

City of Cody City Council

AGENDA

Tuesday, July 6, 2017 – 7:00 p.m. (Pre-Meeting to begin at 6:45 p.m.)
Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order
Pledge of Allegiance
Moment of Silence
Roll Call
Agenda Review and Approval
Mayor's Recognitions and Announcements

1. Consent Calendar

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

- a. Approval of Minutes –Regular Minutes from June 20, 2017.
- b. Approve Vouchers and Payroll in the amount of \$472,536.15.
- c. Authorize the Mayor to enter into and sign an agreement between the City of Cody and Park County School District for the purpose of providing School Resource Officer.
- d. Authorize City Staff to electronically submit an application through grants.gov for the National Crime Statistics exchange grant offered by the U.S. Bureau of Justice, listing Mayor Hall as the authorized representative.
- e. Authorize the Mayor to enter into and sign the Second Amendment to the Lease dated January 2000, between the City of Cody and the Park County Arena Board.
- f. Authorize the Mayor to sign the Consent to Assignment/sublease as it relates to the agreement between the City of Cody and the Park County Arena Board.

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

3. Public Hearing

4. Conduct of Business

5. Tabled Items

6. Matters from Staff Members

7. Matters from Council Members

8. Adjournment

Upcoming Meetings:
July 13, 2017 – Thursday - Special Council Meeting 4:15p.m.
July 18, 2017 – Regular Council Meeting 7:00 p.m.

**City of Cody
Council Proceedings
Tuesday, June 20, 2017**

A pre-meeting was held at 6:30 p.m. to discuss the agenda for the Regular Meeting. No action was taken.

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, June 20, 2017 at 7:00 p.m.

Present: Mayor Hall, Council Members Donny Anderson, Karen Ballinger, Jerry Fritz, Landon Greer, Glenn Nielson and Stan Wolz, City Administrator, Barry Cook, City Attorney Scott Kolpitcke and Administrative Services Officer/Clerk Cindy Baker

Absent: None

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

Recognition - Officer Richard Tillery

Council Member Greer made a motion seconded by Council Member Fritz to approve the consent calendar as amended which includes approval of Minutes —Regular Minutes from June 6, 2017; approve the Preliminary and Final Plats of the Champlain Subdivision, a two-lot county subdivision; approve a request a request from Gail Nace of the Silver Dollar Bar to allow retail liquor license holders to operate with modified hours on July 2nd & 3rd, 2017 allowing retail liquor license holders to stay open until 4 a.m. conditional upon those who intend to operate till 4 a.m. must notify the City of Cody Administrative Services Officer of this intent by June 23, 2017, and designate the Chief of Police or his designee the authority to revoke the extended hours provision during these dates if a situation arises where it is necessary to close the establishments earlier; authorize the removal of SH120, within the Urban Boundary and North of the Big Horn Ave./16th Street intersection, from the National Highway System and further authorize the Mayor to sign the new Functional Classification Map; approve a request for the street closure of 9th and 10th Streets between Beck and Sheridan Avenues, and Beck Avenue between 9th and 10th Streets for either vendors or vendor parking for said event starting July 1st at 6:00p.m. through July 4th at 6:00 p.m. Additionally, authorize the Mayor to sign the agreement between the City of Cody and Cody Country Chamber of Commerce; approve the City entering into an agreement between the City of Cody and Copenhaver, Kath, Kithcen & Kolpitcke, LLC for legal services for a term of July 1, 2017 through June 30, 2018 and authorize the Mayor to sign the agreement; approve a request from John Darby, Irma Hotel, for a closure of 12th Street from Sheridan to the alley South of Sheridan from Noon to 6:00 PM on Sunday, June 25th for an event “remembering Cujo-Memorial for Jerry Brothers”, as well as, authorize an open container permit for this event; and approve a request from the Bufflao Bill races to utilize City street to hold a half marathon and 10K races on September 23, 2017. Vote was unanimous.

At 7:13 p.m. Mayor Hall entered into a Public Hearing to consider if it is in the public’s interest to issue a new restaurant liquor license to Fat Racks BBQ, dba Fat Racks BBQ located at 2101 Roger Sedam Drive. After calling for comments three times and there being none the hearing was close at 7:14 p.m. Then at 7:14 p.m. Mayor Hall entered into a second Public Hearing to consider if it is in the public’s interest to renew 21 retail liquor licenses, 13 restaurant liquor licenses, 2 bar and grill liquor licenses, 3 limited (club) retail licenses, 2 micorbrewery permits, 1 distillery satellite license and 1 winery permits for the period of August 1, 2017 through July 31, 2018. After calling for comments three times and there being none the hearing was closed at 7:16 p.m. At 7:16 p.m. Mayor Hall entered into a final Public Hearing to consider if it is in the public’s interest to approve the Fiscal Year 2017-2018 budget for the City of Cody. After calling for comments three times and there being none the public hearing closed at 7:18 p.m.

Council Member Fritz made a motion seconded by Council Member Ballinger to approve Vouchers and Payroll in the amount of \$1,994,170.90. Council Member Greer recused himself from the vote due to a conflict of interest. Vote was unanimous from remaining Council Members.

Council Member Anderson made a motion seconded by Council member Wolz to approve issuing a new restaurant liquor license to Fat Racks BBQ LLC, dba Fat Racks BBQ located at 2101 Roger Sedam Drive. Vote was unanimous,

Council Member Anderson made a motion seconded by Council Member Fritz to approve the renewal 21 retail liquor licenses, 14 restaurant liquor licenses, 3 bar and grill liquor licenses, 3 limited (club) retail licenses, 2 microbrewery permits, 1 distillery satellite license and 1 winery permit for the period of August 1, 2017 through July 31, 2018. Vote was unanimous.

ORDINANCE 2017-13 THIRD AND FINAL READING
AN ORDINANCE PROVIDING FOR THE AMOUNT OF TAX LEVY FOR THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2018. Council Member Ballinger made a motion seconded by Council Member Greer to approve Ordinance 2017-13 on Third and Final Reading.

ORDINANCE 2017-14 THIRD AND FINAL READING
AN ORDINANCE PROVIDING FOR THE ANNUAL APPROPRIATION OF MONEY FOR THE MAINTENANCE OF THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2018. Council Member Ballinger made a motion seconded by Council Member Nielson to approve Ordinance 2017-14 on Third and Final Reading.

There being no further action Mayor Hall adjourned the meeting at 7:28 p.m.

Matt Hall
Mayor

Cindy Baker
Administrative Services Officer/Clerk

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
ANIXTER INC					
	3541349-01	Xfmr 1ph 10 kVA O/H 240/120 14.4 kV	06/15/2017	1,834.01	1,834.01
	3597599-00	CODY LABS	06/16/2017	1,324.51	1,324.51
	3597599-01	CODY LABS	06/15/2017	949.79	949.79
Total :				4,108.31	4,108.31
Total ANIXTER INC:				4,108.31	4,108.31
BLUE CROSS BLUE SHIELD OF WYOMING					
	061917	HEALTH PREMIUMS	06/19/2017	116,641.11	116,641.11
	061917	HEALTH PREMIUMS	06/19/2017	1,906.89	1,906.89
Total :				118,548.00	118,548.00
Total BLUE CROSS BLUE SHIELD OF WYOMING:				118,548.00	118,548.00
BORDER STATES INDUSTRIES, INC					
	913229947	CODY LABS	06/15/2017	3,333.36	3,333.36
	913245320	CODY LABS	06/19/2017	1,791.60	1,791.60
Total :				5,124.96	5,124.96
Total BORDER STATES INDUSTRIES, INC:				5,124.96	5,124.96
BRUCO, INC					
	360325	VAC BAGS	04/27/2017	438.79	438.79
Total :				438.79	438.79
Total BRUCO, INC:				438.79	438.79
BUFFKIN, JOHN					
	062317	COL TEST	06/23/2017	40.00	40.00
	062317	TEMPORARY CARD	06/23/2017	20.00	20.00
Total :				60.00	60.00
Total BUFFKIN, JOHN:				60.00	60.00
CEM SALES & SERVICE					
	143322	POOL CONTROLLER	06/12/2017	6,918.53	6,918.53
Total :				6,918.53	6,918.53
Total CEM SALES & SERVICE:				6,918.53	6,918.53
CITY OF CODY					
	063017	Utilities	06/30/2017	933.78	933.78
	063017	Utilities	06/30/2017	9,494.35	9,494.35
	063017	Utilities	06/30/2017	2,188.20	2,188.20
	063017	Utilities	06/30/2017	3,521.68	3,521.68
	063017	Utilities	06/30/2017	10,565.03	10,565.03
	063017	Utilities	06/30/2017	1,723.11	1,723.11
	063017	Utilities	06/30/2017	443.83	443.83
	063017	Utilities	06/30/2017	525.41	525.41
	063017	Utilities	06/30/2017	10,042.29	10,042.29
	063017	Utilities	06/30/2017	9,446.95	9,446.95

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
	063017	Utilities	06/30/2017	518.15	518.15
	063017	Utilities	06/30/2017	2,043.10	2,043.10
	063017	Utilities	06/30/2017	101.38	101.38
	063017	Utilities	06/30/2017	2,196.78	2,196.78
Total :				53,744.04	53,744.04
Total CITY OF CODY:				53,744.04	53,744.04
CLAYCOMB, KIP					
	062117	WITNESS FEES	06/21/2017	5.00	5.00
Total :				5.00	5.00
Total CLAYCOMB, KIP:				5.00	5.00
CUSTOM GARAGE DOOR LLC					
	3896	GARAGE DOOR OPENER AND MOTOR	06/12/2017	985.00	985.00
Total :				985.00	985.00
Total CUSTOM GARAGE DOOR LLC:				985.00	985.00
FALES, EDITH					
	2.0300.14	DEPOSIT REFUND	06/15/2017	180.53	180.53
Total :				180.53	180.53
Total FALES, EDITH:				180.53	180.53
FARLOW, IRENE & EARL					
CODY CAB LLC	070617	TIPSY TAXI PROGRAM	07/06/2017	182.00	182.00
Total :				182.00	182.00
Total FARLOW, IRENE & EARL:				182.00	182.00
GARCIA, WILLIAM					
	1811	REC CENTER REFUND	06/15/2017	25.00	25.00
Total :				25.00	25.00
Total GARCIA, WILLIAM:				25.00	25.00
HARRIS TRUCKING AND CONSTRUCTION					
WYOMING STEEL SERVICES LLC	004993	HAUL RECYCLING TRAILER TO BILLINGS	06/13/2017	475.00	475.00
Total :				475.00	475.00
Total HARRIS TRUCKING AND CONSTRUCTION:				475.00	475.00
HUEBNER, DAVID PAUL					
	070617	CONCERTS IN THE PARK	07/06/2017	1,000.00	1,000.00
Total :				1,000.00	1,000.00
Total HUEBNER, DAVID PAUL:				1,000.00	1,000.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
JOHNSTON, STEVE					
	16259040	REFUND DEPOSIT	06/19/2017	400.00	400.00
Total :				400.00	400.00
Total JOHNSTON, STEVE:				400.00	400.00
JONES, AMY					
	52417	PERSONAL TRAINING SERVICES	06/18/2017	606.04	606.04
	62317	PERSONAL TRAINING SERVICES	06/23/2017	801.08	801.08
Total :				1,407.12	1,407.12
Total JONES, AMY:				1,407.12	1,407.12
MARTIN, LEO D					
L&M TECH SERVICES	0000219	SCRUBBER REPAIR	06/01/2017	350.00	350.00
Total :				350.00	350.00
Total MARTIN, LEO D:				350.00	350.00
MSPS					
MOUNTAIN STATES PIPE & SUPPLY	INV4873	Kamstrup 5/8" x 3/4" meter	06/15/2017	5,980.00	5,980.00
MOUNTAIN STATES PIPE & SUPPLY	INV4873	SHIPPING	06/15/2017	99.10	99.10
Total :				6,079.10	6,079.10
Total MSPS:				6,079.10	6,079.10
NORTHWEST PIPE					
	1814663	1" MIP x compression adapter	06/05/2017	108.60	108.60
	1814663	1 1/2" MIP x compression adapter	06/05/2017	99.14	99.14
	1814663	SUPPLIES	06/05/2017	222.12	222.12
	1814736	SUPPLIES	06/05/2017	12.00	12.00
Total :				441.86	441.86
Total NORTHWEST PIPE:				441.86	441.86
OLIVE GLENN GOLF & COUNTRY CLUB					
	62017	COMMUNITY FUNDING ALLOCATION	06/20/2017	348.22	348.22
Total :				348.22	348.22
Total OLIVE GLENN GOLF & COUNTRY CLUB:				348.22	348.22
PLAN ONE ARCHITECTS					
	1642-6	MENTOCK PARK	06/15/2017	370.00	370.00
	1642-6	MENTOCK PARK	06/15/2017	630.00	630.00
Total :				1,000.00	1,000.00
Total PLAN ONE ARCHITECTS:				1,000.00	1,000.00
PURCHASE POWER					
	060517	POSTAGE REFILL FEE	06/05/2017	20.00	20.00

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
Total :				20.00	20.00
Total PURCHASE POWER:				20.00	20.00
ROCKY MOUNTAIN POWER					
	061617	UTILITIES	06/06/2017	293.24	293.24
	061617	UTILITIES	06/06/2017	27.97	27.97
Total :				321.21	321.21
Total ROCKY MOUNTAIN POWER:				321.21	321.21
SABER PEST CONTROLL LLC					
	R102	PEST CONTROL RECYCLING/SANITATION	06/06/2017	60.00	60.00
	W102	PEST CONTROL WASTEWATER	06/06/2017	40.00	40.00
Total :				100.00	100.00
Total SABER PEST CONTROLL LLC:				100.00	100.00
SHAW, ERICA J					
	1810	REC CENTER REFUND	06/15/2017	40.00	40.00
Total :				40.00	40.00
Total SHAW, ERICA J:				40.00	40.00
SHEARER, STEVEN M					
APPLIED GRAPHICS	6561	CHANGE HOURS SIGN AT REC	06/01/2017	35.00	35.00
Total :				35.00	35.00
Total SHEARER, STEVEN M:				35.00	35.00
SHEETS, BILL					
WILD WEST CONSTRUCTION	051517	ASPHALT PREP AND LAYDOWN	05/15/2017	3,040.76	3,040.76
WILD WEST CONSTRUCTION	051517	ASPHALT PREP AND LAYDOWN	05/15/2017	6,955.00	6,955.00
Total :				9,995.76	9,995.76
Total SHEETS, BILL:				9,995.76	9,995.76
SLETTEN CONSTRUCTION					
	18.0133.10	DEPOSIT REFUND	06/16/2017	179.65	179.65
Total :				179.65	179.65
Total SLETTEN CONSTRUCTION:				179.65	179.65
SYSTEMS GRAPHICS INC					
ADVANCED INFO SYSTEMS	13852	CYCLE 1 OUTSOURCE BILLS	06/16/2017	4.07	4.07
ADVANCED INFO SYSTEMS	13852	CYCLE 1 OUTSOURCE BILLS	06/16/2017	48.82	48.82
ADVANCED INFO SYSTEMS	13852	CYCLE 1 OUTSOURCE BILLS	06/16/2017	69.16	69.16
ADVANCED INFO SYSTEMS	13852	CYCLE 1 OUTSOURCE BILLS	06/16/2017	28.48	28.48
ADVANCED INFO SYSTEMS	13852	CYCLE 1 OUTSOURCE BILLS	06/16/2017	256.29	256.29
ADVANCED INFO SYSTEMS	13856	CYCLE 2 OUTSOURCE BILLS	06/22/2017	1.81	1.81
ADVANCED INFO SYSTEMS	13856	CYCLE 2 OUTSOURCE BILLS	06/22/2017	21.70	21.70

Secondary Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid
ADVANCED INFO SYSTEMS	13856	CYCLE 2 OUTSOURCE BILLS	06/22/2017	30.75	30.75
ADVANCED INFO SYSTEMS	13856	CYCLE 2 OUTSOURCE BILLS	06/22/2017	12.66	12.66
ADVANCED INFO SYSTEMS	13856	CYCLE 2 OUTSOURCE BILLS	06/22/2017	113.94	113.94
Total :				587.68	587.68
Total SYSTEMS GRAPHICS INC:				587.68	587.68
TECH PRODUCTS					
	76596	SUPPLIES	06/13/2017	317.70	317.70
Total :				317.70	317.70
Total TECH PRODUCTS:				317.70	317.70
WESTERN UNITED ELECTRIC SUPPLY					
	4098472	Vault, 1 phase transf	06/13/2017	215.18	215.18
	4098472	FREIGHT	06/13/2017	94.24	94.24
	4098583	Cabinet, sectionalizing, 1 ph 200 amp	06/14/2017	280.87	280.87
	4098739	SYSTEM UPGRADE	06/16/2017	119.24	119.24
	4098752	Pedestal, secondary API 10x14	06/20/2017	3,840.09	3,840.09
Total :				4,549.62	4,549.62
Total WESTERN UNITED ELECTRIC SUPPLY:				4,549.62	4,549.62
YELLOWSTONE FIRE SOCCER ASSOC					
	1809	REC CENTER REFUND	06/15/2017	149.50	149.50
Total :				149.50	149.50
Total YELLOWSTONE FIRE SOCCER ASSOC:				149.50	149.50
Grand Totals:				218,117.58	218,117.58
				Payroll 06/28/17	251,393.57
					469,511.15
Air Medical Group Holdings	\$3,025.00	Premiums (payroll deduction)		GRAND TOTAL	\$472,536.15

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input date = 06/27/2017

AGREEMENT

THIS AGREEMENT is made and entered into by and between the Governing Body of the City of Cody, Wyoming, a municipal corporation, hereinafter referred to as ACITY@, and Park County School District No. 6, State of Wyoming, hereinafter referred to as ASCHOOL DISTRICT@.

WITNESSETH:

WHEREAS, CITY and SCHOOL DISTRICT desire to enter into an agreement for the purpose of providing school resource officers to SCHOOL DISTRICT.

NOW, THEREFORE, the parties hereto do agree as follows:

1. CITY agrees to provide and make available to SCHOOL DISTRICT one School Resource Officer (SRO) to work with SCHOOL DISTRICT officials in matters relating to school discipline, juvenile delinquency, criminal conduct and promotion of safer educational environments. Said officer shall also provide the following:

- a. at the request of SCHOOL DISTRICT, or by notification of SCHOOL DISTRICT by Cody police, coordination and continuity in investigation of events on SCHOOL DISTRICT property or involving SCHOOL DISTRICT students;
- b. a point of contact and dedicated link between SCHOOL DISTRICT and CITY;
- c. agreed upon specific services of the SRO to SCHOOL DISTRICT. The parties may jointly develop a job description for the SRO.
- d. information and safety programs;
- e. work to establish effective partnerships between SCHOOL DISTRICT and police services.

f. SRO's shall not be responsible for enforcing SCHOOL DISTRICT rules, regulations, and procedures or imposing any discipline.

2. The parties hereto agree and understand that said SRO shall remain at all times an employee of the CITY and the hiring of said officer, supervision, control, training, transportation, officer's equipment and overtime costs shall be provided by CITY provided, however, to the extent necessary to carry out his duties as set forth herein, the officer may be granted access to confidential student information and shall be considered an employee of SCHOOL DISTRICT for that purpose, and shall be subject to the same restrictions and requirements pertaining to the use of that information as is applicable to other SCHOOL DISTRICT employees having access to the information.

3. In the event that SCHOOL DISTRICT should be dissatisfied with the performance of the resource officer assigned to the SCHOOL DISTRICT by CITY, SCHOOL DISTRICT shall notify the Chief of Police and the Superintendent shall meet to try to resolve the problem. In addition thereto, the Superintendent and Chief of Police each agree to meet annually to discuss the evaluation of the performance of the school resource officer. The Chief of Police and/or CITY shall ultimately have the responsibility for the employment of the resource officer. Should SCHOOL DISTRICT be unable to resolve its concerns or problems with the resource officer assigned to SCHOOL DISTRICT, SCHOOL DISTRICT may request that a different officer be assigned as the school resource officer, in which event CITY shall have the option of either assigning a different officer to be the school resource officer, or terminating the agreement.

4. In the event SCHOOL DISTRICT shall fail to appropriate in its annual budget the funds required for any of the annual payments set forth herein, this contract shall be deemed to have been rescinded by the party failing to appropriate said funds, and said party shall be relieved of any other or further obligation to the other party as a result of this agreement; provided, however, that in the event SCHOOL DISTRICT omits to appropriate such funds by oversight, such oversight may be corrected by SCHOOL DISTRICT by budget amendments as required by state law.

5. SCHOOL DISTRICT agrees to contribute the following sum to defray the cost of salary and benefits for the School Resource Officer. SCHOOL DISTRICT agrees to pay to the CITY the sum of Forty-Three Thousand ninety-five Dollars (\$43,095.00), which is equal to seventy-five percent (75%) of base salary and benefits for the School Resource Officer for 175 student contact days. In addition, the SCHOOL DISTRICT will reimburse the CITY 100% of any overtime worked by the SRO at the request of the SCHOOL DISTRICT, the full hourly rate of thirty six Dollars and eighty three Cents (\$36.83) multiplied by 1.5.

The City will invoice the SCHOOL DISTRICT quarterly and the SCHOOL DISTRICT agrees to make payment in full to the CITY within 15 days after receipt of each invoice. The invoice will itemize the number of hours worked and any overtime worked by the SRO at the request of the SCHOOL DISTRICT.

Once per school year the SCHOOL DISTRICT will pay fifty percent (50%) of the total cost not to exceed Seven Hundred and Fifty Dollars (\$750.00) for the SRO to attend continuing education at the annual Wyoming School Safety Conference and Training.

In exchange for the above compensation, CITY shall provide to SCHOOL DISTRICT one fully equipped SRO who is a certified peace officer in Wyoming assigned full-time to the SCHOOL DISTRICT for the entire 2016-2017 school year. SCHOOL DISTRICT agrees that CITY may use the SRO on days when students are not scheduled to be at school and when there are no school activities. Should CITY for unforeseen reasons need to use the SRO on days when the SRO would otherwise be expected to be at school, CITY and SCHOOL DISTRICT agree that SCHOOL DISTRICT may deduct from the next payment due to CITY the sum of Two-hundred and Forty-Six Dollars (\$246.00) for each day the SRO is providing services to the CITY rather than the SCHOOL DISTRICT. CITY will not be permitted to use said SRO during times the officer is expected to be at school without the consent of the SCHOOL DISTRICT Superintendent. However, in the event of exigent circumstances, the Chief of Police in his sole discretion, may temporarily reassign the SRO to address the needs of the City. If the SRO is reassigned for an emergency the parties will meet to discuss a billing adjustment as listed.

6. CITY and SCHOOL DISTRICT do not waive their sovereign immunity by entering into this agreement and said parties specifically retain all immunities and defenses provided by law with regard to any action based on this agreement, pursuant to W.S. ' 1-39-104(a).

7. This agreement shall be effective as of the start of the 2016-2017 school year and continue through the last day of said school year. This agreement shall automatically renew for the next school year unless either party to the agreement shall

provide notice to the other party of its intent to terminate the agreement, which notice shall be provided on or before June 1 preceding the next school year.

THIS AGREEMENT is entered into this _____ day of _____, 2017.

CITY OF CODY, WYOMING

ATTEST:

Mayor Matt Hall

Cynthia D. Baker
Administrative Services Officer

**PARK COUNTY SCHOOL DISTRICT
NUMBER 6, STATE OF WYOMING**

ATTEST:

Board Chairman

Board Secretary

MEETING DATE: JULY 6, 2017

DEPARTMENT: ADMINISTRATIVE SERVICES

PREPARED BY: LESLIE BRUMAGE

PRESENTED BY: CHUCK BAKER

AGENDA ITEM SUMMARY REPORT

National Crime Statistics Exchange Grant

ACTION TO BE TAKEN:

Authorize City staff to electronically submit an application through grants.gov for the National Crime Statistics exchange grant offered by the U.S. Bureau of Justice, listing Mayor Hall as the authorized representative.

SUMMARY OF INFORMATION:

In the late spring of 2016, the Cody Police Department was notified that they had been selected to be one of the trial law enforcement agencies within the state to be eligible for the Wyoming State Incident Based Reporting System (IBRS) and eliminate the Uniform Crime Reporting (UCR) Summary Reporting System (SRS).

A team from the NCS-X Project met with personnel from the Cody Police Department (CPD) on November 16, 2016 to complete the NIBRS Readiness Assessment, which documents the existing and planned capabilities of the agency to collect and submit National Incident Based Reporting System (NIBRS) data to the state UCR program.

The City of Cody will greatly benefit from switching to the Wyoming IBRS. The police department will be able to track many more complexities of the crimes being committed within the City and be able to establish a plan of action to resolve the crime issues in a much more efficient way.

FISCAL IMPACT

The grant is for \$60,000 and there are no matching funds required.

ATTACHMENTS

Grant Application Package

AGENDA & SUMMARY REPORT TO:

None

AGENDA ITEM NO. _____

Grant Application Package

Opportunity Title:	FY 2017 National Crime Statistics Exchange (NCS-X-State)
Offering Agency:	Bureau of Justice Statistics
CFDA Number:	16.734
CFDA Description:	Special Data Collections and Statistical Studies
Opportunity Number:	BJS-2017-12781
Competition ID:	
Opportunity Open Date:	05/24/2017
Opportunity Close Date:	06/30/2017
Agency Contact:	askbjs@usdoj.gov

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: CODY POLICE DEPARTMENT APPLICATION FOR NCS-X-STATE IMPLEMENTATION ASSISTANCE

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Budget Narrative Attachment Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Other Attachments Form](#)

[Project Narrative Attachment Form](#)

[Financial Management and System of Internal Controls Questionnaire](#)

Optional

[Faith Based EEO Survey](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
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* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____
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5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: _____
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State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: Cody, City of	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 83-6000052	* c. Organizational DUNS: 1779293380000

d. Address:

* Street1:	1402 River View Dr
Street2:	_____
* City:	Cody
County/Parish:	Park
* State:	WY: Wyoming
Province:	_____
* Country:	USA: UNITED STATES
* Zip / Postal Code:	82414-3127

e. Organizational Unit:

Department Name: Cody Police Department	Division Name: _____
---	--------------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.	* First Name: Chuck
Middle Name: _____	
* Last Name: Baker	
Suffix: _____	

Title: CHIEF OF POLICE

Organizational Affiliation: _____

* Telephone Number: 307-527-8720	Fax Number: 307-527-8722
---	---------------------------------

* Email: cbaker@codypd.net

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Bureau of Justice Statistics

11. Catalog of Federal Domestic Assistance Number:

16.734

CFDA Title:

Special Data Collections and Statistical Studies

*** 12. Funding Opportunity Number:**

BJS-2017-12781

*** Title:**

FY 2017 National Crime Statistics Exchange (NCS-X-State) Implementation Assistance Program Phase VI: Support for Small and Medium Local Law Enforcement Agencies

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Wyoming IBRS Transition

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="60,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="60,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <input type="text" value="Completed on submission to Grants.gov"/>	TITLE <input type="text" value="MAYOR: CITY OF CODY"/>
APPLICANT ORGANIZATION <input type="text" value="Cody, City of"/>	DATE SUBMITTED <input type="text" value="Completed on submission to Grants.gov"/>

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

To add more Budget Narrative attachments, please use the attachment buttons below.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
4040-0013

<p>1. * Type of Federal Action:</p> <p> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance </p>	<p>2. * Status of Federal Action:</p> <p> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award </p>	<p>3. * Report Type:</p> <p> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change </p>
<p>4. Name and Address of Reporting Entity:</p> <p> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee </p> <p> Name: CITY OF CODY Street 1: 1338 RUMSEY AVE Street 2: City: CODY State: WY: Wyoming Zip: 82414-3127 Congressional District, if known: </p>		
<p>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</p>		
<p>6. * Federal Department/Agency: BUREAU OF JUSTICE STATISTICS</p>		
<p>7. * Federal Program Name/Description: Special Data Collections and Statistical Studies</p> <p>CFDA Number, if applicable: 16.734</p>		
<p>8. Federal Action Number, if known:</p> <p>\$</p>		
<p>9. Award Amount, if known:</p>		
<p>10. a. Name and Address of Lobbying Registrant:</p> <p> Prefix: * First Name: N/A Middle Name: Suffix: N/A Last Name: N/A Street 1: Street 2: City: State: Zip: </p>		
<p>b. Individual Performing Services (including address if different from No. 10a)</p> <p> Prefix: * First Name: N/A Middle Name: Suffix: N/A Last Name: N/A Street 1: Street 2: City: State: Zip: </p>		
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.</p> <p>Signature: Completed on submission to Grants.gov</p> <p>Name: Prefix: Mr. * First Name: Middle Name: Suffix: Last Name: HALL</p> <p>Title: MAYOR: CITY OF CODY Telephone No.: 307-527-3461 Date: Completed on submission to Grants.gov</p>		
<p>Federal Use Only: Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>		

Other Attachment File(s)

* Mandatory Other Attachment Filename:

To add more "Other Attachment" attachments, please use the attachment buttons below.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

To add more Project Narrative File attachments, please use the attachment buttons below.



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address:

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

2. Authorized Representative's Name and Title:

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

3. Phone: 4. Fax:

5. Email:

6. Year Established: <input type="text" value="1901"/>	7. Employer Identification Number (EIN): <input type="text" value="83-6000052"/>	8. DUNS Number: <input type="text" value="1779293380000"/>
---	---	---

9. Type of Organization:

- State
 Municipality
 Non-Profit
 Higher Education
 Tribal
 For-Profit
 Other:



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency:

Other Audit & Agency:

11. Most Recent Audit: Within the past 12 months Within the past two years More than two years

Name of Audit Agency/Firm: James Seckman CPA PC

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit? Yes No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

- Manual
- Automated
- Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant? Yes No Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget? Yes No Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share? Yes No Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective? Yes No Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)? Yes No Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants? Yes No Not Sure



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 12/31/2018

PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining:
(1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

Yes No Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

Yes No Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

Yes No Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>

Yes No Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy? Yes No

(b) adhere to the Federal Travel Regulation? (FTR) Yes No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?

Yes No Not Sure
 N/A (Your organization does not make subawards.)

STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name:

Date:

Title: Executive Director Chief Financial Officer Chairman

Other

Phone:

Budget Summary Sheet

Opportunity Number: BJS-2017-12781

Opportunity Title: FY 2017 National Crime Statistics Exchange (NCS-X-State)

CFDA Number: 16.734

CFDA Description: Special Data Collections and Statistical Studies

The Cody Police Department's (CPD) budget for this project is concentrated around securing the contract with their crime data collections vendor, Sun Ridge Systems, for the system upgrades. The CPD will utilize the established City of Cody documented procurement procedures and these established procedures conform to applicable federal law. Any travel costs for departmental personnel dealing with the program and its implementation will be absorbed by the CPD's normal operating budget. The CPD will utilize teleconferences when possible or communicate directly through normal channels, phone, fax or email, with other involved agencies or entities throughout the implementation of this program and grant award period. The CPD is not hiring additional employees specifically for this project to initialize, monitor or maintain any portion of it solely. These tasks will be assigned to existing personnel within the department.

The CPD did not participate in a bidding selection for this proposed project. The existing computer operating system installed within the CPD is from the Sun Ridge Systems Company and outside competitor's products and software are not compatible with this system. The CPD personnel are very familiar with the current computer operating systems at the department and will require minimal in-house training to become proficient on the newly installed system. Lastly, the current installed computer system at the CPD is also shared by two other outside agencies located within the surrounding county.

If the CPD was to replace the entire computer operating system at the department, it would not only require, at a minimum, all 27 department personnel to be re-trained on a new operating system but also require the other 86 personnel from the other affected agencies to be re-trained on the system. The purchase of a new system would also have the added expenses of new hardware, i.e. servers, new software, new licensing and technical installation just to name a few. The CPD knows this is the most cost effective solution to transition their current operating system to the new Incident Based Reporting System (IBRS) required of them by the State of Wyoming and Federal Bureau of Investigation (FBI).

When the CPD is awarded the funds from this application, the following is the proposed spending budget for the conversion of the current Sun Ridge Systems operating system of the CPD to the new state IBR Compliant system developed by Sun Ridge Systems:

Funds Awarded	\$60,000.00
Sun Ridge Systems Custom Development of Software with Wyoming Specific Additions	- \$45,000.00
Sun Ridge Systems Software	-\$9,000.00
Sun Ridge Systems Project Management	- \$500.00
Sun Ridge Systems Installation of Module	- \$750.00
Sun Ridge Systems Maintenance Agreement (1 st Year)	- \$1,200.00
Sun Ridge Systems Implementation Support Personnel to conduct Human Management Interfacing with Cody Police Department Personnel	- \$500.00
Sun Ridge Systems Technologies Installation/Implementation Support Travel Expenses	- <u>\$1,550.00</u>
	\$ 0.00

Cost Sharing or Match Requirement

There is not a match requirement with this grant and no matching funds from the CPD or the partnerships will be provided.

Pre-Agreement Costs

The CPD is not and will not be applying for any type of pre-agreement costs under this solicitation.

Limitations on Use of Award Funds for Employee Compensation

There will not be any compensation provided to the CPD personnel involved in this grant from awarded funds. The CPD personnel will be paid as they are normally from the CPD budget provided to them from the City of Cody.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

The CPD personnel will not be utilizing any of the awarded funds to attend any type of conferences, meetings or training related activities. As stated before, the travel expenses, lodging and per diem of CPD personnel needing to travel for training or meetings concerning this process will be absorbed by the normal operating budget of the department and there will not be any additional employees hired for the sole purpose of any portion this program.

Costs Associated with Language Assistance

This section is non-applicable for this solicitation.

Disclosure of Pending Applications

The CPD does not have any other pending applications or cooperative agreements for any other requests of funding to support this same project through any other federal awarding agency.

National Crime Statistics Exchange (NCS-X) Project
NIBRS Readiness Assessment
Cody, Wyoming Police Department

November 16, 2016

Introduction

A team from the NCS-X Project met with personnel from the Cody Police Department (CPD) on November 16, 2016 to complete the NIBRS Readiness Assessment, which documents the existing and planned capabilities of the agency to collect and submit National Incident Based Reporting System (NIBRS) data to the state UCR program.

The Cody Police Department participates in a multiagency consortium that shares a common implementation of the Sun Ridge Records Integrated Management System (RIMS) and other products. The consortium consists of three agencies within the county – Cody and Powell Police Departments and the Park County Sheriff. A representative from the Park County Sheriff was also in attendance.

Agency representatives:

Name	Title	Telephone	Email
<i>Chief Chuck Baker</i>	<i>Chief of Police, Cody Police Dept.</i>	<i>307-527-8724</i>	<u>CBAKER@codepd.net</u>
<i>Jolene Brakke</i>	<i>Chief's secretary</i>	<i>307-527-8723</i>	<u>jbrakke@codepd.net</u>
<i>Monty McLein</i>	<i>Park County Sheriff's Office – System Administrator</i>	<i>307-527-8700</i>	<u>mmcclain@parkcountysheriff.net</u>

NCS-X representatives:

Name	Title	Telephone	Email
<i>David Roberts</i>	<i>Director, NCS-X Technical Assistance, BJS</i>	<i>202-307-0617</i>	<u>David.Roberts2@usdoj.gov</u>
<i>Steve Nibert</i>	<i>FBI CJIS</i>	<i>304-625-2643</i>	<u>Stephen.Nibert@ic.fbi.gov</u>
<i>Mark Perbix</i>	<i>SEARCH, Director</i>	<i>916-712-5918</i>	<u>mark@search.org</u>

Brian Aagard	RTI	919-825-8321	baagaard@rti.org
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Overview

The Cody Police Department (CPD) is comprised of approximately 21 sworn officers serving a population of 9,689. Cody is located in the northwest corner of the state adjacent to Yellowstone National Park.

The agency uses the Sun Ridge Systems Records Integrated Management System (RIMS) product to collect incident data. The RIMS product suite includes CAD, RMS, UCR Reporting and JMS functionality. This application is shared with the Park County Sheriff and the Powell Police Department. The application is hosted and administered by the Park County Sheriff. The Cody Police Department and Park County Sheriff's Office (PCSO) are co-located in Cody.

The current version of the RMS is reported as being NIBRS capable. Mr. McLean, PCSO System Administrator, reported that the current version displays and collects many of the NIBRS data elements, although since the NIBRS capability has not been enabled, NIBRS validation rules are not being enforced. He also reported that Sun Ridge customers in other states (CA, GA, MT, OR and WA) are currently reporting NIBRS data.

A total of nine agencies use RIMS throughout the state, and each implements the same version of the Sun Ridge software products (the other six include Big Horn County Sheriff; Lovell Police Department; Torrington Police Department; Buffalo Police Department; Washakie Sheriff (May 2015); Worland Police Department (May 2015)).

Although this is a shared system, each agency will have the ability to individually enable NIBRS reporting.

Current Capabilities

Operations and Business Processes

The current practice of both CPD and PCSO is to have officers complete most data entry associated with incident reporting. A supervisor reviews and approves the report before it is forwarded to the department quality assurance staff, Ms. Brakke. Ms. Brakke reported that because most edits for UCR Summary reporting are enforced by RIMS and supervisors are well-versed in reporting requirements, data quality is very good requiring only limited amount of quality assurance activity. Officers are encouraged to complete their reports during the shift but are allowed up to 72 hours to do so. Data from the CAD is automatically populated in the RMS reducing data entry. Officers complete their reports in the station. No law enforcement agency in the consortium has mobile reporting capabilities. All data is entered and stored in the RMS, and no paper is required as part of the reporting process.

The Sun Ridge product suite provides analytical capabilities that are accessible to all consortium members. Participant reported that they expected to use these capabilities as part of the quality assurance process for NIBRS submissions.

System Readiness

The Sun Ridge RMS installed at PCSO is reported to be NIBRS capable. Participants stated that reporting NIBRS could be enabled at no cost. The system provides the ability to configure the RMS for either UCR Summary or NIBRS reporting.

The consortium has a maintenance agreement with the vendor to support the product. The PCSO is responsible for system administration, management of code tables, etc. The county provisions the hardware.

The Sun Ridge RMS application was developed using Delphi and the .Net framework. It uses MS SQL Server for its database. It is deployed on virtual servers. Participants reported that capacity planning and resourcing was the responsibility of the county requiring no additional financial support from any of the consortium members.

Impact of Transition to NIBRS

NIBRS Gaps

The installed version of RIMS captures many of the NIBRS elements and relationships, but without having the NIBRS module installed, the NCS-X team determined that an element by element review of the application would be of limited benefit to this assessment. The NCS-X team was provided a demonstration of current capabilities.

NIBRS Reporting Requirements:

There is no indication that the NIBRS reporting module within Sun Ridge will not be capable of meeting Wyoming and federal reporting requirements. RIMS is deployed in several other states that report to NIBRS (CA, GA, MT, OR and WA).

Wyoming Reporting Requirements:

No decisions have been made regarding additional state-specific supplemental reporting requirements. However, both the state program and the two Wyoming sample agencies reported the need to collect and report domestic violence information. The state should lead the development of this reporting requirement.

The NCS-X team also encouraged participants to consider adding some form of location data to the state reporting requirements as this will enable state and local users to perform location-specific,

geo-spatial analysis of incidents in greater detail than just at the agency level, which is the current capability of NIBRS.

Operational Impacts

Since the version of RIMS used by the agency already supports basic NIBRS reporting, participants reported that many of the NIBRS elements and associations are already present, although all edits and validation rules are not exercised. Participants did not anticipate that staff would be faced with a significant change to current operational practices. Officers are already required to complete their incident reports in the RMS, so they are familiar with how the application works.

Likewise, training for users is expected to be minimal. Staff estimated total training to take no more than 4 hours per person. All operational manuals will also be updated to document changes required as a result of the new reporting process.

Cost Assessment –

The current version of the Sun Ridge product suite deployed at CPD/PCSO includes the ability to report NIBRS data. Mr. McLean reported that switching to NIBRS would only require a configuration change. There would likely be other software costs associated with implementing any state-specific additions to the NIBRS data set. It is unclear if any additional software would be required to provide basic reporting and quality assurance analysis capabilities. Any changes to the software would require implementation assistance and support from the vendor.

The county is responsible for provisioning the hardware and providing the infrastructure. Participants reported that costs associated with provisioning are absorbed by the county. It was unclear if any additional resources would be required to implement NIBRS reporting.

The NCS-X team reviewed other allowable costs and items that could not be included.

Summary -

The Cody Police Department and Park County Sheriff's Office are well-positioned to enable NIBRS reporting using the Sun Ridge RIMS RMS. The RMS, itself, is NIBRS capable and only requires a change in configuration to do so. Transitioning to NIBRS reporting may result in impacts on operations and business practices of the agency, but, since officers are already required to complete incident reports using the RMS and the RMS includes many of the NIBRS elements, this impact and related costs required to make the transition are also expected to low.

The agency will depend upon the state to establish any state-specific reporting requirements. At this point, the state has not indicated that additional requirements beyond domestic violence reporting will be added. Any such additional reporting requirements will require changes to be made by Sun Ridge to meet Wyoming-specific requirements.

Because the Sun Ridge product allows each agency to select either UCR Summary or NIBRS reporting, CPD is the only agency that will need to implement NIBRS reporting and the other consortium members (PCSO and the Powell Police Department) can choose to remain as

summary reporting agencies. However, the PCSO representative indicated that the Sheriff would likely change to IBR reporting as well. Likewise, since the vendor supports only one version of their product for all Wyoming customers, the other agencies using RIMS could chose to report NIBRS data as well. The state UCR coordinator reports that 8 agencies throughout the state use this RMS and implementation of NIBRS agencies by other agencies could be accomplished at a low cost.

It appears that CPD could be capable of reporting NIBRS data before the state has implemented its own reporting capability. The state should develop a strategy for handling NIBRS reporting should this occur.

Appendix A – Technical Readiness Response Tables

NIBRS Standard Requirement	SLCPD
Able to collect information about all offenses in an incident	Yes
Detailed offense code assigned to each offense in an incident	Yes
Demographic information stored for each victim in an incident	Yes
Victim injury stored for each victim in an incident	Yes
Demographic information stored for each known offender in an incident	Yes
Relationship between each victim and offender stored for all offenses in an incident	Yes
Track multiple clearances	Yes
Track whether an incident was exceptionally cleared	Yes
Record and store exceptional clearance date	Yes

Data Element #	Description	Data are collected or can be derived (C/D/Not Available)	Comments
1	ORI	C	
2	Incident Number	C	
2A	Cargo Theft	C	Hidden, not used
3	Incident Date	C	
4	Cleared Exceptionally	C	Per Offense
5	Exceptional Clearance Date	D	Can be derived from timestamp; probably will need a separate field
6	UCR Offense Code	C	Entry via text dropdown
7	Offense Attempted/Completed	C	
8	Offender Suspected of Using	C	
8A	Bias Motivation	C	
9	Location Type	C	
10	Number of Premises Entered	N	
11	Method of Entry	C	List might need updating
12	Type Criminal Activity/Gang Information	N	In Planning
13	Type Weapon/Force Involved	C	Collected in text not enumeration
14	Type Property Loss/Etc.	N	List might need updating
15	Property Description	C	Collected in text not enumeration
16	Value of Property	C	
17	Date Recovered	N	
18	Number of Stolen Motor Vehicles.	D	
19	Number of Recovered Motor	D	

	Vehicles		
20	Suspected Drug Type	C	
21	Estimated Drug Quantity	C	
22	Type Drug Measurement	C	
23	Victim Sequence Number	C	
24	Victim Connected to UCR Offense Code	N	
25	Type of Victim	N	
25A	LEOKA – Type of Officer Activity/Circumstance	N	
25B	LEOKA – Officer Assignment Type	N	
25C	LEOKA – Officer – ORI Other Jurisdiction	N	
26	Age of Victim	C	
27	Sex of Victim	C	
28	Race of Victim	C	
29	Ethnicity of Victim	C	
30	Resident Status of Victim	C	
31	Aggravated Assault/Homicide Circumstances	C	
32	Additional Justifiable Homicide Circumstances	N	
33	Type Injury	C	List needs updating
34	Offender Number to be Related	C	
35	Relationship of Victim to Offender	C	
36	Offender Sequence Number	C	
37	Age of Offender	C	
38	Sex of Offender	C	
39	Race of Offender	C	
39A	Ethnicity of Offender	C	
40	Arrestee Sequence Number	C	
41	Arrest Transaction Number	C	Not incident number for MO (Booking Number for MO?)
42	Arrest Date.	N	
43	Type of Arrest	N	
44	Multiple Arrestee Segments Indicator	C	Manual; Training Issue
45	UCR Arrest Offense Code	C	
46	Arrestee Was Armed With	N	No automatic weapon indicator in incident or arrest segment
47	Age of Arrestee	C	
48	Sex of Arrestee	C	
49	Race of Arrestee	C	
50	Ethnicity of Arrestee	C	
51	Resident Status of Arrestee	C	
52	Disposition of Arrestee Under 18	C	
53	Animal Cruelty	N	Effective January, 2017

Project Narrative

Opportunity Number: BJS-2017-12781
Opportunity Title: FY 2017 National Crime Statistics Exchange (NCS-X-State)
CFDA Number: 16.734
CFDA Description: Special Data Collection and Statistical Studies

The City of Cody Police Department (CPD) currently serves a population of approximately 9,520 residents with twenty-five Sworn Police Officers which is complimented with 3 non-sworn support personnel. The City of Cody is considered a rural community located in the northwestern corner of Wyoming with Cody serving as the Gateway to Yellowstone National Park's East entrance.

Statement of the Problem

The CPD is being required by and was selected by the State of Wyoming to transition to the Wyoming State Incident Based Reporting System (IBRS) and eliminate the Uniform Crime Reporting (UCR) Summary Reporting System (SRS). The Department will greatly benefit itself and the City of Cody by switching to the Wyoming IBRS. The CPD will be able to track many more complexities of the crimes being committed within the City and be able to establish a plan of action to resolve the crime issues in a much more efficient way. With the current UCR SRS data tracking, there are three main offense categories which are crimes against a person, property or society. The UCR SRS only has 10 Part I crimes listed and 29 Part II crimes in this summary report, where with the 29 Part II crimes, arrest data is the only information collected

on these crimes. Also with this system, there is what is commonly referred to as the “Hierarchy Rule” where only the most important Part I crime is the reportable offense and all other parts of the incident are ignored. This is a very archaic way to track crime in modern policing due to the simple fact there are always multiple facets in the commission of a crime, be it against a person or property. Without all of the information concerning the commission or the attempt of a crime, a police department cannot formulate a plan of prevention and can only be in a reactionary role towards crime in its community.

By going to the Wyoming IBRS, the CPD will be better prepared to prevent crime within the community and to foresee trends for compensating victims of those crimes through their victim assistance programs. The Wyoming IBRS has four major components which include 24 offense categories, 52 Group A offenses, 10 Group B offenses and 58 data elements. The “Hierarchy Rule” is completely eliminated within this system and all aspects of the crime are reported. Under the new system the offenses have expanded definitions to include more accurate details of the crimes. It also tracks the correlation between offenses, property, victims, offenders and the arrestee. This system has greatly expanded the victim-to-offender relationship data which in the UCR SRS system the victim’s relationship is only reported for homicides. Within the Wyoming IBRS System, the victim’s relationship to the offender is reported when the victim was the object of a Crime Against Person, i.e., Assault, Homicide, Kidnapping/Abduction, Forcible Sex Offense or Non-forcible Sex Offense and with the crime of Robbery (Crime Against Property) because one of its elements is an assault, which makes it a violent crime. Wyoming has added into their IRB requirements for the Wyoming specific definition of Domestic Violence including but not limited to, victim-offender relationship

coding, a disposition field in the offense segment and a field in the offense segment for capturing whether or not the offense was a violation of a protective order. Wyoming also included the requirements for addresses and latitude/longitude data into their system. This information has always been known by the Department, however, it has not ever been effectively tracked over the years. With this new data collection system, this will be an attainable goal for the Department to be able to recover the needed information and act accordingly for the betterment of the City.

Project Design and Implementation

In the late spring of 2016, the CPD was notified that they had been selected to be one of the trial law enforcement agencies within the state to be eligible for the Wyoming IBRS. The Wyoming Division of Criminal Investigation (DCI) UCR Division had to develop the Wyoming specific requirements for the data they wanted collected and tracked, in conjunction with the Federal Bureau of Investigation (FBI) National Incident Based Reporting System (NIBRS) requirements. The state established the policies and procedures for the Wyoming Repository where crime data will be stored and shared. Once this process was completed, it had to be submitted to the FBI for their approval, ensuring it met their requirements for NIBRS.

In the fall of 2016, more was known about the upcoming project and a meeting was held with National Crime Statistics Exchange (NCS-X) project team. The team completed a NIBRS Readiness Assessment of the CPD system where the Sun Ridge Systems Records Management System/Computer Aided Dispatch (RIMS/CAD), Version 23.12, is utilized. The assessment documented the existing and planned capabilities of the agency to collect and

submit NIBRS data to the UCR program. The Assessment is attached under the **“Other Attachments Form”** section of this application.

The CPD has been in a partnership for over 16 years with the Sun Ridge Systems Company, who is not a restricted company under federal guidelines. Throughout these thirty years of partnership, Sun Ridge has continuously provided the CPD and the other two agencies who share the system program with them, upgraded systems to include new software on an annual basis. This is what is allowing the currently installed system to be easily transitioned from the UCR SRS system to the new required NIBRS system. The CPD personnel who will be the program managers of this new system have an extensive working knowledge of the programing structure utilized within the Sun Ridge Systems server. Their ease of navigation through the system’s data tables will greatly benefit this proposed upgrade in dealing with unforeseen issues which may arise do to system programming and identify them to Sun Ridge in an expedient manner for correction. These same personnel will also be able to minimize any immediate training issues of CPD personnel by providing on the spot education to correct any type of issue.

The Department contacted Sun Ridge Systems after the NCS-X team meeting in the fall of 2016 and explained what was going to be transpiring with the new state reporting system and how it was proposed to be changing. The Wyoming DCI UCR Division wrote the requirements they wanted for the IBRS and the additional sections for the reporting of Domestic Violence incidents and locations of all crimes. These new requirements were sent to

the FBI for approval in late 2016. In early 2017, the FBI approved the new standards set forth by the Wyoming DCI UCR Division.

The CPD was notified of this approval and contacted Sun Ridge Systems to begin their process of creating a specific module to fit the needs of these requirements set forth by the Wyoming IBRS UCR. Sun Ridge Systems took approximately 12 weeks to draft and create a module to match the requirements set forth by Wyoming utilizing prior NIBRS conversion requirements from other states they currently have developed. The operating systems and servers the CPD are currently operating were determined by Sun Ridge Systems to be more than compatible and adequate to handle the new needed upgrades in software. The budgetary quote was prepared and sent to the CPD for review. The quote includes all of the required data elements to include Cargo Theft and Hate Crimes along with the Wyoming State specific data collection elements and transmittal file format. The quote of \$60,000.00 included the development of the Wyoming specific module, the IBR module, the IBR implementation support, first-year maintenance agreement, project management and travel expenses for the technicians to come to Cody to accomplish the needed tasks of installation and implementation. Sun Ridge Systems was the only company considered for this project because of several key points: 1) the cost savings of not having to replace an entire operating system with a competitor's product. 2) The CPD personnel are experienced and very familiar with the current Sun Ridge Systems system and would only require a brief, local management interface with the new data collection points to become proficient in their use and applications. This conserves funds by not having to send personnel out of the local area to receive appropriate support in learning the new system. 3) The Sun Ridge Systems system currently installed with

the CPD is a shared product with two other separate agencies located within the county and if it was to be totally replaced, these agencies would have the burden of additional costs in training their personnel in the new system.

Project Timeline

Once the grant is awarded, the CPD will contact Sun Ridge Systems and accomplish the procedures for signing the contract. Sun Ridge Systems has assured the CPD that once the contract is signed; they could begin immediately with the data conversion and implementation of NIBRS/WY-IBRS complaint data capture and begin the installation process. It will take approximately two weeks for the installation process to occur where the system would be uploaded and functioning correctly. After the installation team has completed their tasks, the implementation personnel will coordinate with the system administrator for RIMS and take approximately one or two days to show how the management of WY-IBRS is accomplished correctly. This project should take no more than four months from the signing of the contract with Sun Ridge Systems to the CPD being able to share data to the Wyoming IBR Repository. This time frame allows for incidentals, such as weather related events or product/personnel mishaps.

A concrete timeline cannot be produced at this point because it is unsure when funding will be released for this project and without the funding, the CPD will not be able to move forward with it due to budgetary restraints. A hypothetical timeline for the process would resemble this:

- **October 01, 2017** – Teleconference with CPD, Sun Ridge Systems, BJS, FBI CJIS and State DCI UCR personnel to finalize the requirements of the grant and adjust any funding issues.
- **December 01, 2017** – Funds are awarded to the CPD.
- **First Two Weeks of December 2017** – CPD contacts Sun Ridge Systems for contractual information to be forwarded to the City of Cody legal department for review. Once reviewed and approved by the legal department, the contract is forwarded to the Cody City Council for approval. The contract receives approval from the Cody City Council and is signed.
- **January 15-19, 2018** – Sun Ridge Systems technicians begin remote data conversion for Cody and install any needed modules and supporting software. They complete system checks and ensure the upgraded system is properly functioning.
- **January 22-26, 2018** – Sun Ridge Systems implementation personnel coordinate with the system administrator in Cody to meet with the CPD personnel about management interfacing on the upgraded system.
- **January 29 - February 28, 2018** – CPD personnel conduct in-house reviews with the new system to ensure their proficiency in submission of their reports. These submissions will be sent to the 'test repository' to check the accuracy of the submissions and to check for the errors and warnings. This process will include assistance and support from Sun Ridge Systems to correct any programing issues.
- **March 01 - July 31, 2018** – CPD notifies the state they are ready to begin the submission of live data. This notification begins the state and FBI certification process.

The CPD will submit both SRS data and NIBRS data for the same months to the state for this time frame. The state will convert the NIBRS data back to the SRS format to ensure the NIBRS data matches the SRS data. The state will also conduct an evaluation on the CPD business process, response to correcting errors, XML structure, along with other aspects of the system. This process will take a minimum of three months and may go even longer due to identified issues from the CPD, State, Sun Ridge Systems or the FBI which will need to be corrected.

Capabilities and Competencies

The CPD will then become certified with their Wyoming IBRS system and begin the submission of data to the State Repository. The process of submitting IBRS information and data to the Wyoming Repository is to operate in the following fashion:

- The CPD personnel will be responsible for collecting and entering the data into the Sun Ridge Systems system as they are completing their daily reports. The NIBRS module will extract the data from the RMS/CAD and export it to the required XML/IEPD v4.1 format for the CPD to upload to the web interface.
- The data will travel to the State Repository in the XML format, which is required by the State, where it will be checked for errors and warnings. If any are detected, the state will contact the CPD via email within 24 to 48 hours and inform them of the action that needs to occur. Once the needed action is taken, the CPD will resubmit the data to the state.
- The state will then submit the corrections to the FBI.

This process will be a learning curve with the CPD personnel however; it will be an attainable one. There will be supervisory personnel assigned the additional duties of monitoring the data collection at the officer level. They will be responsible to ensure the correct data is being collected in the field and then properly entered into the system. These supervisory personnel will be monitored by other departmental personnel who will ensure the process is properly functioning. If at any level, training issues arise, the department will conduct in-house corrective education with the affected personnel. With the faster turn-around of reports needing corrections, the personnel will have the information more readily available. Unlike the older, much slower process of submitting information at the end of each month via the US mail, waiting for a reply and then having to go back and research the errors in the cases to make the necessary corrections and then resubmitting the information. The NIBRS will much more effective and efficient process for submitting crime data.

Plan for Collection of Data Required for Performance Measures

The CPD and their vendor, Sun Ridge Systems, will work jointly on this process. The capabilities of the new system will be taught to the CPD personnel and supervisors responsible for the data in the system and program management by Sun Ridge Systems. These personnel will then, in-turn, train the other CPD personnel and their supervisors who will be directly responsible for the data collection and initial entry into the system. The state will have a “test repository” in place in the system to act as a training aid to ensure the process is properly working. This “test repository” will identify any training issues that will need to be re-addressed with the CPD personnel. This “test repository” will also provide Sun Ridge Systems with all the

error/warnings on the submissions to where they will be able to correct any major programming issues during this phase. After the CPD and Sun Ridge Systems are satisfied with the progress of the entire testing process, contact will be made with the Wyoming DCI UCR Division to inform them the CPD is prepared to begin the transmission of "live data". The CPD will then begin to upload the web interface and share the information with the State Repository. The CPD will have to submit both the SRS data and NIBRS data for a minimal period of three months to the state to ensure the submitted data is matching. The state will conduct an evaluation on the CPD's data submission process, business process, responses to correcting errors, the XML structure and any other sub-process. The State will identify any issues with any of the processes and require the CPD and/or Sun Ridge Systems to correct them. Once the CPD/Sun Ridge Systems has corrected the identified issues and the proper data is being correctly shared, the state and FBI will certify the CPD's system.

Communication Strategy

The senior leadership of the CPD is directly involved in this grant application and will be directly monitoring the progress of it during the awarding process. They have been in telephone and email contact with the state DCI UCR personnel since the beginning of this process in June 2016 and will continue to communicate weekly with these personnel on the status of the grant and subsequent project. The senior leadership has been in face-to-face, telephone and email contact with BJS and FBI CJIS representatives during this process. The monthly communication with these representatives will continue to keep them abreast of status of the grant and proceeding project through either email or telephone contact. The CPD

leadership will schedule teleconferences with any or all of these entities as needed to keep them advised of the progress or of any unforeseen issues that may arise during the grant award period.

Status Reports

The CPD will provide monthly written updates on the status of the identified tasks which are required throughout the installation phases of this project to include budget expenditures. Once the installation phase is completed, the CPD will provide the monthly updates of the implementation process with the department's personnel and any technical issues which are identified during this phase. These reports will continue monthly during the certification phase, reporting any identifiable issues during this process and the corrective action taken. The monthly reports will continue after the certification has been completed and the system is fully operational until the end of the grant period.

SECOND AMENDMENT TO LEASE AGREEMENT

THIS IS THE Second Amendment to that Lease dated January 2000, between the City of Cody, Wyoming, a municipal corporation, and the Park County Arena Board, a Wyoming non-profit corporation. This Amendment also amends the First Lease Amendment, dated July 19, 2001, specifically with respect to Section 9 of the original Lease and the First Lease Amendment.

Section 9 is hereby amended to provide as follows:

9. ASSIGNMENT AND SUBLETTING. LESSEE shall not assign this lease or sublet any portion of the property except for rental as an ice arena or community center and including the ability for LESSEE to hire contract concessions. LESSEE may seek the consent and approval of the governing body of the City of Cody for an assignment or sublease of the premises or any portion thereof. The governing body of the City of Cody may, in its sole and absolute discretion, grant, deny or grant with conditions such request for assignment or sublease. Provided however, LESSOR does hereby specifically consent to LESSEE'S assignment of this lease for security purposes. If LESSEE makes an assignment for security purposes, the ASSIGNEE will carefully consider the continued use of the leased premises as an ice arena or community center. Further, the ASSIGNEE will endeavor, if practical, to limit the future transfer of the leased premises to a non-profit organization. LESSOR reserves the right to adjust the lease payment to market value if the property is assigned to a for-profit organization. Subject to assignment for security purposes, LESSEE does hereby grant to LESSOR the first right to purchase the leased premises. In the event the ownership of the leased premises is assigned pursuant to an assignment for security purposes, LESSOR

CONSENT TO ASSIGNMENT/SUBLEASE

RECITALS:

A. The City of Cody, Wyoming, a Municipal corporation (LESSOR) and the Park County Arena Board, a Wyoming Non-Profit corporation (LESSEE), entered into a Lease Agreement in January, 2000, in which the LESSOR leased to LESSEE a certain parcel of land in Cody, Park County, Wyoming, for the purposes of constructing and operating an ice arena and community center. That Lease Agreement, in Section 9, restricts and limits the right of the LESSEE to sub-lease the leased premises.

B. LESSEE wishes to enter into a sub-lease agreement with T-Mobile West, LLC, to allow T-Mobile West, LLC to use a portion of the building on the leased premises to install wireless communication facilities.

C. LESSOR is willing to consent to LESSEE sub-leasing a portion of the building and the leased premises to T-Mobile West, LLC, solely for the purposes of installing wireless communication facilities, subject to the terms, conditions and limitations described below.

WHEREFORE, LESSOR hereby consents to LESSEE sub-leasing a portion of the leased premises to T-Mobile West, LLC, subject to the terms, conditions and limitations below.

1. LESSEE shall ensure that LESSEE and its sub-lessee comply with Sections 7, 8, 13 and 14 of the original Lease Agreement. These Sections require, among other things, that LESSEE first obtain the consent of LESSOR before making any exterior alterations, additions or improvements to the premises. Section 7 requires the LESSEE to submit plans for any such exterior alterations, additions or improvements to the governing body for approval. Section 8 requires the LESSEE to comply with all statutes, ordinances and requirements. LESSEE shall insure that both the LESSEE and its sub-Lessee are aware of and comply with such requirements, including, but not limited to, local City Ordinances pertaining to wireless communication facilities, and all other requirements of the City, State or Federal government, including, but not limited to, the requirement to submit plans to the City of Cody Planning and Zoning Commission.

2. Park County Arena Board shall insure that its written agreement with T-Mobile West, LLC, is submitted to the City of Cody for approval prior to execution of the same. Such agreement shall insure that the sub-lessee will provide general liability insurance in an amount not less than Two million dollars

per occurrence and Three million dollars in the aggregate for claims involving bodily injury, death, and property damage arising from the sub-lessee's use of the leased premises. Such agreement shall further require the sub-lessee to indemnify and hold harmless the City of Cody for any and all claims, damages, judgments, injuries, property damage and lawsuits of any kind arising out of sub-lessee's use of the premises.

3. This authorization and consent shall not be construed in any way as an authorization and consent of any further sub-lease, assignment or use of the premises by the LESSEE or any sub-lessee for any purpose other than those purposes stated in Section 2 of the lease agreement.

4. For the initial term of the sub-lease agreement between Park County Arena Board and its sub-lessee, Park County Arena Board shall be allowed to keep any and all revenue generated from such sub-lease agreement, subject to the terms and conditions described in this consent and authorization.

DATED this _____ day of July, 2017.

CITY OF CODY, WYOMING

A Wyoming Municipal Corporation

ATTEST:

Matt Hall, Mayor

Cynthia D. Baker, Clerk

shall retain the first right to purchase the leased premises for the sum of all amounts due and owing to the ASSIGNEE. This right of first purchase shall extend for sixty (60) days only after the ASSIGNEE exercises its rights under the assignment for security purposes. The right of first purchase shall include the principal and interest owing as a result of the assignment for security purposes, together with accruing interest, costs and attorney's fees.

PARK COUNTY ARENA BOARD

Colin Simpson
President

Dated:_____

CITY OF CODY, WYOMING
A Wyoming Municipal Corporation

ATTEST:

Matt Hall, Mayor

Cynthia D. Baker, Clerk