document of the Casper Area MPO to ensure broad public involvement during development, review, and implementation of regional transportation projects and programs. The plan identifies the goals and federal requirements that need to be addressed throughout the public participation process. It is a roadmap for Casper Area MPO staff, committees, partners and consultants to use to:

- Understand what the MPO is and what the community characteristics and demographics are
- Review how stakeholders and the public want to engage with the MPO over the next five years
- Ensure federal requirements are being followed
- Develop Public Involvement Plans (PIP) for projects of all sizes and types
- Prepare Request for Proposals (RFP) using consistent language and to ensure community needs will be accommodated

UNDERSTANDING THE CASPER AREA MPO

The Casper Area MPO was designated as a metropolitan statistical area as a result of the 1980 Census. At that time, the Casper Area Transportation Planning Process (CATPP) was authorized as an MPO.

The member jurisdictions and agencies included in the Casper Area MPO include:

- **Town of Bar Nunn**
- **City of Casper**
- **Town of Evansville**
- **City of Mills**
- **Natrona County**
- **Wyoming Department of Transportation (WYDOT)**

See Chapter 1 in the PPP for more information on the Casper Area MPO and the governing plans and programs that inform MPO projects.

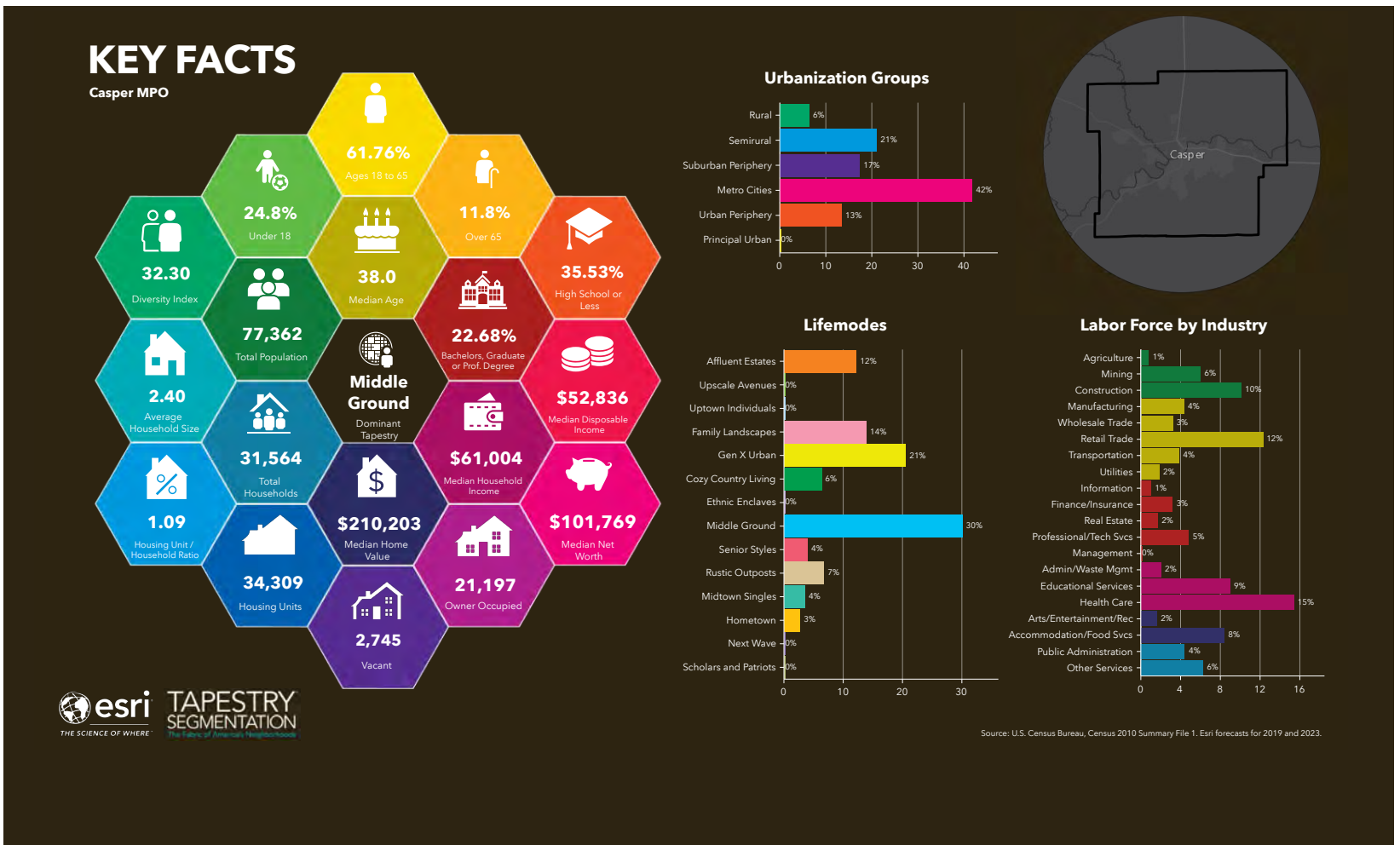


UNDERSTANDING THE COMMUNITY

The Casper Area MPO strives to make sure all citizens have the opportunity to participate in the transportation planning process. The MPO believes all should have access to providing input by taking into consideration the demographics and socioeconomic trends of the diverse Casper area community.

COMMUNITY SNAPSHOT

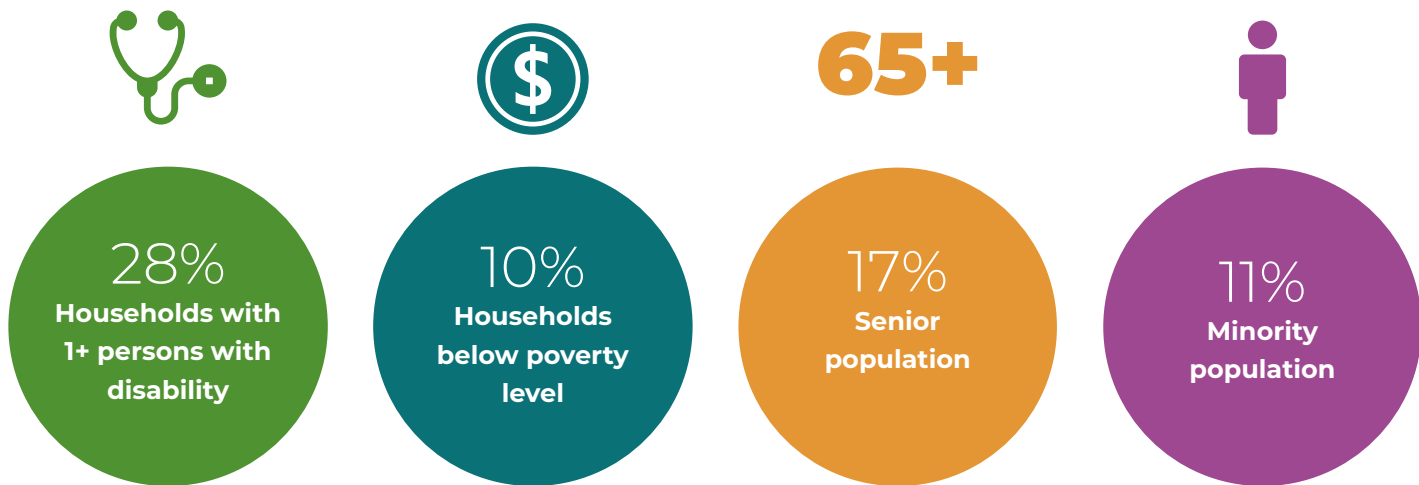
ESRI Tapestry Segmentation was used to understand community demographics and other transportation-related trends in the Casper area. The graphic below shows the key demographic facts and other community characteristics that can help guide decisions related to outreach in the Casper area.



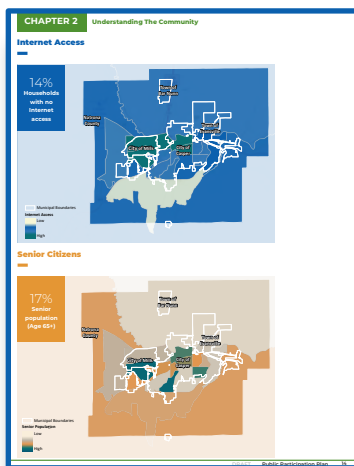
UNDERSTANDING THE COMMUNITY

PROTECTED CLASSES

To identify the location and concentration of communities protected under Title VI and other nondiscriminatory regulations, the following maps were created for each group to better understand areas that need additional participation tools. This data and these maps should be used in the development of PIPs for projects and in larger, MPO-led programs. By understanding these protected classes and where they are concentrated geographically, the MPO and consultant teams can ensure two things: the transportation plans address improvements that incorporate analysis of protected classes, and that outreach and input tools and tactics are being used that are appropriate to the protected class. Having this data in the PPP will allow for PIPs to be more thoughtfully developed and to ensure federal protected class outreach requirements are being followed for each project. The protected classes include the following:



After analysis of the raw data and the geographic spread of protected classes in the Casper Area MPO region, key statistics were pulled for each class for quick reference.



SEE CHAPTER 2 IN THE PPP FOR MORE INFORMATION

LISTEN FIRST

WE DID OUR RESEARCH

To update our previous Public Participation Plan that was created in 2014, our team:



Analyzed existing communication materials, methods, and processes



Examined demographic and socioeconomic trends



Conducted stakeholder listening sessions



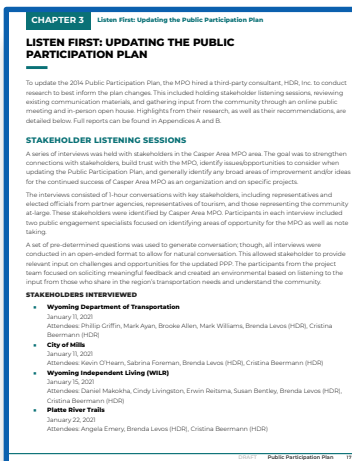
Identified new virtual engagement tools



Reviewed social media chatter



Held a self-guided online public meeting



SEE CHAPTER 3 IN THE PPP FOR MORE INFORMATION



FEDERAL REQUIREMENTS

FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND FEDERAL TRANSIT ADMINISTRATION (FTA) PARTICIPATION REQUIREMENTS

To address Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements, each governing document must include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing projects.

METROPOLITAN TRANSPORTATION PLANNING

The Casper Area MPO follows the FHWA Title 23 Sec. 134 Metropolitan transportation planning requirement in the transportation planning process. The requirement/policy states that:

“It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight. This will help foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes. It will also encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators.”



FEDERAL REQUIREMENTS

TITLE VI

Title VI of the Civil Rights Act requires that Federal-aid recipients prevent discrimination in all programs whether these programs are federally funded or not. The MPO is required to implement strategies of Environmental Justice that ensure that there are no barriers to citizen involvement and that minority and low income populations are engaged in transportation decision-making. These protected groups throughout Casper are further detailed in Chapter 3 of the PPP.

The MPO will follow these three general principles provided by Environmental Justice:

- 1 | To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low income populations**
- 2 | To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.**
- 3 | To prevent the denial of, reduction in, or significant delay of the receipt of benefits by minority and low income populations**

Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance." Subsequent laws and Presidential Executive Orders added handicap, sex, age or income status to the criteria for which discrimination is prohibited. The Casper Area Metropolitan Planning Organization (MPO) Title VI Plan



For information on the Casper Area Title VI Program and Plan or to file a formal complaint, visit https://casperwy.gov/residents/roads_and_parking/metropolitan_planning_organization/governing_documents or call (307) 235-8255.

To file a complaint by mail, please send a letter to:

**Title Vi Coordinator – Community Development
City of Casper, Wyoming
200 North David
Casper, WY 82601-1815**

If the complainant is dissatisfied with the City's resolution of the complaint, a complaint can be filed by mail, fax or phone to:

**Federal Transit Administration – Region 8
Attn: Civil Rights Officer
1961 Stout St., Ste 13301
Denver, CO 80294-3007
303-362-2400
Fax: 303-362-2424**

FEDERAL REQUIREMENTS

was developed to ensure the Casper Area MPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and provides specific information on how to file a nondiscrimination complaint.

ENVIRONMENTAL JUSTICE

The FHWA Environmental Justice Guidebook states that, “effective community engagement addresses the needs of and incorporates input from a broad spectrum of interested parties including residents, businesses, and transportation system users. Within the context of a broad public involvement process, transportation agencies need to focus extra effort on outreach to and engagement of traditionally underrepresented populations.” [FHWA-HEP-11-024 2.Public Involvement].

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President Clinton signed Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, which further clarifies Title VI of the Civil Rights Act. As defined in the executive order, Limited English Proficiency (LEP) persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. The executive order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services, so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening the fundamental mission of the agency. The executive order states that individuals with a limited ability to read, write, speak or understand English are entitled to language assistance under Title VI of the Civil Rights Act. The Casper MPO will provide language assistance on projects based on language demographics within a plan or project area, or upon request.

COMMITMENT TO INCLUSIVE PARTICIPATION

Every effort has been made in this PPP to provide a framework for reaching traditionally underserved populations, including low income and minority households, persons with disabilities, and non-English language households (data noted in Chapter 2). The needs of those traditionally underserved by the existing system will be sought and considered by the Casper Area MPO.



**SEE CHAPTER 4 IN THE PPP
FOR MORE INFORMATION**



PUBLIC INVOLVEMENT PROCESS & STRATEGIES

MPO PUBLIC INVOLVEMENT & PARTICIPATION GOALS

This PPP is intended to provide direction for public involvement activities to be conducted by the MPO during transportation planning projects and programs. The MPO's goals for public participation include:

- 1** Providing timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, and other interested parties.
- 2** Obtaining meaningful and productive public input leading to better decisions that meet the community's needs.
- 3** Promoting an open and transparent public involvement process that inspires trust in the information that is being presented.
- 4** Assuring participants that their input is heard and considered and understand how their comments will be used.
- 5** Engaging community leaders who can help the MPO access hard-to-reach groups including youth, elderly, minorities, immigrants, and low-income residents and to understand their interests.
- 6** Providing adequate public notice of public participation activities and allow time for public review and comment at key decision points.
- 7** Responding to and documenting public comments and questions to assure participants that their input is heard and considered.
- 8** Coordinating the Public Participation Process with statewide Public Participation Processes wherever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.
- 9** Partnering with the Wyoming Department of Transportation (WYDOT) during the agency's Statewide Infrastructure Improvement Program (STIP) and during the MPO's TIP process to coordinate public involvement efforts where necessary.

PUBLIC INVOLVEMENT SCHEDULE

As noted in the Public Involvement Plan (PIP) section, a detailed, date-specific project schedule should be developed that identifies the technical and public involvement milestones appropriate for

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

the project scope, budget, geographic area, and community characteristics. See below in the Public Involvement Strategies section for more detail on when to activate, generally, a particular effort. In essence, public involvement strategies should be diverse throughout the project timeline.



[See page 32 in the PPP for more detailed public involvement schedule information](#)

WORKBACK SCHEDULE TEMPLATE

A workback schedule should be used for major public involvement activities, including, but not limited to, public meetings/open houses, stakeholder group meetings, video production, and pop-up or street fair events. It is important to note that the number of activities and deadlines will vary based on the complexity of the effort (i.e., a pop-up event may have fewer workback schedule items than an in-person public meeting).



[See page 33 in the PPP for a sample workback schedule](#)

PUBLIC INVOLVEMENT PLAN (PIP)

A variety of public participation strategies can be incorporated into each Casper Area MPO transportation planning project. Each project should develop a specific PIP that details which strategies are being used to create public awareness and gather input during the project development, aligning with the technical schedule and milestones. The PIP should include, but is not be limited to:

- Public involvement goals
- Target audience
- Project key messages
- Tools being used and how they will be promoted
- Schedule
- Roles and responsibilities for project team
- Review protocol

More information and templates in appendix C of the PPP.

The tools used, frequency of use, and level of effort will also vary on a project basis depending on the budget, timeline, and input needs. In addition, public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs. It must be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State, and identify actions necessary to comply with the Americans With Disabilities Act of 1990, as noted in Chapter 4 of the PPP. Public Participation is central to the core mission of the Casper Area MPO as such public participation is a crucial component to all planning activities on a variable basis. The Casper Area MPO will engage in thorough public participation specifically for the primary activities and plans of the MPO including the LRTP, MTIP, and UPWP. At a minimum project specific PIPs will include a reasonable assessment of the public participation requirements for individual small, medium and long term projects and identifies specific goals and public participation strategies and events for each project.

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

PUBLIC PARTICIPATION MANAGEMENT AND COORDINATION

The following are more management, coordination and administrative federal requirements and general best practices as it relates to PIPs. These elements should be noted in every PIP developed for MPO programs and projects to ensure requirements will be met. The Casper Area MPO will, in their governing documents (the LRTP, MTIP, and UPWP), gather and publish comments and responses obtained during the public participation phases of those projects, and note them in the finalized documents. This process will also pertain to smaller scale studies when applicable. The MPO will follow the FHWA requirement 23 CFR 450.316(a)(2). Definition can be found at: <https://www.fhwa.dot.gov/legregs/directives/fapg/Cfr450c.htm>.

PUBLIC COMMENT PERIOD

A formal public comment period for submission of written comments via mail, email, comment form, or phone is held prior to the adoption of the transportation plan or program or to the adoption of amendments to the plan or program. All transportation planning projects and programs require a minimum of 30-day public comment period. The Policy Committee can decide to extend the public review period.

COMMENT RESPONSE PROTOCOL

The MPO will review and document all comments received from the public. A record of all comments received will be logged in an Excel spreadsheet or other comment management system and archived with the plan/program document it relates to.

After the 30-day comment period requirement noted above, comments will be responded to within 30 business days. Responses will be distributed in the format received from the commenter (email, mail, etc.) and logged in the comment management table. A summary of public comments received shall be presented to the MPO Policy Committee at the time the plan, program, or document is adopted.

PUBLIC NOTIFICATION TIMING

General Notification/Release Schedule Before Public Meeting, Event or Comment Period

The following schedule is general and will vary based on the final PIP for the program or project

When	Notification Tactic
6 weeks before	Initial public notification by way of website update
	Save-the-day social media post
	Notice to MPO Committees, City Council and other Agency Partners
4 weeks before	Distribution list notification by way of e-blast
	Social media post
3 weeks before	Press release notification to MPO and City media contacts
2 weeks before	Two social media posts
1 week before	Follow-press release to MPO and City media contacts; two social media posts; follow-up distribution list e-blast
	Up to four social media posts during week (varies based on public impact/reach of the project)
	Follow-up distribution list e-blast

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

Week of	Newspaper notification (legal notice and/or classified advertisement; include comment period dates, location of plan to review, etc.)
Day before	Final press release reminder
	Social media post
Day of	"Join Us Today" social media post and website update
	Newspaper notification #2 (legal notice and/or classified advertisement; include comment period dates, location of plan to review, etc.)

DOCUMENT AVAILABILITY

Draft and final MPO documents will be available for public review and comment prior to adoption in hard-copy and digital format at local public spaces depending on the project area and project impact to the community, and may include libraries and jurisdictions. All documents will also be posted on the MPO's website and/or external project-specific website during public comment periods and after final adoption.



See page 37 in the PPP for more detail on distribution lists

PUBLIC INVOLVEMENT STRATEGIES

This section includes a comprehensive list of the public participation strategies that can be used throughout a project. The strategies should be included in the PIP. Each project will be different, so this is meant to be a guide or menu-of-services of public involvement tools that can be chosen from according to the elements listed below. These tools incorporate best practices in public involvement, and are also specific to what was heard from stakeholders and the public (see Chapter 3) and during the 45-day public comment period of this PPP.



For when to best use these strategies based on project size, audience type, time to create the tool, and other factors, see Chapter 5 in the PPP

GENERAL COMMUNICATIONS

The strategies below are ways to inform the community on general MPO information and project-specific updates. They can also be used to promote opportunities for engagement.

EMAIL

Meeting announcements and MPO information is emailed to interested persons that have submitted their email addresses to MPO staff. This email can provide updates or announcements about project-specific updates or updates from the MPO.

PROJECT-SPECIFIC HOTLINE

A project hotline can be created for the public to call and leave a message with questions, comments, or concerns. They can also use the hotline to request information in a different format, such as printed materials or Spanish translation. The hotline should be monitored daily and responses should be provided within 72 hours, as needed.

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

PROJECT-SPECIFIC WEBSITE

Project-specific websites can be used to display extensive information about individual projects, such as major MPO activities like the LRTP. These sites are used when project information is too extensive to be included on the MPO site. The general MPO site provides links to project sites. Public participation materials and communication channels will direct people to the website to learn more or provide input.

MPO WEBSITE

The Casper Area MPO website provides basic information about the MPO process, members, meeting times, and contact information. The site includes information about specific products of the MPO, such as an update of the LRTP. MPO documents, such as the Public Participation Plan and the MTIP will also be made available for downloading from the site. The site provides many links to other transportation-related sites. The site is used to promote regular and special meeting, planning studies, publications, and work products. Public participation materials and communication channels will direct people to the website to learn more or provide input.

SOCIAL MEDIA

Social media posts using the MPO's channels should be used to engage with the public on a regular basis and promote general information and public participation opportunities. Each post should include an image or video that supports the content, as well as tagging other handles and adding hashtags. Images could include fun memes, infographics, or photography, and videos can include interviews, animation, or short gifs.

FACT SHEETS OR BROCHURES

Fact sheets or brochures provide summary information regarding MPO and/or project-specific information. They can be distributed at public events, on the MPO website, and in public places, such as libraries and community centers. The fact sheet or brochure should be graphic-friendly and easy to read and understand.

NEWSLETTERS

Newsletters, either hard copy or in electronic version, can be used for ongoing communication or for an as-needed project-specific basis. Each issue of the newsletter can include MPO and/or project-specific updates and opportunities for public engagement. When MPO or project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, neighborhood groups, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of the individual publishers.

PRESENTATIONS

PowerPoint or Prezi presentations can be created to inform the public and key stakeholders. They can be broadcast on public television channels, shown at events, and loaded onto a website.

VIDEOS

Videos can be developed to educate the public about the MPO or a specific project. Videos can be documentary-style that show people talking, or can show images, b-roll and/or graphics with a voiceover. They can be used on social media, website, TV, and in presentations.

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

PROMOTING OPPORTUNITIES FOR PARTICIPATION

DIRECT MAIL

Direct mailings can be used to announce public participation opportunities and general updates to a targeted area or group of people. Direct mailings can be post cards, letters, or flyers. An area may be targeted for a direct mailing because of potential impacts from a project or to an area that historically haven't provided input.

PUBLIC DISPLAYS

A variety of displays, including yard signs, posters, billboards, and flyers can provide general information and public participation opportunities. Locations for the displays could include community workshops, public locations, open houses, and similar events designed to attract the public. A sign on the site should be large enough so that passers-by, whether on foot or in a vehicle, can read it. Another option is to place posters or bulletins on community bulletin boards where people are likely to see them.

PAID PRINT ADVERTISEMENTS

Paid advertisements can be done to promote information and opportunities for engagement through various media outlets, including but not limited to newspaper, TV, radio, or transit. Advertisements include newspaper inserts, as well as legal notices in the classified section of a newspaper for meetings and events which should include the time, place, and agenda for any regular, special, or emergency meeting, along with contact information.

PAID SOCIAL MEDIA ADVERTISEMENTS

Paid social media advertisements can be used to increase awareness of general information and public participation opportunities. They can be used as a separate advertisement or "boosting" an existing social media post to generate more views. Posts can be targeted to specific zip codes and/or to the entire Casper area.

PRESS RELEASES

Press releases should be created to publicize general MPO milestones and project-specific updates, including public participation opportunities, project kick-offs, and other key milestones. Each press release should include a quote from the MPO supervisor or relevant project-specific staff, as well as a graphic, image, or video, if possible. Releases should include quotes from jurisdictional representatives and/or the MPO supervisor.

INPUT TOOLS

COMMENT FORM

General comment forms can be used to collect open-ended feedback at public events and online. They should include an area for the person to provide their name, organization, address, contact information (email and/or phone), and comment/question.

SURVEYS

Surveys can be used when general or specific input from the public is desired. They can be provided in a digital platform using SurveyMonkey and/or available in a hard-copy format for those without Internet

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

access. They can be promoted virtually or available at public events.

COMMENT MAP

A comment map can be used to provide location-based input. They can be provided in a virtual platform where participants can drop a pin on a location and provide a comment/question, and/or using a printed roll plot at a public event where participants can place sticky notes on the map. The map should be easy to read and can callout specific project details.

LIVE POLLING

Polling questions can be conducted during a meeting or event that allow participants to provide anonymous input while the results are presented live. Polls can be generated through platforms, such as Mentimeter or in built-in polling tool using a Zoom Pro account.

PARTICIPATORY BUDGETING

Participatory budgeting activities can be incorporated in a virtual or in-person setting that allows people to decide how to spend a pre-determined budget. This will help prioritize projects based on where participants allocate their budget.

INTERACTIVE GAMES/ACTIVITIES

Games or other interactive activities can be used in a virtual or in-person setting to provide a fun and unique way for participants to provide input. For example, a virtual reality game can be created where there is a rendering of a specific project and participants can select the elements they like and/or dislike.

COMMENT KIOSK

Kiosks can be distributed in parks or community gathering locations with a comment box, notepad, and pen attached for people to write comments. It can also provide general information about the project and contact information to learn more.

MEETING THE COMMUNITY

ONE-ON-ONE STAKEHOLDER MEETINGS

The MPO can attend or host meetings with individual stakeholder groups that have particular interest in an activity. These meetings may be in the setting of an existing group unrelated to the MPO. They may also be held in an informal setting, such as a resident's home or a local meeting place. Informal meetings allow interested citizens and local officials to discuss issues and concerns in a more personable setting.

SMALL GROUP MEETINGS

The MPO can attend or host meetings with small groups, such as homeowners associations, neighborhood groups, civic groups, interest groups, or other groups that are impacted or voiced interested in specific projects. The meetings can have a short presentation by staff followed by an open discussion.

TOWN HALL MEETINGS

This meeting format is more informal than council meetings and provides open communication

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

between the public and members of the representative organization. The main purpose of a town hall meeting is to develop open communication between the public and those individuals who control the organization or committee. They can be hosted in-person or through a telephone town hall hosted through a third-party platform. The telephone format is more expensive, but reaches a larger audience.

PUBLIC MEETINGS

Public meetings are less formal than a public hearing. The purpose of these meetings are to share information and discuss issues, not to make decisions. Due to their openness and flexibility, public meetings are preferable to hearings as a forum for discussing complex or detailed issues.

OPEN HOUSE

Open houses are informal meetings in a public location where people can talk to involved officials on a one-on-one basis. The meetings allow residents to ask questions and express their concerns directly to project staff. This type of gathering is helpful in accommodating individual schedules, allowing attendees to visit at any time during a specific timeframe.

WORKSHOPS/CHARRETTES

Workshops are seminars or gatherings of small groups of people, usually between 10 and 30, led by a small number of specialists with technical expertise in a specific area. Participants typically discuss a specific project or design, with a facilitator to guide the discussion and can include activities, such as a mapping exercise or design development. These workshops/charrettes are generally open to the public, but require an RSVP to design the format around the amount of attendees. For example, if 50 people plan on attending, the group would be broken up into two smaller groups to provide a more personable experience. These types of workshops may be by invitation, last up to one full day, and involve a site visit.

FOCUS GROUP

Focus groups involve an invited group of participants interacting with an experienced moderator for a short time frame. The focus group consists of screened participants, usually selected randomly from a targeted group or groups. Often, the moderator uses the same discussion outline or questions to obtain input from several focus groups, each group targeting a different segment of the community, such as from a particular geographic location or age group. The focus group provides qualitative feedback from the community and offers flexibility for the moderator to probe relevant topics that arise from the discussion. Examples of uses for focus groups include identifying perceptions and misperceptions around issues, and identifying potential problem areas and barriers for particular user groups. The MPO may want to consider focus groups to gauge public opinion before controversial activities or processes.

STAKEHOLDER INTERVIEWS

Stakeholder interviews or listening session can be held to gain insight into specializations, needs, and function in making transportation planning/engineering decisions. Key persons can be consulted throughout a planning process, but are typically consulted early on regarding existing conditions information, issues, opportunities, and goals for a given project.

TASK FORCE

The task force is comprised of invited participants with a high level of knowledge about transportation planning and a willingness to commit to what is usually an extended meeting or series of meetings. The

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

work of the task force is in depth and often technical in nature, such as identifying and evaluating strategies for achieving the goals and objectives of a specific plan, providing input on ways to reduce demand on the transportation system, and evaluating strategies for urban development that reduce the need to rely on the automobile. The task force requires a high level of involvement on the part of both participants and staff, but provides more extensive and in-depth input than possible with outreach techniques that target the general public.

ONLINE PUBLIC EVENTS

Self-guided online public events can be created to allow stakeholders and the public to engage, provide feedback, and access information as their personal schedules allow. They can have the same materials as the traditional in-person meeting and can include embedded surveys, comment forms, games, comment maps, and other interactive elements.

WEBINARS

Online public webinars can be created to allow stakeholders and the public to engage, provide feedback, and have live virtual discussions. They can include a presentation, live polling, breakout groups, question and answer sessions, and other interactive elements.

POP-UP EVENTS

Pop-up events can be hosted at high-trafficked community areas in the form of a booth or table. They can have general information, fact sheets, brochures, giveaways, iPads for surveys, and other informative and input gathering tools.

EXISTING EVENT ATTENDANCE

Similar to the pop-up events, the MPO can attend existing events in the form of a booth or table, such as farmers markets, parades, and other group-gatherings. They can have general information, fact sheets, brochures, giveaways, iPads for surveys, and other informative and input gathering tools.

STREET FAIR/BLOCK PARTY

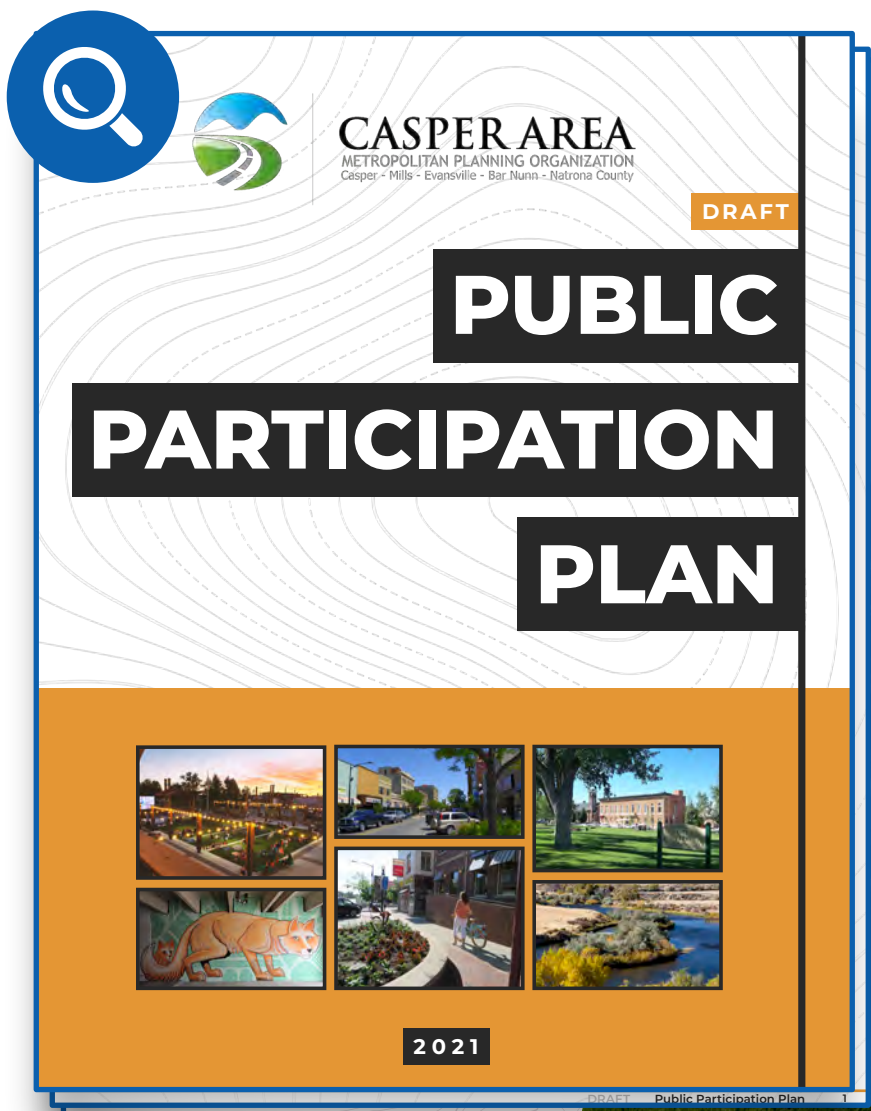
Sharing public excitement with the community through entertaining and vibrant outreach is one way to garner political and social buy-in for the project. A street fair or block party can be held to bring the community together to educate them about a project, gather meaningful input and provide hands-on project demonstrations of the proposed design improvements. It can include games, live music, food trucks, local business booths (with a fee to participate to help fund the event), live artists, and other entertainment.

RECAP

The success of the Casper Area MPO transportation projects and programs relies heavily upon public participation. The MPO wants to involve communities early in the transportation planning process and include involvement opportunities beyond formal hearings. This PPP it is meant to be a reference guide for Casper Area MPO staff, committees, partners and consultants to use to:

- Understand what the MPO is and what the community characteristics and demographics are
- Review how stakeholders and the public want to engage with the MPO over the next five years
- Ensure federal requirements are being followed
- Develop PIPs for projects of all sizes and types
- Prepare RFPs using consistent language and to ensure community needs will be accommodated

This plan will be updated every five years to make sure the participation process provides full and open access to all, and to ensure it incorporates best practices and new engagement tools/tactics.

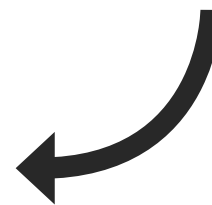


REVIEW THE

FULL PUBLIC

PARTICIPATION PLAN

FOR MORE DETAILS



QUICK GUIDE: PUBLIC PARTICIPATION FOR THE CASPER AREA MPO



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

**This guide was created by HDR
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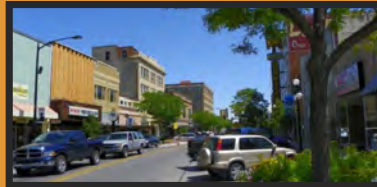
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200 North David Street
Casper, WY 82601

MAIL



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

PUBLIC PARTICIPATION PLAN



2021

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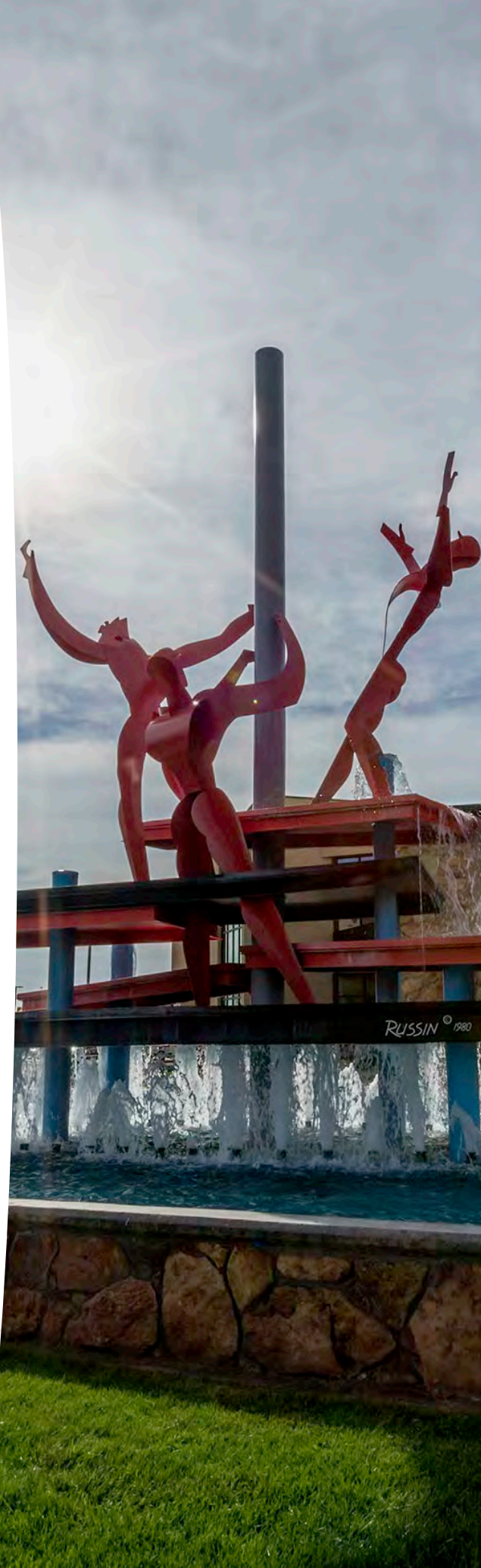
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WEBSITE www.casperareampo.org

INTRODUCTION

Transportation is one of the key contributors to the Casper area quality of life and economic viability. Generally, the need for transportation stems from our need to access goods, services, and other people within and beyond the region. The ease by which we can get to and from home, school, work, medical services, and entertainment, is dependent upon the efficiency and effectiveness of the region's transportation system. Transportation planning must be conducted in terms of regional and community goals and values, such as protection of the environment, effect on the regional economy, and maintaining the quality of life that area residents enjoy. The Casper Area Metropolitan Planning Organization (MPO) provides cooperative, comprehensive, and quality transportation planning to the Casper area. The success of the MPO and its transportation planning efforts is largely dependent upon public participation.

The Public Participation Plan (PPP) is an adopted document of the Casper Area MPO to ensure broad public involvement during development, review, and implementation of regional transportation projects and programs. The plan identifies the goals and federal requirements that need to be addressed throughout the public participation process. It is a roadmap for Casper Area MPO staff, committees, partners and consultants to use to:

- Understand what the MPO is and what the community characteristics and demographics are
- Review how stakeholders and the public want to engage with the MPO over the next five years
- Ensure federal requirements are being followed
- Develop Public Involvement Plans (PIP) for projects of all sizes and types
- Prepare Request for Proposals (RFP) using consistent language and to ensure community needs will be accommodated





CHAPTER

1

UNDERSTANDING THE CASPER AREA MPO

The Casper Area MPO was designated as a metropolitan statistical area as a result of the 1980 Census. At that time, the Casper Area Transportation Planning Process (CATPP) was authorized as an MPO.

The member jurisdictions and agencies included in the Casper Area MPO include:

- **Town of Bar Nunn**
- **City of Casper**
- **Town of Evansville**
- **City of Mills**
- **Natrona County**
- **Wyoming Department of Transportation (WYDOT)**

These jurisdictions and agencies leverage the MPO to develop transportation planning activities within the Casper metropolitan area. MPO staff is employed by the City of Casper as a division of the Community Development Department and is permanently assigned to transportation planning duties.

CASPER AREA MPO RESPONSIBILITIES

The work undertaken by the Casper Area MPO is devoted to intermodal transportation planning activities, which will eventually create a more effective and efficient transportation system. These activities include, but are not limited to:

- 1 Assisting member agencies, governing bodies, and officials in making decisions on the development of the urban transportation system.
- 2 Soliciting public participation at all levels of the planning process to ensure that matters of importance to the public are reflected in final recommendations.
- 3 Describing planning activities to be undertaken during the program year cooperatively by the MPO, WYDOT, and member agencies.
- 4 Maintaining qualifications for the Casper Area MPO to participate in Federal aid highway and transit programs for improvements and additions to the existing street and highway system.
- 5 Promoting the cooperative recommendations through the forum of the planning process, in responding to transportation needs.
- 6 Assessing transportation system impacts and identifying solution alternatives in support of plan recommendations.
- 7 Planning and designing transportation facilities supportive of a safer, more efficient transportation system.
- 8 Overseeing operating and funding policies for public transportation systems within the urbanized area with an emphasis on bus service for the general public, elderly, and persons with disabilities.
- 9 Managing the responsibilities of the transportation planning process in a cost-effective manner within the constraints of available federal, state, and local funds.

CASPER AREA MPO GOVERNING PLANS AND PROGRAMS

Below are the transportation plans and programs that the Casper Area MPO is responsible for developing, implementing, and managing.

UNIFIED PLANNING WORK PROGRAM (UPWP)



The objective of the Unified Planning Work Program (UPWP) is to provide local officials and participating agencies with a method of ensuring that local and federal transportation planning resources are allocated in accordance with established governmental policies. It gives a general overview of the planning process and a description of the planned work program for the coming fiscal year. The UPWP provides guidance and structure for development of planning projects and allows for the efficient use of funding.

The UPWP is prepared annually and describes the work activities that will be undertaken by the MPO. It is intermodal, including highway, transit, freight, and bikeway/pedestrian planning projects. Direct aviation projects are developed and overseen by the Natrona County Airport Board of Trustees, and are not included in the UPWP.

LONG RANGE TRANSPORTATION PLAN (LRTP)



The LRTP, also known as Connecting Crossroads, analyzes existing and future roadway conditions, transit operations, non-motorized facilities, rail operations, and airport operations. Specific recommendations to address transportation deficiencies are provided, and the plan is intended to be flexible and capable of responding to a constantly changing community.

The LRTP analyzes individual transportation modes and how they work together, encouraging the integration of the various transportation components into a comprehensive system to meet the mobility needs of all the area's transportation users. It reflects the vision and directions of local officials, relevant agencies, stakeholders, and the general public. The LRTP is updated every five years.

METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)



The MTIP provides a list of projects proposed for implementation with capital, planning, construction, and administration costs. It provides a framework for the efficient expenditure of transportation funds in a manner consistent with local needs and priorities during the planning period. The MTIP covers three Federal Fiscal Years from October 1 through September 30. The projects in the MTIP are included the State Transportation Improvement Program (STIP) and support the various goals and objectives of the STIP.



Because the City of Casper houses the MPO and is the designated recipient of FTA Section 5307 grant funds (transit operating assistance), this PPP satisfies the City’s responsibilities for public participation related to its annual Transit Program of Projects (POP). The City, through the MPO, develops projects for the MTIP, which includes funding for transit operations, rolling stock, and other capital expenses. All public notices for the MTIP must have an explicit statement that public involvement activities and times established for public review of and comments on the MTIP will satisfy the POP requirements.

MPO DECISION MAKING COMMITTEES

Three committees help guide the Casper Area MPO transportation planning efforts--the Policy Committee, Technical Committee, and Citizens’ Advisory Committee. Additional committees are convened on an as-needed basis, including bikeway, pedestrian, transit, and highway advisory committees. The committees and their duties are discussed in further detail below.

POLICY COMMITTEE

The Policy Committee reviews and approves the UPWP and the MTIP. It also develops and adopts policy regarding the long- and short-range elements of the transportation plan. The Committee acts as the approval authority for the federally financed surface transportation projects within the MPO boundary.

Members include elected or appointed, representatives from:

- **City of Casper**
- **Natrona County**
- **Town of Bar Nunn**
- **City of Mills**
- **Town of Evansville**
- **WYDOT**
- **Transit Manager**
- **Casper/Natrona County International Airport**
- **Federal Highway Administration (FHWA) (nonvoting member)**

TECHNICAL COMMITTEE

The Technical Committee is composed of professional engineers and planners who represent the MPO’s member jurisdictions, including WYDOT. This committee provides ongoing technical assistance on various planning studies. Members help define specific work products, aid in the development of requests for proposals (RFP), and interview prospective consultants.

CITIZENS' ADVISORY COMMITTEE

The Citizens' Advisory Committee provides community-based input to the MPO on various transportation issues. A Committee member is appointed by the local councils of the member's residence. Committee members may convene committees to consider various issues as needed. Members of the Committee inform the Technical and Policy Committees of the need for various community projects and take information back to the community regarding construction schedules and other transportation-related information.



The background of the page is a topographic map with green contour lines on a white background. A solid green vertical bar runs down the center of the page, containing the text.

CHAPTER

2



UNDERSTANDING THE COMMUNITY

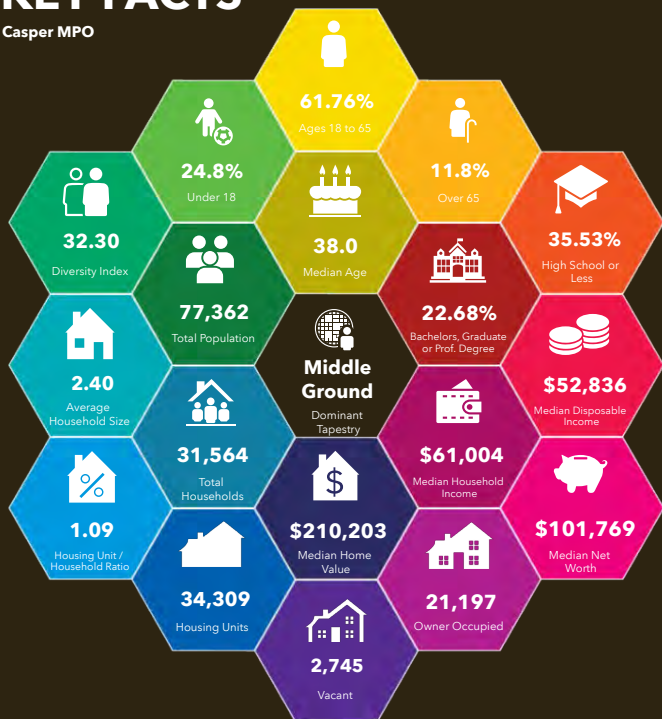
The Casper Area MPO strives to make sure all citizens have the opportunity to participate in the transportation planning process. The MPO believes all should have access to providing input by taking into consideration the demographics and socioeconomic trends of the diverse Casper area community.

COMMUNITY SNAPSHOT

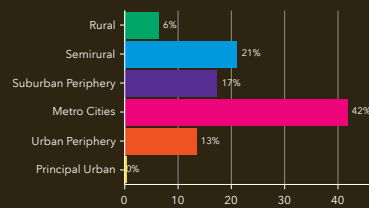
ESRI Tapestry Segmentation was used to understand community demographics and other transportation-related trends in the Casper area. This graphic shows the key demographic facts and other community characteristics that can help guide decisions related to outreach in the Casper area.

KEY FACTS

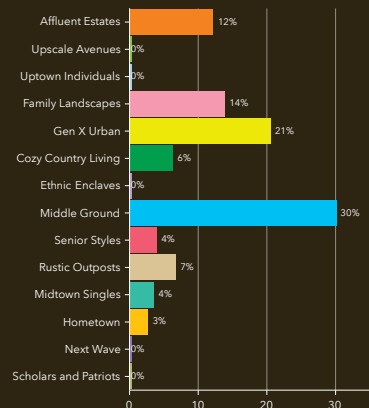
Casper MPO



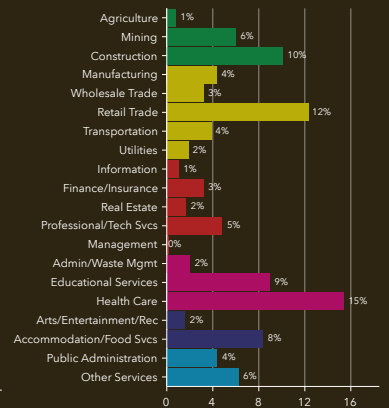
Urbanization Groups



Lifemodes



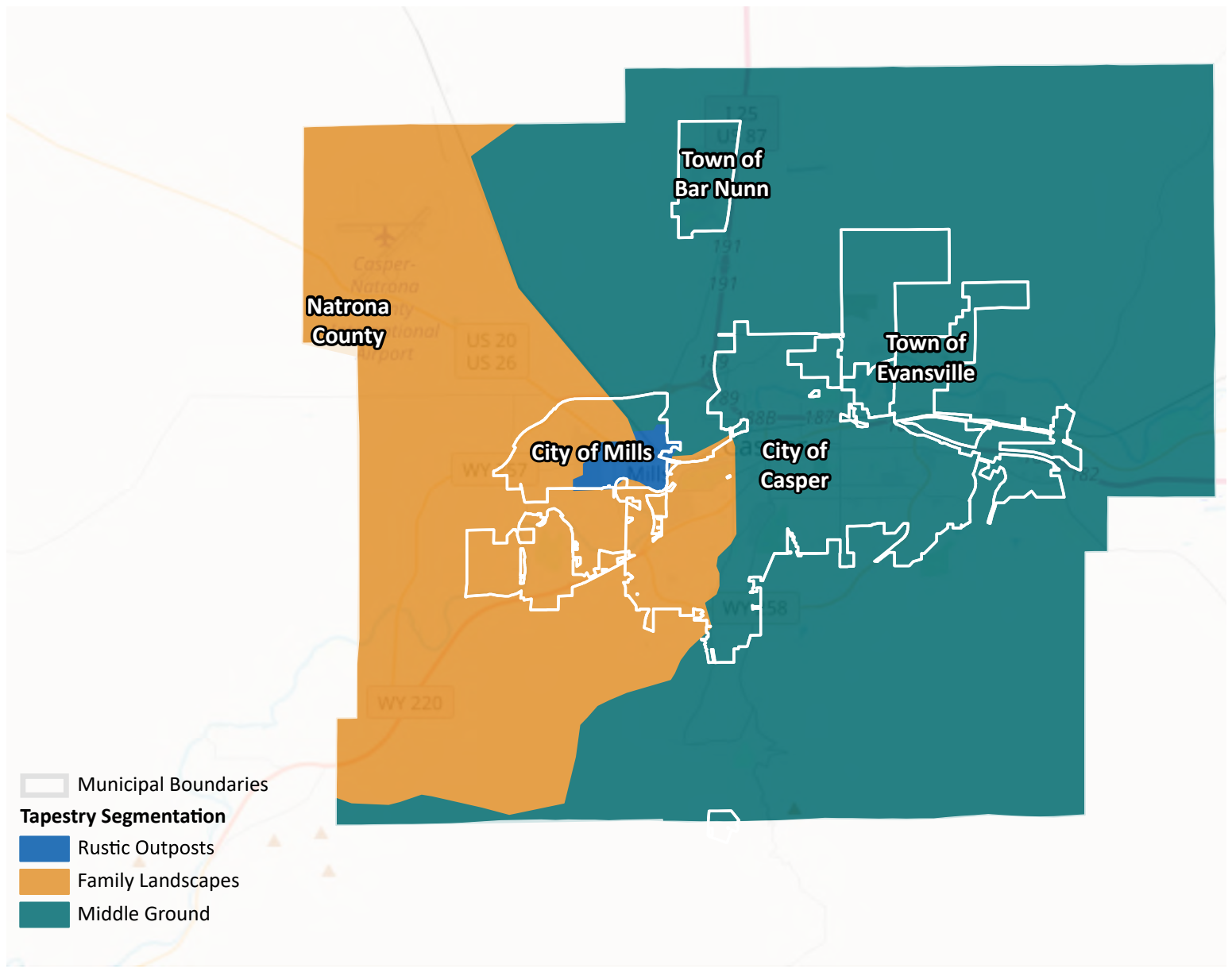
Labor Force by Industry



SOCIOECONOMIC TRENDS

Using ESRI's Tapestry Segmentation, below is a look into the socioeconomic and demographic composition traits of the Casper area community. These are further categorized into LifeMode groups, which represent markets that share common experiences and significant demographic traits. The following page contains a breakdown of top LifeModes for the area that provide an understanding of how these different traits influence public participation tactics provided in the MPO transportation planning process. The MPO understands that not all residents fit within these categories and are unique in their own way; however, the groups and their characteristics provide a general foundation to inform the public participation process.

This map showcases that the Casper Area MPO includes three LifeModes that are further described below. This information allows the readers of the PPP to better understand community characteristics and public outreach desires in each LifeMode. Knowing this allows for more strategic PIP development – like using public outreach tools that resonate with the particular LifeMode the project might be in. Or, if it's an MPO-wide program, how the PIP might be customized to these three areas.



LifeMode 4 | Family Landscape

ESRI LifeMode Characteristics

- Successful young families in their first homes
- Non-diverse, prosperous married-couple families, residing in suburban or semi-rural areas with a low vacancy rate (second lowest)
- Homeowners (79%) with mortgages (second highest %), living in newer single-family homes, with median home value slightly higher than the United States
- Two workers in the family, contributing to the second highest labor force participation rate, as well as low unemployment
- Do-it-yourselfers, who work on home improvement projects, as well as their lawns and gardens
- Sports enthusiasts, typically owning newer sedans or SUVs, dogs, and savings accounts/plans, comfortable with the latest technology
- Eat out frequently at fast food or family restaurants to accommodate their busy lifestyle
- Especially enjoy bowling, swimming, playing golf, playing video games, watching movies rented via Redbox, and taking trips to a zoo or theme park

Public Outreach

- Connect at home improvement stores (Home Depot, Lowes, Ace Hardware, etc.)
- Notification at golf courses, community centers with pools, theme parks
- Notification kiosks/banners at shopping malls; posters at family restaurants
- Paid ads on Pinterest
- Posted information at churches and day care centers/schools at high-traffic pickup areas
- Partner with youth sports leagues
- Project information included in real estate monthly newsletters
- Check into opportunities to work with Home Depot or Lowes to get time to mention upcoming project events prior to clinics
- Advertisements in professional or recreational local sports outlets
- Pop-up events at sports parks and dog parks
- Postings in local apps like NextDoor

LifeMode 8 | Middle Ground

ESRI LifeMode Characteristics

- Lifestyles of thirtysomethings
- Millennials in the middle: single/married, renters/homeowners, middle class/working class
- Urban market mix of single-family, townhome, and multi-unit dwellings
- Majority attended college or attained a college degree
- Householders have ditched their landlines for cell phones, which they use to listen to music (generally contemporary hits), read the news, and get the latest sports updates of their favorite teams
- Online all the time: use the Internet for entertainment (downloading music, watching YouTube, finding dates), social media (Facebook, Twitter, LinkedIn), search for employment
- Leisure includes night life (clubbing, movies), going to the beach, some travel and hiking

Public Outreach

- Outreach through property manager
- Outreach online; target mobile-friendly
- Social media advertising
- Messaging towards impact or input targeted around ease of use or leisure activities
- Text messages for communication
- Advertisements on Internet, such as on YouTube, Facebook, Twitter
- Advertisements at movie theatres
- Advertisements on Spotify, Pandora, or sports apps
- Sponsored videos on YouTube or informational videos on YouTube
- Heavy outreach focused on mobile-friendly information; SMS messaging

LifeMode 10 | Rustic Outposts

ESRI LifeMode Characteristics

- Country life with older families in older homes
- Depend on manufacturing, retail, and healthcare jobs, with some mining and agricultural jobs
- Low labor force participation in skilled and service occupations
- Own affordable, older single-family or mobile homes; vehicle ownership, a must
- Live within their means, shop at discount stores, and maintain their own vehicles (purchased used) and homes
- Outdoor enthusiasts who grow their own vegetables, love their pets and enjoy hunting and fishing
- Technology is cost prohibitive and complicated so they pay bills in person; use the yellow pages; and read newspapers, magazines, and mail-order books

Public Outreach

- Print media rather than on line
- Pop-ups at small, local venues
- Advertisements in local newspapers
- Fliers at mobile home parks
- Information at nurseries
- Information at check cash buildings
- Advertise in entertainment coupon books
- Disperse information through employers
- Mailed materials are key

PROTECTED CLASSES

To identify the location and concentration of communities protected under Title VI and other nondiscriminatory regulations, the following maps were created for each group to better understand areas that need additional participation tools. This data and these maps should be used in the development of PIPs for projects and in larger, MPO-led programs. By understanding these protected classes and where they are concentrated geographically, the MPO and consultant teams can ensure two things: the transportation plans address improvements that incorporate analysis of protected classes, and that outreach and input tools and tactics are being used that are appropriate to the protected class. Having this data in the PPP will allow for PIPs to be more thoughtfully developed and to ensure federal protected class outreach requirements are being followed for each project. The protected classes include the following:



Households with 1 + persons with a disability



Households below the poverty level

65+

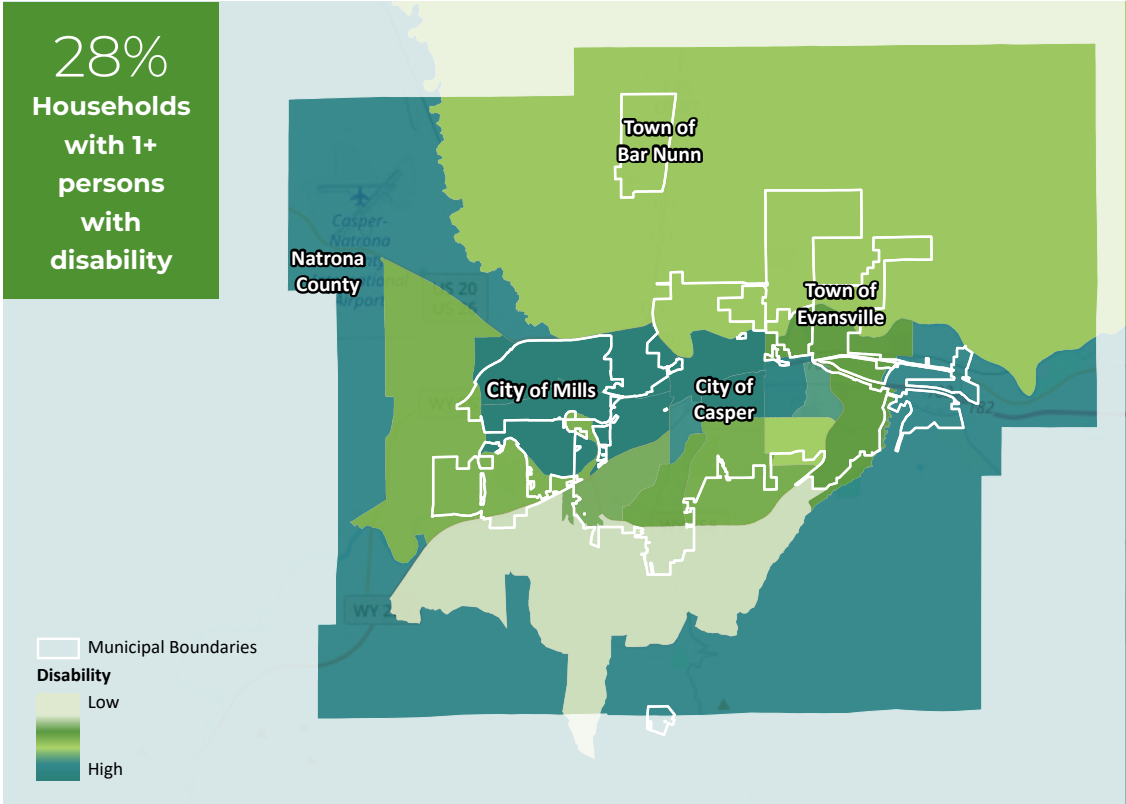
Senior population



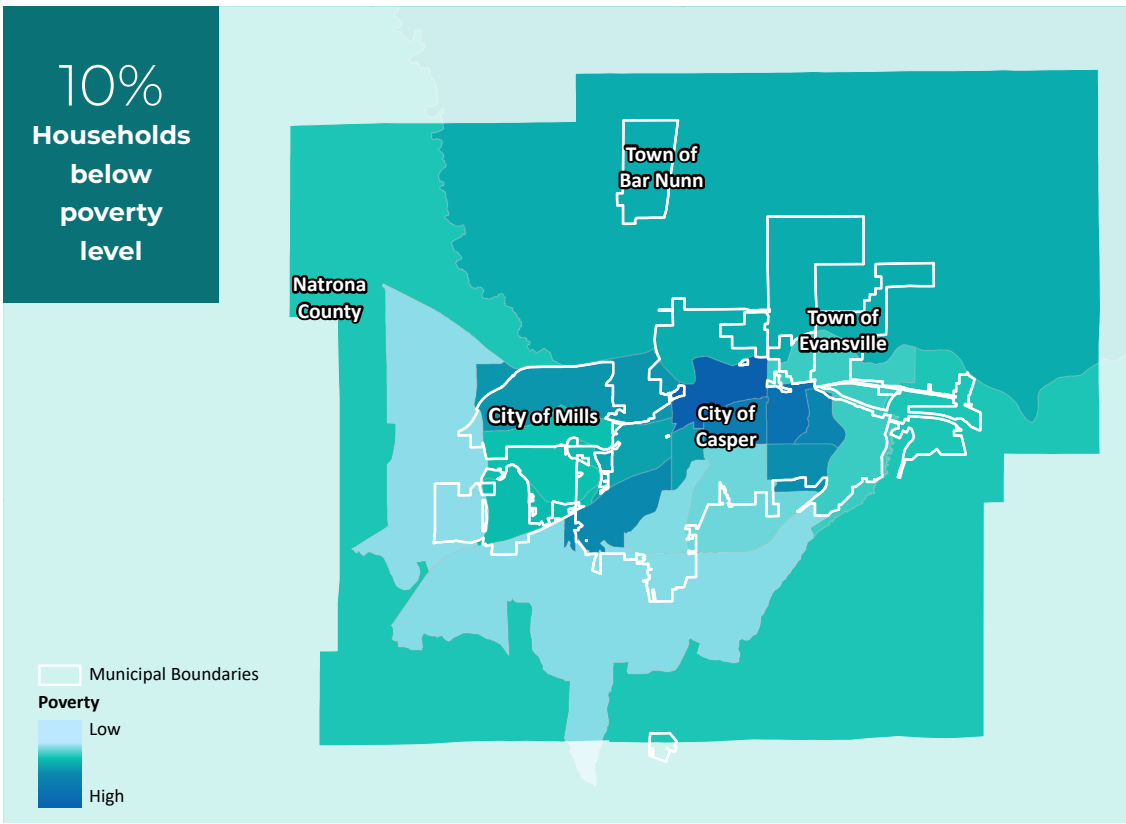
Minority population

After analysis of the raw data and the geographic spread of protected classes in the Casper Area MPO region, key statistics were pulled for each class for quick reference.

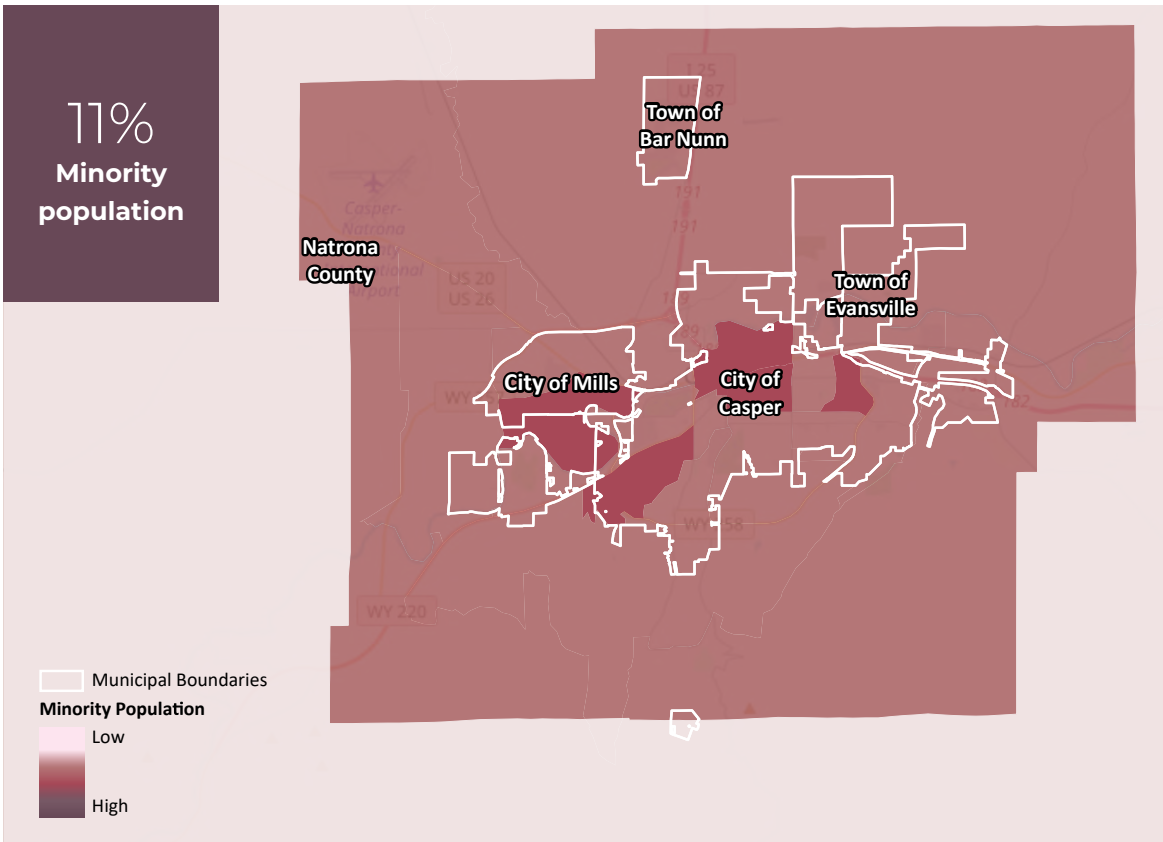
ADA Community



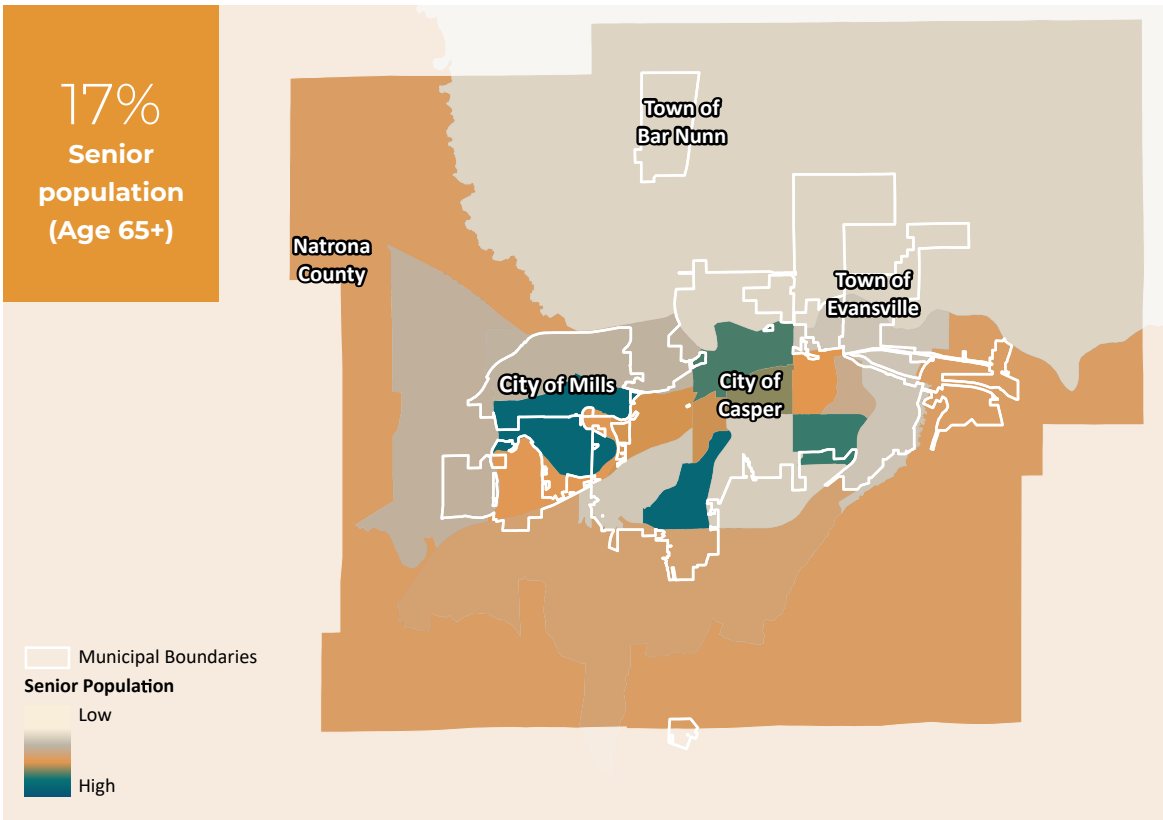
Poverty



Minority

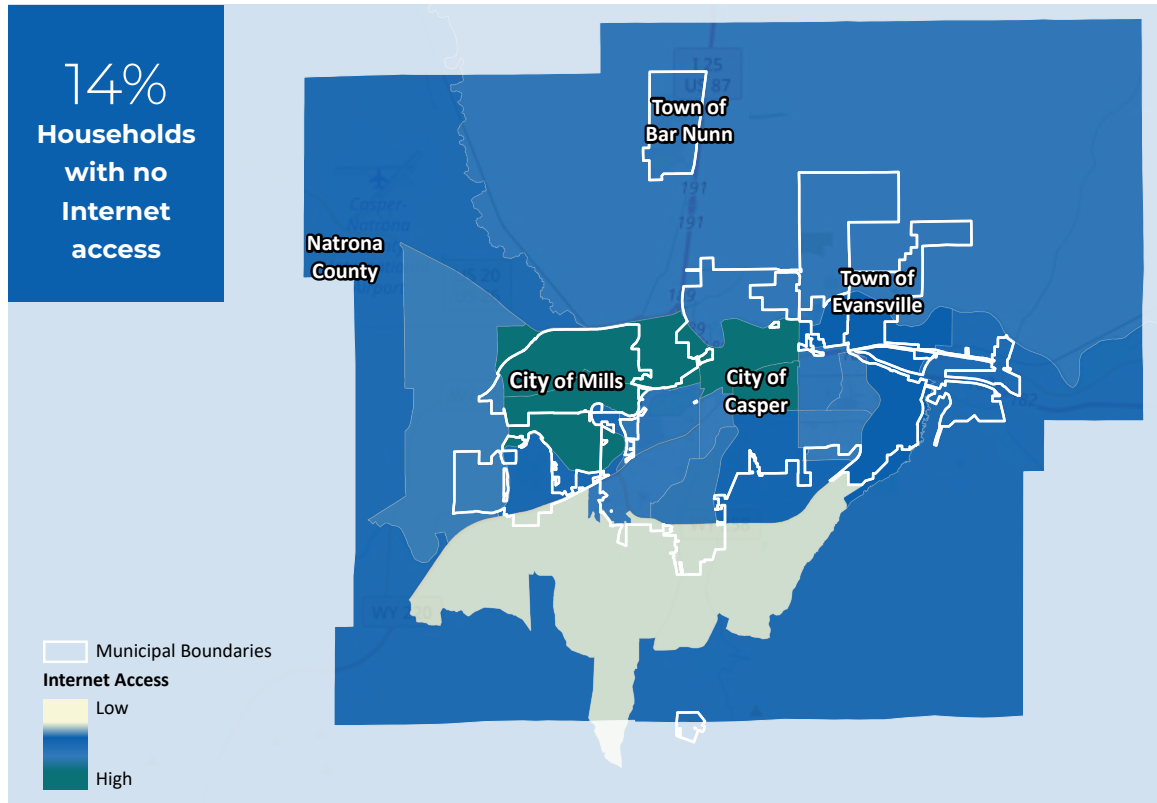


Senior Citizens



Internet Access

Households with no Internet access is not a protected class under the federal civil rights definition. The MPO understands no Internet access is a barrier to participating, so it was important for this PPP to document the areas in which alternatives to digital outreach should be considered. See Chapter 5 for alternative strategies.





CHAPTER

3

LISTEN FIRST: UPDATING THE PUBLIC PARTICIPATION PLAN

To update the 2014 Public Participation Plan, the MPO hired a third-party consultant, HDR, Inc. to conduct research to best inform the plan changes. This included holding stakeholder listening sessions, reviewing existing communication materials, and gathering input from the community through an online public meeting and in-person open house. Highlights from their research, as well as their recommendations, are detailed below. Full reports can be found in Appendices A and B.

STAKEHOLDER LISTENING SESSIONS

A series of interviews was held with stakeholders in the Casper Area MPO area. The goal was to strengthen connections with stakeholders, build trust with the MPO, identify issues/opportunities to consider when updating the Public Participation Plan, and generally identify any broad areas of improvement and/or ideas for the continued success of Casper Area MPO as an organization and on specific projects.

The interviews consisted of 1-hour conversations with key stakeholders, including representatives and elected officials from partner agencies, representatives of tourism, and those representing the community at-large. These stakeholders were identified by Casper Area MPO. Participants in each interview included two public engagement specialists focused on identifying areas of opportunity for the MPO as well as note taking.

A set of pre-determined questions was used to generate conversation; though, all interviews were conducted in an open-ended format to allow for natural conversation. This allowed stakeholder to provide relevant input on challenges and opportunities for the updated PPP. The participants from the project team focused on soliciting meaningful feedback and created an environment based on listening to the input from those who share in the region's transportation needs and understand the community.

STAKEHOLDERS INTERVIEWED

- **Wyoming Department of Transportation**

January 11, 2021

Attendees: Phillip Griffin, Mark Ayan, Brooke Allen, Mark Williams, Brenda Levos (HDR), Cristina Beermann (HDR)

- **City of Mills**

January 11, 2021

Attendees: Kevin O'Hearn, Sabrina Foreman, Brenda Levos (HDR), Cristina Beermann (HDR)

- **Wyoming Independent Living (WILR)**

January 15, 2021

Attendees: Daniel Makokha, Cindy Livingston, Erwin Reitsma, Susan Bentley, Brenda Levos (HDR), Cristina Beermann (HDR)

- **Platte River Trails**

January 22, 2021

Attendees: Angela Emery, Brenda Levos (HDR), Cristina Beermann (HDR)

- **Visit Casper**

February 12, 2021

Attendees: Brook Hoffman, Brenda Levos (HDR), Cristina Beermann (HDR)

- **Town of Evansville**

February 25, 2021

Attendees: Mayor Chad Edwards, Cristina Beermann (HDR), Kira Olson (HDR)

- **Citizens Advisory Committee**

March 22, 2021

Attendees: Cathy Stepp, Cristina Beermann (HDR), Kira Olson (HDR)

QUESTIONS ASKED

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
2. Have you been satisfied with the response time and interactions with the MPO?
3. I am going to ask you some questions that we typically associate with what we call a SWOT analysis. When you think about how the MPO communicates and interacts with the community, what would you say are the:

a. Strengths	c. Opportunities
b. Weaknesses	d. Threats
4. What methods of outreach would you prefer the MPO employ to share information with the community? Examples:

a. Newspaper	g. Social Media
b. Newsletter	i. Facebook
c. Website	ii. Instagram
d. Email	iii. Twitter
e. Text	h. Online/Virtual meetings
f. In-Person Meetings	i. Other
5. In 2020 we experienced the COVID 19 pandemic, how did you feel the MPO addressed and adjusted to meet this challenge?
6. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
7. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
8. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?

IMPORTANT FINDINGS

PREFERRED OUTREACH METHODS

When stakeholders were asked the preferred outreach methods for community and stakeholder engagement, the following themes were mentioned.

DIGITAL OUTREACH

Stakeholders emphasized the need for digital outreach during the COVID-19 pandemic and beyond. In order to reach a wide range of audiences, they believe both traditional and more progressive forms of outreach should be utilized. In particular, they referenced the need for employing outreach via:

- Social media
- Website
- TV
- Radio
- Text
- Email

IN-PERSON MEETINGS

In tandem with digital/online outreach, several stakeholders discussed the importance of offering in-person meetings and input opportunities for those who do not use the Internet/social media.

PHYSICAL OUTREACH

Some stakeholders mentioned the potential for posting information throughout the region in physical spaces, such as:

- Billboards
- Information at bus stops
- Via flyer distribution

UNDERUTILIZED NEWS OUTLETS

A handful of stakeholders provided specific news outlets for Casper Area MPO to use for the dissemination of information. Those news outlets include the following:

- The “TidBit” Newspaper
- Oil City News
- WyoCity News



SWOT (STRENGTHS, OPPORTUNITIES, WEAKNESSES, THREATS)

STRENGTHS

- Organization
- Collaboration (including good representation across the area)
- Communication & ability to disseminate information
- Diligent about obtaining public feedback
- MPO is inclusive and looks at the big picture and doesn't focus in on the boundaries of Casper
- Knowledgeable team

WEAKNESSES

- Ability to align availability among stakeholders across the region for important meetings, etc.
- Learning curve associated with funding of MPO's projects
- The community does not always know what is on MPO's radar in terms of projects

OPPORTUNITIES

- More community outreach: engage citizens on what they would like to see
- Seeing project through to completion
- Educate the public on the MPO and their work
- Capitalize on other outreach mechanisms
- Enhance outreach with elected officials throughout the region
- Not a lot of controversy. No one is "against" the MPO

THREATS

- Funding
- Amount of influence partner agencies have over Casper Area MPO as opposed to the City of Casper's influence
- Citizens and landowners generally don't want to pay (taxes) for projects

BOLD GOALS FOR THE CASPER AREA MPO

Stakeholders were asked what "big, hairy, audacious goals" they have for Casper Area MPO and were encouraged to offer any and everything that came to mind. The goals provided as a response to this question are outlined below:

- Need to keep a transit system cheap and affordable for users and keep it accessible for the lower income populations
- Move as many projects forward as the MPO can feasibly handle (revisit backlog)
- Keep things running smoothly and keep sense of community at the heart of work and communications
- Be realistic in the Long-Range Plan
- Conduct a community-wide trail study (building on a previous one)
- WILR would like to be included in the Long-term and Five-Year Transit Strategic Plan
- Improve transit connections and headways to medical facilities

REMAINING RECOMMENDATIONS

Stakeholders were asked to provide any other recommendations they thought would be useful to the team while updating the PPP. Those open-ended recommendations included:

- Host meetings near or at restaurant/bars to entice a more diverse crowd
- Leverage partnerships with these stakeholder organizations. Each stakeholder expressed a willingness to utilize their network and existing contacts to spread the word of the MPO's work and opportunities for input

ONLINE MEETING

The Casper Area MPO hosted an online public meeting from January 26 to March 7, 2021. The self-guided meeting provided an overview about the MPO, including past, current, and future transportation planning projects, with the opportunity for visitors to provide feedback on the public participation process.

Topics included:

- Overview of the Casper Area MPO
- Introduction to the MPO director and various committees
- Participation on future transportation projects
- Interactive map labeling past, current, and future projects
- Direction to the website and how to stay informed

Of the 264 visitors, 158 accessed the meeting by typing in the link, 80 clicked from Facebook, two from LinkedIn, and six from undetected platforms. Visitors accessed the online event by desktop computer (54%), smartphone (26%), and tablet (2%), and other undetected devices (18%). Below is a map of where the responses came from based on the 36 zip codes that were provided.

QUICK STATS

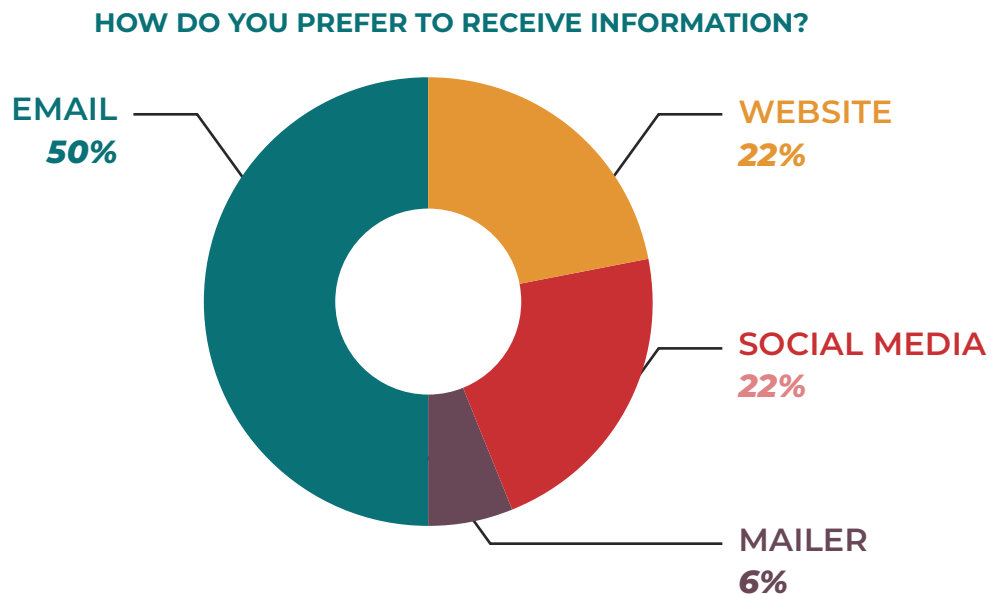
246
VISITORS

36
SURVEY RESPONSES

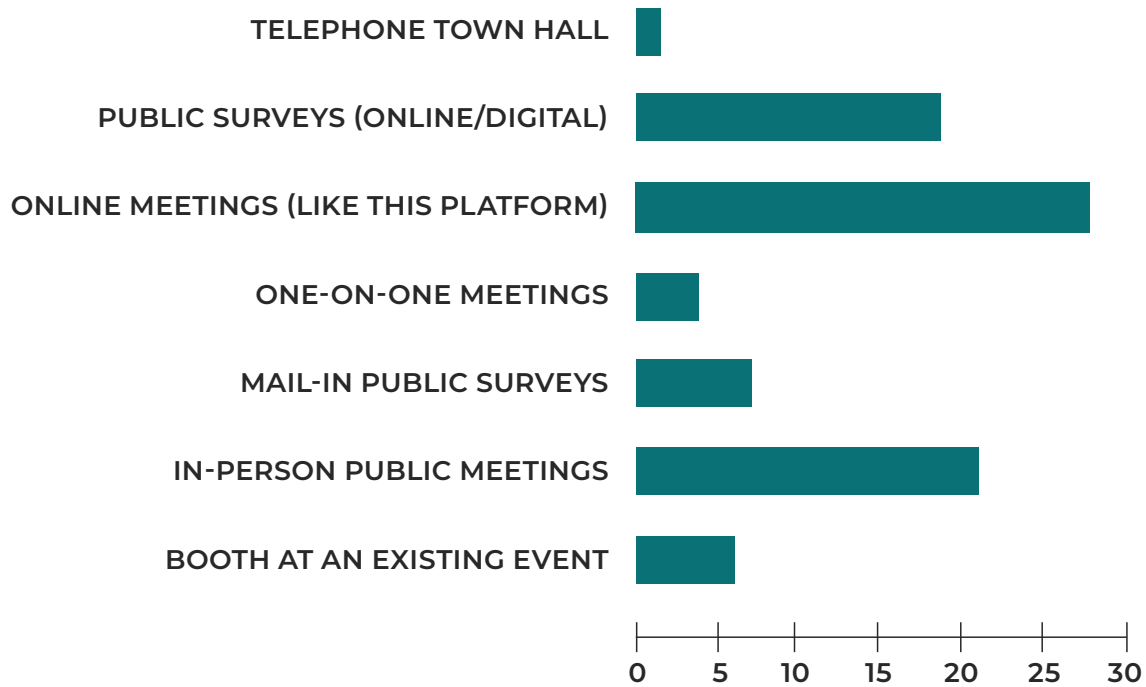
59
SIGN-IN RESPONSES

SURVEY RESPONSES

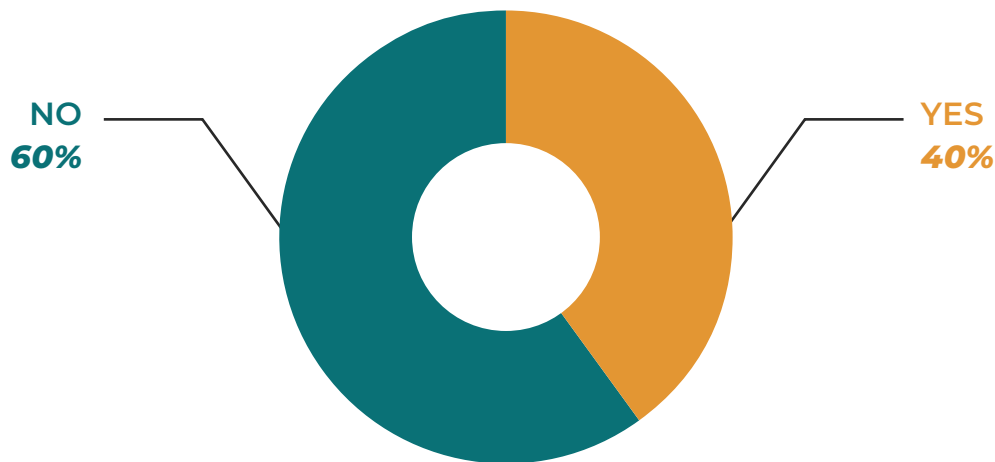
The recommendations based on the survey responses are reflected in the public participation strategies in Chapter 5 and helped guide the recommendations in this plan.



HOW DO YOU PREFER TO PARTICIPATE IN FUTURE EFFORTS?



IS THIS YOUR FIRST TIME INTERACTING WITH THE CASPER AREA MPO?



SOCIAL MEDIA ANALYSIS

In January 2021 and then again after this online meeting closed for public comment, a social media analysis was conducted to see if there was any change in social media engagement after the MPO did a promotional push for the online meeting public comment period. Before the online meeting promotional efforts, there was only Facebook social media traffic for the Casper Area MPO, either the MPO posts or people talking to/tagging the MPO. When analysis was done after the online meeting closed, social media traffic from/about the MPO came from Facebook, Twitter and other online news sources. Further, social media traffic to the MPO social sites, or talking about/tagging the MPO on other author channels, nearly doubled during the promotion of the online meeting, meaning more people were paying attention to and tracking the MPO on social media than before the online meeting. A full social media report is in Appendix C.

APRIL 28, 2021 – PUBLIC OPEN HOUSE EVENT

Below is a public open house event summary. In Chapter 5, gold stars are placed by tools and tactics that the public wanted the MPO to consider the most. This event was the launch of the 45-day, required public comment period for this updated PPP.

OPEN HOUSE SUMMARY

OVERVIEW

The Casper Area MPO hosted a public open house for the updated Public Participation Plan on April 28, 2021 from 5 to 6:30 p.m. at the Gruner Brothers Brewery. There was a total of 24 attendees. The event was an open house format with a presentation and Q&A at 5:30 p.m.

The goal of the event was to discuss the draft plan with interactive activities to gather input on new engagement tools and strategies for future MPO projects. The event also began the 45-day comment period for the public to review the plan and provide their feedback. Open house topics included:

- About the MPO
- Public Participation Plan overview
- Feedback received to-date
- Community demographics
- New engagement tools
- How to provide comments to the draft Public Participation Plan

PROMOTION

The event was promoted through the following outlets.

- Social media (Facebook, Twitter, and Instagram)
- Eblast to stakeholder list
- Printed flyer invites
- Two-day advertisement in the Casper Star Tribune

BOARD ACTIVITY RESULTS

Fresh Engagement Tools – Top Three

1. Street Fair/Block Party (9 stars)
2. Comment Map, Comment Kiosk, Existing Event Attendance (tied at 6 stars)
3. Live Polling (3 stars)

Participation Methods – Top Three

1. In-person public meetings, public surveys (tied with 8 stars)
2. Booth at an existing event (7 stars)
3. Self-guided online meetings, mail-in public surveys (tied with 1 star)

Other:

- Surveys on fixed-route and door-to-door uses
- Online billing survey
- Focus groups (i.e. ADA, pedestrian access)

Receiving Information – Top Three

1. Website, email (tied with 8 stars)
2. Social media (5 stars)
3. Press release, mailer (tied with 1 star)

Other:

- Advertise in the Nickle (free newspaper)

The image features a central dark blue vertical band. On either side of this band, there is a white background with a blue topographic map pattern consisting of irregular, wavy contour lines. The text 'CHAPTER' is centered horizontally within the blue band.

CHAPTER

4

FEDERAL REQUIREMENTS

The MPO must follow these federal requirements and legislative measures throughout the public participation process in any/all planning efforts. How the MPO will accomplish these requirements is further detailed in the Public Involvement Process in Chapter 5.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND FEDERAL TRANSIT ADMINISTRATION (FTA) PARTICIPATION REQUIREMENTS

To address Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements, each governing document must include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing projects. The MPO must follow the requirements and criteria specified as follows:

- Require a minimum public comment period of 45 days before the Public Participation Plan (PPP) involvement process is initially adopted or revised.
- Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns).
- Provide reasonable public access to technical and policy information used in the development of projects and open public meetings where matters related to the Federal-aid highway and transit programs are being considered.
- Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the project and major amendment(s)).
- Demonstrate explicit consideration and response to public input received during the planning and program development processes.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.
- When significant written and oral comments are received on the draft transportation plan (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan.
- If the final transportation plan differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.
- Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.

- Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.
- Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation.
- Identify actions necessary to comply with the Americans With Disabilities Act of 1990
- Provide for the involvement of traffic, ride-sharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials.
- Provide for the involvement of local, State, and Federal environmental, resource and permit agencies as appropriate.

METROPOLITAN TRANSPORTATION PLANNING

The Casper Area MPO follows the FHWA Title 23 Sec. 134 Metropolitan transportation planning requirement in the transportation planning process. The requirement/policy states that:

“It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight. This will help foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes. It will also encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators.”



TITLE VI

Title VI of the Civil Rights Act requires that Federal-aid recipients prevent discrimination in all programs whether these programs are federally funded or not. The MPO is required to implement strategies of Environmental Justice that ensure that there are no barriers to citizen involvement and that minority and low income populations are engaged in transportation decision-making. These protected groups throughout Casper are further detailed in Chapter 3.

The MPO will follow these three general principles provided by Environmental Justice:

1 To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low income populations



To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.

2

3 To prevent the denial of, reduction in, or significant delay of the receipt of benefits by minority and low income populations



By providing the opportunity for everyone to participate in the transportation planning process, the MPO is ensuring that residents have the ability to express their needs and concerns thereby influencing transportation planning in their community.



CASPER AREA MPO TITLE VI

Title VI of the Civil Rights Act of 1964 states: “No person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.” Subsequent laws and Presidential Executive Orders added handicap, sex, age or income status to the criteria for which discrimination is prohibited. The Casper Area Metropolitan Planning Organization (MPO) Title VI Plan was developed to ensure the Casper Area MPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and provides specific information on how to file a nondiscrimination complaint..

To review the following Title VI documents, please visit:

https://casperwy.gov/residents/roads_and_parking/metropolitan_planning_organization/governing_documents:

- Title VI Plan
- Title VI Complaint Form
- Non-discrimination Statement
- Discrimination Complaint Procedures
- Notice Under the Americans with Disabilities Act

The Title VI Plan contains environmental justice strategies for minority, low-income, and LEP populations that inform the public participation goals and outreach strategies in the PPP. Both the PPP and Title VI Plan contribute to the overall planning process of the Casper Area MPO’s main plans for projects and studies.

ENVIRONMENTAL JUSTICE

The FHWA Environmental Justice Guidebook states that, “effective community engagement addresses the needs of and incorporates input from a broad spectrum of interested parties including residents, businesses, and transportation system users. Within the context of a broad public involvement process, transportation agencies need to focus extra effort on outreach to and engagement of traditionally underrepresented populations.” [FHWA-HEP-11-024 2.Public Involvement].

The intent of environmental justice is to avoid, minimize, or mitigate disproportionately high and adverse effects on minority and

For information on the Casper Area Title VI Program and Plan or to file a formal complaint, visit https://casperwy.gov/residents/roads_and_parking/metropolitan_planning_organization/governing_documents or call (307) 235-8255.

**To file a complaint by mail, please send a letter to:
Title Vi Coordinator – Community Development
City of Casper, Wyoming
200 North David
Casper, WY 82601-1815**

**If the complainant is dissatisfied with the City’s resolution of the complaint, a complaint can be filed by mail, fax or phone to:
Federal Transit Administration – Region 8
Attn: Civil Rights Officer
1961 Stout St., Ste 13301
Denver, CO 80294-3007
303-362-2400
Fax: 303-362-2424**

low-income populations; and ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. Environmental justice addresses fairness toward the disadvantaged and addresses the possible exclusion of racial and ethnic minorities, low income people, the elderly, and persons with disabilities or communication barriers from decision-making.

The federal government has identified environmental justice as an important goal in transportation, and local and regional governments must incorporate environmental justice into transportation planning. Casper Area MPO goals that relate to the public transportation and transportation planning process, including those processes for the long-range transportation plan, transportation improvement program, and specific project planning.

Even though the term “environmental justice” is not in federal legislation, the concept and its application have been developed through a succession of court cases, transportation regulations, agency memoranda, and Executive Orders. Much of the legal application is based on Title VI of the Civil Rights Act of 1964 that provides protection from discriminatory actions or results from federal, or federally assisted or approved, actions. In terms of transportation planning, environmental justice seeks to ensure that the disadvantaged:

1. Have access to the decision-making process.
2. Realize benefits from investments that are commensurate with the population as a whole.
3. Do not shoulder a disproportionate share of the negative effects and burden resulting from the implementation of transportation projects.
4. Do not incur a disproportionate share of the financial cost.

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President Clinton signed Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, which further clarifies Title VI of the Civil Rights Act. As defined in the executive order, Limited English Proficiency (LEP) persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. The executive order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services, so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening the fundamental mission of the agency. The executive order states that individuals with a limited ability to read, write, speak or understand English are entitled to language assistance under Title VI of the Civil Rights Act. The Casper MPO will provide language assistance on projects based on language demographics within a plan or project area, or upon request.

COMMITMENT TO INCLUSIVE PARTICIPATION

Every effort has been made in this PPP to provide a framework for reaching traditionally underserved populations, including low income and minority households, persons with disabilities, and non-English language households (data noted in Chapter 2). The needs of those traditionally underserved by the existing system will be sought and considered by the Casper Area MPO.



CHAPTER

5

PUBLIC INVOLVEMENT PROCESS & STRATEGIES

MPO PUBLIC INVOLVEMENT & PARTICIPATION GOALS

This PPP is intended to provide direction for public involvement activities to be conducted by the MPO during transportation planning projects and programs. The MPO's goals for public participation include:

- 1** Providing timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, and other interested parties.
- 2** Obtaining meaningful and productive public input leading to better decisions that meet the community's needs.
- 3** Promoting an open and transparent public involvement process that inspires trust in the information that is being presented.
- 4** Assuring participants that their input is heard and considered and understand how their comments will be used.
- 5** Engaging community leaders who can help the MPO access hard-to-reach groups including youth, elderly, minorities, immigrants, and low-income residents and to understand their interests.
- 6** Providing adequate public notice of public participation activities and allow time for public review and comment at key decision points.
- 7** Responding to and documenting public comments and questions to assure participants that their input is heard and considered.
- 8** Coordinating the Public Participation Process with statewide Public Participation Processes wherever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.
- 9** Partnering with the Wyoming Department of Transportation (WYDOT) during the agency's Statewide Infrastructure Improvement Program (STIP) and during the MPO's TIP process to coordinate public involvement efforts where necessary.



PUBLIC INVOLVEMENT SCHEDULE

The public involvement schedule represents a typical transportation planning project that the MPO would manage. As noted below in the Public Involvement Plan (PIP) section, a detailed, date-specific project schedule should be developed that identifies the technical and public involvement milestones appropriate for the project scope, budget, geographic area, and community characteristics. The schedule below is a guide for when a general strategy below should be activated during a project. The number of technical milestones in this sample schedule is assumed to be four over a course of 12 months, and the public involvement outreach is assumed to be for a medium-sized project. See below in the Public Involvement Strategies section for more detail on when to activate, generally, a particular effort. In essence, public involvement strategies should be diverse throughout the project timeline. For example, in this schedule, there is a blend of in-person and digital outreach to allow tech-savvy Casper area constituents and those of the aging population to participate in project input opportunities. It also highlights the importance of ongoing strategies like posts to the project website, social media channels, traditional media outreach, newsletter blasts and comment management after public touch-points.



WORKBACK SCHEDULE TEMPLATE

In addition to this typical project process, a workback schedule template can be used for major public involvement activities, including, but not limited to, public meetings/open houses, stakeholder group meetings, video production, and pop-up or street fair events. It is important to note that the number of activities and deadlines will vary based on the complexity of the effort (i.e., a pop-up event may have fewer workback schedule items than an in-person public meeting).

DATE

The most important element of this schedule is the date/deadline date in the first column. It is important to agree on the task and deadline when developing this schedule, specifically the review time for deliverables and tasks. Typically, there should be at least a 4-7 day review time between the project team and the Casper Area MPO; however, this will depend on the review needs and protocols developed at the onset of the project. If City of Casper staff, MPO Committees, or other partners need to review materials, that should be considered when managing expectations of review time.

TASK

This column will list the task associated with the effort, like promotional materials, notification posts, presentation development, etc.

STATUS/NOTES

As the effort progresses, it is important to update the status column with any pertinent notes.

RESPONSIBILITY

The responsibility column will also depend on the project team make-up (just MPO staff, blend of City and MPO staff, blend of MPO staff and a consultant team, etc.). Typically, the project team is the developer of the task and the MPO staff is the reviewer of the task or facilitator of the distribution of materials, like posting on social media).

For an example of a detailed workback schedule for an in-person public meeting, see Appendix C.

Casper Area MPO Workback Schedule Template

Date	Task	Status/ Notes	Responsibility [Agency or Project/Consultant Team]
Day 1	Public Involvement Tool Kick-Off Meeting [identify what the tool or the activity is here]		Casper Area MPO & Project/Consultant Team
Week 1	Development of printed promotional material(s) [if this effort requires public notification/promotion, identify the most labor-intensive promotional item to start on first; other promotional items that don't need as much creation time noted later in schedule]		Project/Consultant Team
Week 2	Provide edits to the printed promotional material(s) to the Project/Consultant Team [add rows if there are additional reviews needed, like from City of Casper staff, City Council, MPO Committees, etc.]		Casper Area MPO
Week 3	Invitation flyer edits incorporated and final invitation distributed [identify where the invitation will be distributed; add rows as needed based on lead time (i.e. newspapers need notices sooner than what it would take to e-blast a distribution list)]		Project/Consultant Team
Week 4	Social media content and supportive image development [identify where the invitation will be distributed; add rows as needed based on lead time (i.e. newspapers need notices sooner than what it would take to e-blast a distribution list)]		Project/Consultant Team
Week 4	Draft media press release [a press release should be produced and distributed for project efforts that require public comment notification and to be used for promotion of meetings and events]		Project/Consultant Team
Week 4	Email notice, update, or invitation to stakeholders about effort [this effort should include the promotional flyer or other project materials, as appropriate; i.e. if the e-blast is to promote an event, include the promotional flyer; if the e-blast is to notify the stakeholder of draft plans, include a link or attachment of the plan]		Project/Consultant Team
Week 4	Development of presentation and meeting boards [if this effort is for a public or stakeholder meeting, begin development of these materials]		Project/Consultant Team
Week 5	Press release revisions sent back to Project/Consultant Team		Casper Area MPO
Week 5	Social media content and supportive image revisions sent back to Project/Consultant Team		Casper Area MPO
Week 5	Public Meeting Plan development [this step would take place if there was a public event or meeting only]		Project/Consultant Team
Week 6	Final press release sent two weeks prior to event, meeting or beginning of comment period		Casper Area MPO
Week 7	Presentation and board edits back to Project/Consultant Team		Project/Consultant Team
Week 7	Social media content and supportive image posted		Casper Area MPO
Week 7	Finalize Public Meeting Plan		Casper Area MPO

Week 8	Finalize additional notification needs (newspaper ads, e-blasts, social posts, website updates)		Casper Area MPO & Project/Consultant Team
Week 8	Finalize presentation, boards or other plan documents for event or public comment period		Casper Area MPO & Project/Consultant Team
Week 8	Finalize logistics for meeting/event – nametags, sign in sheets, comment cards and feedback exercise		Project/Consultant Team
Week of	Newspaper notification of event and/or comment period; final social media push; print materials for event, meetings, council packets, etc.		Casper Area MPO & Project/Consultant Team
Day of	Day of/end of task [this could be the end of the comment period, day of the meeting event, etc.]		N/A
Within 30 days after	Create wrap up document and post publicly [this could be a meeting summary, comment documentation and review spreadsheet, etc.]		Casper Area MPO & Project/Consultant Team

PUBLIC INVOLVEMENT PLAN (PIP)

A variety of public participation strategies can be incorporated into each Casper Area MPO transportation planning project. Each project should develop a specific PIP that details which strategies are being used to create public awareness and gather input during the project development, aligning with the technical schedule and milestones. The PIP should include, but is not be limited to:

- Public involvement goals
- Target audience
- Project key messages
- Tools being used and how they will be promoted
- Schedule
- Roles and responsibilities for project team
- Review protocol

More information and templates in appendix C

In using data from previous chapters, public involvement will be tailored to the unique aspects of the process depending on the project’s geographic scope, the type of project, the characteristics of affected communities, and the level of public interest. The tools used, frequency of use, and level of effort will also vary on a project basis depending on the budget, timeline, and input needs. In addition, public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs. It must be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State, and identify actions necessary to comply with the Americans With Disabilities Act of 1990, as noted in Chapter 4.

Public Participation is central to the core mission of the Casper Area MPO as such public participation is a crucial component to all planning activities on a variable basis. The Casper Area MPO will engage in thorough public participation specifically for the primary activities and plans of the MPO including the LRTP, MTIP, and UPWP. At a minimum project specific PIPs will include a reasonable assessment of the public participation requirements for individual small, medium and long term projects and identifies specific goals and public participation strategies and events for each project.

PUBLIC PARTICIPATION MANAGEMENT AND COORDINATION

The following are more management, coordination and administrative federal requirements and general best practices as it relates to PIPs. These elements should be noted in every PIP developed for MPO programs and projects to ensure requirements will be met. The Casper Area MPO will, in their governing

documents (the LRTP, MTIP, and UPWP), gather and publish comments and responses obtained during the public participation phases of those projects, and note them in the finalized documents. This process will also pertain to smaller scale studies when applicable. The MPO will follow the FHWA requirement 23 CFR 450.316(a)(2). Definition can be found at: <https://www.fhwa.dot.gov/legregs/directives/fapg/Cfr450c.htm>.

PUBLIC COMMENT PERIOD

A formal public comment period for submission of written comments via mail, email, comment form, or phone is held prior to the adoption of the transportation plan or program or to the adoption of amendments to the plan or program. All transportation planning projects and programs require a minimum of 30-day public comment period. The Policy Committee can decide to extend the public review period.

COMMENT RESPONSE PROTOCOL

The MPO will review and document all comments received from the public. A record of all comments received will be logged in an Excel spreadsheet or other comment management system and archived with the plan/program document it relates to. An example comment management table can be found here (Figure 1).

Figure 1

Name	Organization	Email	Phone	Comment Source (email, mail, phone, comment form, verbal)	Comment Date	Comment	Comment Response Date	Comment Response	Notes	Topic
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After the 30-day comment period requirement noted above, comments will be responded to within 30 business days. Comment responses should be written in a clear and understandable style so that it is easy for the community to understand the reasons for the final decision and how public comments were considered. Responses will be distributed in the format received from the commenter (email, mail, etc.) and logged in the comment management table. A summary of public comments received shall be presented to the MPO Policy Committee at the time the plan, program, or document is adopted.

PUBLIC NOTIFICATION TIMING

Notice of the public review period will be issued prior to the start of the public comment period. The type of notice will depend on the project needs, and can include, but isn't limited to, placement of a newspaper advertisement, promotion on the MPO website, and other promotional strategies per the project PIP (which will respect project scope, budget and schedule). Federal requirements just ask for sufficient notification of project input opportunities, which should be noted in the PIP. If there is a public participation meeting/ event, notifications should be distributed a minimum 14 days prior to the meeting/ event date.

General Notification/Release Schedule Before Public Meeting, Event or Comment Period

The following schedule is general and will vary based on the final PIP for the program or project

When	Notification Tactic
6 weeks before	Initial public notification by way of website update
	Save-the-day social media post
	Notice to MPO Committees, City Council and other Agency Partners
4 weeks before	Distribution list notification by way of e-blast
	Social media post

3 weeks before	Press release notification to MPO and City media contacts
2 weeks before	Two social media posts
1 week before	Follow-press release to MPO and City media contacts; two social media posts; follow-up distribution list e-blast
	Up to four social media posts during week (varies based on public impact/reach of the project)
	Follow-up distribution list e-blast
Week of	Newspaper notification (legal notice and/or classified advertisement; include comment period dates, location of plan to review, etc.)
Day before	Final press release reminder
	Social media post
Day of	"Join Us Today" social media post and website update
	Newspaper notification #2 (legal notice and/or classified advertisement; include comment period dates, location of plan to review, etc.)

DOCUMENT AVAILABILITY

Draft and final MPO documents will be available for public review and comment prior to adoption in hard-copy and digital format at local public spaces depending on the project area and project impact to the community, and may include libraries and jurisdictions. All documents will also be posted on the MPO’s website and/or external project-specific website during public comment periods and after final adoption. To adhere to Title VI and other federal requirements, documents will be available in alternative languages and made ADA-compliant upon request (or as noted in the PIP based on community characteristics from Chapter 2).

DISTRIBUTION LISTS

An example distribution list table is shown in Figure 2. These lists are for internal use. Two different types of lists are described here, noting when/how they would be used.

Figure 2

Name	Organization	Type (Interested party, Neighborhood Organization, Business, Elected Official, Media, etc.)	Email	Phone	Notes
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MPO MASTER LIST

The MPO should maintain a master distribution list of all contacts, including name, organization, mailing information, phone, and email. The list will be used for maintaining up-to-date committee membership lists, interested parties, homeowner’s association contacts, and the newsletter mailing list. It also will include contacts for concerned residents, elected officials, appropriate federal, state, and local government contacts, local media, organized environmental groups, civic, religious groups, community organizations, facility employees, and local businesses. The list will be used to provide MPO and project updates and opportunities for participation.

PROJECT-SPECIFIC CONTACT LIST

Additional distribution lists separate from the master list should be developed for each project or program throughout the public participation process. This includes participants in public meetings, events, or those who sign up for the distribution list.

PUBLIC INVOLVEMENT STRATEGIES

This section includes a comprehensive list of the public participation strategies that can be used throughout a project. The strategies should be included in the PIP. As noted above in the Public Involvement Schedule section, each project will be different, so this is meant to be a guide or menu-of-services of public involvement tools that can be chosen from according to the elements listed below. These tools incorporate best practices in public involvement, and are also specific to what was heard from stakeholders and the public (see Chapter 3) and during the 45-day public comment period of this PPP.



A gold star is placed next to those tools that the public liked the most during an April 28, 2021 public meeting held in Casper, Wyoming.



A green star is placed next to those tools that are most suitable for the Protected Classes and other under-served community members.

*** Because costs of labor and materials vary across consultants and vendors, and because this is a five-year plan, specific costs are not noted here. The MPO will detail project-specific budgets in RFPs, as appropriate.*

- Project size/type

Size	Geography	Example
Small	Specific project location in one jurisdiction	Intersection design
Medium	Specific project location in two or more jurisdictions	Roadway design, bikeway/trail plan
Large	Entire Casper Area	Long Range Transportation Plan

- Audience type: Specifies the type of audience that tool is likely to reach.
- Creation time: Time it takes from start to finish given the average timeline to create and implement the tool.

Minimal	1-20 hours
Medium	1-3 weeks
High	1 month or longer

- When to activate during project: Identifies when this tool should be activated during a typical transportation planning project (refer to overarching schedule above)
- Meets Federal Requirements: Check box to determine it meeting one or more of the federal requirements noted in Chapter 4.


The strategies are divided into general communications, promoting opportunities for engagement, input tools, and meeting the community.

GENERAL COMMUNICATIONS

The strategies below are ways to inform the community on general MPO information and project- specific updates. They can also be used to promote opportunities for engagement.


★ EMAIL

Meeting announcements and MPO information is emailed to interested persons that have submitted their email addresses to MPO staff. This email can provide updates or announcements about project-specific updates or updates from the MPO.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	Impacted stakeholders Local jurisdictions Residents Interested parties	Minimal	Monthly to quarterly	 Timely, accessible project information; adequate notice for input

★ PROJECT-SPECIFIC HOTLINE

A project hotline can be created for the public to call and leave a message with questions, comments, or concerns. They can also use the hotline to request information in a different format, such as printed materials or Spanish translation. The hotline should be monitored daily and responses should be provided within 72 hours, as needed.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	Impacted stakeholders Residents Those with no Internet	Minimal	At onset of project; monitor weekly	 Reaches protected groups under Title IV, specifically those without Internet access

★ PROJECT-SPECIFIC WEBSITE


Project-specific websites can be used to display extensive information about individual projects, such as major MPO activities like the LRTP. These sites are used when project information is too extensive to be included on the MPO site. The general MPO site provides links to project sites. Public participation materials and communication channels will direct people to the website to learn more or provide input.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Large	All	Medium	At onset of project; minimum monthly updates	 Timely, accessible project information; adequate notice for input

★ MPO WEBSITE


The Casper Area MPO website provides basic information about the MPO process, members, meeting times, and contact information. The site includes information about specific products of the MPO, such as an update of the LRTP. MPO documents, such as the Public Participation Plan and the MTIP will also be made available for downloading from the site. The site provides many links to other transportation-related sites. The site is used to promote regular and special meeting, planning studies, publications, and work

products. Public participation materials and communication channels will direct people to the website to learn more or provide input. The primary products of the MPO should be prominently displayed on the landing page of the MPO website. The website should include all governing MPO documents, as well as an archive of previous MPO plans and studies.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All	Medium	At onset of project; ; minimum monthly updates (less frequent if there is a project-specific website)	 Timely, accessible project information; adequate notice for input


★ SOCIAL MEDIA

Social media posts using the MPO’s channels should be used to engage with the public on a regular basis and promote general information and public participation opportunities. Each post should include an image or video that supports the content, as well as tagging other handles and adding hashtags. Images could include fun memes, infographics, or photography, and videos can include interviews, animation, or short gifs.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All – reaching a wide range	Minimal – Medium depending on social media scope in PIP and visual needs (i.e. static images that the MPO already has means less creation time than a custom meme or video)	Typically one post every two-weeks; weekly to twice-per-week during public comment periods or on-demand online meeting launch	 Timely, accessible project information; adequate notice for input

★ FACT SHEETS OR BROCHURES


Fact sheets or brochures provide summary information regarding MPO and/or project-specific information. They can be distributed at public events, on the MPO website, and in public places, such as libraries and community centers. The fact sheet or brochure should be graphic-friendly and easy to read and understand.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	Impacted stakeholders City Council Residents Interested parties	Medium	Generic version at onset; updated quarterly	 Timely, accessible project information; adequate notice for input

★ NEWSLETTERS


Newsletters, either hard copy or in electronic version, can be used for ongoing communication or for an as-needed project-specific basis. Each issue of the newsletter can include MPO and/or project-specific updates and opportunities for public engagement. When MPO or project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, neighborhood groups, homeowner associations, church groups, civic groups, or others that may have

an interest in the project. These articles are subject to the publication dates and space restrictions of the individual publishers.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	Impacted stakeholders City Council Residents Interested parties	Medium	At each technical milestone and public input opportunities; post to email, website and post in public spaces in project area	 Timely, accessible project information; adequate notice for input


★ PRESENTATIONS

PowerPoint or Prezi presentations can be created to inform the public and key stakeholders. They can be broadcast on public television channels, shown at events, and loaded onto a website.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	Impacted stakeholders City Council Residents Interested parties	Minimal – Medium, depending on graphics needs, like custom maps, technical renderings, site plans, etc.	At key project milestones and then a final 'next steps' presentation at end of project	 Timely, accessible project information; reaches protected groups under Title IV, specifically those without Internet access

VIDEOS

Videos can be developed to educate the public about the MPO or a specific project. Videos can be documentary-style that show people talking, or can show images, b-roll and/or graphics with a voiceover. They can be used on social media, website, TV, and in presentations.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	All	High; short, cell-phone captured video updates for social media can be implemented as a more cost-effective way to use video during a project	Once during critical project milestone with a major update or input opportunity; for cell phone effort, monthly to quarterly	 Timely, accessible project information

PROMOTING OPPORTUNITIES FOR PARTICIPATION


★★ DIRECT MAIL

Direct mailings can be used to announce public participation opportunities and general updates to a targeted area or group of people. Direct mailings can be post cards, letters, or flyers. An area may be targeted for a direct mailing because of potential impacts from a project or to an area that historically haven't provided input.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All; mailer should be distributed to at least 500 feet and up to 1 mile radius of project area	Impacted residents	Medium	When public input is needed; direct mail is primarily used as a promotional tool	 Timely, accessible project information; adequate notice for input; reaches protected groups under Title IV, specifically those without Internet access


★ PUBLIC DISPLAYS

A variety of displays, including yard signs, posters, billboards, and flyers can provide general information and public participation opportunities. Locations for the displays could include community workshops, public locations, open houses, and similar events designed to attract the public. A sign on the site should be large enough so that passers-by, whether on foot or in a vehicle, can read it. Another option is to place posters or bulletins on community bulletin boards where people are likely to see them.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Small – Yard Signs	Impacted residents	Medium – High, depending on project size	When public input is needed; direct mail is primarily used as a promotional tool	 Timely, accessible project information; adequate notice for input ; reaches protected groups under Title IV, specifically those without Internet access
Medium – Yard signs, posters	Nearby residents			
Large – on-site displays at public gathering spaces in project area, billboards, yard signs, posters	Businesses and organizations			

★ PAID PRINT ADVERTISEMENTS

Paid advertisements can be done to promote information and opportunities for engagement through various media outlets, including but not limited to newspaper, TV, radio, or transit. Advertisements include newspaper inserts, as well as legal notices in the classified section of a newspaper for meetings and events which should include the time, place, and agenda for any regular, special, or emergency meeting, along with contact information.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	All	Medium	When public input is needed; direct mail is primarily used as a promotional tool	 Timely, accessible project information; adequate notice for input ; reaches protected groups under Title IV, specifically those without Internet access

PAID SOCIAL MEDIA ADVERTISEMENTS

Paid social media advertisements can be used to increase awareness of general information and public participation opportunities. They can be used as a separate advertisement or “boosting” an existing social media post to generate more views. Posts can be targeted to specific zip codes and/or to the entire Casper area.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Large	All – reaching a wide range of ages – can be targeted to different zip codes	Minimal	Start two-weeks leading up to public input or comment period; post weekly to daily depending on budget	 Timely, accessible project information; adequate notice for input

★★ PRESS RELEASES


Press releases should be created to publicize general MPO milestones and project-specific updates, including public participation opportunities, project kick-offs, and other key milestones. Each press release should include a quote from the MPO supervisor or relevant project-specific staff, as well as a graphic, image, or video, if possible. Releases should include quotes from jurisdictional representatives and/or the MPO supervisor.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Large	Local newspapers and publication readers	Minimal	Two weeks and then one day before public comment period begins	 Timely, accessible project information; adequate notice for input ; reaches protected groups under Title IV, specifically those without Internet access

INPUT TOOLS


★ COMMENT FORM

General comment forms can be used to collect open-ended feedback at public events and online. They should include an area for the person to provide their name, organization, address, contact information (email and/or phone), and comment/question.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	Event and meeting participants (in-person and online)	Minimal	Have available digitally or in-print for each public involvement effort	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period


★★ SURVEYS

Surveys can be used when general or specific input from the public is desired. They can be provided in a digital platform using SurveyMonkey and/or available in a hard-copy format for those without Internet access. They can be promoted virtually or available at public events.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All	Medium	Have available digitally or in-print for each public involvement effort	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without Internet access


★★ COMMENT MAP

A comment map can be used to provide location-based input. They can be provided in a virtual platform where participants can drop a pin on a location and provide a comment/question, and/or using a printed roll plot at a public event where participants can place sticky notes on the map. The map should be easy to read and can callout specific project details.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	Event participants	Medium - High	During public meetings (in-person or online); not appropriate for pop-up events or existing event attendance	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without internet access

★ LIVE POLLING

Polling questions can be conducted during a meeting or event that allow participants to provide anonymous input while the results are presented live. Polls can be generated through platforms, such as Mentimeter or in built-in polling tool using a Zoom Pro account.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	Event participants with cell phones	Minimal	During in-person or 'live' virtual public or stakeholder events/ meetings	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period


★★ PARTICIPATORY BUDGETING

Participatory budgeting activities can be incorporated in a virtual or in-person setting that allows people to decide how to spend a pre-determined budget. This will help prioritize projects based on where participants allocate their budget.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Large, MPO master planning efforts	Event participants Stakeholders	Medium-High	Once during appropriate technical milestone	 Explicit consideration and response to public input received; collecting comments during the 30 day comment period


★ INTERACTIVE GAMES/ACTIVITIES

Games or other interactive activities can be used in a virtual or in-person setting to provide a fun and unique way for participants to provide input. For example, a virtual reality game can be created where there is a rendering of a specific project and participants can select the elements they like and/or dislike.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	Event participants	Medium-High	During public meetings (in-person or online); not appropriate for pop-up events or existing event attendance	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period

★ COMMENT KIOSK

Kiosks can be distributed in parks or community gathering locations with a comment box, notepad, and pen attached for people to write comments. It can also provide general information about the project and contact information to learn more.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	Impacted residents Nearby residents/visitors	High	During public comment period	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without Internet access

MEETING THE COMMUNITY

The MPO will host events at ADA accessible facilities whenever possible.


★ ONE-ON-ONE STAKEHOLDER MEETINGS

The MPO can attend or host meetings with individual stakeholder groups that have particular interest in an activity. These meetings may be in the setting of an existing group unrelated to the MPO. They may also be held in an informal setting, such as a resident’s home or a local meeting place. Informal meetings allow interested citizens and local officials to discuss issues and concerns in a more personable setting.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	Impacted residents Partners Business/organizations	Medium	One meeting at each technical milestone	 Explicit consideration and response to public input received; provided for the involvement of traffic, ride-sharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; provided for the involvement of local, State, and Federal environmental, resource and permit agencies as appropriate


★ SMALL GROUP MEETINGS

The MPO can attend or host meetings with small groups, such as homeowners associations, neighborhood groups, civic groups, interest groups, or other groups that are impacted or voiced interested in specific projects. The meetings can have a short presentation by staff followed by an open discussion.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	Impacted residents Partners Neighborhood organizations Business/organizations	Medium	One meeting at each technical milestone	 Explicit consideration and response to public input received; provided for the involvement of traffic, ride-sharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; provided for the involvement of local, State, and Federal environmental, resource and permit agencies as appropriate


★ TOWN HALL MEETINGS

This meeting format is more informal than council meetings and provides open communication between the public and members of the representative organization. The main purpose of a town hall meeting is to develop open communication between the public and those individuals who control the organization or committee. They can be hosted in-person or through a telephone town hall hosted through a third-party platform. The telephone format is more expensive, but reaches a larger audience.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All	Medium	Typically only once during project at milestone needing most public input	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without Internet access


★★ PUBLIC MEETINGS

Public meetings are less formal than a public hearing. The purpose of these meetings are to share information and discuss issues, not to make decisions. Due to their openness and flexibility, public meetings are preferable to hearings as a forum for discussing complex or detailed issues.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All	High	During one or two major project milestones; utilize digital input opportunities to lower cost and diverse audience reach	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without Internet access

★ OPEN HOUSE

Open houses are informal meetings in a public location where people can talk to involved officials on a one-on-one basis. The meetings allow residents to ask questions and express their concerns directly to project staff. This type of gathering is helpful in accommodating individual schedules, allowing attendees to visit at any time during a specific timeframe.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All	High	During one or two major project milestones; utilize digital input opportunities to lower cost and diverse audience reach	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without internet access

★ WORKSHOPS/CHARRETTES

Workshops are seminars or gatherings of small groups of people, usually between 10 and 30, led by a small number of specialists with technical expertise in a specific area. Participants typically discuss a specific project or design, with a facilitator to guide the discussion and can include activities, such as a mapping exercise or design development. These workshops/charrettes are generally open to the public, but require an RSVP to design the format around the amount of attendees. For example, if 50 people plan on attending, the group would be broken up into two smaller groups to provide a more personable experience. These types of workshops may be by invitation, last up to one full day, and involve a site visit.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	Stakeholders City Council Agency partners Business/property owners	High	During one or two early planning project milestones; great during master planning or early design efforts	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period


★ FOCUS GROUP

Focus groups involve an invited group of participants interacting with an experienced moderator for a short time frame. The focus group consists of screened participants, usually selected randomly from a targeted group or groups. Often, the moderator uses the same discussion outline or questions to obtain input from several focus groups, each group targeting a different segment of the community, such as from a particular geographic location or age group. The focus group provides qualitative feedback from the community and offers flexibility for the moderator to probe relevant topics that arise from the discussion. Examples of uses for focus groups include identifying perceptions and misperceptions around issues, and identifying potential problem areas and barriers for particular user groups. The MPO may want to consider focus groups to gauge public opinion before controversial activities or processes.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Large	All – can be targeted to specific group	High	During one or two early planning project milestones; great during master planning or early design efforts	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period


★ STAKEHOLDER INTERVIEWS

Stakeholder interviews or listening session can be held to gain insight into specializations, needs, and function in making transportation planning/engineering decisions. Key persons can be consulted throughout a planning process, but are typically consulted early on regarding existing conditions information, issues, opportunities, and goals for a given project.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All; number of stakeholders will be based on the project impact	Jurisdictions Partners Neighborhood organizations Business/organizations	High	At onset of the project before first technical milestone	 Explicit consideration and response to public input received; provided for the involvement of traffic, ride-sharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; provided for the involvement of local, State, and Federal environmental, resource and permit


TASK FORCE

The task force is comprised of invited participants with a high level of knowledge about transportation planning and a willingness to commit to what is usually an extended meeting or series of meetings. The work of the task force is in depth and often technical in nature, such as identifying and evaluating strategies for achieving the goals and objectives of a specific plan, providing input on ways to reduce demand on the transportation system, and evaluating strategies for urban development that reduce the need to rely on the automobile. The task force requires a high level of involvement on the part of both participants and staff, but provides more extensive and in-depth input than possible with outreach techniques that target the general public.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Large	Jurisdictions Partners Neighborhood organizations Business/organizations	High	Once during each technical milestone	 Explicit consideration and response to public input received; provided for the involvement of traffic, ride-sharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; provided for the involvement of local, State, and Federal environmental, resource and permit agencies as appropriate.


★ ONLINE PUBLIC EVENTS

Self-guided online public events can be created to allow stakeholders and the public to engage, provide feedback, and access information as their personal schedules allow. They can have the same materials as the traditional in-person meeting and can include embedded surveys, comment forms, games, comment maps, and other interactive elements.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All (typically medium – large, but smaller projects may benefit if audience is tech-savvy)	All	Medium	Up to one or two per project depending on the technical milestone input needs; blend with in-person efforts.	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period


WEBINARS

Online public webinars can be created to allow stakeholders and the public to engage, provide feedback, and have live virtual discussions. They can include a presentation, live polling, breakout groups, question and answer sessions, and other interactive elements.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Medium - Large	Stakeholders City Council Agency partners Business/property owners	High	Once or twice during major technical milestones	 Explicit consideration and response to public input received; provided for the involvement of traffic, ride-sharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; provided for the involvement of local, State, and Federal environmental, resource and permit agencies as appropriate.


★ ★ POP-UP EVENTS

Pop-up events can be hosted at high-trafficked community areas in the form of a booth or table. They can have general information, fact sheets, brochures, giveaways, iPads for surveys, and other informative and input gathering tools.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All	Medium-High	In advance of public input opportunities in order to promote the meeting/event or to get simple feedback from the public with a survey	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without Internet access


★ ★ EXISTING EVENT ATTENDANCE

Similar to the pop-up events, the MPO can attend existing events in the form of a booth or table, such as farmers markets, parades, and other group-gatherings. They can have general information, fact sheets, brochures, giveaways, iPads for surveys, and other informative and input gathering tools.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
All	All	Medium	In advance of public input opportunities in order to promote the meeting/event or to get simple feedback from the public with a survey	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without Internet access

★★ STREET FAIR/BLOCK PARTY

Sharing public excitement with the community through entertaining and vibrant outreach is one way to garner political and social buy-in for the project. A street fair or block party can be held to bring the community together to educate them about a project, gather meaningful input and provide hands-on project demonstrations of the proposed design improvements. It can include games, live music, food trucks, local business booths (with a fee to participate to help fund the event), live artists, and other entertainment.

Project Size	Audience Type	Creation Time	When to activate during project	Federal Requirements
Large (Medium is adequate scope/ budget)	All	High	Typically only one per project at major technical milestone that needs substantial public input; blend with digital input tools; or use to celebrate project outcomes	 Explicit consideration and response to public input received; considering the needs of those traditionally underserved by existing transportation systems; collecting comments during the 30 day comment period; reaches protected groups under Title IV, specifically those without Internet access



CONCLUSION

The success of the Casper Area MPO transportation projects and programs relies heavily upon public participation. The MPO wants to involve communities early in the transportation planning process and include involvement opportunities beyond formal hearings. This PPP it is meant to be a reference guide for Casper Area MPO staff, committees, partners and consultants to use to:

- Understand what the MPO is and what the community characteristics and demographics are
- Review how stakeholders and the public want to engage with the MPO over the next five years
- Ensure federal requirements are being followed
- Develop PIPs for projects of all sizes and types
- Prepare RFPs using consistent language and to ensure community needs will be accommodated

This plan will be updated every five to seven years to make sure the participation process provides full and open access to all, and to ensure it incorporates best practices and new engagement tools/tactics.



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**PUBLIC
PARTICIPATION
PLAN
APPENDICES**

APPENDIX A: FULL ANALYSIS REPORT

PUBLIC PARTICIPATION ANALYSIS REPORT

INTRODUCTION

This report captures the results and recommendations from reviewing the Casper Area Metropolitan Planning Organization (MPO) public participation efforts, including the existing Public Participation Plan, stakeholder listening session highlights, accessibility of communications materials and the website, and the utilized social media outlets.

PUBLIC PARTICIPATION PLAN

A review of the Public Participation Plan (PPP) was conducted to analyze effectiveness and gaps of public participation, and the overall document structure.

RECOMMENDATIONS

Overall, the PPP document contains thorough information about the Casper Area MPO's responsibilities, transportation plans and programs, and public participation approach. Below is a breakdown of recommendations to improve the PPP.

- Document should be more graphic-friendly to allow for easier public consumption and navigation. Here is a good example of [Memphis MPO PPP](#)
- Recommend restructuring and retitling the chapters and sections as follows. This includes deleting various sections that are repetitive (for example, the Goals and Policies section):
 - Chapter 1: Introduction
 - Chapter 2: Understanding the Casper Area MPO
 - Section 2.1: History
 - Section 2.2: Responsibilities
 - Section 2.3: Governing Documents and Plans
 - Section 2.3.1: Unified Planning Work Program (UPWP)
 - Section 2.3.2: Long Range Transportation Plan (LRTP)
 - Section 2.3.3: Transportation Improvement Program (TIP)
 - Section 2.3.4: FTA Program of Projects
 - Section 2.4: Committees
 - 2.4.1: MPO Policy Committee
 - 2.4.2: MPO Technical Committee
 - 2.4.3: MPO Citizens' Advisory Committee
 - Chapter 3: Regulatory Review
 - Section 3.1: MAP 21
 - Section 3.2: Title VI
 - Chapter 4: Public Participation Management and Coordination
 - Section 4.1: Public Comment Period
 - Section 4.2: Public Notification
 - Section 4.3: Staff Availability
 - Section 4.4: Document Availability
 - Section 4.5: Contact list



- Section 4.6: Comment Management
- Chapter 5: Public Participation Goals and Strategies
 - Section 5.1 Goals
 - Section 5.2: Strategies
 - Section 5.2.1: General Communications
 - Section 5.2.2: Promoting Opportunities for Participation
 - Section 5.2.3: Input Tools
 - Section 5.2.3: Meeting the Community
- Under the new section titled “Strategies”:
 - Regroup all tools into the appropriate categories
 - Add innovative and virtual tools as recommended throughout this report
 - Add the level of effort for each, including staff, time, budget, and reach
- Enhance goals of public participation to address FTA audit concerns and personalize towards the residents and visitors of the Casper Area
- Make sure grammar and spelling is correct throughout the document
- Add a chapter that defines the general census data of the community, including protected classes, such as minorities, non-English speaking households, low income, persons with disabilities, persons aged 65 and older, vehicle access and internet access
- Under the Regulatory Review – add nondiscrimination legislation, including Americans with Disabilities Act of 1990, Executive Order 12898: Environmental Justice (EJ), Executive Order 13166: Limited English Proficiency, and any additional legislation



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STAKEHOLDER LISTENING SESSIONS



SUMMARY

A series of interviews was held with stakeholders for the Casper Area MPO. The goal was to help the project team strengthen connections with stakeholders, build trust with the MPO, identify issues/opportunities to consider when updating the Public Participation Plan, and generally identify any broad areas of improvement and/or ideas for the continued success of Casper Area MPO as an organization and on specific projects.

The interviews consisted of 1-hour conversations with key stakeholders, including representative and elected officials from partner agencies, representatives of tourism, and those representing the community at-large. These stakeholders were identified by Casper Area MPO. Participants in each interview included two public engagement specialists focused on identifying areas of opportunity for the MPO as well as note taking.

A set of pre-determined questions was used to generate conversation; though, all interviews were conducted in an open-ended format to allow for natural conversation. This allowed stakeholder to provide relevant input on challenges and opportunities for the updated PPP. The participants from the project team focused on soliciting meaningful feedback and created an environmental based on listening to the input from those who share in the region's transportation needs and understand the community.

STAKEHOLDERS INTERVIEWED

- **Wyoming Department of Transportation**
January 11, 2021
Attendees: Phillip Griffin, Mark Ayan, Brooke Allen, Mark Williams, Brenda Levos (HDR), Cristina Beermann (HDR)
- **Town of Mills**
January 11, 2021
Attendees: Kevin O'Hearn, Sabrina Foreman, Brenda Levos (HDR), Cristina Beermann (HDR)
- **Wyoming Independent Living (WILR)**
January 15, 2021
Attendees: Daniel Makokha, Cindy Livingston, Erwin Reitsma, Susan Bentley, Brenda Levos (HDR), Cristina Beermann (HDR)
- **Platte River Trails**
January 22, 2021
Attendees: Angela Emery, Brenda Levos (HDR), Cristina Beermann (HDR)
- **Visit Casper**
February 12, 2021
Attendees: Brook Kaufman, Brenda Levos (HDR), Cristina Beermann (HDR)
- **Town of Evansville**
February 25, 2021
Attendees: Mayor Chad Edwards, Cristina Beermann (HDR), Kira Olson (HDR)
- **Citizens Advisory Committee**
March 22, 2021
Attendees: Cathy Stepp, Cristina Beermann (HDR), Kira Olson (HDR)

QUESTIONS ASKED

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
2. Have you been satisfied with the response time and interactions with the MPO?
3. I am going to ask you some questions that we typically associate with what we call a SWOT analysis. When you think about how the MPO communicates and interacts with the community, what would you say are the:
 - a. Strengths
 - b. Weaknesses
 - c. Opportunities
 - d. Threats
4. What methods of outreach would you prefer the MPO employ to share information with the community? Examples:
 - a. Newspaper
 - b. Newsletter
 - c. Website
 - d. Email
 - e. Text
 - f. Social Media
 - i. Facebook
 - ii. Instagram
 - iii. Twitter
 - g. In-Person Meetings
 - h. Online/Virtual meetings
 - i. Other
5. In 2020 we experienced the COVID 19 pandemic, how did you feel the MPO addressed and adjusted to meet this challenge?
6. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
7. If you could set one BHAG for the Casper Area MPO, what would that be? (**Big Hairy Audacious Goal**)
8. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?

IMPORTANT FINDINGS

PREFERRED OUTREACH METHODS

When stakeholders were asked the preferred outreach methods for community and stakeholder engagement, the following themes were mentioned.

Digital Outreach

Stakeholders emphasized the need for digital outreach during the COVID-19 pandemic and beyond. In order to reach a wide range of audiences, they believe both traditional and more progressive forms of outreach should be utilized. In particular, they referenced the need for employing outreach via:

- Social media

- Website
- TV
- Radio
- Text
- Email

In-Person Meetings

In tandem with digital/online outreach, several stakeholders discussed the importance of offering in-person meetings and input opportunities for those who do not use the internet/social media.

Physical Outreach

Some stakeholders mentioned the potential for posting information throughout the region in physical spaces, such as:

- Billboards
- Information at bus stops
- Via flyer distribution

Underutilized News Outlets

A handful of stakeholders provided specific news outlets for Casper Area MPO to use for the dissemination of information. Those news outlets include the following:

- The “TidBit” Newspaper
- Oil City News
- WyoCity News

SWOT (STRENGTHS, OPPORTUNITIES, WEAKNESSES, THREATS)

Strengths

- Organization
- Collaboration (including good representation across the area)
- Communication & ability to disseminate information
- Diligent about obtaining public feedback
- MPO is inclusive and looks at the big picture and doesn’t focus in on the boundaries of Casper
- Knowledgeable team

Weaknesses

- Ability to align availability among stakeholders across the region for important meetings, etc.
- Learning curve associated with funding of MPO’s projects
- The community does not always know what is on MPO’s radar in terms of projects

Opportunities

- More community outreach: engage citizens on what they would like to see
- Seeing project through to completion
- Educate the public on the MPO and their work
- Capitalize on other outreach mechanisms
- Enhance outreach with elected officials throughout the region
- Not a lot of controversy. No one is “against” the MPO

Threats

- Funding
- Amount of influence partner agencies have over Casper Area MPO as opposed to the City of Casper’s influence
- Citizens and landowners generally don’t want to pay (taxes) for projects



BOLD GOALS FOR THE CASPER AREA MPO

Stakeholders were asked what “big, hairy, audacious goals” they have for Casper Area MPO and were encouraged to offer any and everything that came to mind. The goals provided as a response to this question are outlined below:

- Need to keep a transit system cheap and affordable for users and keep it accessible for the lower income populations
- Move as many projects forward as the MPO can feasibly handle (revisit backlog)
- Keep things running smoothly and keep sense of community at the heart of work and communications
- Be realistic in the Long-Range Plan
- Conduct a community-wide trail study (building on a previous one)
- WILR would like to be included in the Long-term and Five-Year Transit Strategic Plan
- Improve transit connections and headways to medical facilities

REMAINING RECOMMENDATIONS

Stakeholders were asked to provide any other recommendations they thought would be useful to the team while updating the PPP. Those open-ended recommendations are included below:

- Host meetings near or at restaurant/bars to entice a more diverse crowd
- Leverage partnerships with these stakeholder organizations. Each stakeholder expressed a willingness to utilize their network and existing contacts to spread the word of the MPO’s work and opportunities for input



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ACCESSIBILITY



The Casper Area MPO is not a federal agency and is therefore not required to comply with Section 508 of the Rehabilitation Act of 1973; however, as an entity that may receive federal assistance it is subject to Section 504. In addition, the Casper Area MPO is subject to accessibility standards put forth by the Americans with Disabilities Act (ADA), particularly Title II. Note that a final rule specifying technical standards under ADA have not been adopted, meaning there are no government standards for website accessibility at this time. In summary, print and digital materials developed and published by the MPO should be ADA compliant and meet WCAG 2.0 standards (for web) to best meet the needs of people with disabilities.

RECOMMENDATIONS

These recommendations generally relate to the documents analyzed, but could be applied to future publications by the MPO:

- All digitally-available documents should be made ADA compliant.
- When multiple colors are used to convey information (i.e. map, diagram, chart), color blind-safe colors should be used.
- Avoid using color only to convey information in a map, diagram, chart or graphic.
- When placing text within a colored shape or when placing colored text on a white background, check for color contrast. A manual color contrast check is part of making a document ADA compliant.
- When graphics and maps are split across two pages, consider making those pages 11x17 (or similar) to retain the intended look-and-feel and readability.
- Consider creating digital version of surveys for increased reach and responses. Examples of survey platforms include SurveyMonkey, JotForm, and Google Forms.
- Choose fonts that are clear and easy to read. Section 508 guidelines recommend using font sizes of at least 10pt for standard text.
- Consider developing an MPO brand standard that includes clear and readable fonts and color palettes that are contrast- and color blind-safe.

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WEBSITE



General accessibility observations for ease of use were conducted of the MPO pages within the larger City of Casper website. In addition, overall user-friendliness and navigation was analyzed.

RECOMMENDATIONS

- Remove fully justified text on every page.
- Change center-justified headers and text to left-justified.
- Create descriptive hyperlinks as opposed to 'click here.'
- Remove underlining from headers and text if they are not hyperlinks.
- Remove logo and italicized tagline from all pages; move to right sidebar panel.
- Maintain left sidebar navigation (see below) on every page.
- Maintain right sidebar panel (see below) on every page.
- In general, organize content into bulleted or numbered list and use heading styles to create structure for content and documents.
- Remove contact information from the bottom of every page; keep this information within a right sidebar panel on every page.
- Based on the web analytics provided to HDR by the MPO, it appears as though fewer than 150 unique page views occurred in 2020. This may be the result of:
 - The location of the MPO website within the City of Casper site. Users would need to navigate to Residents > Roads and Parking > MPO to get to the landing page. Consider moving the MPO pages to a more prominent section of the website and/or otherwise calling attention to the MPO pages on the City's homepage or top-level navigation.
 - Consider additional social media posts to drive users to new or engaging content on the MPO pages.
 - Consider hosting a unique website just for the Casper Area MPO that the City of Casper then links to from the existing MPO subpage referenced here
- Regularly update project information, meeting dates, and publications and share these updates through other communication channels (newsletters, social media posts, etc.).

SUGGESTED ORGANIZATION STRUCTURE

Left Sidebar Navigation Panel

- MPO Planning Organization (landing page)
 - Current Projects
 - Past Project Index
 - Transit Program
 - Document Library
 - MPO In the News
 - Committees
 - Meeting Calendar
 - Request for Proposals
 - Staff Directory

Right Sidebar Panel

- Logo
- Tagline (left justified)



- Contact information is fine as-is
- MPO Facebook Feed
- MPO Twitter Feed

MPO Landing Page

- <Remove small bold Casper Area Metropolitan Planning Organization header, remove logo and tagline>
- Keep first paragraph as-is.
- Project Highlight
 - Description and Link to most recent project
- Upcoming Engagement Opportunity
 - Add details for upcoming engagement
- Annual Report
 - Current status paragraph and hyperlink (when published)

CURRENT PROJECTS

- Introduction statement
- iframe of [interactive map](#)
- List of Projects (update information for all projects listed)
 - Incorporate call-out areas if/when engagement opportunities are in effect for a given project
- Past Project Index (this can be its own page but moved to a sub-page under the Current Projects page OR the content from this page could be copied onto the current projects page).
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>

TRANSIT PROGRAM

- Select one vehicle photo to place at the top of the page, mimicking a banner effect
- Transit Program header (change center-justified text to left-justified)
 - Introduction statement
- The Bus header
 - Description of this service
 - Resources subheader
 - Bulleted list of documents, hyperlinked
- Title VI paragraphs
 - Title VI Program hyperlink
- <Remove other photos>
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>

DOCUMENT LIBRARY

- <Create list of important documents, group them by type, create appropriate headers, add relevant documents beneath headers in a bulleted list>
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>



MPO IN THE NEWS

- <Verify that the news items listed are in reverse chronological order, add dates of publications to each news item.>
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>

COMMITTEES

- <Remove tagline>
- Policy Committee header
 - Add descriptive text from the current MPO landing page
 - Make list of committee members a bulleted list
- Technical Committee header
 - Add descriptive text from the current MPO landing page
 - Make list of committee members a bulleted list
- Citizen's Committee
 - Add descriptive text from the current MPO landing page
 - Make list of committee members a bulleted list
 - <Remove underlining, do not make this two columns, and use sub headers to organize information.>
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>

MEETING CALENDAR

- <Remove underlining, change center-justified text to left-justified, remove logo and tagline>
- Content is fine as-is.
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>

REQUEST FOR PROPOSALS

- <Change center-justified text to left-justified>
- Content is fine as-is.
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>

STAFF DIRECTORY

- <Remove logo and tagline>
- Content is fine as-is.
- <Remove contact information from the bottom of this page; contact information should be within a right sidebar panel>



SOCIAL MEDIA

2021

Social media is now the number one online activity. It crosses geographic boundaries, reaches all demographics and provides two-way, real time communication. People have come to expect individualized and immediate communications. The Casper Area MPO should utilize social platforms to reach multiple audiences, provide timely, accurate information and engage in meaningful dialogue to enhance public perception of the MPO. Content can help to raise awareness and understanding of the transportation system, infrastructure improvements, transportation technology and MPO's role in maintaining and improving the city.

An analysis of the MPO's social media platforms took place and is broken down into the strengths, weaknesses, opportunities, and threats chart below, as well as an analysis of the campaigns, messaging, and management.

SWOT ANALYSIS

Strengths	Weaknesses	Opportunities	Threats
Reputable organization	Lack of a dedicated social media personnel	Making a strategic hire to help guide and implement social strategy	Rapid pace of changing technology, social platforms and trends
Source of accurate and trusted information	Not maximizing platforms for key content and audiences	Creating partnerships with stakeholders, including trucking industry, first responders & traffic incident management organization, government official, DOTs, and media outlets	Being left behind when it comes to industry communication standards and public expectation
Public necessity; government organization	Inconsistency in brand and brand voice on social channels (graphics and copy)	Incorporate social media as a key component of the larger communication strategy	Lack of established protocols could result in organization safety gaps – Both in information and access
Subject-matter experts to provide information to the communications team	Absence of overarching strategy and goals, and metrics measuring goals	Leverage SMEs to enhance storytelling related to MPO initiatives, utilize analytics, metrics, and listening tools to implement and iterate	Differing population segments and multiple stakeholder groups
Known need for improvement	Low audience engagement	Early outreach and targeted communications to specified audiences	Preconceptions or bias toward MPO. Public distrust of government agencies as a whole



Regular posting on Facebook	Low increase in followership this year	Paid page promotion to generate new followers, and resurrection of Twitter	Not controlling your narrative
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SOCIAL MEDIA CAMPAIGN

A social media campaign is a coordinated communications effort to highlight information or sentiments about an organization or overall brand—through at least one social media platform.

Goals and Objectives

Determine the objectives needed to achieve Casper Area MPO communication goals:

Awareness: Objectives that generate interest in MPO initiatives. Increasing brand awareness is about telling people what makes the MPO valuable.

- Brand Awareness
- Reach

Consideration: Objectives that get people to think about your organization and seek more information

- Page Traffic
- Engagement
- Video Views
- Lead Generation and Sign-Ups
- Messages

Conversions: Objectives that encourage people interested in your organization to take an action beyond the social platform

- Web page Traffic
- Virtual meeting participation
- Online survey

Platforms

Below is a breakdown of the platforms currently used by the MPO and their uses, as well as an analysis of followers and engagement.

Facebook:

- Use for educational and awareness campaigns
- Safety stories and initiatives (bike, ped, transit)
- Use for key project milestones and completions
- Public or online meeting promotion; public input
- Job listings (perhaps once a month)
- Behind the scenes content
- Share content from other stakeholders and industry professionals important to the traveling public (U.S. Department of Transportation, WyDOT, FHWA, National Highway Traffic Safety Administration, City of Casper, local bike orgs, city council, local tourism)



Twitter:

- Quick, promotable, shareable content
- Online meetings, open house info
- Utilize stakeholders to increase messaging. Consider tagging police, fire, news media, school districts, public transit agencies, cities and other local agencies with strong followership.
- Follow other MPOs and National organizations (Association of Metropolitan Planning Organizations; Federal Transit Administration)
- High potential platform for MPO

Platform Analysis

PLATFORM	CURRENT FOLLOWERS	AVERAGE POST ENGAGEMENT
Facebook	705	>100
Twitter	524	>5

SOCIAL MEDIA MANAGEMENT

Currently, Facebook is the only platform being utilized by the Casper Area MPO. A Twitter account does exist but is dormant. Below is a breakdown of a traditional management process and how it can be leveraged by the MPO.

Approval Process

The MPO should implement a content calendar and review process. This will allow the designated social media individual to review all posts going to social media pages – looking for content, consistency in voice, and branding elements.

Monitoring and Responding

The Casper Area MPO social page should be monitored and comments should be responded to either within a timely manner (within 24 hours if possible) with accurate and authentic responses. The MPO should work to keep the conversation positive. Some example responses include:

- Thank you for your comment. We are looking into this.
- We appreciate your feedback. Thank you.
- We're glad you brought this information to our attention. We will look into this further.
- Thank you for your input. If you visit our website (include link) you can find more information.

The MPO should try to let the conversation play out when possible and provide responses, as needed. Some ways to redirect the online conversation include:

- Create a new post. This will push the current conversation further down on the page
- Use a private message to take the conversation off the page
- Provide accurate information/facts to help redirect the conversation

Handling Negative Feedback

Handling negative feedback steps:



- Do your best to answer questions or provide information.
- Try to remove the conversation from public view – take it to messenger, email or phone.
- Mute the user (this means the user and their friends can see the comment, but the general public can't).
- Block or remove the user – try to avoid this unless absolutely necessary. Disgruntled individuals want to be heard, they will find another outlet for their frustration, likely one the MPO doesn't control.
- Report the user – if the user violates code of conduct, you can and should report the user.

SOCIAL MEDIA MANAGEMENT RECOMMENDATIONS

- Create monthly content calendars for storytelling, holiday or feature posts (See Appendix A for sample calendar).
- Monitor posts you pre-schedule for any comments that may need a response. Respond to all comments requiring response.
- Commit to a comment response protocol with timing (i.e. within 24 hours Monday through Friday).
- Monitor posts you pre-schedule that may need to be altered, either in timing or content, based on local or national events.
- Identify stakeholder partners or national resources that you can share content from and tag in posts where appropriate.
- Resurrect Twitter.
- Take inventory of all platforms, user access and credit cards tied to accounts for safety, redundancy and to mitigate risk.
- Claim the Casper Area MPO name on all new and popular social platforms, even if you do not use the platform. This prevents someone from taking your name, should you want to use it in the future, and protects your brand.

SOCIAL MEDIA CONTENT RECOMMENDATIONS

- Hire a part- or full-time social media manager as part of your communications team or utilize an outside firm or freelancer (See Appendix B for sample consultant description).
- Create brand guidelines, both in copy and visuals, for all posts. Define guidelines by social media platform (Twitter, Facebook, etc.).
- Develop a strategy per platform to maximize engagement.
- Determine if additional platforms are necessary to your organization, such as LinkedIn, Nextdoor, and Instagram.
- Create graphics for the sizing specifications of each platform.
- Designate budget for paid promotions – page promotions, big wins and public meetings are a good use of those allocated dollars.
- Update account information, bios, and descriptions on your social media channels consistent with brand voice.
- Build content for social media. The more you can keep people on your page as opposed to sending them to another site, the more engagement you'll get.



- Include social media as part of your overall communication plan and strategy for Casper Area MPO.
- Utilize stakeholders or partners to share information from your page. Share partner agency, local government, transportation agency, or additional stakeholders' posts when applicable. Consider tagging when appropriate.
- Try to limit the text in the graphics. Small text is challenging to read.

Social Media Content Calendar Example

Launch Date	Platform	Content	Graphics/Links	Notes
12/2/2020	Facebook	Help shape the future of transportation in Casper. Join our online meeting today.		Boost for \$75
12/3/2020	Twitter	Help shape the future of transportation in #Casper. Join our online meeting today. #CasperMPO		
12/18/2020	Facebook	We want your input on the Mills Main Street project! Go to [website] to view the proposed improvements through downtown Mills and give us your feedback.		

SOCIAL MEDIA CONSULTANT ROLE

This role requires a strategic thinking with a persistent drive towards execution. The successful firm will have experience with developing and managing social media, industry knowledge and experience with digital advertising. They will collaborate closely with leaders across the organization to develop strategy, maintain social channels, understand current trends and industry developments, decrease liability and improve user experience.

Responsibilities

- Develop project social media campaign strategy including:
 - Formulate the paid advertising strategy and ensure that recommendations and decisions are consistent with the intended objectives and strategies
 - Work with local areas, stakeholders and industry experts to create content



- Implement protocol and standards for social media campaigns from beginning to end including, pre-launch, optimization, analytics and post-launch efforts
- Establish, synthesize data and report metrics on digital marketing and social media efforts
- Write and guide effective search engine optimization content social media accounts
- Act as gatekeeper for visual identity and brand voice across all channels
- Conduct research and analysis to discover new trends and opportunities
- Utilize listening tools to track relevant conversations and contribute information/resources
- Leverage storytelling skills to deliver insights that are clear, concise and actionable
- Monitor digital conversations to understand what people are saying about the project
- Measure effectiveness of communications and messaging
- 24/7 listening and monitoring, metrics and sentiment analysis
- Customizable reports and dashboards
 - Able to capture traditional and social media posts, articles and comments
 - Identify key demographics, locations and media sources
 - Gauge impressions, reach and engagement
 - Understand audience and communications preferences
 - Identify opportunities to improve messaging and communication
 - Defining project risks/trending issues
 - Measurement overall sentiment on project and issues

Social Media Listening Report

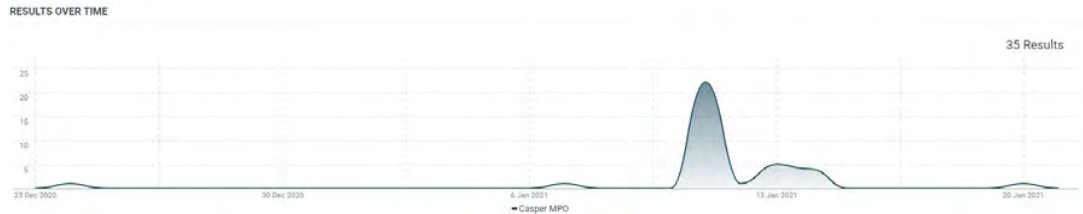
In order to understand the presence of conversations taking place regarding transportation in the Casper Area, the Metro Planning Organization and their key projects, a social media “listening” platform called Talkwalker, was utilized to compile all relevant mentions. Social media findings were pulled between December 23, 2020 - January 21, 2021 and beginning January 22, 2021 – March 9, 2021. During the latter timeframe, the “Get to Know your Casper Area MPO” online meeting was launched and promoted. This document outlines the findings, some insights, and recommendations based on the results. Additional information and specific posts are also provided as an Appendix to this document.

RESULTS OVER TIME

To understand the typical conversations taking place, social media posts were pulled over a 1-month time period, the first ranging from December 23, 2020 through January 21, 2021 and the second began January 22, 2021 through March 9, 2021. The following shows the frequency and source of relevant mentions over each specific timeframe.

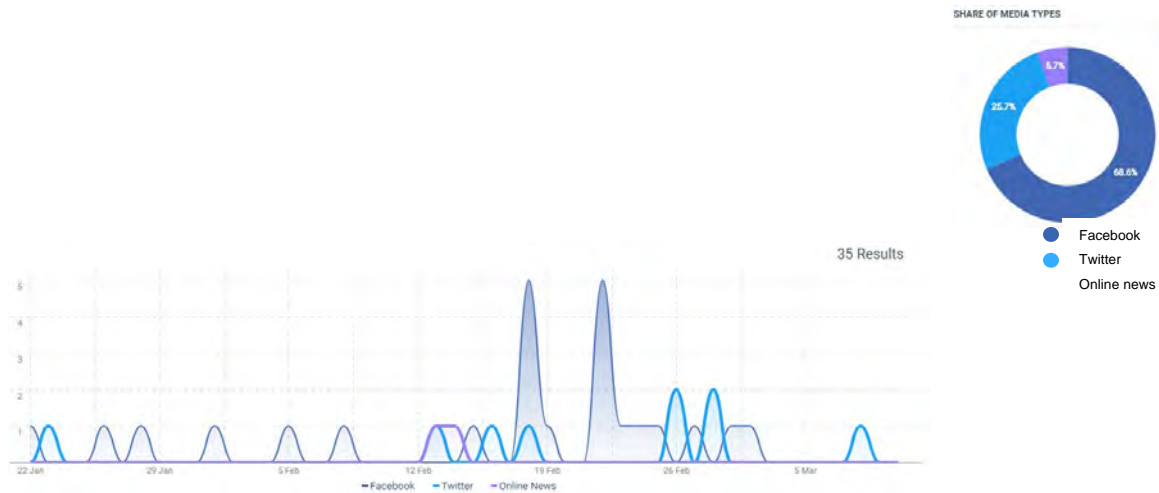


December 23, 2020 – January 21, 2021



Note that all mentions from December 23, 2020 through January 21, 2021 took place via Facebook.

January 22, 2021 – March 9, 2021



Note that mentions from January 22, 2021 – March 9, 2021 included Facebook, Twitter, and online news sources.

AUTHORS

December 23, 2020 – January 21, 2021

The Casper MPO’s Facebook account was the primary author of all posts related to the organization and their projects. It is important to note that many other social media users comment on Casper MPO’s posts and therefore reflect an important trend related to Casper MPO’s social media presence: community members see posts and are willing to provide feedback by commenting on posts.

There was one other unique author who mentioned relevant transportation planning and the Casper Area MPO. This post is related to a partnership between MPO and the Casper Disabled People Group to advocate for the disabled community’s transportation and transit needs.

January 22, 2021 – March 9, 2021



During the timeframe of January 22, 2021 through March 9, 2021, the authors posting about Casper Area MPO, and the opportunity for community members to visit the online meeting, varied significantly more than the month prior. Though many posts were still published by the Casper Area MPO's Facebook account, there were several unique authors that contributed to the conversation.

Many of those unique authors are partner organizations and/or local stakeholders. By notifying them of the opportunity for community input and asking that they 'share' the MPO's original post, the potential for reaching more community members increased greatly. Additionally, visibility in the news and among other partner organizations is beneficial for increasing awareness of Casper Area MPO as an organization. The unique authors that shared posts and/or articles regarding Casper Area MPO included: Casper Star-Tribune, The Association of Metropolitan Planning Organizations, The Municipal, Wyoming Independent Living

INSIGHTS

Although the results from the initial report showed not many authors aside from Casper Area MPO initiating posts, there was an important presence of social media interactions via comments on Casper Area MPO's posts. Providing the opportunity for community members to learn about projects and comment on posts is essential to continue. Casper MPO's ability to track conversations relevant to them also provides the opportunity to control the accuracy of information being shared.

While it offers many benefits, the fact that Casper Area MPO's Facebook account was the primary author of relevant posts showed that there is opportunity for a greater reach to more community members. To capitalize on this opportunity, stakeholders were asked in early February to share Casper MPO's posts regarding the online meeting. As noted above, some select stakeholders shared these posts and increased the reach. In doing this, additional outlets were also utilized, which allows Casper MPO's audience to expand.

RECOMMENDATIONS

Based on the findings, it is recommended that Casper Area MPO continues posting and providing a social media platform for sharing information and for community members to provide input.

It is also recommended that Casper Area MPO continues and builds on existing relationships with partner organizations, including the City of Casper, Town of Mills, Evansville, Bar Nunn, and Natrona County. Due to the disabled community's advocacy of the Casper Area MPO's transit services, it is recommended that this partnership continues to be leveraged as well. By asking these partner agencies to share key posts the Casper MPO Facebook Account posts, the opportunity for a much greater reach can continue to be accomplished.

APPENDIX B: FULL STAKEHOLDER INTERVIEW MEETING NOTES

Wyoming Department of Transportation

January 11, 2021

Attendees: Phillip Griffin, Mark Ayan, Brooke Allen, Mark Williams, Brenda Levos (HDR), Cristina Beermann (HDR)

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
 - Mark sits on MPO policy committee (as a voting member)
 - Brooke sits on technical committee for MPO
 - Most interaction is with either the policy or technical committee
 - They try to attend some public meetings

2. Have you been satisfied with the response time and interactions with the MPO?
 - Interactions have been fine, haven't had any problems
 - The MPO generally keeps things at pretty good pace, provides information, etc.
 - Response time is fine – the current staff is more responsive than previous staff
 - COVID-19 has presented some challenges but, all has been going well
 - Kudos to Jeremy Yates

3. The next series of questions are associated with a SWOT analysis.

Strengths:

 - The MPO is organized
 - Additional staff has experience and understands tasks/timing
 - Good at disseminating information
 - Diligent about obtaining feedback & public involvement

Weaknesses:

 - Jeremy is new to the role and not as familiar with funding (the navigation of this process is tricky)
 - There is a learning curve, but he is good at asking questions

Opportunities:

 - Increase funding
 - Apply lessons learned when selecting consultants

Threats:

 - So many organizations involved in the MPO – important to be aware of how this dynamic works
 - MPO is a separate entity from Casper but has previously heard other entities say that the City of Casper seems to have more control over MPO than others.
 - Something to be aware of

4. What methods of outreach would you prefer the MPO employ to share information with the community?
 - Over the last year there has been tremendous turnout for public/informational meetings
 - MPO has been doing a good job of hitting the world
 - The timing, presentations and cookies for each meeting have been good

5. In 2020 we experienced the COVID 19 pandemic, how did you feel the MPO addressed and adjusted to meet this challenge?
 - Adjusted well despite COVID, engagement still seems fine but unsure if it is as much as pre-COVID
6. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
 - No concerns
7. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
 - Would like to see the MPO's Long Range Plan be more realistic
 - Seems like there are some items included that won't happen
 - The MPO's vision and WYDOT's vision don't always align – MPO's has more input from other entities/agencies whereas WYDOT is looking from their own lane
8. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?
 - If a public meeting is directly adjacent to a bar – consider providing cocktails and nachos
 - Generally, they are pleasantly surprised with how well it's gone
 - MPO is doing best they can with COVID – we're all struggling but they've made it work
 - Online meetings will always miss a certain segment of community
 - Need to get back to in-person as an option
 - Even as we've moved back into being involved with the rest of the world – there's a segment of the population that will now continue to expect a virtual/digital input option for the future
 - MPO should consider this in plans

Town of Mills

January 11, 2021

Attendees: Kevin O'Hearn, Sabrina Foreman, Brenda Levos (HDR), Cristina Beermann (HDR)

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
 - Sabrina has been with Mills for about a year – worked with the MPO a lot within that time
 - She is on policy committee
 - Kevin is on the technical committee
 - Has a good relationship with the MPO – mutually beneficial
 - Kevin made note of how well the MPO gets along with municipalities in the area
 - Good representation across entities in the area on the MPO
 - Works well – very collaborative

2. Have you been satisfied with the response time and interactions with the MPO?
 - Yes!

3. The next series of questions are associated with a SWOT analysis.

Strengths:

 - Collaboration
 - Communication
 - The team is open to determining best use of funding

Weaknesses:

 - Getting all the players together is not always easy
 - Virtual meetings have made it easier
 - Representation is as good as it can be
 - Small towns struggle but do their best

Opportunities:

 - Getting projects done – continuing to push them along

Threats:

 - Potential federal funding cuts
 - The MPO is good at making sure everyone understands what funding is available, the schedule constraints, etc.
 - Mills became a class a city last year, so they feel like they have more priority then other entities within the area

4. What methods of outreach would you prefer the MPO employ to share information with the community?
 - TV and radio are underutilized
 - Might consider billboards
 - Before working with MPO, felt uninformed of meetings/events
 - Could advertise public meetings better – doesn't have a great solution but something to investigate

5. In 2020 we experienced the COVID 19 pandemic, how did you feel the MPO addressed and adjusted to meet this challenge?
 - Virtual outreach – seems like people don't like it but don't have much of an option
6. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
 - For the most part MPO is doing fine – achieving more ADA compliance within WY than expected
 - Must be very careful when using federal funds to make sure outreach is ADA compliant
7. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
 - Get as many projects going as they can feasibly handle
 - Don't want to overdo it per se but would like to catch up
 - Revisit backlog to make sure feasible
 - Keep things running smoothly and keep the sense of community – we all benefit together
 - Example – live in Casper, work in Mills, etc.
 - Jeremy and Renee have been doing a good job
 - The Riverfront Project
 - Need to be careful of putting the cart before horse
8. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?
 - Continue to notify folks of opportunities for input
 - More radio and TV (funding dependent)
 - Try to achieve diversity in age/demographics
 - Offer hotdogs and beer

Wyoming Independent Living (WILR)

January 15, 2021

Attendees: Daniel Makokha, Cindy Livingston, Erwin Reitsma, Susan Bentley, Brenda Levos (HDR), Cristina Beermann (HDR)

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
 - Have worked with the MPO to brainstorm ideas to determine what would be helpful in the area
 - Had a nice variety of community members in the area, businesses, and those using transportation – got good information
 - Erwin has not been involved with MPO much

2. Have you been satisfied with the response time and interactions with the MPO?
 - Susan usually hears about MPO though CATSY board meetings
 - Not much direct interaction with Casper MPO
 - The group said they are not very aware of MPO/the services they provide
 - Brenda provided an overview of the MPO and their responsibilities

3. What would be useful for your organization when the MPO is working on transportation planning/looking at projects?
 - Erwin and Susan would like to be involved in the development of the Long-Term/5 year Transit Strategic Plan
 - There are many medical buildings, etc. that are not currently being served by transit, so they'd like to be involved in determining improvements for connecting transit users with these facilities
 - East connection to medical facilities in particular
 - Susan is currently working with up to 200 people. Most are within the city and without the ability to drive or convenient access to transportation
 - Special accommodations (ADA/wheelchairs) – many require vans
 - Most are 50+ in Casper but some young college students using transit to get to school, etc.
 - Issues with "suburb" access as often as those are defined within Casper proper
 - Communities around Casper and the service to medical facilities in Mills poses an issue
 - Buses go every hour, usually pretty on-schedule, but in order to get to Mills to east side, would require at least 4 bus transfers
 - There is another service available that's curb to curb but requires they make an appointment at least 3 days in advance
 - COVID has limits on how many people they can allow on the bus and that is causing challenges as well

4. What methods of outreach would you prefer the MPO employ to share information with the community?
 - Susan prefers in-person meetings (get more information face to face)
 - Previous brainstorming sessions were a mix of in-person and zoom
 - Challenges with accessibility
 - Could inform constituents via hospitals and doctors
 - Information on the buses themselves or in cabs
 - Could consider flyers at stores on the back of bathroom doors
 - Flyer distribution in transit system
 - Texting – would be great if there were actual phone numbers
 - In-person or zoom type meetings
 - Radio
 - TV
 - "The TidBit newspaper"

5. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
 - ASL
 - Interpreter
 - Spanish

6. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
 - Make medical care as accessible as possible (examples Denver, Rapid City)
 - Volunteer driver pool/platform – connect those who are willing to drive and those who need a ride
 - Like a "volunteer uber" type of a platform
 - Non-emergency medical transportation
 - An agency/entity that just does non-emergency medical transportation/Medicaid travel
 - Medicaid travel will pay for rides if there is a provider available --- great to have a provider/ride available
 - Most people are not aware of this

7. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?
 - Reaching out to those end users to understand their true experience and challenges
 - Example: trying to keep sidewalks clear for those in wheelchairs
 - Getting City and transportation folks to work together better might help solve some of the issues of facilities that are not served by transit
 - With Sheridan's fixed route, Cindy notices that buses and bus stops are great for advertising

- Getting community involved in sponsoring shelters is great
- Suggests private advertisers invest in building more protective bus stops so they can advertise there. Would be great for bringing more robust stops and funding those improvements

Platte River Trails

January 22, 2021

Attendees: Angela Emery, Brenda Levos (HDR), Cristina Beermann (HDR)

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
 - Angela is familiar with MPO, does a lot of work with them.
 - She knew the previous manager very well and she is just starting to get to know Jeremy.
 - Some of their work overlaps. MPO has sponsored some summits.
 - Recently found out that a project they had been trying to work on had been included as a budgetary item to be approved and she did not know.
 - She thinks there could be some more communication from MPO directly to her and her board – update them on projects that are on their radar.

2. Have you been satisfied with the response time and interactions with the MPO?
 - Has been happy with communications for the most part.
 - She tries to forward all info to her board. Occasionally she'll send an email and doesn't get a response but for the most part she is pleased.

3. The next series of questions are associated with a SWOT analysis.

Strengths:

 - The MPO looks at the big picture of community – not just Casper but the surrounding as well. That inclusive view is key.

Weaknesses:

 - Not always knowing what is on their radar.

Opportunities:

 - They are constrained by what they can spend their money on – it's great to have plans and have money that allows for the planning. Would like to see the projects come to fruition more.

Threats:

 - Assumes that their toughest job is getting feedback. They've been very proactive, and pandemic has been challenging. Before they were at farmers market and other events but COVID has made that difficult.

4. What methods of outreach would you prefer the MPO employ to share information with the community?
 - Asks that the MPO give her information
 - They can leverage their contact database of trail users – capture pedestrian/non-motorized transportation
 - Email
 - Facebook
 - Would like to see events pick back up post-COVID?
 - Plan on hosting events in summer 2021
 - Spring cleanup at end of May, July, August

5. In 2020 we experienced the COVID 19 pandemic, how did you feel the MPO addressed and adjusted to meet this challenge?
 - She isn't sure – she feels like they tend to be generally silent so didn't notice a difference.
6. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
 - Currently, a lot of people aren't interested in going to in person meetings. Unsure how long that will continue.
 - Recently held a charrette and pushed information out on Facebook during the event itself, maybe this is something that will continue.
7. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
 - Would love if MPO would do another community-wide trail study
 - There may be opportunities for getting more input because we're doing it more remotely
8. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?
 - Platte River Trails is all-in to help Casper MPO
 - If they are interested, their partnership could be even stronger
 - They would welcome playing a more significant role in helping push information out or whatever they need help with

Visit Casper

February 12, 2021

Attendees: Brook Hoffman, Brenda Levos (HDR), Cristina Beermann (HDR)

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
 - Currently engages very little, her agency (Visit Casper) is interested in working with the MPO more but hasn't yet. Has worked on some wayfinding but otherwise very little working relationship/experiences.
2. Have you been satisfied with the response time and interactions with the MPO?
 - All previous interactions have all been great.
3. The next series of questions are associated with a SWOT analysis.

Strengths:

 - Employees are very knowledgeable and have good authority in that space.

Weaknesses:

 - People do not know what an MPO is and how it works.

Opportunities:

 - Education.
 - The MPO doesn't always align with City of Casper limits – could align better with the county and leverage partnerships

Threats:

 - Is funding at risk?
4. What methods of outreach would you prefer the MPO employ to share information with the community?
 - Important to reach some on social and some via newspaper – there is a constant struggle of reaching different audiences via different outlets
 - Recommends having an item on work session agendas for elected officials
5. In 2020 we experienced the COVID 19 pandemic, how did you feel the MPO addressed and adjusted to meet this challenge?
 - She isn't sure – she feels like they tend to be generally silent so didn't notice a difference.
6. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
 - Brook doesn't see a need for other languages as not much diversity among the community.
7. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
 - Find ways to be well funded – have enough money (grant, infrastructure) in order to enhance walkability, infrastructure, etc.

8. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?
 - Would be helpful for elected officials to know and learn about the MPO, and be able to help advocate for funding, grants, etc.

Town of Evansville

February 25, 2021

Attendees: Mayor Chad Edwards, Cristina Beermann (HDR), Kira Olson (HDR)

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
 - Very involved with the MPO – including street studies and bicycle studies
 - Mayor Edwards has been on the selection panels and groups, and he sits on the policy committee as vice chair
2. Have you been satisfied with the response time and interactions with the MPO?
 - Yes. Has a good relationship and work hard to be in constant communication.
3. The next series of questions are associated with a SWOT analysis.

Strengths

- Haven't dealt with the MPO in the community aside from town hall events. The MPO is persistent.
- Most is venter driven.
- MPO is organized.
 - Cover a lot of communities so they get pulled in a lot of directions. The MPO does a good job handling that.

Weaknesses

- None

Opportunities

- More community outreach
- Would like to know what projects the citizens would like to see (most of the projects are driven by the elected officials. MPO could look at increased direct outreach of this nature to the community members)

Threats

- None

4. What methods of outreach would you prefer the MPO employ to share information with the community? Examples:
 - 1st preference is in-person meetings - big proponent of in person
 - Social Media – 2nd choice - social media is a must these days
 - Website – 3rd choice
5. In 2020 we experienced the COVID 19 pandemic, how did you feel the MPO addressed and adjusted to meet this challenge?
 - Had limited in person and is augmented by online so everyone can be included
6. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
 - No
7. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
 - They have a great trail system in Casper. One of the studies is to tie into trail system. A unified trail system that is connected would be great for the community

8. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?
 - They are currently doing a 5-Year Transit Plan. Mayor Edwards is cognizant of keeping cost down. Need to keep a transit system cheap and affordable for users. Need to keep it accessible for the lower income populations

Citizens Advisory Committee

March 22, 2021


Attendees: Cathy Stepp, Cristina Beermann (HDR), Kira Olson (HDR)

1. We want to get a better understanding of how you engage with the Casper Area MPO, can you describe how you have interacted in the past?
 - Liz Becker sending out an email to stakeholders she knew in the community asking people to join the Citizen Advisory Committee
 - That was when she first learned about the MPO
 - It has not been well marketed in the community where it exists – people don't know what it does or where the money comes from.
 - Cannot get the community engaged because majority of the community doesn't know who the MPO is.
 - Cohesive plan on how to get ahold of people. Cathy says that it is easy to see the gaps and where we need to go.
2. Have you been satisfied with the response time and interactions with the MPO?
 - It is getting better
 - COVID has spurred the MPO to get more Facebook/online presence.
 - Engaging people through Zoom to get them to participate
 - Especially those who can't be at an event or meeting
 - Communication dropped off at the beginning of COVID but since the first of the year (2021) communication has started back up again.
 - Need to have the engagement to get the projects done.
3. The next series of questions are associated with a SWOT analysis.
 - Strengths**
 - The plans themselves are robust and well thought out.
 - They try to think through any pushback they think they might get.
 - Very committed staff that works well together and is very well organized.
 - Weaknesses**
 - Style of community engagement is open house style. It is not effective way to engage community. COVID has started to push the MPO away from that and lean into technology.
 - Opportunities**
 - Branding the MPO and informing the community.
 - Social media/technology
 - Not a lot of controversy. No one is "against" the MPO
 - Threats**
 - Landowners don't want to pay for the projects (despite explaining that we aren't going tax or bond the community)
 - Community members trying to micromanage the projects
4. What methods of outreach would you prefer the MPO employ to share information with the community? Examples:
 - Digital only media in town. Digital only newspaper. They are the most neutral voices, developed a larger audience because they are neutral.
 - Needs to be a better effort to include all of the media outlets, not just the traditional media.

- Oil City News
 - WyoCity News
 - Kyle Gamroth and Amber Pollock – New City council members. They would be great partners to get some info out there.
5. Are there any accessibility concerns that you have? Secondary Languages that communications should be provided in?
- Recently started having those conversations. City of Casper has a committee about differently abled people. They are providing ADA advisement.
 - Getting better at putting more info out in multiple languages but a long way to go. The primary second language is Spanish.
6. If you could set one BHAG for the Casper Area MPO, what would that be? (Big Hairy Audacious Goal)
- Engagement. The Chamberland project that Jeremy laid out in February was the most attended meeting we have had.
 - There was misinformation on Facebook thinking they were going to be annexed into the City.
 - Once they realized that wasn't the case, they just left and there was a lost opportunity to engage.
 - Cathy would like to see that level of engagement in a positive way.
7. What didn't we ask you about that you think it is important for use to know in preparing the Public Participation Plan?
- A lot of tension with community. Stress that Wyoming is not the same as Colorado.

APPENDIX C: FULL SOCIAL MEDIA ANALYSIS

This analysis is also noted and documented in Appendix A. This is the original document from the Social Media Analysis.



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

CASPER AREA MPO
SOCIAL MEDIA REPORT

Overview

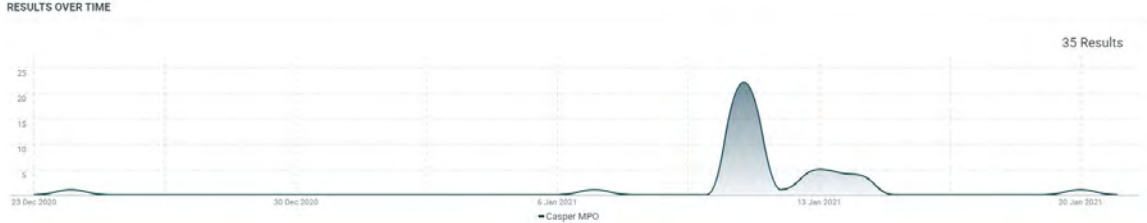
In order to understand the presence of conversations taking place regarding transportation in the Casper Area, the Metro Planning Organization and their key projects, a social media “listening” platform called Talkwalker, was utilized to compile all relevant mentions. Social media findings were pulled between December 23, 2020 and January 21, 2021 and the again from January 22, 2021 and March 9, 2021. During the latter timeframe, the “Get to Know Your Casper Area MPO” online meeting was launched and promoted. This document outlines the findings, some insights, and recommendations based on the results. Additional information and specific posts are also provided as an Appendix to this document.

Results Over Time

To understand the typical conversations taking place, social media posts were pulled over a 1-month time period, the first ranging from December 23, 2020 through January 21, 2021 and the second began January 22, 2021 and went through March 9, 2021. The following shows the frequency and source of relevant mentions over each specific timeframe.

December 23, 2020 – January 21, 2021

RESULTS OVER TIME

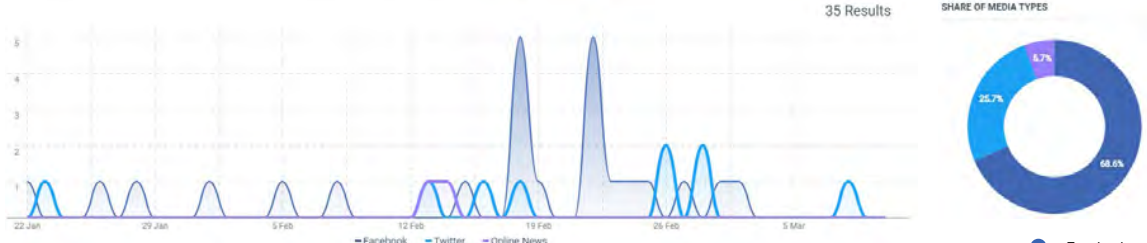


35 Results

Note that all mentions from December 23, 2020 through January 21, 2021 took place via Facebook.

January 22, 2021 – March 9, 2021

SHARE OF MEDIA TYPES



35 Results

Note that mentions from January 22, 2021 – March 9, 2021 included Facebook, Twitter, and online news sources.



Social Media Authors

December 23, 2020 – January 21, 2021

The Casper Area MPO's Facebook account was the primary author of all posts related to the organization and their projects. It is important to note that many other social media users comment on Casper Area MPO's posts and therefore reflect an important trend related to Casper Area MPO's social media presence: community members see posts and are willing to provide feedback by commenting on posts.

There was one other unique author who mentioned relevant transportation planning and the Casper Area MPO. This post is related to a partnership between MPO and the Casper Disabled People Group to advocate for the disabled community's transportation and transit needs.

January 22, 2021 – March 9, 2021

During the timeframe of January 22, 2021 through March 9, 2021, the authors posting about Casper Area MPO, and the opportunity for community members to visit the online meeting, varied significantly more than the month prior. Though many posts were still published by the Casper Area MPO's Facebook account, there were several unique authors that contributed to the conversation.

Many of those unique authors are partner organizations and/or local stakeholders. By notifying them of the opportunity for community input and asking that they 'share' the MPO's original post, the potential for reaching more community members increased greatly. Additionally, visibility in the news and among other partner organizations is beneficial for increasing awareness of Casper Area MPO as an organization. The unique authors that shared posts and/or articles regarding Casper Area MPO included: Casper Star-Tribune, The Association of Metropolitan Planning Organizations, The Municipal, Wyoming Independent Living

Insights

Although the results from the initial report showed not many authors aside from Casper Area MPO initiating posts, there was an important presence of social media interactions via comments on Casper Area MPO's posts. Providing the opportunity for community members to learn about projects and comment on posts is essential to continue. Casper MPO's ability to track conversations relevant to them also provides the opportunity to control the accuracy of information being shared.

While it offers many benefits, the fact that Casper Area MPO's Facebook account was the primary author of relevant posts showed that there is opportunity for a greater reach to more community members. To capitalize on this opportunity, stakeholders were asked in early February to share Casper MPO's posts regarding the online meeting. As noted above, some select stakeholders shared these posts and increased the reach. In doing this, additional outlets were also utilized, which allows Casper MPO's audience to expand.



Recommendations

Based on the findings, it is recommended that Casper Area MPO continues posting and providing a social media platform for sharing information and for community members to provide input.

It is also recommended that Casper Area MPO continues and builds on existing relationships with partner organizations, including the City of Casper, Town of Mills, Evansville, Bar Nunn, and Natrona County. Due to the disabled community's advocacy of the Casper Area MPO's transit services, it is recommended that this partnership continues to be leveraged as well. By asking these partner agencies to share key posts the Casper Area MPO Facebook Account posts, the opportunity for a much greater reach can continue to be accomplished.



Appendix

Results: December 23, 2020 – January 22, 2021

Casper Area Metropolitan Planning Organization shared an image



And the other big part of this plan is to recommend a secondary access in and out of this area. Which of these is your preference?

published on 11/01/21 at 18:50 | Facebook | United States | facebook.com

MATCHES Casper MPO

METRICS 20 707 0/10

2 Facebook Likes, 18 Comments, 707 Facebook Followers

MATCHING COMMENTS (ALL)

17

- A secondary access in and out of this area would be our preference.
published on 11/01/21 at 19:06 | Someone | www.facebook.com
- Hank Whitaker Thanks! Do you have a preference of crossing the river into Paradise Valley or north through the neighborhood into the River Crossing development?
published on 11/01/21 at 19:09 | Casper Area Metropolitan Planning Organization | www.facebook.com
- Nancy Lavonne Hunt ... you live over there... what do you think?
published on 11/01/21 at 19:20 | Someone | www.facebook.com
- I would be against a road crossing into PV. That would be too much traffic on our already narrow streets. The county doesn't plow well enough in the winter either, or maintain the roads at all....striping, pot hole fills...
published on 11/01/21 at 19:21 | Someone | www.facebook.com
- I do not have a preference between those two options. We live at the corner of River Meadows and Johnstone Rd. This creates a lot of traffic past our house because it is the only access available. So it would be nice if everybody had 2 options in and...
published on 11/01/21 at 19:26 | Someone | www.facebook.com
- I live at that stop sign that nobody stops at now. At least now all of the traffic are people that live down here.
published on 11/01/21 at 19:27 | Someone | www.facebook.com

Casper Area Metropolitan Planning Organization shared an image



Don't forget we are at Fort Caspar tonight at 5:30 and 6:30 presenting ideas for upgrading Chamberlin Road and ensuring continued access in and out of Dempsey Acres and River Meadows. The meeting can also be joined online via Microsoft Teams at the...

published on 11/01/21 at 15:49 | Facebook | United States | facebook.com

MATCHES Casper MPO

METRICS 4 707 0/10

2 Facebook Likes, 2 Comments, 707 Facebook Followers

MATCHING COMMENTS (ALL)

2

- For the 5:30 session, here is the Teams link...
published on 11/01/21 at 15:50 | Casper Area Metropolitan Planning Organization | www.facebook.com
- For the 6:30 session, here is the Teams link...
published on 11/01/21 at 15:51 | Casper Area Metropolitan Planning Organization | www.facebook.com

Casper Area Metropolitan Planning Organization shared an image



Happy Holidays from the Casper Area MPO! Thank you to everyone who participated in our modified public meetings and events this year. We look forward to refining this practice in the new year and seeing you all again whether in person or online.

published on 24/12/20 at 11:07 | Facebook | United States | facebook.com

MATCHES Casper MPO

METRICS 4 707 0/10

4 Facebook Likes, 707 Facebook Followers

Casper Area Metropolitan Planning Organization created a post

Thank you everyone who came back for the second session tonight! We have a great turn out and are loving it! We are still here monitoring Facebook and broadcasting via the Teams links so share any comments or questions you have, now or any time.


published on 11/01/21 at 19:53 | Facebook | United States | facebook.com

MATCHES Casper MPO

METRICS 3 707 0/10

3 Facebook Likes, 707 Facebook Followers

Casper Area Metropolitan Planning Organization shared an image






One of the goals of this study to try and keep this from happening again. Do you remember any of the bank washouts of Chamberlin?

MATCHES Casper MPO

METRICS 3 707 0/10



<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>City of Casper officials announced the launch of Casper 311 today. "This is an online and mobile app for ... Casper 311 is available for both Android and Apple devices by downloading the MyCivic311 app and selecting the City of Casper..."</p> <p>published on 20/01/21 at 16:35 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 2 707 0/10</p> <p>2 Facebook Likes, 707 Facebook Followers</p>
<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>Here are some of the engineer's recommendations for upgrading the storm water collection system. Thoughts? Questions?</p> <p>published on 11/01/21 at 18:43 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 2 707 0/10</p> <p>1 Facebook Shares, 1 Facebook Likes, 707 Facebook Followers</p>
<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>Part of this plan will also be recommendations too stabilize the slope in this are to handle future flood events and outfall.</p> <p>published on 11/01/21 at 18:47 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 1 707 0/10</p> <p>1 Facebook Likes, 707 Facebook Followers</p>
<p>Casper Area Metropolitan Planning Organization created a post</p> <p>We are about to get started on session 1 and we are packed! If you are thinking of coming out tonight please wait until the 6:30 session, you will not likely be allowed in at this time. Wow!! Thanks everyone for coming out this evening!</p> <p>published on 11/01/21 at 18:26 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 1 707 0/10</p> <p>1 Facebook Likes, 707 Facebook Followers</p>
<p>Casper Community Transit Survey</p> <p>Casper Area Metropolitan Planning Organization shared a link</p> <p>...the community survey on transit in the Casper area! We surveyed the bus riders, we talked with stakeholder groups, and now ... they feel about the transit system in Casper. This survey is for everyone, bus riders or not, so please take a couple of...</p> <p>published on 13/01/21 at 15:01 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS N/A 707 N/A</p> <p>707 Facebook Followers</p>
<p>Casper Disabled People Group Advocates for Transportation Access</p> <p>Tom Morton created a post</p> <p>...the partnership with the Casper Area Metropolitan Planning Organization, and advocate for the disabled community. Pursue... Pursue grants to help fund transportation projects. Casper's Top News Stories of...</p> <p>published on 12/01/21 at 15:02 Online News United States k2radio.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS N/A 25K N/A</p> <p>50K Alexa pageviews, 25K Alexa Monthly Unique Visitors</p>
<p>Casper Area Metropolitan Planning Organization created a post</p> <p>Teams links to join our Mills Chamberlain Road and Bar Nunn Antelope Drive/Salt Creek Highway events next week are posted in the comments for each event. Please join us remotely if you cant!</p>	<p>MATCHES Casper MPO</p>



Results: January 22, 2021 – March 9, 2021

Casper Area Metropolitan Planning Organization shared an image

published on 24/02/21 at 09:08 | Facebook | United States | facebook.com

MATCHES Casper MPO

METRICS **44** 711 0/10

11 Facebook Shares, 31 Facebook Likes, 2 Comments, 711 Facebook Followers

- MATCHING COMMENTS (ALL)** 2
- Shared on the Casper's Council of People with Disabilities.
published on 27/02/21 at 12:05 | Someone | www.facebook.com
 - Hi John! Thank you for sharing that. It will be open until March 5th.
published on 01/03/21 at 09:29 | Casper Area Metropolitan Planning Organization | www.facebook.com

Casper Area Metropolitan Planning Organization shared an image

published on 15/02/21 at 12:45 | Facebook | United States | facebook.com

MATCHES Casper MPO

METRICS **31** 706 0/10










5 Facebook Shares, 15 Facebook Likes, 11 Comments, 706 Facebook Followers

- MATCHING COMMENTS (ALL)** 11
- Thank you! 🍌❤️
published on 18/02/21 at 06:11 | Someone | www.facebook.com
 - Would love to chat!
published on 18/02/21 at 06:24 | Someone | www.facebook.com
 - I haven't used the city transportation system but a few things I've noticed while driving by are: A shelter or wall to block the wind at bus stops would be a great start. I see folks quite often standing and waiting for the city bus in the bad...
published on 18/02/21 at 10:26 | Someone | www.facebook.com
 - Shannon Garrison thank you for posting this. I am one of those who waits in the weather for a bus. It is so hard sometimes.
published on 18/02/21 at 11:14 | Someone | www.facebook.com
 - Love to know more please.
published on 18/02/21 at 12:45 | Someone | www.facebook.com
 - Definitely put benches and basic covers at all the Bus stops! 1% sales tax should cover that and get local company's to bid it! AND, schedules around to wn to pick up would be nice! Ask us local Businesses to put the posters up!
published on 19/02/21 at 06:49 | Someone | www.facebook.com



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

CASPER AREA MPO
SOCIAL MEDIA REPORT

<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>We've extended our online meeting until Friday! The Casper Area MPO is looking for your thoughts on how we should keep you informed on transportation planning within our community. Please visit our online meeting to learn more about what we are...</p> <p>published on 02/03/21 at 10:10 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 22 714 0/10</p> <p>3 Facebook Shares, 19 Facebook Likes, 714 Facebook Followers</p>
<p>Casper Area MPO Online Meeting</p>  <p>Casper Area Metropolitan Planning Organization shared a link</p> <p>...key contributors to the Casper Area quality of life and economic viability, so your input on the transportation planning process is essential! Visit our online meeting to learn more about your Casper Area MPO and tell us your thoughts as we update...</p> <p>published on 08/02/21 at 16:10 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 7 707 0/10</p> <p>3 Facebook Shares, 4 Facebook Likes, 707 Facebook Followers</p>
<p>Casper Community Transit Survey</p>  <p>Casper Area Metropolitan Planning Organization shared a link</p> <p>...http://caspertransitsurvey.com/ and tell us what you think about transit in the Casper Area. This survey is for everyone in our community whether you use the transit system or not, but we cannot plan a great system without community...</p> <p>published on 22/01/21 at 16:17 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 6 705 0/10</p> <p>3 Facebook Shares, 3 Facebook Likes, 705 Facebook Followers</p>
<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>...report is available for public comment at the Natrona County Library in downtown Casper and on our website until March 12th...</p> <p>published on 23/02/21 at 17:24 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 5 710 0/10</p> <p>3 Facebook Shares, 2 Facebook Likes, 710 Facebook Followers</p>
<p>Association of Metropolitan Planning Organizations @Assoc_MPOs shared an image</p>  <p>Casper Area MPO Repost: We are also wrapping up our Chamberlin Road Study and the draft report is available for public comment at the libraries in Mills and downtown Casper, at the Mills Town Hall, and on our website until March 19th. casperwy.gov/.../Chamberlin...pic.twitter.com/UVGScKfDdk</p> <p>published on 28/02/21 at 13:15 Twitter United States twitter.com</p> <p>MATCHING RETWEETS (ALL) 1</p> <p>RT @Assoc_MPOs: Casper Area MPO Repost: We are also wrapping up our Chamberlin Road Study and the draft report is available for public comment at the libraries in Mills and downtown Casper, at the Mills Town Hall, and on our website until March 19th. https://t.co/Jq35bRbAnO...pic.twitter.com/UVGScKfDdk</p> <p>published on 28/02/21 at 13:17 @Guapo! (CarlosD55941404) @Guapo!</p>	<p>TAGS checked</p> <p>MATCHES Casper MPO</p> <p>METRICS 2 575 N/A</p> <p>1 Retweets, 1 Twitter Likes, 575 Twitter Followers</p>
<p>The Municipal February 2021</p>  <p>Casper Area Metropolitan Planning Organization shared a link</p> <p>Everyone loves a good transportation planning article, right? Check out page 22! https://issuu.com/thepapersinc/docs/municipal_feb_21_web?fr=sYWMYzDl3NTgw0TQ</p> <p>published on 05/02/21 at 16:03 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 2 707 0/10</p> <p>2 Facebook Likes, 707 Facebook Followers</p>
<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>The Casper Area MPO is looking for your thoughts on how we should keep you informed on transportation planning within our community. Visit our online meeting to tell us your preferences and learn more about...</p> <p>published on 01/02/21 at 11:08 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 2 706 0/10</p> <p>2 Facebook Likes, 706 Facebook Followers</p>
<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>Interested in learning more about how the Casper Area MPO plans to bring transportation improvements to your community? ... you'd like to stay involved in the transportation planning process. Visit our online meeting any time before February 19...</p> <p>published on 26/01/21 at 16:36 Facebook United States facebook.com</p>	<p>MATCHES Casper MPO</p> <p>METRICS 2 705 0/10</p> <p>1 Facebook Shares, 1 Facebook Likes, 705 Facebook Followers</p>
<p>Casper Area Metropolitan Planning Organization shared an image</p>  <p>...draft report is available for public comment at the libraries in Mills and downtown Casper, at the Mills Town Hall, and on our website until March 19th...</p>	<p>MATCHES Casper MPO</p> <p>METRICS 1 711 0/10</p> <p>1 Facebook Shares, 711 Facebook Followers</p>



Casper Area MPO Accepting Opens Comments for the Antelope Drive & Salt...
mia johnson created a post
...available for review and comment. The **Casper Area MPO**, in accordance with its Public Participation Plan, releases all draft ...
Library and the MPO's Office located in **Casper's** City Hall at 201 N. David. For further information or to arrange special...

published on 13/02/21 at 22:59 | Online News | United States | www.wyomingnewsnow.tv

MATCHES Casper MPO
METRICS 1 20K N/A
1 Twitter Shares, 20K Alexa pageviews, 20K Alexa Monthly Unique Visitors

Casper Area MPO @CasperWyoMPO tweeted
The **Casper Area MPO** is back on Twitter! Stay tuned for updates on our projects, public input opportunities, and other transportation information.

published on 08/03/21 at 17:45 | Twitter | United States | twitter.com

MATCHES Casper MPO
METRICS N/A 517 N/A
517 Twitter Followers

Association of Metropolitan Planning Organizations @Assoc_MPOs shared an image
Casper Area MPO RT: ONLINE MEETING EXTENDED! Please visit the self-guided online meeting to get to know the **Casper Area MPO**, learn more about current and future projects, and provide input on how you'd like to stay involved.
gettoknowyourcasperareampo.com pic.twitter.com/5yFPJ9zmpg

published on 26/02/21 at 09:08 | Twitter | United States | twitter.com

TAGS checked
MATCHES Casper MPO
METRICS N/A 576 N/A
576 Twitter Followers

WyoIndependentLiving @Wyo_Independent shared an image
The **Casper Area MPO** has a self-guided online public meeting available for the community to learn more about the MPO and provide input now through March 5th. gettoknowyourcasperareampo.com pic.twitter.com/AAdBF8GevU

published on 26/02/21 at 07:30 | Twitter | United States | twitter.com

TAGS checked
MATCHES Casper MPO
METRICS N/A 60 N/A
60 Twitter Followers

The Municipal @TheMunicipal shared a link
Casper transportation plan looks forward 30 years themunicipal.com/2021/02/casper... #municipal #government #transportation

published on 18/02/21 at 09:00 | Twitter | United States | twitter.com

MATCHES Casper MPO
METRICS N/A 734 N/A
734 Twitter Followers

The Municipal @TheMunicipal shared a link
Casper transportation plan looks forward 30 years themunicipal.com/2021/02/casper... #municipal #government #transportation @VisitCasper

published on 16/02/21 at 12:04 | Twitter | United States | twitter.com

MATCHES Casper MPO
METRICS N/A 733 N/A
733 Twitter Followers

Public Input Opportunity for Transportation Planning in the Casper Area Closing Soon
mia johnson created a post
...to the **Casper** area quality of life and economic viability. The **Casper Area Metropolitan Planning Organization's** (MPO) ...
community in **Casper**, Mills, Bar Nunn, Evansville, and Natrona County on **transportation planning** projects. On January 26...

published on 14/02/21 at 00:08 | Online News | United States | www.wyomingnewsnow.tv

MATCHES Casper MPO
METRICS N/A 20K N/A
20K Alexa pageviews, 20K Alexa Monthly Unique Visitors

CBS NewsChannel 5 @kgwntv shared a link
Casper Area MPO Accepting Opens Comments for the Antelope Drive & Salt Creek Highway Access Study and Plan
wyomingnewsnow.tv/2021/02/14/cas...

published on 13/02/21 at 23:05 | Twitter | United States | twitter.com

MATCHES Casper MPO
METRICS N/A 3.7K N/A
3.7K Twitter Followers

Casper Community Transit Survey
Casper Area Metropolitan Planning Organization shared a link
One day left! Go to <http://www.caspertransitsurvey.com/> and tell us what you think (or don't think) about our **Casper** Area transit system. The survey closes Friday January 29th.

published on 28/01/21 at 16:55 | Facebook | United States | facebook.com

MATCHES Casper MPO
METRICS N/A 706 N/A
706 Facebook Followers

Casper Star-Tribune @CSTribune shared a link
The Star-Tribune chats with the supervisor of the **Casper Area Metropolitan Planning Organization** about the changes that could be coming to Bar Nunn's roadways. trib.com/news/local/cas...


published on 23/01/21 at 17:49 | Twitter | United States | twitter.com

TAGS checked
MATCHES Casper MPO
METRICS N/A 12.9K N/A
12.9K Twitter Followers

APPENDIX B: BRAND GUIDE & TEMPLATES

Native files have been provided to MPO to distribute to consultants as needed.

BRAND GUIDE

 **CASPER AREA**
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

PUBLIC PARTICIPATION PLAN

BRAND GUIDE

CASPERWY.GOV

LOGOS

STANDARD



BLACK & WHITE



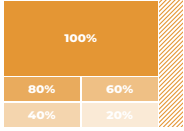
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COLOR PALETTE

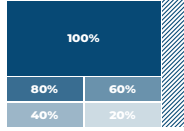
PRIMARY

Mimosa



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CMYK: 9/46/93/0
HEX #: e49634

Navy



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CMYK: 100/75/31/14
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Grass



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HEX #: 4f9231

Sky



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CMYK: 92/66/0/0
HEX #: 0b60ae

Charcoal



RGB: 40/40/40
CMYK: 71/65/64/68
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SECONDARY

Macintosh



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Plum



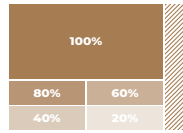
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Teal



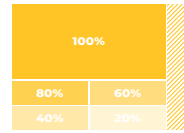
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Sand



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CMYK: 32/49/74/10
HEX #: a67c52

Canary



RGB: 255/197/38
CMYK: 0/23/93/0
HEX #: ffc526

FONT

Montserrat

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
1234567890!@#\$%^&*()-=_+[]{}|;':",./<>?~

STYLES

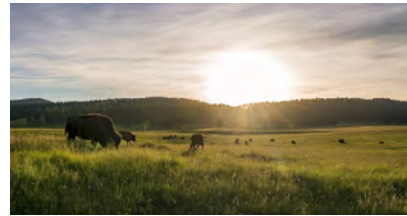
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<i>Thin Italic</i>	Light	<i>Italic</i>	SemiBold	<i>Bold Italic</i>	Black
Extra Light	<i>Light Italic</i>	Medium	<i>SemiBold Italic</i>	ExtraBold	<i>Black Italic</i>

FREE FOR PERSONAL & COMMERCIAL USE

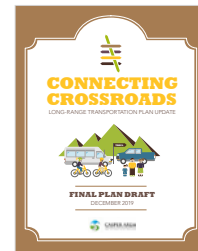
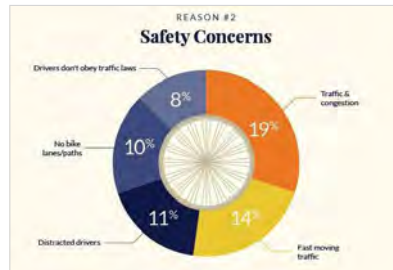
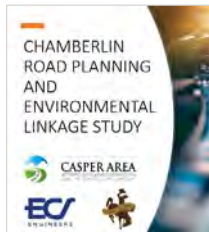
GOOGLE FONTS: https://fonts.google.com/specimen/Montserrat?preview.text_type=custom
ADOBE FONTS: <https://fonts.adobe.com/fonts/montserrat>
FONT SQUIRREL: <https://www.fontsquirrel.com/fonts/montserrat>

1001 FONTS: <https://www.1001fonts.com/montserrat-font.html>
DAFONTS: <https://www.dafontfree.io/montserrat-font-family/>
BEFONTS: <https://befonts.com/montserrat-font-family.html>

PHOTOGRAPHY



DESIGN INSPIRATION

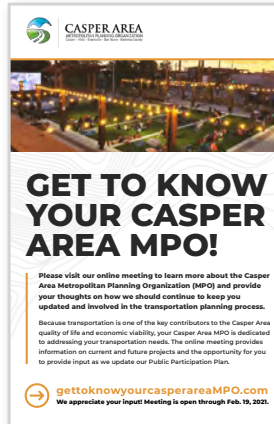


DESIGN EXAMPLES

REPORT



FLYER



SOCIAL MEDIA





MEMO

RE:

Date:

To: Recipient Name

From: Your Name

CC: Other Recipients

Body text looks like this.

- Bullets look like this.
 - Sub bullets look like this.

Heading Three

Body text looks like this.

1. Numbered lists look like this.



MEETING AGENDA

MEETING NAME

Re:

Date:

Time:

Location:

Participants:

HEADING TWO

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 - Sub bullets look like this.

Heading Three

Body text looks like this.

1. Numbered lists look like this.



Title



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

Title



Subheader

Text



Title



Subheader

Text



Title



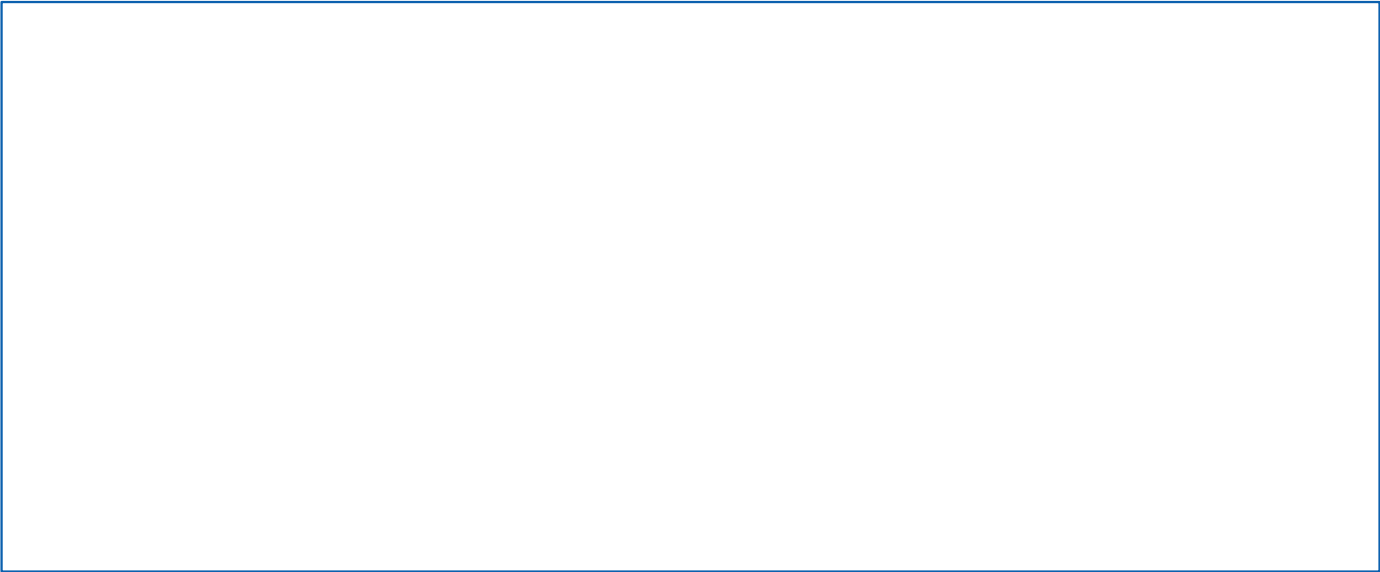
Subheader

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Subheader

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Title



Title

Optional Subtitle





CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper • Park • Fremont • Big Horn • Hot Springs Counties



PUBLIC OPEN HOUSE

LET'S PLAN OUR TRANSPORTATION FUTURE TOEGHER!



Wednesday, April 28

**5 to 6:30 p.m. with a presentation at 5:30 p.m.
Gruner Brothers Brewery – 1301 Wilkins Circle**

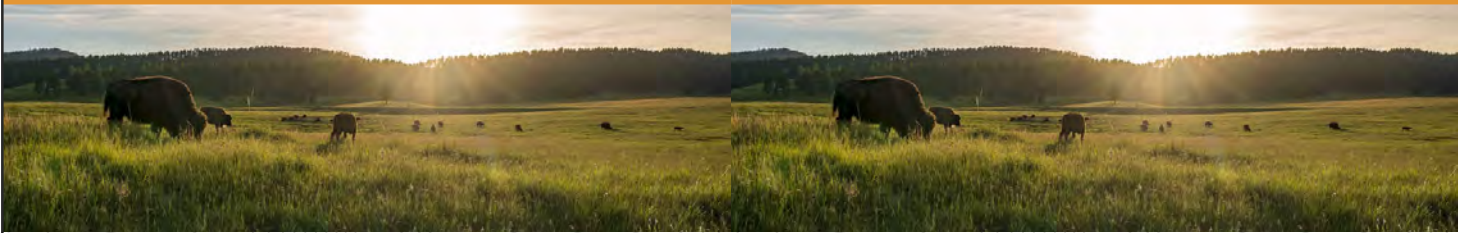


You are invited to attend our safe and fun in-person public open house to review the draft Public Participation Plan, learn more about projects, and meet your MPO staff.

Transportation is one of the key contributors to the Casper area quality of life. We want to make sure you are involved in our planning process so that our transportation system meets your needs.



Your safety is important to us. Due to COVID-19, wearing a mask and keeping a 6-foot distance from other attendees will be encouraged. Masks and hand sanitizer will be provided.

PROMOTIONAL SPLIT FLYER SAMPLE




PUBLIC OPEN HOUSE

GET TO KNOW YOUR CASPER AREA MPO!

Wednesday, April 28
5 to 6:30 pm with a presentation at 5:30 p.m.
Gruner Brothers Brewery – 1301 Wilkins Circle

You are invited to attend our safe and fun in-person public open house to review the draft Public Participation Plan, learn more about projects, and meet your MPO staff. Our Public Participation Plan provides convenient opportunities for you to easily share your feedback during our transportation planning projects.

Transportation is one of the key contributors to the Casper area's quality of life. We want to hear from you during the planning process to understand your values, priorities, and transportation needs.



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**We want your input
on our updated Public
Participation Plan!**

**ATTEND OUR
PUBLIC OPEN HOUSE**



We want your input

on our updated

Public Participation Plan!

VISIT OUR PUBLIC OPEN HOUSE



**We've updated
our Public
Participation Plan!**

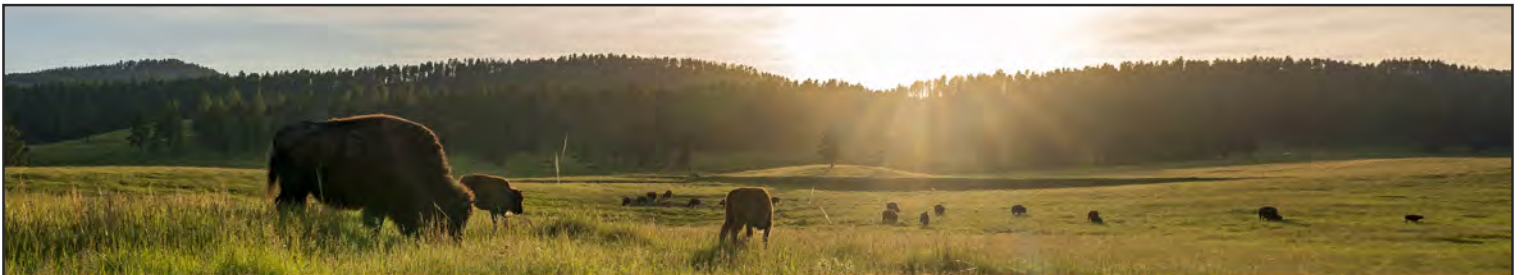
**JOIN US @
GRUNER
BROTHERS
BREWERY**

**WE WANT
YOUR
INPUT!**

PUBLIC OPEN HOUSE



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper • Hills • Evansville • Big Horn • Natrona County



**We want your input on our updated
Public Participation Plan!**

**ATTEND OUR
PUBLIC OPEN HOUSE**



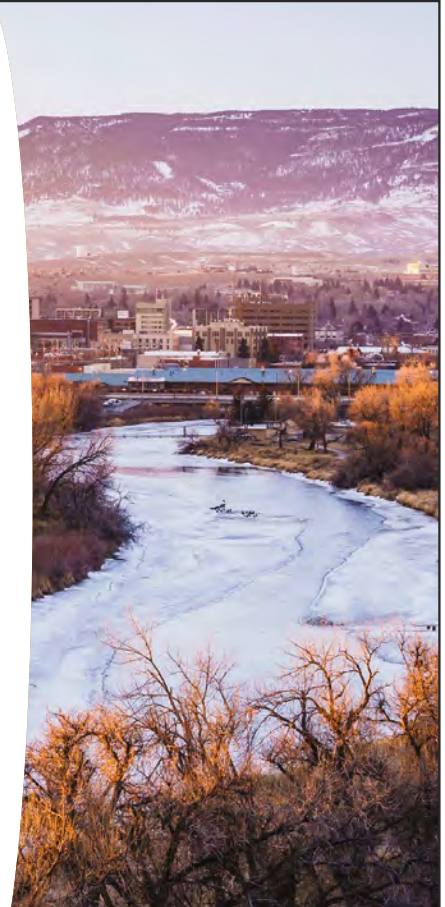
CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
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CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

WELCOME TO OUR PUBLIC OPEN HOUSE

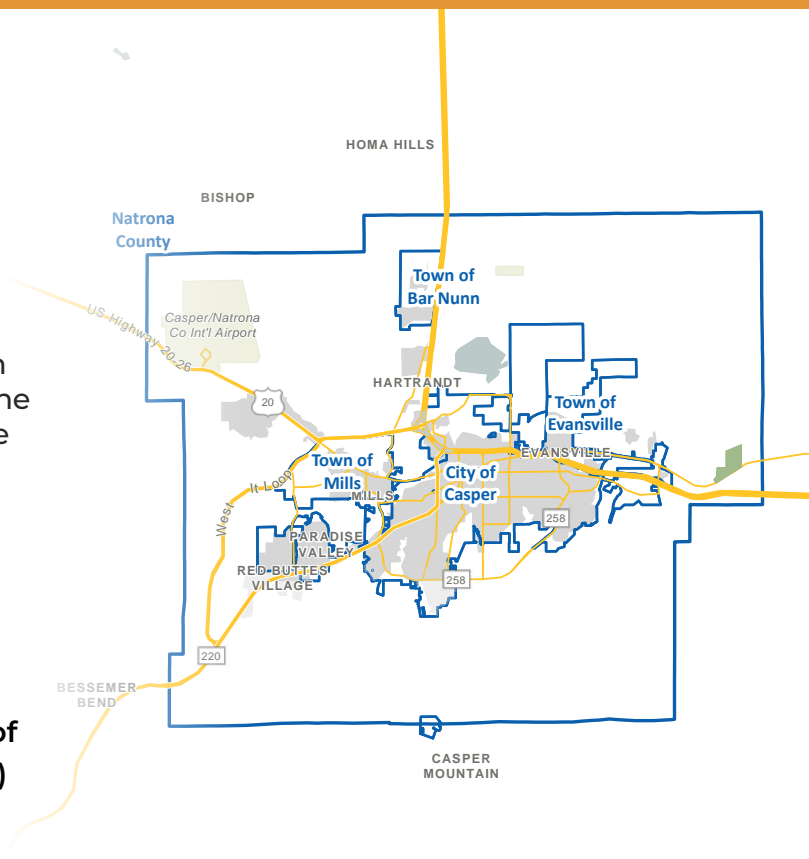
We're happy you're here!



About the MPO

Transportation is one of the key contributors to the Casper area quality of life and economic viability. The Casper Area MPO was created to work with the local jurisdictions and agencies below to develop transportation planning activities that satisfy the community's present and future needs.

- Town of Bar Nunn
- City of Casper
- Town of Evansville
- City of Mills
- Natrona County
- Wyoming Department of Transportation (WYDOT)



Recent Projects

Long Range Transportation Plan (LRTP) Completed January 2020

The LRTP, also known as Connecting Crossroads, analyzed existing and future roadway conditions, transit operations, non-motorized facilities, rail operations, and airport operations.

Wayfinding Master Plan Completed April 2020

The Casper Regional Wayfinding System provides a strategic, logical, and aesthetically pleasing approach to orient and direct visitors and residents to and around key area destinations.

Mills Main Street Corridor Study and Plan Completed December 2020

The purpose of this study was to provide corridor improvement recommendations and redesign concepts of SW Wyoming Boulevard through the City of Mills with the objectives of enhancing connectivity, safety, placemaking, and economic opportunity.

Bar Nunn Salt Creek Highway Corridor Traffic Study and Plan Completed February 2021

The Casper Area MPO has commissioned a study that will provide an in-depth traffic study of Salt Creek Highway from Howard to Westwinds Road, conduct inventory and analysis of the corridor, and look at impacts of abandoning a 700-foot section of Antelope Drive at its intersection with Salt Creek Highway.

Chamberlain Road Planning and Environmental Linkage (PEL) Study Completed February 2021

The PEL Study will evaluate improvement options for the section of Chamberlain Road from the intersection of Pontiac and Chamberlain Road to the boundary of the City of Mills, approximately 415 yards to the south.

Current Projects

Evansville - Lathrop Road Traffic Study October 2020 - July 2021

The Casper Area MPO and the Town of Evansville are sponsoring a traffic study on the intersections of Curtis St. and Lathrop Rd., Lathrop Rd. and Blackmore Rd and Blackmore Rd and East Yellowstone Highway in Evansville, Wyoming.

Transit Strategic Development Plan June 2021

This plan will cover the Federal Fiscal years 2022-2026 and produce short term goals and a long-term strategic plan for the Casper Area Transit System.

Future Projects

Unified Planning Work Program (UPWP)

The objective of the Unified Planning Work Program (UPWP) is to provide local officials and participating agencies with a method of ensuring that local and federal transportation planning resources are allocated in accordance with established governmental policies.

Casper Rail Trail Extension Plan

The Casper Rail to Trail Extension plan will guide the creation and extension of the trail system from Hat Six Road to Edness Kimball Wilkins State Park.

East Yellowstone Intersection Improvement Study

The East Yellowstone Intersection Improvement Study would address operational and safety issues at both intersections on East Yellowstone from 1st to 2nd Street.

Downtown Casper One-Way to Two-Way Conversion Study

The Downtown Casper One-Way to Two-Way Conversion Study would review impacts and issues to be addressed on the potential conversion of Wolcott and Durbin streets from one-way to two-way to improve downtown retail opportunities and improve safety across transportation modes.

City of Casper Complete Streets & Ordinance Plan

The Casper Complete Streets & Ordinance plan is intended to develop a plan to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders across all city streets as well as provide for a framework to codify transportation and streets related ordinances across the City of Casper.

COMING SOON

Evansville Trail Linkage Study

The Evansville Trail Linkage study will assess the feasibility of connecting existing trails in the town of Evansville to the existing Rail Trail System.

Robertson Road to Mills Trail Extension Plan

The Robertson Road to Mills Trail Extension Plan would create a long-term document to assess the feasibility and guide the development of the construction of a pathway beginning at Robertson Road at the beginning of the Mills jurisdiction, north to the Platte River Trails corridor at the river.

Casper Area Trails, Path and Bikeway Plan Update and Safety Outreach

This project will update the MPO's 2014 Trails, Path and Bikeway Plan and provide guidance and tools for safety outreach to pedestrians, motorists, and bicyclists.

What is the Public Participation Plan?



ABOUT THE PLAN

The success of the Casper Area MPO transportation projects and programs relies heavily upon your participation. We want to involve you and your community early in the transportation planning process and include involvement opportunities beyond formal hearings.

The Public Participation Plan helps direct how you can be involved in the transportation planning process. It identifies the goals of participation and describes the various tools that can be used to create public awareness and gather meaningful input during the transportation planning process.



WE DID OUR RESEARCH

To update our previous public participation plan that was created in 2014, our team:

- Analyzed existing communication materials, methods, and processes
- Conducted stakeholder listening sessions
- Reviewed social media chatter
- Examined demographic and socioeconomic trends
- Identified new virtual engagement tools
- Held a self-guided online public meeting

How Do You Want To Participate in the Future?

PLACE A STICKY DOT ON YOUR PREFERRED METHODS OF PARTICIPATION AND RECEIVING INFORMATION:

PARTICIPATION METHODS

Self-guided online meetings

In-person public meetings

Telephone town hall

Public surveys (online/digital)

Mail-in public surveys

Booth at an existing event

One-on-one meetings

Other
(write your ideas below)

PLACE A STICKY DOT ON YOUR PREFERRED METHODS OF PARTICIPATION AND RECEIVING INFORMATION:

RECEIVING INFORMATION

Website

Email

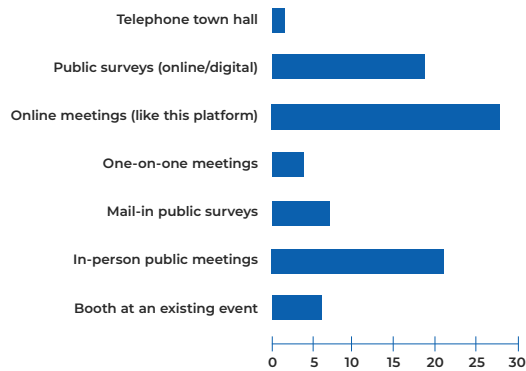
Social Media

Mailer

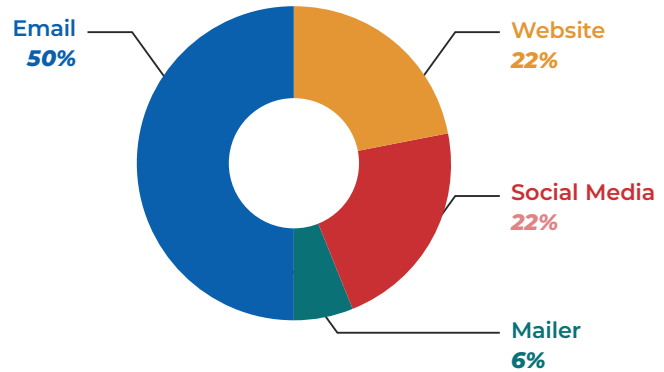
Other
(write your ideas below)

What We've Heard So Far

How do you prefer to participate in future efforts?

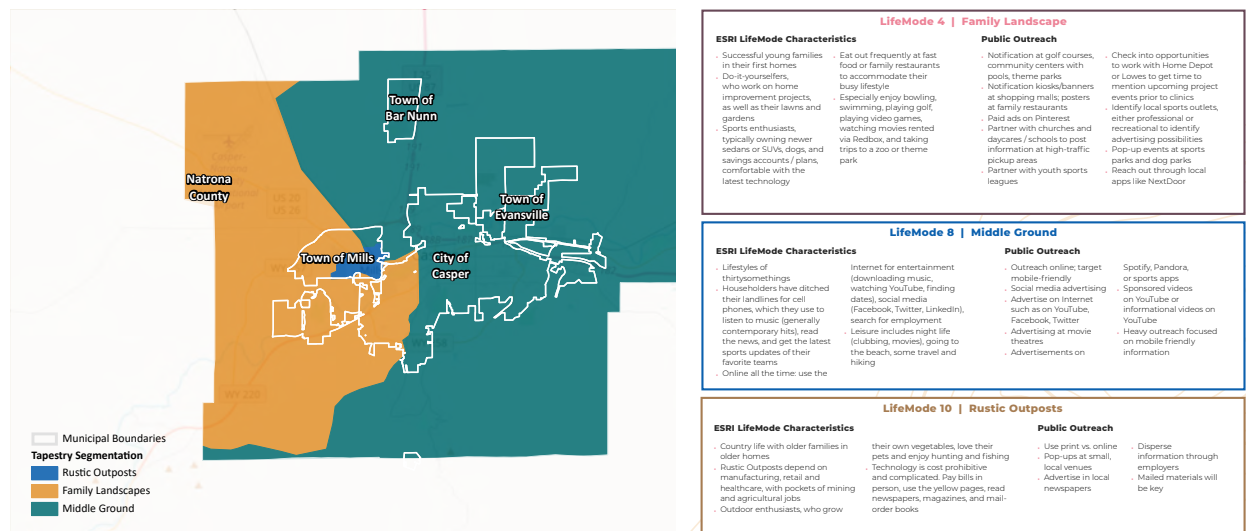


How do you prefer to participate in future efforts?



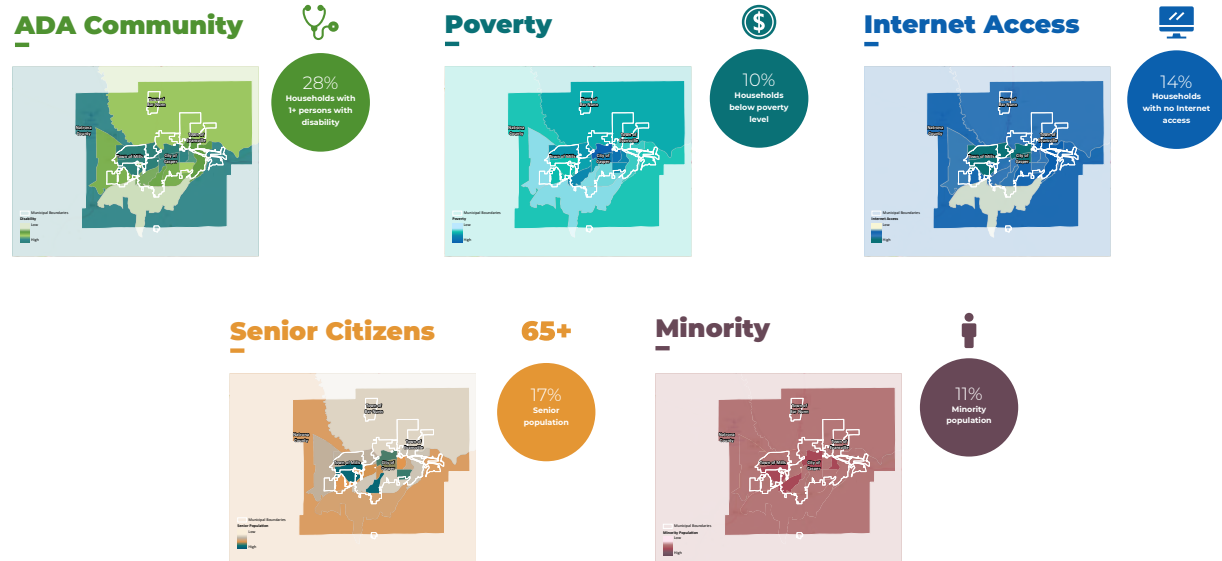
Our Socioeconomic Behaviors

Using ESRI's Tapestry Segmentation, here is a look into the socioeconomic and demographic composition traits of the Casper area community. We understand that not all our residents fit within these buckets and are unique in their own way, however this provides a general foundation to inform the public participation process.



Inclusive to ALL Voices

To identify the location and concentration of communities protected under Title VI and other nondiscriminatory regulations, the following maps were created for each group to better understand areas that need unique participation tools.



Fresh Engagement Tools

PUT A STAR STICKER BY THE IDEAS YOU PREFER!

- PAID SOCIAL MEDIA ADVERTISEMENTS**

Paid social media advertisements can be used to increase awareness of general information and public participation opportunities. They can be used as a separate advertisement or "boosting" an existing social media post to generate more views. Posts can be targeted to specific zip codes and/or to the entire Casper area.
- COMMENT MAP**

A comment map can be used to provide location-based input. They can be provided in a virtual platform where participants can drop a pin on a location and provide a comment/question, and/or using a printed roll plot at a public event where participants can place sticky notes on the map. The map should be easy to read and can callout specific project details.
- LIVE POLLING**

Polling questions can be conducted during a meeting or event that allow participants to provide anonymous input while the results are presented live. Polls can be generated through platforms, such as Mentimeter or in built-in polling tool using a Zoom Pro account.
- PARTICIPATORY BUDGETING**

Participatory budgeting activities can be incorporated in a virtual or in-person setting that allows people to decide how to spend a pre-determined budget. This will help prioritize projects based on where participants allocate their budget.
- INTERACTIVE GAMES/ACTIVITIES**

Games or other interactive activities can be used in a virtual or in-person setting to provide a fun and unique way for participants to provide input. For example, a this or that photo activity where participants can select their favorite photo from a pair to provide us an idea of the different types of project-specific elements they like and dislike.
- COMMENT KIOSK**

Kiosks can be distributed in parks or community gathering locations with a comment box, notepad, and pen attached for people to write comments. It can also provide general information about the project and contact information to learn more.

Fresh Engagement Tools

PUT A STAR STICKER BY THE IDEAS YOU PREFER!



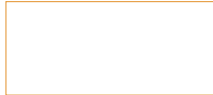
ONLINE PUBLIC EVENTS

Self-guided online public events can be created to allow stakeholders and the public to engage, provide feedback, and access information as their personal schedules allow. They can have the same materials as the traditional in-person meetings and can include embedded surveys, comment forms, games, comment maps, and other interactive elements.



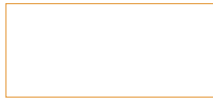
WEBINARS

Online public webinars can be created to allow stakeholders and the public to engage, provide feedback, and have live virtual discussions. They can include a presentation, live polling, breakout groups, question and answer sessions, and other interactive elements.



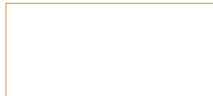
POP-UP EVENTS

Pop-up events can be hosted at high-trafficked community areas in the form of a booth or table. They can have general information, fact sheets, brochures, giveaways, iPads for surveys, and other informative and input gathering tools.



EXISTING EVENT ATTENDANCE

Similar to the pop-up events, the MPO can attend existing events in the form of a booth or table, such as farmers markets, parades, and other group-gatherings. They can have general information, fact sheets, brochures, giveaways, iPads for surveys, and other informative and input gathering tools.



STREET FAIR/BLOCK PARTY

Sharing public excitement with the community through entertaining and vibrant outreach is one way to garner political and social buy-in for the project. A street fair or block party can be held to bring the community together to educate them about a project, gather meaningful input and provide hands-on project demonstrations of the proposed design improvements. It can include games, live music, food trucks, local business booths (with a fee to participate to help fund the event), live artists, and other entertainment.

Next Steps

Share Your Ideas

Read the draft Public Participation Plan and submit your comments by June 9, 2021.



gettoknowyourcasperareaMPO@gmail.com



Casper Area MPO
200 North David Street Room 203.
Casper, WY 82601

Stay Involved

Follow us on Facebook and visit our website to sign up for our distribution list to learn about upcoming projects and opportunities to provide your input.



www.facebook.com/CasperAreaMPO/



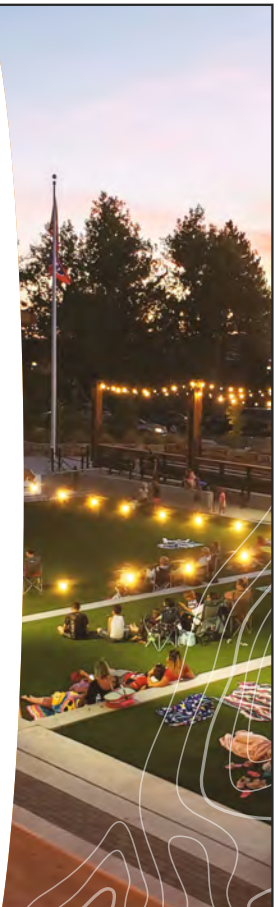
[@casperwyompo](https://twitter.com/casperwyompo)



[@CasperareaMPO](https://www.instagram.com/CasperareaMPO)



www.casperareampo.org



APPENDIX C: PUBLIC INVOLVEMENT PLAN FRAMEWORK, EVENT/MEETING WORKBACK SCHEDULE & EVENT PLAN SAMPLES

PUBLIC INVOLVEMENT OUTLINE/Framework



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

PUBLIC INVOLVEMENT PLAN FRAMEWORK

PUBLIC INVOLVEMENT PLAN FRAMEWORK

As noted in the Public Participation Plan, a Public Involvement Plan (PIP) should be developed for all Casper Area MPO programs and projects, no matter the geographic size, scope or budget of the project.

This framework is to be used as an outline or tool in developing a PIP. It is important to note that PIP content will vary based on the scope, public impact and needed public input reach for the project.

There are a variety of public participation strategies (see Chapter 5) that can be incorporated into each project so the length of the PIP will vary, too.

Generally, a PIP should be structured to include the following and should be in the Casper Area MPO report template, which abides by the brand guide, noted in Appendix D of the PPP.

PROJECT BACKGROUND

General description of the project, including the project area, project goals and desired outcomes. This information is typically the overview in the other MPO plan or in the RFP associated with the project. This content will be repurposed for public-facing materials.

PUBLIC INVOLVEMENT GOALS

This section outlines the relevant public involvement goals as noted in the PPP. It will address the federal requirements related to public involvement, as well. This content will be repurposed for public-facing materials to showcase to the public the importance of gathering community input.

PROJECT SCHEDULE

A project schedule with key technical and public involvement milestones is to be noted in this section, including. This schedule will ensure that the technical team and the public involvement team are coordinating appropriate efforts. It is important for this schedule to outreach critical path items related to each project task. For example, if the technical team has a set of 30% engineering drawings showing improvements to a roadway or trail, it should not continue with design until stakeholders and the public are given the opportunity to give input. The schedule



and process being noted in the PIP will also showcase to federal and other agency stakeholders, partners and elected officials that public involvement is a critical element to the project's technical work.

ROLES AND RESPONSIBILITIES

After understanding the schedule and project milestones, the PIP should outline the roles and responsibilities of the project team. In this section, there should be a list of project team members and what their role will be. In addition, it should be noted what the public involvement materials review protocol is, like review times, who review what deliverable and when, proxies should a reviewer be unavailable, and how reviews should be documented. This section could also include a more thorough QA/QC process for public involvement deliverables.

TARGET AUDIENCES

A list of targeted audiences will be noted in this section and will include key community characteristics from Chapter 2 in the PPP, in particular the Title VI and protected classes in the particular project area. This section is important to ensure the right stakeholders and community members are being engaged with. This list will vary significantly based on the demographics in the project area and the public impacts of the project. For example, a target audience for a 5-mile multimodal roadway design will include adjacent property owners to the corridor, whereas a MPO-wide bikeway master plan may not. A detailed list of stakeholders can be noted here or in the Outreach/Input Strategy & Tools when discussing stakeholder working groups or other task forces. It is also appropriate to put distribution and contact lists in the PIP as an appendix.

PROJECT KEY MESSAGES

A set of project key messages should be listed in this section and agreed upon by the project team prior to the development of public-facing materials. It is important to note that this section will be updated as the project moves along. It is also appropriate to have a Key Messages Manual as a separate document or appendix.

OUTREACH/INPUT STRATEGY & TOOLS

This is the heart of the PIP and will include the detailed public involvement efforts for the project. These strategies and tools should include those noted in Chapter 5 of the PPP and tailored for the scope, budget and public impact of the project. In addition to what strategies and tools will be used and when, this section will also include details on how they will be promoted and what materials are to be created (a list of promotional and notification tools are noted in Chapter 5 of the PPP).



COMMENT MANAGEMENT

This section will outline the requirements, both for the MPO and for federal partners, the documentation, review and response protocol for public comments and input. A separate comment management document will be created using the guidance in the PPP. It is important to note in this section what project team member/entity will be responding to public inquiries that are unassociated with a public input opportunity (i.e. a public member emails the project team with comments/questions, but it wasn't during a formal public comment period).

Recommended RFP Language related to Public Involvement Plan (PIP)

The following language is recommended for the Casper Area MPO staff to include in future RFPs. The language will adjust and be tailored to the specific project, as needed.

A Public Involvement Plan (PIP) is to be included as a deliverable for this project. The Public Participation Plan (PPP) shall be used a reference in developing the PIP, understanding the project area community, and identifying strategies and tools appropriate for the impact, budget and scope of this project. The proposer should include details on which strategies will be used to create public awareness and gather input during the project development, aligning with the technical schedule and milestones. The PIP should include the following, but the proposer is to include other PIP elements necessary to address inclusive public involvement that also following Title VI and other federal requirements for outreach.

- Public involvement goals
- Target audience
- Project key messages
- Tools being used and how they will be promoted
- Schedule
- Roles and responsibilities for project team
- Review protocol

WORKBACK SCHEDULE SAMPLE

Casper MPO In-Person Public Meeting Workback Schedule			
Date	Task	Status	Notes
Week of March 14th	Draft invitation flyer (digital/print) to City by COB, Friday, March 19th		HDR
Week of March 21st	Invitation flyer revisions sent back by City, COB Wednesday, March 24th		City of Casper
	Invitation flyer edits incorporated, final invitation sent by Friday, March 26th		HDR
Week of March 28th	Social media content development and supportive image (Facebook, NextDoor?) - Monday, March 29		HDR
	Draft press release to City by COB, Monday, March 29		HDR
	Email invitation to stakeholders by Wednesday, March 31st		City of Casper
	Storyboarding (Session One) Presentation and Boards - Wednesday, March 31st		All hands on deck
	Begin development of Presentation and Boards @ Storyboard Session One		HDR
	Press release revisions sent back by City to HDR Thursday, April 1		City of Casper
	Send draft social media content and supportive image to City by Friday, April 2		HDR
Week of April 4th	Public Meeting Plan development		HDR
	Press release edits incorporated, final press release sent by COB Monday, April 5		HDR
	Social media edits sent by City by Wednesday, April 7		City of Casper
	Draft Boards for City Review by COB, Wednesday, April 7 (one)		HDR
	Draft Presentation for City Review by COB, Wednesday, April 7 (one)		HDR
	Distribute Press Release- Wednesday, April 7		City of Casper
	Final social media content and image sent and distributed by Friday, April 9		HDR
Week of April 11th	Social media promotional posts are scheduled		City of Casper
	Draft boards revisions sent back by City, Monday, April 12th (one)		City of Casper
	Draft Presentation revision sent back by City, Monday April 12th (one)		City of Casper
	Storyboarding (Session Two) Presentation and Boards - Tuesday, April 13th		All hands on deck
	Draft boards and presentation edits incorporated sent by Thursday, April 15th (final draft)		HDR
	Finalize Public Meeting Plan		HDR
Week of April 18th	Board drafts two review and edits sent by City, Tuesday, April 20th (Final draft)		City of Casper
	Presentation draft two review and edits sent by City, Tuesday, April 20th (Final draft)		City of Casper
	Refreshments ordered by Wednesday, April 21st		HDR
	Final Presentation edits incorporated sent by COB Thursday, April 23rd (Final)		HDR
	Final Board edits incorporated sent by COB Thursday, April 23rd (Final)		HDR
	Develop collateral materials – nametags, sign in sheets, comment cards and feedback exercise		HDR
	Finalize boards and presentation by Friday, April 23rd		Assume three days before final meeting date
Week of April 25th	Final Boards and Presentation ready for printing and distribution, Monday, April 26		HDR
	Collateral materials printed, including sign-in sheet, comment forms, maps and staff nametags		HDR
	Meeting plan and attendance finalized, day of checklist is ready		HDR
	Stanley packed with meeting materials		HDR
	Pick up refreshments day of		HDR
	Public Meeting is Wednesday, April 28, 2021		All hands on deck
	Public comment period begins (Day One) - April 28, 2021		N/A
	Post meeting materials online for public by COB Friday, April 30		City of Casper
Week of June 6th	Public comment period ends - June 6, 2021		City of Casper

PUBLIC EVENT PLAN

Details

When: Wednesday, April 28
5 – 6:30 p.m. with presentation at 5 p.m.

Where: Gruner Brothers Brewery
1301 Wilkins Cir, Casper, WY 82601
Contact: Sonya Gruner
307-439-2222
sonya@Grunerbrewing.com

Contact Information

MPO

- Jeremy: [cell phone number]
- Renee: [cell phone number]
- Pam: [cell phone number]

HDR

- Katie Angell: [cell phone number]
- Tara Bettale: [cell phone number]
- Kira Olson: [cell phone number]

Boards & Staff

Topic	Staff
<ul style="list-style-type: none">• Welcome<ul style="list-style-type: none">○ Safety recommendations○ Sign-in table○ Snacks	Pam
<ul style="list-style-type: none">• About the MPO<ul style="list-style-type: none">○ Recent and current projects○ What is the Public Participation Plan?	Renee
<ul style="list-style-type: none">• How do you want to participate in the future?<ul style="list-style-type: none">○ What we've heard so far○ Our socioeconomic behaviors○ Inclusive to ALL voices	Katie

<ul style="list-style-type: none"> • Fresh engagement tools <ul style="list-style-type: none"> ○ Station to learn more about and try out new tools – online event, survey, etc. 	Tara
<ul style="list-style-type: none"> • Next steps <ul style="list-style-type: none"> ○ Comment area ○ Future projects 	Pam
<ul style="list-style-type: none"> • Open house floater 	Jeremy
<ul style="list-style-type: none"> • Presentation 	Jeremy (introduction) Katie (about the PPP)
<ul style="list-style-type: none"> • Corn hole 	Kira

Materials

Material	Quantity Per Event
Boards	12
Comment form	100
Sign-in sheet	5
Easels	12
Pens	20
Tape	1
Scissors	1
Permanent markers	10
Sticky dot sheets	10
Extension cord	1
Thumb drive with presentation	1
Computer for presenting	1
Camera	1
Name tags	7
Blank name tags for attendees	100
Stapler	1
Paper clips	1
Comment box	1

Venue to provide:

- Projector and screen
- Microphone

PUBLIC PARTICIPATION PLAN



CASPER AREA
METROPOLITAN PLANNING ORGANIZATION
Casper - Mills - Evansville - Bar Nunn - Natrona County

**This plan was created by HDR
and the Casper Area MPO.**

M. Jeremy Yates

MPO Supervisor

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Administrative Technician

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GIS Technician

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RESOLUTION NO.21-121

A RESOLUTION APPROVING AND ADOPTING THE PUBLIC PARTICIPATION PLAN FOR THE CASPER METROPOLITAN AREA.

WHEREAS, the Casper Area Metropolitan Planning Organization (MPO) initiated the Casper Area MPO Public Participation Plan (PPP); and,

WHEREAS, the PPP represents a guiding document for the MPO that serves the Casper Urbanized Area; including the Cities of Casper and Mills, Towns of Evansville and Bar Nunn, and Natrona County; and,

WHEREAS, the PPP is required as a prerequisite to receive federal transit grants; and,

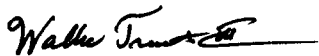
WHEREAS, the MPO Policy Committee passed a motion at their meeting on August 19, 2021 to approve the Plan; and,

WHEREAS, it is the desire of the governing body of the City of Casper to approve and adopt said amended Plan for the Casper Urbanized Area.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Casper Area MPO Public Participation Plan is hereby approved and adopted.

PASSED, APPROVED, AND ADOPTED on this ____ day of _____, 2021.

APPROVED AS TO FORM:



ATTEST:

Fleur Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Steven K. Freel
Mayor

August 5, 2021

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

FROM: Liz Becher, Community Development Director *LB*
M. Jeremy Yates, MPO Supervisor *MJY*
Renee Hardy, MPO Technician *RH*

SUBJECT: Casper Area Metropolitan Planning Organization Mills to Robertson Road Trail Extension Plan Contract with WWC Engineering, Extension

Meeting Type & Date:

Regular Council Meeting, September 7, 2021.

Action Type:

Resolution

Recommendation:

That Council, by resolution, approve Amendment No. 1 to the City of Casper's Contract for Professional Services with WWC Engineering, a firm based in Casper, Wyoming, for the Casper Area Metropolitan Planning Organization's (MPO) Mills to Robertson Road Trail Extension Plan.

Summary:

On May 4, 2021, the City of Casper and WWC Engineering, entered into a Contract for Professional Services for the development of the Mills to Robertson Road Trail Extension Plan with a completion deadline of August 31, 2021. The MPO and the consultant have agreed on the need to extend the contract to September 30, 2021. The contract extension will allow the consultant team to evaluate a new alignment for the trail. The need for a new alignment is due to an unexpected landowner access issue that arose near the end of the original project timeline.

Financial Considerations:

Funding for this project comes from the Casper Area MPO, including federal monies and contributions from member agencies. The City of Casper is the fiscal agent for the federal funds of the MPO. As such, the Casper City Council must approve all contracts and amendments, regardless of which municipality requested the study. This amendment will still allow the MPO to complete this project within the same federal fiscal year.

Oversight/Project Responsibility:

M. Jeremy Yates, MPO Supervisor, has been tasked with overseeing this project.

Attachments:

Resolution, Amendment No. 1 to Contract for Professional Services

**AMENDMENT NO. 1 TO THE CONTRACT
FOR PROFESSIONAL SERVICES (“AMENDMENT”)**

This Amendment to the Contract for Professional Services (“Amendment”) is entered into on this ____ day of September, 2021, by and between the following parties:

1. The City of Casper, Wyoming (“City”), a Wyoming municipal corporation, 200 North David Street, Casper, Wyoming 82601.
2. WWC Engineering, 5880 Enterprise Drive, Suite 600, Casper, Wyoming 82609 (“Consultant”).

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

RECITALS

- A. On May 4th, 2021, the City and Consultant entered into a *Contract for Professional Services* (“Contract”) for a Mills to Robertson Road Trail Extension Plan.
- B. The completion deadline should be extended to September 30, 2021.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree by and between them to amend the Contract as follows:

1. INCORPORATION OF RECITALS

The recitals set forth above are hereby incorporated herein at this point as if fully set forth as part of this Amendment.

2. AMENDMENT TO PART I, SECTION II, (TIME OF PERFORMANCE), PARAGRAPH B.

B. “The Scope of Services shall be completed on or before August 31, 2021.” is replaced with the following:


“The Scope of Services shall be completed on or before September 30, 2021.”

3. RATIFICATION

The terms and conditions of the Contract, as modified herein, are hereby ratified by the parties and shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the Parties have executed this Amendment as of the day and year above.

APPROVED AS TO FORM



ATTEST

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

WITNESS

CONSULTANT
WWC Engineering

By: _____

By: 

Printed Name: _____

Printed Name: DARREN TROMBKE

Title: _____

Title: PRELATOR

RESOLUTION NO.21-122

A RESOLUTION AUTHORIZING AN AMENDMENT
TO THE CONTRACT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF CASPER AND WWC
ENGINEERING.

WHEREAS, on May 4, 2021, the City of Casper and WWC Engineering entered into a Contract for Professional Services ("Contract") in the amount of Sixty Five Thousand Dollars and Zero Cents (\$65,000.00) for a Mills to Robertson Road Trail Extension Plan; and,

WHEREAS, the Contract was approved May 4, 2021, with a completion deadline of August 31, 2021; and,

WHEREAS in an effort to provide the best possible final Mills to Robertson Road Trail Extension Plan and allow time to evaluate a new alignment, the deadline should be extended from August 31, 2021, to September 30, 2021.

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, Amendment No. 1 to the above referenced Contract.

PASSED, APPROVED, AND ADOPTED on this ___ day of _____, 2021.

APPROVED AS TO FORM:



ATTEST:

Fleur Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Steven K. Freel
Mayor

September 1, 2021

MEMO TO: J. Carter Napier, City Manager *JB for JCN*
FROM: Liz Becher, Community Development Director *LB*
M. Jeremy Yates, MPO Supervisor *MJY*
SUBJECT: Approval and Adoption of the Five-Year Transit Strategic Development Plan

Meeting Type & Date: Regular Council Meeting, September 7, 2021.

Action Type: Resolution

Recommendation: That Council, by resolution, approve and adopt the Casper Area Metropolitan Planning Organization's Five-Year Transit Strategic Development Plan (TSDP) conducted by the Casper Area Metropolitan Planning Organization (MPO).

Summary:

The TSDP, required as a prerequisite to receive federal transit grants, fulfills Federal Transit Administration requirements to provide a guiding document to ensure that our local transit system operates successfully and meets the transit needs of the Casper area. Without this plan, the Casper Area Transit System would not be eligible for federal funding assistance.

The MPO, through the City, contracted with consulting firm, Moore & Associates, to complete the 2021 update of the TSDP. The goals of the MPO's TSDP were to:

- Perform an objective assessment of the existing operations of the Casper Area Transit System,
- Provide practical, cost-effective recommendations to enhance the system,
- Identify strategies to increase the transit customer base.

The plan proposes twenty (20) recommendations including modifications to branding and marketing, suggested capital purchases, administrative policies, marketing guidelines and materials, and operational changes all designed to improve the service and have a measurable impact on the efficiency and effectiveness of the Casper Transit System.

The MPO Technical and Policy Committees approved this plan on August 19, 2021. This action is intended to be an endorsement, for and demonstrate the support, of the recommendations listed in the TSDP.

Financial Considerations:

Funding for this project comes from the MPO, including federal monies and contributions from member agencies. The MPO Policy Committee approved the funding of \$100,000 of MPO Programs and Projects funds from the Federal Consolidated Planning Grant for the total project on July 24, 2019.

Oversight/Project Responsibility:

M. Jeremy Yates, MPO Supervisor

Attachments:

Five-Year Transit Strategic Development Plan



Casper Area Metropolitan Planning Organization

Five-Year Transit Strategic Development Plan



Prepared by Moore & Associates, Inc.



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Chapter 1 | Executive Summary

At the time of project initiation (October 2020), public transit services within the jurisdictional area of the Casper Area Metropolitan Planning Organization (MPO) were provided through a contract with the Casper Area Transportation Coalition (CATC), a local non-profit organization. CATC had operated transit service in the area for more than 35 years, essentially providing the management and staffing to maintain day-to-day operations. To support this operation, the City of Casper provided a co-located administrative office and fleet maintenance facility (1715 East Fourth Street, Casper), as well as a fleet of transit vehicles. In addition, the City provided fleet maintenance staffing as well as fuel to operate both the dial-a-ride and fixed-route services.

At the time of the Plan's preparation, The Bus consisted of six deviated fixed routes; four routes operating within Casper, with one route each in Mills and Evansville. At this time all routes operated Monday through Friday, with the four Casper routes having reduced hours on Saturday. Paratransit service (CATC) hours mirrored those of the deviated fixed-route service. The Bus and CATC served a population of approximately 80,000. The cornerstone goal of this project was to take an objective, look at public transit services operating throughout the Casper area and adjoining Natrona County.

In early April 2021, the Casper city council approved a plan whereby the City of Casper would assume day-to-day operation of the entire transit program, in effect terminating the long-standing relationship with CATC. Given the City is the grant recipient of federal funding provided by the Federal Transit Administration (FTA) as well as state funding from the Wyoming Department of Transportation (DOT), it is believed the change would streamline the processes associated with the funding channels needed to support this important community program. In the near term, it is expected the historic route structure, operating schedules, and program policies will remain largely unchanged.

Concurrent with the City's assumption of day-to-day program management was a rebranding of both transit services. Starting in early May 2021, the fixed-route service became known as Casper Area Link while the demand-response service was renamed Casper Area Transit Assist (or CAT Assist).

Throughout this report, the reader will encounter multiple transit service names or identifiers. The terms "The Bus" and "CATC" refer to the fixed-route and demand-response services (respectively), as operational prior to the April 2021 program administration change. By contrast, the terms "Casper Area Link" and "Casper Area Transit Assist (CAT Assist)" refer to the two services starting in May 2021.

The Transit Strategic Development Plan includes numerous recommendations concerning transit operations, policy and procedures, technology, and marketing and outreach which the City and the MPO anticipate introducing once the program transition period has been completed.

Chapter 2 provides an overview of operating conditions (fixed-route and demand-response) as observed first-hand by the consultant team during October 2020.

Topics addressed within Chapter 2 include a demographic analysis of the study area, a system performance analysis, an assessment of current transit needs and operational challenges, an overview of the transit fleet, and baseline financial information.



Chapter 3 is a summary of the community engagement activities utilized in the preparation of the Plan. Multiple approaches to community outreach were used during the preparation of the Five-Year Transit Strategic Development Plan to ensure broad representation from the community. This included surveys specific to transit customers, a survey of the community at-large, outreach to stakeholders, and community workshops.

Chapter 4 includes a summary of the community's transit needs identified as a result of the planning process. In preparing the Plan, the consultant received valuable input from City and MPO staff, feedback from CATC staff and the CATC Board, stakeholders, and members of the community. When asked how implementation of the requested service changes could impact their use of public transit, nearly 66 percent the transit riders surveyed indicated they would ride more. In addition, 84 percent of community survey respondents indicated they would consider patronizing the fixed-route service if their primary mode of travel were not available.

Chapter 5 presents a series of recommendations designed to address service-related transit needs, many of which were identified in Chapter 4. Those recommendations include:

- Reduce the number of published schedule time-points.
- Implement service to the airport on a trial basis.
- Designate Smith's as a time-transfer location.
- Extend Red Route to the Eastridge Mall.
- Work with the Casper VA Clinic to identify mobility options for its clientele.
- Establish a bus stop near the Wyoming Rescue Mission.
- Develop trial program for TNC ride subsidy (weekday evenings and/or Saturday service).

Chapter 6 addresses administrative, policy, and funding recommendations designed to benefit the City's transit program. Those recommendations include:

- Redesign transit service informational materials.
- Implement a Marketing Plan.
- Redesign the Transit website.
- Implement real-time bus arrival app.
- Create/implement ongoing Travel Training program.
- Create/implement a broader monthly pass program (or other non-cash fare media).
- Adopt and implement a more formal/broader transfer policy.
- Upgrade dispatching software to support off-site dispatching.
- Purchase/install Mobile Display Terminals in each vehicle.
- Implement Bus Stop Improvement Program.
- Develop a bus stop "adoption" (sponsorship) program.
- Establish a Social Service Advisory Committee.
- Rebrand the transit service.

Chapter 7 presents the Plan's Operations, Financial, and Capital Plans. The Operations Plan prioritizes the recommendations using a three-phased approach for implementation. Phase 1 offers near-term recommendations, which the consultant believes should be implemented within the first year. Phase 2 includes mid-term recommendations, which should be implemented within one to three years. Phase 3



offers long-term recommendations, for implementation within three to five years. The Financial Plan examines the fiscal impact of each of the recommendations, and programs them into the financial forecast across the next five years. Finally, the Capital Plan incorporates capital costs of the recommendations into the status quo Capital Plan.



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Chapter 2 | Existing Conditions

The purpose of this chapter is to provide a baseline understanding of the environment within which The Bus and CATC operated. Topics addressed within this chapter include a demographic analysis of the study area, a system performance analysis, an assessment of community transit/mobility needs as well as operational challenges, an overview of the transit fleet, and baseline financial information.

2.1 System Overview

Historically, public transit in the Casper area was provided by The Bus deviated fixed-route service and CATC paratransit service. Funded through the City of Casper, day-to-day operations were contracted to the Casper Area Transportation Coalition (CATC), a local non-profit organization. CATC operated both services for more than 30 years. In other words, since service inception. The service area population is approximately 80,000.

The fixed-route network includes six alignments. At the time of the study, all routes operated Monday through Friday, with the four Casper routes offering reduced service on Saturday as well. Paratransit service hours mirrored those of the deviated fixed-route service. Transit service was not provided on six designated holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

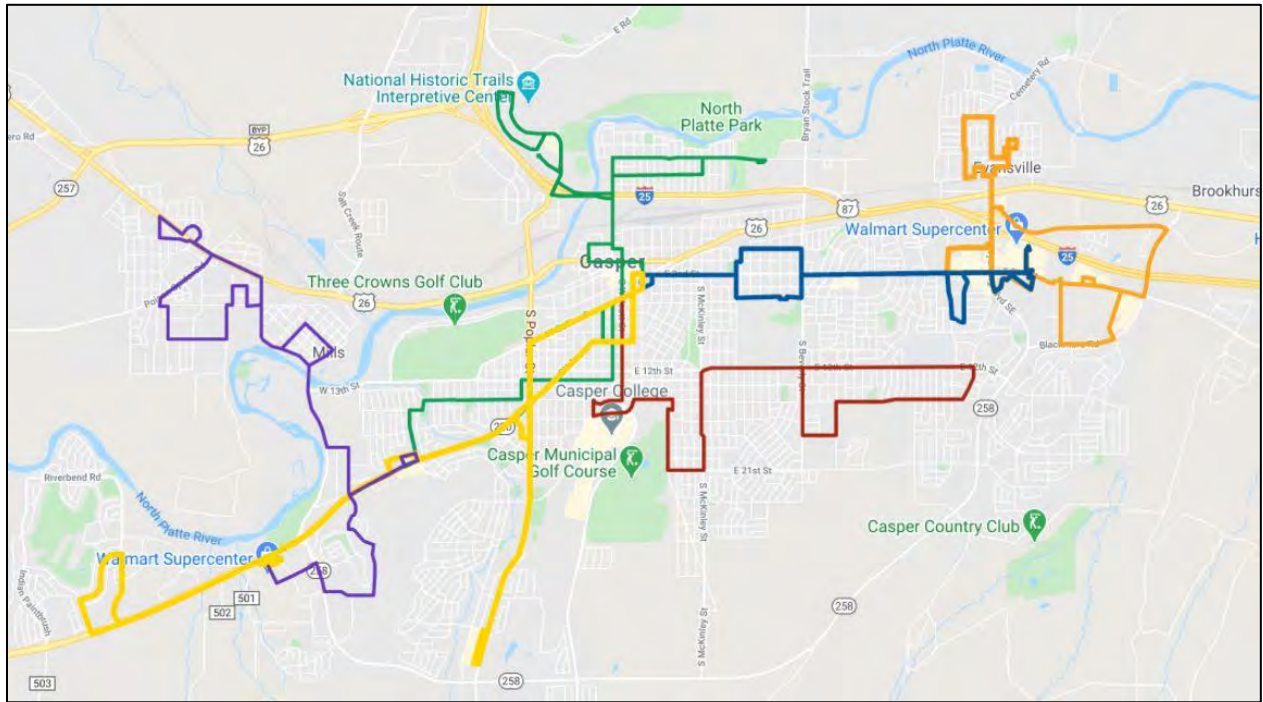
Exhibit 2.1.1 The Bus Fixed Route Schedule

Route	Service Area	Weekday Service Hours	Saturday Service Hours
Blue	2 nd Street -Walmart East	6:30 a.m. – 6:30 p.m.	7:30 a.m. – 3:30 p.m.
Red	Casper College – 15 th Street	6:30 a.m. – 6:30 p.m.	7:30 a.m. – 3:30 p.m.
Green	North Casper – Downtown – CY Avenue	6:30 a.m. – 6:30 p.m.	7:30 a.m. – 3:30 p.m.
Yellow	Paradise Valley – Sunrise area	6:30 a.m. – 6:30 p.m.	7:30 a.m. – 3:30 p.m.
Orange	Blackmore – Evansville	7:00 a.m. – 6:00 p.m.	No service
Purple	Walmart West – Mesa – Mills	7:00 a.m. – 6:00 p.m.	No service

The towns of Evansville and Mills provide financial support for the Orange and Purple routes, respectively. Natrona County also provides financial contribution, since both The Bus and CATC served small areas of adjoining unincorporated Natrona County. The town of Bar Nunn is not served by the fixed-route service, but lies within the demand-response service area. Casper, Bar Nunn, Evansville, Mills, and Natrona County comprise the jurisdictional members of the Casper Area Metropolitan Planning Organization (MPO).



Exhibit 2.1.2 Fixed-Route Network



The base one-way (general public) fare for the fixed-route service is one dollar, while the one-way demand-response paratransit fare is two dollars for eligible riders. Several fixed-route reduced fares were available, as were monthly passes and free transfers between the six routes. Route deviations are available for all routes (up to two blocks from the established alignment).

Exhibit 2.1.3 Fare Schedule

Fare Category	Fare
Fixed-Route Fares	
General public (adult base fare)	\$1.00
Seniors, disabled, Medicare recipients	\$0.50
Students	\$0.75
Children under 5 years	Free
General public monthly pass	\$30.00
Senior/disabled monthly pass	\$15.00
Student monthly pass	\$25.00
Route deviation (general public)	\$2.00
Route deviation (reduced fare-eligible)	\$1.00
Transfers	Free
Paratransit Fares	
Tickets	
General public fare	\$5.00
Reduced fare (elderly, disabled, or Medicare)	\$2.00
Children 12 or under (with an adult)	\$1.00



2.2 Demographic Analysis of Study Area

The project study area includes four communities: Casper, Bar Nunn, Evansville, and Mills. While each community has a slightly different character, all are demographically similar.

The Wyoming Department of Administration and Information, Economic Analysis Division, estimates the population of the Casper area at approximately 67,000 residents, which comprises approximately 85 percent of the population of Natrona County as a whole. Casper is the largest community in the service area; at 57,502 residents, it contains more than 86 percent of the service area population. The remaining three communities are significantly smaller: Bar Nunn with approximately 2,700 residents; Evansville approximately 2,900 residents; and Mills 3,700 residents.

The State's Economic Analysis Division estimates a 5.5 percent overall growth for each community across the next 20 years. Population declines in several recent years have slowed the forecast rate of growth.

Given the disparity between population size, population growth for Casper and Natrona County is provided in Exhibit 2.1, while that for Bar Nunn, Evansville, and Mills is provided in Exhibit 2.2.



Exhibit 2.2.1 Forecast Casper and Natrona County Population Growth

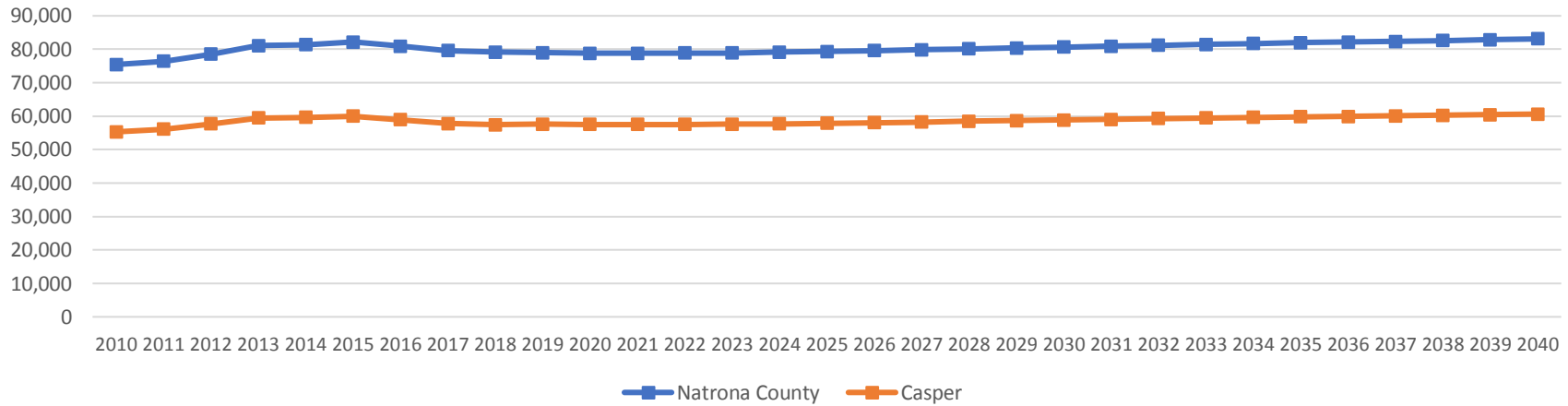
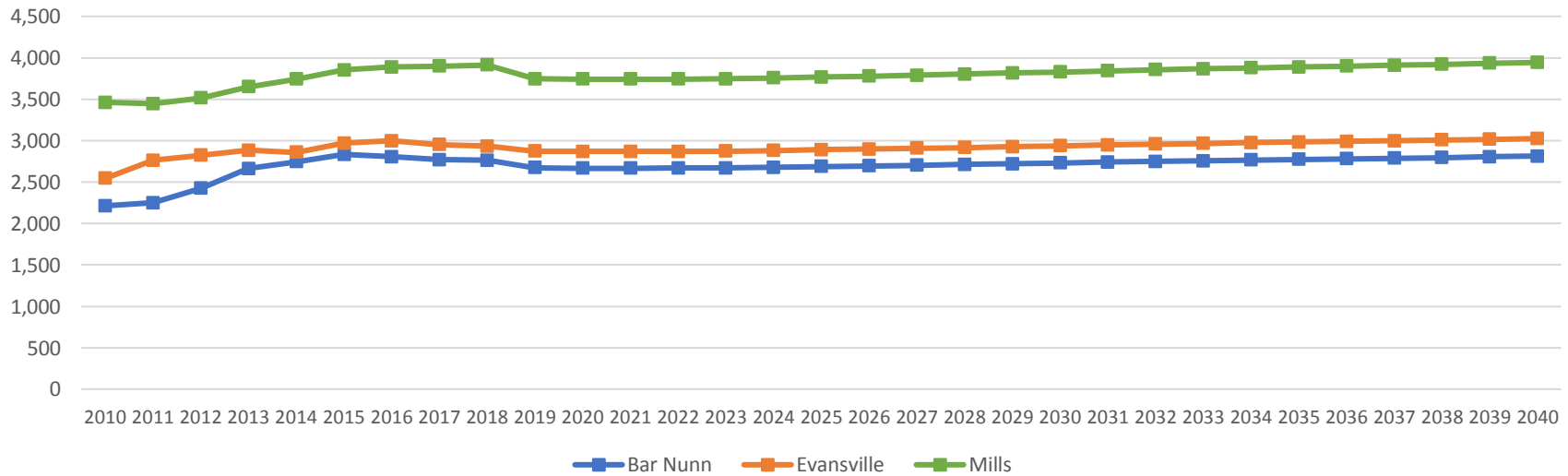


Exhibit 2.2.2 Forecast Bar Nunn, Evansville, and Mills Population Growth





Unless otherwise indicated, all data for the following demographic analysis is taken from the 2018 American Community Survey Five-Year Estimates, the most current data available for the required level of detail through the federal Census Bureau at the time this report was prepared.

Race and Ethnicity

All four communities have a majority Caucasian population, ranging from 88.7 percent in Bar Nunn to 97.3 percent in Mills (Exhibit 2.3). There is no single race absent within the study area, although not all races are present in all communities. It is important to note Hispanic or Latino is an ethnicity not a race. A person of any race can be considered Hispanic or Latino. Therefore, individuals who identified as Hispanic or Latino are included within one of the races.

The majority of study area residents indicated English as their native tongue or cited speaking it “very well.” On an aggregate basis, less than two percent of study area residents indicated speaking English less than “very well,” the majority of those persons indicating speaking Spanish.

Historically Mobility-Disadvantaged Populations

Four demographic groups are often identified as historically mobility-disadvantaged populations (Exhibit 2.4). These include youth (under age 18), seniors (age 65 and older), persons having a disability, and persons residing in zero-vehicle households. In many instances, individuals within these populations are more likely to rely on public transit because they do not drive either due to age, lack access to a vehicle, or no longer operate a vehicle.

Youth

Bar Nunn includes the highest youth population, with persons under 18 comprising 31.5 percent of the total community population. Evansville has the lowest youth population, at just 23.3 percent, although there is little difference among the communities of Evansville, Mills, and Casper. The percentage of youth under 18 in both Wyoming and the United States as a whole is approximately 23 percent. This places Casper, Evansville, and Mills in line with the state and nation, while Bar Nunn is home to a significantly higher percentage of youth. On an aggregate basis, the youth population of the study area is approximately 25 percent.

Seniors

Mills features the highest senior population, with persons age 65 and older comprising 17.2 percent of the total community population. Bar Nunn has the lowest senior population, at just 4.7 percent. Casper has the second-highest (13.6 percent), while Evansville stands at 10 percent. The percentage of seniors age 65 and older in both Wyoming and the United States as a whole is approximately 15 percent. Combined, the senior population of the study area is 13 percent, placing it slightly below that of the state and nation.

Persons with a Disability

In addition to having the highest senior population, Mills also has the greatest percentage of persons with disabilities, comprising 22.1 percent of the total community population. Bar Nunn has the lowest disabled population, at just 8.8 percent. Evansville has the second-highest (19.1 percent), while Casper stands at 13.9 percent. On an aggregate basis, the population of persons with disabilities is approximately 14 percent. This is slightly higher than the national metric (12.7 percent), but significantly higher than that of Wyoming at-large (7.7 percent).



Zero-Vehicle Households

The presence of a vehicle in a household can significantly influence an individual's reliance upon or use of public transit. Mills has the greatest percentage of zero-vehicle households, comprising 6.1 percent of total households. Casper is the second-highest, at 4.4 percent. Bar Nunn and Evansville have relatively few zero-vehicle households, standing at 0.6 percent and 1.0 percent, respectively. Combined, approximately four percent of household indicated having no vehicle available. This is higher than Wyoming at-large (1.6 percent), but comparable to the nation at-large (4.3 percent).



Exhibit 2.2.3 Race and Ethnicity

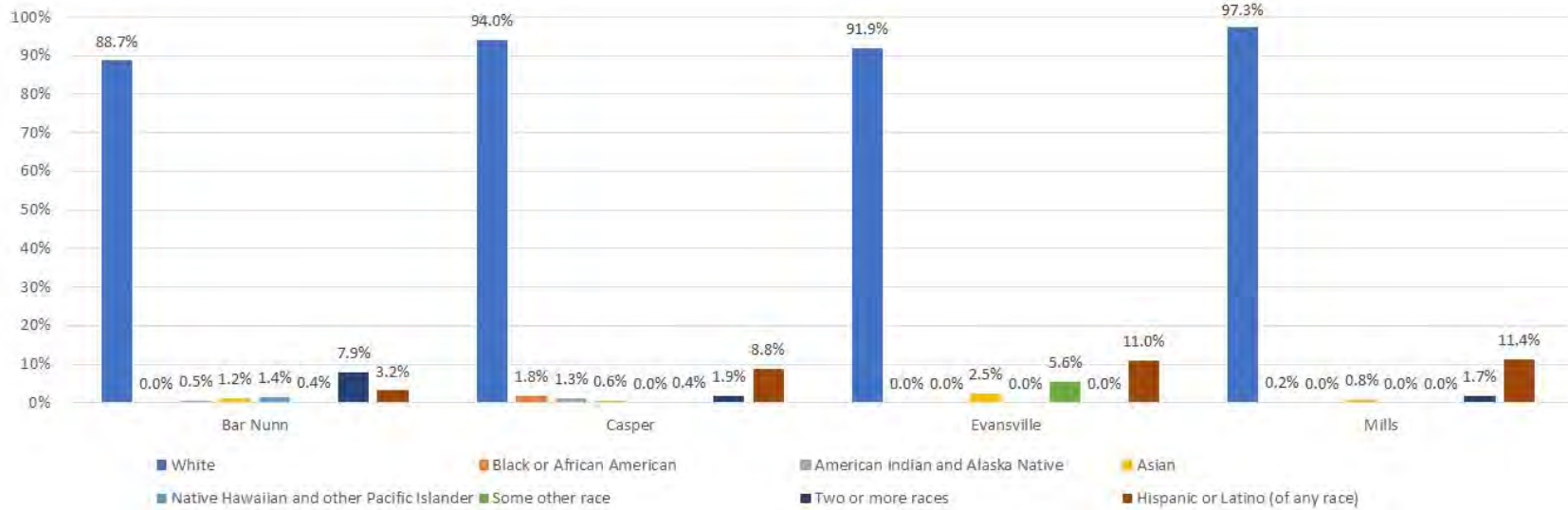
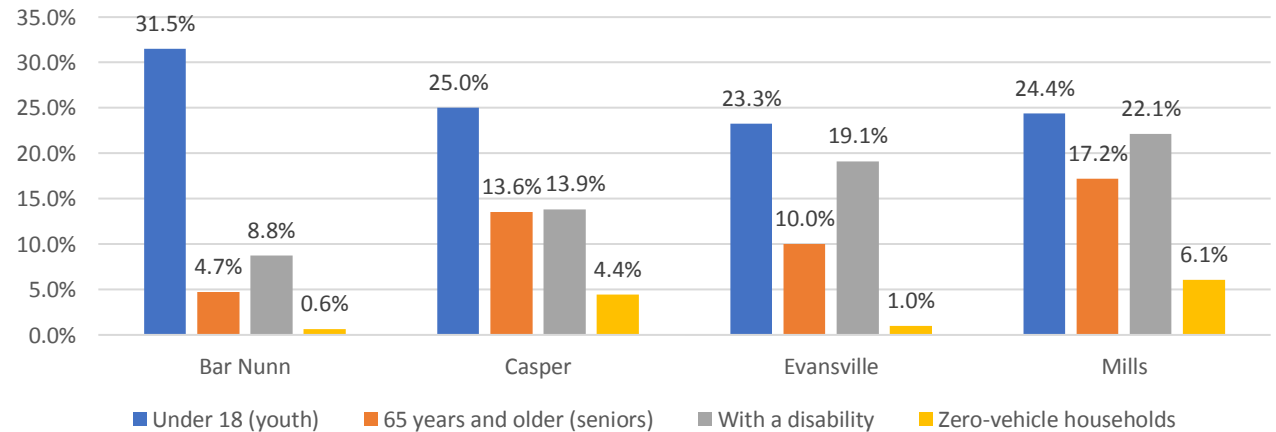


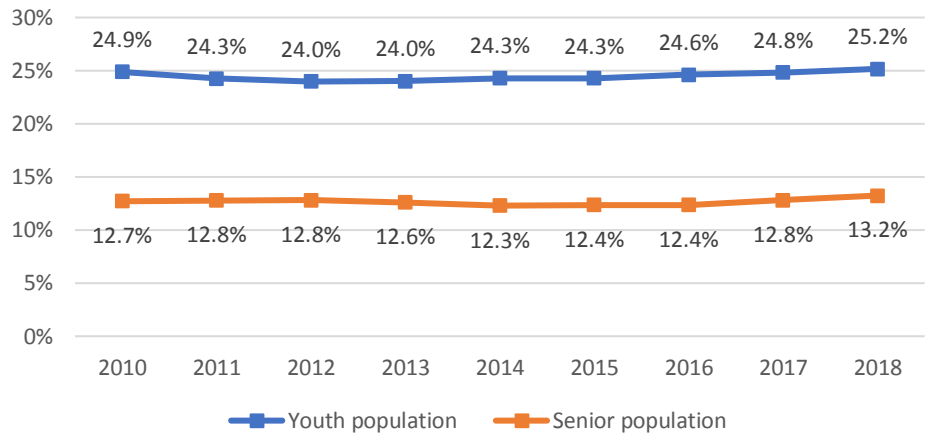
Exhibit 2.2.4 Historically Mobility-Disadvantaged Populations





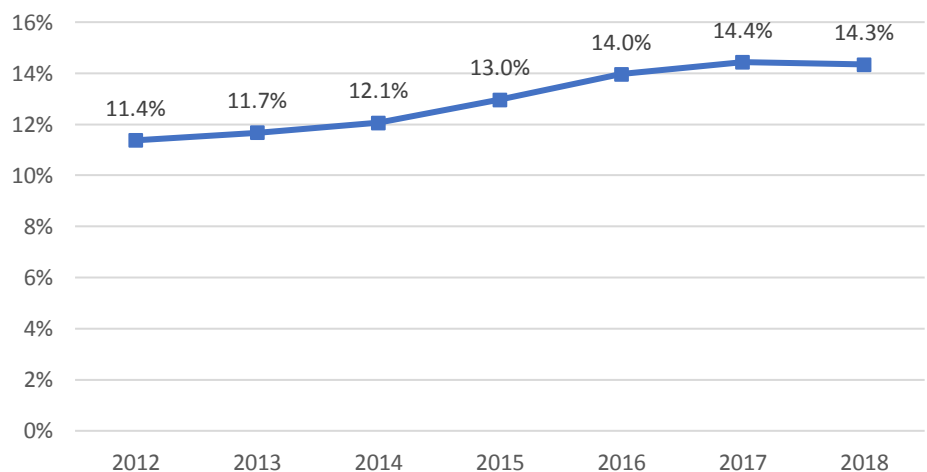
Between 2010 and 2018, both youth and senior population increased within the transit service area. While the distribution of youth and seniors within the individual communities may differ, youth have consistently represented between 24 and 25 percent of the service area population for nearly the last decade. Likewise, seniors have consistently represented approximately 13 percent of the population across the same period.

Exhibit 2.2.5 Trend in Youth and Senior Population



While the overall youth and senior population may have remained balanced, the percentage of persons with disabilities steadily increased between 2012 and 2018. In 2012, only 11 percent of residents were identified as having a disability. That figure increased to more than 14 percent by 2018. Bar Nunn (2015) and Mills (2016) saw the greatest single-year increases.

Exhibit 2.2.6 Trend in Population with a Disability

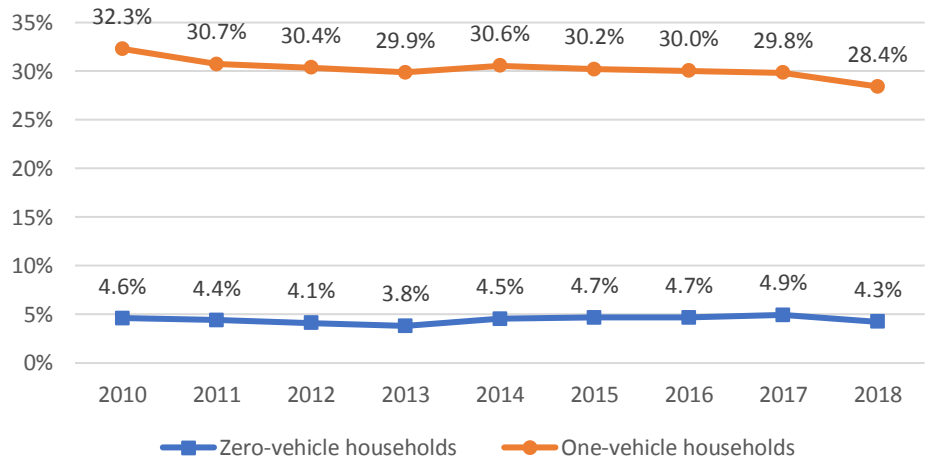




Access to personal vehicles experienced some fluctuation between 2010 and 2018. This is not surprising, as this metric depends largely on external influences such as the economy and employment. Change can move either way – someone who may have access to a vehicle loses same. In some instances, a vehicle that becomes inoperable cannot be replaced due to the cost to acquire a new one. The percentage of zero-vehicle households stood at four to five percent for nearly a decade.

In addition to zero-vehicle households, we also believe it is beneficial to evaluate trends in single- vehicle households. For a one-person household, one vehicle is appropriate. However, when you have two, three, or more persons of driving age in a single-vehicle household, it is likely some individuals in that household are not having all of their transportation needs met by that vehicle alone. Many must rely on getting rides from a friend or family member, walking, riding a bicycle, or using public transit. This is a key market that is often overlooked, as such, persons often need public transit more as a “back- up plan” than to cover all their trips. There was slightly greater fluctuation in this metric, as the incidence of single-vehicle households ranged from 28.4 percent to 32.3 percent.

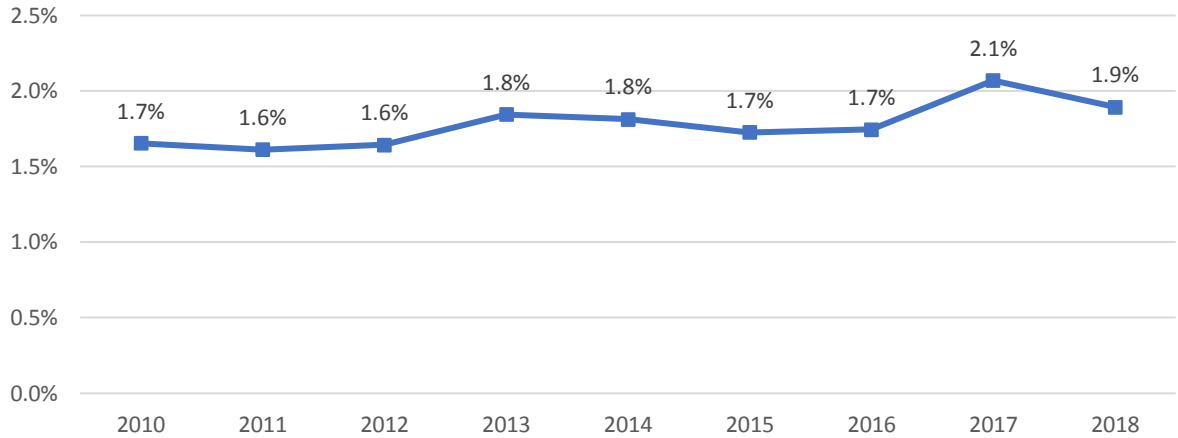
Exhibit 2.2.7 Trends in Zero- and One-Vehicle Households



While inclusion in one of the above-discussed demographic groups is more likely to be an indicator of propensity for transit use than primary language, the presence of a significantly large or growing population of persons with limited English proficiency can impact many community engagement and marketing decisions. Currently, less than two percent of the service area population indicated speaking English less than “very well.” This metric has remained under two percent for most of the last decade, although it has been trending slightly upward in recent years.



Exhibit 2.2.8 Trend in Limited English Proficiency



Rider Demographic Comparison

During the survey of fixed-route transit customers conducted in October 2020, participants were asked to provide several pieces of demographic information. This information was then compared with some of the demographic information identified above so as to gain an understanding of how closely current fixed-route bus riders reflect the average Casper area resident. While the overall sample of riders was relatively modest (191), the following observations are offered:

- Riders identifying themselves as under 18 years of age represented only 1.6 percent of respondents. Within the study area, youth under 18 comprised approximately 25 percent of the population. This gap could be due to youth riding less during the time the survey took place (which was during the COVID-19 pandemic) or youth declining to take the survey. (It should be noted that schools were in session and conducting in-person learning during the time the survey took place.)
- Riders identifying themselves as age 62 or older represented 13.6 percent of respondents. While the demographics cited above used age 65 or older as the definition of senior, this figure is consistent with the 12 to 13 percent of the total population within that age group.
- Sixty-eight percent of respondents cited living in zero-vehicle households, while another 20.3 percent lived in single-vehicle households. This is significantly higher than the service area as a whole with respect to zero-vehicle households, which typically is less than five percent of the population.
- Just over four percent of respondents cited speaking English less than “very well” or not at all. This is higher than the frequency of limited English-proficient individuals in the service area as a whole, which is typically below two percent.



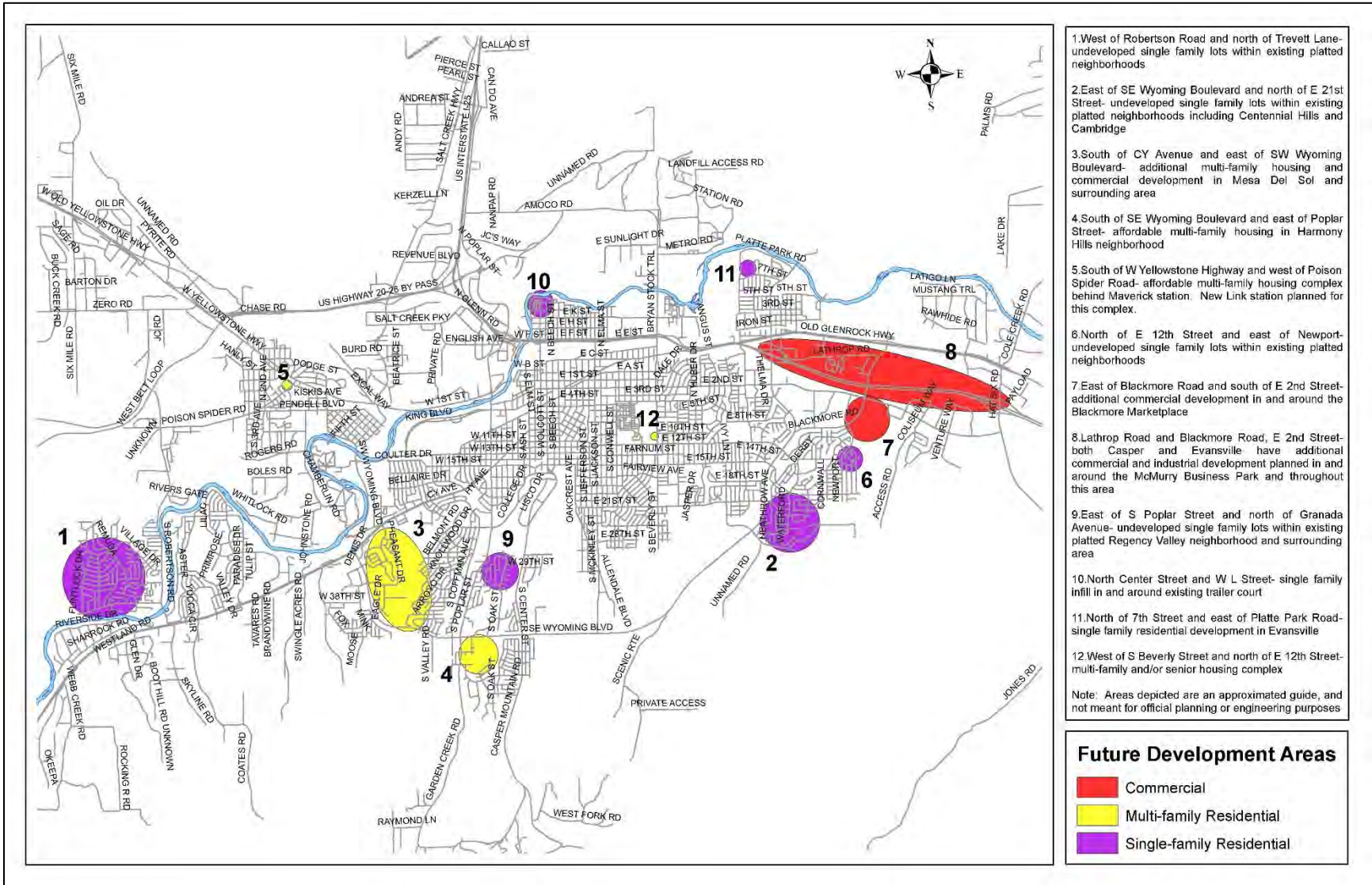
2.3 Planned and Proposed Development and Land-Use

There is a significant amount of development planned for the service area, particularly within Casper and Mills. Many of the developments will become multi-family housing, low-income housing, or both. This is significant, as lower-income residents are historically considered among transit-dependent populations. The development areas identified during project initiation are as follows:

1. West of Robertson Road and north of Trevett Lane – undeveloped single-family lots within existing platted neighborhoods.
2. East of SE Wyoming Boulevard and north of E 21st Street – undeveloped single-family lots within existing platted neighborhoods including Centennial Hills and Cambridge.
3. South of CY Avenue and east of SW Wyoming Boulevard – additional multi-family housing and commercial development in Mesa Del Sol and surrounding area.
4. South of SE Wyoming Boulevard and east of Poplar Street – affordable multi-family housing in Harmony Hills neighborhood.
5. South of W Yellowstone Highway and west of Poison Spider Road – affordable multi-family housing complex behind Maverick station. New Link station planned for this complex.
6. North of E 12th Street and east of Newport – undeveloped single-family lots within existing platted neighborhoods.
7. East of Blackmore Road and south of E 2nd Street – additional commercial development in and around the Blackmore Marketplace.
8. Lathrop Road and Blackmore Road, E 2nd Street – both Casper and Evansville have additional commercial and industrial development planned in and around the McMurry Business Park and throughout this area.
9. East of S Poplar Street and north of Granada Avenue – undeveloped single-family lots within existing platted Regency Valley neighborhood and surrounding area.
10. North Center Street and W L Street – single-family infill in and around existing trailer court.
11. North of 7th Street and east of Platte Park Road – single-family residential development in Evansville.
12. West of S Beverly Street and north of E 12th Street – multi-family and/or senior housing complex.



Exhibit 2.3.1 Land-Use Map





2.4 System Performance Analysis

Fixed-Route

As shown in Exhibits 2.4.1 through 2.4.5, in FY 2019/20 all six of the fixed routes featured a comparable level of service. Proportionally, the Orange and Purple routes have lower revenue hours and miles (resulting in lower operating cost) as they do not operate on Saturday and have a slightly shorter service day on weekdays. In FY 2020/21, Moore & Associates believes the MPO can expect to see the Blue route with a greater share of the revenue hours, miles, and operating costs as the MPO assigned two vehicles on the route to support COVID social distancing practices.

However, while the level of service is relatively evenly divided among the individual routes, ridership is not. The Blue route carried 40.7 percent of all riders. Just over 46 percent of riders are carried by the other Casper routes (Green, Yellow, and Red), while the remaining 12.8 percent utilized the Orange and Purple routes.

Not surprisingly, the Blue route had the lowest cost per passenger (\$2.22), followed by the Green route (\$4.65). The Purple route had the highest cost per passenger (\$12.92). The Blue route also had the highest passengers per hour and passengers per mile (17.11 and 2.16, respectively). Both metrics are a direct result of the high ridership, while the passengers per mile metric is also driven by the lower mileage of the route. The Purple route had the lowest passengers per hour and passengers per mile (2.94 and 0.22, respectively).

Exhibit 2.4.1 Performance Metrics by Route

	Blue	Red	Green	Yellow	Purple	Orange
Operating Cost	\$147,493	\$142,580	\$140,643	\$147,144	\$118,415	\$115,773
Revenue Hours	3,880	3,750	3,699	3,871	3,115	3,045
Revenue Miles	30,691	44,312	45,237	55,156	41,883	33,796
Ridership	66,383	18,425	30,230	26,934	9,167	11,803
Cost/passenger	\$2.22	\$7.74	\$4.65	\$5.46	\$12.92	\$9.81
Cost/hour	\$38.01	\$38.02	\$38.02	\$38.01	\$38.01	\$38.02
Cost/mile	\$4.81	\$3.22	\$3.11	\$2.67	\$2.83	\$3.43
Passengers/hour	17.11	4.91	8.17	6.96	2.94	3.88
Passengers/mile	2.16	0.42	0.67	0.49	0.22	0.35



Exhibit 2.4.2 Ridership by Route (FY 2020)

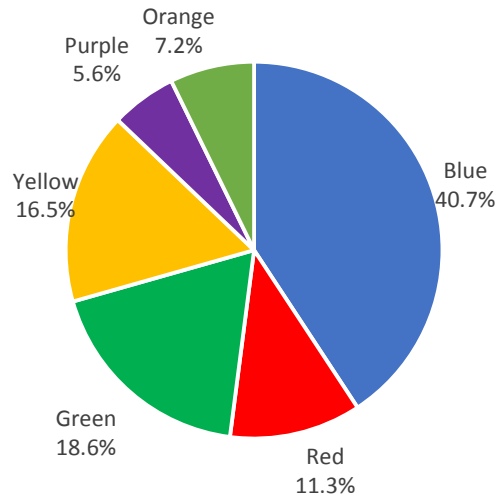


Exhibit 2.4.3 Revenue Hours by Route (FY 2020)

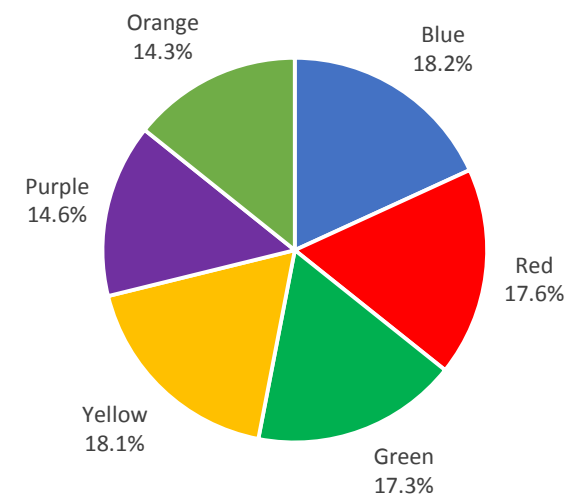


Exhibit 2.4.4 Revenue Miles by Route (FY 2020)

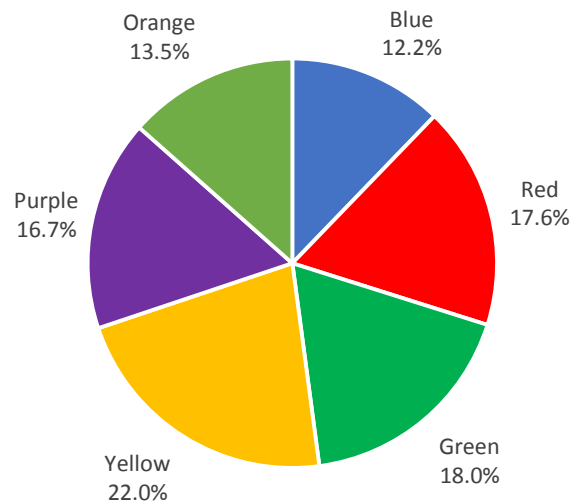
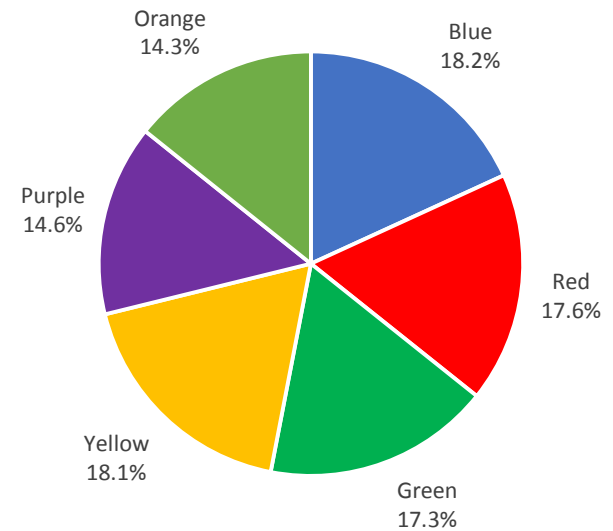


Exhibit 2.4.5 Operating Cost by Route (FY 2020)





In October 2020, Moore & Associates conducted a ridecheck onboard each of the vehicles assigned to the fixed-route service. During the ridecheck, trained observers documented boardings and alightings at individual bus stops along each of the six routes during weekdays as well as on the four routes which operate on Saturday. For each route, Moore & Associates observed all trips across a representative weekday and Saturday (as applicable).

For the purposes of assessing on-time performance, we defined *early* as any departure from a bus stop prior to the scheduled time. Departures up to five minutes after the scheduled time were classified as *on time*. Departures more than five minutes after the scheduled time were considered *late*. In the route-specific discussions, departures up to two minutes after the scheduled time are considered separately than departures three to five minutes after the scheduled time. While both categories are still considered on time, those in the latter group can be perceived as late by customers, especially if such delayed departures continue throughout the trip.

Overall, the ridecheck revealed a high level of on-time performance across all routes. Red (weekday), Orange (weekday), and Green (Saturday) had the highest instances of early departures. Blue (weekday) and Orange (weekday) had the highest instances of late departures. While most stop arrivals occurred within five minutes of the published time, there was a significant amount of fluctuation within that five minutes, and many trips departed the first stop two to three minutes after the scheduled time. In some cases, late or delayed departures were observed to be the direct result of delayed arrivals at the end of the route or operational considerations such as route deviations and wheelchair lift deployments.

Yellow Route

We observed performance at 192 weekday and 128 Saturday service points on the Yellow Route. On weekdays, 90.1 percent of departures were considered on time, with 4.2 percent departing early and 5.7 percent departing late. On Saturday, all departures were considered to be on time.

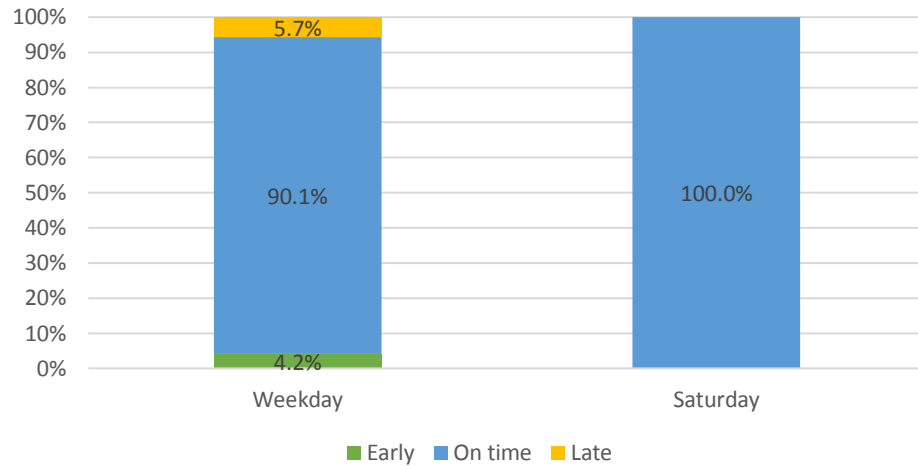
On weekdays, two-thirds of departures left the stop within two minutes of the scheduled time. However, nearly a quarter (23.4 percent) departed three to five minutes after the scheduled departure time. All instances of early departures left one minute before the scheduled time, and nearly all of them occurred at the last few stops before the Downtown Transfer Station.

MPO and CATC staff independently identified the Yellow Route as one of the “tightest” routes in terms of running time. For most trips, arrival back at the Downtown Transfer Center occurred between 28 and 31 minutes after the hour, sometimes causing the bus to miss its next on-time departure. However, every observed trip departed the initial stop one to three minutes after the scheduled departure time, including the first trip of the day. In most cases, this appears to be a direct result of a delayed arrival. If the first trip were to depart on time, it would likely reduce the incidence of subsequent delayed departures.

The Yellow Route’s high on-time performance results from the definition of late used in this analysis, which is six or more minutes past the scheduled time. As such, a three-minute delay does not result in a late trip within this analysis.



Exhibit 2.4.6 Yellow Route On-time Performance

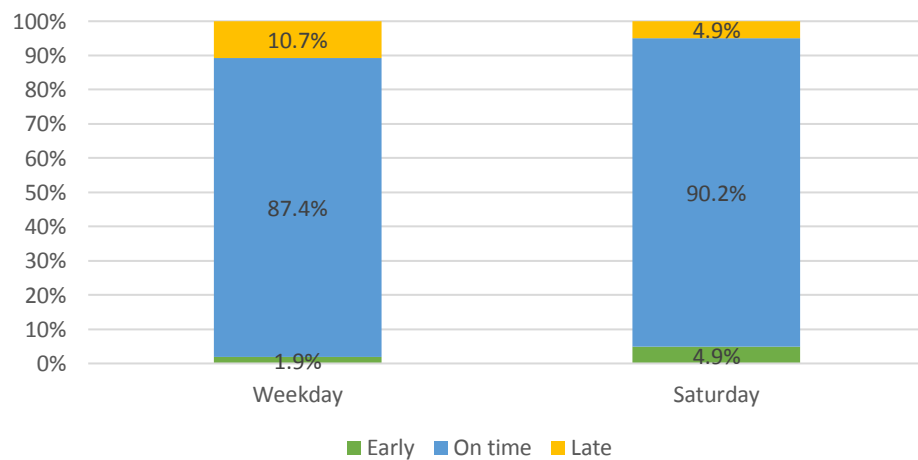


Blue Route

Our field staff observed performance at 215 weekday and 143 Saturday service points on the Blue Route. On weekdays, 87.4 percent of departures were considered on time, with 1.9 percent departing early and 10.7 percent departing late. On Saturday, 90.2 percent of departures were considered on time, with 4.9 percent departing early and 4.9 percent departing late

On weekdays, nearly half of departures (49.8 percent) left the stop within two minutes of the published time. However, more than a third (37.7 percent) departed three to five minutes after the published departure time. On Saturday, nearly two-thirds of departures (65 percent) left the stop within two minutes of the published time, while a quarter (25.2 percent) departed three to five minutes after the published departure time. While this is still considered on time, it can be perceived as late by customers, especially if three- to five-minute-late departures continue throughout the trip.

Exhibit 2.4.7 Blue Route On-time Performance



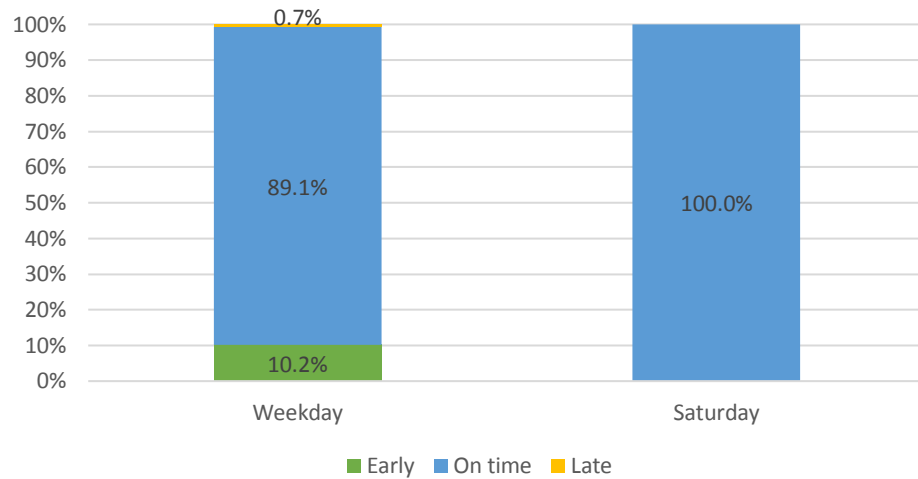


Red Route

Our field team observed performance at 275 weekday and 184 Saturday service points along the Red Route. On weekdays, 89.1 percent of departures were considered on time, with 10.2 percent departing early and 0.7 percent departing late. On Saturday, all departures were considered on time.

On weekdays, 80.4 percent of departures left the stop within two minutes of the scheduled time. Less than nine percent departed three to five minutes after the scheduled departure time. On Saturday, 96.7 percent of departures occurred within two minutes of the scheduled departure time.

Exhibit 2.4.8 Red Route On-time Performance



Green Route

Our field team observed performance at 300 weekday and 161 Saturday service points along the Green Route. On weekdays, 96 percent of departures were considered on time, with 0.7 percent departing early and 3.3 percent departing late. On Saturday, 82.6 percent of departures were considered on time, with 17.4 percent departing early and none departing late.

On weekdays, 56 percent of departures left the stop within two minutes of the scheduled time. However, 40 percent departed three to five minutes after the scheduled departure time. On Saturday, 80.8 percent of departures left within two minutes, while only 1.9 percent departed three to five minutes after the scheduled time. While this is still considered on time, customers can perceive it as late, especially if three- to five-minute-late departures continue throughout the trip.

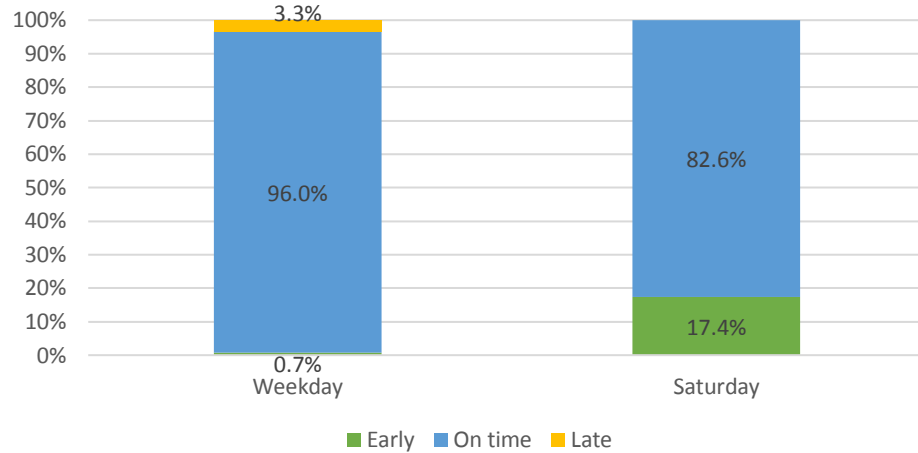
On two-thirds of observed weekday trips, the bus departed the Downtown Transfer Center two to three minutes behind schedule, regardless of when the prior run arrived (most buses arrived several minutes before the scheduled departure). It was unclear whether the delayed departures were due to passenger boarding and alighting, driver breaks, or other factors. On Saturday, all eight trips departed one to two minutes late, despite arriving at the Transfer Center well ahead of the departure time.

The high incidence of early departures on Saturday appears to result from the elimination of five bus stops on Saturday. While these stops are not served on Saturday, there is no adjustment to the



schedule. While this does improve schedule adherence on this route, the driver can get ahead of schedule. Most of the early departures occurred late in the trip, and most departed the stop one minute ahead of schedule.

Exhibit 2.4.9 Green Route On-time Performance

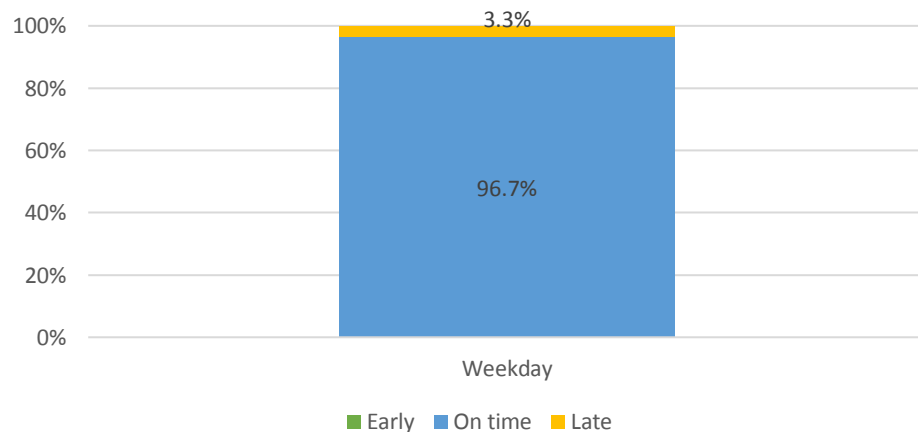


Purple Route

Our field team observed performance at 330 weekday service points along the Purple Route. On weekdays, 96.7 percent of departures were considered on time, with none departing early and 3.3 percent departing late.

Nearly 60 percent of departures (58.2 percent) left the stop within two minutes of the published time. However, 38.5 departed three to five minutes after the scheduled departure time. While this is still considered on time, customers can perceive it as late, especially if the perceived “late running” continues throughout the trip.

Exhibit 2.4.10 Purple Route On-time Performance





Orange Route

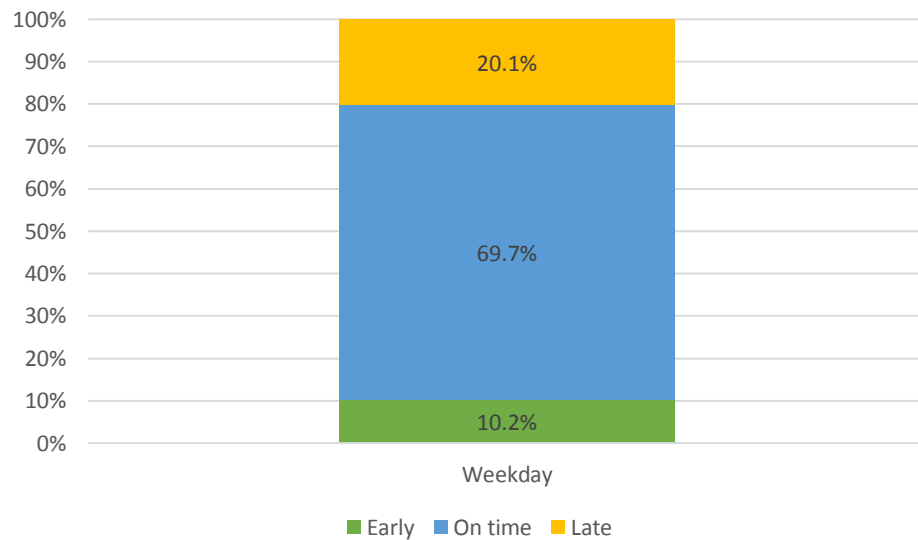
Our field team observed performance at 264 weekday service points along the Orange Route. On weekdays, 69.7 percent of departures were considered on time, with 10.2 percent departing early and 20.1 percent departing late.

Thirty-nine percent of departures left the stop within two minutes of the published time, while 30.7 percent departed three to five minutes after the scheduled departure time. While this is still considered on time, customers can perceive it as late, especially if the route continues to run late throughout the trip.

On average, the Orange Route departed the first stop four minutes after the published time. In some cases, the bus left six, eight, or nine minutes after the scheduled time, resulting in a higher incidence of late departures from stops throughout the route. Most of the trips were able to make up time during the later portion of the trip, however, and most trips arrived at the last stop by 52 minutes after the hour. Only one trip's arrival at the last stop was delayed past the next departure time; the next trip's departure was then delayed by eight minutes.

In some cases, late departures were the result of requested deviations. On one trip, the bus made two deviations. As a result, 83.3 percent of the stops on the observed run were served late.

Exhibit 2.4.11 Orange Route On-time Performance





Trip Delays

Delayed departures from the initial stop were observed on each route. On some routes and trips, this can be directly traced to delays on the prior trip. In others, the trip departed after the scheduled time despite arriving eight to ten minutes prior. Exhibit 2.4.12 presents the average number of minutes after the published time trips on each route departed the initial stop during our field team’s observations.

Exhibit 2.4.12 Average Departure Delay from First Stop

Route	Weekday	Saturday
Yellow	2.8 minutes	1.8 minutes
Blue	2.0 minutes	1.0 minute
Red	1.8 minutes	1.5 minutes
Green	1.8 minutes	1.3 minutes
Purple	2.3 minutes	
Orange	4.0 minutes	

Boarding and Alighting

The ridecheck also identified common boarding and alighting locations for each route. The bus stop locations with the highest levels of activity for each route are identified in Exhibit 2.4.13 and also presented on the map in Exhibit 2.4.14. In Exhibit 2.4.13, numbers in parentheses indicated the combined boardings and alightings observed at that location during the ridecheck.

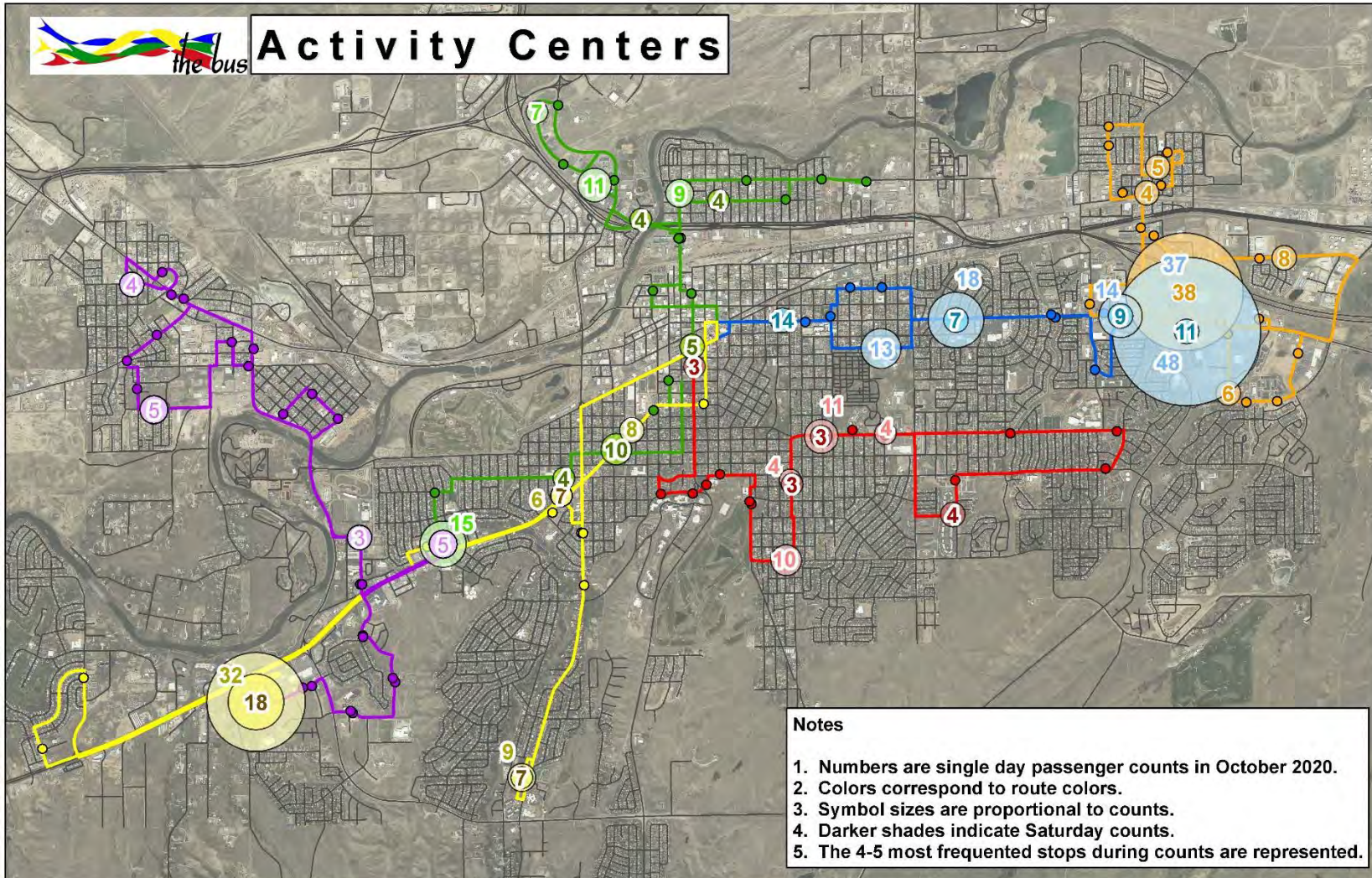


Exhibit 2.4.13 Highest Activity Bus Stops

Route	Weekday	Saturday
Yellow	Walmart West (32) Sunrise/VA Clinic (9) First Christian Church (520 CY) (8) Albertsons (1076 CY) (6)	Walmart West (18) Sunrise/VA Clinic (7) Albertsons (1076 CY) (7)
Blue	Eastridge (48) Walmart East (37) Pennsylvania & 2 nd (outbound) (18) 2 nd St. & Thelma (14) CATC office (13)	Walmart East (33) McKinley & 2 nd St. (14) Eastridge (11) Thelma & 2 nd St. (9) Pennsylvania & 2 nd St. (7)
Red	12 th St. & Melrose (11) McKinley & 21 st St. (combined) (10) McKinley & 15 th St. (4) Lowell & 12 th St. (4)	Foxhill Apts. (2520 E. 18 th St.) (4) 12 th St. & Melrose (3) McKinley & 15 th St. (3) Wolcott & 6 th St. (3)
Green	Kit Carson & Fleetwood (15) State offices (11) Center & J St. (9) CWCC (1430 Wilkins Cir.) (7)	669 CY (at 13 th St.) (10) Joshua's Storehouse (5) Beech & H St. (4) Ramada hotel (4) Willow & 15 th St. (4)
Purple	Kit Carson & Fleetwood (5) Pontiac & Fulton (5) Mountain View School (4) Fairside/Fairgrounds (3)	No service
Orange	Walmart East (38) East Aspens (8) 760 Landmark (6) Post Office/Town Hall (5) Community Center (4)	No service



Exhibit 2.4.14 Boarding and Alighting Map





Demand-Response

The ADA Paratransit service accounted for 60 percent of the transit program’s total operating cost, yet reflects (only) 47 percent of the total revenue hours and 18.7 percent of total passenger trips.

Exhibit 2.4.15 CATC Performance FY 2020

	CATC	The Bus
Operating Cost	\$1,222,116	\$812,049
Revenue Hours	18,910	21,361
Revenue Miles	206,045	251,075
Ridership	37,561	162,942
Cost/passenger	\$32.54	\$4.98
Cost/hour	\$64.63	\$38.02
Cost/mile	\$5.93	\$3.23
Passengers/hour	1.99	7.63
Passengers/mile	0.18	0.65



2.5 Current Transit Needs and Operational Challenges

Prior to the 2019 route changes, the City/MPO provided a 45-day public comment period during which it received responses from the community (via surveys and open houses), bus drivers, and Friends of CATC. Among the issues which Moore & Associates believed continued to be relevant are:

- Concerns about safety – requiring riders to cross a busy street (such as CY Avenue) to access a bus stop.
- Providing service to Natrona County High School.
- Providing service to Paradise Valley.
- Expansion of fixed-route service to Bar Nunn and Robertson Road.
- Introduction of Sunday service.

During the Familiarization Tour, the project team made several observations which were discussed with both MPO and CATC staff. These include:

- The current practice of traveling through parking lots (such as Walmart, Smiths, IHOP, etc.) slows down the route. However, the alternative is to stop on a busy street (that in many cases is also a state right-of-way) and block traffic. In many locations, there are no sidewalks where a potential stop could even be installed.
- The Yellow and Green routes are currently the “tightest” routes in terms of run-time.
- Fixed-route deviations are allowed, which can further strain a “tight” route. (It is unclear how many route deviations are typically made for each route.)
- There are several stops without a marked bus stop and no clear indication of the stop location on the service schedule. (For example, Walmart West and the Smiths parking lot). This can be a deterrent to riding for someone unfamiliar with The Bus operation.
- There is currently no service to the new VA clinic location or the Rescue Mission.
- There are relatively few bus shelters, requiring customers to wait for the bus unprotected from the elements. This is almost certainly a deterrent to riders who have other transportation options, especially in inclement weather.
- Many bus stops do not have a concrete pad, which can make wheelchair boarding/lift deployment difficult.
- The current hourly frequency provides a fairly low level of service.

In October 2020, Moore & Associates conducted a survey of fixed-route bus riders. While a full analysis of the survey data is presented in Chapter 3, information regarding data needs submitted via that survey is summarized herein.

A significant number of the surveyed riders indicated a reliance upon the fixed-route service due to the absence of other mobility options. When asked how they would make their trip if the service had not been available, 54.8 percent said they would walk and 22 percent said they would not make the trip. Only one respondent indicated driving as an alternative, while another 16.7 percent said they would get a ride with a family member or friend or would use a taxi, Lyft, or Uber. This speaks to the importance of the fixed-route bus service to residents within the Casper area. This is also consistent with the 86 percent of respondents who said they did not have access to a vehicle and the 68 percent who reside in a zero-vehicle household. Riders were asked what potential changes would be most important to them. Each participant



had the option of selecting up to three responses. *Increased service frequency* was the most frequently selected response (45 percent), followed by *later/longer hours* (34 percent) and *improved on-time performance* (21 percent). Forty percent selected *nothing*. Twenty percent indicated *other* and specified the following:

- Allow bus passes to be purchased downtown.
- Make the bus service more accommodating to persons employed at or served by NOW.
- Control drunks.
- More stops on the Yellow route.
- Service to new destinations including: Poplar and Marks Way, Mike Sedar Park, closer to the DMV, Bar Nunn, near Southridge Elementary School, and on Yellowstone.

While a single request for service submitted through the survey does not in and of itself constitute an “unmet need,” these comments will be taken in combination with those received through other channels and ultimately be used to develop service recommendations.

Respondents were also asked what kind of impact implementation of the potential changes would have on their use of public transit. Nearly 66 percent said they would ride public transit more, while another 32 percent said it would have no impact.



2.6 Transit Fleet

Fixed-route service is currently provided using a fleet of nine vehicles ranging in size from 18-passenger to 30-passenger. The 30-passenger vehicles can accommodate three wheelchairs, while all other vehicles can accommodate two. The majority are diesel-fueled, the exception being the two 18-passenger vehicles, which are gasoline-fueled. Seven vehicles (model year 2015 – 2020) are rated as being in Good or Excellent condition. Two vehicles (model year 2012) are rated as “Adequate”. These vehicles now feature “Link” branding on their exteriors.



Demand-response service has historically been provided using a fleet of 12 vehicles – one van and 11 cutaway buses, most of which have a capacity of 16 passengers and can accommodate two wheelchairs. The majority are gasoline-fueled, the exception being the three 18- passenger cutaways, which are diesel-fueled. Five vehicles (model year

2017 – 2019) are rated as being in Excellent or New condition. Four vehicles (model year 2016 cutaways and a 2010 van) are rated as Good. Two additional 12-passenger cutaways (model years 2012 and 2014) are rated “Adequate”. These vehicles now feature “Assist” branding on their exteriors.

A complete fleet list is provided in Exhibit 2.6.1.



Exhibit 2.6.1 Active Transit Fleet

Unit #	Model Year	Make/Model/Description	Capacity	Fuel	In-service date	Mileage (9/30/20)	Current Condition	Service
230072	2010	Dodge Ameri-Van	7 / 1	Gasoline	2/16/2010	51,910	Good	Demand-response
230074	2012	Ford E450 Elkhart EC-II	16 / 2	Gasoline	12/28/2012	181,717	Adequate	Demand-response
230079	2014	Ford E450 Elkhart EC-II	12 / 1	Gasoline	12/14/2014	170,138	Adequate	Demand-response
230081	2016	Ford E450 El Dorado	12 / 1	Gasoline	10/12/2015	111,029	Good	Demand-response
230082	2016	Chevrolet G4500 Elkhart EC-II	18 / 2	Diesel	1/15/2016	102,041	Good	Demand-response
230083	2016	Chevrolet G4500 Elkhart EC-II	16 / 2	Diesel	1/15/2016	131,288	Good	Demand-response
230084	2016	Chevrolet G4500 Elkhart EC-II	16 / 2	Diesel	1/15/2016	91,413	Good	Demand-response
230087	2017	Ford E450 World Trans	16 / 2	Gasoline	12/8/2017	75,887	Excellent	Demand-response
230090	2018	Ford E450 World Trans	16 / 2	Gasoline	12/28/2018	46,029	Excellent	Demand-response
230091	2018	Ford E450 World Trans	16 / 2	Gasoline	12/28/2018	48,585	Excellent	Demand-response
230092	2019	Ford E450 StarTrans Senator	16 / 2	Gasoline	1/29/2020	14,130	New	Demand-response
230093	2019	Ford E450 StarTrans Senator	16 / 2	Gasoline	1/30/2020	14,250	New	Demand-response
230075	2012	Freightliner FC-70 Champion Defender	30 / 3	Diesel	12/31/2012	195,319	Adequate	Fixed-route
230076	2012	Freightliner FC-70 Champion Defender	30 / 3	Diesel	12/31/2012	207,298	Adequate	Fixed-route
230080	2015	Ford F550 El Dorado	26 / 2	Diesel	4/2/2015	166,899	Good	Fixed-route
230085	2016	Ford F550 StarTrans	24 / 2	Diesel	11/4/2016	104,445	Good	Fixed-route
230086	2016	Ford F550 StarTrans	24 / 2	Diesel	11/4/2016	128,199	Good	Fixed-route
230088	2018	Ford F550 StarTrans	24 / 2	Diesel	4/2/2018	69,208	Excellent	Fixed-route
230089	2018	Ford F550 StarTrans	24 / 2	Diesel	4/2/2018	82,403	Excellent	Fixed-route
230094	2020	Ford E 450 StarTrans Senator	18 / 2	Gasoline	8/3/2020	6,670	Excellent	Fixed-route
230095	2020	Ford E 450 StarTrans Senator	18 / 2	Gasoline	8/7/2020	7,337	Excellent	Fixed-route



Baseline Fleet Replacement Plan

As part of the Wyoming Department of Transportation’s Transit Asset Management Plan, the transit vehicles utilize the Useful Life Benchmarks (ULBs) identified therein. WYDOT’s ULBs increase the lifespan of rolling stock assets over the FTA’s ULB, typically by two to four years. As a result, several vehicles that were originally expected to be eligible for replacement after seven or ten years must now be operated for ten or twelve years before reaching their ULB through age. Exhibit 2.6.2 below indicates when each current vehicle will be eligible for replacement based on age as well as when each is expected to reach their ULB for mileage (based on average miles operated per year). In many cases, vehicles may reach their mileage limit several years before they exceed their age-based ULB. Statewide, vehicle replacement priorities focus on vehicles not in a state of good repair, which takes into account age, mileage, and condition.

Exhibit 2.6.2 Baseline Fleet Replacement Plan

Unit #	Service	Model Year	ULB (Years)	ULB (Mileage)	Replacement Year (by Age)	Miles to Replacement	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
230072	Demand-response	2010	8	100,000	2018	48,090	█													█
230074	Demand-response	2012	10	200,000	2022	18,283				█	█									
230079	Demand-response	2014	10	150,000	2024	-20,138							█							
230081	Demand-response	2016	10	150,000	2026	38,971														
230082	Demand-response	2016	10	200,000	2026	97,959														
230083	Demand-response	2016	10	200,000	2026	68,712														
230084	Demand-response	2016	10	200,000	2026	108,587														
230087	Demand-response	2017	10	200,000	2027	124,113														
230090	Demand-response	2018	10	200,000	2028	153,971														
230091	Demand-response	2018	10	200,000	2028	151,415														
230092	Demand-response	2019	10	200,000	2029	185,870														
230093	Demand-response	2019	10	200,000	2029	185,750														
230075	Fixed-route	2012	12	350,000	2024	154,681														
230076	Fixed-route	2012	12	350,000	2024	142,702														
230080	Fixed-route	2015	10	200,000	2025	33,101														
230085	Fixed-route	2016	10	200,000	2026	95,555														
230086	Fixed-route	2016	10	200,000	2026	71,801														
230088	Fixed-route	2018	10	200,000	2028	130,792														
230089	Fixed-route	2018	10	200,000	2028	117,597														
230094	Fixed-route	2020	10	200,000	2030	193,330														
230095	Fixed-route	2020	10	200,000	2030	192,663														

█ Eligible for replacement based on age
█ Estimated eligible for replacement based on mileage (if different from age)



2.7 Financial Analysis

Funding Analysis

The City of Casper’s transit program is funded by a variety of sources, including local, state, and federal monies. Nearly half of all program funding comes through federal sources, while another 19 percent is funded through the County’s one percent program (sales tax revenue) and approximately 17 percent comes from Casper, Mills, Evansville, Bar Nunn, and Natrona County. Additional details regarding current funding sources is provided below.

Exhibit 2.7.1 Funding Matrix

Funding Source	Description	Percent of FY 2021 budget
FTA Section 5307 Urbanized Area Funding	Federal funding is the largest single funding source for the City’s transit program. This is a formula grant apportioned based on population and population density.	49.0%
State of Wyoming	The State of Wyoming provides funding assistance for planning, operating, and capital purposes.	10.6%
Natrona County subsidy	This subsidy from Natrona County contributes to transit service in unincorporated areas of the county.	0.65%
City of Casper General Fund	This is the City of Casper’s primary contribution to its transit program, which comes from the General Fund.	11.6%
Natrona County 1% program	These funds come from the 1% optional sales tax program in Natrona County.	19.1%
Town of Mills/Evansville fixed-route service contribution	Contributions from Mills and Evansville contribute to fixed-route service in the communities.	4.0%
Town of Mills subsidy	The subsidy from Mills primary contributes to transit service in the community.	0.38%
Town of Evansville subsidy	The subsidy from Evansville primary contributes to transit service in the community.	0.38%
Bar Nunn subsidy	The subsidy from Bar Nunn contributes to transit service in the community.	0.06%
Service contracts	At present, the MPO has service contracts with the Child Development Center and Wyoming Independent Living Resource.	1.3%
Interest income	This is interest generated by various accounts.	0.25%
Bus fares	These are fares collected from individual passengers onboard the bus as well as revenues from the sale of tokens and passes.	6.0%
Surplus	In FY 2021, the budgeted operating costs were less than the anticipated revenues, resulting in a surplus.	3.4%
Total		100%



Baseline Financial and Capital Plans

The baseline Financial and Capital Plans present program revenue and expenses within a “status quo” or “no change” alternative. The baseline Capital Plan includes funding for vehicle replacement as well as grant funding for the technology improvements that has already been awarded to the City/MPO. In preparing the baseline plans, the following assumptions (beginning FY 2022) were made:

- FTA Section 5307 revenues increase by one percent each year.
- City of Casper, one percent program, and town contributions remain the same in FY 2022, then increase two percent per year thereafter.
- There is no change to the Natrona County contribution.
- Local match would be 20 percent of operating cost.
- There is a two percent annual increase in interest income.
- Bus fares remain the same in FY 2022, then increase by one-half percent each year thereafter.
- All operating expenses increase by two percent each year.
- Vehicle replacement is scheduled at the end of the asset’s useful life based on age.



Exhibit 2.7.2 Baseline Financial Plan (Status Quo)

	Historic		Current	Forecast						
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
REVENUES										
FTA Section 5307	\$1,041,163	\$1,531,521	\$1,024,464	\$1,034,709	\$1,045,056	\$1,055,506	\$1,066,061	\$1,076,722	\$1,087,489	\$1,098,364
City of Casper	\$200,000	\$367,403	\$243,000	\$243,000	\$247,860	\$252,817	\$257,874	\$263,031	\$268,292	\$273,657
1% program (sales tax)	\$313,972	\$235,479	\$400,193	\$400,193	\$408,197	\$416,361	\$424,688	\$433,182	\$441,845	\$450,682
State of Wyoming	\$131,757	\$160,620	\$220,952	\$220,952	\$225,371	\$229,878	\$234,476	\$239,166	\$243,949	\$248,828
Natrona County	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500
Other City contributions	\$201,222	\$152,255	\$101,202	\$101,202	\$103,226	\$105,291	\$107,396	\$109,544	\$111,735	\$113,970
CATC local match	\$432,839	\$3,690	\$0	\$229,227	\$197,223	\$426,449	\$233,811	\$201,167	\$434,978	\$238,488
Other contributions	\$33,420	\$27,059	\$27,200	\$27,200	\$27,200	\$27,200	\$27,200	\$27,200	\$27,200	\$27,200
Interest	\$6,540	\$3,542	\$5,148	\$5,251	\$5,356	\$5,463	\$5,572	\$5,684	\$5,797	\$5,913
Bus Fares	\$121,842	\$102,953	\$125,232	\$125,232	\$125,858	\$126,487	\$127,120	\$127,755	\$128,394	\$129,036
TOTAL REVENUES	\$2,496,255	\$2,598,022	\$2,160,891	\$2,400,465	\$2,398,846	\$2,658,953	\$2,497,699	\$2,496,951	\$2,763,180	\$2,599,639
EXPENSES										
Wages & Salaries	\$1,138,851	\$1,232,833	\$1,257,490	\$1,282,640	\$1,308,293	\$1,334,458	\$1,361,148	\$1,388,370	\$1,416,138	\$1,444,461
Benefits	\$271,908	\$297,456	\$303,405	\$309,473	\$315,663	\$321,976	\$328,415	\$334,984	\$341,683	\$348,517
Insurance	\$86,306	\$77,447	\$78,996	\$80,576	\$82,187	\$83,831	\$85,508	\$87,218	\$88,962	\$90,741
Vehicle operations	\$299,696	\$251,272	\$256,297	\$261,423	\$266,652	\$271,985	\$277,424	\$282,973	\$288,632	\$294,405
Operating & contractual expenses	\$89,548	\$184,875	\$188,573	\$192,344	\$196,191	\$200,115	\$204,117	\$208,199	\$212,363	\$216,611
Depreciation	\$6,217	\$5,566	\$5,677	\$5,791	\$5,907	\$6,025	\$6,145	\$6,268	\$6,393	\$6,521
TOTAL EXPENSES	\$1,892,526	\$2,049,449	\$2,090,438	\$2,132,247	\$2,174,892	\$2,218,389	\$2,262,757	\$2,308,012	\$2,354,173	\$2,401,256
Surplus (deficit)	\$603,728	\$548,573	\$70,453	\$268,219	\$223,955	\$440,564	\$234,942	\$188,939	\$409,008	\$198,383



Exhibit 2.7.3 Baseline Capital Plan (Status Quo)

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
REVENUES								
FTA Section 5307/5339 (vehicles) (80%)	\$0	\$123,600	\$0	\$632,200	\$134,400	\$943,000	\$141,600	\$580,800
Local match (vehicles) (20%)	\$0	\$30,900	\$0	\$158,050	\$33,600	\$235,750	\$35,400	\$145,200
AVL/MDT/dispatch technology grant	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$180,000	\$334,500	\$0	\$790,250	\$168,000	\$1,178,750	\$177,000	\$726,000
EXPENSES								
Vehicle purchases (The Bus)	\$0	\$0	\$0	\$654,000	\$168,000	\$345,000	\$0	\$363,000
Vehicle purchases (CATC)	\$0	\$154,500	\$0	\$136,250	\$0	\$833,750	\$177,000	\$363,000
AVL/MDT/dispatch technology	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$180,000	\$334,500	\$0	\$790,250	\$168,000	\$1,178,750	\$177,000	\$726,000
Surplus (deficit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Chapter 3 | Summary of Community Engagement

Multiple approaches to community outreach were employed during the preparation of the Five-Year Transit Strategic Development Plan to ensure broad representation from the community. This included surveys specific to fixed-route riders and demand-response patrons, a survey of the community at-large, outreach to community stakeholders, and community workshops. The results of those outreach efforts are detailed in the following sub-sections.

3.1 Fixed-Route Customer Survey

The transit customer engagement effort included two surveys. The first was conducted onboard all six fixed-routes across a four-day period in October 2020. It should be noted fixed-route bus ridership during this period was impacted by the COVID-19 pandemic. A total of 191 valid responses were realized. Riders had the option of completing the survey while onboard or completing it online after their ride.

Results of the survey were used to prepare a profile of a typical fixed-route customer. The profile rider is:

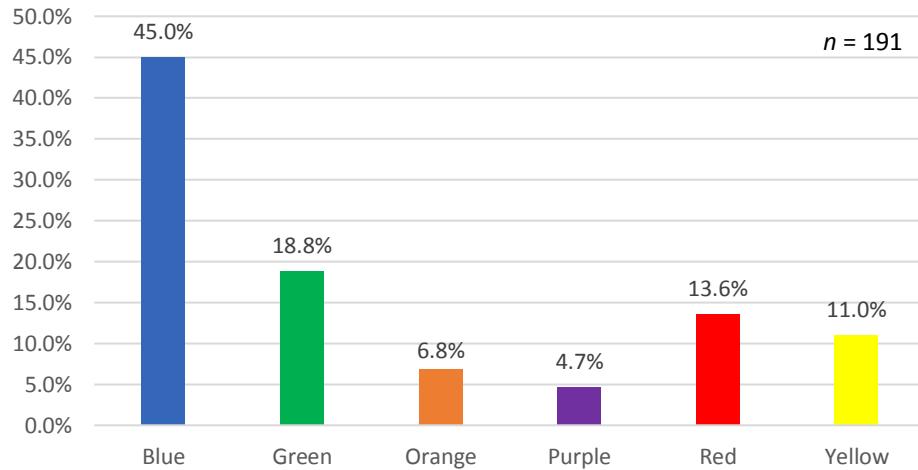
- Pays fare using a token (48 percent),
- Uses the service to travel to/from work (35 percent),
- Typically rides five or six days per week (31 percent),
- Would walk (55 percent) or would not make the surveyed trip (22 percent) if the service was not available,
- Does not have access to a personal vehicle (68 percent),
- Is between the ages of 25 and 64 (75 percent),
- Is employed (45 percent),
- Lives in a household with an annual income of less than \$25,000 (63 percent), and
- Lives alone (46 percent).

At the time of the survey, scheduled service was provided on six distinct route alignments: Blue, Green, Red, Yellow, Purple, and Orange. The first four routes operated Monday through Saturday on hourly headways, and provided time-transfers at the Casper downtown transfer center. The Orange and Purple routes did not operate on Saturday. Further, the Orange route provided connections with the Blue route at Walmart East (Evansville), while the Yellow provided connections with the Red route at Walmart West (Mills).



Q1. Which route are you currently riding?

Exhibit 3.1.1 Route



Q2. Where did you board The Bus for this trip?

Q3. Where do you plan to get off this bus?

Exhibit 3.1.2 Popular origins and destinations by route

Blue Route			
Weekday		Saturday	
Eastridge Mall (Bed, Bath & Beyond)	48	Walmart East	33
Walmart East	37	2 nd & McKinley	14
2 nd & Pennsylvania (outbound)	18	Eastridge Mall (Bed, Bath & Beyond)	11
2 nd & Thelma	14	2 nd & Thelma	
1715 E 4 th St (CATC office)	13	2 nd & Pennsylvania (outbound)	

Green Route			
Weekday		Saturday	
Kit Carson & Fleetwood	15	669 CY (at 13 th St)	10
851 Werner Ct (State Offices)	11	Joshua's Storehouse	5
Center & J	9	Beech & H	4
1430 Wilkins Cir (CWCC)	7	Ramada	4
		Willow & 15 th	4

Red Route			
Weekday		Saturday	
12 th & Melrose	11	Foxhill Apts (2520 E 18 th St)	4
21 st & McKinley (combined)	10	15 th & McKinley	3
12 th & Lowell	4	21 st & McKinley (combined)	3
15 th & McKinley	4	Wolcott & 6 th	3



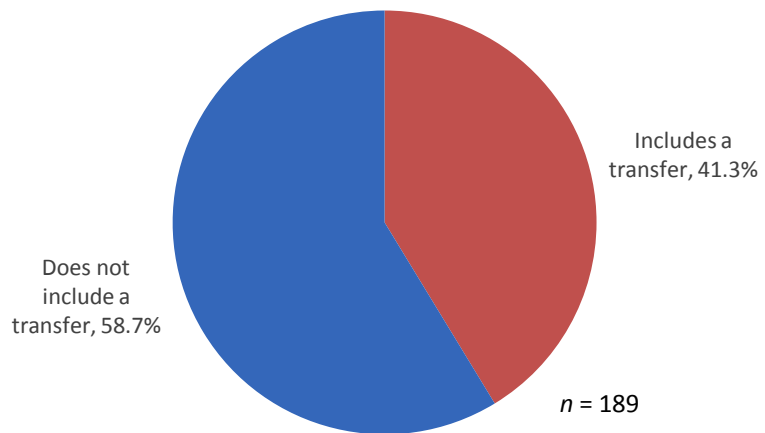
Yellow Route			
Weekday		Saturday	
Walmart West	32	Walmart West	18
Sunrise/VA Clinic	9	Albertson's (1076 CY)	7
First Christian Church (520 CY)	8	Sunrise/VA Clinic	7
Albertson's (1076 CY)	6		

Purple Route		Orange Route	
Weekday		Weekday	
Kit Carson & Fleetwood	5	Walmart East	38
Pontiac & Fulton	5	East Aspens	8
Mountain View School	4	760 Landmark	6
Fairside/Fairgrounds Rd	3	Post Office/Town Hall	5
		Community Center	4

Q4. Does this one-way trip include a transfer to or from another bus route?

More than 41 percent of respondents indicated making a bus-to-bus transfer to complete the surveyed trip.

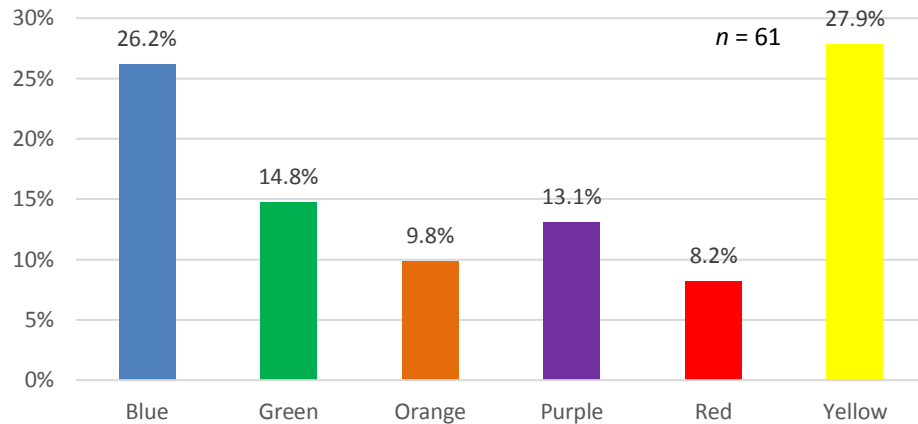
Exhibit 3.1.3 Incidence of transfer





Those indicating making a transfer were asked to identify their connecting route. Of the 61 who did so, the majority indicated connecting to the Blue and Yellow routes. At present, transfer tokens are free and may only be used for an immediate transfer at a designated transfer point (located at Walmart West, Walmart East, downtown, and Smith’s).

Exhibit 3.1.4 Connecting route

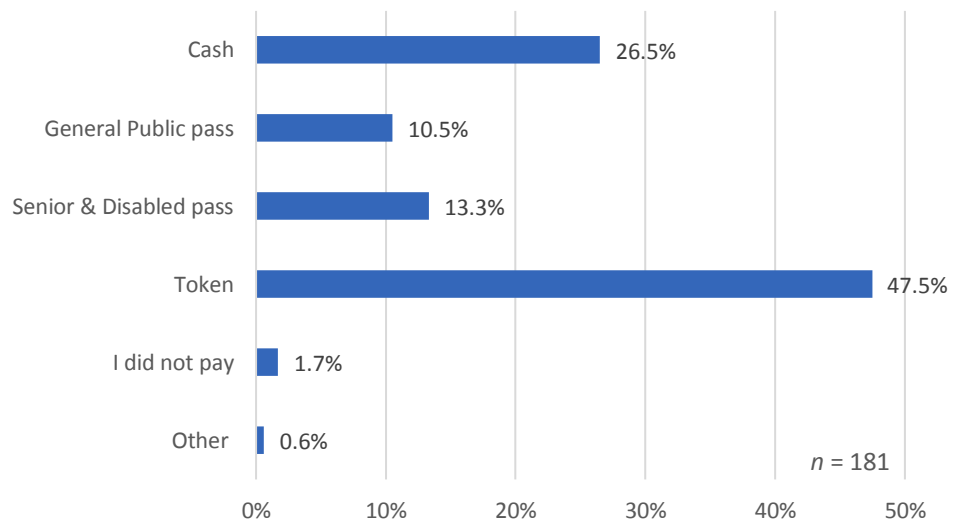


Q5. How did you pay for this one-way trip?

The majority of riders paid for their ride using a token or cash. Monthly passes (while available) were used only by less than one-quarter of surveyed riders. Tokens offer subsidized fares and are available to individuals qualified under the Low-Income Fare Assistance Program.

Of those who indicated paying cash, 22.4 percent said they were eligible to pay a reduced fare.

Exhibit 3.1.5 Fare payment



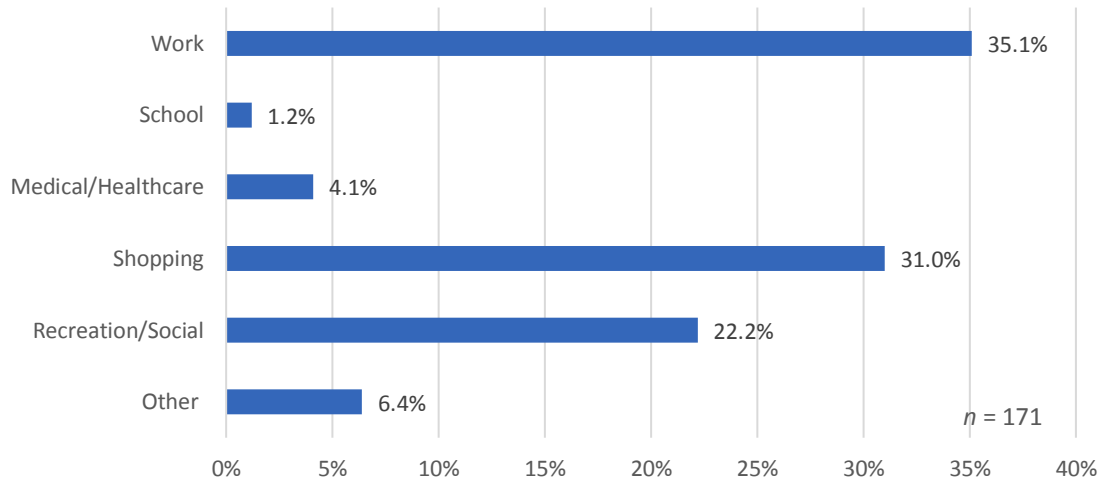


Q6. Did you request a route deviation for this trip?

At the time of the study's preparations, the fixed-route service would deviate off an established route alignment within the ADA service area (three-quarters of a mile from the route) provided there is sufficient time in a given trip to make the requested route deviation. Fewer than five percent of those responding to this question (4.5 percent) indicated requesting a route deviation.

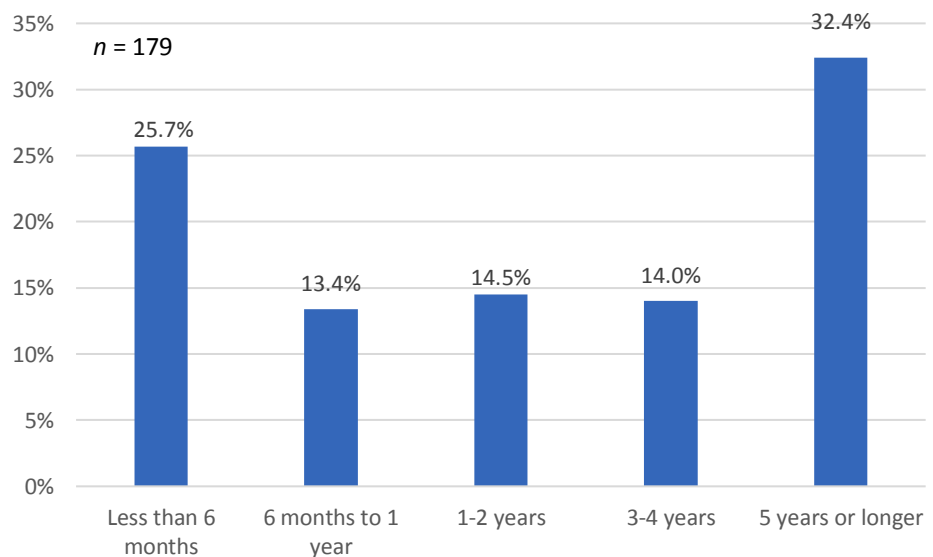
Q7. What is the primary reason you are making this trip?

Exhibit 3.1.6 Trip purpose



Q8. How long have you been a fixed-route service customer?

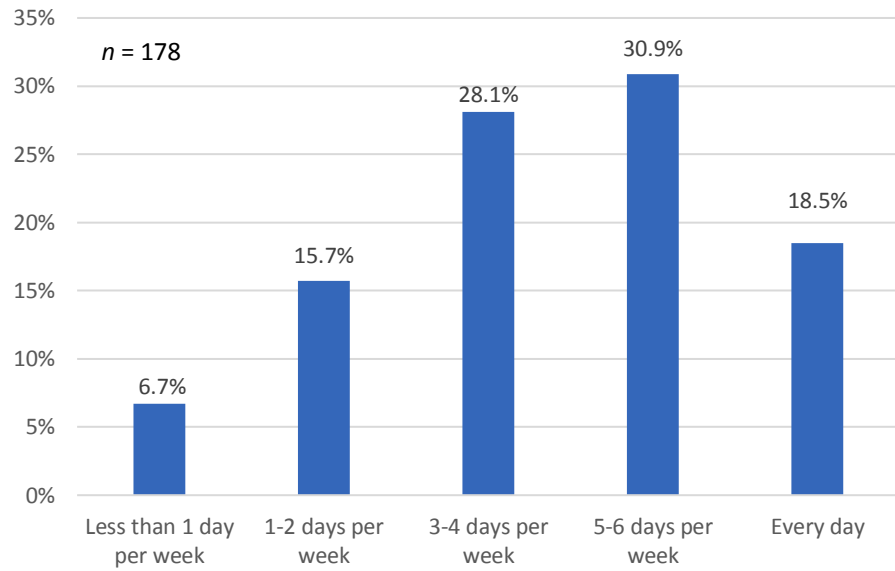
Exhibit 3.1.7 Length of patronage





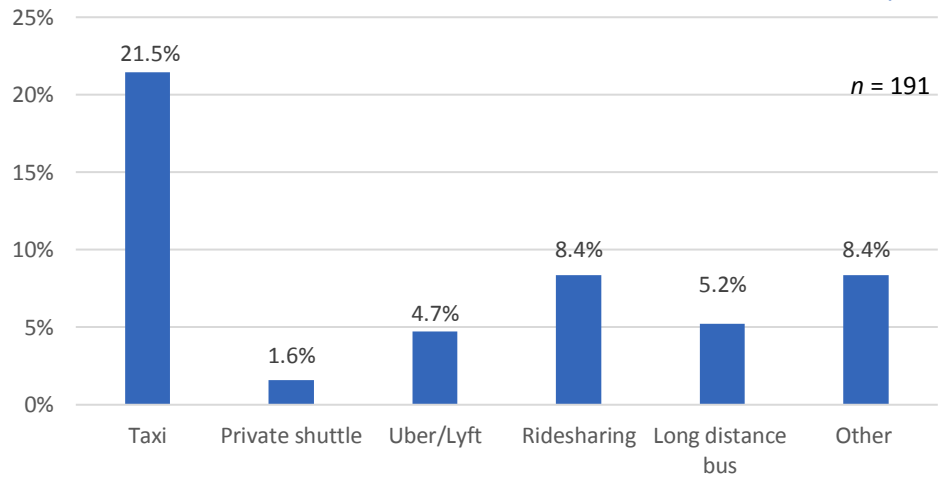
Q9. In a typical week, how often do you ride the fixed-route bus service?

Exhibit 3.1.8 Frequency of use



Q10. Do you currently use any of the following travel options in a typical month?

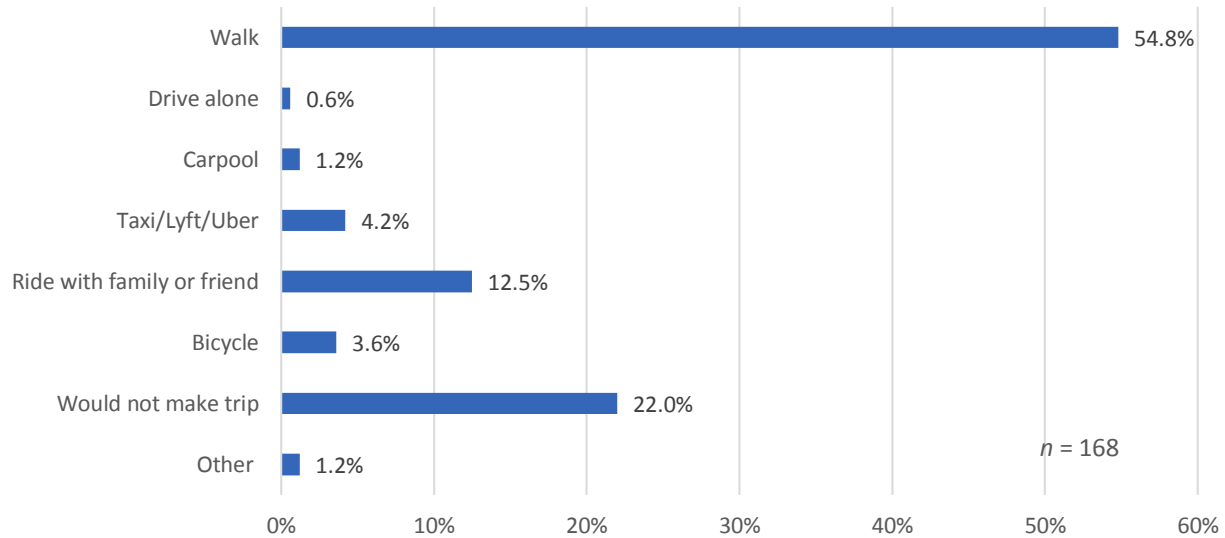
Exhibit 3.1.9 Other travel options





11. If the fixed-route bus service had not been available today, how would you have made this trip?

Exhibit 3.1.10 Alternatives for this trip



Q12. Please rate each of the following aspects of the fixed-route bus service.

Exhibit 3.1.11 Customer satisfaction

	Excellent	Good	Fair	Poor	Mean rating
a. Courtesy of driver	72.7%	23.8%	2.9%	0.6%	3.69
b. Safe operation of vehicle	76.0%	19.8%	3.6%	0.6%	3.71
c. Cleanliness of vehicle	59.4%	30.9%	8.5%	1.2%	3.48
d. Runs on time	63.6%	30.3%	5.5%	0.6%	3.57
e. Reasonableness of fare/cost	73.9%	21.8%	4.2%	0.0%	3.70
f. Information provided to customers	67.7%	25.0%	4.9%	2.4%	3.58
g. Frequency of service	64.6%	28.0%	6.7%	0.6%	3.57
h. Overall service	67.7%	28.7%	3.0%	0.6%	3.63



Q13. Which of the following potential changes would be important to you? (Select up to three)

Exhibit 3.1.12 Preferred changes

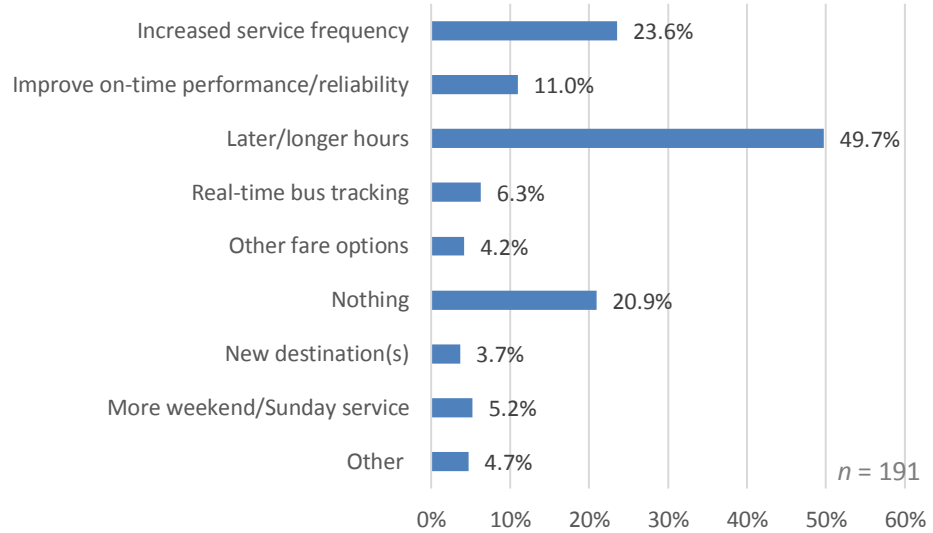


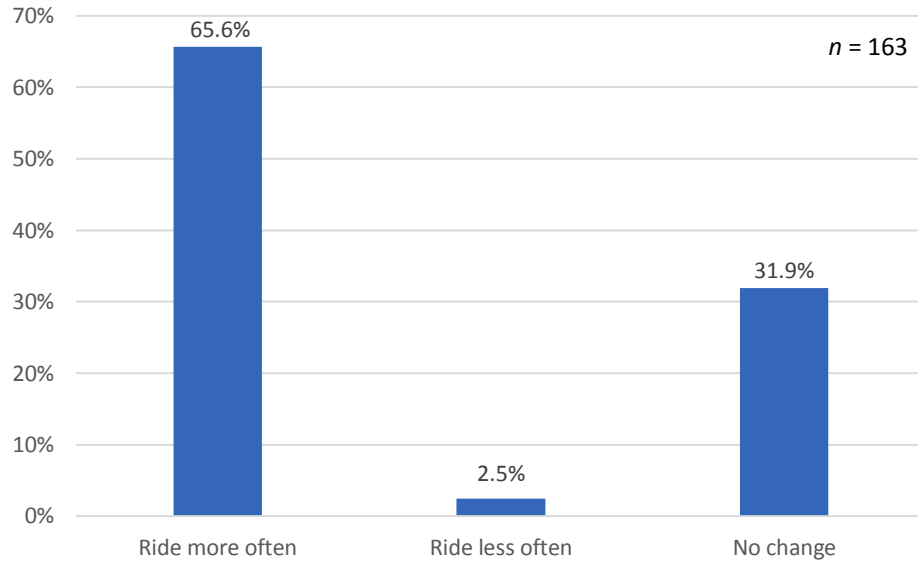
Exhibit 3.1.13 New destinations requested

Destination	Comments
Poplar & Marks Way	The closest route to Poplar & Marks Way is the Yellow Route. The closest stop is located at S Poplar St & Boulder, which is approximately 6/10 of a mile from Marks Way.
Across from Mike Sedar Park	There is currently a Yellow Route stop at Mike Sedar Park (S Poplar St & W 25 th St).
Closer to the DMV	The closest route to the DMV (800 Bryan Stock Trail) is the Green Route. The closest stop is located at the Boys and Girls Club, which is approximately one-third of a mile from the DMV.
Closer to Bar Nunn	Bar Nunn is currently served by the demand-response service only. It is not served by the fixed-route service.
On Yellowstone	The Purple Route travels along a portion of Yellowstone Hwy in Mills. Respondent did not specify where on Yellowstone they would like to see service.
Near Southridge Elementary	The closest route to Southridge Elementary, located at 1600 W 29 th St, is the Yellow Route. The closest stop is located at Mike Sedar Park, which is approximately one-half mile from the school.
At the Diamond Complex	There is a Green Route stop at the Boys and Girls Club, which is at the south end of the North Casper Sports Complex. Another stop is at E K St & N Elma St, which is just west of the Field of Dreams Baseball Complex.



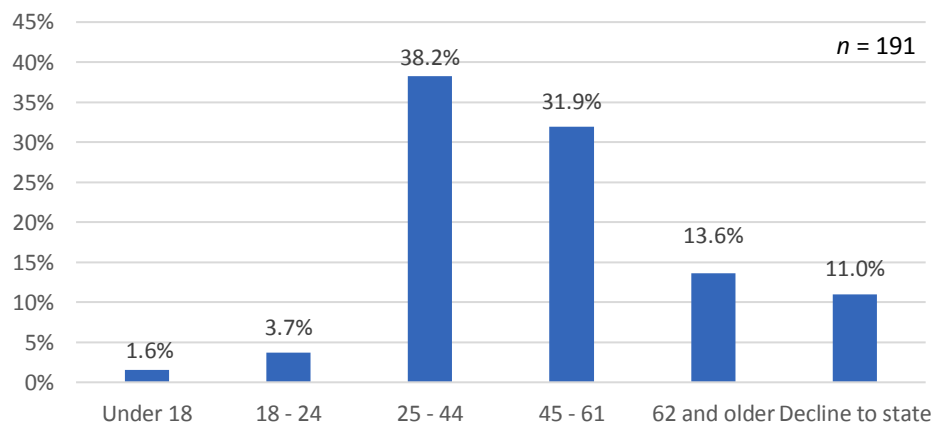
Q14. If the improvement(s) you identified in the preceding question was introduced/implemented, how would this affect your use of public transit in/around the Casper area?

Exhibit 3.1.14 Impact of improvements on ridership



Q15. Which of the following includes your age?

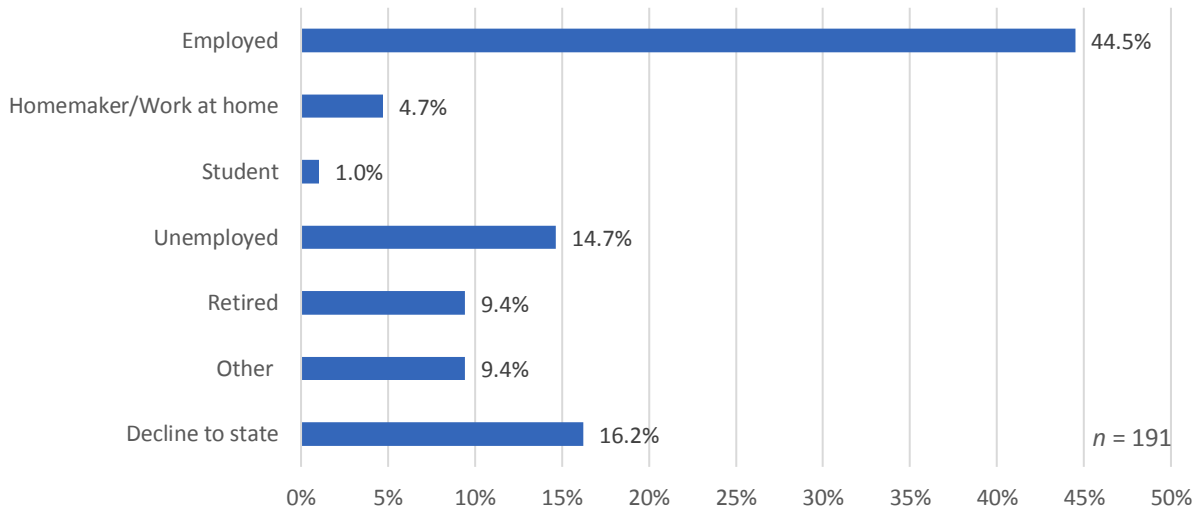
Exhibit 3.1.15 Age





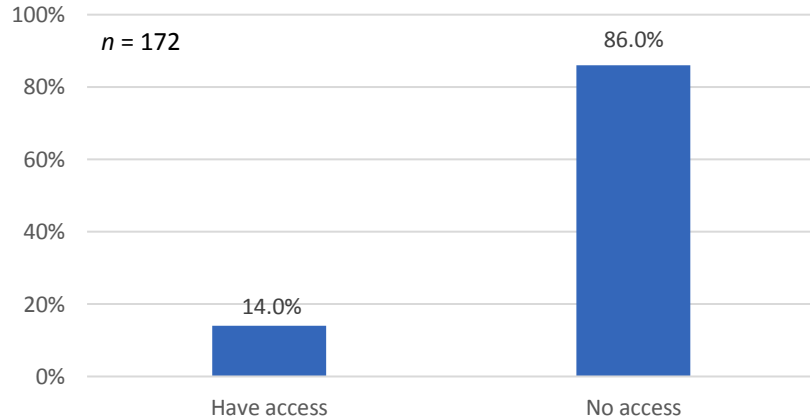
Q16. Which of the following best describes your employment status?

Exhibit 3.1.16 Employment status



Q17. Do you have ready access to a personal vehicle?

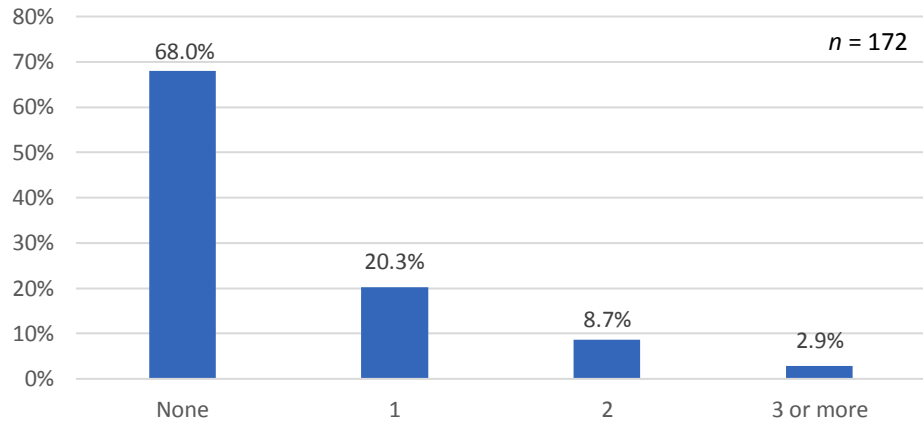
Exhibit 3.1.17 Vehicle access





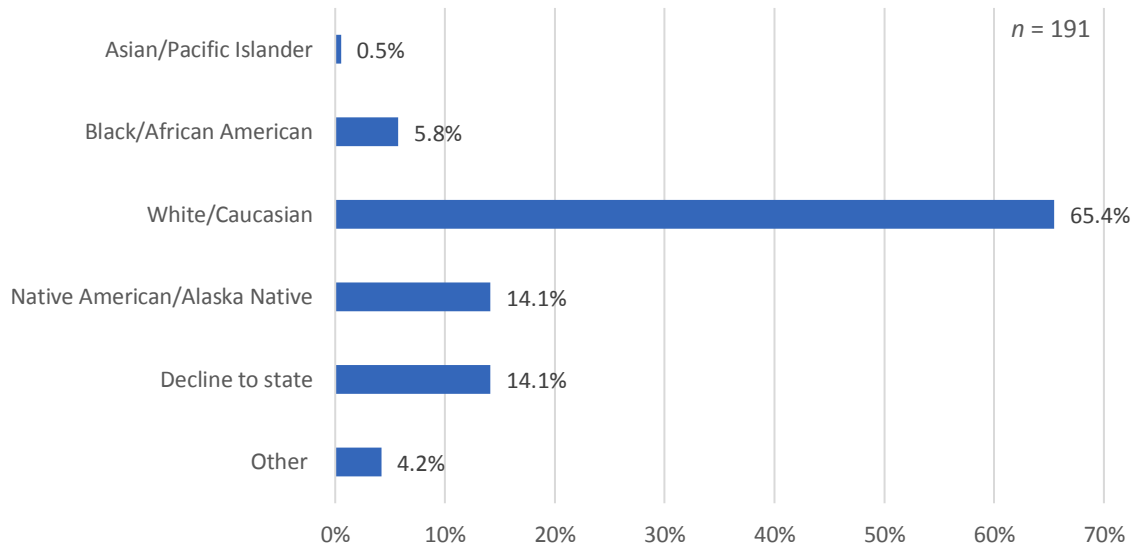
Q18. How many vehicles/cars are in your household?

Exhibit 3.1.18 Vehicles in household



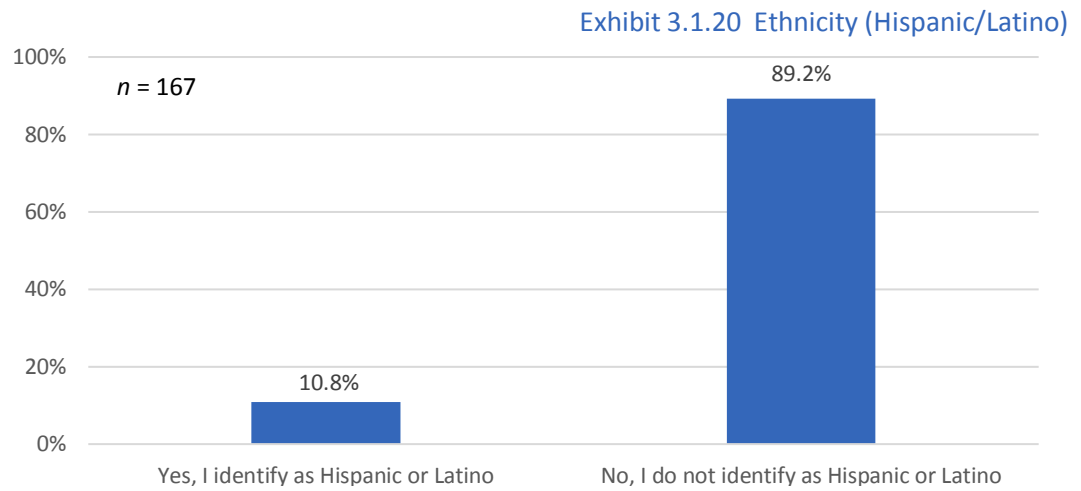
Q19. With which of the following [races] do you most closely identify? (Check all that apply.)

Exhibit 3.1.19 Race

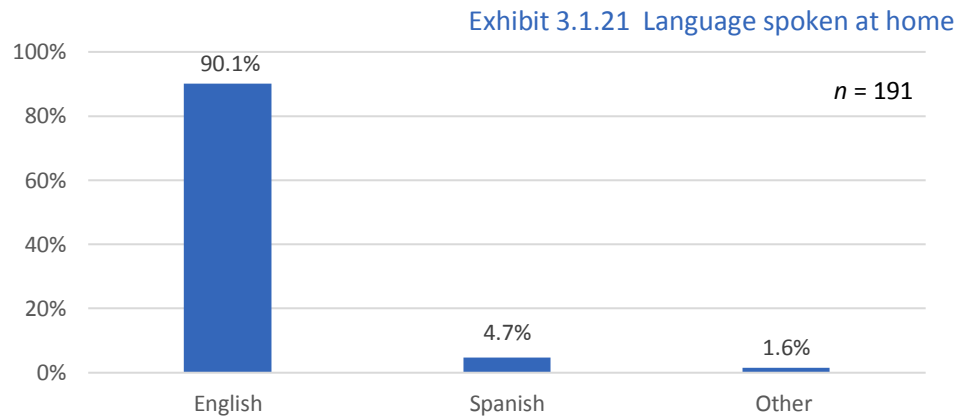




Q20. Do you identify as Hispanic or Latino (of any race)?



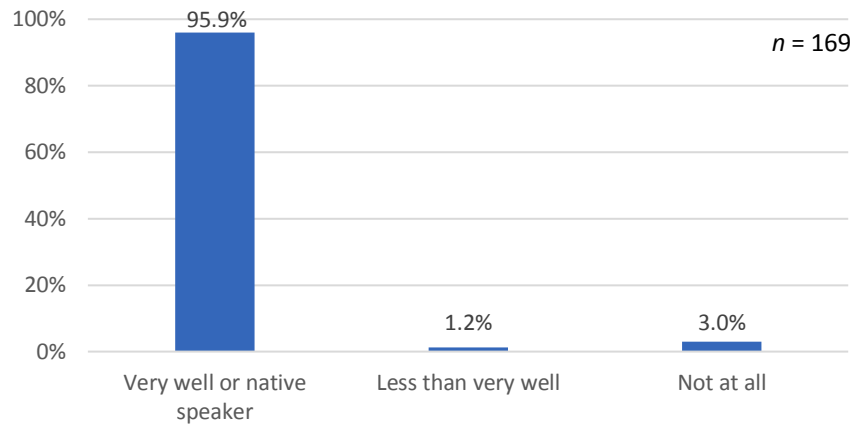
Q21. Which of the following languages is spoken in your home? (Check all that apply.)
"Other" languages included American Sign Language (ASL) and Braille.





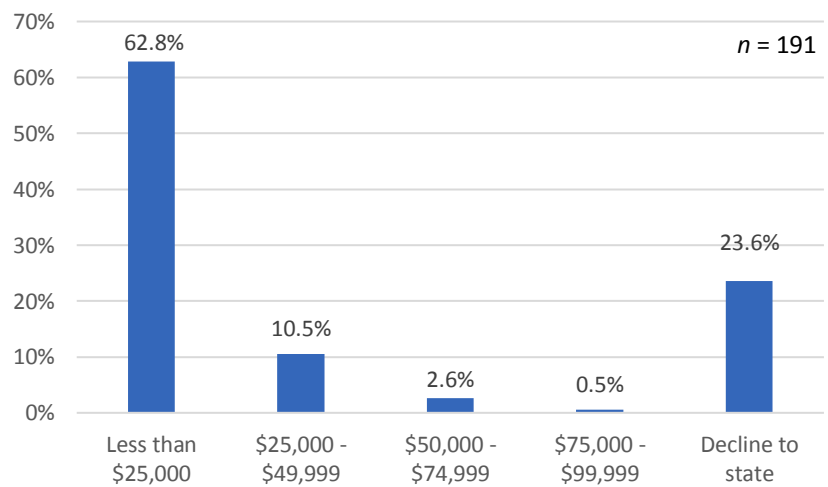
Q22. How well do you speak English?

Exhibit 3.1.22 English proficiency



Q23. What is your annual household income?

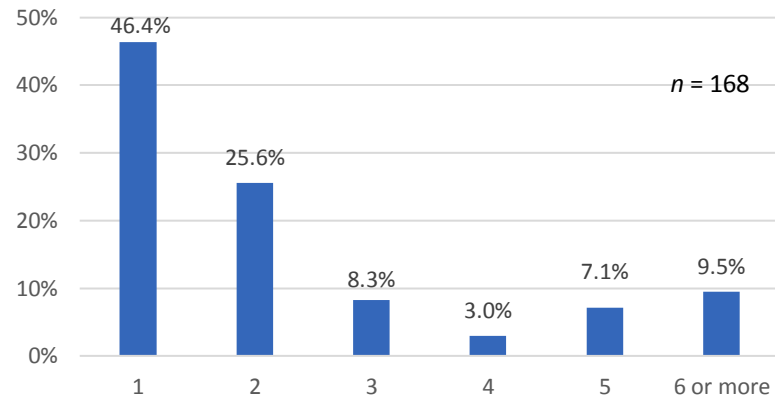
Exhibit 3.1.23 Annual household income





Q24. How many individuals (including yourself) live in your household?

Exhibit 3.1.24 Household size



3.2 Demand-Response (Dial-A-Ride) Customer Survey

The second rider survey, targeting dial-a-ride customers, was conducted via direct mail using a database of registered users. Surveys were distributed in late October 2020, with a response deadline of November 13, 2020. Nearly 500 recent DAR users were identified. Of these, 129 chose to return the survey prior to the response deadline.

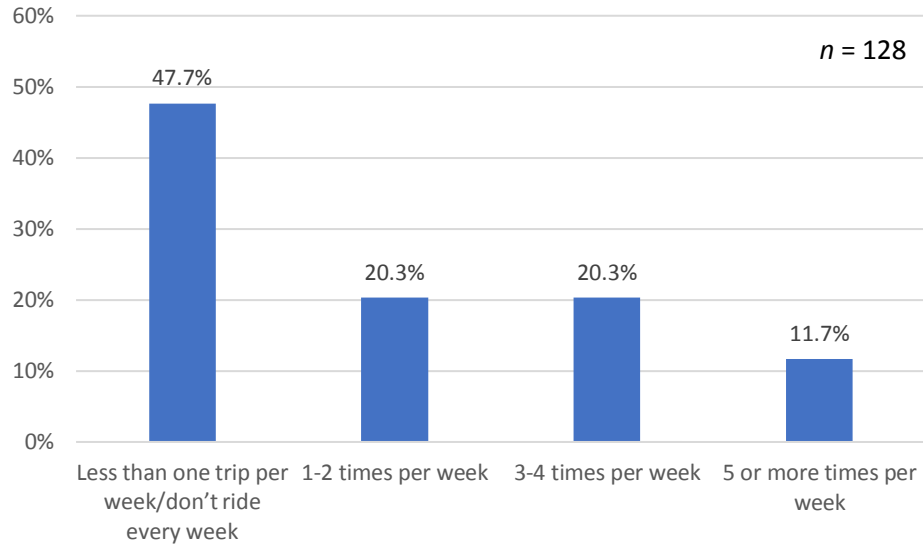
Data from the surveys was used to create a profile of a typical dial-a-ride customer:

- Rides twice a week or less (68 percent),
- Rider uses to access healthcare/medical services (57 percent),
- Makes a reservation within four days of the scheduled trip (57 percent),
- Rider uses because he/she does not drive/no longer drives (56 percent),
- Travels within Casper (92 percent),
- Pays fare using a ticket or cash (76 percent),
- Has access to technology such as internet, email, text messaging, or smartphone (75percent),
- Travels alone (without a companion or caregiver) (91 percent),
- Is age 62 or older (63 percent),
- Identifies as White/Caucasian (88 percent) and does not identify as Hispanic or Latino,
- Speaks English at home (98 percent) and very well (94 percent),
- Lives in Casper (98 percent), and
- Uses other forms of transportation such as The Bus (33 percent) or a taxi (12 percent).



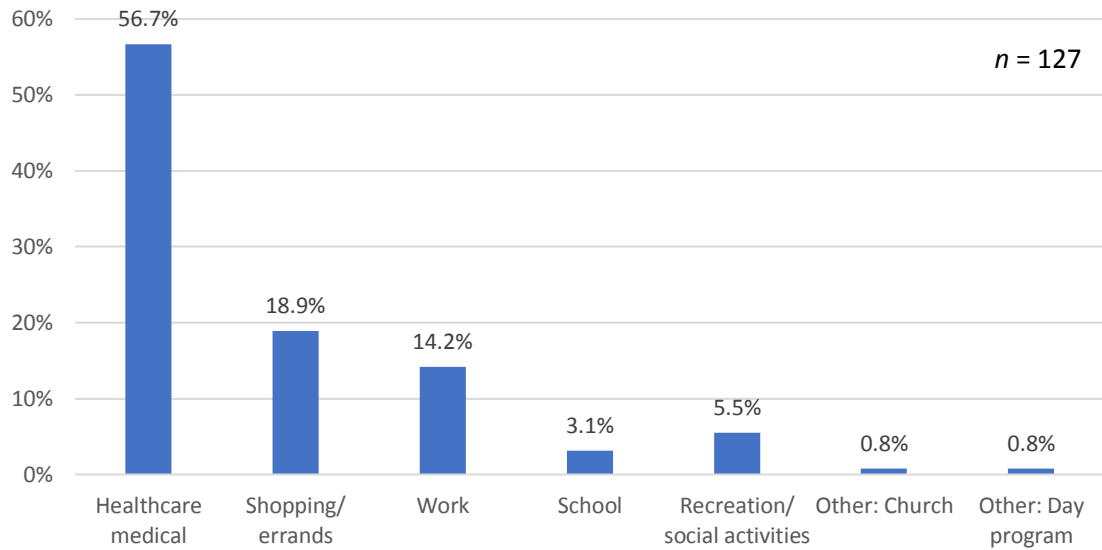
Q1. How often do you ride Dial-A-Ride in a typical week?

Exhibit 3.2.1 Frequency of use



Q2. What is your most common trip purpose when using Dial-A-Ride? (Choose only one.)

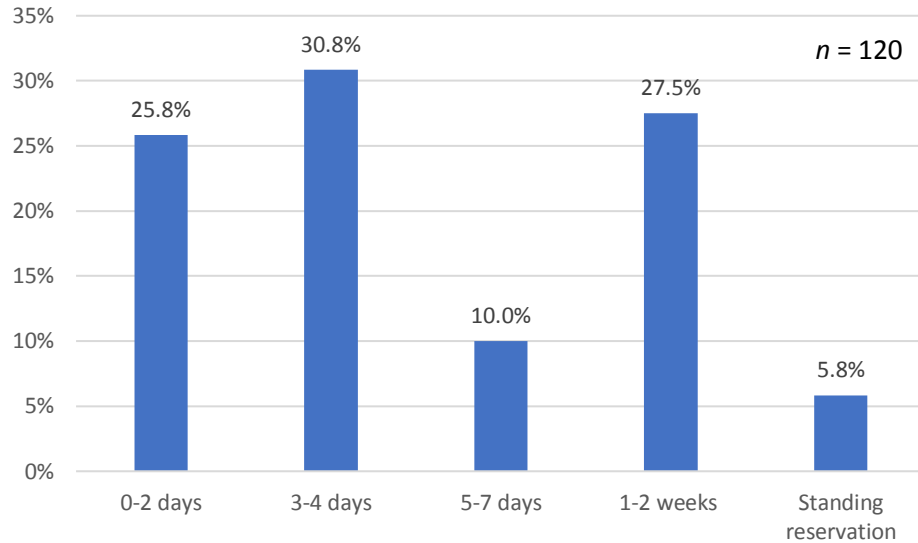
Exhibit 3.2.2 Trip purpose





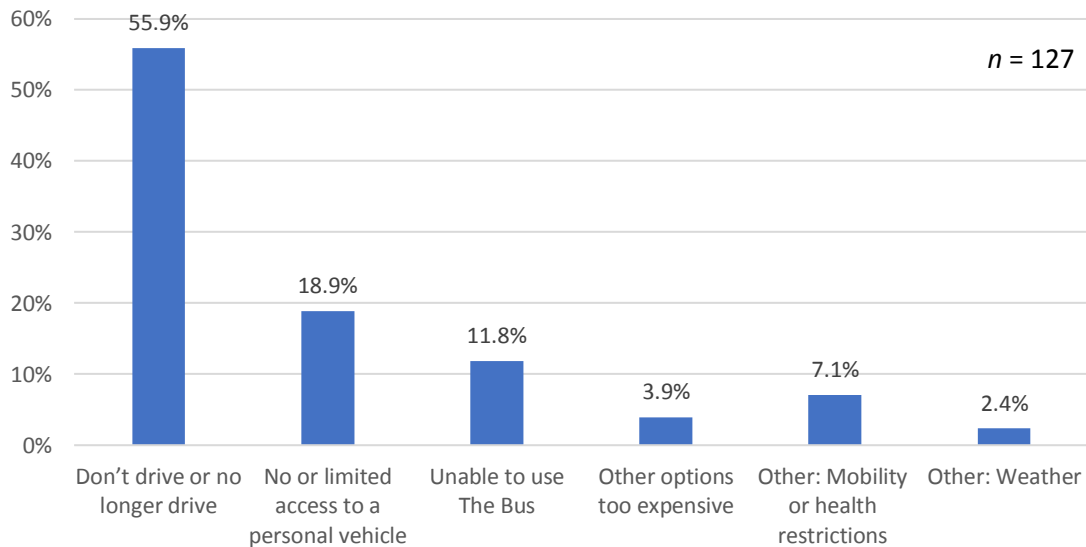
Q3. How many days in advance do you typically make your ride reservation?

Exhibit 3.2.3 Advance reservations



Q4. What is the main reason you use Dial-A-Ride instead of another form of transportation?

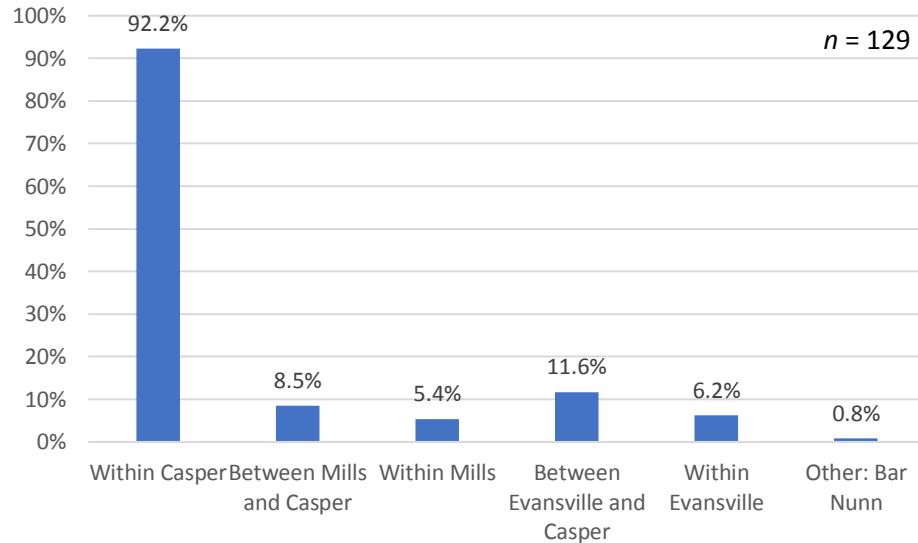
Exhibit 3.2.4 Reason for riding





Q5. Where do you typically travel when using Dial-A-Ride? (Check all that apply.)

Exhibit 3.2.5 Typical destinations



Q6. Please rate each of the following aspects of the Dial-A-Ride service.

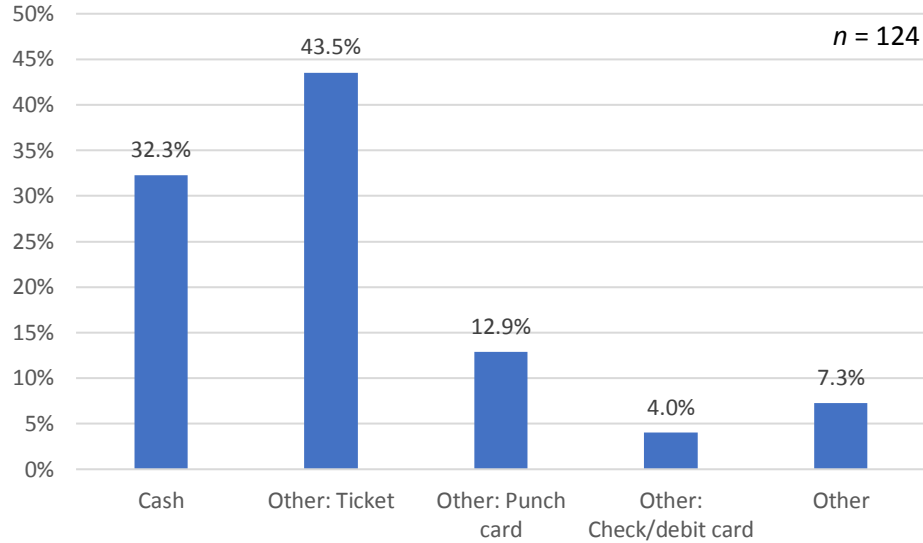
Exhibit 3.2.6 Customer satisfaction

	Excellent	Good	Fair	Poor	Mean rating
a. Courtesy of driver	85.2%	14.8%	0.0%	0.0%	3.85
b. Safe operation of vehicle	80.5%	18.8%	0.8%	0.0%	3.80
c. Cleanliness of vehicle	75.2%	23.2%	1.6%	0.0%	3.74
d. On-time performance	62.4%	28.8%	8.0%	0.8%	3.53
e. Reasonableness of fare/cost	77.0%	18.3%	4.8%	0.0%	3.72
f. Information provided to customers	64.6%	27.6%	6.3%	1.6%	3.55
g. Ease of reservation making	65.1%	25.4%	6.3%	3.2%	3.52
h. Overall service	77.3%	21.1%	1.6%	0.0%	3.76



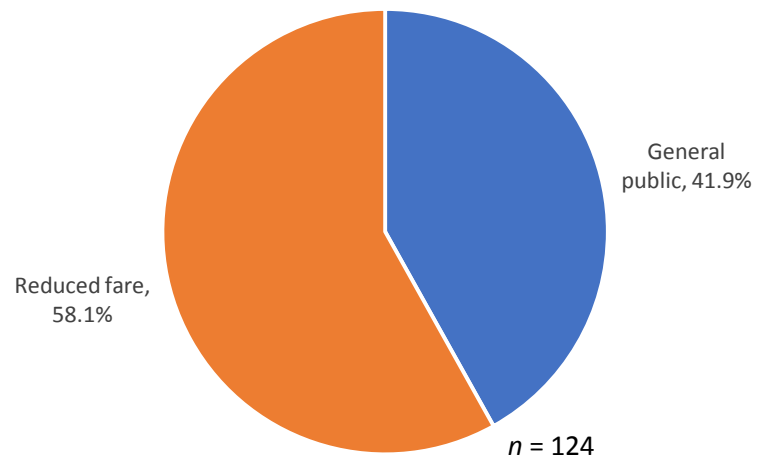
Q7. How do you typically pay for your ride on Dial-A-Ride?

Exhibit 3.2.7 Fare payment



Q8. What fare category typically applies to you?

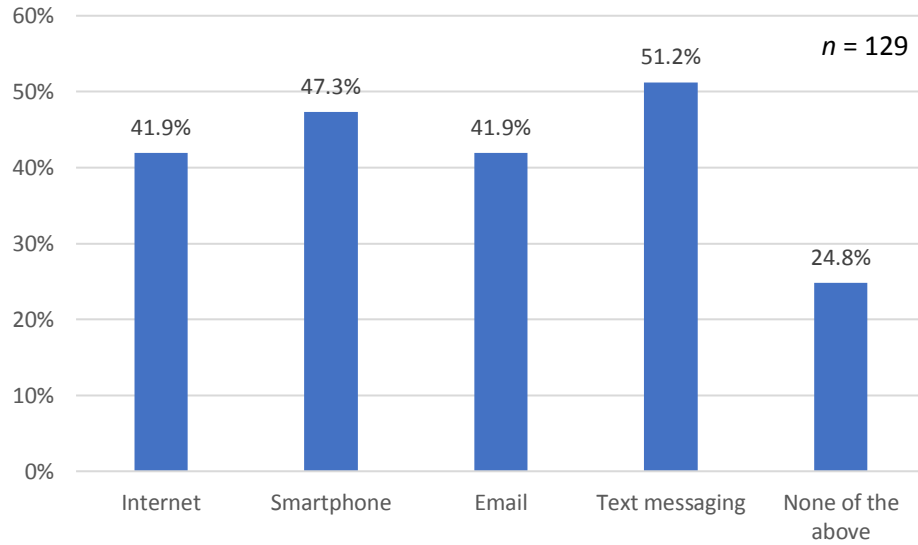
Exhibit 3.2.8 Fare category





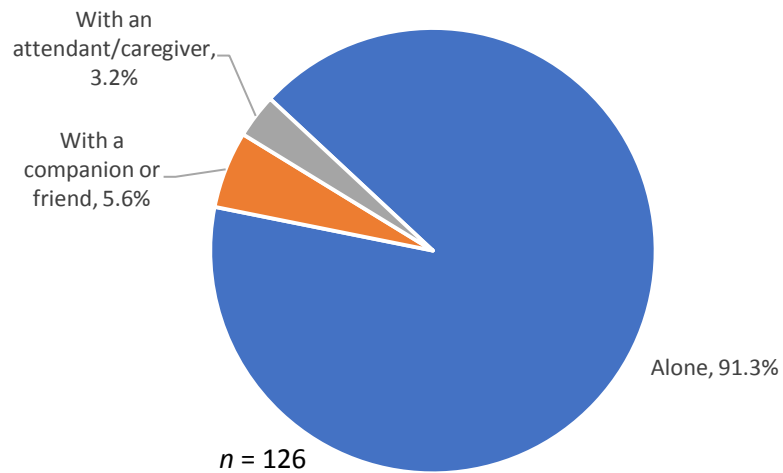
Q9. To which of the following do you have access? (Check all that apply.)

Exhibit 3.2.9 Access to technology



Q10. Do you typically travel on Dial-A-Ride...?

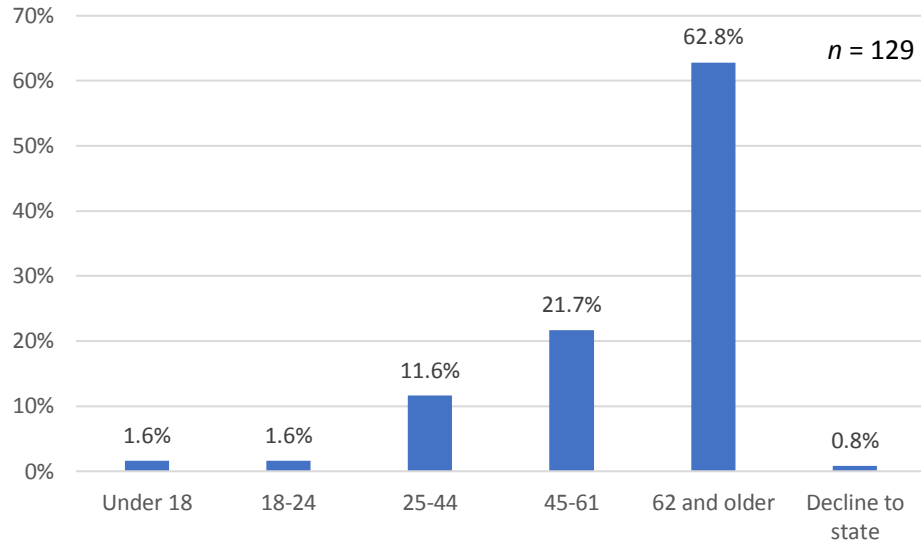
Exhibit 3.2.10 Traveling companion





Q11. Which of the following includes your age?

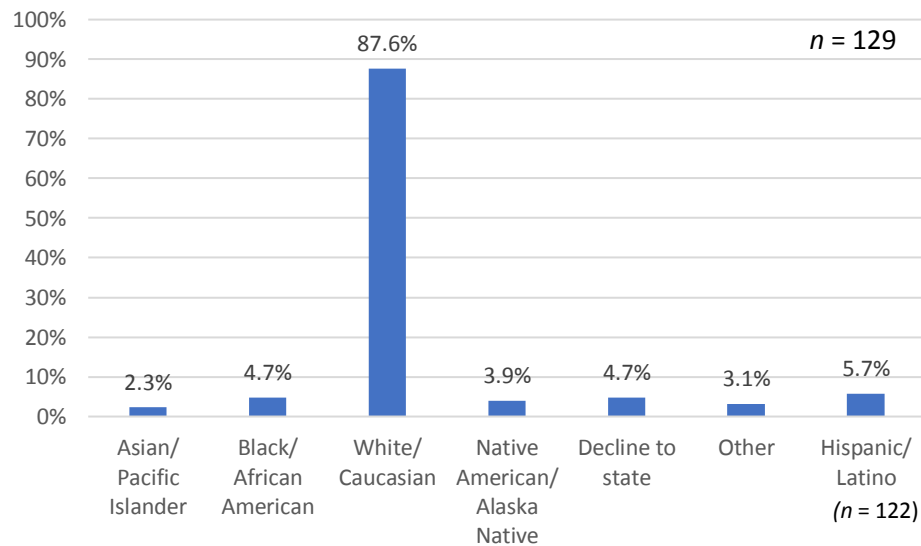
Exhibit 3.2.11 Respondent Age



Q12. With which of the following do you most closely identify? (Select all that apply.)

Q13. Do you identify as Hispanic or Latino (of any race)?

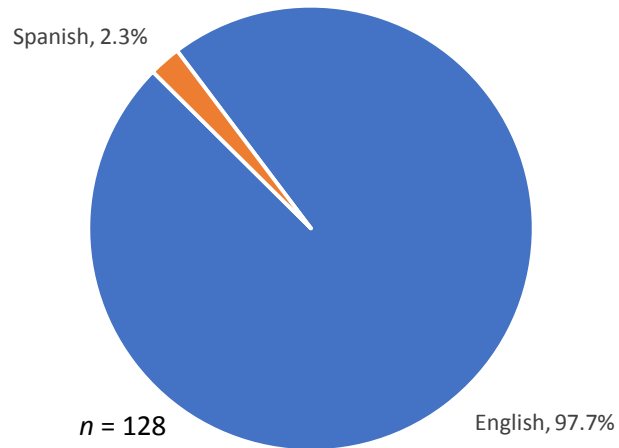
Exhibit 3.2.12 Race and ethnicity





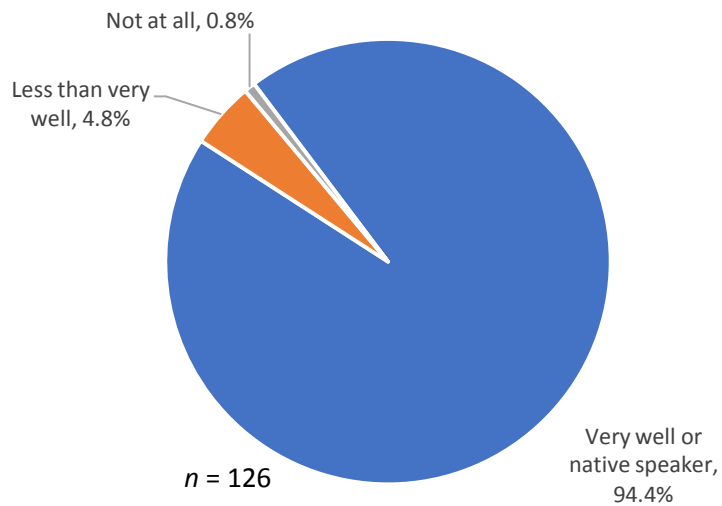
Q14. What is the primary language spoken in your home?

Exhibit 3.2.13 Language spoken at home



Q15. How well do you speak English?

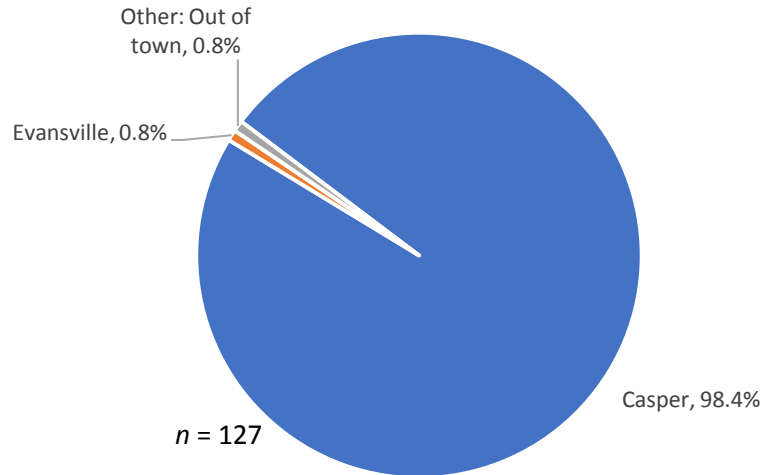
Exhibit 3.2.14 English proficiency





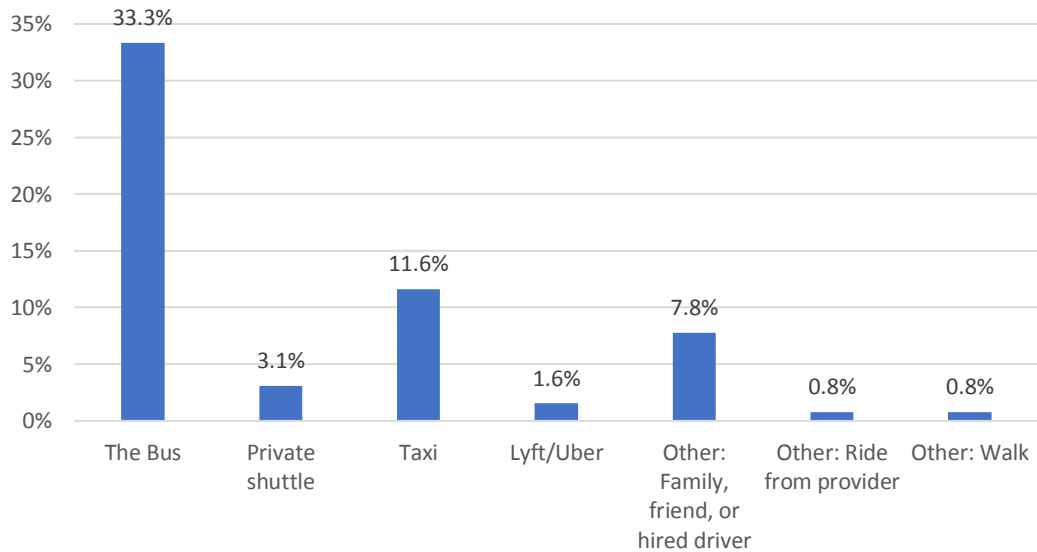
Q16. In which community/town do you live?

Exhibit 3.2.15 Home community



Q17. In a typical month do you use any of the following transportation services?

Exhibit 3.2.16 Other transportation services used





3.3 Community Survey

One of the important community engagement activities undertaken in support of the Five-Year Transit Strategic Development Plan (TSDP) was a community-wide survey.

The survey had several objectives including 1) assessing both awareness and recent use of public transit within the Casper area, 2) identifying motivators as well as barriers (perceived as well as actual) regarding current and future use of local public transit services, 3) collect basic demographic data specific to survey participants, and 4) identify opportunities for future transit service improvements.

Given concerns regarding personal contact associated with the COVID-19 pandemic, the primary method of data collection was an online survey. (Note: Printed copies of the identical survey were also available at each of the community workshop sessions.)

The online survey was promoted using a variety of channels including four-color postcards mailed to nearly 5,000 randomly-selected households located throughout the transit service area. The mailing was stratified to reflect the 2020 household populations of Casper, Evansville, and Mills. (Note: Evansville and Mills each had a no less than 500-piece distribution.) A response or participation incentive (random drawing of a series of VISA gift cards) was included within the household mailer.

At the conclusion of the agreed upon survey fielding period, 154 valid responses were received. Survey responses were used to develop a profile of the typical respondent. The typical community survey respondent:

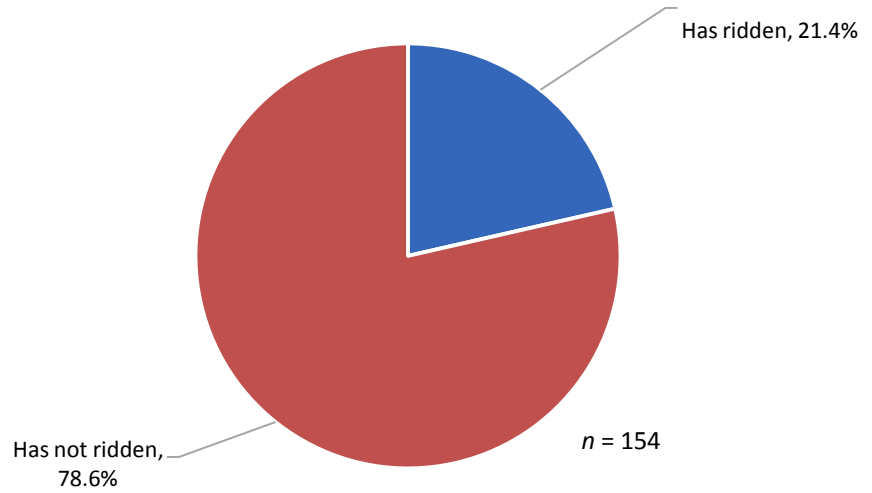
- Has not ridden either the either the fixed-route or demand-response service within the 12 months prior to taking the survey (79 percent),
- Does not use public transit because he/she prefers to drive his/her own vehicle (56 percent),
- Lives in a household where other members of the household do not use transit (92 percent),
- Has easy access to a car or personal vehicle (82 percent),
- Has at least a basic awareness of transit service in the Casper area (91 percent),
- Drives him/herself as a primary means of transportation (82 percent),
- Would consider using transit if the primary means of transportation were not available (84 percent),
- Identifies as White/Caucasian (66 percent of those responding to the question) and is not Hispanic or Latino,
- Speaks English at home (79 percent) and speaks it very well (98 percent), and
- Believes transit provides a valuable service to the community (73 percent).

A summary of the survey results follows.



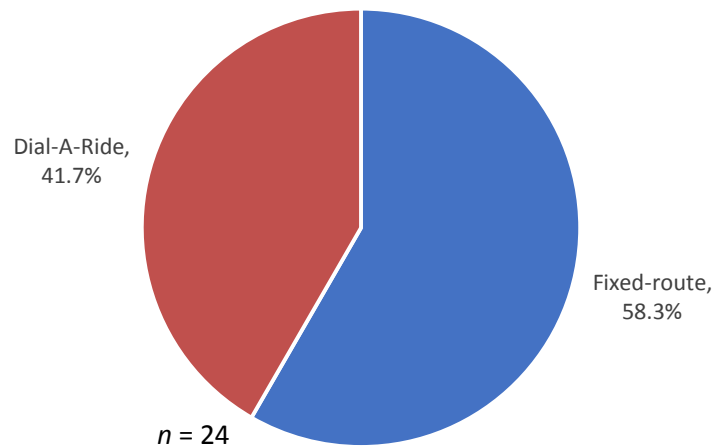
Q1: Have you ridden either the fixed-route or Dial-A-Ride service within the last year?

Exhibit 3.3.1 Transit usage



Q2: Which public transportation services have you used in the last 90 days?

Exhibit 3.3.2 Transit service used



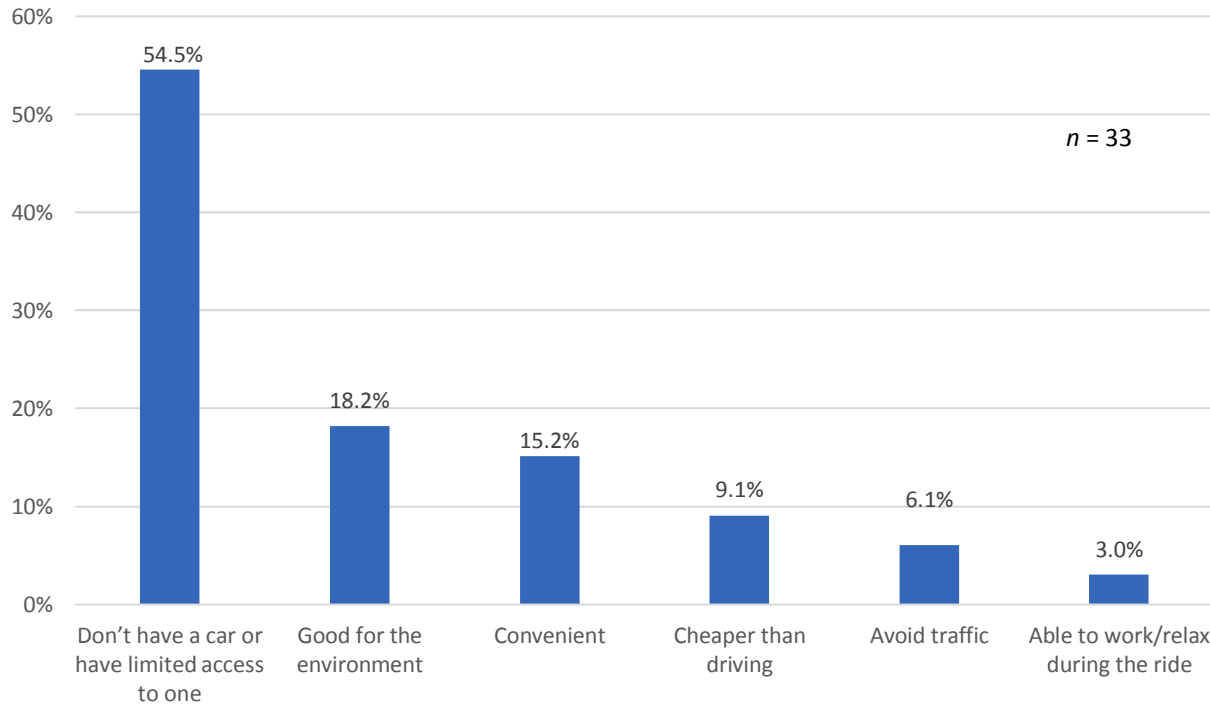


Q3. Why do you typically use public transportation?

Twenty-one percent selected “Other” as a response option. Among the considerations included therein were: limiting disability, cannot drive, personal vehicle not available, and “only way to get around town.”

Respondents had the option of selecting up to three responses. Therefore, response totals exceed one hundred percent.

Exhibit 3.3.3 Reason for riding



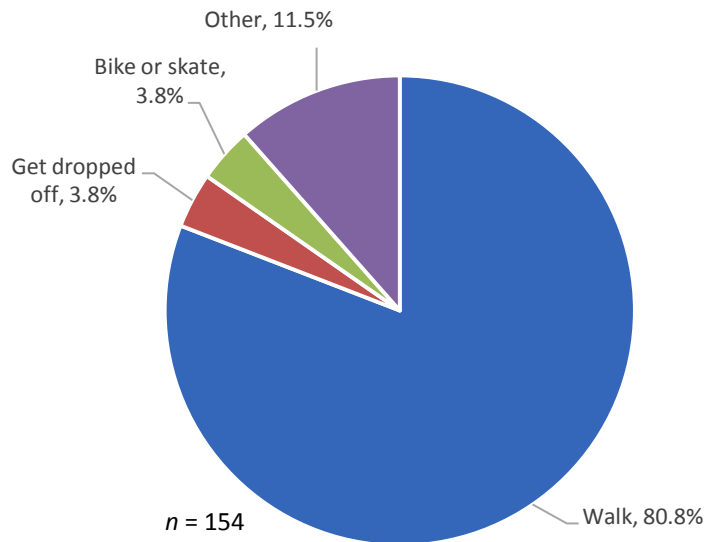
Q4. How do you typically travel to the bus stop?

At the time of the survey there were approximately 125 bus stops in place throughout the fixed-route service network. The number of bus stops was spread fairly evenly across the six routes. Further, the distance between individual bus stops is not uniform.

Three survey respondents selected the “Other” option. The responses reflect use of the Dial-A-Ride service, which does not pertain to use of, or travel to, a bus stop.



Exhibit 3.3.4 Mode of travel to bus stop



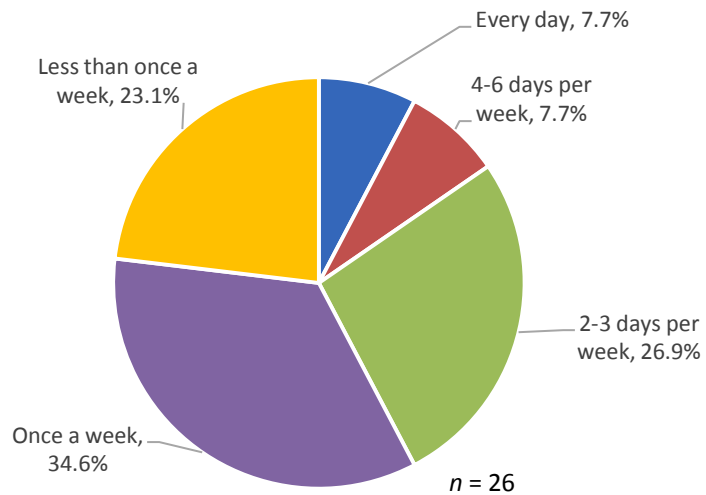
Q5. In a typical week, how often do you use public transportation?

The survey was conducted in mid-October 2020, which was during the COVID-19 pandemic. Based on data provided by CATC, average monthly ridership was less than pre-pandemic levels. Further, to support social distancing, the number of riders permitted onboard a bus was capped at 50 percent capacity.

Approximately 15 percent of the community survey sample indicated riding public transit four or more days per week. This figure stands in stark contrast to the ridership frequency data associated with the onboard/transit rider survey which indicated approximately half of the respondents ride more than four days per week.



Exhibit 3.3.5 Frequency of use



Q6. What is your preferred method of receiving information about public transportation?

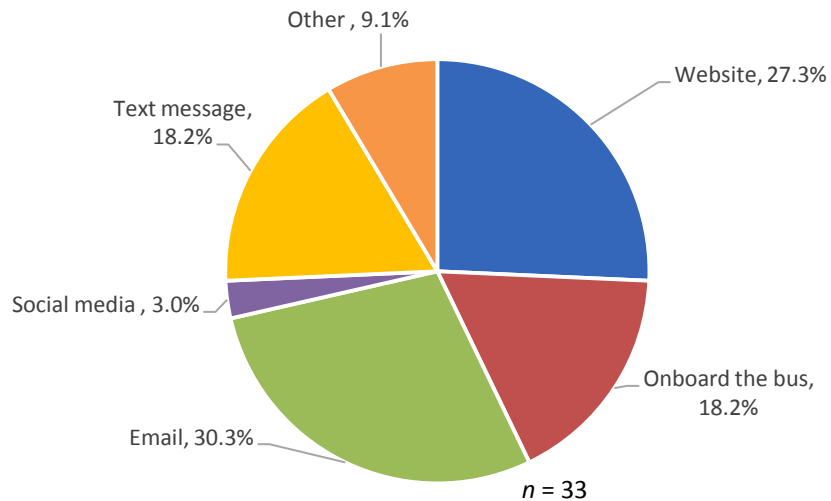
At the time of the survey fielding, the transit website was designed and managed by CATC, the long-time operations contractor. The consultant is unaware of any organized/regularly occurring “transit specific” email promotional efforts undertaken by either CATC or the City/MPO. Same regarding text messaging. Lastly, neither CATC nor the City/MPO had any recurring “transit specific” social media messaging underway at the time of the survey.

Three “Other” responses were received: “mail,” “signs at bus stop,” and “word of mouth.” It is the consultant’s opinion that these provide little insight as to preferred communications methods.

Survey participants were permitted to select up to two responses for this question. Therefore, the response totals exceed 100 percent.



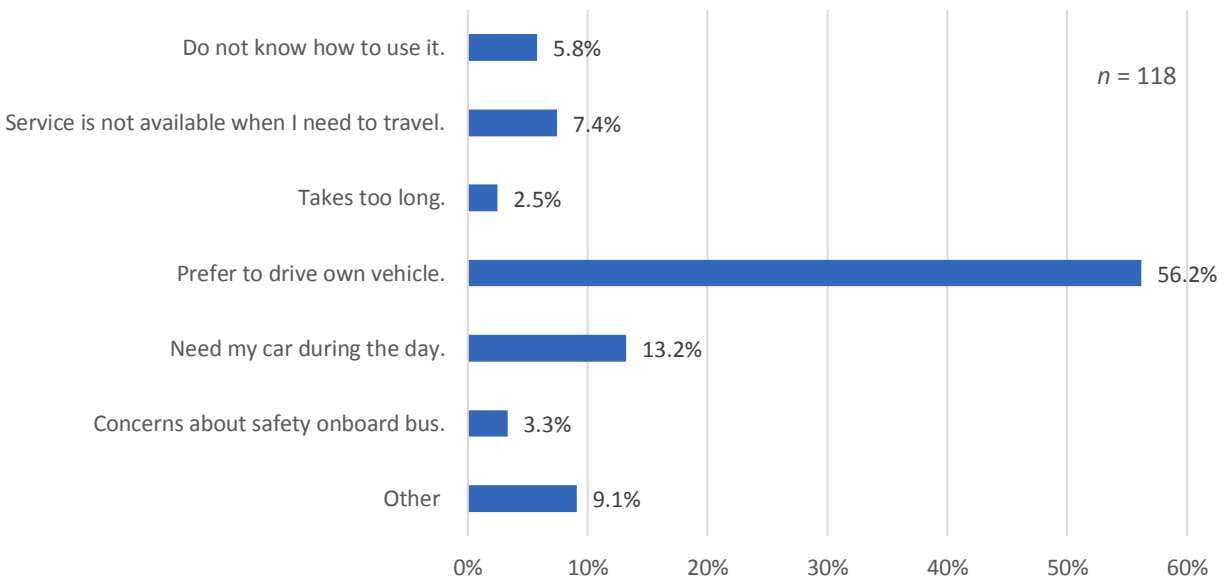
Exhibit 3.3.6 Preferred information source



Q7. What is the main reason you do not use public transportation?

Respondents were limited to a single response selection. Eleven respondents selected the “Other” response option. Among the more salient responses were: does not serve my neighborhood, does not go where I need to travel (e.g., 6 Mile Road), prefer to bicycle/cycle, waste of taxpayer money, and formerly rode.

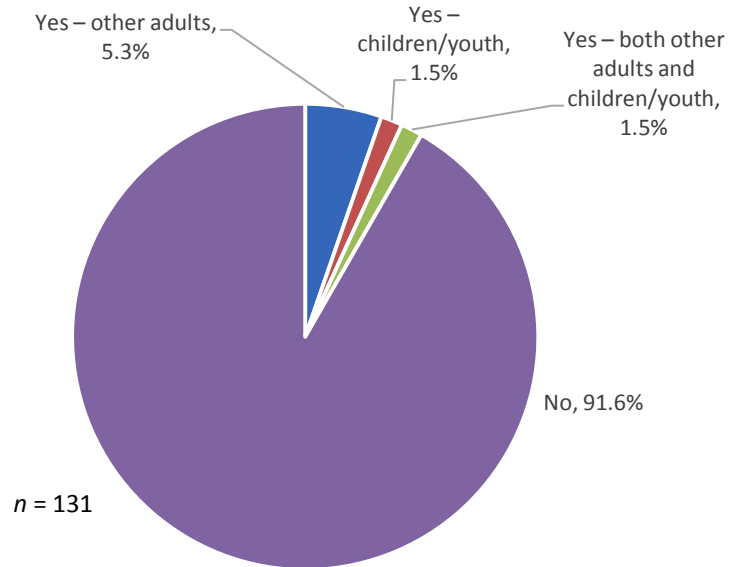
Exhibit 3.3.7 Reason for not riding





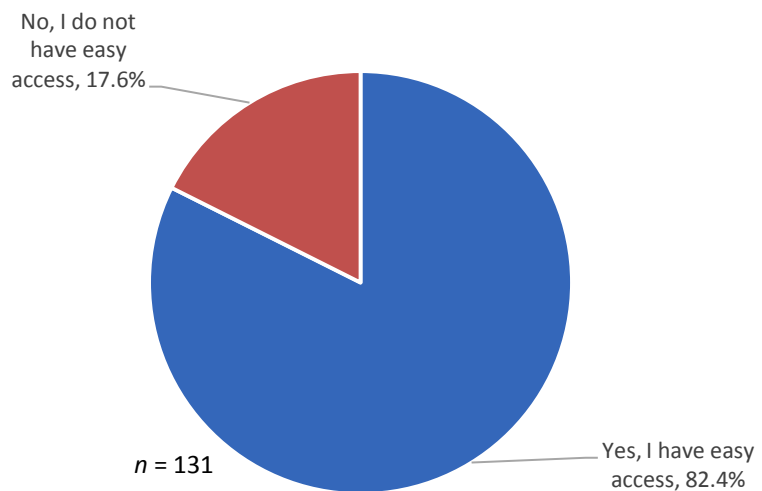
Q8. Do any other persons in your household use public transportation?

Exhibit 3.3.8 Transit usage by others in household



Q9. Do you have easy access to a car/personal vehicle?

Exhibit 3.3.9 Access to vehicle



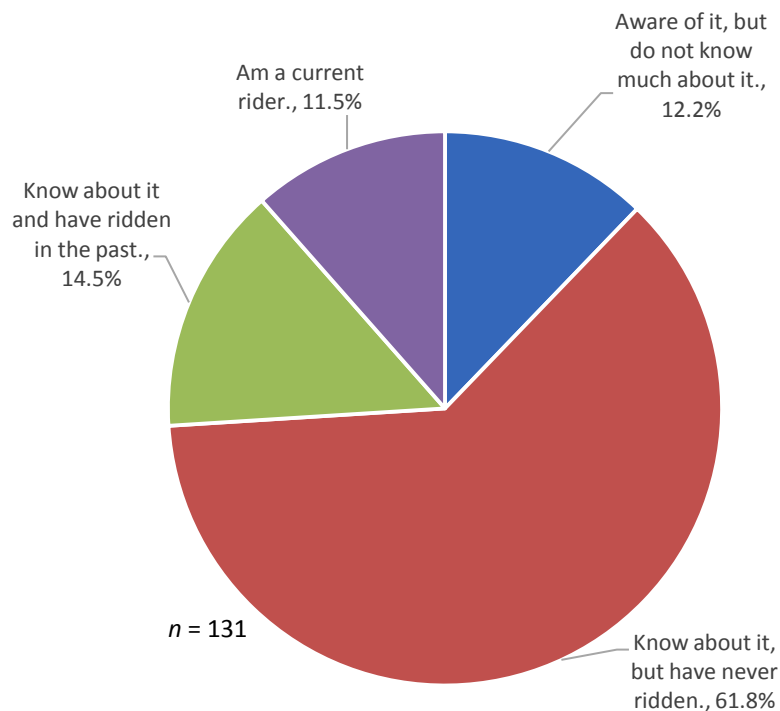


Q10. Which statement best describes your awareness of The Bus?

Successful marketing has two core objectives: 1) raise awareness of a product or service, and 2) convert awareness to patronage.

At the time of our program/service evaluation, “transit specific” marketing was limited to the CATC-maintained website, an all-routes service brochure, and occasional participation in community activities. In other words, there was not an active, ongoing effort to either increase awareness of public transit travel options (to either the community at-large or historic “transit leaning” populations), nor to convert service awareness to actual/ongoing patronage. Fortunately, the Five-Year TSDP’s Scope of Work includes preparation of an 18-month Marketing Plan.

Exhibit 3.3.10 Awareness of transit



Based on Moore & Associates’ 30-year public transportation consulting experience, we believe a community’s overall population can be divided into a three-part spectrum. At one end of the spectrum are dedicated transit riders. While the motivators may vary (i.e., cost savings, limited mobility options, less expensive than driving), use of (or reliance upon) public transit remains strong.

By contrast, at the other end of the spectrum are persons who will never use public transit even if the service was free, was available right outside their home or business, and included a complimentary cup of coffee or newspaper. These are the “dedicated drivers,” and absent a significant change in personal circumstances they will not be converted from non-rider to rider.



Therefore, to be successful, marketing must focus on prospects located within the “great middle.” This can include individuals residing in one-vehicle households, persons whose normal home-to-work-travel patterns fall within the confines of the local transit service network, and those whose financial circumstances are such that periodic use of public transit translates to quantifiable savings.

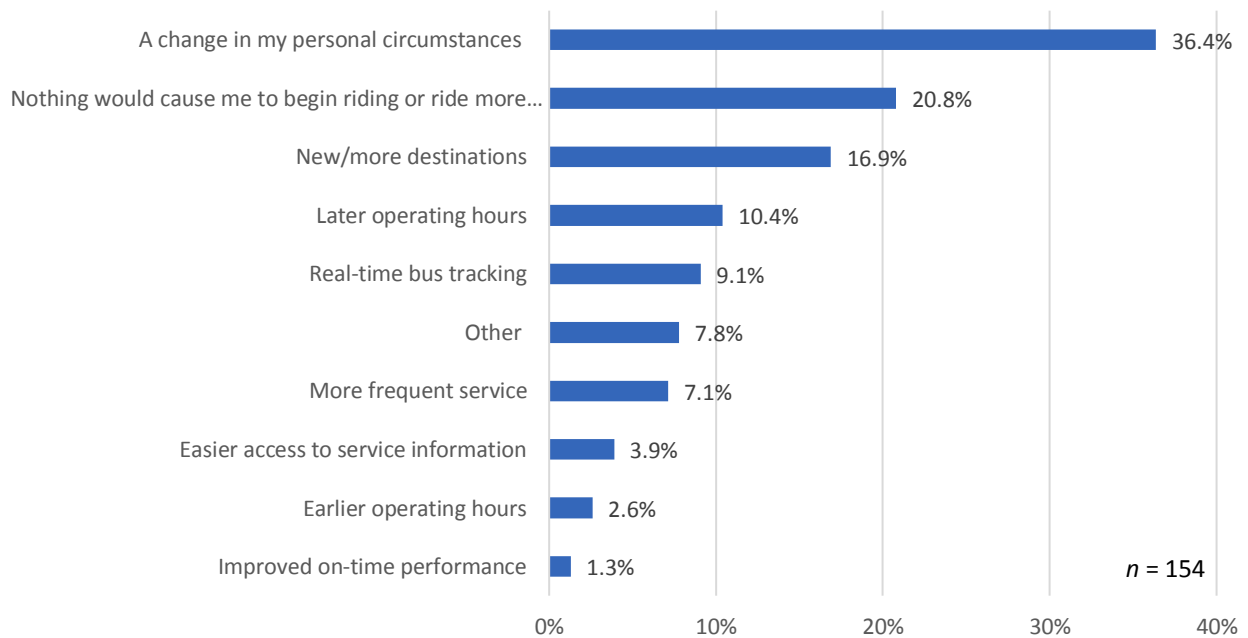
Q11. What change, if any, would cause you to either begin riding the fixed-route service or increase your use of the service?

Excluding “change in personal circumstance” and “nothing,” the other most common responses mirror the preferred service improvements identified through the onboard/transit rider survey. At the time of the survey fielding, the fixed-route service operated on a 60-minute service frequency, with weekday service essentially ending at 6:00 pm. Reduced service was provided on Saturday and no service on Sunday.

Within the response tally were 12 “Other” responses. One-third indicated the City should not provide public transit. Among the others, three stood out: improved bus stops, “more service” (which the consultant defines as more frequent service), and “better access” (which the consultant defines as having a bus stop closer to the respondent’s trip-start and/or trip-end point).

Survey participants were permitted to select up to two response options. Therefore, response totals exceed one hundred percent.

Exhibit 3.3.11 Motivation for riding

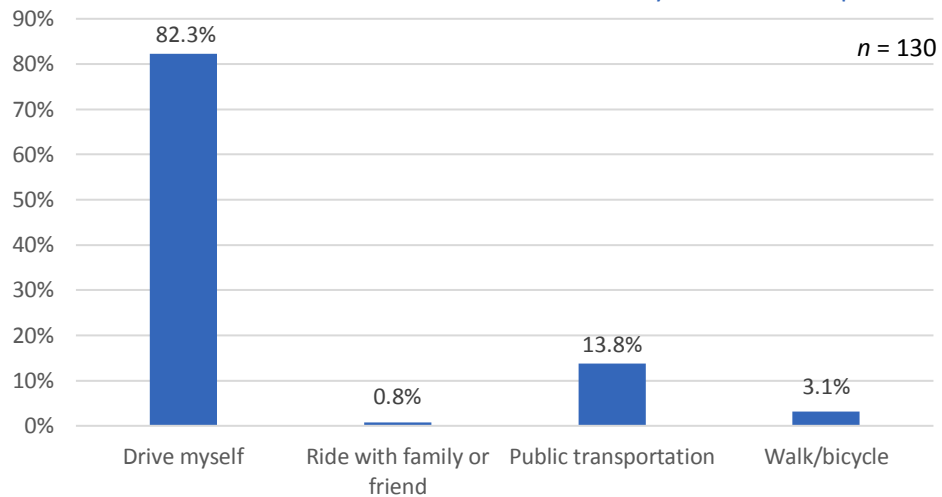




Q12. What is your primary means of transportation?

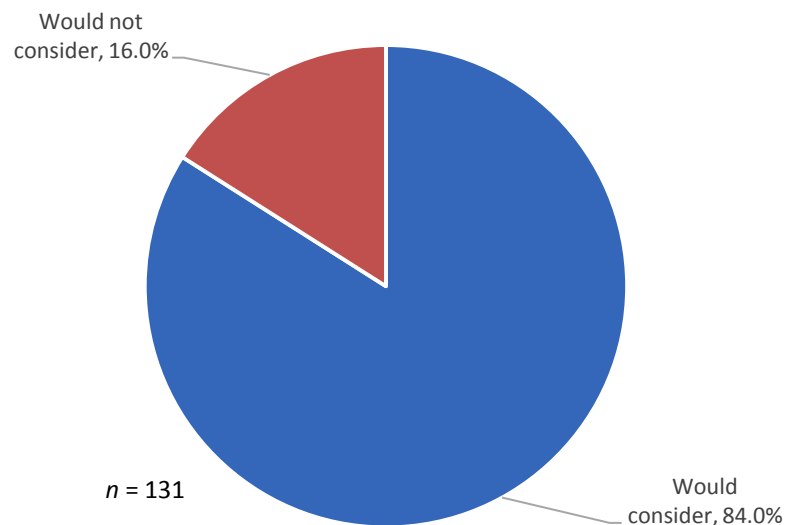
Similar to other small communities with relatively low-density land-use, the number of respondents citing “drive self” (and assumedly “alone”) is not surprising. What the consultant finds surprising is the high percentage of respondents indicating “public transit” as a primary means of transportation. Our surprise is largely due chiefly to the low service frequency (i.e., hourly) and relatively limited service hours.

Exhibit 3.3.12 Primary mode of transportation



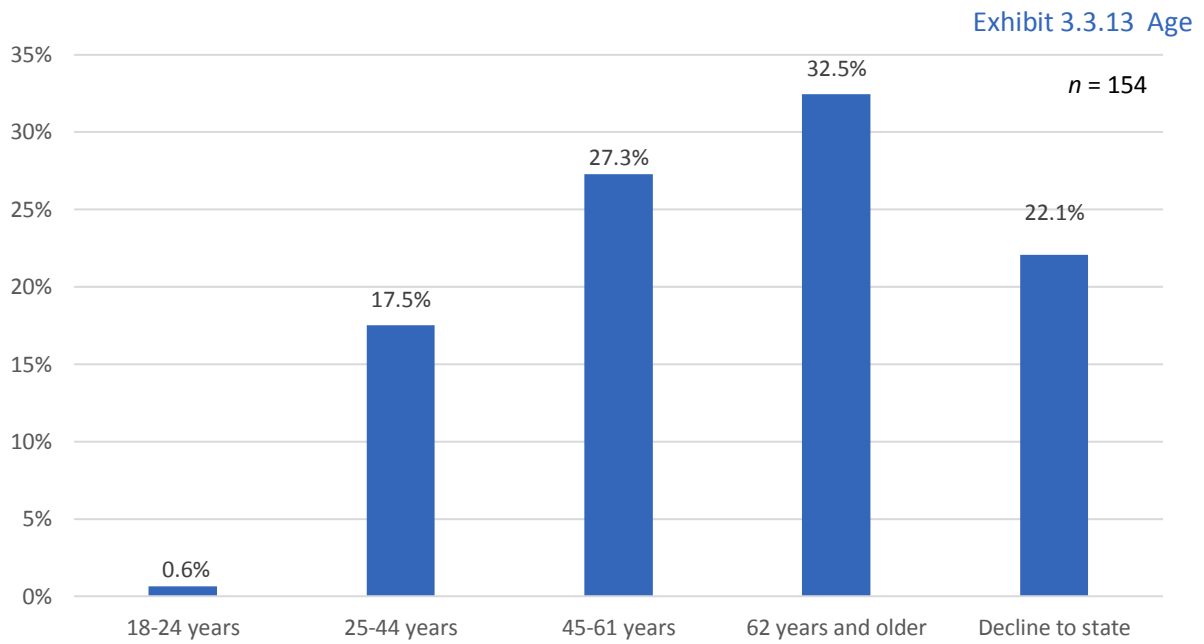
Q13. If the means of transportation you selected above was no longer available, would you consider riding the fixed-route service or the demand-response service?

Exhibit 3.3.12 Transit usage as alternative to primary mode

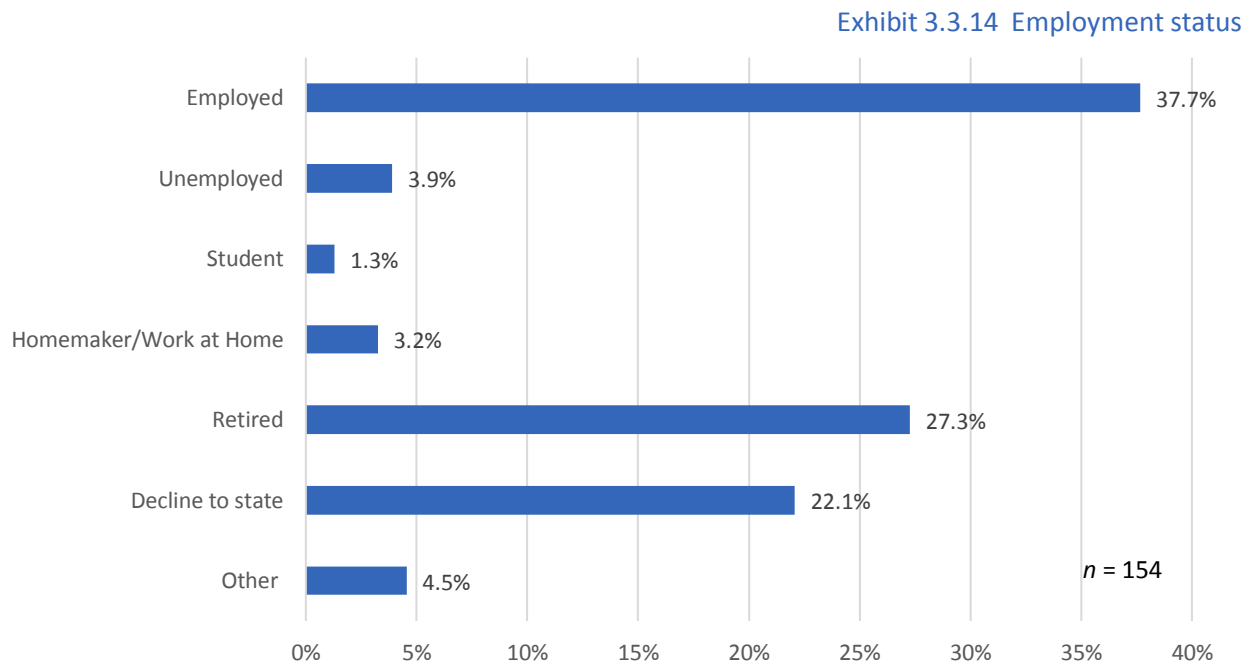




Q14. Which of the following includes your age?



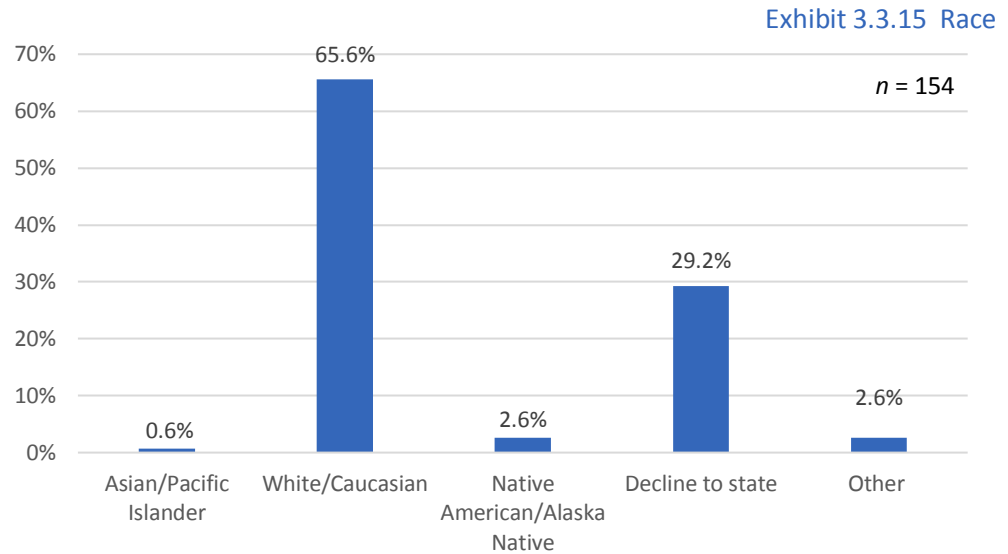
Q15. Which of the following best describes your current employment status?



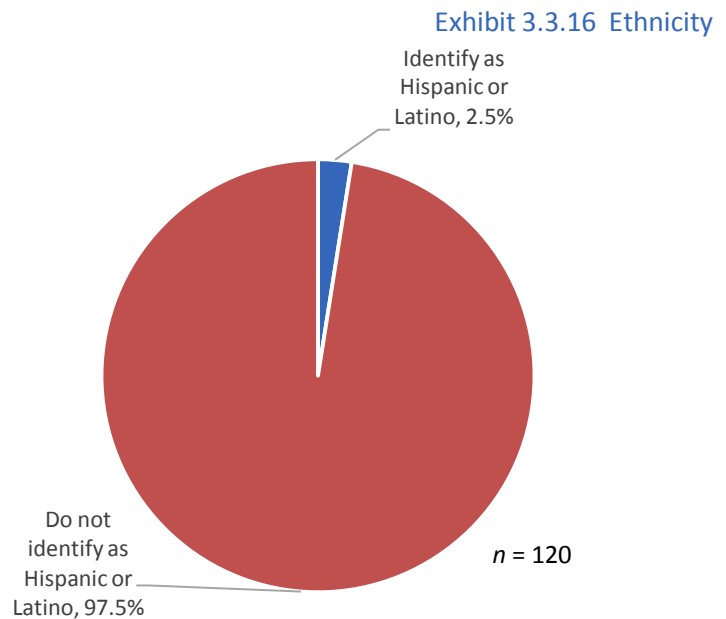


Q16. With which of the following do you most closely identify?

Participants were permitted to “select all that apply.” As such, response totals exceed one hundred percent. Two respondents selected “Other” and both listed “Euro-American.”



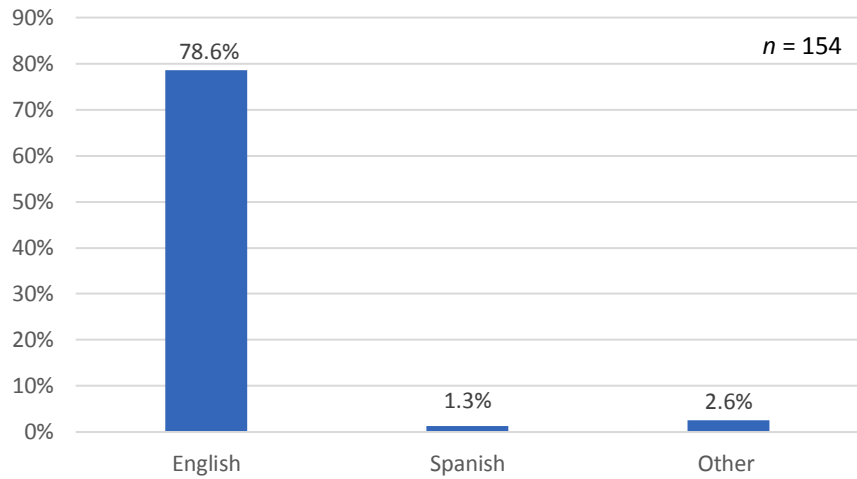
Q17. Do you identify as Hispanic or Latino (of any race)?





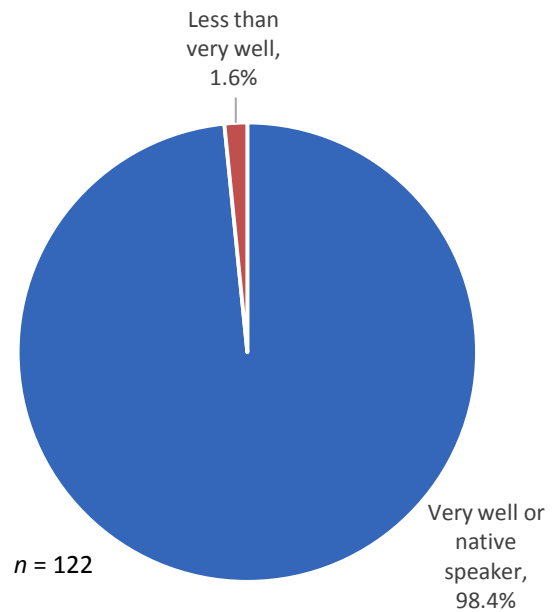
Q18. Which language(s) is spoken in your home?

Exhibit 3.3.17 Language spoken at home



Q19. How well do you speak English?

Exhibit 3.3.18 English proficiency





Q20. Indicate your opinion regarding the following statements about public transit in Natrona County. Respondents were asked to share their opinion regarding six statements about public transit in Natrona County.

Exhibit 3.3.19 Perceptions of local transit

	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree	Total responses
a. I was not aware of it before today	7.1%	0.0%	3.9%	68.8%	123
b. Provides a valuable service to my community	59.7%	13.6%	2.6%	4.5%	124
c. Supports the local economy	49.4%	20.1%	5.2%	5.8%	124
d. Cheaper than driving	35.1%	28.6%	10.4%	5.2%	122
e. Reduces traffic	39.6%	24.7%	9.7%	5.2%	122
f. Is important for seniors/disabled persons	65.6%	9.1%	1.9%	2.6%	122

3.4 Stakeholder Survey

A stakeholder survey was distributed to 47 organizations throughout the Casper Metro area. Surveys were initially delivered via email and followed up by with to three telephone contact attempts. Ultimately responses were received from 25 stakeholders (respondents identified by an asterisk).

- Austin Engineering
- Boys & Girls Club of Central Wyoming*
- Casper Area Economic Development Alliance (Advance Casper)*
- Casper Chamber of Commerce*
- Casper College*
- Casper Family YMCA*
- Casper Housing Authority*
- Casper-Natrona County Health Department*
- Casper/Natrona County International Airport*
- Casper Post Office
- Casper Recreation Center
- Casper Senior Center*
- Central Pines
- CentrePointe Apartments
- City of Mills*
- Community Health Center
- Developmental Disability Advisory Council
- DistributionNOW
- Elkhorn Valley Rehabilitation Hospital*
- Farm Bureau
- First Christian Church*
- Foxhill Apartments
- Grace Lutheran Church*
- Highland Park Community Church*
- Joshua’s Storehouse
- Juniper Ridge Apartments*
- Legacy Apartments
- LGBTQ Committee*
- Life Steps
- Lifetime Fitness
- Natrona County Library*
- Natrona County School District
- Platte River Trails Trust
- The Ridge at Blackmore Apartments
- Rocky Mountain Oncology*
- Salvation Army
- Sheridan VA Medical Center – Casper
- Summit Medical Center*
- Town of Evansville
- Visit Casper*
- Wyoming Coalition for the Homeless
- Wyoming Department of Transportation
- Wyoming Independent Living Resources*
- Wyoming Medical Center*
- Wyoming Rescue Mission*



Key takeaways from the stakeholder surveys included the following:

1. The Casper-Natrona County International Airport would like some form of public transportation, either fixed-route/scheduled service or on-demand service.
2. Most of the respondent non-profits want later weekday service and more weekend service.
3. The Casper-Natrona County Health Department would like service closer to 475 S. Spruce Street.
4. Casper Housing Authority wants bus service to 4701 Tranquility Way (Raven Crest Apartments), located south of Wyoming Blvd/State Highway 258 and east of Poplar Avenue.
5. Casper College indicated needing service that drops off closer to the residence halls and serves the upper campus with more frequency.
6. The Casper VA would like bus service to 6000 E. Second Street (its new clinic location).
7. Grace Lutheran Church would like to see service operating on Sunday.
8. The Wyoming Rescue Mission would like later weekday service and more service on weekends, as well as service to E. A Street and N. Park Street.
9. The Casper Area Chamber of Commerce would like to see more service in North Casper (north of I-25).

3.5 Stakeholder Roundtables

To follow up on responses received from stakeholders via the survey, we offered three stakeholder roundtable sessions to facilitate further discussion. Each stakeholder that responded to the survey was contacted to invite them to participate in a roundtable. Two virtual sessions (via Zoom) and one in-person session were scheduled.

- Session #1: December 9, 2020, 9:00-10:30 a.m. (in-person; no attendees).
- Session #2: December 10, 2020, 8:00-9:30 a.m. (virtual; six attendees).
- Session #3: December 10, 2020, 10:00-11:30 a.m. (virtual; five attendees).

None of the stakeholders were interested in the in-person sessions, so all roundtables were held virtually. The following organizations were represented at the stakeholder roundtables:

- Casper Chamber of Commerce,
- Casper Family YMCA,
- Casper Senior Center,
- Natrona County Library,
- PFLAG,
- Visit Casper, and
- Wyoming Independent Living Resources.



3.6 Community Workshops and Presentations

A series of in-person workshops were held in Casper, Evansville, and Mills on December 9, 10, and 11, 2021.

- Wednesday, December 9
 - 1:00 pm – 2:30 pm, Casper Recreation Center
 - 4:00 pm – 5:30 pm, Evansville Community Center
- Thursday, December 10
 - 1:00 pm – 2:30 pm, Casper City Hall
 - 4:00 pm – 5:30 pm, Casper City Hall
- Friday, December 11
 - 9:00 am – 10:30 am, Mills Senior Center

The workshops included a presentation that reviewed the project purpose; outlined preliminary results from the customer, stakeholder, and community surveys; and offered preliminary service recommendations based on existing conditions, staff input, and community and stakeholder feedback up to that point.

Initial workshops were promoted via social media, notices onboard all transit vehicles, media release, and a flyer.

A second workshop was held virtually on March 22, 2021, from 6:00 pm to 7:00 pm. The workshop was held at City Hall via Microsoft Teams. Opportunities for live viewing included through Teams, on Casper television channel 192, and live-streamed on the City's YouTube channel. Questions to be addressed during the workshop could be submitted through Teams chat, on the MPO's Facebook page, or via email.

The workshop presentation included a recap of prior community input and provided additional detail about the list of recommendations. Nineteen attendees were reported. Multiple questions were received during the workshop and were answered live. The workshop was recorded for later viewing as well.

The second workshop was promoted via social media, notices onboard all transit vehicles, media release, email blasts, a slide for display on Channel 192, and a newspaper advertisement.

Questions addressed during the meeting included the following:

Q: How does Casper compare to other cities of similar size regarding the transfers of riders?

A: Based on the rider survey we noted a relatively high incidence of bus-to-bus transfers. That is, a greater number of riders indicated making a transfer or connection in order to complete the surveyed trip.

The need to make a transfer is often perceived as a barrier to the use of public transit (in contrast to driving a personal vehicle). The incidence of transfer we observed in the Casper area is higher than that noted for comparably sized transit programs for which Moore & Associates has consulted across the past several years.



Q: What other communities of similar size have travel trainers?

A: Travel training, as a mobility-enhancing strategy, has become increasingly commonplace, especially for medium to large transit programs. While you're likely to find such a program in Denver or Salt Lake, travel training is now also in place in an increasing number of small to medium-size programs, especially for programs that serve significant numbers of seniors and/or persons with disabilities. Effective travel training serves to mitigate the barrier of the "unknown," assisting new or infrequent transit users to increase their comfort levels (and often that of their family members and/or caregivers).

Q: In a previous workshop there was discussion of looking at the value to the community of moving to a fare-free model. It was then indicated you guys would look into that. What were the findings of looking into that?

A: I believe that question or idea was raised during one of the virtual community workshops held in December 2020.

To advance a fare-free model, some form of replacement funding needs to be identified and secured in order to offset the loss of potential fare revenue.

Based on the rider survey, the payment of a fare was not perceived as an impediment or barrier to transit use by the core ridership. As such, it may be more advantageous for the MPO to maintain the current fare policy and leverage this revenue to secure additional funding to continue to make future improvements to the program or service.

Q: With respect to transportation informational materials not being user friendly, what sort of improvements should we make?

A: Some initial impressions: The current transit brochure covers all six routes. That's a lot of information presented in a relatively small format. The current brochure includes a map that is not "to scale," nor does it indicate the location of key activity centers such as retail, healthcare, public buildings, etc.

While there would likely be an additional cost associated with the design and production of individual route-specific brochures, we believe the anticipated benefits could outweigh the additional cost. We also recommend opting for a larger system map, one which is presented "to scale," and brochures that are color-coded to the individual route.

Q: Have we studied a rideshare program like they do in other small cities (i.e., Fargo, ND)?

A: When we talk about "rideshare," it is important that we are defining the term in the same way. For example, when I refer to rideshare, I'm referring to an alternative to the single-occupied vehicle, often utilized as a means of home-to-work commuting, typically involving significant travel distance. As defined here, "rideshare" has not been a focus or objective of the current project. Rather, the five-year Transit Strategic Development Plan's objectives include practical strategies for increasing year-over-year transit ridership as well as tactics for expanding transit's historic customer base throughout the Casper area.

With that said, we have also looked at cost-effective tactics for meeting the mobility or transportation needs of social service organizations and their respective clientele (many of whom historically have had limited transportation options). Among the ideas being discussed are volunteer driver programs, directly



operated transportation services (by social service organizations), and potentially “shared capacity” so as to enhance the operating efficiency of non-transit services.

Q: Everyone knows the Dial-A-Ride as CATC. Would it cause more of an issue if we changed the name, and how long would it take for people to accept the new name? For example, the DFS used to be called DPASS, and it took almost 20 years for people to accept it.

A: It is difficult to provide a firm estimate as there can be many factors which affect the outcome. However, I can say with confidence that well-executed branding (accompanied by impact-driven marketing and outreach) will result in not only an initial “buzz” but also increased brand/service awareness, clarity of service purpose, and increased positive association.

While rebranding may not (ultimately) be identified as one of the top priorities, it should remain on the recommendations list as the current branding is both tired and potentially confusing.

New branding is not a substitute to addressing some of the operational items being recommended. However, given this project includes a multi-year marketing plan, we believe it is (also) an appropriate time to consider rebranding given the Plan also includes fleet replacement in the not-too-distant future. It is easier (and less costly) to purchase vehicles that are already branded than to take delivery and then pay to have them branded.

Q: Are there grants available to pay for travel training?

A: Yes, there are. There are not only grants available from and for the public sector, we have also been able at times to secure funding support from organizations throughout the community. This can include healthcare providers, educational institutions, private employers/businesses, and social service organizations. One caveat being the clientele that are associated with such entities would have access to the mobility or travel training.

Q: Do other communities our size that have central transfer points allow transfers to any other bus or some kind of hybrid?

A: With respect to public transit service delivery, there are two primary models: hub-and-spoke and point-to-point. The Casper area model is chiefly a hub-and-spoke approach. In other words, riders travel to a central transfer point, transfer to a connecting vehicle, and continue onward to complete their trip. By contrast, the point-to-point service model typically features a lower incidence of transfer.

The hub-and-spoke approach is generally perceived as a lower cost model, and is particularly well suited for a community with relatively low density and greater distances between activity centers (aka trip generators).

There are many differing approaches to transfer policies. The most common approach includes issuance of a (free or reduced-cost) transfer at time of boarding or fare payment. This transfer allows the rider to complete her/his trip in a single-direction (i.e., not as a round trip). The transfer is typically valid for a limited time period (say, 60 minutes from issuance).



Q: Can you go into more detail about the recommendation to expand weekend service? How high of a priority is that and when can we expect to see a Sunday service?

A: Let's talk about Sunday service first. Whenever you have a transit program or service which does not operate on Sunday, and you ask riders what service improvement they would most like to see, it is very common for people to respond, "Sunday service." Which is not surprising because that's something not (currently) being provided. However, based on our (public transit consulting) experience across the past 30 years, even among high ridership transit programs (typically found in large urban areas), Sunday ridership is almost always lower than Saturday ridership which in turn, is historically lower than weekday ridership.

If the MPO decides to provide Sunday service it would need to provide a level of service (at least) equal to that provided on Saturday, knowing from the get-go that it is very likely many fewer people would ride. So the per ride cost would be higher, and the likelihood of future unit cost reduction would be limited.

Now compare the cost of introducing Sunday service to potentially increasing or expanding weekday evening service, a request which has been identified multiple times across the past several years. Having a transit service which stops running at 6:00 pm on weekday evenings presents a number of challenges. Perhaps most importantly the current transit service delivery model is not a viable travel alternative for persons working during evening and/or night times. Operating until at least 8:00 pm or 9:00 pm (at least Monday through Friday) could result in a significant increase in ridership because then transit would appeal to a much larger share of Casper area residents.

So, if the MPO wishes to consider service recommendations with a potentially high ROI (Return on Investment), we believe extending evening service on weekdays would rise to the top versus introducing an entirely new service on Sunday.

Q: What about service out to the airport?

A: The project report includes options to provide some level of transit service linking the Casper downtown area with the airport at least on a trial basis.

Q: Are there any plans to expand or enhance service to Casper College?

A: Yes, the MPO is always seeking effective ways of providing more transit service to and around the College. The College has been an important source of transit ridership. And we expect discussions between the MPO and the College will continue once "normal" attendance patterns return.



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Chapter 4 | Transit Needs Assessment

A transit needs assessment was conducted based on input from City and MPO staff, CATC staff and the CATC Board, stakeholders, and members of the community. A summary of the transit needs identified during this process is presented below.

- Service information is difficult to use.
 - Maps on service brochures are a linear “subway” style and do not give an accurate sense of where they travel or how far it is between stops.
 - Transit website is not well organized and can be confusing.
 - Having every stop a time-point can impact on-time performance.
- There are very few bus stop amenities.
 - There are only five bus shelters in the entire The Bus system.
 - Information at the bus stop is minimal.
- There is no service after 6:30 p.m. on weekdays.
 - Workers with “non-traditional” schedules (i.e., service industry) cannot use public transportation to travel both to and from their workplace.
- There is limited service on Saturday.
 - Workers with “non-traditional” schedules (i.e., service industry) have even less opportunity to use public transportation if they work on Saturdays due to reduced service times on the Casper routes.
 - Purple and Orange routes do not operate at all on Saturday.
- There is no service on Sunday.
- There is no service to the Casper-Natrona County International Airport.
- Riders traveling on the Green Route who wish to continue traveling to Walmart West or Mills must transfer to the Yellow or Purple routes downtown, as no connection is available at Smith’s.
- Riders traveling on the Red Route must transfer to the Blue Route downtown, as no connection is available at Eastridge Mall.
- There is no current Yellow Route stop at the location of the new State Office Building (currently under construction on West Collins Drive, across from the Natrona County High School football stadium).
- There is a need for more contactless fare payment options due to the COVID-19 pandemic.
- The Bus does not offer real-time service information.
- All dispatching activities take place at the CATC office and cannot be conducted remotely, which is a concern if the office needs to be shut down (for example, in response to a COVID-19 case among staff).
- The VA Clinic relocated to a site on the east side of Casper that is outside either the fixed-route or demand-response service areas and is no longer served by transit.
- There needs to be an advisory committee made up of representatives from various social service organizations.



4.1 Fare Policy Peer Review

As part of the needs assessment, we conducted a review of fares charged by like-peers in Wyoming.

Exhibit 4.1.1 Local Fixed-Route Fare Comparison

Transit service	Base fare	Reduced fare	Free fare	Route deviations	Transfers
The Bus (Casper, WY)	\$1.00	Students: \$0.75 Seniors/persons with disabilities: \$0.50	Children 5 and under	General public: \$2.00 Reduced: \$1.00	Free (at transfer centers)
Cheyenne Transit (Cheyenne, WY)	\$1.50	Students: \$1.25 Seniors: \$1.50	Children 5 and under		Free
The STAR (Rock Springs, WY)	\$1.00	Additional children under 10: \$.50	Seniors, up to 2 children under 10		
South Teton Area Transit (Jackson, WY)			General public		
Wind River Transportation Authority	\$1.00			\$2.00	
Goose Creek Transit (Sheridan, WY)	\$4.00	Senior: \$2.50			

Exhibit 4.1.2 Dial-A-Ride/Paratransit Fare Comparison

Transit service	Base fare	Reduced fare	Free fare	Transfers
The Bus (Casper, WY)	\$5.00	Senior/disabled: \$2.00		
Cheyenne Transit (Cheyenne, WY)	ADA only & companion \$3.00	Children under 5: \$1.00	PCA	
The STAR (Rock Springs, WY)	\$2.00	Each additional child: \$1.00	Seniors 60+, up to 2 children under 10	To fixed-route: free To DAR: \$1.00
South Teton Area Transit (Jackson, WY)	Local: free Expanded area: \$3.00			
Wind River Transportation Authority	Based on mileage and time			
Goose Creek Transit (Sheridan, WY)	\$4.00 (local) \$10.00 (expanded area)	Senior: \$2.50 (local) Senior: \$7.50 (expanded area)		



Chapter 5 | Service Recommendations

This section presents a series of recommendations designed to address service-related transit needs, many of which were identified in Section 4. (Administrative and funding recommendations are discussed in Section 6.)

1. Reduce the number of published schedule time-points.

At the time of the preparation of the 5-Year Transit Strategic Development Plan there were six routes and 125 bus stops. Every bus stop was considered a schedule time-point and therefore listed in the published service schedule/timetable. When compared with similar size transit services, this is an unusual practice. Classifying every bus stop as a schedule time-point impacts on-time performance, vehicle recovery time (i.e., the time a vehicle “sits” at the end of the line before departing on the next run), and capital costs (i.e., it costs more to equip and maintain 125 bus stops than, say, 90 bus stops). Lastly, given the operating policy wherein a driver/vehicle is directed to never depart a time-point prior to the schedule time, vehicles were frequently observed sitting at a given bus stop “killing” time.

Ideally, schedule time-points should be spread relatively evenly across a given route. They should also be tied to key locations (i.e., trip generators). Doing so reduces the number of stops at which drivers must wait (if early) and enables the route to recapture some time if running slightly behind.

Utilizing the data from the project ride check, we recommend the City/MPO identify 10 to 15 locations on each route as potential schedule time-points and list said time-points within future transit service informational materials. Based on our experience we believe the majority of transit riders will quickly come to understand the new schedule policy, and successfully estimate when a bus will arrive at a given bus stop. This process would be further expedited should the City/MPO elect to move forward with the recommended predictive arrival app (see recommendation number 4 in Chapter 6).

2. Implement service to the airport on a trial basis.

Desire for some form of public transportation service to/from the Casper-Natrona County International Airport was revealed through the various surveys conducted in support of the Five-Year Transit Strategic Development Plan, including from the airport itself. At present, persons arriving or departing the airport have three practical transport options: 1) drive or ride in a personal vehicle; 2) engage a taxi, shuttle, or other hired transportation; and 3) rent a car.

Many communities, large and small alike, provide some form of public transport to their respective community airport. Beyond the obvious mobility aspect, these communities realize the

promotional value which the connecting service can play in attracting visitors and business activities.



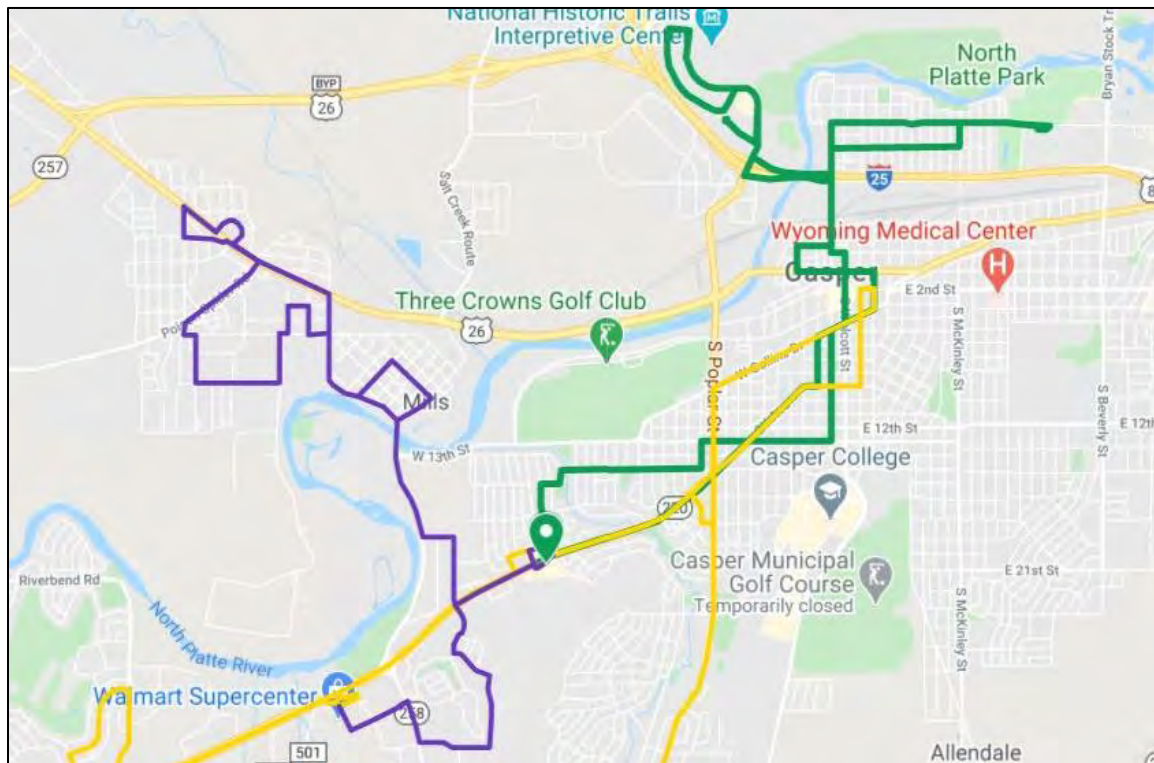
Given the absence of definitive ridership demand forecasts, we recommend the City/MPO approach this service enhancement on a trial basis (90 to 120 days), and start with an on-demand model instead of the more traditional fixed-route/scheduled service. Should the City/MPO elect to introduce this community mobility enhancement, we also recommend appropriate supporting marketing/promotional activities to raise awareness of the service. This would include outreach to the local community as well as potentially at the points of origin of the flights serving Casper (currently Denver and Salt Lake City).

3. Designate Smith’s as a time-transfer location.

At the time of this report’s preparation, the Yellow and Purple routes served the Smith’s shopping center (State Route 220/CY Avenue and W. Coffman Avenue). Additionally, the Green route terminated at Kit Carson Ave/Fleetwood Place, which is within very close proximity to the Smith’s Center.

Prior to the most recent service change, the Green Route did connect with the Yellow and Purple routes at Smith’s. This change was intended to improve on-time performance of the route by removing several stops and shortening the route slightly.

Exhibit 5.1 Smith’s Transfer Location



Once again extending the Green Route to Smith’s and creating a schedule to support timed-transfers between the three routes (Purple, Yellow, Green) will streamline travel opportunities for many riders as well as enhance the attractiveness of public transit as a travel alternative for a



portion of the Casper community. Some minor adjustments to the route and/or stops may need to be made to ensure the route can operate on schedule.

Implementation of this recommendation is contingent upon coordination with/approval by Smith's Corporate Office, given the existing bus stop is located in the Smith's parking lot. Smith's would need to agree to future inclusion of signage and a bus shelter at the stop location.

4. Extend Red Route to the Eastridge Mall.

At present, The Bus utilizes a combination of one central transfer point the Downtown Transfer Center (DTC) and a series of "informal" transfer locations (e.g., Eastridge Mall, Walmart West, Smith's). This "combined" approach is beneficial to The Bus riders as it eliminates the need to travel all the way to the downtown facility in order to make some bus-to-bus connections. (Note: At the time of the TSDP preparation 40.8 percent of surveyed riders indicated making at least one transfer in order to complete the surveyed ride.)

At present, the Red Route's eastern terminus is East 15th Street/Bretton Drive near the Quail Run Apartments. Upon reaching this location, the bus turns around and retraces its path back to the DTC. To facilitate connections with the Blue and Orange Routes, we recommend extending the Red Route to the Eastridge Mall (stop located at Bed, Bath, and Beyond). Rather than turning south on Bretton Drive, it would continue east to SE Wyoming Blvd (State Route 258), travel north to Eastridge Mall, serve the bus stop via the mall roads, then return to the original route via SE Wyoming Blvd and East 15th Street.

Exhibit 5.2 Extended Red Route



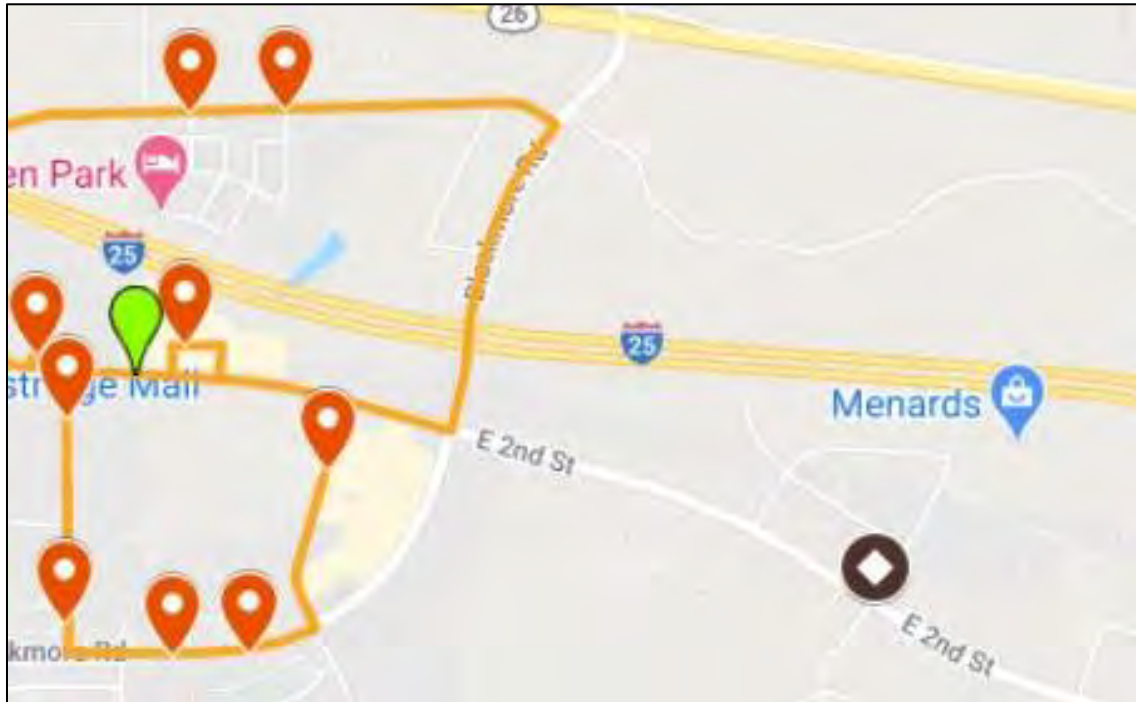
Implementation of this recommendation would require retiming of the Red Route. However, we believe rider access to the Mall as well as connections with the Blue and Orange Routes represent important benefits.



5. Work with the Casper VA Clinic to identify mobility options for its clientele.

Transit access to the VA Clinic was impacted by the clinic's relocation to 6000 East Second Street, a location not currently within reasonable walking distance of a fixed-route bus stop. The nearest Orange Route stop is located at Kohl's, which is more than a mile from the VA Clinic. This is particularly problematic given one of the reasons for the clinic relocation was the availability of a larger facility, which in turn is expected to support increased client visit activity.

Exhibit 5.3 Location of Casper VA Clinic



Starting in early 2021, MPO staff has been in discussion with representatives of the VA Clinic to assess likely demand for fixed-route service patronage, and to identify other mobility options which may more effectively address the specific mobility needs of persons visiting the clinic to access healthcare services.

Although the initial focus was the VA Clinic, over time these discussions have expanded to include other employers, businesses, and community organizations located in East Casper.



6. Establish a bus stop near the Wyoming Rescue Mission.

Information gathered through the various community engagement activities revealed appreciable actual as well as latent demand for transit service by individuals associated with the Wyoming Rescue Mission. The Mission, located at 230 North Park Street, is approximately one-third mile from the nearest Green Route stop (North Wolcott Street and East A Street) as well as the Downtown Transfer Center.

As such the consultant recommends the MPO establish a bus stop on Park Street in close proximity to the Wyoming Rescue Mission. Given the anticipated activity level for said stop, the consultant recommends installation of bus stop amenities including signage, bench, shelter, and appropriate lighting.

7. Develop trial program for TNC ride subsidy (weekday evenings and/or Saturday service.)

The desire for extended weekday evening service as well as additional weekend service was revealed through the community stakeholder survey, onboard/customer survey, and community workshops.

An increasing number of public transit providers nationwide have begun collaborating with Transportation Network Companies (TNCs) such as Uber and Lyft to address historic “first and last mile” transit accessibility challenges. In many instances a transit provider will define a coverage area, and then agree to a ride subsidy, with the TNC customer responsible for the difference between the ride subsidy and the actual ride cost.

TNC customers typically fall into one of two groups: 1) persons using the TNC to connect with public transit, and 2) persons making a TNC ride in lieu of a transit ride. Both of these scenarios are relevant to the Casper area. In the first, The Bus has a limited route network/coverage area, and there are many portions of the Casper area that lie beyond reasonable walking distance of a transit route. In the second, the fixed-route service does not provide evening/night service. Further, fixed-route service is reduced on Saturday. (No Sunday service.) Partnering with local TNC operators (e.g., Uber, Lyft, or taxi companies) could address the absence of transit service during evening/night hours as well as limited weekend service. (Note: The consultant does not recommend the City/MPO introduce Sunday service initially as demand for extended weekday service exceeds that of Sunday.)

Should the City/MPO decide to implement some form of TNC ride subsidy, the consultant recommends starting by “geofencing” a defined service area and not attempting to cover the entire Casper metro area during the initial phase. Subsequent steps would likely include 1) negotiation of the ride subsidy, 2) defining the ride subsidy days/hours, and 3) setting a limit on the number of subsidized rides any one individual may be eligible for in a given calendar month.

Moore & Associates also recommends the City/MPO discuss this service alternative with Wyoming DOT to determine if The Bus would be “credited” for the total rides provided (subsidized) as well as total Vehicle Miles Traveled (VMT). Lastly, the consultant team’s experience



creating and/or administering successful TNC partnerships provides a trio of “lessons learned.” First, approach this service alternative as a trial or demonstration project (i.e., 90 days). Second, set a reasonable not-to-exceed program budget up front. In other words, the City/MPO will allocate up to X dollars in transit funding to provide Y rides across Z time. While it may appear obvious, the cost of total ride subsidies should not be allowed to exceed the cost of providing comparable (additional) transit service. Third, objectively monitor the TNC partnership to determine if it is serving as a complement to transit service or as a substitute for transit service.



Chapter 6 | Administrative and Funding Recommendations

Chapter 5 included a series of service recommendations arising from the transit needs analysis. Chapter 6 addresses administrative, policy, and funding recommendations designed to benefit the City of Casper's transit program. Recommendations are not presented in hierarchical order.

1. Redesign transit service informational materials.

Based on the consultant's evaluation of the current transit service information materials, we recommend design and production of route-specific service brochures, a system map, and a stand-alone paratransit (dial-a-ride) service brochure. One of the key benefits of route-specific service brochures is avoiding the need to print "all new" brochures should the City/MPO implement a service change to a single route/service.

Each service brochure should include a schedule or timetable, accurate (to-scale) route map, fare information, basic service details (i.e., service hours, service holidays, rider code of conduct), and effective date. We recommend employing a three-panel (8.5 x 11-inch) format to facilitate printing in-house. As a cost saving measure, we recommend two-color printing (i.e., basic black and accent color reflective of the route color/identifier). The final design and color selection would comply with ADA guidance specific to visually impaired persons.

The consultant recommends any redesign of service information materials also include their distribution. To accomplish this, the consultant recommends the City/MPO compile a distribution database to include public buildings, schools, medical/healthcare centers, senior/community centers, and social service organizations. Distribution locations should be monitored on a quarterly basis to ensure an adequate supply of transit information materials remains available.

2. Implement a Marketing Plan.

Preparation of an 18-month Transit Marketing Plan is included in the Scope of Work of the Five-Year Transit Strategic Development Plan. The cornerstone goal of the Marketing Plan is to identify marketing, advertising, public communications, and community engagement activities most likely to offer the greatest "return on investment." Specific objectives of the Plan include increased ridership, increased fare revenue, and increased community awareness of and support for the City/MPO's public transit program.

Implementation of the Marketing Plan can be done by City/MPO staff or through a contractual arrangement with a qualified consultant. We recommend the latter approach at least for the first year as the number and scope of recommended activities would likely exceed the capability of current City/MPO staff.

The Marketing Plan will present proposed activities using phased approach. In other words, here are the five activities we recommend the City/MPO undertake in the first six months, here are the five activities recommended for the next six months, etc.



In terms of budget, we recommend the City/MPO allocate no less than three percent of the total transit operating budget to marketing in Year One. This is important given the potential scope of the recommended activities (e.g., new service identity, all new service materials, desire to regain ridership loss associated with the COVID-19 pandemic). In future years, we recommend allocating 1.5 to 2.0 percent of the total operating budget to marketing. While public transit is not a profit-driven service, it is reasonable to expect a quantifiable “return on investment” for the expenditure of public funds.

3. Redesign the Transit website.

For a variety of reasons, we recommend the City/MPO assume responsibility for the ownership and maintenance of the Transit website.

Based on our review of the current website as well as the consultant’s 30-year transit specialization, we believe the current website needs to be completely redesigned to make it more user-friendly as well as easier to navigate. A new Transit website, with a unique, easy-to-remember URL, should be designed and (also) maintained through links from the City’s main/primary website.

In contrast to the current site, the proposed version should reflect the new service identity or branding, feature individual route or service pages wherein schedule/timetable and to-scale route maps are presented together (as well as downloadable versions of the route-specific service brochures), inclusion of real-time vehicle location information (should the City/MPO decide to pursue this important customer amenity), rider behavior protocols, fare information, (potentially) online fare sales, and a customer comment/feedback mechanism.

4. Implement real-time bus arrival app.

Knowing when the bus will arrive at a given stop is a very important information feature for any public transit service. Not only can it reduce the volume of customer calls/queries, it can also lead to increased customer satisfaction while also improving on-time performance monitoring.

The largest investment required to realize implementation of this recommendation is the purchase and installation of Automatic Vehicle Location (AVL) hardware or equipment on each of the fixed-route vehicles. This must be completed before any real-time customer application can be introduced. Once the AVL hardware is in place, the City/MPO can enter into an agreement with an app vendor that will synchronize the AVL data with a General Transit Feed Specifications (GTFS) feed. Ultimately the consultant recommends the City/MPO also submit the transit feed data to Google to allow access by transit customers.

While there may be a benefit to equipping the paratransit fleet with AVL technology, the consultant recommends the City/MPO focus on the fixed-route fleet (at least initially).



5. Create/implement ongoing Travel Training program.

The community stakeholder survey (and to a lesser extent the community at-large survey) revealed an overall lack of awareness regarding the specifics of the City/MPO's public transit service. For example, service days and hours, ride request process for dial-a-ride, location of nearest bus stops, etc. While implementation of the recommendation regarding redesign, production, and distribution of new service information materials will help mitigate some of these awareness/information gaps, Moore & Associates believes many social service organizations' clientele warrant an additional educational step: on-site mobility or travel training. This would involve a qualified MPO/City representative to visit social service locations throughout the transit service area to conduct short informational presentations, question/answer sessions, and "hands-on demonstrations" (e.g., how a wheelchair lift works, securing of mobility devices, how to pay for the transit ride, rider behavior protocol, etc.)

In conducting successful travel training activities across the past 20 years, our approach has included a "tool kit" of service materials, a supply of free-ride tickets, a short (large font) presentation/discussion guide, and question/comment cards (for attendees too shy to verbally ask questions). We recommend limiting the group size to 12 and capping the session duration at 75 minutes. Given the likely target of the proposed travel training sessions would be mobility-limited/disadvantaged individuals, having an actual dial-a-ride vehicle and a driver also attend has helped break through the unfamiliarity or hesitancy barrier.

Finally, we recommend (initially) conducting two sessions/month, preferably assigning the same "trainer" as there is a rhythm which will result following completion of the first few sessions.

6. Create/implement monthly pass program (or other non-cash fare media).

Based on the onboard survey (fixed-route/riders, 47.1 percent use the service at least four days in a typical week, and 25.1 percent paid for the surveyed ride using cash. Further, 62.8 percent of riders had an annual household income of less than 25,000 dollars (filtering out youth or student riders). Taken collectively this translates to a very high degree of transit-dependency among the fixed-route core ridership. Lastly, at the time of our service evaluation there was no transfer policy in place.

At the time of the study, monthly passes were available at the CATC office or through the mail, which takes approximately five days to fulfill. The general public pass was priced at \$30 per month, with a reduced-fare pass for seniors and persons with disabilities priced at \$15. Students could obtain a monthly pass for \$25.

Expansion of non-cash fare media offers benefits to both the customer/rider and the service provider. For the rider, there is both convenience as well as (likely) savings. For the operator, non-cash fare media typically translates to increased customer loyalty, improved on-time performance (as a result of decreased rider boarding time), and reduced administrative burden (reduced time spent reconciling fare media, etc.). Expansion of fixed-route pass program could also reduce the



incidence of fare evasion. Lastly, transitioning to some form of contactless fare payment is increasingly important given concerns associated with the COVID-19 pandemic.

Given the technology limitations associated with the current transit fleet we recommend employing business-card size “tickets” which are color-coded by month. This approach would minimize the verification burden of driver staff, reduce the cost of fare media production, and allow the pass to be carried by the rider in a clear holder attached to a lanyard. While the City/MPO could potentially produce/print the fare media in-house, there are also a number of transit specialty printers available. Identifying other pass sales locations (even just city/town halls in the three communities) or implementing mobile ticketing would significantly expand access to the passes. The City/MPO may also wish to consider introducing other types of passes (such as a seven-day pass) if purchasing a full monthly pass is cost-prohibitive to many of its customers.

7. Adopt and implement a transfer policy.

Through the onboard/rider survey conducted in support of the Transit Strategic Development Plan it was revealed that 40.8 percent of the riders surveyed indicated making a connection/transfer in order to complete the surveyed trip. At the time of the TSDP preparation, the City/MPO did not have a transit transfer policy. Given the relatively high incidence of transfer (as well as the relatively high level of transit-dependency exhibited by The Bus riders), the consultant recommends the City/MPO consider implementation of a bus-to-bus transfer policy, that is, not covering Dial-a-Ride-to-bus transfers.

Provision of a transfer program offers a variety of benefits including:

1. Positioning public transit as an attractive travel alternative for a larger share of the community,
2. Making travel by transit more affordable (particularly important given the reported annual household income of the profile fixed-route customer),
3. Improved on-time operation by reducing boarding time, and
4. Reduced administrative burden (i.e., reduction in cash fare reconciliation).

Typically, transfers either are provided at no cost (contingent upon payment of a fare) or at a reduced cost (i.e., less than the full price of a second ride). Transfers are typically limited to a single direction of travel (i.e., not to be used to complete a round trip) and for a specified effectivity period (i.e., 60 minutes). At the time of the study’s preparation, the fixed-route service allowed transfers at designated transfer hubs only. Customers receive a transfer token upon existing the bus and must use it immediately to board a new bus. This system works as long as buses only converge at transfer points and routes “pulse” at these locations (in other words, arrive and depart at the same time).

With a number of recommendations that would expand the points at which routes converge, we recommend introducing a more formal transfer policy that would issue a physical transfer identifying the date, time, route, and direction of the trip, which could then be used to continue



single-direction travel within a designated time period. This would be able to accommodate varying service times at transfer locations, especially if schedules do not allow routes to “pulse” at secondary transfer hubs.

Riders utilizing a monthly pass would not be subject to a new transfer policy given the pass, (as recommended would provide unlimited rides within a given calendar month. However, the City/MPO would need to issue some form of transfer/proof of fare payment for those riders paying a cash fare. Fortunately, there are a variety of “off-the shelf” printed transfers available for purchase.

8. Upgrade dispatching software to support off-site dispatching.

At the time of the consultant’s program/service evaluation, all dispatching activities were performed by contractor staff at the transit admin office. While this approach has likely proven to be adequate for many years, the impacts of the COVID-19 pandemic warrant reconsideration. Specifically, if the transit administrative offices became contaminated due to the COVID-19 virus as it currently stands, all dispatching activity would come to a halt. In other words, there is no back-up system in place to support/allow remote or off-site dispatching.

At a minimum, we recommend the City/MPO work with the current dispatch software vendor to establish a “cloud” account. We also recommend purchase of a backup desktop which can be set up at a remote location (with internet access) to support seamless dispatching should the need arise.

9. Purchase/install Mobile Display Terminals in each vehicle.

At the time of the 5-Year Transit Strategic Development Plan’s preparation, the MPO/City transit fleet utilized hand-held radios and simple “vault style” fareboxes. Through discussions with MPO staff, we have learned that a grant has recently been submitted to fund the purchase and installation of a Mobile Display Terminal (MDT) on each transit vehicle.

MDT’s offer a variety of benefits including enhanced data collection and reporting, and streamlined dispatch-driver communications.

10. Implement Bus Stop Improvement Plan.

As discussed further under Recommendation 16, the important role that quality, safe bus stops can play in the creation of a successful public transit program cannot be overstated. Simply put, bus stops are the “front door” of a community’s public transit service. They are an investment required to retain existing customers as well as attract new ones.

Based on various field observations, the current collection of 125 bus stops range from poor to fair. At a minimum, every bus stop should include a pole, bus stop sign, and basic service information (i.e., route identifier, transit information phone number, website URL, and predictive arrival app once available/in place). Each of the bus stops should be categorized based on average



daily activity level: low, medium, or high. “Low” activity bus stops warrant the basics (i.e., pole and sign). “Medium” activity stops get the basics plus a bench. “High” activity stops warrant the basics plus a shelter. Again, bus stop improvements should be viewed as an investment, not merely an expenditure.

Given the scope of this improvement, Moore & Associates recommends the City/MPO adopt a multi-year work plan wherein a target number of individual bus stops are addressed annually, so that across a period of 7 to 10 years the entire bus stop network is improved. There are often grants available to assist with such project, as well as participation (sponsorship) opportunities from local business, education, and community service organizations. Progress toward this goal should be tracked on a quarterly basis, and progress shared with both transit customers and the community at-large.

The Bus Stop Improvement Plan should also include improvements at the downtown Casper transit center. Two “immediate” needs come to mind: 1) improved and/or additional signage, and 2) access to/maintenance of a restroom for The Bus drivers.

11. Develop a bus stop “adoption”/sponsorship program.

Bus stops are the “front door” of a public transit service. If bus stops are perceived as unsafe, unfriendly, or uninviting, it becomes very difficult to attract new riders let alone retain existing ones. Based on the consultant field tour of The Bus service area/routes, we believe the majority of bus stops warrant improvement.

Effective bus stops come in a variety of “flavors”, ranging from a simple sign on a pole to a location featuring a bench, shelter, and lighting. As such, the “development” costs range from a few hundred dollars (e.g., pole and sign) to thousands of dollars (e.g., shelter and lighting). Further, in addition to initial costs, there typically is an ongoing maintenance or upkeep cost.

Enhanced bus stops serve as a magnet for ridership (and hence fare revenue) growth. Bus stops perceived as inviting/safe/visually-appealing translate to a perception of increased value in not only the minds of transit riders but also the community at-large. So how might Casper and its project/funding partners realize this benefit? One option would be to establish a mechanism whereby local businesses, employers, community service organizations, etc. can be enlisted to aid in bus stop upkeep. In exchange for such “sponsorship,” the City/MPO could install a small plaque recognizing the benefactor.

12. Establish a Social Service Advisory Committee.

The consultant team believes the most successful public transit programs are customer-centric. Unfortunately, based on the results of the onboard survey as well as the community stakeholder survey, it appears many transit riders are unable or unwilling to effectively communicate their current and/or future mobility needs. These rider groups typically include seniors, persons with disabilities, veterans, and/or low-income individuals. As such, this underscores the important



partner role which community social service organizations can play vis-à-vis the development of a successful public transit program. Further, the results of the community stakeholder survey indicate a willingness to learn more about the local public transit service as well as communicate the mobility needs and priorities of the various organizations' clientele.

Given the preceding, the consultant recommends the City/MPO initiate quarterly information-sharing sessions between MPO/transit staff and representatives of the social service community. We recommend such meetings follow a discussion agenda, that a "feature topic" or issue be used as a means for effective engagement, and that specific action items (for City/MPO/transit staff as well as social service organization representatives) be identified and agreed upon. To be effective, such meetings need to have a clearly defined purpose/agenda, there needs to be opportunity for open discussion, and progress towards the group's objectives need to be monitored and reported.

13. Rebrand the transit service.

While the current transit branding is functional, many within the community perceived it as "tired" and not visually exciting. A new, visually appealing brand, coupled with a new look for the transit vehicles as well as bus stop signage would draw attention and serve to promote a new, refreshed transit service. Inclusion of the community in the process would likely strengthen community ownership of any new service identity.

Our proposal (for the overall Transit Strategic Development Plan) included creation of several branding concepts, as well as development of a preferred concept should the MPO decide to move forward with the recommended service rebranding. Also included in the project deliverables is a brand or style guide intended to support implementation as well as maintenance of the new service identity.

In Spring 2021, the MPO decided to assume responsibility for the overall management as well as day-to-day operation of the entire transit program. To support this transition, Moore & Associates created a series of branding options for MPO staff consideration. Ultimately three concept "finalists" were identified for the fixed-route service and three for the demand-response service.

Currently the new service branding is being incorporated into bus stop signage and all service materials (including the transit website).



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Chapter 7 | Operations, Financial, and Capital Plans

7.1 Operations Plan

The Operations Plan prioritizes the recommendations presented in Chapters 5 and 6 into a three-phased plan for implementation. Phase 1 offers near-term recommendations, which should be implemented within the first year. Phase 2 includes mid-term recommendations, which should be implemented within one to three years. Finally, Phase 3 offers long-term recommendations, for implementation within three to five years.

Phase 1: Near-term (within 1 year)

1. Update the transit marketing program.

Included in this planning effort is the development of a marketing plan. **Implementation of the marketing plan** is a key near-term activity. Enhancing the marketing of the transit program will help grow ridership while building community support for the service.

A second marketing activity to be undertaken in the near-term is **rebranding the transit service**. Several branding concepts were presented as part of Plan development and are presented as part of the marketing plan. Rebranding the transit service will help it identify more closely with Casper and provide an opportunity to tie the two modes more closely together. Branding of service information items and marketing collateral can be undertaken fairly quickly, while vehicle branding may need to be implemented incrementally as new vehicles are acquired.

As of Spring 2021, **rebranding of the transit fleet** has happened, based upon the consultant's designs and public input on artwork during the community engagement sessions.

A **redesign of transit service materials** should be implemented as part of the service rebranding. This includes preparation of new route and system maps (using the actual route network, not the "subway style" linear map used in the current brochure), preparation of individual route brochures, bus stop information, etc. During the redesign of the transit service materials, key time-points should be identified for each route for inclusion on the schedule. All stops would be identified on the route maps, but only time-points would have an associated time on the schedule. **Reducing the number of time-points** does not change service on the route itself, but both provides flexibility along the route and improves on-time performance by establishing timed service at only a handful of stops on each route.

Finally, a **redesign of the transit website** will provide user-friendly access to service information as well as eventually enable the integration of technologies such as real-time tracking/predictive arrival and online fare media purchases (if desired). This website should also be brought back into the City's IT Department, which would give the City control over the site.



2. Plan and identify funding for bus stop improvements.

While there are three bus stop activities recommended in this Plan, only the first two are identified to be undertaken during Phase 1. The last is included under Phase 2. To clarify, for this recommendation “bus stop improvements” refers to street furniture, path of access, etc., and not service information posted at bus stops (which is part of the marketing recommendation).

The first activity in this recommendation is to develop a **bus stop improvement plan**. The plan should include a comprehensive inventory of all the bus stops in the system, including a description of what amenities are located at each (bench, shelter, lighting, trash receptacle, transit info, etc.) as well as which routes serve each stop. Once the inventory has been created, improvements should be prioritized based on condition and activity. Amenities which are damaged or worn should be prioritized for replacement, and high-activity stops should be prioritized for the addition of amenities. New stops that will be added as part of the service change in Phase 2 should also be included in the priority list.

In addition to the list, bus stop planning should include **development of an “adoption” or sponsorship program** for bus stops. Once stops have been inventoried and prioritized, potential sponsors can be approached regarding support for the development of nearby bus stops. Initial focus should be on bus stops located adjacent to entities that benefit from or serve transit customers. Program development should also include a mechanism to identify the sponsor of the bus stop (for example, a secondary sign installed below the bus stop sign reading “This stop sponsored by xxx”).

3. Establish Social Service Advisory Committee.

Given the demographic profile of many transit customers, it is important to include social service agencies and other “gatekeepers” in regular planning for transit. As “gatekeepers,” these representatives often provide input on the needs of their clientele that may not be apparent otherwise. A common transit advisory body in some states, the Social Service Advisory Committee can offer insight into how the transit system can most effectively serve the community. This Plan recommends convening a committee comprised of representatives for the disabled, youth, senior, low-income, and homeless individuals. In addition, participation from representatives from healthcare, community services, and other similar entities will provide broad representation. We recommend the Committee meet at least quarterly.

4. Work with Casper VA Clinic to identify mobility options.

The current fixed-route network does not service the new location of the Casper VA Clinic, and there is no plan to extend fixed-route service out to it at this time. (Though this may be a future consideration as the area becomes more built-out assuming there is demonstrated demand, and this option is included in Phase 2.) The City and MPO have already begun discussions with the VA Clinic about alternatives to transit service, including providing a postcard regarding how to use dial-a-ride to access the clinic.



5. Implement Travel Training program.

A formal Travel Training program would offer travel training sessions to groups throughout the community. This recommendation envisions several objectives in addition to teaching individual Dial-A-Ride customers how to use the service (current practice): 1) encourage non-riders to use transit, 2) build confidence in trip planning, and 3) transition dial-a-ride patrons to fixed-route for some trips. An initial goal should be conducting one or two travel training sessions per month, with five to ten participants per session.

Development of the program should include preparation of training materials to be used during the training sessions, identification of incentives (such as free-ride passes) to be distributed to participants, capacity to bring a vehicle to training sessions, and designation/preparation of travel trainers. At the time of Plan development, the contractor had four travel trainers that could assist with a travel training program, though City or MPO staff could also provide the training.

Phase 2: Mid-term (1-3 years)

6. Implement technology to benefit both the system and its customers.

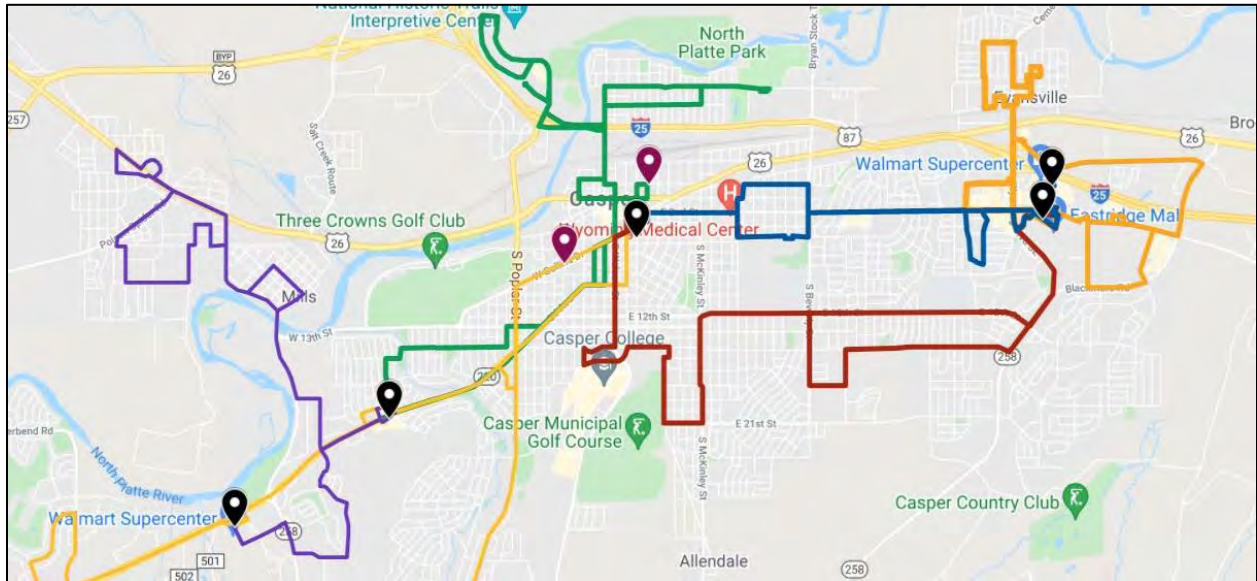
The MPO received a grant for and is in the process of preparing and issuing Requests for Proposals to support the technologies discussed in the Plan. These technologies include **a GPS/Automatic Vehicle Location (AVL) system** and **mobile data terminals (MDTs)/paratransit dispatch software**. Once these procurements are complete and the systems functioning, implementation of a **real-time predictive arrival app** can be undertaken. This Plan includes these technologies in the mid-term phase, even though funding has already been secured, as it may take some time to complete procurement, implementation, and testing. If implementation of the AVL system and MDTs can be accomplished within Phase 1, then the real-time predictive arrival app should be rolled out early in Phase 2.

7. Implement a service change that integrates the fixed-route service recommendations identified in Chapter 5.

The Phase 2 service change would implement a number of service changes that would add several bus stops, provide modest route alignment changes, and expand the number of transfer points. Most significantly, it would designate Smith's as a time-transfer location for the Green, Yellow, and Purple routes; extend the Red Route to the Eastridge Mall; extend the Green Route to serve the Wyoming Rescue Mission; potentially extend the Orange Route to the Casper VA Clinic; and add service to the new State Office Building via the Yellow and Green routes.



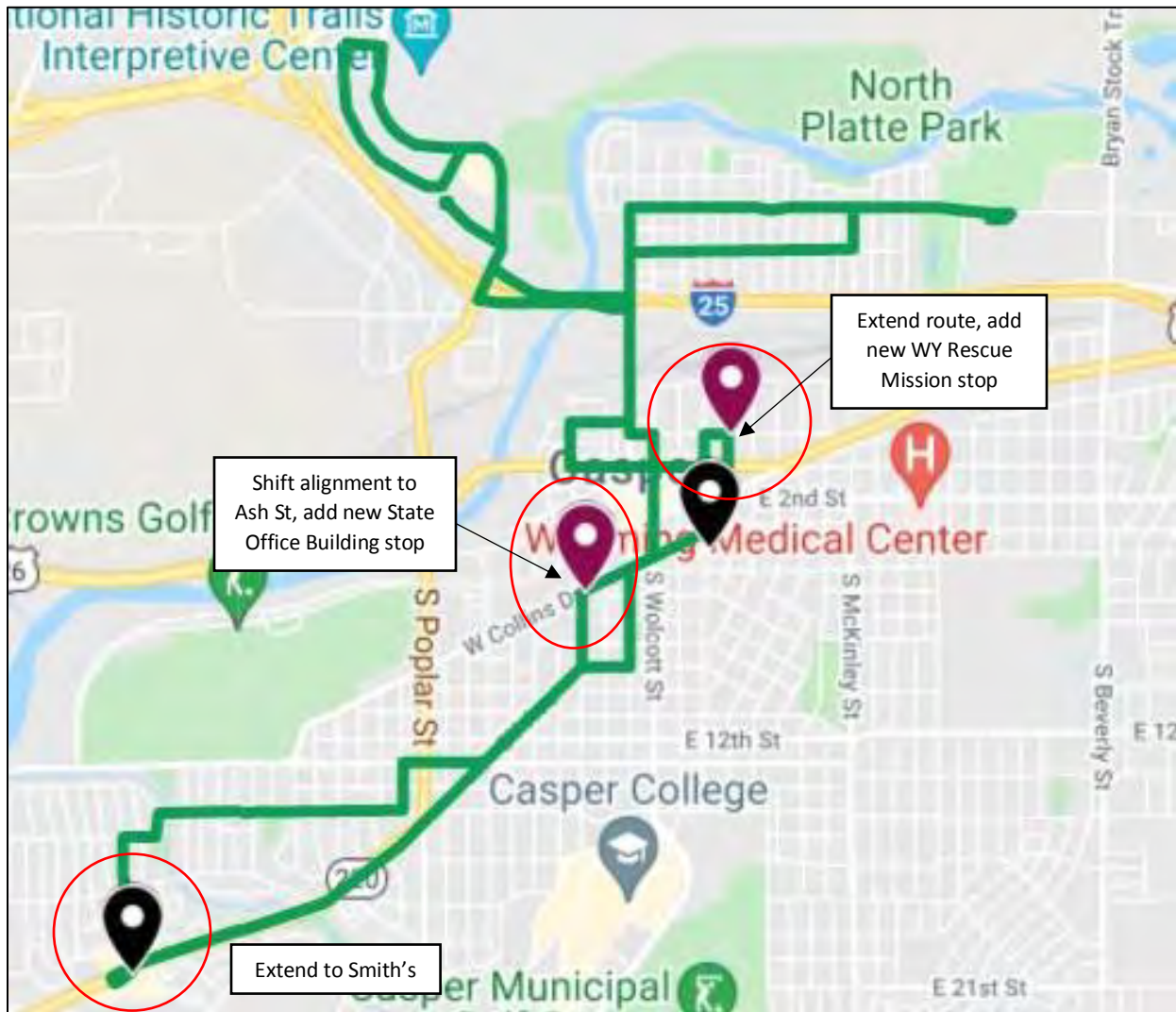
Exhibit 7.1.1 Service Change Route Map



The service change would include alignment revisions to three routes: Green, Red, and Orange. On the Green Route, the southbound alignment would move from David Street to Ash Street so that a stop serving the State Office Building can be added at Collins Drive and Ash Street. A loop would also be added going north on Beech Street, east on A Street, south on Kimball Street, and west on First Street (where it rejoins the current route) so that a stop can be added at A Street and Kimball Street to serve the Wyoming Rescue Mission. Finally, the western end of the Green Route would be adjusted to serve Smith's (continue west on CY Avenue, south and east through the Smith's parking lot, then east to Kit Carson to resume the route). Assuming an average speed of 14 miles per hour, this results in a headway of 58 minutes for the Green Route.



Exhibit 7.1.2 Revised Green Route



The change to the Red Route includes an extension to Eastridge Mall. Instead of turning south on Bretton Drive, the route would continue east on 12th Street, then go north on Wyoming Blvd to Eastridge Mall, return south via Wyoming Blvd, turn west on 15th Street, then resume the existing route at 15th Street and Bretton Drive. Assuming an average speed of 14 miles per hour, this results in a headway of 65 minutes for the Red Route.



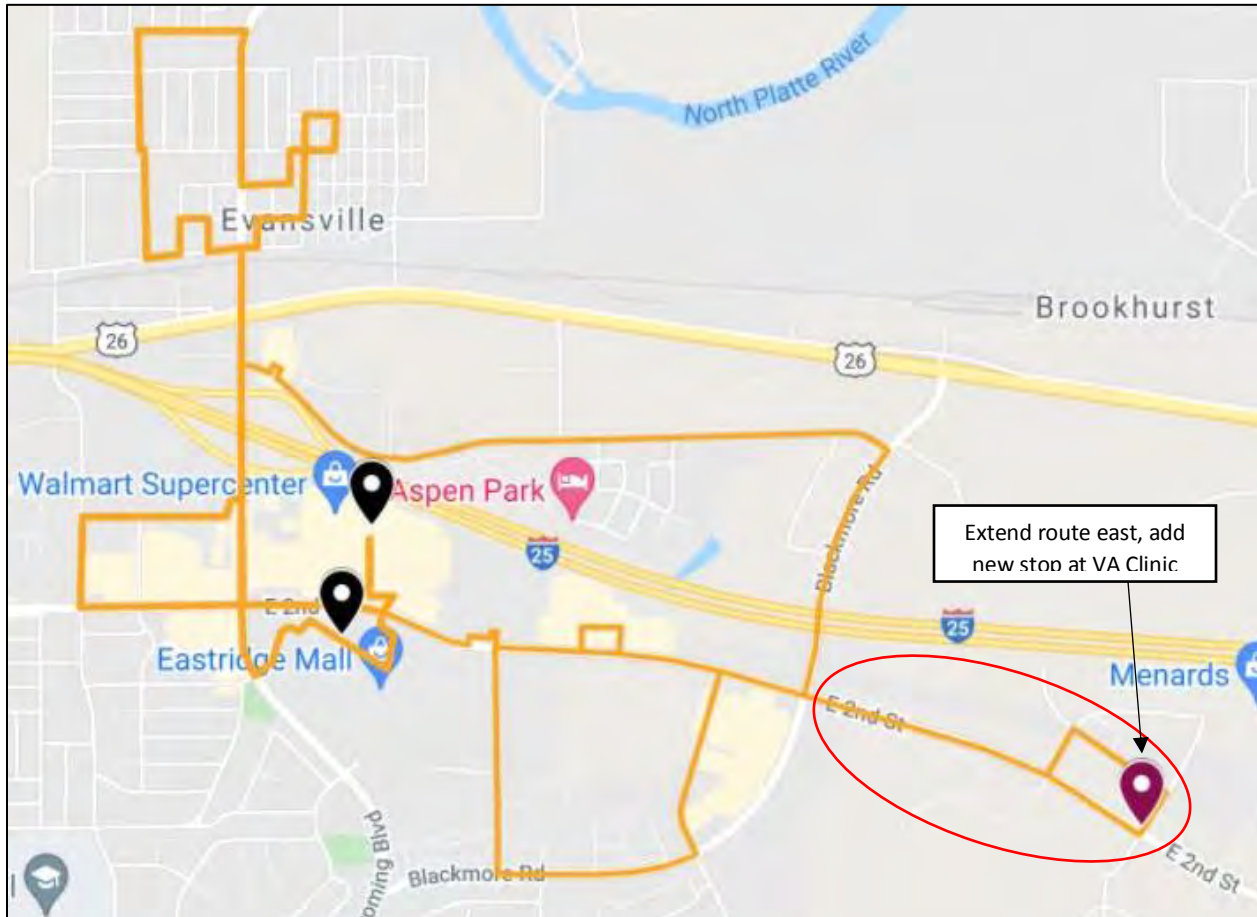
Exhibit 7.1.3 Revised Red Route



The change to the Orange Route alignment would be implemented only if it were determined that sufficient demand existed to expand the service eastward. While this route is largely funded by the Town of Evansville, it is the only route that operates close enough to extend this far east. Instead of turning west on Second Street after traveling south on Blackmore Road, the route would turn east toward the VA Clinic. The route will then turn north on Coliseum Way, west on Enterprise Drive, and south on Bentley Drive before going west on Second Street and resuming the route at Blackmore Road. Assuming an average speed of 14 miles per hour, this results in a headway of 55 minutes for the Orange Route.



Exhibit 7.1.4 Extension of Orange Route to VA Clinic

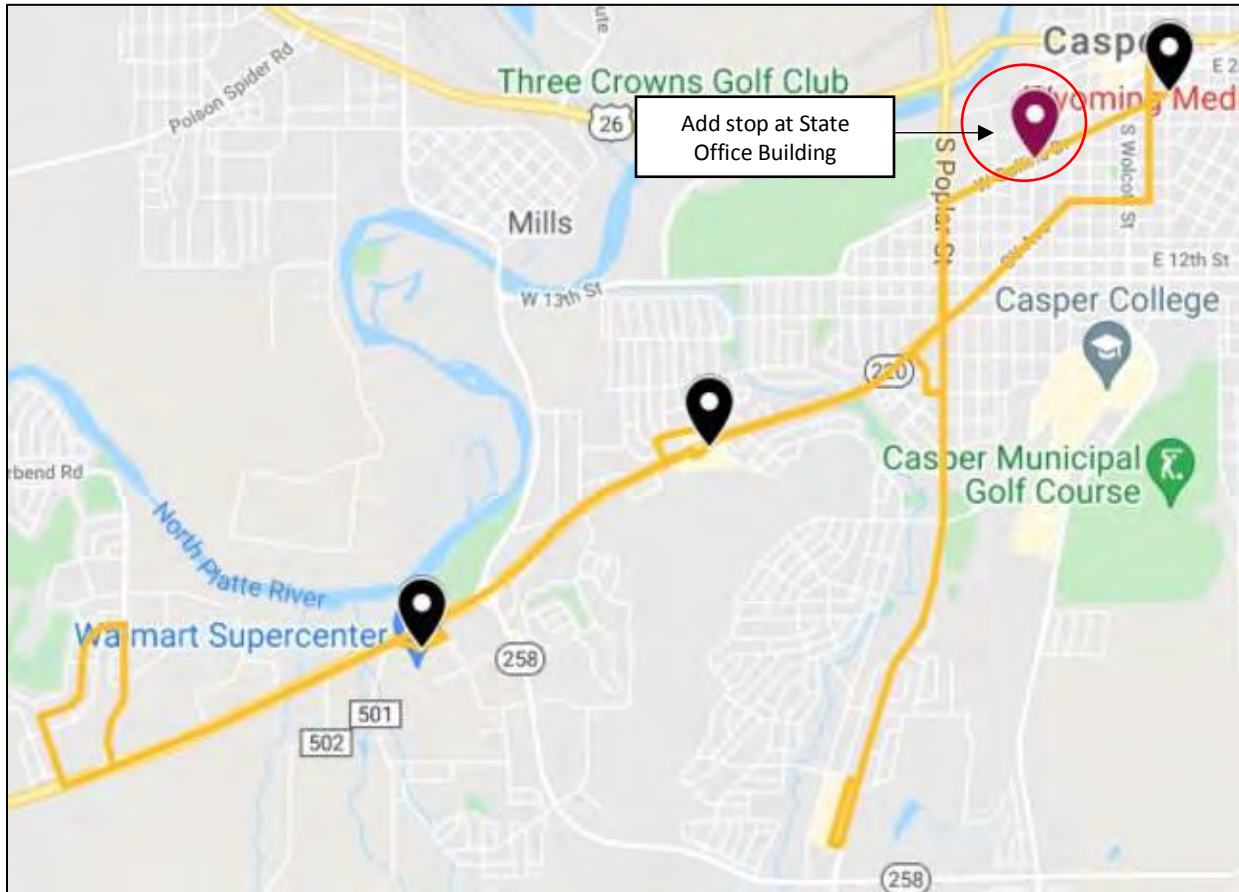


The revised transit network would include five primary transfer points and four secondary transfer points. The primary transfer points are the downtown transfer center (Red, Blue, Green, Yellow), Smith's (Green, Yellow, Purple), Walmart West (Yellow, Purple), Walmart East (Blue, Orange), and Eastridge Mall (Blue, Red, Orange). The secondary transfer points are the State Office Building (Green, Yellow) (stops would be one block apart), 520 CY (First Christian Church) (Green, Yellow), 1076 CY (Albertsons) (Green, Yellow), and Kit Carson and Fleetwood (Green, Yellow, Purple).

This scenario also requires the addition of four new bus stops. On the Yellow Route, an eastbound stop would be added at Collins Street and Oak Street to serve the new State Office Building. Depending on the building's completion date, the City/MPO may wish to add this stop during Phase 1 rather than waiting for the service change. A second State Office Building stop would be added on the westbound Green Route at Collins Street and Ash Street. A third new stop would be added at A Street and Kimball Street on the Green Route to serve the Wyoming Rescue Mission. Finally, a fourth new stop would be added at the Casper VA Clinic on the Orange Route, should the eastern extension be warranted.



Exhibit 7.1.5 State Office Building Stop on Yellow Route



The biggest challenge of the recommended service change is that some routes exceed a 60-minute headway. As a result, “pulsed” service at the Downtown Transfer Center is difficult to achieve. This results in longer wait times for riders transferring between routes. There are two possible solutions. The first is to create “pulsed” routes based on the longest headway (65 minutes). Some routes would need to dwell longer at pulse points in order to stay on schedule. The other option is to run each route using its own headway, but increase the amount of service on each route so that waits for transfers are not as long. The first option decreases the service frequency but maintains the current cost, while the second significantly improves both frequency and connectivity but at a much higher cost. During Phase 2, it is recommended the City/MPO focus on pulsed routes with a 65-minute headway, which would maintain the current cost. During Phase 3, additional service frequency can be added on some routes as funding becomes available.

Proposed service schedules for each route follow. These schedules maintain the “pulse” timing for transfers at the Downtown Transfer Center for the four Casper routes. Additional dwell time is built into some routes to maintain this timing downtown. (Note: stops and times in bold represent primary transfer locations. Times in *italics* are drop-off only.)



Exhibit 7.1.6 Blue Route Weekday Schedule

Blue Route												
Downtown Transfer Center (depart)	6:30 AM	7:35 AM	8:40 AM	9:45 AM	10:50 AM	11:55 AM	1:00 PM	2:05 PM	3:10 PM	4:15 PM	5:20 PM	6:25 PM
1715 4th St (CATC Office)	6:37 AM	7:42 AM	8:47 AM	9:52 AM	10:57 AM	12:02 PM	1:07 PM	2:12 PM	3:17 PM	4:22 PM	5:27 PM	6:32 PM
2nd & Forest	6:44 AM	7:49 AM	8:54 AM	9:59 AM	11:04 AM	12:09 PM	1:14 PM	2:19 PM	3:24 PM	4:29 PM	5:34 PM	---
Eastridge Mall	6:53 AM	7:58 AM	9:03 AM	10:08 AM	11:13 AM	12:18 PM	1:23 PM	2:28 PM	3:33 PM	4:38 PM	5:43 PM	---
Walmart East (arrive)	6:56 AM	8:01 AM	9:06 AM	10:11 AM	11:16 AM	12:21 PM	1:26 PM	2:31 PM	3:36 PM	4:41 PM	5:46 PM	---
Walmart East (depart)	7:06 AM	8:11 AM	9:16 AM	10:21 AM	11:26 AM	12:31 PM	1:36 PM	2:41 PM	3:46 PM	4:51 PM	5:56 PM	---
2nd & Forest	7:11 AM	8:16 AM	9:21 AM	10:26 AM	11:31 AM	12:36 PM	1:41 PM	2:46 PM	3:51 PM	4:56 PM	6:01 PM	---
A & Fenway	7:19 AM	8:24 AM	9:29 AM	10:34 AM	11:39 AM	12:44 PM	1:49 PM	2:54 PM	3:59 PM	5:04 PM	6:09 PM	---
Downtown Transfer Center (arrive)	7:25 AM	8:30 AM	9:35 AM	10:40 AM	11:45 AM	12:50 PM	1:55 PM	3:00 PM	4:05 PM	5:10 PM	6:15 PM	---

Exhibit 7.1.7 Red Route Weekday Schedule

Red Route												
Downtown Transfer Center (depart)	6:30 AM	7:35 AM	8:40 AM	9:45 AM	10:50 AM	11:55 AM	1:00 PM	2:05 PM	3:10 PM	4:15 PM	5:20 PM	6:25 PM
Durbin & 15th Street (YMCA)	6:38 AM	7:43 AM	8:48 AM	9:53 AM	10:58 AM	12:03 PM	1:08 PM	2:13 PM	3:18 PM	4:23 PM	5:28 PM	6:33 PM
21st & McKinley	6:43 AM	7:48 AM	8:53 AM	9:58 AM	11:03 AM	12:08 PM	1:13 PM	2:18 PM	3:23 PM	4:28 PM	5:33 PM	6:38 PM
12th & Lowell (Child Development Center)	6:49 AM	7:54 AM	8:59 AM	10:04 AM	11:09 AM	12:14 PM	1:19 PM	2:24 PM	3:29 PM	4:34 PM	5:39 PM	6:44 PM
12th & Bretton	6:55 AM	8:00 AM	9:05 AM	10:10 AM	11:15 AM	12:20 PM	1:25 PM	2:30 PM	3:35 PM	4:40 PM	5:45 PM	6:50 PM
Eastridge Mall	7:01 AM	8:06 AM	9:11 AM	10:16 AM	11:21 AM	12:26 PM	1:31 PM	2:36 PM	3:41 PM	4:46 PM	5:51 PM	6:56 PM
15th & Bretton	7:09 AM	8:14 AM	9:19 AM	10:24 AM	11:29 AM	12:34 PM	1:39 PM	2:44 PM	3:49 PM	4:54 PM	5:59 PM	7:04 PM
1510 Missouri (WBI)	7:14 AM	8:19 AM	9:24 AM	10:29 AM	11:34 AM	12:39 PM	1:44 PM	2:49 PM	3:54 PM	4:59 PM	6:04 PM	7:09 PM
Life Steps Campus	7:19 AM	8:24 AM	9:29 AM	10:34 AM	11:39 AM	12:44 PM	1:49 PM	2:54 PM	3:59 PM	5:04 PM	6:09 PM	7:14 PM
21st & McKinley	7:24 AM	8:29 AM	9:34 AM	10:39 AM	11:44 AM	12:49 PM	1:54 PM	2:59 PM	4:04 PM	5:09 PM	6:14 PM	7:19 PM
Wolcott & 6th	7:34 AM	8:39 AM	9:44 AM	10:49 AM	11:54 AM	12:59 PM	2:04 PM	3:09 PM	4:14 PM	5:19 PM	6:24 PM	7:29 PM
Downtown Transfer Center (arrive)	7:35 AM	8:40 AM	9:45 AM	10:50 AM	11:55 AM	1:00 PM	2:05 PM	3:10 PM	4:15 PM	5:20 PM	6:25 PM	7:30 PM

Exhibit 7.1.8 Green Route Weekday Schedule

Green Route												
Downtown Transfer Center (depart)	6:30 AM	7:35 AM	8:40 AM	9:45 AM	10:50 AM	11:55 AM	1:00 PM	2:05 PM	3:10 PM	4:15 PM	5:20 PM	6:25 PM
555 N. Center (NOW)	6:36 AM	7:41 AM	8:46 AM	9:51 AM	10:56 AM	12:01 PM	1:06 PM	2:11 PM	3:16 PM	4:21 PM	5:26 PM	6:31 PM
1701 E. K St (Boys & Girls Club)	6:42 AM	7:47 AM	8:52 AM	9:57 AM	11:02 AM	12:07 PM	1:12 PM	2:17 PM	3:22 PM	4:27 PM	5:32 PM	6:37 PM
Ramada	6:49 AM	7:54 AM	8:59 AM	10:04 AM	11:09 AM	12:14 PM	1:19 PM	2:24 PM	3:29 PM	4:34 PM	5:39 PM	6:44 PM
992 N. Poplar (Farm Bureau)	6:58 AM	8:03 AM	9:08 AM	10:13 AM	11:18 AM	12:23 PM	1:28 PM	2:33 PM	3:38 PM	4:43 PM	5:48 PM	6:53 PM
Wolcott & A	7:05 AM	8:10 AM	9:15 AM	10:20 AM	11:25 AM	12:30 PM	1:35 PM	2:40 PM	3:45 PM	4:50 PM	5:55 PM	7:00 PM
520 CY (First Christian Church)	7:09 AM	8:14 AM	9:19 AM	10:24 AM	11:29 AM	12:34 PM	1:39 PM	2:44 PM	3:49 PM	4:54 PM	5:59 PM	7:04 PM
Smith's	7:16 AM	8:21 AM	9:26 AM	10:31 AM	11:36 AM	12:41 PM	1:46 PM	2:51 PM	3:56 PM	5:01 PM	6:06 PM	7:11 PM
Willow & 15th	7:21 AM	8:26 AM	9:31 AM	10:36 AM	11:41 AM	12:46 PM	1:51 PM	2:56 PM	4:01 PM	5:06 PM	6:11 PM	7:16 PM
315 CY (Grace Lutheran Church)	7:24 AM	8:29 AM	9:34 AM	10:39 AM	11:44 AM	12:49 PM	1:54 PM	2:59 PM	4:04 PM	5:09 PM	6:14 PM	7:19 PM
Downtown Transfer Center (arrive)	7:28 AM	8:33 AM	9:38 AM	10:43 AM	11:48 AM	12:53 PM	1:58 PM	3:03 PM	4:08 PM	5:13 PM	6:18 PM	7:23 PM

Exhibit 7.1.9 Yellow Route Weekday Schedule

Yellow Route												
Downtown Transfer Center (depart)	6:30 AM	7:35 AM	8:40 AM	9:45 AM	10:50 AM	11:55 AM	1:00 PM	2:05 PM	3:10 PM	4:15 PM	5:20 PM	6:25 PM
520 CY (First Christian Church)	6:34 AM	7:39 AM	8:44 AM	9:49 AM	10:54 AM	11:59 AM	1:04 PM	2:09 PM	3:14 PM	4:19 PM	5:24 PM	6:29 PM
Kit Carson & Fleetwood	6:40 AM	7:45 AM	8:50 AM	9:55 AM	11:00 AM	12:05 PM	1:10 PM	2:15 PM	3:20 PM	4:25 PM	5:30 PM	6:35 PM
Valley & Iris	6:52 AM	7:57 AM	9:02 AM	10:07 AM	11:12 AM	12:17 PM	1:22 PM	2:27 PM	3:32 PM	4:37 PM	5:42 PM	6:47 PM
Walmart West	7:02 AM	8:07 AM	9:12 AM	10:17 AM	11:22 AM	12:27 PM	1:32 PM	2:37 PM	3:42 PM	4:47 PM	5:52 PM	6:57 PM
Smith's	7:08 AM	8:13 AM	9:18 AM	10:23 AM	11:28 AM	12:33 PM	1:38 PM	2:43 PM	3:48 PM	4:53 PM	5:58 PM	7:03 PM
Poplar & Boulder	7:20 AM	8:25 AM	9:30 AM	10:35 AM	11:40 AM	12:45 PM	1:50 PM	2:55 PM	4:00 PM	5:05 PM	6:10 PM	7:15 PM
Poplar & 19th	7:26 AM	8:31 AM	9:36 AM	10:41 AM	11:46 AM	12:51 PM	1:56 PM	3:01 PM	4:06 PM	5:11 PM	6:16 PM	7:21 PM
Downtown Transfer Center (arrive)	7:33 AM	8:38 AM	9:43 AM	10:48 AM	11:53 AM	12:58 PM	2:03 PM	3:08 PM	4:13 PM	5:18 PM	6:23 PM	7:28 PM



Exhibit 7.1.10 Purple Route Weekday Schedule

Purple Route											
Walmart West (depart)	7:00 AM	8:05 AM	9:10 AM	10:15 AM	11:20 AM	12:25 PM	1:30 PM	2:35 PM	3:40 PM	4:45 PM	5:50 PM
Smith's	7:10 AM	8:15 AM	9:20 AM	10:25 AM	11:30 AM	12:35 PM	1:40 PM	2:45 PM	3:50 PM	4:55 PM	6:00 PM
2011 Fairgrounds Rd (Ag Center)	7:15 AM	8:20 AM	9:25 AM	10:30 AM	11:35 AM	12:40 PM	1:45 PM	2:50 PM	3:55 PM	5:00 PM	---
Westec	7:22 AM	8:27 AM	9:32 AM	10:37 AM	11:42 AM	12:47 PM	1:52 PM	2:57 PM	4:02 PM	5:07 PM	---
Mountain View Plaza (Family Dollar)	7:33 AM	8:38 AM	9:43 AM	10:48 AM	11:53 AM	12:58 PM	2:03 PM	3:08 PM	4:13 PM	5:18 PM	---
Pendell @ Millview Shopping Center	7:42 AM	8:47 AM	9:52 AM	10:57 AM	12:02 PM	1:07 PM	2:12 PM	3:17 PM	4:22 PM	5:27 PM	---
Jordan & Pheasant	7:51 AM	8:56 AM	10:01 AM	11:06 AM	12:11 PM	1:16 PM	2:21 PM	3:26 PM	4:31 PM	5:36 PM	---
Plaza Drive (McDonald's West)	7:56 AM	9:01 AM	10:06 AM	11:11 AM	12:16 PM	1:21 PM	2:26 PM	3:31 PM	4:36 PM	5:41 PM	---
Walmart West (arrive)	7:58 AM	9:03 AM	10:08 AM	11:13 AM	12:18 PM	1:23 PM	2:28 PM	3:33 PM	4:38 PM	5:43 PM	---

Exhibit 7.1.11 Orange Route Weekday Schedule

Orange Route											
Walmart East (depart)	7:00 AM	8:05 AM	9:10 AM	10:15 AM	11:20 AM	12:25 PM	1:30 PM	2:35 PM	3:40 PM	4:45 PM	5:50 PM
Post office & town hall	7:11 AM	8:16 AM	9:21 AM	10:26 AM	11:31 AM	12:36 PM	1:41 PM	2:46 PM	3:51 PM	4:56 PM	6:01 PM
Community center	7:14 AM	8:19 AM	9:24 AM	10:29 AM	11:34 AM	12:39 PM	1:44 PM	2:49 PM	3:54 PM	4:59 PM	6:04 PM
Eastridge Mall	7:22 AM	8:27 AM	9:32 AM	10:37 AM	11:42 AM	12:47 PM	1:52 PM	2:57 PM	4:02 PM	5:07 PM	---
Walmart East	7:24 AM	8:29 AM	9:34 AM	10:39 AM	11:44 AM	12:49 PM	1:54 PM	2:59 PM	4:04 PM	5:09 PM	---
IHOP	7:29 AM	8:34 AM	9:39 AM	10:44 AM	11:49 AM	12:54 PM	1:59 PM	3:04 PM	4:09 PM	5:14 PM	---
Casper VA Clinic	7:40 AM	8:45 AM	9:50 AM	10:55 AM	12:00 PM	1:05 PM	2:10 PM	3:15 PM	4:20 PM	5:25 PM	---
300 Landmark (Lifetime Fitness)	7:46 AM	8:51 AM	9:56 AM	11:01 AM	12:06 PM	1:11 PM	2:16 PM	3:21 PM	4:26 PM	5:31 PM	---
2nd St & Newport (Kohl's)	7:51 AM	8:56 AM	10:01 AM	11:06 AM	12:11 PM	1:16 PM	2:21 PM	3:26 PM	4:31 PM	5:36 PM	---
Walmart East (arrive)	7:55 AM	9:00 AM	10:05 AM	11:10 AM	12:15 PM	1:20 PM	2:25 PM	3:30 PM	4:35 PM	5:40 PM	---

Exhibit 7.1.12 Blue Route Saturday Schedule

Blue Route									
Downtown Transfer Center (depart)	7:30 AM	8:35 AM	9:40 AM	10:45 AM	11:50 AM	12:55 PM	2:00 PM	3:05 PM	
1715 4th St (CATC Office)	7:37 AM	8:42 AM	9:47 AM	10:52 AM	11:57 AM	1:02 PM	2:07 PM	3:12 PM	
2nd & Forest	7:44 AM	8:49 AM	9:54 AM	10:59 AM	12:04 PM	1:09 PM	2:14 PM	3:19 PM	
Eastridge Mall	7:53 AM	8:58 AM	10:03 AM	11:08 AM	12:13 PM	1:18 PM	2:23 PM	3:28 PM	
Walmart East (arrive)	7:56 AM	9:01 AM	10:06 AM	11:11 AM	12:16 PM	1:21 PM	2:26 PM	3:31 PM	
Walmart East (depart)	8:06 AM	9:11 AM	10:16 AM	11:21 AM	12:26 PM	1:31 PM	2:36 PM	---	
2nd & Forest	8:11 AM	9:16 AM	10:21 AM	11:26 AM	12:31 PM	1:36 PM	2:41 PM	---	
A & Fenway	8:19 AM	9:24 AM	10:29 AM	11:34 AM	12:39 PM	1:44 PM	2:49 PM	---	
Downtown Transfer Center (arrive)	8:25 AM	9:30 AM	10:35 AM	11:40 AM	12:45 PM	1:50 PM	2:55 PM	---	

Exhibit 7.1.13 Red Route Saturday Schedule

Red Route									
Downtown Transfer Center (depart)	7:30 AM	8:35 AM	9:40 AM	10:45 AM	11:50 AM	12:55 PM	2:00 PM	3:05 PM	
Durbin & 15th Street (YMCA)	7:38 AM	8:43 AM	9:48 AM	10:53 AM	11:58 AM	1:03 PM	2:08 PM	3:13 PM	
21st & McKinley	7:43 AM	8:48 AM	9:53 AM	10:58 AM	12:03 PM	1:08 PM	2:13 PM	3:18 PM	
12th & Lowell (Child Development Center)	7:49 AM	8:54 AM	9:59 AM	11:04 AM	12:09 PM	1:14 PM	2:19 PM	3:24 PM	
12th & Bretton	7:55 AM	9:00 AM	10:05 AM	11:10 AM	12:15 PM	1:20 PM	2:25 PM	3:30 PM	
Eastridge Mall	8:01 AM	9:06 AM	10:11 AM	11:16 AM	12:21 PM	1:26 PM	2:31 PM	3:36 PM	
15th & Bretton	8:09 AM	9:14 AM	10:19 AM	11:24 AM	12:29 PM	1:34 PM	2:39 PM	---	
1510 Missouri (WBI)	8:14 AM	9:19 AM	10:24 AM	11:29 AM	12:34 PM	1:39 PM	2:44 PM	---	
Life Steps Campus	8:19 AM	9:24 AM	10:29 AM	11:34 AM	12:39 PM	1:44 PM	2:49 PM	---	
21st & McKinley	8:24 AM	9:29 AM	10:34 AM	11:39 AM	12:44 PM	1:49 PM	2:54 PM	---	
Wolcott & 6th	8:34 AM	9:39 AM	10:44 AM	11:49 AM	12:54 PM	1:59 PM	3:04 PM	---	
Downtown Transfer Center (arrive)	8:35 AM	9:40 AM	10:45 AM	11:50 AM	12:55 PM	2:00 PM	3:05 PM	---	



Exhibit 7.1.14 Green Route Saturday Schedule

Green Route								
Downtown Transfer Center (depart)	7:30 AM	8:35 AM	9:40 AM	10:45 AM	11:50 AM	12:55 PM	2:00 PM	3:05 PM
WY Rescue Mission (Kimball & A)	7:31 AM	8:36 AM	9:41 AM	10:46 AM	11:51 AM	12:56 PM	2:01 PM	3:06 PM
555 N. Center (NOW)	7:36 AM	8:41 AM	9:46 AM	10:51 AM	11:56 AM	1:01 PM	2:06 PM	3:11 PM
1701 E. K St (Boys & Girls Club)	---	---	---	---	---	---	---	---
Ramada	7:49 AM	8:54 AM	9:59 AM	11:04 AM	12:09 PM	1:14 PM	2:19 PM	3:24 PM
992 N. Poplar (Farm Bureau)	7:58 AM	9:03 AM	10:08 AM	11:13 AM	12:18 PM	1:23 PM	2:28 PM	3:33 PM
Wolcott & A	8:05 AM	9:10 AM	10:15 AM	11:20 AM	12:25 PM	1:30 PM	2:35 PM	3:40 PM
520 CY (First Christian Church)	8:09 AM	9:14 AM	10:19 AM	11:24 AM	12:29 PM	1:34 PM	2:39 PM	---
Smith's	8:16 AM	9:21 AM	10:26 AM	11:31 AM	12:36 PM	1:41 PM	2:46 PM	---
Willow & 15th	8:21 AM	9:26 AM	10:31 AM	11:36 AM	12:41 PM	1:46 PM	2:51 PM	---
315 CY (Grace Lutheran Church)	8:24 AM	9:29 AM	10:34 AM	11:39 AM	12:44 PM	1:49 PM	2:54 PM	---
Downtown Transfer Center (arrive)	8:28 AM	9:33 AM	10:38 AM	11:43 AM	12:48 PM	1:53 PM	2:58 PM	---

Exhibit 7.1.15 Yellow Route Saturday Schedule

Yellow Route								
Downtown Transfer Center (depart)	7:30 AM	8:35 AM	9:40 AM	10:45 AM	11:50 AM	12:55 PM	2:00 PM	3:05 PM
520 CY (First Christian Church)	7:34 AM	8:39 AM	9:44 AM	10:49 AM	11:54 AM	12:59 PM	2:04 PM	3:09 PM
Kit Carson & Fleetwood	7:40 AM	8:45 AM	9:50 AM	10:55 AM	12:00 PM	1:05 PM	2:10 PM	3:15 PM
Valley & Iris	7:52 AM	8:57 AM	10:02 AM	11:07 AM	12:12 PM	1:17 PM	2:22 PM	3:27 PM
Walmart West	8:02 AM	9:07 AM	10:12 AM	11:17 AM	12:22 PM	1:27 PM	2:32 PM	3:37 PM
Smith's	8:08 AM	9:13 AM	10:18 AM	11:23 AM	12:28 PM	1:33 PM	2:38 PM	---
Poplar & Boulder	8:20 AM	9:25 AM	10:30 AM	11:35 AM	12:40 PM	1:45 PM	2:50 PM	---
Poplar & 19th	8:26 AM	9:31 AM	10:36 AM	11:41 AM	12:46 PM	1:51 PM	2:56 PM	---
Downtown Transfer Center (arrive)	8:33 AM	9:38 AM	10:43 AM	11:48 AM	12:53 PM	1:58 PM	3:03 PM	---

8. Implement bus stop improvements identified in the bus stop improvement plan prepared during Phase 1.

The bus stop improvements identified and prioritized during Phase 1 would be implemented during Phase 2. Delaying implementation to Phase 2 will also enable the City/MPO to identify and secure additional funding for the bus stop improvements. This is expected to be an ongoing and long-term activity, with a modest number of stops identified for improvements each year. The number of stops each year will depend on the types of improvements needed and the amount of funding available.

9. Update fare structure.

In conjunction with the service change, the Plan recommends making two changes to the fare structure. The first is to **broaden the pass program**, both in terms of what is offered and where passes can be obtained. At a minimum, a monthly pass should continue to be offered at each current fare level (regular, reduced, and student). The City/MPO may also wish to introduce smaller unlimited-ride passes if purchasing a monthly pass is problematic for a significant percentage of customers. This could include a seven-day pass or day pass, which would offer savings on a per-ride basis, but would not require the same up-front payment as for a monthly pass. Additional pass sales locations should also be established.



Currently, passes are only available at the transit administration office or through the mail. Ideally, passes would also be available at Casper city hall, Evansville city hall, Mills town hall, and possibly other locations (such as libraries and senior centers). Expanding access to passes, both in terms of where to purchase and greater offerings, benefits both customers and the City/MPO.

The second change is a **broader transfer policy**. This would provide a physical (paper) transfer pass that could be used for same-direction travel within a defined time period. Currently, transfers are only allowed at a small number of transfer locations. This would broaden the use of transfers to any location where routes intersect. It will also accommodate locations where there is a wait between buses.

An alternative to a broadened transfer policy would be the introduction of a day pass. This would enable unlimited rides during a calendar day for the cost of two or two-and-a-half single-ride fares. This would eliminate the need for transfers and it would be the responsibility of the customer to purchase a daily pass. Daily passes would be sold onboard the transit vehicles.

Phase 3: Long-term (3-5 years)

10. Implement trial service to the airport.

Transit service to and from Casper-Natrona County International Airport should be introduced on a trial basis for a period of at least 90 days, with an option to extend to up to 180 days. Doing so will give the City/MPO the opportunity to assess demand across multiple seasons, if desired. Use of a demand-response model is preferred, though if there is sufficient demand, it may be reasonable to offer fixed-route service in the future.

Given the distance between Casper and the Airport, it is recommended that the service require trips to be scheduled no later than 5:00 p.m. the day before the service is requested. On-demand service could be provided as availability allows. For example, if no trips are scheduled on a particular day, the vehicle would be available to provide on-demand pickups, or if the vehicle is already at the airport, a ride into Casper could be secured at that time.

11. Introduce evening/weekend service.

Like the airport service discussed above, the Plan recommends introducing a Transportation Network Company (TNC) ride subsidy program to provide on-demand service on weekday evenings and weekends. Partnering with Uber and/or Lyft to provide subsidized rides is a mobility strategy that has been used effectively in communities across the country. As mentioned in Chapter 5, the service could start off by focusing on a small geographic area. A trial period would be used in order to gauge interest and participation in the program. As such, it is recommended the City/MPO establish a budget for the program, then offer the service for a set number of days (e.g., 90 days) or until the available funds have been depleted. Usage data can then be reviewed to determine if the program should be continued with additional funding. The benefit of using TNCs is the turn-key nature of the arrangement – the City/MPO simply purchases the rides, with no negative impact if rides are not taken (versus keeping a transit driver on-call to provide on-demand services).



12. Increase service frequency on routes as funding allows

The service change in Phase 2 focuses on maintaining the current system costs. Since doing so will result in fewer trips across a service day, and potentially longer trips due to waiting for connections at some transfer points, in Phase 3 it is recommended the City/MPO seek to increase the frequency of service on some routes by adding one or more additional vehicles. This expansion of service may require additional funding, so it would need to be planned based on demand as more funding becomes available.

It is likely the Blue Route will warrant increased frequency first, followed by the Green Route (based on historic ridership). However, once the new State Office Building opens, it may boost ridership on the Yellow Route. Any increase in frequency for the Purple and Orange routes should be accompanied by increased contributions from Mills and Evansville, respectively.

Adding service to the Blue, Green, and Yellow routes would add the following vehicle service hours:

- Blue Route – weekday – 2,874 VSH (11.27 VSH per weekday)
- Blue Route – Saturday – 386 VSH (7.42 VSH per Saturday)
- Green Route – weekday – 2,912 VSH (11.42 VSH per weekday)
- Green Route – Saturday – 388 VSH (7.47 VSH per Saturday)
- Yellow Route – weekday – 2,899 VSH (11.37 VSH per weekday)
- Yellow Route – Saturday – 366 VSH (7.03 VSH per Saturday)

Proposed schedules for weekday and Saturday frequency improvements for the Blue, Green, and Yellow routes are provided below.



Exhibit 7.1.16 Increased Service Frequency – Blue Route – Weekdays

Blue Route																							
Downtown Transfer Center (depart)	6:30 AM	7:00 AM	7:35 AM	8:05 AM	8:40 AM	9:10 AM	9:45 AM	10:15 AM	10:50 AM	11:20 AM	11:55 AM	12:25 PM	1:00 PM	1:30 PM	2:05 PM	2:35 PM	3:10 PM	3:40 PM	4:15 PM	4:45 PM	5:20 PM	5:50 PM	6:25 PM
1715 4th St (CATC Office)	6:37 AM	7:07 AM	7:42 AM	8:12 AM	8:47 AM	9:17 AM	9:52 AM	10:22 AM	10:57 AM	11:27 AM	12:02 PM	12:32 PM	1:07 PM	1:37 PM	2:12 PM	2:42 PM	3:17 PM	3:47 PM	4:22 PM	4:52 PM	5:27 PM	5:57 PM	6:32 PM
2nd & Forest	6:44 AM	7:14 AM	7:49 AM	8:19 AM	8:54 AM	9:24 AM	9:59 AM	10:29 AM	11:04 AM	11:34 AM	12:09 PM	12:39 PM	1:14 PM	1:44 PM	2:19 PM	2:49 PM	3:24 PM	3:54 PM	4:29 PM	4:59 PM	5:34 PM	6:04 PM	---
Eastridge Mall	6:53 AM	7:23 AM	7:58 AM	8:28 AM	9:03 AM	9:33 AM	10:08 AM	10:38 AM	11:13 AM	11:43 AM	12:18 PM	12:48 PM	1:23 PM	1:53 PM	2:28 PM	2:58 PM	3:33 PM	4:03 PM	4:38 PM	5:08 PM	5:43 PM	6:13 PM	---
Walmart East (arrive)	6:56 AM	7:26 AM	8:01 AM	8:31 AM	9:06 AM	9:36 AM	10:11 AM	10:41 AM	11:16 AM	11:46 AM	12:21 PM	12:51 PM	1:26 PM	1:56 PM	2:31 PM	3:01 PM	3:36 PM	4:06 PM	4:41 PM	5:11 PM	5:46 PM	6:16 PM	---
Walmart East (depart)	7:06 AM	7:36 AM	8:11 AM	8:41 AM	9:16 AM	9:46 AM	10:21 AM	10:51 AM	11:26 AM	11:56 AM	12:31 PM	1:01 PM	1:36 PM	2:06 PM	2:41 PM	3:11 PM	3:46 PM	4:16 PM	4:51 PM	5:21 PM	5:56 PM	---	---
2nd & Forest	7:11 AM	7:41 AM	8:16 AM	8:46 AM	9:21 AM	9:51 AM	10:26 AM	10:56 AM	11:31 AM	12:01 PM	12:36 PM	1:06 PM	1:41 PM	2:11 PM	2:46 PM	3:16 PM	3:51 PM	4:21 PM	4:56 PM	5:26 PM	6:01 PM	---	---
A & Fenway	7:19 AM	7:49 AM	8:24 AM	8:54 AM	9:29 AM	9:59 AM	10:34 AM	11:04 AM	11:39 AM	12:09 PM	12:44 PM	1:14 PM	1:49 PM	2:19 PM	2:54 PM	3:24 PM	3:59 PM	4:29 PM	5:04 PM	5:34 PM	6:09 PM	---	---
Downtown Transfer Center (arrive)	7:25 AM	7:55 AM	8:30 AM	9:00 AM	9:35 AM	10:05 AM	10:40 AM	11:10 AM	11:45 AM	12:15 PM	12:50 PM	1:20 PM	1:55 PM	2:25 PM	3:00 PM	3:30 PM	4:05 PM	4:35 PM	5:10 PM	5:40 PM	6:15 PM	---	---

Exhibit 7.1.17 Increased Service Frequency – Blue Route – Saturday

Blue Route															
Downtown Transfer Center (depart)	7:30 AM	8:00 AM	8:35 AM	9:05 AM	9:40 AM	10:10 AM	10:45 AM	11:15 AM	11:50 AM	12:20 PM	12:55 PM	1:25 PM	2:00 PM	2:30 PM	3:05 PM
1715 4th St (CATC Office)	7:37 AM	8:07 AM	8:42 AM	9:12 AM	9:47 AM	10:17 AM	10:52 AM	11:22 AM	11:57 AM	12:27 PM	1:02 PM	1:32 PM	2:07 PM	2:37 PM	3:12 PM
2nd & Forest	7:44 AM	8:14 AM	8:49 AM	9:19 AM	9:54 AM	10:24 AM	10:59 AM	11:29 AM	12:04 PM	12:34 PM	1:09 PM	1:39 PM	2:14 PM	2:44 PM	3:19 PM
Eastridge Mall	7:53 AM	8:23 AM	8:58 AM	9:28 AM	10:03 AM	10:33 AM	11:08 AM	11:38 AM	12:13 PM	12:43 PM	1:18 PM	1:48 PM	2:23 PM	2:53 PM	3:28 PM
Walmart East (arrive)	7:56 AM	8:26 AM	9:01 AM	9:31 AM	10:06 AM	10:36 AM	11:11 AM	11:41 AM	12:16 PM	12:46 PM	1:21 PM	1:51 PM	2:26 PM	2:56 PM	3:31 PM
Walmart East (depart)	8:06 AM	8:36 AM	9:11 AM	9:41 AM	10:16 AM	10:46 AM	11:21 AM	11:51 AM	12:26 PM	12:56 PM	1:31 PM	2:01 PM	2:36 PM	3:06 PM	---
2nd & Forest	8:11 AM	8:41 AM	9:16 AM	9:46 AM	10:21 AM	10:51 AM	11:26 AM	11:56 AM	12:31 PM	1:01 PM	1:36 PM	2:06 PM	2:41 PM	3:11 PM	---
A & Fenway	8:19 AM	8:49 AM	9:24 AM	9:54 AM	10:29 AM	10:59 AM	11:34 AM	12:04 PM	12:39 PM	1:09 PM	1:44 PM	2:14 PM	2:49 PM	3:19 PM	---
Downtown Transfer Center (arrive)	8:25 AM	8:55 AM	9:30 AM	10:00 AM	10:35 AM	11:05 AM	11:40 AM	12:10 PM	12:45 PM	1:15 PM	1:50 PM	2:20 PM	2:55 PM	3:25 PM	---

Exhibit 7.1.18 Increased Service Frequency – Green Route – Weekdays

Green Route																						
Downtown Transfer Center (depart)	6:30 AM	7:00 AM	7:35 AM	8:05 AM	8:40 AM	9:10 AM	9:45 AM	10:15 AM	10:50 AM	11:20 AM	11:55 AM	12:25 PM	1:00 PM	1:30 PM	2:05 PM	2:35 PM	3:10 PM	3:40 PM	4:15 PM	4:45 PM	5:20 PM	5:50 PM
WY Rescue Mission (Kimball & A)	6:31 AM	7:01 AM	7:36 AM	8:06 AM	8:41 AM	9:11 AM	9:46 AM	10:16 AM	10:51 AM	11:21 AM	11:56 AM	12:26 PM	1:01 PM	1:31 PM	2:06 PM	2:36 PM	3:11 PM	3:41 PM	4:16 PM	4:46 PM	5:21 PM	5:51 PM
555 N. Center (NOW)	6:36 AM	7:06 AM	7:41 AM	8:11 AM	8:46 AM	9:16 AM	9:51 AM	10:21 AM	10:56 AM	11:26 AM	12:01 PM	12:31 PM	1:06 PM	1:36 PM	2:11 PM	2:41 PM	3:16 PM	3:46 PM	4:21 PM	4:51 PM	5:26 PM	5:56 PM
1701 E. K St (Boys & Girls Club)	6:42 AM	7:12 AM	7:47 AM	8:17 AM	8:52 AM	9:22 AM	9:57 AM	10:27 AM	11:02 AM	11:32 AM	12:07 PM	12:37 PM	1:12 PM	1:42 PM	2:17 PM	2:47 PM	3:22 PM	3:52 PM	4:27 PM	4:57 PM	5:32 PM	6:02 PM
Ramada	6:49 AM	7:19 AM	7:54 AM	8:24 AM	8:59 AM	9:29 AM	10:04 AM	10:34 AM	11:09 AM	11:39 AM	12:14 PM	12:44 PM	1:19 PM	1:49 PM	2:24 PM	2:54 PM	3:29 PM	3:59 PM	4:34 PM	5:04 PM	5:39 PM	6:09 PM
992 N. Poplar (Farm Bureau)	6:58 AM	7:28 AM	8:03 AM	8:33 AM	9:08 AM	9:38 AM	10:13 AM	10:43 AM	11:18 AM	11:48 AM	12:23 PM	12:53 PM	1:28 PM	1:58 PM	2:33 PM	3:03 PM	3:38 PM	4:08 PM	4:43 PM	5:13 PM	5:48 PM	6:18 PM
Wolcott & A	7:05 AM	7:35 AM	8:10 AM	8:40 AM	9:15 AM	9:45 AM	10:20 AM	10:50 AM	11:25 AM	11:55 AM	12:30 PM	1:00 PM	1:35 PM	2:05 PM	2:40 PM	3:10 PM	3:45 PM	4:15 PM	4:50 PM	5:20 PM	5:55 PM	6:25 PM
520 CY (First Christian Church)	7:09 AM	7:39 AM	8:14 AM	8:44 AM	9:19 AM	9:49 AM	10:24 AM	10:54 AM	11:29 AM	11:59 AM	12:34 PM	1:04 PM	1:39 PM	2:09 PM	2:44 PM	3:14 PM	3:49 PM	4:19 PM	4:54 PM	5:24 PM	5:59 PM	---
Smith's	7:16 AM	7:46 AM	8:21 AM	8:51 AM	9:26 AM	9:56 AM	10:31 AM	11:01 AM	11:36 AM	12:06 PM	12:41 PM	1:11 PM	1:46 PM	2:16 PM	2:51 PM	3:21 PM	3:56 PM	4:26 PM	5:01 PM	5:31 PM	6:06 PM	---
Willow & 15th	7:21 AM	7:51 AM	8:26 AM	8:56 AM	9:31 AM	10:01 AM	10:36 AM	11:06 AM	11:41 AM	12:11 PM	12:46 PM	1:16 PM	1:51 PM	2:21 PM	2:56 PM	3:26 PM	4:01 PM	4:31 PM	5:06 PM	5:36 PM	6:11 PM	---
315 CY (Grace Lutheran Church)	7:24 AM	7:54 AM	8:29 AM	8:59 AM	9:34 AM	10:04 AM	10:39 AM	11:09 AM	11:44 AM	12:14 PM	12:49 PM	1:19 PM	1:54 PM	2:24 PM	2:59 PM	3:29 PM	4:04 PM	4:34 PM	5:09 PM	5:39 PM	6:14 PM	---
Downtown Transfer Center (arrive)	7:28 AM	7:58 AM	8:33 AM	9:03 AM	9:38 AM	10:08 AM	10:43 AM	11:13 AM	11:48 AM	12:18 PM	12:53 PM	1:23 PM	1:58 PM	2:28 PM	3:03 PM	3:33 PM	4:08 PM	4:38 PM	5:13 PM	5:43 PM	6:18 PM	---



Exhibit 7.1.19 Increased Service Frequency – Green Route – Saturday

Green Route															
Downtown Transfer Center (depart)	7:30 AM	8:00 AM	8:35 AM	9:05 AM	9:40 AM	10:10 AM	10:45 AM	11:15 AM	11:50 AM	12:20 PM	12:55 PM	1:25 PM	2:00 PM	2:30 PM	3:05 PM
WY Rescue Mission (Kimball & A)	7:31 AM	8:01 AM	8:36 AM	9:06 AM	9:41 AM	10:11 AM	10:46 AM	11:16 AM	11:51 AM	12:21 PM	12:56 PM	1:26 PM	2:01 PM	2:31 PM	3:06 PM
555 N. Center (NOW)	7:36 AM	8:06 AM	8:41 AM	9:11 AM	9:46 AM	10:16 AM	10:51 AM	11:21 AM	11:56 AM	12:26 PM	1:01 PM	1:31 PM	2:06 PM	2:36 PM	3:11 PM
1701 E. K St (Boys & Girls Club)	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Ramada	7:49 AM	8:19 AM	8:54 AM	9:24 AM	9:59 AM	10:29 AM	11:04 AM	11:34 AM	12:09 PM	12:39 PM	1:14 PM	1:44 PM	2:19 PM	2:49 PM	3:24 PM
992 N. Poplar (Farm Bureau)	7:58 AM	8:28 AM	9:03 AM	9:33 AM	10:08 AM	10:38 AM	11:13 AM	11:43 AM	12:18 PM	12:48 PM	1:23 PM	1:53 PM	2:28 PM	2:58 PM	3:33 PM
Wolcott & A	8:05 AM	8:35 AM	9:10 AM	9:40 AM	10:15 AM	10:45 AM	11:20 AM	11:50 AM	12:25 PM	12:55 PM	1:30 PM	2:00 PM	2:35 PM	3:05 PM	3:40 PM
520 CY (First Christian Church)	8:09 AM	8:39 AM	9:14 AM	9:44 AM	10:19 AM	10:49 AM	11:24 AM	11:54 AM	12:29 PM	12:59 PM	1:34 PM	2:04 PM	2:39 PM	3:09 PM	---
Smith's	8:16 AM	8:46 AM	9:21 AM	9:51 AM	10:26 AM	10:56 AM	11:31 AM	12:01 PM	12:36 PM	1:06 PM	1:41 PM	2:11 PM	2:46 PM	3:16 PM	---
Willow & 15th	8:21 AM	8:51 AM	9:26 AM	9:56 AM	10:31 AM	11:01 AM	11:36 AM	12:06 PM	12:41 PM	1:11 PM	1:46 PM	2:16 PM	2:51 PM	3:21 PM	---
315 CY (Grace Lutheran Church)	8:24 AM	8:54 AM	9:29 AM	9:59 AM	10:34 AM	11:04 AM	11:39 AM	12:09 PM	12:44 PM	1:14 PM	1:49 PM	2:19 PM	2:54 PM	3:24 PM	---
Downtown Transfer Center (arrive)	8:28 AM	8:58 AM	9:33 AM	10:03 AM	10:38 AM	11:08 AM	11:43 AM	12:13 PM	12:48 PM	1:18 PM	1:53 PM	2:23 PM	2:58 PM	3:28 PM	---

Exhibit 7.1.20 Increased Service Frequency – Yellow Route – Weekdays

Yellow Route																						
Downtown Transfer Center (depart)	6:30 AM	7:00 AM	7:35 AM	8:05 AM	8:40 AM	9:10 AM	9:45 AM	10:15 AM	10:50 AM	11:20 AM	11:55 AM	12:25 PM	1:00 PM	1:30 PM	2:05 PM	2:35 PM	3:10 PM	3:40 PM	4:15 PM	4:45 PM	5:20 PM	5:50 PM
520 CY (First Christian Church)	6:34 AM	7:04 AM	7:39 AM	8:09 AM	8:44 AM	9:14 AM	9:49 AM	10:19 AM	10:54 AM	11:24 AM	11:59 AM	12:29 PM	1:04 PM	1:34 PM	2:09 PM	2:39 PM	3:14 PM	3:44 PM	4:19 PM	4:49 PM	5:24 PM	5:54 PM
Kit Carson & Fleetwood	6:40 AM	7:10 AM	7:45 AM	8:15 AM	8:50 AM	9:20 AM	9:55 AM	10:25 AM	11:00 AM	11:30 AM	12:05 PM	12:35 PM	1:10 PM	1:40 PM	2:15 PM	2:45 PM	3:20 PM	3:50 PM	4:25 PM	4:55 PM	5:30 PM	6:00 PM
Valley & Iris	6:52 AM	7:22 AM	7:57 AM	8:27 AM	9:02 AM	9:32 AM	10:07 AM	10:37 AM	11:12 AM	11:42 AM	12:17 PM	12:47 PM	1:22 PM	1:52 PM	2:27 PM	2:57 PM	3:32 PM	4:02 PM	4:37 PM	5:07 PM	5:42 PM	6:12 PM
Walmart West	7:02 AM	7:32 AM	8:07 AM	8:37 AM	9:12 AM	9:42 AM	10:17 AM	10:47 AM	11:22 AM	11:52 AM	12:27 PM	12:57 PM	1:32 PM	2:02 PM	2:37 PM	3:07 PM	3:42 PM	4:12 PM	4:47 PM	5:17 PM	5:52 PM	6:22 PM
Smith's	7:08 AM	7:38 AM	8:13 AM	8:43 AM	9:18 AM	9:48 AM	10:23 AM	10:53 AM	11:28 AM	11:58 AM	12:33 PM	1:03 PM	1:38 PM	2:08 PM	2:43 PM	3:13 PM	3:48 PM	4:18 PM	4:53 PM	5:23 PM	5:58 PM	---
Poplar & Boulder	7:20 AM	7:50 AM	8:25 AM	8:55 AM	9:30 AM	10:00 AM	10:35 AM	11:05 AM	11:40 AM	12:10 PM	12:45 PM	1:15 PM	1:50 PM	2:20 PM	2:55 PM	3:25 PM	4:00 PM	4:30 PM	5:05 PM	5:35 PM	6:10 PM	---
Poplar & 19th	7:26 AM	7:56 AM	8:31 AM	9:01 AM	9:36 AM	10:06 AM	10:41 AM	11:11 AM	11:46 AM	12:16 PM	12:51 PM	1:21 PM	1:56 PM	2:26 PM	3:01 PM	3:31 PM	4:06 PM	4:36 PM	5:11 PM	5:41 PM	6:16 PM	---
Downtown Transfer Center (arrive)	7:33 AM	8:03 AM	8:38 AM	9:08 AM	9:43 AM	10:13 AM	10:48 AM	11:18 AM	11:53 AM	12:23 PM	12:58 PM	1:28 PM	2:03 PM	2:33 PM	3:08 PM	3:38 PM	4:13 PM	4:43 PM	5:18 PM	5:48 PM	6:23 PM	---

Exhibit 7.1.21 Increased Service Frequency – Yellow Route – Saturday

Yellow Route															
Downtown Transfer Center (depart)	7:30 AM	8:00 AM	8:35 AM	9:05 AM	9:40 AM	10:10 AM	10:45 AM	11:15 AM	11:50 AM	12:20 PM	12:55 PM	1:25 PM	2:00 PM	2:30 PM	3:05 PM
520 CY (First Christian Church)	7:34 AM	8:04 AM	8:39 AM	9:09 AM	9:44 AM	10:14 AM	10:49 AM	11:19 AM	11:54 AM	12:24 PM	12:59 PM	1:29 PM	2:04 PM	2:34 PM	3:09 PM
Kit Carson & Fleetwood	7:40 AM	8:10 AM	8:45 AM	9:15 AM	9:50 AM	10:20 AM	10:55 AM	11:25 AM	12:00 PM	12:30 PM	1:05 PM	1:35 PM	2:10 PM	2:40 PM	3:15 PM
Valley & Iris	7:52 AM	8:22 AM	8:57 AM	9:27 AM	10:02 AM	10:32 AM	11:07 AM	11:37 AM	12:12 PM	12:42 PM	1:17 PM	1:47 PM	2:22 PM	2:52 PM	3:27 PM
Walmart West	8:02 AM	8:32 AM	9:07 AM	9:37 AM	10:12 AM	10:42 AM	11:17 AM	11:47 AM	12:22 PM	12:52 PM	1:27 PM	1:57 PM	2:32 PM	3:02 PM	3:37 PM
Smith's	8:08 AM	8:38 AM	9:13 AM	9:43 AM	10:18 AM	10:48 AM	11:23 AM	11:53 AM	12:28 PM	12:58 PM	1:33 PM	2:03 PM	2:38 PM	---	---
Poplar & Boulder	8:20 AM	8:50 AM	9:25 AM	9:55 AM	10:30 AM	11:00 AM	11:35 AM	12:05 PM	12:40 PM	1:10 PM	1:45 PM	2:15 PM	2:50 PM	---	---
Poplar & 19th	8:26 AM	8:56 AM	9:31 AM	10:01 AM	10:36 AM	11:06 AM	11:41 AM	12:11 PM	12:46 PM	1:16 PM	1:51 PM	2:21 PM	2:56 PM	---	---
Downtown Transfer Center (arrive)	8:33 AM	9:03 AM	9:38 AM	10:08 AM	10:43 AM	11:13 AM	11:48 AM	12:18 PM	12:53 PM	1:23 PM	1:58 PM	2:28 PM	3:03 PM	---	---



7.2 Financial Plan

The baseline (status quo) financial plan was provided in Chapter 2 as Exhibit 2.7.2. Therefore, the financial plan provided in this chapter will focus on the implementation of the phased recommendations as discussed in the Operations Plan above.

In calculating the cost of the operating recommendations included in the Operations Plan, a FY 2022 base cost per vehicle service hour of \$59.68 for dial-a-ride and \$54.25 for fixed-route will be used (with an annual increase of two percent per year for inflation).

Financial Impact of Recommendations

Phase 1

1. Update the transit marketing program.

Rebranding and website design are represented as one-time costs in FY 2022 in Exhibit 7.2.1. Rebranding includes replacement of signage (including bus stop signs), service information, etc. Vehicle rebranding will be undertaken as part of the procurement process as vehicles are replaced. Website collateral redesign falls within both rebranding and the ongoing marketing plan implementation, so it is not represented as a separate line item. Marketing plan implementation is ongoing, with an initial budget that represents approximately two percent of the total transit budget, increasing two percent per annum.

2. Plan and identify funding for bus stop improvements.

Both development of a bus stop improvement plan and development of an “adoption”/sponsorship program are one-time costs budgeted for FY 2022. Both activities will require primarily MPO labor.

3. Establish Social Service Advisory Committee.

It is expected this recommendation will be handled by the MPO. No cost is estimated, so it is not included as a line items in Exhibit 7.2.1.

4. Work with Casper VA Clinic to identify mobility options.

It is expected this recommendation will be handled by the MPO. No cost is estimated, so it is not included as a line items in Exhibit 7.2.1.

5. Implement Travel Training program.

An annual budget of \$5,000 per year is recommended to cover labor and supplies for up to two two-hour training sessions per month. This amount can be increased should there be a greater demand for these services.



Phase 2

6. Implement technology to benefit both the system and its customers.

The majority of the cost for this recommendation is capital and will be reflected within the Capital Plan. It is anticipated the real-time predictive arrival app will have an annual cost for the service, which is estimated at \$10,000.

7. Implement a service change that integrates the fixed-route service recommendations identified in Chapter 5.

There is virtually no difference between the vehicle service hours associated with the current schedule and the vehicle service hours proposed by the service change. Therefore, no service-change related cost is factored into the financial plan for this recommendation. In addition, because there is no expansion of service hours, there is no need to expand the Dial-A-Ride/ADA Paratransit service times. Modest capital costs related to the addition of bus stops is included in the Capital Plan.

8. Implement bus stop improvements identified in the bus stop improvement plan prepared during Phase 1.

Costs to implement the bus stop recommendations are included in the Capital Plan.

9. Update fare structure.

There is expected to be a modest cost for the printing of passes and transfers, some of which may be covered by the marketing budget and the rest already factored into the operating cost (for existing passes). There is no estimated impact on revenue at this time.

Phase 3

10. Implement trial service to the airport.

The trial service assumes a 90-day (three-month) trial period in FY 2024. The cost is based on 60 vehicle service hours per week for 12 weeks (reflecting a 12-hour service span on weekdays only). The cost can be reduced if there are no same-day reservations accepted (which would necessitate keeping a vehicle and driver on standby throughout the service period). It uses the Dial-A-Ride cost per hour of \$63.23 calculated for FY 2024.

11. Introduce evening/weekend service.

The recommended approach for implementing a TNC ride subsidy program is to establish a program budget and provide rides until the budget is exhausted. This will help the City/MPO more accurately assess demand for the program. A \$10,000 budget is recommended for a 90-day trial, which would cover both administrative costs for setting up the program as well as a budget for providing subsidized trips. If the program is continued, a budget of not less than \$20,000 annually is recommended.

12. Increase service frequency on routes as funding allows.

This recommendation adds a second bus on weekdays and/or Saturdays, depending upon demand. The cost to increase the service frequency on weekdays and Saturday is represented by separate line items for each route in Exhibit 7.2.1. This cost could be reduced by offering the increased service



frequency during peak hours only. For FY 2024, the cost of the increased service frequency is calculated using the fixed-route cost per hour of \$55.59, increasing two percent per annum. As with the Phase 2 service change, since there is no expansion of service hours, there is no need to expand the Dial-A-Ride/ADA Paratransit service times.

Exhibit 7.2.1 5-Year Financial Plan with Recommendations

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
REVENUES					
FTA Section 5307	\$1,034,709	\$1,045,056	\$1,055,506	\$1,066,061	\$1,076,722
City of Casper	\$243,000	\$247,860	\$252,817	\$257,874	\$263,031
1% program (sales tax)	\$400,193	\$408,197	\$416,361	\$424,688	\$433,182
State of Wyoming	\$220,952	\$225,371	\$229,878	\$234,476	\$239,166
Natrona County	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500
Other City contributions	\$101,202	\$103,226	\$105,291	\$107,396	\$109,544
Interest	\$5,251	\$5,356	\$5,463	\$5,572	\$5,684
Bus Fares	\$125,232	\$125,858	\$126,487	\$127,120	\$127,755
TOTAL REVENUES	\$3,178,747	\$3,219,480	\$3,260,810	\$3,302,749	\$3,345,306
EXPENSES					
Wages & Salaries	\$1,282,640	\$1,308,293	\$1,334,458	\$1,361,148	\$1,388,370
Benefits	\$309,473	\$315,663	\$321,976	\$328,415	\$334,984
Insurance	\$80,576	\$82,187	\$83,831	\$85,508	\$87,218
Vehicle operations	\$261,423	\$266,652	\$271,985	\$277,424	\$282,973
Operating & contractual expenses	\$192,344	\$196,191	\$200,115	\$204,117	\$208,199
Depreciation	\$5,791	\$5,907	\$6,025	\$6,145	\$6,268
Marketing program (ongoing)	\$45,000	\$45,900	\$46,818	\$47,754	\$48,709
Rebranding	\$20,000	\$0	\$0	\$0	\$0
Website update	\$20,000	\$0	\$0	\$0	\$0
Bus stop improvement plan	\$15,000	\$0	\$0	\$0	\$0
Travel Training program	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Real-time predictive arrival app (annual cost)	\$0	\$0	\$10,000	\$10,000	\$10,000
Trial service to airport	\$0	\$0	\$43,474	\$44,343	\$45,230
Evening/weekend service (TNC program)	\$0	\$0	\$20,000	\$20,400	\$20,808
Increase service frequency - Blue Route (weekdays)	\$0	\$0	\$159,778	\$162,973	\$166,233
Increase service frequency - Blue Route (Saturday)	\$0	\$0	\$21,459	\$21,889	\$22,326
Increase service frequency - Green Route (weekdays)	\$0	\$0	\$161,890	\$165,128	\$168,431
Increase service frequency - Green Route (Saturday)	\$0	\$0	\$21,571	\$22,002	\$22,442
Increase service frequency - Yellow Route (weekdays)	\$0	\$0	\$161,168	\$164,391	\$167,679
Increase service frequency - Yellow Route (Saturday)	\$0	\$0	\$20,347	\$20,754	\$21,170
TOTAL EXPENSES	\$2,237,247	\$2,225,792	\$2,889,895	\$2,947,393	\$3,006,040
Surplus (deficit)	\$941,501	\$993,688	\$370,915	\$355,356	\$339,265



7.3 Capital Plan

The Capital Plan reflects the baseline capital plan provided as Exhibit 2.7.3 in Chapter 2 as well as capital costs for recommendations included in the Operations Plan. Those anticipated costs are as follows:

- Bus stop improvements – annual budget of \$15,000 beginning in FY 2023. The City/MPO will need to secure additional funding for these capital costs.
- New bus stops – one-time budget of \$1,000 in FY 2023, to correspond with the service change. The City/MPO will need to secure additional funding for this capital costs.
- Vehicle expansion – adding service frequency to more than one or two routes is likely to eventually require one or more expansion vehicles for fixed-route service to maintain a reasonable spare ratio. These expansion vehicles are budgeted for FY 2025 and FY 2026. The City/MPO can apply for FTA Section 5307 or 5339 funding to cover 80 percent the cost of the vehicles, but will still need to provide a 20 percent local match.

Exhibit 7.3.1 5-Year Capital Plan with Recommendations

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
REVENUES					
FTA Section 5307/5339 (vehicles) (80%)	\$123,600	\$0	\$632,200	\$396,000	\$1,212,600
Local match (vehicles) (20%)	\$30,900	\$0	\$158,050	\$99,000	\$303,150
AVL/MDT/dispatch technology grant	\$360,000	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$514,500	\$0	\$790,250	\$495,000	\$1,515,750
EXPENSES					
Vehicle purchases (The Bus) (replacement)	\$0	\$0	\$654,000	\$168,000	\$345,000
Vehicle purchases (CATC) (replacement)	\$154,500	\$0	\$136,250	\$0	\$833,750
AVL/MDT/dispatch technology	\$360,000	\$0	\$0	\$0	\$0
Bus stop improvements	\$0	\$15,000	\$15,000	\$15,000	\$15,000
New bus stops	\$0	\$1,000	\$0	\$0	\$0
Vehicle purchases (The Bus) (expansion)				\$327,000	\$337,000
TOTAL EXPENSES	\$514,500	\$16,000	\$805,250	\$510,000	\$1,530,750
Additional funding needed (deficit)	\$0	-\$16,000	-\$15,000	-\$15,000	-\$15,000



APPENDIX A Final Public Comment Narrative and Responses

Following the presentation of the Five-Year Transit Strategic Development Plan's (Plan) key findings and recommendations to the Casper City Council on July 5, 2021, Casper Area MPO staff initiated the public review process. Specifics regarding the public review process are contained within the MPO's Public Participation Plan. Physical copies of the final TSDP were made available for review at the Casper Area MPO office, Natrona County public library, Casper Area Transit office, NOW CAP office, Mills city hall, Bar Nunn town hall, Evansville city hall, and the Aspire Case Management office in Casper.

MPO staff met with representatives of the Casper Council of People with Disabilities on July 19, 2021 to facilitate a discussion of the overall project, the draft final Plan, and the Plan's key findings and recommendations. Council representative Masha Green indicated support for the Plan's proposed Social Services Technical Committee, believing such a forum could be particularly beneficial as a means of ensuring the mobility needs of the disabled community are being met by the public transit system. Other Council members expressed support for the Plan's recommendation for implementation of transit service to the Natrona County International Airport on a trial or demonstration project basis. Council members shared their belief that absence of ADA transit service to the NCIA occasionally results in persons with mobility issues being stranded at the airport for hours while attempting to find a suitable ride home.

Finally, at the July 5, 2021 Casper City council work session, Council member Bruce Knell presented MPO staff with an email submitted by Joyce Sisk, a long-time Casper resident. MPO staff offered to meet with Ms. Sisk to discuss the concerns presented within her email, and to discuss how many of the Plan's proposed recommendations could potentially address her concerns. MPO staff contacted Ms. Sisk and arranged a conference call between Ms. Sisk, MPO staff, and the MPO's consultant team. The call was scheduled for August 3, 2021, and MPO staff contacted Ms. Sisk (via phone) the day prior to confirm her availability. Unfortunately, on the agreed upon date and time, Ms. Sisk was not available. Therefore, the hoped for discussion did not occur.

Many of the observations and statements contained within Ms. Sisk's email (dated July 6, 2021) appear to pertain to transit service offerings dating back as far as 2010. In the ensuing 10-plus years the City/MPO has implemented a variety of program adjustments – some minor, others greater in scope – with a goal of improving service efficiency, enhancing the customer experience, and supporting transit program financial sustainability. To debate what may have existed more than a decade ago holds little value to what is essentially a “transit business plan” intended to guide program and service development across the next five years.

Other statements contained within the email are simply incorrect. Patrons desiring to book a dial-a-ride trip are not required to call two days in advance. Each of the six Casper Area Transit routes features no less than 20 time-points as well as bus stops located at intervals between the time-points. Plus, until very recently, Casper Area Transit allowed transit riders to “flag down” the bus at any point along a designated route. As written, the Transit Strategic Development Plan includes recommendations for increasing the number of bus shelters and/or benches located along each of the six routes. To suggest “it is inhumane to have bus stops so few and far apart for people have [sic] to walk far distances in Wyoming's weather” is simply not borne out by the facts.

The success (defined as solid monthly ridership activity even during the COVID-19 pandemic) of the community's public transit program is likely attributable to a variety of factors including service quality, reliability, and affordability. The recommendations contained within the project report reflect community input received via surveys, public workshops, stakeholder roundtables, and other public engagement activities. Surely the (public transit) wants, needs, and priorities of approximately 150 project participants throughout the Casper area cannot be overshadowed by an email from a single individual.

RESOLUTION NO.21-123

A RESOLUTION APPROVING AND ADOPTING THE FIVE-YEAR STRATEGIC DEVELOPMENT PLAN FOR THE CASPER METROPOLITAN AREA.

WHEREAS, the Casper Area Metropolitan Planning Organization (MPO) initiated the Five Year Transit Strategic Development Plan (TSDP); and,

WHEREAS, the TSDP represents a guiding document for the Casper Area Transit System that serves the Casper Urbanized Area; including the Cities of Casper and Mills, Towns of Evansville and Bar Nunn, and Natrona County; and,

WHEREAS, the TSDP is required as a prerequisite to receive federal transit grants; and,

WHEREAS, the MPO Policy Committee passed a motion at their meeting on August 19, 2021 to approve the Plan; and,

WHEREAS, it is the desire of the governing body of the City of Casper to approve and adopt said amended Plan for the Casper Urbanized Area.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Five-Year Transit Strategic Development Plan is hereby approved and adopted.

PASSED, APPROVED, AND ADOPTED on this ____ day of _____, 2021.

APPROVED AS TO FORM:



ATTEST:

Fleur Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Steven K. Freel
Mayor

August 17, 2021

MEMO TO: J. Carter Napier, City Manager *JCW*
FROM: Keith McPheeters, Police Chief *KMP 307*
Shane Chaney, Deputy Police Chief
SUBJECT: Memorandum of Understanding between The City of Cheyenne Police Department and The City of Casper Police Department to Provide Extraterritorial Law Enforcement Assistance

Meeting Type & Date

Regular Council Meeting
September 7, 2021

Action type

Resolution

Recommendation

That Council approve the Memorandum of Understanding between the City of Cheyenne Police Department and the City of Casper Police Department to provide extraterritorial law enforcement assistance.

Summary

In an effort to provide certified law enforcement assistance between the City of Cheyenne Police Department and the City of Casper Police Department for extraterritorial assistance, both parties are asking for approval to enter into the Memorandum of Understanding.

Response to emergency or special circumstances may exceed immediate work force, skill, and equipment capacities of either Party's law enforcement agency, therefore, the City of Casper and City of Cheyenne may request that the other Party provide certified peace officer for assistance.

Financial Considerations

Each Party shall be responsible for the payment of salary and benefits for its peace officers who provide law enforcement assistance under the Memorandum of Understanding.

Oversight/Project Responsibility

Shane Chaney, Deputy Police Chief
Keith McPheeters, Police Chief

Attachments

Memorandum of Understanding

CITY CONTRACT # 7356

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF CASPER, WYOMING, AND
THE CITY OF CHEYENNE, WYOMING,
FOR EXTRATERRITORIAL LAW ENFORCEMENT ASSISTANCE**

This Memorandum of Understanding (“MOU”) is by and between the City of Casper, Wyoming, a Wyoming municipal corporation (“City of Casper”), whose address is City Hall, 200 North David Street, Casper, Wyoming 82601, and the City of Cheyenne, a Wyoming municipal corporation (“City of Cheyenne”), whose address is Municipal Building, 2101 O’Neil Avenue, Cheyenne, Wyoming 82001. The City of Casper and the City of Cheyenne are collectively referred to as “Party” or “Parties.” This MOU shall become effective upon the date of the last signature affixed hereto.

RECITALS:

WHEREAS, pursuant to W.S. § 7-2-106(b), the City of Casper and the City of Cheyenne are authorized to enter into an MOU for the purpose of providing extraterritorial law enforcement assistance to the other Party’s law enforcement agency; and

WHEREAS, because response to emergency or special circumstances may exceed the immediate manpower, skill, and equipment capacities of either Party’s law enforcement agency, the City of Casper and the City of Cheyenne may request that the other Party provide certified peace officers for law enforcement assistance.

NOW, THEREFORE, subject to the limitations of this MOU and the provisions of W.S. § 7-2-106, the Parties agree as follows:

1. Purpose. The purpose of this MOU is to permit each Party to assign certified peace officers to the other Party for law enforcement assistance within the jurisdictional boundaries of the City of Casper and the City of Cheyenne, as requested by the law enforcement agencies of the Parties. Neither Party has a duty to provide law enforcement assistance under this MOU. Each Party has discretionary authority to decide whether to respond to a request for law enforcement assistance from the other Party and each Party has discretionary authority to determine the nature and extent of its response. In the event a Party agrees to respond to a request from the other Party, the following terms and conditions shall apply.

2. Term. This MOU shall not be effective until it is approved by all of the Parties. This MOU shall be in full force and effect from the date that this MOU is executed by the Parties and shall remain in effect for a period of time not to exceed one (1) month beyond the current term of office of any participating Chief of Police. Either Party may terminate this MOU by giving the other Party thirty (30) days written notice of its intent to terminate.

3. Responsibilities of Parties. A Party that responds to a request for law enforcement assistance from the other Party shall assign certified peace officers who, while so assigned and performing duties, shall be subject to the direction and control of the requesting Party's Chief of Police, or his or her designee, and shall have full peace officer authority within the requesting Party's jurisdiction during the assignment. Each requesting Party will advise responding peace officers of administrative and procedural requirements within the jurisdiction of the assignment.

4. Responsibilities for Costs. Each Party shall be responsible for the payment of salary and benefits for its peace officers who provide law enforcement assistance under this MOU. The cost of any damage to equipment belonging to the peace officer, or his or her employer, occurring while acting pursuant to a request for law enforcement assistance under this MOU shall be borne by the requesting law enforcement agency. "Equipment" includes, but is not limited to, law enforcement vehicles, uniforms, and other items necessary for the law enforcement assistance requested. The Parties may separately agree to reimburse travel expenses.

5. Specification of Certified Peace Officers Covered by Assignment. It is mutually understood and agreed, pursuant to W.S. § 7-2-106(b)(ii), that only certified peace officers in good standing may be assigned pursuant to a request for law enforcement assistance under this MOU. It is further mutually understood and agreed that pursuant to W.S. § 7-2-106(e), arson investigators, brand inspectors, federal agents, board of outfitters investigators, and detention officers may not be assigned under this MOU.

6. Assigned Peace Officer Status. For Workers' Compensation coverage, peace officers assigned pursuant to this MOU shall be deemed joint employees of the assigning and requesting Parties, who shall be joint employers, pursuant to W.S. § 7-2-106(c). As joint employers, each Party shall be immune from suit to the extent provided by the Wyoming Workers' Compensation Act (W.S. § 27-14-101, *et seq.*).

7. Standard of Conduct. Each certified peace officer who provides law enforcement assistance shall maintain the standards of professional conduct as required in the State of Wyoming. However, the requesting Party may request that a particular peace officer be relieved of an assignment under this MOU and the responding Party will honor such request as soon as practicable.

8. Request for Assistance. Any request for law enforcement assistance under this MOU should be made by the highest-ranking law enforcement official on duty or on call of the requesting Party to the highest-ranking law enforcement official on duty or on call of the responding Party at the time the assistance is needed.

9. Response to Request. Each Party agrees to respond to a request under this MOU as promptly as possible. The responding Party shall indicate whether and the extent to which personnel and equipment will be provided.

10. Command of Equipment and Personnel. The requesting Party may have command and direction of the equipment and personnel provided by a responding Party, but the

responding Party always has the authority to immediately withdraw any equipment or personnel provided under this MOU without regard to whether the requesting Party continues to have a need for law enforcement assistance. When law enforcement assistance is no longer needed, the requesting Party shall release its command and direct that all equipment and personnel be returned to the responding Party.

11. Pre-Incident Planning. The commanding officers of the Parties' individual law enforcement agencies may, from time to time, mutually establish pre-incident plans which shall indicate the types and locations of potential problem areas where law enforcement assistance may be needed. This MOU may be supplemented by schedules and lists of types of equipment and peace officers that would be dispatched under various possible circumstances. In addition, the Parties may engage in mutual training sessions to ensure efficient operations under this MOU. The Parties agree to take such steps as are feasible to standardize the equipment and procedures used to provide law enforcement assistance under this MOU.

12. Geographical Boundaries of Territory Covered. Pursuant to W.S. § 7-2-106(b)(iii), certified peace officers requested by either Party shall perform services within the geographical boundaries of the requesting Party, except to the extent permitted by W.S. § 7-2-106(a).

13. General Provisions.

a. Amendments. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the Parties to this MOU shall be incorporated by written instrument, executed and signed by all Parties to this MOU.

b. Assignment. No Party may assign or transfer the responsibilities or agreements made herein without the prior written consent of the non-assigning Party, which approval shall not be unreasonably withheld.

c. Applicable Law. The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this MOU and the Parties, and the venue shall be in the First Judicial District, Laramie County, Wyoming.

d. Compliance with Laws. The Parties shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this MOU.

e. Indemnification. Each Party to this MOU assumes the risk of any liability arising from its own conduct. Each Party agrees that it will be responsible for any loss, claim, damages, or demands resulting from its negligence and the negligence of its employees and agents. Neither Party agrees to insure, defend, or indemnify the other.

f. Nondiscrimination. The Parties shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act, Wyo. Stat. § 27-9-105, *et seq.*, the Americans With Disabilities Act (ADA), as amended, 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto, and shall not discriminate against any individual on the grounds of age, sex, creed, color, race, religion, national origin, ancestry, pregnancy, or qualifying disability in connection with the performance under this MOU.

g. Governmental Immunity. The Parties do not waive governmental immunity by entering into this MOU and specifically retain all immunities and defenses available to them as governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable laws. Designation of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of governmental immunity.

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

i. Force Majeure. The performance of this MOU by the Parties shall be subject to force majeure including, but not limited to, acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including, but not limited to, the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the Parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay the performance required by this MOU. This MOU may be cancelled by any Party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other Party.

j. Severability. If any provision of this MOU is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this MOU is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

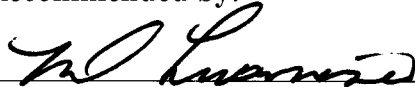
k. Notice. All notices arising out of or from the provisions of this MOU shall be in writing and given to the Party either by regular mail or delivery in person.

l. Prior Approval. This MOU shall not be binding upon the Parties, no services shall be performed under the terms of this MOU, and no payments shall be made until this MOU has been reduced to writing and approved by all necessary authorities.

m. Entirety of Contract. This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

14. Signatures. In witness thereof, the Parties to this MOU, through their duly authorized representatives, have executed this MOU on the days and dates set out below and certify that they have read, understood, and knowingly and voluntarily agreed to the terms and conditions of this MOU.

Recommended by:



Mark Francisco
Chief of Police, Cheyenne, Wyoming

7-9-2021

Date

Keith McPheeters
Chief of Police, Casper, Wyoming

Date

CITY OF CHEYENNE, WYOMING



Patrick Collins, Mayor

(SEAL)

Attest:



Kristina F. Jones, City Clerk

6-30-21

Date

CITY OF CASPER, WYOMING

Steven K. Freel, Mayor

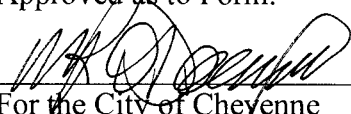
(SEAL)

Attest:


City Clerk

Date

Approved as to Form:


_____ 6/8/21
For the City of Cheyenne Date

Approved as to Form:


_____ 8/2/21
For the City of Casper Date

RESOLUTION NO.21-124

A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CASPER AND CITY OF CHEYENNE FOR EXTRATERRITORIAL LAW ENFORCEMENT ASSISTANCE


WHEREAS, the City of Casper desires to enter into a mutual agreement with the City of Cheyenne Police Department for the purpose of providing extra territorial law enforcement assistance; and,

WHEREAS, because response to emergency or special circumstances may exceed the immediate manpower, skill, and equipment capacities of either Party's law enforcement agency, the City of Casper and City of Cheyenne may request that the other Party provide certified peace officers for law enforcement assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, the Memorandum of Understanding and for the services and in consideration of the terms and agreements as stated therein.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2021.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

August 18, 2021

MEMO TO: J. Carter Napier, City Manager *JB for JAN*

FROM: Andrew Beamer, P.E., Public Services Director *P*
Terry Cottenoir, Engineering Technician

SUBJECT: Authorizing a Transportation Alternatives Program Agreement with the Wyoming Department of Transportation in the Amount of \$500,000, for the Paradise Valley to Robertson Road Bridge.

Meeting Type & Date

Regular Council Meeting
September 7, 2021

Action type

Resolution

Recommendation

That Council, by resolution, authorize a Transportation Alternatives Program Agreement with the Wyoming Department of Transportation for the Paradise Valley to Robertson Road Bridge, Project No. 19-074, in the amount of \$500,000.

Summary

On Tuesday, July 7, 2020, Council approved a resolution to support the City of Casper's application to the Wyoming Department of Transportation (WYDOT) for Transportation Alternatives Program (TAP) funds. On October 28, 2020, the Wyoming Transportation Commission fully approved the City of Casper's application for TAP funding.

The project will include construction of a pedestrian bridge that connects Paradise Valley to Robertson Road. Additionally, new ten foot (10') wide concrete pathways will be constructed to connect the pedestrian bridge to the Robertson Road Pathway to the west and Indian Paintbrush to the east. The project will provide a safe route for non-drivers to access the neighborhoods and schools along Robertson Road in west Casper from the Platte River Trail.

WYDOT requires the City of Casper to enter into an agreement to accept TAP funding. The City's Consultant, HDR Engineering, has developed a cost estimate in the amount of \$1,250,000. With TAP funding in the amount of \$500,000, the City and Platte River Trails Trust (PRTT) will be required to supply \$125,000 in matching funds, as well as the additional \$625,000 to cover the remaining costs of the project.

Financial Considerations

The City will be supplying its match in the amount of \$125,000 from the One Cent #14, One Cent #15, and One Cent #16 Optional Sales Tax Funds allocated to the PRTT for FY2021. The PRTT is working towards securing the remaining \$625,000 to complete the project. The PRTT has been successful over the past 30 plus years leveraging funds from sources such as the

Natrona County Recreation Joint Powers Board and private and public foundations to complete trail infrastructure projects.

Oversight/Project Responsibility

Terry Cottenoir, Engineering Technician, Public Services Department.

Attachments

Resolution

Two (2) Copies of the Agreement

**FY2021
 Transportation Alternatives Program
 SUBRECIPIENT AGREEMENT
 BETWEEN THE
 WYOMING DEPARTMENT OF TRANSPORTATION
 AND THE
 CITY OF CASPER**

Federal Award Information - Required by 2 CFR § 200.332

Subrecipient Name: City of Casper	Subrecipient DUNS: 152720140
Federal Award Identification Number (FAIN): To be provided via agreement update letter	Federal Award Date: To be provided via agreement update letter
Period of Performance Start and End Date: Term Start Date through December 31, 2023	Budget Period Start and End Date: Term Start Date through September 30, 2024
Federal Award this Agreement: \$500,000.00	Total Federal Award to Subrecipient: \$500,000.00
Total Federal Award: \$625,000.00	
Awarding Federal Agency: Federal Highway Administration	Federal Highway Administration: Wyoming Division Office Telephone: (307) 772-2101 Email: HDAWY@dot.gov
Pass-through Agency: Wyoming Department of Transportation (WYDOT)	WYDOT Program Mgr.: Kelley Shepp Telephone: 307-777-3938 Email: kelley.shepp@wyo.gov
Subrecipient Contact: Terry Cottenoir Phone: 307-235-8341 Email: tcottenoir@casperwy.gov	WYDOT Contact for Confirmation of Funds: Telephone: (307) 777-4434 Email: dotrevenue@wyo.gov
Assistance Listing No.: 20.205	Assistance Listing Title: Highway Planning and Construction
Research and Development: No	Indirect Cost Rate (ICAP): N/A
Project Name: Paradise Valley to Robertson Road Bridge	Recipient County: Natrona
Agreement No.: CD 0.00 CD21202	Project No.: CD21202

- Parties.** The parties to this Agreement are the Wyoming Department of Transportation (WYDOT), whose address is: 5300 Bishop Blvd., Cheyenne, Wyoming 82009, and the City of Casper (Subrecipient), whose address is: 200 North David Street, Casper, Wyoming 82601.



2. **Purpose.** This is a subaward of federal financial assistance from WYDOT to the Subrecipient. The purpose of this Agreement is to set forth the respective relationships and responsibilities of the Subrecipient and WYDOT in the administration of the Wyoming Transportation Alternatives Program. All work covered by this Agreement shall comply with the standards of the Americans with Disabilities Act of 1990 (ADA).

3. **Term of the Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of this Agreement is from January 1, 2021 or the Effective Date, whichever is later (Term Start Date), through September 30, 2024. The Subrecipient's Budget Period is from the Term Start Date, through September 30, 2024. The Subrecipient's timeframe to complete the work under this Agreement (Period of Performance) is from the Term Start Date through December 31, 2023.

4. **In consideration of the mutual covenants herein set forth, WYDOT and the Subrecipient agree as to the following General Conditions:**

A. **Project Scope.** The Subrecipient shall undertake and complete the Project as described and set forth below and in the "Project Description" section of Attachment A, the project Subrecipient's TAP application, dated July 7, 2020, which is attached to and incorporated into this Agreement by this reference, and in accordance with terms and conditions of this Agreement.

(i) **Project Description.** The construction of a 10ft wide, 1500 foot concrete pathway from the intersection of Indian Paintbrush and Yarrow Street to Robertson Road and Little Moon Trail with a pedestrian bridge over the North Platte River at the location shown on Attachment B, Map, which is attached to and incorporated into this Agreement by this reference.

(ii) **Responsibility of Subrecipient.** Subrecipient shall:

- (a) Complete all administrative requirements, including having at least one Local Project Administration (LPA) Certified staff member;
- (b) Select consultants based on qualifications, utilizing WYDOT's help if needed;
- (c) Submit Plans, Specifications and Estimates along with bid documents to WYDOT Local Government Coordination (LGC) Office for review and concurrence prior to project advertisement;
- (d) Submit bid tabulations to WYDOT LGC Office for review and concurrence prior to awarding project;
- (e) Monitor project progress and submit reimbursement requests to WYDOT's LGC Office at least once per quarter; and
- (f) After final bill is paid, submit it for reimbursement to WYDOT LGC Office with Completion and Acceptance Certificate

(iii) **Responsibility of WYDOT.** WYDOT will:

Transportation Alternatives Program Agreement between WYDOT and the City of Casper
Federal Project CD21202, Paradise Valley to Robertson Road Bridge Project in Natrona County



- (a) Assist with consultant selection process;
- (b) Review plans and specifications for compliance prior to advertisement;
- (c) Review bid tabulations prior to project being awarded;
- (d) Provide ongoing support through construction, including possible site inspections and reimbursement processing; and
- (e) Ensure project acceptance and completion and process final reimbursement

B. Period of Performance. The Period of Performance shall be from the Term Start Date through December 31, 2023 and shall allow ninety (90) days for project closeout beyond completion of physical work on the project. The Subrecipient shall commence and complete the project in a professional, economical and efficient manner. Project work shall commence upon receipt of a Notice to Proceed. Costs incurred prior to the Notice to Proceed and after the Budget Period will not be eligible for reimbursement. The Notice to Proceed shall be issued by WYDOT once the Agreement has been executed by both parties, an Authorization for Expenditure (AFE) is issued by WYDOT, all environmental work has been completed, and any additional requirements of the Federal Highway Administration (FHWA) have been completed. In the event of unusual or unexpected project delay, the Subrecipient may submit a request to WYDOT for an extension of time to complete the project. The request shall be in writing to WYDOT's LGC Office. Failure of the Subrecipient to perform its duties within the time frame herein agreed to may constitute a termination of Agreement, at WYDOT's discretion. If the project is terminated, the Subrecipient shall return to WYDOT any and all federal funds that have been paid to the project Subrecipient.

C. Design Review and Approval and Consultant Selection. All project designs to include engineering, architectural and landscape architectural plans, specifications and required federal provisions (Contract Documents) shall be prepared under the supervision of a qualified professional engineer or architect licensed to perform such work in the State of Wyoming. An appropriate level of environmental, historical and/or the Transportation Act Sec. 4(f) review and mitigation statement shall be submitted to the WYDOT LGC. A Categorical Exclusion issued by the Federal Highway Administration, if applicable, is required prior to the Subrecipient's construction contract award. Projects completed within existing right-of-way may be eligible for inclusion in the Programmatic Categorical Exclusion issued by WYDOT Environmental Services. The WYDOT LGC Office shall receive a copy of such plans and project Contract Documents and review and approve the same prior to the Subrecipient's proceeding with construction bidding, contracting or other construction authorization under this Agreement. Contract procedures shall be compliant with 23 Code of Federal Regulations (CFR) 635 Subpart A. The consultant selection process shall comply with the Brooks Act, 40 United States



Code (U.S.C.) 1101 *et seq.* with guidance included in WYDOT Operating Policy 40-1.

D. Federal and State Required Contract Provision. The Subrecipient shall determine which of the following provisions are applicable and shall ensure compliance with all applicable provisions:

- (i) Environmental Documentation: Contract Documents shall include the appropriate level of environmental review and analysis in accordance to 23 CFR 771, to include mitigation assessment where required.
- (ii) National Historic Preservation Act (106 process): for projects involving historic or archaeological sites, the Contract Documents shall include the appropriate review and mitigation assessment.
- (iii) Design Exceptions: Contract Documents must note any design exceptions; no exceptions are available for compliance with the American with Disabilities Act (ADA).
- (iv) Patented and Proprietary Products: contracts requiring the use of a patented or proprietary material, specification, or process, shall be prohibited unless: the item is purchased or obtained through competitive bidding with equally suitable unpatented items, or WYDOT certifies through a public interest finding that the patented or proprietary item is: necessary for synchronization with existing facilities or a unique product for which there is no equally suitable alternative.
- (v) Buy America Provisions: requires the use of American steel and iron products, when specified in accordance to 23 CFR 635.410.
- (vi) Disadvantage Business Enterprises (DBE): DBE efforts shall be included in the project file, using the Form "E-91LPA" to document the bid solicitation, and to assure that the action taken is in compliance with this request. Written proof of compliance to this request should be available when requested.
- (vii) Required Federal Contract Provisions: Attachment C, FHWA Form 1273 provisions, which are attached to and incorporated into this Agreement by this reference, shall apply to all work performed under this Agreement, including work performed by subcontract. All Contract Documents shall include Form FHWA-1273 provisions. The Form FHWA-1273 provisions are required to be physically incorporated into each subcontract and subsequent lower tier subcontracts and shall not be incorporated by reference. The prime contractor is responsible for compliance with the Form FHWA-1273 requirements by all subcontractors and lower tier subcontractors. Failure to comply with the Required Contract Provisions may be considered as grounds for contract termination. Furthermore, failure to incorporate the Form FHWA-1273 into all subcontracts or failure to comply with the requirements of Section IV, Payment of Predetermined Minimum Wage and Section V, Statements and Payrolls, may be considered as grounds for debarment under 29 CFR 5.12.
- (viii) Contractor and subcontractor Certification for Suspension and Debarment.



- (ix) Manual of Uniform Traffic Control Devices (MUTCD): signing and pavement striping of public roads must meet MUTCD criteria. Projects which intersect with public roadways must be appropriately signed during the construction stage. Permanent safety signing should be identified on a separate plan sheet in the Contract Documents.
- (x) Labor Rates: Contract Documents must include provisions for the compliance with Davis-Bacon as outlined in the Form FHWA-1273.
- (xi) Equipment/Materials/Labor Cost Determination: unless supported by appropriate cost effectiveness determination, the use of public owned equipment, material or labor will not be allowed. To be eligible, such costs must comply with effective hourly schedules and supported by a Public Interest Finding.
- (xii) Domestic Preferences for Procurement: Requires a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products) in accordance to 2 CFR 200.322.
- (xiii) Prohibition of Certain Telecommunications and Video Surveillance Services or Equipment: Prohibits procuring, obtaining, extending, renewing or entering into contracts for equipment or services from manufacturers listed in 2 CFR 200.216.
- (xiv) Never Contract with the Enemy: Federal awarding agencies and recipients are subject to the regulations implementing Never Contract with the Enemy in 2 CFR part 183. The regulations in 2 CFR part 183 affect covered contracts, grants, and cooperative agreements that are expected to exceed fifty thousand dollars (\$50,000.00) within the period of performance, are performed outside the United States and its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities in accordance to 2 CFR 200.215.

- E. **Prohibited Interest.** No member, officer or employee of the Subrecipient during his tenure or one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.
- F. **Project Abandonment.** Should the Subrecipient abandon the project prior to completion, or if the project is not let to construction within two (2) years of the completion of the design due to the delay or actions by the Subrecipient, the Subrecipient shall reimburse WYDOT for the entire cost, including any Federal Aid portion of the work completed at the time of abandonment.
- G. **Project Administration.** Project administration must be performed by a public employee to be in responsible charge. The Subrecipient shall appoint a public employee as the project administrator who is accountable for the project. The project administrator shall have a current certification from WYDOT under the WYDOT LPA Certification Program. Any costs incurred as a result of the work completed by the project administrator, or supplies and other related costs, shall be



included as overhead to the Subrecipient and are not reimbursable under this award, unless the Subrecipient has a WYDOT approved Indirect Cost rate.

Project administration costs incurred on activities related directly to any professional services to include Architectural/Engineering (A/E) contracts entered into for this individual award are eligible for reimbursement under this program on an eighty to twenty (80/20) percent matching ratio and must remain within the total project cost. Reimbursements for the federal portion of the project— eighty percent (80%)— shall be submitted on WYDOT LPA Cost Reimbursement Form, signed by the authorized Subrecipient representatives and approved by the WYDOT LGC Office.

- H. Project Contracting and Construction.** Project work shall be performed by individuals, partnerships, corporations or other business entities who are duly qualified to do business in the State of Wyoming and who have secured all licenses and permits required by applicable state laws, county regulations, and city ordinances. Upon notification of WYDOT approval of the project design documents, issuance of a Categorical Exclusion (if applicable), and a written Notice to Proceed, the Subrecipient may proceed with open, public competitive bidding for project construction. Such project bidding shall follow accepted municipal and county bidding procedures, including public advertising and be compliant with 23 CFR 635 Subpart A. Since federal funds are involved in the project, no in-State preference will apply for materials, labor, contracts or subcontracts. Bid analysis shall be performed to ensure balanced unit bidding. Once this analysis is completed, the Subrecipient shall make recommendation to WYDOT of low responsible and responsive bidder for WYDOT concurrence prior to contract award. WYDOT reserves the right to review all contract bids prior to contract award. Extra work and claims must be within the scope of contract.
- I. Project and Final Inspections.** Project inspections shall be conducted by the Subrecipient or authorized representatives. WYDOT representatives may inspect the project at their discretion. The Subrecipient shall notify WYDOT of final inspection and a WYDOT representative may accompany the Subrecipient's representative on the final inspection. Prior to the final payment (normally the final ten (10) percent), the Subrecipient shall notify WYDOT that the project has been completed in substantial conformance with the plans and specifications, including compliance with Wyo. Stat. § 16-6-116—Final Settlement and Payment. Additionally, the Subrecipient shall complete WYDOT Acceptance Certificate and Final Completion Form, which shall accompany the final reimbursement payment request.
- J. Project Funding.** Federal funding for this project shall not exceed five hundred thousand dollars, (\$500,000.00). In accordance with WYDOT's policies, a program match requirement of eighty percent (80%) of federal and twenty percent (20%) local share of the project costs shall apply. Project total cost exceeding project



estimate of six hundred twenty-five thousand dollars, (\$625,000.00) (including local match) shall be borne by the Subrecipient.

TAP is funded on a reimbursement basis. No funds shall be paid by WYDOT prior to being paid first by the Subrecipient. All requests for payment must be submitted to WYDOT's LGC Office on the LPA Cost Reimbursement Form that will be supplied to the Subrecipient. Reimbursement requests must also include all applicable supporting documentation including: copies of invoices to be reimbursed and proof of payment by the Subrecipient. The Cost Principles found in 2 CFR 200 – Subpart E apply to this award. WYDOT will make payment to the Subrecipient within thirty (30) days of receipt of a complete and approved reimbursement request.

Reimbursement requests will be accepted on a monthly basis and must be submitted no less frequently than once every three (3) months in order for the project to remain active and to avoid the risk of federal funds being rescinded. If no financial activity occurs in a given quarter, the Subrecipient shall notify WYDOT's LGC Office in writing of the status and schedule of the project.

This Agreement is required to comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. As the prime recipient of these funds, WYDOT will report the required information to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS). The FFATA requires any person or entity receiving contract or grant funds directly from the federal government to report certain information regarding those funds through a centralized website, www.fsrs.gov. The law requires that you provide your Data Universal Numbering System (DUNS) number to WYDOT. This requirement means you need to be registered with DUNS and Bradstreet. Instructions for this process can be found at www.dnb.com. Additional information regarding this Act may be found at the following sites:

<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>

and

<http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.

The Subrecipient may elect to use land, either wholly owned or donated, as part match for the project. The land must become part of the project, and would fulfill part/all of the match requirements of the Subrecipient. If the land is to be donated, that action must take place after execution of this Agreement, must be from a private donor and must be for exclusive use of the Project noted above in Section 4(A) of this Agreement. If the Subrecipient accepts the donation of land, the land value used to offset the match may not exceed the twenty percent (20%) match requirement, regardless of the appraised value of the land. The donation of land must be supported by a formal land appraisal completed by a professional land appraiser certified by the Wyoming State Appraiser Board. A copy of the executed deed with the land description must be included with the appraisal.



- K. Project Maintenance.** Project maintenance and perpetual care shall be the responsibility of the Subrecipient. The Subrecipient shall be responsible for the cost of removal and replacement of any or all encroachments within WYDOT's right-of-way if the right-of-way is needed for highway purposes, including any highway reconstruction or maintenance activity that impacts the encroachment.
- L. Public Interest Finding.** If the Subrecipient elects to use force account work (materials and/or labor) as its local match or a portion of its local match, such a determination requires the Subrecipient to make a finding in the public interest. In inquiry into the public interest finding cannot exceed fifty thousand dollars (\$50,000.00). Requests for Force Account Work shall be evaluated in accordance to 23 CFR 635 Subpart B. Prior to the use of Force Account Work, the Subrecipient must complete a Public Interest Finding on WYDOT Form LGC-PIF (included in Subrecipient's Project Packet). WYDOT Form LGC-PIF must be submitted by the Subrecipient for approval by the WYDOT LGC Office.
- M. Records Retention.** The Subrecipient shall keep records and audit reports on file for three (3) years after the project is complete.
- N. Restrictions, Prohibitions, Controls and Labor Provisions**
- (i) Equal Employment Opportunity. In connection with the carrying out of the Project, the Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, national origin or disability. The Subrecipient shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, age, 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.
 - (ii) Disadvantaged Business Enterprise Requirements.
 - (a) Policy. It is the policy of WYDOT that Disadvantaged Business Enterprises (DBE), defined as minority business enterprises and woman business enterprises, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement.
 - (b) DBE Obligation. The Subrecipient or its contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this Agreement. In this regard, the Subrecipient shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the



maximum opportunity to compete for and perform contracts. The Subrecipient and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of WYDOT assisted Contracts.

- (iii) Title VI Civil Rights Act of 1964. The Subrecipient shall comply and shall assure the compliance by contractors and subcontractors under this Project with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. 2000d), the Regulations of the Department of Transportation (DOT) issued there under, 49 CFR Part 21, and the Assurance by the Subrecipient pursuant thereto.
- (iv) Compliance with Elderly and Disabled Regulations. The Subrecipient shall comply with applicable regulations regarding transportation for Elderly and Disabled persons, set forth in 49 CFR Part 27 and the Americans with Disabilities Act of 1990.

O. Right-of-Way and Utilities. Prior to proceeding with project bidding, the Subrecipient must submit to the WYDOT LGC Office a completed Right-of-Way and Utility Certificate, if applicable, indicating clearance of right-of-way and utilities for the project. Right-of-Way and Utility Clearance is the Subrecipient's responsibility. All acquisition of private property and relocation of displaced individuals and businesses shall be in accordance with: Wyo. Stat. § 1-26-501, *et seq.*—the Wyoming Eminent Domain Act; the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646; and the regulations of 49 CFR Part 24.

5. Special Provisions

- A. Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. WYDOT shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. Conflict of Interest.** Per 2 CFR 200.112, the Subrecipient must disclose in writing any potential conflict of interest to WYDOT including financial or other personal interests.
- C. Environmental Policy Acts.** The Subrecipient agrees all activities under this Agreement will 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.
- D. Human Trafficking:** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:



- (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
- (ii) Procures a commercial sex act during the period of time that the award is in effect; or
- (iii) Uses forced labor in the performance of the award or subawards under the award.

E. Kickbacks. The Subrecipient 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 Subrecipient breaches or violates this warranty, WYDOT may, at its discretion, terminate this Agreement without liability to WYDOT, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

The Subrecipient shall comply with the Copeland Anti-Kickback Act (18 U.S.C. § 874) as supplemented in the Department of Labor Regulations (29 CFR, Part 3). This Act provides that the Subrecipient is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public works to give up any part of the compensation to which he or she is otherwise entitled.

F. Limitations on Lobbying Activities. By signing this Agreement, the Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by the Subrecipient or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

The Subrecipient and subcontractors may also be required to submit an additional certification statement and disclosure form acceptable to WYDOT before commencement of the work.

G. Mandatory Disclosures. Per 2 CFR 200.113, the Subrecipient must disclose, in a timely manner, in writing to WYDOT 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 noncompliance including suspension or debarment.

H. Monitoring Activities. WYDOT shall have the right to monitor all activities related to this Agreement that are performed by the Subrecipient or its subcontractors. 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.

- I. Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.

Federal law requires the Subrecipient to include all relevant special provisions of this Agreement in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.

- J. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- K. Suspension and Debarment.** By signing this Agreement, the Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial 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 Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, the Subrecipient agrees to notify WYDOT by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.
- L. Administration of Federal Funds.** The Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 CFR Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by WYDOT.
- M. Copyright License and Patent Rights.** The Subrecipient acknowledges that federal grantor, the State of Wyoming, and WYDOT reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which the Subrecipient purchases ownership using funds awarded under



this Agreement. The Subrecipient must consult with WYDOT regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.

- N. Federal Audit Requirements.** The Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. The Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 CFR Part 200, Subpart F. If findings are made which cover any part of this Agreement, the Subrecipient shall provide one (1) copy of the audit report to WYDOT and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to WYDOT's records.
- O. Non-Supplanting Certification.** The Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. The Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- P. Program Income.** The Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of WYDOT. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to WYDOT.

6. General Provisions

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of WYDOT.



- D. Audit and Access to Records.** WYDOT and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall immediately, upon receiving written instruction from WYDOT, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by WYDOT.
- E. Availability of Funds.** Each payment obligation of WYDOT is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by WYDOT at the end of the period for which the funds are available. WYDOT shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to WYDOT in the event this provision is exercised, and WYDOT shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** WYDOT may award supplemental or successor contracts for work related to this Agreement or may award contracts to other contractors for work related to this Agreement. The Subrecipient shall cooperate fully with other contractors and WYDOT in all such cases.
- G. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- H. Entirety of Agreement.** This Agreement, consisting of seventeen (17) pages; Attachment A, Project Description, consisting of one (1) page(s); Attachment B, Map, consisting of one (1) page(s); Attachment C, Form FHWA-1273, consisting of fourteen (14) pages, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- I. Ethics.** The Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing the Subrecipient's profession.
- J. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein.



Any extension of this Agreement shall be initiated by WYDOT and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.

- K. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- L. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- M. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or WYDOT or to incur any obligation of any kind on the behalf of the State of Wyoming or WYDOT. The Subrecipient agrees that no health/hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.
- N. Insurance Requirements.** Subrecipient is protected by the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.*, and certifies that it is a member of the Wyoming Association of Risk Management (WARM) pool or the Local Government Liability Pool (LGLP), Wyo. Stat. § 1-42-201, *et seq.*, and shall provide a letter verifying its participation in the WARM or LGLP to WYDOT.



- O. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- P. Ownership and Return of Documents and Information.** WYDOT is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, the Subrecipient agrees to return all such original and derivative information and documents to WYDOT in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.
- Q. Patent or Copyright Protection.** The Subrecipient 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 Subrecipient or its subcontractors will violate any such restriction. The Subrecipient shall defend and indemnify WYDOT for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.
- R. Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- S. Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- T. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and WYDOT expressly reserve sovereign immunity by entering into this Agreement and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.



- U. **Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- V. **Termination of Agreement.** This Agreement may be terminated, without cause, by either party upon thirty (30) days written notice, which notice shall be delivered by hand or certified mail. This Agreement may be terminated by WYDOT immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Agreement.
- W. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement.
- X. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- Y. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- Z. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- AA. **Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the Subrecipient of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to WYDOT. The Subrecipient's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to WYDOT within five (5) business days shall be considered a material breach and may result in immediate termination of the Agreement by WYDOT.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.



Signatures. The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The effective date of this Agreement is the date of the signature last affixed to this page.

ATTEST:

City of Casper:

Name

By: _____
Steve Freel, Mayor

Title

Date

(SEAL)

ATTEST:

**WYOMING DEPARTMENT OF
TRANSPORTATION:**

By: _____
Sandra J. Scott, Secretary

By: _____
Keith R. Fulton, P.E., Assistant Chief
Engineer - Planning and Engineering

Transportation Commission of Wyoming

(SEAL)

Date

Approved as to form:

By: *Alysa Goldman* # 210641
Alysa Goldman
Assistant Attorney General
State of Wyoming
8/11/21

Date agreement prepared: August 5, 2021



Project Description:

This project will achieve the Platte River Trail Trust and City of Casper's long range goal to create a non-motorized route from Bryan Stock Trail to Robertson Road articulated in our CH2MHill Masterplan from August of 1982. The neighborhoods, and Oregon Trail school, located along Robertson Rd. are in the most western boundary of the City of Casper. It is monumental to think that the City of Casper will be linked by a non-motorized route from east and west. This route links important community sites including Paradise Valley School, Mtn. View Shopping Center, Ft. Casper Museum, Pumphouse Trail Center, Downtown Casper, City Hall, The NIC, The Library, baseball fields, the Soccer Complex, the Boys & Girls Club and numerous parks on a safe and separate pathway. Users of all ages and abilities can now feel comfortable navigating east to west through the greater Casper community. In addition to the required grant match of \$125,000, the PRTT is committed to raising an additional \$375,000 from a variety of sources including the Natrona County Recreation Joint Powers Board and private and public foundations to complete this project as they have done for many other TAP funded projects over the past 30 years.



**CITY OF CASPER
PARADISE VALLEY TO ROBERTSON RD. TRAIL**

PROPOSED PATHWAY AND BRIDGE

DATE
JUNE 2020

FIGURE
EX 1.0

**REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS**

- I. General
- II. Nondiscrimination
- III. Nonsegregated Facilities
- IV. Davis-Bacon and Related Act Provisions
- V. Contract Work Hours and Safety Standards Act Provisions
- VI. Subletting or Assigning the Contract
- VII. Safety: Accident Prevention
- VIII. False Statements Concerning Highway Projects
- IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
- X. Compliance with Governmentwide Suspension and Debarment Requirements
- XI. Certification Regarding Use of Contract Funds for Lobbying

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

ATTACHMENTS

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

I. GENERAL

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding \$10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under

this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract.

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: 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, pre-apprenticeship, and/or on-the-job training."

2. EEO Officer: The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

3. Dissemination of Policy: All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

4. Recruitment: When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

5. Personnel Actions: Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

6. Training and Promotion:

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are

applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

7. Unions: If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

8. Reasonable Accommodation for Applicants / Employees with Disabilities: The contractor must be familiar

with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established there under. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment: The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

10. Assurance Required by 49 CFR 26.13(b):

a. The requirements of 49 CFR Part 26 and the State DOT's U.S. DOT-approved DBE program are incorporated by reference.

b. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting agency deems appropriate.

11. Records and Reports: The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women;

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FHWA-1391. The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job training is being required by special provision, the contractor

will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more.

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

IV. DAVIS-BACON AND RELATED ACT PROVISIONS

This section is applicable to all Federal-aid construction projects exceeding \$2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size). The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. Contracting agencies may elect to apply these requirements to other projects.

The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

1. Minimum wages

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions

of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b. (1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. The Wage and Hour Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or

will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program. Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

2. Withholding

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

3. Payrolls and basic records

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-

Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b.(1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g. , the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency..

(2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and trainees

a. Apprentices (programs of the USDOL).

Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly

rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

b. Trainees (programs of the USDOL).

Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. Apprentices and Trainees (programs of the U.S. DOT).

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

7. Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of eligibility.

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The following clauses apply to any Federal-aid construction contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1.) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1.) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1.) of this section.

3. Withholding for unpaid wages and liquidated damages. The FHWA or the contacting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2.) of this section.

4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1.) through (4.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1.) through (4.) of this section.

VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions:

(1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;

(2) the prime contractor remains responsible for the quality of the work of the leased employees;

(3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and

(4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is

evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

5. The 30% self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements.

VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.3704).

VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

By submission of this bid/proposal or the execution of this contract, or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any person who is or will be utilized in the performance of this contract is not prohibited from receiving an award due to a violation of Section 508 of the Clean Water Act or Section 306 of the Clean Air Act.
2. That the contractor agrees to include or cause to be included the requirements of paragraph (1) of this Section X in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements.

X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost \$25,000 or more – as defined in 2 CFR Parts 180 and 1200.

1. Instructions for Certification – First Tier Participants:

- a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.
- b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this

covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which

this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. 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 any Federal 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.

b. 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 Federal 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.

2. 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. 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.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

**ATTACHMENT A - EMPLOYMENT AND MATERIALS
PREFERENCE FOR APPALACHIAN DEVELOPMENT
HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS
ROAD CONTRACTS**

This provision is applicable to all Federal-aid projects funded under the Appalachian Regional Development Act of 1965.

1. During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

a. To the extent that qualified persons regularly residing in the area are not available.

b. For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

c. For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph (1c) shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph (4) below.

2. The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which the participant estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, the participant shall promptly notify the State Employment Service.

3. The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

4. If, within one week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph (1c) above.

5. The provisions of 23 CFR 633.207(e) allow the contracting agency to provide a contractual preference for the use of mineral resource materials native to the Appalachian region.

6. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

**SUPPLEMENTARY DOCUMENT
FOR
FHWA-1273 – REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS**

Title 46 - Shipping

Volume: 8

Date: 2014-10-01

Original Date: 2014-10-01

Title: Section 381 .7- Federal Grant. Guaranty, Loan and Advance of Funds Agreements.

Context: Title 46- Shipping. CHAPTER II- MARITIME ADMINISTRATION, DEPARTMENT OF TRANSPORTATION. SUBCHAPTER J- MISCELLANEOUS. PART 381- CARGO PREFERENCE-U.S.- FLAG VESSELS.

§ 381.7 Federal Grant, Guaranty, Loan and Advance of Funds Agreements.

In order to insure a fair and reasonable participation by privately owned United States-flag commercial vessels in transporting cargoes which are subject to the Cargo Preference Act of 1954 and which are generated by U.S. Government Grant, Guaranty, Loan and/or Advance of Funds Programs, the head of each affected department or agency shall require appropriate clauses to be inserted in those Grant, Guaranty, Loan and/or Advance of Funds Agreements and all third party contracts executed between the borrower/grantee and other parties, where the possibility exists for ocean transportation of items procured, contracted for or otherwise obtained by or on behalf of the grantee, borrower, or any of their contractors or subcontractors. The clauses required by this part shall provide that at least 50 percent of the freight revenue and tonnage of cargo generated by the U.S. Government Grant, Guaranty, Loan or Advance of Funds be transported on privately owned United States-flag commercial vessels. These clauses shall also require that all parties provide to the Maritime Administration the necessary shipment information as set forth in § 381 .3. A copy of the appropriate clauses required by this part shall be submitted by each affected agency or department to the Secretary, Maritime Administration, for approval no later than 30 days after the effective date of this part. The following are suggested acceptable clauses with respect to the use of United States-flag vessels to be incorporated in the Grant, Guaranty, Loan and/or Advance of Funds Agreements as well as contracts and subcontracts resulting therefrom:

(a) *Agreement Clauses.* "Use of United States-flag vessels:

"(1) Pursuant to Pub. L. 664 (43 U.S.C. 1241(b)) at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds granted, guaranteed, loaned, or advanced by the U.S. Government under this agreement, and which may be transported by ocean vessel, shall be transported on privately owned United States-flag commercial vessels, if available. "(2) Within 20 days following the date of loading for shipments

originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (a)(1) of this section shall be furnished to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590."

(b) *Contractor and Subcontractor Clauses.* "Use of United States-flag vessels: The contractor agrees-

"(1) To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.

"(2) To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (b) (1) of this section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

"(3) To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this contract."

(Reorganization Plans No. 21 of 1950 (64 Stat. 1273) and No. 7 of 1961 (75 Stat. 840) as amended by Pub. L. 91-469 (84 Stat. 1036) and Department of Commerce Organization Order 10-8 (38 FR 19707, July 23, 1973)) [42 FR 57126, Nov. 1, 1977]

APPROVAL AS TO FORM

I have reviewed the attached *FY2021 Transportation Alternatives Program Subrecipient Agreement Contract between Wyoming Department of Transportation and the City of Casper*, and approve it as to form on behalf of the City of Casper, Wyoming.

Dated: August 18, 2021.



Wallace Trembath III
Deputy City Attorney

RESOLUTION NO.21-125

A RESOLUTION AUTHORIZING A TRANSPORTATION ALTERNATIVES PROGRAM AGREEMENT WITH THE WYOMING DEPARTMENT OF TRANSPORTATION FOR THE PARADISE VALLEY TO ROBERTSON ROAD BRIDGE.

WHEREAS, the City of Casper desires to enter into an agreement with the Wyoming Department of Transportation (WYDOT) accepting Federal Transportation Alternatives Program (TAP) funding in the amount of Five Hundred Thousand Dollars (\$500,000.00), for the Paradise Valley to Robertson Road Bridge; and,

WHEREAS, funding in the amount of Five Hundred Thousand Dollars (\$500,000.00) is available under the TAP program for the project; and,

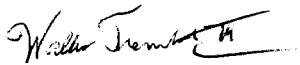
WHEREAS, WYDOT requires the City of Casper to execute the TAP Agreement to accept this funding.

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 two (2) copies of the TAP Agreement with WYDOT.

BE IT FURTHER RESOLVED: That the City Manager and the Public Services Director for the City of Casper, are hereby designated as the authorized representatives of the City of Casper, to act on behalf of the Governing Body on all matters relating to this Agreement.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2021.

APPROVED AS TO FORM:



ATTEST:

Fleur Tremel
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Steven K. Freel
Mayor

September 7, 2021

MEMO TO: J. Carter Napier, City Manager *20 for JEN*

FROM: Andrew B. Beamer, P.E., Public Services Director *B*
Alex Sveda, P.E., City Engineer
Andrew Colling, Engineering Tech

SUBJECT: Authorizing an agreement with Modern Electric, Co. in the amount of \$157,900, for the CPU Generator Replacements, Project No. 21-010.

Meeting Type & Date:

Regular Council Meeting
September 7, 2021

Action Type

Resolution

Recommendation:

That Council, by resolution, authorize an agreement with Modern Electric, Co., in the amount of \$157,900, for the CPU Generator Replacements, Project No. 21-010. Furthermore, it is recommended that Council authorize a construction contingency account, in the amount of \$30,000, for a total project amount of \$187,900.

Summary:

On Wednesday, August 18, 2021, two (2) bids were received for the CPU Generator Replacements, Project No. 21-010. The bids received for this work are as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BASE BID</u>
Modern Electric Co.	Casper, Wyoming	\$157,900
Casper Electric, Inc.	Casper, Wyoming	\$176,000

No engineer's estimate was provided by the consultant, West Plains Engineering, due to volatility in pricing and supply. Adding a construction contingency amount of \$30,000 will bring the total contract amount to \$187,900.

The CPU Generator Replacement project includes the replacement of three (3) emergency generators within the wastewater collection system. The generators to be replaced include the Izaak Walton Booster Station, Airport Lift Station, and the Bar Nunn 1 Lift Station.

Modern Electric, Co.
CPU Generator Replacements
Project No. 21-010

Financial Considerations:

Funding for this project is included in the Sewer Fund Current Revenues and Wastewater Plant Current Reserves.

Oversight/Project Responsibility:

Andrew Colling, Engineering Tech
Rob Armstrong, P.E., West Plains Engineering

Attachments:

Resolution
Agreement

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the City of Casper, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as the "Owner," and with Modern Electric Co., 246 West 1st Street, Casper, Wyoming 82601, hereinafter referred to as the "Contractor."

WHEREAS, the City of Casper desires to replace emergency generators at several locations and,

WHEREAS, Modern Electric, Co. is able and willing to provide those services specified as the CPU Generator Replacements Project No. 21-010.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the CPU Generators Replacement Project No. 21-010, hereinafter referred to as the "Work."

ARTICLE 2. ENGINEER.

The Project has been designed by West Plains Engineering, who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by January 28, 2022, and completed and ready for final payment in accordance with Paragraph 14.13 of the General Conditions by February 11, 2022.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner One Thousand Dollars (\$1,000) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay Owner

Five Hundred Dollars (\$500.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

Owner shall pay Contractor in current funds for performance of the Work in accordance with the Contract Documents, subject to additions and deductions by Change Order, the contract price of One Hundred Fifty-Seven Thousand Nine Hundred Dollars (\$157,900). See Exhibit "A" - Bid Form.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

- 5.1 Progress Payments. Contractor's Applications for Payment, as recommended by Engineer, shall be submitted to City Engineering Staff on or before the 25th day of each month during construction, and Owner shall mail progress payments in the following month one day after the second monthly meeting of the Casper City Council. Progress payments shall be structured as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.
 - 5.1.1 Progress payment will be made in an amount equal to ninety-five percent (95%) of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.3, Final Payment.
 - 5.1.2 Should amounts owed by the Contractor to the City for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the City's general credit policy, those amounts may be deducted from the payment being made by the City to the Contractor pursuant to this agreement.
- 5.2 OWNER may withhold progress payments if CONTRACTOR fails to submit an updated progress schedule with the application for payment as detailed in Section 01310 Progress Schedules.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Paragraph 14.13 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the City. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding \$50,000.00 will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 Contractor has made or caused to be made examinations, investigations, and tests and studies as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract Documents.
- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-5, inclusive).

- 8.2 Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.3 Exhibit "A" - Bid Form (Pages BF-1 through BF-4) and Bid Schedule (BS-1).
- 8.4 Addenda No. (2).
- 8.5 Performance and Payment Bonds.
- 8.6 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.7 General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.8 Supplementary Conditions (Pages SC-1 to SC-16, inclusive).
- 8.9 General Requirements, consisting of seven (7) sections.
- 8.10 Special Provisions consisting of nineteen (19) sections.
- 8.11 Notice of Award.
- 8.12 Notice to Proceed.
- 8.13 Minutes of the Pre-Bid Conference, if any.
- 8.14 Contract Drawings, with each sheet bearing the following general title:

CPU Generator Replacements Project No. 21-010

- 8.15 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.16 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.04 and 3.05 of the General Conditions, on or after the effective date of this Agreement.
- 8.17 Notice of Substantial Completion.

ARTICLE 9. 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. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year below written.

DATED this _____ day of _____, 2021.

APPROVED AS TO FORM:

Walter Tremel

ATTEST:

By: _____

Title: _____

ATTEST:

By: _____

Fleur Tremel
Title: City Clerk

CONTRACTOR:

Modern Electric, Co.

By: _____

Title: _____

OWNER:
CITY OF CASPER, WYOMING
A Municipal Corporation

By: _____

Steven K. Freel
Title: Mayor

EXHIBIT "A"
STANDARD
BID FORM
(Approved by City Attorney, 1995)

PROJECT IDENTIFICATION: City of Casper
 CPU Generator Replacements
 Project No. 21-010

THIS BID SUBMITTED TO: City of Casper
 200 North David Street
 Casper, Wyoming 82601

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in the Bidding Documents and to complete all Work as specified or indicated in the Bidding Documents for the Contract Price by January 28, 2022, and completed and ready for final payment not later than February 11, 2022 in accordance with the Bidding Documents.

2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) days after the date of the City's Notice of Award.

3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 16-6-101, et seq., is hereby acknowledged.

4. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
 - A. Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):

Addendum No. <u> 1 </u>	Dated <u> 8/06/21 </u>
Addendum No. <u> 2 </u>	Dated <u> 8/10/21 </u>

 - B. Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary;

 - C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or

indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the City.

5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$ 157,900.00

TOTAL BASE BID, IN WORDS: One Hundred Fifty-Seven Thousand, Nine Hundred ----- DOLLARS.

6. Bidder agrees that the work for the City will be as provided above.
7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.
8. The following documents are attached to and made a condition of this Bid:
- A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the City.)
 - B. Itemized Bid Schedule.
 - C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.

9. Communications concerning this Bid shall be addressed to:

Address of Bidder: Modern Electric Co. - Dave Walker
246 West First Street
Casper, Wyoming 82601

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on August 18, 2021.

Bidder is bidding as a Resident (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: _____ (seal)
(Individual's Name)

doing business as: _____

Business Address: _____

Phone Number: _____

A PARTNERSHIP

By: _____ (seal)
(Firm's Name)

(General Partner)

Business Address: _____

Phone Number: _____

A CORPORATION OR LIMITED LIABILITY COMPANY

By: Modern Electric Co. (seal)
(Corporation's or Limited Liability Company's Name)

Wyoming
(State of Incorporation or Organization)

By: *Richard Vignaroli* (seal)

(Title) Richard Vignaroli, President

(Seal)

Attest: *Dawn Clair*
Dawn Clair, Corporate Secretary

Business Address: 246 West First St.
P. O. Box 2107
Casper, WY 82602

Phone Number: 307-266-1711

A JOINT VENTURE

By: _____ (seal)
(Name)

(Address)

By: _____ (seal)
(Name)

(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

BID SCHEDULE
CPU Generator Replacements
Project No. 21-010

Bid Date: August 18, 2021

COMPANY NAME: Modern Electric, Co.

ADDRESS: 246 West 1st Street, Casper, Wyoming 82601

Contractor shall furnish and install items as shown on the Drawings or called for in the Specifications. All costs not included in the schedule that are necessary to provide a complete, functional project as depicted in the Drawings and Specifications are to be considered incidental and merged with costs of other related bid items.

LS = Lump Sum

ITEM	BASE BID SCHEDULE			
NO.	DESCRIPTION	UNIT	QUANTITY	TOTAL COST
1	Remove and replace Izaak Walton generator as detailed in the drawings and in the specifications.	LS	1	\$ 57,250.00
2	Remove and replace Bar Nunn generator as detailed in the drawings and in the specifications.	LS	1	\$ 57,800.00
3	Remove and replace Airport generator as detailed in the drawings and in the specifications.	LS	1	\$ 42,850.00
TOTAL BASE BID (ADDITION OF ITEMS 1 THORUGH 3)				\$ 157,900.00

RESOLUTION NO. 21-126

A RESOLUTION AUTHORIZING AN AGREEMENT WITH MODERN ELECTRIC, CO., FOR THE CPU GENERATOR REPLACEMENTS PROJECT NO. 21-010.

WHEREAS, the City of Casper desires to contract for replacements of three (3) emergency generators as part of the CPU Generator Replacements Project; and,

WHEREAS, Modern Electric, Co. is able and willing to provide those services specified as the CPU Generator Replacements Project, No. 21-010; and,

WHEREAS, it would be in the best interest of the City to expedite changes in the project by allowing the City Manager to sign change orders effecting time extensions of no more than thirty (30) days, dollar amount changes no greater than Thirty Thousand Dollars (\$30,000.00) and other project administration related change orders that do not substantially alter the scope of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an agreement with Modern Electric, Co., for those services, in the amount of One Hundred Fifty-Seven Thousand Nine Hundred Dollars (\$157,900).

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 agreement, equal to a total amount not to exceed One Hundred Fifty-Seven Thousand Nine Hundred Dollars (\$157,900) and Thirty Thousand Dollars (\$30,000.00) for a construction contingency account, for a total project amount of One Hundred Eighty-Seven Thousand Nine Hundred Dollars (\$187,900).

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to sign change orders effecting time extensions of no more than thirty (30) days, changes in the dollar amount of the above described agreement not greater than the sum of Thirty Thousand Dollars (\$30,000.00) and other project administration related change orders that do not substantially alter the scope of the project.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2021.

APPROVED AS TO FORM:

Wallen Tremel

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

August 11, 2021

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

FROM: Andrew Beamer, P.E., Public Services Director *AB*
 Cindie Langston, Solid Waste Manager
 Alex Sveda, P.E., City Engineer *A.S.*
 Terry Cottenoir, Engineering Technician

SUBJECT: Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$352,100.00, for the 2021 Solid Waste Asphalt Improvements, Project No. 20-008.

Meeting Type & Date
 Regular Council Meeting
 September 7, 2021

Action type
 Resolution

Recommendation
 That Council, by resolution, authorize an agreement with Crown Construction, LLC (Crown Construction), in the amount of \$352,100.00, for the 2021 Solid Waste Asphalt Improvements, Project No. 20-008. Furthermore, it is recommended that Council authorize a construction contingency account, in the amount of \$35,000.00, for a total project amount of \$387,100.00.

Summary
 On Wednesday, August 11, 2021, five (5) bids were received for the 2021 Solid Waste Asphalt Improvements, Project No. 20-008. The bids received for this work are as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
Crown Construction	Mills, WY	\$352,100.00
71 Construction	Casper, WY	\$383,477.10
Knife River	Casper, WY	\$384,704.50
Wayne Coleman Construction	Mills, WY	\$385,307.00
Treto Construction	Casper, WY	\$416,350.00

The 2021 Solid Waste Asphalt Improvements includes removal and replacement of approximately 4,250 square yards of existing surfacing with new asphalt pavement, furnishing and installation of approximately 4,300 square yards of 1-inch thick asphalt overlay, furnishing and installation of a new retaining wall, furnishing and installation of 2,000 square feet of concrete valley gutter, two fire hydrant relocations, and fencing improvements at the Solid Waste Facility. Work is scheduled to be completed by May 6, 2022. The estimate prepared by the City Engineering Division was \$427,300.00.

As required by State Statute, in-state bidders receive a five percent (5%) bid preference. As all bids were received from in-state Contractors, no bid preference was granted.

Financial Considerations

Funding will be from the Balefill and Refuse Collection Funds allocated to facility asphalt improvements, trash container storage, and exit gate replacements.

Oversight/Project Responsibility

Terry Cottenoir, Engineering Technician, Public Services Department.

Attachments

Resolution

Agreement

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the City of Casper, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as the "Owner," and with Crown Construction, LLC, PO Box 664, Mills, Wyoming 82644, hereinafter referred to as the "Contractor."

WHEREAS, the City of Casper desires to make asphalt surfacing improvements at various locations within the Solid Waste Facility; and,

WHEREAS, Crown Construction, LLC, is able and willing to provide those services specified as the 2021 Solid Waste Asphalt Improvements, Project No. 20-008.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract Documents for the 2021 Solid Waste Asphalt Improvements, Project No. 20-008, hereinafter referred to as the "Work."

ARTICLE 2. ENGINEER.

The Project has been designed by the City of Casper, who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 Substantial Completion shall include all Work required to make the project operational for intended use including all paving and concrete work associated with the street and concrete flatwork.
- 3.2 The Work outlined on Sheets 4, 6, and 9 of the Contract Drawings shall be substantially completed by **December 3, 2021**, and completed and ready for final payment not later than **May 13, 2022**. All Work outlined on Sheets 3, 5, 7, 8 and 10 of the Contract Drawings shall be substantially completed by **May 6, 2022**, and completed and ready for final payment not later than **May 13, 2022**.
- 3.3 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly,

instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner One Thousand Dollars (\$1,000.00) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay Owner Five Hundred Dollars (\$500.00) for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty, but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

Owner shall pay Contractor in current funds for performance of the Work in accordance with the Contract Documents, subject to additions and deductions by Change Order, the contract price of Three Hundred Fifty-Two Thousand One Hundred Dollars (\$352,100.00), subject to additions and deductions by Change Order approved by the Owner. The contract fee shall be based on materials actually furnished and installed and services actually provided based on the unit prices contained in the Bid Form , included as Exhibit "A" (pages BF-1 through BF-4, Bid Form) and Itemized Bid Schedule, included as Exhibit "B" (page BS-1, Bid Schedule) and by this reference made a part of this Agreement.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

5.1 Progress Payments. Contractor's Applications for Payment, as recommended by Engineer, shall be submitted to City Engineering Staff on or before the 25th day of each month during construction, and Owner shall mail progress payments in the following month one day after the second monthly meeting of the Casper City Council. Progress payments shall be structured as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 14.1 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.

5.1.1 Progress payment will be made in an amount equal to ninety-five percent (95%) of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.3, Final Payment.

5.1.2 Should amounts owed by the Contractor to the City for any goods, services, licenses, permits or any other item or purpose remain unpaid beyond the City's general credit policy, those amounts may be deducted from the payment being made by the City to the Contractor pursuant to this agreement.

- 5.2 OWNER may withhold progress payments if CONTRACTOR fails to submit an updated progress schedule with the application for payment as detailed in Section 01310 Progress Schedules.
- 5.3 Final Payment. Upon final completion and acceptance of the Work in accordance with Paragraph 14.13 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the City. Pursuant to Wyoming State Statutes, final payment cannot be made until forty-one (41) days after publication of the first Notice of Completion.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Wyoming Statutes Section 16-6-701 et seq., withheld percentages for Contracts exceeding Fifty Thousand and 00/100 Dollars (\$50,000.00) will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Wyoming Statutes Section 16-6-704. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Wyoming Statutes Section 16-6-701 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 Contractor has made or caused to be made examinations, investigations, and tests and studies as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract Documents.

- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract Documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 of 6 through SFA-6 of 6, inclusive).
- 8.2 Joint Account Agreement or Letter of Forfeiture waiving same.
- 8.3 Exhibit "A" - Bid Form (Pages BF-1 of 4 through BF-4 of 4, inclusive).
- 8.4 Exhibit "B" - Bid Schedule (Page BS-1 of 1, inclusive).
- 8.5 Addenda No. (1, 2, and 3).
- 8.6 Performance and Labor and Payment Bonds.
- 8.7 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.8 General Conditions (Pages 00700-1 to 00700-42, inclusive).
- 8.9 Supplementary Conditions (Pages SC-1 to SC-16, inclusive).
- 8.10 Division 01 - General Requirements, consisting of eight (8) sections.
- 8.11 Division 02 – Site Construction, consisting of one (1) section.
- 8.12 Amendments & Supplements to the City of Casper Standard Specifications, consisting of five (5) sections.
- 8.13 Notice of Award.
- 8.14 Notice to Proceed.
- 8.15 Minutes of the Pre-Bid Conference, if any.
- 8.16 Contract Drawings, with each sheet bearing the following general title:

2021 Solid Waste Asphalt Improvements, Project No. 20-008

- 8.17 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.
- 8.18 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Paragraphs 3.04 and 3.05 of the General Conditions, on or after the effective date of this Agreement.
- 8.19 Notice of Substantial Completion.

ARTICLE 9. 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. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

ARTICLE 10. MISCELLANEOUS PROVISIONS.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year below written.

DATED this _____ day of _____, 2021.

APPROVED AS TO FORM:



CONTRACTOR:

Crown Construction, LLC

ATTEST:

By: _____

By: _____

Title: _____

Title: _____

ATTEST:

OWNER:
CITY OF CASPER, WYOMING
A Municipal Corporation

By: _____
Fleur Tremel
Title: City Clerk _____

By: _____
Steven K. Freel
Title: Mayor _____

EXHIBIT "A"
STANDARD
BID FORM
(Approved by City Attorney, 1995)

PROJECT IDENTIFICATION: City of Casper
2021 Solid Waste Asphalt Improvements
Project No. 20-008

THIS BID SUBMITTED TO: City of Casper
200 North David Street
Casper, Wyoming 82601

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City in the form included in the Bidding Documents. The Work outlined on Sheets 4, 6, and 9 of the Plans shall be substantially completed by **December 3, 2021**, and completed and ready for final payment not later than **May 13, 2022**, in accordance with the Bidding Documents. All Work outlined on Sheets 3, 5, 7, 8 and 10 of the Plans shall be substantially completed by **May 6, 2022**, and completed and ready for final payment not later than **May 13, 2022**, in accordance with the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Guaranty. This Bid will remain effective for thirty (30) days after the day of Bid opening. Bidder will sign the Agreement and submit the Bonds and other documents required by the Bidding Documents within thirty (30) days after the date of the City's Notice of Award.
3. Notice that preferences will be granted pursuant to Wyoming Statutes Section 16-6-101, et seq., is hereby acknowledged.
4. In submitting this Bid, Bidder represents, as more fully set forth in the Bidding Documents, that:
 - A. Bidder has examined copies of all the Bidding Documents and of the following addenda (receipt of all which is hereby acknowledged):

Addendum No. <u>1</u>	Dated <u>7/29/2021</u>
Addendum No. <u>2</u>	Dated <u>8/2/2021</u>
Addendum No. <u>3</u>	Dated <u>8/3/2021</u>
 - B. Bidder has examined the site and locality where the work is to be performed, the federal, state, and local Laws and Regulations, and the conditions affecting cost, progress, or performance of the work and has made such independent investigations as Bidder deems necessary;

C. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, corporation, or other business entity. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm, or a corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or against the City.

5. Bidder is bidding all schedules, alternates, if any, and will complete the Work for unit price(s) stated on the attached bid schedule based on materials actually furnished and installed and services actually provided. The Bid is summarized below on the basis of estimated quantities:

TOTAL BASE BID, IN NUMERALS: \$ 352100.00

TOTAL BASE BID, IN WORDS: Three hundred fifty two thousand one hundred DOLLARS.

6. Bidder agrees that the work for the City will be as provided above.

7. Bidder accepts the provisions of the Bidding Documents as to liquidated damages in the event of failure to complete the work on time, unless otherwise stated as provided below. Bidder agrees that such liquidated damages are not a penalty and that the amount provided is as close an estimate as possible to actual damages. Any exceptions or objections to this provision are stated in writing and attached hereto by Bidder.

8. The following documents are attached to and made a condition of this Bid:

A. Required Bid Guaranty in the form of a Bid Bond. (Unless otherwise provided by the City.)

B. Exhibit "B" - Itemized Bid Schedule.

C. State of Wyoming Certificate of Residency Status, in conformance with the Instructions to Bidders.

9. Communications concerning this Bid shall be addressed to:

Address of Bidder:

Crown Construction
P.O. Box 1064
Mills, WY 83264

10. The terms used in this Bid are defined in and have the meanings assigned to them in the General Conditions, except as provided in the Supplementary Conditions and Bidding Documents.

Submitted on _____, 2021.

Bidder is bidding as a _____ (Insert Resident or Non-Resident)

IF BIDDER IS:

AN INDIVIDUAL

By: _____ (seal)
(Individual's Name)

doing business as: _____

Business Address: _____

Phone Number: _____

A PARTNERSHIP

By: _____ (seal)
(Firm's Name)

(General Partner)

Business Address: _____

Phone Number: _____

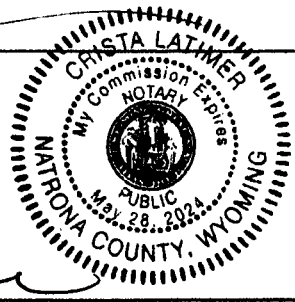
A CORPORATION OR LIMITED LIABILITY COMPANY

By: Crown Construction (seal)
(Corporation's or Limited Liability Company's Name)

Wyoming
(State of Incorporation or Organization)

By: [Signature] (seal)

(Title) public Notary



(Seal)
Attest: Crista Latimer

Business Address: Crown Construction
P.O. Box 644
Mills, WY 82644

Phone Number: 307-337-7069

A JOINT VENTURE

By: _____ (seal)
(Name)

(Address)

By: _____ (seal)
(Name)

(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

2021 Solid Waste Asphalt Improvements, Project No. 20-008 (#7941231)
 Owner: Casper WY, City of
 Solicitor: Casper WY, City of
 08/11/2021 10:00 AM MDT

EXHIBIT "B" - BID SCHEDULE

Line Item	Item Description	Units	Quantity	Crown Construction	
				Unit Price	Total Price
1	Mobilization and Bonding	LS	1	\$14,000.00	\$14,000.00
2	F&I Temporary Traffic Control	LS	1	\$1,000.00	\$1,000.00
3	R&R Existing Surface with Asphalt Pavement (4" Pavement/6" Base)	Sq Yd	4250	\$38.00	\$161,500.00
4	F&I 1" Asphalt Overlay	Sq Yd	4300	\$8.00	\$34,400.00
5	F&I Block Retaining Wall	LS	1	\$55,000.00	\$55,000.00
6	Fire Hydrant Relocation	Ea	2	\$11,000.00	\$22,000.00
7	R&R Fencing and Gate at Compost Products Yard	Ea	1	\$4,900.00	\$4,900.00
8	R&R Fencing and Gate at Scale House Exit	Ea	1	\$32,400.00	\$32,400.00
9	F&I Concrete Valley Gutter	Sq Ft	2000	\$10.00	\$20,000.00
10	Adjust Manhole Top & Install 5'x5' Concrete Diamond with New Lid	Ea	1	\$800.00	\$800.00
11	Adjust Valve Box Top & Install 33"x33" Concrete Diamond with New Lid	Ea	2	\$250.00	\$500.00
12	Adjust Electrical Vault Top & Install Concrete Diamond	Ea	2	\$800.00	\$1,600.00
13	Contractor Asphalt Testing	LS	1	\$4,000.00	\$4,000.00
Base Bid Total:					\$352,100.00

ADDENDUM NO. 1

to the

BIDDING AND CONTRACT DOCUMENTS

for the

**2021 SOLID WASTE ASPHALT IMPROVEMENTS
PROJECT NO. 20-008**

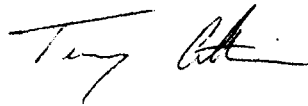
by

**CITY OF CASPER
200 N. David
Casper, Wyoming 82601**

ADDENDUM DATE: July 29, 2021

Receipt of this Addendum must be acknowledged by filling in the spaces provided below and including one (1) copy attached to the bid.

APPROVED: (CITY OF CASPER)



Terry Cottenoir, Engineering Tech II

**ACKNOWLEDGMENT OF RECEIPT OF
ADDENDUM (BIDDER)**

Crown Construction
Firm


By: Signature

Owner
Title

7/29/2021
Date Received

ADDENDUM NO. 2

to the

BIDDING AND CONTRACT DOCUMENTS

for the

**2021 SOLID WASTE ASPHALT IMPROVEMENTS
PROJECT NO. 20-008**

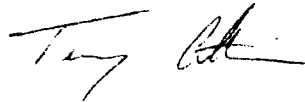
by

**CITY OF CASPER
200 N. David
Casper, Wyoming 82601**

ADDENDUM DATE: August 2, 2021

Receipt of this Addendum must be acknowledged by filling in the spaces provided below and including one (1) copy attached to the bid.

APPROVED: (CITY OF CASPER)



Terry Cottenoir, Engineering Tech II

**ACKNOWLEDGMENT OF RECEIPT OF
ADDENDUM (BIDDER)**

Crown Construction
Firm

[Signature]
By: Signature

Owner
Title

8/2/2021
Date Received

ADDENDUM NO. 3

to the

BIDDING AND CONTRACT DOCUMENTS

for the

**2021 SOLID WASTE ASPHALT IMPROVEMENTS
PROJECT NO. 20-008**

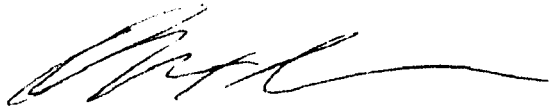
by

**CITY OF CASPER
200 N. David
Casper, Wyoming 82601**

ADDENDUM DATE: August 3, 2021

Receipt of this Addendum must be acknowledged by filling in the spaces provided below and including one (1) copy attached to the bid.

APPROVED: (CITY OF CASPER)



Alex Sveda, P.E.

**ACKNOWLEDGMENT OF RECEIPT OF
ADDENDUM (BIDDER)**

Crown Construction

Firm



By: Signature

Owner

Title

8/3/2021

Date Received

RESOLUTION NO.21-127

A RESOLUTION AUTHORIZING AN AGREEMENT WITH CROWN CONSTRUCTION, LLC, FOR THE 2021 SOLID WASTE ASPHALT IMPROVEMENTS, PROJECT NO. 20-008.

WHEREAS, the City of Casper desires to make asphalt surfacing improvements at various locations within the Solid Waste Facility; and,

WHEREAS, Crown Construction, LLC, is able and willing to provide those services specified as the 2021 Solid Waste Asphalt Improvements, Project No. 20-008; and,

WHEREAS, it would be in the best interest of the City to expedite changes in the project by allowing the City Manager to sign change orders effecting time extensions of no more than thirty (30) days, dollar amount changes no greater than Thirty-Five Thousand Dollars (\$35,000.00) and other project administration related change orders that do not substantially alter the scope of the project.

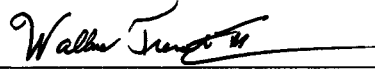
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, an agreement with Crown Construction, LLC, for those services, in the amount of Three Hundred Fifty-Two Thousand One Hundred Dollars (\$352,100.00), upon the receipt and attachment of documents satisfactory and consistent with Article 8 of the Standard Form of Agreement between Owner and Contractor, attached.

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 agreement, equal to a total amount not to exceed Three Hundred Fifty-Two Thousand One Hundred Dollars (\$352,100.00), and Thirty-Five Thousand Dollars (\$35,000.00) for a construction contingency account, for a total project amount of Three Hundred Eighty-Seven Thousand One Hundred Dollars (\$387,100.00).

BE IT FURTHER RESOLVED: That the City Manager is hereby authorized to sign change orders effecting time extensions of no more than thirty (30) days, changes in the dollar amount of the above described agreement not greater than the sum of Thirty-Five Thousand Dollars (\$35,000.00) and other project administration related change orders that do not substantially alter the scope of the project.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2021.

APPROVED AS TO FORM:
(2021 Solid Waste Asphalt Improvements, Project No. 20-008)



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

September 2, 2021

MEMO TO: J. Carter Napier, City Manager *JB for JEN*
FROM: Shane Chaney, Deputy Police Chief *Shane Chaney*
SUBJECT: Memorandum of Understanding between Natrona County School District #1 and the City of Casper for School Resource Officer (SRO) Services

Meeting Type & Date

Council Meeting
September 7, 2021

Action type

Resolution

Recommendation

That Council, accept the Memorandum of Understanding between the Natrona County School District #1 and the City of Casper for School Resource Officer Services.

Summary

In an effort to enhance local school safety, the Casper Police Department and Natrona County School District #1 have agreed to cooperatively facilitate the following changes in School Resources Officers Memorandum of Understanding:

- Academic Year 2021-2022 decrease the number of SROs in the school district from ten (10) to six (6) to include one (1) Sergeant.

In exchange for these police services, Natrona County School District #1 agrees to reimburse the City of Casper in the amount of 70% of the Salary and Benefits of the SROs and Sergeant, as well as providing for equipment and other expenses.

During summer months, when calls for police services are at their traditional annual highpoint, the SROs would revert back to augment existing Patrol functions.

This mutual agreement provides for significantly enhanced school safety while also providing an increased patrol capacity during the summer months, without incurring associated personnel expenses throughout the entire year. Both the community and the schools benefit from this cooperative agreement.

Financial Considerations

If authorized to enter into the proposed MOU, the City will incur additional personnel expenses, which will roughly approximate the salary and benefits associated with the summer's months (30% of the year), as well as some equipment costs.

Oversight/Project Responsibility

Ryan Dabney, Special Operations Lieutenant
Casper Police Department Command Staff

Attachments

Memorandum of Understanding between the City of Casper and the Natrona County School District #1
Resolution

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF CASPER AND NATRONA COUNTY SCHOOL DISTRICT
CONCERNING SCHOOL RESOURCE OFFICERS**

PARTIES

THIS AGREEMENT, made and entered into this 20 day of August, 2021, by and between the City of Casper, Wyoming, a municipal corporation organized under the laws of the State of Wyoming, acting by and through its political subdivision, the Casper Police Department, hereinafter referred to as the "CITY" or "DEPARTMENT" whose address is 201 North David Street, Casper, WY 82601, and the Natrona County School District #1, hereinafter referred to as the "DISTRICT" or "NCSO" whose address is 970 North Glenn Road, Casper, WY 82601.

WITNESSETH:

WHEREAS, the DISTRICT has identified the need for police services at various schools and school-related events under its control and supervision; and

WHEREAS, the CITY has a municipal police agency engaged in providing police services to the City of Casper, and

WHEREAS, the DISTRICT desires to obtain the police services of the CITY, and the CITY desires to provide said services through School Resource Officers (SROs).

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and covenants hereinafter contained, the parties agree as follows:

1. This AGREEMENT is for a ten (10) year term. It will be updated annually, unless sooner terminated as provided herein. This AGREEMENT shall commence August 20, 2021 and will continue through June 30, 2022. It will continue for the subsequent academic years through June 30 of 2028, according to the academic year for each subsequent year as published by the DISTRICT. So as to facilitate adequate budgetary stewardship, a copy of the ensuing academic year calendar will be provided to the CITY by the DISTRICT no later than March 1st of the preceding academic-year.

This AGREEMENT shall generally be in effect for 180 days of service. It does not include SRO services on NCSO holidays. The last day of this remaining seven (7) year term AGREEMENT shall be the last day of the regular 2028 academic calendar year.

The DEPARTMENT shall have no obligation under this AGREEMENT to provide SRO services to the DISTRICT at any school location during any time that such school location

is closed by official action of the DISTRICT. Except as provided in this AGREEMENT, the DEPARTMENT shall have no obligation to provide SRO services to the DISTRICT, as described in this AGREEMENT, beyond the hours provided for in this AGREEMENT.

2. The CITY shall appoint a representative who shall be responsible for managing and coordinating the CITY's performance under this AGREEMENT, and shall identify this representative to the DISTRICT by name and telephone number, updating such information in writing no later than five (5) days after a change in the designated representative. The DISTRICT shall appoint a representative who shall be the point of contact for the DISTRICT and who shall be responsible for working with the CITY and coordinating the SRO program with the CITY, and shall identify this representative to the CITY by name and telephone number, updating such information in writing no later than five (5) days after a change in the designated representative.
3. The CITY agrees to provide routine police services to the DISTRICT under the terms and conditions herein contained. The duties assumed by the CITY under this AGREEMENT are duties owed generally to the public. The DISTRICT acknowledges that violations of DISTRICT or school policies, student discipline issues, or other matters that do not rise to the level of criminal activity remain the general purview of the DISTRICT. As such, student behavioral problems or similar events, unless criminal in nature or posing a threat of imminent physical danger to the student or others, will not generally result in the use of police force to restrain, detain, or otherwise restrict the activities of a student or students engaged in such activity.

The primary charge of the SRO Program is the reduction, prevention and responsiveness to school-related violence and crime committed by juveniles and young adults. The SRO Program aspires to create and maintain a safe, secure and crime-free learning environment for students, educators and the surrounding school community. In addition, the SRO Program is designed to develop and enhance rapport between youth, parents, the surrounding school community, police officers, school leaders and staff. This is reinforced by assigning SROs employed by the City of Casper Police Department to Natrona County School District facilities.

When performing law enforcement responsibilities, SROs shall comply with the Policies and Procedures of the Casper Police Department; where such policies conflict with policies and procedures promulgated by the DISTRICT, SROs shall

defer to the Policies and Procedures of the Casper Police Department. In such circumstances, a Supervisor of the Casper Police Department and a representative of NCSD shall be notified as soon as is practicable.

The primary duties and activities of SROs include, but are not exclusive to:

- (a) All peace officers' duties of the Casper Police Department.
 - (i) The SRO's primary focus within the schools shall be law enforcement responsibilities (safety and security), and will not generally include school discipline and classroom management.
 - (ii) The SRO's duties will include, but shall not be limited to, responding to and investigating possible criminal acts on school grounds and/or events.
 - (iii) In order to maximize the deterrent capacity of the SRO's presence at the campuses which they normally patrol, each SRO should be highly visible throughout the assigned and supported campuses, yet be reasonably unpredictable in their movements. For officer safety reasons, each SRO should generally avoid establishing any set routine, which allows predictability in their movements and their locations.
- (b) SROs shall act swiftly and cooperatively in responding to potential criminal activities.
- (c) SROs shall help protect the lives and property of students, DISTRICT personnel and the public on or adjacent to DISTRICT property.
- (d) Except in emergency, urgent or preliminary public safety inquiry circumstances, SROs shall follow these conditions for interviewing or searching students suspected of criminal activity:
 - (i) SROs may question a student about subjects that may result in or identify a crime, threat or concern utilizing the following process. ***See Natrona County School District No. 1 Board Policy 5401.*** Unless an emergency or urgent circumstance exists, any law enforcement officer (LEO) desiring to question a student at school must notify the school principal or the principal's designee in

advance so that permission for questioning may be obtained from a parent or guardian of the child.

- (ii) Once notified that a parent or guardian asks that the student not be questioned until he/she or his/her designee arrives, the principal will advise the LEO and ask that the officer wait to question the student until the parent or guardian arrives.
- (iii) If the parent or guardian cannot be reached, the student may be questioned by the officer with the principal or the principal's designee present. The principal or his/her designee must be present when any law enforcement interview of a child is conducted on school property.
- (iv) Pursuant to Wyoming Statute 14-6-206(c), after issuing any citation to a child for a violation of a state or federal law or a municipal ordinance for which incarceration or a fine may be imposed, the law enforcement agency issuing the citation or its designee shall take reasonable actions to notify the child's parent, guardian or custodian.
- (v) If the parent or guardian is the subject of a potential abuse or neglect allegation, neither the LEO nor the Department of Family Services (DFS) is required to, nor may the principal or his/her designee, notify the parent or guardian prior to a LEO and/or a DFS representative questioning the child. In such circumstances, the LEO and/or DFS representative shall question the student with the principal or his/her designee present.
- (vi) If there are exigent or urgent circumstances that prevent prior parent notification:
 - a). Parent or guardian shall be notified as soon as reasonably possible.
 - b) School personnel will serve '*in loco parentis*' (in the place of a parent or guardian)
- (vii) Absent exigent or urgent circumstances, a principal or designee shall be consulted before the SRO conducts questioning of a student or searches a student's person, possessions or locker to

allow time to express any concerns about the reasonableness and to notify parent or guardian.

(viii) When there is probable cause to believe the student has committed or is committing a felony offense or the offense at issue poses a threat of serious and immediate injury the SRO may conduct questioning or search at school without notice to school personnel, parent/s or guardian/s.

(ix) SROs may not request that school officials conduct a search of the student's person, possessions, or locker to evade the probable cause standard required of law enforcement.

(x) Nothing herein shall prevent the SRO from engaging students in casual conversation about subjects other than inquiries related to suspected criminal activity.

(e) SROs shall provide educational support, when applicable, for in-service training for school staff and students on emergency preparedness, crisis intervention, crime trends, law enforcement policies and intervention methods.

(f) SROs shall serve as a resource for school safety teams. SROs are liaisons to help gather and share information about emergency planning, improving access to safety or security resources, and partner in developing effective strategies to prevent and/or minimize dangerous situations on or near the campus or involving the members of the school's community at school-related activities.

(g) SROs shall create a visible and positive presence in the school community to promote respect, trust for law enforcement and a positive relationship between students, parents and the DISTRICT.

4. All costs incurred by the DEPARTMENT in the performance of duties under this AGREEMENT shall be paid by the DEPARTMENT, including salaries and wages, and the DISTRICT shall reimburse the DEPARTMENT for all such costs and fees as set forth in this AGREEMENT (see EXHIBIT 1), except that overtime costs for services provided in this AGREEMENT shall be in addition to the costs and fees set forth in this AGREEMENT.

(a) The DEPARTMENT shall also be responsible for providing:

- (i) Necessary law enforcement related equipment.
- (ii) Police vehicles.
- (iii) Secured gun safes to be maintained in a designated school office/location.
- (iv) The selection and purchase of such weapons storage units is the DEPARTMENT's responsibility and such units will remain the property of the CITY.

Vehicles and equipment assigned to, utilized by, or purchased for the intended use of any SRO pursuant to this AGREEMENT shall remain at all times under the ownership of the CITY, including upon and after any lawful termination of this AGREEMENT.

5. The DISTRICT agrees to:
- (a) Provide timely assistance and communication of information which may be relevant to the law enforcement needs of the SRO or Officer in pursuit of his/her duties. All such communications and the sharing of information shall be consistent with local, state and federal law governing DISTRICT communications.
 - (b) Along with SROs and the DEPARTMENT, coordinate and share information as necessary, within the constraints of local, state and federal law, for each to respond to public records act or public comment requests.
 - (c) Administer school discipline for typical adolescent behaviors occurring within the school, on school property or at school activities without involving or referring the matter to an SRO unless school safety is at risk or law requires reporting.
 - (d) Request SRO involvement in school-based incidents limited to situations when it is necessary to protect the physical safety of students, staff and/or the public from imminent harm, vandalism or destruction of property, or the behavior involves potential criminal behavior of persons other than students.
 - (e) DISTRICT staff shall take reasonable efforts to intervene or mitigate escalating typical adolescent behavior and misconduct prior to

property destruction or assaultive behavior, whereupon police intervention is then expected or required.

- (f) Law enforcement referrals shall be made for the following incidents:
 - (i) Fights, assaults or battery involving bodily harm or threats of bodily harm;
 - (ii) Other serious or violent offenses, such as robbery, extortion, arson, or sexual assault;
 - (iii) Use or possession of dangerous weapons or items, to include knives, guns, explosive devices;
 - (iv) The sale, possession or use of illegal drugs or alcohol; and/or
 - (v) Any form of a threat of physical harm made to the school facility or members of the school or general community.
 - (vi) Any other public safety information received or obtained by the DISTRICT that has bearing on the life or property rights of others within the extended community.
- (g) Ensure that the decision to involve the SRO or law enforcement in any school-based incident is made by the principal or principal's designee, absent exigent circumstances.
- (h) Cooperate with law enforcement-initiated investigations and actions without hindering or interfering with the Casper Police Department's or the assigned SRO's official duties. Law enforcement's lawful ability to detain and arrest for actual or suspected crimes, having met requisite constitutional obligations prior to such arrest or detention, shall not be infringed upon by the DISTRICT or its agents.
- (i) Immediately notify the SRO or Officers responding to a school-based incident if a referred student has a disability that requires special treatment or accommodations.
- (j) Provide an appropriate, school-based, private, secure, office space for each SRO with appropriate access to technology support required for the efficient functioning and performance of the SRO.

- (k) In order to maintain the security of confidential, classified, or restricted information and materials, and to maintain the integrity of weapon storage units, school-based designated SRO offices shall contain a lockable desk and lockable file cabinet to be provided by the DISTRICT, as well as the SRO gun safe (to be provided by the CITY and installed by the DISTRICT as referenced herein). The desk and file cabinet in the SRO office shall be accessible to the Casper Police Department, which shall hold the keys thereto. Access to the SRO's office shall be limited to District Administration and Maintenance in the presence of the SRO Supervisor, unless an emergency or unsafe situation exists.
- (l) Install/mount a secured gun safe, to be provided by the CITY, permanently affixed to a reasonably immovable object to the greatest extent possible, to be maintained in the designated SRO Office for the placement of a secure weapons storage unit for the purpose of the safe storage of weapons on DISTRICT property in such a way as to be readily available to the SROs, as needed, yet generally inaccessible to all other persons.
- (m) SROs shall have access to the NCSD:
- (i) Administrative Student Management system (Infinite Campus) and the information that is contained within that system consistent with local, state and federal law.
 - (ii) Security camera systems.
- (n) SROs shall have key fob access to NCSD facilities as limited by NCSD.
- (o) NCSD will comply with all Governor's and/or Local Public Health Orders and/or NCSD Board Policy/Regulation/Guideline Health Orders.
- SROs shall comply with such orders while providing services to all NCSD campuses, events and activity expectations. Any identified 'school' state orders and/or local orders and/or NCSD policies/regulations/guidelines are applicable to contracted service providers while providing services to NCSD.

6. In return for police services to be provided by the DEPARTMENT pursuant to this AGREEMENT, the DISTRICT agrees to pay the CITY treasurer for the 2021-2022 school year the sum equal to 70% of base salary and benefits for six (06) officers (five (5) police school resource officers and one (1) Sergeant) and as set forth below. Said sum shall be paid in four equal installments (beginning September 15, 2021 through June 8, 2022) after the execution of this AGREEMENT. The CITY will invoice the District for each installment. In addition, the DISTRICT shall reimburse the DEPARTMENT for overtime costs incurred by the DEPARTMENT in the performance of services described below.

Costs shall be as established in EXHIBIT 1.

At the discretion of the CITY, SRO attendance at reasonably scheduled, extracurricular DISTRICT events occurring outside of normal school hours may be facilitated through the scheduled adjustment of the same workweek of the assigned SRO, when such adjustments are consistent with the Fair Labor Standards Act. DISTRICT events requiring a police presence in excess of a standard 40-hour work week, as well as notable events, which, by their very nature, require an enhanced, dedicated police presence, will be staffed by the CITY at the DISTRICT's expense. Officers at athletic events, school dances, and other special events as may be determined by mutual AGREEMENT between the DEPARTMENT and the DISTRICT, are subject to the availability of DEPARTMENT personnel. At such events, the DISTRICT agrees to reimburse the CITY for police personnel expenses at the anticipated rate (FY2021) of \$61.68 per hour for Police Officers and \$72.08 an hour for Police Supervisors. During subsequent fiscal years, such rates are subject to any incremental, actual increases for which employees within the same general classification are eligible, such as cost of living increases or similar personnel actions. In accordance with established procedures of the Casper Police Department, which generally allow for an equitable allocation of extra-duty assignments through a first-come, first-served basis, the CITY shall have sole discretion as to which personnel staff said events in addition to any SROs voluntarily fulfilling any such assignment.

7. The staffing level and charges are stated in Exhibit 1, hereto. An exception to the identified staffing and charges may be allowable, resulting in a prorated reduction in payment by the DISTRICT to the CITY for SRO services, due to difficulty in recruiting and retaining available officers; any shortfall in officers provided shall result in a proportionate deduction of the amount to be paid by the DISTRICT.

8. The selection and personnel assignment of SROs and supervisors is exclusively the province of the CITY via the Casper Police Department. The Department will provide the DISTRICT the opportunity to participate in the selection process of candidates for unfilled SRO positions. In furtherance of employee retention, training, strategic planning, long-term organizational needs, and individual or organizational professional development, it is to be expected that the individual tenure of SROs and the supervisor in the positions referenced in this AGREEMENT shall generally be for a maximum of three (3) academic years, at which time, other personnel will replace the outgoing SROs or supervisor.

(a) For the 2021-22 school year SROs will be stationed variously at High Schools, Junior High Schools, and Elementary Schools within the DISTRICT as determined by the DISTRICT.

(i) Kelly Walsh High School

(ii) Natrona County High School

(iii) Casper Classical Academy Middle School

(iv) Centennial Junior High School

(v) CY Middle School

(vi) Dean Morgan Junior High School

(b) If the DISTRICT elects to deploy an officer or officers for Natrona County Summer School, the contracted officer/s shall be stationed at a location and for hours to be determined by mutual agreement between the DEPARTMENT and the DISTRICT. Such officer(s) will generally be responsible for calls at all schools participating in the summer school program. A sum equal to the base salary and benefits for each participating officer for the period summer school is in session shall be paid within thirty (30) days of the notification to the DEPARTMENT by the DISTRICT. The officer(s) assigned to the Natrona County Summer School program shall perform routine police services during regular summer school hours.

(c) In the event that the DISTRICT elects to commence NCS Summer School activities, the DISTRICT shall notify the DEPARTMENT, in writing, of this intent no later than 45 days in advance of said commencement so as to allow for appropriate allocation of staffing,

resources, and strategic planning on the part of the DEPARTMENT to accommodate such services.

- (d) NCSD purchased days of service, 180 days per SRO (1080 days of service) via the allocation of six (6) police personnel during the term of the contracted service.

A designated City representative will communicate daily any absent officer from the described purchased services to the NCSD representative.

Bi-weekly time and summary effort logs, constituting a record of dispatch-documented time spent at each school and an accounting of the calls for police services responded to (or generated by) SROs, will be submitted to the NCSD representative for each assigned officer.

If any SRO is absent for five (5) or more consecutive school days, the DEPARTMENT will provide a replacement officer to cover the SRO's duty assignment or will prorate the contract to reflect the reduction in days on the next invoice.

- 9. The DISTRICT and CITY are aware that each party to this AGREEMENT is subject to the supervision of separately elected political entities. Each party to this AGREEMENT obtains funding from the above-referenced political entities and is funded subject to annual budget approval. It is a requirement of their AGREEMENT that each party hereto shall notify the other immediately if a party's future fiscal year funding for this AGREEMENT is curtailed or eliminated. In the event that either party's future funding is curtailed, either party may terminate this contract with ninety (90) days written notice to the other, after the curtailed funding has been adopted, by the elected Board of Trustees or City Council, as the case may be.
- 10. Each party hereto shall be responsible for the potential or actual (regular, gross or willful) negligence or other acts of its agents, employees, representative and other personnel. The CITY is a participant in the Wyoming Association of Risk Management (WARM) and is insured by WARM to the limits described in the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.* (1988) as amended. Neither of the parties hereto waives any right or rights they may have pursuant to the Wyoming Governmental Claims Act, and the parties hereby

specifically reserve the right to assert any and all rights, immunities, and defenses they may have thereunder.

11. The CITY shall be responsible for all employment matters such as computing wages, salaries, benefits and other compensation, managing pension plans, providing uniforms, selection of equipment, vehicles and that which is explicitly referenced in this AGREEMENT, including training and the like. However, as part of the evaluation of the program and the obtaining of feedback on the performance and suitability of the SROs and supervisors or, for purposes of internal investigations, the DISTRICT shall provide input and feedback as requested and will also provide information and statistical data as may be reasonably needed. Nothing herein shall make SROs or DEPARTMENT employees of the DISTRICT.
12. CITY personnel shall be directly supervised by a Lieutenant as designated by the Chief of Police. CITY personnel will coordinate their activities with the NCSD representative to which the SROs are assigned. The SRO Sergeant, although assigned an office at a school of the DISTRICT's choice, and, although performing SRO responsibilities for the school at which he or she is stationed, will, by expectation and necessity, have a primary responsibility to supervise and carry out the supervisory responsibilities of the SRO program, as well as to intermittently monitor the SROs assigned to other DISTRICT schools and, as such, may not be continually and exclusively present at the school to which he or she has been assigned an office space. While at the school at which he or she is officed, the SRO Sergeant may choose to personally resolve, or delegate the resolution of, SRO related issues at that school, where such issues are not emergent in nature. In times of emergencies, natural or man-made disasters, or other public safety incidents, CITY personnel provided pursuant to this AGREEMENT shall be subject to immediate recall and reassignment to other public safety needs, as determined by the CITY. Absences from SRO duties during such occurrences will not be a reimbursable event.
13. CITY personnel providing services pursuant to this AGREEMENT shall conduct themselves as police officers and shall at all times follow the policies and procedures of the CITY and the Casper Police Department.
 - (a) SROs of the Casper Police Department are equipped with both body-worn cameras and in-car camera systems, and generally work in an environment that includes audio and video recording of their interactions and surroundings. As a function of their employment, they are mandated, by

Casper Police Department Policy, to utilize audio and video recording equipment when performing any police duty or responsibility.

Audio and video recordings created by the CITY serve a variety of purposes, including, but not limited to, performance evaluation and feedback, training, evidence gathering and preservation, and the unbiased documentation of events and interactions.

These recordings, and especially body-worn camera recordings, are generally protected from release under the Wyoming Public Records Act. The DISTRICT shall not preclude, nor attempt to preclude, the use of such equipment by SRO personnel and other police personnel performing police responsibilities on any school property or at any school function.

- (b) The CITY will notify the DISTRICT prior to the public release of any audio or video recording substantially involving DISTRICT personnel, its students, their parents, guardians, or family members of students (when on school property or at school functions), or which substantially focuses on DISTRICT properties or equipment.
 - (c) Where lawful, or required by law, uninvolved persons or children will be digitally redacted prior to the public release of any such recording.
14. The CITY shall provide SRO police services to the DISTRICT at locations and times as will be agreed upon by the parties in confidential communications (subject to the Wyoming Public Records Act, Wyo. Stat. § 16-4-201, *et seq.*) The parties acknowledge that vacations, reasonable sick or disability leave, mandatory qualifications, in-service training, as well as applicable training related to the maintenance and progression of professional skills and future promotional opportunities, is a function of normal Casper Police Department employment and that the SROs and supervisor(s) are entitled to the use of such vacations, sick leave, and access to work-related trainings. In the event of an extended, unanticipated absence, disability or the administrative restriction of duty of any SRO or supervisor, or any other event which may cause a SRO or supervisor to be absent for more than a period of five (5) consecutive working days, the CITY shall assign a temporary or permanent replacement for the absent SRO or supervisor. Such occurrences are not reimbursable events.
15. Pursuant to this AGREEMENT, assigned CITY personnel shall devote substantially all of their working time during the academic school year described in this AGREEMENT to providing police services to the DISTRICT and to

performing the associated requisite responsibilities to maintain such services and their capacity to perform their police function.

16. As a matter of routine, the DISTRICT shall provide the CITY timely information of all known or suspected crimes or threats, within or directed at DISTRICT schools, facilities and activities or which involve any persons related thereto, whether committed or made by students, DISTRICT personnel, DISTRICT contractors or vendors, volunteers or visitors to the DISTRICT. Likewise, the CITY shall provide timely information to the DISTRICT regarding matters of school safety.
17. The DISTRICT and the CITY are individually responsible for the collection, maintenance, and dissemination of any records generated in the course of their participation in this AGREEMENT according to their individual policies and applicable laws governing public records. As such, the DISTRICT and the CITY shall not release records belonging to the other without the express approval and written authorization of the party which created or maintains the record.
18. This AGREEMENT shall not be modified or altered unless mutually agreed upon by the parties in writing.
19. This AGREEMENT contains the entire understanding of the parties. There are no understandings between the parties, written or otherwise, not contained herein. Each party acknowledges that they have consulted with or have had the opportunity to consult with legal counsel regarding this AGREEMENT.
20. If any provision, section, subsection, sentence, clause or phrase of this AGREEMENT is invalidated by any court of competent jurisdiction, such a holding shall not affect the validity of the remainder of the AGREEMENT which shall continue in full force and effect.
21. This AGREEMENT shall be governed by the laws of the State of Wyoming. Neither party waives any claims, rights or defenses it has or may have pursuant to the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101, *et seq.* The parties specifically reserve the right to assert any and all rights, immunities and defenses they have or may have, now or in the future, pursuant to the Wyoming Governmental Claims Act.
22. The parties to this AGREEMENT do not intend to create in any other individual or entity the status of third-party beneficiary, and this AGREEMENT shall not be construed so as to create such status. The rights, duties and obligations contained

in this AGREEMENT shall operate only between the parties to this AGREEMENT, and shall insure solely to the benefit of the parties to this AGREEMENT. The parties to this AGREEMENT intend and expressly agree that only parties signatory to this AGREEMENT shall have any legal or equitable right to seek to enforce this AGREEMENT, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this AGREEMENT, or to bring an action for the breach of this AGREEMENT.

23. The parties agree that this AGREEMENT does not create any agency relationship between the CITY and the DISTRICT, and no representations of any kind, type or nature made by one party shall be binding upon or create a duty in the other party.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

APPROVED AS TO FORM



**CITY ATTORNEY'S OFFICE
ATTEST**

**CITY OF CASPER, WYOMING
A Municipal Corporation**

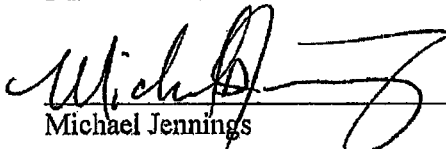
Fleur D. Tremel
City Clerk

Steve Freel
Mayor

Date

Date

**NATRONA COUNTY SCHOOL
DISTRICT NO. 1**



Michael Jennings
Superintendent

8-18-21

Date

Walt Wilcox - NCSD
CHECKED AUG 17 ENT'D
2021

EXHIBIT 1

For the 2021-22 school-year:

1. NCSD will pay \$409,205 for the services of five (5) SROs and one (1) SRO Supervisor.
 - a. This is 70% of the estimated annual salary and benefits per officer as reported by the City of Casper.
 - b. The differential in dollars between payment and actual CPD costs can be used by the City of Casper for other CPD needs (supervisor salary, equipment, etc.).
2. NCSD would also include ongoing equipment/other costs of \$14,100 of ongoing funds per officer (6 officers) for an additional \$84,600 of ongoing annual dollars if 6 officers are maintained.

 CHECKED AUG 17 ENT'D

RESOLUTION NO.21-128

A RESOLUTION AUTHORIZING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE NATRONA COUNTY SCHOOL DISTRICT AND THE CITY OF CASPER.

WHEREAS, the City of Casper desires to provide officers and a supervisor from the Casper Police Department to Natrona County School District #1 (NCSD) to as School Resource Officers; and,

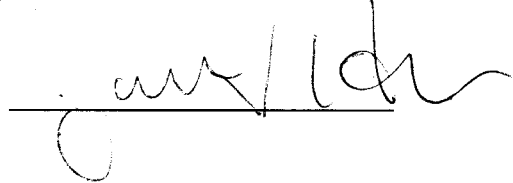
WHEREAS, the City of Casper and NCSD have negotiated for and agreed to the services to be provided and compensation therefore pursuant to a Memorandum of Understanding; and,

WHEREAS, it would be in the best interest of the City to provide the services referred to in the Memorandum of Understanding and pursuant to the terms of the Memorandum of Understanding executed by the NCSD.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WY: That the Mayor is hereby authorized to execute and the City Clerk to attest the Memorandum of Understanding, for the services, and in consideration of the terms and agreements as stated therein. .

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2021.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K Freel
Mayor

August 26, 2021

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

FROM: Andrew Beamer, P.E., Public Services Director
Alex Sveda, P.E., City Engineer *AS*
Scott R. Baxter, P.E., Associate Engineer *S*

SUBJECT: Authorizing Change Order No. 2 with Wayne Coleman Construction, Inc., for the Industrial Avenue Drainage & Surfacing Improvements, Project No. 19-068.

Meeting Type & Date

Regular Council Meeting
September 7, 2021

Action type
Resolution

Recommendation

That Council, by resolution, authorize Change Order No. 2 for curb height adjustments, additional patching, and storm drain improvements for the Industrial Avenue Drainage & Surfacing Improvements, Project No. 19-068.

Summary

The City of Casper entered into a contract with Wayne Coleman Construction, Inc., in March 2021 for the Industrial Avenue Drainage & Surfacing Improvements Project. The project includes reconstruction of the street section with the addition of curbs, sidewalks and ADA accessible ramps as space allows. The storm sewer system will be upgraded with new catch basins and upsizing of the undersized storm sewer main. The overall cost of the construction contract is currently \$384,307.00.

Change Order No. 2 is due to the following items:

- 1) A change is required in curb height for each property owner due to low profile vehicles and customer parking habits. The design called for rollover curb, but its cross-section is too high and too steep to accommodate all types of vehicles accessing area businesses. The total for curb height adjustments is \$9,065.00.
- 2) Additional patching is required behind curbs and sidewalks due to steep slopes and existing joints in concrete and asphalt. Some of these areas were revealed by the contractor during construction and some of them resulted from the curb height adjustments needed for low profile vehicles. The total of the additional patching behind curbs and sidewalks is \$10,880.00.

- 3) The parking lot area for Decker Auto Glass requires a small storm drain to remedy a low area that does not allow storm drainage to reach the new street section. There were also four existing manhole lids that require replacement and were not in the original scope of work. The total for storm drain improvements is \$6,300.00.
- 4) Black Hills Energy had an old six-inch (6") gas line in vertical conflict with the new storm sewer on Industrial Avenue. The entire line had to be replaced and services reconnected in order to accommodate the new storm sewer and the new street elevation. This work delayed Wayne Coleman Construction by 14 calendar days. Changing curb heights will require an additional 3 calendar days, for a total of 17 calendar days of time extension in this change order. The project deadlines will be adjusted from August 20 to September 6 for Substantial Completion, and from September 10 to September 27 for Final Completion.

The total proposal for Change Order No. 2 is an increase of \$26,245.00 and a time extension of 17 calendar days.

The City's consultant, WLC Engineering, has reviewed the change order proposal from the contractor, and recommends approval.

Financial Considerations

Funding for the project is from Optional One Percent #16 Funds for Storm Sewer and Street Improvements. The contingency amount for the project was set at \$15,693.00. Change Order No. 1 reduced the contingency amount to \$7,486.59. Change Order No. 2 will exhaust the contingency amount and will require an additional \$18,758.41 from Optional One Percent #16 Funds.

Oversight/Project Responsibility

Scott R. Baxter, P.E., Associate Engineer, Public Services Department.

Attachments

Consultant's Letter of Recommendation
Change Order No. 2 Form
Contractor's Change Order Proposal
Resolution



CASPER
200 PRONGHORN
CASPER, WY 82601
P: 307-266-2524

August 18, 2021

Mr. Scott Baxter, PE
City of Casper, Engineering Department
Submitted via email

RE: Industrial Avenue Change Order No. 2 Recommendation

Mr. Baxter:

Attached is Change Order No. 2 for the Industrial Ave. project for your review. This Change Order encompasses three items for additional work requested by the City of Casper and change of field conditions. This Change Order also includes additional contract time for delays incurred by the Contractor due to relocation of an existing 6" gas line on Industrial Avenue and replacement of curb and gutter to reduce the curb height. A description of each item is included in Attachment A of the enclosed Change Order No. 2.

We recommend that the attached Change Order be approved by the City of Casper.

Please contact me with any questions.

Sincerely,
WLC Engineering and Surveying

A handwritten signature in black ink that reads 'Jason L. Meyers'. The signature is written in a cursive style with a large initial 'J'.

Jason L. Meyers, PE
Project Manager

Encl.

CHANGE ORDER

No. 2

PROJECT: **Industrial Avenue Drainage and Surfacing Improvements, 19-068**

DATE OF ISSUANCE July 28, 2021 EFFECTIVE DATE July 28, 2021

OWNER City of Casper

OWNER's CONTRACT NO. 19-068

CONTRACTOR Wayne Coleman Construction ENGINEER WLC Engineering and Surveying

You are directed to make the following changes in the Contract Documents.

Description: See Attachment A

Reason for Change Order: Changes in scope and additional time

Attachments: Attachments A, B, C, D, E

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>384,307.00</u>	Original Contract Times Substantial Completion: <u>July 30, 2021</u> Ready for final payment: <u>August 20, 2021</u> days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>1</u> \$ <u>8,476.41</u>	Net change from previous Change Orders No. <u>1</u> <u>21</u> Days
Contract Price prior to this Change Order \$ <u>392,783.41</u>	Contract Times prior to this Change Order Substantial Completion: <u>August 20, 2021</u> Ready for final payment: <u>September 10, 2021</u> days or dates
Net Increase (decrease) of this Change Order \$ <u>26,245.00</u>	Net Increase (decrease) of this Change Order <u>17</u> Days
Contract Price with all approved Change Orders \$ <u>419,028.41</u>	Contract Times with all approved Change Orders Substantial Completion: <u>September 6, 2021</u> Ready for final payment: <u>September 27, 2021</u> days or dates

RECOMMENDED:

APPROVED:

ACCEPTED:

By: Shane M. Porter
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized Signature)

Date: 8/25/21

Date: _____

Date: 8/25/21

ATTACHMENT A
Change Order No. 2
INDUSTRIAL AVENUE DRAINAGE AND SURFACING IMPROVEMENTS
PROJECT NO. 19-068

Item 4: Remove Existing Surfacing – The additional removal mirrors the additional quantity for 4” asphalt patch and 4” concrete patch. Reference those items for detailed description. The additional removal of 250 SY is an increase of \$1,000.00.

Item 16: 4” Asphalt Patch: - The additional 4” asphalt patch is required to provide a smoother transition behind curbs that were lowered and to better match elevation variances in existing adjacent surfacing. There are also areas that were covered with dirt that were discovered to have asphalt underneath. The additional asphalt patch of 220 SY at the as-bid unit cost of \$34 per SY is an increase of \$7,480.00.

Item 17: 4” Concrete Patch - The additional 4” concrete patch is required to provide a smoother transition behind curbs to better match elevation variances in existing adjacent surfacing. The additional concrete patch of 30 SY at the as-bid unit cost of \$80 per SY is an increase of \$2,400.00.

Item CO 2-1: Manhole Ring and Cover – The City of Casper requested that new rings and covers be installed on one existing storm manhole and three existing sanitary sewer manholes. The cost for these items is \$250 per each for an increase of \$1,000.00.

Item CO2-2: Remove and Replace Curb and Gutter (Lower Curb Height) – After several onsite meetings with the businesses along Industrial Avenue, the City requested that some areas of the design height curb were to be removed and replaced with a lower curb height. The lower curb height will meet the needs of businesses. The remove and replace curb quantity is 245 LF at a unit cost of \$37 per LF is an increase of \$9,065.00.

Item CO2-3: Parking Lot Drain – The existing parking lot at Decker Auto Glass does not have a consistent grade behind the new curb and gutter which has created a low spot that will not drain to the curb. Installing a small drain behind the curb will provide proper drainage for the parking lot. The cost for installing the drain is \$5,300.00. Refer to Attachment E.

Additional Contract Time Request: Wayne Coleman Construction (WCC) requested a time extension of 21 days for the delay for Black Hills Energy (BHE) relocating a 6” gas line in Industrial Avenue. This request was made based upon the original relocation schedule presented by BHE’s subcontractor, Granite Peak Construction, performing the work. Change Order No. 1 granted the additional 21 calendar day extension.

WCC is requesting an additional 14 calendar day time extension. This request is based upon the actual construction time to complete the gas line installation, service connections, and existing line abandonment. Refer to Attachment C.

WCC is requesting an additional 3 days for removal and replacement of curbs to a lower curb height. Refer to Attachment D.

ATTACHMENT B
CHANGE ORDER NO. 2
INDUSTRIAL AVENUE DRAINAGE AND SURFACING IMPROVEMENTS, 19-068

ITEM NO.	ITEM	UNIT	CURRENT QUANTITY	ESTIMATED CHANGE IN QUANTITY	NEW TOTAL ESTIMATED QUANTITY	ORIGINAL UNIT PRICE	NEW UNIT PRICE	ORIGINAL TOTAL PRICE	NEW TOTAL PRICE	ESTIMATED CHANGE IN COST
1	MOBILIZATION	LS	1	0	1	\$24,334.50	\$24,334.50	\$24,334.50	\$24,334.50	\$0.00
2	MISCELLANEOUS FORCE ACCOUNT	FA	1	0	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00
3	RESIDENT COMMUNICATION PLAN	LS	1	0	1	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00
4	REMOVE EXISTING SURFACING	SY	5335	250	5585	\$4.00	\$4.00	\$21,340.00	\$22,340.00	\$1,000.00
5	12" STORM PIPE	LF	250	0	250	\$55.00	\$55.00	\$13,750.00	\$13,750.00	\$0.00
6	18" STORM PIPE	LF	775	0	775	\$50.00	\$50.00	\$38,750.00	\$38,750.00	\$0.00
7	STORM CATCH BASIN	EA	8	0	8	\$3,200.00	\$3,200.00	\$25,600.00	\$25,600.00	\$0.00
8	STORM MANHOLE	EA	7	0	7	\$3,500.00	\$3,500.00	\$24,500.00	\$24,500.00	\$0.00
9	FIRE HYDRANT ASSEMBLY	EA	1	0	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
10	30" CURB AND GUTTER	LF	2030	0	2030	\$24.00	\$24.00	\$48,720.00	\$48,720.00	\$0.00
11	5' CONCRETE SIDEWALK	SY	450	0	450	\$50.00	\$50.00	\$22,500.00	\$22,500.00	\$0.00
12	CONCRETE VALLEY GUTTER	SY	45	0	45	\$60.00	\$60.00	\$2,700.00	\$2,700.00	\$0.00
13	GEOTEXTILE MATERIAL SEPARATION FABRIC	SY	3825	0	3825	\$2.00	\$2.00	\$7,650.00	\$7,650.00	\$0.00
14	6" BASE COURSE	SY	3825	0	3825	\$5.50	\$5.50	\$21,037.50	\$21,037.50	\$0.00
15	4" PLANT MIX PAVEMENT	SY	3825	0	3825	\$25.00	\$25.00	\$95,625.00	\$95,625.00	\$0.00
16	4" ASPHALT PATCH	SY	300	220	520	\$34.00	\$34.00	\$10,200.00	\$17,680.00	\$7,480.00
17	4" CONCRETE PATCH	SY	40	30	70	\$80.00	\$80.00	\$3,200.00	\$5,600.00	\$2,400.00
18	TRAFFIC SIGN	EA	4	0	4	\$350.00	\$350.00	\$1,400.00	\$1,400.00	\$0.00
19	TEMPORARY TRAFFIC CONTROL	LS	1	0	1	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$0.00
20	STORM WATER CONTROL	LS	1	0	1	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
CO 1-1	Additional Materials for DIP lead pipe to Fire Hydrant	LS	1	0	1	\$700.00	\$700.00	\$700.00	\$700.00	\$0.00
CO 1-2	Credit for PVC pipe returned	LS	1	0	1	-\$82.00	-\$82.00	-\$82.00	-\$82.00	\$0.00
CO 1-3	Tree removal on Spruce Street	T&M	1	0	1	\$1,005.00	\$1,005.00	\$1,005.00	\$1,005.00	\$0.00
CO 1-4	Install 6" bollards at fire hydrant	EA	2	0	2	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$0.00
CO 1-5	Stabilize Manhole No. 7 Subgrade	T&M	1	0	1	\$1,009.16	\$1,009.16	\$1,009.16	\$1,009.16	\$0.00
CO 1-6	Valve Box on Spruce not located on plans at fire hydrant	T&M	1	0	1	\$626.25	\$626.25	\$626.25	\$626.25	\$0.00
CO 1-7	New valve boxes on fire hydrant valves	EA	2	0	2	\$236.25	\$236.25	\$472.50	\$472.50	\$0.00
CO 1-8	Install 18" HOPE and cap existing 8" CMP at CB-1	T&M	1	0	1	\$2,745.50	\$2,745.50	\$2,745.50	\$2,745.50	\$0.00
CO 2-1	MANHOLE RING AND COVER	EA	0	4	4		\$250.00		\$1,000.00	\$1,000.00
CO 2-2	REMOVE AND REPLACE CURB (LOWER CURB HEIGHT)	LF	0	245	245		\$37.00		\$9,065.00	\$9,065.00
CO 2-3	PARKING LOT DRAIN	LS	0	1	1		\$5,300.00		\$5,300.00	\$5,300.00

ESTIMATED TOTAL CHANGE IN COST TO PROJECT: \$26,245.00
 CHANGES DUE TO PREVIOUS CHANGE ORDERS: \$8,476.41
 PRELIMINARY CONTRACT COST: \$384,307.00
 CURRENT CONTRACT COST: \$419,028.41



Wayne Coleman Construction, Inc.

P.O. Box 2440

Mills, WY 82644

Phone (307) 265-3158

Fax (307) 265-3159

info@wcolemancorstruction.com

ATTACHMENT C

July 8, 2021

Jason Meyers
WLC Engineering and Surveying
200 Pronghorn St.
Casper, WY 82601

RE: Industrial Avenue Drainage and Surfacing Improvements, Project 19-068

Wayne Coleman Construction, Inc. is requesting an additional 14 calendar days be added to the contract time due to the gas main relocation. Black Hills Energy's subcontractor, Granite Peak, essentially had the entire width of the street closed to any other activity where they were placing pipe. They completed the main relocation on June 29, 2021. In addition, inlet boxes 3, 4, 6, and 7 could not be set until the old gas main was decommissioned and removed. Granite Peak also had an open hole at the Spruce St. and Industrial Ave. intersection throughout their duration on site. Grading, base course and fabric placement was inhibited by the limited amount of work area available.

Regards,

A handwritten signature in black ink, appearing to read "Caleb Coleman", written over a horizontal line.

Caleb Coleman
Wayne Coleman Construction, Inc.

ATTACHMENT D

From: [Caleb Coleman](#)
To: [Jason Meyers](#)
Cc: [Josh Owens](#); [Scott Baxter](#); [Brad Holwegner](#)
Subject: Re: Industrial Avenue, Remove and Replace Curb
Date: Wednesday, August 4, 2021 10:49:50 AM

Jason,

Our cost for remove and replace of these sections of curb and gutter is \$37/lf as well as an additional 3 calendar days. If you have questions on this let me know. If this works please let me know ASAP so we can remove today and start pouring back tomorrow.

Thanks
Caleb

Sent from my iPad

On Aug 3, 2021, at 4:31 PM, Jason Meyers <jasonm@wlcwyo.com> wrote:

Caleb,

We met with Scott Baxter onsite this afternoon to go over the business requests for a lower curb section. Attached is a sketch showing the remove and replace limits for the existing curbs. I also noted the areas that have not been poured that we want to install a 3" curb.

Would WCC provide a price per linear foot for remove and replace the curb and gutter?

I am out of the office tomorrow afternoon, Thursday, and Friday with no service. Let Josh or Scott know if you have any questions.

Thanks!

Jason L. Meyers, PE
Vice President
WLC Engineering and Surveying
200 Pronghorn St., Casper, WY 82601
307-266-2524
<[image001.jpg](#)>

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<[INDUSTRIAL AVE_CURB REV 8-3-21.pdf](#)>

ATTACHMENT E

From: [Caleb Coleman](#)
To: [Jason Meyers](#)
Cc: [Scott Baxter](#); [Josh Owens](#)
Subject: Re: Industrial Avenue, Area Drain
Date: Thursday, August 12, 2021 1:30:23 PM

Jason,
The cost on the inlet at Decker would be
Labor-\$1040
Equipment-\$760
Materials-\$3500
Total-\$5300..
If you have any questions let me know.

Please respond to info@wcolemanconstruction.com, so we may better serve you.

Thank you,
Caleb Coleman

Wayne Coleman Construction, Inc.
[1898 Melodi LN. Casper, WY](#)
Office: [\(307\)-265-3158](tel:(307)265-3158)
Cell: [\(307\)-277-0117](tel:(307)277-0117)
Fax: [\(307\)-265-3159](tel:(307)265-3159)
e-mail: info@wcolemanconstruction.com



On Aug 4, 2021, at 10:49 AM, Jason Meyers <jasonm@wlcwyo.com> wrote:

Caleb,

Attached is a sketch for installing an area drain in the South-West Corner of Decker's parking lot. Please review and provide a cost to install the drain.

Let me know if you have any questions.

Thanks.

Jason L. Meyers, PE

Vice President

WLC Engineering and Surveying

200 Pronghorn St., Casper, WY 82601

307-266-2524

<image001.jpg>

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<INDUSTRIAL AVE DRAIN 8-3-21.pdf>

RESOLUTION NO. 21-129

A RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 TO THE AGREEMENT WITH WAYNE COLEMAN CONSTRUCTION, INC., FOR CURB HEIGHT ADJUSTMENTS, ADDITIONAL PATCHING, AND STORM DRAIN IMPROVEMENTS FOR THE INDUSTRIAL AVENUE DRAINAGE AND SURFACING IMPROVEMENTS – SPRUCE TO ELM, PROJECT NO. 19-068.

WHEREAS, the City of Casper desires to change the scope of work and related compensation for curb height adjustments, additional patching, and storm drain improvements for the Industrial Avenue Drainage and Surfacing Improvements from Spruce Street to Elm Street, Project No. 19-068; and,

WHEREAS, Wayne Coleman Construction, Inc., is able and willing to provide those services specified as Change Order No. 2 to the agreement for curb height adjustments, additional patching, and storm drain improvements for the Industrial Avenue Drainage and Surfacing Improvements – Spruce to Elm, Project No. 19-068, and further described therein.

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, Change Order No. 2 to the agreement with Wayne Coleman Construction, Inc., for curb height adjustments, additional patching, and storm drain improvements for the Industrial Avenue Drainage and Surfacing Improvements – Spruce to Elm, Project No. 19-068, for those services.

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 agreement, equal to a total Change Order No. 2 amount not to exceed Twenty-Six Thousand, Two Hundred Forty-Five Dollars (\$26,245), for a total price not to exceed Four Hundred Nineteen Thousand, Twenty-Eight and 41/100 Dollars (\$419,028.41).

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2021.

APPROVED AS TO FORM:

(Industrial Avenue Drainage and Surfacing Improvements – Spruce to Elm, Project No. 19-068)

Walter Tremel

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

August 25, 2021

MEMO TO: J. Carter Napier, City Manager *JB for JCN*
FROM: Jolene Martinez, Assistant to the City Manager
SUBJECT: Murie Audubon Society wetland request

Meeting Type & Date

Council Meeting
September 7, 2021

Action type

Resolution

Recommendation

That Council authorize, by resolution, fencing the Morad Park portion of wetland complex extending onto Murie Audubon Society and Wyoming Game and Fish property.

Summary

At their work session on August 24, 2021, Murie Audubon Society board members requested authorization from Council to fence 1.6 acres of wetland on Morad Park property. Murie Audubon Society owns property adjacent to Morad Park. The land contains part of a wetland complex that extends into Wyoming Game and Fish property to the west and into Morad Park to the east. The Murie Audubon Society property is not an off-leash dog area; however, many unleashed dogs freely roam the properties in the area including the Murie Audubon property. Because of all the dog activity, the wetland complex has become a bird and amphibian dead zone for a once active and spectacular area.

This wetland complex once hosted a myriad of secretive marsh birds such as Virginia Rail, Sora, Marsh Wren, Common Yellowthroat, Wood Duck, Gadwall, Black-crowned Night-Heron, and more! Its unique warm-water hydrology allows for year-round access by a variety of wildlife, including deer and pronghorn, along the North Platte River. However, secretive marsh birds, ungulates, and amphibians are constantly disturbed during all seasons by off-leash pets, creating a vortex of wildlife deficient marshes. While birds and amphibians have adapted to life with ground predators, the artificial density of “predators” created by the Morad Park off-leash dog area is not a typical predator/prey relationship that can be overcome by typical adaptations of these critical wildlife. As this is a man-made issue, a man-made solution is required.

Murie Audubon Society is asking Wyoming Game and Fish and the City of Casper to consider allowing them to fence the entire wetland that extends into all three properties. Fencing the multiple wetlands together making it one unencumbered wetland complex will give the best chance to restore the lost bird and amphibian habitat. According to Wyoming Game and Fish, wetlands

make up 2% of Wyoming lands and around 90% of Wyoming's wildlife species visit wetlands at some point in their life cycle.

Murie Audubon Society will cover the costs of the fencing materials and will work with the City's Platte River Revival Habitat Guidance and Volunteer Day Committees as well as Wyoming Game and Fish on this fencing project. An Eagle Scout candidate has come forward who will lead and execute the project including recruiting volunteers to install the fence in collaboration with Murie Audubon Society and the Platte River Revival Committees. The fence project will enhance the work that has been completed in Morad Park in conjunction with the City's North Platte River restoration project, called the Platte River Revival.

Financial Considerations

N/A

Oversight/Project Responsibility

Jolene Martinez, Assistant to the City Manager

Randy Norvelle, Parks Division Manager

Attachments

Map of wetland with property boundaries



CITY OF CASPER ENGINEERING 200 NORTH DAVID STREET CASPER, WYOMING 82601		DRAWN BY: <u> EY </u> DATE: <u> 7/7/21 </u>	CHECKED BY: <u> </u> DATE: <u> </u>	APPROVED BY: <u> </u> DATE: <u> </u>
AUDUBON FENCING		REVISIONS		
AUDUBON FENCING DRAFT LAYOUT				
Exhibit B				

RESOLUTION NO.21-130

A RESOLUTION AUTHORIZING THE ERECTION OF A FENCE AROUND THE MORAD PARK PORTION OF A WETLAND EXTENDING INTO MURIE AUDUBON SOCIETY AND WYOMING GAME AND FISH PROPERTIES

WHEREAS, Murie Audubon Society has identified an area that has become a bird and amphibian dead zone due to unleashed dogs freely roaming the area; and,

WHEREAS, the area extends across three contiguous properties belonging to Wyoming Game and Fish, Murie Audubon Society, and the City of Casper; and

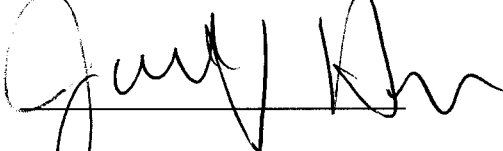
WHEREAS, Murie Audubon Society believes erecting a fence around the may restore bird and amphibian habitat; and,

WHEREAS, the City of Casper desires to work with Murie Audubon Society and allow part of the fence to be erected on City of Casper Morad Park property.

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, this resolution authorizing the construction of a fence in Morad Park as part of the area fence with Murie Audubon Society and Wyoming Game and Fish.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2021.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Steven K. Freel
Mayor

August 16, 2021

MEMO TO: J. Carter Napier, City Manager

JB for JEN

FROM: Liz Becher, Community Development Director
Craig Collins, AICP, City Planner

lb

CC

SUBJECT: Appoint Carol Johnson to the Casper Planning and Zoning Commission

Meeting Type & Date:

Regular Council Meeting, September 7, 2021.

Action Type:

Minute Action.

Recommendation:

That Council, by minute action, appoint Carol Johnson to the Casper Planning and Zoning Commission, to fill a vacant position with term expiring December 31, 2021.

Summary:

A public notice seeking applications for the Planning and Zoning Commission was published in the Casper Star-Tribune and on the City of Casper website. Three (3) letters of interest were received for the opening. A committee was formed consisting of a city councilperson and three (3) members of city staff. After interviewing all three (3) applicants, the committee is recommending the appointment of Carol Johnson.

Financial Considerations:

Not applicable.

Oversight/Project Responsibility:

Craig Collins, City Planner, is responsible for coordinating the Casper Planning and Zoning Commission.

Attachments:

Copy of Public Notice

Letters of Interest

Public Service Opportunity!

The Casper City Council is accepting applications from interested citizens who wish to serve as volunteer member of the Planning and Zoning Commission.

Planning and Zoning Commission:

This Commission's purpose is to oversee City planning and to provide an impartial voice to elected officials and citizens regarding current and long-range City planning issues facing Casper. The Planning and Zoning Commission is a board of seven (7) volunteer citizens of Casper that are appointed by the City Council and serve three (3) year terms. The Commission meets, in the evening, on the third Thursday of every Month at 6:00 p.m. at City Hall to consider applications for zone changes, plats/replats, annexations, site plans for new commercial and residential developments, conditional use permits, and various long-range planning initiatives. In addition to the monthly nighttime public hearings, Planning and Zoning Commissioners meet approximately once a month during lunchtime for training/work sessions. The Planning and Zoning Commission is supported by a professional City staff consisting of planners, engineers, building officials, emergency services, and public utilities personnel. Staff members analyze proposals and provide the Planning and Zoning Commission with reports on all proposals outlining pertinent background information, applicable laws, and adopted plans and policies.

What To Do If You Are Interested:

If you are interested in participating in the rewarding and important work of the Planning and Zoning Commission, please submit a letter of interest outlining any relevant experience and the reasons that you believe you would be a good addition to the Planning Commission, to the Community Development Director, 200 North David Street, Suite 205, Casper, Wyoming, 82601. Please note on the envelope or subject line: "Planning and Zoning Commission Opening," or you may email your letter of interest to Craig Collins at ccollins@casperwy.gov with the subject line notated as directed above. The deadline for applications is Friday, July 23, 2021.

Publish: Sunday, July 11, 2021 - Casper Star-Tribune
Sunday, July 18, 2021 - Casper Star-Tribune

City Website – July 6, 2021 through July 23, 2021

Joseff Hutchison



July 22, 2021

Mr. Craig Collins

Re: Planning and Zoning Commission opening

I would like to express my interest in being appointed to the City of Casper's Planning and Zoning Commission. I am a long-time resident of the City of Casper and would like to serve as to the betterment of the city.

I am a business owner and deal everyday with the Blue Prints, detailed oriented specifications and the engineering.

I have served in various capacities for non-profits as a board member and executive positions, but at this time would like to try serving on a more civic minded position.

Thank you for your time and consideration. Rocky Mtn Power

Sincerely

A handwritten signature in cursive script that reads "Joseff Hutchison".

Joseff Hutchison

From: [Maribeth Plocek](#)
To: [Craig Collins](#)
Subject: FW: Planning and Zoning Commission Opening
Date: Thursday, July 22, 2021 3:27:11 PM
Attachments: [image001.png](#)
[M. Plocek Resume 2021.pdf](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Craig:

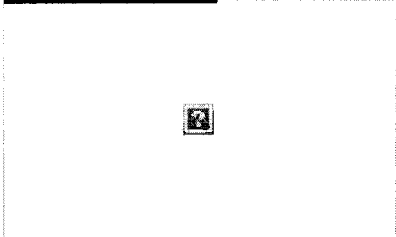
I am interested in serving on the Planning and Zoning Commission.

I have lived in Casper since 2001 and enjoy planning and executing projects. I think my experience with projects, planning and budgeting would make me an asset to the Planning and Zoning Commission. I am a Chemical Engineer with 43 years of experience in the Refining and Petrochemical Industries. Currently I am Assistant Refinery Manager and also Technical Manager (I supervise all Engineers at Sinclair Casper Refinery). My resume is attached.

I am an active Rotarian, have served on the Executive Board of the Chamber of Commerce, serve on University of Wyoming Industry Advisory Board for Chemical Engineers, and was nominated in 2019 as Woman of Distinction. I would be able to make most of the third Thursday evening meetings.

Best Regards,

Maribeth Plocek
Technical Manager / Assistant Refinery Manager
Sinclair Casper Refining Company



Sinclair Casper Refining Company - Casper, WY
Maribeth J. Plocek
Assistant Refinery Manager/Engineering Manager

SUMMARY OF EXPERIENCE: 43 years of engineering experience in refining, petrochemical, and plastics industries. Involved in process engineering and operations as well as production planning, process modeling, optimization, design, project management, and refinery management.

EXPERIENCE DETAIL:

Assistant Refinery Manager / Engineering Manager
Manages process design and construction of engineering projects. Responsibilities include Refinery Management, Engineering and IT Department management.

Assistant Refinery Manager/Engineering Manager
(Sinclair Casper Refining Co.)

- Manages Process and Project Engineers and IT Tech.
- Assumes Refinery Manager's duties when he is out of the office.
- Develops and manages Casper Refinery's Capital and Expense Budgets
- Refinery Coordinator for the Sinclair Engineering Practices
- Hires Engineers and Engineering Interns.

Senior Process Engineer (Ascent Engineering)

- Crude Unit Hydraulics for Western Refining, Yorktown.
- Steam System Study for COP, Gallup, NM.
- Crude Unit Energy Evaluation for Valero Energy, Sunray, TX. Crude Unit with detailed heat exchange modeled with HYSYS®.
- Project Manager for Filter Disposal Options Study, Conoco Phillips Co., Lost Cabin, WY.
- Condensate System Study, Sinclair Casper Refining.
- Developed FCC UNISIM® model and recommended expansion equipment changes. Sinclair Casper Refining Co.
- Project Manager for the design and construction of an LPG pipeline between Sinclair Casper Refining and Kinder Morgan, Sinclair Casper Refining.

Senior Process Engineer (QualEx/John Brown E&C)

- Conducted MON-MACT Wastewater Assessment for ULTEM® Polymer, GE Plastics, and Mt. Vernon, IN.
- Updated Chlorine System Operating and Safety Procedures for ALCOA Warrick Operations.
- Developed Aspen Plus® Model of coal combustion and duct hydraulics for PacificCorp Dave Johnston Power Plant, Glenrock, WY.
- Developed static and dynamic Aspen Plus® models of the site steam system for GE Plastics, Mt. Vernon, IN.
- Conducted detailed plant safety reviews identifying the Maximum Credible Accident (MCA) for Bnne, Phosgene, LEXAN Resin, and the LEXAN Development Facility for GE Plastics, Mt. Vernon, IN.
- Developed GE Plastics Global Design Specification for Phosgene Scrubber Design.
- Developed ASPEN Plus® Electrolyte Models for Chlorine and Phosgene Scrubbing for GE Plastics, Mt. Vernon, IN and Burkeville, AL.
- Developed ASPEN Plus® Electrolyte Process Model of Soda Ash Production Facility for OCI Wyoming, LP, Green River, WY.
- Developed Phenol Operation production and materials usage software for GE Plastics, Mt. Vernon IN.
- Phenol Operation heavy ends environmental and productivity test planning, monitoring, and documentation for GE Plastics, Mt. Vernon, IN including TRE Calculations and RCRA Subpart CC documentation.

- Phenol Operations modeling and design with Sim Sci PROvision® and ASPEN Plus® for GE Plastics, Mt. Vernon, IN including fractionator debottlenecking and design and process vent prediction.
- Lead Process Engineer Crude Expansion and In-Line Gasoline Blending projects for Indian Refining Limited Partnership, Lawrenceville, IL.

Senior Process Engineer (Phillips 66 Co.)

- Developed rigorous flow sheet model of complete HF Alkylation unit for process design for Phillips Licensing Group.
- Supervised contract engineering design of four HF Alkylation units.

Operations Engineer (Phillips Chemical Co.)

- Coordinated production planning and forecasting for Phillips' Sweeny, Texas Refinery and the Refinery - Petrochemical complex in Guayama, Puerto Rico using Linear Programming (LP) techniques. These facilities include Ethylene units, both MF and BTX reformers, PAREX unit, Benzene Hydrogenation unit, and Hexane Isomerization.
- Performed economic analysis and justified capital projects. Liaison between business team and project management.
- Evaluated and recommended purchase of all feedstocks for Puerto Rican Complex.

Assistant Operations Supervisor (Phillips 66 Co.)

- Supervised daily operations and maintenance for three Ethylene units.
- Conducted Safety & Loss Prevention Audits.
- Coordinated turnaround maintenance.

Process Engineer (Phillips 66 Co.)

- Evaluated operating issues in the motor fuel and BTX reformer units, Pentane Isomerization, Benzene Hydrogenation, UDEX, Hydrodesulfurization unit, and an Ethylene unit at Phillips' Sweeny, TX Refinery.
- Designed and supervised platinum catalyst selection and loading in both reformer and acetylene reactors.
- Designed reformer feed/effluent heat exchanger addition and revised design of reformer reactor center pipes for even-flow distribution.

EDUCATION AND AFFILIATIONS

- B.S. Chemical Engineering with Honor, University of Wyoming 1975
- American Institute of Chemical Engineers
- Tau Beta Pi, Engineering Honor Society
- Project Management Institute (PMI)
- Casper Rotary Club
- Former Casper Chamber of Commerce Executive Board Member
- 2019 Woman of Distinction Nominee

[REDACTED]

July 20, 2021

Craig Collins, Community Development Director
City of Casper
Sent via email [REDACTED]

Re: Planning & Zoning Commission opening

Dear Craig, City Council & the Selection Committee,

While I am new to Wyoming having just moved here in November to accept a position as Director of Major Gifts and Planned Giving for the Boys & Girls Clubs of Central Wyoming in Casper, I am not new to intense civic involvement and am anxious to make an impact in my new home state. I have purchased a home in Casper and recently left that new position to initiate my own NonProfit and Legal Consulting business. I am applying for consideration on the Planning & Zoning Commission.

In Colorado I served on the Planning Commission in Golden, the Urban Renewal Authority in Golden and as elected official on two city councils, Golden and Loveland. I served on various city planning committees including historic preservation, economic development, community marketing, recreation and open space, the Chamber, affordable housing and two homeowner associations boards to name a few.

Even though the lodging tax had failed in Loveland three times previously, I took over leadership by meeting with the hospitality industry representatives, finding out what they needed to support a lodging tax, then sitting down with the city attorney to draft an ordinance that would work. My previous experience in Golden where I had also served on its City Council came in handy because I had learned how find a compromise between the needs of hospitality and merchants and those of the city. I lobbied the council first to find enough votes there, then while serving on a non-profit called Engaging Loveland, organized to bring more events to the city. I raised funding and support for the public's successful vote for the lodging tax. Finally, I served on the Community Marketing Commission for three years to implement the lodging tax through some rocky but successful initial years.

I also volunteered to serve as chair of the Loveland Downtown Team. The staff was struggling to re-vitalize the downtown and as the first city councilor and only woman on council lead the team of staff, councilors and citizens through a very successful year where a streetscape and infrastructure plan was put in place, significant properties were purchased and a successful Request for Proposal was initiated.

I am very interested in getting involved in my new adopted city of Casper by serving on its Planning & Zoning Commission. My experience in two other cities would be beneficial and my learning curve would be somewhat shorter. Showing my interest, I have completed the Visit Casper program to become a Certified Tourism Ambassador, have joined Casper Rotary Club, and the Central Wyoming Estate Planning Council. My previous legal experience in private practice and as in-house counsel in energy (gas, oil and coal) would also be a plus to my service.

I look forward to hearing from you with an interview.

Very truly yours,

Carol Johnson

Non-Profit Development Leader and Executive

Non-Profit Development Executive with multi-faceted experience developing and implementing innovative campaigns and strategic programs. Known for driving, identifying and closing major and planned gifts. Demonstrated cross-functional expertise working with constituent groups including boards, committees, volunteers, and external audiences. Oversight for all aspects of budgeting and financial management. Led organizations and departments through periods of substantial revenue growth and transition, including turnaround situations. Licensed to practice law.

Core Competencies/Areas of Expertise

Major & Planned Giving	Estate Planning/Administration	Donor Relations/Events
Marketing & Communications	Strategic Planning & Leadership	Endowment
Capital Campaigns	Tax Benefits/Implications	Estate Monitoring
Team Collaboration & Building	High Visibility Community Participation	Staff Mentoring

Recent Relevant Professional Experience

Boys & Girls Clubs of Central Wyoming, Casper, WY **2020-2021**
Director of Major Gifts & Planned Giving, First individual giving fundraiser in this \$4M budget organization focused for over 50 years on events and grants.

Volunteer Fundraiser; Family Health Issues; Fiduciary Services **2016-2020**
Raised funds for political issue and candidate campaigns (school board, mayoral, library mill levy, legislative); Colorado Planned Giving Roundtable Symposium sponsorships. Volunteer: Golden Visitor Center; Loveland Civic Foundation; Mountain Area Land Trust; Mount Evans Home Health Care and Hospice. CPGR, AFP and Bar Association continuing education, citizen academies.

Christian Living Communities, Greenwood Village, CO **2013-2015**
Director of Donor Relations, Directed comprehensive fundraising program focusing on 15-20 donor visits monthly; closed major gifts, planned gifts, bequests and first beneficiary designations of entrance fee refunds; corporate giving and sponsorships.

Mile High United Way, Denver, CO
Major Gifts Manager, Closed major gifts at \$10,000 and above; law firm workplace giving.

Consulting for Non-Profits; Community Involvement; Legal Contract **2005-2012**
Served a variety of non-profits, law firms and corporate legal depts. in short and long term capacity:

- Developing case statements; Gift acceptance and endowment policies
- Grant writing; Capital campaigns preparation; Closed major and planned gifts
- Performed legal services for corporations and law firms
- Participated with Northern Colorado business community in economic development and community marketing as elected official and City Council appointee

Other Relevant Experience **1998-2004**

Banner Health Foundation, Phoenix, AZ
VP of Development, Recruited new Board members and developed expectations; Restructured donor recognition; Re-invented major and planned gift program in new de-centralized environment.

Banner McKee Foundation, Loveland, CO

Planned and Major Gifts Director, Initiated long neglected donor visits (more than 20 monthly) in CO developing collateral, allied professionals, and marketing plan while successfully closing major and planned gifts.

Thunderbird School of Global Management, Glendale, Arizona

Director of Planned and Major Giving, In first year of new program identified and closed over 75 major and planned gifts, doubled membership in legacy recognition society; administered several complex estates resulting in over \$1M in proceeds; lead the department in contacts, moves and closes; brought in over \$7M in documented gifts and recognized as annual top producer. Re-vitalized planned giving program implementing a successful marketing plan, identifying new prospects and closing primarily planned gifts. Established new charitable gift annuity policies; accelerated and maximized bequests; recruited attorney referrals; and educated staff.

Alzheimer's Association, Denver, CO

Manager of Individual Gifts and Planned Giving, Initiated changeover from special events revenue-based non-profit to emphasis on individual donors including memorials, acquisition and annual appeal campaigns, workplace giving, research gifts, major and planned gifts, and bequest monitoring. This position involved extensive board and development committee collaboration. At the Alzheimer's Association (\$1.8 million budget), increased number of major gifts (\$1,000+) to a level 100% greater than three previous years; revitalized Bequest Club

Previous Legal Career in Colorado in Private and Corporate Practice: Private Law Practice, Emphasizing estate planning and administration; real estate.

General Corporate Attorney, KN Energy (now Kinder Morgan; Tall Grass); Associated Natural Gas Responsible for all litigation and operations issues in connection with coal mine and natural gas.

EDUCATION

Bachelor of Arts (BA) Political Science, Western Illinois University

Juris Doctor (JD) University of Denver Sturm College of Law; Licensed to practice in OH and CO

MANAGEMENT, BUDGETING, LEGAL & COMMUNITY RELATIONS

- Managed staff and finances in corporate, solo practice and non-profit environments.
- Authored collateral, newsletters, marketing campaigns, online media, annual reports.
- Skilled in word processing (MS Office) and databases including Donor Perfect, Raiser's Edge, Fundmaster, Giftmaker Pro, Access, Datatel Benefactor, Abilia and Sales Force.
- Set policy and managed budgets: Golden City Council, At-Large, 1996-2000. Mayor Pro Tem 1998-2000, \$30M budget. Loveland City Council, Ward II, 2007-2011, \$200M budget.
- Continued legal education and participation through Larimer County Estate Planning Bar, Northern Colorado Estate Planning Council, "Senior Law Day", and "Super Thursday".
- Consulted for AMC Cancer Research Center, United Blood Systems, Boys Town, Scottsdale Health Care, Rocky Mountain Conservancy, Clean Elections, Geller Center, Downtown Loveland Association, University of Denver, Trees, Water and People, Friends of Dinosaur Ridge, Assisted Cycling Tours, Easter Seals, Senior Resource Center, Christian Action Guild.

Many Legal, Fundraising, Leadership and Municipal Continuing Education Courses including Colorado and Arizona Planned Giving Roundtables and PG Calc Webinars.

Civic Accomplishments, Carol Johnson

Jeffco Schools Citizenship Leadership Academy, 2013; Arvada Fire Protection District Citizen Academy, 2014; First Judicial District Attorney's Citizen's Academy, 2015; Political Candidate and Issues Fundraising, 2013-6; Meetup Host, 2015-21; Volunteer, Golden Visitor Center, 2017; Volunteer Loveland Civic Foundation 2012-20; Mental Health First Aid, 2017; Volunteer, Mountain Area Land Trust, 2018-9; Volunteer, Mount Evans Home Health Care and Hospice, 2018.

Loveland, CO City Council, Ward II, 2007-2011; as chair of the Loveland Downtown Team initiated the revitalization of the downtown with the HIP Streets Master Plan, the commitment to purchase the Quality Shoe building to enhance the Rialto, the purchase of the 3rd Street properties, the development of the Downtown Strategic and Business Plan, and the Request for Proposals resulting in Rialto Bridge, Artspace and Brinkman Partners (Gallery Flats) projects; Economic Development incentives policies resulting in hundreds of new jobs and the Rocky Mountain Center for Innovation and Technology (formerly ACE-Aerospace and Clean Energy Center); business plan and improvements for Fort Collins-Loveland Airport; improvement of major I-25 intersections at Crossroads and 34; personally negotiated the compromise with the hospitality industry to support the lodging tax to market the Loveland community; **Loveland Chamber of Commerce Board ex-officio; Engaging Loveland Board ex-officio; Mayor's Economic Development Sub-Committee;** liaison to **Affordable Housing Commission, Community Marketing Commission and Historic Preservation Commission;** **Loveland Downtown (revitalization) Team (chair);** and **Building a Better Loveland (2009)** successful lodging tax ballot issue; **Colorado Women of Influence**

Loveland Open Lands Advisory Commission (2005-7); Loveland Mountain Club (Pres., VP, Bd of Dir, 2004-9; 2013); Loveland Citizen's Police Academy; "Engaging Loveland" Economic Development Committee; Comprehensive Master Plan Update Implementation Advisory Committee; Downtown Loveland Association (2005-7); Larimer County Bar Association "Senior Law Day" (2005-6); Larimer County Trust and Estate Bar; Northern CO Estate Planning Council; Professionals for Seniors; Loveland Alliance of Non-Profits

Dawn Yawn Toastmasters, 1990-1995, President 1992; 1999-2000; AZ Unity Toastmasters, 2003-2004

Canyon Point HOA, 1998-2001, VP and Treasurer; Farview (Southridge) HOA, VP, President and Legal Counsel, 1994-1998; Alternative Homes for Youth, non-profit benefiting abused youth, Board of Directors (\$5M budget); Golden High School Governance/Accountability Committee 1996-1998

Golden, CO City Council, At Large seat, 1996-2000; mayor pro tem 1998-2000; remodeled Police station/city hall; moved Pioneer Museum to new larger quarters; Improvements to Heritage Road; Added 3 pedestrian bridges, established White Ash and New Loveland Mine parks; new kayak course; quality shopping and sales tax boost with expanded Safeway, King Soopers Center and Interplaza (Kohls and Home Depot); initiation of Beaver Brook sale and zoning negotiations; established drainage utility; traffic calming and streetscape at North Ford, 19th Street, and S. Golden Road; successful NW quadrant transportation study; redevelopment of Downtown's Mitchell School site and new parking garage; Golden Heights Park expansion; Southridge Park expansion with inline skating rink; C-470 extension; built Fossil Trace Golf Club

Committee to Choose the Golden City Manager, 1993; Golden Planning Commission, 1994-1995; Golden Local Liquor Licensing Authority, 1996-2001; Golden Good Government League (PAC), 1992-1995, Chair 1994-1995; Golden Utility Rate Structure Board, 1992-1994; set equitable water and sewer rates and recommended sale of Beaver Brook to pay for water rights and reservoir; **Golden Urban Renewal Authority, 1991-1992:** Planned and implemented Downtown streetscape, memorial program to raise funds for public restroom

Golden Parks and Recreation Advisory Board, 1987-1991. Chair, 1989-1991. Planned and Developed Vanover Park, Tucker Gulch Trail; Developed Community Center, Golf Course and Aquatic Center plans; participated in successful sales tax election to fund these improvements. *Fossil Trace Golf Club* voted 2nd Best Affordable Course by *Golf Digest*, Top Ten New Courses by *Golf Magazine*, Best Golf Course in Denver by *Westword*, Best New Course in Colorado by *Colorado Avid Golfer*

August 19, 2021

MEMO TO: J. Carter Napier, City Manager *2B for JEN*

FROM: Jill Johnson, Financial Services Director *JJ*
John Henley, City Attorney *JH*

SUBJECT: Authorize the discharge of \$8,969.00 uncollectible accounts receivable balances, aged from 2011, from expired demolition liens.

Meeting Type & Date

Regular Council Meeting
September 7, 2021

Action type

Minute Action

Recommendation

That Council, by Minute Action, authorize the discharge of \$8,969.00 uncollectible accounts receivable balances, aged from 2011, from expired demolition liens.

Summary

Wyoming State Statute 16-4-502 specifies that amounts owed to the City can be discharged by the City Council upon certification of those account to the City Council by the City Manager. The accompanying list meets the certification requirement, which requires that an account be uncollectable by means of collections efforts being exhausted.

Staff is always reticent to release any debt as uncollectible. Liens were placed on real property in an effort to ensure collection, however, after 10 years, the liens have not been collected and have expired. It has become exceedingly unlikely that additional effort expended on collection will result in any additional payments.

The attached accounts receivable list shows all amounts owed up to June 30, 2021. The total balance of \$8,969.00 is certified for discharge.

Financial Considerations

The accounts requested to be discharged will have no financial impact to the City's reported financial results for FY 22. The City adjusts bad debt expense at the end of each fiscal year, and because the proposed accounts for write-off became uncollectible in FY21, they have been previously recognized.

Oversight/Project Responsibility

Jill Johnson, Financial Services Director

Attachments

Uncollectible Accounts Receivable Discharge List.

CITY OF CASPER

UNCOLLECTIVE ACCOUNTS RECEIVABLE DISCHARGE
As of June 30, 2021

Listing by Account Holder

Corrigan, Ed 1019 N Durbin	2/8/2011	\$4,278.00	Collection Efforts Exhausted, Lien Expired
Halloran, Kathryn 867 S Spruce	2/8/2011	\$4,691.00	Collection Efforts Exhausted, Lien Expired

August 24, 2021

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

FROM: Andrew Beamer, P.E., Public Services Director *AB*
Alex Sveda, P.E., City Engineer *A.S.*
Terry Cottenoir, Engineering Technician

SUBJECT: Rejection of Bids for the Fire Station No. 3 Roof Replacement, Project No 19-034.

Meeting Type & Date
Regular Council Meeting
September 7, 2021

Action type
Minute Action

Recommendation
That Council, by minute action, reject all bids received for the Fire Station No. 3 Roof Replacement, Project No 19-034.

Summary
On Tuesday, August 17, 2021, one (1) bid was received for the Fire Station No. 3 Roof Replacement, Project No 19-034. The bid received for this work is as follows:

<u>CONTRACTOR</u>	<u>BUSINESS LOCATION</u>	<u>BID AMOUNT</u>
S&S Builders	Gillette, WY	\$355,700

The estimate prepared by the City Engineering Division was \$180,000.00.

City staff has reviewed the bid and recommends rejection of the bid from S&S Builders, as their bid significantly exceeds the available funding. The available budget, in the amount of \$200,000.00, was from the Capital Reserves Fund allocated to the Fire Station No. 3 Roof.

After receiving bids, City staff requested S&S Builders separate bid costs to replace different portions of the roof. Each portion came in above the estimated cost of \$180,000. Based on these high costs received, City staff recommends re-bidding this project when building material pricing stabilizes to allow the project to be completed within budget.

Financial Considerations: N/A

Oversight/Project Responsibility
Terry Cottenoir, Engineering Technician, Public Services Department.

Attachments: N/A