

City of Cody City Council  
AGENDA

Tuesday, February 17, 2015 – 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

February 19<sup>th</sup> –22<sup>nd</sup> - Wyoming Senior Winter Olympics

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 1/29/15, 1/30/15, and Regular Meeting Minutes from 2/3/15.
- b. Approval of vouchers and payroll in the amount of \$1,486,376.08.
- c. Approve the updated Financial Management Policy.
- d. Consider a request from the Cody Events Committee to close Sheridan Avenue between 9<sup>th</sup> and 14<sup>th</sup> Streets on Saturday, March 14<sup>th</sup> for the annual St. Patrick's Day Parade, with the street closer beginning at 3:30 p.m. contingent upon approval from WYDOT and providing liability insurance for this event, the City sponsor other associated staffing and equipment cost in the amount of \$1,810.39 to be funded out of the Lodging Tax fund and authorize the closure of 12<sup>th</sup> Street between Beck and Sheridan Avenues from 11:30 a.m. to 3:30 p.m. with conditions outlined by staff.
- e. Consider a request by Clark Management Company to close 12th Street between Sheridan Avenue and Beck Avenue on Friday, May 8, 2015 at 9:00 a.m. through Sunday, May 10, 2015 at 7:00 a.m. for the Best of the Rockies Horse Sale, authorize the use of additional barricades from the City to close off the alleys between Sheridan and Beck and to close 12th Street at Sheridan and Beck, consider a request from the Irma Hotel for an open container permit for Saturday, May 9, 2015 from 10:00 a.m. to midnight, and approve with the recommendations outlined by staff.
- f. Consider a request by the Cody Gunfighter's to close 12th Street between Sheridan Avenue and the first alley south of Sheridan Avenue from June 1, 2015 through September 30, 2015 from 5:30 p.m. to 7:00 p.m. for their nightly event, approve discharge of firearm within the City of Cody and approve with other recommendations outlined by staff.
- g. Consider a request from Tim Buckstead and Thad Fitzgerald for the closure of 12<sup>th</sup> Street, between Sheridan Avenue and the alley south of Beck, from 3:00

p.m. to Midnight on Saturday, August 1st for a street dance as an after party event associated with the Iron Horse Rodeo, along with approving an open container permit requested by the Irma Hotel for this event. Authorize the Chief of Police or his designee the authority to close said event if situations warrant such action and request a copy of liability insurance from both promoters for the event.

- h. Declare approximately 26 used power poles as surplus and approve the request from Northwest College use of the poles for a project associated with the USDA specialty Crop Grant Program.
- i. Consider a request from Jeremy Johnston, on behalf of the Buffalo Bill Center of the West, to close Coe Circle in front of the Statute for approximately 60 minutes on Thursday, February 26, 2015 for the Annual FFA wreath laying ceremony and allow traffic to be directed north through West Park Hospital's small parking lot.
- j. Declare equipment as surplus and authorize staff to proceed with the sale of these items through an online auction process.
- k. Consider authorizing the Mayor to enter into and sign a one-year agreement, with a two year renewal option with the City of Cody and the Cody Country Chamber of Commerce to conduct the Wild West Extravaganza event on July 2, 3, and 4, 2015. Consider a request for the street closure of 9<sup>th</sup> and 10<sup>th</sup> Streets between Beck and Sheridan Avenues, and Beck Avenue between 9<sup>th</sup> and 10<sup>th</sup> Streets for either vendors or vendor parking for said event starting July 2<sup>nd</sup> through July 4<sup>th</sup>.
- l. Consider extending the existing operating agreement between the City of Cody and the Shoshone Recreation District through October 5, 2015.

**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

## 3. Conduct of Business

- a. Consider appointing Ted Lee, Diane Russell and Jack Skates to the Wyoming Veterans Memorial Park Steering Committee for a one year term ending December 31, 2015.
- b. Consider a request from the Cody Chamber to hold a Color Dash 5K Event with exclusive use of Markham and New Cody Reservoirs walking/running paths and the exclusive use of the Loins Park on Saturday, August 8, 2015.

Staff Reference: Rick Manchester, Parks, Public Facilities &  
Recreation Director

Spokesperson: Tia Mitchell, Events Coordinator, CCC

- c. Consider approving the final plat for the Rebel Row Minor Subdivision, a four-lot subdivision on the west side of Stone Street and north of Cougar Avenue with recommendations provided by the Planning and Zoning Board.

Staff Reference: Todd Stowell, City Planner

- d. **ORDINANCE 2015-01 – THIRD AND FINAL READING  
AN ORDINANCE REZONING 1414, 1420 AND 1426 STAMPEDE AVENUE LOCATED WITHIN THE CITY OF CODY, PARK COUNTY, WYOMING TO LIMITED BUSINESS (D-1).**

Staff Reference: Todd Stowell, City Planner

- e. **ORDINANCE 2015-02 – FIRST READING  
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8, CHAPTER 1, ARTICLE II AND ARTICLE III, OF THE CODY CITY CODE TO MODIFY MUNICIPAL ELECTRICAL SUPPLY AND ELECTRICAL RATES.**

Staff Reference: Steve Payne, Public Works Director

- f. **RESOLUTION 2015-05  
A RESOLUTION AUTHORIZING THE SUBMISSION OF A COUNTY WIDE CONSENSUS BLOCK GRANT APPLCIATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVENRING BODY FOR PARK COUNTY, WYOMING FOR REALLOCATION OF UNUSED FUNDS FOR A PARKING LOT PROJECT.**

Staff Reference: Cindy Baker, Administrative Services Officer

- 4. Tabled Items
- 5. Matters from Staff Members
- 6. Matters from Council Members
- 7. Adjournment

**City of Cody**  
**Council Proceedings**  
**Thursday, January 29, 2015**

A special meeting of the Cody City Council was held in Council Chambers of Cody City Hall on Thursday, January 29, 2015 at 4:15 p.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Karen Ballinger, Landon Greer, Jerry Fritz, Steve Miller and Stan Wolz, City Administrator, Barry Cook, City Attorney Scott Kolpitcke and Cindy Baker, Administrative Services Officer

Absent: None

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

The Governing Body reviewed February 3, 2015 agenda. No action was taken.

The Governing Body received the annual Identity Theft Report along with a review of the Financial Management Policy. No action was taken.

Leslie Brumage, Finance Officer provided information and discussion was hold on the Mid-year Review for the City of Cody. No action was taken.

Mayor Brown adjourned the meeting at 6:34 p.m.

---

Cindy Baker  
Administrative Services Officer

---

Nancy Tia Brown  
Mayor

**City of Cody**  
**Council Proceedings**  
**Friday, January 30, 2015**

A special meeting of the Cody City Council was held at the Bull Moose Guest Ranch in Cody, Wyoming on Friday, January 30, 2015 at 8:30 a.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Mtg'Dcm'pi gt, Landon Greer, Steve Miller, Stan Wolz and Barry Cook, City Administrator, Scott Kolpitcke, City Attorney and Cindy Baker, Administrative Services Officer.

Absent: Council Member Jerry Fritz

Other Staff: Leslie Brumage, Finance Officer, Rick Manchester, Parks, Public Facilities and Recreation Director, Steve Payne, Public Works Director, Todd Stowell, City Planner, 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 wage and benefits and the wellness initiative for City of Cody employees; provided staff with direction, as well as, assigned Council Members Karen Ballinger, Landon Greer and Donny Anderson to a subcommittee as it related to the Planning and Zoning Ordinances; an update on the citizen academy was provided, along with an update on the Shoshone Recreation Districts' Beck Lake Beach Project; a review of proposed grant opportunities and budget in general was discussed. No action was taken.

Council Member Miller made a motion seconded by Council Member Wolz to enter into an Executive Session at 1:30 p.m. pursuant to Wyoming State Statue 16-4-405(a)(x) – personnel matters and matters considered confidential by lay pursuant to Wyoming State Statue 16-4-405(a)(ix). Council Member Miller made a motion seconded by Council Member Greer to exit the Executive Session at 2:15 p.m. No Action was taken.

There being no further discussion, the meeting adjourned at 2:16 p.m.

---

Cindy Baker  
Administrative Services Officer

---

Nancy Tia Brown  
Mayor

**City of Cody  
Council Proceedings  
Tuesday, February 3, 2015**

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, February 3, 2015 at 7:00 p.m.

Present: Mayor Nancy Tia Brown, Council Members Donny Anderson, Karen Ballinger, Jerry Fritz, Steve Miller and Stan Wolz, City Administrator Barry Cook, City Attorney Scott Kolpitcke and Administrative Services Officer, Cindy Baker.

Absent: Council Member Greer.

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

Council Member Miller made a motion seconded by Council Member Wolz to approve the agenda as amended increasing the voucher total by \$973.66. Vote was unanimous.

The Mayor and Council recognized Al Schulz and Mark Aragon for being the World Series Team Roping Champions.

Perry Rockvam, Chief of Police introduced Police Officer Stephen O'Donnell, while Cindy Baker, Administrative Services Officer performed the Oath of Office. Cindy Baker also introduced and performed the Oath of Office for Annalea Avery, Administrative Analyst and Deputy Clerk.

Mayor Brown Proclaimed February 7-14, 2015 as Wyoming Public Radio Week.

Council Member Miller made a motion seconded by Council Member Ballinger to approve the consent calendar as amended to including approval of Special Meeting from 1/15/15 and Regular Meeting Minutes from 1/20/15; approval of vouchers and payroll in the amount of \$498,521.83; authorize the Mayor to sign the agreement granting Wyoming Municipal Power Agency the power to execute the Federal LAP contracts; authorize the Mayor to sign Form E-115A agreement to sell 350,000 gallons of water to the Wyoming Department of Transportation at a price of \$5.20 per thousand gallons. Vote was unanimous.

At 7:29 p.m. Mayor Brown entered into a Public Hearing to determine if it is in the public interest for the City of Cody and the Cody Cupboard to apply for a Community Development Block Grant from the Wyoming Business Council in the amount of \$375,000 for the renovating of an existing City of Cody building located 602 15<sup>th</sup> St. Cindy Baker, Administrative Service Officer provided background information. Michelle Henry, Cody Cupboard spoke in reference to the Cody Cupboard staff, renovation of the building and overall benefit of this grant. Terry Hinkle, President, Cody Council of Aging spoke in reference of concerns of parking, however noted after discussing with the Mayor and City Administrator these concerns have been address and noted the CCA board is in support of this project. After calling for comments three times and there being none further, Mayor Brown closed the public hearing at 7:40 p.m.

Council Member Wolz made a motion seconded by Council Member Anderson to authorize an Open Container Permit for the Cody Ice Climbing Festival on Saturday, February 14, 2015 from 7:00 p.m. – 10:00 p.m. in the West parking lot adjacent to the City of Cody Auditorium with recommendations outlined by staff. Vote was unanimous.

**RESOLUTION 2015-02**

**A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE WYOMING BUSINESS COUNCIL-BUSINESS READY COMMUNITIES PROGRAM FOR A COMMUNITY DEVELOPMENT BLOCK GRANT.** Council Member Miller made a motion seconded by Council Member Ballinger to pass RESOLUTION 2015-02. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Anderson to approve a contract for the purchase of property in Cody, Park County, Wyoming from Wilder Enterprises, a Wyoming General Partnership for \$150,000 with conditions outline in contract and authorize the Mayor to sign any and all documents necessary to purchase the property with the change a plaque would be purchased by sellers. Voting in favor were Council Member Ballinger, Fritz, Miller, Anderson and Mayor Brown; voting opposed was Council Member Wolz. Motion carried.

**RESOLUTION 2015-03**

**A RESOLUTION AUTHORIZING WYOMING MUNICIPAL POWER AGENCY THE POWER TO EXECUTE THE FEDERAL LOVELAND AREA PROJECTS CONTRACTS.** Council Member Ballinger made a motion seconded by Council Member Anderson to pass RESOLUTION 2015-03. Vote was unanimous.

**RESOLUTION 2015-04**

**A RESOLUTION ADOPTING THE 2015 ELECTRICAL DISTRIBUTION STANDARDS POLICY.** Council Member Fritz made a motion seconded by Council Member Anderson to pass RESOLUTION 2015-04. Vote was unanimous.

**ORDINANCE 2015-01 – SECOND READING**

**AN ORDINANCE REZONING 1414, 1420 AND 1426 STAMPEDE AVENUE LOCATED WITHIN THE CITY OF CODY, PARK COUNTY, WYOMING TO LIMITED BUSINESS (D-1).** Council Member Fritz made a motion seconded by Council Member Wolz to pass ORDINANCE 2015-01 on SECOND READING. Vote was unanimous.

There being no further business, Mayor Brown adjourned the meeting at 8:38 p.m.

---

Cynthia Baker  
Administrative Services Officer

---

Nancy Tia Brown  
Mayor

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
<b>813-NCPERS WYOMING</b>							
<b>125412</b>							
	01312015	PREMIUM	02/02/2015	432.00	432.00	02/04/2015	
Total 125412:				432.00	432.00		
<b>ACKER ELECTRIC</b>							
<b>270</b>							
	31159	OLD RIVER PUMP BUILDING	02/02/2015	2,800.00	2,800.00	02/18/2015	
Total 270:				2,800.00	2,800.00		
<b>ADVANCED INFO SYSTEMS</b>							
<b>129162</b>							
	12029	CYCLE 2 OUTSOURCE BILLS	01/26/2015	178.19	178.19	02/18/2015	
	12036	CYCLE 3 OUTSOURCE BILLS	01/29/2015	401.47	401.47	02/18/2015	
	12053	CYCLE 4 OUTSOURCE BILLS	02/05/2015	232.04	232.04	02/18/2015	
Total 129162:				811.70	811.70		
<b>ALLISON, JAMES</b>							
<b>123787</b>							
	012915	MC1411-024 ARRAIGNMENT	01/29/2015	56.25	56.25	02/18/2015	
Total 123787:				56.25	56.25		
<b>ALSCO</b>							
<b>126551</b>							
	1086899	TOWELS & RUGS	01/19/2015	51.70	51.70	02/18/2015	
	1088711	TOWELS	01/26/2015	18.50	18.50	02/18/2015	
	1090528	TOWELS & RUGS - REC CENTE	02/02/2015	51.70	51.70	02/18/2015	
Total 126551:				121.90	121.90		
<b>AMERICAN FAMILY LIFE ASSUR</b>							
<b>550</b>							
	424295	AFLAC PREMIUM	02/02/2015	2,188.25	2,188.25	02/04/2015	
Total 550:				2,188.25	2,188.25		
<b>AMERICAN WELDING &amp; GAS, INC.</b>							
<b>128592</b>							
	03091723	SUPPLIES	01/31/2015	73.85	73.85	02/18/2015	
	03091724	CYLINDER RENTAL	01/31/2015	20.53	20.53	02/18/2015	
Total 128592:				94.38	94.38		
<b>ANDERSON, DONNY</b>							
<b>126043</b>							
	012915	REIMBURSE FOR TRAVEL EXP	01/29/2015	45.78	45.78	02/18/2015	
Total 126043:				45.78	45.78		
<b>ARROW STRIPING &amp; MANUFACTURING</b>							
<b>130252</b>							
	23357	TOTES (26)	01/29/2015	110.00	110.00	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 130252:				110.00	110.00		
<b>BETTER BODY FITNESS</b>							
<b>127727</b>							
	12470	FITNESS EQUIPMENT REPAIRS	01/27/2015	314.00	314.00	02/18/2015	
Total 127727:				314.00	314.00		
<b>BOOT BARN, INC</b>							
<b>128267</b>							
	IVC0058333	COAT - STEVE THULL	01/22/2015	149.99	149.99	02/18/2015	
Total 128267:				149.99	149.99		
<b>BORDER STATES INDUSTRIES, INC</b>							
<b>1420</b>							
	908828873	Meter F2S 1ph 240v meter C320	02/06/2015	291.56	291.56	02/18/2015	MTR2SITR320
	908828874	EQUIPMENT REPAIR - FREIGHT	02/06/2015	24.01	24.01	02/18/2015	
Total 1420:				315.57	315.57		
<b>BREWER, TRISTEN</b>							
<b>130274</b>							
	147512042	REFUND UTILITY DEPOSIT	02/03/2015	126.00	126.00	02/18/2015	
Total 130274:				126.00	126.00		
<b>BROMLEY CONSTRUCTION</b>							
<b>130233</b>							
	020615	RESTITUTION FROM MC-1401-0	02/06/2015	150.00	150.00	02/18/2015	
Total 130233:				150.00	150.00		
<b>BULLERDICK, PAMELA</b>							
<b>130288</b>							
	16004016	REFUND CREDIT BALANCE	02/06/2015	2,174.43	2,174.43	02/18/2015	
Total 130288:				2,174.43	2,174.43		
<b>C &amp; C WELDING</b>							
<b>1690</b>							
	18309	WATER CRANE	12/18/2014	40.45	40.45	02/18/2015	
Total 1690:				40.45	40.45		
<b>CARQUEST AUTO PARTS</b>							
<b>10200</b>							
	2874-IC-26899	credit repair parts - VM	01/13/2015	15.84-	15.84-	02/18/2015	
	2874-IC-27035	credit repair parts - VM	01/30/2015	17.00-	17.00-	02/18/2015	
	2874-ID-26829	repair parts - VM	01/05/2015	3.13	3.13	02/18/2015	
	2874-ID-26830	repair parts - VM	01/05/2015	3.02	3.02	02/18/2015	
	2874-ID-26851	repair parts - VM	01/07/2015	100.79	100.79	02/18/2015	
	2874-ID-26855	repair parts - VM	01/07/2015	105.69	105.69	02/18/2015	
	2874-ID-26862	repair parts - VM	01/08/2015	5.90	5.90	02/18/2015	
	2874-ID-26879	repair parts - VM	01/10/2015	38.25	38.25	02/18/2015	
	2874-ID-26889	repair parts - VM	01/12/2015	4.84	4.84	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	2874-ID-26895	repair parts - VM	01/13/2015	34.47	34.47	02/18/2015	
	2874-ID-26898	repair parts - VM	01/13/2015	15.84	15.84	02/18/2015	
	2874-ID-26898	repair parts - VM	01/13/2015	23.04	23.04	02/18/2015	
	2874-ID-26899	repair parts - VM	01/13/2015	24.66	24.66	02/18/2015	
	2874-ID-26899	credit repair parts - VM	01/13/2015	23.04-	23.04-	02/18/2015	
	2874-ID-26900	repair parts - VM	01/13/2015	24.66	24.66	02/18/2015	
	2874-ID-26911	repair parts - VM	01/14/2015	11.38	11.38	02/18/2015	
	2874-ID-26912	repair parts - VM	01/14/2015	2.73	2.73	02/18/2015	
	2874-ID-26917	supplies - VM	01/15/2015	5.50	5.50	02/18/2015	
	2874-ID-26939	repair parts - VM	01/19/2015	10.14	10.14	02/18/2015	
	2874-ID-26950	repair parts - VM	01/20/2015	2.34	2.34	02/18/2015	
	2874-ID-26953	repair parts - VM	01/20/2015	9.57	9.57	02/18/2015	
	2874-ID-26963	repair parts - VM	01/21/2015	9.18	9.18	02/18/2015	
	2874-ID-26971	repair parts - VM	01/22/2015	286.98	286.98	02/18/2015	
	2874-ID-26976	repair parts - VM	01/22/2015	107.99	107.99	02/18/2015	
	2874-ID-26984	repair parts - VM	01/23/2015	50.59	50.59	02/18/2015	
	2874-ID-26986	repair parts - VM	01/23/2015	33.78	33.78	02/18/2015	
	2874-ID-26996	tool - VM	01/26/2015	45.12	45.12	02/18/2015	
	2874-ID-26999	repair parts - VM	01/26/2015	10.63	10.63	02/18/2015	
	2874-ID-27010	repair parts - VM	01/27/2015	34.14	34.14	02/18/2015	
	2874-ID-27010	repair parts - VM	01/27/2015	11.52	11.52	02/18/2015	
	2874-ID-27020	repair parts - VM	01/28/2015	114.25	114.25	02/18/2015	
	2874-ID-27028	repair parts - VM	01/29/2015	2.95	2.95	02/18/2015	
	2874-ID-27030	repair parts - VM	01/29/2015	36.18	36.18	02/18/2015	
	2874-ID-27034	repair parts - VM	01/30/2015	90.99	90.99	02/18/2015	
	2874-ID-27035	repair parts - VM	01/30/2015	2.73	2.73	02/18/2015	
				<hr/>	<hr/>		
	Total 10200:			1,207.10	1,207.10		
				<hr/>	<hr/>		
	<b>CAT'S WEST UPHOLSTERY</b>						
	<b>2050</b>						
	899997	EQUIPMENT COVER	01/26/2015	38.50	38.50	02/18/2015	
				<hr/>	<hr/>		
	Total 2050:			38.50	38.50		
				<hr/>	<hr/>		
	<b>CAUDLE, TOM</b>						
	<b>127494</b>						
	363001	DOG BOARDING CASE 14-7828	01/16/2015	1,896.00	1,896.00	02/18/2015	
				<hr/>	<hr/>		
	Total 127494:			1,896.00	1,896.00		
				<hr/>	<hr/>		
	<b>CITY OF CODY</b>						
	<b>2260</b>						
	013015	Utilities	01/30/2015	103.70	103.70	02/18/2015	
	013015	Utilities	01/30/2015	23.00	23.00	02/18/2015	
	013015	Utilities	01/30/2015	63.00	63.00	02/18/2015	
	013015	Utilities	01/30/2015	63.00	63.00	02/18/2015	
	013015	Utilities	01/30/2015	63.00	63.00	02/18/2015	
	013015	Utilities	01/30/2015	695.03	695.03	02/18/2015	
	013015	Utilities	01/30/2015	57.79	57.79	02/18/2015	
	013015	Utilities	01/30/2015	10.50	10.50	02/18/2015	
	013015	Utilities	01/30/2015	23.00	23.00	02/18/2015	
	013015	Utilities	01/30/2015	49.17	49.17	02/18/2015	
	013015	Utilities	01/30/2015	564.09	564.09	02/18/2015	
	013015	Utilities	01/30/2015	492.47	492.47	02/18/2015	
	013015	Utilities	01/30/2015	398.56	398.56	02/18/2015	
	020615	RESTITUTION FROM MC-1411-0	02/06/2015	200.00	200.00	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	020615	Utilities	02/06/2015	78.75	78.75	02/18/2015	
	020615	Utilities	02/06/2015	48.41	48.41	02/18/2015	
	020615	Utilities	02/06/2015	368.00	368.00	02/18/2015	
	020615	Utilities	02/06/2015	167.29	167.29	02/18/2015	
	020615	Utilities	02/06/2015	62.13	62.13	02/18/2015	
	020615	Utilities	02/06/2015	16.00	16.00	02/18/2015	
	020615	Utilities	02/06/2015	9.41	9.41	02/18/2015	
	020615	Utilities	02/06/2015	6.59	6.59	02/18/2015	
	020615	Utilities	02/06/2015	483.70	483.70	02/18/2015	
	020615	Utilities	02/06/2015	217.32	217.32	02/18/2015	
	020615	Utilities	02/06/2015	515.80	515.80	02/18/2015	
	020615	Utilities	02/06/2015	189.53	189.53	02/18/2015	
	020615	Utilities	02/06/2015	712.54	712.54	02/18/2015	
	020615	Utilities	02/06/2015	2,949.60	2,949.60	02/18/2015	
	020615	Utilities	02/06/2015	409.08	409.08	02/18/2015	
	020615	Utilities	02/06/2015	3,837.31	3,837.31	02/18/2015	
	020615	Utilities	02/06/2015	440.22	440.22	02/18/2015	
	020615	Utilities	02/06/2015	46.93	46.93	02/18/2015	
Total 2260:				13,364.92	13,364.92		
<b>2261</b>							
	010615	FILING FEES	01/06/2015	18.00	18.00	02/18/2015	
	010615	EXPENSE REIMBURSEMENT	01/06/2015	26.06	26.06	02/18/2015	
	010615	FILING FEES	01/06/2015	21.00	21.00	02/18/2015	
	010615	REC PROGRAM SUPPLIES	01/06/2015	12.40	12.40	02/18/2015	
	010615	FILING FEES	01/06/2015	18.00	18.00	02/18/2015	
	010615	OFFICE SUPPLIES	01/06/2015	.90	.90	02/18/2015	
	010615	LICENSE PLATES	01/06/2015	30.00	30.00	02/18/2015	
	010615	FILING FEE	01/06/2015	18.00	18.00	02/18/2015	
	010615	TITLE / LICENSE PLATE FEES	01/06/2015	17.00	17.00	02/18/2015	
	010615	FILING FEE	01/06/2015	15.00	15.00	02/18/2015	
Total 2261:				176.36	176.36		
<b>CLARK WIRELESS</b>							
<b>128561</b>							
	28991	RADIOS - EQUIPMENT REPAIR	01/28/2015	2,300.00	2,300.00	02/18/2015	
Total 128561:				2,300.00	2,300.00		
<b>CODY CAB LLC</b>							
<b>129079</b>							
	021715	TIPSY TAXI VOUCHERS	02/17/2015	245.00	245.00	02/18/2015	
Total 129079:				245.00	245.00		
<b>CODY WINNELSON COMPANY</b>							
<b>2850</b>							
	141732-00	GALV PIPE & FITTINGS	02/02/2015	545.25	545.25	02/18/2015	
Total 2850:				545.25	545.25		
<b>CODY'S TOWN TAXI</b>							
<b>129972</b>							
	021715	TIPSY TAXI VOUCHERS	02/17/2015	182.00	182.00	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 129972:				182.00	182.00		
<b>COOK, BARRY A</b>							
<b>130101</b>							
	012915	REIMBURSE FOR MEETING EX	01/29/2015	95.00	95.00	02/18/2015	
Total 130101:				95.00	95.00		
<b>COPENHAVER KATH KITCHEN KOLPITCKE LLC</b>							
<b>3140</b>							
	1302015	LEGAL SERVICES	02/05/2015	6,907.92	6,907.92	02/18/2015	
	1302015	ADDITIONAL FEES	02/05/2015	7.25	7.25	02/18/2015	
Total 3140:				6,915.17	6,915.17		
<b>CUSTOM GARAGE DOOR LLC</b>							
<b>127015</b>							
	3037	OVERHEAD DOOR REPAIR - RE	01/20/2015	120.00	120.00	02/18/2015	
Total 127015:				120.00	120.00		
<b>DAWSON COUNTY DOMESTIC VIOLENCE PROGRAM</b>							
<b>130280</b>							
	020415	CLASS REGISTRATION APRIL 2	02/04/2015	40.00	40.00	02/18/2015	
Total 130280:				40.00	40.00		
<b>DIVISION OF VICTIM'S SERVICES</b>							
<b>124470</b>							
	020615	CRIME VICTIM'S COMP - JAN 20	02/06/2015	335.52	335.52	02/18/2015	
Total 124470:				335.52	335.52		
<b>DJ PROPERTIES LLC</b>							
<b>130281</b>							
	17007012	REFUND CREDIT BALANCE	02/04/2015	84.83	84.83	02/18/2015	
Total 130281:				84.83	84.83		
<b>EAGLE OF CODY PRINTING</b>							
<b>123442</b>							
	12315	GUEST PASSES	01/23/2015	548.00	548.00	02/18/2015	
Total 123442:				548.00	548.00		
<b>EASTMAN, RINDA</b>							
<b>129952</b>							
	020415	PERSONAL TRAINING - REC CE	02/04/2015	32.42	32.42	02/18/2015	
Total 129952:				32.42	32.42		
<b>ENERGY SHARE OF WYOMING</b>							
<b>124065</b>							
	012815	ENERGY SHARE CONTRIBUTIO	01/28/2015	50.00	50.00	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 124065:				50.00	50.00		
<b>ENERGY WEST</b>							
<b>2630</b>							
	020215	UTILITIES	02/02/2015	475.79	475.79	02/18/2015	
	020215	UTILITIES	02/02/2015	1,296.47	1,296.47	02/18/2015	
	020215	UTILITIES - REC CENTER	02/02/2015	3,863.78	3,863.78	02/18/2015	
	020215	UTILITIES - REC CENTER AQUA	02/02/2015	11,591.36	11,591.36	02/18/2015	
	020215	UTILITIES	02/02/2015	1,195.07	1,195.07	02/18/2015	
	020215	UTILITIES	02/02/2015	705.15	705.15	02/18/2015	
Total 2630:				19,127.62	19,127.62		
<b>FEELEY, HEATHER</b>							
<b>130284</b>							
	020415	WITNESS FEES FOR MC-1412-0	02/04/2015	5.00	5.00	02/18/2015	
Total 130284:				5.00	5.00		
<b>FEELEY, NICHOLAS</b>							
<b>130283</b>							
	020415	WITNESS FEES FOR MC-1412-0	02/04/2015	5.00	5.00	02/18/2015	
Total 130283:				5.00	5.00		
<b>FLETCHER, AMBER</b>							
<b>130275</b>							
	6183030	REFUND UTILITY DEPOSIT	01/30/2015	130.13	130.13	02/18/2015	
Total 130275:				130.13	130.13		
<b>FLORES, JESSICA</b>							
<b>130270</b>							
	012715	REFUND UTILITY DEPOSIT	01/27/2015	33.73	33.73	02/18/2015	
Total 130270:				33.73	33.73		
<b>FOOD SERVICE OF AMERICA</b>							
<b>123727</b>							
	4821873	COFFEE - REC CENTER	01/26/2015	201.76	201.76	02/18/2015	
Total 123727:				201.76	201.76		
<b>GOOD 2 GO STORES</b>							
<b>129982</b>							
	NP43438240	Unleaded Fuel	02/01/2015	662.79	662.79	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	109.98	109.98	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	1,663.98	1,663.98	02/18/2015	
	NP43438240	Diesel Fuel	02/01/2015	138.17	138.17	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	396.69	396.69	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	145.84	145.84	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	29.54	29.54	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	113.45	113.45	02/18/2015	
	NP43438240	Diesel Fuel	02/01/2015	2,666.29	2,666.29	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	183.69	183.69	02/18/2015	
	NP43438240	Diesel Fuel	02/01/2015	3,728.92	3,728.92	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	NP43438240	Unleaded Fuel	02/01/2015	175.96	175.96	02/18/2015	
	NP43438240	Diesel Fuel	02/01/2015	220.81	220.81	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	287.49	287.49	02/18/2015	
	NP43438240	Diesel Fuel	02/01/2015	164.34	164.34	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	362.12	362.12	02/18/2015	
	NP43438240	Diesel Fuel	02/01/2015	664.25	664.25	02/18/2015	
	NP43438240	Unleaded Fuel	02/01/2015	449.16	449.16	02/18/2015	
Total 129982:				12,163.47	12,163.47		
<b>GOSCMSA</b>							
<b>4593</b>							
	020515	GOSCMSA DUES - BARRY COOK	02/05/2015	100.00	100.00	02/18/2015	
Total 4593:				100.00	100.00		
<b>GUILMAIN, AJ</b>							
<b>130289</b>							
	360700	REC CENTER REFUND	02/05/2015	65.00	65.00	02/18/2015	
Total 130289:				65.00	65.00		
<b>HARRIS TRUCKING &amp; CONST. CO</b>							
<b>4780</b>							
	PAY EST #1 -	WWTF DISCHARGE REPLACEM	02/03/2015	30,250.10	30,250.10	02/18/2015	
Total 4780:				30,250.10	30,250.10		
<b>HD SUPPLY POWER SOLUTIONS, LTD</b>							
<b>6730</b>							
	2748354-00	SYSTEM REPAIRS	01/27/2015	683.36	683.36	02/18/2015	
	2748354-02	SYSTEM REPAIRS	01/23/2015	160.00	160.00	02/18/2015	
	2770031-01	SYSTEM REPAIRS	01/27/2015	426.80	426.80	02/18/2015	
	2770031-02	SYSTEM REPAIRS	01/27/2015	405.46	405.46	02/18/2015	
	2770067-00	SYSTEM REPAIRS	01/29/2015	49.86	49.86	02/18/2015	
	2770067-01	TOOLS	01/27/2015	1,066.45	1,066.45	02/18/2015	
	2774423-00	Elbow, 1/0 strd 200 amp	01/30/2015	70.74	70.74	02/18/2015	ELB1/0200
	2774423-00	FREIGHT	01/30/2015	20.85	20.85	02/18/2015	
	2774423-01	Elbow, 1/0 strd 200 amp	01/30/2015	2,051.46	2,051.46	02/18/2015	ELB1/0200
Total 6730:				4,934.98	4,934.98		
<b>HERRERA, AMY</b>							
<b>130272</b>							
	13121613	REFUND UTILITY DEPOSIT	01/28/2015	129.67	129.67	02/18/2015	
Total 130272:				129.67	129.67		
<b>J &amp; J CONSTRUCTION LLC</b>							
<b>130254</b>							
	199	SKYLINE SUBDIVISION PROJE	01/29/2015	2,325.00	2,325.00	02/18/2015	
Total 130254:				2,325.00	2,325.00		
<b>JONES, AMY</b>							
<b>129954</b>							
	020415	PERSONAL TRAINING - REC CE	02/04/2015	237.74	237.74	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 129954:				237.74	237.74		
<b>KAYWOOD, CURTIS</b>							
<b>127319</b>							
	10204016	REFUND UTILITY DEPOSIT	01/30/2015	38.41	38.41	02/18/2015	
Total 127319:				38.41	38.41		
<b>KEEGAN &amp; WINSLOW LAW FIRM</b>							
<b>126040</b>							
	020315	PROFESSIONAL FEES	02/03/2015	589.50	589.50	02/18/2015	
Total 126040:				589.50	589.50		
<b>KITCHEN, SCOTT</b>							
<b>129803</b>							
	020215	REIMBURSE FOR MILEAGE	02/02/2015	44.33	44.33	02/18/2015	
Total 129803:				44.33	44.33		
<b>KOONS, JOHN H</b>							
<b>129498</b>							
	020615	RESTITUTION FROM MC-1205-0	02/06/2015	100.00	100.00	02/18/2015	
Total 129498:				100.00	100.00		
<b>KRUBECK, LUCAS</b>							
<b>130285</b>							
	020415	PERSONAL TRAINER - REC CE	02/04/2015	27.00	27.00	02/18/2015	
Total 130285:				27.00	27.00		
<b>LIFETIME SMALL ANIMAL HOSPITAL</b>							
<b>128143</b>							
	020615	RESTITUTION FROM ERIC DUN	02/06/2015	78.72	78.72	02/18/2015	
Total 128143:				78.72	78.72		
<b>MCVEY, DENNY</b>							
<b>129675</b>							
	17234110	REFUND UTILITY DEPOSIT	02/06/2015	55.98	55.98	02/18/2015	
Total 129675:				55.98	55.98		
<b>MOORMAN, LISA</b>							
<b>130287</b>							
	360651	REC CENTER REFUND	02/04/2015	75.00	75.00	02/18/2015	
Total 130287:				75.00	75.00		
<b>NORCO, INC.</b>							
<b>128948</b>							
	15274142	SUPPLIES	01/31/2015	11.53	11.53	02/18/2015	
	15274241	CO2	01/31/2015	92.26	92.26	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 128948:				103.79	103.79		
<b>NORTHWEST PIPE</b>							
<b>7400</b>							
	1409350	HYDRANT REPAIR PART	01/26/2015	196.98	196.98	02/18/2015	
Total 7400:				196.98	196.98		
<b>ONE-CALL OF WYOMING</b>							
<b>127665</b>							
	37382	ONE CALL FEES JAN / 2015 ME	02/08/2015	28.62	28.62	02/18/2015	
	37382	ONE CALL FEES JAN / 2015 ME	02/08/2015	28.63	28.63	02/18/2015	
Total 127665:				57.25	57.25		
<b>O'REILLY AUTOMOTIVE, INC.</b>							
<b>128494</b>							
	3726-251375	REPAIR PARTS	01/23/2015	95.66	95.66	02/18/2015	
Total 128494:				95.66	95.66		
<b>PARK COUNTY</b>							
<b>7670</b>							
	013015	2014 ELECTION COST	01/30/2015	7,620.11	7,620.11	02/18/2015	
	1920	LEC CONTRACT	01/25/2015	29,073.49	29,073.49	02/18/2015	
	1920	LEC UTILITIES	01/25/2015	1,585.32	1,585.32	02/18/2015	
Total 7670:				38,278.92	38,278.92		
<b>PARK COUNTY ANIMAL SHELTER</b>							
<b>5120</b>							
	020115	ANIMAL SERVICE CONTRACT -	02/01/2015	3,750.00	3,750.00	02/18/2015	
Total 5120:				3,750.00	3,750.00		
<b>PARK COUNTY LANDFILL</b>							
<b>129053</b>							
	013115	LANDFILL CHARGES	01/31/2015	114.00	114.00	02/18/2015	
	013115	LANDFILL CHARGES	01/31/2015	51,345.00	51,345.00	02/18/2015	
Total 129053:				51,459.00	51,459.00		
<b>PARK COUNTY SHERIFF</b>							
<b>7740</b>							
	013115	INCARCERATION - JAN 2015	01/31/2015	1,080.00	1,080.00	02/18/2015	
Total 7740:				1,080.00	1,080.00		
<b>PROVIDENT LIFE &amp; ACCIDENT INS</b>							
<b>128033</b>							
	013312015	UNUM OPTIONAL POLICIES PR	02/02/2015	183.44	183.44	02/04/2015	
Total 128033:				183.44	183.44		
<b>RON'S EXXON</b>							

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
8760	0178329	PROPANE	01/30/2015	27.54	27.54	02/18/2015	
Total 8760:				27.54	27.54		
<b>SECHRIST, DAVID J</b> <b>129937</b>	020415	PERSONAL TRAINING- REC CE	02/04/2015	216.13	216.13	02/18/2015	
Total 129937:				216.13	216.13		
<b>SHOSHONE MUNICIPAL PIPELINE</b> <b>9130</b>	020115	SMP WATER PURCHASES - JA	02/01/2015	102,137.82	102,137.82	02/18/2015	
Total 9130:				102,137.82	102,137.82		
<b>SMITH, TALBOT R</b> <b>130276</b>	13070042	REFUND CREDIT BALANCE	12/19/2014	68.56	68.56	02/18/2015	
Total 130276:				68.56	68.56		
<b>STROH'S INDUSTRIAL LUBRICATION</b> <b>9630</b>	2026	EQUIPMENT REPAIR	02/05/2015	442.00	442.00	02/18/2015	
Total 9630:				442.00	442.00		
<b>T J ELECTRIC</b> <b>123948</b>	1753	REPAIR LIGHT - REC STORAGE	01/21/2015	158.80	158.80	02/18/2015	
Total 123948:				158.80	158.80		
<b>U S BANK PURCHASE CARD</b> <b>129981</b>	020615	Uniforms	02/06/2015	281.17	281.17	02/18/2015	
	020615	Sling Class	02/06/2015	160.00	160.00	02/18/2015	
	020615	Metal Hangers	02/06/2015	46.33	46.33	02/18/2015	
	020615	Tote fittings	02/06/2015	88.08	88.08	02/18/2015	
	020615	marking paint	02/06/2015	89.40	89.40	02/18/2015	
	020615	Lumber for sign room (credit)	02/06/2015	6.75-	6.75-	02/18/2015	
	020615	Lumber sign room	02/06/2015	6.49	6.49	02/18/2015	
	020615	Lumber for sign room	02/06/2015	6.75	6.75	02/18/2015	
	020615	Decal Material	02/06/2015	97.00	97.00	02/18/2015	
	020615	Streetlight Wire	02/06/2015	377.56	377.56	02/18/2015	
	020615	Fence Repair	02/06/2015	24.00	24.00	02/18/2015	
	020615	Supplies	02/06/2015	22.99	22.99	02/18/2015	
	020615	Supplies	02/06/2015	6.47	6.47	02/18/2015	
	020615	Supplies - re-key substations	02/06/2015	358.00	358.00	02/18/2015	
	020615	Supplies	02/06/2015	57.54	57.54	02/18/2015	
	020615	Supplies - Marking Paint	02/06/2015	34.93	34.93	02/18/2015	
	020615	Equipment repair	02/06/2015	26.10	26.10	02/18/2015	
	020615	Steel Toed Boots - D. Austin	02/06/2015	180.00	180.00	02/18/2015	
	020615	14th St Tree Removal	02/06/2015	530.00	530.00	02/18/2015	
	020615	paper (50 cases 8x 1) (2 cases 11	02/06/2015	2,172.56	2,172.56	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	020615	advertising	02/06/2015	173.40	173.40	02/18/2015	
	020615	random testing program	02/06/2015	90.00	90.00	02/18/2015	
	020615	random testing program	02/06/2015	36.00	36.00	02/18/2015	
	020615	random testing program	02/06/2015	36.00	36.00	02/18/2015	
	020615	random testing program	02/06/2015	9.00	9.00	02/18/2015	
	020615	random testing program	02/06/2015	40.50	40.50	02/18/2015	
	020615	random testing program	02/06/2015	22.50	22.50	02/18/2015	
	020615	random testing program	02/06/2015	13.50	13.50	02/18/2015	
	020615	random testing program	02/06/2015	4.50	4.50	02/18/2015	
	020615	advertising	02/06/2015	144.00	144.00	02/18/2015	
	020615	computer support services - websi	02/06/2015	500.00	500.00	02/18/2015	
	020615	advertising	02/06/2015	1,037.00	1,037.00	02/18/2015	
	020615	advertising	02/06/2015	677.40	677.40	02/18/2015	
	020615	advertising	02/06/2015	2,741.80	2,741.80	02/18/2015	
	020615	memorial expense - D Johnson	02/06/2015	128.90	128.90	02/18/2015	
	020615	supplies	02/06/2015	13.00	13.00	02/18/2015	
	020615	Plaques - Board Recognition	02/06/2015	558.90	558.90	02/18/2015	
	020615	meeting expense - Cody Club - C	02/06/2015	115.00	115.00	02/18/2015	
	020615	itron agreement	02/06/2015	3,138.96	3,138.96	02/18/2015	
	020615	supplies	02/06/2015	199.96	199.96	02/18/2015	
	020615	meeting expenses - annual retreat	02/06/2015	42.99	42.99	02/18/2015	
	020615	supply	02/06/2015	2.29	2.29	02/18/2015	
	020615	advertising	02/06/2015	173.40	173.40	02/18/2015	
	020615	advertising	02/06/2015	175.00	175.00	02/18/2015	
	020615	advertising	02/06/2015	405.00	405.00	02/18/2015	
	020615	advertising	02/06/2015	100.00	100.00	02/18/2015	
	020615	shop supplies-Christmas decorati	02/06/2015	6.99	6.99	02/18/2015	
	020615	shop supplies-nuts and bolts	02/06/2015	14.36	14.36	02/18/2015	
	020615	shop supplies-nuts and bolts	02/06/2015	2.36	2.36	02/18/2015	
	020615	JD snow plow replacement scrape	02/06/2015	332.94	332.94	02/18/2015	
	020615	weed burner fuel	02/06/2015	15.91	15.91	02/18/2015	
	020615	office supplies	02/06/2015	10.76	10.76	02/18/2015	
	020615	flower planting supplies	02/06/2015	18.55	18.55	02/18/2015	
	020615	flower seeds for greenhouse	02/06/2015	591.66	591.66	02/18/2015	
	020615	Car wash - C18	02/06/2015	10.00	10.00	02/18/2015	
	020615	IAPE membership - C04	02/06/2015	50.00	50.00	02/18/2015	
	020615	Search & Seizure bulletin subscrip	02/06/2015	277.08	277.08	02/18/2015	
	020615	Office/squad room supplies	02/06/2015	267.67	267.67	02/18/2015	
	020615	(20) \$10 Cody Bucks for Alcohol c	02/06/2015	200.00	200.00	02/18/2015	
	020615	Uniform allowance - C17 and sup	02/06/2015	142.63	142.63	02/18/2015	
	020615	Uniform allowance - C17 and sup	02/06/2015	48.75	48.75	02/18/2015	
	020615	Equip new Officer C19/Uniform all	02/06/2015	609.89	609.89	02/18/2015	
	020615	Copy paper	02/06/2015	480.73	480.73	02/18/2015	
	020615	Blood draw-Case 14-1657	02/06/2015	172.65	172.65	02/18/2015	
	020615	Equip new Officer C19	02/06/2015	56.94	56.94	02/18/2015	
	020615	Urine drug test kits	02/06/2015	99.00	99.00	02/18/2015	
	020615	Evidence supplies	02/06/2015	267.04	267.04	02/18/2015	
	020615	Equip new Officer C19	02/06/2015	209.00	209.00	02/18/2015	
	020615	Equipment for new Officer C19	02/06/2015	77.39	77.39	02/18/2015	
	020615	pre-employment testing - M. Marti	02/06/2015	160.00	160.00	02/18/2015	
	020615	Uniform allowance - C19 & supply	02/06/2015	61.00	61.00	02/18/2015	
	020615	Charging components for Ipads	02/06/2015	29.97	29.97	02/18/2015	
	020615	Charging components for Ipads	02/06/2015	99.90	99.90	02/18/2015	
	020615	Uniform allowance - C09, C19, C2	02/06/2015	344.93	344.93	02/18/2015	
	020615	Charging components for Ipads	02/06/2015	47.97	47.97	02/18/2015	
	020615	Uniform allowance - C19	02/06/2015	176.00	176.00	02/18/2015	
	020615	Uniform allowance - C08	02/06/2015	7.35	7.35	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	020615	repair parts	02/06/2015	7.14	7.14	02/18/2015	
	020615	repair parts	02/06/2015	28.23	28.23	02/18/2015	
	020615	return repair parts	02/06/2015	95.63	95.63	02/18/2015	
	020615	repair parts	02/06/2015	111.97	111.97	02/18/2015	
	020615	tires	02/06/2015	705.72	705.72	02/18/2015	
	020615	repair parts	02/06/2015	18.08	18.08	02/18/2015	
	020615	window repair parts	02/06/2015	375.70	375.70	02/18/2015	
	020615	repair parts	02/06/2015	371.61	371.61	02/18/2015	
	020615	repair parts	02/06/2015	71.09	71.09	02/18/2015	
	020615	repair parts	02/06/2015	22.50	22.50	02/18/2015	
	020615	supplies - payroll direct deposit for	02/06/2015	355.50	355.50	02/18/2015	
	020615	office supplies	02/06/2015	18.00	18.00	02/18/2015	
	020615	shirts	02/06/2015	193.49	193.49	02/18/2015	
	020615	Youth shirts	02/06/2015	793.04	793.04	02/18/2015	
	020615	office supplies	02/06/2015	36.21	36.21	02/18/2015	
	020615	Bank deposit slips	02/06/2015	712.00	712.00	02/18/2015	
	020615	Budget meeting expense	02/06/2015	134.40	134.40	02/18/2015	
	020615	Budget meeting expense	02/06/2015	161.28	161.28	02/18/2015	
	020615	Credit for fraudulent trans	02/06/2015	380.66-	380.66-	02/18/2015	
	020615	Uniform allowance -C08	02/06/2015	22.98	22.98	02/18/2015	
	020615	C08 fuel-Cheyenne trip	02/06/2015	33.06	33.06	02/18/2015	
	020615	C08 meal-Cheyenne trip	02/06/2015	7.88	7.88	02/18/2015	
	020615	C08 meal-Cheyenne trip	02/06/2015	36.24	36.24	02/18/2015	
	020615	C08 meal-Cheyenne trip	02/06/2015	13.55	13.55	02/18/2015	
	020615	C08 Fuel-Cheyenne trip	02/06/2015	21.00	21.00	02/18/2015	
	020615	Fuel C08 Cheyenne trip	02/06/2015	32.00	32.00	02/18/2015	
	020615	C08 Cheyenne trip	02/06/2015	83.00	83.00	02/18/2015	
	020615	car wash - C08	02/06/2015	9.00	9.00	02/18/2015	
	020615	Fraudulent trans-to be credited	02/06/2015	380.66	380.66	02/18/2015	
	020615	knee pads	02/06/2015	65.98	65.98	02/18/2015	
	020615	cable ties	02/06/2015	22.48	22.48	02/18/2015	
	020615	sponge, pail	02/06/2015	9.28	9.28	02/18/2015	
	020615	gloves	02/06/2015	35.48	35.48	02/18/2015	
	020615	batteries	02/06/2015	13.99	13.99	02/18/2015	
	020615	cable ties	02/06/2015	9.99	9.99	02/18/2015	
	020615	dust mask	02/06/2015	8.49	8.49	02/18/2015	
	020615	1099 Tax Forms	02/06/2015	60.00	60.00	02/18/2015	
	020615	Utilities	02/06/2015	37.43	37.43	02/18/2015	
	020615	Utilities	02/06/2015	37.43	37.43	02/18/2015	
	020615	Utilities	02/06/2015	37.43	37.43	02/18/2015	
	020615	Utilities	02/06/2015	37.43	37.43	02/18/2015	
	020615	Utilities	02/06/2015	37.43-	37.43-	02/18/2015	
	020615	supply	02/06/2015	10.00	10.00	02/18/2015	
	020615	meeting expenses	02/06/2015	25.84	25.84	02/18/2015	
	020615	meeting expenses - Winter WAM	02/06/2015	17.04	17.04	02/18/2015	
	020615	meeting expenses - Winter WAM	02/06/2015	29.60	29.60	02/18/2015	
	020615	meeting expenses - Winter WAM	02/06/2015	49.80	49.80	02/18/2015	
	020615	meeting expenses - Winter WAM	02/06/2015	166.00	166.00	02/18/2015	
	020615	meeting expenses - Winter WAM	02/06/2015	166.00	166.00	02/18/2015	
	020615	meeting expenses - Winter WAM	02/06/2015	6.88	6.88	02/18/2015	
	020615	meeting expenses - Winter WAM	02/06/2015	26.80	26.80	02/18/2015	
	020615	Hooks to hold up snow fence	02/06/2015	11.99	11.99	02/18/2015	
	020615	brackets to hang back boards in A	02/06/2015	66.74	66.74	02/18/2015	
	020615	Back Boards for 1st aid	02/06/2015	28.14	28.14	02/18/2015	
	020615	Cleaning supplies.	02/06/2015	476.45	476.45	02/18/2015	
	020615	Batteries for rec center emergenc	02/06/2015	69.95	69.95	02/18/2015	
	020615	batteries for rec center	02/06/2015	40.68	40.68	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	020615	credit for hooks returned	02/06/2015	25.96-	25.96-	02/18/2015	
	020615	hooks for aquatics	02/06/2015	30.95	30.95	02/18/2015	
	020615	Battery for an exit light at Rec. Ce	02/06/2015	3.34	3.34	02/18/2015	
	020615	Kick down to hold door open at R	02/06/2015	14.98	14.98	02/18/2015	
	020615	Replacement of air filters at Rec.	02/06/2015	322.32	322.32	02/18/2015	
	020615	Actuator for Rec. Center drinking f	02/06/2015	85.69	85.69	02/18/2015	
	020615	office supplies	02/06/2015	34.49	34.49	02/18/2015	
	020615	safety supplies and equip-for chai	02/06/2015	28.58	28.58	02/18/2015	
	020615	Car wash - C25	02/06/2015	9.00	9.00	02/18/2015	
	020615	supplies - batteries back door	02/06/2015	8.47	8.47	02/18/2015	
	020615	Material and Supplies	02/06/2015	69.88	69.88	02/18/2015	
	020615	Materials & Supplies	02/06/2015	18.70	18.70	02/18/2015	
	020615	H03 loader tire repair	02/06/2015	99.50	99.50	02/18/2015	
	020615	Bolts f07 sweeper repair	02/06/2015	95.68	95.68	02/18/2015	
	020615	Trailer Crank handel	02/06/2015	9.99	9.99	02/18/2015	
	020615	Bolts F07 sweeper	02/06/2015	13.86	13.86	02/18/2015	
	020615	bolts f07 sweeper repair	02/06/2015	4.96	4.96	02/18/2015	
	020615	padlock	02/06/2015	24.99	24.99	02/18/2015	
	020615	shop towels	02/06/2015	24.29	24.29	02/18/2015	
	020615	shop towels	02/06/2015	97.15	97.15	02/18/2015	
	020615	glass cleaner	02/06/2015	13.26	13.26	02/18/2015	
	020615	water	02/06/2015	2.48	2.48	02/18/2015	
	020615	bracket material	02/06/2015	808.80	808.80	02/18/2015	
	020615	Car wash - C05	02/06/2015	9.00	9.00	02/18/2015	
	020615	Lights put on exterior of Draw Stre	02/06/2015	393.26	393.26	02/18/2015	
	020615	Repairs to elevator at Rec. Center	02/06/2015	1,539.60	1,539.60	02/18/2015	
	020615	Belts for air handlers at Rec Cent	02/06/2015	646.30	646.30	02/18/2015	
	020615	Check HVAC at Rec. Center	02/06/2015	110.00	110.00	02/18/2015	
	020615	1st aid materials for Auditorium	02/06/2015	59.76	59.76	02/18/2015	
	020615	1st aid materials for gymnastics pr	02/06/2015	45.04	45.04	02/18/2015	
	020615	Rug replacement at City Hall	02/06/2015	74.48	74.48	02/18/2015	
	020615	Monitoring alarm at City Hall	02/06/2015	100.50	100.50	02/18/2015	
	020615	Monitoring alarm at Rec. Center	02/06/2015	108.00	108.00	02/18/2015	
	020615	CPO Class, Heidi Frost	02/06/2015	11.18	11.18	02/18/2015	
	020615	CPO Class, Heidi Frost	02/06/2015	182.83	182.83	02/18/2015	
	020615	Credit voucher for CPO Class	02/06/2015	76.90-	76.90-	02/18/2015	
	020615	50 Washers	02/06/2015	2.31	2.31	02/18/2015	
	020615	Safety boots Joe Gardner	02/06/2015	180.00	180.00	02/18/2015	
	020615	Soap for Lockers and bath rooms	02/06/2015	411.58	411.58	02/18/2015	
	020615	Coffee for Auditorium	02/06/2015	87.90	87.90	02/18/2015	
	020615	repair parts, supplies, tools	02/06/2015	436.20	436.20	02/18/2015	
	020615	repair parts, supplies, tools	02/06/2015	148.46	148.46	02/18/2015	
	020615	repair parts, supplies, tools	02/06/2015	10.96	10.96	02/18/2015	
	020615	repair parts, supplies, tools	02/06/2015	50.96	50.96	02/18/2015	
	020615	break room and cleaning supplies	02/06/2015	15.62	15.62	02/18/2015	
	020615	break room and cleaning supplies	02/06/2015	26.94	26.94	02/18/2015	
	020615	Car wash - C06	02/06/2015	9.00	9.00	02/18/2015	
	020615	Car wash - C23	02/06/2015	9.00	9.00	02/18/2015	
	020615	Uniform allowance - C22	02/06/2015	39.86	39.86	02/18/2015	
	020615	Safety boots Joe Hughes	02/06/2015	180.00	180.00	02/18/2015	
	020615	Uniform Joe Hughes	02/06/2015	109.99	109.99	02/18/2015	
	020615	Shirts Joe Hughes	02/06/2015	422.80	422.80	02/18/2015	
	020615	TT supplies	02/06/2015	33.08	33.08	02/18/2015	
	020615	supplies	02/06/2015	36.93	36.93	02/18/2015	
	020615	treadmill repair	02/06/2015	111.53	111.53	02/18/2015	
	020615	marking flags	02/06/2015	10.99	10.99	02/18/2015	
	020615	caulk	02/06/2015	5.98	5.98	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	020615	water sample shipping	02/06/2015	46.42	46.42	02/18/2015	
	020615	cable ties	02/06/2015	6.99	6.99	02/18/2015	
	020615	water sample shipping	02/06/2015	48.03	48.03	02/18/2015	
	020615	Dues & Subscriptions	02/06/2015	125.00	125.00	02/18/2015	
	020615	supplies - computer	02/06/2015	50.18	50.18	02/18/2015	
	020615	supplies - computer	02/06/2015	30.59	30.59	02/18/2015	
	020615	Alarm contract	02/06/2015	100.50	100.50	02/18/2015	
	020615	Pothole patch material	02/06/2015	966.00	966.00	02/18/2015	
	020615	Supplies	02/06/2015	15.60	15.60	02/18/2015	
	020615	Tools/Supplies/Safety Supplies	02/06/2015	40.34	40.34	02/18/2015	
	020615	Tools/Supplies/Safety Supplies	02/06/2015	125.65	125.65	02/18/2015	
	020615	Tools/Supplies/Safety Supplies	02/06/2015	13.95	13.95	02/18/2015	
	020615	Streetlight Repair	02/06/2015	8.75	8.75	02/18/2015	
	020615	Equipment Mtce	02/06/2015	58.05	58.05	02/18/2015	
	020615	Equipment Mtce	02/06/2015	94.07	94.07	02/18/2015	
	020615	Building Repair/Supplies	02/06/2015	19.05	19.05	02/18/2015	
	020615	Building Repair/Supplies	02/06/2015	43.20	43.20	02/18/2015	
	020615	Supplies/New Streetlights/Skyline	02/06/2015	154.26	154.26	02/18/2015	
	020615	Supplies/New Streetlights/Skyline	02/06/2015	241.97	241.97	02/18/2015	
	020615	Supplies/New Streetlights/Skyline	02/06/2015	4.24	4.24	02/18/2015	
	020615	Skyline 3 Subdivision Project	02/06/2015	44.52	44.52	02/18/2015	
	020615	Misc tool supplies	02/06/2015	10.79	10.79	02/18/2015	
	020615	office supplies	02/06/2015	15.96	15.96	02/18/2015	
	020615	Misc tool supplies	02/06/2015	14.38	14.38	02/18/2015	
	020615	Uniform allowance - C09	02/06/2015	92.98	92.98	02/18/2015	
	020615	Uniform allowance - C09	02/06/2015	78.00	78.00	02/18/2015	
	020615	Car wash - C09	02/06/2015	9.00	9.00	02/18/2015	
	020615	Car wash - C11	02/06/2015	6.85	6.85	02/18/2015	
	020615	Car wash - C11	02/06/2015	5.46	5.46	02/18/2015	
	020615	Uniform allowance - C11	02/06/2015	81.93	81.93	02/18/2015	
	020615	business card stock	02/06/2015	29.14	29.14	02/18/2015	
	020615	supplies - filing stickers	02/06/2015	45.00	45.00	02/18/2015	
	020615	safety supplies - city hall medicine	02/06/2015	243.04	243.04	02/18/2015	
	020615	nuts & bolts, spray paint	02/06/2015	10.98	10.98	02/18/2015	
	020615	CPO class expense, Suzanne Pal	02/06/2015	29.00	29.00	02/18/2015	
	020615	CPO class, Suzanne Palmer	02/06/2015	10.48	10.48	02/18/2015	
	020615	CPO class, fuel	02/06/2015	18.00	18.00	02/18/2015	
	020615	CPO Class, Suzanne Palmer	02/06/2015	14.73	14.73	02/18/2015	
	020615	Office, Chemicals, Safety Supplie	02/06/2015	91.22	91.22	02/18/2015	
	020615	Office, Chemicals, Safety Supplie	02/06/2015	60.57	60.57	02/18/2015	
	020615	Office, Chemicals, Safety Supplie	02/06/2015	137.72	137.72	02/18/2015	
	020615	Christmas in the Pool Program	02/06/2015	117.55	117.55	02/18/2015	
	020615	Office supplies	02/06/2015	18.98	18.98	02/18/2015	
	020615	Office chair mat	02/06/2015	62.98	62.98	02/18/2015	
	020615	Swim Challenge	02/06/2015	60.00	60.00	02/18/2015	
	020615	Wheels for guard chair	02/06/2015	6.00	6.00	02/18/2015	
	020615	Supplies	02/06/2015	36.64	36.64	02/18/2015	
	020615	Materials & supplies	02/06/2015	26.97	26.97	02/18/2015	
	020615	Supplies, Easter Eggstravaganza	02/06/2015	86.40	86.40	02/18/2015	
	020615	Evidence shipping	02/06/2015	9.25	9.25	02/18/2015	
	020615	Evidence shipping	02/06/2015	27.42	27.42	02/18/2015	
	020615	Evidence shipping	02/06/2015	9.86	9.86	02/18/2015	
	020615	Car wash - C04	02/06/2015	11.00	11.00	02/18/2015	
	020615	Car wash - C04	02/06/2015	11.00	11.00	02/18/2015	
	020615	Evidence shipping	02/06/2015	9.86	9.86	02/18/2015	
	020615	Car wash - C04 - Volunteer vehicl	02/06/2015	10.00	10.00	02/18/2015	
	020615	Evidence shipping	02/06/2015	9.25	9.25	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	020615	hole saw, saw blades	02/06/2015	43.98	43.98	02/18/2015	
	020615	credit on return of hole saw	02/06/2015	35.99-	35.99-	02/18/2015	
	020615	backhoe bucket tool	02/06/2015	35.99	35.99	02/18/2015	
	020615	supplies - boot ice spikes	02/06/2015	8.21	8.21	02/18/2015	
	020615	CPO Class, Suzanne Palmer	02/06/2015	107.93	107.93	02/18/2015	
	020615	Office Supplies	02/06/2015	84.99	84.99	02/18/2015	
	020615	Uniforms	02/06/2015	550.25	550.25	02/18/2015	
	020615	WY Senior Olympics & Programs	02/06/2015	344.25	344.25	02/18/2015	
	020615	Learn-to-Swim Annual Fee	02/06/2015	650.00	650.00	02/18/2015	
	020615	Red Cross Lifeguard Class	02/06/2015	105.00	105.00	02/18/2015	
	020615	Programs	02/06/2015	209.46	209.46	02/18/2015	
	020615	Pool vac repairs	02/06/2015	22.90	22.90	02/18/2015	
	020615	Program supplies	02/06/2015	353.37	353.37	02/18/2015	
	020615	Program supplies	02/06/2015	244.65	244.65	02/18/2015	
	020615	Program supplies	02/06/2015	16.16	16.16	02/18/2015	
	020615	Repairs to equipment	02/06/2015	570.00	570.00	02/18/2015	
	020615	Pool vacuum repairs	02/06/2015	5.40	5.40	02/18/2015	
	020615	Car Wash	02/06/2015	10.00	10.00	02/18/2015	
	020615	ASAP	02/06/2015	31.90	31.90	02/18/2015	
	020615	asap	02/06/2015	125.27	125.27	02/18/2015	
	020615	office supplies	02/06/2015	8.94	8.94	02/18/2015	
	020615	games	02/06/2015	35.98	35.98	02/18/2015	
	020615	snacks	02/06/2015	47.90	47.90	02/18/2015	
	020615	asap	02/06/2015	22.35	22.35	02/18/2015	
	020615	staff shirts	02/06/2015	416.89	416.89	02/18/2015	
	020615	asap	02/06/2015	29.77	29.77	02/18/2015	
	020615	music	02/06/2015	360.00	360.00	02/18/2015	
	020615	office supplies	02/06/2015	47.33	47.33	02/18/2015	
	020615	Car wash - C01	02/06/2015	9.00	9.00	02/18/2015	
	020615	repair parts	02/06/2015	50.41	50.41	02/18/2015	
	020615	repair parts	02/06/2015	198.99	198.99	02/18/2015	
	020615	repair parts	02/06/2015	336.74	336.74	02/18/2015	
	020615	repair parts	02/06/2015	12.96	12.96	02/18/2015	
	020615	repair parts	02/06/2015	94.27	94.27	02/18/2015	
	020615	mirror repair	02/06/2015	599.77	599.77	02/18/2015	
	020615	flat repair	02/06/2015	40.00	40.00	02/18/2015	
	020615	mast cylinder	02/06/2015	591.50	591.50	02/18/2015	
	020615	oil	02/06/2015	1,527.85	1,527.85	02/18/2015	
	020615	credit	02/06/2015	1,687.50-	1,687.50-	02/18/2015	
	020615	ICMA Membership--Rick Manches	02/06/2015	222.50	222.50	02/18/2015	
	020615	ICMA Membership--Rick Manches	02/06/2015	222.50	222.50	02/18/2015	
	020615	shop supplies	02/06/2015	80.97	80.97	02/18/2015	
	020615	flag supplies	02/06/2015	31.07	31.07	02/18/2015	
	020615	cylinder rental	02/06/2015	47.19	47.19	02/18/2015	
	020615	safety supplies-ice cleats	02/06/2015	18.95	18.95	02/18/2015	
	020615	Restock 1st aid kit parks dept	02/06/2015	114.66	114.66	02/18/2015	
	020615	shop supplies-Floor mats	02/06/2015	119.97	119.97	02/18/2015	
	020615	Gasoline-C16 (C31 error)	02/06/2015	29.00	29.00	02/18/2015	
	020615	Car wash - C16	02/06/2015	9.00	9.00	02/18/2015	
	020615	ear plugs, rags	02/06/2015	37.14	37.14	02/18/2015	
	020615	ear plugs, rags	02/06/2015	8.68	8.68	02/18/2015	
	020615	marker, spray paint	02/06/2015	9.78	9.78	02/18/2015	
	020615	Car wash - C24	02/06/2015	6.53	6.53	02/18/2015	
	020615	Materials and Supplies	02/06/2015	13.38	13.38	02/18/2015	
	020615	Material and Supplies	02/06/2015	18.34	18.34	02/18/2015	
	020615	shirts and embroidery	02/06/2015	228.23	228.23	02/18/2015	
	020615	lab supplies	02/06/2015	581.81	581.81	02/18/2015	



Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 127843:				2,986.56	2,986.56		
<b>UNUM LIFE INSURANCE - LIFE</b>							
<b>127935</b>							
	01312015	UNUM Life Insurance Premium	02/02/2015	1,726.40	1,726.40	02/04/2015	
Total 127935:				1,726.40	1,726.40		
<b>VERIZON</b>							
<b>124442</b>							
	9739230574	ipad- Kitchen	01/20/2015	30.02	30.02	02/18/2015	
	9739230574	ipad - Stafford	01/20/2015	30.02	30.02	02/18/2015	
	9739230574	Parduba	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	ipad - Parduba	01/20/2015	30.02	30.02	02/18/2015	
	9739230574	ipad - Morris	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Harris	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	Perkins	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Horn	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Clingman	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	ipad - Beck	01/20/2015	42.46	42.46	02/18/2015	
	9739230574	Heydenberk	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Stout	01/20/2015	51.00	51.00	02/18/2015	
	9739230574	Cindy Vaughn	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Amy Quick	01/20/2015	35.21	35.21	02/18/2015	
	9739230574	ipad - Egger	01/20/2015	42.46	42.46	02/18/2015	
	9739230574	ipad - Heydenberk	01/20/2015	42.46	42.46	02/18/2015	
	9739230574	Bremer	01/20/2015	31.37	31.37	02/18/2015	
	9739230574	ipad - Rockvam	01/20/2015	42.46	42.46	02/18/2015	
	9739230574	ipad - Tillery	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Dollard	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Stinson	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad -Caudle	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Eckardt	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Horn	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Wortham	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Wright	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - VanAuken	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Lovera	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Burlingame	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Wallace	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	ipad - Wead	01/20/2015	42.46	42.46	02/18/2015	
	9739230574	Fink	01/20/2015	51.00	51.00	02/18/2015	
	9739230574	USB data for Court	01/20/2015	40.01	40.01	02/18/2015	
	9739230574	Cook	01/20/2015	48.92	48.92	02/18/2015	
	9739230574	Menig	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Thull	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Rockvam	01/20/2015	31.37	31.37	02/18/2015	
	9739230574	Tillery	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Egger	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Harris	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Wright	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Burlingame	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Lovera	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Stinson	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Morris (CEO)	01/20/2015	25.14	25.14	02/18/2015	
	9739230574	Wallace	01/20/2015	25.14	25.14	02/18/2015	



Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
130278							
	3237019	REFUND UTILITY DEPOSIT	02/02/2015	10.81	10.81	02/18/2015	
Total 130278:				10.81	10.81		
<b>WOODWARD TRACTOR CO</b>							
<b>10660</b>							
	95937	SAW BLADE	12/29/2014	163.27	163.27	02/18/2015	
Total 10660:				163.27	163.27		
<b>WY WATER QUALITY &amp; POLLUTION</b>							
<b>10740</b>							
	2011-1628	ANNUAL MEMBERSHIPS (8)	01/22/2015	240.00	240.00	02/18/2015	
Total 10740:				240.00	240.00		
<b>WYDOT-FINANCIAL SERVICES</b>							
<b>130279</b>							
	0000073183	CITATION BOOKS	01/22/2015	126.63	126.63	02/18/2015	
Total 130279:				126.63	126.63		
<b>WYOMING DEPARTMENT OF WORKFORCE SERVICES</b>							
<b>10670</b>							
	01312015	CONTRIBUTIONS	02/02/2015	7,265.08	7,265.08	02/04/2015	
	01312015	VOLUNTEERS PD	02/02/2015	8.20	8.20	02/04/2015	
	01312015	VOLUNTEERS REC	02/02/2015	40.99	40.99	02/04/2015	
Total 10670:				7,314.27	7,314.27		
<b>10810</b>							
	PARKS	UNEMPLOYMENT FOR 4th QTR	02/04/2015	2,599.02	2,599.02	02/04/2015	
Total 10810:				2,599.02	2,599.02		
<b>WYOMING DEPT OF AGRICULTURE</b>							
<b>123502</b>							
	020415	RETURN UNUSED FY14-15 EIM	02/04/2015	2,000.00	2,000.00	02/18/2015	
Total 123502:				2,000.00	2,000.00		
<b>WYOMING MUNICIPAL POWER AGENCY</b>							
<b>10920</b>							
	020115	POWER PURCHASE - JAN 2015	02/01/2015	789,486.83	789,486.83	02/18/2015	
Total 10920:				789,486.83	789,486.83		
<b>WYOMING RETIREMENT SYSTEM</b>							
<b>10950</b>							
	10061-3	CONTRIBUTIONS -	02/02/2015	67,796.17	67,796.17	02/04/2015	
Total 10950:				67,796.17	67,796.17		
<b>YELLOWSTONE REGIONAL AIRPORT</b>							
<b>11150</b>							
	020115	FEBRUARY FUNDING	02/01/2015	15,693.33	15,693.33	02/18/2015	

Vendor Name Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 11150:				15,693.33	15,693.33		
<b>YONKER, DALE</b>							
<b>128970</b>							
	9154037	REFUND CREDIT BALANCE	02/04/2015	14.13	14.13	02/18/2015	
Total 128970:				14.13	14.13		
Grand Totals:				1,250,773.79	1,250,773.79		

Payroll Total \$235,602.29

Total \$1,486,376.08

## Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

MEETING DATE: FEBRUARY 17, 2015

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 2015

Topic	Section #	Change	Page #
Interdepartmental and Interfund Activity	2.4	Added the technology replacement fund as a new program to fund future computer and related equipment replacements.	5
Revenues	4.1	Removed special funding requests from the list of permissible uses of one-time revenue sources. The Lodging Tax fund revenues have been designated as the community funding source per the Community Funding Policy	5
Revenues	4.2.2	Added the language "and other activities as designated by Council"	6
Grants	6.2	Changed the language to specify that copies of grant reports are to be submitted to Administrative Services instead of the Finance Officer	7

# City of Cody

## Financial

# Management Policy

*Revised: January 2015*

*Effective: February 18, 2015*



# 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 1<sup>st</sup> and ending June 30<sup>th</sup> 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 Statutes.
- 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 will maintain a Technology Replacement Fund to replace computers and related equipment on a specified schedule developed by the Administrative Services Department. Allocations from each City division into the replacement fund will be based on the current replacement scheduled and allocations will be calculated annually during the budget process.
- 2.5 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, 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, municipal court activities funded through fines and other activities as designated by Council.
- 4.2.3 When user fees are based on cost recovery said costs shall be reviewed every three years or more often if deemed necessary, and fees shall be adjusted as necessary.
- 4.3 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 Administrative Services 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 Statute 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 Statutes. The securities may be held in a custodial arrangement with a member bank of the Federal Reserve System or in a segregated account at a Federal Reserve System bank. The repurchase agreement must provide for daily valuation and have a minimum excess market price reserve of one hundred two percent (102%) of the investment.

## **SECTION 6 – INVESTMENT PARAMETERS**

- 6.1 The investments shall be diversified by:
- Limiting investments to avoid over-concentration in holdings from a specific issuer or business sector (excluding U.S. Treasury 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 10<sup>th</sup> 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 Statute 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 31<sup>st</sup> 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 30<sup>th</sup> 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.



## 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 \_\_\_\_\_

State Grant \_\_\_\_\_ Federal Grant \_\_\_\_\_ Related Asset # \_\_\_\_\_

**Insurance Information**

	Property Insurance	Travelers Companies	630-2C208339
	Vehicle Insurance	Travelers Companies	H-810-2C410369-IND-12

**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	
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/Light Trucks	5	10%	\$ 5,000	
	Heavy Equipment, Large Trucks & Buses	10	10%	\$ 5,000	
	Tools	5	10%	\$ 5,000	
	Office Equipment	5	10%	\$ 5,000	
	Fitness Equipment	5	10%	\$ 5,000	
	Playground Equipment	5-10	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	Office Furniture	5	10%	\$ 5,000
		Parks Furniture	5	10%	\$ 5,000
Infrastructure	Sewer Relining	10	0%	\$ 25,000	
	Storage Tanks	10	0%	\$ 25,000	
	Lagoons	25-50	0%	\$ 25,000	
	Substations	25-50	0%	\$ 25,000	
	Roads, Streets & Parking Lots	25-50	0%	\$ 25,000	
	Storm Sewers	25-50	0%	\$ 25,000	
	Curb, Gutter & Sidewalk	25-50	0%	\$ 25,000	
	Raw Water Lines	25-50	0%	\$ 25,000	
	Water Lines	25-50	0%	\$ 25,000	
Wastewater Lines	25-50	0%	\$ 25,000		
	Electrical Lines	25-50	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

## Employee Expense Report

Employee(s) \_\_\_\_\_

G/L Account #(s) \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date	Vendor Name	Meals (itemized receipts required)	Lodging Costs	Other Costs	Total

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



**PETTY CASH VOUCHER**

Date \_\_\_\_\_

Issued To \_\_\_\_\_

Amount Distributed \$ \_\_\_\_\_

Description of Purchase

Amount

G/L Account

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

Distributed By \_\_\_\_\_

-----  
-----  
**PETTY CASH VOUCHER**

Date \_\_\_\_\_

Issued To \_\_\_\_\_

Amount Distributed \$ \_\_\_\_\_

Description of Purchase

Amount

G/L Account

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

Distributed By \_\_\_\_\_



Project Title								Estimated Total Cost			Priority Rank								
<b>Detailed Project Description and Impact on Operating Costs</b>												<b>Project Specifics</b>							
												Project Type							
												Department							
												Category							
												Needs Assessment							
												<b>Needs Assessment Explanation (required for current year projects)</b>							
<b>Describe the consequences/alternatives if this project is not approved?</b>																			
<b>Estimated Project Costs</b>																			
	Prior Years	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	Future Years	Total Cost											
TOTAL								\$0											
<b>Estimated Impact on Continuing Annual Operational Costs</b>																			
(required for current year projects)	Personnel & Benefits	Materials & Supplies	Maintenance & Repairs	Contract Fees	Utilities	Depreciation	Other	Total Cost											
TOTAL								\$0											
<b>Estimated Funding Sources</b>																			
Type	Amount	% of Total	Source/Agency Name				Comments												
Federal Grant		#DIV/0!																	
State Grant		#DIV/0!																	
SLIB Consensus		#DIV/0!																	
Direct Distribution		#DIV/0!																	
1-Cent Tax		#DIV/0!																	
Unrestricted Reserves		#DIV/0!																	
Restricted Reserves		#DIV/0!																	
Debt Issuance		#DIV/0!																	
Other Contributions		#DIV/0!																	
TOTAL		\$0	#DIV/0!																

City of Cody Purchase Card Affidavit of Unauthorized Use

Employee Name		Card Number	
---------------	--	-------------	--

**Unauthorized Charge(s)**

Transaction Date		Merchant Name		Dollar Amount	
Transaction Date		Merchant Name		Dollar Amount	
Transaction Date		Merchant Name		Dollar Amount	
Transaction Date		Merchant Name		Dollar Amount	

**1. My card was \_\_\_\_\_ was not \_\_\_\_\_ lost or stolen. If you indicate the card was lost or stolen please explain below when and to whom it was reported:**

**2. The purchase card is \_\_\_\_\_ is not \_\_\_\_\_ in my possession. If the card is not in your possession please explain below:**

**3. Where do you normally keep your purchase card and is that location secure from unauthorized persons accessing the card?**

**4. I have \_\_\_\_\_ have not \_\_\_\_\_ allowed another person to use my card and/or I have \_\_\_\_\_ have not \_\_\_\_\_ given my card number to another person who is not authorized to use the card. If you indicated you have to either question please explain below:**

**5. Please explain below when and how you became aware of the unauthorized charge(s) on your purchase card and what action you took and when once you realized the charge(s) was unauthorized:**

**6. When was the last time you checked your transactions online? How often do you check your transactions online?**

I understand that the City of Cody and U.S. Bank investigate alleged fraudulent or unauthorized credit card usage and may refer the same to the appropriate law enforcement agency. I may be contacted by City of Cody, US Bank or Law Enforcement personnel and I agree to fully cooperate in the investigation. I understand that a false declaration to a federally insured financial institution may be a violation of Federal and/or State law.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Officer Signature

\_\_\_\_\_  
Date

**Finance Officer Use Only**

Reported to US Bank \_\_\_\_\_ Confirmation/Case Number \_\_\_\_\_

MEETING DATE: FEBRUARY 17, 2015

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: CINDY BAKER

PRESENTED BY: CINDY BAKER

## AGENDA ITEM SUMMARY REPORT

### **REQUEST FROM CODY EVENTS COMMITTEE – STREET CLOSURE FOR ST PATRICK’S DAY CELEBRATION – SATURDAY, March 14, 2015.**

#### **ACTION TO BE TAKEN:**

Cody Events Committee is asking permission to close the Sheridan Ave. from 9<sup>th</sup> Street to 14<sup>th</sup> Street on Saturday, March 14<sup>th</sup> from 3:30 PM to about 4:30 PM for the annual St. Patrick’s Day Parade and requests the City of Cody to sponsor the event by assisting with the street closure, to provide signs for the closure, to provide traffic control and a detour route for the event, with costs in the amount of \$1,810.39 to be funded out of the Lodging Tax fund. Additionally, this year the Events Committee is asking that 12<sup>th</sup> Street between Sheridan and Beck be closed from Noon to 3:00 pm. for the Spring Fling Activities.

#### **SUMMARY OF INFORMATION:**

Over the past several years the Cody Events Committee has organized and the Council has approved the street closure associated with a St Patrick’s Day Parade. In the past they have been required to obtain the proper paperwork from the State of Wyoming Department of Transportation and will submit it for approval once the City of Cody has authorized the event, as well as, provide liability insurance for the event. During the budget process is estimated that it will cost the City about \$1,810.39 in labor and equipment costs to assist with the event.

Additionally this year the Events Committee is requesting the closure of 12<sup>th</sup> Street between Beck and Sheridan Avenue from noon to 3:00 p.m. for additional activities associated with the Spring Fling. The Events Committee has contacted the Irma and will be utilizing the barricades that are used for the nightly Gun Fighters’ show, with the City only providing additional barricades for the east and west ends of the alley on 12<sup>th</sup> Street. The City will work with the Events Committee in the placement of these barricades. The Events Committee will be responsible for the set up and tear down of all barricades associated with the 12<sup>th</sup> Street Closure.

#### **FISCAL IMPACT**

Cost estimated during the budget process is \$1,228.45 in labor and equipment cost for the City to assist in this proposal and were budgeted in the Lodging Tax Fund line.

#### **ALTERNATIVES**

Options Available

1. Deny the Request

**AGENDA ITEM NO. \_\_\_\_\_**

2. Approve the Request.
3. Approve the Request with modifications.

**RECOMMENDATIONS**

Staff recommends the approval of the request, labor and equipment cost in the amount of \$1,810.39 be sponsored out of the Lodging Tax Fund. Require the Events Committee to obtain authorization from WYDOT, as well as, provide proof of liability insurance for this event. Require the Events Committee set up and take down the barricades associated with the 12<sup>th</sup> Street Closure utilizing the barricades that have been provided for the nightly gun fighters' show, with the City providing additional barricades and guidance for the closure of the east and west sides of the alley on 12<sup>th</sup> Street.

**ATTACHMENTS**

Agenda Request Form

**AGENDA & SUMMARY REPORT TO:**

Tia Mitchell, [events@codychamber.org](mailto:events@codychamber.org)

## City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

\*\*\*\*\*

Name of person to appear before the Council Tia Mitchell

Organization Represented Cody Events Committee

Date you wish to appear before the Council February 17, 2015

Mailing Address 836 Sheridan Ave Telephone 587 2777

E-Mail Address events@codychamber.org

Preferred form of contact: Telephone \_\_\_\_\_ E-Mail

Names of all individuals who will speak on this topic Tia Mitchell

Event Title (if applicable) St. Patricks Day Celebration

Date(s) of Event (if applicable) Saturday, March 14

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) Street closure for the parade  
which includes 9th - 14 street from 3:30-4:30.  
Also, 12th street in front of Irma for Spring Fling  
activities from 12-3pm.

Which City employee(s) have you spoken to about this issue? ~~\_\_\_\_\_~~ Cindy Baker

Signature Tia Mitchell Date 2/6/15

\* will have insurance map available upon request.



Cindy Baker &lt;cindyb@cityofcody.com&gt;

---

**Correction to agenda request**

1 message

---

**Tia Brown** <events@codychamber.org>  
To: Cindy Baker <cindyb@cityofcody.com>  
Cc: Margie Johnson <starhiker@vcn.com>, kimdarby18@gmail.com

Tue, Feb 10, 2015 at 10:28 AM

Hi Cindy,

I apologize but I made a mistake on the agenda request for the Spring Fling, we need the 12<sup>th</sup> street closure in front of the Irma to be from 11:30 am-3:30 pm (not 12-3).

Please let me know if you need me to resubmit a form or need any additional information.

Thanks,

*Tia Mitchell*

*Events Coordinator*

*Cody Country Chamber of Commerce*

*836 Sheridan Avenue*

*Cody, Wyoming 82414*

**307-587-2777**

**events@codychamber.org**

**www.codychamber.org**



## AGENDA ITEM SUMMARY REPORT

### Street Closure –2015 Best of the Rockies Horse Sale

#### ACTION TO BE TAKEN

##### Street Closure:

Consider a request from Clark Management Company for the closure of 12<sup>th</sup> Street, between Sheridan Avenue and Beck Avenue, from 9:00 a.m. on Friday, May 8<sup>th</sup>, 2015, through Sunday, May 10<sup>th</sup>, 2015, at 7:00 a.m.

##### Additional Barricades

Although event organizers have some barricades, they are requesting additional barricades from the City so that all alleys and drives can be blocked off within the event area

##### Ordinance Exemption:

Exemption to Cody Ordinance 3-8; Open Containers on public streets, school grounds, parks, etc. Consider a request from the Irma Hotel for an open container permit for Saturday May, 10<sup>th</sup>, 2014, from 10:00 a.m. through midnight. Alcohol will be dispensed from the porch of the Irma Hotel.

Private security will be provided by the Irma Hotel during the event.

#### SUMMARY OF INFORMATION

Clark Management Company, is requesting permission to hold their annual “Best of the Rockies Horse Sale” formally known as “Cody Wild West Days” event on 12<sup>th</sup> Street, between Sheridan Avenue and Beck Avenue, on Friday, May 8<sup>th</sup>, 2015, through Sunday, May 10<sup>th</sup>, 2015. The two (2) day event will commence at 12:00 p.m., Friday, through Sunday, at 12:00 p.m. Friday is a set-up day with Saturday being the actual day for festivities. Sunday morning will be use to tear down corals, barricades and clean the street. The event consists of a horse sale and horsemanship related demonstrations. The event is also a social gathering with alcohol being served on the porch of the Irma Hotel and as such, the Irma Hotel, is requesting an open container permit for Saturday only in conjunction with this event. The City Council has approved this request in the past.

#### FISCAL IMPACT

Fiscal impact to the City of Cody will be minimal. The event organizers are only requesting that City assist them with some barricades during the event. All set-up and tear down will be completed by event organizers. At the completion of the event, organizers will cover any costs incurred in the cleaning of the street.

#### ALTERNATIVES

The Irma Hotel would need to select a different public location and submit another closure request, or private property should the Council deny this request.

**AGENDA ITEM NO. \_\_\_\_\_**

**RECOMMENDATION**

1. Staff recommendation is that both request be approved for the above time frame.
2. Require applicant (Clark Horse Sale) to provide proof of liability insurance.
3. Security be provided and present during the event
4. Wrist bands are issued to those persons 21 years of age or older who are consuming alcohol.

**ATTACHMENTS**

1. City of Cody Agenda Request Forms

**AGENDA & SUMMARY REPORT TO:**

Kay Clark, Clark Management Company  
John Darby, Irma Hotel

## City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

\*\*\*\*\*

Name of person to appear before the Council JAKE CLARK, JOHN DARBY  
CLARK MANAGEMENT COMPANY & IRMA HOTEL (C.H., INC)  
Organization Represented FOR BEST OF THE ROCKIES EVENTS CODY COUNTRY HORSE SALE

Date you wish to appear before the Council FEB 17, 2015  
1192 SHERIDAN AVE.

Mailing Address CODY WY 82414 Telephone 587-4221

E-Mail Address jackie@irmahotel.com

Preferred form of contact: Telephone \_\_\_\_\_ E-Mail

Names of all individuals who will speak on this topic JAKE CLARK & JOHN DARBY

Event Title (if applicable) BEST OF THE ROCKIES EVENTS CODY COUNTRY HORSE SALE

Date(s) of Event (if applicable) MAY 8 & 9, 2015 (FRIDAY & SATURDAY OF MONTEN'S DAY WEEKEND)

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) REQUESTING CLOSURE OF 12<sup>th</sup> ST. BETWEEN SHERIDAN & BECK, FROM 9AM FRIDAY MAY 8 THROUGH SUNDAY MAY 10 AT 7AM. FRIDAY MAY 8 IS FOR SETUP, SATURDAY MAY 9 IS THE HORSE SALE & CLEANUP, WITH ALLOWANCE FOR STREET SWEEP UNTIL EARLY SUNDAY MORNING. EVENT CONSISTS OF HORSE SALE & HORSEMANSHIP DEMONSTRATIONS.

Which City employee(s) have you spoken to about this issue? \_\_\_\_\_

Signature John C. Darby Date 1-21-15

# City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

\*\*\*\*\*

Name of person to appear before the Council JOHN DARBY

Organization Represented CIH, INC, dba IRMA HOTEL

Date you wish to appear before the Council FEB 17, 2015  
1192 SHERIDAN AVE.

Mailing Address CODY, WY 82414 Telephone 587-4221

E-Mail Address jackie@irmahotel.com

Preferred form of contact: Telephone \_\_\_\_\_ E-Mail

Names of all individuals who will speak on this topic JOHN DARBY

Event Title (if applicable) BEST OF THE ROCKIES EVENTS CODY COUNTRY HORSE SALE

Date(s) of Event (if applicable) MAY 9, 2015

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) OPEN CATERING PERMIT ON 12<sup>TH</sup> STREET BETWEEN SHERIDAN & BEAK, FROM 9AM TO 9PM, SATURDAY MAY 9, 2015, FOR SOCIAL GATHERING DURING BEST OF THE ROCKIES EVENTS CODY COUNTRY HORSE SALE. ALCOHOL WILL BE SERVED FROM THE IRMA PORCH PURSUANT TO A CATERING PERMIT TO BE OBTAINED.

Which City employee(s) have you spoken to about this issue? \_\_\_\_\_

Signature John C. Darby Date 1-21-15

# Clark Management Company

Jake and Kay Clark  
1134 Road 14, Powell, Wyoming 82435  
Phone: (307) 754-4320



City of Cody

Attention: City Council Members and Mayor Tia Brown

Clark Management Company requests a street closure in order to provide Cody with the Annual Horse Sale which takes place on Mother's Day Weekend. We have managed the horse sale since May 2001 and feel that we have provided a western event which adds to Cody Wyoming's Western Flair. We pride ourselves on promoting an event which brings horses that are both gentle and guaranteed sound, which is the reason we have return buyers bringing people into Cody during this time of year. Hearing from people from out of the area...this horse sale has been tagged 'the horse sale that's in downtown Cody', which helps to give Cody and the horse sale special recognition from other cities and/or sales of this type.

Clark Management Company is licensed through the State of Wyoming Livestock Board, bonded through CNA Surety and operate in compliance with the U.S. Dept of Agriculture-Packers & Stockyards Administration.

We have attached a list of supporters of the horse sale and their support of the street closure for your review. If you wish to hear from these businesses as to their support, please advise and we will work to see that they are present to appear before the Council.

The following businesses are supporters for this year's horse sale &/or street closure

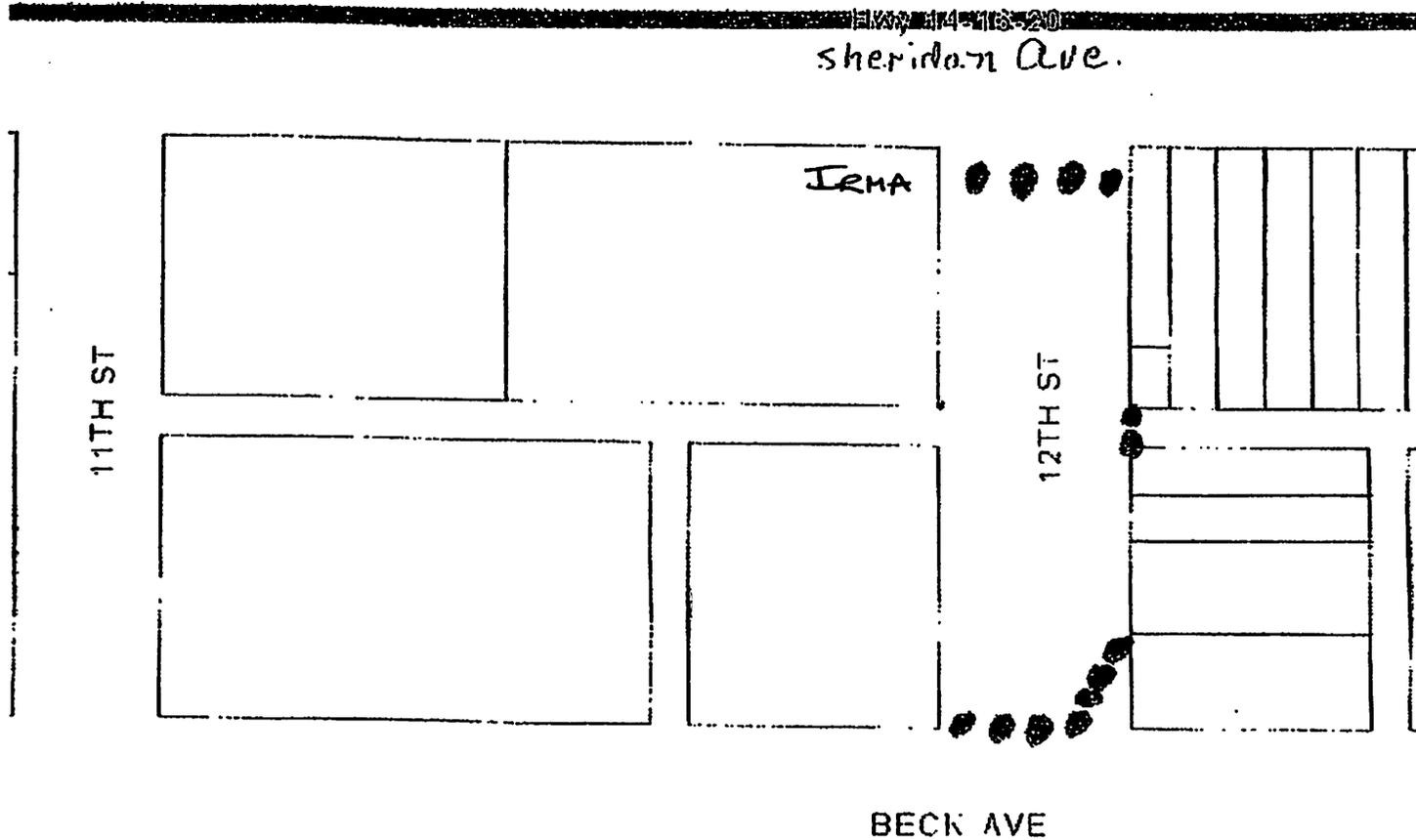
Best Western Sunset Motor Inn	161 8th St.	Cody
Big Horn Radio Network	1949 Mountain View Dr.	Cody
Bobcat of the Big Horn Basin	2424 Big Horn Ave	Cody
Buffalo Bill Historical Center		Cody
Coca Cola Bottling Company	100 S First St	Riverton
Cody Country Chamber	836 Sheridan Ave.	Cody
Cody Country Realty	1126 12 <sup>th</sup> St	Cody
Cody Equine	P.O. Box 308	Cody
Cody Feed	2707 Big Horn Ave	Cody
Cody Motor Lodge	1455 Sheridan Ave	Cody
Custom CowboyShop	1286 Sheridan Ave	Cody
B.W. Insurance	1130 Sheridan Ave	Cody
Dude Ranchers' Association	1122 12th St.	Cody
First Bank of Wyoming	1426 Sheridan	Cody
Fremont Motors	1000 Highway 14A	Powell
Irma	1192 Sheridan Ave.	Cody
Mountain Paradise Ranch	19 Bartlett Lane	Cody
Mountaineer Animal Clinic-Rock Springs	1801 Yellowstone Rd	Rock Springs
Pinnacle Bank	1702 Sheridan Ave	Cody
Proud Cut Saloon – Del & Becky Nose	1227 Sheridan Ave	Cody
Skyline Motor Inn	1919 17 <sup>th</sup> St	Cody
Tanager Beverages	P.O. Box 2077	Cody
The Barn Feed & Pet	2621 Big Horn Ave	Cody
The Cody	232 W Yellowstone Ave	Cody
The Red Horse Gallery	1149 Sheridan Ave	Cody
Triple L Sales	3460 Big Horn Ave.	Cody
Wayne's Boots	1250 Sheridan	Cody

Thank you for your consideration,



Clark Management Company  
Jake & Kay Clark

Jump To ... link help



● Barricades / Cones

Foreground Layers:

- AZ House Numbers
- Az Lot Numbers
- Address Points
- Roads, Streets, Highways
- ∨ Ownership
- ∩ Incorporated Towns
- Public Land Survey
- Survey Corner Records
- FEMA Flood Zones
- ∩ Rivers, Creeks, Lakes
- Subdivisions
- ∩ School Districts

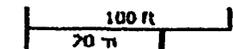
Administrative Layers:

- Public Lands
- Vote Precincts
- County Zoning
- Planning Areas
- Cody Zoning
- Powell Zoning
- Meeteetse Zoning

Background Layer:

- 2012 Aerial Photography
- 2009 Aerial Photography
- USGS Topcs

Apr 08, 2013 12:18 PM 8866849929 To: 13076276532 Page 5/5 From: Clark Management Company



NAD83 Wyoming West Central USft  
N. 1467381 E: 1886194

Long: -109° 03' 56.2" Lat: 44° 31' 34.1"  
Long: -109.0656° Lat: 44.5262°  
Scale: 1 : 830

NAD 83 UTM Zone 12N meters  
X = 653712 Y = 4932134  
Designed by Greenwood Mapping, Inc.

MEETING DATE: FEBRUARY 17, 2015  
DEPARTMENT: ADMINISTRATIVE SERVICES  
PREPARED BY: CINDY BAKER  
DEPT. DIR. APPROVAL: \_\_\_\_\_  
CITY ADM. APPROVAL: \_\_\_\_\_

## AGENDA ITEM SUMMARY REPORT

### 2015 Street Closure Request from The Cody Gunfighters

#### ACTION

The closure of 12<sup>th</sup> Street between Sheridan Avenue and the first alley south of Sheridan Avenue from 5:30 p.m. through 7:00 p.m., from June 1, 2015 through September 30, 2015 for the Cody Gunfighters nightly show. Additionally, the Council would be approving the discharge of firearms within the City.

#### BACKGROUND

The "Cody Gunfighters" are requesting permission to hold their annual June through September entertainment event on 12<sup>th</sup> Street between Sheridan Avenue and the first alley south of Sheridan Avenue.

In the past the Council has approved the discharge of firearm within the City for this event and has the authority to do so per Ordinance 5-4-1: No person shall discharge any firearm or air gun of any type or description within the city, except by permission of the chief of police or the city council, granted for special occasions, except in proper position for firing salutes or by command of a proper military or police officer in the performance of official duty, or in a shooting range or gallery authorized by the governing body. Special occasions for which permission may be granted shall include, but not be limited to, parades, festivals, demonstrations, exhibits, mock gunfighter performances, wild west shows and rodeos.

The City Council has approved this request in the past.

This section of 12<sup>th</sup> Street is subject to closure requests for other events during the year.

#### SUMMARY

The purpose of this closure is to allow the "Cody Gunfighters" to entertain the general public and visitors of Cody. The Cody Gunfighters will provide a scripted theatrical type event that re-enacts old western days.

The Cody Gunfighter presentation will take place during the following time period:

June 01, 2015 through September 30, 2015  
Monday through Saturday,  
5:30 PM through 7:00 PM.

No alcohol will be permitted in the street.

#### FISCAL IMPACT

**AGENDA ITEM NO. \_\_\_\_\_**

There is no fiscal impact to the City of Cody.  
The event organizers provide the barricades, signage, and personnel for set-up and tear-down.  
The event organizers clean the street following each performance.

### **ALTERNATIVES**

The Gunfighters would need to select a different public location and submit another closure request, or private property should the Council deny this request.

### **RECOMMENDATION**

1. Staff recommendation is that this request be approved for the above time frame, including no alcohol allowed in the street.
2. Require applicant to provide proof of liability insurance.

### **ATTACHMENTS**

1. City of Cody Agenda Request From

### **AGENDA & SUMMARY REPORT TO:**

John Darby

# City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

\*\*\*\*\*

Name of person to appear before the Council DON BASH, JAY THORINGTON,  
JOHN DARBY

Organization Represented CODY GUNFIGHTERS

Date you wish to appear before the Council FEB 17, 2015

Mailing Address 1192 SHERIDAN AVE.  
CODY, WY 82414 Telephone 507-4221

E-Mail Address jackie@irmahotel.com

Preferred form of contact: Telephone \_\_\_\_\_ E-Mail

Names of all individuals who will speak on this topic DON BASH, JAY THORINGTON,  
JOHN DARBY

Event Title (if applicable) CODY GUNFIGHTERS

Date(s) of Event (if applicable) JUNE 2 THROUGH SEPTEMBER 30, 2015  
MONDAY THROUGH SATURDAY 5:30-7:00 PM

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) STREET CLOSURE FOR CODY GUNFIGHTERS -  
12th from Sheridan AVENUE SOUTH TO ALLEY.

Which City employee(s) have you spoken to about this issue? \_\_\_\_\_

Signature John C Darby Date 1-21-15

**Cody Gunfighters**  
1192 Sheridan Avenue  
Cody, Wyoming 82414

City of Cody  
Mayor Nancy Tia Brown and City Council Members

The Cody Gunfighters wish to thank you for supporting our group! We enjoy bringing the Old West and your business to the attention of the general public and tourists. The Cody Gunfighters are one of the top 4 attractions of Cody and help bring in tourists from all over the country. We are seeking the closure of 12<sup>th</sup> Street for our shows starting June 1st through September 30<sup>th</sup>, 2015. The shows will continue to be Monday through Saturday, 5:30pm until 7pm.

Each year we approach the Cody City Council for approval on the above mentioned street closure. The Gunfighters would like to be added to the City Council Consent Agenda. If necessary we would be happy to explain how many people come to see and enjoy our professional and family fun oriented shows. People from all over the world come and enjoy the hospitality of Cody Country by shopping in our stores, enjoying the town attractions and staying in our hotels. Attached is a sponsor list of fellow business men and women, and supporters of the Cody Gunfighters.

Once again, thank you for your support of the Cody Gunfighters. Without your support, these events would not be possible. There will be some new gunfighter shows this year. Please come to see them.

Please contact Jackie Rosen at The Irma Hotel at 587-4221 or email [jackie@irmahotel.com](mailto:jackie@irmahotel.com) with any questions or for more information. She will be the contact regarding the City Council Agenda.

Respectfully,

The Cody Gunfighters

## **CODY GUNFIGHTERS SPONSOR LIST**

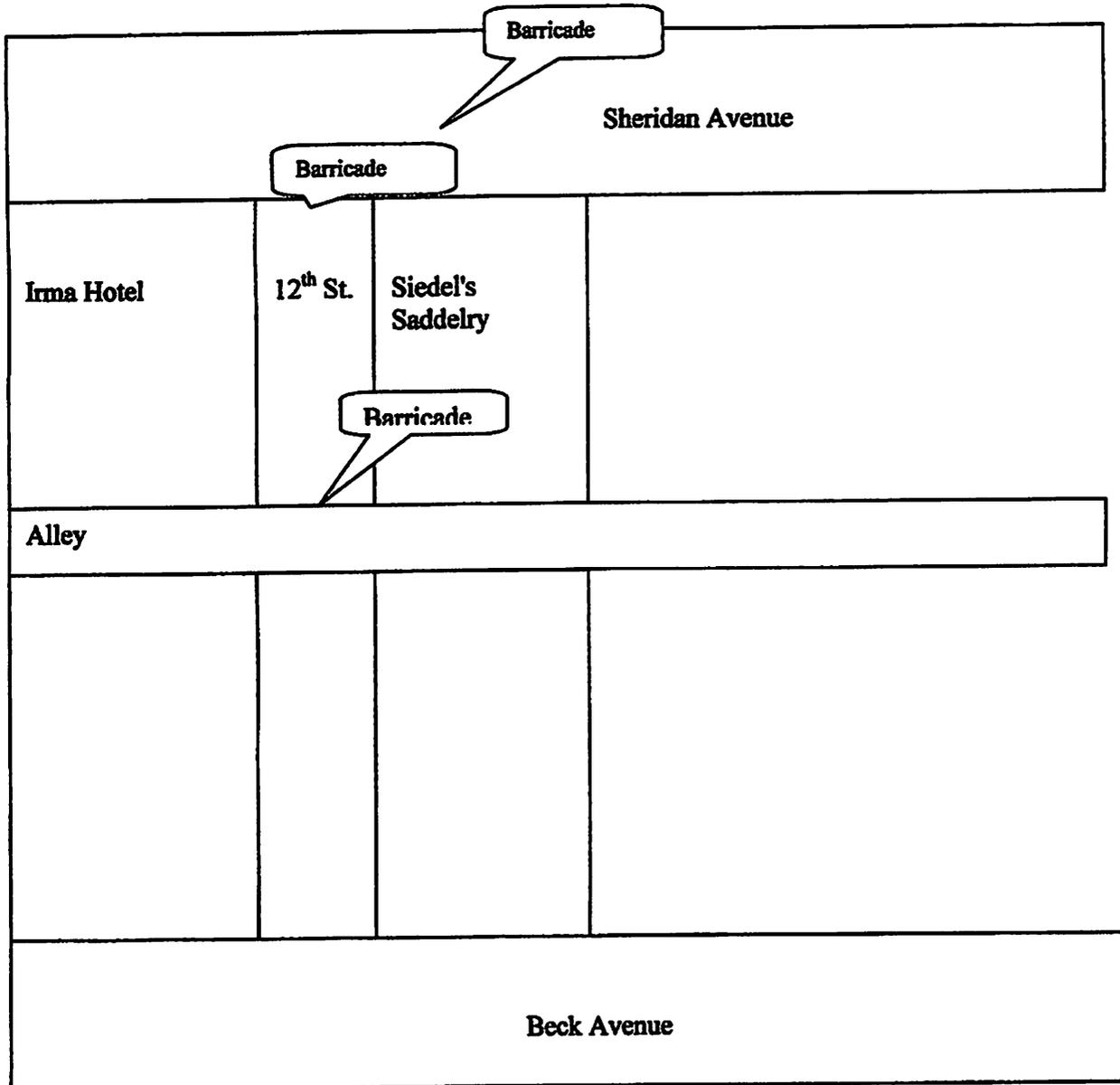
Adriano's  
Buffalo Bill's Irma Hotel  
China Town  
Cody Country Chamber of Commerce  
Cody Night Rodeo  
Coke  
Dude Rancher Association  
Dug Up Gun Museum  
Monster Lake Ranch  
Old Time Photo  
Tanager Beverages  
The Cody Trolley  
Wyoming Arms  
Yellowstone Gift Shop  
Zapata's

**APPROXIMATE NUMBER OF VISITORS:**  
400 TO 700 PEOPLE PER NIGHT ON AVERAGE

This is a non-profit organization that gives to charities. The following is a list of just a few:

Humane Society  
Cody Cupboard  
Crisis Intervention Center  
Cancer Society  
Habitat for Humanity  
Mana House  
MDA

The Cody Gunfighters request the closing of a portion of 12<sup>th</sup> Street for their re-enactment shows for the summer of 2012. Barricades to be set up according to the diagram from 5:30pm – 6:45pm Monday through Saturday, June through September.



MEETING DATE: FEBRUARY 17, 2015  
DEPARTMENT: ADMINISTRATION  
PREPARED BY: CINDY BAKER  
DEPT. DIR. APPROVAL: \_\_\_\_\_  
CITY ADM. APPROVAL: \_\_\_\_\_  
PRESENTED BY: CINDY BAKER

## **AGENDA ITEM SUMMARY REPORT**

### **IRON HORSE RODEO STREET DANCE**

#### **ACTION:**

Approve a request from Tim Buckstead and Thad Fitzgerald for the closure of 12<sup>th</sup> Street, between Sheridan Avenue and the alley south of Beck (leaving the alley usable), from 3:00 p.m. to Midnight along with a request from the Irma Hotel for an open container permit in conjunction with the 2<sup>nd</sup> Annual Iron Horse Rodeo Street Dance on the 1st of August.

#### **SUMMARY:**

This year Tim Buckstead is bringing the Iron Horse Rodeo to the Cody Stampede Grounds on Saturday, August 1<sup>st</sup>, with this event beginning around noon and ending approximately at 4:30 p.m. Following the rodeo, the event is proposing to move to 12<sup>th</sup> Street in front of the Irma for a street dance. The street closure is requested for 3:00 p.m. for set up with the band playing from 5:00 p.m. to 10:00 p.m. The street to be open no later than Midnight. The Gun Fighters will not perform that evening, but will be assisting in this event with security and compliance of patrons remaining in the area designated for alcohol if the open container permit is approved. As in the past, the Irma will be utilizing the established checklist for this type of an event.

#### **FISCAL IMPACT**

There will be minimal impact to the City for the event. The promoter is taking full responsibility of setting up and taking down the barricades and signage that are currently utilized by the Gun Fighter's nightly show.

#### **ALTERNATIVES**

1. Authorize the request for street closure and open container permit, authorizing the Chief of Police or designee the authority to close the event if the situation(s) arise that warrant such action.
2. Deny the request for street closure.

#### **RECOMMENDATION**

Staff recommends that if the Council approves the street closure and open container permit it includes the authorization of the Chief of Police or designee the authority to close the event if warranted, and both the promoter and the Irma provide the City of Cody a copy of liability insurance for the event.

#### **ATTACHMENT**

Agenda Request and Summary Form

#### **AGENDA & SUMMARY REPORT TO:**

Tim Buckstead  
Thad Fitzgerald  
Irma Hotel

**AGENDA ITEM NO. \_\_\_\_\_**

# City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

\*\*\*\*\*

Name of person to appear before the Council TIM BUCKSTEAD, THAD FITZGERALD,  
JOHN DARBY

Organization Represented BONE DADDY'S

Date you wish to appear before the Council FEB 17, 2015

Mailing Address c/o IRMA HOTEL  
1192 SHERIDAN AVE, CODY, WY Telephone BUCKSTEAD - 406-425-3069  
FITZGERALD - 307-272-7458  
DARBY 307-527-4221

E-Mail Address jackie@irmahotel.com

Preferred form of contact: Telephone \_\_\_\_\_ E-Mail

Names of all individuals who will speak on this topic TIM BUCKSTEAD, THAD FITZGERALD,  
JOHN DARBY

Event Title (if applicable) 2<sup>ND</sup> ANNUAL IRON HORSE RODEO CODY

Date(s) of Event (if applicable) AUGUST 1, 2015

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) CLOSURE OF 12<sup>TH</sup> STREET FROM SHERIDAN SOUTH TO ALLEY,  
AND OPEN CONTAINER PERMIT, AUGUST 1, 3pm TO MIDNIGHT (WITH  
BAND FROM 5pm TO 10pm. SEE ATTACHED INFORMATION.

Which City employee(s) have you spoken to about this issue? \_\_\_\_\_

Signature John C. Darby Date 1-21-15

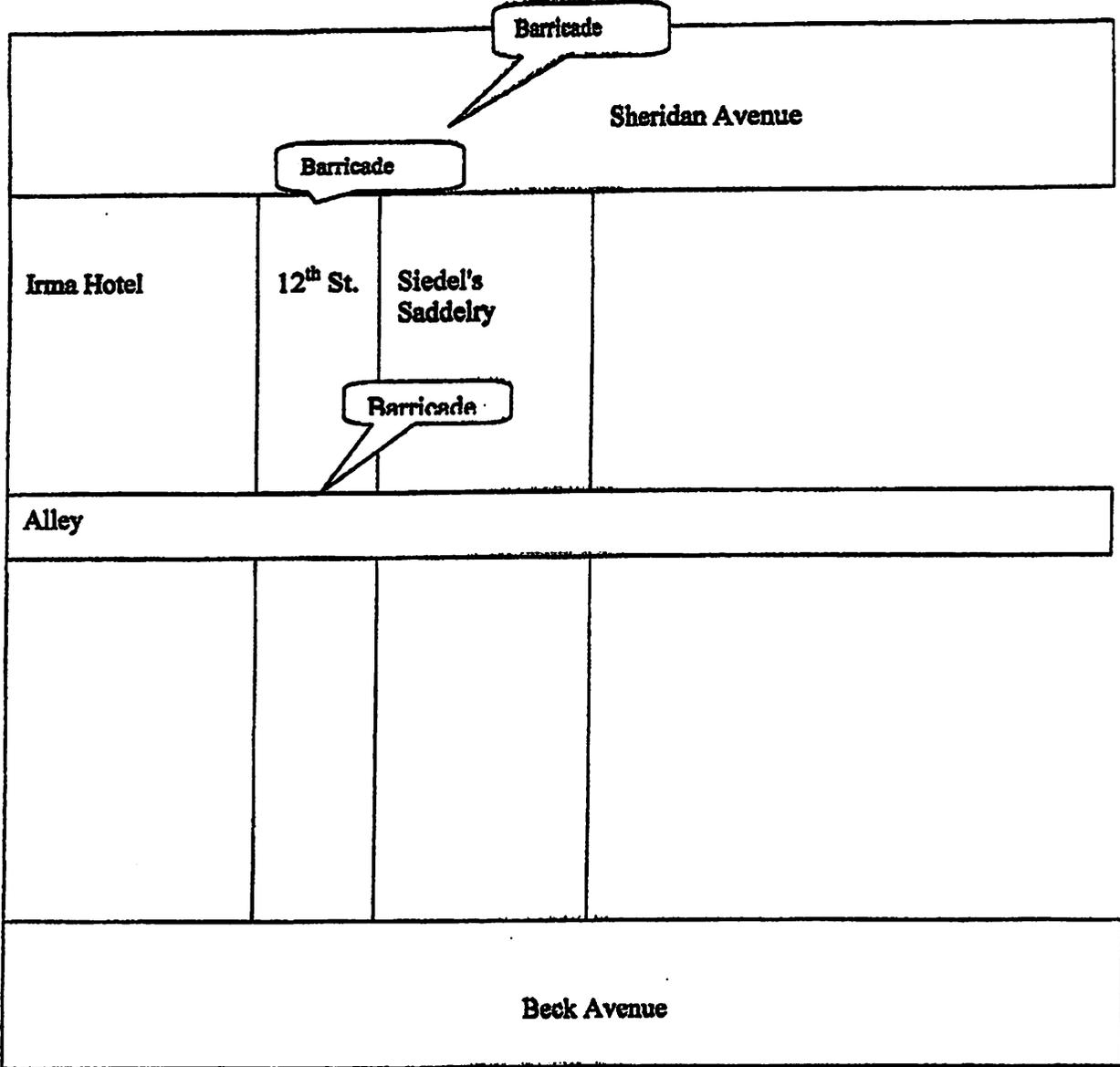
The Iron Horse Rodeo Cody is an event similar to the Iron Horse Rodeo which is part of the Beartooth Rally, promoted by Bone Daddy's in Red Lodge for the last 20 years. Last year the 1<sup>st</sup> annual Iron Horse Rodeo Cody was successfully held, without incident, in Cody.

This year, Bone Daddy's is again bringing the rodeo to the Cody Stampede Grounds with the assistance of the Stampede Board and many local Cody volunteers. The rodeo portion of the event will begin at noon and will end at approximately 4:30pm on August 1<sup>st</sup>. Following the rodeo, the event is again proposed to move to 12<sup>th</sup> Street in front of The Irma for a street dance.

The purpose of this Agenda Request is to ask the Council again to approve a street closure and open container permit for 12<sup>th</sup> Street, between Sheridan Avenue and the alley north of Beck from 3pm to midnight. The Gun Fight will not occur that evening. It is intended that setup for the dance will begin at 3pm, and the band will start playing at 5pm. The band will play until 10pm, followed by clean up. Bone Daddy's will make arrangements with The Irma for security.

The Irma Hotel will separately request a catering permit to set up a bar on their porch.

Insurance Certificates will be provided to the City.



MEETING DATE: FEBRUARY 17, 2015

DEPARTMENT: PUBLIC WORKS

PREPARED BY: BERT POND

DEPT. DIR. APPROVAL: \_\_\_\_\_

CITY ADM. APPROVAL: \_\_\_\_\_

PRESENTED BY: STEVE PAYNE 

## AGENDA ITEM SUMMARY REPORT

### Declaration of Used Power Poles as Surplus

#### BACKGROUND

Following the rebuilding of overhead power lines in the City of Cody, we have stockpiled approximately 26 used power poles that are at least 20 feet in length that cannot be placed back into service due to their age and condition. There are also approximately 15 – 20 shorter lengths of poles that have no utility purpose. We have received a request from Northwest College to provide used poles for a project associated with the USDA Specialty Crop Grant Program to establish a variety trial for the crop 'hops'. Before we can provide used poles for this project, it is necessary to first declare these poles as surplus.

#### SUMMARY

The City needs to dispose of the used poles periodically through some mechanism and typically receives very little compensation for them. This project sponsored by Northwest College provides an outlet for these poles that will be useful and reduce the costs associated with their project which represents a public service.

#### FISCAL IMPACT

There is no fiscal impact for the declaration of these poles as surplus. The poles cannot be re-used for utility purposes and are typically sold off as surplus material for very little money.

#### ALTERNATIVES

The alternative to declaring these poles as surplus is to keep them in stock for future disposal through some other mechanism.

#### RECOMMENDATION

It is the recommendation of the Electric Division that these poles (the 26 longer poles as well as the shorter poles sections) be declared surplus so that the City of Cody can make them available to Northwest College for this project. It is further recommended that Northwest College be allowed to take the used poles that suit their purposes at no cost as they will be used to benefit the public through their use on this project.

#### ATTACHMENTS

Letter of Request from Northwest College

AGENDA ITEM NO. \_\_\_\_\_



Thursday, February 5, 2015

Mr. Payne,

This letter is to request any unused power poles/light poles that the city of Cody may have available. These poles would be used in a project associated with the USDA Specialty Crop Grant Program where we will be establishing a variety trial for the crop hops (*humulus lupulus*), which requires a high "trellis" system and longer poles for support. We would appreciate any poles you might have available that are no longer needed by the city.

Sincerely,

A handwritten signature in black ink, appearing to read "Micah Humphreys".

Micah Humphreys, Ph.D.  
Associate Professor of Agroecology/Range Management  
Northwest College  
231 W. 6th St.  
Powell, WY 82435

micah.humphreys@nwc.edu  
307-754-6465

## City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

\*\*\*\*\*

Name of person to appear before the Council Jeremy Johnston

Organization Represented Buffalo Bill Center of the West

Date you wish to appear before the Council Feb 17, 2015

Mailing Address 720 Sheridan Ave Telephone 578-4032

E-Mail Address jeremyj@centerofthewest.org

Preferred form of contact: Telephone \_\_\_\_\_ E-Mail

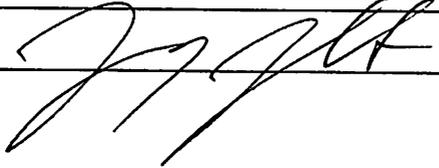
Names of all individuals who will speak on this topic Jeremy Johnston

Event Title (if applicable) FFA Wreath Ceremony - Road Closure

Date(s) of Event (if applicable) Feb 26, 2015 11:00

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) Request to close portion of Coe Circle for Buffalo Bill Wreath laying ceremony to be conducted by Cody High School FFA on Feb 26, 2015

Which City employee(s) have you spoken to about this issue? Steve Payne

Signature  Date 1/29/2015



Steve Payne <spayne@cityofcody.com>

---

## Buffalo Bill Birthday Street Closure

3 messages

---

Jeremy Johnston <JeremyJ@centerofthewest.org>

Thu, Jan 29, 2015 at 1:38 PM

To: "dmmcmillan@whpcody.org" <dmmcmillan@whpcody.org>

Cc: "spayne@cityofcody.com" <spayne@cityofcody.com>, Rich Herman <richh@centerofthewest.org>, Paul Brock <paulb@centerofthewest.org>

Doug,

I am the new curator of the Buffalo Bill Museum and I am writing you to respectfully request the closure of a portion of the Coe Circle around *The Scout* statue for the FFA wreath-laying ceremony to celebrate Buffalo Bill's birthday. The event will occur on Thursday, February 26<sup>th</sup>, beginning at 11:00am. The event should last around thirty minutes.

Would you please confirm by responding to this email that West Park Hospital will allow the City of Cody to divert traffic around the statue through the cafeteria/monument entrance parking lot for the duration of the ceremony? Upon your confirmation, I will request to appear before the City of Cody Council Meeting on February 16<sup>th</sup> to officially request the street closure.

Please let me know if you have any questions or concerns regarding this request. The Buffalo Bill Center of the West expresses its sincerest appreciation to the staff of the West Park Hospital for accommodating this annual community event through the years.

Best,

Jeremy

**Jeremy M. Johnston**

Curator of the Buffalo Bill Museum and Western American History

Managing Editor, *The Papers of William F. Cody*

☎ 307-578-4032

Buffalo Bill Center of the West

720 Sheridan Avenue, Cody, WY 82414

[centerofthewest.org](http://centerofthewest.org)

# **BUFFALO BILL CENTER OF THE WEST**

---

**Steve Payne** <spayne@cityofcody.com>

Thu, Jan 29, 2015 at 1:56 PM

To: Rob Kramer <rkramer@cityofcody.com>, Eric Asay <easay@cityofcody.com>

Rob and Eric,

Please note the date and timing of the planned closure of Monument St. for the wreath laying. As you know we typically provided the barricades, signage, etc.

Steve

[Quoted text hidden]

—

Stephen W. Payne P.E.  
City of Cody  
Public works Director

---

**Jeremy Johnston** <JeremyJ@centerofthewest.org>

Thu, Jan 29, 2015 at 3:06 PM

To: "spayne@cityofcody.com" <spayne@cityofcody.com>

Steve,

Here is Doug's response!

Best,

Jeremy

---

**From:** McMillan, Doug [mailto:dmcmillan@wphcody.org]

**Sent:** Thursday, January 29, 2015 2:51 PM

**To:** Jeremy Johnston

**Cc:** Waldner, Tim; Franklin, Phillip; Hatfield, Kylee

**Subject:** RE: Buffalo Bill Birthday Street Closure

Jeremy

WPH will be happy to accommodate your requested needs as we have in the past for the Buffalo Bill Birthday and divert traffic around the statue through the cafeteria/monument entrance parking lot during the ceremony and will address with our staff.

Doug

Doug McMillan, CEO

West Park Hospital District

707 Sheridan Ave

Cody, WY 82414

(307) 578-2488

www.westparkhospital.org



---

**From:** Jeremy Johnston [mailto:JeremyJ@centerofthewest.org]

**Sent:** Thursday, January 29, 2015 1:57 PM

**To:** McMillan, Doug

**Subject:** Buffalo Bill Birthday Street Closure

Doug,

I am the new curator of the Buffalo Bill Museum and I am writing you to respectfully request the closure of a portion of the Coe Circle around *The Scout* statue for the FFA wreath-laying ceremony to celebrate Buffalo Bill's birthday. The event will occur on Thursday, February 26<sup>th</sup>, beginning at 11:00am. The event should last around thirty minutes.

Would you please confirm by responding to this email that West Park Hospital will allow the City of Cody to divert traffic around the statue through the cafeteria/monument entrance parking lot for the duration of the ceremony? Upon your confirmation, I will request to appear before the City of Cody Council Meeting on February 16<sup>th</sup> to officially request the street closure.

Please let me know if you have any questions or concerns regarding this request. The Buffalo Bill Center of the West expresses its sincerest appreciation to the staff of the West Park Hospital for accommodating this annual community event through the years.

Best,

Jeremy

MEETING DATE: FEBRUARY 17, 2015

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: LESLIE BRUMAGE

PRESENTED BY: LESLIE BRUMAGE

## AGENDA ITEM SUMMARY REPORT

### Declaration of Surplus Items for Auction

#### ACTION TO BE TAKEN:

Designate the equipment on the attached list as surplus and authorize staff to proceed with selling them at an online auction.

#### SUMMARY OF INFORMATION:

The City of Cody holds periodic online auctions for the sale of surplus equipment through the Public Surplus Auction Site. The departments have forwarded the following list of items to be declared surplus:

Description	Department	Reserve Amount
2005 Chevrolet 2500 Animal Control Truck	310	\$0
2004 Sterling Sewer Jet Truck	550	\$0
Cross Bucks & Fencing Rails	410	\$0
John Deere Weed Eater	410	\$0
250 Green Metal T Posts	410	\$0
Quick Goal Portable Soccer Goal	410	\$0
Troy Built Rototill	410	\$0
Toro Snowblower	410	\$0
15 Dell Computers	240	\$0
3 Motorola Portable Radios & 2 Chargers	240	\$0
80 1.5 Yard Capacity Dumpsters	530	\$0

There are also two Sensus meter reading handheld units that are inoperable and in the staff's opinion are junk equipment that are not in a condition to sell. Staff would like to salvage the usable parts for use in working units and dispose of the unusable parts and is requesting that they be declared surplus for this purpose.

#### FISCAL IMPACT

There is no fee to the City for listing or selling equipment on the site. All fees are paid by the winning bidder through a bidder's premium of 7% added to the sale price of the equipment. The revenue received is difficult to estimate for non-reserve auctions.

#### ALTERNATIVES

1. Approve the list, declaring the items as surplus and available for auction
2. Reject the list and cancel the auction

#### ATTACHMENTS

AGENDA ITEM NO. \_\_\_\_\_

MEETING DATE: FEBRUARY 17, 2015  
DEPARTMENT: PARKS, RECREATION, & PUBLIC  
FACILITIES  
PREPARED BY: RICK MANCHESTER, DIRECTOR  
PRESENTED BY: RICK MANCHESTER, DIRECTOR  
TIA MITCHELL, CHAMBER OF COMMERCE EVENTS  
COORDINATOR

## July 4<sup>th</sup>, 2015-2017 Wild West Extravaganza Agreement

### Action to be taken

Request that City Council approves street closures and conditions of the agreement.

### Summary

1. The Cody Country Chamber of Commerce, is seeking approval to grant the street closures of 9<sup>th</sup> Street, 10<sup>th</sup> Street between Beck and Sheridan Avenues; and closing BOTH sides of Beck Avenue between 9<sup>th</sup> and 10<sup>th</sup> Streets for food vendors. The approved closure includes the \$25 City Park exclusive use permit. This agreement is requested for street closures starting on Tuesday, July 1<sup>st</sup>, at 6:00 PM through 6:00 PM on Friday July 4<sup>th</sup>. This schedule will apply in 2015 and July 1-4 in 2016 and 2017.
2. Approve the Mayor to sign and enter into a one year agreement with two additional renewal years with the Chamber of Commerce, to conduct the July 4<sup>th</sup> Extravaganza at City Park on July 1, 2, 3, and 4 in years 2015-2017.

### Conditions of the Agreement

#### The Promoter will:

1. Pay the City 50% of all dumpster charges in City Park area.
2. Pay for any damage caused by vendors or as a result of the festival.
3. Pay any other unforeseen actual costs borne by the City for the event.
4. Provide and pay for portable restroom facilities for participant use during the event.
5. Set up and removal of barricades for the event. The City will provide barricades to the promoter.
6. Pay \$50 fee (or current rate) per vendor for each electrical user during the event.
7. Provide liability insurance naming the City of Cody as co-insured up to one million dollar coverage.
8. All food vendors must obtain a local food permit from the State of Wyoming. Vendors must follow guidelines established by the State of Wyoming Department of Revenue.
9. Vendors are not allowed to camp overnight and must leave adequate room for vehicle passage where applicable. This may require parking vendor vehicles at another location as determined by the Police Department.
10. Report back to City Council the status of the festival before October 1<sup>st</sup>, 2015. Include in the report number of vendors, number of in-town vendors, type of vendors, etc.
11. The promoter is responsible to pay \$300 for a transient merchant license. The \$300 fee is in lieu of each vendor paying the fee on their own and individually. The promoter is responsible to pay the City a \$25 vendor permit fee (or current rate) for each vendor excluding not-for-profit organizations that are able to show proof of current 501 c (3) status.
12. The City or the promoter may cancel this agreement if written notification is given by either party prior to January 1<sup>st</sup>, of each contract year.

**AGENDA ITEM NO. \_\_\_\_\_**

**FISCAL IMPACT**

The promoter is responsible to pay, the City a \$25 vendor permit fee for each vendor, excluding not-for-profit organizations. The promoter will pay 50% of the dumpster charges and an additional \$50 (or current rate) for each vendor requiring electrical use. The promoter is responsible to pay damages caused to the park or street as a result of the festival. The promoter is responsible to pay \$300 for a festival transient merchant license in lieu of each vendor paying their own and individual transient merchant licenses for the event. The transient merchant license covers all vendors of the Extravaganza. The total revenue to the City, excluding dumpster fees is approximately \$2,500.

**ALTERNATIVES**

1. Approve a one-year agreement with listed terms to WWE for July 2<sup>nd</sup> - 4<sup>th</sup>, 2015.
2. Deny the request and issue a request for qualifications and proposals.

**RECOMMENDATION**

Approve a three-year agreement with the Chamber of Commerce for the 2015-2017, events.

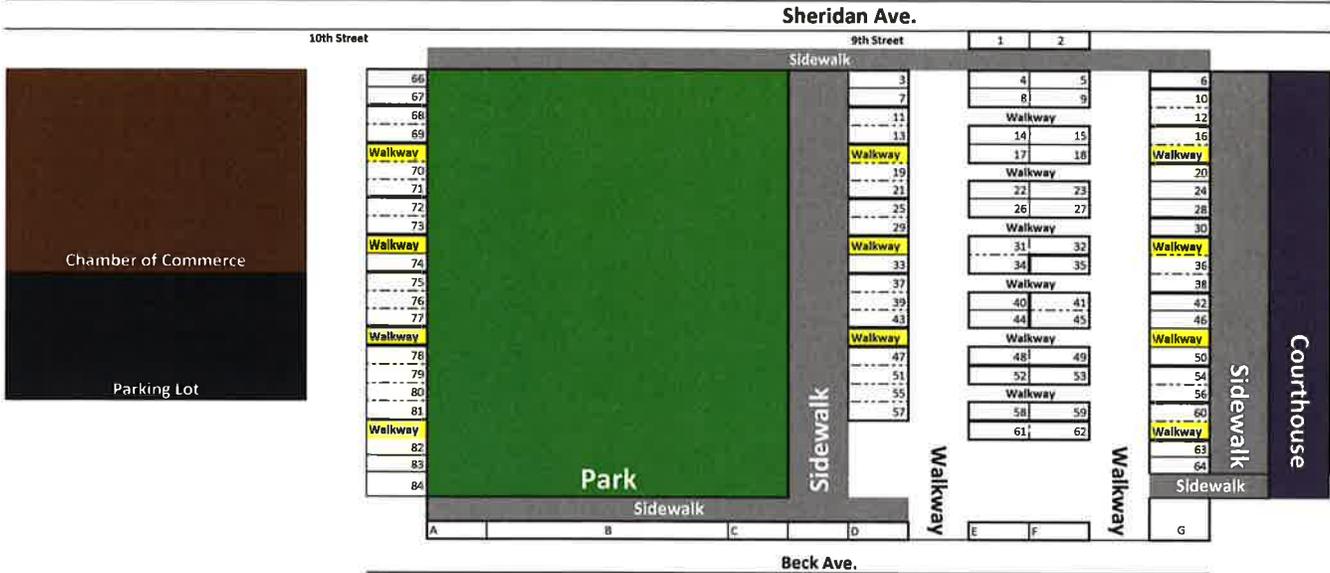
**AGENDA & SUMMARY REPORT TO:**

Tia Mitchell, Chamber of Commerce Events Coordinator

**ATTACHMENTS**

1. Event Vendor placement map
2. 3-year agreement
3. Agenda Request Form

Wild West Extravaganza 2015



ADDITIONAL FOOD VENDORS WILL BE PLACED HERE





# City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

\*\*\*\*\*

Name of person to appear before the Council Tia Mitchell  
Organization Represented Cody Chamber  
Date you wish to appear before the Council Feb 17, 2015  
Mailing Address 836 Sheridan Telephone 587-2777  
E-Mail Address events@codychamber.org  
Preferred form of contact: Telephone \_\_\_\_\_ E-Mail   
Names of all individuals who will speak on this topic Tia Mitchell  
Event Title (if applicable) Wild West Extravaganza  
Date(s) of Event (if applicable) July 1 (set up) 2, 3 4  
Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) street closure 6 pm on July 1 for set up and remained closed July 2, 3 & 4 for annual craft fair street closures include 9th, 10th & Bell Ave.  
Which City employee(s) have you spoken to about this issue? Rick Manchester  
Signature Tia Mitchell Date 2/9/15

MEETING DATE: FEBRUARY 17, 2015  
DEPARTMENT: PARKS, RECREATION, AND  
PUBLIC FACILITIES  
PREPARED BY: RICK MANCHESTER,  
DIRECTOR  
  
PRESENTED BY: RICK MANCHESTER AND  
SARAH MIKESSELL-GROWNEY

## Shoshone Recreation District (SRD) City and SRD Operating Agreement

### ACTION TO BE TAKEN

Request that City Council agrees to extend the existing operating agreement between the City of Cody and the Shoshone Recreation District (SRD.) We are requesting that the extension expires on October 5, 2015.

### SUMMARY OF INFORMATION

The most current agreement took affect April 5, 2011 and was in effect until April 5, 2014. We would like to have time for a SRD subcommittee to review the agreement and develop recommendations for the City Council to ponder. If there are proposed changes by the SRD, we will forward them to City Council for consideration. Or, if the City Council wishes to recommend changes, a joint committee made up of members of SRD and City Council could meet to finalize the agreement.

### ATTACHMENTS

1. SRD Rules and Policies
2. Operating Agreement—March 2011

### AGENDA & SUMMARY REPORT TO:

1. Sarah Mikesell-Growney, SRD Chairperson

**AGENDA ITEM NO. \_\_\_\_\_**

## RULES AND POLICIES OF THE SHOSHONE RECREATION DISTRICT

*The City of Cody and the Shoshone Recreation District agree to manage, operate, schedule, generate revenues and promote recreation programs in the best interests of the youth, adults, families and seniors of the community.*

*The Shoshone Recreation District has a common goal of providing healthful and creative recreation programs, facilities and activities to meet the needs of the residents of the District. This goal is not to fund for competition but to fund for the enrichment of the lives of individuals in the community on a year-round basis.*

*The Shoshone Recreation District shall be an equal opportunity employer. Discrimination on the basis of race, color, national origin, religion, handicap, sex, age, or political affiliation with respect to terms and conditions of employment, including, but not limited to, recruitment, reinstatement, termination, training or any other personnel action is prohibited except where a bona fide occupational qualification or job requirement exists.*

### SECTION I

#### PERSONNEL POLICY (Excluding Director)

- A. All fulltime employees shall be hired by the City of Cody as per currently approved 'Operating Agreement between the City of Cody & the Shoshone Recreation District'.
- B. All employees will work on an hourly basis, unless otherwise notified at the time of employment.

#### DIRECTOR OF RECREATION

- A. The City to Cody will create a Cody Parks and Recreation Department; designate a department head and staff to operate parks, pathways and recreational programs in the community. The Department Head for the Parks and Recreation Department will report to the Shoshone Recreation District Board and provide any necessary staff support to the Board of Directors. Reference: Currently approved 'Operating Agreement between the City of Cody & the Shoshone Recreation District'. A designee from the Shoshone Recreation District Board will assist with the hiring process in event of new Director.

**SHOSHONE RECREATION DISTRICT  
BOARD OF DIRECTORS  
ORGANIZATION AND AUTHORITY TO ACT**

*The Board of Directors should make every effort to place the administration of their recreation district in the hands of a well-qualified Director. In order to discharge the responsibilities and perform effectively as units of local government, recreation boards must first understand their status as legal entities with a uniform pattern of organization and legally defined powers to transact business in all areas of recreation operation.*

**SECTION I**

**BOARD AS A LEGAL ENTITY**

**A.** Board members may transact business only at official meetings.

1. Regular monthly meetings of the Shoshone Recreation District shall be held on the second Friday of each month throughout the year, unless otherwise approved by the board.

**B.** Special or adjourned meetings will be held when considered necessary by the Director of Recreation and Board Chairperson.

**SECTION II**

**BOARD ORGANIZATION**

**A.** Board members shall be appointed by the Board of School District #6.

1. Board Structure

- a) 1 member - Board of School District #6
- b) 1 member - School Activities Director
- c) 1 member - City Council
- d) 8 members at large residing within School District #6

2. Terms of office for members shall be five (5) years, limited to two consecutive, full 5-year terms. In the event of a midterm resignation or other vacancy happens, midterm appointments will be made for the completion of the full five year term. Partial term appointments do not count toward the term limit requirements. The Shoshone Recreation District will publicly advertise the member's at large vacancies as they occur.

Shoshone Recreation District Board members that are appointed by the Board of School District #6, or the Cody City Council are exempt from term length and limit requirements. A minimum of 12 month appointment is required. The School Activities Director position is an appointed board member not subject to term limits.

3. Recommendations for Board members will be made to the School Board of District #6 as needed.

At-Large	Year Appointed	Year Term Expires	Appointment Year	Year Term Expires December 31	PROJECTED APPOINTMENT DATES (All Terms Expire Dec. 31)		
					Appointment year (After January 1)	Appointment year (After January 1)	Appointment year (After January 1)
Board 1	2005	2009	2010	2014	2018	2022	2026
Board 2	2005	2009	2010	2014	2018	2022	2026
Board 3	2008	2012	2013	2017	2021	2025	2029
Board 4	2008	2012	2013	2017	2021	2025	2029
Board 5	2009	2012	2013	2017	2021	2025	2029
Board 6	2009	2013	2014	2018	2022	2026	2030
Board 7	2009	2013	2014	2018	2022	2026	2030
Board 8	2009	2013	2014	2018	2022	2026	2030

**B.** The election of officers must be held immediately after an annual appointment of Board members.

1. Board members will be appointed in December of each year and assume office in January of each year pending approval by School Board District #6.

**C. Chairperson:** The chairperson, elected by ballot vote, should be a leader, familiar with parliamentary procedure and possessing the ability to conduct a meeting in a businesslike manner. The Chairperson makes appointments to special committees as the need arises.

1. Presides at all Board meetings and special District meetings.

**D. Vice- Chairperson:** The vice- chairperson shall act and handle all matters designated for the chairperson in the absence of the Board chairperson.

**E. Secretary to the Board:** The secretary, elected by vote, shall

1. Be responsible for the Minutes of the Board and special District meetings.

a) Board minutes should be worded carefully and disclose exactly what was authorized or decided, whether the action was taken by means of a resolution or a motion, when the action was taken and who voted.

b) Amendments to Board minutes should show when, how and why the changes were made in order to make them legally acceptable.

2. File all papers pertaining to District business.

**F. Treasurer (Elected by Vote):**

1. Shall be responsible for accurate records of all District funds.
2. Make an annual report to the Board of Recreation District finances.
3. Shall be responsible for yearly internal audit by an accountant of the Recreation District books. Audit must be submitted to the School Board annually.

**SECTION III**

**BOARD BY LAWS**

- A.** Regular monthly meetings of the Shoshone Recreation District shall be held on the second Friday of each month throughout the year, unless otherwise approved by the board. The Board Chairperson may call special meetings as deemed necessary at anytime.
- B.** All board meetings shall be conducted according to modified Robert's Rules of Order. Majority vote will be used at all meetings.
- C.** All actions or motions passed or denied by the Board must be recorded either as unanimous or as individual votes showing those in favor, those dissenting and those abstaining.
- D.** Any policy may be revised, repealed, or adopted at any regular meeting by 2/3 of a quorum, provided the proposed changes has been presented to the Board.
- E.** The Board shall exercise general oversight of the recreation program. Its function shall be as per currently approved 'Operating Agreement between the City of Cody & the Shoshone Recreation District' or any subsequent agreement that has been duly authorized to replace the 2010 agreement.
- F.** Meetings of the Recreation Board will be open to the public; an executive session of the Board may be called when, in the judgment of the Board, consideration for the persons conceived or the nature of the business to be transacted makes an executive meeting desirable in pursuant to Wyoming State Law.
- G.** The Chairperson of the Board may appoint committees to assist the Board and the administrative offices of the Recreation District. The functions of these committees shall be advisory. Committees shall not have authority to obligate the Recreation District financially, nor shall they exercise any authority not specifically delegated.
- H.** Shoshone Recreation District Board Members Absenteeism Policy: All members of the Board of Directors are required to attend scheduled meetings. If there are three consecutive unexcused absences, a warning letter will be sent to that individual. If that same member misses the fourth consecutive meeting, he/she will be required to submit his/her resignation or submit an appeal in writing to the board chairperson. The appeal will be considered by the entire board.

## SECTION IV

### INTERNAL REVENUE SERVICE, WORKMAN'S COMPENSATION ACT, SOCIAL SECURITY ACT AND RETIREMENT PROGRAMS

- A. Part-time employees, if any, shall participate in accordance of the law with the required governmental agencies in the withholdings and distributions of wages received.

## SECTION V

In regards to the Shoshone Recreation District addressing behavioral problems to protect the District in the future, "the Shoshone Recreation Board, in executive session, will deal with any behavior and/or conduct that is considered by the Board to be disruptive and/or destructive."

Also, adopted into policy by the Shoshone Recreation District, the following Code of Ethics. Individuals participating in recreational activities sponsored by the Recreation District agree to hereby pledge to provide positive support, care and encouragement for fellow competitors and league officials by following this Code of Ethics. Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game. Treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability. Understand that while participating in a recreational activity agree not to use profane language or engage in 'trash talking' at any time. Lead, by example, in demonstrating fair play and sportsmanship to all fellow competitors. Understand that the officials are there for the participants benefit and will agree not to direct any profane or threatening actions toward them (either verbal or physical). Understanding that any violation of this code shall be cause for ejection from any event without compensation.

The Shoshone Recreation District Board will provide the facts and will make recommendations to the City of Cody staff for final action.

## ATTACHMENTS

- ✓ Currently approved 'Operating Agreement' between the City of Cody and the Shoshone Recreation District.

OPERATING AGREEMENT – March 2011  
CITY OF CODY AND SHOSHONE RECREATION DISTRICT

The City of Cody, Wyoming (Hereafter City) and the Shoshone Recreation District Board (hereafter District) agree to manage, operate, schedule, generate revenues and promote recreation programs in the best interests of the youth, adults, families and seniors of the community. As such the City of Cody has created a Parks and Recreation Department, and designated a department head and staff to operate parks, pathways and recreational programs in the community. The department head for the Parks and Recreation and Public Facilities Department will be the coordinator between the District and the City and provide necessary administrative support to the Board.

The City of Cody agrees that it is in its best interests and to the benefit of the community to utilize the District board to provide parks, pathway and recreational programming guidance and to evaluate the quality of parks and programming within the City. As such the District will provide recommendations to the City regarding the community Master Plan for Parks and Recreation and regularly monitor the effectiveness of facilities and programming.

The District shall have the following duties:

1. The District will review prior to the City's budgeting process the recommended budget for the Parks and Recreation and Public Facilities Department and make recommendations to staff and Council concerning budgeting priorities, compliance with the Master Plan, staffing levels and program effectiveness.
2. The District will whenever funding levels are sufficient, allocate **32%** of the annual mill levy, to the City of Cody in order to assist in the funding of the Paul Stock Aquatic and Recreation Center.
3. If the mill levy which the district receives decreases, the total which the City receives will decrease in proportion to its share of the mill-levy. One-quarter of the total will be distributed to the City on a quarterly basis. In addition to the payments, the District may fund special projects or capital requests that have approval from the City Council.
4. The Shoshone Recreation District budget and funding amount allocated to the City will be forwarded to the City Administrator for City budget planning purposes. The City Council will be the final budgeting authority for City recreation programs and recreation center. Funds received from the Shoshone Recreation District mill levy are intended for improving recreation opportunities in the District, and the Shoshone Recreation District Board must approve the use of funds given to the City. For example; funding given to the City from the SRD for recreation programs or recreation center operations cannot be used for park maintenance without prior approval from the Shoshone Recreation District Board.

5. The District, at the option of the SRD Board may provide additional funding for the Aquatic and Recreation Center equipment replacement. The SRD Board will annually consider additional financial contributions to the City for recreation program costs that are associated with program equipment, special projects, materials, and supplies.
6. The District shall advise the City Council with respect to the acquisition, promotion and development of parks and recreation facilities.
7. The District shall advise the City Council with respect to planning and development standards for all parks, recreation and open space areas.
8. The District shall draft rules and regulations for the City Council's consideration relating to the orderly use of parks, recreation and open spaces and related facilities by the public.
9. The District may establish such committees, as it deems advisable and assign each committee specific duties or functions.
10. When requested by the City Council, the District shall consider, investigate, make findings, report and recommend upon any special parks, open space, recreation or facilities matter or question within the scope of its work.
11. The District will consider providing to the City, on an annual basis, matching or contributing funds to be used for recreation equipment, maintenance, replacement or purchase.

The City shall have the following duties:

1. Periodically hold a joint meeting of Shoshone Recreation Board representatives and City staff to insure the agreement is working and evaluate any changes that may be needed.
2. Hire and employ such personnel as are appropriate to run and maintain the Parks, Recreation and Public Facilities.
3. Maintain, utilize, and replace all equipment and vehicles designated for Parks, Recreation, and Public Facilities purposes.
4. Provide liability and property insurance coverage to all Parks and Recreation and Public Facilities and their contents.

Both the District and the City are governmental entities, and as such, neither waives any sovereign or governmental immunity provided to it under the Wyoming Constitution and Wyoming law. Both entities reserve the right to assert immunity as a defense to any action arising under this agreement.

This agreement will replace the Operating Agreement signed June in 2004, and be in effect for three years beginning April 5, 2011 unless amended by both the City and the District. Either party may terminate this agreement on thirty days written notice to the other party.

Date: 4/20/11

by Shoshone Recreation Board Chairperson,



Scott Aune, Shoshone Recreation District Chair

Date: 4/18/11

by Mayor of City of Cody,



Nancy Tia Brown

MEETING DATE: FEBRUARY 17, 2015  
DEPARTMENT: PARKS, RECREATION &  
PUBLIC FACILITIES  
PREPARED BY: DOYLE STOUT  
PRESENTED BY: RICK MANCHESTER  
TIA MITCHELL

## **AGENDA ITEM SUMMARY REPORT**

### **COLOR DASH RUN AUGUST 8, 2015**

#### **ACTION TO BE TAKEN:**

The Cody Chamber is requesting approval to have a COLOR DASH 5K event with exclusive use of Markham & New Cody Reservoirs walking/running paths and the exclusive use of Lions Park.

#### **SUMMARY OF INFORMATION:**

COLOR DASH is a fundraiser for the Cody Chamber, the event will be held on August 8, 2015 beginning at 10 am. Lions Park will be reserved for the organizers and participant to gather and socialize. The Powdered Chameleon Colors that will be used in the race are not hazardous, please see attached MSDS on this product. The race will include one lap around both reservoirs and one additional lap around Markham to complete the race course.

#### **FISCAL IMPACT**

There is \$50.00 fee for exclusive use of Lions Park.

The Chamber will provide a waiver of liability insurance for this event.

#### **ALTERNATIVES**

Approve the event to be held on walkway/running track around Markham and New Cody Reservoirs.

Deny the request all together

#### **ATTACHMENTS**

MSDS identifying the material used for the color dash.

Map of the course.

#### **AGENDA & SUMMARY REPORT TO:**

Tia Mitchell, Events Coordinator, Cody Chamber of Commerce (307) 587-2777

**AGENDA ITEM NO. \_\_\_\_\_**



## Chameleon Colors

### MATERIAL SAFETY DATA SHEET (MSDS)

**Product Name: Powdered Chameleon Colors for Social Events**

#### **Chemical Product Composition:**

- Food Grade Corn Starch combined with Food, Drug & Cosmetic Colors (FD&C) and/or Drug & Cosmetic Colors, NOT hazardous.
- Finished product NOT intended for human ingestion.

**Hazardous Ingredients: NONE: 29 CFR 1910.1200**

- For Color See:  
<http://www.fda.gov/forindustry/coloradditives/coloradditiveinventories/ucm115641.htm>
- Corn Starch: CAS #9005-25-8. This product is approved as safe for its intended use by the FDA in the applicable sections of 21 CFR

#### **Physical Data:**

- Solubility in Water: Varies
- Reactivity in Water: None
- Flash Point: Not Applicable
- Appearance/ Odor: Varies to fit specific color shade
- Fire Explosion/Flammable Hazard:
  - RATING 2: Slight. Like most organic solids, fire is possible at elevated temperature or by contact with an ignition source.
  - Extinguishing Media: Carbon dioxide, dry chemical or foam recommended. Water spray applicable.

**Physical Hazards: No Adverse Health Effects Expected**

- Stability: Stable
- Materials/Conditions to Avoid:  None
- Hazardous Decomposition Products: None
- Hazardous Polymerization Products: None

## **First Aid Measures:**

### **Symptoms & Effects:**

- **Ingestion: None. Drink plenty of water. If a large amount is ingested, consult a doctor**
- **Inhalation: Slight suffocation. Remove patient to fresh air. May cause some irritation, being a dry powder. However, this product is not identified as an irritant.**
- **Skin Contact: May cause temporary stain on the skin. Wash skin with mild soap & water**
- **Eyes: Remove contact lens if applicable, flush eyes with plenty of water.**
- **If any irritations form and persist, consult a physician in a timely manner.**

### **Personal Protection:**

- **Respiratory: No Respiratory protection is required, however dust masks are suggested.**
- **Ventilation:**
  - **Outdoors: See Respiratory**
  - **Indoors: Dust Collection/Ventilation is Recommended**
- **Eyes: Eye Protection Suggested**
- **Other Protective Equipment: None Required**
- **Artificial Color Allergy (i.e. Red #40): Consult a physician about exposure types and limitations. (i.e. inhalation, skin contact)**

### **Spills & Leaks Procedures:**

- **Scoop up spilled material into a container for disposal. For water disposal, dispose according to federal, state, and local regulations.**

### **Handling & Storage**

- **Follow the "Personal Protection" guidelines.**
- **Keep away from heat and/or source of ignition.**
- **Store in a cool, well-ventilated area.**
- **Store product in closed packaging.**

**This information is prepared for documentation purpose. This product is NOT considered hazardous, 29 CFR 1910.1200**

MEETING DATE:	FEBRUARY 17, 2015
DEPARTMENT:	CITY PLANNER
PREPARED BY:	TODD STOWELL
CITY ADM. APPROVAL:	_____
PRESENTED BY:	TODD STOWELL

## **AGENDA ITEM SUMMARY REPORT** **The Final Plat of the Rebel Row Minor Subdivision**

### **ACTIONS TO BE TAKEN**

Approve the final plat of the Rebel Row minor subdivision, with conditions.

### **SUMMARY**

Tom Quick, of What's Left, LLC, has submitted the final plat application for the Rebel Row minor subdivision. The subject property is located on the west side of Stone Street, immediately north of the unimproved portion of Cougar Avenue. The property is currently vacant and is being divided in preparation for the construction of four semi-detached residences (two duplexes, both split in half by a property line). A copy of the final plat is attached.

The Planning and Zoning Board reviewed the conditions of the preliminary plat approval and considered the final plat application at their February 10, 2015 meeting. The Board recommended approval of the final plat subject to four conditions to address outstanding items.

### **RECOMMENDATION:**

Approve the final plat of the Rebel Row minor subdivision, subject to the following:

1. Applicable utility fees (three water taps and the electrical estimate) shall be paid prior to the mayor signing the final plat.
2. Provide a minimum 5-foot by 5-foot utility easement on Lot 9 of the Rocky Mountain Business Park, for the new transformer. The easement must be recorded prior to, or with the final plat.
3. All utility work for sewer, water, power, and storm water must be completed as noted on the preliminary plat prior to issuance of a building permit. The work must conform to city standards.
4. Comply with Condition 5 of the preliminary plat approval, relating to constructing or providing a cash deposit for construction of sidewalk along the west side of Stone Street prior to issuance of a building permit.

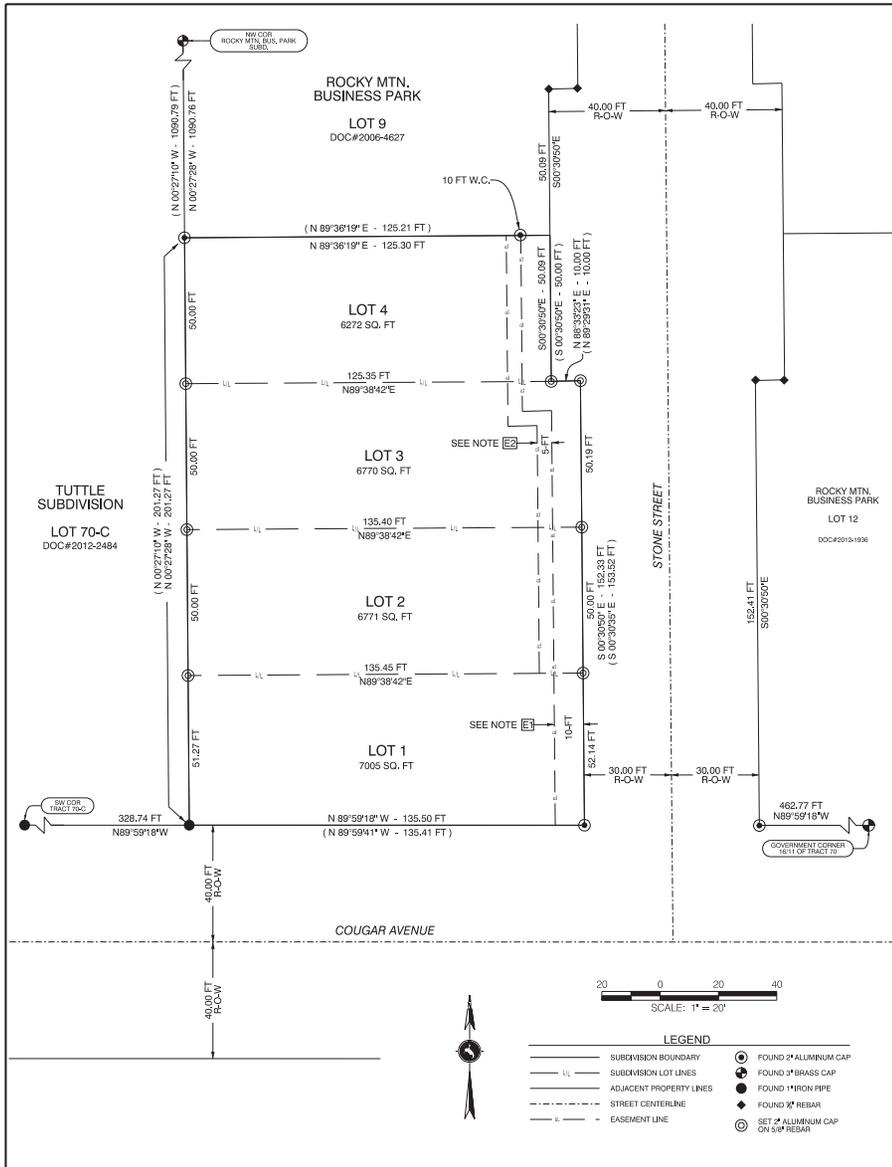
### **ATTACHMENTS:**

Rebel Row Final Plat

### **AGENDA & SUMMARY REPORT TO:**

Sage Civil Engineering

**AGENDA ITEM NO. \_\_\_\_\_**



**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 SAID LANDS ARE SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY AND MINERAL RIGHTS OR RESERVATIONS OF RECORD; THAT WE HEREBY DEDICATE THE EASEMENTS LABELED HEREON FOR THE USES SO NOTED; THAT WE DO HEREBY AGREE TO PROMOTE AND PARTICIPATE IN AN IMPROVEMENT DISTRICT FOR THE CONSTRUCTION OF COUGAR AVENUE TO CITY STREET STANDARDS WITH CURB, GUTTER, SIDEWALK AND STREETLIGHTS, WHEN DEEMED NECESSARY BY THE CITY OF CODY; AND FURTHER, THAT THIS LANGUAGE SHALL BE CONTAINED IN EACH AND ALL CONVEYANCES OF RECORD FOR LOTS 1 - 4 OF THE REBEL ROW MINOR SUBDIVISION; 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.

WHAT'S LEFT, LLC  
STATE OF WYOMING } SS  
COUNTY OF PARK } SS

THE FOREGOING CERTIFICATE OF OWNER WAS ACKNOWLEDGED BEFORE ME BY WHAT'S LEFT, LLC ON THIS DAY OF \_\_\_\_\_ 20\_\_\_\_, WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC:  
MY COMMISSION EXPIRES: \_\_\_\_\_

**DESCRIPTION OF LANDS**

A PARCEL OF LAND AS DESCRIBED IN DOC#2015-304 ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER, SAID LANDS LOCATED WITHIN A PORTION OF TRACT 70-B OF THE TUTTLE SUBDIVISION, WITHIN RESURVEY T.53N, R.101W, 6TH P.M., CITY OF CODY, PARK COUNTY, WYOMING; SAID LANDS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 11 OF ROCKY MOUNTAIN BUSINESS PARK SUBDIVISION AS RECORDED IN PLAT CABINET J, PAGE 66 ON FILE IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER.

**APPROVALS**

**CITY PLANNING AND ZONING BOARD**      **CITY COUNCIL**

RECOMMENDED FOR APPROVAL THIS \_\_\_\_ DAY      APPROVED THIS \_\_\_\_ DAY  
OF \_\_\_\_ 20\_\_\_\_ BY THE CITY PLANNING      BY THE CITY COUNCIL OF CODY, WYOMING, 20\_\_\_\_

AND ZONING BOARD OF CODY, WYOMING.      BY MAYOR: NANCY TIA BROWN

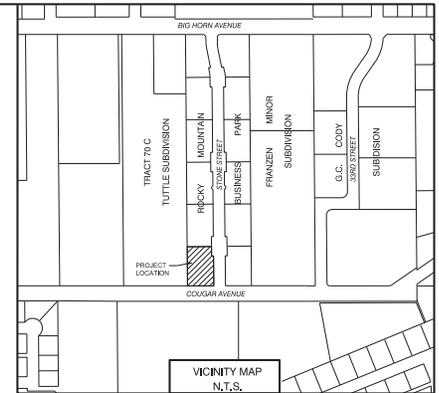
BY CHAIRMAN: \_\_\_\_\_      ATTESTED BY: ADMINISTRATIVE SERVICES DIRECTOR

**SUBDIVISION NOTES**

- BEARING BASE: BEARINGS AND DISTANCES SHOWN ON THIS PLAT ARE GEODETIC BASED ON THE WYOMING STATE PLANE COORDINATE SYSTEM, NAD83(2011) EPOCH 2010.0, WYOMING WEST CENTRAL ZONE.
- ALL SURVEY WORK WAS COMPLETED TO AN ACCURACY OF 1:15,000.
- TOTAL SUBDIVISION AREA IS 0.62 ACRES.
- RECORD DIMENSIONS SHOWN HEREON AS 100.00 FT ARE FROM THE PLAT OF ROCKY MOUNTAIN BUSINESS PARK ON FILE IN PLAT CABINET J ON PAGE 66 IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER.
- ALL LOT OWNERS WILL BE REQUIRED TO RETAIN AN ENGINEER TO ANALYZE THE DRAINAGE ON EACH LOT AT TIME OF SITE PLAN SUBMITTAL. SAID ANALYSIS MUST BE SUBMITTED TO THE CITY FOR REVIEW AND APPROVAL TO ASSURE THAT ANY PROPOSED INCREASE IN RUNOFF WILL BE RETAINED ON SITE IN AN APPROVED FASHION.
- THIS SURVEYOR DID NOT PERFORM AN ABSTRACT TITLE SEARCH, THE LANDS SHOWN HEREON MAY BE SUBJECT TO ADDITIONAL EASEMENTS NOT SHOWN.
- VARIANCES GRANTED BY THE CITY OF CODY:
  - CITY ORDINANCE 11-4-2 (P); A VARIANCE TO THE REQUIREMENT FOR ALLEYS.
  - CITY ORDINANCE 11-4-2 (Q); WAIVER OF CONSTRUCTION OF COUGAR AVENUE, SUBJECT TO SUPPORT OF A FUTURE IMPROVEMENT DISTRICT FOR CONSTRUCTION OF COUGAR AVENUE TO CITY STANDARDS.
- PRIOR TO ISSUANCE OF BUILDING PERMIT, SIDEWALK WILL BE INSTALLED ON THE WEST SIDE OF STONE STREET FROM COUGAR AVENUE TO THE SOUTH LINE OF LOT 1 OF THE ROCKY MOUNTAIN BUSINESS PARK SUBDIVISION, OR A CASH DEPOSIT OF THE COSTS FOR THE SIDEWALK PLUS 10% WILL BE PROVIDED TO THE CITY UNTIL THE IMPROVEMENTS ARE INSTALLED.

**EASEMENT NOTES**

- AN EXISTING 10-FT WIDE UTILITY EASEMENT ALONG THE EAST BOUNDARY OF THE REBEL ROW MINOR SUBDIVISION, SAID EASEMENT DEDICATED ON THE PLAT OF ROCKY MOUNTAIN BUSINESS PARK FILED IN PLAT CABINET J ON PAGE 66 IN THE OFFICE OF THE PARK COUNTY CLERK AND RECORDER.
- A 5-FT WIDE UTILITY EASEMENT LOCATED ALONG THE EAST BOUNDARY OF LOTS 2, 3 AND 4 OF THE REBEL ROW MINOR SUBDIVISION; GRANTED TO THE CITY OF CODY.



**RECORDERS ACCEPTANCE**

STATE OF WYOMING } SS  
COUNTY OF PARK } SS

THIS INSTRUMENT WAS FILED FOR THE RECORD ON THE \_\_\_\_ DAY  
OF \_\_\_\_ 20\_\_\_\_, AT \_\_\_\_ O'CLOCK, \_\_\_\_ M., AND WAS DUPLY  
RECORDED IN PLAT CABINET \_\_\_\_ ON PAGE \_\_\_\_.

**CERTIFICATE OF SURVEYOR**

I, PAUL R. CAMPBELL, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY CERTIFY AS FOLLOWS: THE LANDS SHOWN HEREON WERE SURVEYED BY ME OR UNDER MY DIRECT SUPERVISION; THE LANDS SURVEYED ARE CORRECTLY DESCRIBED IN THE DESCRIPTION OF LANDS AND THE SUBDIVISION THEREOF CORRECTLY SHOWN ON THIS PLAT, WHICH IS DRAWN TO THE SCALE INDICATED; I AM FAMILIAR WITH THE CITY OF CODY SUBDIVISION REGULATIONS AND BELIEVE THIS SUBDIVISION COMPLIES WITH THEM IN EVERY RESPECT.

PAUL R. CAMPBELL  
WYOMING REGISTRATION NO. 2571 L.S.

**FINAL PLAT**

**REBEL ROW MINOR SUBDIVISION**  
LOCATED WITHIN LOT 11 OF ROCKY MOUNTAIN BUSINESS PARK SUBDIVISION, WITHIN TR 70 B OF THE TUTTLE SUBDIVISION, RESURVEY T.53N, R. 101 W, 6TH P.M., CITY OF CODY, PARK COUNTY, WYOMING

<b>DEVELOPER:</b> WHAT'S LEFT, LLC.  <b>OWNER:</b> WHAT'S LEFT, LLC, 301 17TH STREET CODY, WY 82414  DOC# 2015-304	<b>ENGINEER &amp; SURVEYOR:</b>  <b>SAGE CIVIL ENGINEERING AND SURVEYING</b> 3524 8th HORN AVE.      715 E. ROCKWELL AVE. CODY, WY 82414      BRISTOL, WY 82501 307-627-0915      307-627-0915 FIELD BOOK: 14368A
--	---

FEBRUARY 6, 2015      PROJECT # 2014-0095      FIELD SURVEY: NOV. 10TH + NOV. 21ST, 2014  
 DRAWN BY: BF, DT      2014-056\_PPLAT      BY: BF

**ORDINANCE 2015-01**

**AN ORDINANCE REZONING 1414, 1420, AND 1426 STAMPEDE AVENUE LOCATED WITHIN THE CITY OF CODY, PARK COUNTY, WYOMING TO LIMITED BUSINESS (D-1).**

WHEREAS, the City of Cody received an application from Leonard Moore, John and Lonna Krebs, and Geving LLC as the owners of 1426, 1420, and 1414 Stampede Avenue, respectively, to rezone these properties from Residential "A" to Limited Business (D-1);

WHEREAS, said lands are described as Lots 1, 2, and 3 of Block 3, Glendale Addition in the City of Cody, Park County, Wyoming.

WHEREAS, the Planning and Zoning Board conducted a properly advertised public hearing on January 13, 2015, and recommends that the governing body of the City of Cody rezone said lands to Limited Business (D-1); and,

WHEREAS, the governing body of the City of Cody finds that it is in the best interest of the public to rezone the three lots to Limited Business (D-1), as requested.

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

Section 1: That the property located at 1426, 1420, and 1414 Stampede Avenue, and described as Lots 1, 2, and 3 of Block 3, Glendale Addition in the City of Cody, Park County, Wyoming, shall be and the same is hereby rezoned to Limited Business (D-1), as set forth in City of Cody Code 10-10A.

Section 2: That the official zoning map of the City of Cody is amended to show the foregoing zone change.

Effective Date. This Ordinance shall become effective after final passage and publication in the Cody Enterprise.

PASSED ON FIRST READING: January 29, 2014

PASSED ON SECOND READING: February 3, 2014

PASSED, ADOPTED AND APPROVED  
ON THIRD AND FINAL READING: \_\_\_\_\_

\_\_\_\_\_  
Nancy Tia Brown, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Baker, Administrative Services Director

MEETING DATE: FEBRUARY 17, 2015  
DEPARTMENT: PUBLIC WORKS  
PREPARED BY: STEVE PAYNE & BERT  
POND  
DEPT. DIR. APPROVAL: \_\_\_\_\_  
CITY ADM. APPROVAL: \_\_\_\_\_

**AGENDA ITEM SUMMARY REPORT**  
**Electric Rate Ordinance 2015-02**

**ACTION**

Publically read the Electric Rate Ordinance 2015-02 and pass it on 1<sup>st</sup> reading. The Ordinance, if passed, will amend Title 8, Chapter 1, Article III of the Cody City Code to modify electrical rates.

**BACKGROUND**

During the 2014-2015 budget process, Council authorized a complete review of the City of Cody's electrical rates. Council recognized that the Electric Enterprise Fund was having difficulty retaining sufficient reserves while budgeting for required work. The Council also noted that the existing model utilized by the City of Cody was originally developed in 1998-1999 and there had been many modifications to the original model since that date due to changes in the industry and due to changes in the way the City of Cody was charged by our wholesale power supplier.

The aforementioned review was to be completed by a Consultant and was to include a total review of the City of Cody's rate modeling software and well as the rates themselves. In September, 2014 Carl Brown Consulting, LLC was hired to complete the review of the rates and if required, to re-tool the City of Cody rate model.

In December, 2014 Carl Brown Consulting LLC submitted their completed review. Briefly, the report indicated that the City of Cody's current rates were insufficient to assure required revenues for the division, electric reserves were inadequate, the existing rate modeling software was outdated and less than transparent and finally, the existing model did not completely and mathematically divvy up costs as fairly and they could be. A new rate analysis model was developed by Carl Brown Consulting, LLC and submitted as part of their review. The new rate analysis model breaks down the users of power within the City into customer classes and allocates costs based on the basis of costs that are either fixed (customer-related), variable (energy-related), demand (capacity-related) or a combination of all three.

On January 16, 2015 a meeting was held to fully review the report and the recommendations contained therein. Those in attendance at the meeting included Carl Brown, City Administrator Barry Cook, Steve Payne, Bert Pond, Dane Austin and Cody City Council subcommittee members Steve Miller, Jerry Fritz and Stan Wolz. During the meeting Carl Brown outlined how the rate modeling software functions, the various assumptions of the model and the recommendations. After a lengthy review, Council subcommittee members instructed the consultant to adjust the model to reflect a 3% rate of inflation (4% was initially used to be conservative), to modify the required base rate increase to occur over a two year period of time instead of one (to help moderate the rate increase impact to those on fixed incomes) and to modify the reserve requirements in the model to reflect current levels (90 days of operating).

The impact of the proposed retail rate increase is outlined in an attached customer cost comparison spreadsheet covering selected customers in all three rate classes.

**AGENDA ITEM NO. \_\_\_\_\_**

The Mayor and Council may be interested in previous rates adjustment requests promulgated by the City of Cody.

**Rate History – City and WMPA**

<u>Year</u>	<u>Ordinance</u>	<u>% Increase</u>	<u>WMPA % Increase</u>
2008	2007-25	4.05%	12%
2010	2009-01	5.39%	11.11%
2011	2010-25	5.76%	10%
2012	2011-28	15.37%	21.8%
2013	2012-21	5.34%	7.46%

The administrative staff would also like to implement the following changes at the same time as the rates are adjusted:

1. Change the service fees and clarify the Ordinance wording that outlines the fees for disconnect and reconnect service:
  - Shut Off Letter fee change from \$20 to \$30
  - Disconnect Fee change from \$25 to \$35
  - Connect Fee change from \$25 to \$35
  - Reconnect Fee change from \$25 to \$35
  - Disconnect or reconnect service at other than meter Fee – change from \$40 to \$50
  
2. Eliminate shut off deposits requirements: Currently, if a customer is issued 3 shut off letters in a 12 month period the customer has to maintain a \$300.00 deposit. Depending on the deposit amount the customer already has on the account, they may have to pay an additional \$100 to \$200 which is billed to their account. The billing of these additional deposits is very cumbersome and difficult for staff to monitor and the actual benefit received by the City for the additional deposit is minimal. The change in the deposit requirement described below will resolve the issues that the shut off deposit was intended to address.
  
3. Change deposit requirement:
  - A) The City of Cody would utilize an on-line service that would evaluate a customer’s credit risk and verify identity on the City’s behalf. The company the City would contract with is On-line Utility Exchange and the City would charge a \$10 fee to each applicant to cover the cost of the service (or co-applicant or co-signer where applicable). The letter of credit and co-applicant/co-signer options would be eliminated under this service. In the case of rental property the credit risk assessment/identity verification and application fee would not be required for the transfer of services from a tenant’s account to the property owner’s account.
  
  - B) Residential deposit requirement would be based on this assessment and the deposit levels would be as follows:
    - i) Risk assessment of 10% or less - no deposit
    - ii) Risk assessment of 11% - 50% - \$200.00 deposit
    - iii) Risk assessment of 51% or higher (generally high risk customers who have defaulted on bills, have collection accounts, etc)
  
  - C) Commercial deposit = \$500.00 (no change from current)
  
  - D) Service deposits would be held for 24 months instead of 12 months before being applied to a customer’s account.

The changes have been reflected in the attached Ordinance.

**AGENDA ITEM NO. \_\_\_\_\_**

## **FISCAL IMPACT**

The new rate analysis model breaks down the users of power within the City into customer classes and allocates costs based on the basis of costs that are either fixed (customer-related), variable (energy-related), demand (capacity-related) or a combination of all three. All customer classes pay the same base rate and other charges are based on charges applicable to customer class needs.

This proposed rate increase will provide the additional revenues to cover:

- The projected wholesale power sales bill for 2014 and 2015 from WMPA.
- The projected expenses for the City of Cody in 2014 and 2015.

## **ALTERNATIVES**

- 1) Increase retail electric rates as presented in the rate ordinance 2015-02.
- 2) Increase retail electric rates as further modified by the City Council.
- 3) Leave the retail electric rates as they are currently configured. This will mean that we will not make sufficient revenues to cover power purchases from WMPA and will not be able to complete power system improvements as budgeted.

## **RECOMMENDATION**

It is the recommendation of the City of Cody Public Works and Administrative Services staff that the City adopt the new electric rate ordinance 2015-02 to become effective on April 1, 2015.

## **ATTACHMENTS**

- 1) Electric Rate Ordinance 2015-02
- 2) City Customer Bill Comparisons – Old vs. New

**ORDINANCE 2012-215-02**

**AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8, CHAPTER 1, ARTICLE II AND ARTICLE III, OF THE CODY CITY CODE TO MODIFY MUNICIPAL ELECTRICAL SUPPLY AND ELECTRICAL RATES.**

Article II and Article III, shall be hereby amended as follows:

## **Article II. Municipal Electrical Supply**

### **8-1-8: General Conditions Governing City Supplied Utilities**

### **8-1-9: Meter And Service Deposits**

### **8-1-10: Temporary Service**

### **8-1-11: Bridging Or Interfering With Meters**

#### **8-1-8: GENERAL CONDITIONS GOVERNING CITY SUPPLIED UTILITIES:**

- A. Execution Of Contract For Purchase Of Electricity For Use By The City: The mayor and city council shall sign and execute any contract that may be made with any utility, federal or state agency, department or any municipality or joint powers board concerning the purchase of electrical energy for use by the city that may be approved by resolution of the city council.
- B. Service Nontransferable Without Advance Approval: The electrical service furnished by the city is intended to be used by the actual customer that has entered into the contract with the city for the uses contemplated by the rate category of the service. This service is not to be resold, assigned, used or extended off of the tract of land served for the use or benefit of any other individual, corporation or other entity in advance of receiving the specific written approval of the city administrator or his/her designee.
- C. Changes In Property Ownership: In the case of a change in ownership of any property to which the city of Cody provides utility services, it is the responsibility of the new owner/transferee to establish a utility account by completing an application for utility service and complying with the deposit requirements as outlined in section [8-1-9](#) of this chapter as of the date of sale, transfer or conveyance. If the new owner/transferee establishes the utility account after the date of sale, transfer or conveyance the new owner/transferee shall be responsible for payment of all charges incurred back to the date of sale, transfer or conveyance of the property. In the event the new owner/transferee fails to comply with the application and deposit requirements the city of Cody reserves the right to establish a utility account in the name of the new owner/transferee. In the case of foreclosures, the date of sale, transfer or conveyance shall be the date of the foreclosure sale as confirmed by the Park County sheriff's office.
- D. Changes In Property Tenancy: In cases where a tenant is provided utility services by the city of Cody and the services are billed in the tenant's name it is the responsibility of the tenant to notify the city of Cody in advance of when the tenant [occupies or](#) vacates the property and requests to [start or](#) terminate utility service. A tenant's services may ~~also~~ be terminated by the city of Cody without a request from the tenant if notification is received from a landlord or property owner or upon receipt of an application for utility service from a new tenant. If a tenant fails to notify the city of Cody to terminate services as of the actual date the tenant vacated the property, the city of Cody shall terminate services as of the date the notice to terminate is received. The tenant shall be responsible for all charges incurred through the date of termination and no adjustment of charges shall be made to a tenant's bill for a tenant's failure to provide a timely termination notice to the city of Cody as required.
- [E. Service Application and Credit Risk Assessment Check: A service application is required to be completed by all individuals and commercial businesses requesting utility services from the City of Cody. An application fee of \\$10 shall be paid and a credit risk](#)

assessment/identity verification check shall be performed on all applicants and co-signers prior to a utility account being established. In the case of rental property, the service application, credit risk assessment/identity verification and application fee is not required for the transfer of services from a tenant's account to the property owner's account. Commercial applicants whose business is structured as a Sole Proprietorship must provide a personal guarantee from the business owner.

**8-1-9: METER AND SERVICE DEPOSITS:**

A. All customers establishing utility service at any location shall pay in advance a deposit before service may be supplied. ~~All residential customers shall pay a deposit of two hundred dollars (\$200.00) per account. Residential customers who are unable to pay the full deposit amount in advance may pay one hundred fifty dollars (\$150.00) down and fifty dollars (\$50.00) with the first billing on the account.~~ For all residential customers the deposit amount shall be based on a risk assessment credit scoring model provided by a credit rating company contracted by the City. The deposit schedule shall be as follows:

<u>Risk Assessment Score</u>	<u>Deposit Amount</u>
<u>10% or less</u>	<u>No deposit required</u>
<u>11% to 50%</u>	<u>\$200.00</u>
<u>51% and above</u>	<u>\$400.00</u>

Formatted Table

Residential customers who do not wish to undergo a credit risk assessment scoring may instead pay in advance a \$500 deposit which will be held on the account until the customer terminates service. The deposit shall be used at the termination of service to cover any amounts owed to the City by the customer. Any remaining deposit balance shall be refunded to the customer.

~~All Commercial customers shall pay in advance a deposit of five hundred dollars (\$500.00) per account. Customers having prior utility accounts with the city of Cody that were turned over to a collection agency shall pay in advance a deposit of four hundred dollars (\$400.00) per account for each residential account and one thousand dollars (\$1,000.00) per account for each commercial account. Collection account history shall be maintained in the city's computerized billing records for three (3) years from the date the collection account was paid in full.~~

B. ~~In lieu of a service deposit, utility customers may provide either a cosigner who has an active city of Cody utility account which shows good credit history or a letter of credit from a prior electric, gas or water company for service in the name of the customer which shows good credit history. For the purpose of this section "good credit history" is defined as: the most recent twelve (12) consecutive months of utility payments during which there have been no late payments, no insufficient funds checks, no nonpay disconnect letters or disconnections and that all final bills (if applicable) were paid on time. A letter of credit from a utility company will not be accepted in lieu of a service deposit if the letter of credit shows the customer has had any late payments, insufficient funds payments, disconnections for nonpayment, or if the customer has any prior utility accounts with the city of Cody that were turned over for collection. A cosigner will not be accepted in lieu of a service deposit for customers having any prior utility accounts with the city of Cody that were turned over to a collection agency.~~

~~C.B.~~ Service deposits shall be applied to the customer's utility account(s) after ~~twenty four~~ twelve (24) consecutive months if all city utility bills are paid on time. If not already applied, service deposits shall be used at the termination of service to cover any amounts owed to the city by the customer. Any remaining deposit balance shall be refunded to the customer. A customer receiving service at a new location must pay any and all outstanding utility debts he/she may have accrued in the city before a new service may be started. As per Wyoming Statutes section 15-7-409, interest will not be paid to customers who post a service deposit.

D. In the case of rental property, the deposit shall be made either by the owner of the property, by his/her agent on his/her behalf or by the party renting the property as they may agree. In the event that service is to be discontinued as a result of the failure of

the utility customer to pay the utility bills, notice of the impending disconnect shall be given to the owner if the owner has requested in writing that he/she be notified in the event his/her renter fails to pay utility bills. Service will be rendered for periods in which the property is vacant for any reason and the owner of the property will be assessed all utility charges incurred at the particular property. The property owner shall be responsible for paying all utility charges incurred during the time a property is vacant or in between tenants. If these charges become delinquent the utility account will remain in the property owner's name and service will not be provided to a tenant until any and all delinquent charges for that property are paid in full.

- E. Customers with city of Cody utility accounts in bankruptcy protection may be required to provide a deposit or other "assurance of payment" as outlined in U.S. Code title 11, chapter 3, subchapter IV, Section 366 to continue receiving utility service.

#### **8-1-10: TEMPORARY SERVICE:**

Any person desiring temporary lighting and power service from the city during the construction activities before permanent power is installed shall pay a nonrefundable temporary meter fee of one hundred five dollars (\$105.00) (single-phase or 3-phase) for the installation of the meter. The usage and base charges for the temporary meter will depend on the classification of the type of service requested. If the service will be used for primarily commercial use, the applicants will pay for the temporary electrical service at the commercial electric rate. If the service will primarily be used for residential use, the applicant will pay for the temporary electrical service at the residential rate. In addition to the temporary meter fee, accounts established with temporary meters are also subject to the deposit requirements as outlined in section [8-1-9](#) of this chapter.

#### **8-1-11: BRIDGING OR INTERFERING WITH METERS:**

- A. Any person who shall remove, alter, scrape, bare, change or connect any device, wire or fixture to any electric power wire of the city before such wire reaches the meter shall be guilty of a misdemeanor. Any person who shall break any meter seal or the wire holding any meter seal or open any electric meter or change the dials or hands thereof, or break the glass in an electric meter, shall be guilty of a misdemeanor. Any person who attaches any device to any electric meter designed or used to prevent electric current from flowing through such meter or shall shunt across the wires of any electric meter, or close the loops thereof, or who shall by any system of wires or devices attempt to use any electric current without having the same pass through the meter in such a way as to permit the full registration and metering of such electric current, shall be guilty of a misdemeanor.
- B. In addition to any other remedies available against any individual convicted of a violation of subsection A of this section, and in every case in which an electric meter is found to be in any of the conditions described in subsection A of this section which could affect the meter's operational accuracy, precision and ability to measure current, the city shall discontinue the service at the affected meter and the individual shall forfeit any deposit posted for the said meter; provided, however, that the city shall first give the affected customer five (5) days' written notice that his service shall be discontinued and the customer shall have three (3) days from the date of receipt of the said notice to file a written request for a hearing with the city administrator or his/her designee to show cause why his electrical utility service should not be disconnected and discontinued. Notification shall be accomplished by, and be complete upon, posting the written notice of termination upon the affected meter or by depositing a copy thereof, postage prepaid in the U.S. mail, duly addressed to the customer at the address used by the city for utility bills in the case of an individual who has a utility account with the city. If the affected customer can show that his meter is not in the condition described in subsection A of this section then his service shall be reconnected and his meter deposit reinstated. The entire balance, if any, of an affected customer's utility account with the city shall become immediately due and payable upon discontinuation of the said service pursuant to this section. A new meter deposit must be posted and the actual cost of repairing the affected meter must be paid to the city once the meter is repaired before electrical service may be resumed at the same location. In addition, the customer shall pay for the estimated usage he should have received during the period of time when his meter was not functioning correctly, based upon the average billing for

the period of time in question based on the said customer's previous billing experience with the city. If the customer has insufficient billing experience with the city from which to derive an estimated amount of usage based on previous experience, then and in that event, he shall pay an amount determined by the average electricity usage for that type of service of similarly situated city electrical utility customers over the period of time in question.

- C. It shall be the responsibility of each customer supplied with electricity to keep the electric meter accessible for reading, inspection, replacement, repairing or testing. If the customer fails to keep the meter accessible within ten (10) business days from the date of the written notice, the city may terminate the electric service. Notice of the lack of accessibility shall be given by either posting written notice on the door of the residence, or mailing notice by first class U.S. mail, postage prepaid to the last known address of the customer. In the event the accessibility situation creates an emergency or safety issue, the city reserves the right to terminate the electricity immediately.

### **Article III. Rates And Charges For Electrical Current Furnished By City**

**8-1-12: Collector**

**8-1-13: Schedule Of Rates**

**8-1-14: Payment Of Bills**

**8-1-15: Standards And Policy**

**8-1-12: COLLECTOR:**

- A. The ~~director of administrative services~~ administrative services officer or his/her designee shall be the collector of all city utility bills and is authorized to enter into agreements, on behalf of the city, for the payment of past due accounts, including all applicable charges, on reasonable terms and conditions and to consolidate and equalize customers' utility payments.
- B. The ~~director of administrative services~~ administrative services officer or his/her designee, with the approval of the city administrator or his/her designee, shall be authorized to enter into agreements and assign applicable rates to adjust individual customer accounts. This may happen from time to time as necessary when a customer had been placed on an incorrect rate. (~~Ord. 2004-08, 8-2-2004~~)

**8-1-13: SCHEDULE OF RATES:**

Beginning with all bills generated on or after April 1, 2015 the rates for metered electricity sold within the city limits shall be as follows:

<u>Customer Classification</u>	<u>Monthly Base Fee (1)</u>	<u>Energy Fee (2)</u>	<u>Demand Fee (3)</u>
<u>RESIDENTIAL SERVICE RATE</u>	<u>\$29.940</u>	<u>\$0.075</u>	<u>NA</u>
<u>SMALL COMMERCIAL SERVICE RATE</u>	<u>\$29.940</u>	<u>\$0.075</u>	<u>NA</u>
<u>COMMERCIAL SERVICE RATE</u>	<u>\$29.940</u>	<u>\$0.075</u>	<u>NA</u>
<u>DEMAND SERVICE RATE</u>	<u>\$29.940</u>	<u>\$0.037</u>	<u>NA</u>
<u>CITY COMMERCIAL SERVICE</u>	<u>\$29.940</u>	<u>\$0.075</u>	<u>NA</u>

<u>CITY DEMAND SERVICE RATE</u>	<u>\$29.940</u>	<u>\$0.370</u>	<u>NA</u>
<u>COMMERICAL DEMAND SERVICE RATE</u>	<u>-</u>	<u>\$0.000</u>	<u>\$17.800</u>
<u>CITY COMMERICAL DEMAND SERVICE RATE</u>	<u>-</u>	<u>\$0.000</u>	<u>\$17.800</u>
<u>ELECTRIC COMMERICAL SPECIAL SERVICE RATE</u>	<u>-</u>	<u>-</u>	<u>\$17.800</u>
<u>IRRIGATION SERVICE RATE &lt;= 25 Hp</u>	<u>\$2.730</u>	<u>\$0.075</u>	<u>NA</u>
<u>IRRIGATION SERVICE RATE &gt;=25 Hp</u>	<u>\$2.730</u>	<u>\$0.075</u>	<u>NA</u>
<u>SECURITY LIGHTS</u>	<u>\$2.730</u>	<u>\$0.075</u>	<u>NA</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

(1) For all bills generated For Electrical usage billed on or after April 1, 2015 2015, each customer classification shall pay a monthly customer charge as indicated.

(2) For Electrical usage billed on or after April 1, 2015 2015, each customer class shall pay the Energy Fee indicated for each kilowatt hour used per month.

(3) For Electrical usage billed on or after April 1, 2015 2015, each customer shall pay a monthly demand charge as indicated per kilowatt of demand as shown or computed from the readings of the city's demand meter installed at the customer's location for the fifteen (15) minute period of customer's greatest use during the billing period.

(4) Customers requesting or transferring service of more than two hundred (200) amperes shall be billed under their demand rate. The public works director or his/her designee shall recommend to the administrative services director/officer the rate classification for new commercial customers requesting electrical service, based on the customer's energy and demand requirements.

A. Residential Service Rate:

1. The rates to be charged for domestic purposes shall be as follows:

a. For electrical usage billed after January 1, 2013:

(1) Each customer shall pay a monthly customer charge of \$15.583; and

(2) Additionally, each customer shall pay \$0.099 per kilowatt hour used per month as an energy charge.

B. Commercial And Miscellaneous Service Rate:

1. The rates to be charged for commercial and miscellaneous purposes shall be as follows:

a. For electrical usage billed after January 1, 2013:

(1) Each customer shall pay a monthly customer charge of forty six dollars seventy five cents (\$46.75); and

(2) Additionally, each customer shall pay \$0.092 per kilowatt hour.

C. Optional Small Commercial And Miscellaneous Service Rate:

1. The rates to be charged for the optional commercial and miscellaneous service rate shall be as follows:

a. For electrical usage after January 1, 2013:

(1) Each customer shall pay a monthly customer charge of sixteen dollars seventy one cents (\$16.71); and

(2) Additionally, each customer shall pay \$0.152 per kilowatt hour for all energy used per month as an energy charge.

**D. General Service Rate:**

1. The rates to be charged for those customers with demand meters shall be as follows:
  - a. For electrical usage billed after January 1, 2013:
    - (1) Each customer shall pay a monthly customer charge of ninety three dollars fifty cents (\$93.50); and
    - (2) Additionally, each customer shall pay \$0.0339 per kilowatt hour for all energy used per month as an energy charge; and
    - (3) Additionally, each customer shall pay a monthly demand charge of fourteen dollars eighty one cents (\$14.81) per kilowatt of demand as shown or computed from the readings of the city's demand meter installed at the customer's location for the fifteen (15) minute period of customer's greatest use during the billing period.
2. Customers requesting or transferring service of more than two hundred (200) amperes after May 14, 2001, shall be billed under this demand rate.
3. The public works director or his/her designee shall recommend to the administrative services director the rate classification for new commercial customers requesting electrical service, based on the customer's energy and demand requirements.

**E. Irrigation Rate:**

1. The rates to be charged for those customers with irrigation and pumping shall be as follows:
  - a. For electrical usage after January 1, 2013:
    - (1) Each customer shall pay an annual customer charge of one hundred dollars fifty one cents (\$100.51) for twenty five (25) horsepower or less.
    - (2) Each customer shall pay an annual customer charge of one hundred sixty seven dollars seventy eight cents (\$167.78) for everything over twenty five (25) horsepower.
    - (3) Additionally, each customer shall pay \$0.0669 per kilowatt hour for all energy used per month as an energy charge.

**F. Outdoor Nighttime Lighting Rate:** The rates to be charged for those customers who have city installed outdoor lighting on city of Cody structures shall be as follows:

<b>Security Light (Watts)</b>	<b>Charge Per Month</b>	<b>Energy Rate Used Per kWh</b>
-	-	-
63	\$ 2.52	\$0.1274
150	6.88	0.1274
175	8.03	0.1274
200	9.18	0.1274
250	11.47	0.1274
400	18.35	0.1274
1,000	45.88	0.1274

This includes all energy costs and maintenance costs associated with each unit.

A. ~~G~~-Service Charges: The following charges apply to all levels of service in addition to any other charges:

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5", First line: 0"

<del>Connection and reconnection charge:</del>	-	-
<del>Connection, reconnection or disconnection of meter</del> Normal office hours (7:30 A.M. to 5:00 P.M.)		\$ <del>2535.00</del>
<del>Connection, reconnection or disconnection of meter</del> Other than normal office hours		\$ <del>110.00</del>
Trouble calls on customer owned equipment: <u>Normal office hours (7:30 A.M. to 5:00 P.M.)</u>		<u>No Charge</u>
<del>Normal office hours (7:30 A.M. to 5:00 P.M.)</del>	-	<del>No charge</del>
<u>Trouble calls on customer owned equipment:</u> Other than normal office hours (for first 2 hours, actual labor costs for work in excess of 2 hours)		\$ <del>110.00</del>
Temporary service connection: <u>Single and 3-phase</u>		\$ <del>105.00</del>
<del>Single phase and 3-phase</del>	-	<del>105.00</del>
Returned <del>payment</del> <u>check</u> charge		\$ <del>30.00</del>
<del>Meter testing:</del>	-	-
Testing of meters more than once at customer's request in a 12 month period, where meter is found to be accurate within 2 percent		\$ <del>50.00</del>

Formatted: Left

**8-1-14: PAYMENT OF BILLS:**

A. All bills for the rates and charges of all utility services furnished by the city shall be due fifteen (15) days from the billing date. All bills shall be delinquent on the sixteenth day thereafter. Delinquent turnoff procedures shall commence after the thirty fifth day after the bill date and service will be turned off on the forty fifth day after the bill date or on the next scheduled disconnect date unless payment is made before that date except for cases of extreme hardship where adjustments/agreements can be made with the ~~director of administrative services~~ administrative services officer or his/her designee or during any period of extreme weather. Extreme weather occurs when the average temperature is or is expected to be equal to or less than thirty two degrees Fahrenheit (32°F) for a period of twenty four (24) consecutive hours.

The ~~director of administrative services~~ administrative services officer or his/her designee shall determine if extreme weather is occurring or is expected and adjust disconnections or order reconnections appropriately. Where adjustments require additional reconnections and/or disconnections due to extreme weather, they shall be performed without additional fees or charges.

B. In the event that a bill becomes delinquent, the city shall initiate the delinquent turnoff procedures and the following charges shall be assessed:

Charge for the delivery of the final turnoff notice		\$ <del>20-30</del> .00
Disconnection <u>or reconnection</u> of service at meter		\$ <del>25-35</del> .00
Disconnection <u>or reconnection of service</u> other than meter		\$ <del>40-50</del> .00

Formatted Table

~~Any customer who is sent three (3) or more shutoff notices in a twelve (12) month period and who does not already have a service deposit on the delinquent account shall be required to pay a deposit of three hundred dollars (\$300.00) for residential service per account or one thousand dollars (\$1,000.00) for commercial service per account in order to continue receiving utility services. Residential customers may pay this deposit in up to two (2) monthly installments of one hundred fifty dollars (\$150.00) each. Commercial customers must pay this deposit in full.~~

~~Customers with existing deposits on the delinquent account who are sent three (3) or more shutoff notices in a twelve (12) month period shall pay an amount sufficient enough to increase the deposit total on the account to three hundred dollars (\$300.00) for residential customers per account or one thousand dollars (\$1,000.00) for commercial customers per account. Residential customers may pay this deposit in two (2) equal monthly installments if the existing deposit on the account is less than two hundred dollars (\$200.00). Commercial customers must pay this deposit in full. (Ord. 2012-07, 5-1-2012)~~

- C. If any utility payment is dishonored for any reason, the customer will be notified in writing stating that the account must be paid in cash or cash equivalent within thirty (30) days of the notice. The customer will be shut off if payment is not received. The same procedure will apply to a second dishonored payment received within a twelve (12) month period.

Upon receipt of a third dishonored payment, the same procedure will apply and the customer will be notified in writing that payment in cash or cash equivalent will be required for payment of all future city bills for all utility customer charges and other fees.

If any payment is delivered to the city to prevent a shutoff and the payment is subsequently dishonored the customer will be subject to immediate service disconnection.

Any customer who fails to pay the amount of the check and the collection fee pursuant to this section is liable to the city for three (3) times the amount of the check, but in no case less than one hundred dollars (\$100.00), a collection fee of thirty dollars (\$30.00) and court costs (Wyoming Statutes section 1-1-115).

- D. In the event that any utility service is discontinued for nonpayment of bills, or receipt of dishonored payment, all applicable charges shall be paid in full prior to reconnection, as well as any applicable billing charges and the applicable connection or reconnection fees. A reasonable attorney fee shall be recovered by the city along with the total delinquent balance, including penalties and charges for all delinquent city supplied utilities if legal action is initiated to collect the delinquent account.
- E. If the city overcharges any customer as the result of a meter or metering inaccuracy or other continuing problem under its control, the city shall initiate a refund to the person(s) paying excessive rates the difference between the rates fixed in section [8-1-13](#) of this chapter and the rates so charged, collected or received. The refund should cover the entire amount of time the excessive charges were charged, collected or received, or for the period of time in which there are computerized records. No refund is required from the city except to the customer last served by the meter prior to when the error was found.
- F. If the city undercharges any customer as the result of a meter or metering inaccuracy or other continuing problem under its control, the city may only bill the customer for difference between the rates fixed in section [8-1-13](#) of this chapter and the rates so charged in the six (6) previous billing periods immediately prior to the date the city remedies the meter or billing inaccuracy. No adjustments will be made to the customer's account except to the customer last served by the meter prior to when the error was found.
- G. In the event that the electric service meter is found to be more than two percent (2%) in error, either fast or slow, proper correction shall be made of previous readings and adjusted bills shall be rendered. Since it is difficult to determine when the meter failed, the administrative services [director-officer](#) or his/her designee will review the account for the period of time when the failure appears to be noticeable and will calculate the average usage of the prior twelve (12) months, and will adjust the account accordingly

based on the average usage. The average usage will be billed and anything billed in excess of the average or below the average will be adjusted for the time period determined to be inaccurate.

**8-1-15: STANDARDS AND POLICY:** 

The electric distribution standards policy dated ~~2004-2015~~ and prepared by the electrical services division of the city is hereby adopted, made a part hereof by this reference and incorporated herein as if set forth in length; together with all changes, amendments, replacements or supplements as adopted and approved by resolution of the governing body.

A copy of said electric distribution standards policy shall be kept on file at the city hall and marked "Official Copy". (~~Ord. 2004-08, 8-2-2004~~)

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING;

PASSED ON FIRST READING THE

PASSED ON SECOND READING THE

PASSED, APPROVED AND ADOPTED  
ON THIRD AND FINAL READING THE

---

Nancy Tia Brown, Mayor

ATTEST:

---

Cynthia D. Baker Administrative Services Officer

