Revised

City of Cody City Council

AGENDA

Tuesday, February 18, 2014 – 7:00 p.m. (Pre-Meeting to begin at 6:30 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
Agenda Review and Approval
Mayor's Recognitions and Announcements

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: Special Meeting Minutes from 1/29/14, 1/30/14, 1/31/14 and Regular Meeting Minutes from 2/4/14.
   b. Approval of vouchers and payroll in the amount of $1,413,933.99.
   c. Approve the updated Financial Management Policy.
   d. Consider the proposal for auditing services submitted by Stine, Buss, Wolff, Wilson and Associates and award the audit engagement for a three year period for 2014, 2015 and 2016.
   e. Approve a request from John C. Rumm, Ph. D, on behalf of the Buffalo Bill Center of the West, to close Sheridan Avenue in front of the Statute for approximately 60 minutes on Wednesday, February 26, 2013 for the Annual FFA wreath laying ceremony and allow traffic to be directed north through West Park Hospital's small parking lot.
   f. **ORDINANCE 2014-01 –SECOND READING – AN ORDINANCE AMENDING SECTION 6-2-1 ADOPTING THE UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS.**

   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.

2. Public Hearing

   a. A Public Hearing to determine if it is in the public interest for the City of Cody and the Cody Stampede Board to apply for a Community Enhancement Grant from the Wyoming Business Council in the amount of $350,000 for the design and construction of a western façade to enclose the south grandstands.

3. Conduct of Business

a. **RESOLUTION 2014-01**
A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING BUSINESS COUNCIL-COMMUNITY ENHANCEMENT GRANT IN THE AMOUNT OF $175,000 TO ENCLOSE THE GRANDSTANDS CREATING A WESTERN FAÇADE AT THE CODY STAMPEDE GROUNDS FOR THE CODY STAMPEDE BOARD.
Staff Reference: Cindy Baker, Administrative Services Officer

b. Consider a request from Cody High School Class of 2014 to sponsor the CHS graduation party for an amount not to exceed $813.00, with the funds coming out of the Council contingency line item.
Staff Reference: Rick Manchester, Parks, Public Facilities and Recreation Director
Spokesperson: Pam Conley, CHS Chairperson for Class of 2014

c. Consider awarding a professional service contract to Engineering Associates, as it relates to the Design, Bid, Construction Observation and Administration duties associated with the 16th Storm Sewer Project for an amount Not-to-Exceed $59,750 and authorize the Mayor to sign a contract with said firm contingent upon review by the City Attorney and subject to authorization from the State Land and Investment Board to begin to incur expenses on the project.
Staff Reference: Steve Payne, Public Works Director

d. Consider approving the modifications to the CLDC preliminary plat and approve the CLDC Final Plat, A 9-Lot Subdivision located along 2AB, with conditions recommended by the Planning, Zoning and Adjustment Board.
Staff Reference: Todd Stowell, City Planner

4. Tabled Items

5. Matters from Staff Members

6. Matters from Council Members

7. Adjournment

City of Cody
Council Proceedings
Wednesday, January 29, 2014

A special meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Wednesday, January 29, 2014 at 4:30 p.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Jerry Fritz, Landon Greer, Steve Miller and Stan Wolz, City Administrator, Jenni Rosencranse, and Cindy Baker, Administrative Services Officer.

Absent: Council Member Bryan Edwards.

City Staff: Leslie Brumage, Finance Officer,

Mayor Brown called the meeting to order at 4:30 p.m.

Jenni Rosencranse, City Administrator and Leslie Brumage, Finance Officer provided the Governing Body with the proposed changes to the Financial Management Policy. Staff was directed to bring forward to a Regular Council meeting for consideration. The Governing Body reviewed the Mid-Year Review. No action was taken. The Governing Body discussed the funding request from Cody Council on Aging. No action was taken.

There being no further discussion, the meeting adjourned at 6:09 p.m.

Cindy Baker	Nancy Tia Brown
Administrative Services Officer	Mayor

City of Cody
Council Proceedings
Thursday, January 30, 2014

A special meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Thursday, January 30, 2014 at 4:15 p.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Bryan Edwards, Jerry Fritz, Landon Greer, Steve Miller and Stan Wolz, City Administrator, Jenni Rosencranse, and Cindy Baker, Administrative Services Officer.

Absent: None

Mayor Brown called the meeting to order at 4:15 p.m.

Steve Payne, Public Works Director provided the Governing Body with background information on the concrete budget line item and a storm drainage issue on West Rocky Road. Staff was directed to proceed with this project.

Steve Payne, Public Works Director provided the Governing Body with background information and the request from the County for Sludge Dumping and Engineering Associate's recommendation. No action was taken.

Steve Payne, Public Works Director provided the Governing Body with background information and a proposed Solid Waste Ordinance was reviewed and discussed. Staff was directed to discuss with the County staff, review options for "yard waste" only containers and pickup and prepare an Ordinance for consideration at a future Council Meeting.

The Governing Body reviewed the agenda for the February 4, 2014 meeting. No action was taken.

There being no further discussion, the meeting adjourned at 5:47p.m.

Cindy Baker	Nancy Tia Brown
Administrative Services Officer	Mayor

City of Cody
Council Proceedings
Friday, January 31, 2014

A special meeting of the Cody City Council was held at the K3 Guest Ranch in Cody, Wyoming on Friday, January 31, 2014 at 8:30 a.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Bryan Edwards, Jerry Fritz, Landon Greer, Steve Miller, Stan Wolz and Jenni Rosencranse, City Administrator and Cindy Baker, Administrative Services Officer.

Absent: None

Other Staff: Leslie Brumage, Finance Officer, Rick Manchester, Parks, Public Facilities and Recreation Director, Perry Rockvam, Chief of Police and Kelly Serfas, Fitness Coordinator,

Mayor Brown called the meeting to order at 8:30 a.m.

The Governing Body discussed a wellness initiative proposal for City of Cody employees; a citizen academy proposal; proposed lease agreements; proposed animal license ordinance; City wide social media plan; unrestricted reserve account policy; and reviewed goals and the budget in general. No action was taken.

There being no further discussion, the meeting adjourned at 2:50 p.m.

Cindy Baker	Nancy Tia Brown
Administrative Services Officer	Mayor

City of Cody
Council Proceedings
Tuesday, February 4, 2014

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, February 4, 2014 at 7:00 p.m.

Present: Mayor Brown , Council Members Donny Anderson, Bryan Edwards, Landon Greer, Steve Miller and Stan Wolz, City Administrator Jenni Rosencranse, City Attorney Scott Kolpitcke and Administrative Services Officer, Cindy Baker.

Absent: None.

Council Mayor Brown called the meeting to order at 7:00 p.m.

Council Member Miller made a motion seconded by Council Member Fritz to approve the agenda as amended to add item "aa", and "g' to the conduct of business. Vote was unanimous.

Mayor Brown proclaimed February 6-February 9, 2014 as Power Team Week.

Mayor Brown and the Council recognized and thanked Marathon Oil for their donation to ASAP Program.

Mayor Brown and the Council presented an appreciation plaque to Bill Holder for his services on the Yellowstone Regional Airport Board.

Mayor Brown introduced Kathy Crofts as a new board member on the Urban Systems Board.

Council Member Miller made a motion seconded by Council Member Fritz to approve the consent calendar as amended including approval of the Special Meeting Minutes from 1/22/14, and Regular Meeting Minutes from 1/21/14; approved of vouchers and payroll in the amount of $469,976.57; authorized the Mayor to sign a grant agreement between the City of Cody and the Wyoming Business Council in the amount of $395,000 for the completion of a subdivision for the Mountain Spirit Habitat for Humanity. Vote was unanimous.

At 7: 15 Mayor Brown entered into a Public Hearing to determine if it is in the public interest to issue a new restaurant liquor license to Ildefonsa Hernandez Gonzalez dba Tacos El Taconazo located at 702 Yellowstone Avenue. Cindy Baker, Administrative Services Officer provided information on the application. After calling for comments three times and there being none further, Mayor Brown closed the public hearing at 7:17 p.m.

Council Member Edwards made a motion seconded by Council Member Anderson to approve a new Restaurant Liquor License to Ildefonsa Hernandez Gonzalez dba Tacos El Taconazo located at 702 Yellowstone Avenue. Vote was unanimous.

Council Member Wolz made a motion seconded by Council Member Anderson to approve a request and authorized the Mayor to sign a letter of support for Yellowstone Lake II portion of the Wyoming Wildlife and Natural Resources Large Project Funding project that is under the direction of Wyoming Trout Unlimited. Vote was unanimous.

Council Member Wolz made a motion seconded by Council Member Greer to authorize an exception to Section 8-1-9(D) to the City Ordinances and allow the City to continue to provide electric service to the property at 235 B Street without requiring payment of the delinquent balances owed. Vote was unanimous.

Council Member Edwards made a motion seconded by Council Member Anderson to approve the J and K Final Plat, a 15-lot subdivision located east of 29th Street, subject to review and approval of the maintenance agreement by the City Attorney and with recommendations from the Planning, Zoning and Adjustment Board. Vote was unanimous.

Council Member Edwards made a motion seconded by Council Member Wolz to approve a portion of the water rights to be transferred back to the Trailhead subdivision, at the applicants cost, direct staff to work with Ed Higbie and Cody Cana and allow the subdivision to use canal water during the interim of the transfer. Council Member Greer recused himself from the vote. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Wolz to award bid 2013-17 for the West Cooper Sewer Main Project to Harris Trucking and Construction in the

amount of $88,810.25, and authorizes the Mayor to enter into and sign the contract as it relates to this project. Vote was unanimous.

ORDINANCE 2014-01 FIRST READING
AN ORDINANCE AMENDING SECTION 6-2-1 ADOPTING THE UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS. Council Member Fritz made a motion seconded by Council Member Greer to approve Ordinance 2014-01 on First Reading. Vote was unanimous.

Council Member Edwards made a motion seconded by Council Member Wolz authorizing the Mayor to sign letters to other Wyoming municipalities to request their support by encouraging them to contact their legislators and request support of the legislation concerning the bill for the Cody Labs project. Vote was unanimous.

There being no further business, Mayor Brown adjourned the meeting at 8:20 pm

_____	_____
Cindy Baker	Nancy Tia Brown
Administrative Services Officer	Mayor

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
813-NCPERS WYOMING							
125412							
	020414	PREMIUM	02/04/2014	432.00	432.00	02/05/2014	
Total 125412:				432.00	432.00		
ACE HARDWARE							
2390							
	272177	MATERIALS AND SUPPLIES	12/31/2013	16.56	16.56	02/19/2014	
	272304	NUT SETTER / DRILL BIT / NUT	01/03/2014	7.98	7.98	02/19/2014	
	272304	NUT SETTER / DRILL BIT / NUT	01/03/2014	.88	.88	02/19/2014	
	272397	BATTERIES	01/06/2014	4.99	4.99	02/19/2014	
	272463	SPRAY PAINT	01/07/2014	3.99	3.99	02/19/2014	
	272488	TRASH BAGS	01/07/2014	7.99	7.99	02/19/2014	
	272630	PLIERS / SUPPLIES	01/09/2014	11.99	11.99	02/19/2014	
	272630	PLIERS / SUPPLIES	01/09/2014	41.24	41.24	02/19/2014	
	272658	WEATHER STRIP / MARKERS	01/09/2014	7.79	7.79	02/19/2014	
	272810	ROPE / TARP / TRASH CAN	01/13/2014	55.45	55.45	02/19/2014	
	273044	PAINT	01/17/2014	80.97	80.97	02/19/2014	
	273289	KEY FOR D01	01/22/2014	1.79	1.79	02/19/2014	
	273343	MATERIALS AND SUPPLIES	01/22/2014	13.78	13.78	02/19/2014	
	273381	ICE MELT / SAFETY GLOVES	01/23/2014	16.99	16.99	02/19/2014	
	273381	ICE MELT / SAFETY GLOVES	01/23/2014	16.98	16.98	02/19/2014	
	273431	GATE PAD LOCK / BATTERIES	01/23/2014	44.96	44.96	02/19/2014	
	273564	BULBS - AUDITORIUM	01/27/2014	11.16	11.16	02/19/2014	
	273595	CLAMPS	01/27/2014	7.16	7.16	02/19/2014	
	273665	SUPPLIES	01/28/2014	2.98	2.98	02/19/2014	
	273693	SHOP SUPPLIES	01/28/2014	.85	.85	02/19/2014	
	273724	TOOLS	01/29/2014	5.99	5.99	02/19/2014	
	273764	SHOP SUPPLIES	01/29/2014	2.38	2.38	02/19/2014	
	273773	MATERIALS AND SUPPLIES	01/29/2014	6.99	6.99	02/19/2014	
	273807	SHOP SUPPLIES	01/30/2014	10.99	10.99	02/19/2014	
	274069	SHOP SUPPLIES	02/04/2014	11.98	11.98	02/19/2014	
	274069	SAFETY SUPPLIES	02/04/2014	23.99	23.99	02/19/2014	
	274086	BATTERIES	02/04/2014	21.98	21.98	02/19/2014	
	274109	MATERIALS AND SUPPLIES	02/04/2014	27.96	27.96	02/19/2014	
	274164	SHOP SUPPLIES	02/05/2014	1.17	1.17	02/19/2014	
	274188	ELECTRIC HEATER	02/05/2014	49.99	49.99	02/19/2014	
Total 2390:				519.90	519.90		
ADVANCED INFO SYSTEMS							
129162							
	11192	CYCLE 3 OUTSOURCE UTILTIY	01/31/2014	401.81	401.81	02/19/2014	
Total 129162:				401.81	401.81		
ALBERTSONS							
430							
	011714-STMT	LATE FEE	01/17/2014	15.00	15.00	02/19/2014	
	023226	ALL STAFF MEETING EXPENSE	01/23/2014	13.98	13.98	02/19/2014	
	024807	BIRTHDAY PARTY - REC CENT	01/24/2014	31.32	31.32	02/19/2014	
	027028	AQUATIC PROGRAMS	01/27/2014	3.98	3.98	02/19/2014	
Total 430:				64.28	64.28		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
ALSCO							
126551							
	994333	TOWELS - REC CENTER	01/27/2014	50.03	50.03	02/19/2014	
	994351	RUGS - CITY HALL	01/27/2014	52.69	52.69	02/19/2014	
	996120	TOWELS & RUGS	02/03/2014	122.80	122.80	02/19/2014	
Total 126551:				225.52	225.52		
AMERICAN FAMILY LIFE ASSUR							
550							
	233555	AFLAC PREMIUM	02/05/2014	2,325.06	2,325.06	02/05/2014	
Total 550:				2,325.06	2,325.06		
AMERICAN WELDING & GAS, INC.							
128592							
	02589463	CYLINDER RENTAL	01/31/2014	39.99	39.99	02/19/2014	
	02589464	SUPPLIES	01/31/2014	66.65	66.65	02/19/2014	
	02589465	CYLINDER RENTAL	01/31/2014	7.74	7.74	02/19/2014	
Total 128592:				114.38	114.38		
BIG BROTHERS/BIG SISTERS NW WY							
127462							
	013114	COMMUNITY FUNDING ALLOCA	01/31/2014	518.62	518.62	02/19/2014	
Total 127462:				518.62	518.62		
BIG HORN PAINT							
1180							
	0060684	PAINT - NEW CODY	01/23/2014	143.98	143.98	02/19/2014	
	0060698	PAINT SEALANT	01/24/2014	71.99	71.99	02/19/2014	
Total 1180:				215.97	215.97		
BIG HORN RADIO NETWORK							
127743							
	013114	ADVERTISING	01/31/2014	173.40	173.40	02/19/2014	
	013114-REC	REC CENTER MARKETING - SR	01/31/2014	408.00	408.00	02/19/2014	
Total 127743:				581.40	581.40		
BLOEDORN LUMBER							
1590							
	1520520	SUPPLIES	01/27/2014	11.79	11.79	02/19/2014	
	1525808	SUPPLIES	01/30/2014	17.97	17.97	02/19/2014	
Total 1590:				29.76	29.76		
BOOT BARN, INC							
128267							
	IVC0044329	JACKET, BOOTS, BIBS - TIM BU	12/30/2013	419.96	419.96	02/19/2014	
Total 128267:				419.96	419.96		
BRAD HALL MANAGEMENT							

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
129776							
	NP40344514	FUEL - SR CENTER	02/01/2014	1,264.97	1,264.97	02/19/2014	
	NP40344514	FUEL - ADMIN	02/01/2014	193.16	193.16	02/19/2014	
	NP40344514	FUEL - PD	02/01/2014	3,239.41	3,239.41	02/19/2014	
	NP40344514	FUEL - PARKS	02/01/2014	243.62	243.62	02/19/2014	
	NP40344514	FUEL - PARKS	02/01/2014	589.95	589.95	02/19/2014	
	NP40344514	FUEL - FAC MAINT	02/01/2014	281.69	281.69	02/19/2014	
	NP40344514	FUEL - REC CENTER	02/01/2014	522.68	522.68	02/19/2014	
	NP40344514	FUEL - COMM DEV	02/01/2014	55.20	55.20	02/19/2014	
	NP40344514	FUEL - STREETS	02/01/2014	5,507.97	5,507.97	02/19/2014	
	NP40344514	FUEL - STREETS	02/01/2014	489.21	489.21	02/19/2014	
	NP40344514	FUEL - STREETS	02/01/2014	267.86	267.86	02/19/2014	
	NP40344514	FUEL - VM	02/01/2014	83.51	83.51	02/19/2014	
	NP40344514	FUEL - SANITATION	02/01/2014	6,098.31	6,098.31	02/19/2014	
	NP40344514	FUEL - SANITATION	02/01/2014	359.95	359.95	02/19/2014	
	NP40344514	FUEL - WATER	02/01/2014	654.04	654.04	02/19/2014	
	NP40344514	FUEL - W WATER	02/01/2014	371.52	371.52	02/19/2014	
	NP40344514	FUEL - W WATER	02/01/2014	514.35	514.35	02/19/2014	
	NP40344514	FUEL - EL	02/01/2014	838.82	838.82	02/19/2014	
	NP40344514	FUEL - EL	02/01/2014	844.89	844.89	02/19/2014	
Total 129776:				22,421.11	22,421.11		
BROKEN ARROW							
129930							
	15749	SALT	01/17/2014	520.88	520.88	02/19/2014	
Total 129930:				520.88	520.88		
C & C WELDING							
1690							
	17139	AERO II REPAIR	01/16/2014	684.56	684.56	02/19/2014	
	17176	CO2 MAST REPAIR	01/27/2014	1,323.50	1,323.50	02/19/2014	
Total 1690:				2,008.06	2,008.06		
CARQUEST AUTO PARTS							
10200							
	2874-ID-23950	REPAIR PARTS	01/02/2014	2.58	2.58	02/19/2014	
	2874-ID-23950	SHOP SUPPLIES	01/02/2014	7.00	7.00	02/19/2014	
	2874-ID-23958	REPAIR PARTS	01/03/2014	14.45	14.45	02/19/2014	
	2874-ID-23984	SHOP SUPPLIES	01/07/2014	33.43	33.43	02/19/2014	
	2874-ID-23984	SHOP SUPPLIES	01/07/2014	4.79	4.79	02/19/2014	
	2874-ID-23985	SET UP NEW VEHICLE	01/07/2014	3.60	3.60	02/19/2014	
	2874-ID-23988	SET UP NEW VEHICLE	01/07/2014	21.99	21.99	02/19/2014	
	2874-ID-23996	REPAIR PARTS	01/08/2014	7.03	7.03	02/19/2014	
	2874-ID-24001	REPAIR PARTS	01/09/2014	36.64	36.64	02/19/2014	
	2874-ID-24006	REPAIR PARTS	01/09/2014	181.98	181.98	02/19/2014	
	2874-ID-24011	EQUIPMENT REPAIR	01/10/2014	51.72	51.72	02/19/2014	
	2874-ID-24029	REPAIR PARTS	01/13/2014	5.05	5.05	02/19/2014	
	2874-ID-24048	REPAIR PARTS	01/16/2014	30.31	30.31	02/19/2014	
	2874-ID-24072	SHOP TOOLS - PARKS	01/20/2014	10.81	10.81	02/19/2014	
	2874-ID-24082	REPAIR PARTS	01/21/2014	5.51	5.51	02/19/2014	
	2874-ID-24082	SHOP SUPPLIES	01/21/2014	14.95	14.95	02/19/2014	
	2874-ID-24085	REPAIR PARTS	01/21/2014	4.01	4.01	02/19/2014	
	2874-ID-24090	REPAIR PARTS	01/22/2014	2.58	2.58	02/19/2014	
	2874-ID-24097	REPAIR PARTS	01/23/2014	39.76	39.76	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	2874-ID-24100	REPAIR PARTS	01/23/2014	2.95	2.95	02/19/2014	
	2874-ID-24109	REPAIR PARTS	01/24/2014	15.19	15.19	02/19/2014	
	2874-ID-24111	REPAIR PARTS	01/24/2014	2.58	2.58	02/19/2014	
	2874-ID-24119	SHOP SUPPLIES	01/27/2014	10.07	10.07	02/19/2014	
	2874-ID-24121	REPAIR PARTS	01/27/2014	15.66	15.66	02/19/2014	
	2874-ID-24122	REPAIR PARTS	01/27/2014	212.49	212.49	02/19/2014	
	2874-ID-24138	REPAIR PARTS	01/29/2014	2.06	2.06	02/19/2014	
	2874-ID-24139	REPAIR PARTS	01/29/2014	120.94	120.94	02/19/2014	
	2874-ID-24150	REPAIR PARTS	01/30/2014	33.36	33.36	02/19/2014	
	2874-ID-24151	REPAIR PARTS	01/30/2014	14.45	14.45	02/19/2014	
	2874-ID-24158	REPAIR PARTS	01/31/2014	67.15	67.15	02/19/2014	
Total 10200:				975.09	975.09		
CENTURY LINK							
10091							
	020114	PHONE CHARGES - FACILITIES	02/01/2014	560.51	560.51	02/19/2014	
	020114	PHONE CHARGES - W WATER	02/01/2014	50.40	50.40	02/19/2014	
	020114	PHONE CHARGES - EL	02/01/2014	110.61	110.61	02/19/2014	
	020114	PHONE CHARGES - STREETS	02/01/2014	127.63	127.63	02/19/2014	
	020114	PHONE CHARGES - V M	02/01/2014	32.87	32.87	02/19/2014	
	020114	PHONE CHARGES - WATER	02/01/2014	19.34	19.34	02/19/2014	
	020114	PHONE CHARGES - ADMIN	02/01/2014	185.44	185.44	02/19/2014	
Total 10091:				1,086.80	1,086.80		
CHADWICK VETERINARY HOSPITAL							
2130							
	284-013114	FERAL CAT EUTHANASIA CASE	01/07/2014	55.00	55.00	02/19/2014	
Total 2130:				55.00	55.00		
CHARTER							
129861							
	012814	INTERNET - REC CENTER	01/28/2014	79.90	79.90	02/19/2014	
	012814	INTERNET - RECYCLE CENTER	01/28/2014	54.95	54.95	02/19/2014	
	020414	INTERNET - PD	02/04/2014	57.90	57.90	02/19/2014	
Total 129861:				192.75	192.75		
CHUCKS LAWN CARE							
125081							
	012714	SNOW REMOVAL -JAN 2014	01/27/2014	215.00	215.00	02/19/2014	
Total 125081:				215.00	215.00		
CITY OF CODY							
2260							
	013114	UTILITIES	01/31/2014	108.34	108.34	02/19/2014	
	013114	UTILITIES	01/31/2014	210.00	210.00	02/19/2014	
	013114	UTILITIES	01/31/2014	672.84	672.84	02/19/2014	
	013114	UTILITIES	01/31/2014	46.75	46.75	02/19/2014	
	013114	UTILITIES	01/31/2014	577.34	577.34	02/19/2014	
	013114	UTILITIES	01/31/2014	335.35	335.35	02/19/2014	
	020714	UTILITIES	02/07/2014	472.29	472.29	02/19/2014	
	020714	UTILITIES	02/07/2014	165.72	165.72	02/19/2014	
	020714	UTILITIES	02/07/2014	61.96	61.96	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	020714	UTILITIES	02/07/2014	15.96	15.96	02/19/2014	
	020714	UTILITIES	02/07/2014	9.39	9.39	02/19/2014	
	020714	UTILITIES	02/07/2014	6.56	6.56	02/19/2014	
	020714	UTILITIES	02/07/2014	991.11	991.11	02/19/2014	
	020714	UTILITIES	02/07/2014	8,608.18	8,608.18	02/19/2014	
	020714	UTILITIES	02/07/2014	46.84	46.84	02/19/2014	
Total 2260:				12,328.63	12,328.63		
CODY ENTERPRISE							
2590							
	013114	ADVERTISING	01/31/2014	3,946.74	3,946.74	02/19/2014	
	013114	ADVERTISING - REC CENTER	01/31/2014	520.00	520.00	02/19/2014	
Total 2590:				4,466.74	4,466.74		
CODY PAINT & BODY, INC							
2715							
	0002437	TOWING CASE 14-118	01/30/2014	140.00	140.00	02/19/2014	
Total 2715:				140.00	140.00		
CODY ROTARY CLUB							
2765							
	012514	ROTARY DUES - RICK MANCHE	01/25/2014	139.00	139.00	02/19/2014	
	012514	ROTARY DUES - RICK MANCHE	01/25/2014	139.00	139.00	02/19/2014	
	020214	CREDIT - INCORECT BILL FOR	02/02/2014	10.00-	10.00-	02/19/2014	
	020214	CREDIT - INCORECT BILL FOR	02/02/2014	10.00-	10.00-	02/19/2014	
Total 2765:				258.00	258.00		
CODY WINNELSON COMPANY							
2850							
	132668-00	MATERIAL AND SUPPLIES	01/21/2014	5.94	5.94	02/19/2014	
Total 2850:				5.94	5.94		
COPENHAVER KATH KITCHEN KOLPITCKE LLC							
3140							
	020614	LEGAL SERVICES	02/06/2014	6,396.25	6,396.25	02/19/2014	
	020614	LEGAL SERVICES - EXTRA SER	02/06/2014	10.71	10.71	02/19/2014	
Total 3140:				6,406.96	6,406.96		
CRUM ELECTRIC							
3300							
	1510600-00	LIGHT BULBS FOR WEST CODY	01/21/2014	51.00	51.00	02/19/2014	
	1519609-00	BULBS FOR STOCK	01/21/2014	25.74	25.74	02/19/2014	
	1521778-00	LIGHT BULBS	01/28/2014	54.90	54.90	02/19/2014	
	1521879-00	SUPPLIES	01/28/2014	4.47	4.47	02/19/2014	
	1521945-00	LIGHT - RECYCLE CENTER	01/28/2014	80.90	80.90	02/19/2014	
	1522127-00	PHOTO CELL FOR EAST WALL -	01/29/2014	11.47	11.47	02/19/2014	
	1522298-00	LIGHTS - AUDITORIUM	01/29/2014	293.68	293.68	02/19/2014	
	1522301-00	LIGHT - RECYCLE CENTER	01/29/2014	11.47	11.47	02/19/2014	
Total 3300:				533.63	533.63		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
DANA KEPNER COMPANY							
3410							
	2218434-00	METER FLANGE KIT	02/04/2014	130.22	130.22	02/19/2014	
Total 3410:				130.22	130.22		
DIVISION OF VICTIM'S SERVICES							
124470							
	020714	CRIME VICTIM'S COMP - JAN 20	02/07/2014	675.00	675.00	02/19/2014	
Total 124470:				675.00	675.00		
DWF GROWER SUPPLY							
127634							
	774079-00	GREENHOUSE FLOWER PLANT	01/24/2014	471.92	471.92	02/19/2014	
Total 127634:				471.92	471.92		
ENERGY WEST							
2630							
	013114	UTILITIES - REC CENTER	01/13/2014	4,019.20	4,019.20	02/19/2014	
	013114	UTILITIES - REC CENTER AQUA	01/13/2014	12,057.62	12,057.62	02/19/2014	
Total 2630:				16,076.82	16,076.82		
FARM PLAN CORPORATION							
4210							
	568782	SHOVEL	02/04/2014	49.97	49.97	02/19/2014	
Total 4210:				49.97	49.97		
FASTENAL COMPANY 01WYCDY							
126018							
	WYCDY51805	TOOLS	01/24/2014	2.64	2.64	02/19/2014	
	WYCDY51823	TOOLS	01/27/2014	3.98	3.98	02/19/2014	
	WYCDY51842	SAFETY SUPPLIES	01/27/2014	90.57	90.57	02/19/2014	
Total 126018:				97.19	97.19		
FERGUSON WATERWORKS							
127653							
	0586481	Check Valve 3/4" in line	01/15/2014	2,592.00	2,592.00	02/19/2014	1185-W
	0586481	FREIGHT	01/15/2014	81.41	81.41	02/19/2014	
	0586881	#58, 14" extension	01/15/2014	97.89	97.89	02/19/2014	1017-W
Total 127653:				2,771.30	2,771.30		
GARY'S VACUUM & STAMPS							
4480							
	94111	INVENTORY TAGS	01/03/2014	30.00	30.00	02/19/2014	
Total 4480:				30.00	30.00		
GRAINGER							
4635							
	9339681026	OFFICE SUPPLIES	01/15/2014	46.49	46.49	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 4635:				46.49	46.49		
HD SUPPLY POWER SOLUTIONS, LTD							
6730							
	2459142-00	SYSTEM REPAIRS	01/20/2014	176.47	176.47	02/19/2014	
	2468670-00	SUBSTATION MAINTENANCE	02/03/2014	2,738.32	2,738.32	02/19/2014	
Total 6730:				2,914.79	2,914.79		
HEARTLAND PAPER COMPANY							
128769							
	G371258-1	MATERIAL & SUPPLIES	01/21/2014	388.21	388.21	02/19/2014	
	G371348-1	MATERIAL & SUPPLIES	01/20/2014	140.58	140.58	02/19/2014	
	G372038-1	MATERIAL & SUPPLIES	01/24/2014	39.53	39.53	02/19/2014	
	G372040-1	MATERIAL & SUPPLIES	01/24/2014	75.64	75.64	02/19/2014	
	G372875-1	MATERIAL & SUPPLIES	01/24/2014	29.18	29.18	02/19/2014	
Total 128769:				673.14	673.14		
HILTON GARDEN INN							
128602							
	34970	CPO TRAINING - JENNI P/PARK	01/16/2014	602.92	602.92	02/19/2014	
Total 128602:				602.92	602.92		
HINES, JONIE							
129938							
	12218013	REFUND CREDIT BALANCE	02/07/2014	72.42	72.42	02/19/2014	
Total 129938:				72.42	72.42		
HOPKINS LIFE AND SAFETY							
5080							
	9872	FIRST AID SUPPLIES - RECYCL	01/29/2014	130.21	130.21	02/19/2014	
	9873	FIRST AID SUPPLIES - SHOP	01/29/2014	35.38	35.38	02/19/2014	
	9873	FIRST AID SUPPLIES - SHOP	01/29/2014	35.37	35.37	02/19/2014	
Total 5080:				200.96	200.96		
I S T GLOBAL LLC							
129933							
	1278012	REFUND UTILITY DEPOSIT	02/03/2014	818.53	818.53	02/19/2014	
Total 129933:				818.53	818.53		
I STATE TRUCK CENTER							
126019							
	C251148861:0	REPAIR - C05	02/19/2014	37.53	37.53	02/19/2014	
Total 126019:				37.53	37.53		
JENSEN PLUMBING							
129455							
	6426	REPAIR BOILER KM - REC	01/27/2014	177.40	177.40	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 129455:				177.40	177.40		
JONES, JAMES							
129931							
	9108014	REFUND UTILITY DEPOSIT	01/30/2014	167.99	167.99	02/19/2014	
Total 129931:				167.99	167.99		
KEEGAN & WINSLOW LAW FIRM							
126040							
	020314	PROFESSIONAL FEES	02/03/2014	391.84	391.84	02/19/2014	
Total 126040:				391.84	391.84		
KENCO SECURITY & TECHNOLOGY							
9029							
	1100434	SECURITY MONITORING - CITY	02/01/2014	100.50	100.50	02/19/2014	
	1100435	SECURITY MONITORING - REC	02/01/2014	108.00	108.00	02/19/2014	
Total 9029:				208.50	208.50		
KITCHEN, SCOTT							
129803							
	020414	REIMBURSE FOR MILEAGE	02/04/2014	48.27	48.27	02/19/2014	
Total 129803:				48.27	48.27		
KOIS BROTHERS EQUIPMENT							
5830							
	99471	BOOM CYLINDERS D10 - SEWE	01/17/2014	558.18	558.18	02/19/2014	
Total 5830:				558.18	558.18		
L.N. CURTIS & SONS							
127560							
	3142089-00	UNIFORMS C12	01/21/2014	70.25	70.25	02/19/2014	
	3142395-01	SHIPPING FOR UNIFORMS	01/21/2014	13.91	13.91	02/19/2014	
	3142621-00	UNIFORMS C14, C25	01/17/2014	56.33	56.33	02/19/2014	
	3142621-01	UNIFORMS C14, C25	01/17/2014	490.13	490.13	02/19/2014	
	3142621-02	UNIFORMS C14, C25	01/29/2014	70.21	70.21	02/19/2014	
	3142989-00	UNIFORMS C21	01/22/2014	56.66	56.66	02/19/2014	
	3142989-01	UNIFORMS C17, C20, C21	01/22/2014	346.13	346.13	02/19/2014	
	3142989-02	UNIFORMS C20, C21	01/29/2014	73.85	73.85	02/19/2014	
Total 127560:				1,177.47	1,177.47		
LAWRENCE LAND LLC							
129880							
	13.0314.11	REFUND CREDIT BALANCE	02/07/2014	80.93	80.93	02/19/2014	
Total 129880:				80.93	80.93		
LINCOLN COMMERCIAL POOL EQUIP							
125750							
	SI230644	CHEMICALS	01/16/2014	163.55	163.55	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 125750:				163.55	163.55		
LONG, MARLENE ANDERSON							
129939							
	4191035	REFUND CREDIT BALANCE	02/07/2014	62.56	62.56	02/19/2014	
Total 129939:				62.56	62.56		
LYLE SIGNS INC							
123209							
	1164745	SIGN MATERIAL	01/28/2014	256.93	256.93	02/19/2014	
Total 123209:				256.93	256.93		
MANGUS, LEA							
129934							
	3030040	REFUND UTILITY DEPOSIT	02/03/2014	124.51	124.51	02/19/2014	
Total 129934:				124.51	124.51		
MARQUIS AWARDS							
6300							
	23592	BOARD RECOGNITION PLAQUE	01/24/2014	397.45	397.45	02/19/2014	
Total 6300:				397.45	397.45		
MIDLAND IMPLEMENT CO							
6640							
	745682001	CREDIT - WARRANTIED IRRIGA	01/22/2014	119.03-	.00		
Total 6640:				119.03-	.00		
MOTOR PARTS INC							
6820							
	580145	SUPPLIES	01/03/2014	14.28	14.28	02/19/2014	
	580873	REPAIR PARTS	01/02/2014	10.79	10.79	02/19/2014	
	581161	REPAIR PARTS	01/06/2014	16.20	16.20	02/19/2014	
	581523	REPAIR PARTS	01/09/2014	40.57	40.57	02/19/2014	
	581663	SUPPLIES	01/10/2014	14.26	14.26	02/19/2014	
	581858	REPAIR PARTS	01/13/2014	19.44	19.44	02/19/2014	
	581939	REPAIR PARTS	01/14/2014	18.38	18.38	02/19/2014	
	582159	SUPPLIES	01/16/2014	23.38	23.38	02/19/2014	
	582163	SHOP SUPPLIES	01/16/2014	2.99	2.99	02/19/2014	
	582588	SUPPLIES	01/21/2014	5.94	5.94	02/19/2014	
	582856	REPAIR PARTS	01/24/2014	83.41	83.41	02/19/2014	
	583043	REPAIR PARTS	01/27/2014	4.16	4.16	02/19/2014	
Total 6820:				253.80	253.80		
MOUNTAIN WEST SCREEN PRINTERS							
6930							
	50900	YOUTH BASKETBALL	01/24/2014	758.95	758.95	02/19/2014	
	50913	RACQUETBALL SHIRTS	01/28/2014	392.55	392.55	02/19/2014	
	50944	EMBROIDERY CHARGES	02/04/2014	50.60	50.60	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 6930:				1,202.10	1,202.10		
NEDDERMEYER, TRISTA							
129935							
	17943015	REFUND UTILITY DEPOSIT	02/04/2013	27.16	27.16	02/19/2014	
Total 129935:				27.16	27.16		
NORCO, INC.							
128948							
	12906507	SUPPLIES	01/31/2014	10.85	10.85	02/19/2014	
Total 128948:				10.85	10.85		
PARK COUNTY							
7670							
	1470	LEC CONTRACT	01/25/2014	31,849.17	31,849.17	02/19/2014	
	1470	LEC UTILITIES	01/25/2014	1,091.72	1,091.72	02/19/2014	
Total 7670:				32,940.89	32,940.89		
PARK COUNTY ANIMAL SHELTER							
5120							
	020114	ANIMAL SERVICE CONTRACT	02/01/2014	3,750.00	3,750.00	02/19/2014	
Total 5120:				3,750.00	3,750.00		
PARK COUNTY LANDFILL							
129053							
	013114	LANDFILL CHARGES	01/31/2014	58,582.00	58,582.00	02/19/2014	
Total 129053:				58,582.00	58,582.00		
PARK COUNTY SHERIFF							
7740							
	013114	INCARCERATION - JAN 2014	01/31/2014	1,200.00	1,200.00	02/19/2014	
Total 7740:				1,200.00	1,200.00		
PARK SEED WHOLESALE, INC.							
7773							
	CI14026709	FLOWER SEEDS FOR GREENH	01/23/2014	601.68	601.68	02/19/2014	
	CI14029891	FLOWER SEEDS FOR GREENH	01/24/2014	36.04	36.04	02/19/2014	
Total 7773:				637.72	637.72		
PARK SUPPLY OF AMERICA							
127000							
	71556100	REPAIRS - SHOWER HEADS	01/23/2014	38.97	38.97	02/19/2014	
Total 127000:				38.97	38.97		
PIN CENTER							
123734							
	0114100	CITY OF CODY PINS	01/27/2014	435.00	435.00	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 123734:				435.00	435.00		
POWELL TRIBUNE							
8090							
	013114	ADVERTISING	01/31/2014	112.00	112.00	02/19/2014	
Total 8090:				112.00	112.00		
PRO-BUILD							
128149							
	976668	INSULATION	01/02/2014	17.51	17.51	02/19/2014	
	978852	SUPPLIES	01/29/2014	3.76	3.76	02/19/2014	
	979296	REPAIR GREENHOUSE BOX	02/05/2014	17.87	17.87	02/19/2014	
Total 128149:				39.14	39.14		
PROVIDENT LIFE & ACCIDENT INS							
128033							
	020414	PREMIUMS	02/04/2014	199.82	199.82	02/05/2014	
Total 128033:				199.82	199.82		
PUBLIC SURPLUS							
129043							
	020314	AUCTION FEES	02/03/2014	268.54	268.54	02/19/2014	
Total 129043:				268.54	268.54		
RDO EQUIPMENT							
8403							
	P79687	REPAIRS H03	01/30/2014	41.23	41.23	02/19/2014	
Total 8403:				41.23	41.23		
RENO COLLISION CENTER INC							
123592							
	52751	ACCIDENT REPAIR A07	12/31/2013	252.70	252.70	02/19/2014	
Total 123592:				252.70	252.70		
REX SR, STEPHEN							
129936							
	020514	WITNESS FEES FOR MC-1311-0	02/05/2014	5.00	5.00	02/19/2014	
Total 129936:				5.00	5.00		
ROCKY MOUNTAIN POWER							
7570							
	012714	UTILITIES	01/27/2014	200.04	200.04	02/19/2014	
	012714	UTILITIES	01/27/2014	257.68	257.68	02/19/2014	
Total 7570:				457.72	457.72		
SCHMIDT, TERRY							
129929							
	17233610	REFUND UTILITY DEPOSIT	01/29/2014	117.58	117.58	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 129929:				117.58	117.58		
SECHRIST, DAVID J							
129937							
	020414	PERSONAL TRAINING SERVICE	02/04/2014	94.05	94.05	02/19/2014	
Total 129937:				94.05	94.05		
SHOSHONE MUNICIPAL PIPELINE							
9130							
	020114	SMP WATER PURCHASES - JA	02/01/2014	93,380.00	93,380.00	02/19/2014	
Total 9130:				93,380.00	93,380.00		
SHOSHONE OFFICE SUPPLY							
9140							
	101073	OFFICE SUPPLIES	01/28/2014	2.19	2.19	02/19/2014	
	101082	OFFICE SUPPLIES	01/29/2014	10.19	10.19	02/19/2014	
	101086	OFFICE SUPPLIES	01/30/2014	2.12	2.12	02/19/2014	
	101087	SUPPLIES	01/30/2014	26.88	26.88	02/19/2014	
	101327	PRINTER INK	01/30/2014	124.99	124.99	02/19/2014	
Total 9140:				166.37	166.37		
SMALL, ARINE							
129932							
	4239035	REFUND UTILITY DEPOSIT	01/31/2014	4.16	4.16	02/19/2014	
Total 129932:				4.16	4.16		
SOUTHWESTERN EQUIPMENT							
9422							
	029041	CAMS FOR C02	01/24/2014	710.55	710.55	02/19/2014	
Total 9422:				710.55	710.55		
STEWART'S MERCANTILE							
127774							
	2730=134	MEETING EXPENSE	01/22/2014	188.16	188.16	02/19/2014	
	2730-156	COUNCIL MEETING EXPENSE	01/31/2014	138.00	138.00	02/19/2014	
	2730-157	COUNCIL MEETING EXPENSE	01/20/2014	188.16	188.16	02/19/2014	
Total 127774:				514.32	514.32		
SUNSET PROPERTIES, INC							
129619							
	092613	CONTRACTOR BOARD MEETIN	09/26/2013	84.96	84.96	02/19/2014	
Total 129619:				84.96	84.96		
TCT WEST							
129905							
	100411321	INTERNET - PARKS SHOP	01/28/2014	84.18	84.18	02/19/2014	
Total 129905:				84.18	84.18		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
THE UPS STORE							
6240							
	6230	EVIDENCE SHIPPING	01/27/2014	9.30	9.30	02/19/2014	
	6346	EVIDENCE SHIPPING	01/29/2014	9.30	9.30	02/19/2014	
Total 6240:				18.60	18.60		
TRACTOR & EQUIPMENT CO							
9930							
	SGW00004610	SEWER JET REPAIR	01/15/2014	3,239.68	3,239.68	02/19/2014	
Total 9930:				3,239.68	3,239.68		
TYDEN BROOKS							
129682							
	636133	METER REPAIRS	01/17/2014	783.02	783.02	02/19/2014	
Total 129682:				783.02	783.02		
UNUM LIFE INS - LTD							
127843							
	020414	LONG TERM DISABILITY-PREMI	02/04/2014	2,866.20	2,866.20	02/05/2014	
Total 127843:				2,866.20	2,866.20		
UNUM LIFE INSURANCE - LIFE							
127935							
	020414	PREMIUM	02/04/2014	1,681.99	1,681.99	02/05/2014	
Total 127935:				1,681.99	1,681.99		
V-1 PROPANE							
10180							
	857840	PROPANE	01/10/2014	26.59	26.59	02/19/2014	
	857879	PROPANE	01/17/2014	31.53	31.53	02/19/2014	
	857898	PROPANE	01/21/2014	28.49	28.49	02/19/2014	
	857955	PROPANE	01/28/2014	28.39	28.39	02/19/2014	
	857986	PROPANE	01/31/2014	31.59	31.59	02/19/2014	
Total 10180:				146.59	146.59		
VERIZON							
124442							
	9718715904	IPADS - PD	01/20/2014	822.49	822.49	02/19/2014	
	9718715904	CELL PHONE SERVICE - WATE	01/20/2014	100.95	100.95	02/19/2014	
	9718715904	CELL PHONE SERVICE - ELECT	01/20/2014	156.45	156.45	02/19/2014	
	9718715904	CELL PHONE SERVICE - REC	01/20/2014	111.01	111.01	02/19/2014	
	9718715904	CELL PHONE SERVICE - FACILI	01/20/2014	75.91	75.91	02/19/2014	
	9718715904	CELL PHONE SERVICE - ADMIN	01/20/2014	90.09	90.09	02/19/2014	
	9718715904	CELL PHONE SERVICE - W WA	01/20/2014	76.05	76.05	02/19/2014	
	9718715904	CELL PHONE SERVICE - PD	01/20/2014	557.09	557.09	02/19/2014	
	9718715904	CELL PHONE SERVICE - COMM	01/20/2014	100.95	100.95	02/19/2014	
	9718715904	CELL PHONE SERVICE - SANIT	01/20/2014	25.04	25.04	02/19/2014	
	9718715904	CELL PHONE SERVICE - STREE	01/20/2014	75.12	75.12	02/19/2014	
Total 124442:				2,191.15	2,191.15		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
VISA							
10280							
	JAN14-2700	BINDERS - PD	02/02/2014	55.24	55.24	02/19/2014	
	JAN14-2700	LAPEL MICS - PD	02/02/2014	137.75	137.75	02/19/2014	
	JAN14-5349	WASTEWATER OPERATOR EX	02/02/2014	93.00	93.00	02/19/2014	
	JAN14-5976	MEETING EXPENSE - MAYOR	02/02/2014	11.88	11.88	02/19/2014	
	JAN14-5976	MEETING EXPENSE - MAYOR	02/02/2014	13.42	13.42	02/19/2014	
	JAN14-5976	MEETING EXPENSE - MAYOR	02/02/2014	33.86	33.86	02/19/2014	
	JAN14-7438	FUEL - PD	02/02/2014	30.84	30.84	02/19/2014	
	JAN14-7438	FUEL - PD	02/02/2014	23.00	23.00	02/19/2014	
	JAN14-7438	FUEL - PD	02/02/2014	38.00	38.00	02/19/2014	
	JAN14-7438	FUEL - PD	02/02/2014	44.00	44.00	02/19/2014	
	JAN14-8377	HR WORKSHOP - JENNI R	02/02/2014	30.50	30.50	02/19/2014	
	JAN14-8377	HR WORKSHOP - CINDY	02/02/2014	21.50	21.50	02/19/2014	
	JAN14-8377	HR WORKSHOP - JENNI R	02/02/2014	11.21	11.21	02/19/2014	
	JAN14-8377	HR WORKSHOP - CINDY	02/02/2014	11.20	11.20	02/19/2014	
	JAN14-8377	HR WORKSHOP - CINDY	02/02/2014	83.00	83.00	02/19/2014	
	JAN14-8377	HR WORKSHOP - JENNI R	02/02/2014	83.00	83.00	02/19/2014	
	JAN14-8377	HR WORKSHOP - JENNI R	02/02/2014	11.63	11.63	02/19/2014	
	JAN14-8377	HR WORKSHOP - CINDY	02/02/2014	11.64	11.64	02/19/2014	
	JAN14-8377	SIGN SOFTWARE	02/02/2014	699.00	699.00	02/19/2014	
	JAN14-8377	COUNCIL MEETING 1/31/14	02/02/2014	50.46	50.46	02/19/2014	
	JAN14-8401	COMPUTER SUPPORT - COMM	02/02/2014	329.99	329.99	02/19/2014	
	JAN14-8419	AQUATICS PROGRAM	02/02/2014	70.00	70.00	02/19/2014	
	JAN14-8419	MEMBERSHIP RENEWAL	02/02/2014	30.00	30.00	02/19/2014	
	JAN14-8419	MEMBERSHIP RENEWAL	02/02/2014	30.00	30.00	02/19/2014	
	JAN14-8419	AQUATICS - TRAINING	02/02/2014	105.00	105.00	02/19/2014	
	JAN14-8419	AQUATICS PROGRAM	02/02/2014	37.85	37.85	02/19/2014	
	JAN14-8419	ZUMBA FITNESS	02/02/2014	30.00	30.00	02/19/2014	
	JAN14-8427	TRAVEL EXPENSE - PD	02/02/2014	42.43	42.43	02/19/2014	
	JAN14-8435	FILE SERVER STORAGE	02/02/2014	22.02	22.02	02/19/2014	
	JAN14-8435	FILE SERVER STORAGE	02/02/2014	153.95	153.95	02/19/2014	
	JAN14-8435	FIREWALL SERVER	02/02/2014	367.07	367.07	02/19/2014	
	JAN14-8435	ADOBE UPGRADE	02/02/2014	206.96	206.96	02/19/2014	
	JAN14-8435	MICRO FLASH CARD	02/02/2014	15.98	15.98	02/19/2014	
	JAN14-8450	TRAVEL EXPENSE - FUEL - PD	02/02/2014	40.67	40.67	02/19/2014	
	JAN14-8450	TRAVEL EXPENSE - FUEL - PD	02/02/2014	20.30	20.30	02/19/2014	
	JAN14-8450	TRAVEL EXPENSE - FUEL - PD	02/02/2014	56.62	56.62	02/19/2014	
	JAN14-8450	TRAVEL EXPENSE - FUEL - PD	02/02/2014	56.11	56.11	02/19/2014	
	JAN14-8468	MAINT & REPAIRS - STREETS D	02/02/2014	254.50	254.50	02/19/2014	
	JAN14-8468	MAINT & REPAIRS - STREETS D	02/02/2014	7.00	7.00	02/19/2014	
	JAN14-8468	MAINT & REPAIRS - STREETS D	02/02/2014	16.00	16.00	02/19/2014	
	JAN14-8468	MAINT & REPAIRS - STREETS D	02/02/2014	60.00	60.00	02/19/2014	
	JAN14-8468	MAINT & REPAIRS - STREETS D	02/02/2014	286.13	286.13	02/19/2014	
	JAN14-8468	MAINT & REPAIRS - STREETS D	02/02/2014	12.00	12.00	02/19/2014	
	JAN14-8492	TRAVEL / MEETING EXPENSE -	02/02/2014	19.91	19.91	02/19/2014	
	JAN14-8492	TRAVEL / MEETING EXPENSE -	02/02/2014	83.00	83.00	02/19/2014	
	JAN14-8824	TOOL BOX FOR NEW PICKUP	02/02/2014	999.98	999.98	02/19/2014	
	JAN14-9433	TRAVEL EXPENSE - AQUATICS	02/02/2014	19.50	19.50	02/19/2014	
	JAN14-9433	TRAVEL EXPENSE - AQUATICS	02/02/2014	21.83	21.83	02/19/2014	
	JAN14-9433	TRAVEL EXPENSE - AQUATICS	02/02/2014	20.96	20.96	02/19/2014	
	JAN14-9433	TRAVEL EXPENSE - AQUATICS	02/02/2014	38.49	38.49	02/19/2014	
	JAN14-9433	TRAVEL EXPENSE - AQUATICS	02/02/2014	14.27	14.27	02/19/2014	
	JAN14-9433	REC CENTER PROGRAMS	02/02/2014	107.19	107.19	02/19/2014	
	JAN14-9433	TRAVEL EXPENSE - PARKS	02/02/2014	384.04	384.04	02/19/2014	
	JAN14-9433	TRAINING - PARKS	02/02/2014	646.25	646.25	02/19/2014	
	JAN14-9433	MAINT - PARKS	02/02/2014	96.08	96.08	02/19/2014	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	JAN14-9433	AQUATICS PROGRAM	02/02/2014	39.41	39.41	02/19/2014	
	JAN14-9433	AQUATICS PROGRAM	02/02/2014	54.00	54.00	02/19/2014	
	JAN14-9433	TRAVEL EXPENSE - AQUATICS	02/02/2014	252.42	252.42	02/19/2014	
Total 10280:				6,542.04	6,542.04		
WAL MART COMMUNITY BRC							
10330							
	01420	ASAP	01/30/2014	147.68	147.68	02/19/2014	
	05073	SALT FOR ICE MELT	01/27/2014	444.40	444.40	02/19/2014	
	06933	SUPPLIES	01/24/2014	9.97	9.97	02/19/2014	
	06933	SUPPLIES	01/24/2014	7.35	7.35	02/19/2014	
	06933	SUPPLIES	01/24/2014	.92	.92	02/19/2014	
	07210	AQUATICS PROGRAM	01/23/2014	49.23	49.23	02/19/2014	
Total 10330:				659.55	659.55		
WATCO POOLS							
10370							
	17465	POOL CHEMICALS	01/30/2014	670.95	670.95	02/19/2014	
	17466	REPAIR EQUIPMENT	01/30/2014	53.40	53.40	02/19/2014	
Total 10370:				724.35	724.35		
WESCO DISTRIBUTION INC							
10480							
	783874	SYSTEM UPGRADE	01/16/2014	716.39	716.39	02/19/2014	
Total 10480:				716.39	716.39		
WESTERN PATHOLOGY CONSULTING, INC							
10570							
	CP 1778	RANDOM TESTING - PD	01/31/2014	94.50	94.50	02/19/2014	
	CP 1778	RANDOM TESTING - EL	01/31/2014	36.00	36.00	02/19/2014	
	CP 1778	RANDOM TESTING - STREETS	01/31/2014	36.00	36.00	02/19/2014	
	CP 1778	RANDOM TESTING - SHOP	01/31/2014	9.00	9.00	02/19/2014	
	CP 1778	RANDOM TESTING - SANITATI	01/31/2014	40.50	40.50	02/19/2014	
	CP 1778	RANDOM TESTING - WATER	01/31/2014	22.50	22.50	02/19/2014	
	CP 1778	RANDOM TESTING -W WATER	01/31/2014	13.50	13.50	02/19/2014	
	CP 1778	RANDOM TESTING - REC	01/31/2014	9.00	9.00	02/19/2014	
Total 10570:				261.00	261.00		
WESTERN UNITED ELECTRIC SUPPLY							
10605							
	4046215	CABINET, 3 PHASE FUSE	02/03/2014	6,595.00	6,595.00	02/19/2014	CAB3FC
	4046215	CABINET, 3 PHASE FUSE	02/03/2014	5,076.00	5,076.00	02/19/2014	CAB3FC
Total 10605:				11,671.00	11,671.00		
WOMACK MACHINE SUPPLY CO.							
128944							
	0115171	HYDRAULIC FITTINGS	01/10/2014	26.30	26.30	02/19/2014	
	0115249	REBUILD CYLINDER D08	01/17/2014	712.50	712.50	02/19/2014	
Total 128944:				738.80	738.80		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
WOODWARD TRACTOR CO							
10660							
	88786	EQUIPMENT REPAIR	01/29/2014	4.95	4.95	02/19/2014	
	88800	PARTS	01/30/2014	38.03	38.03	02/19/2014	
	88800	SAFETY GLASSES	01/30/2014	13.99	13.99	02/19/2014	
	88800	TUBING CUTTER	01/30/2014	33.98	33.98	02/19/2014	
	88804	SEWER JET REPAIR D10	01/30/2014	165.74	165.74	02/19/2014	
Total 10660:				256.69	256.69		
WYOMING ASSN OF MUNICIPALITIES							
10770							
	13415	WAM WINTER WORKSHOP	01/22/2014	220.00	220.00	02/19/2014	
	13415	WAM WINTER WORKSHOP	01/22/2014	660.00	660.00	02/19/2014	
	13445	WAM REGISTRATION - RICK MA	01/31/2014	195.00	195.00	02/19/2014	
Total 10770:				1,075.00	1,075.00		
WYOMING DEPARTMENT OF REVENUE							
129041							
	013014	AUCTION SALES TAXES	01/30/2014	153.41	153.41	02/19/2014	
Total 129041:				153.41	153.41		
WYOMING DEPARTMENT OF WORKFORCE SERVICES							
10670							
	013114	CONTRIBUTIONS	02/05/2014	58.24	58.24	02/05/2014	
	013114	CONTRIBUTIONS	02/05/2014	13.34	13.34	02/05/2014	
	013114	CONTRIBUTIONS	02/05/2014	7,899.01	7,899.01	02/05/2014	
Total 10670:				7,970.59	7,970.59		
10810							
	123113	4TH QUARTER BENEFITS	02/04/2014	3,661.86	3,661.86	02/05/2014	
	123113	4TH QUARTER BENEFITS	02/04/2014	215.92	215.92	02/05/2014	
	123113	4TH QUARTER BENEFITS	02/04/2014	149.68	149.68	02/05/2014	
Total 10810:				4,027.46	4,027.46		
WYOMING DEPT OF TRANSPORTATION							
10805							
	0000064612	BIG HORN AVE PROJECT	01/31/2014	94.65	94.65	02/19/2014	
Total 10805:				94.65	94.65		
WYOMING MUNICIPAL POWER AGENCY							
10920							
	013114	POWER PURCHASE - JAN 2014	01/31/2014	789,717.99	789,717.99	02/19/2014	
Total 10920:				789,717.99	789,717.99		
WYOMING PEACE OFFICERS ASSC.							
127646							
	2014	ANNUAL MEMBERSHIP - 21 OF	01/02/2014	210.00	210.00	02/19/2014	
Total 127646:				210.00	210.00		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
WYOMING RETIREMENT SYSTEM							
10950							
	020514	CONTRIBUTIONS -	02/05/2014	61,321.81	61,321.81	02/05/2014	
Total 10950:				61,321.81	61,321.81		
YANKEE CAR WASH							
128282							
	013114	CAR WASHES - PD	01/31/2014	106.09	106.09	02/19/2014	
	013114	CAR WASHES - ADMIN	01/31/2014	8.00	8.00	02/19/2014	
Total 128282:				114.09	114.09		
YELLOWSTONE REGIONAL AIRPORT							
11150							
	020114	FEBRUARY FUNDING	02/01/2014	12,725.08	12,725.08	02/19/2014	
Total 11150:				12,725.08	12,725.08		
Grand Totals:				1,192,346.94	1,192,465.97		

Payroll Total $221,468.02

TOTAL $ 1,413,933.99

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

MEETING DATE: FEBRUARY 18, 2014

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: LESLIE BRUMAGE
PRESENTED BY: LESLIE BRUMAGE

AGENDA ITEM SUMMARY REPORT

Financial Management Policy Update

ACTION TO BE TAKEN:

Approve the updated Financial Management Policy

SUMMARY OF INFORMATION:

The Financial Management Policy includes a provision for a review every year. A workshop was held with the Council on January 29th to review and discuss the proposed changes and based on that discussion the revised Financial Management Policy is presented for approval.

FISCAL IMPACT

None

ALTERNATIVES

At its discretion the City Council may accept or reject the revised Financial Management Policy

ATTACHMENTS

1. Financial Management Policy & Summary of Changes

AGENDA & SUMMARY REPORT TO:

None

AGENDA ITEM NO. _____

Summary of Financial Management Policy Changes 2014

Topic	Section #	Change	Page #
Budget	1.6	Removed the "in February" requirement for the timing of the annual budget calendar.	4
Grants	6.2	Removed the requirement for copies of grant reports to be submitted to the Finance Officer. The only documents needed are copies of the disbursement requests to properly post payments received.	7
Reserve Levels	2.1	Added an unrestricted reserves requirement of 23% of total operating and maintenance expenditures for the ensuing fiscal year in the General Fund	8
Use of Reserves	3.1	Added the qualifier "restricted" to the type of reserves that require Council authorization to be used.	9
Capital Assets & Depreciation	3.6.5	Change the bid bond amount from 10% to 5% to be consistent with State bid requirements.	14
Capital Improvements Program	3.1	Changed the attachment from K to J	16
Capital Improvements Program	4.2 and 5.1	Removed the requirement for a CIP revision form. Any budget amendments must be approved by Council so this was an additional unnecessary step.	16-17
Purchasing	4.4	Changed the CIP Number to Activity Number to correspond with what it is called in the accounting software.	29
Purchasing	5.10	Added a section to outline the requirements for inventory used in a capital project.	32
Public Improvement Contracts Let by Bid	8.4	Change the bid security amount from 10% to 5% to be consistent with State bid requirements.	36
Construction & Vehicle Purchase Contracts	10.3	Change the bid bond amount from 10% to 5% to be consistent with State bid requirements.	40
Purchasing Card Program	11.3	Changed the card holder application to card holder agreement. No application from individual employees is required by the card provider however the City plans to have employees sign an agreement with the City regarding the use of the cards.	41
Purchasing Card Program	11.5	Added Services as an authorized purchase.	41-42
Purchasing Card Program	11.6	Removed Payment for Services Rendered as an unauthorized purchase.	42
Disposal of Non-Capital Property and Surplus Materials	2.2	Change the bid bond amount from 10% to 5% to be consistent with State bid requirements.	45
Records Management	All	Removed this entire section. The City has not had the staff to be able to comply with all the requirements of this section. It will be re-written and adopted at a later date once there is staff that can oversee it.	

City of Cody

Financial

Management Policy

Revised: January 2014

Effective: February 19, 2014

CITY OF CODY
WYOMING

Contents

Introduction and Purpose 2

Budget 4

Fund Balance & Reserves 8

Capital Assets & Depreciation 10

Capital Improvements Program 15

Debt 18

Investments 19

Purchasing 25

Disposal of Non-Capital Property & Surplus Materials 45

Accounting, Auditing & Financial Reporting 46

Risk Management 49

Attachments 51

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.

It is the responsibility of each City employee to adhere to the policies as set forth**.** It shall be a function of the Administrative Services Department to make routine and periodic checks to ensure City departments are complying with all financial policies. An annual training will be conducted by Administrative Services and shall be mandatory for all department heads, supervisors and appropriate administrative 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 assure fiscal stability and the effective and efficient delivery of services. Ensure compliance with State Statutes pertaining to budget requirements.

2. *Fund Balance/Reserves:* Maintain the fund balance and reserves of the various operating funds at levels sufficient to protect the City's creditworthiness, maintain a stable financial position, and plan for emergencies.

3. *Capital Assets & Depreciation:* Establish guidelines and set rules for capital asset acquisitions, depreciation, and disposals to comply with Wyoming State Statutes, GAAP and 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 Non-Capital Property & Materials:* 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.

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.

Budget

SECTION 1 - GENERAL INFORMATION

1.1 The Administrative Services department is designated as the budget office and is responsible for maintaining compliance with State Statutes, internal controls, and financial reporting requirements.

1.2 Operating budgets are controlled at the departmental level and Department Heads are responsible for monitoring line item expenditures. The Administrative Services department shall notify department heads and supervisors if an invoice presented for payment puts a line item over budget.

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 Administrative Services shall prepare annually a budget calendar outlining budget deadlines, meetings, and public hearings in compliance with legal deadlines established by State Statues.

1.7 The City will annually prepare a three (3) year operating budget projection.

1.8 The City will annually prepare a five (5) 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 & INTERFUND ACTIVITY

2.1 The City shall assess an administrative cost recovery charge to each enterprise fund through an inter-fund transfer to the General Fund. This charge is to recover costs associated with administrative support and supplies provided by the General Fund to the enterprise funds. The transfer amounts shall be determined annually during the budget process.

2.2 Interdepartmental services performed by one department for another shall be credited to the performing department and charged to the receiving department to reflect the

accurate costs of programs. The cost allocation shall be calculated annually during the budget process based on each department's percentage of use.

2.3 The City will maintain a Vehicle Replacement Fund to replace vehicles and equipment based on a specified schedule developed by the Vehicle Maintenance Department. Allocations from each City division into the replacement fund will be based on the current vehicle replacement schedule and allocations will be calculated annually during the budget process.

2.4 The City may maintain various capital project, internal service, or special revenue funds as necessary to comply with internal accounting needs, State Statutes, or other outside agency regulations.

SECTION 3 – EXPENDITURES

3.1 Equipment costing $5,000 or more and projects costing $25,000 or more shall be budgeted in specific general ledger accounts for capital purchases as part of the CIP program.

3.2 Capital projects meeting the capitalization threshold for their asset classification shall be budgeted in project-specific line items.

3.3 Expenditures for supplies and services not associated with specific capital projects shall be budgeted in operating general ledger accounts.

3.4 Department heads are responsible for ensuring that expenditures do not exceed the approved budget for their department (s) within each fund.

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. The City will utilize one-time revenue sources to fund capital, special funding requests, and other one-time non-routine expenses.

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 accounts will be sufficient to finance all operating, capital, and debt service costs for providing those services.

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 and municipal court activities funded through fines.

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.

4.3 Lodging tax revenues will be estimated based on historical trends and growth pattern in a conservative manner. The City will designate in the Lodging Tax Fund the annual collection of lodging tax to be used for future tourism or promotional projects, inter-fund transfers or other expenses as designated by the City Council.

4.4 The City will project revenues for three (3) years and will update the projections annually.

4.5 Monetary contributions made to the City by outside organizations or individuals shall be recorded as contribution revenue in the fund/department for which the contributions are intended. Contributions made for a specific purpose may only be used for that purpose. General contributions with no restrictions may be used to fund operating and capital expenditures with the approval of the City Council.

4.6 Revenue derived from a one percent (1%) excise tax shall only be used for capital infrastructure projects and the specific maintenance of capital infrastructure.

4.6.1 Infrastructure is determined to include, but is not limited to projects involving public works related capital improvement projects such as roads, streets, alleys, curbs, gutters, sidewalks, storm sewers, bridges, and water, sewer and electrical projects. It does not include the construction of new buildings.

4.6.2 Maintenance is determined to include, but is not limited to the purchase of maintenance materials and contractual services that extend the useful life of the infrastructure mentioned such as oil, chips, grading H, asphalt, crack sealing, striping, concrete, slurry seal, sewer line relining, culverts, pipes, poles, cable, street lights, and transformers.

SECTION 5 – BUDGET TRANSFERS & AMENDMENTS

5.1 The City Administrator has the authority to transfer funds within a departmental budget or between departments within the same fund as set in the budget ordinance. All budget transfer requests must be approved by the City Administrator and shall be made in writing using a Budget Amendment/Transfer Request Form (Attachment A). Budget transfer 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 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 a Budget Amendment/Transfer Request Form (Attachment A). Budget amendment requests shall be processed and tracked by the Finance Officer.

SECTION 6 –GRANTS

6.1 All grants received for operating and capital purposes shall be budgeted in specific general ledger accounts for revenues and expenditures pertaining to the grants.

6.2 It is the responsibility of the Department Heads or the designated supervisors to ensure grants assigned to their divisions are properly reported and disbursement requests are submitted in a timely manner. Department Heads or the designated supervisors are responsible for ensuring copies of disbursement requests are provided to the Finance Officer as they occur.

6.3 All grants and other federal and state funds shall be managed to comply with the laws, regulations and guidance of the grantor.

6.4 In the event of reduced grant funding, City resources will be used only after all program priorities and alternatives are considered.

6.5 If grant revenues and expenditures have not been previously identified in the annual budget, a Budget Amendment/Transfer Request Form (Attachment A) shall be submitted to the Finance Officer by the requesting department. All budget amendments shall be submitted in a timely manner in order to keep the budget current and in compliance with budgetary statutes as outlined in Section 5.2

Fund Balance & Reserves

SECTION 1 – PURPOSE

Minimum fund reserve 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 – RESERVE LEVELS

2.1 General Fund – Restricted: Ninety (90) days of total operating and maintenance expenditures for the ensuing fiscal year. Unrestricted: 23% of total operating and maintenance expenditures for the ensuing fiscal year.

2.2 Sanitation Fund – Restricted: Ninety (90) days of total operating and maintenance expenditures for the ensuing fiscal year.

2.3 Water Fund – Restricted: Ninety (90) days of total operating and maintenance expenditures for the ensuing fiscal year. An additional $50,000 will be maintained in reserves for Raw Water system requirements. 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 – Restricted: Ninety (90) days of total operating and maintenance expenditures for the ensuing fiscal year. An additional $50,000 will be maintained in reserves for capital acquisition requirements. 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 – Restricted: Ninety (90) days of total operating and maintenance expenditures for the ensuing fiscal year.

2.6 Debt Service - A minimum of 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. This amount shall be included as part of either the restricted or unrestricted cash balances.

2.7 Specific Reserves - 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 included as part of either the restricted or unrestricted cash balances

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:

2.8.1 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.

2.8.2 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.

2.8.3 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.

2.8.4 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.

2.8.5 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 RESERVES

3.1 Any amounts that exceed the total calculated or designated reserved fund equity balances are considered undesignated fund equity and shall be available for appropriation unless otherwise encumbered by the City Council. Use of restricted reserve funds requires Council approval.

SECTION 4 – ANNUAL REVIEW OF RESERVED FUND EQUITY

4.1 As part of the annual budget process, the Finance Officer will present for Council consideration the estimated fund equity reserves.

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 Attachment D). 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, trade 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 (ATTACHMENT B) shall be completed by the Finance Officer for each asset capitalized.

2.2 Capitalized Interest - Interest on general long-term debt generally should not be allocated to functions or programs as a direct expense. Therefore, unless the debt is expected to be retired by an enterprise fund it is considered general long-term debt and construction-period interest is not included in the cost of the capital asset. Interest is capitalized on enterprise fund assets acquired with tax exempt debt. The amount of interest to be capitalized is calculated by offsetting interest expense incurred from the date of the borrowing until the asset is substantially complete and ready for its intended use.

2.3 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

2.4 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.

2.4.1 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.

2.4.2 The receiving department shall complete a Contributed Capital Asset Form (ATTACHMENT C) and submit it along with documentation supporting the donation and value to the Finance Officer within 30 days of the contribution.

2.5 Leased Property and Equipment - Leased property and equipment 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.

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

2.6 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.

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/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 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.

- Improvements Other Than Buildings – improvements that materially extend the useful life or value of a building. Includes improvements such as electrical and plumbing, elevators, heating and cooling systems, roofing, interior renovations, fire suppression systems, and security systems.

- 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, 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 shall be based on the Asset Capitalization Schedule (ATTACHMENT D).

3.4 Inventory of Capital Assets

To ensure the safeguarding of capital assets a physical inventory of capital assets shall be performed annually. Administrative Services 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. Completed inventory lists shall be returned to Finance Officer and changes updated to the asset management system. The appropriate Department Head(s) shall be notified of missing or improperly disposed of assets.

3.5 Transfer of Capital Assets

To transfer an asset from one department to another the department requesting the transfer shall obtain a signature from the receiving department and submit to the Finance Officer an Asset Disposal Form (ATTACHMENT E) within 30 days of the transfer.

3.6 Disposal of Capital Assets

Upon approval of the City Council capital assets may be sold, traded or junked. The disposal of capital assets shall be done in compliance with Wyoming Statute §15-1-112.

3.6.1 To dispose of an asset the department requesting the disposal shall submit an Asset Disposal Form (ATTACHMENT E) which includes a description of the asset(s) to be sold, the reason for disposal, and the method of disposal. This form shall be submitted to the Finance Officer within 30 days of the disposal.

3.6.2 Capital assets 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 3 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 15-1-112. The City shall reserve the right to reject any and all bids. The proceeds from such sale shall be paid to the Administrative Services Department 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. Automobiles or trucks being traded in on new automobiles or trucks are exempt from the advertising requirements however an Asset Disposal Form (Attachment E) must be submitted to the Finance Officer.

3.6.3 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 3 consecutive weeks. An Asset Disposal Form (Attachment E) must be submitted to the Finance Officer.

3.6.4 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.

3.6.5 For capital 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) is required.

3.7 Capitalized Inventory

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

Capital Improvements Program (CIP)

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 with a minimum total cost of $25,000
- Purchase of equipment as defined by the City's Capital Assets Policy with a minimum individual cost of $5,000
- Purchase of land or intangibles with a minimum total cost of $5,000
- 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 Examples of buildings, infrastructure or improvement projects include the purchase/construction or expansion of public buildings, building improvements, new storm and sanitary sewers, utility line upgrades and extensions, street construction, substations, curb, gutter & sidewalk, storage tanks, and sewer lagoons. A complete list is included in the City's Capital Assets Policy.

2.3 Examples of equipment purchases include vehicles, heavy machinery, trailers tools, office equipment, computers & software, fitness equipment, valves & pumps, meters,

transformers and hydrants. A complete list is included in the City's Capital Assets Policy.

2.4 Vehicle and equipment purchases or replacements costing less than $5,000, infrastructure or improvement projects costing less than $25,000 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, CIP Request forms (Attachment J) shall be submitted electronically by the Department Heads to the Finance Officer for all capital equipment purchases and needed improvements that should be constructed or started during the next five fiscal years that meet the definition of a capital project.

3.2 The CIP request forms shall include the following:

- Project title
- Estimated total cost
- Priority ranking based on priorities and needs
- A description of the scope and justification for the project
- A needs assessment designation and explanation
- The 5-year projected budget for anticipated costs and funding sources.
- Impact on annual operating costs
- Consequences and alternatives if the project is not approved

3.3 The proposed CIP shall be reviewed by the City Administrator, Finance Officer, and Department Heads. The finalized proposed CIP along with a will be included with the City's proposed operating budget for Council consideration.

3.4 The CIP Budget shall be adopted by the Council along with the annual Operating Budget.

3.5 Each project or equipment purchase included in the CIP shall be assigned a CIP number by the Finance Officer. This number shall be referenced on all invoices associated with the project/purchase.

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

SECTION 5 – ADDITIONS TO AN EXISTING CIP

5.1 Projects which come up during the 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.

Debt

SECTION 1 – GENERAL INFORMATION

1.1 Debt financing, including general obligation bonds, revenue bonds, certificates of obligation, certificates of participation, commercial paper, lease/purchase agreements, 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.

1.2 Capital projects financed through the issuance of bonds or through an installment purchase contract shall be financed for a period not to exceed the anticipated useful life of the project.

1.3 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.

1.4 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.

1.5 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.

Investments

SECTION 1 – GENERAL INFORMATION

1.1 This investment policy is adopted pursuant to the requirements of W.S. 9-4-831(h).

1.2 All investment activity of the City of Cody's public funds shall be initiated and managed under the direction of the City Administrator and Finance Officer.

1.3 This policy applies to the investment of all public funds maintained by the City of Cody.

1.4 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.

SECTION 2 – AUTHORIZATION

2.1 No investment or deposit account in the City's name shall be opened or closed without Council approval.

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:

3.1.1 Limiting investments to the safest types of holding. Diversifying the investment portfolio so that potential losses on individual holdings will be minimized.

3.1.2 Structuring the investment portfolio so that holdings mature to meet cash requirements for ongoing operations.

3.1.3 Investing operating funds primarily in shorter-term 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. Holdings shall not be sold prior to maturity with the following exceptions:

- 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 portfolio require that the holding be sold.

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.

4.3 Delegation of Authority - Authority to manage the investment program is granted to the City Administrator, the Finance Officer, or their designees, 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 5 – SAFEKEEPING & CUSTODY

5.1 Authorized Financial Dealers and Institutions - A list will be maintained of all financial institutions authorized to provide investment 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 and broker/dealers 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 broker/dealers 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 depositories. 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.

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 Statues. 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 Holdings).
- Limiting investment in holdings that have higher credit risk.
- Investing in holdings with varying maturities.
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, 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 exceeding five (5) years upon the approval of the City Council 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.

SECTION 7 – DEFINITIONS

7.1 The following definitions apply to this section:

- 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.

- 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.

- 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.

- 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.

- 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.

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

- 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.

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

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

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. It is the expectation that all employees who make purchases on behalf of the City must make sure 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 Administrative Services Department.

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, and encourage their testing.

- 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 - The City of Cody's name shall not be used to receive or request personal discounts or for any other personal gain.

1.5 Gifts and Gratuities

1.5.1 No officer or employee 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, from any public service corporation, or the owner of any public utility or franchise of the City, any pass, frank, 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 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

1.7.1 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.

1.7.2 City employees 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 .

1.7.3 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 Maintenance Agreements - All original contracts will be kept on file in the central files of the Administrative Services Department and copies may be held with the appropriate departments. Original maintenance agreements will be kept on file in the office of the appropriate department. No contracts will be entered into or renewed without the approval of the Department Head, City Administrator and City Council.

1.10 Contracts and Bids - It is the policy of the City of Cody to solicit fair and impartial bids on all new vehicles regardless of cost and all public works improvements which exceed $35,000 in value. Specifications for vehicles will be prepared by the Vehicle Maintenance Division, and approved by the Department Head seeking the vehicle being purchased. Specifications for public improvements will be prepared by the appropriate Department Head. Quality and economy will dictate guidelines for specifications in an endeavor to purchase efficient vehicles and construct excellent public improvements of long-term value to the City. Contracts should be organized to complement and supplement inasmuch as they affect other contracts.

1.11 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.

1.11.1 It is preferable that any purchases made for City purposes be paid by the City directly to the vendor through an invoice or purchasing card transaction.

1.11.2 Any purchases made by City employees on behalf of the City where reimbursement will be requested 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.

1.11.3 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.

1.11.4 Reimbursements requested shall be made in the following manner for the reimbursement to be processed:

1.11.4.1 The purchase shall be described on a City Voucher with a perjury statement signed by the employee requesting the reimbursement.

1.11.4.2 The requesting employee's supervisor shall sign the voucher authorizing the reimbursement.

1.11.4.3 The original vendor receipt must be attached to the voucher.

SECTION 2 – LOCAL, SOLE SOURCE & EMERGENCY 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.

2.2.1 If a sole source purchase is made from a new vendor the purchase shall be approved 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 $10,000.

3.2 Purchases of $7,500 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.

3.3 Purchases 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 Construction Contracts & Vehicle Purchases

Purchases that meet the definition of Construction Contracts and Vehicle Purchase Contracts shall follow the bid process as outlined in Section 10 of this policy.

3.6 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.

SECTION 4 – RECEIVING PROCEDURES & 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 submit a Vendor Credit Memo Form (Attachment G) to Administrative Services to ensure proper credit is received by the City. This form shall contain a description of the item(s) returned, original invoice, amount of credit expected, the General Ledger account to be credited, and reason for return. If materials being returned are exchanged for a similar item of the same cost and will not result in a credit from the vendor or if a credit memo is issued by the vendor, this form is not required. Inventory items being returned for credit must have an Inventory Voucher (Attachment I) included with the Vendor Credit Memo Form (Attachment G) or vendor credit memo so the inventory records can be properly updated.

4.4 All vouchers and invoices shall be submitted to Administrative Services for processing in accordance with the voucher schedule. Invoices and vouchers submitted for payment shall include the following information:

- Budget Line Item Number(s)
- Amount
- Description of Items Purchases
- Activity Number (if applicable)
- Date Approved
- Required signature(s) acknowledging the perjury statement and purchaser's employee number
- Completed inventory voucher (Attachment I) (if applicable)
- Quote documentation (if applicable)

4.5 All vendor invoices and credit memos shall be submitted from the vendor directly to Administrative Services for processing. Invoices and credit memos shall not be emailed or faxed to individual departments. Invoices must be in written format and contain the following information:

- Complete Name, Address and Phone Number of Vendor
- Invoice Number
- Date
- Itemized and Detailed Description of Items Purchased
- Amount (including shipping and handling)

4.6 Departments shall submit coded invoices in a timely manner to Administrative Services for processing in order to avoid late fees or finance charges.

4.7 Checks are issued for completed and properly coded invoices within two working days after a regular City Council meeting. Complete 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.

4.8 The use of PayPal or any other similar form of electronic payment method other than City issued credit cards for making purchases on behalf of the City is prohibited.

SECTION 5 – MATERIALS INVENTORY

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 departments or divisions maintain immaterial levels of supplies; however, certain departments require higher levels of inventory on hand. Excessive amounts of inventory is

discouraged and it is the expectation that all departments 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. These items include but are not limited to:

- 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
- Street signs and dumpsters/rollouts
- Auto repair and replacement parts, tires, oil, antifreeze, fluids and lubricants that are charged out to other departments
- Any items purchased for the purpose of resale

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 the 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 periodic schedule, each department that maintains inventory (as described above) will undertake a physical count of the inventory in stock using inventory reports generated from the City's Materials Management program In addition to updating the in-stock counts the departments shall mark items that are obsolete for removal. Completed inventory reports shall be returned to the Finance Officer by the 10th of the following month of the count Discrepancies shall be reviewed by the Finance Officer and inventory computer counts may be adjusted as necessary to correct count errors. Discrepancy rates of 5% or greater shall be reported to the appropriate Supervisor and Department Head.

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

SECTION 6 – USE OF PETTY CASH

6.1 Petty cash funds have been designated at the following locations: City Hall, Recreation Center, 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, the Finance Officer. Individual departments may maintain a petty cash account if authorized by the Finance Officer or his/her designee. Any department maintaining a petty cash account will be subject to periodic audits performed by the Administrative Services staff. Each department maintaining a petty cash account shall designate 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 and will only be disbursed using forms supplied by the Administrative Services Department. Purchases may also be made through petty cash when the purchase amount is nominal and processing through accounts payable would be prohibitively costly compared to the original purchase price. A Petty Cash Voucher (Attachment H) 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 A confidential informant is defined as an individual who provides useful police information concerning criminal activity, including narcotic, vice, organized crimes or intelligence information in return for money, assistance in dealing with prosecutors or courts in terms of charges, pleadings or sentencing. They have a permanent confidential informant file on record with the Police Department. They have been proven reliable and credible in the past and the new information can be proven reliable through other means or sources. The person has direct knowledge of the illegal activity.

7.4 The Cody Police Department shall maintain a Confidential Funds Ledger (CPD Form #213) for the Confidential Petty Cash Fund to document all funds received and disbursed including returned unused funds.

7.5 Confidential Petty Cash Funds shall be secured in a locked safe, vault or cabinet along with the Confidential Funds Ledger and access shall be restricted to authorized Cody Police Department Administrative Services Personnel.

7.6 The Confidential Funds Ledger will include the following information:

- The date the confidential funds were received, paid-out or transferred.
- The amount of confidential funds received, paid-out or transferred.
- The balance or amount of confidential funds remaining after the issuance, transfer or expenditure of confidential funds.
- The reason for the issuance, transfer or expenditure of confidential funds.

7.7 The Funds Control Log (CPD Form #207) shall be used to document confidential fund expenditures. It shall be signed by the department member who received and expended the funds. It will include the reason for the expenditure, the amount and date the money was expended, and the case number. Informant/Witnesses to the expenditure shall also sign the Funds Control Log. Completed Funds Control Logs shall be submitted to the Chief of Police or his/her designee for approval.

7.8 The Police Department is responsible for requesting reimbursement in a timely manner to ensure funds are readily available when needed.

7.9 To request reimbursement, the Chief of Police or his/her designee shall submit to City Administrative Services a signed Confidential Funds Ledger Form, which shows detailed accounting of expenses and attached copies of Funds Control Logs supporting each account transaction.

7.10 Reimbursement requests shall be processed through normal Council approval process and reimbursement checks will be forwarded to the Police Department for cashing and replenishment of the fund.

7.11 The City Administrative Services Department is responsible for the City's internal control system and performing random internal audits. The Administrative Services Department, in conjunction with the Chief of Police or his/her designee, shall perform an audit of all confidential funds records periodically without advance notice.

7.12 To obtain confidential funds the requesting department member shall complete a Funds Control Log. The department member then forwards the form to the Chief of Police or his/her designee for approval. The request shall be recorded at the time of disbursement on the Confidential Funds Ledger Form for tracking and reconciliation purposes. All unused funds shall be returned to the confidential funds petty cash fund and recorded on the Confidential Funds Ledger Form.

7.13 The Officer CI Ledger shall be used to document confidential funds received and expended. The CI Ledger will include the date the money was expended, the reason for the expenditure, the case number, the amount of CI funds received, the CI funds paid-out and the member's confidential funds balance. It is the responsibility of the department member assigned the funds to keep their assigned Officer CI Ledger current and up to date and it is subject to audit and inspection at any time.

7.14 Confidential funds are authorized for the payment of investigative expenses, services, information, undercover expenses or the purchase of contraband and evidence as follows:

- Drugs
- Weapons
- Records
- Any other items involved in criminal activity, by a confidential informant, witness or department member in an undercover capacity.
- Payment to confidential informants for information or services such as authorized purchase of contraband or evidence by the confidential informant or purchases of information from the informant.
- On a limited and pre-approved basis, authorized expenses to a confidential informant may include lodging, meals and transportation in order to purchase the information or services.

7.15 Confidential funds cannot be used by the department member for personal use. Confidential funds are not authorized to purchase supplies or equipment that can be obtained through normal City or Departmental procedures.

7.16 Confidential funds issued to a department member are the responsibility of that department member. Confidential funds misused, lost or stolen through neglect will be replaced by the department member who was responsible for the funds. Incidents in which confidential funds are misused, lost or stolen shall be reported to the Chief of Police or Assistant Chief of Police immediately. Department members are subject to criminal investigation, internal investigation and administrative discipline when used in violation of policy or procedure.

7.17 Each department member issued confidential funds will be issued a security bank bag which can be locked. Each security bag will have two (2) keys: One (1) key will be issued to the department member responsible for the confidential funds, and one (1) key will be maintained in the Department's master key box.

7.18 The Chief of Police or his/her designee will review and approve the confidential fund expenditures of those department members issued confidential funds. The approval of expenditures by the department member will be documented in the form of a signature by the Chief of Police or his/her designee on the supervisor line of the Funds Control Log.

7.19 The confidential fund expenditures of each department member assigned confidential funds will be submitted to the Chief or his/her designee for review within two (2) weeks after the end of each month. The department member will submit a copy of their Officer CI Ledger along with copies of their Funds Control Log sheets for each ledger entry.

7.20 The confidential funds assigned to individual department members are subject to unannounced audits by the Chief, Assistant Chief or City of Cody Administrative Services Department. An audit of individual funds shall be conducted bi-annually by the City of Cody Administrative Services Division in conjunction with the Chief of Police or his/her designee.

7.21 The balance of confidential funds issued to individual department members is limited to $500.00 or less in United States currency. This level may be exceeded on a temporary basis with the approval of the Chief of Police or his/her designee.

7.22 Expenditures of confidential funds for alcoholic beverages, tips, games and related expenses are only authorized when prior approval has been granted by the Chief of Police or his/her designee.

7.23 One time payments exceeding $250 or payments totaling $250 or more, to a confidential informant, must be approved by the Chief of Police or his/her designee. Confidential informants are not employees of this agency. The confidential informant is responsible for reporting any payments received from this agency to the Internal Revenue Service or other governmental agencies. This agency is not responsible for and will not make payments on behalf of confidential informants for social security taxes, income or sales taxes, or workers compensation premiums/taxes or attorney fees. Confidential funds will not be used to duplicate court witness fee payments to confidential informants.

7.24 Payments to confidential informants shall be witnessed by another law enforcement officer. Documentation of the payment shall include the confidential informant number, confidential informant signature and printed name of the confidential informant on the last page of the Funds Control Log. The last page of the Funds Control Log form shall be filed with the confidential informant file.

7.25 A money front occurs when money is provided to the criminal target without having the evidence in hand. Normally, money fronts are to be avoided. Money fronts may be allowed on a case by case basis when the following factors are taken into account:

- Positive identity of the suspect.
- Prior history of the suspect.
- Adequate surveillance.
- The identity of the source of supply is known or at least suspected.
- The amount of money is not prohibitive.
- Prior authorization has been granted by the Chief of Police or his/her designee.

SECTION 8 – PUBLIC IMPROVEMENT CONTRACTS LET BY BID

8.1 The purpose of the contracts purchasing system is to provide a comprehensive system by which the City of Cody will bid its projects and purchase all new vehicles. The City of Cody will put out for bid all projects required by law, and will determine whether or not other projects are best suited for bid or determined by internal selection.

8.2 Wyoming State Statutes apply to contracts for public improvements. In particular, W.S. 15-1-113 applies to Contracts to be advertised and W.S. 16-6-101 through 16-6-118 applies to Public Works and Contracts. In general, these statutes require that any public improvement contracts over $35,000 (excluding contracts for professional services or where the primary purpose is emergency work or maintenance). 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 specifications of work to be performed.

8.3 Bids will be advertised under the signature of the Administrative Services Officer as required by State Statute. Bids will be kept confidential until the advertised time of opening. The City shall award the bid to the lowest bidder who shall be determined qualified and responsible in the sole discretion of the City. The City may reject any irregular bids and may reject all bids submitted if it finds that none of them would serve the public interest.

8.4 Bid security in the amount of 5% is required for all projects or purchases that are bid and must be enclosed in the sealed bid. The Bid Security may be a bid bond, cashier's check, or money order. The bidder and the surety must sign a bid bond or it will not be accepted unless the bidder can show that any defects in the execution of the bid bond are waived by the surety and will not affect its enforceability.

8.5 A performance and payment bond is required on all Public Improvements Contracts. The contract shall not be executed until the appropriate bond is received. No final payment will be made until the Contractor submits an Affidavit of Materials and Payment Form, the warranty has expired and until the intent to make final payment has been advertised and the 41-day response time frame has passed.

8.6 Every bid awarded over $35,000 must be a written contract signed by the Mayor or in his/her absence, by the City Council President, and in his/her absence the Council Vice President and by the clerk or designee of the City Council. Standard City contract forms should be used whenever possible. At a minimum, the contract should contain the following:

- A description of the materials and/or services to be rendered
- The time of completion
- The price
- A statement requesting that a retainage escrow account be established by the contractor with the City listed as the owner of the account
- A list of referenced documents to be included as part of the contract
- Damages to be paid for non-performance
- Methodology for changes
- Termination conditions
- Warranty, signature
- Seal of the contractor, and signature of the City

8.7 Specifications for bidding of all authorized purchases shall be prepared using the current standard forms for material and supply purchases. The standard forms are as follows:

8.7.1 Table of Contents: shall be modified to include all documents to be included in the specifications.

8.7.2 Standard Advertisement for Bids: Notice of advertisement for bids shall include all pertinent information noted, shall be used as a "fill in the blank" form, shall have the bid opening date, and shall be advertised under the signature of the Administrative Services Officer on two occasions, at least seven (7) days apart, in the official newspaper.

8.7.3 Instructions to Bidders: It shall include language to retain the bid guarantee as part of the performance guarantee in certain cases and to require a performance guarantee in the amount of 100% of the bid. In the event that a pre-bid conference is needed on any item it should be added to the instructions.

8.7.4 Bid Form/Contract: Delineates that the bidder is agreeing to enter into a contract, if awarded the bid, that the form is the contract, and that it has been signed by the Mayor or in his/her absence, the Council President, and in his/her absence, the Council Vice President , creating the contract after award by City Council. This form shall be used as is with regard to the

preliminary language and language following the listing of items and shall list of all bid items, trade-ins, etc. A copy of the executed Bid Form/Contract shall be returned to bidder with Notice of Award or placement of order. This form includes language requiring the bidder to comply with the specifications part and parcel of which is the Instructions to Bidders including specific language regarding bid and performance guarantee.

8.7.5 Detailed Specifications: Shall be completed by each department for the item(s) to be bid using only the general format provided.

8.7.6 Notice of Award: Sent to all bidders after the successful bidder has entered into contract. Bid securities will be returned to the unsuccessful bidders.

8.8 A pre-construction conference may be held for Public Improvements Contracts. Specifications and Design Standards establish and describe the duties of the Consultant and Contractor during construction. The Consultant and the Department Head will both review and approve progress payments to the Contractor during the course of construction.

8.9 A 10% retainage shall be withheld from each progress payment throughout the project. Retainage may be partially released before the end of the contract upon the recommendation of the Department Head or City Administrator with notice given to the Finance Officer to execute the release documents.

8.10 Upon acceptance by the Department Head, the Administrative Services Officer will submit the proper advertisement for final payment to the official newspaper according to Wyoming Statute §16-6-116. On the 41st day after published advertisement, the Administrative Services Officer shall check with the Project Administrator to determine if all claims have been resolved and all contractual and punch list items completed. If so, the Administrative Services Officer may instruct the Finance Officer to release any retainage to the Contractor. The advertising period is not necessary in the case of vehicle purchases or professional services. The one-year warranty period will begin on the date the City of Cody receives or prepares the notice of substantial completion.

8.11 A preference of up to 5% is given to certified Wyoming resident bidders. A certified resident means a person, partnership, limited partnership, registered limited partnership, registered limited liability company or corporation certified as a resident by the department of employment prior to bidding upon the contract and subject to W.S. 16-6-102. Wyoming preference laws apply to all governmental purchases, whether or not they are bid. Wyoming law provides that supplies, materials, equipment and machinery, produced, manufactured, grown or supplied by vendors residing in Wyoming shall have a preference over items of equal quality from other states. "A differential not to exceed five percent (5%) may be allowed in cost on the Wyoming materials, supplies, equipment, machinery and provisions".

8.12 Appropriate language must be inserted in all solicitations to notify suppliers of the preference. W.S. 16-6-106 provides that "all requests for bids and proposals for materials, supplies, equipment, and machinery shall contain the words "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 of the state".

8.12.1 Exceptions to the resident preference shall be made as follows:

- Where federally funded projects are concerned
- Where any pertinent sections within this purchasing plan makes an express exception.
- Where the non-resident supplier can provide satisfactory proof that the state of his residency has no differential for out-of-state purchases for supplies, materials, equipment and machinery.
- Wyoming law also grants a specific preference to Wyoming construction materials where a differential not to exceed five percent (5%) may be allowed in cost of Wyoming materials of equal quality against materials from states having or enforcing a preference rule against "out-of-state" products. The construction materials preference only applies against materials from states with a similar preference.

8.13 In compliance with W.S. 16-6-1001 any entity which has received an appropriation of state funds on or after July 1, 2008, for any capital construction project shall conduct a review of each project funded with state funds to assess whether contractors that were awarded contracts using a resident preference complied in all respects to applicable resident preference laws. Based on such review, if the City determines that there is reasonable suspicion that a contractor failed to comply with the resident preference laws, the City shall report the matter to the department of workforce services and the attorney general. The department of workforce services and the attorney general shall take such enforcement action on behalf of the state of Wyoming and the entity against the contractor as they deem appropriate.

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 – CONSTRUCTION & VEHICLE PURCHASE CONTRACTS

10.1 The purpose of this section is to establish the procedures by which the City will purchase its new vehicles and contracts for construction of public improvements.

10.2 Wyoming State Statutes apply to vehicle purchases. In particular, W.S. 15-1-113 applies to Contracts to be advertised and W.S. 16-6-101 through 16-6-118 applies to Public Works and Contracts. In general, these statutes require 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. An Asset Disposal form (Attachment E) for the traded vehicle must be completed and submitted to the Finance Officer

10.3 Bidding and Awarding the Contract: The Project Administrators 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. For Public Improvement Contracts the bid package must also include Bid Bond form, Notice of Award form, Agreement form, Performance and Payment Bond form, Notice to Proceed form, Affidavit on Behalf of Contractor form, and Drawings. Bid Security in the amount of 5% of the total bid shall accompany bids for new cars or trucks.

10.4 Advertising: The Advertisement must be approved by the Administrative Services Officer or his/her designated representative and appear in the local newspaper as required by State Statute. A pre-bid conference may be held to further explain the requirements to prospective bidders. All bids must be received by the City of Cody prior to the scheduled bid opening time.

10.5 Administering the Contract: 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 contract documents.

10.6 The Council will reject all bids or award the bid at a Council meeting. The Department Head or his/her designee will issue the Notice of Award. The contractor must submit a signed and sealed copy of the Agreement, which must be signed by the

Mayor or in his/her absence, the Council President, or in his/her absence, the Council Vice President. The Contractor must also submit the necessary bonds, insurance, workers compensation certificate of good standing and other required documents. The Department Head or his/her designee may issue the Notice to Proceed only after the necessary bonds, documents and certificates have been submitted.

10.7 A manufacturer's standard warranty will be required with every new vehicle purchase. A 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. A Notice of Award will be issued and an Agreement executed by both parties.

SECTION 11 – PURCHASING CARD PROGRAM

11.1 The purpose of the Purchasing Card Program is to streamline and simplify the purchasing and payment process for small dollar transactions.

11.2 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
- Attend a training session before receiving their Purchasing Card
- Sign a card holder agreement

11.3 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.

11.4 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

11.5 Authorized Purchases - The Purchasing Card Program is intended for the purchase of low-dollar operational supplies, materials and goods needed during the normal course of business and may include (but are not limited to):

- Books and subscriptions
- Computer and office supplies
- Professional membership dues
- Seminars, classes & registration fees

- Hardware and tools
- Spare parts
- Misc. supplies
- Equipment rentals
- Travel costs
- Services rendered

11.6 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
- Any transaction which exceeds the limits set on the cards
- Fuel for personal vehicles
- Capital purchases
- Items requiring a bid under Section 8 of this policy
- Purchases or travel outside of the United States unless authorized by the City Administrator
- Purchases exceeding the appropriated budget amount for the GL code being charged without prior authorization from the appropriate supervisor or Department Head

11.7 Lost or Stolen Cards - If the Purchasing Card is lost or stolen, the Card Holder shall notify their supervisor and the Finance Officer immediately. The Finance Officer will follow up with the Card Issuer to take the appropriate action to have the card canceled and a new card issued.

11.8 Disputed or Fraudulent Charges - If the Card Holder is disputing a charge or believes there is a fraudulent charge on the card, they shall complete and submit to the Finance Officer a Statement of Questionable/Disputed Charges (Attachment M).

11.8.1 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 Finance Officer who will work to resolve the dispute.

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

11.8.3 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 Finance Officer.

11.8.4 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 Finance Officer for assistance in resolving the issue.

11.9 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:

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

11.9.2 When an item has been returned and a credit voucher received, the Cardholder shall provide credit documentation to Administrative Services. Return the original receipt to Administrative Services and retain the credit receipt for the next months' statement.

11.9.3 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. Attach Statement of Questioned/Disputed Item (Attachment M) to the statement and forward it to the Finance Officer for resolution.

11.10 Card Holder Responsibilities:

11.10.1 It is the Card Holder's responsibility to safeguard the Purchase Card and account number.

11.10.2 It is the Card Holder's responsibility to advise the vendor that the purchase is tax exempt and to verify if there are any discounts available to the City that can apply to the purchase.

11.10.3 It is the Card Holder's responsibility to obtain all itemized invoices and itemized receipts for purchases on the Purchasing Card.

11.10.4 It is the Card Holder's responsibility to review the Purchase Card account statement 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.

11.10.5 The Card Holder shall sign a perjury statement and forward the coded and signed statement with all receipts and invoices attached to Administrative Services for processing. If the Card Holder is not a supervisor, the Card Holder's supervisor shall also sign off on the statement before forwarding to Administrative Services for payment.

11.11 Compliance with Purchase Card Policy – The City expects that all Card Holders shall follow this policy and use the Purchase Card within the guidelines.

11.11.1 By signing the application form the employee (Card Holder) agrees to adhere to this policy and to the cardholder agreement.

11.11.2 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.

11.11.3 Violations of this policy including but not limited to personal or other unauthorized use of the card 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.

Disposal of Non-Capital Property and Surplus Materials

SECTION 1 – GENERAL INFORMATION

1.1 Upon approval of the appropriate Department Head non-capital property and surplus materials that have a value of less than $500 which are unusable, unsellable or un-repairable may be junked. Disposals of such items shall be done in compliance with Wyoming Statute §15-1-112.

1.2 Upon the approval of the City Council, non-capital property and surplus materials that have a value of $500 or more may be sold or traded. Disposals of such items shall be done in compliance with Wyoming Statute §15-1-112.

1.3 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 properly.

SECTION 2 – REQUIREMENTS

2.1 Non-capital 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 3 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 shall reserve the right to reject any and all bids.

2.2 For non-capital or surplus 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.

2.3 The proceeds from such sale shall be paid to the Administrative Services Department 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.

2.4 The disposal of inventory items shall be reported to the Finance Officer on the periodic inventory count report including the number of items disposed of, the date disposed, and the amount received (if applicable).

Accounting, Auditing, and Reporting

SECTION 1 – ACCOUNTING

1.1 Conformance to Accounting Principles – The City's accounting practices and financial reporting shall conform to 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 recognize 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, with a management letter detailing areas that need improvements, if required.

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 within a reasonable timeframe and notify the City Administrator and the City Council of the actions taken.

2.4 If the City expends $500,000 or more in a year (or the amount as currently designated under OMB Circular A-133) in Federal awards the City shall comply with the provisions set forth in Circular A-133.

SECTION 3 – CASH COLLECTION SITES

3.1 All revenue collections will be consolidated under the Administrative Services Department whenever practicable. All off-site cash collections will be subject to random audits by the Finance Officer.

3.2 All cash collected at off-site locations shall be reconciled and submitted to Administrative Services on a daily basis (excluding weekends and holidays).

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 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.

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 Administrative Services 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 Checks – When deemed prudent or necessary by the Finance Officer, independent checks and 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 that 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 too small for collection action may be written off with the approval of the Finance Officer without prior Council approval.

Risk Management

SECTION 1 – GENERAL INFORMATION

1.1 Administrative Services is designated as the risk management office for all claims for liability and property damage.

1.2 The City shall carry liability insurance through LGLP (Local Government Liability Pool).

1.3 If considered practical, every three years the City shall request proposals from all qualified insurance companies and the City Council shall select an independent firm to provide property insurance to the City of Cody.

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 the department involved shall notify the Finance Officer as soon as possible. The department shall provide a written statement regarding the incident along with any photos or other related documentation. This information shall be retained by the Finance Officer in the event a claim against the City is filed.

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 LGLP will investigate the claim and determine whether or not the City of Cody was negligent in any act. If the City is deemed negligent, LGLP will process the claim and any charges for claims or deductibles shall be charged to the department in which the claim or liability was incurred. If LGLP finds no negligence on the part of the City, the claim will be denied and a letter will be sent to the claimant from LGLP. All claims will be investigated and determined 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 and the Finance Officer immediately when possible or at least within 24 hours of discovery or occurrence. The Police Department shall forward a copy of the police report to the Finance Officer as soon as the report is complete.

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 damaged the property is known, the City shall file a claim against the person's insurance company, if possible. If there is no insurance coverage the City shall bill the person directly for the damages.

Attachments

Attachment A	Budget Amendment/Transfer Form
Attachment B	Asset Acquisition Form
Attachment C	Contributed Capital Form
Attachment D	Asset Capitalization Schedule
Attachment E	Asset Disposal Form
Attachment F	Employee Expense Report
Attachment G	Vendor Credit Memo Form
Attachment H	Petty Cash Voucher
Attachment I	Inventory Voucher
Attachment J	CIP Request Form
Attachment K	Statement of Questionable/Disputed Charges

Budget Amendment/Transfer Instructions

The budget is, at best, an estimate of anticipated expenditures. Careful management of approved budget amounts is required to fund current planned service requirements, unforeseen emergencies and/or increased service demands. Every effort should be made to absorb these unforeseen expenditures via prudent spending, savings acquired from more efficient work methods, and quality improvement projects.

Monthly Financial Report/Budget Monitoring - A report of your current year expenditures is provided on a monthly basis to assist you in monitoring your budget. The report provides the current month's expenditures, fiscal year-to-date actual expenditures, approved budget and variance. Mid-month reports are available upon request to the Finance Officer.

Variances should to be reviewed by the department heads for accuracy and for potential impact upon cumulative year-end outcomes. Variances are important in determining potential budget shortfalls and need for corrective actions such as foregoing additional expenditures, requesting a budget transfer or requesting a budget amendment. Detail expenditure reports by GL account number are available upon request to the Finance Officer. Variances will also be reviewed by the City Administrator and Finance Officer and you may be asked to explain any significant or unusual variances.

If an invoice or voucher is submitted for payment that exceeds the approved budget amount the City Administrator or Finance Officer will be notified and must sign-off on the overage prior the invoice being processed for payment.

When a deficit is forecasted and other alternatives such as spending cuts or savings elsewhere are not adequate to cover the budget shortfall a request for a budget amendment or budget transfer may be submitted. Requests for amendments or transfers should be submitted prior to a deficit occurring.

Request for Budget Amendment - A budget amendment is used to increase the appropriation amount from the original approved budget for a line item or add a budget amount to a line item (such as a new grant award not previously budgeted). Budget amendments must be approved in advance by the City Administrator and authorized by the City Council via Resolution. To initiate a budget amendment:

1. Complete the budget amendment section on the request form by filling in the fields for the GL Account Number, Current Budget Amount, Increase or (Decrease) Amount, and Amended Budget Amount.

2. Complete the Funding Source section by providing a detailed explanation of where the money will come from to pay for the amendment (example: use of cash reserves, expected donation or contribution, grant funding, etc)

3. Complete the Reason for Request section by providing a detailed justification of why the amendment is necessary. Include information regarding use of reserve funds or offsetting revenue. Also include alternative options if the request is not approved.

Request for Budget Transfer - A budget transfer is used to transfer appropriated funds from one line item to another within a department or fund. Budget transfers must be approved in advance by the City Administrator. In some instances transfers may require Council approval. To initiate a budget transfer:

1. Complete the budget transfer section on the request form by filling in the fields for the Amount to be Transferred, From GL Account Number, and To GL Account Number.

2. Complete the Reason for Request section by providing a detailed justification of why the transfer is necessary. Also include alternative options if the request is not approved.

Fiscal Year: _____

City of Cody
Budget Amendment/Transfer Form

BUDGET AMENDMENT - A budget amendment is used to increase the appropriation amount from the original approved budget for a line item or add a budget amount to a line item. Budget amendments must be approved in advance by the City Administrator and authorized by the City Council via Resolution.

GL Account Number	Current Budget Amount	Increase (Decrease) Amount	Amended Budget Amount

Funding Source: Provide a detailed explanation of how this amendment will be funded such as from cash reserves, an expected revenue source, etc. (to be completed by Department Head or Supervisor)

BUDGET TRANSFER – A budget transfer is used to transfer appropriated funds from one line item to another within a department or fund. Budget transfers must be approved in advance by the City Administrator.

Amount to be Transferred	From GL Account Number	To GL Account Number

Reason for Request: Provide a detailed justification of why the amendment or transfer is being requested. Include information regarding use of reserve funds or offsetting revenue as well as alternatives if the request is not approved. (to be completed by Department Head or Supervisor)

Impact on Fund Cash Flow: Recommended: _____Yes _____No Provide an explanation of how this amendment will impact the unrestricted or restricted cash balances of the fund. (to be completed by Finance Officer)

Review of Request: Approved: _____Yes _____No Provide a detailed justification of why the amendment or transfer is being approved or denied. (to be completed by City Administrator)

Requested By: _____
(Department Head Signature)
Date: _____

Approved By: _____
(City Administrator Signature)
Date: _____

City of Cody
Asset Acquisition Form

Asset Information

Asset No _____ Date Acquired _____ New Used

Description _____

Tag Location _____ Asset Location _____

Serial No _____ Model _____

Manufacturer _____ Vendor _____

Invoice # _____ CK #_____ Cash Cost $_____

Useful Life _____ Salvage Value $_____ Replacement Cost $_____

Class _____ Group _____

Insurance ____ Federal Grant _____ Related Asset #_____

Acquisition Method

Purchased	Contributed Capital	Vehicle Replacement	Public Improvements	Inventory

Trade In Information

Asset #	Trade Value	Carryover Value	Gain(Loss)
	$	$	$

Capitalization Information

Allocation %	Dept	Acquisition GL	Asset GL	A/D GL

Contributed Capital Evaluation

Contributed capital is property donated or contributed to the City and shall be recorded and depreciated as capital assets if the property meets the capitalization threshold for the asset's classification. Donated or contributed property is recorded at fair market value or assessed value at the time of acquisition. Donated or contributed property includes both tangible and intangible items. Open space property, easements, or water/mineral rights received by the City as part of a subdivision development plan is considered contributed capital. Complete the following sections and return this form to Administrative Services along with the required attachments. **Regardless of the value of the property, all contributed capital must be reported to Administrative Services within 30 days of receiving the contribution.**

List below ALL contributed capital received from any outside contributor (for example, open space, land, water/mineral rights, easements, equipment, furniture etc). ***Required* - Attach documentation copies supporting the contribution/donation (letter/agreement from contributing agency, title, bill of sale, deed, invoices, etc)**

Description of Item – year, make, model, project description, etc.	Classification (land, equipment, furniture ,improvements, intangibles, etc)	Fair Market or Assessed Value	Contributing Agency	Date Contributed	Use/Disposal Restrictions	Dept # Allocated To

_____ _____ _____ _____

Department Head Date Administrative Services Date

Asset Capitalization Schedule

Classification	Category	Useful Life	Salvage Value	Capitalization Threshold (per individual unit)
Land	Land	N/A	100%	$ 5,000
Intangibles	Studies/Plans	5	0%	$ 5,000
	Easements/Rights of Way	N/A	100%	$ 5,000
	Water Rights	N/A	100%	$ 5,000
	Land/Mineral Use Rights	N/A	100%	$ 5,000
	Patents/Trademarks	N/A	100%	$ 5,000
	Other Intangibles	N/A	100%	$ 5,000
Buildings	Buildings	30-50	10%	$ 25,000
Improvements Other Than Buildings	Land Improvements	10	0%	$ 25,000
	Building Improvements	10	0%	$ 25,000
	Studies	5	0%	$ 5,000
Machinery & Equipment	Vehicles	5	10%	$ 5,000
	Heavy Equipment, Large Trucks & Buses	10	10%	$ 5,000
	Trailers	5	10%	$ 5,000
	Tools	5	10%	$ 5,000
	Office Equipment	5	10%	$ 5,000
	Fitness Equipment	5	10%	$ 5,000
	Computers & Software	3	0%	$ 5,000
	Valves and Pumps	5	0%	$ 5,000
	Meters, Transformers & Hydrants	10	0%	$ 5,000
	Other Equipment	5	10%	$ 5,000
Furniture & Fixtures	Furniture & Fixtures	5	10%	$ 5,000
Infrastructure	Studies	5	0%	$ 5,000
	Storage Tanks	10	0%	$ 25,000
	Lagoons	50	0%	$ 25,000
	Substations/Lift Stations	50	0%	$ 25,000
	Roads & Streets	50	0%	$ 25,000
	Storm Sewers	50	0%	$ 25,000
	Curb, Gutter & Sidewalk	50	0%	$ 25,000
	Raw Water Lines	50	0%	$ 25,000
	Water Lines	50	0%	$ 25,000
	Wastewater Lines	50	0%	$ 25,000
	Electrical Lines	50	0%	$ 25,000

	Land	Buildings	IOTB	Furniture & Fixtures	Machinery & Equipment	Infrastructure	CIP
Asset	XX-001-1600	XX-001-1610	XX-001-1620	XX-001-1630	XX-001-1640	XX-001-1670	XX-001-1800
A/D	N/A	XX-001-1619	XX-001-1629	XX-001-1639	XX-001-1649	XX-001-1679	N/A

City of Cody

ASSET DISPOSAL FORM

ASSET INFORMATION

Asset Tag # _____ Serial/VIN # _____

Description: _____

Model _____ Manufacturer _____ Year _____

DISPOSAL INFORMATION

_____ ***Interdepartmental Transfer***

From Department: _____ Date Transferred: _____

To Department: _____ Accepted by Signature: _____

_____ ***Trade In***

Traded For: _____

Traded To: _____

Value Received: _____ Bid # (if any) _____ Date: _____

_____ ***Sold****

Sold Via: ____ Auction ____ Sealed Bid _____ Other: _____

Sold To: _____

Value Received: _____ Bid # (if any) _____ Date: _____

_____ ***Junked/Scrapped ****

Reason: _____

Disposal Method: _____ Date: _____

_____ ***Donated to Other Agency****

Reason: _____

Agency Name: _____ Date: _____

Department Approval: _____ Administrative Services: _____

*Requires Council Approval

CITY OF CODY
Credit Card Expense Report

Employee(s) _____

_____

Date(s) of Travel _____

Purpose of Travel _____

G/L Account #(s) _____

_____

_____

_____

Date	Vendor Name	Meals (itemized receipts required)	Lodging Costs	Other Costs	Total City Credit Card Charges

Grand Total _____

I hereby certify under penalty of perjury that the within and foregoing account is just and correct that the whole or no part thereof has been paid.

_____
Employee Signature
Date

_____
Department Approval
Date

City of Cody
Vendor Credit memo Form

Vendor Name: _____ Department _____

Date Returned	Quantity Returned	Inventory Number	Description	Reason for Return	Expected Credit
				Total Amount of Credit	**$**

PETTY CASH VOUCHER

Date _____

Issued To _____ Amount Distributed $_____

Description of Purchase	Amount	G/L Account
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____

_____ Distributed By _____

Requestor's Signature

PETTY CASH VOUCHER

Date _____

Issued To _____ Amount Distributed $_____

Description of Purchase	Amount	G/L Account
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____
_____	$_____	_____

_____ Distributed By _____

Requestor's Signature

City of Cody
1338 Rumsey Ave
Cody, WY 82414-2200
PH 307-527-7511
FAX 307-527-6532

COMBINATION INVENTORY PURCHASE ORDER AND VOUCHER

Vendor Number _____

Vendor Name _____

Quantity Purchased	Inventory No.	Department	Category	Location	Item Description	Unit Price	Total Amount	GL Account No.
					TOTAL		$0.00	

I hereby certify under penalty of perjury that the within and foregoing account is just and correct and that the whole or no part thereof has been paid.

Signature _____

Department Approval _____

City of Cody

Five-Year Capital Improvements Program
Request for Capital Equipment or Improvements Project

Project Title		Estimated Total Cost		Priority Rank	

Detailed Project Description and Impact on Operating Costs	Project Specifics	
	Project Type	
	Department	
	Category	
	Needs Assessment	
	Needs Assessment Explanation (required for current year projects)	
Describe the consequences/alternatives if this project is not approved?		

Estimated Project Costs

	Prior Years	FY	FY	FY	FY	FY	Future Years	Total Cost
TOTAL								

Estimated Impact on Continuing Annual Operational Costs

(required for current year projects)	Personnel & Benefits	Materials & Supplies	Maintenance & Repairs	Contract Fees	Utilities	Depreciation	Other	Total Cost
TOTAL								

Estimated Funding Sources

Type	Amount	% of Total	Source/Agency Name	Comments
Federal Grant				
State Grant				
SLIB Consensus				
Direct Distribution				
1-Cent Tax				
Unrestricted Reserves				
Restricted Reserves				
Debt Issuance				
Other Contributions				
TOTAL				

Statement of Questionable/Disputed Charges

Form to be added at a later date

MEETING DATE: FEBRUARY 18, 2014

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: LESLIE BRUMAGE
PRESENTED BY: LESLIE BRUMAGE

AGENDA ITEM SUMMARY REPORT

Selection of Auditing Firm

ACTION TO BE TAKEN:
Select the proposal for auditing services submitted by Stine, Buss, Wolff, Wilson and Associates and award them the audit engagement for the three year period of 2014, 2015 and 2016.

SUMMARY OF INFORMATION:
In December 2013 the City advertised a Request for Proposal (RFP) for auditing services for the years 2014, 2015 and 2016. An ad was placed in the Cody Enterprise running for three consecutive weeks and the RFP was listed on the City's website from December 12, 2013 through February 3, 2014.

Six firms expressed interest in the RFP and submitted Intent to Respond forms. Prior to the RFP deadline, three firms submitted notices declining to bid. Two firms submitted proposals by the deadline and one did not submit or decline. The two firms that submitted proposals are:

Stine, Buss, Wolff, Wilson and Associates – Cody, Wyoming
CliftonLarsonAllen – Broomfield, Colorado

Both firms provided complete proposals and meet all the requirements set forth in the RFP. After analyzing areas such as pricing, audit quality statements, education and experience, year-round support, and other services offered I recommend that the City award the three-year audit engagement to Stine, Buss, Wolff, Wilson & Associates.

Stine, Buss, Wolff, Wilson & Associates has many years of experience in auditing government entities and based on the information provided in the proposal the audit manager, partners and staff have the necessary education, background and experience to fulfill the City's audit requirements. Additionally, the City already has a successful multi-year working relationship with this firm. This relationship combined with the lower audit costs and convenience of a local office makes this firm the better candidate for providing the required services. Attached with this memo is the proposal evaluation summary. The actual proposals are available if you would like to view them.

FISCAL IMPACT

The proposed audit costs for the three year period are:

	2014	2015	2016	Total 3-Year Cost
Cost	$22,850	$23,650	$24,495	$70,995

AGENDA ITEM NO. _____

ALTERNATIVES

1. Award the engagement to Stine, Buss, Wolff, Wilson and Associates
2. Reject the proposal from Stine, Buss, Wolff, Wilson and Associates and instead award the engagement to CliftonLarsonAllen
3. Reject all proposals and issue a new RFP for auditing services

ATTACHMENTS

1. Proposal Evaluation Summary
2. Audit Proposer List

AGENDA & SUMMARY REPORT TO:

None

AGENDA ITEM NO. _____

Audit Proposal Evaluation
Feburary 2014

Evaluation Criteria	Stine, Buss, Wolff, Wilson & Associates	CliftonLarsonAllen, LLP
Complete proposal submitted		
Title page	Yes, front of proposal	Yes, front of proposal
Signed Appendix B	Yes, Page 9	Yes, Page iii
Signed W9	Yes, Page 10	Yes, Page iv
Signed letter of transmittal	Yes, Page 1	Yes, Pages v & vi
Statement of independence	Yes, Page 2	Yes, Page 1
Statement of relationship	Yes, Page 2	Yes, Page 2
Statement of license to practice	Yes, Page 2	Yes, Page 9
Description of firm	Yes, Pages 2 & 3	Yes, Page 3 & 4
Quality control review	Yes, Page 11	Yes, Pages 6 & 7
Statement of federal or desk reviews	Yes, Pages 3 & 4	Yes, Page 8
Identification of principal personnel	Yes, Pages 4 & 5	Yes, Page 9 - 14
List of 3 recent engagements	Yes, Pages 5 & 6	Yes, Pages 15 & 16
Statement of audit approach	Yes, Pages 6 - 8	Yes, Pages 17 - 22
Statement of use of City staff	Yes, Page 8	Yes, Page 23
Dollar cost proposal	Yes, Page 12	Yes, Page 24
Relevant auditing experience	Meets critera	Meets critera
Reputation of firm	Meets critera	Meets critera
Qualifications of personnel to be assigned	Meets critera	Meets critera
Ability to meet performance expectations	Meets critera	Meets critera
Ability to communicate audit plans in an organized, clear and convincing manner	Meets critera	Meets critera

DOLLAR COST PROPOSAL		
2014	$ 22,850.00	$ 42,425.00
2015	$ 23,650.00	$ 43,700.00
2016	$ 24,495.00	$ 45,010.00
3-Year Total Cost	**$ 70,995.00**	**$ 131,135.00**

Audit Proposer List
2014

Firm Name	Location	Intend to Respond	Proposal
Stine, Buss, Wolff, Wilson & Assoc	Cody, WY	Received	Received
McGee, Hearne & Paiz, LLP	Cheyenne, WY	Received	Not Received
Hays & Associates, LLC	Omaha, NE	Received	Declined
CliftonLarsonAllen, LLP	Broomfield, CO	Received	Received
James Reilly, CPA, PC	Cody, Wy	Received	Declined
RubinBrown LLP	Denver, CO	Received	Declined

ORDINANCE NO. 2014-01

AN ORDINANCE AMENDING TITLE 6, CHAPTER 1, SECTION 2 OF THE CODY CITY CODE - ADOPTION OF UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Section 1: Title 6, Chapter 1, Section 2 is hereby amended to provide as follows:

6-1-2: ADOPTION OF UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS:

Wyoming Statutes chapter 5, sections 31-5-101 through and including 31-5-1507, as amended, being the Uniform Act Regulating Traffic on Highways, are hereby adopted by reference and incorporated in this section as part of this code as fully as if completely set out in full herein. One copy of these provisions shall be kept at City Hall for examination and inspection by the public.

PASSED ON FIRST READING _____February 4, 2014____.

PASSED ON SECOND READING _____

PASSED ON THIRD AND FINAL READING _____

CITY OF CODY

_____

Nancy Tia Brown, Mayor

ATTEST:

_____

Cynthia D. Baker
Administrative Services Officer

Business Ready Community Grant & Loan Program

Wyoming Business Council

COMMUNITY ENHANCEMENT
GRANT AND LOAN APPLICATION

"Promoting economic development at the local level in order to create additional economic health and a stronger state economy"

- *Support to Wyoming's communities which are diverse in size, resources, and economies*
- *Focus resources on projects that are likely to produce benefits that endure beyond the funding of the program*
- *Support projects which will help people, families and communities thrive*
- *Increase the capacity of community and economic development partnerships, and cooperative efforts between the private and public sectors*
- *Support and encourage communities that develop innovative responses to their economic challenges*

Wyoming Business Council • 214 West 15th Street; Cheyenne, Wyoming 82002
TEL: 307-777-2800 • FAX: 307-777-2838 • www.wyomingbusiness.org

INTRODUCTION: COMMUNITY ENHANCMENT PROJECT

Purpose **The primary intent of this program is to improve the quality of life within a community in order to make it more attractive for business development. Examples of enhancement projects include recreation facilities, landscaping, or convention centers.**

Rules Rules governing the Business Ready Community (BRC) Grant and Loan Program are available through the Wyoming Business Council (WBC) or www.wyomingbusiness.org.

Eligibility Counties, incorporated cities, towns, and joint powers boards (with approval of all member agencies) may apply. The WBC may enter into contracts/cooperative agreements with Eastern Shoshone and Northern Arapaho Tribes.

Funds The maximum grant or loan amount is $500,000. An applicant may request an additional amount up to $500,000 in special assistance loan funds.

Due Date The following are the submission deadlines, but recommendations and decisions are subject to WBC Board and State Loan and Investment Board schedules.

Application Due to Regional Director	Application Postmark Deadline	WBC Board Recommendation	SLIB Decision (Cheyenne)
February 15, 2014	March 1, 2014	May 29, 2014 (TBD)	June 19, 2014

Review The review process includes an initial WBC staff screening, possible site visit and report to WBC Board. The WBC Board will make recommendation to the State Land and Investment Board (SLIB). The SLIB will determine grant and loan awards. Applicants will be notified of all meetings. Timing of the approval process will depend on when the application is received and WBC and State Loan and Investment Board (SLIB) meeting schedules. **Applicants are strongly encouraged to attend the WBC and SLIB meetings at which their project is to be discussed.** Costs may not be incurred prior to a signed grant agreement, typically 4 weeks after a SLIB decision.

Submissions **Applicants shall submit <u>one (1) copy of the completed application to the WBC Regional Director</u>, <u>three (3) original complete applications, and one (1) electronic copy of the completed application to the WBC staff in Cheyenne</u>.** Applications must be submitted on 8 ½ X 11" format. It is recommended that applications be submitted in 3 ring binders with attachments clearly labeled or tabbed. It is also recommended that an electronic copy of the application be provided to the WBC staff as well. Contact information follows.

Converse, Niobrara, and Natrona Counties	Big Horn, Hot Springs, Park, and Washakie Counties	Campbell, Crook, Sheridan, Johnson, and Weston Counties
Kim Rightmer East Central Regional Director 300 South Wolcott, St 300 Casper, WY 82601 Tel: 307.577.6012 Fax: 307.577.6032 Cell: 307.287.2309 kim.rightmer@wyo.gov	Leah Bruscino Northwest Regional Director 143 South Bent, Ste B Powell, WY 82435 Tel: 307.754.5785 Fax: 307.754.0368 Cell: 307.421.0140 leah.bruscino@wyo.gov	Dave Spencer Northeast Regional Director PO Box 962 Gillette, WY 82716 Tel: 307.689.1320 Fax: 307.686.7268 Cell: 307.689.1320 dave.spencer@wyo.gov
Lincoln, Sublette, and Uinta Counties	**Fremont and Teton, Counties**	**Albany, Goshen Laramie, and Platte Counties**
Elaina Zempel Southwest Regional Director 1100 Pine Avenue, Ste F Kemmerer, WY 83101 Tel: 307.877.2203 Fax: 888.507.4482 Cell: 307.723.1510 e.z@wyo.gov	Roger Bower West Central Regional Director 213 West Main Street, Ste B Riverton, WY 82501 Tel: 307.857.1155 Fax: 307.857.0873 Cell: 307-851-0908 roger.bower@wyo.gov	Tom Johnson Southeast Regional Director 1938 E. Harney Street Laramie, WY 82072 Tel: 307.766.5357 Fax: 307.222.0532 Cell: 307.631.9275 thomas.johnson@wyo.gov
Carbon and Sweetwater Counties	Send copies of completed applications (3-bound and 1-electronic) to: Julie Kozlowski, Program Manager Business Ready Community Grant and Loan Program Wyoming Business Council 214 W. 15th Street Cheyenne, WY 82002 Phone: (307) 777-2812 Fax: (307) 777-2838 Email: julie.kozlowski@wyo.gov	
Pat Robbins South Central Region Director 1400 Dewar Drive, Ste 208A Rock Springs, WY 82901 Tel: 307.382.3163 Fax: 307.382.3217 Cell: 307.389.0867 pat.robbins@wyo.gov		

APPLICATION CHECKLIST

☐ **Schedule a Consultation with WBC Regional Directors.** The WBC Regional Director must be consulted with during the application process and provided sufficient opportunity to provide written review and recommend adjustments to the application and required business plan. The Regional Director, as part of the application, must provide preliminary comments about the project, addressing how the project aligns with regional economic and community development endeavors, and stating any early concerns that the Regional Director may have. An early consultation with the Regional Director will allow the applicant to begin addressing those concerns before the application is submitted.
THIS IS A REQUIREMENT OF SUBMISSION. IF YOU DO NOT PROVIDE A COPY OF THE DRAFT APPLICATION TO YOUR REGIONAL DIRECTOR TWO WEEKS PRIOR TO THE GRANT DEADLINE AND OBTAIN THEIR SIGNATURE YOUR APPLICATION WILL NOT BE COMPLETE AND WILL NOT BE ACCEPTED.
A draft copy of the application must be submitted to the Regional Director two weeks prior to the application deadline or the application will be incomplete. Along with the application, the Regional Director needs to review the following:

- Business Plan (must be to the Regional Director in advance to the first public hearing)
- Contingency and Development Agreement
- Lease Agreement
- Revenue Recapture Plan
- Operation and Maintenance Plan (if applicable) – the plan should include projected expenses and project income sources for three years

☐ **Consult WYDOT** if the project will take place in a public right of way. For projects within the Wyoming Department of Transportation rights of way, contact the WYDOT District Engineer. A right of way agreement with WYDOT may be necessary if a grant or loan is awarded.

☐ **Complete Application**. All questions must be fully answered. Incomplete application will either be tabled or sent back to the applicant for resubmittal at a different time.

☐ **Secure Local Match**. Grant and loan applicants must demonstrate a fifty percent (50%) match obligated to total eligible project costs. Local match may be demonstrated as cash and/or in-kind contributions. Examples of in-kind contributions include: infrastructure, labor, materials, and real estate. Attach an explanation of valuation for each item, any supporting documentation (i.e., appraisals, wage rates, market value, etc.) and a statement of intent from each donor. "Eligible Project Costs" means total project cost less ineligible costs which may include, but not be limited to: appliances, equipment, furnishings, and other features of the facility which are not physically attached.

☐ **Financial Information for Loans.** For applicants requesting BRC loans, additional financial information is required. (See Section VIII)

☐ **Attach public hearing notice, public hearing minutes, and public engagement process.** An applicant is required to inform and educate the public and business community to the greatest extent possible about the proposed economic development

project (including, but not limited to the economic development opportunity, possible funding sources and alternative solutions) utilizing a variety of techniques and media. The applicant must make readily available to the public access to the application and associated materials, exclusive of business plans or business financial information which are not subject to public information statutes. An applicant shall actively solicit citizen input which can be submitted via writing, electronically, or in person a public hearing. A minimum of one public hearing before submission of an application. For the purposes of this program **seven (7) days** is the minimum period for notification of a hearing date. Public notice shall be published in a newspaper of general circulation within the boundaries of the applicant or as approved by the council staff. If the project facility is to be located outside the county boundaries of the applicant, the applicant shall hold additional public hearings near the location of the proposed project facility. The notice shall contain a concise description of the proposed project and state that time will be set-aside at the public hearing to take testimony from citizens about the project.

To inform the public and to gather information, the public hearings should at a minimum: identify the economic development opportunity/ies; explore all possible funding sources and alternative solutions to the opportunity/ies; contain a comprehensive description of the proposed project; and solicit testimony from citizens who may feel that the proposed use of the project might compete with an existing business.

An application must be accompanied by a description of the applicant's public engagement process, written comments received by the applicant, evidence of the public hearing notification, minutes from the public hearing, and a signed resolution passed by the applicant or participating agencies to a joint powers board after the public hearing is held and public comments are considered.

☐ **Attach Resolution(s) of Support and minutes.** After a public hearing is held, the applicant must pass a resolution of support. If the applicant is a Joint Powers Board, all participating agencies to the joint powers agreement must pass separate resolutions. The resolution should state, at a minimum:

- the nature of the project
- public benefit
- desired economic development outcomes
- specified source of match funding by account name or other identifying characteristics
- what will happen in the case of project cost overruns
- the details of the revenue recapture plan if applicable

☐ **Attach a Statement that the Applicant Will Follow State Procurement Standards Inclusive of W.S. § 15-1-113 and W.S. § 16-6-101, et seq.** This can be satisfied by providing either a signed letter from the applicant's responsible official or it can be included in the required resolution.

☐ **Attach acknowledgement that the Wyoming Preference Act (Wyoming State Statute § 16-6-201 through 16-6-206) will be adhered to throughout the project.** Include acknowledgement that the Wyoming Preference Act will be a followed throughout the project and that all related state statutes will be adhered to for the project.

For additional information please contact the Wyoming Workforce Services Labor Standards Office at: 307-777-7261

To view the actual statute, please go to the following link:
http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title16/T16CH6AR2.htm

☐ **Attach verification of project costs.** A qualified engineer's or architect's certified cost estimate is required. Grants and loans will be made only to applicants who demonstrate that upon receipt of the grant and/or loan all project costs will be funded. If the project involves purchase of property, then there must be an appraisal of the property.

☐ **Certified Structural Analysis.** A certified structural analysis is required for all projects involving the renovation or financing of an existing structure. Grants and loans will be made only to applicants who demonstrate that upon receipt of the grant and/or loan all project costs will be funded. If the project involves purchase of property, then there must be a structural analysis completed by a qualified structural engineer and submitted to WBC staff.

☐ **Attach certifications, if applicable.**

- If the applicant is a joint powers board, then attach a Certificate of Organization and an executed Joint Powers Agreement to the application.
- A Certificate of Incorporation is required if a Community or State Development Organization will carry out the project.

☐ **Attach site information**. Attach a detailed map, aerial photograph, and/or site plan showing the location of the project site and the facility proposed to be funded with BRC. If the project includes public infrastructure activities, the map should sufficiently detail those improvements and their location.

☐ **Attach a Contingency and Development Agreement.** Attach a final draft of the contingency and development agreement between the applicant, the business, and a Community Development Organization (if applicable), agreeing that expansion or relocation will occur and under what conditions. It should address:

- the public benefit to be derived by the project
- the "consideration" (return) in exchange for the public project
- specified source of match funding by account name or other identifying characteristics
- what will happen in the case of project cost overruns
- procurement
- responsibilities of each party
- timelines
- revenue recapture

☐ **Attach a revenue recapture plan.** Revenue generated by the applicant or a private developer through publicly funded infrastructure projects must be recaptured by the applicant. (See Section VII of the application.)

☐ **Attach zoning documentation.** If the site is zoned, attach a description of the allowable uses under this zoning. If a zone change is necessary, attach a description of the allowable uses under the proposed zoning.

☐ **Attach a Lease Agreement, if applicable.** Attach a draft of the lease agreement. A signed lease agreement will be required if the applicant or CDO is leasing property as a part of this project.

☐ **Attach an Operation and Maintenance Plan or Business Plan, if applicable**. The plan should include projected expenses and project income sources for three years (must be to the Regional Director in advance to the first public hearing). The commitment can be presented as part of the resolution or through a separate signed document.

☐ **Attach planning documents.** Attach relevant portions of community plans, studies, or workforce development plans to help answer Community Information questions. Reference the attachment in your answer.

☐ **Attach a GPS mapping plan (if applicable).** All BRC funded infrastructure should be mapped using GPS mapping. The mapping should be included in the project cost estimates as a part of the project bid. The data will be made available to the WBC.

SECTION I COVER SHEET

1. PROJECT TITLE: **Cody Stampede Rehabilitation Project Phase II**

2. APPLICANT INFORMATION

Applicant (City, Town, County, JPB, Tribe)**:**	City of Cody
Responsible Elected Official:	Mayor Nancy Tia Brown
Mailing Address:	PO Box 2200, Cody, WY 82414
Local Contact:	Jenni Rosencranse
Position:	City Administrator
Mailing Address:	PO Box 2200, Cody, WY 82414
Phone:	307-527-3462
Email:	jennir@cityofcody.com

3. PROJECT ADMINISTRATION CONTACT

Organization Name:	City of Cody
Contact Person:	Jenni Rosencranse
Mailing Address:	PO Box 2200, Cody, WY 82414
Phone:	307-527-3462
Email:	jennir@cityofcody.com

4. TYPE OF PROJECT *Briefly* describe applicable project type.

Infrastructure Type	***Brief* Description**
☐ **Transportation**	To close in the under section of the grandstands into useable space and to beautify the property and a main entry corridor into Cody, WY.
☒ **Building**	
☐ **Water or Sewer**	
☐ **Educational Development**	
☐ **Other**	

5. PROJECT COSTS Indicate minimum necessary total public project infrastructure costs.

a. Amount of **loan** requested:	
b. Amount of **grant** requested:	$175,000
c. Total local contribution (match and ineligible project costs):	$175,000
TOTAL Project Cost (a+b+c):	$350,000

DECLARATION: I HERBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE WYOMING BUSINESS COUNCIL IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Responsible (Elected) Official's Signature and Date:

Print or Type Name and Title: Mayor Nancy Tia Brown

SECTION II: PRELIMINARY REGIONAL COMMENTS AND CONCERNS

The Regional Director must provide an overview of the project and address any concerns he or she may have. If there are concerns, the applicant is urged to address those as soon as possible, before submitting the application. (Note, these comments are preliminary, and the Regional Director will have an opportunity to revise during the recommendation process.)

_____ _____

Regional Director Signature Date

SECTION III PROJECT INFORMATION

1. PROJECT DESCRIPTION. Provide a description of the proposed project.

The Cody Stampede Rehabilitation Project proposes to enclose and beautify the underside of the Cody Stampede Rodeo Ground Grandstands to create storage, retail, and other marketable space to enhance the visitor experience to the Cody Stampede Rodeo as well as to the City of Cody.

The Cody Stampede Board offers a nightly rodeo from June 1st through August 31st and is one of Cody's finest visitor and resident attractions. The Cody Stampede Rodeo first began in 1919 and has been held every summer since. Cody has been named "Rodeo Capital of the World." Accomplishments and recognition that the Cody Stampede Board has earned over the years include, but are not limited to the following: 1) Named as the "Best Large Outdoor Rodeo of the Year" in 1998 and 1999. 2) Has been on the Pro Rodeo Cowboys Association (PRCA) Gold Tour Circuit which has drawn ESPN and GAC Channels to Cody numerous times, putting Cody on the map as a western destination. 3) Since 2007 the Cody Stampede has been on the internationally renowned Xtreme Bulls Tour. 4) In 2013, Cody, Wyoming and the Cody Nite Rodeo were featured on the A & E Network reality series, Rodeo Girls. 5) The Cody Stampede was named the 2013 Mountain States Circuit Most Improved Rodeo of the year. 6) The Cody Stampede Board increased the per event prize money to $25,000 per event in 2013, making the Cody Stampede Rodeo the PRCA's largest "One Header" rodeo.

In 2012 the Cody Stampede Board, through the City of Cody applied for a Community Enhancement Grant which updated the grandstands on the south side of the arena for safety and for American's with Disability Compliant purposes, constructed dedicated ADA parking on the grounds, improved the ramps leading to the grandstands which are now ADA compliant, and improved the entry areas with appealing gates and signage which helped to beautify the grounds as well as the main corridor to Cody from Yellowstone National Park. The only improvements that were complete by the start of the 2013 rodeo season were the parking lot improvements and the gates and signage, however, attendance was up 10% over the previous year and the Cody Stamped Board attributes the increase to the improved signage and parking situation.

The next phase of this project is proposed to build a storefront appearance on the underneath section of the grandstands to close the space in and create storage, retail, and other multipurpose space that will not only provide a more finished and attractive look and feel of the west, but will provide enhanced opportunities for other Cody businesses and attractions to set up shop during the summer months at the Stampede Ground to encourage and entice rodeo goers to take part in other activities during their stay in Cody Country! The grandstand façade is projected to add six spaces totaling 2,515 square feet of storage, retail, and multipurpose area.

2. PUBLIC BENEFIT. Describe the public benefits of the proposed project including the importance of the project to the community and how it promotes economic development. (Please consult the WBC Regional Director for information on conducting an economic impact study for this project.)

The slogan "Cody is Rodeo" has been used to describe our community. This is largely due to the significant impact the Cody Nite Rodeo and the Cody Stampede Rodeo has on our community. The addition of the western façade will enhance the overall appearance of our community. The Stampede Rodeo Grounds are directly on the north side of the highway that leads visitors to Cody from Yellowstone and is one of the very first attractions they see in Cody. An updated appearance will certainly create a much better first impression of our western town and create more excitement for what Cody has to offer. The façade improvements will generate more visitors to the rodeo due to its appealing appearance and will provide opportunities for other Cody businesses to "set up shop" at the facility to enhance their main business offsite and likely in the downtown Cody area. The Cody Stampede Board will work with the Cody Country Chamber of Commerce to occupy a space that can serve as a "ticket master" or otherwise be a hub for visitors to learn more about what other businesses, attractions, events, or amenities Cody has to offer and encourage a longer stay in Cody. This will certainly have economic benefits for Cody as it will facilitate increased revenues for local businesses. In addition, it will enhance the community quality of life and increase tourism as well as improve and enhance the visitor's experience.

The Cody Nite Rodeo and Cody Stampede Rodeo already project thousands of dollars into the Cody Community each summer. This project only stands to increase that number and spread out the opportunities to the community.

Some specific facts on the Cody Stampede Board's efforts that enhance the Public Benefit of the community include the following:

Promotes Tourism: Tourism is one of Cody's leading industries. The Cody Stampede Board produces over 90 rodeo events each season. The economic benefits of these productions are vitally important and directly correlated to the increased number of days visitors stay in Cody. Nearly 40 vendors who sell tickets for the rodeo attest and affirm that the rodeo in Cody adds to the economic benefits of their businesses as it entices visitors to Cody to stay and experience this unique and historic event. In addition, each of the 40 vendors receives $1.00 per ticket sold which creates another positive economic impact to Cody. In a 2011 study done for the Park County Travel Council, by Randall Travel Marketing, it was determined that the average daily expenditure was $548.43 and the average number of nights spent in Cody was 2.06. According to Park County Travel Council Executive Director, Claudia Wade, rodeo drives the nighttime activity in Cody and without the Cody Night Rodeo the number of days stayed in Cody would be decreased. Approximately 100,000 people attend one of the rodeo events each summer, which averages to 1,111 people per day in attendance at a rodeo event. The average number of people per group staying in Cody is 3. Assuming that of the 1,111 people stays the night in Cody, 3 people per group, 370 rooms would be required and that equates to $202,919 added to the community daily or $18,262,719 additional revenue to the Cody Community during the months of June, July and August. The Buffalo Bill Center of the West receives 1200 visitors per day in the same 90 day period. This is how vital rodeo is to the Cody Community. This is a community asset, run by a board that cares very much about the community. The Cody Rodeo is ranked #6 out of 18 attractions in Cody on Trip Advisor. The Buffalo Bill Center of the West is

ranked #1 and has the #2, #3, and #5 spots as well with the Cody Firearms, Plains Indian, and Draper Museums taking the rank in those spots respectively, so if you look at it on a per location basis, it is ranked as the #3 attraction in Cody. One review from Trip Advisor summed up their experience as follows: *"Action at Yellowstone East Gate: There are so many reasons to enter Yellowstone from the East. This is a major one. As an Easterner experiencing very few rodeos, this was a fantastic evening to get gussied up for one of the country's best and authentic buckaroos! Decent food, cocktails, a remarkable sunset and some really wild rides made this an unforgettable evening in Cody. Even more, they presented such a patriotic respect and honor to our veterans on the 4th of July Weekend. I was proud to experience it from such a Red State perspective. First Class event."*

Commercial Development: Rodeo is one of those attractions that add to the continual reinvestment of the commercial development within the community. Improvements to the grounds that add to the quality of life experiences in Cody will continue to add to the commercial development within the surrounding area. An example of this includes the recently built Premier Ivy Hotel on 8th Street, the complete reconstruction of the Good to Go Stores on West Yellowstone Avenue, the reconstruction of a fuel depot on West Yellowstone Avenue, and a Tractor Supply store is now in the preliminary plat stages for construction on West Yellowstone Avenue. The Walmart Super Store is also in the design stages of new signage and both interior and exterior improvements worth approximately $400,000. We have a new automated car wash being constructed on West Yellowstone Avenue, and the Comfort Inn in in the process of completing a major reconstruction of the outside façade of their complex. Without rodeo in our community, this type of development and investment would not occur.

Planning: This project fits the vision that the community has set for Cody in the Cody 2020 Vision document, the Cody Country Chamber of Commerce Strategic Planning as well as the proposed Master Plan for the City of Cody. The Cody 2020 Vision document recognized the community values to include supporting cultural events and entertainment within the City of Cody and enhancing the western small town and economic diversity by valuing western heritage and pursuing balanced economic growth in retail, light industry and high tech businesses. The Cody Country Chamber of Commerce Strategic Plan from 2011-2016 focuses on representing the interest of its members and the entire business community, extending exceptional western hospitality and promoting an unparalleled visitor experience. One of their visionary goals is to position Cody to be recognized as the premier western community to live, visit and do business. The proposed Cody Master Plan identified the Cody Country Values to include a Western Small Town Lifestyle, Economic Vitality, Recreation, Open Space and Environment and Transportation and Mobility. This project and the Cody Stampede Board operations have and will continue to fit into the vision for the future of the City of Cody.

Economic Development: Overall infrastructure in the community shapes our quality of life; this includes the look and feel to our core public amenities, such as the Cody Stampede Grounds, as well as good sewer, water, electrical and street systems. Through this unique project, more businesses will have the opportunity to market to potential customers providing more exposure and opportunity for visits to their store fronts, or tickets to their services such as the Cody Trolley Tour, River Rafting Experiences, Dinner Shows, Music Shows, Dining Experiences, Shopping Opportunities, etc. It may or may not create a number of new job opportunities directly, but indirectly, the busier the stores and service providers are, the greater the need will be for increased employment opportunities.

3. PROJECT GOALS AND OBJECTIVES**.** Describe the goals of the project and identify indicators or measures to be used to determine at the conclusion of the project if goals were achieved and if the project is a success. The performance measures should focus on solid, measurable actions related to the project. Examples of indicators may be the amount of money leveraged (from other public or private sources), business activity, attraction by outside businesses, workforce retention and recruitment, etc.

The goals of this project will be as follows:

1. To fill one space with the purpose of serving as a "ticket master hub" which will educate and encourage visitors to partake in other attractions and services offered throughout the community such as the Cody Trolley Tours, White Water Rafting, touring the Buffalo Bill Center of the West, Cowboy Music Dinner Show experiences, Old Trail Town Tours, etc.
2. To fill 4 spaces with other retail type activities.
3. To fill one space to be used as storage or to enhance the current operations of the Cody Stampede Board.
4. To increase attendance at the Cody Nite Rodeo by 5% each year over the next five years due to the increased excitement garnered through the improved aesthetics of the facility.
5. To work with the Park County Travel Council and Cody Country Chamber of Commerce to monitor the average days stayed in Cody over the next five years to see if the average number can increase from 2.6 days to 3.6 days.

4. PROJECT NEED. Describe in sufficient detail the need for the project and why BRC funds are necessary. **Include any other funding options which have been pursued for this project** (For example: WWDC, WYDOT, private funds, other state or federal funds). Evidence of project need is demonstrated through a well-developed justification for public financing. **The discussion should also address why other financing options could not be obtained or are not feasible and repercussions if funding is denied.**

The Cody Stampede Board is a non-profit organization run by a group of volunteer businessmen who work very had to make each rodeo in Cody a truly special western event that is memorable to every participant. In addition, they work diligently to attract nearly 100,000 visitors to our community. Each board member is a working member and can be seen doing manual labor at the facility in between their day jobs and family lives.

As a non-profit organization, the Board is very fiscally responsible and have adequate reserve funds to accommodate the match requirements for this grant. The money earned through the rodeo events is largely reinvested back into the rodeo as prize money for contestants which entices top name contestants to participate in Cody's rodeos. Just recently, in 2013, the Cody Stampede Board increased prize money to $25,000 per event in the Cody Stampede Rodeo, making it the PRCA's Largest One Header Rodeo. In 2012 the Cody Stampede Roadeo was a distinguished member of the Million Dollar Gold Tour Rodeo and has earned the privilege to be part of the nine stop tour due to the amount of money that rodeo cowboys and cowgirls stand to win. Better participants produce better and more exciting rodeos which attract more visitors which betters the economics of the entire community. In 2013 the Cody Stampede Board was awarded a grant in the amount of $242,451 from the Wyoming Business Council to improve the grandstands to ADA standards, parking for ADA participants, re-roof the grandstands, and add

appealing entry way gates and signage. The total project cost was $599,413 of which the Cody Stampede Board contributed $356,961.

It is possible that the Cody Stampede Board could obtain financing for this project from a local bank, however, it is not in the public interest for the Board to do so as the majority of their earning would go to debt service and would not be invested back into the operations of the rodeo to assure the ongoing attraction of popular rodeo contestants which has made Cody the "Rodeo Capital of the World."

5. REHABILITATION. Will the requested grant or loan fund the rehabilitation or expansion of existing infrastructure or facilities?

Yes ☒ **No** ☐

If "yes," explain.

The project will be to take the existing grandstands and enclose them, creating a western façade that will be an improvement to the entryway corridor to Cody from Yellowstone National Park and to create spaces that can be utilized to further enhance the economic development of businesses and attractions within the City of Cody.

6. OWNERSHIP. Will the applicant own the improvements funded by this program?

Yes ☐ **No** ☒

If "no," then who will own the improvements?

The Cody Stampede Board Community Development Organization will own and operate the improvements funded by this program.

7. TIMELINE. Describe the project timeline. Include the number of months the project will take and any other necessary authorizations, permits, funding, or activities necessary prior to the commencement of the project.

It is anticipated that the Grant Award will take place in July 2014, and if successful, the bid documents would be prepared and distributed by August 2014. The design has already been completed and has been paid for by the Cody Stampede Board. Construction would commence in September 2014 after the rodeo season with an estimated completion date of December 2014.

8. REVENUE. Will the project funded by BRC generate revenue?

Yes ☒ **No** ☐

If "yes," how will revenue be used? Attach a specific plan that anticipates revenue streams and prioritize economic development initiatives to be paid for with the revenue. (See Section VII)

Rents will be collected from the lease of spaces created. Fifty percent of the monies will be used for the operations and maintenance of the Cody Stampede Board and 50% will be saved for future infrastructure projects of the Cody Stampede Board.

9. OPERATIONS AND MAINTENANCE. What is the operation and maintenance agreement or plan? Please attach a detailed plan.

All operation and maintenance will be the sole responsibility of the Cody Stampede Board and is addressed in the Contingency and Development Agreement.

SECTION IV: SITE INFORMATION

1. What is the location/address of the project?
519 West Yellowstone Avenue Cody, WY 82414

2. Is the project site publicly owned?
Yes ☐ **No** ☒

3. Will the project site be within a public right of way?
Yes ☐ **No** ☒

If yes, are there established standards for the right of way and is this project consistent with those standards (i.e. tree size and spacing, corner clearance, lighting standards, etc.)?

Provide evidence that the appropriate jurisdiction was contacted and consulted and a brief narrative of the results of the consultation.
Several meetings have been held regarding this project between the City of Cody City Administrator, Public Works Director, and Building Official along with the selected Engineering Firm and Architect.

4. Does the project involve land or building acquisition?
Yes ☐ **No** ☒

If "yes," then who owns the site and what steps are being taken, and by whom, to acquire the property?

5. How is the site currently used?
Currently it is open space which is a collection site for trash that has been dropped from spectators of the rodeo. It is largely unused at this time.

6. Is the proposed use of the site consistent with any long-range community development or land use plans?
Not specifically, however, it fits with the vision of the Cody Master Plan, Cody 2020 Document and Cody Country Chamber of Commerce Strategic Plan through 2016.

7. Is the site zoned?
Yes ☒ **No** ☐

If "yes," then what is the current zoning designation and is the proposed use consistent with that designation?

The property is currently zoned D-3 Commercial. The proposed improvements are consistent with the zoning allowances.

Will a zone change be required for intended use? Explain.

No.

8. Are there any known environmental concerns at the site, especially asbestos, wetlands, floodplains, or sage grouse area?
Yes ☐ **No** ☒

If yes, explain:

9. What infrastructure is necessary to serve the proposed site (i.e., water, sewer, electricity, natural gas, transportation facilities, and telecommunications) and what are the current coverage, quality, and capacity of the existing infrastructure? If there are deficiencies within any of the infrastructure systems, explain how the deficiencies will be improved.

Electricity is an infrastructure component that will be necessary for this project. Electricity is planned in the construction costs. There are no known deficiencies within the system.

SECTION V: COMMUNITY INFORMATION

1. Does the community have an economic development plan or other study of the local economy?

Yes ☐ **No** ☒

If "Yes," then provide the names and dates of relevant plan(s) and describe how does the proposed project fits into overall economic development strategy of the community.

2. What are the community's strengths, weaknesses, opportunities and threats? Explain.

The community's strengths are its proximity to Yellowstone National Park which brings thousands of tourists to our city annually. In addition we are lucky to have an abundance of outdoor recreational opportunities, access to a wide variety of health care specialists and facilities, solid telecommunications and internet technologies and a sound infrastructure system within our city. Another strength of our community is a dependable air transportation system found in Yellowstone Regional Airport within our community. Finally, we have an excellent school system in Park County and we have a great community college campus in Powell which is only 23 miles away.

Our opportunities are the potential for expansion of tourism as the national economy settles down. We also have an opportunity for increased manufacturing and other heavy industries in Cody as we have available land and good infrastructure. Commercial building and new retail businesses are also solid opportunities in Cody.

Some of our threats and weaknesses can be considered together, and they are mainly the seasonality of our community. Cody could use more off season businesses and attractions in the months of October through April. While we have Sleeping Giant Ski Run, world class ice climbing, hunting, snowmobiling and other things, our revenues in these months are not as high as the summer months making it hard to have year round sustainable living wage jobs for people in our community. In addition, we have a lot of State and Federal land surrounding Cody which is always going through studies and new plans which create controversy depending upon the issues at hand and how the stakeholders are affected. Another weakness is our inability to pass a one cent optional sales tax in Park County. Although our infrastructure and amenities are great now, we are not able to fund the proper amount of maintenance and replacement and repair will come at a high cost in the future without a solid funding source.

3. What steps are being taken to promote economic development in the community by the applicant or other groups within the community? (For example, business recruitment and retention programs, workforce development, future public investments, marketing campaigns, amenities, etc.)

The City of Cody works closely with Forward Cody to encourage economic development through new start- up businesses with livable wages, and the expansion of existing businesses. Examples of these efforts are Eleutian Technologies, Wyoming Authentic Products, and Cody

Laboratories. In addition, the City of Cody has worked with the Wyoming Business Council in securing funding to put in infrastructure such as water and sewer lines to accommodate new economic development activity.

In addition, the Cody Country Chamber of Commerce is committed to assisting with economic development by enhancing visitor experiences in Cody. They work hard to promote businesses in Cody as well as the products, services or amenities they have to offer to build excitement and entice visitors to stay and play in Cody. In addition, they funded an Events Coordinator position to plan and schedule specific events and occasions in Cody. Having amenities such as the Cody Stampede Grounds assists the Cody Country Chamber of Commerce to bring events and groups to Cody that will be a draw to both visitors and residents alike. The City of Cody has taken support roles to all efforts within the community and will continue to do so.

4. Does the Applicant have a community and/or economic development plan or assessment of local strengths, weakness and opportunities?

Yes ☒ **No** ☐

If yes, provide the names and dates of relevant plans/assessments and discuss how this project fits into the overall community and economic development approach.

While the community does not have a current economic development plan, the Community created the "Cody 2020" Vision document in 2009. The Cody 2020 document is a culmination of a year-long community input process intended to accurately capture the values and priorities of the Cody residents. The document was intended to be used as a guiding statement for residents, businesses, institutions and government agencies to follow over the next ten years. The result of the document produced the following Community Values, many of which were also repeated during the most recent Cody Master Plan process:

Recreation: To provide residents and visitors further recreational opportunities by completing a connecting trail system; developing year round indoor and specialized outdoor recreation; and supporting cultural events and entertainment.

Small Town Lifestyle: To enhance western heritage, small town values and economic diversity by maintaining a neighborly, hospitable and safe community; valuing western heritage and natural environment; pursuing balanced economic growth in retail, light industry and high tech business; developing small and mid-size retail business; supporting educational initiatives and opportunities; and developing transportation options.

In addition, the Cody Country Chamber of Commerce strategic plan for 2011-2016 developed goals which are applicable to this project: establish the standards for western hospitality, engage this value throughout the community, to position Cody to be recognized as the premier western community to live, visit and do business, and to do all of this by extending the shoulder season for Cody.

5. What active organizations or committees are there within the community to provide technical assistance relevant to the project and to assist in the operation and maintenance of the improvements (i.e., a tree board, downtown development organization, convention and visitors bureau)?

The Cody Stampede Board, Cody Country Chamber of Commerce, City of Cody, and Forward Cody are all available to help this project succeed and assist with technical assistance to this project. The Cody Stampede Board will perform the actual operation and maintenance of the improvements.

SECTION VI: BUDGET INFORMATION

The project budget pages need to show how all eligible costs will be covered by both cash and in-kind contributions. Construction costs represented here must be supported by estimates from a qualified engineer or architect.

Part A: Eligible Project Costs

Eligible Project Costs		
1. Land, structures, rights-of-way, appraisals, etc.	$	
2. Architectural and engineering fees	$	14,667.50
3. Other fees (surveys, tests, etc.)	$	
4. Project inspection fees	$	
5. Site work	$	
6. Demolition and removal	$	
7. Construction		
a. Electrical Systems (*)	$	
b. Mechanical, Plumbing, HVAC Systems (*)	$	
c. Landscaping (*)	$	
d. Foundation and/or Structural Framing System (*)	$	
e. Interior Finishes (*)	$	
f. Fire Protection (*)	$	
g. Remediation (*)	$	
h. Other (*) – please specify	$	
8. Miscellaneous/Other (Please explain in detail below)	$	6000
9. Subtotal (sum of lines 1 through 8)	$	

10. Contingencies	$
Total Eligible Project Costs	
11. Total Eligible Project Costs *Use this amount for Part B, Number 1 and as the Total Eligible Project Costs as listed on the cover sheet.*	**$ 350,000**

(*) = Required for projects involving the construction of a new or existing building

Further explanations:

Part B: Funding Sources

1. Total Eligible Project Cost *This amount will be the same as Part A, Number 11 and will be reflected on the Cover Sheet as the Total Project Cost.*	**$ 350,000**	1a

2. Local Match

a. Cash Match. List cash match funding source(s) and amount. Identify whether the amount has been provided or is being requested. Provide the status and the date funds were approved or the date that funds are expected to be approved.

Cash Match Source	Status (approved or pending)	Date of Approval	Cash Amount
Cody Stampede Board	Approved		$ 175,000
			$
			$
		Total Cash Match	**$**

2a

b. In-kind Match. List in-kind contribution types, descriptions, sources and values**.** These amounts should also be reflected in Part A: Project Costs.

Description	Source	Value
Example: Road Grading	*City Employee*	*40 hrs @ $15/hr = $600*
		$
		$
		$
	Total In-kind Match	**$**

2b

c. Total Local Match (Sum 2a and 2b)	**$ 175,000**	2c

Match Percentage (2c divided by 1a) A BRC grant or loan request requires a minimum match of 50% of the Total Eligible Project Costs.	**50 %**

4. Business Ready Community (BRC) Request (Subtract 1 - 2c) *This is the amount of money you need to complete the project.*	**$ 175,000**

Part C: Ineligible Costs

Ineligible project costs include fixtures, appliances, equipment or other features of a facility not physically attached.

1. Ineligible Project Costs (if applicable)	
Ineligible Items	Amount
	$ 0.00
	$ 0.00
TOTAL Ineligible project costs	**$ 0.00**
2.. Local Contribution Toward *Ineligible* Project Costs (if applicable)	
Source of Funding	Amount
	$ 0.00
	$ 0.00
TOTAL Source of Funding for Ineligible Project Costs	**$ 0.00**

Part D: Total Project Costs

Total Eligible Project Costs	$ 350,000
Total Ineligible Project Costs	$ 0.00
Total Project Cost	**$ 350,000**

SECTION VII: REVENUE RECAPTURE PLAN

Revenue generated by the applicant or a private developer through publicly funded infrastructure projects must be recaptured by the applicant at a rate negotiated between the applicant and other partners and commensurate with the public investment. A plan must be designed demonstrating how the recaptured funds will be managed and utilized for the purpose of economic development. The viability and thoroughness of the recapture plan for revenue generating projects will anticipate revenue streams and prioritize economic development initiatives to be paid for with the revenue while allowing the community flexibility to respond to opportunities.

The intent of the revenue recapture plan is to ensure that the BRC funding allocated to a project will continue to remain in the community fostering community and economic development activities. The following are some examples of eligible uses for recaptured funds: revolving loan fund, façade improvements, downtown development, beautification, marketing, matching funds for future grants and loans, public infrastructure improvements encouraging economic development, trainings and seminars, economic development studies and plans, and entrepreneurship initiatives. Revenue recaptured funds may be used for up to fifty percent (50%) of operations and management costs.

The plan must:

- identify projected revenue streams from the project and state the amount of revenue anticipated to be recaptured
- discuss how these recaptured funds will be managed
- state specifically how the recaptured funds will be utilized
- state goals and objectives that are consistent with existing community and economic development plans
- identify any additional funding and partnerships that may be involved
- details of the revenue recapture plan must be noted in the resolution of support

SECTION VIII: ADDITIONAL INFORMATION FOR LOAN REQUESTS

Skip this section if you are applying only for a grant.

A general BRC loan may be made to fund the entire funding request or fund a portion of the project in conjunction with a BRC grant request. A Special Assistance Loan may be used to loan additional funding in excess to the maximum BRC award amount and/or the full or partial funding of the required match.

The WBC Council will recommend an interest rate and a term for repayment. The State Loan and Investment Board will have final approval.

In addition to completing the application and providing all necessary documents, the following must be submitted:

- Proposed loan terms and interest rate.
- An additional resolution passed by the applicant stating the method of repayment and proposed security for the loan
- A summary of the applicant's total investments and cash balances for the two preceding years (Complete chart on the following page)
- A letter from the applicant's attorney addressing the following in detail:
    - The applicant's authority to enter into this BRC loan
    - The applicant's current indebtedness and borrowing capacity
    - Whether or not this loan will require an election
    - Method of repayment and any revenue sources
    - Affirmation that Wyoming State Constitutional debt provisions and all other applicable statutes will be followed.

Should an applicant be awarded a BRC loan, the applicant will have to enter into a loan agreement with the WBC.

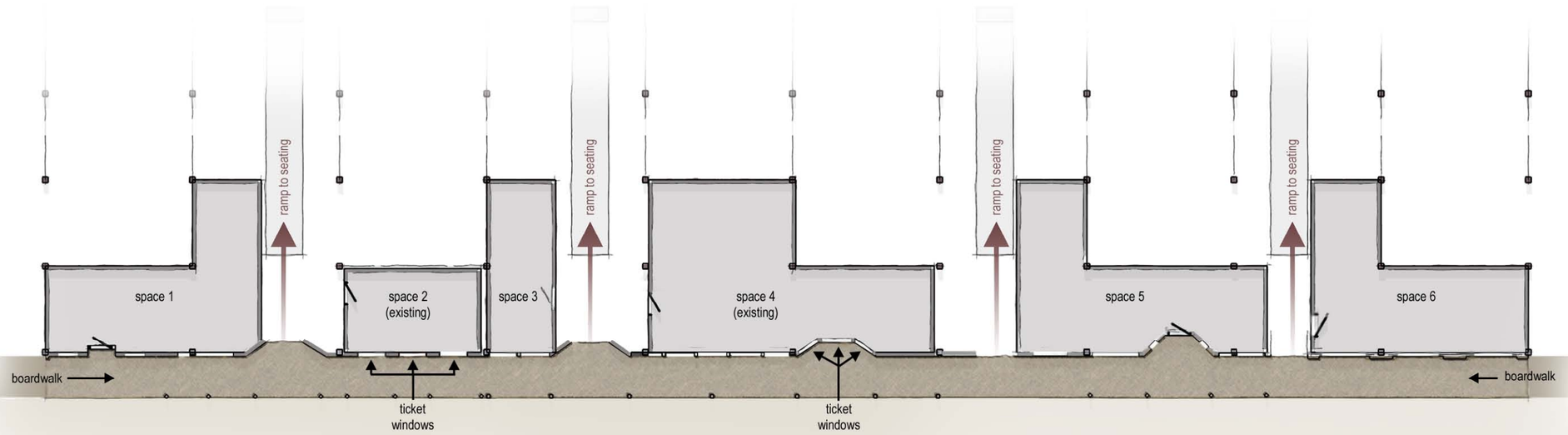
1. Identify the revenue source(s) that will be used to service loan debt for total public project costs.

2. List all sources of proposed security for the loan.

3. Complete following General Financial Information Form.

General Financial Information Form for BRC Loan Requests			
Financials prepared by:			
Date:			
Entity:			
Tax ID Number			
GENERAL FUND ANALYSIS	**Current FY**	**Previous Two FY's**	
	FY :	**FY :**	**FY :**
REVENUES			
Taxes			
Local Property Taxes			
Local Sales Tax			
Other Local			
Intergovernmental Revenues			
Other			
EXPENDITURES			
General Gov't.			
Physical Security			
Other			
ASSESSED VALUATION			
TOTAL MILLS LEVIED			
Provide Breakdown of the mill levy distribution for this FY			
TOTAL INVESTMENTS			
TOTAL CASH BALANCES			
	Current FY		
TOTAL BONDED AND NON-BONDED INDEBTEDNESS			
Principal Balance			
Interest Rate			
Remaining Term			
SALES AND USE TAX LEVY			

south elevation sketch
1"=16'
cody stampede park facade
january 29, 2013



plan sketch
1"=16'
cody stampede park facade
january 29, 2013

POINT ARCHITECTS

POINT ARCHITECTS

perspective looking north
cody stampede park facade model
february 5, 2013

POINT ARCHITECTS

above perspective
cody stampede park facade model
february 5, 2013

perspective looking east
cody stampede park facade model
february 5, 2013

POINT ARCHITECTS

REVENUE RECAPTURE PLAN

The Cody Stampede Board Western Façade Improvement is expected to generate revenue through lease rates from leasing valuable retail space to vendors and businesses in Cody to enhance visitor experience and to entice visitors to stay and play in Cody. It is anticipated that the lease rates will be between $6 to $14 per square foot of space leased. It is also anticipated that out of the 2,515 square feet available, seventy five percent (75%) will be available for lease while the other twenty five percent (25%) may be used for storage. It is likely the spaces will only be rented for four months, 15 days prior to June 1st, the months of June, July and August, and 15 days after August 31st. Therefore the revenues expected to be earned range from $3,772 to $8,801 over the course of 4 months. Electric utilities and garbage will be paid for by the Cody Stampede Board and are expected to cost $840 per season.

It is expected that 50% of the revenues earned will be earmarked to pay for operations and maintenance of the improvements which include utilities, taxes, insurance, improvements, repairs, etc. The remaining 50% will be earmarked to pay for future improvements to the Stampede Grounds such as the construction of an indoor arena and exhibit facility, future landscaping along the highway frontage, parking lot improvements, building improvements, etc. These funds will be earmarked and identified in a separate general ledger account and perhaps a different savings account should the Board choose to do so.

The future proposed improvements are consistent with the goals and objectives of this grant in further enhancing this asset to the community and making it the best it can be for positive visitor experiences and creating excitement and enthusiasm for our western heritage city. All of the projects would also include economic development by means of employing contractors to perform the work.

In summary,

RESOLUTION NO. 2014-02

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING BUSINESS COUNCIL-COMMUNITY ENHANCEMENT GRANT IN THE AMOUNT OF $175,000 TO ENCLOSE THE GRANDSTANDS CREATING A WESTERN FAÇADE AT THE CODY STAMPEDE GROUNDS FOR THE CODY STAMPEDE BOARD

FOR THE PURPOSE OF: Improving the Stampede Grounds Infrastructure by closing in the underneath side of the south side grandstands creating a western looking façade that can be used for storage and retail purposes.

WITNESSETH

WHEREAS, the Governing Body for the City of Cody, Wyoming desires to participate in the Wyoming Business Council – Community Enhancement Project, and;

WHEREAS, the Governing Body of the City of Cody, Wyoming recognizes that this project will provide a public benefit to the community by beautifying and creating excitement for our western town at the East Entrance to Cody from Yellowstone National Park, will build excitement and opportunity for visitor experiences to Cody, and will enhance economic opportunities for the businesses in Cody, WY and;

WHEREAS, the Wyoming Business Council Business Community Enhancement Program requires that certain criteria be met, as described in the Wyoming Business Council's Rules governing the program, and to the best of our knowledge this application will meet those criteria; and

WHEREAS, the Governing Body of the City of Cody, Wyoming plans to match the requested Business Committed Grant Program with funding provided by the Cody Stampede Board; and

WHEREAS, any cost for the project that goes over the grant amount will be paid for by the Cody Stampede Board as authorized in the Project Contingency and Development Agreement; and

WHEREAS, because this project will produce a revenue through the lease of retail space, a revenue recapture plan has been developed where fifty percent (50%) of the revenue earned will be used for operation and maintenance expenses and fifty percent (50%) will be saved for future improvements to the Cody Stampede Rodeo Grounds; and

WHEREAS, the City of Cody held a public hearing on February 18, 2014 and gave full consideration to all comments received;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING that a grant application in the amount of $242,450.50 be submitted to the Wyoming Business Council for consideration of assistance in funding the costs associated with the implementation of this project.

PASSED, APPROVED AND ADOPTED THIS 21st day of February 2012.

_____
Nancy Tia Brown, Mayor

ATTEST:

_____
Cynthia Baker, Administrative Services Officer

CERTIFICATE

I, Cynthia Baker, Administrative Services Officer, hereby certify that the foregoing Resolution was adopted by the City of Cody at a regular meeting held on February 18,

2014, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the minutes of the meeting.

_____

Administrative Services Officer

MEETING DATE: FEBRUARY 18, 2014

DEPARTMENT: PARKS,RECREATION AND PUBLIC FACILITIES

AGENDA ITEM SUMMARY REPORT

Annual Request for CHS Graduation Party 2014

ACTION TO BE TAKEN:

Request motion to pay cost out of contingency fund.

SUMMARY OF INFORMATION:

In recent years, the City Council has elected not to waive facility fees for local groups. However City Council has sponsored the annual Cody High School graduation party and paid a portion or all of the related fees out of the City Council contingency.

A group of local parents and students are organizing an all-night graduation celebration for the CHS Senior Class of 2014. This overnight activity is scheduled to be held at the Recreation Center and has been scheduled in the past for this event. The 2014 celebration is being planned on June 6 &7. The celebration will run from 9:00 pm on Friday June 6 to 4:00 am on Saturday June 7.

The normal closure time of the Recreation Center on Friday is 8:00 pm. The committee is planning a wide variety of activities for the “lock-in” style of party. Students will not be allowed to leave and re-enter the celebration. In addition to the chaperones from the graduation committee, a City Rec Center staff will also be on site.

FISCAL IMPACT

A minimum of one staff member will be scheduled to work this event. It is estimated that the direct salary cost to the City will be approximately $120.00.

The standard non-commercial rental fee for the Rec Center is as follows:

Gymnasiums	$450.00

AGENDA ITEM NO. _____

Multipurpose room	$100.00
Pool & Lifeguard fees	$143.00
Front desk staff	$120.00
Total	**$813.00**

ALTERNATIVES

1. Approve sponsoring the CHS graduation party in the amount not to exceed $813.00
2. Deny the request.
3. Funding not to exceed a different amount approved by City Council.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

Doyle Stout, Recreation Supervisor

Rick Manchester, Parks, Recreation & Public Facilities Director

Pam Conley, CHS Chairperson for the Class of 2014, 307-578-7135

AGENDA ITEM NO. _____

MEETING DATE:	FEBRUARY 18, 2014
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	STEPHEN PAYNE, PE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE, PE

AGENDA ITEM SUMMARY REPORT
PROFESSIONAL SERVICES CONTRACT

ACTION:

Award a professional services contract to Engineering Associates and authorize the Mayor to sign a professional services contract with said firm. The authorization should be subject to review and approval by the City Attorney and subject to authorization from the State Lands and Investment Board to begin to incur expenses on the project. The professional services contract shall include the Design, Bid, Construction Observation and Administration duties associated with the 16th Storm Sewer Project. This project will entail Storm Sewer and Water Main extensions.

The City received proposals from three (3) of the engineering firms within the municipal bounds of the City of Cody to provide this service – EA, GDA, and Holm, Blough and Company. The subcommittee of Landon Greer, Bryan Edwards, Jerry Fritz, Todd Stowell, and Utana Dye reviewed the proposals of the various firms and unanimously recommended EA to complete the project.

The subcommittee utilized a quality based selection process. Towards this end, the review of proposals did not include a review of price until after a recommendation had been determined. The cost estimates were provided to the City in sealed envelopes that were opened after all of the subcommittee had made their recommendations.

SUMMARY/Fiscal Impact:

In 2013, the Council authorized a $429,324 grant application to the State Lands and Investment Board for a storm drainage and water project on 16th Street from North Park to Stampede. Council authorized the expenditure of $299,323 from the Streets General Fund and $130,000 from the Water Enterprise Fund. The City will be reimbursed $214,662 from the State Lands and Investment Board.

The Professional Services Contract with EA is for a Not-to-Exceed price of $59,750.

A subcommittee comprised of three Council members and two staff members reviewed three (3) proposals from local engineering firms and recommended EA be awarded the professional services contract.

ALTERNATIVES

1. Award the professional services contract to Engineering Associates as recommended by the subcommittee.
2. Award the professional services contract to one of the other engineering firms.

RECOMMENDATION

The reviewing subcommittee comprised of Landon Greer, Bryan Edwards, Jerry Fritz, Todd Stowell, and Utana Dye recommends that the Mayor and Council award the professional services contract to Engineering Associates for the Design, Bid, Construction Observation and Administration duties associated with the 16th Storm Sewer Project. The reviewing subcommittee also recommends that the Council authorize the Mayor to sign the attached professional services contract with said firm subject to review and approval by the City Attorney and subject to authorization from the State Lands and Investment Board to begin to incur expenses on the project.

ATTACHMENTS

Contract

AGENDA & SUMMARY REPORT TO:

Rob Overfield– Engineering Associates

AGENDA ITEM NO. _____

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of February 18, 2014 ("Effective Date") between CITY OF CODY, WYOMING ("Owner") and ENGINEERING ASSOCIATES ("Engineer"). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows: 16th STREET @ STAMPEDE STORM DRAINAGE & WATER MAIN EXTENSIONS ("Project"). Reference City RFP dated January 21, 2014 and EA proposal submitted to City of Cody on February 3, 2014.

Engineer's Services under this Agreement are generally identified as follows: See Attached Appendix 2.

Owner responsibilities under this Agreement are generally identified as follows: Owner will pay for all application or permit fees, legal advertising/notices, filing fees, title company research and/or policies, and costs to locate or pothole utilities.

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner in writing, or if required because of changes in the Project, which changes shall be authorized in writing by the Owner, Engineer shall furnish services in addition to those set forth above.

B. Engineer shall complete its services within a reasonable time, or within the following specific time period: 5 months from the Effective Date of the Agreement.

C. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding 45 working days. The estimated costs for Resident Project Representative services during construction in this Agreement is based on 8 hours per day times 45 working days for construction. This time does not include construction administration. If the actual time to complete construction exceeds the number of days indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

Copyright ©2009 National Society of Professional Engineers for EJCDC. All rights reserved. (EA 2010)

2.01 *Payment Procedures*

A. *Invoices*: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

B. *Failure to Make Payments.* If payments for Engineer's services are not made by the Owner, the Owner is responsible for all attorney fees, legal fees, court costs, collection agency costs, and interest as outlined in Paragraph 2.01.A of the Agreement.

C. *Delivery of Documents.* The Engineer may withhold delivery of documents if the Owner has not made full payment for all services relating to preparation of the documents. See 5.01G.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of material failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a material failure to perform and a basis for termination.

b. By Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a material failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its material failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such material failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the

Copyright ©2009 National Society of Professional Engineers for EJCDC. All rights reserved. (EA 2010)

same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

4.01 *Successors, Assigns, and Beneficiaries*

A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

Copyright ©2009 National Society of Professional Engineers for EJCDC. All rights reserved. (EA 2010)

B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.

C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.

D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.

E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.

F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.

G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; ~~(3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer;~~ and (4) such limited license to Owner shall not create any rights in third parties.

H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting

Copyright ©2009 National Society of Professional Engineers for EJCDC. All rights reserved. (EA 2010)

from, or in any way related to the Project~~, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to $20,000 or the total amount of compensation received by Engineer, whichever is greater~~.

I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.

J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Project, plus reimbursable expenses and Engineer's consultants' charges, if any.

2. Engineer's Standard Hourly Rates are attached as Appendix 1.

3. The total compensation for services and reimbursable expenses shall not exceed $59,750.

7.02 *Additional Services*

A. For additional services of Engineer's employees engaged directly on the Project, Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times current standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

Copyright ©2009 National Society of Professional Engineers for EJCDC. All rights reserved. (EA 2010)

7.03 Cost Modifications

A. This agreement must be signed by both parties on or before February 21, 2014 or Engineer reserves the right to adjust the payment amounts outlined in Paragraph 7.01.

Attachments: Appendix 1, Engineer's Standard Hourly Rates
Appendix 2, Engineer's Scope of Services

Copyright ©2009 National Society of Professional Engineers for EJCDC. All rights reserved. (EA 2010)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

CITY OF CODY, WYOMING

Signed By: _____

Printed Name: Nancy Tia Brown

Title: Mayor

Date Signed: _____

Address for giving notices:

P.O. Drawer 2200

1338 Rumsey Avenue

Cody, Wyoming 82414

(307) 587-7511

Fax (307) 587-6532

ENGINEER:

ENGINEERING ASSOCIATES

Signed By: _____

Printed Name: Robert A. Overfield, PE

Title: Principal

Date Signed: _____

Professional License Number: WY 3962

Address for giving notices:

P.O. Box 1900

902 13th Street

Cody, Wyoming 82414

(307) 587-4911

Fax (307) 587-2596

Copyright ©2009 National Society of Professional Engineers for EJCDC. All rights reserved. (EA 2010)

This is **Appendix 1, Engineer's Standard Hourly Rates,** referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated February 18, 2014.

Engineer's Standard Hourly Rates

A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

3. The total compensation for services under Paragraph 7.01 shall not exceed $59,750 based on the following estimated distribution of compensation:

Task 1 – Project Meetings	$ 1,800
Task 2 - Design	$ 8,300
Task 3 – Plan & Project Manual	$ 5,500
Task 4 - Bidding	$ 4,100
Task 5 – Construction Administration	$13,400
Task 6 - Resident Project Representative	$26,650
TOTAL	**$59,750**

B. *Schedule of Hourly Rates:*

	Per Hour	January 1, 2014
ENGINEERING SERVICES		
Engineer's Aide	$ 53.00	
Resident Project Representative 1	$ 63.00	
Resident Project Representative 2	$ 68.00	
Resident Project Representative 3	$ 74.00	
Resident Project Representative 4	$ 80.00	
Technician 1	$ 63.00	
Technician 2	$ 68.00	
Technician 3	$ 74.00	
Technician 4	$ 80.00	

	Per Hour
Engineer-in-Training 1	$ 88.00
Engineer-in-Training 2	$ 94.00
Engineer 1	$103.00
Engineer 2	$113.00
Engineer 3	$117.00
Engineer 4	$125.00
Engineer 5	$129.00

SURVEYING SERVICES

Surveyor's Aide	$ 53.00
Survey Technician 1	$ 63.00
Survey Technician 2	$ 68.00
Survey Technician 3	$ 74.00
Survey Technician 4	$ 80.00
Land Surveyor-in-Training 1	$ 86.00
Land Surveyor-in-Training 2	$ 92.00
Land Surveyor 1	$100.00
Land Surveyor 2	$104.00
Land Surveyor 3	$109.00
Land Surveyor 4	$119.00

SUPPORT SERVICES

Administrative Assistant 1	$ 51.00
Administrative Assistant 2	$ 53.00
Administrative Assistant 3	$ 58.00
Drafter 1	$ 58.00
Drafter 2	$ 63.00
Drafter 3	$ 67.00
Drafter 4	$ 71.00

Travel time will be charged at the hourly rates shown above.

If personnel are worked over 40 hours per week to maintain the client's schedule, the time in excess of 40 hours per week will be billed at the rates shown above, plus 1.50 times the overtime premium paid to the personnel.

Reimbursable expenses for services performed on the date of the Agreement are:

EQUIPMENT CHARGES

Computer – CADD and Civil/GIS/Modeling Software	$ 20.00 per hour
Survey - Total Station or Laser/Digital Level/Handheld GPS	$ 10.00 per hour
Survey - Global Positioning System	$ 50.00 per hour
Vehicle - All Terrain	$ 10.00 per hour
Vehicle - Highway	$ 0.85 per mile
Vehicle – Highway (in lieu of mileage charge)	$ 30.00 per day

MISCELLANEOUS CHARGES

Commercial travel, meals, lodging, telephone, records, printing, and other vendor services will be charged at cost.

Subconsultant services will be charged at a rate of 1.10 times the billed rate.

COPYING AND ELECTRONIC SCANNING

Copies - 8 ½" x 11" and 8 ½" x 14"	$ 0.10 Each
Copies – 11" x 17"	$ 0.25 Each
Color Copies - 8 ½" x 11" and 8 ½" x 14"	$ 1.50 Each
Color Copies – 11" x 17"	$ 2.00 Each
Black and White Prints – Up to 24" x 36"	$ 5.00 per Sheet
Color Prints – Up to 24" x 36"	$ 10.00 per Sheet
Scanned Drawing to Electronic File	$ 12.00 Each Drawing
Reduction/Enlargement/Exact Scale of Scanned Drawings	$ 5.00 Each Drawing
CD for Electronic Files	$ 5.00 Each
Other Reproducible Products (i.e. Mylar, Vellum)	Negotiated

TESTING

Density Testing	$ 25.00 Each
Concrete Cylinder Break	$ 22.00 Each
Concrete Cylinder Mold	$ 3.00 Each
Asphalt or Concrete Cores	$ 35.00 Each
Pressure Recorder	$ 25.00 per day
Holiday Testing	$ 25.00 per day
Adhesion Testing	$ 25.00 per day
Dry Film Thickness Testing	$ 50.00 per day
Turbimeter	$ 50.00 per day
Current Velocity Meter and Datalogger	$100.00 per day

SURVEYING MATERIALS

Stake, lath, hub, spike, nail & shiner	$ 1.00 Each
Rebar (#5 x 24")	$ 1.00 Each
Conduit (1/2" x 5' EMT)	$ 3.00 Each
Paint (per can)	$ 5.00 Each
Steel Fence Post	$ 7.50 Each
Aerial Target	$ 50.00 Each
Special Materials	Negotiated

SURVEYING MONUMENTS

1 ½", 2" and 2 ½" Aluminum Cap	$ 8.00 Each
¾" Brass Cap and Rod	$ 50.00 Each
3 ½" Brass Tablet	$ 50.00 Each
3 ¼" WYDOT Markers	$ 80.00 Each
Monument Box	$100.00 Each

This is **Appendix 2, Engineer's Services,** referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated February 18, 2014.

Engineer's Services

A. Engineer's Services under this Agreement are generally identified as follows:

Task 1 – Project Meeting

1. Meet with City staff

Task 2 – Design – Water Main Extension & Storm Drainage Replacement

1. Contact Wyoming One-Call to request utility locates.
2. Collect field survey data including, topographical features, site features, road right-of-way monuments, and utility depth information from North Park Drive south on 16th Street, and east on South Park Drive and Stampede Drive.
3. Create plan and profile sheets from field data using City of Cody datum.
4. Review existing utility alignments (horizontal and vertical) to determine available location for new water main and storm drain.
5. Review location of existing and proposed storm drain inlets.
6. Provide design report summarizing pipe materials, pipe flow capacity, and appurtenance locations, as appropriate.
7. Prepare DEQ permit application.
8. Prepare Engineer's opinion of probable construction costs.
9. Provide RPR review of construction drawings and specifications.
10. Provide three (3) plan/specification sets to the City for review. Incorporate any modifications required by the City's review.
11. Conduct 10%, 50%, and 90% design review meetings with City staff.

Task 3 – Plan and Project Manual Preparation

1. Create construction drawings and specifications for water main, storm drain and associated project construction, including details.
2. Prepare Project Manual, including City of Cody standard specifications and EJCDC front end documents.

Task 4 – Bidding

1. Prepare advertisement for bids. Publishing fees paid by City.
2. Make construction drawings and project manual available to plan rooms and bidders, both electronically and hardcopy.
3. Conduct bid administration, including conducting a pre-bid meeting and preparation of minutes. Prepare and distribute addenda as needed.
4. Conduct bid opening, prepare bid tabulation, review submitted bids, and provide bid award recommendation.

Task 5 – Construction Administration

1. Prepare contract documents for the project and distribute accordingly.
2. Conduct pre-construction meeting with contractor, City, and other stakeholders.
3. Perform construction administration, including shop drawing review, construction staking, weekly field reports, pay estimates, and change orders.
4. Respond to field questions from RPR and/or contractor and provide written clarification if needed.
5. Conduct substantial completion walk-through and prepare punchlist. Verify final completion of punchlist items.
6. Prepare final construction report including all construction-related documents, record drawings and closeout documents. Record drawings provided will be electronic and hardcopy.
7. Schedule 11-month warranty inspection walk through.

Task 6 – Resident Project Representative (RPR)

1. Attend the pre-construction meeting.
2. Provide 8 hours per day, or as needed, of RPR services on the project. Based on 45 working days for construction.
3. Coordinate communication between Contractor, Engineer, and City.
4. Record field changes for use in preparing record drawings.
5. Verify shop drawing approvals against materials delivered to field and compliance with the construction drawings and specifications,
6. Prepare and distribute daily field reports (distributed weekly), monthly quantities used, and testing reports.
7. Oversee and document pipe pressure testing.
8. Provide density testing for backfill, subgrade, crushed base and asphalt, either by wheel rolling or using a nuclear gauge. Perform concrete testing and collect samples as needed to document compliance with specifications.
8. Attend substantial completion walk-through and assist in preparation of punchlist. Review project for final completion of punchlist items.

MEETING DATE:	FEBRUARY 18, 2014
DEPARTMENT:	CITY PLANNER
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

AGENDA ITEM SUMMARY REPORT
CLDC Subdivision

ACTIONS TO BE TAKEN
Approve the modifications to the CLDC preliminary plat, and approve the CLDC Final Plat, a 9-lot subdivision located along Road 2AB.

SUMMARY
The Cody Land Development Corporation (CLDC) has submitted the final plat application for the CLDC Subdivision. The property is approximately 119 acres in size and located along both sides of Road 2AB. With the exception of the hillside area on what is now Lot 5, which is zoned Industrial "E", all of the subdivision is zoned Heavy Industrial.

Preliminary Plat Modifications
The final plat is slightly different from the approved version of the preliminary plat in the following ways:

A. One lot has been eliminated: What were Lots 3 and 4 is now Lot 4, and Lot 10 was relabeled as Lot 3.
B. Lot boundaries north of the Harris Trucking lot have been rearranged (Lot 5 now contains the hillside in that area).
C. A new 10' natural gas easement is provided behind the 10' utility easement on the north side of 2AB (the natural gas line route is now planned along 2AB).
D. The 40-foot access and utility easement (Easement 2) has been removed from the area west of the access road to the City water tower; the remaining 40-foot access and utility easement is now entirely south of the 20-foot Rocky Mountain Power easement (it was north of the power line).

Additional differences simply relate to identification and labeling of easements and the conditions of preliminary plat approval.

The city subdivision ordinance does not have a clear process for modifications to an approved preliminary plat. It is recommended that the Council authorize the modifications to the preliminary plat by motion.

Final Plat Application Requirements
Items required of final plat applications include, as applicable, irrigation water right transfer documents, utility company statements commenting on the proposed plat and outlining how utilities will be installed, plans for improvements, covenants for any common areas/improvements, and evidence of ownership. The applicability of each item to this project is described below.

AGENDA ITEM NO. _____

Irrigation: In this case, there are no irrigation water rights.
Utility Company Statements: Energy West has provided a letter indicating the route of a natural gas main extension necessary to serve the subdivision, and an estimate of their costs for which the developer will be charged. TCT has submitted a letter indicating they have fiber optic cable at the boundary of the subdivision and are capable of delivering services in to the new lots.
Plans for Improvements: No formal plans for improvements (streets, water mains, sewer mains) are necessary for this project. We do not require plans for natural gas extensions, although an encroachment permit will be needed for the crossing of Road 2AB.
Covenants: No common areas are included in the subdivision.
Evidence of Ownership: A quit claim deed has been provided (technically not guarantee of ownership), and a title report for the area of Lots 1 and 2. The deed, title report, and county assessor data all show the land in the name of the Cody Land Development Corporation.
Easements: All identifiable easements of record appear to have been shown and/or noted on the final plat, with the exception of an unused water line easement for the City of Cody. The easement was intended to serve the water tank, but a separate easement was established and this one was not formally vacated. If the easement is not vacated prior to the final plat being recorded, it needs to be noted on the final plat. The intent is for it to be vacated.

Variances:
The following variances were granted at the time of preliminary plat approval by the City Council, and are noted on the final plat:
1. Waiver of installation of curb, gutter, sidewalk, and streetlights along Road 2AB, subject to an agreement to support and participate in a future improvement district for such. (11-4-2(Q))
   (Note: the agreement is included in the Certificate of Dedication language on the final plat.)
2. Variance from providing alleys (11-4-2(P)).
3. Variance to the block length requirement (11-4(-2(v)).
4. Variance for no sewer service line to Lot 10 *(Now Lot 3)*.
5. Variance to delay installation of electric services until the time of building permit on the affected lot(s). Each lot owner is responsible for actual costs of installation.

Preliminary Plat Conditions:
The conditions required with the preliminary plat approval are listed below, with a note indicating the status of the condition.
1. Provide a full title report and any other available documentation to ensure accuracy of the preliminary and final plats, including but not limited to the Rocky Mountain Power lines, gas transmission line, status of Road 2AB easement/right-of-way, and railroad turn around spurs.
   Comment: Although a formal title report (certificate issued by a title company) was not provided, a title search was conducted and copies of easements and deeds of record for the subject area were provided and reviewed. The information staff was looking for pertaining to the status of the Rocky Mountain Power line, Road 2AB right-of-way, railroad right-of-way, etc. was provided and is reflected on the final plat. Additional easements were found and are shown and/or noted on the final plat.
2. Submit an updated copy of the preliminary plat with, or prior to, the final plat, which includes all easements of record and easements required by the city and utility providers as necessary. All lots must have at least a 10-foot utility easement along their frontage and the 40-foot access

AGENDA ITEM NO. _____

easement must be for utilities as well. The Board reserves the right to impose additional requirements based on additional information provided with the updated preliminary plat.
Comment: An updated copy of the preliminary plat is in the process of being prepared. The utility easement is shown on the final plat, and the 40-foot easement is labeled for utilities as well. The Board did not have any additional requirements.

3. Also include the following notes on the preliminary plat and final plat:
   a. Change the note regarding drainage to the following: "All lot owners will be required to retain an engineer to analyze the drainage on each lot at the time of site plan submittal to the City for review and approval to assure that any proposed increase in runoff will be retained on site in an approved fashion."
   b. Note the variances granted using the language above.
   c. On the final plat include the standard language addressing the agreement to support and participate in a future improvement district for curb, gutter, sidewalk, and streetlights.

   Comment: All notes are included on the final plat.
4. Identify that Lot 10 does not need gas at this time.
   Comment: Staff now recommends a more general note indicating the status of utilities. The note is included in the recommended conditions of approval at the end of this report.
5. How the subdivision will be serviced with gas must be addressed with the final plat.
   Comment: Energy West has worked with the developer and has a revised plan, which includes running a main from the regulator station near the southeast corner of Lot 9, north along the east side of Lot 9, across Road 2AB, and west along the north side of Road 2AB all the way to the southeast corner of Lot 1-2 of the B&G Minor Subdivision (Block One, LLC lot). The estimate has been provided to the developer, who is responsible for installation.
6. The final plat application shall otherwise contain and comply with the City subdivision ordinance.
7. For Lot 5, the water tap fee must be paid at the time of final plat approval, and the developer is responsible for installation of a sewer tap to Lot 5.
   Comment: Payment of the water tap fee will need to occur prior to the mayor signing the final plat. A note about installation of sewer to Lot 5 has been incorporated into the general utility note recommended.

ALTERNATIVES:
Approve, approve with conditions, or deny the CLDC subdivision.

RECOMMENDATION:
The Planning and Zoning Board considered the final plat application and modifications to the preliminary plat at their February 11, 2014 meeting and made the following recommendations:

I. Approve the modifications to the CLDC preliminary plat, as reflected by the final plat.

II. Approve the CLDC final plat, subject to the following conditions:
   1. Add a note to the final plat reflecting the utility situations—something to the following effect: *At the time of recording of this subdivision, all lots except Lot 5 have water services and all lots except Lots 3 and 5 have sewer services. It is the responsibility of the developer to provide a water service and sewer service to Lot 5. Installation of the services must occur prior to, or in conjunction with, development of Lot 5. A variance was granted for no sewer service line for Lot 3. No natural gas services have been provided. It is the responsibility of*

AGENDA ITEM NO. _____

the developer to complete the gas main and gas service installations as determined by Energy West. Installation of electrical power services is explained in Variance #5.

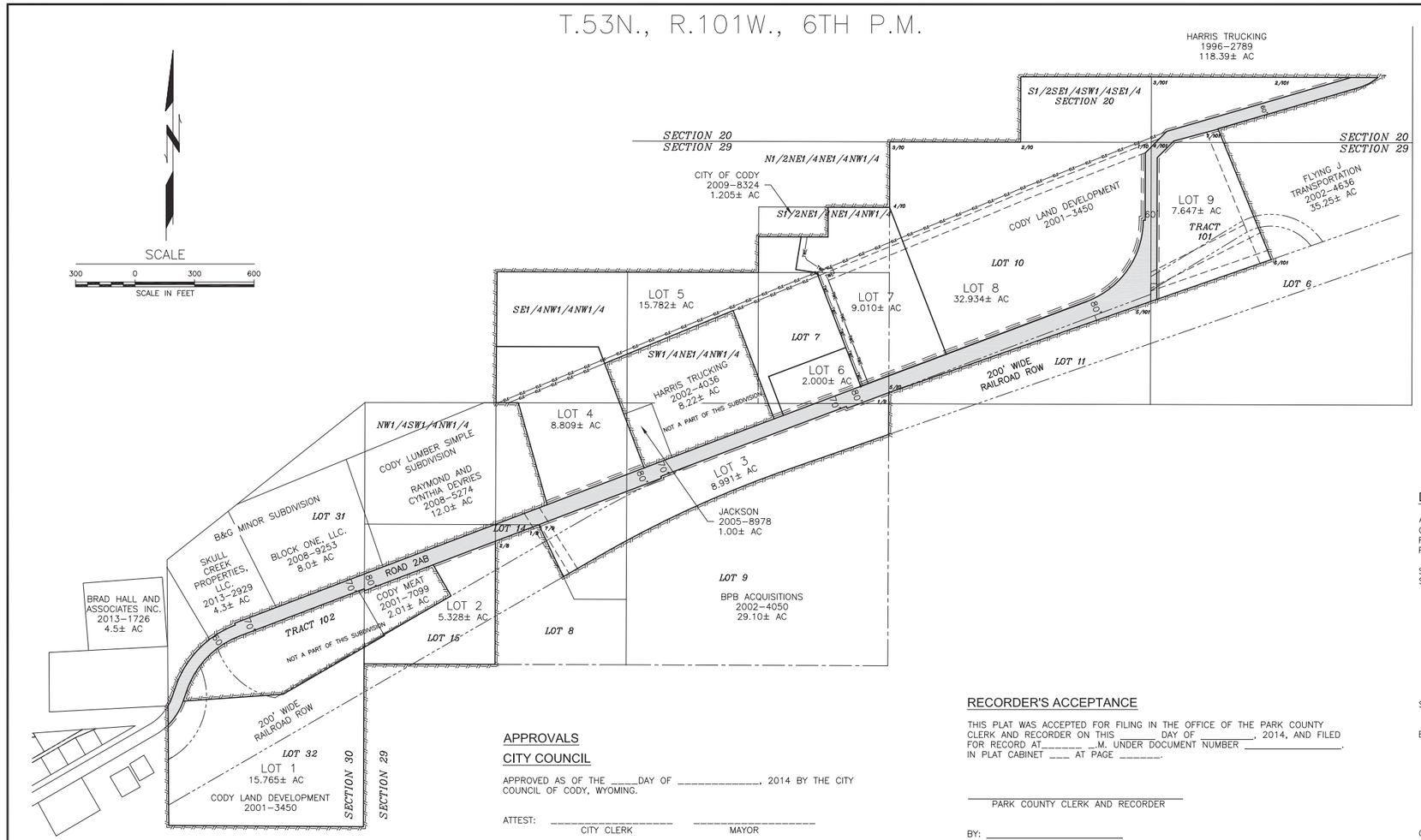
2. Payment of a minimum ¾" water tap fee for Lot 5, in the amount of $1,000.00, must be made prior to the mayor signing the final plat.
3. Payment of the electrical estimate in the amount of $15,006.84 must be made prior to the mayor signing the final plat.
4. The vacation of the unused city water line easement must occur prior to the plat being recorded as is; or, the plat needs to reflect the easement as existing.

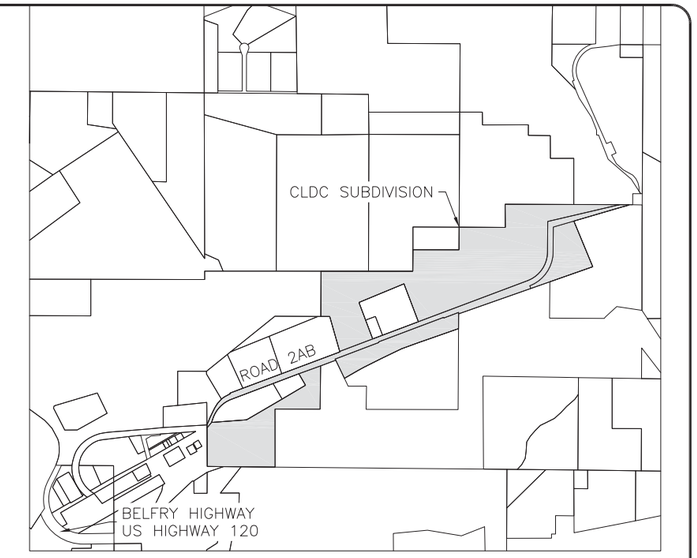
ATTACHMENTS:
Final Plat drawings

AGENDA & SUMMARY REPORT TO:
GDA Engineering
Rick Patton, Cody Land Development Corporation

AGENDA ITEM NO. _____

T.53N., R.101W., 6TH P.M.





VICINITY
SCALE= 1:1000

DESCRIPTION OF LANDS

A PARCEL OF LAND BEING DESCRIBED IN QUITCLAIM DEED 2001-3450 IN THE COUNTY RECORDER'S OFFICE OF PARK COUNTY, WYOMING, LOCATED WITHIN RESURVEY, T.53N., R.101W., 6TH P.M., CODY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

SECTION 20, S1/2SE1/4SW1/4SE1/4
SECTION 29, LOT 7
LOT 9
LOT 10
LOT 12
LOT 13
LOT 14
LOT 15
S1/2NE1/4NE1/4NW1/4
SW1/4NE1/4NW1/4
SE1/4NW1/4NW1/4
NW1/4SW1/4NW1/4
TRACT 101
SECTION 30, LOT 31
LOT 32

EXCEPTING THEREFROM THOSE PARCELS DESCRIBED IN THE FOLLOWING:
DOCUMENT NO. 2001-7099
DOCUMENT NO. 2002-4036
DOCUMENT NO. 2005-8978
DOCUMENT NO. 2008-5274
DOCUMENT NO. 2008-9253
DOCUMENT NO. 2013-2929
DOCUMENT NO. 2013-1726

CONTAINING 118.79 ACRES, MORE OR LESS.

LEGEND

CLDC SUBDIVISION BOUNDARY	
LOT LINES	
NEW EASEMENT LINE	
EXISTING ELECTRICAL EASEMENT	—ELE—ELE—ELE—ELE—ELE—ELE—
EXISTING TREATED WATERLINE EASEMENT	—TWE—TWE—TWE—TWE—TWE—TWE—
FOUND BRASS CAP	
FOUND ALUMINUM CAP	
FOUND IRON PIPE	
FOUND REBAR	
SET 5/8"X24" REBAR WITH 2 1/2" ALUMINUM CAP	
MEASURED DATA	S.89°56'51"E.-1318.62'
RECORD DATA	(S.89°54'00"E.-259.09')
PUBLIC LAND SURVEY SYSTEM LABELS	*LOT 11*
CLCD SUBDIVISION LOT LABELS	LOT 1

VARIANCES:

1. WAIVER OF INSTALLATION OF CURB, GUTTER, SIDEWALK, AND STREETLIGHTS ALONG ROAD 2AB, SUBJECT TO AN AGREEMENT TO SUPPORT AND PARTICIPATE IN A FUTURE IMPROVEMENT DISTRICT FOR SUCH (11-4-2(Q).
2. VARIANCE FROM PROVIDING ALLEYS (11-4-2(P)).
3. VARIANCE TO THE BLOCK LENGTH REQUIREMENT (11-4-2(v))
4. VARIANCE FOR NO SEWER SERVICE LINE TO LOT 3.
5. VARIANCE TO DELAY INSTALLATION OF ELECTRIC SERVICES UNTIL THE TIME OF BUILDING PERMIT ON THE AFFECTED LOT(S). EACH LOT OWNER IS RESPONSIBLE FOR ACTUAL COSTS OF INSTALLATION.

APPROVALS

CITY COUNCIL

APPROVED AS OF THE _____DAY OF _____, 2014 BY THE CITY COUNCIL OF CODY, WYOMING.

ATTEST: _____ _____
CITY CLERK MAYOR

CITY PLANNING AND ZONING BOARD

APPROVED AS OF THE _____DAY OF _____, 2014 BY THE PLANNING AND ZONING BOARD, CITY OF CODY, WYOMING.

_____
CHAIRMAN

WATER RIGHTS

NO WATER RIGHTS EXIST WITHIN THIS SUBDIVISION

BASIS OF BEARINGS

THE CITY OF CODY HORIZONTAL AND VERTICAL CONTROL SYSTEM WAS USED AS THE BASIS OF BEARINGS

NOTES

1. LANDS WITHIN THIS SUBDIVISION FALL UNDER ZONE E (INDUSTRIAL) AND HEAVY INDUSTRIAL.
2. ALL LOT OWNERS WILL BE REQUIRED TO RETAIN AN ENGINEER TO ANALYZE THE DRAINAGE ON EACH LOT AT THE TIME OF SITE PLAN SUBMITTAL TO THE CITY FOR REVIEW AND APPROVAL TO ASSURE THAT ANY PROPOSED INCREASE IN RUNOFF WILL BE RETAINED ON SITE IN AN APPROVED FASHION.
3. ALL LOTS HAVE EXISTING TREATED WATER AND SANITARY SEWER STUB OUTS, WITH THE EXCEPTION OF LOT 3, SEE VARIANCE REQUESTS, AND LOT 5. THE TREATED WATER TAP FEE MUST BE PAID FOR LOT 5 PRIOR TO FINAL PLAT. THE OWNER OF LOT 5 MUST INSTALL THE WATER AND SEWER SERVICE AT SUCH TIME THAT LOT 5 IS DEVELOPED WITH A SITE PLAN.
4. 12.989± ACRES OF ROAD 2AB RIGHT-OF-WAY WILL BE DEDICATED TO THE CITY OF CODY.
5. EXISTING UTILITY DEPTH OF BURY AND PIPE SIZE INFORMATION IS ON FILE WITH THE CITY OF CODY PUBLIC WORKS DEPARTMENT.
6. LOTS 1 AND 2 MAY REQUIRE COORDINATION AND ADDITIONAL PERMITTING FOR ACCESS OVER THE RAILROAD RIGHT-OF-WAY.

RECORDER'S ACCEPTANCE

THIS PLAT WAS ACCEPTED FOR FILING IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER ON THIS _____ DAY OF _____, 2014, AND FILED FOR RECORD AT_____ ..M. UNDER DOCUMENT NUMBER _____. IN PLAT CABINET ___ AT PAGE _____.

_____
PARK COUNTY CLERK AND RECORDER

BY: _____
DEPUTY

CERTIFICATE OF DEDICATION

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 LANDS NOTED HEREON IN THE DESCRIPTION OF LANDS.

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 HEREBY DEDICATE THE EASEMENTS AND RIGHTS-OF-WAY LABELED HEREON TO THE USES SO NOTED.

THAT SAID LANDS ARE SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY AND MINERAL RIGHTS OR RESERVATIONS OF RECORD.

THAT THE SOLE PURPOSE OF THE SUBDIVISION IS TO SUBDIVIDE THE LANDS AS SHOWN HEREON.

AND, THAT ANY RIGHTS BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY RELEASED AND WAIVED.

AND DO HEREBY AGREE TO PROMOTE AND PARTICIPATE IN AN IMPROVEMENT DISTRICT FOR CURB, GUTTER, AND SIDEWALK ON ROAD 2AB WHEN DEEMED NECESSARY BY THE CITY OF CODY. AND FURTHER, THAT THIS LANGUAGE SHALL BE CONTAINED IN EACH AND ALL CONVEYANCES OF RECORD.

IN WITNESS WHEREOF, THE SAID OWNER CODY LAND DEVELOPMENT COMPANY, WITH FREE CONSENT AND IN ACCORDANCE WITH THEIR DESIRES, HAVE CAUSED THEIR NAMES HEREON TO BE SUBSCRIBED THIS _____ DAY OF _____, 2014.

_____ _____
RICK PATTON
AUTHORIZED AGENT

ACKNOWLEDGMENT:

STATE OF WYOMING,)
)SS
COUNTY OF PARK,)

THE FOREGOING OWNER(S) CERTIFICATE WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 2014 BY RICK PATTON WITNESS MY HAND AND OFFICIAL SEAL: (WYOMING STATE LAW REQUIRES A NOTARY SEAL TO BE AFFIXED HEREON)

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

DATE OF PREPARATION: 1/20/2014

CERTIFICATE OF SURVEYOR

I, JUSTIN G. NESS, BEING A REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS FINAL PLAT AND FIELD SURVEY WERE MADE BY ME OR UNDER MY SUPERVISION AND THAT BOTH ARE ACCURATE TO THE BEST OF MY KNOWLEDGE AND IN COMPLIANCE WITH ALL STATE AND CITY STATUTORY PROVISIONS AND REGULATIONS. THIS PLAT AND SURVEY WERE CREATED FROM AN ACTUAL FIELD SURVEY PERFORMED ON 11/18/2013.

Professional Land Surveyor
JUSTIN G. NESS
14276
Date
WYOMING

JUSTIN G. NESS
WYOMING PLS 14276

FINAL PLAT

SHOWING

CLDC SUBDIVISION

WITHIN

SECTIONS 20, 29 AND 30
RESURVEY, T.53N., R.101W., 6TH P.M.
PARK COUNTY, WYOMING
CODY LAND DEVELOPMENT CORPORATION, CODY, WY

PROJECT NO: 131275

GDA ENGINEERS
ENGINEERING • SURVEYING • PLANNING
1508 STAMPEDE AVE., CODY, WYOMING 82414

EASEMENTS OF RECORD

	GRANTEE	TYPE	BOOK AND PAGE
A	CITY OF CODY	30' WIDE ELECTRICAL UTILITY EASEMENT	2011–5951
B	CITY OF CODY AND TCT WEST, INC.	10' WIDE ELECTRICAL AND FIBER OPTIC EASEMENT	2011–5330
C	CITY OF CODY	30' WIDE UTILITY RIGHT–OF–WAY AND EASEMENT	2011–3714
D	CITY OF CODY	60' WIDE UTILITY RIGHT–OF–WAY AND EASEMENT	2009–8323
E	ENERGY WEST WYOMING, A DIVISION OF ENERGY WEST INC.	60' WIDE RIGHT–OF–WAY	2002–3154
F	PARK COUNTY	COUNTY ROAD RIGHT–OF–WAY	169–805
G	PACIFICORP	20' WIDE RIGHT–OF–WAY	2000–6796

EASEMENTS CREATED THIS SUBDIVISION

	GRANTEE	TYPE	ENCUMBERED LOTS
1	CITY OF CODY	10' WIDE UTILITY EASEMENT	1–9
2	OWNERS OF LOTS 5, 7 & 8	40' WIDE ACCESS EASEMENT TO BENEFIT THE OWNERS OF LOTS 5, 7 & 8. 40' WIDE UTILITY EASEMENT TO BENEFIT THE CITY OF CODY.	7 & 8
3	ENERGY WEST	10' WIDE GAS LINE EASEMENT TO BENEFIT ENERGY WEST.	4–8
4	ROCKY MOUNTAIN POWER	20' WIDE UTILITY EASEMENT CENTERED ALONG EXISTING POWER POLES	4, 5, 7, 8

LEGEND

- CLDC SUBDIVISION BOUNDARY
- LOT LINES
- NEW EASEMENT LINE
- EXISTING ELECTRICAL EASEMENT
- EXISTING UTILITY EASEMENT (2011–3714)
- FOUND BRASS CAP
- FOUND ALUMINUM CAP
- FOUND IRON PIPE
- FOUND REBAR
- FOUND HIGHWAY MONUMENT
- SET 5/8"X24" REBAR WITH 2 1/2" ALUMINUM CAP
- MEASURED DATA — S.89°56'51"E.–1318.62'
- RECORD DATA — (S.89°54'00"E.–259.09')
- PUBLIC LAND SURVEY SYSTEM LABELS — LOT 11
- CLCD SUBDIVISION LOT LABELS — LOT 1

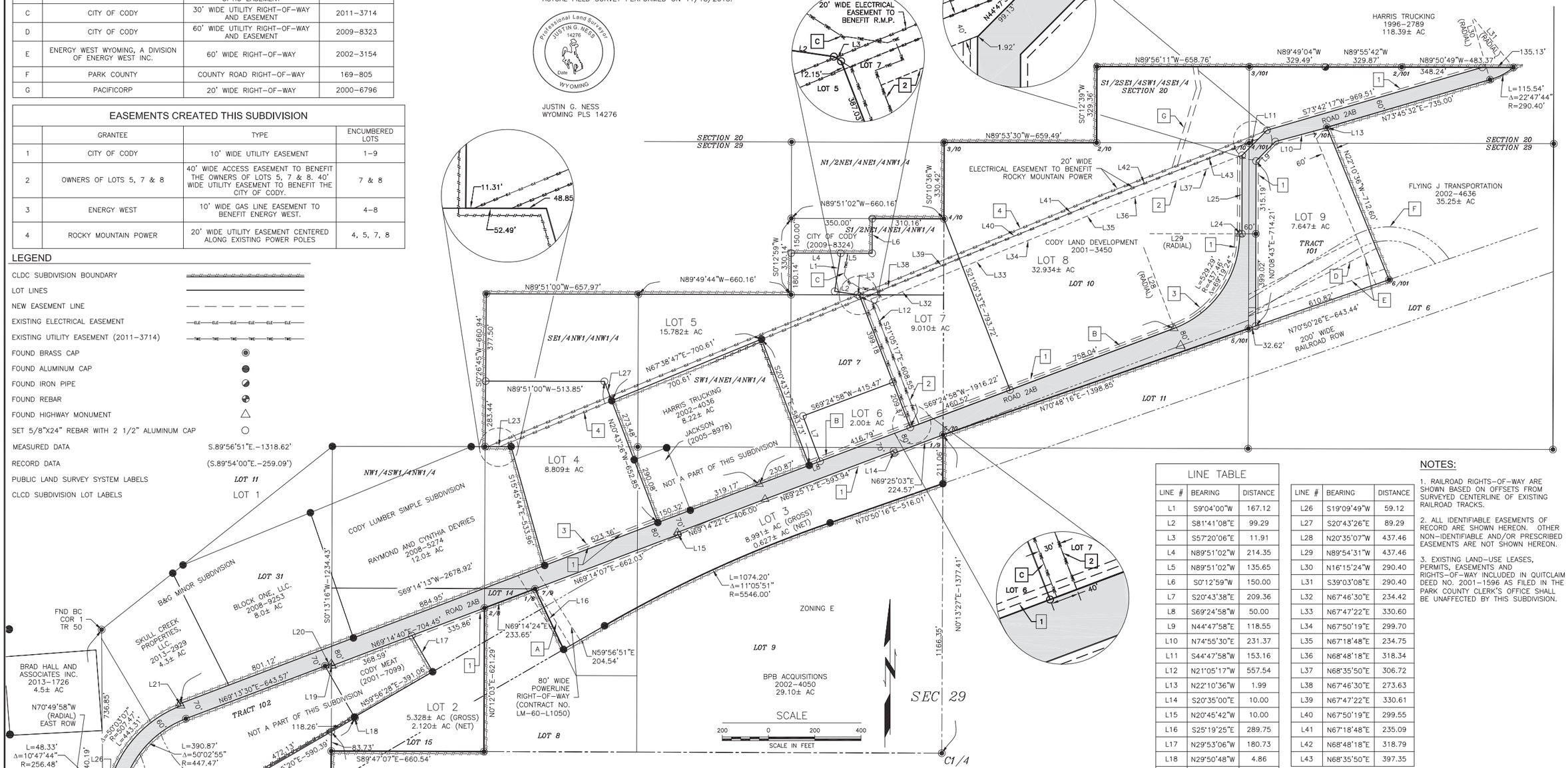
CERTIFICATE OF SURVEYOR

I, JUSTIN G. NESS, BEING A REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY THAT THIS FINAL PLAT AND FIELD SURVEY WERE MADE BY ME OR UNDER MY SUPERVISION AND THAT BOTH ARE ACCURATE TO THE BEST OF MY KNOWLEDGE AND IN COMPLIANCE WITH ALL STATE AND CITY STATUTORY PROVISIONS AND REGULATIONS. THIS PLAT AND SURVEY WERE CREATED FROM AN ACTUAL FIELD SURVEY PERFORMED ON 11/18/2013.

Professional Land Surveyor JUSTIN G. NESS 14276 Date WYOMING

JUSTIN G. NESS
WYOMING PLS 14276

T.53N., R.101W., 6TH P.M. (RESURVEY)



LINE TABLE

LINE #	BEARING	DISTANCE
L1	S9°04'00"W	167.12
L2	S81°41'08"E	99.29
L3	S57°20'06"E	11.91
L4	N89°51'02"W	214.35
L5	N89°51'02"W	135.65
L6	S0°12'59"W	150.00
L7	S20°43'38"E	209.36
L8	S69°24'58"W	50.00
L9	N44°47'58"E	118.55
L10	N74°55'30"E	231.37
L11	S44°47'58"W	153.16
L12	N21°05'17"W	557.54
L13	N22°10'36"W	1.99
L14	S20°35'00"E	10.00
L15	N20°45'42"W	10.00
L16	S25°19'25"E	289.75
L17	N29°53'06"W	180.73
L18	N29°50'48"W	4.86
L19	S19°52'23"E	9.95
L20	N69°19'23"E	29.25
L21	S20°42'13"E	10.01
L22	N19°12'21"E	59.40
L23	S89°54'37"E	112.65
L24	S89°56'35"W	9.79
L25	S0°08'43"W	339.89
L26	S19°09'49"W	59.12
L27	S20°43'26"E	89.29
L28	N20°35'07"W	437.46
L29	N89°54'31"W	437.46
L30	N16°15'24"W	290.40
L31	S39°03'08"E	290.40
L32	N67°46'30"E	234.42
L33	N67°47'22"E	330.60
L34	N67°50'19"E	299.70
L35	N67°18'48"E	234.75
L36	N68°48'18"E	318.34
L37	N68°35'50"E	306.72
L38	N67°46'30"E	273.63
L39	N67°47'22"E	330.61
L40	N67°50'19"E	299.55
L41	N67°18'48"E	235.09
L42	N68°48'18"E	318.79
L43	N68°35'50"E	397.35

NOTES:

1. RAILROAD RIGHTS–OF–WAY ARE SHOWN BASED ON OFFSETS FROM SURVEYED CENTERLINE OF EXISTING RAILROAD TRACKS.

2. ALL IDENTIFIABLE EASEMENTS OF RECORD ARE SHOWN HEREON. OTHER NON–IDENTIFIABLE AND/OR PRESCRIBED EASEMENTS ARE NOT SHOWN HEREON.

3. EXISTING LAND–USE LEASES, PERMITS, EASEMENTS AND RIGHTS–OF–WAY INCLUDED IN QUITCLAIM DEED NO. 2001–1596 AS FILED IN THE PARK COUNTY CLERK'S OFFICE SHALL BE UNAFFECTED BY THIS SUBDIVISION.

DESCRIPTION OF ROAD 2AB DEDICATED TO THE CITY OF CODY

BEING A PARCEL OF LAND WITHIN THE SE1/4 OF SECTION 20, THE N1/2 OF SECTION 29, AND THE E1/2 OF SECTION 30, RESURVEY, T.53N., R.101W., 6TH P.M., PARK COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT BEING THE INTERSECTION OF THE SOUTH RIGHT–OF–WAY LINE OF ROAD 2AB AND THE WEST LINE OF LOT 32, T.53N., R.101W., 6TH P.M., FROM WHICH A 3 1/4" BRASS CAP MARKING THE SOUTHWEST CORNER OF SAID LOT 32, BEARS S.0°21'31"E., 506.61 FEET; THENCE ALONG THE SOUTH RIGHT–OF–WAY LINE NORTHEASTERLY THROUGH A CURVE BEING CONCAVE NORTHWESTERLY, THROUGH A CENTRAL ANGLE OF 26°03'33", A RADIUS OF 316.48 FEET, AN ARC LENGTH OF 143.94 FEET; THENCE N.19°12'21"E., 59.40 FEET, TO A POINT OF CURVE; THENCE NORTHEASTERLY ALONG SAID CURVE BEING CONCAVE SOUTHEASTERLY, THROUGH A CENTRAL ANGLE OF 50°02'55", A RADIUS OF 447.47 FEET, AN ARC LENGTH OF 390.87 FEET; THENCE N.69°13'30"E., 643.57 FEET; THENCE N.69°19'23"E., 29.25 FEET; THENCE S.19°52'23"E., 9.95 FEET; THENCE N.69°14'40"E., 704.45 FEET; THENCE N.69°14'24"E., 233.65 FEET; THENCE N.69°14'07"E., 662.03 FEET; THENCE N.20°45'42"W., 10.00 FEET; THENCE N.69°14'22"E., 406.00 FEET; THENCE N.69°25'12"E., 593.94 FEET; THENCE S.20°35'00"E., 10.00 FEET; THENCE N.69°25'03"E., 224.57 FEET; THENCE N.70°48'16"E., DEPARTING FROM SAID ROAD 2AB RIGHT–OF–WAY, 1398.85 FEET; THENCE N.70°50'26"E., 32.62 FEET; THENCE N.0°08'43"E., ALONG THE EASTERLY RIGHT–OF–WAY LINE OF ROAD 2AB, PROJECTED SOUTHERLY, 714.21 FEET; THENCE N.44°47'58"E., 118.55 FEET; THENCE N.74°55'30"E., 231.37 FEET, TO LINE 6–7 OF TRACT 101, T.53N., R.101W., 6TH P.M.; THENCE N.22°10'36"W., ALONG SAID LINE 6–7, 1.99 FEET; THENCE N.73°45'32"E., ALONG LINE 7–8 OF SAID TRACT 101, 735.00 FEET, TO A POINT OF CURVE; THENCE NORTHEASTERLY ALONG LINE 8–1 OF SAID TRACT 101, THROUGH A CURVE BEING CONCAVE NORTHWESTERLY, HAVING A RADIAL BEARING OF N.16°15'24"W., THROUGH A CENTRAL ANGLE OF 22°47'44", A RADIUS OF 290.40 FEET; AN ARC LENGTH OF 115.54 FEET; THENCE N.89°50'49"W., ALONG LINE 1–2 OF SAID TRACT 101, 135.13 FEET; THENCE S.73°42'17"W., 969.51 FEET; THENCE S.44°47'58"W., 153.16 FEET; THENCE S.0°08'43"W., 339.89 FEET; THENCE S.89°56'35"W., 9.79 FEET; THENCE SOUTHWESTERLY THROUGH A CURVE BEING CONCAVE NORTHWESTERLY, HAVING A RADIAL BEARING OF N.89°54'31"W., THROUGH A CENTRAL ANGLE OF 69°19'24", A RADIUS OF 437.46 FEET, AN ARC LENGTH OF 529.29 FEET; THENCE S.69°24'58"W., 1916.22 FEET; THENCE S.69°14'13"W., 2678.92 FEET; THENCE S.20°42'13"E., 10.01 FEET; THENCE SOUTHWESTERLY THROUGH A CURVE BEING CONCAVE SOUTHEASTERLY, THROUGH A CENTRAL ANGLE OF 50°03'07", A RADIUS OF 507.47 FEET, AN ARC LENGTH OF 443.31 FEET; THENCE S.19°09'49"W., 59.12 FEET; THENCE SOUTHWESTERLY THROUGH A CURVE BEING CONCAVE NORTHWESTERLY, THROUGH A CENTRAL ANGLE OF 10°47'44", A RADIUS OF 256.48 FEET, AN ARC LENGTH OF 48.33 FEET, TO A POINT ON THE WEST LINE OF SAID LOT 32; THENCE S.0°21'31"E., ALONG SAID WEST LINE, 96.73 FEET MORE OR LESS, TO THE POINT OF BEGINNING, SAID POINT BEING THE END POINT OF THIS DESCRIPTION.

CONTAINING 12.989 ACRES, MORE OR LESS.

SURVEY COMPLETED
DATE: 11/18/2013
BY: LP

REVIEWED BY: JN

DATE OF PREPARATION: 1/20/2014

FINAL PLAT

SHOWING

CLDC SUBDIVISION

WITHIN

SECTIONS 20, 29, AND 30
RESURVEY, T.53N., R.101W., 6TH P.M.
PARK COUNTY, WYOMING
CODY LAND DEVELOPMENT CORPORATION, CODY, WY

PROJECT NO: 131275

GDA ENGINEERS
ENGINEERING • SURVEYING • PLANNING
1508 STAMPEDE AVE., CODY, WYOMING 82414