

City of Cody City Council

AGENDA

Tuesday, April 5, 2022 – 7:00 p.m. (Pre-Meeting to begin at 6:45 p.m.)

Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order

Pledge of Allegiance

Moment of Silence

Roll Call

Mayor's Recognitions and Announcements

Proclamation – National Service Recognition Day – April 5, 2022

1. Consent Calendar

All items under the consent calendar will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.

- a. Approval of Minutes: Regular Minutes from March 15, 2022, Work Session dated March 22, 2022
- b. Approve Vouchers and payroll in the amount of \$842,361.39.
- c. Submit Official ballot appointing Penny Robbins, Clerk/Treasurer, Town of Mountain View and Michele Richlin, Clerk/Treasurer, Town of Deaver for the two Town seats and Cindy Baker, Administrative Service Officer, City of Cody for the City Seat to the WAM JPIC Board of Directors all for a three-year term.
- d. Authorize the Mayor to enter into and sign an Encroachment Easement between the City of Cody and 1227 Cody, LLC.
- e. Approve the proposed updates to the Financial Management Policy.
- f. Approve the extension of Quote 2021-06 Fuel, extending the current fuel contract with Bailey Enterprises Inc. for a period of one year beginning July 1, 2022. Allowing an additional freight fuel surcharge of \$0.04 per gallon to be added at that time.

2. Public Comments: The City Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. The Guidelines for the Conduct of City Council Meetings do not allow action to be taken on public comments.

3. Public Hearing

4. Conduct of Business

- a. Consider a request from Park County Travel Council (PCTC) and the Harley Owners Group (HOG) for the Kick-n-it Cody 2022 Event to be held during

June 23-25, 2022. The organizers request street closures as listed as items 1-4 on the Agenda Item Summary Report, which also include Open Container Permits, Malt Beverage Permit, Vendor Permit and the use of City Park.

Staff Reference: Chief Baker

Spokesperson: Ryan Hauck, PCTC and Deanna Thompson, HOG

- b. Consider a request from PCTC and HOG for the City of Cody to sponsor fees associated with the event including PW Staff, Police Staff and Park Reservations, band shell and sound fees (Estimated total \$3,381.00 – Organizers would still be responsible for Vendor Permit fee, Open container and malt beverage Permit fees)

Staff Reference: Chief Baker

Spokesperson: Ryan Hauck, PCTC and Deanna Thompson, HOG

- c. Resolution 2022-07

A Resolution Encumbering Funds from the American Rescue Plan Act to Provide Funding for Carpet Replacement and Customer Service Station Remodeling at City Hall.

Staff Reference: Leslie Brumage, Finance Officer

- d. Resolution 2022-08

A Resolution Encumbering Funds from the American Rescue Plan Act to Provide Funding for the Purchase of Tablets and Stands for the Council Dais.

Staff Reference: Leslie Brumage, Finance Officer

- e. Resolution 2022-09

A Resolution Encumbering Funds from the American Rescue Plan Act to Provide Funding for to Provide Funding for Chip Sealing.

Staff Reference: Leslie Brumage, Finance Officer

- f. Resolution 2022-10

A Resolution Encumbering Funds from the American Rescue Plan Act to Provide Funding for Hiring a Part-Time Community Services Officer in the Police Department.

Staff Reference: Leslie Brumage, Finance Officer

- g. Resolution 2022-11

A Resolution Electing to use the Standard Allowance for Revenue Replacement Calculations Under the American Rescue Plan Final Rule

Staff Reference: Leslie Brumage, Finance Officer

- h. Approve the Preliminary plat of Dansie Minor Subdivision, a 3-lot subdivision, with associated variances and conditions of approval

Staff Reference: Todd Stowell, City Planner

- i. Approve the preliminary plat of the West Avenue Duplexes Subdivision, an 8-lot subdivision, with associated variances and conditions of approval.
Staff Reference: Todd Stowell, City Planner
- j. Approve the final plat for the Bromley Minor Subdivision, a 4-lot subdivision, subject to conditions of approval.
Staff Reference: Todd Stowell, City Planner
- k. Approve Ordinance 2022-03 –3rd Reading and Final Reading
An Ordinance Amending Title 3, Chapter 3, Section 3-3-9(b) of the City of Cody Code. Taxi License: Driver's
Staff Reference: Cindy Baker, Administrative Services Officer

5. Tabled Items

Ordinance 2022-02 – First Reading

An Ordinance to Amend Cody City Code 10-16-2.

Staff Reference: Todd Stowell, City Planner

6. Matters from Staff Members

7. Matters from Council Members

8. Adjournment

Upcoming Meetings:

April 12, 2022 – Tuesday – Work Session – 5:30 p.m.

April 19, 2022 – Tuesday – Regular Council Meeting 7:00 p.m.

National Service Recognition

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's Municipalities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and AmeriCorps Senior participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century, to fighting the opioid epidemic, to responding to natural disasters, to supporting veterans and military families; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and AmeriCorps Senior participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the AmeriCorps shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on April 5, 2022.

THEREFORE, BE IT RESOLVED that I, Matt Hall, City of Cody WY Mayor do hereby proclaim April 5, 2022, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.

Mayor Matt Hall



**City of Cody
Council Proceedings
Tuesday, March 15, 2022**

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, March 15, 2022 at 7:00 p.m.

Present: Mayor Matt Hall, Council Members Andrew Quick, Emily Swett, Heidi Rasmussen, Diane Ballard Justin Baily and City Attorney Scott Kolpitzke, and Administrative Services Officer, Cindy Baker

Absent: Council Member Jerry Fritz, and City Administrator Barry Cook

Mayor Matt Hall called the meeting to order at 7:00 p.m.

Council Member Ballard made a motion seconded by Council Member Baily to approve the agenda as presented including the Consent Calendar including Minutes: Regular Minutes from March 1, 2022, Work Session from March 8, 2022, approve Vouchers and payroll in the amount of \$1,523,450.22, appoint Council Member Rasmussen to the Contractors' Board for a term ending December 2024, appoint Council Member Ballard to the YCAN Board for a term ending April 2024, Appoint Council Member Swett to the Shoshone Recreation Board for a term ending December 2024 and to the Park County Travel Council for a term ending February 2025, appoint Council Member Fritz to the Urban System & Traffic Committee for a term ending December 2024, appoint Council member Baily to the Urban System & Traffic Committee for a term ending December 2022 and appoint Phillip Bowman, Public Works Director and Rob Kramer, Street Superintendent to the Urban System & Traffic Committee for a term ending December 2024, authorize the Mayor to enter into and sign a contract with Division of Criminal Investigation (DCI) and the City of Cody Police Department to assign one (1) Cody Police Officer to the DCI Drug Task Force, and authorize the Mayor to sign the Easement documents that hereby grant, convey and warrant unto the owners of Lots 1 through 55 of the Landing Subdivision, according to the plat recorded as Document Number 2020- 8122, in Plat Cabinet P at page 78, in the County of Park, State of Wyoming, and their successors and a perpetual easement to lay, erect, construct, install, operate, maintain, inspect, alter, repair, replace, change the size of and remove water pipelines and related appurtenances, on, over, under, across and through those certain strips of land owned by the city of Cody. Vote was unanimous.

Council Member Quick made a motion seconded by Council Member Swett to approve a request for the Use of Bob Moore Parking Lot – on Saturdays – May through Sept from 8 AM to 1:00 PM (with event occurring 9 to noon) for Famers Market/Festival. Vote was unanimous.

Resolution 2022-06

A resolution adopting the Wyoming Region 6 Hazard Mitigation Plan. Council Member Ballard made a motion seconded by Council Member Baily to approve Resolution 2022-06. Vote was unanimous.

Ordinance 2022-03 – Second Reading

An Ordinance Amending Title 3, Chapter 3, Section 3-3-9(b) of the City of Cody Code. Taxi License: Driver's. Council Member Rasmussen made a motion seconded by Council Member Quick to approve Ordinance 2022-03 on Second Reading. Vote was unanimous.

Council Member Rasmussen made a motion seconded by Council Member Baily to remove from the table Ordinance 2022-02 – First Reading - An Ordinance to Amend Cody City Code 10-16-2. Vote was unanimous. Council Member Swett made a motion seconded by Council Member Rasmussen to retable Ordinance 2022-02. Vote was unanimous.

Mayor, Matt Hall

Cynthia Baker, City of Cody Clerk

City of Cody
Council Proceedings
Tuesday, March 29, 2022

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Tuesday, March 29, 2022 at 5:30 p.m.

Present: Mayor Matt Hall, Council Members Diane Ballard, Emily Swett, Andrew Quick Justin Baily, Jerry Fritz, Emily Swett and Heidi Rasmussen, City Administrator, and Administrative Service Officer, Cindy Baker.

Absent: City Administrator, Barry Cook

Mayor Hall called the meeting to order at 6:00 p.m.

Steve Dunham with Health is Wellness provided the Council with an overview of the program he offers. No action was taken or direction provided to staff at this meeting.

Leslie Brumage, Finance Officer provided the Governing Body with the current City auction process and other options possibilities. Staff was directed to go out with proposals for this service and bring a recommendation to a future meeting.

Leslie Brumage, Finance Officer provided the Governing Body with the proposed updates to the Financial Management Policy. Staff was directed to bring this item for consideration of approval at the next regular meeting.

Leslie Brumage, Finance Officer provided the Governing Body with an update and proposed projects for the unallocated ARPA Funds.

Leslie Brumage, Finance Officer provided the Governing Body with Capitol Project & Technology Replacement Funds. Staff was provided with direction on this item.

The Governing Body discussed the Pool Use Agreements. Staff was provided with direction on continuing to work with Council Member Swett and the School Board.

The Governing Body discussed the Field Use Agreements. No action was taken.

Mayor Hall adjourned the Work Session at 7:50 p.m.

Cynthia D Baker
Administrative Services Officer

Matt Hall
Mayor

Report Criteria:

Invoice Detail.Input date = 03/29/2022

Invoice.Batch = {NOT LIKE} "1"

Secondary Name	Invoice	Description	Invoice Date	Total Cost
BLUE CROSS BLUE SHIELD OF WYOMING (1360)				
	220304011110	1NSURANCE APRIL 2022	03/04/2022	157,831.22
Total :				157,831.22
Total BLUE CROSS BLUE SHIELD OF WYOMING (1360):				157,831.22
CBE GROUP INC (132894)				
	31722	GARNISHMENT - WG2108102	03/17/2022	181.43
Total :				181.43
Total CBE GROUP INC (132894):				181.43
CENTURY LINK (10091)				
	31922	UTILITIES - CENTURY LINK	03/19/2022	43.86
Total :				43.86
Total CENTURY LINK (10091):				43.86
CITY OF CODY 2 (127400)				
	32222	PEACE OFFICER ID	03/22/2022	10.00
	32222	TOBACCO COMPLIANCE CHECKS	03/22/2022	14.54
	32222	ALCOHOL COMPLIANCE CHECKS	03/22/2022	7.33
Total :				31.87
Total CITY OF CODY 2 (127400):				31.87
CUSTOM DELIVERY SERVICE INC (3343)				
	298026	FREIGHT ON HYD FITTINGS	03/02/2022	25.00
	308079	SAMPLE SHIPPING	03/16/2022	36.00
Total :				61.00
Total CUSTOM DELIVERY SERVICE INC (3343):				61.00
DANA KEPNER COMPANY (3410)				
	2232824-00	METER REGISTERS	02/28/2022	750.00
Total :				750.00
Total DANA KEPNER COMPANY (3410):				750.00
ENGINEERING ASSOCIATES (4140)				
	4203024	PROJECT 14111-04 WWTF PHASE 2	03/16/2022	493.03
	4203024	PROJECT 14111-04 WWTF PHASE 2	03/16/2022	150.65
	4203024	PROJECT 14111-04 WWTF PHASE 2	03/16/2022	41.09
	4203024	PROJECT 14111-04 WWTF PHASE 2	03/16/2022	684.75
Total :				1,369.52

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total ENGINEERING ASSOCIATES (4140):				1,369.52
GOODYEAR, ROBERT W (125939)				
GOODYEAR PRINTING	15343	WARNING NOTICE FORMS PRINTED	01/11/2022	180.00
Total :				180.00
Total GOODYEAR, ROBERT W (125939):				180.00
H B I INSURANCE (12306)				
	3529	COURT CLERK BOND - GOVIN	03/18/2022	100.00
	3530	COURT CLERK BOND - SOSA	03/18/2022	100.00
	3531	COURT CLERK BOND - CURLESS	03/18/2022	100.00
Total :				300.00
Total H B I INSURANCE (12306):				300.00
H2O PRO DIAGNOSTICS (132640)				
	90	LEAK LOCATING	03/08/2022	600.00
Total :				600.00
Total H2O PRO DIAGNOSTICS (132640):				600.00
IDEXX DISTRIBUTION INC (132908)				
	3102230900	E-COLI METER	03/07/2022	4,200.00
	3102272778	E-COLI METER SEAL	03/08/2022	750.00
	3102274535	D-COLI INCUBATOR AND COMPONENTS	03/08/2022	3,113.84
Total :				8,063.84
Total IDEXX DISTRIBUTION INC (132908):				8,063.84
JACKSON, MADISON (132906)				
	36423347	REC CENTER REFUND	03/08/2022	60.00
Total :				60.00
Total JACKSON, MADISON (132906):				60.00
JOHN ANDREW LLC (132867)				
KEELE SANITATION	795363	PORTA POTTI	01/26/2022	37.50
Total :				37.50
Total JOHN ANDREW LLC (132867):				37.50
LOCAL GOVERNMENT LIABILITY POOL (6176)				
	13694	LIABILITY INSURANCE PREMIUM FY19-20	03/07/2022	43,498.00
Total :				43,498.00
Total LOCAL GOVERNMENT LIABILITY POOL (6176):				43,498.00
MCELMURY, TAYLER (132907)				
	13.2390.15	REFUND UTILITY DEPOSIT	03/09/2022	133.23

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				133.23
Total MCELMURY, TAYLER (132907):				133.23
ONE-CALL OF WYOMING (127665)				
	61841	ONE - CALL FEES	01/07/2022	11.25
	61841	ONE - CALL FEES	01/07/2022	11.25
	61841	ONE - CALL FEES	01/07/2022	11.25
	61841	ONE - CALL FEES	01/07/2022	11.25
	62225	ONE - CALL FEES	02/07/2022	16.94
	62225	ONE - CALL FEES	02/07/2022	16.94
	62225	ONE - CALL FEES	02/07/2022	16.94
	62225	ONE - CALL FEES	02/07/2022	16.93
	62537	ONE- CALL FEES - FEB 2022	03/05/2022	10.12
	62537	ONE- CALL FEES - FEB 2022	03/05/2022	10.12
	62537	ONE- CALL FEES - FEB 2022	03/05/2022	10.13
	62537	ONE- CALL FEES - FEB 2022	03/05/2022	10.13
	CR61266	ONE - CALL FEES	03/11/2022	27.94-
	CR61266	ONE - CALL FEES	03/11/2022	27.94-
	CR61266	ONE - CALL FEES	03/11/2022	27.94-
	CR61266	ONE - CALL FEES	03/11/2022	27.93-
Total :				41.50
Total ONE-CALL OF WYOMING (127665):				41.50
PARK DISTRICT COURT (132610)				
	31722	GARNISHMENT Civil #29877	03/17/2022	196.97
Total :				196.97
Total PARK DISTRICT COURT (132610):				196.97
RIVER OAKS COMMUNICATIONS CORP (131184)				
	032422	TCT FRANCHISE AGREEMENT	03/24/2022	1,711.00
Total :				1,711.00
Total RIVER OAKS COMMUNICATIONS CORP (131184):				1,711.00
ROCKY MOUNTAIN POWER (7570)				
	032122	UTILITIES - ROCKY MOUNTAIN POWER	03/21/2022	28.01
	032122	UTILITIES - ROCKY MOUNTAIN POWER	03/21/2022	278.03
Total :				306.04
Total ROCKY MOUNTAIN POWER (7570):				306.04
SABER PEST CONTROLL LLC (131183)				
	AUD161	PEST CONTROL - AUDITORIUM	03/17/2022	80.00
	CH161	PEST CONTROL - CITY HALL	03/17/2022	60.00
	REC160	PEST CONTROL - REC CENTER	02/28/2022	90.00
	REC160	PEST CONTROL - REC CENTER	02/28/2022	90.00
	REC161	PEST CONTROL - REC CENTER	03/17/2022	90.00
	REC161	PEST CONTROL - REC CENTER	03/17/2022	90.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				500.00
Total SABER PEST CONTROLL LLC (131183):				500.00
STANTEC CONSULTING SERVICES INC (132890)				
	1886982	Big Horn Ave Study	01/21/2022	1,365.85
	1886982	BIG HORN AVE STUDY	01/21/2022	341.47
	1898429	BIG HORN AVE STUDY	02/25/2022	4,521.58
	1898429	BIG HORN AVE STUDY	02/25/2022	1,130.39
Total :				7,359.29
Total STANTEC CONSULTING SERVICES INC (132890):				7,359.29
SYSTEMS GRAPHICS INC (129162)				
ADVANCED INFO SYSTEMS	15753	OUTSOURCE BILLS	03/08/2022	8.48
ADVANCED INFO SYSTEMS	15753	OUTSOURCE BILLS	03/08/2022	52.41
ADVANCED INFO SYSTEMS	15753	OUTSOURCE BILLS	03/08/2022	47.99
ADVANCED INFO SYSTEMS	15753	OUTSOURCE BILLS	03/08/2022	47.66
ADVANCED INFO SYSTEMS	15753	OUTSOURCE BILLS	03/08/2022	59.22
ADVANCED INFO SYSTEMS	15770	OUTSOURCE BILLS	03/22/2022	17.58
ADVANCED INFO SYSTEMS	15770	OUTSOURCE BILLS	03/22/2022	108.67
ADVANCED INFO SYSTEMS	15770	OUTSOURCE BILLS	03/22/2022	99.50
ADVANCED INFO SYSTEMS	15770	OUTSOURCE BILLS	03/22/2022	98.83
ADVANCED INFO SYSTEMS	15770	OUTSOURCE BILLS	03/22/2022	122.81
ADVANCED INFO SYSTEMS	15771	OUTSOURCE BILLS	03/22/2022	6.39
ADVANCED INFO SYSTEMS	15771	OUTSOURCE BILLS	03/22/2022	39.50
ADVANCED INFO SYSTEMS	15771	OUTSOURCE BILLS	03/22/2022	36.17
ADVANCED INFO SYSTEMS	15771	OUTSOURCE BILLS	03/22/2022	35.92
ADVANCED INFO SYSTEMS	15771	OUTSOURCE BILLS	03/22/2022	44.65
Total :				825.78
Total SYSTEMS GRAPHICS INC (129162):				825.78
THE RADAR SHOP (128503)				
	14011	RADARS, FORKS & LIDAR RECERTIFICATION	02/24/2022	1,345.00
Total :				1,345.00
Total THE RADAR SHOP (128503):				1,345.00
THOMSON REUTERS - WEST (128108)				
	845962166	CLEAR INVESTIGATIONS	03/01/2022	163.77
Total :				163.77
Total THOMSON REUTERS - WEST (128108):				163.77
TRIPLE L SALES (9980)				
	2202-539731	HOSE CAM LOCKS	02/10/2022	9.50
Total :				9.50
Total TRIPLE L SALES (9980):				9.50

Secondary Name	Invoice	Description	Invoice Date	Total Cost
WELLS FARGO COMMERCIAL CARD (132565)				
	032322	AED Supplies	03/23/2022	134.00
	032322	Certifications for completed program	03/23/2022	105.00
	032322	grease and batteries	03/23/2022	87.14
	032322	swim goggles	03/23/2022	367.44
	032322	bands for aquatic fitness	03/23/2022	227.33
	032322	Dry Erase Markers	03/23/2022	12.98
	032322	dry erase pens	03/23/2022	12.98
	032322	for trauma bag	03/23/2022	59.49
	032322	shamrock shenanigan event	03/23/2022	10.99
	032322	pulse oximeter	03/23/2022	22.95
	032322	shamrock shenanigan event	03/23/2022	58.96
	032322	eggstravangza supplies	03/23/2022	81.95
	032322	lifeguarding cert	03/23/2022	180.00
	032322	water safety instructor	03/23/2022	40.00
	032322	eggstravangza stuff	03/23/2022	567.13
	032322	CO2	03/23/2022	206.39
	032322	pool chemicals and reagents	03/23/2022	206.38
	032322	babysitter certifications	03/23/2022	75.00
	032322	plumbing repairs	03/23/2022	11.08
Total Aquatics:				2,467.19
	032322	batteries	03/23/2022	57.93
	032322	flush lever for city hall bathroom	03/23/2022	4.59
	032322	pool pump fittings	03/23/2022	3.78
	032322	pool pump fittings	03/23/2022	2.39
	032322	silicone	03/23/2022	7.99
	032322	bulbs for rec center	03/23/2022	174.88
	032322	spot lights to light things up	03/23/2022	29.98
	032322	card used by accident credit received	03/23/2022	.17
	032322	credit card used by mistake. Credit received.	03/23/2022	.17-
	032322	kickdowns and to install tile	03/23/2022	13.56
	032322	repairs to dryer at Rec	03/23/2022	109.95
	032322	tool rental to replace broken tiles	03/23/2022	13.20
	032322	repair to steam room.	03/23/2022	85.00
	032322	tool rental to replace broken tile	03/23/2022	25.30
	032322	parts to repair Cindy's HVAC for her and Danielle's offices. NAPA would not give us another copy	03/23/2022	7.66
	032322	tile for area by drinking fountain	03/23/2022	85.85
Total City Facilities:				622.06
	032322	Receptacle Tester - Building Department	03/23/2022	11.99
	032322	AICP Membership - Todd	03/23/2022	531.00
	032322	APA Membership dues	03/23/2022	55.00
Total Community Development:				597.99
	032322	shipping cost for drill,	03/23/2022	275.10
	032322	FR shirts	03/23/2022	561.92
	032322	FR shirts ; boots	03/23/2022	139.98
	032322	hotel for schooling	03/23/2022	317.04
	032322	Hotel for schooling	03/23/2022	317.04
	032322	Gas for travel	03/23/2022	60.92
	032322	Meals - trainig	03/23/2022	21.00
	032322	3"" pvc conduit; marking tape;wire	03/23/2022	11,686.99
	032322	food for 2	03/23/2022	95.22
	032322	food for two	03/23/2022	70.80

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	3"" PVC Sweeps	03/23/2022	504.08
	032322	3"" PVC Sweeps	03/23/2022	756.13
	032322	food during school	03/23/2022	47.02
	032322	3"" PVC conduit	03/23/2022	2,157.77
	032322	3"" PVC conduit	03/23/2022	3,596.29
	032322	fuel for school travel	03/23/2022	64.46
	032322	American flags	03/23/2022	210.00
Total Electric:				20,881.76
	032322	Fuel - WAMJPIC meeting	03/23/2022	16.85
	032322	Dell monitors	03/23/2022	492.00
	032322	Dell computer sound bar	03/23/2022	38.99
	032322	Samsung SSD - meter reading station	03/23/2022	89.99
	032322	Power Strip Surge Protector	03/23/2022	15.89
	032322	desk mount keyboard tray	03/23/2022	14.58
	032322	desk mount keyboard tray	03/23/2022	14.58
	032322	desk mount keyboard tray	03/23/2022	14.58
	032322	desk mount keyboard tray	03/23/2022	14.58
	032322	desk mount keyboard tray	03/23/2022	14.60
	032322	Transformer Manuals	03/23/2022	159.20
	032322	ScanSnap Scanner	03/23/2022	419.99
	032322	Dymo Label Maker	03/23/2022	72.00
	032322	Dymo labels	03/23/2022	23.47
	032322	Packing Tape	03/23/2022	29.42
	032322	Staff engineer vacancy	03/23/2022	375.00
	032322	Organizers for New Office	03/23/2022	6.48
	032322	Organizers for New Office	03/23/2022	6.48
	032322	Organizers for New Office	03/23/2022	6.48
	032322	Organizers for New Office	03/23/2022	6.48
	032322	Organizers for New Office	03/23/2022	6.50
	032322	Chair Mat for New Office	03/23/2022	8.30
	032322	Chair Mat for New Office	03/23/2022	8.30
	032322	Chair Mat for New Office	03/23/2022	8.30
	032322	Chair Mat for New Office	03/23/2022	8.30
	032322	Chair Mat for New Office	03/23/2022	8.29
	032322	Paper towels	03/23/2022	20.98
	032322	mineral oil	03/23/2022	6.24
	032322	coffee	03/23/2022	11.98
	032322	coffee	03/23/2022	23.96
	032322	comet cleanser	03/23/2022	.75
	032322	scissors, tape dispenser, stapler & remover	03/23/2022	14.64
	032322	random drug testing	03/23/2022	90.00
	032322	random drug testing	03/23/2022	36.00
	032322	random drug testing	03/23/2022	40.50
	032322	random drug testing	03/23/2022	4.50
	032322	random drug testing	03/23/2022	49.50
	032322	random drug testing	03/23/2022	22.50
	032322	random drug testing	03/23/2022	13.50
	032322	random drug testing	03/23/2022	4.50
	032322	cat 6 ethernet cable - 50 feet white	03/23/2022	23.99
	032322	random drug testing	03/23/2022	90.00
	032322	random drug testing	03/23/2022	36.00
	032322	random drug testing	03/23/2022	40.50
	032322	random drug testing	03/23/2022	4.50
	032322	random drug testing	03/23/2022	49.50
	032322	random drug testing	03/23/2022	22.50
	032322	random drug testing	03/23/2022	13.50

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	random drug testing	03/23/2022	4.50
	032322	chair for new office	03/23/2022	34.00
	032322	chair for new office	03/23/2022	34.00
	032322	chair for new office	03/23/2022	34.00
	032322	chair for new office	03/23/2022	34.00
	032322	chair for new office	03/23/2022	34.00
	032322	Utilities - City of Cody	03/23/2022	385.35
	032322	Utilities - City of Cody	03/23/2022	.09
	032322	Utilities - City of Cody	03/23/2022	.44
	032322	Utilities - City of Cody	03/23/2022	900.87
	032322	Utilities - City of Cody	03/23/2022	12,621.15
	032322	Utilities - City of Cody	03/23/2022	90.32
	032322	Erasers	03/23/2022	4.68
	032322	cat 6 cable - white 50 feet	03/23/2022	12.90
	032322	PD IT Vacancy	03/23/2022	384.00
	032322	USB Type C, Car Charger	03/23/2022	8.99
	032322	PHONE CASE	03/23/2022	14.73
	032322	ADOBE DESIGN DESKTOP PUBLISHING SOFTWARE - FINANCE	03/23/2022	239.88
	032322	meeting meal	03/23/2022	40.86
	032322	PHONE CASE	03/23/2022	48.26
	032322	archive paper	03/23/2022	242.50
	032322	WIRELESS NUMBER PAD	03/23/2022	18.79
	032322	Utilities - Verizon	03/23/2022	297.44
	032322	Utilities - Verizon	03/23/2022	165.40
	032322	Utilities - Verizon	03/23/2022	242.74
	032322	Utilities - Verizon	03/23/2022	41.35
	032322	Utilities - Verizon	03/23/2022	41.34
	032322	Utilities - Verizon	03/23/2022	96.29
	032322	Utilities - Verizon	03/23/2022	650.20
	032322	Utilities - Verizon	03/23/2022	233.92
	032322	Utilities - Verizon	03/23/2022	13.65
	032322	Utilities - Verizon	03/23/2022	14.06
	032322	Utilities - Verizon	03/23/2022	41.35
	032322	Utilities - Verizon	03/23/2022	122.71
	032322	Utilities - Verizon	03/23/2022	89.71
	032322	Utilities - Verizon	03/23/2022	106.47
	032322	Utilities - Verizon	03/23/2022	41.35
	032322	Utilities - Verizon	03/23/2022	96.28
	032322	Utilities - Verizon	03/23/2022	36.27
	032322	Utilities - Verizon	03/23/2022	32.25
	032322	Utilities - Verizon	03/23/2022	132.44
	032322	Utilities - Verizon	03/23/2022	13.11
	032322	Utilities - Verizon	03/23/2022	52.10
	032322	Utilities - Verizon	03/23/2022	112.71
	032322	Utilities - Verizon	03/23/2022	137.40
	032322	Utilities - Verizon	03/23/2022	13.65
	032322	Utilities - Verizon	03/23/2022	24.18
	032322	Utilities - Verizon	03/23/2022	70.05
	032322	Utilities - Verizon	03/23/2022	40.01
	032322	Utilities - Verizon	03/23/2022	40.01
	032322	MONITOR	03/23/2022	272.98
	032322	Battery I06	03/23/2022	114.07
	032322	Chain Lube	03/23/2022	23.07
	032322	Tool Bag	03/23/2022	32.31
	032322	Filters SC003, SC009	03/23/2022	9.40
	032322	Filter A15 A11 A17, Battery A02 A20 A17, Mirror A09	03/23/2022	481.93
	032322	Filter B24	03/23/2022	7.99
	032322	Wipers B43	03/23/2022	33.14

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	Wipers D14 D13	03/23/2022	83.56
	032322	Headlight Restoring Supplies	03/23/2022	32.79
	032322	O2 Sensor B02	03/23/2022	53.64
	032322	Filters G06 B13	03/23/2022	28.58
	032322	Filters B09 E01	03/23/2022	43.32
	032322	solid waste vacancy advertisement	03/23/2022	223.80
	032322	minutes and other legal publications	03/23/2022	1,353.35
	032322	Solid Waste marketing ad	03/23/2022	158.10
	032322	rec center marketing ad	03/23/2022	250.00
	032322	Database Software	03/23/2022	53.70
	032322	Database Software	03/23/2022	196.90
	032322	Database Software	03/23/2022	35.80
	032322	Database Software	03/23/2022	17.90
	032322	Database Software	03/23/2022	17.90
	032322	Database Software	03/23/2022	161.10
	032322	Database Software	03/23/2022	53.70
	032322	Database Software	03/23/2022	35.80
	032322	Database Software	03/23/2022	17.90
	032322	Database Software	03/23/2022	125.30
	032322	Database Software	03/23/2022	286.40
	032322	Database Software	03/23/2022	214.80
	032322	Database Software	03/23/2022	572.80
	032322	Cummins Insite Subscription	03/23/2022	166.18
	032322	Cummins Insite Subscription	03/23/2022	276.91
	032322	Cummins Insite Subscription	03/23/2022	55.37
	032322	Cummins Insite Subscription	03/23/2022	221.54
	032322	GrantHub Software	03/23/2022	795.00
	032322	Card reader	03/23/2022	17.32
	032322	Cash bags	03/23/2022	13.99
	032322	Filing Labels	03/23/2022	21.10
	032322	End tab file pocket folders	03/23/2022	55.08
	032322	Risk assessments	03/23/2022	198.30
	032322	Filing Labels	03/23/2022	21.10
	032322	ARPA tracking software	03/23/2022	36.00
	032322	ARPA tracking software	03/23/2022	132.00
	032322	ARPA tracking software	03/23/2022	24.00
	032322	ARPA tracking software	03/23/2022	12.00
	032322	ARPA tracking software	03/23/2022	12.00
	032322	ARPA tracking software	03/23/2022	108.00
	032322	ARPA tracking software	03/23/2022	36.00
	032322	ARPA tracking software	03/23/2022	24.00
	032322	ARPA tracking software	03/23/2022	12.00
	032322	ARPA tracking software	03/23/2022	84.00
	032322	ARPA tracking software	03/23/2022	192.00
	032322	ARPA tracking software	03/23/2022	144.00
	032322	ARPA tracking software	03/23/2022	384.00
	032322	Wireless Charging Stations x 2	03/23/2022	38.96
	032322	Receipt tape	03/23/2022	52.90
	032322	Utilities - City of Cody	03/23/2022	2,206.01
	032322	Utilities - City of Cody	03/23/2022	2,515.35
	032322	Utilities - City of Cody	03/23/2022	475.28
	032322	Utilities - City of Cody	03/23/2022	640.64
	032322	Utilities - City of Cody	03/23/2022	680.24
	032322	Utilities - City of Cody	03/23/2022	3,033.88
	032322	Utilities - City of Cody	03/23/2022	1,655.68
	032322	Utilities - City of Cody	03/23/2022	1.94
	032322	Utilities - City of Cody	03/23/2022	4,889.16
	032322	Utilities - City of Cody	03/23/2022	4,885.27

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	Utilities - City of Cody	03/23/2022	15.79
	032322	Utilities - City of Cody	03/23/2022	790.78
	032322	Utilities - City of Cody	03/23/2022	1,197.97
	032322	Utilities - City of Cody	03/23/2022	1,197.97
	032322	Utilities - City of Cody	03/23/2022	567.34
	032322	Utilities - City of Cody	03/23/2022	520.98
	032322	Utilities - City of Cody	03/23/2022	42.15
	032322	Utilities - City of Cody	03/23/2022	11.00
	032322	Utilities - City of Cody	03/23/2022	5.10
	032322	Utilities - City of Cody	03/23/2022	14.12
	032322	BATTERIES	03/23/2022	12.33
	032322	bulbs for lift stations	03/23/2022	35.29
	032322	rec center marketing ads	03/23/2022	250.00
	032322	rotary dues	03/23/2022	161.00
	032322	Thermal receipt printer	03/23/2022	297.00
	032322	Utilities - TCT	03/23/2022	87.16
	032322	Utilities - TCT	03/23/2022	1,464.93
	032322	Utilities - TCT	03/23/2022	56.45
	032322	Utilities - TCT	03/23/2022	191.67
	032322	Utilities - TCT	03/23/2022	529.84
	032322	Utilities - TCT	03/23/2022	529.64
	032322	Utilities - TCT	03/23/2022	87.16
	032322	Utilities - TCT	03/23/2022	191.47
	032322	Utilities - TCT	03/23/2022	197.27
	032322	Utilities - TCT	03/23/2022	88.66
	032322	Utilities - TCT	03/23/2022	56.46
	032322	Utilities - TCT	03/23/2022	159.00
	032322	filters and cleaner for distiller	03/23/2022	30.87
	032322	water distiller	03/23/2022	79.99
	032322	solid waste vacancy advertising	03/23/2022	259.50
	032322	Cash bags	03/23/2022	27.70
	032322	CABLE TESTER	03/23/2022	9.99
	032322	Garage Door Openers	03/23/2022	14.70
	032322	sheet protectors	03/23/2022	13.85
	032322	Batteries for street crossing lights	03/23/2022	1,838.80
	032322	DRIVE STICK AND HARD DRIVE	03/23/2022	207.81
Total General Government:				61,037.39
	032322	Sanitizer stations	03/23/2022	8.00
	032322	Sanitizer stations	03/23/2022	7.78
	032322	Greenhouse	03/23/2022	24.66
	032322	Greenhouse	03/23/2022	4.99
	032322	Cleaning	03/23/2022	17.18
	032322	Glendale slide	03/23/2022	881.00
	032322	Mentock NEOS	03/23/2022	260.53
	032322	Park buildings	03/23/2022	18.97
	032322	RR maintenance	03/23/2022	4.99
	032322	Restroom maintenance	03/23/2022	49.97
	032322	Planting	03/23/2022	13.86
	032322	Building maintenance	03/23/2022	14.99
	032322	Restroom Maintenance	03/23/2022	5.99
	032322	Cleaning	03/23/2022	99.47
	032322	Park buildings	03/23/2022	27.02
	032322	Park buildings	03/23/2022	27.02-
	032322	Field marking	03/23/2022	50.33
	032322	Park buildings	03/23/2022	25.98
	032322	Cleaning	03/23/2022	5.99

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	Park buildings	03/23/2022	4.29
	032322	Restroom maintenance	03/23/2022	7.99
	032322	Park buildings	03/23/2022	45.96
	032322	Restroom maintenance	03/23/2022	6.99
	032322	Park buildings	03/23/2022	40.96
	032322	Restroom maintenance	03/23/2022	20.98
	032322	Shop supplies	03/23/2022	13.99
	032322	Janitorial supplies	03/23/2022	235.72
	032322	Vehicle maintenance	03/23/2022	27.17
	032322	Soccer goals	03/23/2022	63.36
	032322	Sandpro battery	03/23/2022	44.51
	032322	Soccer goals	03/23/2022	30.97
	032322	Marking stakes	03/23/2022	19.99
	032322	Sweeper	03/23/2022	32.34
	032322	Soccer goals	03/23/2022	39.54
	032322	Shop supplies	03/23/2022	20.15
	032322	Shop supplies	03/23/2022	34.97
	032322	Sweeper	03/23/2022	130.39
	032322	Soccer goals	03/23/2022	20.45
Total Parks:				2,335.40
	032322	C08 Car wash	03/23/2022	9.00
	032322	Uniform laundering C16	03/23/2022	13.40
	032322	CPD Metal Plaque	03/23/2022	569.95
	032322	CPR/AED Instructor Training C04 Class	03/23/2022	137.00
	032322	Electric stapler C30	03/23/2022	29.19
	032322	Wall mount storage for Narcan	03/23/2022	71.72
	032322	CPD/AED Training C04 Meal	03/23/2022	12.60
	032322	CPD/AED Training C04 Meal	03/23/2022	12.60
	032322	CPD/AED Training C04 Meal	03/23/2022	12.00
	032322	UA to Lab C03	03/23/2022	7.66
	032322	CPD/AED Training C04 Fuel	03/23/2022	65.37
	032322	Uniform embroidery C24	03/23/2022	48.00
	032322	Duty cuff case C22	03/23/2022	60.00
	032322	Gas to/from WLEA for FTO School C12	03/23/2022	38.83
	032322	UA to Lab C03	03/23/2022	7.66
	032322	CPD/AED Training C04 Fuel	03/23/2022	55.49
	032322	C10 Car wash	03/23/2022	9.00
	032322	C01 Car wash	03/23/2022	13.00
	032322	Bomb team boots C24	03/23/2022	210.00
	032322	Intoximeters x3 and supplies	03/23/2022	1,592.00
	032322	C15 Car wash	03/23/2022	9.00
	032322	BLS Card C04	03/23/2022	32.50
	032322	Field drug test kits	03/23/2022	1,117.44
	032322	Poly tubing for evidence packaging	03/23/2022	148.46
	032322	C04 Car wash	03/23/2022	9.00
	032322	C07 Car wash	03/23/2022	9.00
	032322	Lapel mic C06	03/23/2022	99.89
	032322	Flir thermal imagers - Tac Team	03/23/2022	1,095.98
	032322	Online FTO Training	03/23/2022	150.00
	032322	Narcan for patrol officers and short term evidence room	03/23/2022	900.00
	032322	Key holder, undershirts C14	03/23/2022	49.99
	032322	coffee, creamer, water	03/23/2022	263.08
	032322	paper towels	03/23/2022	20.98
	032322	UA to Lab C03	03/23/2022	7.66
	032322	C23 Car wash	03/23/2022	9.00
	032322	Uniform laundering C16	03/23/2022	13.40

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	Return found property C03	03/23/2022	9.61
	032322	receipt books	03/23/2022	24.04
	032322	C19 Car wash	03/23/2022	2.50
	032322	Batteries	03/23/2022	54.99
	032322	C25 Car wash	03/23/2022	9.00
	032322	Uniform Embroidery	03/23/2022	288.00
	032322	ARIDE Class C17 Meal	03/23/2022	10.92
	032322	ARIDE Class C17 Hotel	03/23/2022	246.38
	032322	Duty cuff case C19	03/23/2022	60.00
	032322	C07 Car wash	03/23/2022	9.00
	032322	C04 Car wash	03/23/2022	9.00
	032322	slip leads for patrol cars	03/23/2022	23.39
	032322	duty suspenders C10, belt keepers C09 and inventory	03/23/2022	139.08
	032322	C24 Car wash	03/23/2022	4.00
	032322	C10 Car wash	03/23/2022	9.00
	032322	Insoles C14	03/23/2022	156.82
	032322	ARIDE Class C17 Meal	03/23/2022	10.17
	032322	Batteries	03/23/2022	52.99
	032322	C14 Car wash	03/23/2022	9.00
	032322	Expanding File Folder	03/23/2022	67.74
	032322	first aid bag, chest seal	03/23/2022	74.85
	032322	steno pads, writing pads, index dividers	03/23/2022	83.79
	032322	tire foam applicator	03/23/2022	30.80
	032322	Batteries	03/23/2022	157.96
	032322	binder index dividers	03/23/2022	83.79
	032322	ARIDE Class C17 Meal	03/23/2022	15.59
	032322	Tourniquets	03/23/2022	108.30
	032322	Active shooter bag contents	03/23/2022	1,150.25
	032322	Ear molds for acoustic tubes	03/23/2022	118.32
	032322	C11 Car wash	03/23/2022	3.10
	032322	ARIDE Class C17 Meal	03/23/2022	22.67
	032322	C03 Car wash	03/23/2022	9.00
	032322	ARIDE Class C17 Meal	03/23/2022	9.21
	032322	ARIDE Class C17 Fuel	03/23/2022	39.73
	032322	ARIDE Class C17 Meal	03/23/2022	15.49
	032322	Battle dressings	03/23/2022	77.13
	032322	Tire shine	03/23/2022	59.94
	032322	C16 Car wash	03/23/2022	9.00
	032322	C20 Car wash	03/23/2022	9.00
	032322	C01 Car wash	03/23/2022	13.00
	032322	C17 Car wash	03/23/2022	9.00
	032322	C12 Car wash	03/23/2022	9.00
	032322	C11 Car wash	03/23/2022	3.88
	032322	SRGT'S Planning retreat - Lunch	03/23/2022	238.00
	032322	Evidence to Lab C03	03/23/2022	8.10
	032322	External HD for phone dump	03/23/2022	36.84
	032322	Evidence to RMIN 20-920	03/23/2022	21.15
	032322	Evidence to RMIN 20-920	03/23/2022	27.78
	032322	Return label for DCI	03/23/2022	8.10
Total Police:				10,533.05
	032322	Snow Fence Tape	03/23/2022	19.98
	032322	brakes C01	03/23/2022	386.72
	032322	C01 windshield	03/23/2022	175.00
	032322	I06 parts	03/23/2022	266.02
	032322	Sensor	03/23/2022	60.76
	032322	B32 lever	03/23/2022	115.33

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	Transportation and Safety Congress	03/23/2022	70.00
	032322	Transportation and Safety Congress	03/23/2022	14.00
	032322	Transportation and Safety Congress	03/23/2022	28.00
	032322	Transportation and Safety Congress	03/23/2022	28.00
	032322	ladders	03/23/2022	99.98
	032322	B13 parts	03/23/2022	616.25
	032322	Carbon Dioxide/Aragon	03/23/2022	166.68
	032322	B13 parts	03/23/2022	48.10
	032322	B13 parts	03/23/2022	141.62
	032322	B13 parts	03/23/2022	191.68
	032322	B13 parts	03/23/2022	867.61
	032322	Gfi	03/23/2022	24.99
	032322	J36 parts	03/23/2022	19.70
	032322	Manlift	03/23/2022	985.50
	032322	Cutting edges, nuts & bolts	03/23/2022	1,584.26
	032322	Room for travel and training	03/23/2022	96.00
	032322	B13 bolts	03/23/2022	3.40
	032322	filter wrenches	03/23/2022	110.89
	032322	C03 fittings	03/23/2022	58.00
	032322	Travel and training	03/23/2022	96.00
	032322	Meal for two - Riverton training	03/23/2022	96.40
	032322	Lift Inspections	03/23/2022	116.37
	032322	Lift Inspections	03/23/2022	116.37
	032322	Lift Inspections	03/23/2022	116.36
	032322	Lift Inspections	03/23/2022	116.36
	032322	Lift Inspections	03/23/2022	116.36
	032322	Lift Inspections	03/23/2022	232.74
	032322	Lift Inspections	03/23/2022	465.44
	032322	C01 parts	03/23/2022	750.21
	032322	J36 D rings	03/23/2022	21.90
	032322	A102 tires	03/23/2022	422.00
	032322	hydraulic fittings C01	03/23/2022	57.50
	032322	Hydraulic Fittings freight in - C01	03/23/2022	16.27
	032322	J36 D rings	03/23/2022	45.65
	032322	Fastners	03/23/2022	1.30
	032322	J36 parts	03/23/2022	2,745.00
	032322	B09 alingment	03/23/2022	99.95
	032322	Post breakaways	03/23/2022	2,550.68
	032322	Square tubing, 1/4" plate steel	03/23/2022	765.00
	032322	Rocky Mountain Conference	03/23/2022	55.00
	032322	Rocky Mountain Conference	03/23/2022	27.50
	032322	Rocky Mountain Conference	03/23/2022	96.25
	032322	Rocky Mountain Conference	03/23/2022	96.25
	032322	C08 fitting	03/23/2022	42.05
	032322	fittings	03/23/2022	139.11
	032322	Chain Lube	03/23/2022	27.36
	032322	Sanitation hose and fittings	03/23/2022	531.87
	032322	Steel for sign base	03/23/2022	53.40
Total Public Works:				16,195.12
	032322	conference charge for Rick	03/23/2022	150.00
	032322	snacks for ASAP Beyond	03/23/2022	202.82
	032322	repair light at Rec Center	03/23/2022	105.00
	032322	repair switch at Chamber building	03/23/2022	106.30
	032322	youth basketball rim	03/23/2022	744.00
	032322	stool returned	03/23/2022	73.00-
	032322	stool returned	03/23/2022	73.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	credit for items returned	03/23/2022	449.60-
	032322	flash drives for rec center	03/23/2022	59.40
	032322	stool for front desk	03/23/2022	86.49
	032322	chlorine calibration	03/23/2022	70.00
	032322	ASAP walki talki ear mics	03/23/2022	59.96
	032322	parts to repair fitness machines	03/23/2022	128.19
	032322	parts to repair fitness machines	03/23/2022	11.98
	032322	Two way radio ear piece & headset	03/23/2022	35.98-
	032322	pickleball nets	03/23/2022	164.97
	032322	hair ties for youth activities	03/23/2022	3.46
	032322	program to make flyers for advertising	03/23/2022	119.99
	032322	parts to repair fitness machines	03/23/2022	39.18
	032322	spotify	03/23/2022	9.99
	032322	foam rollers	03/23/2022	80.19
	032322	rack for drying sanitizing rags	03/23/2022	30.99
	032322	tape for rec admin	03/23/2022	24.88
	032322	Snacks for ASAP	03/23/2022	332.65
	032322	freezer to store ice cream to sell	03/23/2022	149.00
	032322	headsets for walki talki	03/23/2022	46.83
	032322	toner	03/23/2022	143.89
Total Recreation:				2,384.58
	032322	Marker	03/23/2022	5.58
	032322	carbonate sheets and brushes	03/23/2022	70.74
	032322	hammer, extension cord	03/23/2022	72.98
	032322	saw blade	03/23/2022	7.98
	032322	Dumpster lids	03/23/2022	1,317.94
	032322	welding wire	03/23/2022	18.99
	032322	propane	03/23/2022	1.39
	032322	propane	03/23/2022	26.26
	032322	nuts and bolts	03/23/2022	53.98
	032322	nuts and bolts, dumpster coating	03/23/2022	64.99
	032322	propane	03/23/2022	1.40
	032322	propane	03/23/2022	26.60
	032322	galv cans	03/23/2022	65.98
	032322	nuts and bolts	03/23/2022	10.25
	032322	water	03/23/2022	13.16
	032322	water	03/23/2022	12.00
	032322	galv cans	03/23/2022	98.97
	032322	fire extinguishers	03/23/2022	280.00
	032322	Dumpster lids	03/23/2022	1,344.38
	032322	Generator	03/23/2022	1,069.00
	032322	strap steel, nuts and bolts	03/23/2022	8.96
	032322	propane	03/23/2022	1.45
	032322	propane	03/23/2022	27.55
	032322	nitrile gloves	03/23/2022	219.00
	032322	clipboards	03/23/2022	6.48
	032322	lock pins	03/23/2022	13.96
	032322	DEF fluid	03/23/2022	267.31
	032322	propane	03/23/2022	48.17
	032322	propane	03/23/2022	2.53
Total Solid Waste:				5,157.98
	032322	Ear plugs	03/23/2022	80.00
	032322	injector cleaner, bungees	03/23/2022	17.48
	032322	tapping bits	03/23/2022	274.32

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	032322	lockwing valves	03/23/2022	1,068.00
	032322	curb lids	03/23/2022	301.98
	032322	meter couplers	03/23/2022	239.36
	032322	test fees	03/23/2022	100.00
	032322	repair clamp	03/23/2022	210.67
	032322	classes	03/23/2022	67.40
	032322	air filters	03/23/2022	17.98
	032322	glass cleaner	03/23/2022	4.99
	032322	distilled water for lab	03/23/2022	6.98
	032322	Fuses for north lift station	03/23/2022	140.92
Total Wastewater:				2,530.08
	032322	mix oil	03/23/2022	15.54
	032322	door sweep	03/23/2022	16.99
	032322	nuts and bolts	03/23/2022	1.38
	032322	8" C900 pipe	03/23/2022	900.00
	032322	safety glasses	03/23/2022	36.95
Total Water:				970.86
Total WELLS FARGO COMMERCIAL CARD (132565):				125,713.46
WESTERN UNITED ELECTRIC SUPPLY (10605)				
	6053766	GROUND TEST LABELS	02/22/2022	338.83
	6055262	LOCKS & KEYS	03/16/2022	730.91
Total :				1,069.74
Total WESTERN UNITED ELECTRIC SUPPLY (10605):				1,069.74
WYOMING DEPARTMENT OF TRANSPORTATION (130279)				
WYDOT FINANCIAL SERVICES	133854	CITATION BOOKS	02/28/2022	147.63
Total :				147.63
Total WYOMING DEPARTMENT OF TRANSPORTATION (130279):				147.63
Grand Totals:				352,531.15

Report GL Period Summary

GL Period	Amount
03/22	352,531.15
Grand Totals:	352,531.15

Vendor number hash: 3895725
Vendor number hash - split: 74725910
Total number of invoices: 43
Total number of transactions: 582

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	352,531.15	.00	352,531.15
Grand Totals:	352,531.15	.00	352,531.15
		Payroll 03/16/22	248,688.25
		Payroll 03/30/22	241,141.99
			842,361.39

Report Criteria:
Invoice.Detail.Input date = 03/29/2022
Invoice.Batch = {NOT LIKE} "1"



tel: 307.632.0398
fax: 307.632.1942

TO: Member Entities – Mayors, Administrators, Chairperson, and Clerks

FROM: Earla Checchi, Finance Manager

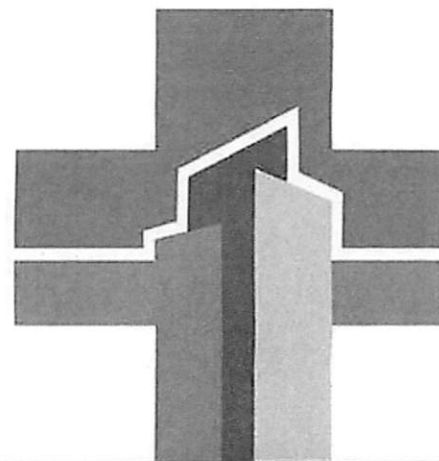
DATE: March 14, 2022

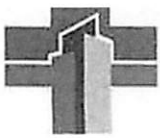
SUBJECT: WAM-JPIC Board of Directors Election

Enclosed please find an official ballot for the election of Directors to the WAM-JPIC Board. The governing body of every participating member entity may vote for each opening. Please make your choice, sign, and return to our office.

The ballot must be received in the WAM Office on or before Friday, April 22, 2022.

Please e-mail your ballot to
Earla at
checchi@wyomuni.org





WAM-JPIC

Partners for Health

tel: 307.632.0398

fax: 307.632.1942

OFFICIAL BALLOT
WAM-JPIC BOARD OF DIRECTORS

There are three (3) positions to be filled on the WAM-JPIC Board of Directors. The governing body of every participating member entity may vote for each opening as described below.

TOWN SEAT – Please vote for two (2) – Three Year Term

Penny Robbins, Clerk/Treasurer, Town of Mountain View _____

Michele Richlin, Clerk/Treasurer, Town of Deaver _____

Tammy Taylor, Clerk/Treasurer, Town of Glenrock _____

Richard Reyes, Clerk, Town of Lingle _____

CITY SEAT – Please vote for one (1) – Three Year Term

Cindy Baker, Administrative Service Officer, City of Cody _____

MAYOR/CHAIRPERSON/MANAGER: _____

ATTEST: _____

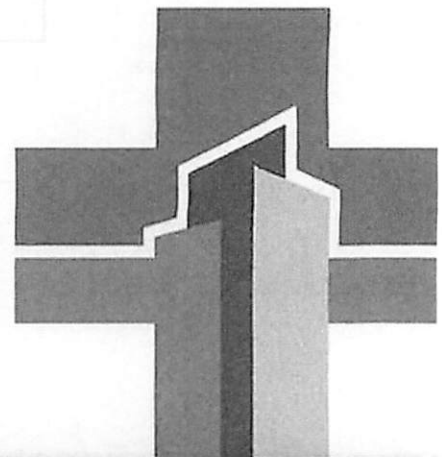
MEMBER ENTITY: _____

PLEASE RETURN THIS BALLOT BY MAIL OR FRIDAY, APRIL 22, 2022.

WAM

315 W. 27TH STREET, CHEYENNE, WY 82001

OR FAX: 307-63-1942



Penny M. Robbins

200 West Street, PO Box 556

Mountain View, WY 82939

307-747-6117

penny_82939@hotmail.com

Experience

Town of Mountain View

Clerk/Treasurer January 2014 – Present

- Assistant to Mayor and Council
- Perform all of the duties imposed by state law, by municipal ordinance and by custom.
- General record keeper and Secretary for the town.
- Draw all checks and warrants and countersign them.
- Act as chief budget officer for the town.
- Receive the questions and complaints from the public and being able to answer or refer them to the party of the concern.

Town of Mountain View

Deputy Clerk/Court Clerk November 2006 – December 2013

- Assistant to Clerk/Treasurer.
- Assist in Clerks Absence.
- Act as receptionist for the Judge.
- Record court proceedings.
- Assist with record keeping for law enforcement.

Boards and Committees

- WAM-JPIC Board Member *2014-Present*
- APT US&C Member *2014-Present*
- IIMC Member *2012 – Present*
- St Helen's Council of Catholic Women/ President *2012 -2015*
- WAMCAT Member *2006-Present*, Board Member *2010-Present*, Secretary *2014-2017*, Vice-President *2017-2019*, President *2019-2021*, Past President *2021-Present*
- Mountain View Downtown Development Authority/ Chairman *2005 – 2014*
- International Stage Stop Sled Dog Race Committee *2003 - 2014*
- Lincoln-Uinta Revolving Loan Fund/Vice Chairman *2003 - 2015*
- SWOT (Southwest Wyoming Outdoor Trails) Secretary *2021-present*
- WAM Executive Board *2005 – 2006*, *2021-present* (WAMCAT representative)
- Bridger Valley Joint Powers Board *2003 – 2006*
- Uinta County School District #4 Facilities Committee *2003 – 2006*
- Mountain View Town Council Member *2003 – 2006*

Education

University of Wyoming – Wyoming Institute for Municipal Clerks, Treasures and Finance Officers

IIMC Certified Municipal Clerk Certificate *2012 – Present*

Western Wyoming Community College

Accounting, Microsoft Office, and Computer Information Systems *2004 – 2007*

TOWN OF DEAVER

March 11, 2022

WAM-JPIC Board of Directors
Earla Checchi, Secretary
315 W. 27th Street
Cheyenne, WY 82001

To whom it may concern:

My name is Michele Richlin. I have been the Clerk/Treasurer for the Town of Deaver since November of 2015. I am a member of the WAMCAT Board and serve as the Membership Chair. I have lived in Deaver my entire life and I hope that I will be able to serve the Town as Clerk/Treasurer until I finally retire. Before working for the Town, I was an optician at a local eye doctor and a cabinet maker before that.

I am a detail orientated and organized person. I believe in asking questions when something doesn't make sense to me and strongly believe that everyone should have a voice in matters that effect the community. Knowledge is power. Well it at least keeps me striving to learn new things in order to help sustain our small town. I work well with others, but I do not like being in the spotlight.

I have been on the WAM-JPIC board for the last two years.

Thank you for considering me for a position on the WAM-JPIC Board of Directors.

Respectfully,



Michele Richlin

PO Box 207
120 1st Avenue West
Deaver, WY 82421

PHONE: 307-664-2736
FAX: 307-664-2508
EMAIL: deavertownclerk@gmail.com

Tammy L. Taylor

P.O. Box 47, Glenrock, WY 82637 307-436-9294 ttaylor@glenrock.org

I joined the Town of Glenrock in 2015 as the Utility Clerk and was appointed to the position of Town Clerk in 2017. Since that time, I have attended SHRM conventions, IIMC conferences, WAM conferences and WAMCAT institutes.

I have a Bachelor's degree in Economics, I received the Certified Municipal Clerk (CMC) designation in February of 2021 and I am currently working on both my Certified HR Professional (SHRM-CP) and Master Municipal Clerk (MMC) designations.

In addition to my regular duties as Clerk, I currently sit on The Enterprise Board of Converse County (a compilation of the Chamber, Main Street, and other various commissions), the ACT Workforce Ready Community Committee and on the WAMCAT Board of Directors. In the past, I have also been the town liaison to the Planning and Zoning Commission as well as the Glenrock Economic Development Committee.

My husband John and I have lived in Glenrock, his hometown, since October of 2000 when we moved from Denver to be closer to family. We have five children, one grandson and another on the way! In our free time, we enjoy hiking, backpacking, biking, kayaking and fishing.

I would love to be a part of the WAM-JPIC Board so that I can become more familiar with how the decisions regarding our healthcare are being made. No doubt, this board will be faced with some difficult choices in the near future and I would like to have the opportunity to work towards making the best decisions for our Wyoming municipalities.

Richard Reyes – Town Clerk Town of Lingle.

As the Town Clerk for the Town Lingle the issue of Health Insurance affects not only the town finances but also, the employees of the town. My work career includes: Front End Manager of an independent pharmacy for over twenty years, Branch Manager for Bank of the West for eight years, involved in economic development for three years, and currently have been the Lingle Town Clerk for three years. I would like to assist with insurance coverage for all municipal employees and have a interest on serving on the WAM-JPIC Health Insurance Board.

BIO - Cindy Baker, City of Cody

Currently, I am the Administrative Services Officer, which I have held since April of 2011. In this position I oversee the analysis and evaluation of employee benefits and policies including State, Federal, local and City of Cody Policies, regulations and practices. This background provides me with an awareness and understanding of Health Insurance, budget and other financial aspects that pertain or are issues addressed with the WAM JPIC Board.

I have been employed with City of Cody since March of 2000 in a variety of positions which have provided me experience in other accounting and budgeting practices, trends and processes, along with a variety of financial data.

I have been a WAM-CAT member for the past 15+ years, and the WAM-JPIC Board member since 2013, along with being appointed as the Chairman since 2016. I believe my current and past work experience offers a board base of knowledge and skills that would continue to benefit me as a board member.

My husband, Jim and I have lived in Wyoming for 35+ years, all in the Cody area, and enjoy camping, 4-wheeling, motorcycle riding, classic car events and just spending time with our family and friend.

I have enjoyed the experience of serving on the WAM-JPIC board, and would like the opportunity to continue to serve.



City of Cody Agenda Request Form



In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You will be notified of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to address concerns or provide additional information. Some requests may not require appearing before the Council for approval.

Please provide the following detailed information relating to your concern or request. **This form (and any relevant attachments) should be submitted in a timely manner, preferably at least 14 days prior to allow sufficient time for internal review. Untimely submission may result in the inability to be considered for approval.** Council packets are prepared in advance prior to Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532),

Name of person to appear before the Council Andrew Victors, Sue Franks,

Organization Represented 1227 Cody LLC

Date you wish to appear before the Council 5 April 2022

Email Address happyype@att.net Telephone 908-255-6119

Names of all individuals who will speak on this topic _____

Event Title (if applicable) _____

Date(s) of Event (if applicable) _____

Location of Event (if applicable) _____

Full description of topic to be discussed (include all relevant information including any street closures, times of event, any special requirements or request etc., attach additional sheet if necessary and map showing location of event where applicable) Council is requested to approve the attached Easement related to 1227 14th Street, Cody, Wyoming. Document has been reviewed by Scott Kolpitke, the City Attorney.

Employees spoken to include Scott Kolpitke, the City Council in a working session in Dec 2021, among OTHERS.

Which City employee(s) have you spoken to about this issue? See above.

Signature [Signature] Date 3-13-2022

MANAGER - 1227 CODY LLC

ENCROACHMENT EASEMENT

KNOW ALL MEN BY THESE PRESENTS that, for and in consideration of the granting of the following-described Easements and for Ten Dollars (\$10.00) and other valuable consideration paid to The City of Cody ("City of Cody"), the receipt of which is hereby acknowledged, the City of Cody does hereby grant, sell, and convey unto 1227 Cody, LLC, a Wyoming limited liability company ("1227 Cody") as well as its successors-in-interest and assigns, the perpetual, unobstructed, and unfettered encroachment easements (collectively "the Easements") described as follows:

An easement for the encroachment and maintenance of a building and a concrete driveway located within the alley north of Lots 23 and 24 of Block 15 of the Original Townsite (now City) of Cody as shown on the plat thereof recorded in Book "E" of Plats at page 58 in the records of the Clerk and Recorder of Park County, Wyoming, with said easement being 0.70 feet wide and lying north of and adjoining said Lots 23 and 24 and being more particularly described as follows:

Beginning at the northeast corner of said Lot 24; thence North 89°53'47" West along the north line of said Lot 24 and the north line of said Lot 23, a distance of 66.00 feet; thence North 00°06'13" East, a distance of 0.70 feet; thence South 89°53'47" East, parallel with said north line Lots 23 and 24, a distance of 66.00 feet; thence South 00°06'13" West, a distance of 0.70 feet to the point of beginning, containing 46 square feet, more or less.

Said easement is for the benefit of the owners, heirs, successors and assigns of the north half of said Lots 23 and 24.

AND

An easement for the encroachment and maintenance of a building located within 14th Street east of Lot 24 of Block 15 of the Original Townsite (now City) of Cody as shown on the plat thereof recorded in Book "E" of Plats at page 58 in the records of the Clerk and Recorder of Park County, Wyoming, with said easement being 0.90 feet wide and lying east of and adjoining said Lot 24 and being more particularly described as follows:

Beginning at a point on the east line of said Lot 24, from which point the northeast corner of said Lot 24 bears North 00°05'46" East, a distance of 25.00 feet; thence South 89°54'14" East, a distance of 0.90 feet; thence South 00°05'46" West, parallel with the east line of said Lot 24, a distance of 23.00 feet; thence North 89°54'14" West, a distance of 0.90 feet to the east line of said Lot 24; thence North 00°05'46" East along said east line Lot 24, a distance of 23.00 feet to the point of beginning, containing 21 square feet, more or less.

Said easement is for the benefit of the owners, heirs, successors and assigns of the north half of said Lots 23 and 24.

TO HAVE AND TO HOLD unto 1227 Cody, its heirs, successors-in-interest, and assigns for the purpose of permitting the encroachment of structures located onto the Easements owned by the City of Cody for the benefit of 1227 Cody's property which is

described as:

The North Half of Lots 23 and 24, Block 15, Original Townsite (now City) of Cody, as located in Book "E" of plats, Page 58, according to the records of the County Clerk and Recorder of Park County, State of Wyoming ("the Property").

1. The parties acknowledge that this Encroachment Easement is granted solely to permit the encroachment of existing structures onto City of Cody property and it does not permit the installation of any further improvement or utilities within the Easements. Further, if the structure which encroaches onto either of the Easements is demolished, destroyed, removed, or damaged to the extent that replacement cost would exceed fifty percent (50%) of the Property's assessed value immediately prior to demolition, destruction, removal, or damage, then the grant of easement shall automatically terminate as to that encroachment, that property shall automatically revert to fee ownership by the City of Cody, and any replacement improvements shall be constructed in accordance with then-effective city ordinances.
2. 1227 Cody hereby indemnifies and holds harmless the City of Cody for any and all claims against the City of Cody for any and all damage, loss, injury, or death arising from or associated with the encroaching structures owned by 1227 Cody as described in this Encroachment Easement.
3. The consideration first above recited is in full satisfaction of all rights granted hereby and there shall not be any further license or other fee associated with the grant of easement hereunder.
4. The City of Cody reserves all rights of ownership in and to the above-described easement which are not inconsistent with the rights granted herein, including the right to grant further easements on, over, or across the Easement and the right to use the same for all uses that do not interfere with the rights permitted to 1227 Cody.
5. All covenants and agreements herein contained shall be appurtenant to and shall run with the premises owned by the parties and shall extend to and be binding upon the heirs, successors-in-interest, and assigns of the parties hereto.
6. Following any repairs or maintenance conducted within either of the Easements (other than as described above in case of demolition, destruction, removal, or damage), the party responsible for such repair or maintenance shall restore the Easement to its original or a better condition upon completion of such activity.
7. This Encroachment Easement shall be governed by and construed in accordance with the laws of the State of Wyoming, and the appropriate venue with respect hereto shall be the Fifth Judicial District Court sitting in

Cody, Wyoming.

8. This agreement can be modified or added to only in a subsequent written amendment or addendum signed by the City of Cody and 1227 Cody (or their successors-in-interest).
9. No third parties are intended to be benefitted by the terms of this agreement.
10. This Agreement contains the entire agreement between the parties relating to the Easement, the Easement area, and the rights and obligations herein granted. Any prior or contemporaneous oral or written representations or agreements between the parties pertaining hereto have been incorporated herein and shall not modify the terms of this agreement.

IN WITNESS WHEREOF, the parties have executed this Encroachment Easement this ____ day of March, 2022.

The City of Cody

1227 Cody, LLC

By: _____

Andrew Victors, Manager

STATE OF WYOMING)
) ss.
COUNTY OF PARK)

The above and foregoing Easement was acknowledged before me this ____ day of March, 2022 by _____ as the _____ for the City of Cody.

WITNESS my hand and official seal.

Notary Public
My commission expires: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The above and foregoing Easement was acknowledged before me this ____ day of March, 2022 by Andrew Victors as the Manager for 1227 Cody, LLC, a Wyoming limited liability company.

WITNESS my hand and official seal.

Notary Public
My commission expires: _____

AGENDA ITEM SUMMARY REPORT

Financial Management Policy Update

ACTION TO BE TAKEN:

Approve the proposed updates to the Financial Management Policy.

SUMMARY OF INFORMATION:

The proposed changes to the Financial Management Policy, which was last updated in March 2021, include a variety of changes to incorporate new Governmental Accounting Standards Board pronouncements and a federal funds compliance policy required by the American Rescue Plan Act.

The attached document includes a summary of all proposed changes by Chapter and Section.

FISCAL IMPACT

None

ATTACHMENTS

1. Summary of financial management policy updates
2. Proposed updated financial management policy

AGENDA & SUMMARY REPORT TO:

None

AGENDA ITEM NO. _____

Summary of Financial Management Policy Changes April 2022

Topic	Section #	Change
Contents	N/A	Added Chapter 15 – Compliance Requirements for Federal Awards
Chapter 1 – Introduction and purpose	N/A	Added Chapter 15 – Compliance Requirements for Federal Awards
Chapter 2 – Budget	2.2	Added “fiduciary” to the fund types the City may maintain
Chapter 4 – Capital Assets	2.4	Updated Leased Property and Equipment section to comply with GASB 87
Chapter 4 – Capital Assets	3.2	Updated definition of Intangibles to include leases and subscription-based technology agreements
Chapter 4 – Capital Assets	3.3.4	Added paragraph for the capitalization of aggregate assets to comply with GASB changes to the capital asset guidance
Chapter 4 – Capital Assets	4	Added new section for Asset Retirement Obligations to comply with GASB 83
Chapter 8 – Purchasing	1.12	Added section referencing the new Chapter 15 – Compliance for Federal Awards
Chapter 9 – Disposal of City Property	4	Added section referencing disposal of property acquired with federal funds
Chapter 15 – Compliance Requirements for Federal Awards	All	Added new section per ARPA regulations
Definitions	N/A	Added definitions for Federal Award, Federal Award Recipient, and Subrecipient
Asset Capitalization Schedule	N/A	Added categories for leases and subscription-based technology agreements and leasehold improvements



City of Cody

Financial Management Policy

Updated April 2022

Contents

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Chapter 1 - Introduction and Purpose

The purpose of establishing this policy is to ensure that financial resources are available to meet the present and future needs of the citizens of Cody, to document a framework for fiscal decision-making, and protect the integrity of the City and its use of public funds. This policy shall be reviewed annually to ensure the effectiveness and appropriateness of current policies and to comply with changing accounting and legal requirements.

When conducting business on behalf of the City, it is the responsibility of each City employee, elected official, and appointed official to adhere to the policies as set forth. It shall be a function of the General Government office to make routine and periodic checks to ensure City employees are complying with all financial policies. An annual training on any policy changes will be conducted by the General Government office and shall be mandatory for all department heads, supervisors and appropriate staff.

Non-compliance with this policy will be reported to the Finance Officer who will contact the responsible Department Head and/or the City Administrator for review. Policy statements are adopted by the Council and occasionally exceptions may be appropriate and required. However, exceptions to stated policies will be specifically identified, and the need for the exception will be documented and fully explained.

Specifically, this policy framework mandates the following fiscal objectives:

1. *Budget:* Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services. Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to ensure fiscal stability and the effective and efficient delivery of services. Ensure compliance with State Statutes pertaining to budget requirements.
2. *Cash, Investments, and Fund Balances:* Maintain cash, investments, and fund balances at levels sufficient to protect the City's creditworthiness, maintain a stable financial position, and plan for emergencies.
3. *Capital Assets and Depreciation:* Establish guidelines and set rules for capital asset acquisitions, depreciation, and disposals to comply with Wyoming State Statutes, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements.
4. *Capital Improvements Program:* Establish a planning process that identifies the capital investments the City of Cody intends to make over a period of time. The CIP is used to (1) facilitate inter-departmental participation in the identification of potential capital projects and purchases; (2) identify and prioritize the current and future capital needs in each area of service within the City; and (3) match available financial resources to the capital needs of the community.

5. *Debt:* Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.
6. *Investments:* Invest the City's operating cash and reserves to ensure its safety, provide for necessary liquidity, and optimize yield.
7. *Purchasing:* Establish guidelines for ensuring compliance with State Statutes, obtaining the best quality products and services for the least tax dollars spent, and creating a City-wide system that emphasizes accountability and fiscal responsibility.
8. *Disposal of City Property:* Ensure that the City's property is safeguarded from improper disposal and theft.
9. *Accounting, Auditing, and Financial Reporting:* Comply with prevailing federal, state, and local statutes and regulations, as well as current professional principles and practices. To ensure the legal use of all City funds through adherence to accounting and management practices and standards issued by the Governmental Accounting Standards Board (GASB) and Wyoming State Statutes.
10. *Risk Management:* Maintain a risk management system to reduce the risk of loss to the City, to apply responsive claims management techniques to losses that do occur, and to protect the City from catastrophic losses or an annual accumulation of losses that would cause financial hardship.
11. *Independent Contractors:* Ensure compliance with Internal Revenue Service regulations pertaining to the proper classification and tax treatment of independent contractors.
12. *Grants Management:* Establish an overall framework for guiding the City's use and management of grant resources and to ensure compliance with regulatory requirements related to federal and state grants.
13. *Donations and Contributions:* Establish a process for acceptance and documentation of donations and contributions made to the City to ensure the proper accounting and use of donated and contributed funds and tangible items.
- ~~13.~~14. *Compliance Requirements for Federal Awards:* Establish and maintain an internal control framework over federal awards that provides reasonable assurance that the City is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards.

END OF CHAPTER

Chapter 2 - Budget

SECTION 1 - GENERAL INFORMATION

- 1.1 The Finance Officer is designated as the budget officer and is responsible for maintaining compliance with State Statutes, internal controls, and financial reporting requirements.
- 1.2 Operating budgets are controlled at the unit level and Department Heads are responsible for monitoring line item expenditures.
- 1.3 The City of Cody will prepare annual budgets in compliance with the Uniform Municipal Fiscal Procedures Act.
- 1.4 The City of Cody shall operate under an annual balanced budget ordinance in which operating expenditures shall not exceed operating revenues plus available cash reserves.
- 1.5 The City's budget ordinance will cover a fiscal year beginning July 1st and ending June 30th each year.
- 1.6 The Finance Officer shall prepare annually a budget calendar outlining budget deadlines, meetings, and public hearings in compliance with legal deadlines established by State Statutes.
- 1.7 The City will annually prepare a ten (10) year CIP program in conjunction with the operating budget. Operating expenses for all capital projects will be estimated and accounted for in the operating budget.

SECTION 2 – INTERDEPARTMENTAL AND INTERFUND ACTIVITY

- 2.1 The City will maintain a Vehicle Replacement Fund to replace vehicles and equipment based on a specified schedule developed by the Streets and Vehicle Maintenance Superintendent. Allocations from each City unit into the replacement fund will be based on the current vehicle replacement schedule and allocations will be calculated annually during the budget process.
- 2.2 The City may maintain various capital project, internal service, special revenue, or fiduciary funds as necessary to comply with internal accounting needs, State Statutes, or other outside agency regulations.

SECTION 3 – EXPENDITURES

- 3.1 Purchases that meet the criteria for capitalization as defined in Chapter 4 of this policy shall be budgeted in specific general ledger accounts for capital purchases as part of the CIP program.
- 3.2 Expenditures for supplies and services not associated with specific capital projects shall be budgeted in operating general ledger accounts.
- 3.3 Department heads are responsible for ensuring that expenditures do not exceed the approved budget for their units and programs within each fund.
- 3.4 The budget may include an amount appropriated in a line item for Council Contingency expenses. Expenses charged to this line item must be approved in advance by the City Council.

SECTION 4 – REVENUES

- 4.1 Recurring revenue sources will be budgeted based on historical trends and growth patterns as well as WAM (Wyoming Association of Municipalities) projections in a conservative manner.
- 4.2 The City shall set fees that will optimize user charges for identifiable services in the following manner:
 - 4.2.1 To the extent possible, the rate and fee structure established for enterprise funds will be sufficient to finance all operating, capital, and debt service costs for providing those services.
 - 4.2.1.1 Per State Statutes W.S. 9-1-507 and W.S. 15-7-407, water, sewer, and electric rates must provide adequate revenues to cover depreciation costs of plant and equipment assets.
 - 4.2.2 To the extent practical, any City service which is of a higher level to or benefits specific recipients shall be supported by user fees designed to recover costs from those recipients. Examples are certain recreation programs, programs to be funded through user fees and registration charges, building and code enforcement activities funded through permit fees, municipal court activities funded through fines and other activities as designated by Council.
 - 4.2.3 When user fees are based on cost recovery said costs shall be reviewed every three years or more often if deemed necessary, and fees shall be adjusted as necessary.
- 4.4 One-time or non-recurring revenues shall not be used to finance current ongoing operations. Such revenues shall be used only for non-recurring expenditures.

SECTION 5 – BUDGET TRANSFERS AND AMENDMENTS

- 5.1 The City Administrator has the authority to transfer funds within a unit's budget or between programs within the same unit as set in the budget ordinance. All budget transfer requests must be approved by the City Administrator and shall be made in writing using the online Request for Appropriation or Transfer of Funds form. Requests shall be processed and tracked by the Finance Officer.
- 5.2 All expenditures in excess of budgeted appropriations requiring a budget amendment must be approved through a Resolution by the City Council per State Statutes. A budget amendment is required whenever a change is necessary to the original budget ordinance (i.e. moving expenditures between funds or units, or incurring expenditures in excess of fund's budget). A budget amendment is also required for the purchase of un-budgeted capital equipment, capital projects, or repairs meeting the capitalization requirements. All budget amendment requests must be approved by the City Administrator and shall be made in writing using the online Request for Appropriation or Transfer of Fund form. Budget amendment requests shall be processed and tracked by the Finance Officer.

END OF CHAPTER

Chapter 3 - Cash, Investments, and Fund Balances

SECTION 1 – PURPOSE

Minimum cash and investment balances will be maintained to ensure:

- 1.1 Adequate financial resources are available to conduct the normal business of the City and ensure the continued delivery of services in the event of any short-term interruptions in cash flow
- 1.2 Adequate accumulation of financial resources for use in capital acquisitions or to comply with legal requirements.
- 1.3 Adequate financial resources to respond, in a planned and decisive manner, to long-term or permanent decreases in revenues.
- 1.4 Adequate financial resources to provide continued delivery of public safety, utilities, and essential infrastructure maintenance services in response to natural disasters or emergency situations.

SECTION 2 – CASH AND INVESTMENTS LEVELS

- 2.1 General Fund – Cash and investment balances of no less than 6 months of operating expenses for the ensuing fiscal year shall be reserved.
- 2.2 Solid Waste Fund – Cash and investment balances of no less than 12 months of operating expenses for the ensuing fiscal year shall be reserved.
- 2.3 Water Fund – Cash and investment balances of no less than 12 months of operating expenses for the ensuing fiscal year shall be reserved. Any additional reserves that may be required based on grant or loan requirements shall be set by the Council as needed.
- 2.4 Wastewater Fund – Cash and investment balances of no less than 12 months of operating expenses for the ensuing fiscal year shall be reserved. Any additional reserves that may be required based on grant or loan requirements shall be set by the Council as needed.
- 2.5 Electric Fund – Cash and investment balances of no less than 6 months of operating expenses for the ensuing fiscal year shall be reserved.
- 2.6 Debt Service – In addition to other minimum cash and investment balances, the total budgeted debt service requirement for one (1) year or the legally required amount in relation to a debt issue shall be maintained in any fund which has outstanding debt.

- 2.7 Restricted Cash and Investments - Any amount specifically identified as being necessary for financial reporting or legally required for a unique operating aspect of a particular fund, or as determined by the City Council shall be considered restricted.
- 2.8 GASB Statement No. 54 - The City shall report fund balances in accordance with GASB Statement Number 54 in the governmental fund financial statements in the following categories:
- Nonspendable – resources which cannot be spent because they are either (a) not in spendable form or; (b) legally or contractually required to be maintained intact.
 - Restricted – resources with constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
 - Committed – resources which are subject to limitations the government imposes upon itself at its highest level of decision making, and that remain binding unless removed in the same manner.
 - Assigned – resources neither restricted nor committed for which a government has as stated intended use as established by the City Council or official to which the City Council has delegated the authority to assign amounts for specific purposes.
 - Unassigned – resources which cannot be properly classified in one of the other four categories. The General Fund is the only fund that reports a positive unassigned fund balance amount. Unassigned balances also include negative balances in the governmental funds reporting resources restricted for specific programs.

SECTION 3 – USE OF CASH AND INVESTMENTS TO BALANCE THE BUDGET

- 3.1 Any amounts that exceed the total cash and investment balances in any fund are available for budget appropriation. Unless otherwise encumbered or restricted by the City Council.

SECTION 4 – ANNUAL REVIEW OF CASH, INVESTMENTS, AND FUND BALANCES

- 4.1 As part of the annual budget process, the Finance Officer will present for Council consideration the estimated cash, investments, and fund balances for the ensuing fiscal year.

END OF CHAPTER

Chapter 4 - Capital Assets and Depreciation

SECTION 1 – CAPITAL ASSETS DEFINITION

- 1.1 Capital assets are real, intangible, or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated useful life of greater than one year (see Asset Capitalization Schedule). A capital asset shall be reported and, with certain exceptions, depreciated based on the depreciation schedule set for the particular classification of asset.

SECTION 2 – RECORDING CAPITAL ASSETS

- 2.1 Capitalized Cost - Capital assets shall be recorded at their acquisition, construction or historical cost and include all costs associated with placing the asset in service including but not limited to insurance during transit, freight, and installation costs. In the absence of historical cost information an estimated historical cost may be used. Capital assets shall be recorded and depreciated in the fund in which the purchase, transfer, construction, or donation occurred. In the case of assets purchased, constructed, or donated in a capital project fund for use by another fund the asset will be recorded in the fund in which the asset is used. All capital assets shall be assigned a tag number and entered into the asset management system by the Finance Officer for tracking, reporting, and depreciation purposes. An Asset Acquisition form shall be completed by the Finance Officer for each asset capitalized.
- 2.2 Maintenance and Repairs - Maintenance and repairs allow an asset to continue to be used during its originally established useful life and costs shall be expensed in the period incurred. However, some maintenance and repair costs may significantly extend the life of the asset. In such cases, maintenance and repair costs shall be capitalized subject to the following guidelines:
1. The estimated useful life of the asset is extended by more than 25%
 - AND
 2. The maintenance or repair cost is equal to or exceeds the capitalization threshold for the asset's classification
- 2.3 Capital Asset Donations/Contributed Capital - Property donated to the City shall be recorded and depreciated as capital assets if the property meets the capitalization threshold for the asset's classification. Donated property is recorded at fair market value or assessed value if available on the date of acquisition. Donated property includes both tangible and intangible items.
- 2.3.1 Open space property received by the City as part of a subdivision development plan and any infrastructure installed at the expense of the customer (such as water, sewer or electric lines, curb, gutter and sidewalk, etc.) shall be

considered contributed capital and must be reported as such to the Finance Officer in the year the contribution occurred.

- 2.3.2 The receiving department shall complete the online Contributed Capital Asset Form and submit it along with documentation supporting the donation and value to the Finance Officer within 30 days of the contribution.

- 2.4 Leased Property and Equipment -- GASB 87 requires that Leased property and equipment leases that convey control of the right to use another entity's financial asset in an exchange or exchange-like transaction must be reported as a capital lease/financing lease. Where the City is the Lessee, a lease liability and intangible asset shall be recognized. Where the City is the Lessor, a lease receivable and deferred inflow of resources shall be recognized. shall be capitalized if the value of the leased property meets or exceeds the capitalization threshold for the asset classification and the lease agreement meets any of the following criteria:

~~The lease transfers ownership of the property to the City at the end of the lease term.~~

~~The lease contains a bargain purchase option.~~

~~The lease term equals 75% or more of the estimated useful life of the property.~~

~~Leases that do not meet any of the preceding criteria shall be recorded as an operating lease and costs expensed.~~

- 2.5 Construction In Progress - Construction in progress is the economic construction activity status of buildings, infrastructure, and improvements that are substantially incomplete. Construction in progress assets shall be capitalized but not depreciated until the earliest occurrence of substantial completion or the asset is placed in service. Payroll costs are not capitalized for projects completed by City staff.

- 2.6 Subscription-based Information Technology Subscriptions - Under GASB Statement No. 96, a government generally should recognize a right-to-use subscription as an intangible asset and a corresponding subscription liability. A government should recognize the subscription liability at the commencement of the subscription term, which is when the subscription asset is placed into service. This Statement provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised.

SECTION 3 – DEPRECIATION

- 3.1 Depreciation is the process of allocating the cost of tangible property over a period of time. Capital assets shall be depreciated over their estimated useful lives using the straight-line method of depreciation unless the asset is considered inexhaustible. An inexhaustible asset is one whose economic benefit or service potential is used up so slowly that the estimated useful life is extraordinarily long. Inexhaustible assets include land, some land improvements, intangibles, and some works of art and historical collections. Under straight line depreciation the basis of the asset is written off evenly over the useful life of the asset until the salvage value is reached.

3.2 Classifications/Categories - Capital assets purchased, constructed, or donated or contributed that meets the established capitalization thresholds shall be classified using the following standardized classification/category schedule:

- Land – the surface or crust of the earth that can be used to support structures, used to grow crops, grass, shrubs, and trees. Land is characterized as an inexhaustible asset.
- Land Improvements – land improvements consist of site preparation and site improvements that ready land for its intended use. Includes improvements such as retaining walls, fences, landscaping, parking lots, irrigation systems, and pathways and trails. Land improvements can be characterized as either exhaustible or inexhaustible.
- Intangibles – an intangible asset is one that does not have physical substance but (1) can be sold, transferred, licensed, rented or exchanged for value; or (2) it arises from contractual or other legal rights. Internally generated intangible assets are those created or produced by the government itself or by a contracting party acting on the government’s behalf. GASB Statement #51 establishes the presumption that intangible assets have an indefinite useful life unless there are legal, contractual, regulatory, or technical factors that overcome that presumption. Intangible assets include certain leases and subscription-based technology agreements, certain studies and plans, easements, water rights, land and mineral use rights, patents, and trademarks.
- Buildings – a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls and is not intended to be transportable or moveable.
- Building Improvements – improvements that materially extend the useful life or value of a building. Includes improvements such as electrical and plumbing, elevators, doors/windows, lighting, carpeting, heating and cooling systems, roofing, interior renovations, fire suppression systems, and security systems.
- Leasehold Improvements – improvements made by the City to property the City leases. These improvements typically revert to the lessor at the expiration of the lease. Leasehold improvements are depreciated over the life of the initial lease term or useful life of the improvement, whichever is shorter.
- Other Improvements - facilities (not including buildings) that are built, installed, or established to enhance the use of land for a particular purpose. Includes parking lots, driveways, barriers, recreation and athletic areas and courts, paths and trails, stadiums, plazas and pavilions, retaining walls, etc.
- Furniture & Fixtures – personal property such as appliances, desks, chairs, window treatments, works of art and historical treasures, etc.

- Machinery & Equipment – personal property such as automobiles, trucks, buses, heavy equipment, tools, fitness equipment, playground equipment, computers, mowers, meters, transformers, pumps & valves etc.
- Infrastructure – assets that are normally stationary in nature and can be preserved for significantly more years than most capital assets. Includes curb & gutter, utility lines, substations, streets, roads, storm sewers, lagoons etc.

3.3 Estimated Useful Life, Salvage Value, and Capitalization Threshold - An estimated useful life is the number of years an asset will be useful for its intended purpose. Inexhaustible assets have an infinite useful life.

3.3.1 The salvage value of an asset is the value it is expected to have when it is no longer useful for its intended purpose or the amount for which the asset could be sold at the end of its useful life. Some assets that are subject to rapid obsolescence or those that have no resale market may have no salvage value such as computers and infrastructure. Inexhaustible assets may have a 100% salvage value.

3.3.2 The capitalization threshold is the minimum unit value at which an item is defined as a capital asset and added to the asset records. The capitalization threshold is based on an asset's classification and is set on a per-unit basis.

3.3.3 Estimated useful lives, salvage values and capitalization thresholds for individually capitalized assets shall be based on the Asset Capitalization Schedule.

~~3.3.3~~3.3.4 The City shall capitalize assets whose individual costs are less than the threshold for individual an individual asset if those assets in the aggregate meet or exceed \$50,000.

3.4 Inventory of Capital Assets

To ensure the safeguarding of capital assets a physical inventory of capital assets shall be performed annually. The General Government office shall provide an asset list to each department supervisor. The supervisor or his/her designee shall locate and confirm every asset listed. Assets that have been transferred to another department, cannot be located, or are confirmed as being disposed shall be indicated as such on the list.

3.5 Transfer of Capital Assets

To transfer an asset from one unit to another the unit requesting the transfer shall submit to the Finance Officer an online Asset Disposal Form within 10 days of the transfer.

3.6 Capitalized Inventory

Inventory items that meet the capitalization requirements shall be removed from inventory and capitalized and depreciated during the year it is placed in service.

3.7 Disposal of Capital Assets

See Chapter 9 for guidance on the disposal of capital assets.

SECTION 4 – ASSET RETIREMENT OBLIGATIONS

- 4.1 An asset retirement obligation (ARO) arises from laws, regulations, and court judgements that require state, local, and special purpose governments to retire tangible assets.
- 4.2 The City shall recognize a liability and a corresponding outflow of resources for an ARO when the liability is incurred and can be reasonably estimated.

END OF CHAPTER

Chapter 5 - Capital Improvements Program

SECTION 1 – PURPOSE

- 1.1 The City of Cody's Capital Improvement Program (CIP) is a planning process that identifies the capital investments the City of Cody intends to make over a period of time. The CIP is used to:
- Facilitate inter-departmental participation in the identification of potential capital improvement projects and purchases;
 - Identify the current and future capital needs in each area of service within the City;
 - Prioritize capital projects and purchases within each service area;
 - Match available financial resources to the capital needs of the community.

SECTION 2 - CAPITAL PROJECTS DEFINED

- 2.1 The CIP identifies major improvements and capital purchases needed to improve services to the community. A capital infrastructure or improvement project is defined as:
- Infrastructure or improvement projects as defined by the City's Capital Assets Policy
 - Purchase of equipment, furniture, or fixtures as defined by the City's Capital Assets Policy
 - Purchase of land or intangibles
 - The resulting project will have a useful life of more than one year and the project will result in the creation of a new asset or the extension of an existing asset's useful life, value and/or operational capacity.
- 2.2 Purchases or replacements of land, intangibles, machinery and equipment, infrastructure, buildings, improvement projects, or furniture and fixtures with a cost of less than the amounts listed on the Asset Capitalization Schedule, or projects considered as operational, recurring, or maintenance are not considered part of the CIP and shall be funded through the City's Operating Budget.

SECTION 3 – CAPITAL IMPROVEMENT PLAN DEVELOPMENT PROCESSES

- 3.1 Prior to the annual budget process, the CIP list shall be submitted electronically by the Department Heads to the Finance Officer for all capital equipment purchases and needed improvements meeting the capital definition in section 2.1 that should be constructed or started during the next ten fiscal years.

- 3.2 The CIP list shall include:
- Project name
 - Department
 - Project description summary
 - Project justification
 - Funding sources
 - Expense types (construction, engineering, etc) and amounts
 - Estimated total cost
 - Estimated annual operating costs (maintenance, utilities, personnel, etc)
 - The 10-year projected budget for anticipated costs each fiscal year
- 3.3 The draft proposed CIP shall be reviewed by the City Administrator, Finance Officer, and Department Heads. The finalized proposed CIP shall be presented to the Council for approval during the annual budget work sessions.
- 3.4 The CIP budget for the ensuing fiscal year shall be adopted by the Council along with the annual Operating Budget.

SECTION 4 – REVISIONS TO AN EXISTING CIP

- 4.1 The adopted CIP may be revised upon authorization by the City Administrator and approval by the City Council. Examples of revisions include:
- Cost increases for approved projects
 - Changes in funding sources for approved projects (i.e. grant funded to non-grant funded)
 - Moving projects from a future year to an earlier year or a current year project to a future year
 - Transferring funds from one CIP project to another CIP project between funds or units
- 4.2 Projects proposed during a fiscal year which were not included in the adopted CIP may be added to the CIP upon authorization of the City Administrator and approval by the City Council through a budget amendment.

END OF CHAPTER

Chapter 6 - Debt

SECTION 1 – GENERAL INFORMATION

- 1.1 Debt financing and other obligations permitted to be issued or incurred under Wyoming law, shall only be used to purchase capital assets that cannot be acquired from either current revenues or fund balance/retained earnings and to fund infrastructure improvements and additions.
- 1.1.1 When utilizing debt financing, the City will ensure that the debt is soundly financed by:
- Taking a prudent and cautious stance toward debt, incurring debt only when necessary;
 - Conservatively projecting the revenue sources that will be used to pay the debt;
 - Ensuring that the term of any long-term debt incurred by the City shall not exceed the expected useful life of the asset for which the debt is incurred;
 - Determining that the benefits of the improvement exceed the costs, including interest costs;
 - Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
 - Analyzing the impact of debt service on total annual fixed costs before debt is issued.
- 1.2 The City of Cody will set aside any and all debt payments as part of the annual budgeting process to fulfill contract responsibilities. Whenever possible the Finance Officer will evaluate whether it is fiscally sound to pay additional principal or retire the debt early.
- 1.3 Interest earnings received on the investment of bond proceeds shall be used to assist in paying the interest due on bond issues, to the extent permitted by law.
- 1.4 Pursuant to State law, the amount of debt that can be created is limited to four percent (4%) of the assessed valuation of the taxable property plus an additional four percent (4%) for the building and constructing of sewerage systems. This limitation does not apply to debt incurred for the construction, establishing, extending, and maintaining of water works and supplying water for the municipality and its inhabitants.

SECTION 2 – INTERFUND LOANS

- 2.1 The City Council may authorize interfund loans as needed to keep the funds of the City solvent or to provide funding for capital projects. In conjunction with interfund loans, the Finance Officer shall prepare a planned schedule of repayment of the loan principal plus applicable interest. A reasonable rate of interest based on the external rate available to the City may be charged by the lending fund. In addition, the borrowing fund must anticipate sufficient revenues to be in a position over the period of the loan to make the specified principal and interest payments. For financial reporting purposes interfund loan balances with a repayment period greater than 3 years shall be reduced, and the lender fund shall report a transfer to the borrower fund for the amount that is not expected to be repaid within the 3-year period, regardless of the basis of accounting used in the fund financial statements.

END OF CHAPTER

Chapter 7 – Investments and Deposit Accounts

SECTION 1 – GENERAL INFORMATION

- 1.1 This investment policy is adopted pursuant to the requirements of W.S. 9-4-831(h).
- 1.2 This policy applies to the investment of all public funds maintained by the City of Cody.
- 1.3 Except for cash in certain restricted and special funds, or as required by law or other agreement, the City of Cody will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with Generally Accepted Accounting Principles.
- 1.4 It is the City's policy to hold investments to maturity. Holdings shall not be sold prior to maturity except under the following circumstances:
 - A holding with declining credit may be sold early to minimize the loss of principal.
 - A holding swap that would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the City require that the holding be sold.
 - The Council has declared an emergency and invested funds must be liquidated to cover financial obligations.

SECTION 2 – AUTHORIZATION

- 2.1 No investment or deposit account in the City's name shall be opened or closed without Council approval.
- 2.2 Authority to manage the investment program is granted to the City Administrator and the Finance Officer who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established.

SECTION 3 – INVESTMENT OBJECTIVES

- 3.1 It is the policy of the City of Cody to invest public funds in a manner which will provide a reasonable rate of investment return while assuring the maximum holding of principal, meeting the daily cash flow demand of the City of Cody, and conforming to all federal, state, and local laws and regulations governing the investment of public

funds. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk by:

- Limiting investments to the safest types of holding and diversifying the investment portfolio so that potential losses on individual holdings will be minimized.
 - Structuring the investment portfolio so that holdings mature to meet cash requirements for ongoing operations or capital needs.
 - Investing operating funds primarily in shorter-term sweep account holdings, money market accounts, or similar investment pools.
- 3.2 The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that holdings mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of holdings with active secondary or resale markets. A portion of the portfolio may also be placed in money market accounts or local government investment pools which offer same-day liquidity for short-term funds.
- 3.3 The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk holdings in anticipation of earning a fair return relative to the risk being assumed.

SECTION 4 – STANDARDS OF CARE

- 4.1 Prudence - The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual holding’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of holdings are carried out in accordance with the terms of this policy.
- 4.2 Ethics and Conflicts of Interest - Elected officials, officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial and investment positions that could be related to the performance of the investment portfolio.

- 4.2.1 Personal financial and investment business, as used in this section, does not refer to checking accounts, saving accounts, money market accounts, time

deposits of five (5) years or less, insurance products, deferred compensation and retirement programs, car and home loans, lines of credit, or personal loans.

SECTION 5 – SAFEKEEPING AND CUSTODY

- 5.1 Authorized Financial Institutions - The City Council shall approve all financial institutions authorized to provide investment and depository services. No public deposit shall be made except in a qualified public depository as established by W.S. 9-4-817 through 9-4-822.
 - 5.1.1 Before any person effects any investment transaction on behalf of the City of Cody or offers any investment advice to the City Council, that person shall sign a statement indicating that he has read the policy and agrees to abide by applicable state law with respect to advice he gives and the transactions he undertakes on behalf of the City of Cody. As used in this section, "person" does not include any officer, employee or member of the governing board of the City of Cody for which the investment is made or to which advice is given. As used in this section, "investment" for the purpose of "investment transactions" and "investment advice" does not include deposits in financial institutions as authorized by law.
 - 5.1.2 All financial institutions desiring to become qualified bidders for investment transactions must submit an application and be approved by the City Council as an authorized depository. An annual review of the financial condition and registration of qualified financial institutions and may be conducted by the City of Cody. Authorized depositories shall be designated by the City Council annually each January.
 - 5.1.3 If considered practical, every three years the City shall solicit banking services proposals from authorized financial institutions. Such services may include checking and savings accounts, credit/purchase cards, electronic banking services, merchant card services, and other necessary or desirable banking services.
- 5.2 Suitable and Authorized Investments - The City of Cody will only invest in those types of holdings as allowed in W.S. 9-4-817 and 9-4-831, and any other state law authorizing a type of investment including certificates of deposit, treasury bills, mortgage obligations, and federal agency securities.
- 5.3 Collateralization - In addition to the collateralization requirements found in W.S. 9-4-821, collateralization will also be required on time deposits and repurchase agreements.
 - 5.3.1 In order to anticipate market changes, amounts of funds on deposit, and to provide an adequate level of holding for all deposited funds, the collateralization level will be 100%, or higher as required by law, of the higher of par or market value of the deposits. The market value will include accrued interest.

5.3.2 The adequacy of the pledged collateral will be measured by the market or par value of the collateral, whichever is the lesser. Authorized instruments for collateralization are those found in W.S. 9-4-821.

- 5.4 Repurchase Agreements – The City may invest in repurchase agreements involving securities which are authorized investments under State Statutes. The securities may be held in a custodial arrangement with a member bank of the Federal Reserve System or in a segregated account at a Federal Reserve System bank. The repurchase agreement must provide for daily valuation and have a minimum excess market price reserve of one hundred two percent (102%) of the investment.

SECTION 6 – INVESTMENT PARAMETERS

- 6.1 The investments shall be diversified by:
- Limiting investments to avoid over-concentration in holdings from a specific issuer or business sector (excluding U.S. Treasury and Agency Holdings).
 - Limiting investment in holdings that have a rating of no less than AA-, or A3
 - Investing in holdings with varying maturities.
 - Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, sweep accounts, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing operations.
- 6.2 To the extent possible, the City of Cody shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Cody will not directly invest in holdings maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances.
- 6.3 Reserve funds and other funds with longer-term investment horizons may be invested in holdings up to ten (10) years upon the approval of the City Administrator and if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.
- 6.4 Any investment currently held by the City of Cody that does not meet the guidelines of this policy at the time the policy is adopted or amended shall be exempted from the requirements of this policy. At maturity or liquidation, such funds shall be reinvested only as provided by this policy.

END OF CHAPTER

Chapter 8 - Purchasing

SECTION 1 – GENERAL INFORMATION

- 1.1 Tax Exempt Status - The City of Cody, a municipality, is exempt from most city and state sales taxes, and some excise taxes in Wyoming. The City of Cody may also be exempt from other State's sales taxes if that state participates in the Streamlined Sales & Use Tax Agreement with the State of Wyoming. The City of Cody's Federal Tax Identification number is 83-6000052 and the State Tax Exempt number is 11-0-00168. These numbers must only be used for City of Cody business purposes.
 - 1.1.1 It is the expectation that all employees who make purchases on behalf of the City ensure the vendor is informed of the City's tax-exempt status. Proof of exemption may be required and proper documentation may be obtained from the Finance Officer.
- 1.2 Necessity of Purchase - Purchases shall be made only as required and inventories shall only be maintained at a level so that the day-to-day operation of the City is not adversely affected. It is the responsibility of each employee of the City of Cody to promote cost reduction and improve supplier service by prudent investigation of vendor and product selection.
- 1.3 Vendor Relations - It is the policy of the City of Cody to maintain and practice the highest possible standards of business ethics, professional courtesy and competence in all of its dealings. At all times, applicable laws must be observed. In this regard, the following should be observed when dealing with suppliers and their representatives:
 - Provide prompt and courteous reception, as well as fair and equal treatment, to all suppliers and their representatives.
 - Guarantee the confidentiality of all specifications and price quotations made by vendors prior to bid opening.
 - Decline to take advantage of suppliers' errors, and show consideration for suppliers' difficulties by cooperating whenever possible.
 - Avoid putting suppliers to unnecessary expense or inconvenience on obtaining product information or when returning goods.
 - Explain as clearly and fully as possible to suppliers the reason for the rejection of their bids/proposals.
 - Keep informed about sources of supplies, methods, services, and materials.
 - If for any reason one supplier is permitted to re-quote, all suppliers shall be given the same opportunity. Re-quoting should be restricted to an absolute minimum.
- 1.4 Use of Municipality Name and Credit - The City of Cody's name shall not be used to receive or request personal discounts, obtain credit for personal benefit, or for any other personal gain.

- 1.4.1 Employees are prohibited from using a City vendor account to make personal purchases.
- 1.4.2 When employees are making purchases on behalf of the City they are prohibited from using a personal discount card, rewards card, points card, or other store or vendor program that provides cash or other tangible benefit to the employee.
- 1.4.3 Employees are prohibited from using personal vendor accounts to make purchases on behalf of the City. Examples include but are not limited to Ebay, Amazon, and other store and online accounts.

1.5 Gifts and Gratuities

- 1.5.1 No employee, appointed official, or elected official shall solicit or receive any pay, commission, money or thing of value, or derive any benefit, profit or advantage, directly or indirectly, from or by reason of any improvement, alteration or repair required by authority of the city or town, or any contract to which it is a party, except his lawful compensation as an officer or employee. Additionally, no officer or employee shall solicit, accept or receive, directly or indirectly any pass, free ticket, free service, or any other favor upon terms more favorable than those granted the public.
- 1.5.2 No gift or gratuity shall be accepted by any City employee, appointed official, or elected official from a vendor unless it is made available to use by all City employees and may not be used in such a manner that vendors/suppliers are advertised by the City of Cody. The City may terminate at no charge or further obligation to the City any contract and/or agreement if it is found that gifts or gratuities were offered to or received by a City employee.

1.6 Purchases from Employees or Agents of the City - Authorization to purchase goods or services in excess of \$1,000 from a City of Cody employee or a business owned, wholly or in part, by a City employee shall be authorized by the City Administrator, Mayor or Council President prior to purchase.

1.7 Loan of Equipment and Materials - The loan or use of any materials, equipment, tools, fixtures or other items which are the property of the City for other than City business is restricted to other governmental agencies, utility companies, and those under contract with the City with the written consent of the Department Head. It is the Department Head's responsibility to ensure any loaned material is replaced within a reasonable time frame and the replacement is of comparable quality to the material loaned. It is also the Department Head's responsibility that the loaned equipment is adequately insured by the borrowing agency as necessary. A copy of the proof of insurance shall be delivered to the Administrative Services Officer.

- 1.7.1 City employees, appointed officials, or elected officials are not authorized to use City property for personal use that is not also readily available for use by the general public unless such use is a benefit to the City and facilitates the performance of the employee's or official's normal work duties.

- 1.7.2 If an item loaned is included in the department's inventory, the department shall indicate on the periodic inventory count report which item(s) are on loan, and to whom it was loaned. These items shall be marked as reserved in the Materials Management program until such time as they are returned. Departments are responsible for notifying the Finance Officer on the periodic inventory count report when loaned items are returned and on what date.
- 1.8 Price Escalation/De-Escalation - At its discretion, the City of Cody will accept for consideration any bids proposing price escalation/de-escalation on commodities where costs are so unstable that the supplier cannot predict with certainty a firm price for the immediate future.
- 1.9 Original Contract Documents and Agreements - All original contracts and agreements will be kept on file in the central files of the General Government office and copies may be held with the appropriate departments.
- 1.10 Employee Expense Reimbursements - To avoid incurring costs that may not be reimbursable or committing the City to costs that cannot be paid using City funds, it is the employee's responsibility to check the purchasing policy of the City before incurring any expense. Certain expenses may be subject to specific procurement rules and requirements.
- 1.10.1 Unless there is an unforeseeable and unavoidable circumstance, all purchases made for City purposes shall be paid by the City directly to the vendor through an invoice or purchasing card transaction.
- 1.10.2 In the event an employee must make a purchase on behalf of the City using personal funds and reimbursement will be requested, such purchases are subject to the requirements outlined in this Purchasing Policy. Any purchases made by City employees on behalf of the City which do not follow the requirements of these sections may not be reimbursed.
- 1.10.3 Any purchases made by City employees on behalf of the City where reimbursement will be requested that do not support the mission of the City and do not reflect proper stewardship of City funds may be considered by the City as non-permissible expenses and may not be reimbursed.
- 1.10.4 Reimbursements requested shall be made in the following manner for the reimbursement to be processed:
- 1.10.4.1 The purchase shall be described on a City Voucher with a perjury statement signed by the employee requesting the reimbursement.
- 1.10.4.2 The requesting employee's supervisor and Department Head shall sign the voucher authorizing the reimbursement.
- 1.10.4.3 The original vendor receipt must be attached to the voucher.

1.10.4.4 The City of Cody will not reimburse any sales taxes paid on the purchase.

1.11 Vendor Credit Accounts – Any new vendor accounts that require a credit application to be completed may only be established by the General Government office and must be approved by the City Administrator in advance of any purchases being made.

~~1.11~~ 1.12 Federal Procurement Requirements – The City shall comply with all federal procurement requirements as outlined in Chapter 15 of this policy.

SECTION 2 – LOCAL AND SOLE SOURCE PURCHASES

2.1 Local Purchase Guidelines - The City of Cody will strive to purchase materials, supplies and services from local vendors when possible, reasonable, and feasible to do so.

2.2 Sole Source Purchases - Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service.

2.1 If a sole source purchase is made from a new vendor the purchase shall be approved in writing in advance by the City Administrator.

SECTION 3 – PURCHASING AUTHORITY AND PARAMETERS

3.1 Authority
Only full time and regular part time employees are authorized to make purchases on behalf of the City. Provisional employees may be granted permission to make purchases with written authorization from the appropriate Department Head. The City Administrator is authorized to sign contracts related to the purchase of budgeted goods and services under \$35,000.

3.2 Purchases of Materials and/or Services of \$15,000 or more
The initiating department must solicit a minimum of 3 quotes from appropriate qualified vendors. The quotes shall be documented and attached to the voucher for payment to be processed. This does not apply to sole source purchases.

3.3 Public Improvement Contracts of \$35,000 or more
Purchases that meet the definition of a Public Improvements Contract shall follow the bid process as outlined in Section 8 of this policy.

3.4 Professional Services Contracts
Purchases of services that meet the definition of a Professional Services Contract shall follow the process as outlined in Section 9 of this policy.

3.5 Emergency Purchasing
In the event of a local disaster as declared by the City Council the City shall comply with this purchasing policy to the extent practicable. Purchases for acquiring goods or

services necessary for the immediate preservation of health and safety may be authorized after acquisition when a delay in acquiring the goods or services will cause immediate risk to health and safety.

3.6 Employee Meals

Unless part of conducting City business, employee meals are considered donations and as such are prohibited under the Wyoming Constitution, Article 16, Section 6.

3.7 Miscellaneous Purchases for Employee Use

Items which are allowed to be purchased with City funds for employee use include:

- Break room items such as regular coffee, tea, sugar, creamer, water, cups, plates, napkins, utensils, etc
- First aid supplies such as Band Aids, bandages, tape, antiseptic wipes, wound dressings, eye wash, burn treatment, gloves, etc

Items which are NOT allowed to be purchased with City funds for employee use include:

- Oral pain relievers, supplements, vitamins, cold medications, etc other than what is included in the kits provided by the City's first aid supplier
- Alcoholic beverages, juice and fruit drinks, soda pop, flavored coffee, flavored creamers, etc
- Flowers, food, candy, or decorations for individual offices or workspaces
- Party supplies, party decorations, or gifts for employees

SECTION 4 – RECEIVING PROCEDURES AND CHECK REQUESTS

4.1 Upon receipt of materials or services, and acceptance by the department making the purchase, the supplier's packing list or job ticket shall be verified to the shipment. Payment will be made after City staff has accepted delivery of the goods purchased and the invoice is received and processed. Payment will be made from a supplier's invoice and not from a supplier's statement.

4.2 The receiving department shall inspect materials and/or services before approving payment. Upon discovery of any defects, the magnitude of the defects shall be considered, and the supplier shall be contacted. Arrangements shall be made for the return and replacement of the material, or an adjusted price shall be negotiated.

4.3 In the event materials purchased must be returned to the vendor for credit and the purchase invoice has already been submitted to Accounts Payable the returning department shall code and submit the vendor's credit memo to Accounts Payable to ensure proper credit is received by the City. If materials being returned are exchanged for a similar item of the same cost and will not result in a credit from the vendor a credit memo is not required.

4.3.1 Credit back for returned purchases much be credited to the City with a credit on the City's vendor account, credited to the purchase card originally charged,

or refunded to the City by check. Employees may not accept cash or gift card refunds for vendor credits.

- 4.4 No payments shall be made to a vendor without a written invoice, documentation, or contract to support the expenditure. All vendor invoices and credit memos shall be submitted from the vendor directly to Accounts Payable for processing. Invoices and credit memos shall not be emailed, mailed, hand delivered, or faxed to individual departments or employees. At the time of procurement, employees shall provide to the vendor the legal point of contact for all invoices and credit memos. The legal point of contact is:

Mail	Email	Fax
City of Cody Attn: Accounts Payable PO Box 2200 Cody, WY 82414	ap@cityofcody.com	Attention Accounts Payable 307-527-6532

- 4.5 Invoices must be in written format and contain the following information:
- Billed to the City of Cody (invoices shall not be billed to an individual employee, department, or facility name)
 - Complete Name, Address and Phone Number of Vendor
 - Invoice Number
 - Date
 - Itemized, Detailed Description of Items Purchased
 - Amount (including shipping and handling)

- 4.6 All vouchers and invoices shall be electronically routed from Accounts Payable to the appropriate supervisor or Department Head for processing in accordance with the voucher schedule. Departments shall electronically code, sign, and return invoices to Accounts Payable for processing no later than 5 business days from the date the invoice was distributed. If there are extenuating circumstances that prevent the submission of an invoice within this time frame the department shall notify Accounts Payable.

- 4.6
- 4.7 Checks are issued for completed and properly coded invoices within two working days after approval during a regular or special City Council meeting. Completed invoices must be submitted in accordance with the deadlines provided in the voucher schedule. Requests for check issuance outside these guidelines must be approved by the Finance Officer and/or the City Administrator then approved by City Council before the check will be issued. Requests to re-issue a previously approved check that has not been cashed must be approved by the Finance Officer or Administrative Services Officer. The pre-signing of blank checks is prohibited.

- 4.7.1 Certain obligations must be paid outside the regular Council approval schedule due to legal or contractual requirements. Such payments include but are not limited to federal withholding taxes, retirement contributions, wage garnishments, court appearance bond refunds, sales taxes collected, banking charges, etc. The Administrative Services Officer and Finance Officer are

authorized to initiate these types of payments when they become due to avoid penalties and fees.

- 4.7.2 Checks approved by the City Council may be converted to an electronic payment format with the approval of the City Administrator in cases where the remittance of a physical check to a vendor would result in late fees, penalties, discontinuance of service, or when the situation requires immediate funds to settle a transaction (such as a debt service payment or retainage payment into escrow). All electronic payments will be coordinated and submitted by the Finance Officer or Administrative Services Officer through the City's approved financial institution to ensure that the electronic payment is necessary and all required documentation is provided and appropriately approved.
- 4.7.3 The use of PayPal or any other form of third-party electronic payment method other than City issued purchase cards for making purchases on behalf of the City is prohibited.
- 4.8 Payment to a vendor may not be released if a W9 form is required but is not on file with the City.
- 4.9 Payments for City purchases may not be made in cash except as outlined in Section 6 Use of Petty Cash or Section 7 Confidential Funds in this chapter.

SECTION 5 – INVENTORY PURCHASES

- 5.1 It is a requirement of GAAP that inventory is properly accounted for according to a particular set of standards, so as to limit the potential of understating inventory value, and to limit the potential to overstate the value of inventory which has, in fact, materially depreciated in value.
- 5.2 Inventory shall be recorded at cost when purchased and charged at average cost when used under a perpetual inventory system using the purchases method unless the cost exceeds market value due to obsolescence.
- 5.3 The City will maintain sufficient levels of materials and supplies in inventory to reasonably facilitate the day-to-day operations of the City. Most units maintain immaterial levels of supplies; however, certain units require higher levels of inventory on hand. Excessive amounts of inventory are discouraged and it is the expectation that all units maintaining inventory will practice just-in-time purchasing when practical to limit the amount of unneeded inventory in stock.
- 5.4 All materials which are purchased and intended to be placed in service as part of the City's infrastructure or other assets, systems operations and all goods purchased for resale shall be considered inventory if the aggregate value is material to the financial statements and/or considered high risk for internal control purposes. These items include but are not limited to:

5.4

- Transformers, meters, hydrants and associated parts
- Pipe, conduit, pumps, poles, electric cable and wire
- Arrestors, capacitors, CTs, PTs, pad mount switches, pedestals, vaults, & sectionalizing cabinets
- Street chipping and grading materials
- Auto repair and replacement parts, tires, oil, antifreeze, fluids and lubricants that are charged out to other departments

5.5 Consumable items such as office supplies, break room supplies, cleaning supplies, chemicals, maintenance supplies, etc. will not be inventoried. Low value bulk supplies such as nuts, bolts, screws, washers, nails, sprinkler parts, small fuses, etc. whose usage cannot be attributed directly to an item placed in service are considered consumable supplies and not included in inventory counts or valuation.

5.6 Items which are removed from inventory and placed in service then returned to inventory for later use or disposal shall be considered salvage and therefore not included in inventory counts or valuation.

5.7 Inventory items that meet capitalization requirements shall be removed from inventory and capitalized and depreciated during the year it is placed in service.

5.8 Obsolete inventory items shall be removed from the inventory list and their costs written down. The City will consider materials in inventory obsolete when any of the following criteria are met:

- There has been no usage of the item(s) during the previous 12 months and the item(s) are not being held for a specific future purpose.
- The item(s) cannot be used due to damage, expired shelf life, breakage, or are being held only for parts for repairing other inventoried items.
- The item(s) have been declared surplus or scrap material and are set to be disposed.

5.9 On a quarterly schedule, each department that maintains inventory (as described above) will undertake a physical count of the inventory on hand as of the last day of each calendar quarter and provide an inventory count report to the Senior Accounting Technician for review. Any discrepancies between the computer count and physical count will be researched by the Senior Accounting Technician and appropriate department personnel. The inventory process shall be completed within 10 days of each quarter end date.

5.9

5.10 Inventory materials purchased for grant funded and capital projects shall be coded to the specific grant or project expense line item when purchased. Inventory materials utilized in a grant funded project shall be recorded as issued when the materials are installed and shall be specifically identified on the issuance transaction as installed in the grant or capital project.

SECTION 6 – USE OF PETTY CASH

- 6.1 Petty cash funds have been designated at the following locations: City Hall, Recreation Center, seasonally at the mini-golf facility, and Police Department. The maximum amount allowable for distribution at any one time is \$25. Any distributions from petty cash higher than \$25 must be approved in advance by the appropriate Department Head, Administrative Services Officer, or the Finance Officer. Other locations may maintain a petty cash account if authorized by the Finance Officer or his/her designee. Any location maintaining a petty cash account will be subject to periodic audits performed by the General Government office. Each unit maintaining a petty cash account shall designate separate individuals to act as a custodian and a reconciler.
- 6.2 Use of petty cash should be limited to expenditures that cannot be paid through the accounts payable system or by purchase card. Purchases may also be made through petty cash when the purchase amount is nominal and processing payment through accounts payable would be prohibitively costly compared to the original purchase price. A Petty Cash Voucher must be signed by the receiving individual and a receipt must accompany all payments out of petty cash.
- 6.3 Departments maintaining petty cash funds shall reconcile the cash on hand and receipts and submit a voucher for replenishment of the fund on at least a quarterly basis or more frequently as deemed necessary.

SECTION 7 – CONFIDENTIAL FUNDS

- 7.1 Confidential funds are issued in order to purchase information and services from confidential informants, to purchase evidence and cover related undercover expenses that are not reimbursed through normal City or department procedures.
- 7.2 The City of Cody shall establish a Confidential Petty Cash Fund at the Cody Police Department in the amount of \$2,500 which shall be restricted to authorized personnel only as designated by the Chief of Police or his/her designee. Funds to establish the account shall come from any forfeiture money allotted to the City by the Department of Justice, or through the General Fund reserves on approval by the City Council. The Cody Police Department is responsible for maintaining all records associated with the use and receipt of confidential funds. Confidential funds will only be assigned to those department members authorized by the Chief of Police or his/her designee.
- 7.3 The police department shall manage, maintain, and audit confidential funds according to police department policy.
- 7.4 The confidential funds account is subject to random, periodic audits as deemed necessary by the Finance Officer.

SECTION 8 – PUBLIC IMPROVEMENT CONTRACTS LET BY BID

The following information is summarized from Wyoming State Statutes 15-1-113 and 16-6-101 through 16-6-708. Refer to these Statutes for full requirements.

- 8.1 The City of Cody shall put out for bid and advertise all contracts for public improvements when required by law, and shall determine whether or not other projects are best suited for bid or determined by internal selection.
 - 8.1.1 Projects completed utilizing only in-house labor (City staff), or projects where the primary purpose is emergency work or maintenance, are not required to be bid. If any portion of a project for public improvements will include a contract with an outside party, the City will bid and/or advertise those portions of the project which will be performed by contractors when required by law.
- 8.2 Wyoming State Statutes apply to contracts for any time of public improvement, excluding contracts for professional services. In particular, W.S. 15-1-113 applies to Contracts for Public Improvements and W.S. 16-6-101 through 16-6-708 applies to Public Works and Contracts.
 - 8.2.1 As defined in W.S. 16-6-101(a)(ix), public work includes alteration, construction, demolition, enlargement, improvement, major maintenance, reconstruction, renovation and repair of any major highway, public building, public facility, public monument, public structure, or public system.
 - 8.2.2 Public improvements are considered maintenance work when the improvements are undertaken to preserve an asset's operational status without extending its useful life by 25% or more, or reconstructing or replacing the original asset in its entirety. Such maintenance may be considered preventative, periodic, or corrective in nature.
 - 8.2.3 Public improvements are considered emergency work when the condition of an asset requires immediate corrective action to preserve the safety of persons and/or property.
 - 8.2.4 As defined in W.S. 16-6-101(a)(v), major maintenance means the repair or replacement of complete or major portions of building and facility systems at irregular intervals which is required to continue the use of the building or facility at its original capacity for its original intended use and is typically accomplished by contractors due to the personnel demand to accomplish the work in a timely manner, the level of sophistication of the work, or the need for warranted work.
- 8.3 Every contract shall be executed by the Mayor or in their absence or disability, by the president or other presiding officer of the governing body and by the clerk or designee of the governing body.

- 8.4 Upon issuance of a certificate of substantial completion or certificate of final completion, the City of Cody shall post the notice of the issuance on the state procurement website or the City of Cody's official website.

SECTION 9 – PROFESSIONAL SERVICE CONTRACTS

- 9.1 The purpose of this section is to establish a policy for the selection of professionals that may be necessary to complete a project. Competitive bidding of professional services is not required. The intent is to select the most qualified consultant to serve the City.
- 9.2 The selection of the Consultant ultimately determines the characteristics of the project, potential construction costs, and possibly the operating and maintenance costs for many years.
- 9.3 After Council approval, the Mayor, or in his/her absence, the Council President, must sign the contract and copies must be given to the Administrative Services Officer, the Consultant, and the Project Administrator. The Consultant must be notified to proceed and informed of the name of the contact at the City, (normally the project administrator). The Project Administrator must provide all pertinent information to the Consultant, monitor the work, render decisions on behalf of the City and authorize payments to the Consultant.

SECTION 10 –VEHICLE PURCHASES

- 10.1 Wyoming State Statutes apply to vehicle purchases. In particular, W.S. 15-1-113 requires that any new vehicles regardless of cost must be advertised. The advertisement shall be published on two (2) different occasions, at least seven (7) days apart, in a newspaper having general circulation in the city and shall state the place, date and time when bids will be received and publicly opened, and the place where interested persons may obtain bid specifications. An automobile or truck offered as trade-in for the purchase of a new vehicle shall also be included in the advertisement.
- 10.1.1 As defined by Statute, "Vehicle" means a device in, upon or by which any person or property may be transported or drawn upon a highway, excluding devices moved by human power or used exclusively upon rails or tracks, implements of husbandry, machinery used in construction work not mainly used for the transportation of property over highways and pedestrian vehicles while operated by a person who by reason of a physical disability is otherwise unable to move about as a pedestrian.
- 10.2 The Department head or his/her designee shall prepare the bid package, including a signed copy of the Advertisement, Information for Bidders, Bid Form, Conditions and Specifications, and One Year Warranty requirement. Bid Security in the amount of 5% of the total bid shall accompany bids for new cars or trucks. An additional Performance Bond may be required in vehicle purchases when substantial modification is necessary to cover unique specifications required in the bid. A notice to proceed and certificate of insurance are not required on vehicle bids.

- 10.3 The appropriate Department Head or his/her designee will review the bids and prepare an agenda summary for the City Council recommending an award, according to the provisions of the bid documents during a regular or special Council meeting

SECTION 11 – PURCHASING CARD PROGRAM

- 11.1 Card Holder Eligibility - In order to receive a City Purchasing Card a card holder must:
- Be a current full time or regular part time City of Cody employee
 - Receive the approval of their Department Head and the Finance Officer and/or the City Administrator
- 11.2 Card Issuance - Employees who are authorized to have a purchasing card will complete a cardholder agreement, which will be signed by the employee's supervisor, Department Head and the Finance Officer.
- 11.3 Limitations and Restrictions - The following restrictions (including but not limited to) may be placed on each individual card, as determined necessary by the employee's Department Head and Finance Officer and/or City Administrator:
- Monthly, daily and per transaction credit limits
 - Limits on number of transactions
 - Merchant category blocking
- 11.4 Unauthorized Purchases - The following is a list of unauthorized Purchasing Card purchases:
- Alcohol or tobacco products
 - Prescription and non-prescription drugs
 - Weapons and ammunition (except for Police personnel)
 - Cash advances
 - Items for personal use
 - Fuel for personal vehicles
 - Purchases or travel outside of the United States
 - Other purchases deemed to be unauthorized by the City Administrator or employee's Department Head
- 11.5 Lost or Stolen Cards - If the Purchasing Card is lost or stolen, the Card Holder shall notify their supervisor and the Finance Officer or Senior Accounting Technician immediately. The cardholder shall contact the card issuer immediately upon discovery and report the card lost or stolen to obtain a replacement card.
- 11.6 Disputed or Fraudulent Charges - If the Card Holder is disputing a charge or believes there is a fraudulent charge on the card, they shall notify their supervisor and the Finance Officer or Senior Accounting Technician immediately upon discovery. The charge must be disputed electronically in the CEO Commercial Card Portal.
- 1.6.1 If the Card Holder believes the merchant has charged the account incorrectly or there is an outstanding quality or service issue, the first

contact shall be between the Card Holder and the merchant to try to resolve the error or problem. If the matter is resolved directly with the merchant, and the error involved an over charge the Card Holder shall request a credit adjustment to appear on the next statement. If the merchant disagrees that an adjustment is necessary, the Card Holder should immediately contact the card issuer.

11.6.2 Any fraudulent charge or a charge that was not authorized by the Card Holder must be reported immediately to the card issuer. The Card Holder shall provide all documentation, information and statements necessary to resolve the disputed transaction.

11.6.3 If the statement lists a transaction where the goods have not been received the Card Holder shall contact the merchant and attempt to resolve these items. If the dispute cannot be resolved at this level the Card Holder shall report the dispute to the card issuer.

11.6.4 If purchased items or credits are not listed as expected on a statement the Card Holder shall contact the merchant and attempt to resolve the issue. If the purchase or credit does not appear on the next statement after contact with the merchant the Card Holder shall notify the card issuer for assistance in resolving the issue.

11.7 Merchandise Returns – If an item is not satisfactory, received in error, damaged and/or defective, a duplicate order, etc. the following steps should be followed:

11.7.1 The Cardholder makes contact with the vendor to obtain authorization to return the item(s). (Every vendor has different for return policies – make sure your return meets their criteria without incurring a restocking fee). Follow the vendor’s return instructions.

11.7.2 When an item has been returned and a credit voucher received, the Cardholder shall retain the credit receipt for the next months’ statement.

11.7.3 If the vendor has not replaced or corrected the item by the statement cutoff date, then the purchase of that item will be considered in dispute.

11.7.4 Credit back for purchases made on a City purchasing card must be credited back to the original purchasing card or refunded to the City by check. Employees may not accept cash or gift card refunds for purchase card credits.

11.8 Card Holder Responsibilities:

11.8.1 It is the Card Holder’s responsibility to safeguard the Purchase Card and account number.

- 11.8.2 It is the Card Holder's responsibility to advise vendors that the purchase is tax exempt and to verify if there are any discounts available to the City that can apply to the purchase.
 - 11.8.3 It is the Card Holder's responsibility to obtain all itemized invoices, credit memos, and itemized receipts for purchases on the Purchasing Card.
 - 11.8.4 The Card Holder shall not use a City issued Purchasing Card in conjunction with a personal online shopping account such as Paypal, Ebay, Amazon, etc, even if the purchase is for authorized City business.
 - 11.8.5 It is the Supervisor's responsibility to review their employees' Purchase Card account statements for accuracy, to code each purchase to the appropriate General Ledger account and to verify that any expected charges, credits or adjustments appear on the statement.
 - 11.8.6 It is the Supervisor's responsibility to ensure that itemized receipts are submitted by employees, reconciled and electronically attached to the monthly purchase card statements in the CEO Commercial Card Portal.
- 11.9 Compliance with Purchase Card Policy – The City expects that all Card Holders shall follow this policy and use the Purchase Card within the guidelines.
- 11.9.1 The Card Holder is the only person entitled to use the card and the card is not to be transferred to or allowed to be used by anyone other than the Card Holder. The Card Holder may make procurement transactions on behalf of others in their department however the Card Holder is responsible for the validity of purchases made with their card and for obtaining the required receipts.
 - 11.9.2 Violations of this policy may result in loss of purchase card privileges and discipline up to and including termination. Any discipline arising from the misuse of a Purchasing Card shall follow the requirements outlined in the Personnel Manual.
 - 11.9.3 The Finance Officer may suspend an employee's Purchasing Card if the employee is on extended leave from the City.

END OF CHAPTER

Chapter 9 - Disposal of City Property

SECTION 1 – DISPOSAL OF CAPITAL ASSETS

- 1.1 Upon approval of the City Council capital assets may be sold at public auction or through a sealed bid process, traded, or junked.
- 1.2 The City may sell any property to the State of Wyoming, any agency of the State or Federal Government authorized to hold property in its own name, or any political subdivision of the State. The City may also trade any real property, without advertising the sale or calling for bids, provided a public hearing was held and notice of the public hearing included the appraised value of all real properties involved and was published at least once each week for three (3) consecutive weeks.
- 1.3 From time to time during the normal conduct of business, it becomes necessary to take or give title to certain property as "trade-in" on other property to be used by the City of Cody. The City Council shall reserve the right to accept or reject any and all offers if they do not equal or exceed the pre-determined appraisal value set by an independent authority or published prices.
- 1.4 If any capital asset is disassembled and used for parts it must be declared salvage by the City Council prior to the disassembly and recorded as junked in the City's asset schedule.
- 1.5 When a capital asset is disposed of the unit requesting the disposal shall submit an online Asset Disposal Form which includes a description of the asset, the reason for disposal, and the method of disposal. This form shall be submitted to the Finance Officer within 10 days of the disposal.
- 1.6 No disposed capital assets shall be given to or salvaged by City officials or employees.

SECTION 2 – DISPOSAL OF NON-CAPITAL SURPLUS PROPERTY

- 2.1 Upon the approval of the City Council, non-capital surplus property and materials may be sold at public auction, sold to another government agency, sold through a sealed bid process, traded, or junked.
- 2.2 Non-capital surplus property and materials that have a value of less than \$2,500 which are unusable, unsellable, or beyond repair may be junked under the following approvals with no Council action required: up to \$500 Department Head Approval, \$501 to \$2,500 City Administrator Approval. All other non-capital property valued at greater than \$2,500 requires Council approval before disposal. In the absence of an appraisal or other documented valuation, estimated value is calculated as the original purchase price divided by the number of years the item has been in service.

- 2.3 Scrap materials such as iron, aluminum, brass and other metals that have a recycling value but no longer has value or use to the City may be taken to a local recycling location and sold for scrap value with payment remitted to the General Government office without prior Council approval.
- 2.4 For purposes of this section all used electrical property construed to be governed by EPA hazardous material regulations shall be considered scrap and must be disposed of in accordance with legal requirements.
- 2.5 No disposed non-capital surplus property and material shall be given to or salvaged by City officials, employees, or members of the public.
- 2.6 Seized and unclaimed property held by the Police Department shall be handled and disposed of in accordance with applicable, Federal and State requirements.

SECTION 3 – ADVERTISING AND PAYMENT

- 3.2 Items with an estimated value of \$500 or more must be advertised for sale through a public auction or sealed bid sale. A notice stating the terms of sale and a description of the property to be sold shall be published once a week for three (3) consecutive weeks preceding the date of the auction or sale in a newspaper of general circulation in Cody. At the time, place and method fixed, such property may be sold to the highest bidder except where otherwise stated in Wyoming Statue 15-1-12. The City may reserve the right to reject any and all bids in a sealed bid process.
- 3.3 For items sold through a sealed bid process a 5% bid bond is required for all items with a value of \$5,000 (either individually or aggregate) or greater.
- 3.4 The proceeds from the sale of capital assets and non-capital surplus property and materials shall be paid to the General Government office and deposited in the proper fund of the City. Upon completion of the sale, the auctioneer or responsible party must provide the Finance Officer with a complete list of all items sold and the sale price of each item.
- 3.5 The disposal of items included in materials inventory shall be reported to the Finance Officer including the number of items disposed of, the date disposed, and the amount received (if applicable).

SECTION 4 – DISPOSAL OF PROPERTY ACQUIRED WITH FEDERAL FUNDS

- 4.1. Disposition of Property Acquired with Federal Funds – When the City determines that property acquired under a federal award is no longer needed for the originally-authorized purpose the City shall obtain disposition instructions from the awarding agency. See Chapter 15 for additional guidance.

END OF CHAPTER

Chapter 10 - Accounting, Auditing, and Reporting

SECTION 1 – ACCOUNTING

- 1.1 Conformance to Accounting Principles – The City’s accounting practices and financial reporting shall conform to all applicable regulations and guidance including generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).
- 1.2 Basis of Accounting –
 - 1.2.1 In the governmental funds the modified accrual basis of accounting is applied. Under this basis, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred.
 - 1.2.2 In the proprietary funds the accrual basis of accounting is applied. Under this basis revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used.

SECTION 2 – ANNUAL AUDIT

- 2.1 An annual audit will be performed by an independent certified public accounting firm, which will issue an official opinion on the annual financial statements and a management letter, if applicable, detailing areas that need improvements.
- 2.2 If considered practical, every three years the City shall request proposals from all qualified firms, including the current auditors if their past performance has been satisfactory, and the City Council shall select an independent firm of certified public accountants to perform an annual audit of the books of account, records and transactions, certifying the financial statements of the City.
- 2.3 The Finance Officer will remedy any/all management recommendations made by the auditing firm within a reasonable timeframe and notify the City Administrator and the City Council of the actions taken.
- 2.4 If the City expends in Federal awards the amount currently designated under the Uniform Guidance at 2 CFR 200 subpart F in a fiscal year the City shall comply with provisions set forth in the Guidance.

SECTION 3 – PAYMENT COLLECTION SITES

- 3.1 All revenue collections will be consolidated under the General Government office whenever practicable. All off-site payment collections will be subject to random audits by the Finance Officer.
- 3.2 All payments collected at off-site locations shall be reconciled and submitted to the General Government office on a daily basis (excluding weekends and holidays).
- 3.3 All payments collected by the City shall be processed and recorded in the City's financial system the day they are received by City staff. If extenuating circumstances exist that prevent a payment from being processed, the Finance Officer or Administrative Services Officer may authorize said payment to be held in the City Hall vault for no more than 2 business days. If the processing issue cannot be resolved within that time frame the payment shall be returned to the payer.

SECTION 4 – FINANCIAL REPORTING

- 4.1 Monthly reports comparing expenditures and revenues to current budget shall be prepared for review by the City Council, City Administrator and Department Heads in compliance with W.S. 15-2-203.
- 4.2 An annual audited Basic Financial Statements report shall be prepared for approval by the City Council and submitted to the Wyoming Department of Audit no later than December 31st of each year in compliance with W.S. 16-4-121.
- 4.3 An annual City and Town Financial Report Form F-66 (WY-2) shall be filed with the Wyoming Department of Audit by September 30th of each year in compliance with W.S. 9-1-507.
- 4.4 Annual and semi-annual interim financial statements shall be published in compliance with W.S. 15-3-306.
- 4.5 An annual report and submission of unclaimed property to the State of Wyoming Treasurer's Office shall be remitted in compliance with W.S. 34-24-101 through 34-24-140.

SECTION 5 – INTERNAL CONTROLS

- 5.1 Proper Authorization - Procedures shall be designed, implemented and maintained to ensure that financial transactions and activities are properly reviewed and authorized.
- 5.2 Segregation of Duties - Job duties will be adequately separated to reduce to an acceptable level the opportunities for any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of assigned duties. If proper segregation of duties is not possible or practical, appropriate compensating controls shall be put in place.

- 5.3 Proper Recording of Transactions - Procedures shall be developed and maintained by the General Government office that will ensure financial transactions and events are properly recorded and that all financial reports may be relied upon as accurate, complete and up-to-date.
- 5.4 Access to Assets and Records - Procedures shall be designed and maintained to ensure that adequate safeguards exist over the access to and use of financial assets and records.
- 5.5 Independent Internal Audits – When deemed prudent or necessary by the Finance Officer, independent internal audits will be made on staff performance and processes to ensure compliance with established procedures and proper valuation of recorded amounts.
- 5.6 Costs and Benefits - Internal control systems and procedures must have an apparent benefit in terms of reducing and/or preventing losses. The cost of implementing and maintaining any control system shall be evaluated periodically as deemed necessary by the Finance Officer against the expected benefits to be derived from that system and changes made as needed.

SECTION 6 – UNCOLLECTIBLE ACCOUNTS

- 6.1 Customer accounts may be deemed uncollectible under any of the following circumstances:
- The City has received a notice that the account has been discharged in a bankruptcy proceeding.
 - A deceased customer's estate has no liquid assets to cover the outstanding amount or there is no estate on which to file a claim.
 - The account has been in collections status for a minimum of 10 years with no payments within the most recent 12-month period.
 - The account has reached the legal statute of limitations for filing legal action.
 - All reasonable notifications and cost-effective legal avenues have been exhausted.
 - The cost to recover the debt does not warrant further action.
 - The debtor is untraceable or cannot be identified.
 - A court has ruled that the debt is not recoverable.
- 6.2 Customer accounts which are deemed to be uncollectible shall be written off annually with Council approval. The Finance Officer shall provide an estimate of the annual write off amounts during the budget process.
- 6.3 Delinquent accounts with balances that are deemed by the Finance Officer as too small for collection action may be written off without prior Council approval.

END OF CHAPTER

Chapter 11 - Risk Management

SECTION 1 – GENERAL INFORMATION

- 1.1 The Finance Officer is designated as the risk management administrator for all claims for liability and property damage.
- 1.2 The City shall carry liability insurance through LGLP (Local Government Liability Pool).
- 1.3 The City shall carry commercial property insurance covering various City assets as well as additional coverages such as crime, cyber, and commercial equipment.

SECTION 2 – CLAIMS AGAINST THE CITY

- 2.1 When an incident occurs in which private property is damaged or a non-employee injury occurs on City property or during a City-supervised or sponsored event the employee involved shall immediately when possible, or within 24 hours, notify the appropriate Department Head, supervisor, and the Finance Officer. The supervisor and/or employee shall provide to the Finance Officer a completed Accident/Incident Investigation Form along with a written statement regarding the incident, and any photos and other related documentation. This information shall be retained by the Finance Officer in the event a claim against the City is filed.
 - 2.1.1 If the incident involves a vehicle collision the employee involved must immediately contact the Police Department from the scene of the incident. The employee must also follow all the instructions listed in the Incident/Accident Investigation Form.
- 2.2 All claims made against the City for damages or liability shall be submitted by the claimant to the Finance Officer for filing with LGLP.
- 2.3 All claims will be investigated and liability determined by LGLP under the guidelines outlined in the Governmental Claims Act.

SECTION 3 – DAMAGE TO CITY PROPERTY

- 3.1 All damage to City property shall be reported to the Police Department immediately when possible or at least within 24 hours of discovery or occurrence. The supervisor and/or employee shall provide to the Finance Officer a completed Accident/Incident Investigation Form along with a written statement regarding the incident, and any photos and other related documentation. The Police Department shall forward a copy of the police report to the Finance Officer as soon as the report is available.

- 3.2 If the damage results in a citation for either Municipal or Circuit court the City shall request restitution in the amount of the claim including materials and labor.
- 3.3 When the identity of the person who caused the damage to City property is known and the person has insurance coverage, the City shall file a claim against the person's insurance policy. If there is no insurance coverage the City shall bill the person directly for the damages.

END OF CHAPTER

Chapter 12 – Independent Contractors

SECTION 1 – GENERAL INFORMATION

- 1.1 The purpose of this policy is to ensure that the City of Cody complies with Internal Revenue Service regulations pertaining to the classification of independent contractors as well as other applicable Federal and State laws.
- 1.2 An independent contractor is not intended to be a substitute for a regular full time, part time, provisional or temporary employee. A City of Cody employee is not eligible to perform work as an independent contractor during the same calendar year in which he/she serves as a City of Cody employee. An independent contractor performing services for the City of Cody must be at least 18 years of age or older.
- 1.3 This policy applies to individuals or companies doing business in their own name or under an assumed business name (dba) that the City contracts with to provide services to City of Cody customers.
- 1.4 Prospective independent contractors will be classified as independent contractors only if they meet all of the following conditions:
 - The prospective independent contractor is engaged in an independently established trade, occupation, profession, or business that makes the same or similar services available to other clients and businesses on a regular basis and holds him/her self out to the public as operating an independent business.
 - The prospective independent contractor is not a current employee of the City of Cody nor will the prospective independent contractor provide services as an independent contractor in the same calendar year as they were an employee.
 - The prospective independent contractor is providing services which are not the same or similar to those currently being provided by a City of Cody employee.
 - The prospective independent contractor is free from the City of Cody's control or direction in the performance of the service. The City has the right to control only the outcome of the service, while the prospective independent contractor has control over determining the means and methods used to perform the service.

SECTION 2 – PROCESS

- 2.1 Prior to committing to pay an individual or company for services as an independent contractor, the Finance Officer shall determine the correct classification.
- 2.2 An Independent Contractor Certification Form must be signed by the individual or company selected to perform the work. This form shall be submitted to the Finance Officer at least 30 days prior to the prospective independent contractor beginning work.

- 2.3 The Finance Officer will review the certification form and determine the proper classification using the IRS evaluation criteria.
- 2.4 The Finance Officer shall notify the supervisor of the prospective independent contractor's classification determination.
- 2.5 If the employee classification is assigned, the supervisor shall contact Human Resources to arrange for the proper paperwork and hiring process to be completed.
- 2.6 All individuals and companies classified as independent contractors must provide the following documentation prior to beginning work:
- A signed Independent Contractor Agreement
 - A signed Independent Contractor Certification Form
 - A current, signed W9 form. The name on the agreement must be the same name as on the W9 form.
 - The City of Cody requires that comprehensive or commercial general liability insurance shall be maintained by the independent contractor if the services/programming provided by the independent contractor includes activities that involve physical exertion by the participant, physical interaction between the independent contractor and the participant, use of the swimming pool or therapy pool, the use of equipment, weapons or utensils or any activity that may cause harm or injury to the participant. If required, proof of not less than \$1 million in professional liability insurance, or such other amount as determined by the Finance Officer, City Administrator or City Attorney. The name of the insured must be the same name as the name on the agreement.
- 2.7 Payment for services shall be made as follows:
- 2.7.1 The independent contractor shall submit to the City of Cody signed vouchers and itemized invoices either monthly during the term of the agreement or upon completion of the work if the agreement period is less than 30 days. Vouchers and invoices shall contain the following information:
- Invoice number and date
 - Identification of services performed including dates, times and locations.
 - The beginning and ending date of the billing period
 - The independent contractor shall utilize a voucher form provided by the City of Cody and must sign the perjury statement for each invoice submitted.
- 2.7.2 The compensation paid to the independent contractor shall be at the rate described in the independent contractor agreement.
- 2.7.3 In addition to the requirements outlined in this section, all payments to independent contractors shall be made in accordance with the purchasing section of City of Cody's Financial Management Policy.

- 2.7.4 Independent contractors are not eligible for reimbursement of any expenses incurred while performing services under the independent contractor agreement.
- 2.7.5 Independent contractors are not eligible to participate in any employee pension, health insurance, vacation pay, sick pay or other fringe benefit plan of the City of Cody.
- 2.7.6 Payment to independent contractors may be withheld if a W9 and proof of insurance (if required) is not on file with the City of Cody.
- 2.8 The City of Cody shall issue 1099 tax forms annually to all independent contractors in accordance with IRS regulations.
- 2.9 If an independent contractor agreement is terminated prior to the end date stated in the agreement a copy of the termination notice shall be immediately forwarded to the Finance Officer.

END OF CHAPTER

Chapter 13 – Grants Management

SECTION 1 – PURPOSE

- 1.1 The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources.
- 1.2 The goals of this policy are:
 - Identify the importance of grant programs in accomplishing City goals and priorities as set by the City Council.
 - Establish concepts and framework for seeking and managing grants.
 - Identify roles and responsibilities in managing grants.
 - Establish a grants oversight committee to evaluate the benefits and costs of grants, ensure oversight of all funds appropriated to the City, and minimize the risk of non-compliance with grant requirements.
 - Ensure compliance with the Uniform Guidance Single Audit Subpart F (formerly OMB Circular A-133) requirements for federal funds.

SECTION 2 – DEFINING A GRANT

- 2.1 Grants are externally-funded activities in which a formal written agreement, i.e., a grant, contract, or cooperative agreement, is entered into by the City and a granting agency.
- 2.2 The following conditions characterize a grant and distinguish grants from donations and contributions:
 - Statement of Work/Application - grants are typically awarded in response to a request, application, detailed statement of work and commitment to a specified project plan. The statement of work and budget are usually described in a written proposal submitted by the City to the granting agency for competitive review.
 - Detailed Financial Accountability – the grant agreement generally defines the level of financial accountability associated with a grant funded project. While not all of the following conditions are necessary to define a grant project, they are collectively indicative of the increased level of financial accountability associated with such projects:
 - a line-item budget related to the project plan. The terms of the agreement may specify allowable or unallowable costs, requirements for prior approvals for particular expenditures, etc.
 - a specified period of performance, typically defined with "start" and "end" dates.
 - a requirement to return any unexpended advance funds at the end of that period.

- requires draw down requests to receive funds related to allowable expenditures under the grant agreement.
- regular financial reporting and audit, including, for federal and state awards, accountability under the terms of the Uniform Guidance Single Audit Subpart F
- grant agreements may also include terms and conditions for the disposition of tangible or intangible property acquired or constructed using grant funds.

SECTION 3 – GENERAL INFORMATION

- 3.1 The General Government office is designated as the central grants management office responsible for writing grants, preparing draw down requests, monitoring compliance, completing and submitting required reports, recordkeeping and coordinating grant audits.
- 3.1.1 All grant activity shall be managed by the General Government office although other departments may be asked to assist as needed to prepare and submit grant applications and reports and/or maintain compliance with grant and audit requirements.
- 3.1.2 The grants committee may authorize a unit other than the General Government office to manage grants specific to that unit. In such cases, the assigned department shall be responsible for managing the grants in accordance with all the requirements of this Chapter.
- 3.2 The City shall only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant work scope and provide any necessary matching requirements.
- 3.3 The City may pursue funding from federal, state and other sources, for expenses consistent with identified City goals and priorities.
- 3.4 All grants and other federal and state funds shall be managed to comply with the regulations and requirements of the granting agency.
- 3.5 No grant shall be applied for or accepted without first being reviewed and approved by the grants oversight committee.

SECTION 4 – ROLES AND RESPONSIBILITIES

- 4.1 CITY ATTORNEY - Grant agreements are legal documents and therefore shall be reviewed and approved by the City Attorney before being presented to the City Council or City Administrator for acceptance and approval.
- 4.2 CITY COUNCIL – Grant applications, grant agreements and associated contracts for amounts greater than \$10,000 shall be approved in advance by the City Council before

being submitted to the granting agency. The Mayor shall be the designated official authorized to sign grant draw down requests without prior Council approval for grants greater than \$10,000.

- 4.3 CITY ADMINISTRATOR - Unless the granting agency requires governing body approval, grant applications, grant agreements and associated contracts of \$10,000 or less may be approved in advance by the City Administrator without prior Council approval before being submitted to the granting agency. The City Administrator shall be the designated official authorized to sign grant draw down requests without prior Council approval for grants \$10,000 or less. Serves as the head of the grants oversight committee.
- 4.4 FINANCE OFFICER – Acts as the grants administrator and is responsible for the general management and administration of grants to include grant writing, creating and maintaining grant files, maintaining the City’s registration with SAM.GOV, citywide facilitation of departmental grant planning and grant submittals, ensuring the promotion and investigation of grant opportunities, grant compliance review and reporting, providing grant-related technical assistance to operating units, updating the grants calendar and grant tracking database, resolving compliance related audit findings, and completing grant close-outs. Responsible for the oversight of all financial aspects of grants including proper budgeting and accounting for grants, preparing and submitting draw down requests, creating General Ledger account numbers, preparing budget amendments related to grants, coordinating audits, preparing and distributing grant-related financial reports, resolving finance related audit findings and performing internal audits of the grant management process. Serves on the grants oversight committee.
- 4.5 DEPARTMENT HEADS – Department heads or his/her designated staff are responsible for complying with this policy when proposing grant opportunities and ensuring that grants assigned to their unit(s) are managed in compliance with all requirements of this Chapter.

SECTION 5 – ACCOUNTING AND FINANCIAL REPORTING PROCEDURES

- 5.1 All grants received for operating and capital purposes shall be budgeted and recorded in specific general ledger accounts for revenues and expenditures pertaining to the grants.
 - 5.1.1 If required by the granting agency, grant funds will be maintained in a separate bank account from the City’s general operating accounts.
- 5.2 If grant revenues and expenditures have not been appropriated in the annual budget, a Request for Appropriation or Transfer of Fund form shall be prepared by the Finance Officer for Council approval.

- 5.3 If an expense that is not allowed under a grant is charged to a grant expense line item the Finance Officer will reclassify the expense to the appropriate unit's operating budget.
- 5.4 Most grants are cost-reimbursable however in the event the City receives advance funding on a grant those funds shall be considered restricted until such time as they are spent and the grant requirements have been fulfilled. Advance grant funds may not be used to finance any expenses other than those allowable under the grant.
 - 5.4.1 Advance grant funds shall be reported in the City's financial statements in accordance with GASB Statement No. 65, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*.
- 5.5 Draw down requests for cost-reimbursable grants shall be processed on a monthly basis after expenditures have occurred.
 - 5.5.1 If a unit has been authorized by the grants oversight committee to prepare and submit its own draw down requests a copy of the request and supporting documentation must be provided to the Finance Officer within 2 days of its submittal.
- 5.6 Grant drawdowns shall be recorded as a grants receivable when submitted for reimbursement. The Finance Officer shall monitor the grants receivable accounts and follow up on any reimbursements not received within 30 days of the date of the drawdown request.
- 5.7 All grant reimbursement payments shall be received and processed by the General Government Office to ensure the correct recording of grant revenues
- 5.8 Grant funds may not be used to purchase gift cards, gift certificates, prepaid credit cards, similar financial instruments, or any other type of expenditure not allowed under the grant.
- 5.9 No expenditure of grant funds shall be made until the grant agreement has been signed by the City and the granting agency and the City has received confirmation from the granting agency to proceed.
- 5.10 At no time shall a grant expenditure budget be over drawn. If a grant funded project is expected to go over budget, the appropriate department head shall notify the Finance Officer and a budget amendment must be approved by Council in advance and the alternate funding source identified.
- 5.11 Grant funds awarded to the City shall not be used to supplant an existing expense so that current funds can be diverted to another use unless such use of grant funds are explicitly identified as allowable in writing by the granting agency.
- 5.12 All grant-related expenditures shall follow the City's purchasing policy in Chapter 8 of this policy document.

- 5.13 All contractors and subcontractors working on City projects that are funded with federal dollars must register with the System for Award Management, sign a debarment certification, and provide proof of eligibility to receive federal awards.

SECTION 6 – RECORDKEEPING AND REPORTING

- 6.1 The General Government office is responsible for maintaining all original grant documentation including applications, grant agreements, contracts, correspondence, draw down requests, status reports, and any other documents relating to grants.
- 6.1.1 Units that manage their own grants are responsible for ensuring copies of all grant related documentation and correspondence are provided to the General Government office.
- 6.2 The City shall comply with all reporting requirements for each grant. Individual units may be required to assist in providing certain data and statistics to ensure complete reports are submitted.
- 6.2.1 If a unit has been authorized by the grants oversight committee to prepare and submit its own grant reports to the granting agency a copy of the report and supporting documentation must be provided to the General Government office within 2 days of its submittal.
- 6.3 Grant records shall be maintained in accordance with the granting agency requirements and Wyoming State Archives.

SECTION 7 – GRANTS OVERSIGHT COMMITTEE

- 7.1 A grants oversight committee shall be established and consist of the City Administrator, and Finance Officer.
- 7.1.1 The City Administrator may appoint additional committee members or change committee members either on a permanent or temporary basis as he/she deems necessary.
- 7.2 All grant opportunities shall be reviewed and approved in advance by the grants oversight committee prior to submission of any grant application.
- 7.2.1 The committee shall consider the benefits of the grant and the ongoing impacts on the City if grant funding is no longer available.
- 7.2.2 The committee shall extensively analyze grants that fund new or “pilot” programs or short-term staffing enhancements to existing programs since taking on these programs could negatively affect the City’s fiscal position should the desire for the program remain once the grant funding is no longer available.

7.2.3 The committee may recommend against the submission of any grant application that:

- does not meet the City's goals and priorities.
- requires matching funds that cannot be provided by the City or through other resources.
- would potentially have a negative effect the City's ongoing fiscal position.
- would impose compliance and/or reporting requirements that the City would be unable to meet or would require additional expense or staffing needs to meet.
- would cause other issues that the committee determines are potentially detrimental to the City's fiscal position.
- Would obligate the City in a manner that is in violation of the Wyoming Constitution or State Statutes.

SECTION 8 – PASS THROUGH GRANTS

8.1 Pass through grants are those grants that are received by the City to transfer or spend on behalf of a beneficiary recipient.

8.2 The City may enter into a project development and administration agreement with a third party to administer the grant however the City remains responsible for ensuring compliance with the terms of the grant.

8.2.1 Any third-party administrator assigned to manage a pass-through grant shall be responsible for complying with the requirements outlined in this Chapter.

8.3 Pass through grants shall be processed and managed in the same manner as any other City grant covered under this Chapter.

8.4 Pass through grants shall be accounted for in compliance with GASB Statement No. 24 *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*.

SECTION 9 – INTERNAL CONTROLS

9.1 When a grant opportunity is identified the solicitation documentation shall be forwarded to the General Government office and presented to the grants oversight committee for review. If the grants oversight committee recommends pursuing the grant:

- An agenda summary shall be prepared by the General Government office or the appropriate department for the City Council to authorize and sign a grant application if the grant is greater than \$10,000.
- The City Administrator is authorized to approve and/or sign a grant application if the total grant is \$10,000 or less, unless the granting agency requires approval from the governing body.

- If the grant has been assigned to a unit, the unit shall forward a copy of the completed and signed grant application to the Finance Officer within 2 days of being approved and signed.

9.2 If the grant is awarded:

- The Finance Officer or the appropriate unit representative shall forward the grant agreement to the City Attorney for review.
- An agenda summary shall be prepared by the Finance Officer or the appropriate department head for the City Council to sign a grant agreement if the grant is greater than \$10,000.
- The City Administrator is authorized to sign a grant agreement if the grant is \$10,000 or less, unless the granting agency requires approval from the Council.
- The Finance Officer shall assign General Ledger account numbers and, if necessary, prepare a budget amendment Resolution for Council approval.
- If the grant has been assigned to a unit, the department head shall forward a copy of the completed and signed grant agreement to the Finance Officer within 2 days of being approved and signed.

9.3 All grants shall be monitored by the Finance Officer to ensure that all grant reporting and accounting requirements are met.

9.4 For each grant awarded to the City, the Finance Officer shall:

- For federal grants, prepare an analysis identifying the risks associated with managing the grant and identifying the controls in place to mitigate each risk.
- Perform a periodic random internal audit and internal controls evaluation at least twice per year of active grants and inactive grants that still have reporting requirements. An internal audit report shall be provided to the grants oversight committee for review. Any deficiencies found during the internal audit shall be corrected and controls put in place (if applicable) to prevent future deficiencies.
- Maintain a calendar of grants and their reporting requirements. This calendar shall be updated when new grants are awarded and old grants are completed and no longer reportable.

SECTION 10 – ONLINE ACCESS TO GRANTING AGENCY WEBSITES

10.1 Several granting agencies allow or require online access to grant information including applications, reports, draw down requests and other information. In order to maintain proper grants oversight, the following rules apply to online access to granting agency information:

- 10.1.1 The City's contact email to be used for all grant submissions, contact and correspondence with a granting agency shall be grants@cityofcody.com. This email address shall be listed as a CC recipient on all email correspondence sent between City staff and a granting agency. Any correspondence or documents sent to this email address shall be forwarded by the General Government office to the appropriate department head or his/her designee for department-managed grants.

- 10.1.2 All online access to granting agency information shall be set up and maintained by the General Government office using City of Cody identifying information. Other City staff may be granted access to these websites for the purpose of managing grants assigned to them however at no time shall anyone other than the Finance Officer be listed as the contact person(s) for the City's online accounts.
- 10.1.3 If any profile information needs to be changed (such as passwords, validation questions, pin numbers, contact information, etc) in the City's online account with a granting agency only the Finance Officer, is authorized to make such changes.

END OF CHAPTER

Chapter 14 – Donations and Contributions

SECTION 1 – PURPOSE

- 1.1 The purpose of this policy is to establish a process for acceptance and documentation of donations and contributions made to the City to ensure the proper accounting and use of donated and contributed funds and tangible items.

SECTION 2 – DEFINING DONATIONS AND CONTRIBUTIONS

- 2.1 A donation or contribution is defined as any item of value given to the City by a donor who expects nothing significant of value in return, other than recognition and disposition of the gift in accordance with the donor's wishes. In general, the following characteristics describe a donation or contribution:
- No contractual requirements are imposed and there are no "deliverables" to the donor. However, the donation or contribution may be accompanied by a stipulation that restricts the use of the donation to a particular purpose.
 - A donation or contributions is typically irrevocable. While it may be intended for use within a certain timeframe, there is no specified "period of performance" or "start"/ "end" dates as associated with sponsored projects.
 - There is no formal fiscal accountability to the donor although the donor may request a summary report of expenditures or an acknowledgement to ensure the donation or contribution was spent according to the donor's direction. Such reports may be thought of as requirements of good stewardship rather than as contractual obligations or "deliverables."

SECTION 3 – TYPES OF DONATIONS AND CONTRIBUTIONS

- 3.1 Donations and contributions may be offered in monetary form or tangible or intangible property.
- 3.2 Designated donations or contributions are those that the donor specifies for a particular purpose.
- 3.3 Undesignated donations or contributions are those that are given to the City for an unspecified use.

SECTION 4 – ACCEPTANCE OF DONATIONS AND CONTRIBUTIONS

- 4.1 Offers of undesignated or designated donations and contributions of monetary or property items valued at \$5,000 or less, not including real estate regardless of value,

may be accepted by the City Administrator or a Department Head on behalf of the City without prior Council approval.

- 4.1.1 If the donated or contributed item is tangible or intangible property a contributed capital form must be completed by the receiving Department Head and submitted to the Finance Officer along with documentation supporting the value of the donation or contribution.
- 4.1.2 If a donation or contribution is designated for a specific use by the donor the donor shall provide a written statement declaring the donation or contribution to be designated and stating the conditions for use of the donation or contribution and any accounting requirements or acknowledgements requested by the donor.
- 4.2 Offers of undesignated donations or contributions of monetary or property items valued at greater than \$5,000 or any real estate regardless of value shall be presented to the City Council for acceptance.
 - 4.2.1 The City Council may decline any donation or contribution if the Council determines accepting it is not in the best interests of the City.
 - 4.2.2 Donations and contributions of \$5,000 or more shall be accompanied by a written statement from the donor declaring the donation or contribution to be either undesignated or designated and stating the conditions for use of the donation or contribution and any accounting requirements or acknowledgements requested by the donor.
- 4.3 Donations and contributions shall not be accepted by the City if such donation or contribution is for the personal benefit of a City employee, appointed official, or elected official.

SECTION 5 – ACKNOWLEDGEMENT OF DONATIONS AND CONTRIBUTIONS

- 5.1 Donations and contributions made to the City, as a political subdivision, are deductible to donors as provided in Section 170 of the Internal Revenue Code. The Finance Officer shall provide an acknowledgement letter for tax deduction purposes if requested by the donor.

SECTION 6 – ACCOUNTING AND FINANCIAL REPORTING

- 6.1 All cash and check donations and contributions made to the City shall be remitted to the Finance Officer for processing and proper receipting to the General Ledger.
- 6.2 Designated donated and contributed funds shall be considered restricted until such time as they are spent and the donor's requirements have been fulfilled. Designated donated

- and contributed funds may not be used to finance any expenses other than those specified by the donor.
- 6.3 Tangible items shall be distributed to the appropriate City departments for City use.
- 6.3.1 The disposal of any donated or contributed item shall be in accordance with Chapter 9 of this policy as well as any restrictions or instructions for disposal specified by the donor.
- 6.4 A budget amendment must be approved by the City Council prior to spending an unbudgeted donation or contribution for any purpose.
- 6.5 If a designated donation or contribution remains unspent after one year from the original donation date and the City Council no longer wishes to utilize the donation or contribution for the intended purpose the City Council may authorize the return of the funds to the donor or request that the donor release the designation or transfer the funds to another specific use designated by the donor.

END OF CHAPTER

Chapter 15 – Compliance Requirements for Federal Awards

SECTION 1 – OVERVIEW

- 4.2. The objective of this policy is to establish guidelines that meet the procurement requirements for goods and services under the Uniform Guidance found in 2 CFR 200 of the federal code.
- 4.3. This policy applies purchases for goods and services that are funded in whole or in part by federal funds, direct or reimbursed, including procurements where the City is a subrecipient of federal funds.
- 4.4. All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the City have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- 4.5. The City Council shall ensure all federal funds received by the City are administered in accordance with federal requirements, including but not limited to the Code of Federal Regulations 2 CFR Part 200.
- 4.5.1. The Finance Officer is designated as the official contact for all federal programs and funding.
- 4.5.2. The Finance Officer or designee, in collaboration with the applicable Department Directors, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants and to track costs and expenditures of funds associated with grant awards.
- 4.6. Refer to CFR Title 2, Subtitle A, Chapter II, Part 200 for the definition of terms used in this policy.

SECTION 2 – RESPONSIBILITIES

- 5.1. Identification – The City shall identify, in its records, all federal awards received and expended and the federal programs under which they were received.
- 5.2. Financial Reporting – The City shall maintain accurate, complete, and current disclosure of all the financial results of each federal award or program in accordance with the financial reporting requirements of the granting agency.

5.3. Accounting Records – The City shall maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

5.3.1. Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award.

5.3.2. The City shall provide the federal awarding agency, external auditors, Inspectors General, the Comptroller of the United States, and the pass-through entity the right of access to any documents, papers, or other City records which are pertinent to the federal award.

5.4. Internal Controls – The City shall maintain effective control and accountability for all funds, real and personal property, and other assets acquired with federal funds. The City shall adequately safeguard all such property and ensure that it is used solely for authorized purposes.

5.5. Budget Control – The City shall compare actual expenditures and outlays to the budgeted amounts for federal awards.

5.6. Allowability of Costs – The City shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

5.7. Inventory Control and Managements – All property purchased with federal funds, regardless of cost, will be inventoried and tracked by source of funding and acquisition date by the City.

5.8. Disposition of Property Acquired with Federal Funds – When the City determines that property acquired under a federal award is no longer needed for the originally-authorized purpose the City shall obtain disposition instructions from the awarding agency.

5.8.1. Items with approved property dispositions with a fair market value of \$5,000 or less that are no longer effective may be retained, sold, or transferred to other City departments.

5.8.2. For items with approved property dispositions with a fair market value exceeding \$5,000 that are sold, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds, as required by federal regulations or the award agreement.

5.8.3. Upon termination or completion of the federally-funded project or program, for any residual inventory of unused supplies exceeding \$5,000 in total aggregate value which are not needed for any other federal aware, the City shall retain the supplies for use on other activities or sell them. Upon either method of disposal the City shall compensate the federal agency for iths share of the current market value or sales proceeds.

SECTION 3 – GENERAL PROCUREMENT STANDARDS

- 6.1. Necessity - Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items.
- 6.2. Clear Specifications - All federal solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders or proposers must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that unduly restrict competition.
- 6.3. Notice of Federal Funding - All federal solicitations must acknowledge the use of federal funding. In addition, all prospective bidders or proposers must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- 6.4. Compliance by Contractors - All federal solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- 6.5. Use of Brand Names - When possible, performance or functional specifications are preferred to allow for more competition. Brand names may be used when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it shall be used as reference only and “or equal” must be included in the description.
- 6.6. Minority, Women, and Small Business Participation (M/WBE) - For all federal procurement contracts that equal or exceed the Micro-Purchase Threshold, the City department responsible for the solicitation must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- 6.7. Documentation - The City must maintain records in accordance with award retention requirements detailing the history of all federal procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase orders, and contracts. All documentation relating to the federal procurement must be made available to the granting agency upon request.
- 6.8. Cost Estimate - For all federal procurements that are expected to equal or exceed the Simplified Acquisition Threshold, the City shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction or repair contracts may be developed by the project designer.

- 6.9. Open Competition - Federal solicitations shall be prepared and conducted in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for “or equal” products, or other unnecessary requirements that have the effect of restricting competition.
- 6.10. Geographic Preference - No geographic preferences may be imposed in awarding contracts for federal procurement except to the extent permitted by federal law.
- 6.11. Contractors’ Conflict of Interest - Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such procurements.
- 6.12. City Council Approval - City Council approval for a federal procurement contract is required by this Policy.
- 6.13. Contract Award - Federal procurement contracts shall be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Purchase contracts and construction contracts that exceed the Micro-Purchase Threshold will be awarded to the lowest responsive, responsible bidder.
- 6.14. Fixed Price - Federal procurement solicitations must state that bidders and proposers shall submit bids and proposals on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a “not to exceed” amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds. Additionally, if a time and materials contract is awarded the City must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- 6.15. No Evasion - No federal procurement contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- 6.16. Debarment - No federal procurement contract shall be awarded to a contractor included on the federally debarred bidder’s list.

- 6.17. Contractor Oversight - The City must maintain oversight of all federal procurement contracts to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.

SECTION 4 – FEDERAL PROCUREMENT METHODS

- 4.1. Micro-Purchase Procedure. Service Contracts, Purchase Contracts and Construction Contracts that do not exceed the Micro-Purchase Threshold of \$10,000 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

4.1.1. The Federal Contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.

4.1.2. To the extent practicable, purchases must be distributed among qualified suppliers.

- 4.2. Small Purchase Procedures. Service Contracts, Purchase Contracts and Construction Contracts that exceed the Micro Purchase Threshold but are less than the Simplified Acquisition Threshold up to \$250,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

4.2.1. Obtain price or rate quotes from an “adequate number” of qualified sources. Note that the federal grantor agency may issue guidance interpreting what constitutes an “adequate number” of quotes.

4.2.2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321 (and as summarized in Article III, Section H).

- 4.3. Sealed Bid Procedure. Procurement with federal funds that equal or exceed the lower of the Simplified Acquisition Threshold of \$250,000 or the State of Wyoming bidding procedures, shall be procured using a combination of the most restrictive requirements of the Uniform Guidance Sealed Bid Procedure (2 C.F.R. § 200.320(c)) and State of Wyoming formal bidding procedures.

4.3.1. Exceptions - Noncompetitive procurements are allowed *only* under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- Sole Source: when the item is available from only one source. The City shall document the justification for and lack of available competition for the item. A sole source Federal Contract must be approved by City Council.

- Public Exigency: a public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- Inadequate Competition: when competition is determined to be inadequate after attempts to solicit bids from a number of sources.
- Federal Contract: when the purchase is made from a Federal Contract available on the U.S. General Services Administration schedules of Federal Contracts.

SECTION 5– CONTRACT PROVISIONS

All federal procurement contracts shall be in writing, and shall include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II. Federal procurement contracts shall further include provisions to comply with 2 C.F.R 200.315 regarding intangible property and the federal government’s right to data produced under a federal procurement contract.

SECTION 6 – INTERNAL CONTROLS OVER COMPLIANCE REQUIREMENTS

The 2 CFR section 200.303 requires that non-federal entities receiving federal awards establish and maintain internal control over the federal awards that provides reasonable assurance that the non-federal entity is managing the federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards.

6.1. Objectives

- Ensure that transactions are properly recorded and accounted for;
- Ensure that transaction are executed in compliance with federal statutes, regulations, and the terms and conditions of the federal awards; and
- Ensure that funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

6.2. Accountability Requirements

- 6.2.1. Establish and maintain effective internal control over federal awards and provide reasonable assurance that federal funds are managed in a way that is compliant with federal statutes, regulations, and the terms and conditions of the federal award.
- 6.2.2. Evaluate and monitor the City’s compliance with statutes, regulations and the terms and conditions of Federal awards.
- 6.2.3. Take prompt action in the event of an incidence of noncompliance.

6.3. Control Environment

- 6.3.1. Demonstrate commitment to integrity and ethical values.

- 6.3.2. Ensure that Council exercises oversight authority.
- 6.3.3. Establish structures, reporting lines, authorities, and responsibilities.
- 6.3.4. Demonstrate accountability.

6.4. Risk Assessment

- 6.4.1. Identify and analyze risks.
- 6.4.2. Prioritize risks.
- 6.4.3. Respond to risks.

6.5. Control Activities

- 6.5.1. Maintain formal written policies and procedures.
- 6.5.2. Perform monitoring of work activities.
- 6.5.3. Implement reconciliation processes.
- 6.5.4. Secure and safeguard assets.
- 6.5.5. Segregate duties and responsibilities whenever possible.
- 6.5.6. Maintain review and approval processes.
- 6.5.7. Maintain adequate documentation for all costs/activities.

6.6. Information and Communication

- 6.6.1. Capture, identify, and communicate pertinent information on a timely basis.
- 6.6.2. Ensure records and information systems are sufficient to provide reliable reporting and demonstrate compliance with laws and regulations.

6.7. Monitoring Activities

- 6.7.1.1. Review federal and state laws and regulations.
- 6.7.1.2. Review revenues and expenditures for inconsistencies.
- 6.7.1.3. Perform periodic internal audits.
- 6.7.1.4. Address and correct internal control deficiencies and discrepancies in a timely manner.

SECTION 7 SUBRECIPIENT AWARDS

7.1. All subrecipient award documents shall contain the following information:

- Subrecipient name
- Subrecipient unique entity number
- Federal award number
- Federal award date
- Subaward performance period start and end date
- Amount of federal funds obligated to the subrecipient
- Federal award project description
- Federal agency name and contact information
- CFDA number and title
- Indirect cost rate, if applicable
- All requirements imposed so that the federal award is used in accordance with federal statutes, regulations, and terms and conditions of the award

7.2. Evaluation of subrecipient's risk of noncompliance

7.2.1. Subrecipient's prior experience with same or similar awards

7.2.2. Results of previous audits

7.2.3. Changes in personnel or substantially changed systems

7.2.4. Extent and results of federal award agency monitoring

7.3. Subrecipient Monitoring

7.3.1. Periodically review financial and performance reports

7.3.2. Ensure subrecipient takes timely and appropriate action on all deficiencies pertaining to the federal award through audits, on-site reviews, and written confirmation.

7.3.3. Issue a management decision for applicable audit findings pertaining to the federal award.

7.3.4. Verify that subrecipient is audited as required by Subpart F (single audit) if applicable.

7.4. Remedies for Subrecipient Non-Compliance

7.4.1. Withhold cash payments pending correction of an identified deficiency

7.4.2. Disallow all or part of the cost of an activity or action not in compliance

7.4.3. Wholly or partly suspend or terminate the federal award

7.4.4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180

7.4.5. Withhold future awards to the subrecipient

7.4.6. Take other remedies that may be legally available

SECTION 8 CONFLICT OF INTEREST

8.1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest, as well as any other circumstance in which the employee, officer, or agent or any member of their immediate family, their business partner or an organization which employs or is about to employ any of them, has a financial interest in or tangible personal benefit from a firm considered for a contract.

8.2. Employees, officers, or agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

END OF CHAPTER

Definitions

1099 Form – an information return form issued by a business to an individual or entity that reports the total amount of payments made during a calendar year.

Accrued Interest – the accumulated interest due on a bond or investment as of the last interest payment made by the issuer.

Agency Security – a debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee.

Annual City and Town Financial Report (F-66) – a report required to be filed with the Wyoming Department of Audit that reflects the activity of all funds belonging to a city or town.

Appropriation – a sum of money or assets devoted to a special purpose.

Audit – an official inspection of an organization's accounts by an independent body.

Basic Financial Statements – accounting reports complied in conformity with the provisions of GAAP and necessary for the fair evaluation of the operations of an entity.

Budget Officer – the individual responsible for implementing budget and financial record keeping procedures.

Certified Public Accountant – an accounting professional who has earned a professional designation through a combination of education, experience, and licensing.

Collateralization – process by which a borrower pledges holdings, property, or other deposits for the purpose of securing the repayment of a loan and/or holding.

Credit Risk – the risk to an investor that an issuer will default in the payment of interest and/or principal on a holding.

Diversification – a process of investing assets among a range of holding types by sector, maturity, and quality rating.

Federal Award – an award of federal assistance or cost-reimbursement contract under the Federal Acquisition Requirements by a federal awarding agency to a recipient.

Federal Award Recipient – any entity that has received federal money in the form of contracts, grants, loans or other financial assistance.

Financial Institution – any bank chartered under the laws of the United States or under the law of any State if the bank is conducting business in Wyoming and has been approved under W.S. 09-4-801 through 9-4-818.

Fiscal Year – the annual period for recording fiscal operations beginning July 1 and ending June 30

Fund Balance/Fund Equity – the excess of assets over liabilities, reserves and contributions, as reflected by a municipality's books of account.

Generally Accepted Accounting Principles (GAAP) - a collection of commonly-followed accounting rules and standards for financial reporting.

Government Finance Officers Association – a professional association that provides best practice guidance and training opportunities to government officials.

Governmental Accounting Standards Board (GASB) – an independent organization that creates accounting reporting standards for state and local governments.

Independent Contractor – a self employed individual who provides certain services to a second party or to a third party on behalf of the second party, subject to IRS regulations.

Interim Financial Statements – a financial report covering a period of less than one year used to convey the financial performance of an entity before the end of normal full-year financial reporting cycles.

Interest Rate Risk – the risk associated with declines or rises in interest rates which cause an investment in a fixed-income holding to increase or decrease in value.

Internal Controls – processes and records that are designed to deter fraud and ensure the integrity of financial and accounting information.

Liquidity – the level at which an asset can be easily and quickly converted to cash.

Local Government Investment Pool – an investment by local governments in which their money is pooled as a method of managing local funds.

Local Government Liability Pool (LGLP) – a self-insurance liability pool for Wyoming local government entities.

Market Risk – the risk that the value of a holding will rise or decline as a result of changes in market condition.

Market Value – current market price of a holding.

Maturity – the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bond or investment holder.

Par Value – face value or principal value of a bond or holding.

Performance Measures – data that quantitatively measure a program’s performance.

Principal – the face value or par value of a debt instrument. The term Principal may also refer to the amount of capital invested in a given holding.

Program – a specific activity or service carried out within a given budget which consumes resources to achieve a policy objective.

Rating – A rating used by independent agencies to measure the credit quality of a particular investment. The rating measures the financial strength of the issuer and its ability to make interest payments and repay the principal when due.

Repurchase Agreement – an agreement of one party to sell holdings at a specified purchase price to a second party and a simultaneous agreement of the first party to repurchase the holdings at a specified price or at a specified later date.

Resolution – a formal expression of opinion, will, or intent voted on by an official body.

Risk Management – the forecasting, evaluation, and management of financial risks together with the identification of procedures to avoid or minimize their impact.

Safekeeping – holding of assets (e.g. holdings) by a financial institution.

Statute of Limitations – a law passed by legislative bodies to set the maximum time after an event in which legal proceedings may be initiated.

Subrecipient – a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal award.

Unclaimed Property – financial obligations generated during the course of an organization’s operations that is due and owing to another party that has become dormant and is at risk of reverting to the State.

Uncollectible Account – a balance owed to an entity that a customer is unwilling or unable to pay.

Uniform Municipal Fiscal Procedures Act – Title 16 Chapter 4 of the Wyoming State Statutes that governs state and local powers.

Unit – a functional division within a fund which carries on a specific activity.

W9 Form – a form provided by the IRS used to certify a person or entity’s correct taxpayer identification number and to certify they are not subject to backup withholding.

Wyoming Association of Municipalities – an organization representing and servicing Wyoming cities and towns to advocate municipal interests regarding both state and federal legislation.

Wyoming Department of Audit – an agency of the State of Wyoming responsible for the regulation of public agencies and local governments.

Yield – the current rate of return on an investment holding generally expressed as a percentage of the holding's current price.

Asset Capitalization Schedule				
Classification	Category	Useful Life (years)	Salvage Value	Capitalization Threshold
Land	Land & Land Improvements	N/A	100%	\$50,000
Intangibles	Easements/Rights of Way	N/A	100%	\$50,000
	Water Rights	N/A	100%	\$50,000
	Land/Mineral Use Rights	N/A	100%	\$50,000
	Patents/Trademarks	N/A	100%	\$50,000
	Other Intangibles	N/A	100%	\$50,000
	<u>Leases & Subscription Based Technology Agreements</u>	<u>N/A</u>	<u>100%</u>	<u>\$25,000</u>
Buildings	Buildings	30-50	10%	\$50,000
Building Improvements	Building/Structure Improvements	10	0%	\$50,000
Facilities & Other Improvements	Recreation & Athletic Areas/Courts	15	0%	\$50,000
	Parking Lots	15	0	\$50,000
	Paths & Trails	15	0	\$50,000
	Plazas & Pavilions	15	0	\$50,000
	Barriers & Retaining Walls	15	0	\$50,000
<u>Leasehold Improvements</u>	<u>Leasehold Improvements</u>	<u>10-25</u>	<u>0</u>	<u>\$50,000</u>
Machinery & Equipment	Vehicles/Light Trucks/Trailers	5	10%	\$ 5,000
	Heavy Equipment, Large Trucks & Buses	10	10%	\$10,000
	Tools	5	10%	\$10,000
	Office Equipment	5	10%	\$10,000
	Fitness Equipment	5	10%	\$10,000
	Computers & Software	3	0%	\$10,000
	Valves and Pumps	5	0%	\$25,000
	Transformers	10	0%	\$25,000
	Other Equipment	5-10	10%	\$10,000
Furniture & Fixtures	Office & Parks Furniture	5	10%	\$10,000
	Playground Structures	10	10%	\$10,000
	Appliances	5	10%	\$10,000
	Other Fixtures	5	10%	\$10,000
Infrastructure	Sewer Relining	10	0%	\$50,000
	Storage Tanks	10	0%	\$50,000
	Lagoons	25-50	0%	\$50,000
	Substations	25-50	0%	\$50,000
	Roads & Streets	25-50	0%	\$50,000
	Storm Sewers	25-50	0%	\$50,000
	Curb, Gutter & Sidewalk	25-50	0%	\$50,000
	Raw Water Lines	25-50	0%	\$50,000
	Water Lines	25-50	0%	\$50,000
	Wastewater Lines	25-50	0%	\$50,000
	Electrical Lines	25-50	0%	\$50,000
	Other Infrastructure	25-50	0%	\$50,000

AGENDA ITEM SUMMARY REPORT

Extension of Quote 2021-06 Fuel

ACTION TO BE TAKEN:

Approve the extension of Quote 2021-06 Fuel, extending the current fuel contract with Bailey Enterprises Inc. for a period of one year beginning on July 1, 2022. Allowing an additional freight fuel surcharge of \$.04 per gallon to be added at that time.

SUMMARY OF INFORMATION:

In June of 2021 the City Council approved the award of Quote 2021-06 Fuel to Bailey Enterprises Inc. Quote packets were sent to Bailey Enterprises Inc. and Homax Oil partnering with Conoco Country Store.

Bailey Enterprises Inc. was the only quote received and was awarded the fuel contract for Fiscal Year 2021/2022. This quote had a provision allowing the City to extend the agreement for two additional one-year periods.

At this time staff respectfully requests that we extend the current contract with Bailey Enterprises Inc. for one year, beginning on July 1, 2022 with the allowance of an additional \$.04 per gallon freight fuel surcharge.

Mike Bailey, President/CEO of Bailey Enterprises Inc., has been contacted and Bailey Enterprises Inc. would agree to extend the current agreement for one year if allowed to implement the additional freight fuel surcharge.

The current fuel rate is figured at the following costs over rack (per gallon):

Gasoline

Freight Rate: \$.073

Overhead: \$.08

Profit: \$.02

Diesel

Freight Rate: \$.079

Overhead: \$.06

Profit: \$.02

AGENDA ITEM NO. _____

The quote process requires staff to reacquaint all of the interested parties with our requirements, and make certain that the company's electronic information can match with our fuel program utilized at the shop. In addition, if a new company provides a lower quote, new charge cards must be produced for each vehicle, and all users must be readjusted to a new location and process. Bailey Enterprises Inc. did provide the only quote in 2021 and does provide multiple fueling locations.

FISCAL IMPACT

Funding for this fuel is being budgeted within the Fiscal Year 2022/2023 Budget.

ALTERNATIVES

1. Approve the staff request to allow the extension of Quote 2021-06 Fuel for a period of one year beginning on July 1, 2022 and allowing Bailey Enterprises, Inc. to begin adding the \$.04 per gallon freight fuel surcharge at that time.
2. Request staff to prepare a new quote for services to begin on July 1, 2022.

ATTACHMENTS

1. Bailey Oil Co Submitted Quote 2021-06 Fuel
2. Email from Mike Bailey regarding additional freight fuel surcharge.

AGENDA & SUMMARY REPORT TO:

1. Mike Bailey, Bailey Enterprises Inc., mbailey@gowithbailey.com



Kylie Hanson <kylieh@codywy.gov>

Fuel Quote 2021-06 - Extension

Michael V. Bailey <m Bailey@gowithbailey.com>

Tue, Mar 15, 2022 at 5:19 PM

To: Kylie Hanson <kylieh@codywy.gov>

Cc: Kassie Holdren <kholdren@gowithbailey.com>, BJ Dodge <bdodge@gowithbailey.com>

Kylie

With costs rising dramatically, I would propose a freight fuel surcharge of 4 cents. If that is approved I would agree to another year. If not we better re-bid

Thanks

Mike Bailey

President/CEO

**811 SOUTH FEDERAL BLVD.**, PO BOX 1326, RIVERTON, WY 82501**307-857-6750** OFFICE, 1-**307-851-5171** CELL, **307-857-6801** FAX**m Bailey@gowithbailey.com**

CONFIDENTIALITY NOTICE - This e-mail transmission, and any documents, files or previous e-mail messages attached to it, may contain information that is confidential or legally privileged. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, you are hereby notified that you must not read or and that any disclosure is STRICTLY PROHIBITED. If you have received this transmission in error, please notify the sender and delete the original transmission and attachments. Thank you.

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*All **City of Cody** electronic correspondence and associated file attachments are public records and may be subject to disclosure in the event of a **public records request**.*



CITY OF CODY
WYOMING

Matt Hall
Mayor

Justin Baily
Diane Ballard
Jerry Fritz
Andrew Quick
Heidi Rasmussen
Emily Swett
Council Members

Thomas Keegan
Municipal Judge

Barry A. Cook
City Administrator

1338 Rumsey Avenue
P.O. Box 2200
Cody, WY 82414

(307) 527-7511
Fax (307) 527-6532

REQUEST FOR QUOTATION

Quote # 2021-06

The City of Cody will accept quotes until 2:00 p.m., May 24, 2021 at City Hall, 1338 Rumsey Ave. for the following fuels:

Unleaded Gasoline
Mid-Grade Gasoline
Premium Grade Gasoline
Diesel Fuel

It is estimated that the City utilizes approximately 90,000 gallons of fuel per year, approximately half of this use being diesel fuel. Quantities do vary by product and are not guaranteed. Quantities should not be construed to represent either a maximum or minimum quantity to be used during the contract term.

Fuel is to be dispensed by a Card System. Cards are to be set for a single vehicle or equipment so that one card can be locked out without exchanging all of the cards. Must be able to provide PINs for each card. Fuel entry must be able to accommodate mileage and hours. On a weekly basis the SUPPLIER must be able to e-mail the mileage and usage of any vehicles or equipment to fleet@cityofcody.com. On a monthly basis, concurrent with billing, SUPPLIER must be able to deliver all usage and billing information to the City of Cody in a comma delimited by field ASCII file or other acceptable format (preferably Microsoft Excel). The SUPPLIER must provide proof of rack prices at the end of each month.

Quotes are to be per gallon price with state tax included. Quotes must delineate separately the "Rack", "Freight", "Overhead", "Profit", "State Tax" and "Total Quote" (as a local government entity, the City of Cody is exempt from Federal Excise Tax).

Date of price to be as of May 14, 2021. The successful supplier will begin dispensing fuels for the City of Cody on July 1, 2021. This agreement is to extend for a period of one (1) year with the City retaining the option to extend the agreement for two additional one (1) year periods.

Submit quotes to City of Cody, 1338 Rumsey Avenue, PO Box 2200, Cody, WY 82414 and mark on the outside of the envelope "2021-06 FUEL QUOTE". All quotes must be submitted on an official quote form (attached). Additional copies can be obtained by emailing kylieh@cityofcody.com.

In accordance with the provisions of Section 16-6-101 through Section 16-6-106 of the Wyoming Statutes, 1997 republished edition, preference is hereby given to materials, supplies, equipment, machinery, and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by the competitors outside the state. *Any supplier claiming preference must submit evidence of Wyoming residency as defined in Wyoming Statute 16-6-101.*

The City reserves the right to reject any and/or all quotes and further reserves the right to waive any informalities if deemed in the best interest of the City.

Rob Kramer

City of Cody
Streets and Vehicle Maintenance Superintendent

**Mayor and City Council
City of Cody
PO Box 2200
1338 Rumsey Ave
Cody, WY 82414**

	Rack Price	Freight Rate	Overhead	Profit	State Tax	Total Quote Price per Gallon
Unleaded E10	\$2.1231	\$0.073	\$0.08	\$0.02	\$0.24	\$2.5361
Midgrade BLEND	\$2.31705*	\$0.073	\$0.08	\$0.02	\$0.24	\$2.73005
Premium CLEAR	\$2.7696	\$0.073	\$0.08	\$0.02	\$0.24	\$3.1826
Diesel CLEAR	\$2.3542**	\$0.079	\$0.06	\$0.02	\$0.24	\$2.7532

What, if any, additional fees would apply if the City were to pay the monthly statement with a credit card. THE CHARGE FOR USING A CREDIT CARD IS 3% OF THE TOTAL AMOUNT.

The undersigned understands that the City Council of the City of Cody shall determine in its sole discretion the most responsible supplier, and the City Council may reject any and all quotes or make substitutions, waive defects it deems unsubstantial in any quote, and that if an award is made, the City Council will award the quote in the best interest of the City. Award of quote is subject to Council budget appropriation for this purchase. The offer made herein shall be binding for 30 days after the date of quote opening.

Email Address: MBAILEY@GOWITHBAILEY.COM

Terminal	Supplier	Fuel Type	Effective Date	Effective Time	New Price	Price Move
Co Denver (13)						
Id Pocatello (5)						
Mt Billings Psx (7)						
Mt Billings Psx	Sinclair Branded	Fs #1 Uls	05/14/21	1801	2.667300	-0.010000
Mt Billings Psx	Sinclair Branded	Fs #1 Uls Dyed	05/14/21	1801	2.670800	-0.010000
* Mt Billings Psx	Sinclair Branded	Fs #2 Uls	05/14/21	1801	* 2.354200	-0.010000
Mt Billings Psx	Sinclair Branded	Fs #2 Uls Dyed	05/14/21	1801	2.357700	-0.010000
* Mt Billings Psx	Sinclair Branded	Fs Prm	05/14/21	1801	* 2.769600	0.000000
Mt Billings Psx	Sinclair Branded	Fs Prm10%	05/14/21	1801	2.486700	0.000000
* Mt Billings Psx	Sinclair Branded	Fs U/I10%	05/14/21	1801	* 2.123100	0.000000
Wy Casper (15)						
Wy Cheyenne (7)						
Wy Rock Springs (3)						
Wy Sheridan (3)						
Wy Sinclair (10)						



STATE OF WYOMING CERTIFICATE OF RESIDENCY STATUS

NO. 1088

THIS CERTIFIES THAT: BAILEY ENTERPRISES, INC.

HAS BEEN GRANTED RESIDENCY STATUS PURSUANT TO WYOMING
STATUTE 16-6-101, AS AMENDED: FIVE PERCENT PREFERENCE SHALL BE
ALLOWED WHEN BIDDING ON ANY PUBLIC WORKS CONTRACT FOR A
PERIOD OF ONE (1) YEAR FROM THE DATE CERTIFICATION IS GRANTED.

GRANTED THIS 2nd **DAY OF** June **TWO THOUSAND AND** 20



JOSHUA B. TAYLOR, LABOR STANDARDS SUPERVISOR

EXPIRATION DATE: 6/1/21

RESUBMIT THIS DOCUMENT FOR RENEWAL PRIOR TO EXPIRATION DATE TO:
LABOR STANDARDS, 5221 YELLOWSTONE ROAD, CHEYENNE, WY 82002

MEETING DATE:	April 5, 2022
DEPARTMENT:	Police Department
PREPARED BY:	Chuck Baker, Chief of Police
CITY ADM. APPROVAL:	
PRESENTED BY:	Chuck Baker, Chief of Police Phillip Bowman, Public Works Director

AGENDA ITEM SUMMARY REPORT **HARLEY OWNERS GROUP (HOG) EVENT** **“Kick’n it in Cody” June 23 – 25, 2022** **Street Closures and City Park Use Request**

ACTION REQUESTED:

Park County Travel Council had been awarded Cody WY as the location for the 2022 Harley Owners Group (HOG) event “Kick’n it in Cody” and is requesting approval for the event which includes a variety of street closures, traffic control/assistance, and use of the City Park Band Shell, audio system, and possibility of parking bikes on the grass during the three-day event – June 23 – June 25, 2022.

The organizer wants to ensure that City Park and the street closures are approved and reserved to finalize the announcement of the events. Pursuant to the listed conditions the organizer will be providing additional information to include malt beverage and vendor permits.

The street closure request includes, (see diagrams/maps);

1. Wednesday – Sunday (June 22nd – 26th) Street Closure for HDMC Corporate Demo Truck
 This closure will remain in place throughout the event to include a Pre and Post event set up and takedown. The space will be used for Harley Davidson Corporate Demo Semi trucks and trailers for promotional displays and demo rides.
 - 9th Street, Chamber entrance to Beck Ave. (24 hours per day)
2. Thursday (June 23rd) Street Closure for Main Event and Bike Show
 - Sheridan Ave between 12th & 14th (5pm – 11pm), including;
 - 12th, 13th and 14th Streets between Sheridan and Beck Ave (5pm – 10pm).
 (HOG event 6pm- 10 pm allows for 1 hour max after event ends to clear motorcycles from center lane and streets fully open by 11pm)
 - **Open Container Permit** for closed area (6pm – 10 pm)
3. Friday – Saturday (June 24th – 25th) Street Closure for MC staging areas for guided rides
 - Beck Ave between 8th to 10th Street (7am – 10am), including;
 - 10th Street - Sheridan to Beck and,
 - 9th Street – Chamber entrance to Beck.
4. Saturday (June 25th) Street Closure for Closing Ceremonies and awards in City Park including Food Trucks
 - Beck Ave between 8th to 10th Street (7am – 10pm), including;
 - 10th Street - Sheridan to Beck and,
 - 9th Street – Chamber entrance to Beck.
 - **Special Use Permit/Vendor and Open Container Permit** for Park (6pm – 9m).

Fees associated with this event on 6/23/22;

6/23 Main Event - Malt Beverage Open Container Permit	\$ 80.00
6/23 -6/25 Event Vendor Permit	\$100.00
6/25 Closing Ceremonies – Park, Band Shell, Sound Fee	\$475.00
6/25 Closing Ceremonies – Malt Beverage Open Container Permit	<u>\$ 80.00</u>
FEE TOTAL -	\$735.00

Estimated Staff costs associated to PW staff on-duty and overtime salaries for set up and tear down during all events, and overtime costs for Police staff for Main Event Traffic control;

6/23 – 6/25 Public Works staff on-duty cost reimbursement	\$ 384.00
6/23 – 6/25 Public Works staff overtime cost reimbursement	\$1,332.00
6/23 - Police Department staff overtime cost reimbursement	<u>\$1,190.00</u>
SALARY TOTAL -	\$2,906.00**

(**Salary Total is an estimate and may vary +/- depending on actual hours worked and salary rates for on-duty staff)

BACKGROUND SUMMARY

PCTC, along with three other cities in Wyoming, Idaho and Utah vied to host one of the 2022 HOG Events. Pursuant to a competitive process, Cody WY was selected. The community has hosted many events over the years with a variety of request for street closures, traffic assistance, park reservation and/or other permits requested and approved.

Staff has met several times with event organizers and PCTC Coordinator for planning and coordinating street closures and city staff support for the events.

FISCAL IMPACT

Dependent on the selected alternatives and if Council Sponsors any or all cost associated with staff time, park rental, permit fees etc.

Event Coordinator is requesting all cost associated with Street Closures, Traffic Control Assistance, Staffing, Park Rental, Band Shell Rental, Audio System and Staffing be sponsored by the City of Cody.

COMMUNITY IMPACT

1. 6/23 Main Event and Bike Show Street Closure of Sheridan Ave, between 12th and 14th street from 5pm to 10pm will limit parking for downtown businesses, as well as other adjoining street and public parking in the area of this event.
2. 6/23 Main Event and Bike Show Street Closures will also create posted detours for the traveling public.
3. 6/24 – 6/25 Access to Park County Courthouse will be limited along 10th Street and Cody High School facilities will be limited along Beck Street from 9th Avenue to 10th Avenue. During listed closures
4. Adjoining streets and other public parking in the area of the event in and around City Park will experience event participants, visitors and overflow parking.

5. Traffic flow will be intermediately impacted during the daily departure and on-duty Police may be required to assist with traffic control during the departure times.

ALTERNATIVES

1. Approve the request.
2. Deny the request.
3. Approve with modification or conditions to the request.

RECOMMENDATION

Staff recommends approval of the request with the listed conditions;

- a. The organizer will provide a Certificate of Liability Insurance in the amount of \$1,000,000.00 or greater for the business.
- b. The organizer will either complete a Mobile Vendor Application for the Event (which will cover any vendors that are associated with the event) and pay the \$100 fee or require any mobile vendor to apply for the mobile vendor permit pursuant to Title 3, Chapter 5, Article III, Sections 7-11 of the City of Cody Code.
- c. Other than movable barricades, an emergency vehicle access lane will be maintained on the Sheridan Ave and Beck Ave during respective closures throughout the event.
- d. The organizers will provide signage for areas in which open container permit(s) are approved, insuring no one leaves permitted area with an open container, as well as, providing signage denoting no alcohol beyond specific points.
- e. A single point of contact will be on site at all times and their contact information will be provided to the Police Department.

ATTACHMENTS

- a. Agenda Request Form
- b. HOG Event Brochure

AGENDA & SUMMARY REPORT TO:

Ryan Hauck, PCTC
Deanna Thompson, HOG



City of Cody Agenda Request Form



In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You will be notified of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to address concerns or provide additional information. Some requests may not require appearing before the Council for approval.

Please provide the following detailed information relating to your concern or request. **This form (and any relevant attachments) should be submitted in a timely manner, preferably at least 14 days prior to allow sufficient time for internal review. Untimely submission may result in the inability to be considered for approval.** Council packets are prepared in advance prior to Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532),

Name of person to appear before the Council Ryan Hauck

Organization Represented Park County Travel Council / Rocky Mountain HOG Rally

Date you wish to appear before the Council April 5, 2022

Email Address ryan.hauck@codyyellowstone.org Telephone 307.587.8589

Names of all individuals who will speak on this topic Ryan Hauck, Phillip Bowman, Chief Baker

Event Title (if applicable) 2022 Kickin' It In Cody

Date(s) of Event (if applicable) June 23-26, 2022

Location of Event (if applicable) Downtown - 6/23 | Rodeo Grounds - 6/24 | City Park - 6/25

Full description of topic to be discussed (include all relevant information including any street closures, times of event, any special requirements or request etc., attach additional sheet if necessary and map showing location of event where applicable) June 22-26 - Road Closure - 9th from Beck Ave to Cody Visitor Center Entrance

June 23 - Road Closure - 5pm-10pm - Sheridan Ave from 12th-14th | 12th, 13th and 14th from Beck Ave to Sheridan Ave

- Special Use/Vendor Permit & Open Container - 6pm-9pm

June 24 & 25 - Road Closure - 7am-10am - Beck Ave from Sheridan -10th | 10th from Sheridan to Beck Ave

June 25 - Road Closure - 5pm-10pm - Beck Ave from Sheridan -10th | 10th from Sheridan to Beck Ave

- Special Use/Vendor Permit, Open Container, Malt Beverage - 6pm-9pm

- Rental of Band Shell with A/V

Which City employee(s) have you spoken to about this issue? Mayor Hall, Chief Baker, Phillip Bowman, Emily Swett

Signature  Date 4/5/22



Included In This Proposal

Agenda Request

Event Description & Full Itinerary

Contact List

Operating Plan With Maps

Permits, Street Closures, Open

Container & Sponsorship Requests

WYDOT Special Event Permit



Event Description



Suggested Itinerary – June 23

9am-5:30pm – Registration

9am-6pm – Non-Guided Rides

6pm-7pm – Cody Gunfight

6pm-9pm – Bike Show (Road Closed for Rally), Live Concert, Bike Games



Suggested Itinerary – June 24

8am-4pm – Registration

9am-5pm – Guided Ride Option #1

9am-5pm – Guided Ride Options #2

5pm-7:30pm – Cycle Rodeo

Different events tailored for cycles such as barrel racing, obstacle course, slow race, Weenie Bite, Plank Walk, Whiskey Barrel Roll

- Games are done inside of arena
- Barrels, planks, and anything else readily available from rodeo would be provided free of charge for games
- Help from rodeo staff to coordinate and run event. Other volunteer groups would also help.
- I would like to request a \$0 charge for the use of the venue and game equipment
- Food trucks or a catered dinner would be onsite

8pm-10pm – Rodeo

National Anthem – the HOG Rally will get a chance to have one of their own sing in front of a sold-out crowd to start off the night.

The singer would be chosen by May 24, otherwise not offered

At intermission HOG Rally will try and pull the handkerchief off two steers called “steer scramble”

Celebrity Bull Ride – HOG Rally members will get a chance to ride a real bull during the Cody Nite Rodeo. Winner gets a belt buckle



Suggested Itinerary – June 25

8am-12pm – Registration

8am-3pm – Guided Rides Option #3

8am-3pm – Guided Rides Option #4

3pm – 6pm –
Poker Run – 10 businesses
involving drinks, food, and unique
tasks along the way.

6pm-9pm – Closing Ceromnies in
Downtown Park with Food trucks and
live music



Contact List



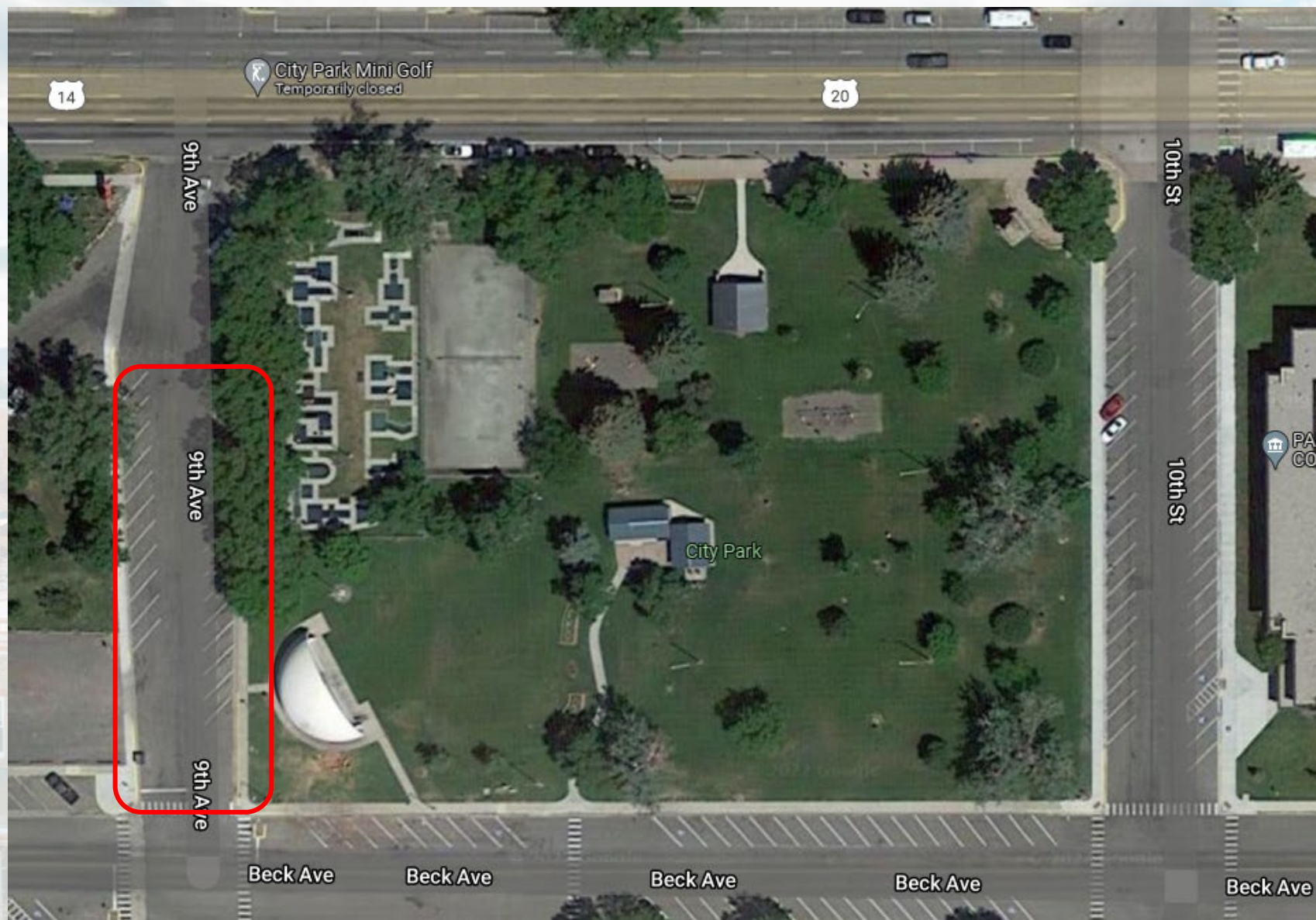
Deanna Thompson	dede2@aol.com	720-641-8161	Coordinator
Gary Green	gary97hd@gmail.com	970-219-1833	Registration
Mary Love	knmloveboat@msn.com	970-405-2702	Treasurer
Eddie Dane	avaholic425@yahoo.com	720-272-7537	Events
Lynn Schock	trekkielynn@yahoo.com	303-229-9583	Volunteers
Pam Mooney	rmhdbikerfun@aol.com	303-726-0525	Marketing
Fuzzy Jaramillo	fuzzy4913@gmail.com	720-838-1808	Site
Amy Borrego	amyborrego45@hotmail.com	720-309-0287	Secretary

Operating Plan With Maps

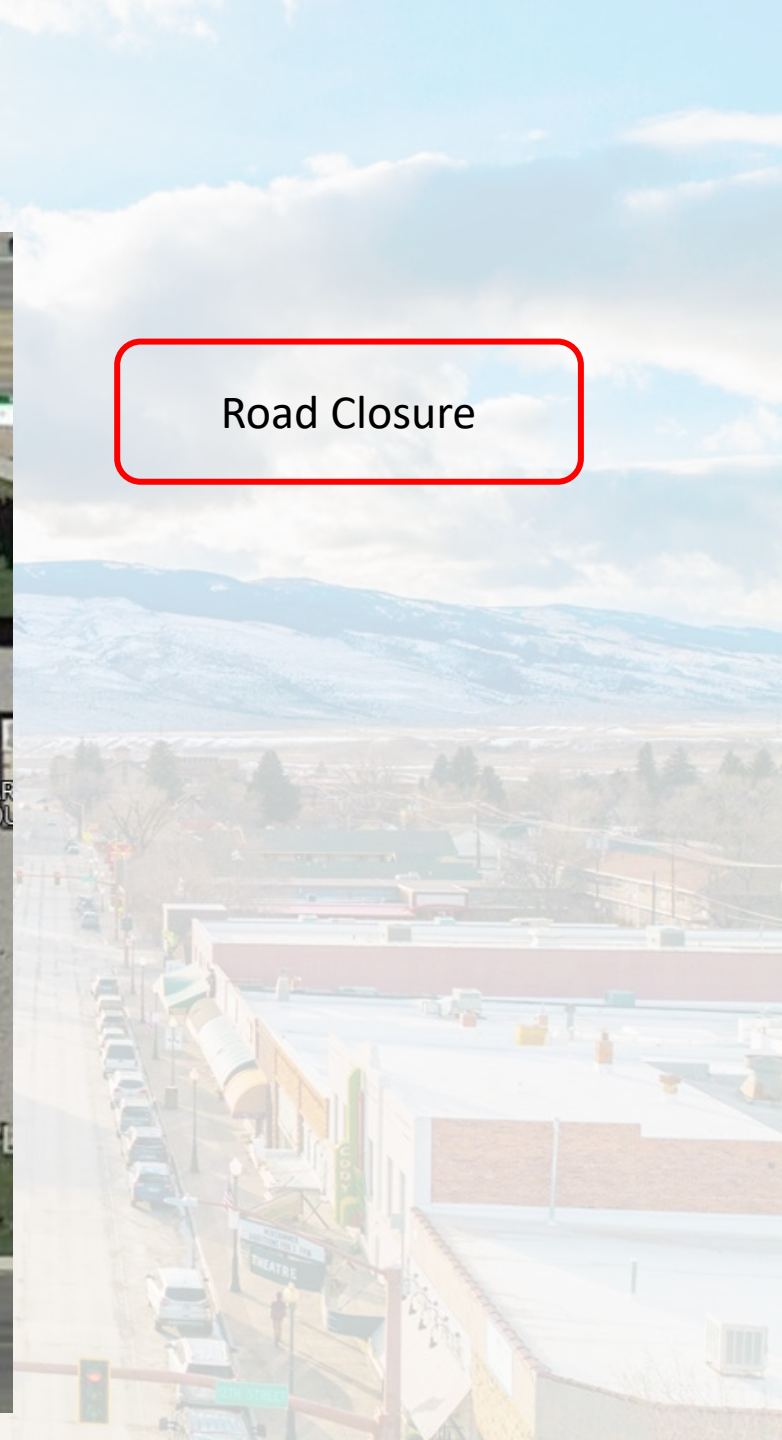
Permits, Street Closures, Open
Container & Sponsorship Requests



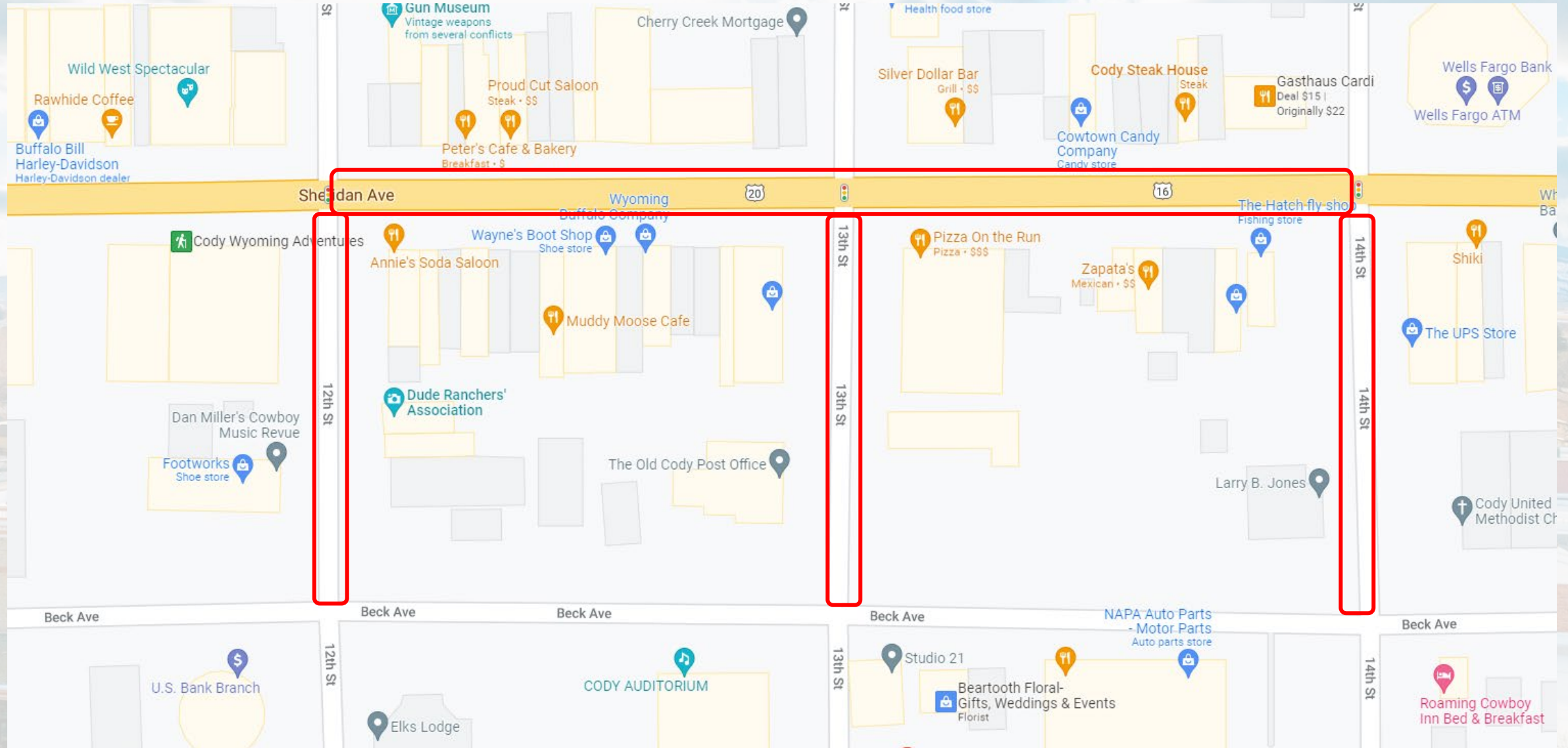
June 22 – June 26, 2022 Street Closure



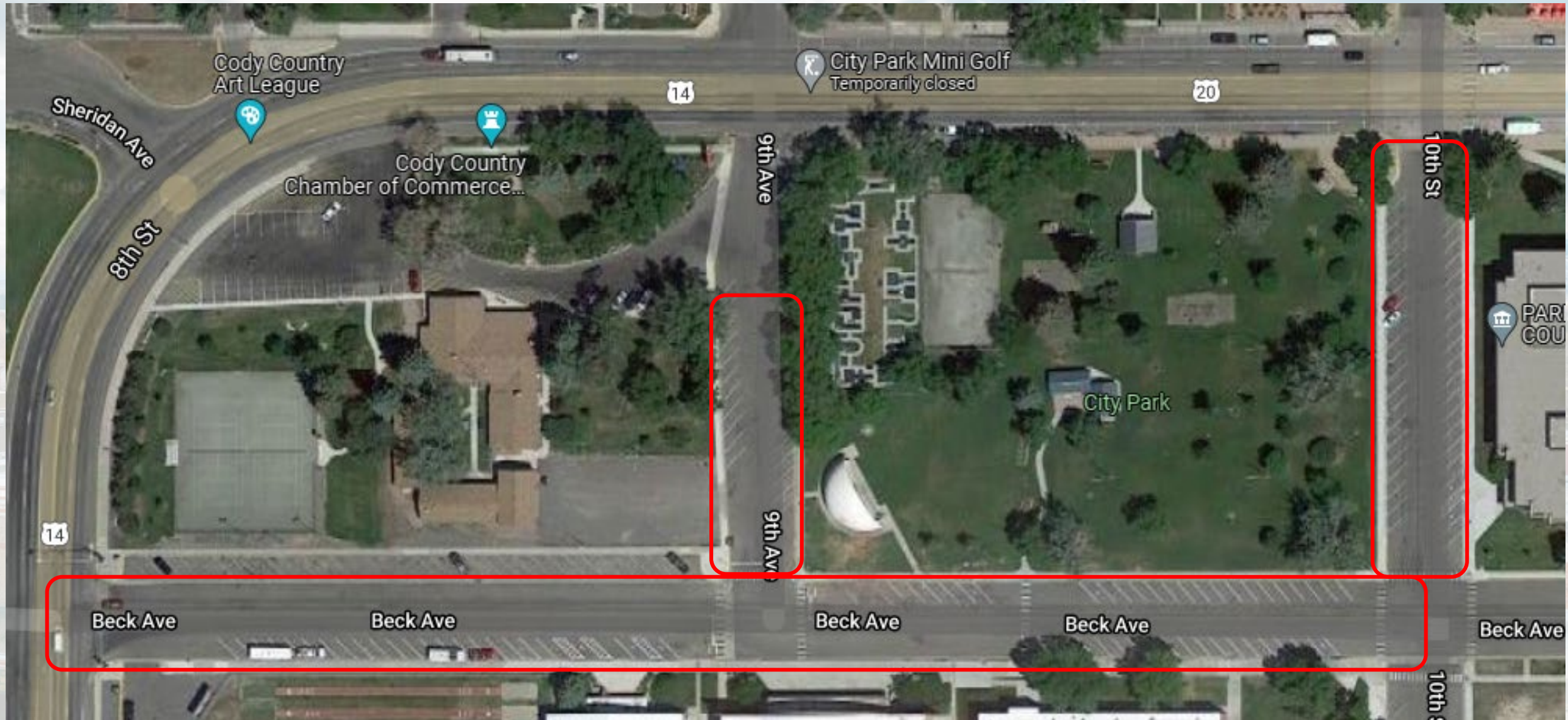
Road Closure



June 23, 2022
Street Closure – 5pm - 10pm
Open Container | Special Use Permit - Vendor & – 6pm - 9pm



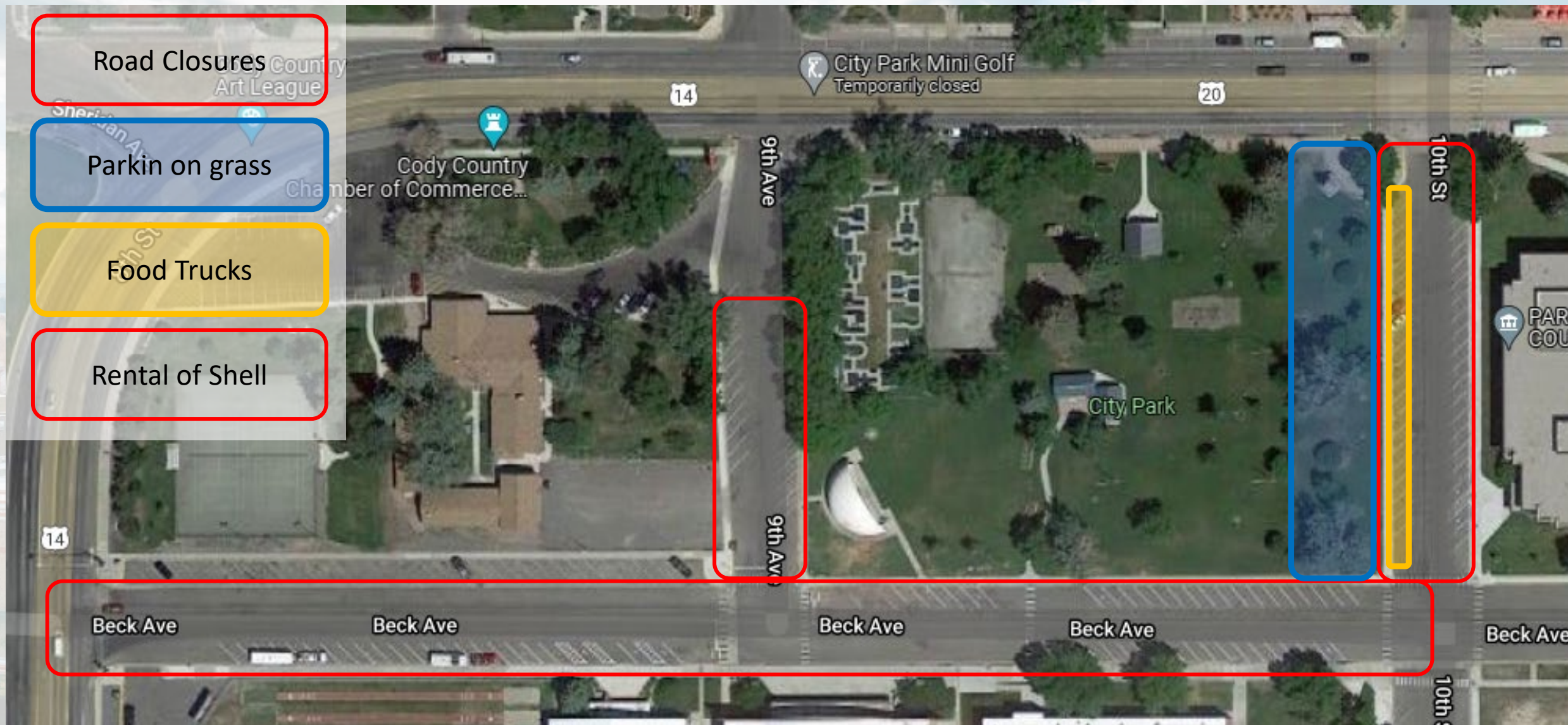
June 24-25, 2022
Street Closure – 7am-10am



June 25, 2022

Street Closure – 5pm-10pm

Special Use Permit/Vendor, Open Container, Malt Beverage – 6pm-9pm



Costs

City Permits, Fees, Labor	
Permits 6-23	
Special Vendor	\$100
Open Container	\$50
Permits 6-25	
Special Vendor	\$100
Open Container	\$50
Malt Beverage	\$30
City Park Fees	
Band Shell and Sound System	\$475
Sound Tech - Paradise Sound	\$400
YST Beer Festival - Trent	\$400
Police Labor Total	\$2,993
Total	-\$4,599.00

HOG Rally P&L	
Income	
Registration	\$18,000.00
Costs	
Rodeo - 6/24	\$10,800.00
Food - 6/24	\$9,000.00
Rally Guide	\$4,050.00
Supplies	\$1,800.00
Music - 6/24	\$600.00
Total	-\$8,250.00

Before Sponsorships -\$12,849

PCTC - \$5,000

After Sponsorships -\$7,849

Request City Sponsorship - \$2,500

Dollars from PCTC to City of Cody
\$161,305 – 10% Lodging Tax
\$700 – Sponsorship for Concerts in the Park



WYOMING DEPARTMENT OF TRANSPORTATION
Special Event Application

APPLICATION

Event Name 2022 Kickin' It In Cody HOG Rally Event Date 06/23/22
Type of Event: Motorcycle Rally
Event Director or Organizer Deanna Thompson Telephone 720-641-8161
Address _____ Email dede2@aol.com
Club Affiliation or Sponsor Event Coordinator Estimated Number of Participants 900

Course Information: ☒ Total closure ☐ Partial closure ☐ Remain open to traffic (Check appropriate box(s) (Explain in Event Description))

I (we) Coordinator hereby make application for a special permit
upon the right-of-way of:

highway 14 between milepost 12th Street and milepost 14th Street
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
on June 23, 2022 between 5pm and 10pm
Date Time Time

I (we) agree to strictly conform to the exhibits attached hereto, subject to all terms, conditions, agreements, stipulations and provisions contained in the application and permit, in Chapter XXIII rules and regulations of the Wyoming Department of Transportation, and any other applicable regulations, laws or ordinances.

EVENT DESCRIPTION (Attach event map): The 2022 Kickin' It In Cody HOG Rally would like to request a street closure on Highway 14 from 12th St to 14th St to hold a bike show for their opening night. Through the City of Cody, we will also be obtaining a Special Use/Vendor and Open Container Permits. This event will bring in 900 riders to Park County over a three day period.

Prior to the event, I (we) agree to review the course to determine potential problems that could endanger participants and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the event.

Permittee must provide a certificate of insurance as evidence of an existing Comprehensive or Commercial General Liability Policy, including contractual liability coverage, with limits not less than \$500,000.00 combined single limit for all claims arising out of a single accident or occurrence.

THE PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF WYOMING, DEPARTMENT OF TRANSPORTATION AND ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS FROM ALL SUITS OR ACTION WHICH MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, ITS OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

Ryan Hauck

Name (Please Print)



Signature

4/5/22

Date (Minimum of 60 days prior to event)

836 Sheridan Ave

Address

Cody, WY, 82414

City, State and Zip

307.587.8589

Telephone

Approval must be obtained from the city, town or county government if the closure restricts the use of any road, street or highway of the affected jurisdiction.

Approved by city or town if applicable

Name/Title (Please Print)

Signature/Title

Date

Address

City, State and Zip

Telephone

Approved by county if applicable

Name/Title (Please Print)

Signature/Title

Date

Address

City, State and Zip

Telephone

RESOLUTION 2022-07

A RESOLUTION ENCUMBERING FUNDS FROM THE AMERICAN RESCUE PLAN ACT TO PROVIDE FUNDING FOR CARPET REPLACEMENT AND CUSTOMER SERVICE STATION REMODELING AT CITY HALL.

WHEREAS, on March 11, 2021 the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the impact of the COVID-19 pandemic, and

WHEREAS, such funds are to be used in accordance with the guidelines of the Act, and

WHEREAS, the City of Cody has received the first tranche in the amount of \$848,807.14 on June 25, 2021, and

WHEREAS, the governing body was presented with information on the requirements of ARPA and provided with a list of proposed projects that meet the eligible use criteria, and

WHEREAS, the carpeting is over 15 years old, has sustained water damage in some areas, and is worn and stained in several places, and

WHEREAS, the customer service workstation is not designed to provide efficient customer service or adequate workspace for staff, and the condition of the workstations is poor, and

WHEREAS, the City of Cody has identified this project as an eligible use under the Revenue Replacement expense category for the provision of government services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY that the City of Cody hereby encumbers ARPA funds in the estimated amount of \$125,000 for this purpose. Upon solicitation of bids and/or quotes, the amount may require adjustment and final approval through a budget amendment Resolution.

PASSED, APPROVED AND ADOPTED ON THIS 5TH DAY OF APRIL, 2022

Mayor Matt Hall

ATTEST:

Cynthia D. Baker, Administrative Services Officer

RESOLUTION 2022-08

**A RESOLUTION ENCUMBERING FUNDS FROM THE AMERICAN RESCUE
PLAN ACT TO PROVIDE FUNDING FOR THE PURCHASE OF TABLETS
AND STANDS FOR THE COUNCIL DAIS.**

WHEREAS, on March 11, 2021 the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the impact of the COVID-19 pandemic, and

WHEREAS, such funds are to be used in accordance with the guidelines of the Act, and

WHEREAS, the City of Cody has received the first tranche in the amount of \$848,807.14 on June 25, 2021, with the second tranche expected in June 2022, and

WHEREAS, the governing body was presented with information on the requirements of ARPA and provided with a list of proposed projects that meet the eligible use criteria, and

WHEREAS, the purpose of this project is to propose using APRA funds to purchase tablets and stands to be installed at the Council dais for use by the City Council and the Planning and Zoning Board members to access agendas and related documents during meetings, and

WHEREAS, the City of Cody has identified this project as an eligible use under the Revenue Replacement expense category for the provision of government services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY that the City of Cody hereby encumbers ARPA funds in the estimated amount of \$3,200 for this purpose.

PASSED, APPROVED AND ADOPTED ON THIS 5TH DAY OF APRIL, 2022

Mayor Matt Hall

ATTEST:

Cynthia D. Baker, Administrative Services Officer

RESOLUTION 2022-09

A RESOLUTION ENCUMBERING FUNDS FROM THE AMERICAN RESCUE PLAN ACT TO PROVIDE FUNDING FOR CHIP SEALING.

WHEREAS, on March 11, 2021 the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the impact of the COVID-19 pandemic, and

WHEREAS, such funds are to be used in accordance with the guidelines of the Act, and

WHEREAS, the City of Cody has received the first tranche in the amount of \$848,807.14 on June 25, 2021, with the second tranche expected in June 2022, and

WHEREAS, the governing body was presented with information on the requirements of ARPA and provided with a list of proposed projects that meet the eligible use criteria, and

WHEREAS, there are not sufficient funds remaining in the Specific Purpose Tax fund to complete the chip sealing scheduled for 2022, and

WHEREAS, the City recognizes that if additional funding is not provided, no chip sealing will be performed in 2022.

WHEREAS, the City of Cody has identified this project as an eligible use under the Revenue Replacement expense category for the provision of government services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY that the City of Cody hereby encumbers ARPA funds in the estimated amount of \$100,000 to perform chip sealing.

PASSED, APPROVED AND ADOPTED ON THIS 5TH DAY OF APRIL, 2022

Mayor Matt Hall

ATTEST:

Cynthia D. Baker, Administrative Services Officer

RESOLUTION 2022-10

A RESOLUTION ENCUMBERING FUNDS FROM THE AMERICAN RESCUE PLAN ACT TO PROVIDE FUNDING FOR HIRING A PART TIME COMMUNITY SERVICES OFFICER IN THE POLICE DEPARTMENT.

WHEREAS, on March 11, 2021 the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the impact of the COVID-19 pandemic, and

WHEREAS, such funds are to be used in accordance with the guidelines of the Act, and

WHEREAS, the City of Cody has received the first tranche in the amount of \$848,807.14 on June 25, 2021, with the second tranche expected in June 2022, and

WHEREAS, the governing body was presented with information on the requirements of ARPA and provided with a list of proposed projects that meet the eligible use criteria, and

WHEREAS, requests for code compliance and nuisance investigations from other city departments and community members have increased, and

WHEREAS, the City recognizes that an effective and proactive Code Enforcement Program can have a major impact on the property values and image of the community. Code Enforcement Officers support and enhance quality of life, while working to keep aging buildings, homes and properties from becoming “eyesores” and community nuisances.

WHEREAS, the City of Cody has identified this project as an eligible use under the Revenue Replacement expense category for the provision of government services.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY that the City of Cody hereby encumbers ARPA fund in the estimated amount of \$110,550 for salaries and benefits for the period of July 1, 2022 through June 30, 2025 and \$13,230 for CSO equipment, uniforms, and duty gear, for a total of \$123,780.

PASSED, APPROVED AND ADOPTED ON THIS 5TH DAY OF APRIL, 2022

Mayor Matt Hall

ATTEST:

Cynthia D. Baker, Administrative Services Officer

RESOLUTION 2022-11

**A RESOLUTION ELECTING TO USE THE STANDARD ALLOWANCE FOR
REVENUE REPLACEMENT CALCULATIONS UNDER THE AMERICAN
RESCUE PLAN FINAL RULE.**

WHEREAS, on March 11, 2021 the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the impact of the COVID-19 pandemic, and

WHEREAS, such funds are to be used in accordance with the guidelines of the Act, and

WHEREAS, the City of Cody has received the first tranche in the amount of \$848,807.14 on June 25, 2021, with the second tranche expected in June 2022, and

WHEREAS, the governing body was presented with information on the requirements of ARPA and provided with a list of proposed projects that meet the eligible use criteria, and

WHEREAS, the Final Rule allows recipients to make a one-time decision to elect a “Standard Allowance” of up to \$10 million, not to exceed the award allocation, for determining the revenue replacement amount.

WHEREAS NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY that the City of Cody hereby elects the “Standard Allowance” for the Revenue Replacement expenditure category, to spend on the provision of government services throughout the performance period.

PASSED, APPROVED AND ADOPTED ON THIS 5TH DAY OF APRIL, 2022

Mayor Matt Hall

ATTEST:

Cynthia D. Baker, Administrative Services Officer

MEETING DATE:	APRIL 5, 2022
DEPARTMENT:	COMMUNITY DEVELOPMENT
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

AGENDA ITEM SUMMARY REPORT

The Preliminary Plat for the Dansie Minor Subdivision

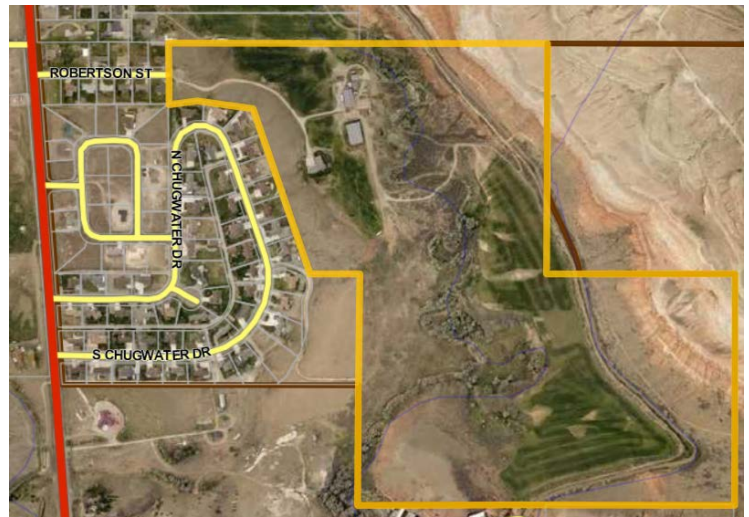
ACTIONS TO BE TAKEN

Approve the preliminary plat of the Dansie Minor Subdivision, a 3-lot subdivision, with associated variances and conditions of approval.

SUMMARY

The proposal is to divide a 116.6-acre parcel located at 140 Robertson Street into three lots, consisting of two 0.46-acre lots and the balance. The two 0.46-acre lots are vacant, and all subdivision improvements pertain to them. Lot 3 contains the owner's residence and farmland, and does not trigger additional improvements. The property is zoned Rural Residential (RR).

The preliminary plat drawing is attached and a detailed analysis of the subdivision is found in the attached report to the Planning and Zoning Board. The Board adopted the staff recommendation for approval with conditions.



RECOMMENDATION:

The Planning and Zoning Board has recommended that the City Council approve the preliminary plat for the Dansie Minor Subdivision with the following variances, and subject to the following conditions:

Subdivision Variances:

1. To reduce the cul-de-sac diameter requirement to 80 feet.
2. To waive the alley requirement.
3. To waive the pathway requirement.
4. To waive the block length requirement.
5. To waive the requirement to pipe irrigation ditches on Lot 3.

Conditions of Approval:

1. Provide the final plat documents in accordance with the subdivision ordinance.
2. The final plat must include the property line and property corner information for Lot 3, as all of it is within the subdivision. (Clean up the middle map.)
3. With the final plat application, provide grading and pavement detail plans of the cul-de-sac expansion for review and approval. Grading of a swale around appropriate portions of the

AGENDA ITEM NO. _____

perimeter (north side) is to be included. Construction of the expansion will need to occur prior to issuance of building permits on Lots 1 and 2; provided, a building permit may be issued if a financial security (e.g. letter of credit, performance bond, or cash deposit) is provided to the City to ensure completion prior to issuance of a certificate of occupancy.

4. The water tap fee for Lot 1 and the electrical estimate are to be paid before the final plat is recorded.
5. Installation of the electrical extension to Lots 1 and 2 is required prior to issuance of a building permit on the lots.
6. All work within the Robertson Street right-of-way requires a street encroachment permit from Public Works, prior to excavation or construction.
7. Provide an easement for the water line that runs from the water meter on Lot 1 to Lot 3, which easement is for the benefit of Lot 3.

ATTACHMENTS:

Preliminary Plat (2 sheets)

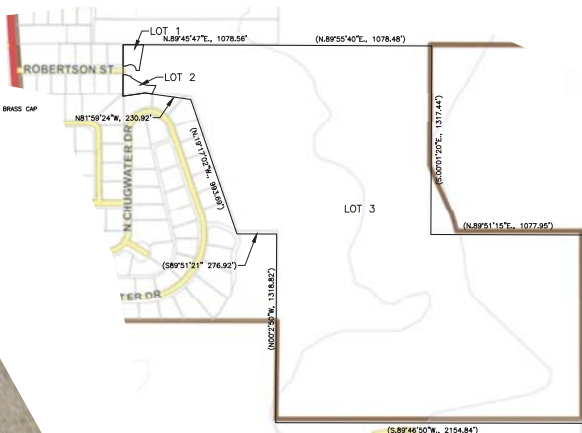
Planning & Zoning Board Staff Report

H:\PLANNING DEPARTMENT\FILE REVIEWS\MAJOR-MINOR SUBDIVISION\2022\SUB2022-01 CURT DANSIE\STAFF REPORTS\AGENDA SUMMARY PRELIM.DOCX

1. BEARINGS ARE BASED ON THE CITY OF CODY COORDINATE SYSTEM, WHICH IS BASED ON THE WYOMING COORDINATE SYSTEM NAD83 WEST CENTRAL ZONE.
2. THE CONTOURS OF THE PROPOSED MINOR SUBDIVISION ARE SHOWN ON THE PLAT WITH MAJOR CONTOURS EVERY 10.00'.
3. THERE ARE NO AREAS SUBJECT TO FLOODING OR WETLANDS
4. TOTAL SUBDIVISION ACREAGE = 116.64
5. SUBJECT PARCEL IS RURAL RESIDENTIAL (RR)

VALLEY VIEW

CHRISTOPHER DOUGLAS



A horizontal scale bar with tick marks at 0, 200, 400, and 800 feet. The text "SCALE (FT)" is centered below the bar.

APPROVED AS OF _____ DAY OF _____, 2022 BY THE CITY
COUNCIL OF CODY, WYOMING.

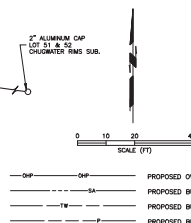
SAATCHI & SAATCHI

ATTEST: CINDY BAKER
ADMINISTRATIVE SERVICES OFFICER

STATE OF WYOMING) ss.
COUNTY OF PARK)
KNOW ALL MEN BY THESE PRESENTS THAT I/WE, THE UNDERSIGNED, HEREBY CERTIFY THAT I/WE ARE OWNERS, CARRIORS & ALIEN DANIEE FAMILY TRUST, AND PROPRIETORS OF SAID PARCELS DESCRIBED IN WARRANTY DEED DOCUMENT 2020-7375 IN AND TO THE CITY OF PARK, WYOMING, AND THAT WE HAVE BEEN FULLY ADVISED OF THE SAME, AS EVIDENCED BY THAT WARRANTY DEED RECORDED AS DOCUMENT 2020-7375 IN SAID CLERK AND RECORDER'S OFFICE;
AND THAT WE HAVE CAUSED SAID PROPERTY TO BE SURVEYED AND PLATTED AS SHOWN HEREON AS THE DANIEE MORRISON SUBDIVISION OF THE CITY OF PARK, WYOMING, AND THAT WE HAVE BEEN FULLY ADVISED OF THE SAME, AS EVIDENCED BY THAT WARRANTY DEED RECORDED AS DOCUMENT 2020-7375 IN AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS, THAT WE HEREBY DEDICATE THE MORRISON STREET HIGHWAY TO THE CITY OF PARK, WYOMING, AND THE EASEMENTS LABELED HEREON TO THE USES SO NOTED, AND THAT WE ARE SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY AND MINERAL RIGHTS OR RESERVATIONS ON RECORD.

CRAIG DANSIE _____ JULIE DANSIE _____
 STATE OF WYOMING }
 COUNTY OF PARK } SS.
 THE FOREGOING CERTIFICATE OF OWNER WAS ACKNOWLEDGED BEFORE ME BY CRAIG & JULIE DANSIE
 ON BEHALF OF THE CRAIG AND JULIE ANN DANSIE FAMILY TRUST.
 THIS _____ DAY OF _____, 2022, WITNESS MY HAND AND OFFICIAL SEAL.
 MY COMMISSION EXPIRES: _____

NOTARY PUBLIC



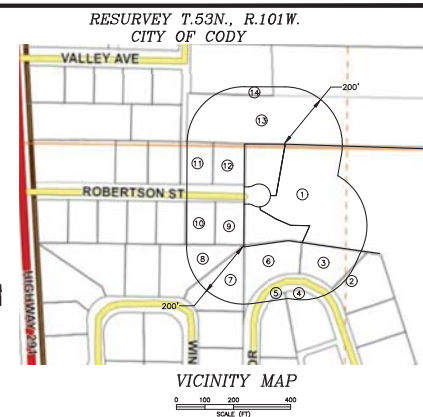
- FOUND 3.5" DIA. BRASS CAP
- FOUND 2" DIA. ALUMINUM CAP, OTHERWISE NOTED
- * SET 2" DIA. ALUMINUM CAP ON 5/8" DIA. STEEL, BA
- ***** SUBDIVISION BOUNDARY *****
- ***** PROPOSED SUBDIVISION LOT LINES. *****
- ***** EXISTING OVERHEAD POWER LINE. *****
- ***** EXISTING BURIED TELEPHONE / FIBER LINE. *****
- ***** EXISTING BURIED NATURAL GAS LINE. *****
- ***** EXISTING BURIED TREATED WATER LINE. *****
- ***** EXISTING BURIED SANITARY SEWER LINE. *****
- ***** MANHOLE I.D. UTILITY AND STRUCTURE TYPES VARY. *****
- ***** TREATED WATER. *****
- ***** WM = WATER METER *****
- ***** GW = WATER VALVE *****
- ***** GM = METER METER *****
- ***** ELECTRIC METER, GV = GAS VALVE *****
- ***** UTILITY POLE *****
- ***** FIRE HYDRANT *****

PREPARED FOR: CURT DANSIE
2629 BIG HORN AVE.
CODY, WY 82414

PREPARED BY: ENGINEERING ASSOCIATES
CONSULTING ENGINEERS & SURVEYORS
P.O. BOX 1900
CODY, WYOMING 82414

JOB NO. 21100.56 BOOK NO. 593
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JOB NO. 21100.56 BOOK NO. 593
03/16/22 P:\21100.56\ACAD\BASE



- ① CRAG & JULIE ANN DANSE FARM TRUST, 140 ROBERTSON ST., CODY, WY. #2414
- ② DONALD DONALD C. BUXTON & MEGHAN E. NUNN, 214 SOUTH CHUMBER DRIVE, CODY, WY. #2415
- ③ RAN RECOVERABLE TRUST, 220 S CHUMBER DR., CODY, WY. #2414
- ④ GANDOLPH B. & ANGELA J. FEUSHER, 187 S CHUMBER DR., CODY, WY. #2414
- ⑤ LAIL LOUISE FOSTER & DANA LYNN COGHAN, 174 N CHUMBER DR., CODY, WY. #2414
- ⑥ SAHANI FARM TRUST, 179 N CHUMBER DR., CODY, WY. #2414
- ⑦ GREGORY J. & LISA L. MATTHEWS, 137 WINDSOR DR., CODY, WY. #2414
- ⑧ NICHOLAS & JESSICA O'NEAL, 131 WINDSOR DR., CODY, WY. #2414
- ⑨ CLAYTON W. & JANET C. MARO, 128 ROBERTSON ST., CODY, WY. #2414
- ⑩ BURNS FARM TRUST, 122 ROBERTSON ST., CODY, WY. #2414
- ⑪ WOLF FAMILY TRUST, 122 ROBERTSON STREET, CODY, WY. #2414
- ⑫ DAVID STEVENS & MELBA ROBERTSON, 127 ROBERTSON ST., CODY, WY. #2414
- ⑬ CHRISTOPHER TODD DAVIS, 2620 CANY ST., CODY, WY. #2414
- ⑭ E. & SHERIE MORROW RECOVERABLE TRUST, 2530 CANY ST., CODY, WY. #2414

THIS PLAT WAS ACCEPTED IN THE OFFICE OF THE CLERK AND RECORDER, PARK COUNTY, WYOMING, AT _____ O'CLOCK ____ M. ON THIS _____ DAY OF _____ 2022, FILED FOR RECORDING IN BOOK OR PLAT CABINET _____ AT PAGE _____ AND RECORDED AS COMPUTER RECORD DOCUMENT NUMBER _____

PARK COUNTY CLERK

BY: _____, DEPUTY.

APPROVED AS OF _____ DAY OF _____, 2022 BY THE CITY
PLANNING AND ZONING BOARD OF CODY, WYOMING.

CHAIRMAN

I, LYLE J. CASCIATO, OF ENGINEERING ASSOCIATES, HEREBY CERTIFY THAT THIS MAP WAS PREPARED USING DOCUMENTS ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK, AND FROM NOTES TAKEN DURING ACTUAL SURVEYS PERFORMED UNDER MY DIRECTION BETWEEN NOVEMBER AND DECEMBER OF 2021; AND, THAT TO MY KNOWLEDGE, THIS MAP SHOWS THE SITUATION ON THE GROUND AT THE TIME OF ITS PREPARATION.

DRAFT

LOCATED WITHIN

NE1/4NW1/4 LOT 65
RESURVEY T.52N., R.102W., 6TH P.M.,
CITY OF CODY, PARK COUNTY, WYOMING

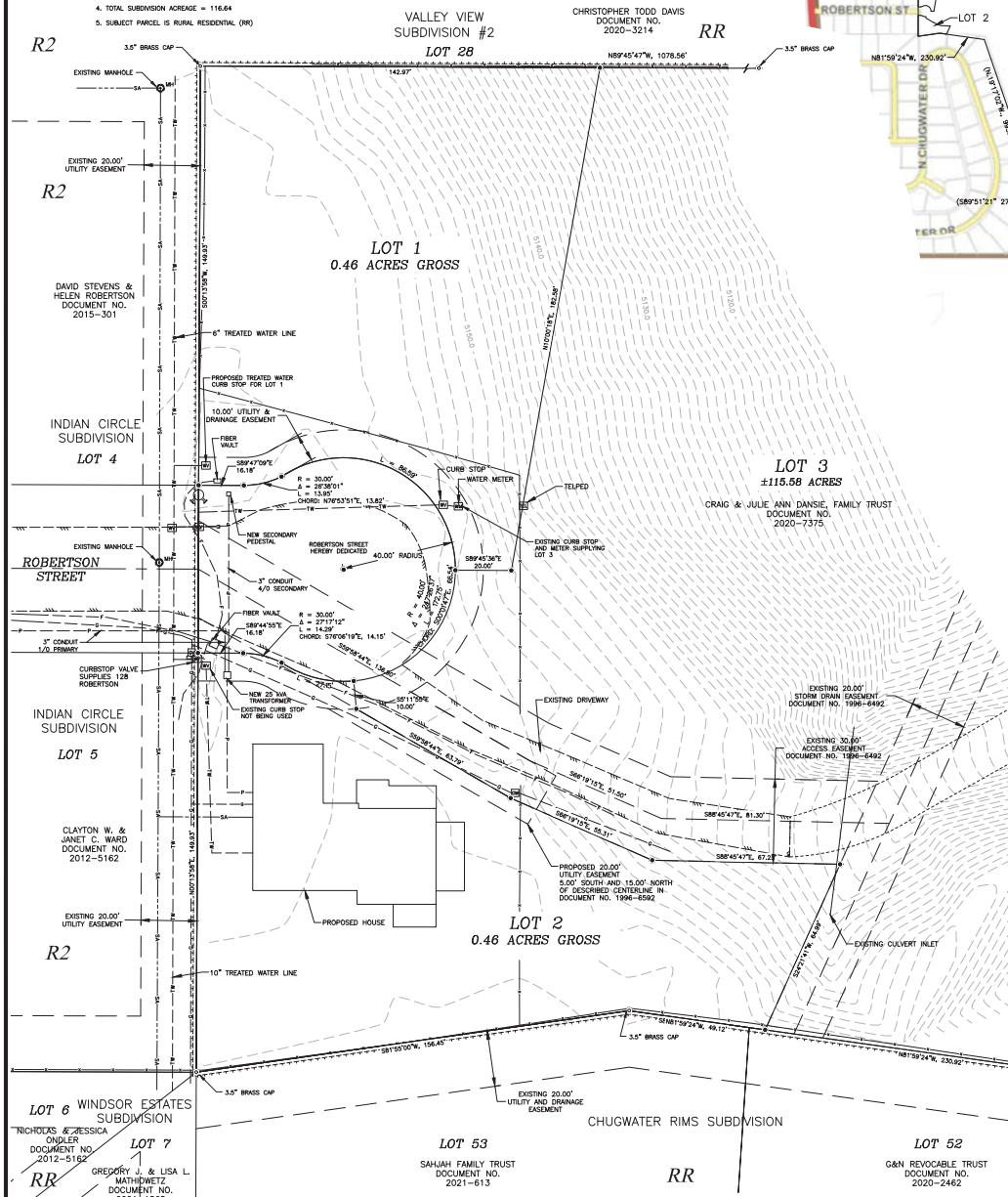
PREPARED FOR: CURT DANSIE
2629 BIG HORN AVE.
CODY, WY 82414

PREPARED BY: ENGINEERING ASSOCIATES
CONSULTING ENGINEERS & SURVEYORS
P.O. BOX 1900
CODY, WYOMING 82414

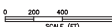
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NOTES

1. BEARINGS ARE BASED ON THE CITY OF CODY COORDINATE SYSTEM, WHICH IS BASED ON THE WYOMING COORDINATE SYSTEM NAD83 WEST CENTRAL ZONE.
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4. TOTAL SUBDIVISION ACREAGE = 116.64
5. SUBJECT PARCEL IS RURAL RESIDENTIAL (RR)



PLAN VIEW



CITY COUNCIL APPROVAL

APPROVED AS OF _____ DAY OF _____, 2022 BY THE CITY OF CODY, WYOMING.

MAYOR - MATT HALL

ATTEST: CINDY BAKER
ADMINISTRATIVE SERVICES OFFICER

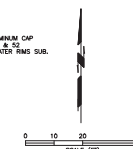
CERTIFICATE OF OWNER

STATE OF WYOMING } SS.
 COUNTY OF PARK }
 I, CRAIG DANCIE, OF THE COUNTY OF PARK, STATE OF WYOMING, DO HEREBY CERTIFY THAT I AM THE OWNER OF THE PARCEL DESCRIBED IN THE FOREGOING CERTIFICATE OF OWNER, AND THAT I HAVE CAUSED SAID PROPERTY TO BE SURVEYED AND PLATTED AS SHOWN HEREON AS THE DANCIE MINOR SUBDIVISION LOCATED WITHIN THE CITY OF CODY, WYOMING. I HAVE CAUSED THE SURVEY TO BE MADE BY A LICENSED SURVEYOR, AND I HAVE CAUSED THE SURVEY TO BE RECORDED IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF PARK COUNTY, STATE OF WYOMING, AS EVIDENCED BY THAT WARRANTY DEED RECORDED AS DOCUMENT #2020-7375 IN SAID CLERK AND RECORDER'S OFFICE.

THAT WE HAVE CAUSED SAID PROPERTY TO BE SURVEYED AND PLATTED AS SHOWN HEREON AS THE DANCIE MINOR SUBDIVISION LOCATED WITHIN THE CITY OF CODY, WYOMING. I HAVE CAUSED THE SURVEY TO BE MADE BY A LICENSED SURVEYOR, AND I HAVE CAUSED THE SURVEY TO BE RECORDED IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF PARK COUNTY, STATE OF WYOMING, AS EVIDENCED BY THAT WARRANTY DEED RECORDED AS DOCUMENT #2020-7375 IN SAID CLERK AND RECORDER'S OFFICE.

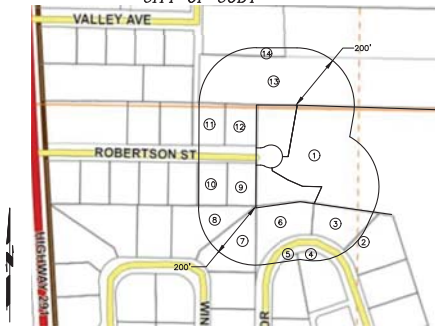
ON BEHALF OF THE CRAIG AND JULIE ANN DANCIE FAMILY TRUST.
 THIS _____ DAY OF _____, 2022, WITNESS MY HAND AND OFFICIAL SEAL.
 MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

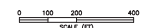


PROPOSED OVERHEAD POWER
 PROPOSED BURIED SANITARY SEWER LINE
 PROPOSED BURIED TREATED WATER LINE
 PROPOSED BURIED POWER LINE

RESURVEY T.53N., R.101W. CITY OF CODY



VICINITY MAP



LANDOWNER KEY

1. CRAIG & JULIE ANN DANCIE FAMILY TRUST, 140 ROBERTSON ST., CODY, WY. 82414
2. CHRISTOPHER D. BLIXTON & MEGHAN E. NUNN, 214 SOUTH CHUGWATER DRIVE, CODY, WY. 82414
3. G&N REVOCABLE TRUST, 220 S CHUGWATER DR., CODY, WY. 82414
4. RANDOLPH B. & ANGELA J. FEUSNER, 187 S CHUGWATER DR., CODY, WY. 82414
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12. DAVID STEVENS & HELEN ROBERTSON, 127 ROBERTSON ST., CODY, WY. 82414
13. CHRISTOPHER TODD DAVIS, 2620 CAREY ST., CODY, WY. 82414
14. ED & SHERRIE MORRISON REVOCABLE TRUST, 2530 CAREY ST., CODY, WY. 82414

CLERK AND RECORDER ACCEPTANCE

THIS PLAT WAS ACCEPTED IN THE OFFICE OF THE CLERK AND RECORDER, PARK COUNTY, WYOMING, AT _____ O'CLOCK _____ M. ON THIS _____ DAY OF _____, 2022, FILED FOR RECORDING IN BOOK OR PLAT CABINET _____ AT PAGE _____ AND RECORDED AS COMPUTER RECORD DOCUMENT NUMBER _____

PARK COUNTY CLERK

DEPUTY

CITY PLANNING AND ZONING BOARD

APPROVED AS OF _____ DAY OF _____, 2022 BY THE CITY PLANNING AND ZONING BOARD OF CODY, WYOMING.

CHAIRMAN

CERTIFICATE OF SURVEYOR

I, JULIE A. CASCIATO, OF ENGINEERING ASSOCIATES, HEREBY CERTIFY THAT THIS MAP WAS PREPARED USING DOCUMENTS ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER, AND FROM NOTES TAKEN DURING ACTUAL SURVEYS PERFORMED UNDER MY DIRECTION BETWEEN NOVEMBER AND DECEMBER OF 2021 AND THAT TO MY KNOWLEDGE, THIS MAP SHOWS THE SITUATION ON THE GROUND AT THE TIME OF ITS PREPARATION.



PRELIMINARY PLAT OF DANCIE MINOR SUBDIVISION

LOCATED WITHIN

NE1/4NW1/4 LOT 65
 RESURVEY T.52N., R.102W., 6TH P.M.,
 CITY OF CODY, PARK COUNTY, WYOMING

PREPARED FOR: CURT DANCIE
 2629 BIG HORN AVE.
 CODY, WY. 82414

PREPARED BY: ENGINEERING ASSOCIATES
 CONSULTING ENGINEERS & SURVEYORS
 P.O. BOX 1900
 CODY, WYOMING 82414



JOB NO. 21100.56 BOOK NO. 593
 03/16/22 P-21100.56/VACAD/BASE

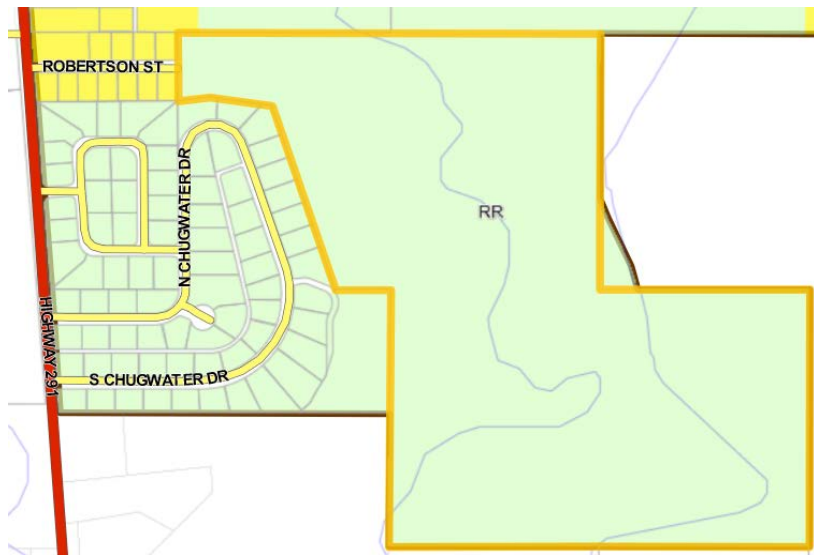
NSH

**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	MARCH 29, 2022	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	
SUBJECT:	PRELIMINARY PLAT FOR THE DANSIE MINOR SUBDIVISION, A 3-LOT MINOR SUBDIVISION. SUB 2022-01	RECOMMENDATION TO COUNCIL:	X
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT OVERVIEW

The proposal is to divide a 116.6-acre parcel located at 140 Robertson Street into three lots, consisting of two 0.46-acre lots and the balance. The two 0.46-acre lots are vacant, and all subdivision improvements pertain to them. Lot 3 contains the owner's residence and farmland, and does not trigger additional improvements. The property is zoned Rural Residential (RR). The preliminary plat drawing is attached.



SUBDIVISION REGULATIONS

Applicable subdivision ordinance requirements are as follows. Staff comments follow each requirement. When a variance from the standard is involved, it is noted.

11-4-2: STREETS, ALLEYS AND EASEMENTS:

A. Alignment: All proposed streets, alleys and easements shall align horizontally and vertically with existing streets, alleys and easements adjacent to or lying near the subdivision.

Comment- No new public streets or alleys are required. The existing cul-de-sac at the end of Robertson Street will need to be improved to City standards and is aligned with the existing street.

B. Conform to Master Street Plan: All streets shall conform to the city master street plan for size and approximate alignment.

Comments- Robertson Street is identified as a "rural" street by the Master Street Plan. This standard refers to a 32-foot-wide asphalt road with no curb, gutter, or sidewalk. The physical width of Robertson Street is 24 feet with an asphalt surface. A swale is to be maintained along the edge of the rural street section, for stormwater purposes.

Items "C" through "F" are standards that relate to construction of new public streets and are not applicable to this subdivision.

G. Cul-De-Sacs: Cul-de-sacs shall be permitted, providing they are no longer than five hundred feet (500'), including the area at the end of said cul-de-sac; and further providing, that the property line to property line diameter of the cul-de-sac be at least one hundred feet (100'). Design specifications for curb, gutter, sidewalk and distance from property line to sidewalk shall be in accordance with the typical section of a "residential street", as defined by the master street plan. Surface drainage shall be towards the intersecting streets whenever possible, but may be out of the cul-de-sac through a drainage easement as a last alternative.

Comments: Robertson Street is already a dead-end road with a cul-de-sac, and is about 830 feet long. This subdivision does not extend that length by more than a few feet, so the situation can reasonably be considered non-conforming.

The diameter of the current cul-de-sac is not consistent and needs to be enlarged to meet City standards. The dimensions indicated in the subdivision ordinance are for a cul-de-sac with curb, gutter and sidewalk. As noted in "B", Robertson Street is a rural street section, so curb, gutter, and sidewalk are not applicable. The fire marshal has determined that in this instance an 80-foot diameter paved cul-de-sac is sufficient, provided the cul-de-sac is signed for no parking. The two lots are large enough that they can accommodate sufficient parking.

Items "H" through "O" relate to construction of new public streets and are not applicable to this subdivision.

P. Alleys: Alleys shall be required in all subdivisions with the minimum width being twenty feet (20')

Comment: A variance to the alley requirement is requested and is justified as there are no adjacent alleys to tie into. All utilities and garbage collection will be at the front of the lots.

Q. Curb, Gutter, Sidewalk, Paved Streets: Curb, gutter, sidewalk and paved streets shall be required in all proposed subdivisions unless waived in accordance with criteria set out in subsection 11-5-2B of this title by the planning and zoning board, and the city council. All waivers of curb, gutter and sidewalks shall require acknowledgment by the developer on the final plat that future improvement districts for the development of

curb, gutter and sidewalks shall be supported by future owners of the lots and be so noted on the final plat. The developer shall be responsible for demonstrating to the city that the grades and location of the proposed improvements shall be compatible with all future development in the area.

Comment: As noted previously, the applicable street standard is a rural standard, with no curb, gutter or sidewalk. A separated pathway is identified in the rural street standard, but a variance is requested. The cul-de-sac is at the end of a fully developed subdivision with no sidewalk and no potential for further subdivision. Also, there are no building sites off the end of the cul-de-sac. So, the likelihood of pedestrian traffic around the cul-de-sac is practically non-existent. Therefore, a variance to the pathway requirement seems reasonable due to these characteristics.

Items "R" through "T" are standards that relate to new streets and drainage that are not applicable to this project.

U. Lot Requirements:

1. *Lots shall be sited to meet the requirements of the appropriate zoning.*

Comment: Met. The RR zoning requires a minimum lot size of 0.40 acres.

2. *Every lot shall abut upon or have access to an approved street or cul-de-sac.*

Comment: Met.

3. *Side lot line shall be at approximately right angles to the street line on which the lot faces.*

Comment: Met.

4. *Strip lots...will be prohibited.*

Comment: Met.

- V. *Blocks: Blocks shall be at least three hundred feet (300') long, normally, not to exceed six hundred sixty feet (660') long. All blocks shall normally be of sufficient width to allow for two (2) tiers of lots of approximately equal width and an alley.*

Comment: The development pattern of the surrounding area and topography prohibit compliance. A variance would be appropriate.

Section 11-5-1, DEVELOPMENT AND IMPROVEMENT also includes standards for construction. Applicable sections are listed below.

D. Street Design, Construction: Streets shall be designed and constructed according to accepted engineering practices and construction standards with the minimum cross section being the city standard.

Comment: Enlargement of the cul-de-sac will need to be designed and constructed per City standards. Simple grading and pavement section plans will need to be submitted with the final plat.

F. Sanitary Sewer: ...Each lot within the proposed subdivision shall be connected to a minimum eight-inch (8") diameter sewer main by a minimum four-inch (4") diameter sewer service line. The service lines shall be extended from the sewer main to the property line according to city standards. The use of individual septic systems will not be permitted when a sanitary sewer main is available...

Comment: Lots 1 and 2 will connect to City sewer, as shown. The house on Lot 3 is served by an existing septic system, which is allowed to remain. If the septic system on Lot 3 ever fails, analysis would be conducted to determine if connection to City sewer would occur. (At over 1,100 feet away, it is unlikely.)

G. Storm Sewer...

Comment: Minor subdivisions are exempt from the storm water policy. It is noted that the plat identifies an existing storm drain easement for the Chugwater Rims Subdivision to the south, which is not affected by this subdivision.

H. Water: All water mains will be designed and constructed according to city approved specifications and the city standards. The system will connect each lot within the proposed subdivision to a minimum six inch (6") diameter main by the use of a minimum three-fourths inch (3/4") copper service line. The service lines shall be extended from the main to the property line according to city standards. ...

Comment: Will be met as proposed. Lots 2 and 3 already have curb stops installed for City water. Lot 1 will connect to the water main near its southwest corner, as shown.

I. Fire Hydrants...

Comment: Met. A hydrant is at the southwest corner of Lot 1.

J. Open Drains, Irrigation Ditches: All open drains and irrigation ditches shall be buried or, if possible, eliminated.

Comment: No irrigation ditches or drains exist on Lots 1 or 2. The irrigation system on Lot 3 need not be piped, as the Lot remains a large parcel of farmland. A variance for Lot 3 would be appropriate.

K. Utilities: All utilities (electrical service, natural gas, telephone, cable TV, etc.) shall be installed underground, whenever possible, in the streets, alleys or utility easements shown on the final plat. All buried utilities will be placed before the finished surface is placed on the streets or alleys ... It will be the developer's responsibility to ensure that all utilities necessary or reasonably expected are placed within the proposed subdivision.

Comment: Only the electrical power to Lots 1 and 2 need to be installed at this time. All other typical utility services are either in place, or can be installed at the time of development of each vacant lot.

It is noted that a gas service to Lot 1 can either be installed when the power is dug over to Lot 1, or it can be installed to Lot 1 in the easement along the east end of the cul-de-sac when the lot is developed.

M. Street Lighting: Street lighting shall be installed according to the standards and requirements established by the city electrical commissioner, the cost of which will be borne by the subdivider.

Comment: Street lighting (lights on wood poles) exists along Robertson Street. The nearest street light is one lot to the west of this subdivision, on the south side of the street. An additional street light was not determined necessary in the cul-de-sac. However, if the applicant wants a street light, it can be added.

N. Public Use Areas: ...

Comment: Minor subdivisions are exempt from this requirement.

RECOMMENDATION:

Recommend that the City Council approve the preliminary plat of the Dansie minor subdivision, with the following variances, and subject to the following conditions:

Subdivision Variances:

1. To reduce the cul-de-sac diameter requirement to 80 feet.
2. To waive the alley requirement.
3. To waive the pathway requirement.
4. To waive the block length requirement.
5. To waive the requirement to pipe irrigation ditches on Lot 3.

Conditions of Approval:

1. Provide the final plat documents in accordance with the subdivision ordinance.
2. The final plat must include the property line and property corner information for Lot 3, as all of it is within the subdivision. (Clean up the middle map.)
3. With the final plat application, provide grading and pavement detail plans of the cul-de-sac expansion for review and approval. Grading of a swale around appropriate portions of the perimeter (north side) is to be included. Construction of the expansion will need to occur prior to issuance of building permits on Lots 1 and 2; provided, a building permit may be issued if a financial security (e.g. letter of credit, performance bond, or cash deposit) is provided to the City to ensure completion prior to issuance of a certificate of occupancy.
4. The water tap fee for Lot 1 and the electrical estimate are to be paid before the final plat is recorded.
5. Installation of the electrical extension to Lots 1 and 2 is required prior to issuance of a building permit on the lots.
6. All work within the Robertson Street right-of-way requires a street encroachment permit from Public Works, prior to excavation or construction.

7. Provide an easement for the water line that runs from the water meter on Lot 1 to Lot 3, which easement is for the benefit of Lot 3.

ATTACHMENTS

Preliminary plat

MEETING DATE:	APRIL 5, 2022
DEPARTMENT:	COMMUNITY DEVELOPMENT
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

AGENDA ITEM SUMMARY REPORT

The Preliminary Plat of the West Avenue Duplexes Subdivision

ACTIONS TO BE TAKEN

Approve the preliminary plat of the West Avenue Duplexes Subdivision, an 8-lot subdivision, with associated variances and conditions of approval.

SUMMARY

Ken McKinney has submitted a preliminary plat application for an 8-lot subdivision identified as the West Avenue Duplexes Subdivision. The property is zoned R-2 residential. Lot 1 is identified as a single-family lot, and the other seven lots are identified as duplex (two-family dwelling) lots.

The preliminary plat drawing is attached and a detailed analysis of the subdivision is found in the attached report to the Planning and Zoning Board.



The Board considered a motion to adopt the staff recommendation for approval with conditions, but the motion failed on a 3-to-3 vote. Prior to the motion, one of those Board members that voted against the motion expressed concern about impacts related to neighborhood character and increased traffic on West Avenue. These concerns mirror those expressed by a handful of neighbors that attended and spoke at the meeting. No comments or additional discussion occurred once the motion was made.

While Planning staff is sympathetic to the changes that will be experienced by the neighbors, the requirements to approve a subdivision are specified by the City subdivision ordinance and must be the basis for approval or denial of an application. Those requirements are identified and discussed in detail in the report to the Planning and Zoning Board (see attached). With the exception of some subdivision variances, which staff believes to be justified as outlined in the attached report, the preliminary plat application meets the applicable requirements and therefore should be approved. Items such as density, minimum lot size, and similar development standards are set by the zoning that is already in place and cannot be revisited in the context of a subdivision application.

AGENDA ITEM NO. _____

RECOMMENDATION:

The recommendation that was presented by staff and received the 3-to-3 vote from the Planning and Zoning Board was to recommend that the City Council approve the preliminary plat for the proposed subdivision and grant the variances listed, subject to the conditions listed.

Subdivision Variances:

1. To allow a permanent dead-end street.
2. To allow use of the updated master plan street section and corresponding reduction in right-of-way width.
3. To allow a 100-foot curvature radius on the internal street (reduced from 200').
4. To waive the alley requirement.
5. To waive the block length requirement.
6. To waive burying (piping) of the relocated irrigation ditch.
7. To allow 4-foot sidewalks instead of 5-foot sidewalks.

Conditions:

1. A maintenance agreement and/or homeowner's association shall be established for maintenance of the storm water infiltration facilities (trench). Submit the proposed document(s) with the final plat.
2. The applicant will need to contact the post office for mail box location(s). The final location must be authorized by both the Post Office and City.
3. Primary vehicle access for Lots 2 and 3 will be limited to the interior street, unless otherwise approved by Public Works. Include a note on the final plat to notify the lot owners of the restriction.
4. The building on Lots 4 and 5 will need to be removed before the final plat is recorded, so that no building or zoning violations are created.
5. Relocate the irrigation ditch in a manner that flow is not interrupted for any significant amount of time, unless coordinated with the applicable water users.
6. Include complete survey information and monumentation on the final plat.
7. Obtain an approved street name from the street name committee—use "Court".
8. In the construction plans that are to be submitted for approval with the final plat, clarify/include the following:
 - a. Curb stops are to be placed near the back of sidewalk, and a pigtail run below the dry utility trench to the back of the utility easement.
 - b. Raw water valves are to be placed near the back of sidewalk. No pigtail is needed.
 - c. Extend the sewer services to the back of the utility easement, as shown.
 - d. Shift the secondary pedestal in front of Lot 7 to the south line of the lot.
 - e. Include a street sign, stop or yield sign, and "No Outlet" sign.
 - f. Clarify the West Avenue detail—18' from centerline to ribbon curb, and saw cut existing asphalt to provide clean edge.

AGENDA ITEM NO. _____

- g. Shift the infiltration trench to the north side of the drainage easement between Lots 4 and 5.
 - h. Note the abandonment/removal of all unused utilities, per the requirements of the utility providers. (Includes overhead utilities and potentially gas, sewer, power, cable/phone, and water services to Lot 3.)
9. The final plat application and construction documents shall otherwise comply with the City subdivision ordinance.
10. Payment of the cash-in-lieu of public use area fee will need to occur prior to the mayor signing the final plat.

ATTACHMENTS:

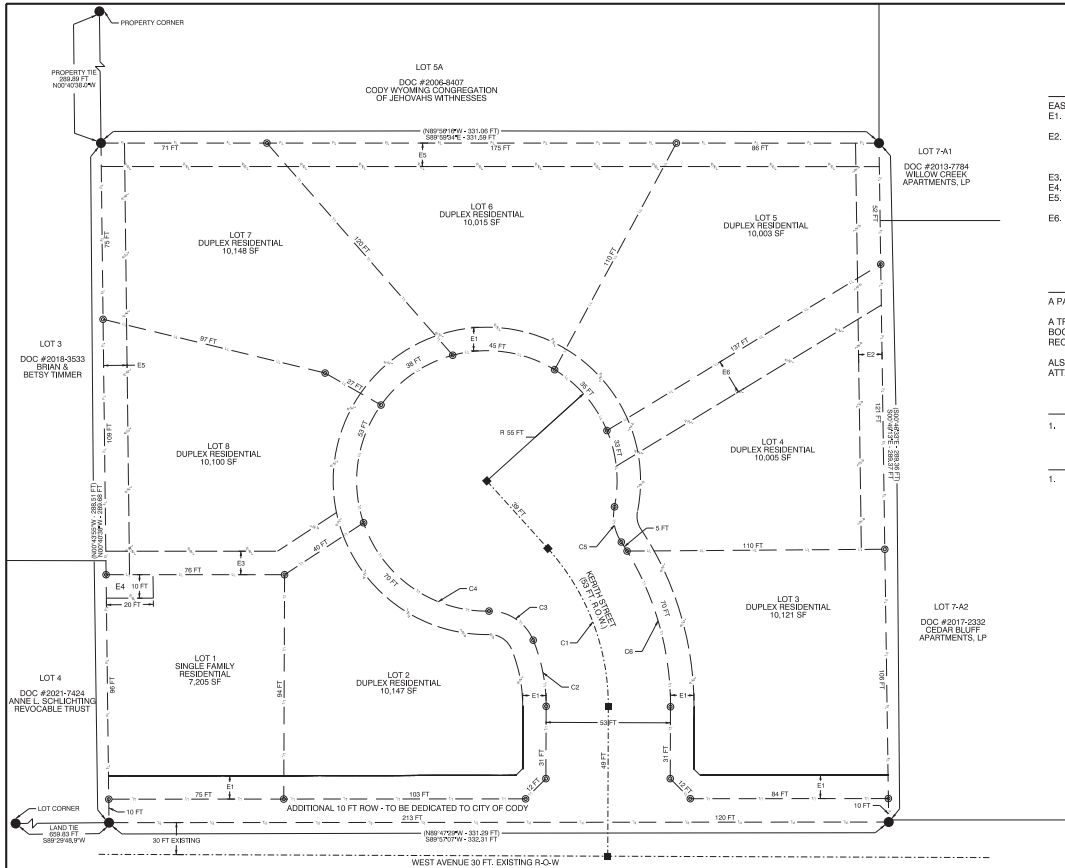
Preliminary Plat (Sheet 1)

Preliminary utility plan (Sheet 2)

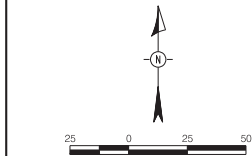
Report to the Planning and Zoning Board

Drainage plan

H:\PLANNING DEPARTMENT\FILE REVIEWS\MAJOR-MINOR SUBDIVISION\2021\SUB2021-08 MCKINNEY - WEST AVENUE\STAFF REPORTS\AGENDA SUMMARY WEST AVE DUPLEXES PRELIMINARY PLAT.DOCX



LOT 9-11-7 DOC #2018-6593 SCOTT SCHOFIELD	LOT 9-11-6 DOC #2002-04990 DANIEL G. VULETCH	LOT 9-11-5 DOC #2021-7332 DANIEL G. & APRIL KATHERINE VULETCH	LOT 9-11-4 DOC #2006-8089 CLINTON J. & ELIZABETH A. CAMPBELL	LOT 9-11-3 DOC #2021-4215 ACORN PROPERTIES, LLC
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CURVE TABLE			
NO.	LENGTH	RADIUS	DELTA
C1	73.79 FT	100.0 FT	42°10'43"
C2	28.89 FT	73.5 FT	22°31'20"
C3	23.96 FT	20.0 FT	68°38'20"
C4	273.59 FT	93.5 FT	332°20'27"
C5	15.69 FT	20.0 FT	44°56'47"
C6	74.33 FT	126.5 FT	33°39'53"

LEGEND	
	SUBDIVISION BOUNDARY
	SUBDIVISION LOT LINES
	STREET CENTERLINE
	PROPOSED EASEMENT
	ADJACENT LOTS
	BROKEN SCALE
	INDICATES RECORD DIMENSIONS
	3-IN. BRASS CAP ON 2-IN X 30-IN PIPE
	2-IN. ALUMINUM CAP ON 5/8 IN X 24 IN REBAR
	SET STREET CENTERLINE MONUMENT

EASEMENT NOTES

- EASEMENTS
- A 10-FT WIDE UTILITY AND DRAINAGE EASEMENT ALONG WEST AVENUE AND THE KERITH STREET RIGHT-OF-WAY.
 - A 10-FT WIDE DRAINAGE EASEMENT FOR THE BENEFIT OF THE WEST AVENUE DUPLEXES HOME OWNERS ASSOCIATION ALONG THE EAST BOUNDARY OF LOTS 4 AND 5. MODIFICATION TO SURFACE CONTOURS NOT PERMITTED BY LOT OWNERS WITHOUT APPROVAL BY THE HOMEOWNERS ASSOCIATION AND THE CITY OF CODY.
 - A 10-FT WIDE UTILITY EASEMENT ALONG THE SOUTH BOUNDARY OF LOT 8.
 - A 10-FT BY 20-FT UTILITY EASEMENT IN THE NORTHWEST CORNER OF LOT 3.
 - A 10-FT WIDE IRRIGATION EASEMENT ALONG THE WEST BOUNDARY OF LOTS 7 AND 8, AND THE NORTH BOUNDARY OF LOTS 5, 6 AND 7.
 - A 15-FT WIDE DRAINAGE EASEMENT FOR THE BENEFIT OF THE WEST AVENUE DUPLEXES HOME OWNERS ASSOCIATION ALONG THE NORTH BOUNDARY OF LOT 4. MODIFICATION TO SURFACE GRADING NOT PERMITTED BY LOT OWNERS WITHOUT APPROVAL BY THE HOMEOWNERS ASSOCIATION AND THE CITY OF CODY.

DESCRIPTION OF LANDS

A PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A TRACT OF LAND LOCATED WITHIN LOT 5 AND LOT 6, FENEX SUBDIVISION, AS LOCATED IN BOOK "E" OF PLATS, PAGE 24, ACCORDING TO THE RECORDS OF THE COUNTY CLERK AND RECORDER OF PARK COUNTY, STATE OF WYOMING.

ALSO KNOWN AS LOT 6-A OF RECORD OF SURVEY SHOWING BOUNDARY LINE ADJUSTMENTS ATTACHED TO WARRANTY DEED RECORDED OCTOBER 24, 2006 AS DOC #2006-8406.

VARIANCES

- CITY ORDINANCE 11-4-2 (P); A VARIANCE TO THE REQUIREMENT FOR ALLEYS.

SUBDIVISION NOTES

- STORM WATER INFILTRATION FACILITIES SHALL BE MAINTAINED PER THE STORM WATER MAINTENANCE AGREEMENT.

CERTIFICATE OF OWNER

KNOW ALL PERSONS BY THESE PRESENTS THAT WE, THE UNDERSIGNED, ALL HEIRS AND/OR ASSIGNS, HEREBY CERTIFY THAT WE ARE THE OWNERS AND PROPRIETORS OF THE LOT 6A OF THE FENEX SUBDIVISION AS FILED IN PLAT CABINET E, PAGE 24, EVIDENCED BY DOC# 2021-8085 ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK; THAT WE HAVE CAUSED SAID LANDS TO BE SURVEYED; THAT THE SUBDIVISION OF SAID LANDS IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS; THAT WE, THE UNDERSIGNED, HEREBY DEDICATE THE EASEMENTS AND RIGHTS-OF-WAY SHOWN HEREON FOR THE PURPOSES NOTED; THAT SAID LANDS ARE SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY AND MINERAL RIGHTS OR RESERVATION OF RECORD; AND, THAT ANY RIGHTS BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY RELEASED AND WAIVED.

KEN MCKINNEY, MEMBER - OLD BLACK WAGON PROPERTIES, LLC

STATE OF WYOMING } SS

COUNTY OF PARK }

THE FOREGOING CERTIFICATE OF OWNER WAS ACKNOWLEDGED BEFORE ME BY KEN MCKINNEY, MEMBER: OLD BLACK WAGON PROPERTIES, LLC ON THIS _____ DAY OF _____ 20____, WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES: _____

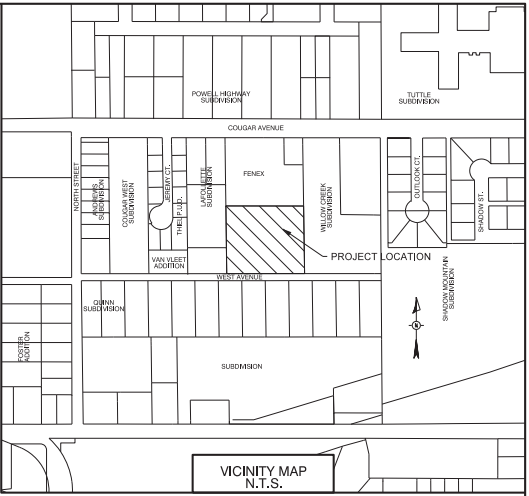
SURVEY NOTES

- BEARING BASE: BEARINGS SHOWN ON THIS PLAT ARE GEODETIC BASED ON THE WYOMING STATE PLANE COORDINATE SYSTEM, NAD83(2011), WYOMING WEST CENTRAL ZONE. GRID DISTANCES HAVE BEEN SCALED ACCORDING TO THE CITY OF CODY DATUM: 1(CSF = 1.0002978).
- SURVEY WORK WAS PERFORMED TO AN ACCURACY OF 1:15,000.
- LINEAR UNITS ARE U.S. SURVEY FEET, ANGULAR UNITS ARE DEGREES, MINUTES SECONDS.
- TOTAL SUBDIVISION AREA = 2.20 ACRES, MORE OR LESS.

CERTIFICATE OF SURVEYOR

I, BRETT J. FARMER, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY STATE AS FOLLOWS: THE INFORMATION SHOWN HEREON IS BASED ON RECORDS ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK AND ON FIELD SURVEY WORK PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; THAT THIS FINAL PLAT SHOWS THE DIVISION OF LANDS DESCRIBED IN DOC# 2021-8085 ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK; THAT THE LANDS SURVEYED ARE CORRECTLY DESCRIBED IN THE DESCRIPTION OF LANDS AND THE SUBDIVISION THEREOF IS CORRECTLY SHOWN ON THIS PLAT, WHICH IS DRAWN TO THE SCALE INDICATED; AND THAT THE INFORMATION SHOWN HEREON IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BRETT J. FARMER
WYOMING REGISTRATION NO. 15644, L.S.



APPROVALS

CITY PLANNING AND ZONING BOARD
RECOMMENDED FOR APPROVAL THIS _____ DAY OF _____ 20____
BY THE CITY PLANNING AND ZONING BOARD OF CODY, WYOMING.

BY CHAIRMAN: _____

CITY COUNCIL

APPROVED THIS _____ DAY OF _____ 20____
BY THE CITY COUNCIL OF CODY, WYOMING.

BY MAYOR: MATT HALL

ATTESTED BY: _____
ADMINISTRATIVE SERVICES DIRECTOR

COUNTY CLERK'S CERTIFICATE

THIS PLAT OF THE WEST AVENUE SUBDIVISION WAS FILED FOR THE PUBLIC RECORD IN THE OFFICE OF THE CLERK, PARK COUNTY, WYOMING, AT _____ O'CLOCK, _____ P.M. ON THE _____ DAY OF _____ 20____, AND IS DULY RECORDED IN PLAT CABINET _____ ON PAGE _____, DOC# _____

PARK COUNTY CLERK _____ BY: _____ DEPUTY

PRELIMINARY PLAT SHEET 1

WEST AVENUE DUPLEXES SUBDIVISION

BEING A SUBDIVISION OF LOT 6A WITHIN
LOTS 5 AND 6 OF THE FENEX SUBDIVISION

RESURVEY T.52N., R.101W.,
6TH P.M., CITY OF CODY, PARK COUNTY, WYOMING

DEVELOPER / OWNER:
OLD BLACK WAGON PROPERTIES, LLC
505 SW LEVENS STREET
DALLS, OR 97338

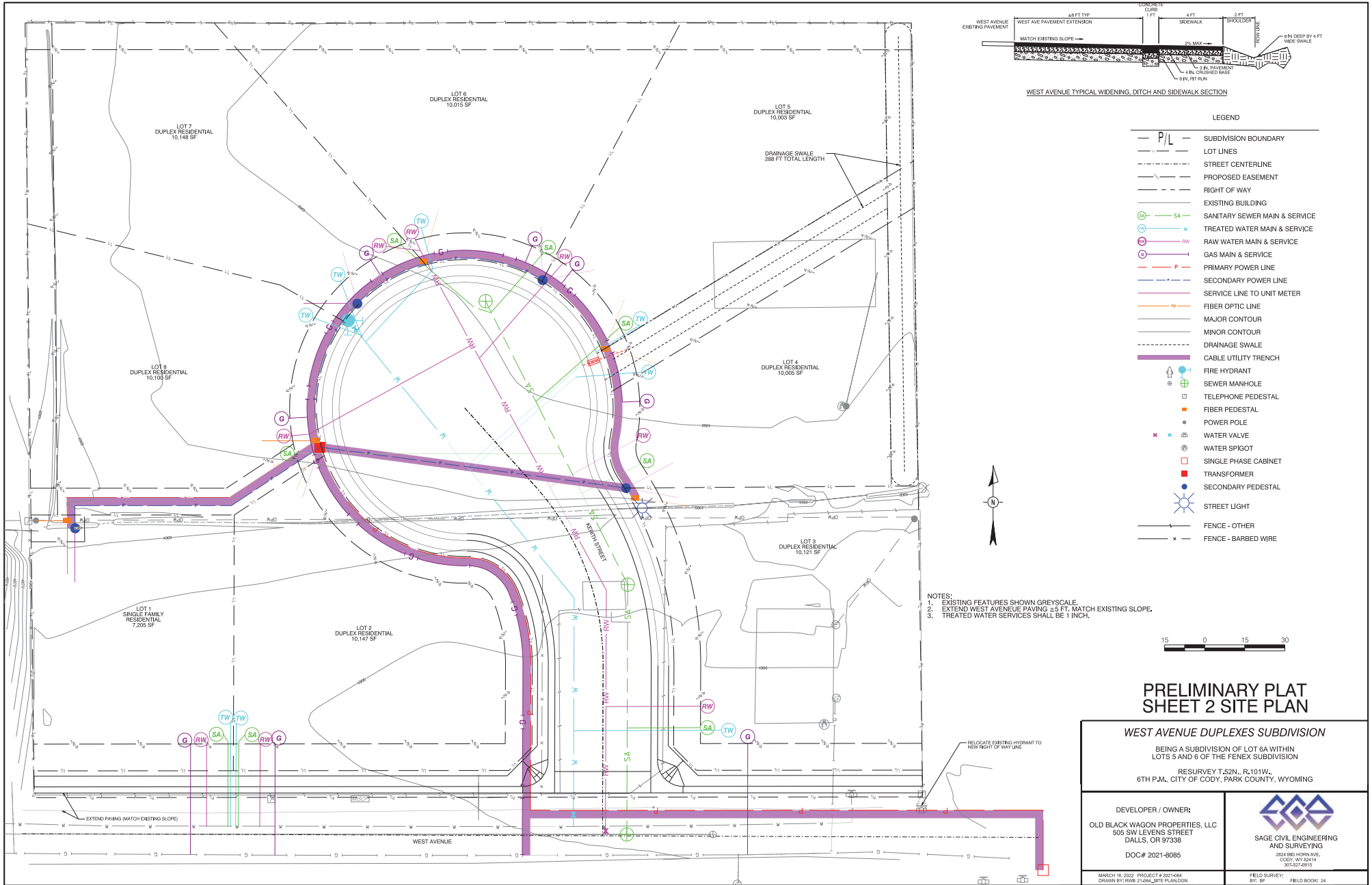
DOC# 2021-8085



SAGE CIVIL ENGINEERING
AND SURVEYING
2624 BEE HORN AVE.
CODY, WY 82404
307-527-8915

MARCH 15, 2022 PROJECT # 2021-1484
DRAWN BY: RWB 2-ADN_PLAT.DGN

FIELD SURVEY: _____ FIELD BOOK: 24

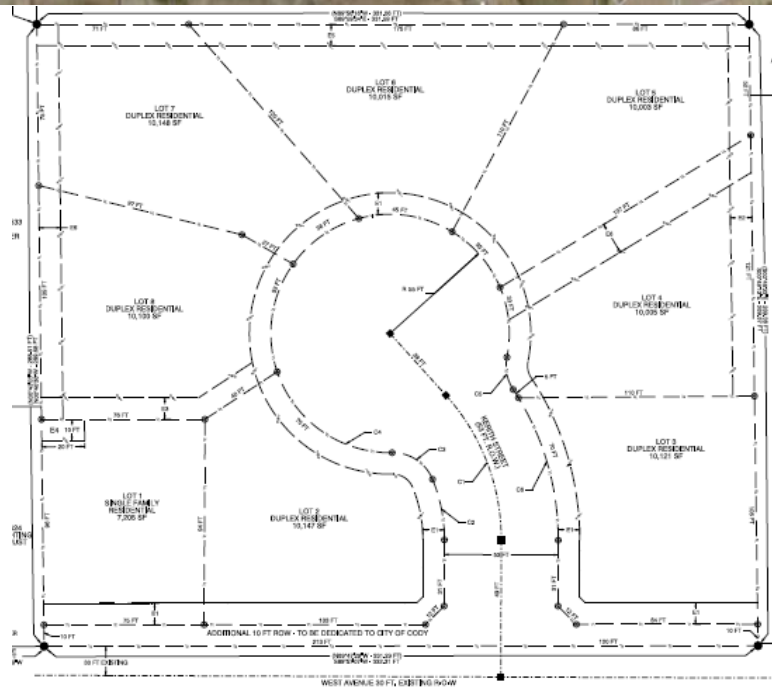


**CITY OF CODY
PLANNING, ZONING AND ADJUSTMENT BOARD
STAFF REPORT**

MEETING DATE:	MARCH 29, 2022	TYPE OF ACTION NEEDED	
AGENDA ITEM:		P&Z BOARD APPROVAL:	
SUBJECT:	PRELIMINARY PLAT OF THE WEST AVENUE DUPLEXES SUBDIVISION— AN 8-LOT SUBDIVISION. SUB 021-08	RECOMMENDATION TO COUNCIL:	X
PREPARED BY:	TODD STOWELL, CITY PLANNER	DISCUSSION ONLY:	

PROJECT OVERVIEW

Ken McKinney has submitted a preliminary plat application for an 8-lot subdivision identified as the West Avenue Duplexes Subdivision. The property is zoned R-2 residential. Lot 1 is identified as a single-family lot, and the other seven lots are identified as duplex (two-family dwelling) lots. A conceptual plan of the subdivision was reviewed by the Board on December 14, 2021. The current application closely follows the conceptual plan proposal and feedback.



**SUBDIVISION
REGULATIONS**

The subdivision ordinance requirements are as follows. Staff comments follow each requirement. When a variance from the standard is involved, it is noted.

11-4-2: STREETS, ALLEYS AND EASEMENTS:

A. Alignment: All proposed streets, alleys and easements shall align horizontally and vertically with existing streets, alleys and easements adjacent to or lying near the subdivision.

Comment: The proposed street will tie into West Avenue at a 90-degree angle. The grades will be verified in the construction plans to be submitted with the final plat.

B. Conform to Master Street Plan: All streets shall conform to the city master street plan for size and approximate alignment.

Comment: No interior streets through this property are identified in the master street plan. West Avenue only has 30 feet of right-of-way. The plat includes dedication of an additional 10 feet of right-of-way plus another 10 feet of utility and drainage easement, as requested. This meets the requirement.

C. Jogs Prohibited: Street jogs shall be prohibited unless, because of very unusual conditions, the commission and council determine that the offset is justified.

Comment: There are no internal street jogs.

D. Topography: Streets shall have a logical relationship to the topography.

Comment: The street design adequately considers the topography of the site.

E. Intersections: Intersections shall be at or near right angles whenever possible.

Comment: Met.

F. Local Streets: Local streets will be designed to discourage through traffic.

Comment: Met. The interior street is a dead end.

G. Cul-De-Sacs: Cul-de-sacs shall be permitted, providing they are no longer than five hundred feet (500'), including the area at the end of said cul-de-sac; and further providing, that the property line to property line diameter of the cul-de-sac be at least one hundred feet (100'). Design specifications for curb, gutter, sidewalk and distance from property line to sidewalk shall be in accordance with the typical section of a "residential street", as defined by the master street plan. Surface drainage shall be towards the intersecting streets whenever possible, but may be out of the cul-de-sac through a drainage easement as a last alternative.

Comment: Will be met, as proposed. Due to topography, drainage will need to be out of the cul-de-sac. An infiltration trench system is proposed between and along the back of Lots 4 and 5.

H. Dead End Streets, Alleys: Dead end streets and alleys (with the exception of cul-de-sacs) shall be prohibited, unless they are designed to connect with future streets or alleys on adjacent lands that have not been platted. If a dead-end street or alley is allowed, for the above reasons, a temporary turnaround shall be constructed for public use until the street or alley is extended.

Comment: The property is "boxed in" by existing development so that there are no alternatives but to have a dead-end street. A variance is justified.

I. Half Streets: Half streets will be prohibited...

Comment: Not applicable.

J. Reverse Curves: Reverse curves on...residential and marginal streets and alleys shall have at least one hundred feet (100') of tangent length between reverse curves

Comment: None proposed.

K. Widths and Grades: Street, alley and easement/right of way widths and grades shall be as follows:

	<i>Minimum Right Of Way Width</i>	<i>Minimum Grade</i>	<i>Maximum Grade</i>
<i>Residential street</i>	<i>60 feet</i>	<i>0.3 percent</i>	<i>7.0 percent</i>

Comment: The subdivision ordinance has not been updated to reflect the residential street profile of the street master plan, so a variance is requested to the 60-foot right-of-way width shown in the table. The proposed interior street would have a 53-foot-wide right-of-way as shown in the street master plan, plus 10-foot utility easements to each side, which is adequate to accommodate the street design. The proposal also includes additional right-of-way for West Avenue based on the master plan street profile. Grade requirements will be met.

L. Vertical Curve Length: The minimum length of vertical curves shall be as follows... Arterial, collector and residential streets: 15 times the algebraic difference in the rate of grade.

Comment: Anticipated to be met. It will be verified in the construction plans with the final plat.

M. Visibility: Clear visibility, measured along the centerline of the street shall be as follows...Residential street 200 feet

Comment: Met.

N. Curvature Radius: The minimum radius of curvature on the centerline of a street shall be as follows...Residential street 200 feet

Comment: A 100-foot diameter radius is proposed, which is sufficient due to the low speeds of vehicles so near an intersection on such a short street. A variance is recommended.

O. Streets with Interior Angles: ...For street intersections with an interior angle greater than seventy degrees (70°), the curb shall be rounded by a radius of nine and one-half feet (9½').

Comment: As proposed.

P. Alleys: Alleys shall be required in all subdivisions with the minimum width being twenty feet (20'), unless extreme conditions preclude the feasibility of alleys... Alleys shall be constructed with a minimum of six inches (6") of crushed aggregate base course for the finished surface. The specification for the gradation of the crushed aggregate base course may be obtained from the city engineer.

Comment: A variance to the alley requirement is requested, as there are no alleys to tie into and all utilities will be in and along the streets. Garbage collection will be with roll-out containers, there is no need for alleys. Staff supports the variance request.

Q. Curb, Gutter, Sidewalk, Paved Streets: Curb, gutter, sidewalk and paved streets shall be required in all proposed subdivisions unless waived in accordance with criteria set out in subsection 11-5-2B... The developer shall be responsible for demonstrating to the city that the grades and location of the proposed improvements shall be compatible with all future development in the area.

Comment: Curb, gutter and sidewalk and paved streets are proposed for both the interior street and the West Avenue frontage. It is noted that the West Avenue frontage will not contain standard curb and gutter, but a "ribbon" curb. The ribbon curb is flat to allow stormwater to flow directly over it. This is necessary as the grade of this portion of West Avenue is too flat to flow water down a gutter. Also, the sidewalk is proposed to be asphalt. Public works is open to the use of asphalt here, as their long-term plan is to extend the sidewalk to the east in the form of an asphalt pathway.

R. Street Cross Section: The minimum typical street cross section for each type of street shall be as shown on the master street plan. Details of the city standards for typical paving, curb, gutter, sidewalk, alley aprons and valley gutter sections may be obtained from the city engineer.

Comment: Will be met as proposed.

S. Valley Gutters: The use of valley gutters in areas where storm sewer facilities exist or are proposed will be discouraged.

Comment: No storm sewer facilities exist in the area.

T. Drainage: The area to be subdivided shall be designed to provide proper and sufficient drainage. Runoff and storm sewer systems shall be designed to adequately drain the subdivision and adjacent area that will drain into the subdivision. All stormwater systems shall be designed to achieve zero increase in runoff and shall be in compliance with the city stormwater management policy, as amended. They shall be designed and constructed to allow runoff and stormwater to flow by gravity from the

subdivision to an adequate outlet. When an existing storm sewer trunk line is available, the proposed system shall be designed to connect to it. When an existing storm sewer trunk line is not available, a drainage plan must be developed that is acceptable to the city.

Comment: A drainage plan has been developed and is attached. It involves grading the road to have storm water run to the east side of the cul-de-sac, allowing the storm water to pass through a curb cut and into an infiltration trench that runs along the common boundary of Lots 4 and 5, and to the back of the lots. The plan meets the capacity requirements for the subdivision. It is also noted that the stormwater from West Avenue will be allowed to flow into the drainage easement along the edge of the street which will further reduce runoff potential to neighboring properties.

There is some concern that the proximity of the infiltration trench to basements or crawl spaces on Lots 4 and 5 could cause dampness in those areas. The engineer widened the drainage easement from 10 feet to 15 feet to force more separation in response to the concern. With the wider easement, any foundation on Lot 4 would be at least 6 feet from the bottom of the infiltration trench, and on Lot 5 it would be at least 11 feet, based on a 5-foot setback on Lot 5 and a 0' setback from the edge of the easement on Lot 4, if the trench is centered in the easement. Off-setting the trench to the north side of the drainage easement to even out the separation is recommended and would provide about 8 feet of separation to each side.

A maintenance agreement or homeowner's association containing adequate provisions for the perpetual care and maintenance of the detention facilities will be needed. The agreement will need to include language that the City can enforce the agreement. A reference to the requirement is included on the preliminary plat as Subdivision Note 1.

U. Lot Requirements: All lots within a proposed subdivision will meet the following requirements:

1. Lots shall be sized to meet the requirements of the appropriate zoning.

Comment: All lots meet minimum size requirements (5,500 square feet for single-family lot, and 10,000 square feet for a two-family dwelling), as well as minimum frontage (30 feet on cul-de-sac), and minimum average lot width (45 feet).

2. Every lot shall abut upon or have access to an approved street or an approved cul-de-sac.

Comment: Met.

3. Side lot lines shall be at approximate right angles to the street line on which the lot faces.

Comment: Met.

4. Strip lots established with the intent of restricting access to streets or alleys will be prohibited.

Comment: Met.

V. Blocks: Blocks shall be at least three hundred feet (300') long, normally, not to exceed six hundred sixty feet (660') long. All blocks shall normally be of sufficient width to allow for two (2) tiers of lots of approximately equal width and an alley.

Comment: Impossible to meet due to surrounding development pattern. A variance is justified.

Section 11-5-1, DEVELOPMENT AND IMPROVEMENT also includes standards for construction. Most of those items are simply verified in the construction plans and/or as part of the final plat review. Those that warrant discussion at this point are noted below.

C. Curbs, Gutters And Sidewalks: Curbs, gutters, and sidewalks shall be constructed along both sides of any proposed streets. ...

Comment: Will be met as proposed.

D. Street Design, Construction: Streets shall be designed and constructed according to accepted engineering practices and construction standards with the minimum cross section being the city standard.

Comment: The cross section shown on Sheet 2 of the preliminary plat shows an 8-foot +/- extension of asphalt for West Avenue in the cross section, and a 1-foot ribbon curb instead of the typical 2 ½ foot side curb and gutter section. A 4-foot sidewalk, rather than the 5-foot-wide standard is shown. To clarify, the dimension of asphalt from the centerline of West Avenue to the concrete ribbon curb needs to be 18 feet to provide for both the travel lane and parking strip. In addition, the edge of the street will need to be cut to provide a clean edge to match the new asphalt to the old asphalt. The plans should clearly note this. A 4-foot-wide sidewalk will be accepted by staff, as the 1-foot ribbon curb should also contribute to the walking surface.

E. Street Name Signs: Street name signs shall be installed at all intersections.

Comment: A street and stop sign will need to be shown on the construction plans. The proposed street name is "Kerith Street". The name has yet to be approved by the street naming committee. At a minimum, the designation will need to be changed from "Street" to "Court". The phonetic issue of "Kerith" versus "Careth" may be an issue for the committee. An approved street name will need to be determined for the final plat.

F. Sanitary Sewer: Sanitary sewer shall be constructed according to city approved specifications and city construction standards, and shall connect to the city system. It shall also be approved by all appropriate state and/or federal agencies. Each lot within the proposed subdivision shall be connected to a minimum eight-inch (8") diameter sewer main by a minimum four-inch (4") diameter sewer service line. The service lines shall be extended from the sewer main to the property line according to city standards. The use of individual septic systems will not be permitted when a sanitary sewer main is available. If, in the city's opinion, a larger sewer main is necessary to allow for future development of adjacent areas, an agreement may be entered into between the

developer and the city whereby the city may help finance the oversized main. It will be the developer's responsibility to ensure that the piping system for the proposed subdivision is connected to the city system.

Comment: All lots are proposed to be provided with a new sewer service. Lot 3 may already have a sewer service. It may be used if it is verified by camera that it is PVC in good condition. If it is not used, it must be abandoned and capped to Public Works requirements.

G. Storm Sewer: Storm sewer shall be constructed according to city approved specifications, separate from the sanitary sewer. When reasonably possible the storm sewer shall be connected to the existing storm sewer system.

Comment: There is no storm sewer system in the City street system in the area. As noted previously, an internal drainage system is proposed.

H. Water Mains: All water mains will be designed and constructed according to city approved specifications and the city standards. The system will connect each lot within the proposed subdivision to a minimum six-inch (6") diameter main by the use of a minimum three-fourths inch ($\frac{3}{4}$ ") copper service line. The service lines shall be extended from the main to the property line according to city standards. These mains will be connected to the city system. All water mains will be designed in accordance with the city plan, state and federal regulations, and designed to provide adequate flow and pressure under all conditions, including major fire conditions...

Comment: All lots are proposed to be provided with new 1" water services. The 1" service will allow the line to be split at each lot into two $\frac{3}{4}$ " services for each half of each duplex. The existing water service to Lot 3 is likely 49 years old and should not be used. It will need to be exposed at the main (pot holed) and the "corp" stop closed. As Lot 1 is a single-family lot, the utility plan can be modified to show a $\frac{3}{4}$ " water service for Lot 1.

I. Fire Hydrants: Fire hydrants shall be installed at intervals not to exceed five hundred feet (500') between hydrants and provided with standard hose connections as specified by the fire department.

Comment: A fire hydrant is proposed at the end of the cul-de-sac.

J. Open Drains, Irrigation Ditches: All open drains and irrigation ditches shall be buried or, if possible, eliminated.

Comment: The existing irrigation ditch that crosses the property is proposed to be relocated to run along the west and north property lines, until such time that it can hopefully be abandoned (anticipated 2-3 years). The City is extending City raw water (irrigation) down West Avenue in the next year or so, after which extensions are planned to allow the neighborhood to switch over to the City system and abandon the subject ditch. A variance to allow the irrigation ditch to remain open would be appropriate based on the plans to soon abandon the ditch.

N. Public Use Areas: There shall be conveyed to the city an area or areas of land or the cash equivalent thereof, on the basis of one acre per fifty (50) prospective dwelling units, to provide for parks, fire stations, recreational areas and other public uses. This requirement shall be in addition to lands dedicated for streets and alleys. ... The dedication of land or cash in lieu of land shall be at the sole discretion of the city council, with recommendation from the planning and zoning board and the parks and recreation department. If subsequent rezoning or resubdivision would result in a higher number of prospective dwelling units, additional land or cash equivalent shall be conveyed to the city. If the city council elects to require cash in lieu of land, the amount thereof shall be the fair market value of the land. If the city and the subdivider cannot agree on that value, each shall designate an appraiser and the two (2) appraisers so selected shall arrive at a recommended market value, which shall be binding upon the parties...

Comment: The Public Use Area requirement is applicable. Based on 15 dwelling units, 0.3 acres of public use area would be required. However, the recommendation is to accept cash in lieu of the land. Using the 2021 County Assessor land value of \$0.8859 per square foot of the subject property, the 0.3 acres of land would equate to \$11,577.00.

OTHER:

Irrigation: The applicant proposes to transfer surface water rights from this property to the City and connect to the City raw water line that is planned to be installed. The property owner is responsible for the application, costs and processing of the transfer.

Electrical: The overhead lines running across the property will be able to be removed with installation of the new underground electrical system that is proposed. Coordinate with the electrical division as the City will do further work that will allow the overhead line to the west to be removed as well. Any other utility providers using the pole line will also need to relocate, so coordinate with those providers as well. Include notes in the construction plans.

The widening of West Avenue will necessitate the relocation or removal of a telephone pedestal. Coordinate relocation with CenturyLink.

Miscellaneous:

For purposes of providing direction for preparation of the construction plans and final plat, the following comments are provided.

1. The applicant will need to contact the post office for mail box location(s). Final location must be authorized by both the Post Office and City.
2. Primary vehicle access for Lots 2 and 3 will be limited to the interior street, unless otherwise approved by Public Works. Include a note on the final plat to notify lot owners of the restriction.

3. The building on Lot 4 and 5 will need to be removed before the final plat is recorded, so that no building or zoning violations are created.
4. Include complete survey information and monumentation on the final plat.
5. Clarify the following on the construction plans, to be submitted for approval with the final plat:
 - a. Curb stops are to be placed near the back of sidewalk, and a pigtail run below the dry utility trench to the back of the utility easement.
 - b. Raw water valves are to be placed near the back of sidewalk. No pigtail is needed.
 - c. Extend the sewer services to the back of the utility easement, as shown.
 - d. Shift the secondary pedestal in front of Lot 7 to the south line of the lot.
 - e. Include a street sign, stop or yield sign, and "No Outlet" sign.
 - f. Clarify the West Avenue construction detail—18' from centerline to ribbon curb, and saw cut existing asphalt to provide clean edge.
 - g. Shift the infiltration trench to the north side of the drainage easement between Lots 4 and 5.
 - h. Note the abandonment of all unused utilities, per the requirements of the utility providers.

VARIANCES:

The variances noted are to be reviewed under the following standard of 11-5-2(B):

If during the approval process of a proposed subdivision it can be shown that strict compliance with the requirements of this title will result in extraordinary hardship to the subdivider due to unusual topography or other similar land conditions, or where the subdivider can show that variances will make a greater contribution to the intent and purpose of this title, the commission and council may, upon written request and proper justification, grant a variance to this title so that substantial justice may be done and the public interest secured; provided, that any such variance will not have the effect of nullifying the intent and purpose of this title.

Planning staff would recommend approval of the variances noted in the staff report for the reasons explained.

POTENTIAL MOTION:

Recommend that the City Council approve the preliminary plat for the proposed subdivision, and grant the variances listed, subject to the listed conditions:

Subdivision Variances:

1. To allow a permanent dead-end street.

2. To allow use of the updated master plan street section and corresponding reduction in right-of-way width.
3. To allow a 100-foot curvature radius on the internal street (reduced from 200').
4. To waive the alley requirement.
5. To waive the block length requirement.
6. To waive burying (piping) of the relocated irrigation ditch.
7. To allow 4-foot sidewalks instead of 5-foot sidewalks.

Conditions:

1. A maintenance agreement and/or homeowner's association shall be established for maintenance of the storm water infiltration facilities (trench). Submit the proposed document(s) with the final plat.
2. The applicant will need to contact the post office for mail box location(s). The final location must be authorized by both the Post Office and City.
3. Primary vehicle access for Lots 2 and 3 will be limited to the interior street, unless otherwise approved by Public Works. Include a note on the final plat to notify the lot owners of the restriction.
4. The building on Lots 4 and 5 will need to be removed before the final plat is recorded, so that no building or zoning violations are created.
5. Relocate the irrigation ditch in a manner that flow is not interrupted for any significant amount of time, unless coordinated with the applicable water users.
6. Include complete survey information and monumentation on the final plat.
7. Obtain an approved street name from the street name committee—use "Court".
8. In the construction plans that are to be submitted for approval with the final plat, clarify/include the following:
 - a. Curb stops are to be placed near the back of sidewalk, and a pigtail run below the dry utility trench to the back of the utility easement.
 - b. Raw water valves are to be placed near the back of sidewalk. No pigtail is needed.
 - c. Extend the sewer services to the back of the utility easement, as shown.
 - d. Shift the secondary pedestal in front of Lot 7 to the south line of the lot.
 - e. Include a street sign, stop or yield sign, and "No Outlet" sign.
 - f. Clarify the West Avenue detail—18' from centerline to ribbon curb, and saw cut existing asphalt to provide clean edge.
 - g. Shift the infiltration trench to the north side of the drainage easement between Lots 4 and 5.
 - h. Note the abandonment/removal of all unused utilities, per the requirements of the utility providers. (Includes overhead utilities and potentially gas, sewer, power, cable/phone, and water services to Lot 3.)

9. The final plat application and construction documents shall otherwise comply with the City subdivision ordinance.
10. Payment of the cash-in-lieu of public use area fee will need to occur prior to the mayor signing the final plat.

ATTACHMENTS:

Preliminary Plat (Sheet 1)

Preliminary utility plan (Sheet 2)

Drainage plan

DRAINAGE REPORT

For

**OLD BLACK WAGON PROPERTIES,
LLC.**

West Ave. Duplexes Major Subdivision

Owner

**Old Black Wagon
Properties, LLC.
Ken McKinney**

505 SW Levens Street
Dalls, OR 97338



SAGE CIVIL ENGINEERING
ENGINEERS | SURVEYORS

2824 Big Horn Ave.
Cody, WY 82414

February 21, 2022

Introduction - Property Description

This project is located at 2719 West Ave. In total, the development encompasses approximately 2.2 Acres. Eight lots will be created and accessed by West Ave. and a proposed cul-de-sac. Of the eight lots, seven are proposed for duplexes and the remaining lot will be single family residential.

Purpose of Drainage Plan

This drainage plan outlines the proposed measures to handle storm water runoff for this development. Drainage calculations have been performed and storm water facilities will be constructed as shown on the drainage and construction plans.

Description of Facilities and Assumptions

The proposed drainage improvements will consist of the street paving, curb and gutter, curb cut and drainage swales located within drainage easements along the north boundary of Lot 4 and the east boundary of Lots 4 and 5. See Drainage Plan for basin information.

Existing Conditions

Under existing conditions, the stormwater runoff patterns have been dictated by the presence of an irrigation supply ditch running east west across the property. This ditch is located on a ridge at the highest point on the property. Flow was directed from this ditch to flood irrigate the pasture north and south of it. Stormwater south of this ditch flowed to West Ave. and stormwater generated from lands north of this ditch made its way to the northeast corner of the property where it leaves and flows onto the neighboring property. There are two existing buildings, which were modeled as impervious. The remainder of the lot was modeled as grassy. The roads were not measured separately. The unimproved C factor was increased slightly to represent the hardpacked, road areas.

Proposed Conditions

The cul-de-sac is proposed with a vertical curve located north of the intersection with West Ave. The street south of this curve will drain back to West Ave. and the area north of this curve will drain north into the proposed development. This allows us to capture the stormwater runoff for disposal into the percolation trench locations. As designed, the cul-de-sac surfacing will be graded with a 2% transverse slope to the east. West Ave. at the tie in point slopes to the east. Beginning at that point, rather than transition to normal crown, the transition will be to a 2%.

For calculation purposes, it was assumed each lot would have a total impervious area of 5,000 sf. This should be a conservative number and should account for buildings, driveways, patios, etc. It is especially conservative for the 7,000 square foot lot, Lot 1. The remaining portions of the lot would be grass, shrubbery, and other landscaping.

Calculations

The storm drainage runoff calculations used the following data:

Applicable C values are:

$$C_{\text{Impervious}} = 0.90$$

$$\begin{aligned} C_{\text{unimproved}} &= 0.30 \\ C_{\text{landscaped}} &= 0.20 \end{aligned}$$

Per the SWMP, section 3.6.4, the percolation trench design is to be based on a 25-year, 2-hour event for the percolation trenches, therefore $I = 0.66$ in/hr. The storm volume calculations are shown below.

Existing Basin DB1	Total Area Sq. Ft.	C	C*A Acres	Flow 25-Yr. 2 Hr. cfs	Volume 25-Yr. 2 Hr. Cu. Ft.	Flow 100-Yr. 2-Hr. cfs	Volume 100-Yr. 2 Hr. Cu. Ft.
Building/Impermeable EDB1	1,511	0.9	0.031	0.02	148	0.03	191
Building/Impermeable EDB2	1241	0.9	0.026	0.02	122	0.02	157
Building/Impermeable EDB3	166	0.9	0.003	0.00	16	0.00	21
Total Undeveloped DB1 C=0.30	92,883	0.3	0.26	0.17	1,212	0.22	1,561
Total	95,801			0.208	1,498	0.268	1,930

Developed Condition - Perc Trench Basin	Description	Area Sq. Ft.	C	Impervious Area C=0.90 SQFT	C*A (Impervious) Acres	Flow 25-Yr. 2 Hr. cfs	Volume 25-Yr. 2 Hr. Cu. Ft.
DDB1	Street	15,659	0.9	15,659	0.324	0.214	1,537
DDB2 Houses 6 Lots @5,000 Per	House-Impervious	30,000	0.9	30,000	0.620	0.409	2,945
DDB2 Landscaping	Grass, pervious	31,372	0.3	979.2	0.216	0.143	1,027
Total		77,031		46,638	1.159	0.765	5,510

Developed Condition - West Ave. Basin	Description	Area Sq. Ft.	C	Impervious Area C=0.90 SQFT	C*A (Impervious) Acres	Flow 25-Yr. 2 Hr. cfs	Volume 25-Yr. 2 Hr. Cu. Ft.
DDB4	Street	3,083	0.9	3,083	0.064	0.042	303
DDB2 Houses 2 Lots @5,000 Per	House-Impervious	10,000	0.9	10,000	0.207	0.136	982
DDB2 Landscaping	Grass, pervious	628	0.3	979.2	0.004	0.003	21
Total		13,711		14,062	0.275	0.181	1,305

The total storm water volume for the site post-development = 6,815 ft³. Subtracting the historic runoff volume of 1,498 ft³ requires the percolation trenches to hold a minimum of 5,316 ft³ to be retained on site. Since the north developed basin produces a total volume of 5,510

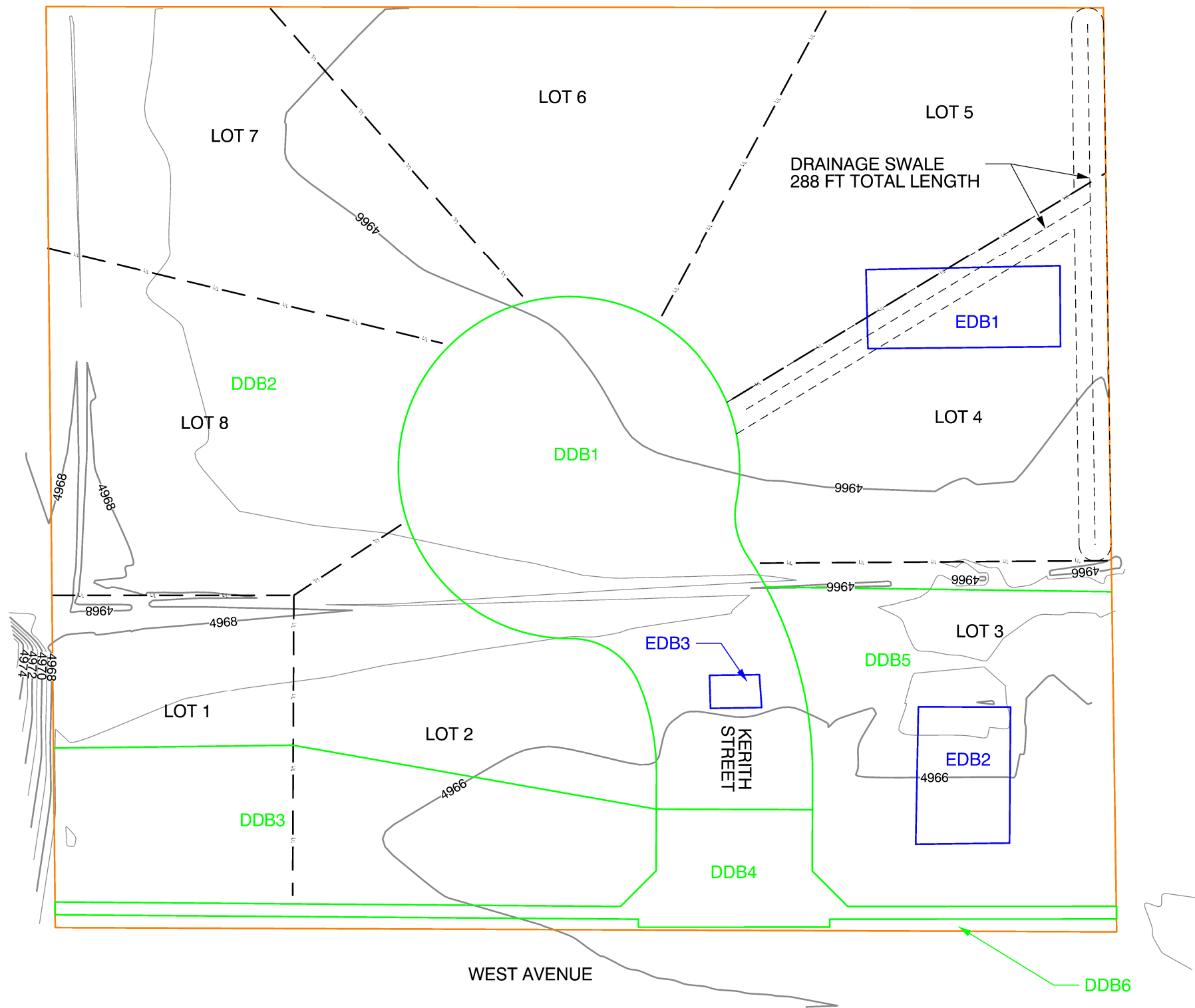
Percolation Trench Summary

The proposed percolation trench is 288 ft long (See Drainage Plan). The expected native material is the terrace gravels located throughout this area of town. Percolation tests conducted in these areas have typically yielded perc rates greater than 0.25 inches per minute. To be conservative, this percolation rate was cut in half. The table below summarizes the volume of outflow through the bottom of the trench during the design storm and the amount of storage both on the surface and in the rock proposed for the over-excavation of the trench.

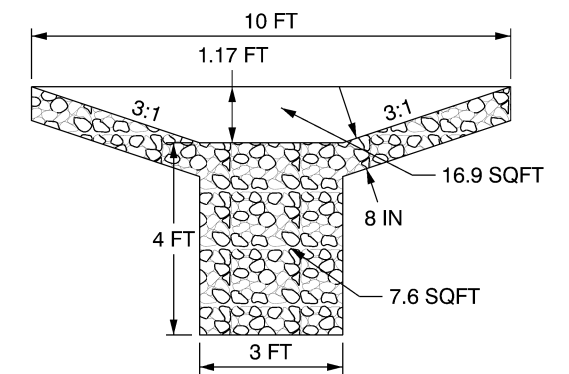
Volume Percolated During 2 Hour Storm			
	Area SQFT	Outflow	2hr Outflow Volume
Percolation Area	2,961	0.51 CFS	3,701 CF
Total		0.51 CFS	3,701 CF

	Area SQFT	Length	Storage
Storage Area			
Swale	16.9	288 FT	1,949 CF
Rock lining/trench (assuming 40% void space)	7.6	288 FT	2,184 CF
Total			4,133 CF

In total, the percolation trench will store 4,100 cf of water, which is a majority of the required 5,300 cf. With a theoretical outflow of 3,700 cf, the trench has more than enough capacity to percolate the design storm and should regardless of any reductions in performance over time.



- LEGEND**
- DRAINAGE AREA BOUNDARY
 - EXISTING DRAINAGE BASIN BOUNDARY
 - DEVELOPED DRAINAGE BASIN BOUNDARY
 - DRAINAGE SWALE
 - MINOR CONTOUR
 - MAJOR CONTOUR
 - LOT LINE



DRAINAGE SWALE CROSS SECTION



REVISION		JOB NO. 2021-064
DATE	DESCRIPTION	DRAWN BY: RWB
2/18/2022	PRELIMINARY PLANS	CHECKED BY: JGE
		APPROVED BY: JGE

DRAINAGE REPORT EXHIBIT

WEST AVENUE DUPLEXES SUBDIVISION
OWNER: OLD BLACK WAGON PROPERTIES, LLC

2824 BIG HORN AVE.
CODY, WY 82414
PHONE: (307) 527-0915
FAX: (307) 527-0916



MEETING DATE:	APRIL 5, 2022
DEPARTMENT:	COMMUNITY DEVELOPMENT
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

AGENDA ITEM SUMMARY REPORT

The Final Plat of the Bromley Minor Subdivision

ACTIONS TO BE TAKEN

Approve the final plat for the Bromley Minor Subdivision, a 4-lot subdivision, subject to conditions of approval.

SUMMARY

Michael and Linda Bromley of Block One, LLC have submitted the final plat application for their 4-lot subdivision. The property is 0.64 acres and located at 1719 29th Street, in a residential R-3 zoning district. The property currently contains a single residence and two sheds. An updated preliminary plat, which includes the proposed utility layout is attached, as well as the final plat.

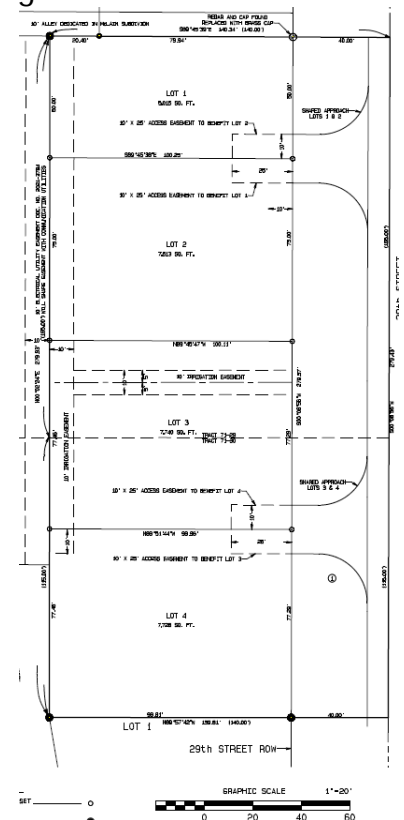


SUBDIVISION REGULATIONS

The subdivision ordinance requirements were reviewed with the preliminary plat approval. A variance to the alley requirement was granted and the preliminary plat was approved by the City Council subject to the following conditions. The status of each condition is noted.

Status of Preliminary Plat Conditions:

1. Coordinate with the City regarding the electrical service route and provide easements as needed.
Status: Met. Habitat for Humanity granted an electrical easement on their property to allow underground power to be run along the west side of the proposed subdivision.
2. Modify the utility plan to minimize the number of street crossings, and add the plans from the 3rd party utility providers (cable, phone, telecommunications, and natural gas) to the utility plan. Submit the final utility layout with the final plat.
Status: Met. See the utility plan on the updated preliminary plat.
3. Remove the existing circular driveway approaches to 29th Street prior to development of Lot 3.
Status: Required prior to development of Lot 3.
4. Provide shared access easements at the common east corners of Lots 1 and 2 and of Lots 3 and 4. The easements must be at least 20 feet wide and 25 feet long.
Status: Met. Easements are shown on the final plat.



AGENDA ITEM NO. _____

5. Coordinate with the electric division to remove the City yard light and associated power cable at the time of final plat review.
Status: Pending. It will occur at the time of installation of the buried power.
6. Either install an 8-foot-wide asphalt pathway along the property frontage to Public Works specifications, or contribute \$11,200 to the City towards installation of such a pathway.
Status: Pending. The applicant intends to make the payment, so that the pathway along this subdivision frontage is constructed by the City in conjunction with the adjoining City pathway project, anticipated to be constructed later this year. Payment is required prior to the mayor signing the final plat.
7. All work within the 29th Street right-of-way requires a street encroachment permit from Public Works, prior to excavation or construction.
Status: Required prior to excavation or construction.
8. Contact Cody Canal and the McMillan Irrigation Company for approval of the irrigation distribution plan.
Status: The distribution plan has been approved by the McMillan Irrigation Company. Approval from Cody Canal is pending. It is being presented to their Board this coming Thursday, and is expected to be approved. The distribution plan is shown on the updated preliminary plat that is attached, and proper irrigation easements are provided on the final plat.
9. On the final plat, include dedication of the 29th Street right-of-way to the City.
Status: Met—Included in the Certificate of Dedication and on the plat map.
10. Provide the final plat documents in accordance with the subdivision ordinance requirements.
Status: The final plat application contains the documents required. Some edits are needed to the irrigation maintenance agreement.

Other:

1. Applicable water tap fees and the estimate for the electrical materials have been paid.
2. The preliminary plat process did not clearly address the timing of removing the utility lines that currently cross Lot 1 and serve the house on Lot 2. The plan is to remove those lines, so that associated easements do not need to be established for them, which easements would severely restrict the buildable area on Lot 1. Each of these existing utility lines need to be removed prior to the final plat being recorded. They will be replaced with services from the new lines along the west side of the property. Therefore, new electric, cable and telecommunication lines need to be installed along the west side of the property and connected to the house on Lot 2, and the existing power, cable and telecommunication lines crossing Lot 1 need to be removed prior to the final plat being recorded.
3. The Planning and Zoning Board stipulated that prior to consideration of the final plat by City Council, the applicant was to:
 - A) Provide verification from Spectrum, TCT, and CenturyLink that they will go in the electric trench along the west side of the subdivision for any service to this development, or another acceptable underground route; and,
 - B) Provide verification from the McMillin Irrigation District, and Cody Canal if applicable, that they have approved the irrigation distribution plan.

The status of those items is as follows.

AGENDA ITEM NO. _____

- A) Verification from Spectrum and TCT has been received directly to Planning Staff in verbal commitments. CenturyLink has not been responsive and the subdivision ordinance technically does not require that they provide service to the lots. Having two out of the three telecommunication providers in the area is sufficient to provide options to the lot owners, and it is recommended that the requirement be considered as “met”.
- B) McMillin Irrigation District has provided written verification that the irrigation distribution plan is acceptable. As noted above, approval from Cody Canal is pending. It is being presented to their Board this coming Thursday, and is expected to be approved.

POTENTIAL MOTION:

Approve the Bromley Minor Subdivision final plat application, subject to the conditions listed below.

1. Prior to the mayor signing the final plat:
 - a. Provide verification of Cody Canal’s approval of the irrigation distribution plan.
 - b. Provide a legal document to establish an agreement for the maintenance of the shared irrigation facilities. (Put the draft language into a legal format, and expand/clarify as necessary.) The document must be reviewed and approved as to form by the City attorney before it is executed and is to be recorded at the Courthouse at the time of the final plat.
 - c. Contribute \$11,200 to the City of Cody for use towards installation of the pathway along the subdivision frontage.
 - d. New electric, cable and telecommunication lines need to be installed in the easement along the west side of the property and connected to the house on Lot 2; and the existing power, cable and telecommunication lines crossing Lot 1 to Lot 2 need to be removed.
 - e. Coordinate with the electric division on the removal of the yard light and pole in conjunction with installation of the new electrical lines along the west side of the property.
 - f. Correct the typos on the final plat—coordinate with Planning staff.
2. The irrigation distribution plan must be approved by Public Works for the portion within the 29th Street right-of-way, and the irrigation distribution system must be installed per the approved plan prior to issuance of any building permits.
3. The sewer and water services must be installed to each lot per the utility plan prior to issuance of any building permit for the lot served.
4. All work within the right-of-way for 29th Street requires an encroachment permit from Public Works. It is the responsibility of the contractor to obtain the permit.

ATTACHMENTS:

Draft language for irrigation maintenance agreement
Final Plat
Updated Preliminary Plat

Bromley Minor Subdivision Irrigation Maintenance Agreement

Term

This agreement is for Maintenance of the Bromley Minor Subdivision Irrigation system

The property stated in this agreement is found at the following address: 1729 29th St Cody, WY
Cody Heights Sub. The E.100' of TR.71-29 (16500 SF) & the E.100' of the N. 115' of Tr.71-30 (11500 SF)

Scope

The Property Owners are to provide irrigation maintenance services for and including: startups, winterization, cleaning and Pipeline Maintenance.

Property Owners are 100% Liable for the maintenance to the existing irrigation system from the (lateral pipe /ditch#3 on the east side of 29th St for the maintenance or this irrigation system beginning at the point of connection. They are responsible to ensure that no excess water is lost through failure of the system and or mismanagement of water allotment.

Property owners are responsible for annual fees and assessments of McMillin Water District and to aby to the by-laws of McMillin Water District. Under the jurisdiction of Zone C coordinator.

Date: 3/31/2022

McMillin Water District

P.O. Box 291
Cody, WY 82414
763-267-4542

Morrison-Maierle Inc.

1402 Sheridan Avenue
Cody, WY 82414
307-578-6281

ATTN: Rusty Blough, PLS

After reviewing the submitted Bromley Preliminary Plat and irrigation plan (plotted March 24, 2022), which includes the connection detail for the Bromley Minor Subdivision and the existing McMillin Water District irrigation ditch. And that according to an email received from Rusty Blough, PLS on 2/24/22 stating that Mike has purchased 10" C900 DR18 CL235 pipe for the street crossing and PIP PIPE PVC 80# 10" X 20' for the remaining buried pipe in the distribution portion of the lots. Location: CODY HEIGHTS SUB. THE E. 100' OF TR. 71-29 (16500 SF) & THE E. 100' OF THE N. 115' OF TR. 71-30 (11500 SF).

We the McMillin Water District, on this 24th day of March 2022, hereby approve of the submitted irrigation plan and details for the Bromley Minor Subdivision as submitted.

MWD – Advisory Notes

NOTE-1: Be advised that the owner(s) is/are 100% liable for the maintenance of this irrigation system, beginning at the point of connection to the existing irrigation system (lateral pipe/ditch #3) on the east side of 29th Street. And, they are responsible to ensure that no excess water is lost through failure of system and/or mismanagement of water allotment.

NOTE-2: All individual lots/properties will be individually assessed an annual fee to the McMillin Water District in the amount of \$100.00 (the present rate as voted on and accepted at a district level meeting). We recommend that with the sale of each lot a copy of the McMillin Water District By-Laws be supplied.

NOTE-3: These properties are in what is recorded as Zone C (Lateral ditch's/pipe's #'s 3 and 4) and will be under jurisdiction of that zone's coordinator.

Sincerely


Daniel Boehm – President
McMillin Water District

(RESURVEY)

(RESURVEY)

GRAPH, & TELEPHONE LINE EASEMENT

ROAD EASEMENT (NOW 29TH STREET) AS SHOWN ON THE PLAT OF THE
CODY HEIGHTS SUBDIVISION RECORDED IN PLAT CABINET "E" AT PAGE 59
OF THE PLAT RECORDS OF THE PARK COUNTY CLERK AND RECORDER,
40 FEET WIDE.

NOTES

2. NAME OF PROPOSED SUBDIVISION IS THE BROMLEY MINOR SUBDIVISION.
3. PROPERTY OWNER IS MICHAEL F. BROMLEY AND LINDA D. BROMLEY, TRUSTEES OF THE MICHAEL F. BROMLEY LIVING TRUST DATED JUNE 27, 2002, 81 WHITNEY DRIVE, CODY, WYOMING 82435. ENGINEERS AND SURVEYORS ARE MORRISON-MAERLE, 1402 STAMPEDE AVENUE, CODY, WYOMING.
4. BEARINGS ARE BASED ON THE CITY OF CODY DATUM, WHICH IS BASED ON THE WYOMING COORDINATE SYSTEM NAD 83/93 WEST CENTRAL ZONE.
5. TOTAL ACREAGE OF THE BROMLEY MINOR SUBDIVISION IS 0.90 ACRES± (39,177 SQUARE FEET±).
6. THERE ARE NO KNOWN FLOOD AREAS WITHIN THE PROPOSED BROMLEY MINOR SUBDIVISION.
7. PROPERTY IS ZONED MEDIUM-HIGH DENSITY RESIDENTIAL, R3. LAND USE IS RESIDENTIAL.
8. BUILDING SETBACK LINES IN THE MEDIUM-HIGH DENSITY RESIDENTIAL R3 ZONE ARE: FRONT YARD OF NOT LESS THAN 25 FEET (FROM MAJOR ARTERIAL 29TH STREET), REAR YARD OF NOT LESS THAN 15 FEET, SIDE YARD OF NOT LESS THAN 5 FEET EXCEPT "O" FOR A COMMON WALL, PROVIDING, THAT A DETACHED ACCESSORY BUILDING MAY BE PLACED WITHIN 3 FEET OF AN ALLEY LINE ("O" IF NO DOORWAY IN WALL NEXT TO ALLEY NO OVERHANG PERMITTED).
9. A SPRINKLER IRRIGATION SYSTEM IS CURRENTLY IN PLACE FOR THE BROMLEY MINOR SUBDIVISION, AND WILL CONTINUE TO BE USED AND EXPANDED TO INCLUDE ALL LOTS.
10. ADJACENT LANDS AND OWNERS WITHIN 200 FEET OF THE PROPOSED SUBDIVISION ARE SHOWN HEREON.
11. COMMUNICATION UTILITIES WILL EITHER MOVE FROM AERIAL ALONG 29TH STREET TO SHARE 10' ELECTRICAL UTILITY EASEMENT ALONG SPIRIT MOUNTAIN AVENUE OR BE BURIED ALONG 29TH STREET RIGHT OF WAY.

Psychology, 2002, 130, 103–112

- | | |
|--------|--|
| LOT 3 | JANENE A. WALBERT |
| LOT 4 | HEATHER N. GOLDSBY |
| LOT 5 | CATHERINE M. GLENN |
| LOT 22 | GENE R. ASHLEY |
| LOT 23 | MOUNTAIN SPIRIT HABITAT FOR HUMANITY, INC. |
| LOT 24 | SHEILA M. DUNKLEMAN |
| LOT 25 | MICHAEL L. COZZENS |
| LOT 26 | COREY D. & CHRYSTAL A., YOUNG |
| LOT 27 | VERA RUTH EVERT |

- N 99' TR 71-3
S 33' TR 71-4 ANDREW BISCHOFF

(ALL LOTS ZONED RS)

- LOT 1 JERRY THIEL AND SONS CONSTRUCTION, INC.

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[Terms of Service](#)

- LOT 3 DRU & KELLY L. PHILLIPS

© 1998 Blackwell Science Ltd *Journal of Internal Medicine* 243: 101–107

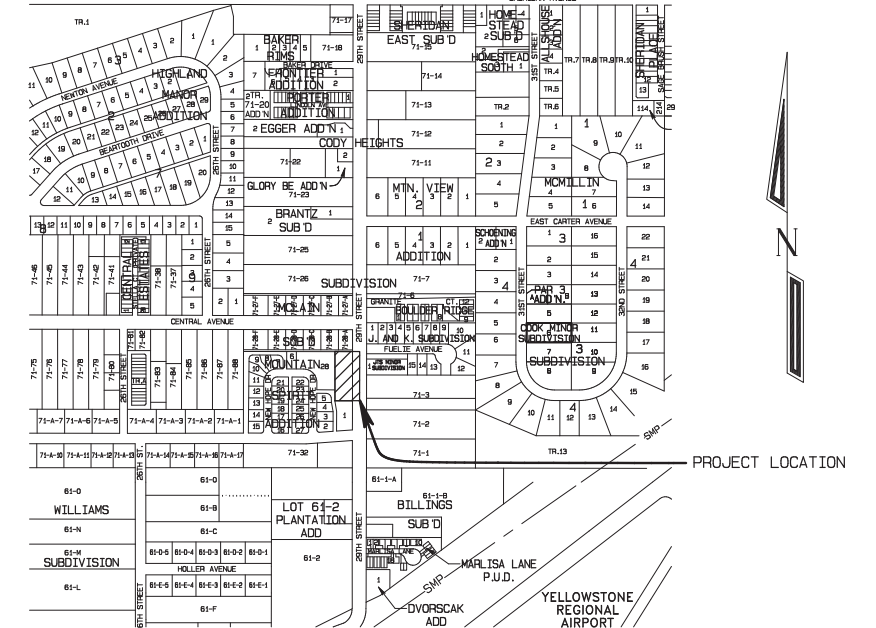
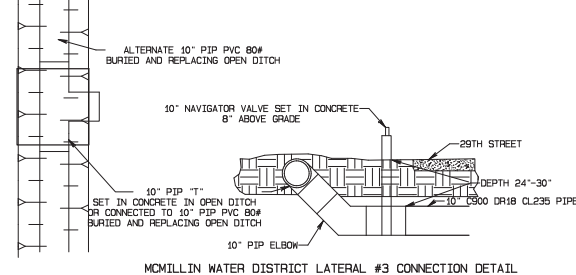
- LOT 71-28C ELIZABETH F. & WILLIAM P. JR. DEANS (ZONE R2)
 LOT 71-28D ERNEST A. ROYBAL (ZONE R2)

LEGEND

- [illegible]

LOUISIANA AFFIRMATION (ACRES)
PROOF NO. 16190

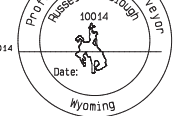
- | | |
|-------|-------|
| LOT 3 | 0.178 |
| LOT 4 | 0.177 |



SCALE: 1" = 500'

CERTIFICATE OF SURVEYOR

TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECTION ON DECEMBER 4, 2020, THAT THIS MAP CORRECTLY SHOWS THE RESULTS OF SAID SURVEY AND THAT THE MONUMENTS FOUND OR SET ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF.



CODY, WYOMING

OF TRACTS 71-29 & 71-30
OF THE CODY HEIGHTS SUBDIVISION

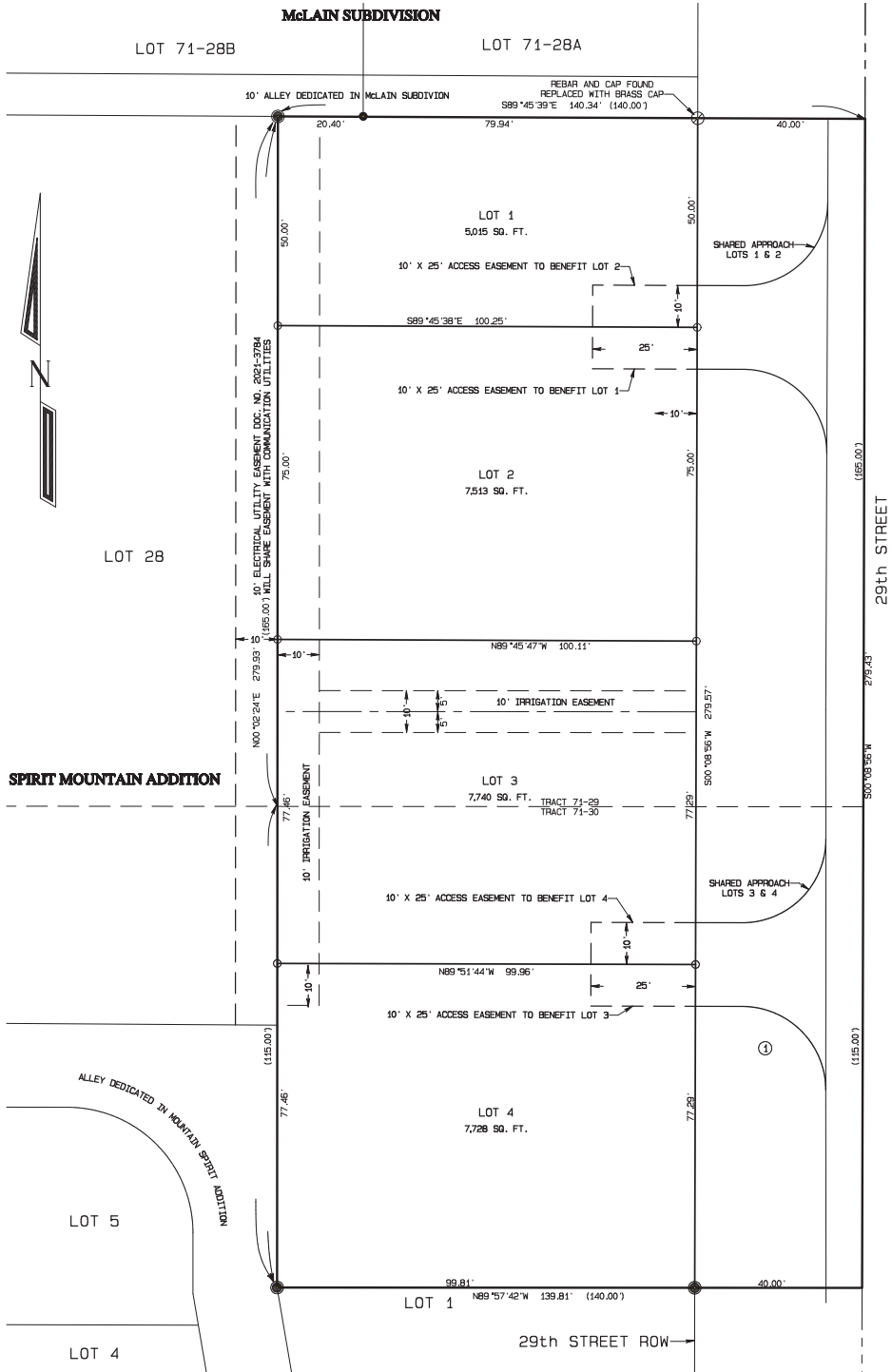
AND LOCATED

IN TRACT 71, T. 33 N., R. 101 W., 6TH P.M.
PARK COUNTY, WYOMING (RESURVEY)

 Morrison Maierle engineers-surveyors-planners-scientists	1408 Straspeda Avenue Cody, WY 82414 Phone: 907.587.8581 Fax: 907.587.8682	71	68 NORTH	101 WEST
	copyright © 2009 MORRISON MAIERLE, INC.	6th PRINCIPAL MERIDIAN (RESURVEY) PARK COUNTY, WYOMING		
FIELD WORK: KGM DRAWN BY: JLM CHECKED BY: RSB	DATE: 12/18/2020 SCALE: 1"=50' PROJ. #: 0671.001	CLIENT: MICHAEL BROMLEY Plotted: Mar 24, 2022		
J:\6671 Mike Bromley\001 29th Street Minor Subd\Termmodel\0671.001.pr				
				SHEET 1 OF 1

T. 53 N., R. 101 W.
(RESURVEY)

T. 53 N., R. 101 W.
(RESURVEY)



EASEMENTS OF RECORD

PIPELINE, TELEGRAPH, & TELEPHONE LINE EASEMENT GRANTED TO THE ILLINOIS PIPE LINE COMPANY BY THE DEED RECORDED IN BOOK 67 AT PAGE 560 OF THE DEED RECORDS OF THE PARK COUNTY CLERK AND RECORDER, ASSIGNED TO HUSKY PIPELINE COMPANY BY THE ASSIGNMENT RECORDED IN BOOK 321 AT PAGE 359 OF THE DEED RECORDS OF THE PARK COUNTY CLERK AND RECORDER.

ROAD EASEMENT (NOW 29TH STREET) AS SHOWN ON THE PLAT OF THE CODY HEIGHTS SUBDIVISION RECORDED IN PLAT CABINET "E" AT PAGE 59 OF THE PLAT RECORDS OF THE PARK COUNTY CLERK AND RECORDER, 40 FEET WIDE.

NOTES

1. BEARINGS ARE BASED ON THE CITY OF CODY DATUM, WHICH IS BASED ON THE WYOMING COORDINATE SYSTEM NAD 83/93 WEST CENTRAL ZONE.
2. TOTAL ACREAGE OF THE BROMLEY MINOR SUBDIVISION IS 0.64 ACRES± (28,026 SQUARE FEET±).
3. THE DEVELOPER IS RESPONSIBLE FOR CONNECTING LOTS 1, 3, AND 4 TO CITY SEWER AND CITY WATER, PROVIDING SEWER AND WATER TAPS TO LOTS 1, 3, AND 4, PRIOR TO ISSUANCE OF ANY BUILDING PERMIT FOR DEVELOPMENT ON THESE LOTS.
4. ACCESS TO 29TH STREET IS LIMITED TO SHARED APPROACHES AT THE COMMON LOT LINES OF LOTS 1 AND 2 AND LOTS 3 AND 4, UNLESS OTHERWISE AUTHORIZED BY PUBLIC WORKS. PARKING ON THE LOTS SHOULD BE CONFIGURED THAT VEHICLES DO NOT BACK DIRECTLY ONTO 29TH STREET. PARKING CONFIGURATION WILL BE REVIEW WITH EACH BUILDING PERMIT.

APPROVALS

CITY PLANNING AND ZONING BOARD
APPROVED AS OF THE _____ DAY OF _____, 2022 BY THE CITY PLANNING AND ZONING BOARD OF CODY, WYOMING.
CHAIRMAN _____
CITY COUNCIL APPROVAL
APPROVED AS OF THE _____ DAY OF _____, 2022 BY THE CITY COUNCIL OF CODY, WYOMING.
MAYOR - MATT HALL
ATTEST: _____
CINDY BAKER
ADMINISTRATIVE SERVICES OFFICER

DESCRIPTION OF LANDS

THE EAST 140 FEET OF TRACT 71-29 AND THAT PORTION OF TRACT 71-30, CODY HEIGHTS SUBDIVISION AS LOCATED IN BOOK "E" OF PLATS, PAGE 59, ACCORDING TO THE RECORDS OF THE COUNTY CLERK AND RECORDER OF PARK COUNTY, STATE OF WYOMING, BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF TRACT 71-30; THENCE WEST, ALONG THE NORTH LINE THEREOF, A DISTANCE OF 140 FEET; THENCE SOUTH, PARALLEL WITH THE EAST LINE THEREOF, A DISTANCE OF 115 FEET; THENCE EAST, PARALLEL WITH THE NORTH LINE THEREOF, A DISTANCE OF 140 FEET TO THE EAST LINE THEREOF; THENCE NORTH, ALONG THE EAST LINE THEREOF, A DISTANCE OF 115 FEET TO THE POINT OF BEGINNING.

WITHIN THE CITY OF CODY AND LOCATED IN TRACT 71, TOWNSHIP 53 NORTH, RANGE 101 WEST OF THE SIXTH PRINCIPAL MERIDIAN, PARK COUNTY, WYOMING (RESURVEY)

CERTIFICATE OF DEDICATION

STATE OF WYOMING }
COUNTY OF PARK }SS

WE, THE UNDERSIGNED, HEREBY CERTIFY BLOCK ONE, LLC, DATED SEPTEMBER 4, 2007 IS THE OWNER AND PROPRIETOR OF THE LANDS DENOTED HEREON IN THE DESCRIPTION OF LANDS.

THAT WE HAVE CAUSED SAID PROPERTY TO BE SURVEYED AND PLATTED AS SHOWN HEREON AS THE BROMLEY MINOR SUBDIVISION LOCATED WITHIN THE CITY OF CODY; THAT THE SUBDIVISION AS APPEARS ON THIS PLAT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS; AND THAT WE HEREBY DEDICATE AND SET APART THE 29TH STREET RIGHT-OF-WAY LABELED HEREON TO THE USE OF THE GENERAL PUBLIC FOREVER AND THAT WE HEREBY DEDICATE AND SET APART THE EASEMENTS AS SHOWN HEREON TO THE USES AND ENTITIES NOTED AND FURTHER THAT THIS LANGUAGE SHALL BE CONTAINED IN EACH AND ALL CONVEYANCES OF RECORD, WE HEREBY RELEASE AND RELINQUISH ALL RIGHTS OF HOMESTEAD.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS THIS _____ DAY OF _____, 2022.

BY: _____ MICHAEL F. BROMLEY MEMBER/MANAGER
_____ LINDA D. BROMLEY MEMBER/MANAGER

STATE OF WYOMING }
COUNTY OF PARK }SS

THE FOREGOING CERTIFICATE OF DEDICATION WAS ACKNOWLEDGED BEFORE ME BY MICHAEL F. BROMLEY, MEMBER/MANAGER & LINDA D. BROMLEY, MEMBER/MANAGER, THIS _____ DAY OF _____, 2022.

WITNESS MY HAND AND OFFICIAL SEAL.

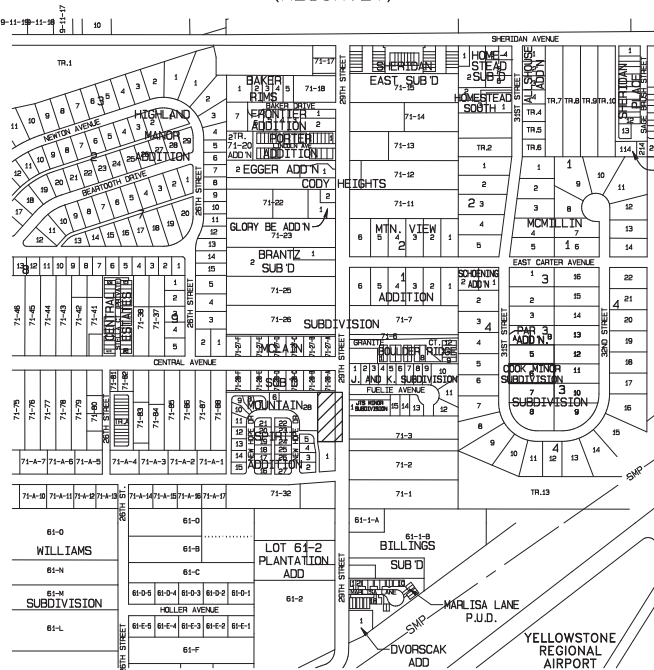
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

RECORDER'S ACCEPTANCE

THIS PLAT WAS FILED FOR THE PUBLIC RECORD IN THE OFFICE OF THE CLERK, PARK COUNTY, WYOMING, AT _____ O'CLOCK _____ M. ON THE _____ DAY OF _____, 2022
A.D., AND IS DULY RECORDED UNDER DOCUMENT NUMBER _____ IN PLAT CABINET _____ AT PAGE _____.

COLLEEN RENNER
PARK COUNTY CLERK
BY: _____
DEPUTY



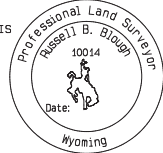
VICINITY MAP
SCALE: 1" = 500'

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF PARK }SS
I, RUSSELL B. BLOUGH, A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF WYOMING BY REGISTRATION NUMBER 10014 HEREBY CERTIFY:
THAT ON DECEMBER 4, 2020 AND JANUARY 21, 2021, THE "BROMLEY MINOR SUBDIVISION" SHOWN HEREON WAS SURVEYED UNDER MY DIRECTION;
THAT THE LAND SURVEYED IS CORRECTLY DESCRIBED IN THE OWNER'S CERTIFICATE OF DEDICATION, AND THIS PLAT ACCURATELY SHOWS THE CORRECT LOCATION AND DIMENSIONS OF SAID SUBDIVISION;
THAT THE REQUIREMENTS OF W.S. 36-11-101 THROUGH 36-11-110 WERE COMPLIED WITH AND MONUMENTS AND LOT CORNERS SHOWN AND DESCRIBED HEREON WERE ACTUALLY SET;
THAT ALL ELEMENTS OF THE SURVEY CLOSE TO AN ACCURACY OF ONE PART IN FIVE THOUSAND OR BETTER AND DIMENSIONS ARE GIVEN IN FEET AND DECIMALS OF A FOOT, ANY SURPLUS OR DEFICIENCY IS DISTRIBUTED UNIFORMLY IN PROPORTION TO THE MEASUREMENTS SHOWN ON THIS PLAT;
THAT THE CITY OF CODY DATUM, WHICH IS BASED ON THE WYOMING COORDINATE SYSTEM NAD 83/93 WEST CENTRAL ZONE WAS USED AS THE BASIS OF BEARING FOR ALL BEARINGS SURVEYED AND SHOWN ON THIS PLAT.

IN WITNESS WHEREOF I HAVE SET MY HAND AND SEAL THIS _____ DAY OF _____, 2022 A.D.

MORRISON - MAIERLE
BY: RUSSELL B. BLOUGH (AGENT)
WYOMING REGISTRATION NO. L.S. 10014



MICHAEL BROMLEY
CODY, WYOMING

PLAT SHOWING

BROMLEY MINOR SUBDIVISION

A SUBDIVISION OF PORTIONS
OF TRACTS 71-29 & 71-30
OF THE CODY HEIGHTS SUBDIVISION

WITHIN THE CITY OF CODY
AND LOCATED

IN TRACT 71, T. 53 N., R. 101 W., 6TH P.M.
PARK COUNTY, WYOMING (RESURVEY)

Morrison Maierle engineers-surveyors-planners-scientists	1402 Stampede Avenue Cody, WY 82414 Phone: 807.887.8881 Fax: 807.887.8882	1/4 SEC. TRACT 71 TOWNSHIP 53 NORTH RANGE 101 WEST	6th PRINCIPAL MERIDIAN (RESURVEY) PARK COUNTY, WYOMING
FIELD WORK: KGM DRAWN BY: JLM CHECKED BY: RBB	DATE: 12/18/2020 SCALE: 1"=20' PROJ. #: 8871.001	CLIENT: MICHAEL BROMLEY Plotted: Mar 24, 2022	SHEET 1 OF 1
J:\8871 Mike Bromley\001 29th Street Minor Subd\Terramodel\8871.001.prn			

ORDINANCE NO. 2022-03

AN ORDINANCE AMENDING TITLE 3, CHAPTER 3, SECTION 3-3-9 (B), OF THE CITY OF CODY CODE: LICENSE: DRIVER'S

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Title 3, Chapter 3, Section 3-3-9(B), of the City of Cody Code, shall be amended to provide as follows:

Possess a valid State of Wyoming driver's license; or any valid state license when operation is an animal drawn carriage.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: ____3/1/22____

PASSED ON SECOND READING: ____3/15/22____

PASSED ON THIRD READING: _____

MATT HALL, Mayor

ATTEST:

Cynthia D. Baker Administrative Services Director