

# City Council Meeting Agenda Packet

Мау 1, 2018

7 p.m.

# City Council Meeting Agenda May 1, 2018 7 p.m.



- 1. Pledge of Allegiance
- 2. Roll Call
- 3. Approval of Minutes: City Council Meeting of April 17, 2018, the City Council Workshop of April 26, 2018

#### **BID OPENINGS**

p. 5

p. 21

p. 23

p. 19 1. 2018 Weed Mitigation

#### APPOINTMENTS

- 1. Rock Springs Historical Museum—Bonnie Cannon to fill unexpired term for Lynne Shalata
- 2. Sweetwater County 2013 Specific Purpose Tax Joint Powers Board—Billy Shalata, 1<sup>st</sup> term

#### PRESENTATIONS AND PROCLAMATIONS

- 1. Proclamation—Economic Development Week
- 2. Rock Springs Fire Department—Smoke Detector Presentation

#### **PUBLIC HEARINGS**

- p. 25
   1. A public hearing to consider amending Chapter 13 (Zoning) of the Ordinances of the City of Rock Springs to add "Dining Deck" as a permitted Accessory Use in B-3 Zone District (Ordinance 2018-08)
- p. 26
   2. A public hearing to consider amending Chapter 13 (Zoning) of the Ordinances of the City of Rock Springs to permit as accessory use in the I-1 Zone District above ground storage tanks for flammable and combustible liquids not to exceed 6,000 gallons (Ordinance 2018-09)
- p. 27
   3. A public hearing on an application filed by Ashley & Brandon Corthell to amend Chapter 13 (Zoning) of the Ordinance of the City of Rock Springs to increase the number of Preschool Sessions allowed for a Family Child Care Home from 6 to 10 sessions(Ordinance 2018-10)

#### PETITIONS

#### **OFFICER AND STAFF REPORTS**

p. 30 1. Financial Report Summary—March 2018

#### COUNCIL COMMITTEE AND BOARD REPORTS

p. 37 1. Parks and Recreation Advisory Board Meeting Minutes of March 8, 2018

#### CORRESPONDENCE

p. 40 1. Sweetwater County District Board of Health Meeting Agenda for April 25, 2018

#### **BILLS AND CLAIMS**

- p. 42 1. Bills and Claims for May 1, 2018
- p. 59 2. Salaries for April 23, 2018

#### **NEW BUSINESS**

		USINESS	
p. 61	1.		m the Civic Center for permission to fill a vacant Recreation Supervisor position
p. 62	2.	Request fro	m the organizers of Walk to End Alzheimer's event for approval of route on June
•			t 8:30 a.m. beginning at Bunning Park
p. 63	3.		m Good Times, Inc. for a liquor catering permit for the Proud Wyoming Woman
p. 05	5.		June 1, 2018, from 6:30 p.m. – 8:30 p.m. at The Broadway Theater
		Refreat on .	tune 1, 2018, from 0.50 p.m. – 8.50 p.m. at The Broadway Theater
	RESOL	UTIONS	
p. 69	1.	2018-73	A Resolution accepting and approving an Enforcing Underage Drinking
			contract from the Wyoming Association of Sheriffs and Chiefs of Police
p. 75	2.	2018-74	A Resolution to accept and approve an amended budget revision for the fiscal
I			year ending June 30, 2018
p. 78	3.	2018-75	A Resolution accepting and approving a contract with R & D Sweeping &
p. 78	5.	2010-75	
			Asphalt Maintenance, LC, in the amount of \$43,492.50 for the 2018 Crack Seal
			Project
p. 81	4.	2018-76	A Resolution accepting and approving a contract between the City of Rock
			Springs and DeBernardi Construction Co., Inc. in the amount of \$363,000.00
			for the 2018 Concrete Replacement Phase II project
p. 84	5.	2018-77	A Resolution accepting a Quitclaim Deed from Judith Von Rembow to the City
P. 01	5.	2010 //	of Rock Springs for property off Grant Street
n 80	6.	2018-78	
p. 89	0.	2010-70	A Resolution approving and accepting the Preliminary Plat (revised) and Phase
			Three Final Plat for the Gunsight Estates Subdivision and approving and
			accepting the Alternate Approval Procedure set for in Section 16-503.K of the
			Ordinances of the city of Rock Springs
	ORDIN	ANCES	
p. 118	1.	2018-04	<i>Tabled 4/17/18: 3<sup>rd</sup> Reading</i> : An Ordinance amending Section 1-604(c) of the
•			Ordinances of the City of Rock Springs entitled "Adopting the Personnel
			Policies and Procedures Relating to City of Rock Springs Employees" and
m 104			
p. 194	2	2019.06	adopting revised Personnel Policies
	2.	2018-06	adopting revised Personnel Policies $3^{rd}$ Reading: An Ordinance amending Article 13-8 of the Ordinances of the
			adopting revised Personnel Policies $3^{rd}$ Reading: An Ordinance amending Article 13-8 of the Ordinances of the City of Rock Springs, Wyoming, entitled "Zone District Regulations"
p. 203	2. 3.	2018-06 2018-07	adopting revised Personnel Policies $3^{rd}$ Reading: An Ordinance amending Article 13-8 of the Ordinances of the City of Rock Springs, Wyoming, entitled "Zone District Regulations" $3^{rd}$ Reading: An Ordinance amending Article 13-8 of the Ordinances of the
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p. 203 p. 212	3.	2018-07	adopting revised Personnel Policies $3^{rd}$ Reading: An Ordinance amending Article 13-8 of the Ordinances of the City of Rock Springs, Wyoming, entitled "Zone District Regulations" $3^{rd}$ Reading: An Ordinance amending Article 13-8 of the Ordinances of the City of Rock springs, Wyoming, entitled "Zone District Regulations" $1^{st}$ Reading: An Ordinance amending Article 13-8 of the Ordinances of the city
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ADJOURNMENT





City of Rock Springs ) County of Sweetwater ) State of Wyoming )

City Council met in regular session on April 17, 2018. Mayor Demshar called the meeting to order at 7 p.m. Members present included Councilors Tim Savage, Rose Mosbey, Billy Shalata, David Halter, David Tate, Rob Zotti, and Glennise Wendorf. Department Heads present included Dwane Pacheco, Steve Horton, Jim Wamsley, Paul Kauchich, Dave Lansang, Matt McBurnett, and Kara Beech. The pledge of allegiance was recited.

#### Approval of Minutes

Moved by Councilor Shalata, seconded by Councilor Mosbey to approve the City Council Workshop minutes of March 29, 2018, the City Council Meeting Minutes of April 3, 2018, the Special City Council Meeting Minutes of April 4, 2018, and the Special City Council Meeting Minutes of April 10, 2018. Motion carried unanimously.

#### BID OPENINGS

#### 2018 Crack Seal Project

Contractor	Address	Bid Amount
1. Top Job, LLC	60 W 1000 N #209	\$74,354.56
	Logan UT 84321	
2. R & D Sweeping & Asphalt	1931 Yellowstone Rd	\$43,492.50
Maintenance	Rock Springs WY 82901	

#### 2018 Concrete Replacement Phase II

One bid was received from DeBernardi Construction Co., Inc., 514 G Street, Rock Springs, WY 82901, in the amount of \$363,000.00.

#### APPOINTMENTS

#### **Board of Adjustment**

Moved by Councilor Tate, seconded by Councilor Mosbey to appoint Pam Schumacher to a 1<sup>st</sup> term on the Board of Adjustment. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Tate, Wendorf, Zotti, and Halter. Motion carried unanimously.

Moved by Councilor Mosbey, seconded by Councilor Zotti to appoint Kandi Pendleton to a 2<sup>nd</sup> term on the Board of Adjustment. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Tate, Wendorf, Zotti, and Halter. Motion carried unanimously.

#### Communities Protecting the Green River

Moved by Councilor Savage, seconded by Councilor Zotti to appoint Bryan Seppie to fill a vacancy created by Fred Ostler. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Tate, Wendorf, Zotti, and Halter. Motion carried unanimously.

#### Planning and Zoning Commission

Moved by Councilor Wendorf, seconded by Councilor Mosbey to appoint Dan Kennedy to fill the unexpired term of Mark Erickson. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Tate, Wendorf, Zotti, and Halter. Motion carried unanimously.

#### PRESENTATIONS AND PROCLAMATIONS

#### Wyoming Cowboy Challenge Academy

April Corwin, Public Relations Specialist for the Wyoming Military Department and the Wyoming Cowboy Challenge Academy, gave an overview of the program that is geared for atrisk youth, ages 16-18. The attending cadets learn valuable life skills, social skills, academics, and job skills. The academy is located in Guernsey, Wyoming, and is fully funded by the state and military.

#### Wyoming Horse Racing/Sweetwater Events Complex

Kandi Pendleton, Marketing and Events Manager, stated that the City of Rock Springs received \$335,476.55 in revenue in 2017, as a result of para-mutual horse racing and historic horse racing wagers. She stated that in the past four years, over \$903,000 went into the city's revenue because of these races.

Eugene Joyce of Wyoming Horse Racing stated that \$1.7 million in incentives have been paid out to Wyoming residents to breed and race horses. He stated that his company is glad to be a part of the community, and he thanked the community for supporting this industry.

#### Great American Main Street Award

Chad Banks, Urban Renewal Agency/Main Street Manager, stated that Rock Springs was one of three communities in the nation to be given a Great American Main Street Award at their recent conference. He thanked the board, volunteers, staff, and governing body for helping Rock Springs win this award.

Councilor Zotti and Mayor Demshar thanked Chad for the great improvements to our community.

Chad Banks invited everyone to an Artist Reception at the Art Underground Gallery on April 25 at 5:30 p.m. Twenty-two new pieces of art will be revealed.

#### PETITIONS

No comments were received.

#### **OFFICER AND STAFF REPORTS**

#### <u>Health Insurance Fund Recap—March 2018; Rock Springs Renewal Fund Financial</u> <u>Statements—February 2018</u>

Moved by Councilor Mosbey, seconded by Councilor Wendorf to approve the Officer and Staff Reports and place them on file. Motion carried unanimously.

#### COUNCIL COMMITTEE AND BOARD REPORTS

Mayor Demshar acknowledged the receipt of the Main Street Board Meeting Minutes of March 12, 2018.

Councilor Wendorf stated that this year's City-wide Cleanup will take place on Saturday, May 19. There will be a free lunch at 1 p.m. at the Young at Heart Senior Center. Supplies will be available after May 1 at the Rock Springs Chamber.

Moved by Councilor Tate, seconded by Councilor Zotti to approve the Council Committee and Board Reports and place them on file. Motion carried unanimously.

#### CORRESPONDENCE

The following correspondence was received: Letter from Governor Matt Mead congratulating Rock Springs for receiving the National Main Street Center's 2018 Great American Main Street Award.

Moved by Councilor Shalata, seconded by Councilor Halter to approve the correspondence and place it on file. Motion carried unanimously.

#### **BILLS AND CLAIMS**

#### Bills and Claims for April 17, 2018

WY Department of Revenue	Sales tax	806.05
Blue Cross Blue Shield	Administration	69,558.44
Ace Hardware	Supplies	1,168.82
Adidas America, Inc.	Merchandise	9,466.11

AED Superstand	Quanting	9.22(.01
AED Superstore Airgas Intermountain	Supplies Gases	8,336.91
Gressette, Albert	Utility refund	229.76
All West Communications	Cable service	262.39
Alpine Pure Bottled Water	Water/cooler	74.00
Alsco-American Linen	Uniforms/mats	
Alti Source		2,105.21 209.43
American Red Cross	Utility refund	
	Certification	120.00
Amerigas	Propane	252.58
Applebee's Neighborhood Grill & Bar	Gift cards	200.00
Auto Parts Unlimited	Parts	1,726.48
Autozone	Parts	1,030.36
Baxter's Frame Works & Badge Frame	Plaque	519.88
Best Practice Consulting, LLC	Services	700.00
Bloedorn Lumber Company	Supplies	464.26
Baker, Brenda	Utility refund	234.07
Brown Bear Corporation	Actuator	785.21
Bushnell, Inc.	Merchandise	1,285.41
C.E.M. Aquatics	Supplies	2,774.53
Café Rio Mexican Grill	Gift cards	200.00
Callaway Golf	Merchandise	7,177.24
Castle Cleaning	Services	2,050.00
CDW Government	Computers/toner	1,213.10
Centurylink	Telephone	1,650.76
Certified Laboratories	Supplies	560.00
City Auto	Parts	1,089.00
CJ Signs	Signage	30.00
Codale Electric Supply, Inc.	Lighting	155.00
Copier & Supply Co., Inc.	Maintenance	1,947.15
Cozad, Richard	Reimbursement	191.56
CPS Distributors, Inc.	Repairs	1,195.75
Crum Electric Supply Co., Inc.	Parts	7,802.95
Current Properties	Utility refund	89.01
DeBernardi Construction Co., Inc.	Contracts	144,364.90
Dell	Computers	17,407.29
Desert Development	Utility refund	390.55
Desert Snow	Registration	599.00
Desert View Animal Hospital	Services	101.50
DRV Technologies, Inc.	Maintenance	546.75
DXP Enterprises, Inc.	Supplies	123.42
Arana, Edgar	Utility refund	5.08
Energy Laboratories, Inc.	Analysis	109.50
		82.28
Equifax Credit Information Services	Fees	150.00
Eric F Phillips Law Office	Fees Utility refund	65.09
Estate of Louis Cloyd		44.19
Fastenal Company	Parts	58.92
Fedex	Shipping	
First Choice Ford	Parts	73.10
Zmerzlicar,Frank	Utility refund	60.98
Fremont Motor Rock Springs	Parts	25.48
Galls	Badges	101.74
Gear for Sports	Merchandise	3,067.71
Gentle Touch Dry Cleaning	Cleaning	31.80
Giberson, Harold	Utility refund	89.75
Harris Enterprise Resource Planning	Software	1,562.50
Homax Oil Sales, Inc.	Fuel	16,026.4
Home Depot Credit Services	Sup-plies	2,814.53
Howard Supply Co., LLC	Tools	179.90
Insulation, Inc.	Asbestos mitigation	13,730.00
Int'l Assoc. for Property & Evidence	Membership	50.00
Int'l Assoc. of Fire Chiefs	Dues	284.00

Interviewatore Inc.	Breath testers	2 278 50
Intoximeters, Inc. JC Golf Accessories	Merchandise	3,378.50
Jim's Upholstery		5,110.98
JM Electrical Services	Repairs	480.00
	Services	126.39
JME Fire Protection, Inc.	Inspections	2,011.70
Joint Powers Water Board	Water	166,734.22
Kaman Industrial Technologies	Bearings	270.42
Wilson, Kendrick	Utility refund	61.64
Miller, Kevin	Utility refund	78.83
Kiefer Aquatic	Goggles	542.40
Clark, Kris	Utility refund	117.09
Life Assist, Inc.	Supplies	358.05
Longhorn Construction, Inc.	Contract	127,819.56
Macy's Truck Repair, Inc.	Parts	652.32
McFadden Wholesale Co., Inc.	Consumables	5,267.75
Missouri Turf Paint & Field Graphics	Paint	2,499.50
Model Signs	Signage	345.00
Morcon Specialty, Inc.	Parts	13.31
Mountainland Supply Company	Supplies	210.72
Murdochs Ranch and Home	Supplies	211.92
My Educational Resources, Inc.	CPR Cards	246.00
National Fire Protection Assoc.	Membership	175.00
Nelson Engineering	Contract	11,215.85
Neopost USA, Inc.	Parts	55.00
Nu-Tech Specialties, Inc.	Parts	458.97
O'Reilly Auto Parts	Parts	778.98
Office of State Lands & Investments	Loan payment	705,618.42
	Tickets	116.25
One Call of Wyoming		
Orkin Exterminating	Services	469.26
Pacific Steel & Recycling	Metals	244.02
Patterson Veterinary Supply, Inc.	Disinfectant	449.88
Payment Remittance Center	Expenses	907.08
Personal Evaluation, Inc.	Testing	105.00
Pitt Stop Signs & Graphix	Plaques	46.50
PMS Custom Screen Printing	Shirts	1,009.00
Polydyne, Inc.	Polymer	8,556.00
Wright, Ray	Utility refund	102.37
Respond First Aid Systems	Supplies	1,127.65
Ridge & Valley Roofing/Home Repair	Repairs	6,200.00
RMT Equipment	Equipment	1,017.00
Spence, Robert A.	Fees	750.00
RS Chamber of Commerce	Allocation	16,156.44
Rock Springs Creekside Apts.	Housing assistance	50.00
Rock Springs Municipal Utility	Water/sewer	25,825.71
Rock Springs Newspapers	Advertising	4,812.58
Rock Springs Pet Hospital, LLC	Services	819.17
Rock Springs Renewal Fund	Performance	400.00
Rock Springs Winlectric	Supplies	32.58
Rock Springs Winnelson Co.	Parts	1,421.51
Rocky Mountain Air Solutions	Supplies	142.98
Rocky Mountain Power	Utilities	109,969.07
Rocky Mountain Fower	Fees	38.00
Rocky Mountain Service Bureau Rocky Mountain Survey, Inc.	Contracts	7,745.00
Rollins, Reina	Utility reimbursement	8.00
Ron's Ace Rental & Equipment Sales	Parts	147.82
Santa Fe Trail	Gift cards	200.00
Larson, Sara	Utility refund	105.98
Sherwin Williams	Paint	
Six States Distributors		728.18
Skips Tire	Switch	117.51
	Services	65.00
Skylinknet, Inc.	Systems	161.48

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Smart Dwellings, LLC	Utility refund	30.22
Smart Dwellings, LLC	Utility refund	8.54
Smyth Printing, Inc.	Printing	327.64
Society for Human Resource Mgmt.	Membership	209.00
SST Testing +, Inc.	Testing	1,500.00
Star Transit	Allocation	16,896.61
Harton, Steve	Fees	375.00
Stotz Equipment	Equipment	2,399.48
Sun Mountain Sports	Merchandise	539.60
Supply Cache, Inc.	Meter	278.95
Sweetwater County Sheriff's Office	Prisoner boarding	4,080.00
Sweetwater Now, LLC	Advertising	150.00
Sweetwater Plumbing & Heating, LLC	Parts	857.70
Swimoutlet.com	Swimsuits	59.86
Tactical Medical Solutions, Inc.	Supplies	308.85
Taylor Made Golf Co., Inc.	Merchandise	1,413.13
Team Laboratory Chemical Corp.	Road patch	1,695.00
Ten Point Sales	Repairs	607.45
Thatcher Company	Chemicals	6,388.94
The UPS Store	Postage	164.53
The Water Shed, LLC	Mower	13,043.65
Thompson, April	Reimbursement	69.65
Thomson Reuters	Publications	2,128.00
Barker, Tiffany	Utility refund	45.98
Tire Den, Inc.	Tires	3,046.08
Titleist	Merchandise	2,457.84
Travis Mathew Apparel	Merchandise	1,228.50
Turf Equipment and Irrigation	Parts	2,687.40
United Site Services	Portable restroom	559.95
UPS	Shipping	148.29
Utility Coatings & Fabrication, Inc.	Contract	31,592.00
Volvik USA, Inc.	Golf balls	301.15
Vonage Business	Telephone	412.01
Walker Display, Inc.	Hanging display components	1,035.41
Western Engineering	Transmitter converter	1,543.00
Whisler Chevrolet Co.	Parts	244.51
WY Assoc. of Sheriff's & Chiefs	Registration	555.00
Wyoming Waste Systems	Services	5,026.61
Wyoming.com	DSL	75.95
Wyoradio Group	Advertising	154.00
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#### Report Checks for April 6, 2018

		6 170 44
AFLAC Insurance New Group	Employee premiums	6,178.44
Sun Life Assurance Co.	Employee premiums	1,779.60
Equitable Life	Employee deferred	137.50
ICMA Retirement Corp.	Employee deferred	3,418.92
Great-West Life & Annuity	Employee deferred	8,087.50
Great-West Life & Annuity	Post tax	240.00
Nationwide Retirement Solutions	Employee deferred	370.00
Waddell & Reed Financial Services	Employee deferred	925.00
Wyoming Child Support Enforcement	Child support payments	3,707.50
RS Firefighter Assn #1499	Employee dues	2,142.40
Sweetwater County Circuit Court	Employee garnishments	412.42
RS City Treasurer	Employee BCBS reimburse	61,810.11
Flexshare-BCBS	Employee BCBS flexshare	6,794.99
496 & 872 NCPERS Group Life	Group life employee deduct	864.00
RS Police Protective Association	Employee dues	570.00
UMWA/OAW Local #4893	Employee dues	1,907.04
United Way of SW Wyoming	Employee deductions	827.08

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Waddell & Reed Financial Services	Section 529 plan	775.00
Wyoming Retirement System	Fire benefit city/employee	52,928.37
Wyoming Workers Compensation	Employee benefits	50,524.03
Wyoming Workers Compensation	Work restitution workers	48.49
Wyoming Retirement System	Employee benefits	113,219.44
Wyoming Retirement System	Law enforcement	48,726.12
Sweetwater Federal Credit Union	Employee deductions	3,050.00
Internal Revenue Service	Electronic fund transfer	125,715.65
	Total	495,159.60

Moved by Councilor Wendorf, seconded by Councilor Tate to approve the bills and claims for April 17, 2018. Motion carried unanimously.

#### Salaries for April 6, 2018: \$665,633.17

Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve the salaries for April 6, 2018. Motion carried unanimously.

#### NEW BUSINESS

#### <u>Request from the Department of Engineering & Operations for permission to bid the Bunning</u> Park Renovation Project—Demolition Phase I

Moved by Councilor Halter, seconded by Councilor Shalata to approve the request. Motion carried unanimously.

#### Request from the Police Department for permission to fill a vacant Police Officer position

Moved by Councilor Savage, seconded by Councilor Tate to approve the request. Motion carried unanimously.

#### Approval of the Annual Drinking Water Quality Report-May 2018

Moved by Councilor Savage, seconded by Councilor Halter to approve the request. Motion carried unanimously.

#### <u>Request from The Mikey Thorpe Memorial Ride for Life for street closure of S. Main Street,</u> from the coffee shop to the end of the block past the American Legion, on May 12, 2018, from <u>1 p.m. – midnight</u>

Moved by Councilor Wendorf, seconded by Councilor Tate to approve the request. Motion carried unanimously.

<u>Request from Simba, Inc. dba Club 307 to transfer their retail liquor license to cater a wedding</u> <u>at the Green River Expedition Island Pavilion on May 26, 2018, from 7 a.m. – midnight.</u> (Requires approval from the Green River City Council also)

Moved by Councilor Zotti, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

#### <u>Request from Santa Fe Trail, Inc. for a liquor catering permit for the Power of the Purse event</u> on May 5, 2018, from 5 p.m. – midnight at the Sweetwater Events Complex

Moved by Councilor Tate, seconded by Councilor Mosbey to approve the request. Motion carried unanimously.

<u>Request from Samantha Newman for a malt beverage permit for A Night of Rock-n-Roll on</u> April 28, 2018, from 5 p.m. – midnight at the Bunning Freight Station

Moved by Councilor Shalata, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

<u>Request from Lynpaj, Inc. dba Bomber's Sports Bar to host an outdoor event on July 7, 2018,</u> from 11 a.m. - midnight

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Moved by Councilor Tate, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

#### <u>Request from Santa Fe Trail, Inc. for a liquor catering permit for the American Legion</u> Baseball on April 27, 2018, from 5:30 p.m. – midnight at the SCM Parish Center

Moved by Councilor Mosbey, seconded by Councilor Wendorf to approve the request. Motion carried unanimously.

#### <u>Request from Black Rock, Inc. for a liquor catering permit for Ride for Life on May 12, 2018,</u> from 9 a.m. – 11 p.m. at 543 Broadway, Rock Springs

Moved by Councilor Savage, seconded by Councilor Shalata to approve the request. Motion carried unanimously.

#### <u>Request from Lews, Inc. for a liquor catering permit for the New Catholic Church Building</u> Fundraiser on April 21, 2018, from 4 p.m. - midnight at the SCM Parish Center

Moved by Councilor Wendorf, seconded by Councilor Zotti to approve the request. Motion carried unanimously.

#### RESOLUTIONS

Resolution 2018-54 A RESOLUTION ACCEPTING AND APPROVING A NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF) STATIC DISPLAY PROGRAM 2018 LOAN AGREEMENT, SDA0335 WITH THE UNITED STATES OF AMERICA, REPRESENTED BY THE NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF), AND THE CITY OF ROCK SPRINGS, AND AUTHORIZING AND DIRECTINGCARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE SAID LOAN AGREEMENT ON BEHALF OF THE CITY, was read by title.

Moved by Councilor Savage, seconded by Councilor Mosbey to approve Resolution 2018-54. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-55 A RESOLUTION TO REQUEST A PUBLIC PARTICIPATION PLAN FROM THE WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY TO ALLOW PUBLIC REVIEW AND COMMENT RELATING TO LANDS WITHIN THE CITY OF ROCK SPRINGS AFFECTED BY PETROLEUM AND HYDROCARBON CONTAMINATION, was read by title.

Moved by Councilor Mosbey, seconded by Councilor Shalata to approve Resolution 2018-55. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

#### **Resolution 2018-56** A RESOLUTION **ACCEPTING AND APPROVING THE 2018 WILDLAND FIRE MANAGEMENT ANNUAL OPERATING PLAN**, AND AUTHORIZING CARL R. DEMSHAR AS MAYOR OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID PLAN ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Savage, seconded by Councilor Halter to approve Resolution 2018-56. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

At this time Mayor Demshar stated that Resolution 2018-70 would need to be addressed before addressing Resolution 2018-57.

**Resolution 2018-70** A RESOLUTION AUTHORIZING AND DIRECTING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT AND APPROVE A BUDGET REVISION TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018, was read by title. Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve Resolution 2018-70. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-57 A RESOLUTION ACCEPTING AND APPROVING A FIREWORKS PRODUCTION CONTRACT WITH FIREWORKS WEST INTERNATIONALE, INC., AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY, was read by title.

Moved by Councilor Mosbey, seconded by Councilor Shalata to approve Resolution 2018-57. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-58 A RESOLUTION ACCEPTING AND APPROVING THE GRANT OF SANITARY SEWER EASEMENT FROM PACIFIC HIDE AND FUR DEPOT DBA PACIFIC STEEL AND RECYCLING, TO THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO EXECUTE SAID SANITARY SEWER EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Zotti, seconded by Councilor Mosbey to approve Resolution 2018-58. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-59 A RESOLUTION ACCEPTING AND APPROVING THE GRANT OF TEMPORARY CONSTRUCTION EASEMENT FROM PACIFIC HIDE AND FUR DEPOT DBA PACIFIC STEEL AND RECYCLING, TO THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID TEMPORARY CONSTRUCTION EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Wendorf, seconded by Councilor Zotti to approve Resolution 2018-59. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-60 A RESOLUTION ACCEPTING AND APPROVING THE GRANT OF SANITARY SEWER EASEMENT FROM ROBERT W. MOSES, A SINGLE PERSON, TO THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT SAID SANITARY SEWER EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Tate, seconded by Councilor Mosbey to approve Resolution 2018-60. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-61 A RESOLUTION ACCEPTING AND APPROVING THE GRANT OF TEMPORARY CONSTRUCTION EASEMENT FROM ROBERT W. MOSES, A SINGLE PERSON, TO THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT SAID TEMPORARY CONSTRUCTION EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Savage, seconded by Councilor Mosbey to approve Resolution 2018-61. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

**Resolution 2018-62** A RESOLUTION **ACCEPTING AND APPROVING THE GRANT OF TEMPORARY ACCESS EASEMENT FROM ROBERT W. MOSES, A SINGLE**  **PERSON, TO THE CITY OF ROCK SPRINGS, WYOMING,** AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT SAID TEMPORARY ACCESS EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Zotti, seconded by Councilor Tate to approve Resolution 2018-62. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

**Resolution 2018-63** A RESOLUTION ACCEPTING AND APPROVING THE GRANT OF SANITARY SEWER EASEMENT FROM RS COLLEGE HILL INVESTMENTS, LLC, TO THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT SAID SANITARY SEWER EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Zotti, seconded by Councilor Mosbey to approve Resolution 2018-63. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-64 A RESOLUTION ACCEPTING AND APPROVING THE GRANT OF TEMPORARY CONSTRUCTION EASEMENT FROM RS COLLEGE HILL INVESTMENTS, LLC, TO THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT SAID TEMPORARY CONSTRUCTION EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Wendorf, seconded by Councilor Mosbey to approve Resolution 2018-64. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-65 A RESOLUTION ACCEPTING AND APPROVING THE GRANT OF TEMPORARY CONSTRUCTION EASEMENT FROM RS COLLEGE HILL INVESTMENTS, LLC, TO THE CITY OF ROCK SPRINGS, WYOMING, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT SAID TEMPORARY CONSTRUCTION EASEMENT ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Tate, seconded by Councilor Wendorf to approve Resolution 2018-65. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-66 A RESOLUTION ACCEPTING AND APPROVING A LEASE BETWEEN THE CITY OF ROCK SPRINGS, WYOMING, THE ROCK SPRINGS URBAN RENEWAL AGENCY, AND WILLIAM MCCURTAIN, JAMES R. MCCURTAIN, AND SCOTT MCCURTAIN, AND DIRECTING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, CHAD BANKS, AS MANAGER OF THE ROCK SPRINGS URBAN RENEWAL AGENCY, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF SAID CITY, TO EXECUTE SAID LEASE ON BEHALF OF SAID CITY, was read by title.

Moved by Councilor Zotti, seconded by Councilor Shalata to approve Resolution 2018-66. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

**Resolution 2018-67** A RESOLUTION **ACCEPTING AND APPROVING A PROFESSIONAL SERVICES CONTRACT WITH ROCKY MOUNTAIN SURVEY, INC.,** AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE SAID CONTRACT ON BEHALF OF SAID CITY, was read by title. Moved by Councilor Savage, seconded by Councilor Mosbey to approve Resolution 2018-67. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, and Mayor Demshar. Motion carried with Councilor Zotti abstaining.

Resolution 2018-68 A RESOLUTION ACCEPTING AND APPROVING A FORM OF CONTRACT WITH KILGORE COMPANIES LLC DBA LEWIS & LEWIS, INC., IN THE AMOUNT OF \$1,018,758.55, AND AUTHORIZING CARL R. DEMSHAR, AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Shalata, seconded by Councilor Tate to approve Resolution 2018-68. Upon roll call the following voted in favor: Councilors Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried with Councilor Savage voting no.

**Resolution 2018-69** A RESOLUTION **ACCEPTING AND APPROVING TASK ORDER NO. 392.01.130 TO THE MASTER SERVICES AGREEMENT WITH HANSEN, ALLEN** & LUCE, INC. (HAL), AND AUTHORIZING CARL DEMSHAR AS MAYOR OF THE CITY OF ROCK SPRINGS TO EXECUTE SAID TASK ORDER ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Tate, seconded by Councilor Wendorf to approve Resolution 2018-69. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

Resolution 2018-71 A RESOLUTION ACCEPTING AND APPROVING A REQUEST FOR FAA APPROVAL OF AN AGREEMENT FOR THE TRANSFER OF ENTITLEMENTS, AND AUTHORIZING CARL R. DEMSHAR AS MAYOR FO THE CITY OF ROCK SPRINGS TO EXECUTE SAID REQUEST ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Zotti, seconded by Councilor Mosbey to approve Resolution 2018-71. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

**Resolution 2018-72** A RESOLUTION **ACCEPTING AND APPROVING A REQUEST FOR FAA APPROVAL OF AN AGREEMENT FOR THE TRANSFER OF ENTITLEMENTS**, AND AUTHORIZING CARL R. DEMSHAR AS MAYOR FO THE CITY OF ROCK SPRINGS TO EXECUTE SAID REQUEST ON BEHALF OF THE CITY OF ROCK SPRINGS, was read by title.

Moved by Councilor Wendorf, seconded by Councilor Shalata to approve Resolution 2018-72. Upon roll call the following voted in favor: Councilors Savage, Mosbey, Shalata, Halter, Wendorf, Tate, Zotti, and Mayor Demshar. Motion carried unanimously.

#### ORDINANCES

Ordinance 2018-04 AN ORDINANCE AMENDING SECTION 1-604(c) OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS ENTITLED "ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES" AND ADOPTING REVISED PERSONNEL POLICIES, was read by title on third reading.

Mayor Demshar stated that after amendments are made he recommended tabling the ordinance in order for a clean draft to be prepared and reviewed before final approval.

Moved by Councilor Savage, seconded by Councilor Shalata to remove all references to At Will, for all employees except those classified as appointed employees. Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Tate to retain existing language to adopt and approve changes by ordinance rather than by resolution. Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Shalata to amend *Section 308 Nepotism* by removing Section 308 (b); modifying language to not employ relatives in a direct supervisor or chain of command relationship with a family member; allow existing relationships that contradict the new nepotism guidelines 12 months to become compliant; remove the term "or some other circumstance" in paragraph #4; and eliminate paragraph #5, beginning with "The intentional withholding..." Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Shalata to amend Section 309 Termination of Employment by removing (a)1 and (a)2, and from (a)4 remove the wording "and they may not receive their accrued, but unpaid, vacation benefits as per Wyo. Stat. §27-4-501(a)(iii)." Upon roll call the following voted in favor: Councilors Tate, Wendorf, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried with Councilor Zotti voting no.

Moved by Councilor Savage, seconded by Councilor Halter to amend *Section 801 General Attendance Regulations* by replacing references to "at least two hours prior" with "in accordance with departmental policy." Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Shalata to amend *Section 802 Holidays* to grandfather current part time employees to retain pro-rated holiday pay. Those part time employees hired after the effective date of these personnel policies will not receive this benefit. Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Zotti to amend Section 803 Vacation to grandfather current part time employees to retain pro-rated vacation pay. Those part time employees hired after the effective date of these personnel policies will not receive this benefit. Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Wendorf to amend *Section 804 Sick Leave* to grandfather current part time employees to retain pro-rated sick leave pay. Those part time employees hired after the effective date of these personnel policies will not receive this benefit. Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Shalata to amend *Section 806 Funeral Leave* by adding "domestic partner" to the list of immediate family members. Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter, Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Mosbey to amend Section 815(c) Other Benefits by striking the word "or" so that it reads "Civic Center and the White Mountain Golf Course..." Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter, Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Mosbey, seconded by Councilor Shalata to amend Section 901(b) Conduct, Outside Employment, Privileged Information and Political Activities, by inserting the word "personal" in front of the word "gift" and replacing the wording "of monetary value" with "with a cash value exceeding \$25." Upon roll call the following voted in favor: Councilors Tate, Wendorf, Zotti, Halter, Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried unanimously,

Moved by Councilor Mosbey to amend *Section 903 Personal Cell Phone Use* by adding a subsection at the beginning that prohibits city employees from using personal cell phones in conducting city business. The department heads will be responsible for approving city cell phones for their key employees only.

Councilor Halter questioned how this would affect on-call employees. It was also noted that some public safety employees utilize their personal cell phones to conduct city business.

Councilor Mosbey stated that this presents a problem with the way the amendment is worded. She stated that she will withdraw her motion and rewrite her amendment for the next meeting. Councilor Mosbey stated that she felt it was a bad practice to have employees use their personal cell phones for city business. It presents a liability both for the employee and the city.

Moved by Councilor Tate, seconded by Councilor Mosbey to amend Section 305(c) Selection of Employees by inserting a new (c)(2) to read "Full time vacancies for any position not within the bargaining unit shall be posted both inside and outside the organization as determined by the recruiting strategy developed by the Director of Human Resources in conjunction with the Department Head." Upon roll call the following voted in favor: Councilors Mosbey, Shalata, Tate, Wendorf, Zotti, Halter, Savage, and Mayor Demshar. Motion carried unanimously.

Moved by Councilor Savage, seconded by Councilor Mosbey to table Ordinance 2018-04. Upon roll call the following voted in favor: Councilors Mosbey, Shalata, Tate, Wendorf, Zotti, Halter, Savage, and Mayor Demshar. Motion carried unanimously.

Ordinance 2018-05 AN ORDINANCE CREATING ARTICLE 3-544 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, "PROHIBITED SALE OF COMMERCIALLY BRED DOGS, CATS, AND RABBITS IN PET STORES, RETAIL BUSINESSES, AND OTHER COMMERCIAL ESTABLISHMENTS," was read by title on third reading.

Councilor Zotti stated he did not believe this ordinance would save the city any money or prevent emotional buying of pets. He also did not think the city should be telling businesses who they have to buy from. He questioned why gerbils, hamsters, snakes, and lizards were deleted from the ordinance. He said we should be concerned about their safety also.

Moved by Councilor Savage, seconded by Councilor Shalata to approve Ordinance 2018-05 on third reading. Upon roll call the following voted in favor: Councilors Tate, Wendorf, Halter, Savage, Mosbey, Shalata, and Mayor Demshar. Motion carried with Councilor Zotti voting no.

Ordinance 2018-06 AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS," was read by title on second reading.

Ordinance 2018-07 AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS," was read by title on second reading.

#### ADJOURNMENT

There being no further business, the meeting adjourned at 8:44 p.m.

ATTEST:

Council President

City Clerk

Mayor

By:

City of Rock Springs County of Sweetwater ) State of Wyoming )

City Council met for a budget workshop on April 26, 2018. Mayor Demshar called the meeting to order at 5:30 p.m. Members present included Councilors Glennise Wendorf, Rose Mosbey, Tim Savage, Billy Shalata, David Halter, and Rob Zotti. Department heads present included Kara Beech, Matt McBurnett, Jim Wamsley, Paul Kauchich, Dave Lansang, Steve Horton, and Dwane Pacheco. The pledge of allegiance was recited.

Mayor Demshar stated that the focus of this budget workshop is to hear outside agency funding requests.

#### **OUTSIDE AGENCY REQUESTS**

The following agencies presented their funding requests:

- 1. Rock Springs Recycling Center \$170,000.00
- 2. Southwest Wyoming Regional Airport \$306,464.00
- 3. Joint Powers Combined Communications Board \$1,213,744.69
- 4. Treatment Court of Sweetwater County \$6,000.00
- 5. Red Desert Roundup Rodeo \$6,412.50
- 6. Sweetwater County Events Complex \$111,825.00
- 7. STAR Transit Authority \$42,911.00
- 8. Rock Springs Chamber of Commerce \$39,501.00, and Business Development -\$35,000.00
- 9. Rock Springs Library \$23,085.00
- 10. Community Fine Arts Center \$25,400.00
- 11. Young-at-Heart Senior Center \$33,650.00

#### **BUDGET SUMMARY**

Mayor Demshar stated that the budget committee will look at these requests. They will be reviewing the entire budget and watching revenues. A preliminary budget will be approved the second meeting in May.

#### **ADJOURNMENT**

There being no further comments or discussion, the workshop adjourned at 6:43 p.m.

By: Council President

ATTEST:

City Clerk

Mayor





#### CALL FOR BIDS:

Notice is hereby given that the City of Rock Springs, Wyoming, does hereby call for bids for a general contract to consist of:

Ð.

#### Furnishing materials, equipment and labor for the 2018 Weed Mitigation Program.

Specifications are on file at the Mayor's Office, 212 'D' Street, Rock Springs, Wyoming 82901.

A Mandatory Pre-Bid Conference will be held in the downstairs conference room of the Rock Springs City Hall on April 24, 2018 @ 10:00 A.M.. This conference will be mandatory for all sealed prospective bidders who wish to have their bid considered for the work.

Sealed bids will be received until **5:00 pm on Tuesday, the 1st day of May, 2018**. All bids shall be filed with the City Clerk, City Hall, Rock Springs, Wyoming.

A certified check or bid bond in the sum of five percent (5%) of the amount of any bid must be filed with said bid to be forfeited to the City of Rock Springs as liquidated damages if the bidder is awarded the contract and fails to enter into a contract with the City of Rock Springs within ten (10) days after notification of award.

All bids shall be opened by the City Council at 7:00 pm on the 1st day of May, 2018, and the contract, if awarded, shall be awarded to the bidder who in the opinion of the City Council is the lowest and the most responsible bidder for the supply of the item(s) required in the bid proposal, subject to the resident bidder preference described below.

In accordance with Section 16-6-105, Wyoming Statutes, 1977 Rep. Ed., the contract shall be let to the most responsible resident bidder making the lowest bid if such resident's bid is not more than five percent (5%) higher than that of the lowest most responsible non-resident bidder.

All bids shall be marked on the exterior:

#### BID: 2018 WEED MITIGATION PROJECT

CONTRACTOR:

Name

Address

The City Council shall have the power to reject any and all bids or waive any informality in same. No bidder shall be allowed to withdraw his bid for a period of thirty (30) days or until the successful bidder has entered into a contract with the City of Rock Springs, Wyoming, Carl Demshar, Mayor

PUBLISH: April 13, 17, 2018







TO:	Carl R. Demshar, Jr., Mayor and City Council Members
FROM:	Kristyn Muniz, Administrative Assistant for Mayor and Council
DATE:	May 1, 2018
RE:	2018 Boards and Commissions Appointments/Reappointments

I am pleased to submit the following person(s) for appointment or reappointment to our City Boards and Commissions:

#### **ROCK SPRINGS HISTORICAL MUSEUM**

Appointment: Bonnie Cannon – Filling Unexpired Term for Lynne Shalata (Term expires on February 17, 2019)

#### SWEETWATER COUNTY 2013 SPECIFIC PURPOSE TAX JOINT POWERS BOARD

Reappointment: Billy Shalata – 1<sup>st</sup> Term (Unexpired term expired on April 15, 2018)







## Office of the Mayor Rock Springs, Wyoming

Proclamation

**WHEREAS,** the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

WHEREAS, the International Economic Development Council provides leadership and excellence in economic development for communities, members, and partners through conferences, training courses, advisory services and research, in-depth publications, public policy advocacy, and initiatives such as the Accredited Economic Development Organization program and the Certified Economic Developer designation; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurism in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work in the City of Rock Springs within the State of Wyoming.

Now, Therefore, Be it Resolved, that I, Carl R. Demshar, Jr., Mayor of the City of Rock Springs, do hereby declare the week of May 7-12, 2018 to be

## **ECONOMIC DEVELOPMENT WEEK**

in the City of Rock Springs, Wyoming, and remind individuals of the importance of this community celebration which supports expanding career opportunities and improving quality of life.



In witness whereof I have hereunto set my hand and caused the seal of this city to be affixed.

Mayor **C** 

Date\_5-1-18





#### **PUBLIC HEARING NOTICE**

**TAKE NOTICE** that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., May 1, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs to add "Dining Deck" as a Permitted Accessory Use in the B-3 Zoning District.

The following sections are proposed for amendment:

Section 13-809.D. Permitted Accessory Uses in the B-3 Zoning District Section 13-819 (New Section) which sets forth regulations for Dining Decks

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: <u>www.rswy.net</u>.

Dated this 14th day of April, 2018

Stephen Horton, AICP Secretary, Planning and Zoning Commission

Publish:April 14, 2018Bill To:City of Rock Springs

#### **PUBLIC HEARING NOTICE**

**TAKE NOTICE** that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., May 1, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs to permit as accessory use in the I-1 Zone District above ground storage tanks for flammable and combustible liquids not to exceed 6,000 gallons.

The following section is proposed for amendment:

Section 13-810.D. Permitted Accessory Uses in the I-1 Zoning District

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: <u>www.rswy.net</u>.

Dated this 14th day of April, 2018

Stephen Horton, Secretary Planning and Zoning Commission

Publish:April 14, 2018Bill To:City of Rock Springs

#### PUBLIC HEARING NOTICE

**TAKE NOTICE** that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., May 1, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application filed by Ashley & Brandon Corthell to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs to increase the number from six (6) to ten (10) the number of Preschool Sessions allowed for a Family Child Care Home.

The following sections are proposed for amendment:

Section 13-816.C.(3)(a)3 Section 13-816.C.(3)(b)4 Section 13-816.C.(3)(c)2

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: <u>www.rswy.net</u>.

Dated this 14th day of April, 2018

Stephen Horton AICP Secretary, Planning and Zoning Commission

Publish:April 14, 2018Bill To:City of Rock Springs









#### City of Rock Springs General Fund Financial Report Summary For the Month Ending March 31, 2018

Revenues	March \$1,993,118.37	Actual YTD \$24,563,987.31	%Rec YTD 87.90%	Annual Budgeted \$27,946,311.44	YTD Budgeted 20,959,733.58	% Bud 75.00%
Expenditures	\$2,599,153.11 Encumbrances	\$21,891,616.44 1,345,299.88	65.01%	35,746,308.11	26,809,731.08	75.00%
Net Revenues Over Expend	(606,034.74)	1,327,070.99		(7,799,996.67)	(1,949,999.17)	
Cash on Hand 3-31-18		\$4,988,850.40				
General Fund Investments			Mat Date			
Commerce Bank		1,000,000.00	9/26/2018	1.50%		
Commerce Bank		1,000,000.00	10/28/2018	0.75%		
Commerce Bank		50,000.00	6/30/2018	2.00%		
Federal Home Ln Mtg Corp		493,125.00	11/24/2021			
Federal Home Loan Banks		388,412.00	10/26/2020			
CDs Insured To FDIC Limits		523,996.97	Various			
1st Bank North Side		3,500,000.00	2/12/2019	1.20%		
Total Investments		6,955,533.97				
Total Pledged Collateral		60,968,373.25				
Cash Reserve Investments						
CDs Insured To FDIC Limits -						
Various Maturities		1,645,473.38				
Piper Jaffray Money Market		74,317.44				
Federal Farm Credit Bank 4/25/22		484,450.00				
Federal National Mtg Assn 4/28/2021		487,920.00				
Federal Home Loan Bank 10/22/18		497,615.00				
Federal Home Loan Bank 9/25/2019		296,751.00				
Federal Home Loan Bank 9/25/2020		294,567.00 487,315.00				
Federal Home Ln Mtg 11/15/2022 Cash Reserve - Cash		5,227,426.50				
Total Cash & Investments in Cash Reserve	-	9,495,835.32				
	=	3,430,000.02				

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#### City of Rock Springs Budget Revenue Report To Date: 03/31/2018 From Account: To Account: Run Date: 04/27/2018 User: matt\_mcburnett Report by: Fund, Class

Segments	YTD Budget	Total Budget	MTD Rev.	YTD Rev.	YTD Variance	YTD % 1	otal Variance	Total %
110 : General Fund								
Taxes	3,055,231.00	3,055,231.00	17,256.90	2,648,831.16	406,399.84	13.30%	406,399.84	13.30%
Licenses & Permits	421,575.00	421,575.00	25,751.00	387,906.21	33,668.79	7.99%	33,668.79	7.99%
Miscellaneous Revenues	1,316,598.56	1,315,489.56	151,156.05	1,248,774.94	67,823.62	5.15%	66,714.62	5.07%
Intergovernmental Revenue	19,935,344.88	19,935,344.88	1,582,238.00	18,691,361.81	1,243,983.07	6.24%	1,243,983.07	6.24%
Charges for Services :	1,457,750.00	1,457,750.00	155,148.84	914,576.62	543,173.38	37.26%	543,173.38	37.26%
Fines & Forfeitures :	346,500.00	346,500.00	45,810.46	320,823.53	25,676.47	7.41%	25,676.47	7.41%
Transfers :	1,413,312.00	1,413,312.00	15,757.12	351,713.04	1,061,598.96	75.11%	1,061,598.96	75.11%
SubTotal : 110 : General Fund	27,946,311.44	27,945,202.44	1,993,118.37	24,563,987.31	3,382,324.13	12.10%	3,381,215.13	12.10%
112 : Road Impact Fee Fund								
Miscellaneous Revenues :	200.00	200.00	0.00	3,286,44	-3,086.44	-1,543.22%	-3,086.44	-1,543.22%
Charges for Services :	100.00	100.00	2,040.00	2,040.00	-1,940.00	-1,940.00%	-1,940.00	-1,940.00%
SubTotal : 112 : Road Impact Fee Fund	300.00	300.00	2,040.00	5,326.44	-5,026.44	-1,675.48%	-5,026.44	-1,675.48%
And the life because Fried								
113 : Health Insurance Fund	2 005 000 00	3,905,000.00	372,848.52	3,143,396.94	761,603.06	19.50%	761,603.06	19.50%
Miscellaneous Revenues : SubTotal ; 113 : Health Insurance Fund	3,905,000.00 <b>3,905,000.00</b>	3,905,000.00	372,848.52 372,848.52	3,143,396.94 3,143,396.94	761,603.06	19.50% 19.50%	761,603.06	19.50%
Sub lotal : 113 : nealth insurance rung	3,905,000.00	3,903,000.00	372,040.32	3,143,390.94	761,003.00	19.50%	701,003.00	19.30 %
115 : Reserves For General Fund								
Transfers :	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	75,000.00	100.00%
SubTotal : 115 : Reserves For General Fund	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	75,000.00	100.00%
130 : Sewer Fund								
Miscellaneous Revenues :	170,015.00	170,015.00	5,419.46	103,866.34	66,148.66	38.91%	66,148.66	38.91%
Intergovernmental Revenue :	3,219,725.84	3,219,725.84	20,298.67	2,004,792.53	1,214,933.31	37.73%	1,214,933.31	37.73%
Charges for Services :	4,816,000.00	4,816,000.00	365,800.62	3,861,990.83	954,009.17	19.81%	954,009.17	19.81%
Fines & Forfeitures :	500.00	500.00	0.00	0.00	500.00	100.00%	500.00	100.00%
SubTotal : 130 : Sewer Fund	8,206,240.84	8,206,240.84	391,518.75	5,970,649.70	2,235,591.14	27.24%	2,235,591.14	27.24%
135 : Sewer Depreciation Fund								
Miscellaneous Revenues:	25,000.00	25,000.00	24,411.50	-35,525.89	60,525.89	242.10%	60,525.89	242.10%
SubTotal : 135 : Sewer Depreciation Fund	25,000.00	25,000.00	24,411.50	-35,525.89	60,525.89	242.10%	60,525.89	242.10%
150 : Water Fund								
Miscellaneous Revenues :	75,717.20	75,717.20	6,263.28	69,901.91	5,815.29	7.68%	5,815.29	7.68%
Intergovernmental Revenue :	3,485,936.31	3,485,936.31	0.00	4,394,446.89	-908, 510.58	-26 06%	-908,510.58	-26.06%
Charges for Services	6,034,000.00	6,034,000.00	322,308.00	5,372,248.67	661,751.33	10.97%	661,751.33	10.97%
SubTotal : 150 : Water Fund	9,595,653.51	9,595,653.51	328,571.28	9,836,597.47	-240,943.96	-2.51%	-240,943.96	-2.51%
155 : Water Depreciation Fund								
Transfers :	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	150,000.00	100.00%

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Segments	YTD Budget	Total Budget	MTD Rev.	YTD Rev.	YTD Variance	۲ % TTV	Total Variance	Total %
SubTotal : 155 : Water Depreciation Fund	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	150,000.00	100.00%
215 : CAP Projects								
Intergovernmental Revenue :	263,443.00	263,443.00	12,705.71	97,643.00	165,800.00	62.94%	165,800.00	62.94%
SubTotal : 215 : CAP Projects	263,443.00	263,443.00	12,705.71	97,643.00	165,800.00	62.94%	165,800.00	62.94%
250 : Public Housing								
Miscellaneous Revenues :	389,300.00	389,300.00	31,265.52	277,710.58	111,589.42	28.66%	111,589.42	28.66%
Intergovernmental Revenue :	275,000.00	275,000.00	18,394.00	176,425.00	98,575.00	35.84%	98,575.00	35.84%
Transfers :	262,843.00	262,843.00	12,705.71	97,643.00	165,200.00	62.85%	165,200.00	62.85%
SubTotal : 250 : Public Housing	927,143.00	927,143.00	62,365.23	551,778.58	375,364.42	40.49%	375,364.42	40.49%
295 : Section 8 Vouchers Program								
Miscellaneous Revenues :	150.00	150.00	7.34	231.03	-81.03	-54.02%	-81.03	-54.02%
Intergovernmental Revenue :	384,195.00	384,195.00	36,745.00	227,457.00	156,738.00	40.80%	156,738.00	40.80%
SubTotal : 295 : Section 8 Vouchers Program	384,345.00	384,345.00	36,752.34	227,688.03	156,656.97	40.76%	156,656.97	40.76%
550 : Combined Improvement District Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 550 : Combined Improvement District Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
552 : Lid #109 Bond Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 552 : Lid #109 Bond Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
556 : Lid #118 Bond Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 556 : Lid #118 Bond Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
559 : Lid #119 Bond Fund								
Special Assessments :	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
SubTotal : 559 : Lid #119 Bond Fund	50.00	50.00	0.00	0.00	50.00	100.00%	50.00	100.00%
Grand Total :	51,478,636.79	51,477,527.79	3,224,331.70	44,361,541.58	7,117,095.21	13.82%	7,115,986.21	13.82%

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#### City of Rock Springs Authorized Spending Report To Date: 03/31/2018 From Account: To Account: Run Date: 04/27/2018 User: matt\_mcburnett Report by: Fund, Division

Segments	YTD Budget	Total Budget	MTD Exp	YTD Exp	YTD PreEnc	YTD Enc	YTD Avai.	YTD %	Total Avai.	Total %
110 : General Fund										
1101 : Mayor/Council	339,825.00	334,996.44	24,455.40	240,379.85	0.00	5.96	99,439.19	29.26%	94,610.63	28.24%
1102 : City Attorney	437,600.00	437,600.00	33,006.47	294,953.81	0.00	-85.53	142,731.72	32.62%	142,731.72	32.62%
1103 : Finance/Administration	1,023,950.00	1,023,950.00	58,310.42	643,081.30	0.00	38,007.45	342,861.25	33.48%	342,861.25	33.48%
1104 : City Buildings	400,827.18	407,606.13	13,904.20	229,421.14	0.00	7,571.49	163,834.55	40.87%	170,613.50	41.86%
1105 : Municipal Court	333,197.25	333,197.25	24,659.72	221,107.06	0.00	-142.55	112,232.74	33.68%	112,232.74	33.68%
1106 : Urban Renewal/Main Street	274,425.00	274,956.95	23,294.45	207,875.38	0.00	140.82	66,408.80	24.20%	66,940.75	24.35%
1107 : Information Technology	767,744.00	767,744.00	65,742.46	519,771.09	-1,479.84	17,453.96	231,998.79	30.22%	231,998.79	30.22%
1109 : Human Resources	164,577.00	164,577.00	11,963.58	118,942.09	0.00	-28.51	45,663.42	27.75%	45,663.42	27.75%
1201 : Police Department	8,432,147.25	8,432,147.25	793,623.34	5,796,774.58	2,979.80	323,439.35	2,308,953.52	27.38%	2,308,953.52	27.38%
1202 : Animal Control	318,870.06	318,870.06	27,038.27	236,923.68	0.00	968.66	80,977.72	25.40%	80,977.72	25.40%
1204 : Emergency Management	324,324.42	324,324.42	171.15	65,826.97	0.00	15,000.00	243,497.45	75.08%	243,497.45	75.08%
1205 : Fire Department	4,833,206.18	4,835,353.66	389,247.36	3,557,177.34	0.00	11,747.67	1,264,281.17	26.16%	1,266,428.65	26.19%
1301 : Administration/Engineering	789,583.66	789,583.66	50,492.89	388,285.76	0.00	81,322.97	319,974.93	40.52%	319,974.93	40.52%
1303 : Street Department	5,891,137.55	5,880,018.70	140,756.60	1,651,279.84	0.00	538,195.43	3,701,662.28	62.83%	3,690,543.43	62.76%
1304 : Cemetery	608,746.50	609,660.52	36,423.39	318,997.34	0.00	1,166.22	288,582.94	47.41%	289,496.96	47.48%
1401 : Parks	1,201,851.18	1,203,433.85	60,283.38	718,922.08	3,480.75	443.36	479,004.99	39.86%	480,587.66	39.94%
1402 : Golf Course	1,848,445.61	1,852,166.16	323,554.39	1,329,486.69	0.00	26,967.12	491,991.80	26.62%	495,712.35	26.76%
1404 : Civic Center	1,250,402.59	1,264,699.71	91,812.45	838,733.62	0.00	13,619.29	398,049.68	31.83%	412,346.80	32.60%
1405 : Indoor Recreation Center	2,676,339.75	2,676,339.75	244,822.11	1,970,510.66	400.00	25,049.55	680,379.54	25.42%	680,379.54	25.42%
1501 : Non-Departmental	2,009,637.52	2,010,970.47	47,398.62	1,332,914.60	0.00	220,867.29	455,855.63	22.68%	457,188.58	22.74%
1901 : Public Services Administration/Planning	557,542.50	557,542.50	39,822.60	337,710.38	0.00	22,769.47	197,062.65	35.34%	197,062.65	35.34%
1902 : Building Inspections	416,100.00	416,100.00	32,947.34	299,560.42	0.00	-28.52	116,568.10	28.01%	116,568.10	28.01%
1903 : Vehicle Maintenance	629,080.00	632,610.36	50,727.31	452,028.73	0.00	-57.02	177,108.29	28.15%	180,638.65	28.55%
3401 : RS Historical Museum	216,747.91	216,747.91	14,695.21	120,952.03	525.31	905.95	94,364.62	43.54%	94,364.62	43.54%
SubTotal : 110 : General Fund	35,746,308.11	35,765,196.75	2,599,153.11	21,891,616.44	5,906.02	1,345,299.88	12,503,485.77	34.98%	12,522,374.41	35.01%
112 : Road Impact Fee Fund										
1702 : Capital Improvements Street Construction	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	100.00%	20,000.00	100.00%

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Segments	YTD Budget	Total Budget	MTD Exp	YTD Exp	YTD PreEnc	YTD Enc	YTD Avai.	YTD %	Total Avai.	Total %
SubTotal : 112 : Road Impact Fee Fund	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	100.00%	20,000.00	100.00%
113 : Health Insurance Fund										
1801 : Health Insurance	4,173,000.00	4,173,000.00	303,605.69	2,754,166.94	0.00	0.00	1,418,833.06	34.00%	1,418,833.06	34.00%
SubTotal : 113 : Health Insurance Fund	4,173,000.00	4,173,000.00	303,605.69	2,754,166.94	0.00	0.00	1,418,833.06	34.00%	1,418,833.06	34.00%
115 : Reserves For General Fund										
1103 : Finance/Administration	1,204,612.00	1,204,612.00	0.00	204,612.00	0.00	0.00	1,000,000.00	83.01%	1,000,000.00	83.01%
SubTotal : 115 : Reserves For General Fund	1,204,612.00	1,204,612.00	0.00	204,612.00	0.00	0.00	1,000,000.00	83.01%	1,000,000.00	83.01%
120 : Governmental Capital Assets										
0000 : No Division	0.00	0.00	639.67	-123,410.47	0.00	0.00	123,410.47	0.00%	123,410.47	0.00%
SubTotal : 120 : Governmental Capital Assets	0.00	0.00	639.67	-123,410.47	0.00	0.00	123,410.47	0.00%	123,410.47	0.00%
130 : Sewer Fund										
0000 : No Division	0.00	0.00	0.00	-801,752.55	0.00	0.00	801,752.55	0.00%	801,752.55	0.00%
1108 : Sewer/Water Administration	303,650.00	303,650.00	17,728.08	171,539.41	0.00	-71.28	132,181.87	43.53%	132,181.87	43.53%
1601 : Wastewater Treatment Plant	14,599,73 <b>7</b> .17	14,599,737.17	668,180.22	9,178,050.04	0.00	407,302.66	5,014,384.47	34.35%	5,014,384.47	34.35%
SubTotal : 130 : Sewer Fund	14,903,387.17	14,903,387.17	685,908.30	8,547,836.90	0.00	407,231.38	5,948,318.89	39.91%	5,948,318.89	39.91%
150 : Water Fund										
0000 : No Division	0.00	0.00	0.00	-63,236.68	0.00	0.00	63,236.68	0.00%	63,236.68	0.00%
1108 : Sewer/Water Administration	4,189,950.00	4,189,950.00	164,682.20	2,582,782.61	0.00	-71.27	1,607,238.66	38.36%	1,607,238.66	38.36%
3302 : Water Operations & Maintenance	8,990,482.91	8,990,482.91	131,320.73	7,152,181.02	835.62	708,420.21	1,129,046.06	12.56%	1,129,046.06	12.56%
SubTotal : 150 : Water Fund	13,180,432.91	13,180,432.91	296,002.93	9,671,726.95	835.62	708,348.94	2,799,521.40	21.24%	2,799,521.40	21.24%
215 : CAP Projects										
3525 : CAP Projects	263,443.00	263,443.00	12,705.71	97,643.00	0.00	0.00	165,800.00	62.94%	165,800.00	62.94%
SubTotal : 215 : CAP Projects	263,443.00	263,443.00	12,705.71	97,643.00	0.00	0.00	165,800.00	62.94%	165,800.00	62.94%
250 : Public Housing										
3501 : Public Housing Administration	448,413.00	448,413.00	26,576.58	278,188.16	0.00	-114.04	170,338.88	37.99%	170,338.88	37.99%
3502 : Public Housing Maintenance	478,420.00	478,420.00	26,108.54	241,760.69	0.00	0.00	236,659.31	49.47%	236,659.31	49.47%
SubTotal : 250 : Public Housing	926,833.00	926,833.00	52,685.12	519,948.85	0.00	-114.04	406,998.19	43.91%	406,998.19	<b>43.9</b> 1%
295 : Section 8 Vouchers Program										
3508 : Section 8 Vouchers Program	384,345.00	384,345.00	31,469.48	290,305.41	0.00	544.00	93,495.59	24.33%	93,495.59	24.33%

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Segments	YTD Budget Total Budget	MTD Exp	YTD Exp YTD	PreEnc	YTD Enc	YTD Avai.	YTD %	Total Avai.	Total %
SubTotal : 295 : Section 8 Vouchers Program	384,345.00 384,345.00	31,469.48	290,305.41	0.00	544.00	93,495.59	24.33%	93,495.59	24.33%
Grand Total :	70,802,361.19 70,821,249.83	3,982,170.01 43	3,854,446.02	6,741.64	2,461,310.16	24,479,863.37	34.58%	24,498,752.01	34.59%

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# Council Committee and Board Reports

#### City of Rock Springs Parks & Recreation Advisory Board Meeting Minutes for March 8, 2018 7 PM – City Hall Council Chambers

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### I. Call to Order

a. The meeting was called to order at 7:02 pm.

### II. Roll Call

a. All members were present except for Sydney Shannon, student member.

### III. Approval of Minutes From February 8, 2018 Meeting a. The minutes were approved.

### IV. Correspondence

- a. Attendance Numbers for Recent Events
  - i. Over 20 patrons are taking part in the Indoor Golf Clinic which started February 26, 2018.

### V. Petitions

- a. None
- VI. Committee Reports
  - a. None

### VII. Outdoor Recreation

### a. New Business

- i. Annual Report for Parks Division
  - 1. Superintendent Mark Lyon made a presentation to the board informing members of the efforts of his staff during the last year.
  - 2. Mark discussed irrigation practices, the Arbor Day planting and the fact that his division is responsible for trimming 165 trees.
  - 3. In addition, he mentioned that this is the 23<sup>rd</sup> year that Rock Springs has been designated part of the Tree City USA program.
- ii. Driving Range & Golf Course Weather permitting, these areas will open on March 16, 2018.

### b. Old Business

- i. Recommended Parks Fees Approved by City Council
  - 1. The fees were approved by Council and are now in effect.
- ii. Solo Rider ADA Golf Car Arrived & Fleet of Golf Cars The ADA golf car and other cars should arrive soon.

- VIII. Indoor Recreation
  - a. New Business
    - Dexa Body Testing to take place March 8 & 9, 2018 A mobile testing unit will be at the Civic Center and Chamber of Commerce to provide this testing. Interested patrons should register online ahead of time. This was organized by Civic Center Programs.
  - b. Old Business
    - i. None
- IX. Miscellaneous Business
  - a. Upcoming Events
    - i. Board members were given information on upcoming events, including two hockey tournaments.
  - b. January 2018 Attendance & Revenue Reports
    - i. Attendance and revenue numbers were presented to the board.
  - c. Board Packets Not Received
    - i. Several board members did not receive their packets in time for the meeting, so they were emailed packets the day of the meeting. It was suggested that perhaps packets be emailed from now on since the local mail service now takes much longer.

### X. Adjournment

a. The meeting was adjourned at 7:53 pm.



City Council Agenda



### SWEETWATER COUNTY DISTRICT BOARD OF HEALTH

333 Broadway, Suite 110 Rock Springs, WY 82901 (307)922-5390 115 E. Flaming Gorge Way Green River, WY 82935 (307)872-3944

Fax: (307)922-5496

Fax: (307)872-3983

Agenda April 25, 2018 7:15 AM

- 1. Declare a quorum
- 2. Approval of Agenda (A)
- 3. Approval of Minutes (A)
- 4. Approval of Vouchers (A)
- 5. Home Health renewal license (A)
- 6. Employee Bonus (A)
- 7. Karla Oxygen/medications (A)
- 8. Reports: Director CHO Environmental Health PHRC
- 9. Public Comment
- 10. Executive session personnel

#### Next BOH Meeting -May 30, 2018

- (A) Indicates board action required
- (I) Indicates information agenda items



City Council Agenda



# City of Rock Springs Open Item Listing Run Date: 04/27/2018 User: sandy\_mcjunkin

### Status: POSTED Due Date: 05/01/2018 Bank Account: RSNB Bank-Health Insurance Checking Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 22557 : FLEXSHARE BENEFITS	April2018	118-004308	18-003108	05/01/2018	1	Administration of FlexShare Benefits - April 2018	113-18-1801-403135	\$ 387.00

GRAND TOTAL :

387.00

\$

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## City of Rock Springs Open Item Listing Run Date: 04/26/2018 User: sandy\_mcjunkin

### Status: POSTED Due Date: 05/01/2018 Bank Account: RSNB Bank-General Fund Checking Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 22618 : PAYMENT REMITTANCE CENTER	8959-Mar2018	118-004269	18-003032	05/01/2018	1	Toner Cartridges (Amazon)	110-13-1301-406001	\$ 33,99
	8959-Mar2018	118-004269	18-003032	05/01/2018	2	WPA/R8PA 2018 Workshop Registration - N. Seals/J. Jordan	130-16-1601-403210	\$ 390.00
	8959-Mar2018	118-004269	18-003032	05/01/2018	3	Registration for Crane & Hoist Training - K. McGuff/R. Macy/D. Flor/J. Anson/J. Jordan	110-19-1903-403210	\$ 160.00
	8959-Mar2018	118-004269	18-003032	05/01/2018	3	Registration for Crane & Hoist Training - K. McGuff/R. Macy/D. Flor/J. Anson/J. Jordan	130-16-1601-403210	\$ 320.00
	8959-Mar2018	118-004269	18-003032	05/01/2018	3	Registration for Crane & Hoist Training - K. McGuff/R. Macy/D. Flor/J. Anson/J. Jordan	150-33-3302-403210	\$ 320.00
	8959-Mar2018	18-004269	18-003032	05/01/2018	4	Travel Expenses - J. Tuttle to Las Vegas, NV for EDU Code 2018 Classes from 3/18/2018 thru 3/24/2018	110-19-1902-405801	\$ 202.39
	9011-Mar2018	118-004270	18-003104	05/01/2018	1	Travel Expenses - C. Demshar to Kansas City, MO for National Main Street Conference from 3/22/2018 thru 3/29/2018 (Hotel/Meal)	110-11-1101-405801	\$ 977.15
	9011-Mar2018	18-004270	18-003104	05/01/2018	2	Travel Expenses - D. Tate to Kansas City, MO for National Main Street Conference from 3/22/2018 thru 3/29/2018 (2 Meals)	110-11-1101-405801	\$ 55.96
	9011-Mar2018	<b>(18-004270</b>	18-003104	05/01/2018	3	Travel Expenses - C. Banks to Kansas City, MO for National Main Street Conference from 3/22/2018 thru 3/29/2018 (Meals/Luggage)	110-11-1106-405801	\$ 189.43
	9011-Mar2018	18-004270	18-003104	05/01/2018	4	Travel Expenses - R. Lozier/S. Lozier/J, Harwood to Kansas City, MO for National Main Street Conference from 3/22/2018 thru 3/29/2018 **TO BE REIMBURSED BACK TO CITY** Loziers - \$992.80 Hotels + \$78.58 Meals = \$1071.38 J. Harwood - \$55.95 Meals	110-11-1106-405801	\$ 1,127.33
	0999-Mar2018	118-004271	18-003104	05/01/2018	1	Jimmy John's for RERT Call-Out	110-12-1205-406130	\$ 85.33
	0999-Mar2018	118-004271	18-003104	05/01/2018	2	ACE Training Registration - K. Mathis	110-12-1205-403210	\$ 129.00
	8714-Mar2018	118-004272	18-003104	05/01/2018	1	Travel Expenses - D. Pacheco/T. Harris to Casper for Torch Run Meeting - 3/23/2018	110-12-1201-405801	\$ 7.08
	8714-Mar2018	118-004272	18-003104	05/01/2018	2	Travel Expenses - A. Clawson/T. Harris to Sandy, UT for Fernale Enforcer Training - 3/29/2018 (Gas \$28.60 reimbursed from A. Clawson for lost receipt)	110-12-1201-405801	\$ 118.13
	8714-Mar2018	118-004272	18-003104	05/01/2018	3	Travel Expenses - T. Moser to SLC, UT for FTO Training - 3/25/2018 thru 3/27/2018	110-12-1201-405801	\$ 314.28
	8714-Mar2018	118-004272	18-003104	05/01/2018	4	Travel Expenses - K. Pickrell to Longmont, CO for Certified Animal Control & Cruelty Investigations Training from 4/8/2018 thru 4/14/2018	110-12-1202-405801	\$ 66.51
	8714-Mar2018	118-004272	18-003104	05/01/2018	5	Travel Expenses - A. Soto/R. Kolb to West Valley, UT for Desert Snow Criminal Interdiction Workshop from 4/2/2018 thru 4/5/2018	110-12-1201-405801	\$ 611.68

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GRAND TOTAL :

5,108.26

\$

## City of Rock Springs Open Item Listing Run Date: 04/27/2018 User: sandy\_mcjunkin

### Status: POSTED Due Date: 05/01/2018 Bank Account: RSNB Bank-General Fund Checking Invoice Type: All Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
← [VENDOR] 23808 : ABI WINTERHAWK RECOVERY LLC	HAP-May2018	118-004245	18-003082	05/01/2018	1	ORTEGA MAY HAP	295-35-3508-404010	\$ 479.00
1111 1500	HAP-May2018	[18-004245	18-003082	05/01/2018	2	HAWORTH MAY HAP	295-35-3508-404010	\$ 308.00
1114.00	HAP-May2018	118-004245	18-003082	05/01/2018	3	SHAW MAY HAP	295-35-3508-404010	\$ 329.00
[VENDOR] 9000.2150 ; ALISSA NELSON	7264477	118-004301		05/01/2018	1	UB CR REFUND-97520	170-00-0000-202000	\$ 23.53
VENDOR] 24534 : ALZHEIMER'S ASSOCIATION	2018	118-004172	18-003018	05/01/2018	1	Alzheimer's Walk Platinum Sponsorship	110-11-1101-405410	\$ 500.00
VENDOR] 23164 : AMERICAN RED CROSS-HEALTH & SAFETY	22093781	118-004127	18-002949	05/01/2018	1	Adult & Pediatric CPR/AED certification for Mark Lyon, Jesse Portillo, Bimbo Chick and Matt Backstrom.	110-14-1401-403210	\$ 80.00
900. <sup>00</sup>	8299941/8310323	118-004173	18-002972	05/01/2018	1	American Red Cross Learn to Swim Certificate for the RS Civic Center	110-14-1404-406130	\$ 650.00
	8299941/8310323	118-004173	18-002972	05/01/2018	2	Renewal for Lifeguard Certificates for N.Allen and G.Reese	110-14-1404-406130	\$ 72.00
[VENDOR] 9000.2151 : AMUNDSEN CONSTRUCTION	7264478	118-004302		05/01/2018	1	UB CR REFUND-154275	170-00-0000-202000	\$ 23.54
<ul> <li>[VENDOR] 23748 : ANDRITZ SEPARATION INC</li> </ul>	8480080850	118-004128	18-002192	05/01/2018	1	Brushes for auto bar screen	130-16-1601-406120	\$ 775.65
<ul> <li>[VENDOR] 24324 : APPARATUS EQUIPMENT &amp; SERVICE INC.</li> </ul>	18-IV-1219	118-004129	18-002807	05/01/2018	1	BE55-07.0, HAIX Black Eagle 55 Tactical EMS Boot with Side Zip Mid	110-12-1205-402101	\$ 2,760.00
2819.00	18-IV-1219	118-004129	18-002807	05/01/2018	2	XR1-05.0, Airpower XR1, EMS/Wildland/Station Boot	110-12-1205-402101	\$ 1,000.00
2011.	18-IV-1219	118-004129	18-002807	05/01/2018	3	Shipping	110-12-1205-402101	\$ 59.00
[VENDOR] 23853 : ASPEN REFRIGERANTS, INC.	133401330	118-004214	18-002837	05/01/2018	1	R22	110-14-1405-406120	\$ 4,910.00
- [VENDOR] 23714 : BABCOCK LABORATORIES, INC.	BD82193-8180	118-004309	18-001421	05/01/2018	1	2018 unregulated contaminant testing EPA required	150-33-3302-406130	\$ 1,030.00
<ul> <li>[VENDOR] 23805 : BADGER DAYLIGHTING CORP.</li> </ul>	AR00196180	118-004215	18-003091	05/01/2018	1	Excavation of leak at 1015 Walnut #18	150-33-3302-404310	\$ 1,050.00
[VENDOR] 20200 : BEACON ATHLETICS	0292379	118-004216	18-002861	05/01/2018	1	White Field Paint	110-14-1401-404310	\$ 3,816.00
(17)	0292379	118-004216	18-002861	05/01/2018	2	White Aerosol Field Paint	110-14-1401-404310	\$ 690.00
5145.00	0292379	118-004216	18-002861	05/01/2018	3	Field Chalker	110-14-1401-404310	\$ 399.00
<b>ン</b> コン・	0292379	118-004216	18-002861	05/01/2018	4	Freight	110-14-1401-404310	\$ 490.00
	0292379	118-004216	18-002861	05/01/2018	5	Discount	110-14-1401-404310	\$ -250.00
(VENDOR) 23280 : BEDROCK LLC	36214	118-004217	18-002887	05/01/2018	1	Engineered Wood Fiber and delivery	110-14-1401-404310	\$ 2,700.00
- [VENDOR] 24446 : BEST VALUE RENTALS, LLC	HAP-May2018	118-004246	18-003075	05/01/2018	1	VELASQUEZ MAY HAP	295-35-3508-404010	\$ 739.00

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Vendor <del>s</del>	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number		Amount	PAGE 2
- (VENDOR) 24003 : BINGHAM HEATHER	URP-May2018	118-004247	18-003051	05/01/2018	1	MAY URP	250-00-0000-115000	\$	38.00	
VENDOR] 24532 : BLUE DRAGON MAINTENANCE	1694	118-004218	18-003092	05/01/2018	1	excavation of leak at 1015 Walnut #18	150-33-3302-404310	\$	508.00	
- [VENDOR] 347 : BOB'S PLUMBING	180	118-004219	18-002498	05/01/2018	1	hot water heater snack shop	110-14-1402-406120	\$	875.00	
[VENDOR] 19420 : BOOKCLIFF SALES INC	3324525	118-004174	18-003036	05/01/2018	1	Uniform Pants for Lorimer	110-12-1201-402101	\$	154.38	
[VENDOR] 9000.2147 : BOWKER CONSTRUCTION	7262448	118-004258		05/01/2018	1	UB CR REFUND-94756	170-00-0000-202000	\$	77.19	
[VENDOR] 9000.2156 : BRIAN HYDE	7264483	118-004307		05/01/2018	1	UB CR REFUND-98939	170-00-0000-202000	\$	155,98	
- (VENDOR) 24502 : BROWN LANIAMA	April2018	118-004175	18-003002	05/01/2018	1	City Council Meetings April 3rd and April 17th	110-11-1107-403310	\$	50.00	
C [VENDOR] 21598 : CALLAWAY GOLF	928984264	118-004130	18-002621	05/01/2018	1	Callaway golf equipment PRe book	110-14-1402-406133	\$	197.20	
10 00	928970950/928996813	118-004131	18-002621	05/01/2018	1	DEMOS	110-14-1402-406133	\$	558.47	
1239.90	928962439/928970949	118-004132	18-002621	05/01/2018	1	DEMOS	110-14-1402-406133	\$	322.23	
1851	929003408	118-004133	18-002621	05/01/2018	1	DEMOS	110-14-1402-406133	\$	162.00	
- [VENDOR] 18678 : CARRIER CORPORATION	B002622559	118-004248	18-003063	05/01/2018	1	Carrier Service Contract April 2018 - March 2019	110-11-1107-404301	\$	2,235.00	
[VENDOR] 22708 : CARRINGTON POINTE APARTMENTS	HAP-May2018	118-004249	18-003080	05/01/2018	1	TOLAR MAY HAP	295-35-3508-404010	\$	577.00	
_	HAP-May2018	118-004249	18-003080	05/01/2018	2	JACKSON MAY HAP	295-35-3508-404010	\$	441.00	
(90)	HAP-May2018	118-004249	18-003080	05/01/2018	3	ROLLINS MAY HAP	295-35-3508-404010	\$	780.00	
16-	HAP-May2018	18-004249	18-003080	05/01/2018	4	MILLS MAY HAP	295-35-3508-404010	\$	453.00	
0048.00	HAP-May2018	118-004249	18-003080	05/01/2018	5	MAXFIELD MAY HAP	295-35-3508-404010	\$	513.00	
90	HAP-May2018	118-004249	18-003080	05/01/2018	6	HERNANDEZ MAY HAP	295-35-3508-404010	\$	236.00	
0	HAP-May2018	118-004249	18-003080	05/01/2018	7	HANSON MAY HAP	295-35-3508-404010	\$	495.00	
	HAP-May2018	118-004249	18-003080	05/01/2018	8	HYMAN MAY HAP	295-35-3508-404010	\$	276.00	
	HAP-May2018	118-004249	18-003080	05/01/2018	9	WILLITS MAY HAP	295-35-3508-404010	\$	628,00	
	HAP-May2018	118-004249	18-003080	05/01/2018	10	POLITI MAY HAP	295-35-3508-404010	\$	421.00	
	HAP-May2018	[18-004249	18-003080	05/01/2018	11	MARTIN MAY HAP VASH	295-35-3508-404009	\$	764.00	
	HAP-May2018	118-004249	18-003080	05/01/2018	12	BATTY MAY HAP	295-35-3508-404010	\$	553.00	
	HAP-May2018	118-004249	18-003080	05/01/2018	13	QUESADA MAY HAP	295-35-3508-404010	\$	513.00	
	HAP-May2018	118-004249	18-003080	05/01/2018	14	PARKER MAY HAP	295-35-3508-404010	\$	780.00	
	HAP-May2018	118-004249	18-003080	05/01/2018	15		295-35-3508-404010 295-35-3508-404010	\$ \$	464.00 459.00	
	HAP-May2018	118-004249 118-004249	18-003080 18-003080	05/01/2018 05/01/2018	16 17	BENNETT MAY HAP HUNT MAY HAP	295-35-3508-404010	\$ \$	308.00	
	HAP-May2018 HAP-May2018	118-004249	18-003080	05/01/2018	18	HERBIN MAY HAP	295-35-3508-404010	\$	187.00	
[VENDOR] 21101 : CDW GOVERNMENT	МКК8723	18-004250	18-002835	05/01/2018	1	Replacement MICR toner for finance check printer	110-11-1103-406001	\$	165.00	
[VENDOR] 30 : CENTER STREET SERVICE	29053	118-004134	18-002957	05/01/2018	1	Tow Charge	110-19-1903-406123	\$	69.00	
,- [VENDOR] 23060 : CENTURYLINK	March2018#2	118-004310	18-003109	05/01/2018	1	Mayor/Council	110-11-1101-405301	\$	114.00	
INVIII	March2018#2 March2018#2	118-004310	18-003109	05/01/2018	2	Human Resources	110-11-1109-405301	\$	28.50	
40241-										

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number		Amount	PAGE 3
	March2018#2	118-004310	18-003109	05/01/2018	3	Attorney	110-11-1102-405301	\$	85.50	
	March2018#2	118-004310	18-003109	05/01/2018	4	Finance	110-11-1103-405301	s	142.50	
	March2018#2	118-004310	18-003109	05/01/2018	5	City Buildings	110-11-1104-405301	s	28.50	
	March2018#2	118-004310	18-003109	05/01/2018	6	Municipal Court	110-11-1105-405301	s	142.50	
	March2018#2	118-004310	18-003109	05/01/2018	7	Police Department	110-12-1201-405301	s	684.00	
	March2018#2	118-004310	18-003109	05/01/2018	8	Animal Control	110-12-1202-405301	\$	57.00	
	March2018#2	118-004310	18-003109	05/01/2018	9	Fire Department	110-12-1205-405301	s	513.18	
	March2018#2	118-004310	18-003109	05/01/2018	10	Engineering	110-13-1301-405301	s	57.02	
		118-004310	18-003109	05/01/2018	11	Public Services	110-19-1901-405301	ŝ	85.50	
	March2018#2	118-004310	18-003109	05/01/2018	12	Building Department	110-19-1902-405301	s S	28.51	
	March2018#2	118-004310	18-003109	05/01/2018	13	Streets	110-13-1303-405301	з \$	57.00	
	March2018#2			05/01/2018	14	Shop		\$ \$	57.00	
	March2018#2	118-004310	18-003109	05/01/2018	15		110-19-1903-405301	\$	85.50	
	March2018#2	118-004310	18-003109			Cemetery Parks	110-13-1304-405301		256.50	
	March2018#2	118-004310	18-003109	05/01/2018	16 17		110-14-1401-405301	\$		
	March2018#2	118-004310	18-003109	05/01/2018		Golf Course	110-14-1402-405301	\$	256.50	
	March2018#2	118-004310	18-003109	05/01/2018	18	Civic Center	110-14-1404-405301	\$	85.50	
	March2018#2	118-004310	18-003109	05/01/2018	19	Family Rec Center	110-14-1405-405301	\$	285.00	
	March2018#2	118-004310	18-003109	05/01/2018	20	WWTP	130-16-1601-405301	\$	188.65	
	March2018#2	118-004310	18-003109	05/01/2018	21	Water Operations	150-33-3302-405301	\$	171.00	
	March2018#2	118-004310	18-003109	05/01/2018	22	Water/Sewer Admin	150-33-1108-405301	\$	71.25	
	March2018#2	118-004310	18-003109	05/01/2018	23	Water/Sewer Admin	130-16-1108-405301	\$	71.25	
	March2018#2	118-004310	18-003109	05/01/2018	24	Museum	110-34-3401-405301	\$	85.50	
	March2018#2	118-004310	18-003109	05/01/2018	25	Housing	250-35-3501-405301	\$	114.00	
	March2018#2	18-004310	18-003109	05/01/2018	26	Data Processing	110-11-1107-405301	\$	114.00	
	March2018#2	118-004310	18-003109	05/01/2018	27	URA	110-11-1106-405301	\$	158.75	
- [VENDOR] 22709 : CHAVEZ HAN LAL	HAP-May2018	118-004251	18-003079	05/01/2018	1	SOLARIS MAY HAP VASH	295-35-3508-404009	\$	220.00	
<ul> <li>[VENDOR] 24265 : CHRISTY NIELSON COMMUNICATIONS INC.</li> </ul>	RS-0014	118-004176	18-003007	05/01/2018	1	researching & writing final press release for GAMSA & tracking and reporting media coverage	110-11-1106-406130	S	630.00	
- [VENDOR] 3487 : CITY OF ROCK SPRINGS	May2018	118-004177	18-003015	05/01/2018	1	MAYOR/COUNCIL		\$	3,726.91	
						MAYOR/COUNCIL	110-11-1101-402011	÷		
	May2018	118-004177	18-003015	05/01/2018	2	ATTORNEY	110-11-1101-402011 110-11-1102-402011	\$	5,105.64	
	May2018	118-004177	18-003015					\$	5,105.64	
	May2018 May2018	118-004177 118-004177		05/01/2018	2	ATTORNEY	110-11-1102-402011			
	May2018 May2018 May2018	18-004177  18-004177  18-004177	18-003015 18-003015	05/01/2018 05/01/2018	2 3	ATTORNEY FINANCE/ADMIN	110-11-1102-402011 110-11-1103-402011	\$ \$	5,105.64 9,349.57	
	May2018 May2018 May2018 May2018	118-004177 118-004177	18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018	2 3 4	ATTORNEY FINANCE/ADMIN CITY BUILDINGS	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011	\$ \$ \$	5,105.64 9,349.57 2,154.28	
	May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011	\$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06	
32566.82	May2018 May2018 May2018 May2018 May2018 May2018 May2018	18-004177  18-004177  18-004177  18-004177	18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011	\$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011	\$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7 8	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT SEWER ADMIN	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011 130-16-1108-402011	\$ \$ \$ \$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81 775.53	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7 8 9	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT SEWER ADMIN WATER ADMIN	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011 130-16-1108-402011 150-33-1108-402011	\$ \$ \$ \$ \$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81 775.53 775.53	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7 8 9 10	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT SEWER ADMIN WATER ADMIN POLICE DEPT	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011 130-16-1108-402011 150-33-1108-402011 110-12-1201-402011	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81 775.53 775.53 78,911.12	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7 8 9 10 11	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT SEWER ADMIN WATER ADMIN POLICE DEPT ANIMAL CONTROL	110-11-1102-402011 110-11-1103-402011 110-11-1105-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011 130-16-1108-402011 150-33-1108-402011 110-12-1201-402011 110-12-1202-402011	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81 775.53 775.53 78,911.12 2,348.16	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7 8 9 10 11 12	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT SEWER ADMIN WATER ADMIN POLICE DEPT ANIMAL CONTROL FIRE DEPARTMENT	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011 130-16-1108-402011 150-33-1108-402011 110-12-1201-402011 110-12-1205-402011	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81 775.53 775.53 78,911.12 2,348.16 59,113.37	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7 8 9 10 11 12 13	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT SEWER ADMIN WATER ADMIN POLICE DEPT ANIMAL CONTROL FIRE DEPARTMENT ENGINEERING	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011 130-16-1108-402011 150-33-1108-402011 110-12-1201-402011 110-12-1205-402011 110-13-1301-402011	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81 775.53 775.53 78,911.12 2,348.16 59,113.37 6,462.84 16,458.68	
	May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018 May2018	118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177 118-004177	18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015 18-003015	05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018 05/01/2018	2 3 4 5 6 7 8 9 10 11 12 13 14	ATTORNEY FINANCE/ADMIN CITY BUILDINGS MUNICIPAL COURT URA IT SEWER ADMIN WATER ADMIN POLICE DEPT ANIMAL CONTROL FIRE DEPARTMENT ENGINEERING STREETS	110-11-1102-402011 110-11-1103-402011 110-11-1104-402011 110-11-1105-402011 110-11-1106-402011 110-11-1107-402011 130-16-1108-402011 110-12-1201-402011 110-12-1205-402011 110-13-1301-402011 110-13-1303-402011	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	5,105.64 9,349.57 2,154.28 1,551.06 1,378.73 2,929.81 775.53 775.53 78,911.12 2,348.16 59,113.37 6,462.84	

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Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount	
	May2018	118-004177	18-003015	05/01/2018	18	CIVIC CENTER	110-14-1404-402011	\$ 14,088.97	
	May2018	118-004177	18-003015	05/01/2018	19	FAMILY REC CNTR	110-14-1405-402011	\$ 20,745.65	
	May2018	118-004177	18-003015	05/01/2018	20	WRF	130-16-1601-402011	\$ 22,533.72	
	May2018	118-004177	18-003015	05/01/2018	21	PUBLIC SERVICES	110-19-1901-402011	\$ 2,951.36	
	May2018	118-004177	18-003015	05/01/2018	22	BUILDING INSP	110-19-1902-402011	\$ 6,462.84	
	May2018	118-004177	18-003015	05/01/2018	23	VEHICLE MAINTENANCE	110-19-1903-402011	\$ 9,995.85	
	May2018	118-004177	18-003015	05/01/2018	24	WATER OPS	150-33-3302-402011	\$ 14,325.92	
	May2018	118-004177	18-003015	05/01/2018	25	MUSEUM	110-34-3401-402011	\$ 2,154.28	
	May2018	118-004177	18-003015	05/01/2018	26	PUBLIC HOUSING	250-35-3501-402011	\$ 1,615.71	
	May2018	118-004177	18-003015	05/01/2018	27	PUBLIC HSG MNTC	250-35-3502-402011	\$ 3,726.89	
	May2018	118-004177	18-003015	05/01/2018	28	NON-DEPT	110-15-1501-402011	\$ 13,325.79	
C [VENDOR] 22710 : CML RENTALS	HAP-May2018	118-004252	18-003076	05/01/2018	1	GARCIA MAY HAP	295-35-3508-404010	\$ 383.00	
1041.00	HAP-May2018	118-004252	18-003076	05/01/2018	2	GOLD MAY HAP VASH	295-35-3508-404009	\$ 658.00	
VENDOR] 22870 : COBRA PUMA GOLF, INC.	X312463	118-004220	18-003022	05/01/2018	1	Special ORder Matt Wedgewood	110-14-1402-406133	\$ 120.00	
[VENDOR] 24206 : COLLINSFLAGS.COM	101167393	118-004253	18-002977	05/01/2018	1	Parks Dept flags; US Poly, Wyo Poly, 6 asst Military poly	110-14-1401-406130	\$ 308.00	
a a co	101167393	118-004253	18-002977	05/01/2018	2	City Buildings flags; one ea US 5 x 8 and WY 4 x 6	110-11-1104-406130	\$ 101.00	
00112	101167393	[18-004253	18-002977	05/01/2018	3	Fire Dept flags; five US poly 5 x 8, four US poly	110-12-1205-406130	\$ 345.50	
	101167393	118-004253	18-002977	05/01/2018	4	Golf course flags; four US poly 4 x 6, 3 Wyo 4 x 6	110-14 <del>-</del> 1402-406130	\$ 284.50	
[VENDOR] 20198 : COMMUNICATION TECHNOLOGIES	81046/81024	118-004178	18-003029	05/01/2018	1	Mini UHF Connector, Inv. #81046	110-13-1303-406120	\$ 54.00	
157.00	81046/81024	118-004178	18-003029	05/01/2018	2	Program Radios, Inv. #81024	110-14-1401-406130	\$ 103.00	
VENDOR] 45 : COPIER & SUPPLY CO, INC, OF RS	AR17473	118-004221	18-002682	05/01/2018	1	New Copier/Printer for the WRF to replace the old one that doesn't work property. The Office Shop Inc. quotes does not include shipping/delivery. In addition, we have had issues with this company honoring their warranty of items they supply. Copier and Supply does include shipping/delivery in their quote.	130-16-1601-407410	\$ 4,570.00	
[VENDOR] 23069 : CREATIVE PRODUCT SOURCE INC.	113859	118-004179	18-002843	05/01/2018	1	Nite Glow Pencil	110-12-1201-406110	\$ 230.40	
- 01	113859	118-004179	18-002843	05/01/2018	2	Mood Sparkler Pencil	110-12-1201-406110	\$ 230,40	
02311	113859	J18-004179	18-002843	05/01/2018	3	Neon Pencil	110-12-1201-406110	\$ 112.32	
9.5.1	113859	118-004179	18-002843	05/01/2018	4	Halycon Tumbler	110-12-1201-406110	\$ 283.50	
	113859	18-004179	18-002843	05/01/2018	5	Shipping	110-12-1201-406110	\$ 77.09	
- [VENDOR] 20375 : DELL	10236574622	118-004135	18-002877	05/01/2018	1	Extended hardware maintenance Dell PowerVault 40DCRW1 5/5/18 - 5/4/20	110-11-1107-404301	\$ 1,445.76	
2625	10235983977	118-004136	18-002878	05/01/2018	1	Optiplex 7050 and monitor	110-11-1107-407415	\$ 1,029.59	
3000	10235983977	118-004136	18-002878	05/01/2018	2	5 port D Link Switch	110-11-1107-407415	\$ 112.45	
<u>_</u>	10236700694	18-004254	18-002674	05/01/2018	1	Havis DS-Dell-401	110-11-1107-407415	\$ 947,70	
VENDOR] 3555 : DESERT VIEW ANIMAL HOSPITAL	51049	118-004180	18-003038	05/01/2018	1	Invoice 51049 - Exam and Vaccine for K9 Fen	110-12-1201-403410	\$ 51.00	

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Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number		Amount	PAGE 5
	March 004040	140 00 40 4 4		05/04/2040			140 44 4404 400004		2.057.16	
- [VENDOR] 24402 : DOMINION ENERGY	March2018#2	118-004311	18-003110	05/01/2018	1	CITY BUILDINGS	110-11-1104-406201	\$	3,057.16 884.47	
	March2018#2	118-004311	18-003110	05/01/2018	2 3		110-34-3401-406201	\$	565.92	
	March2018#2	118-004311	18-003110	05/01/2018	3		110-12-1202-406201	\$ \$		
34018,55	March2018#2	118-004311	18-003110	05/01/2018	4 5	FIRE DEPARTMENT	110-12-1205-406201	э \$	1,117.44 1,637.17	
02	March2018#2	118-004311	18-003110	05/01/2018	6	STREETS DEPT	110-13-1303-406201	\$ \$	261,60	
	March2018#2	118-004311	18-003110	05/01/2018	7	CEMETERY WWTP	110-13-1304-406201 130-16-1601-406201	э \$	3,093.48	
200	March2018#2	118-004311	18-003110 18-003110	05/01/2018 05/01/2018	8	PARKS		э \$	2,535,82	
0	March2018#2	118-004311			8 9	CIVIC CENTER	110-14-1401-406201	ъ \$	3,701.82	
	March2018#2 March2018#2	118-004311 118-004311	18-003110	05/01/2018 05/01/2018	9 10	SENIOR CITIZENS	110-14-1404-406201 110-15-1501-404801	\$ \$	577.10	
	March2018#2 March2018#2	118-004311	18-003110 18-003110	05/01/2018	11	GOLF COURSE	110-14-1402-406201	\$ \$	1,791.76	
	March2018#2	118-004311	18-003110	05/01/2018	12	FRC	110-14-1405-406201	\$ \$	13,039.69	
	March2018#2	118-004311	18-003110	05/01/2018	13	WATER DEPT	150-33-3302-406201	\$	630.97	
	March2018#2	118-004311	18-003110	05/01/2018	14	HOUSING	250-35-3501-406201	\$ \$	1,428.55	
	March2018#2 March2018#2	118-004311	18-003110	05/01/2018	15	URA	110-11-1106-406201	s	1,695.30	
	Walchzolo#2	118-004511	10-003110	05/01/2018	15		110-11-1100-400201	φ	1,055.50	
[VENDOR] 20951 : DRIVE TRAIN INDUSTRIES	12-122750	118-004181	18-003010	05/01/2018	1	Femco valve	110-12-1205-406120	\$	58.35	
10 211	12-122750	118-004181	18-003010	05/01/2018	2	Femco valve	110-12-1205-406120	\$	56.65	
127.34	12-122750	118-004181	18-003010	05/01/2018	3	Freight	110-12-1205-406120	\$	12,34	
VENDOR] 21846 : ESRI INC.	93448057	118-004182	18-002935	05/01/2018	1	ARCGIS maintenance and ARCpad maintenance	130-16-1601-404301	\$	650.00	
[VENDOR] 24521 : F.H. BLACK & COMPANY, INC.	18114	118-004312	18-002685	05/01/2018	1	Accounting Software Implementation	110-11-1107-407415	\$	4,625.00	
[VENDOR] 22427 : FIRST CHOICE FORD	331474/331495	118-004183	18-003014	05/01/2018	1	Shift Cable/Bushing, Inv. #331474	150-33-3302-406120	\$	66.32	
184.42	331474/331495	118-004183	18-003014	05/01/2018	2	Seat Belt Latch, Inv. #331495	110-12-1201-406125	\$	118.35	
[VENDOR] 24529 : FIRST VETERINARY SUPPLY	WH3980	118-004184	18-002987	05/01/2018	1	Euthanasia Solution 100 ML	110-12-1202-406130	\$	49.58	
☆ [VENDOR] 24298 : FOSSEN MICHELLE	HAP-May2018	118-004255	18-003078	05/01/2018	1	CRUZ MAY HAP	295-35-3508-404010	\$	686.00	
CIVENDOR] 22483 : GALLS, AN ARAMARK COMPANY	009668108	118-004185	18-002361	05/01/2018	1	BC085 RG, B538 Badge W/Eagle & Circular Panel Badge Customization Blackington Dura For Rho-Glo, Hi-Glo, TT, And KK Only	110-12-1205-406130	\$	82.50	
69:11	009668108	118-004185	18-002361	05/01/2018	2	BC019 BG BLU, A2997 2 Horns Seal 15/16	110-12-1205-406130	\$	3.00	
	009668108	118-004185	18-002361	05/01/2018	3	Shipping	110-12-1205-406130	\$	4.21	
- IVENDOR] 24511 : GAMBLE APILL	URP-May2018	118-004256	18-003050	05/01/2018	1	MAY URP	250-00-0000-115000	\$	68.00	
- [VENDOR] 22016 : GASB	17932/02723512	118-004186	18-002985	05/01/2018	1	Subscription Renewal	110-11-1103-403220	\$	640.00	
VENDOR] 21554 : GLOBE ELECTRIC	2622	118-004222	18-002970	05/01/2018	1	fix photo cell for street lights	110-14-1402-404310	\$	94.00	
- (VENDOR) 24046 : GODFREY JULIE	URP-May2018	118-004257	18-003049	05/01/2018	1	MAY URP	250-00-0000-115000	\$	52.00	
- IVENDOR] 24449 : GUILFORD NUNCLOUS	URP-May2018	118-004259	18-003048	05/01/2018	1	MAY URP	250-00-0000-115000	\$	38.00	

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Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount	PAGE 0
- [VENDOR] 24176 : HARPER ERC	URP-May2018	118-004260	18-003047	05/01/2018	1	MAY URP	250-00-0000-115000	\$ 24.00	
_ [VENDOR] 21153 : HOMAX OIL SALES, INC	0406218/0406473	18-004137	18-002981	05/01/2018	1	15w-40 Oil, Inv. #0406218-IN	110-12-1205-406203	\$ 131.00	
nl i	0406218/0406473	118-004137	18-002981	05/01/2018	1	15w-40 Oil, Inv. #0406218-IN	110-13-1303-406203	\$ 131.00	
1101 d 24	0406218/0406473	118-004137	18-002981	05/01/2018	1	15w-40 Oil, Inv. #0406218-IN	130-16-1601-406203	\$ 131.00	
49Ld. DLe	0406218/0406473	118-004137	18-002981	05/01/2018	1	15w-40 Oil, Inv. #0406218-IN	150-33-3302-406203	\$ 131.00	
4	0406218/0406473	[18-004137	18-002981	05/01/2018	2	Fuel, WRF Plant, Inv. #0406473-IN	130-16-1601-406203	\$ 4,437.26	
- [VENDOR] 24469 : HOXSEY MKHY	HAP-May2018	118-004261	18-003058	05/01/2018	1	MAY HAP	250-00-0000-115000	\$ 31.00	
- [VENDOR] 21001 : HUNTER FAMILY MEDICAL CLINIC	RSFIRE-April2018	118-004187	18-003030	05/01/2018	1	Firefighter Physicals	110-12-1205-402203	\$ 19,989.70	
✓ [VENDOR] 23923 : IDENTI-TAPE INC.	157000	118-004223	18-002997	05/01/2018	1	Assorted tape colors and styles listed on quote, including shipping	110-14-1404-406130	\$ 223.28	
C [VENDOR] 21252 : INFINITY POWER & CONTROLS	35179	118-004188	18-002992	05/01/2018	1	Refurbished PLC card.	130-16-1601-406120	\$ 545.00	
- [VENDOR] 24343 : INFOSEND	134889	118-004138	18-002979	05/01/2018	1	BULK MAILING FOR APRIL 2018 - POSTAGE	130-16-1108-406101	\$ 1,443.17	
una38	134889	118-004138	18-002979	05/01/2018	1	BULK MAILING FOR APRIL 2018 - POSTAGE	150-33-1108-406101	\$ 1,443.16	
4121.2	134889	118-004138	18-002979	05/01/2018	2	BULK MAILING FOR APRIL 2018 - SUPPLIES	130-16-1108-406001	\$ 571.53	
	134889	118-004138	18-002979	05/01/2018	2	BULK MAILING FOR APRIL 2018 - SUPPLIES	150-33-1108-406001	\$ 571.52	
- [VENDOR] 24246 : ISLAS DE DIOS ROFOL	URP-May2018	118-004262	18-003057	05/01/2018	1	MAY URP	250-00-0000-115000	\$ 52.00	
[VENDOR] 21578 ; JM ELECTRICAL SERVICES	13932	118-004139	18-002969	05/01/2018	1	Troubleshoot genset	130-16-1601-404310	\$ 186.00	
[VENDOR] 23643 : JME FIRE PROTECTION, INC.	9034	118-004189	18-003013	05/01/2018	1	Annual extinguisher maintenance	130-16-1601-404310	\$ 1,183.60	
111080	9055	118-004313	18-003102	05/01/2018	1	Recharge Fire Extinguishers	110-12-1205-406130	\$ 433.20	
[VENDOR] 9000.2153 : JODY VAVRA	7264480	118-004304		05/01/2018	1	UB CR REFUND-99522	170-00-0000-202000	\$ 50,98	
LIVENDOR] 22340 : JOINT POWERS TELECOM BOARD	100467	118-004140	18-002974	05/01/2018	1	Internet service 4/1 - 4/30/2018; two connections	110-11-1107-405303	\$ 2,280.00	
[VENDOR] 9000.2155 : KEVIN OR PENNY DUBRY	7264482	118-004306		05/01/2018	1	UB CR REFUND-98789	170-00-0000-202000	\$ 80.16	
- [VENDOR] 24098 : LOGIUDICE LAPALLE	URP-May2018	118-004263	18-003046	05/01/2018	1	MAY URP	250-00-0000-115000	\$ 52.00	
[VENDOR] 9000.2149 : LORA MEREDITH	7264476	118-004300		05/01/2018	1	UB CR REFUND-97638	170-00-0000-202000	\$ 20.98	
- IVENDORI 24494 : LOREDO DATA LEUN	URP-May2018	118-004264	18-003055	05/01/2018	1	MAY URP	250-00-0000-115000	\$ 52.00	
- [VENDOR] 24409 : LUNA UNISTY	URP-May2018	118-004265	18-003053	05/01/2018	1	MAY URP	250-00-0000-115000	\$ 52,00	
VENDOR] 24339 : M & H PROPERTIES, LLC	HAP-May2018	118-004266	18-003069	05/01/2018	1	CHESNEY MAY HAP VASH	295-35-3508-404009	\$ 161.00	

During Seast Authors Wallar Polases Firm         10122         116.02278         0001011         10         Deck Seast Seas	Vendors	Vendor Invoice	Invoice	Purchase	Due Date	Line	Line Item Description	Account Number		Amount	PAGE 7
PLBSP         10132         11240224         1540224         1540227         2501210         2         FSB14 Trimmer         110-14-107-100         6         1,240.00           TYDECOD [121 INDUKTANERS ANNA CLUCC         40.Mar2018         116-004225         16-000255         6501/2011         1         Invices 55022 (Ammal TriAde Tamine meanter Invices 55022 (Ammal TriAde Tamine meanter Into 12-1222-460704         5         77.35           - (VID-COT 2007 (Ammal TriAde Tamine T		101000	140.004004		05/04/2048	NO	PC96 Player	110 14 1401 407410	e	675.00	
metal         metal           MDFH         44 Am2018         116-00223         14-00205         0551/2018         2         Impact 83177 Anthu Distr Came moder         110-12-122-40704         5         92.55           42 Am2018         118-00223         14-00205         0551/2018         2         Impact 83177 Anthu Distr Came moder         110-12-122-40704         5         92.55           42 Am2018         118-00223         14-00205         0551/2018         2         Impact 83177 Anthu Distr Came moder         110-12-122-40704         5         72.35           42 Am2018         118-00223         14-00205         0551/2018         7         Impact 83177 Anthu Distr Came moder         110-12-122-40704         5         72.35           42 Am2018         118-00223         14-00205         0551/2018         7         Impact 83177 Anthu Distr Came moder         110-12-122-40704         5         72.35           42 Am2018         118-00223         18-00223         18-00205         0551/2018         7         Impact 8317         110-12-122-40704         5         72.35           42 Am2018         118-00223         18-00223         18-00217         0551/2018         7         Impact 83178 Anthu Distr Came moder         110-12-122-40704         3         72.35						2					
MOCH         Advances         Induces         Biology State         Description         Description <thdescription< th=""> <thdescription< th=""> <thdescript< td=""><td>VENDOR] 129 : MOUNTAINAIRE ANIMAL CLINIC</td><td>42-Mar2018</td><td>118-004225</td><td>18-003095</td><td>05/01/2018</td><td>1</td><td></td><td>110-12-1202-404704</td><td>\$</td><td>77.35</td><td></td></thdescript<></thdescription<></thdescription<>	VENDOR] 129 : MOUNTAINAIRE ANIMAL CLINIC	42-Mar2018	118-004225	18-003095	05/01/2018	1		110-12-1202-404704	\$	77.35	
42-Mar2018         116-004225         16-00026         650/12018         4         Invoice S3821 Annual P3223713 tabeleti-         110-12-1202-404704         5         72.35           42-Mar2018         116-004225         16-000305         050/12018         5         Invoice S3821 Annual P3223713 tabeleti-         110-12-1202-404704         5         21.25           42-Mar2018         116-004225         16-000305         050/12018         7         Invoice S3821 Annual P3223775         110-12-1202-404704         5         21.25           - (NENDOR) 2077: NATHE BONE CONTRACTINO         516105         116-04225         16-0002789         050/12018         1         Counter and thar rail for CAvC Detter leby 4         110-14-1404-404010         \$         050/00           - (NENDOR) 2077: NATHE BONE CONTRACTINO         516105         116-004227         16-002789         050/12018         1         Counter and thar rail for CAvC Detter leby 4         110-14-1404-404010         \$         050/00           - (NENDOR) 2077: NATHE BONE CONTRACTINO         516105         116-004227         16-00275         0.50/12018         1         Counter and thar rail for CAvC Detter leby 4         110-14-1404-404010         \$         10.074-50           - (NENDOR) 2077: Santh         116-004228         0.50/12018         1         Counter and thar rail for CAvC Detter leb	:005	42-Mar2018	118-004225	18-003095	05/01/2018	2		110-12-1202-404704	\$	89.25	
42-Mar2018         116-004225         16-00026         650/12018         4         Invoice S3821 Annual P3223713 tabeleti-         110-12-1202-404704         5         72.35           42-Mar2018         116-004225         16-000305         050/12018         5         Invoice S3821 Annual P3223713 tabeleti-         110-12-1202-404704         5         21.25           42-Mar2018         116-004225         16-000305         050/12018         7         Invoice S3821 Annual P3223775         110-12-1202-404704         5         21.25           - (NENDOR) 2077: NATHE BONE CONTRACTINO         516105         116-04225         16-0002789         050/12018         1         Counter and thar rail for CAvC Detter leby 4         110-14-1404-404010         \$         050/00           - (NENDOR) 2077: NATHE BONE CONTRACTINO         516105         116-004227         16-002789         050/12018         1         Counter and thar rail for CAvC Detter leby 4         110-14-1404-404010         \$         050/00           - (NENDOR) 2077: NATHE BONE CONTRACTINO         516105         116-004227         16-00275         0.50/12018         1         Counter and thar rail for CAvC Detter leby 4         110-14-1404-404010         \$         10.074-50           - (NENDOR) 2077: Santh         116-004228         0.50/12018         1         Counter and thar rail for CAvC Detter leb	340.00	42-Mar2018	118-004225	18-003095	05/01/2018	3		110-12-1202-404704	\$	29,75	
Handborn		42-Mar2018	118-004225	18-003095	05/01/2018	4		110-12-1202-404704	S	72.35	
Landbook         Houses         House		42-Mar2018	118-004225	18-003095	05/01/2018	5		110-12-1202-404704	\$	21.25	
Vaccinations         Indicate		42-Mar2018	118-004225	18-003095	05/01/2018	6		110-12-1202-404704	\$	29.75	
PRENDER JEAN HARMANNING         DOTO         FLOAD Life         FLOAD Life <thf< td=""><td></td><td>42-Mar2018</td><td>118-004225</td><td>18-003095</td><td>05/01/2018</td><td>7</td><td></td><td>110-12-1202-404704</td><td>\$</td><td>21.25</td><td></td></thf<>		42-Mar2018	118-004225	18-003095	05/01/2018	7		110-12-1202-404704	\$	21.25	
PENDOR(2213::NARCO INC.         G880/2356116         118-00410         18-00297         0.501/2018         1         Garbage bags for work resilution         110-11-1105-405001         \$         33.43           -         [VENDOR] 266::NL-LIFE AUTO GLASS LLC         47598         118-004141         18-002975         0.501/2018         1         Windshield         110-12-1201-406125         \$         189.40           PENDOR] 266::NL-LIFE AUTO GLASS LLC         47598         118-004299         0.501/2018         1         Windshield         110-14-1404-404301         \$         20.10           -         [VENDOR] 2158::ORVIN EXTERMINATING         158237481         118-004228         15-002338         0.501/2018         1         Monthly peticontrol service         110-14-1404-404301         \$         154.55           -         [VENDOR] 2439::OVERY         PAP-May2018         118-004267         18-003073         0.501/2018         1         Monthly peticontrol service         110-11-110-405301         \$         0.501           -         [VENDOR] 2461::PAETEC         7001190         118-004142         18-002892         0.501/2018         1         Mayor/Council         110-11-1104-05301         \$         0.501           -         7001190         118-004142         18-002892         0.501/2018	[VENDOR] 23377 : NATIVE SONS CONTRACTING	516108	118-004226	18-002789	05/01/2018	1		110-14-1404-404310	\$	960.00	
- MENDORI 266: INULIFE AUTO GLASS LLC         47598         II 8-004141         18-002258         0501/2018         1         Windshield         110-12-1201-406125         \$         189.40           VENDORI 2002.148 : OLGA JELACA         7264475         II 8-004299         0501/2018         1         UB CR REFUND-100004         170-00-000-0202000         \$         20.10           - IVENDORI 21396 : ORKIN EXTERMINATING         168237481         II 8-004228         18-002382         0501/2018         1         Monthly pest control service         110-14-1404-404301         \$         154.56           - IVENDORI 24399 : OVERY         PAP         HAP-May2018         II 8-004267         18-002382         0501/2018         1         Monthly pest control service         110-11-1109-405301         \$         1.66           - IVENDORI 24399 : OVERY         PAP         HAP-May2018         II 8-004242         18-002382         0501/2018         1         Mayor/Council         110-11-1109-405301         \$         1.07.8           - TORING 3661 : PAETEC         70011090         II 8-00142         18-002382         0501/2018         3         Attomey         110-11-1109-405301         \$         2.9.4           - TORING 3661 : PAETEC         70011090         II 8-00142         18-002382         0501/2018         4	- [VENDOR] 20787 : NICKERSON COMPANY INC	J19368/J19357	118-004227	18-003090	05/01/2018	1		150-33-3302-406130	\$	10,874.50	
Instrumentation         Instrumentatinstrumentatinstrumentation         Instrumentation <td>- [VENDOR] 22913 : NORCO INC.</td> <td>G880/23566116</td> <td>118-004190</td> <td>18-002975</td> <td>05/01/2018</td> <td>1</td> <td>Garbage bags for work restitution</td> <td>110-11-1105-406001</td> <td>\$</td> <td>33.43</td> <td></td>	- [VENDOR] 22913 : NORCO INC.	G880/23566116	118-004190	18-002975	05/01/2018	1	Garbage bags for work restitution	110-11-1105-406001	\$	33.43	
- IVENDORI 21366 : ORIGN EXTERMINATING - IVENDORI 21366 : ORIGN EXTERMINATING - IVENDORI 24399 : OVERY PAy - IVENDORI 3461 : PAETEC - IVENDORI 3501 : S - IVENDORI 3501 :	[VENDOR] 266 : NU-LIFE AUTO GLASS LLC	47598	118-004141	18-002958	05/01/2018	1	Windshield	110-12-1201-406125	\$	189.40	
	[VENDOR] 9000.2148 : OLGA JELACA	7264475	i18-004299		05/01/2018	1	UB CR REFUND-100004	170-00-0000-202000	\$	20.10	
PVENDOR] 3461 : PAETEC         70011090         118-004142         18-002982         05/01/2018         1         Mayor/Council         110-11-1101-405301         \$         1.56           70011090         118-004142         18-002982         05/01/2018         2         Human Resources         110-11-1109-405301         \$         6.46           70011090         118-004142         18-002982         05/01/2018         3         Atlomey         110-11-1103-405301         \$         22.04           70011090         118-004142         18-002982         05/01/2018         4         Finance         110-11-1103-405301         \$         3.32           70011090         118-004142         18-002982         05/01/2018         6         Police Department         110-12-1201-405301         \$         3.32           70011090         118-004142         18-002982         05/01/2018         6         Police Department         110-12-1202-405301         \$         3.51           70011090         118-004142         18-002982         05/01/2018         7         Animal Control         110-12-1202-405301         \$         5.17           70011090         118-004142         18-002982         05/01/2018         9         Engineering         110-13-1301-405301         \$ <td>- [VENDOR] 21356 : ORKIN EXTERMINATING</td> <td>168237481</td> <td>118-004228</td> <td>18-002338</td> <td>05/01/2018</td> <td>1</td> <td>Monthly pest control service</td> <td>110-14-1404-404301</td> <td>\$</td> <td>154.56</td> <td></td>	- [VENDOR] 21356 : ORKIN EXTERMINATING	168237481	118-004228	18-002338	05/01/2018	1	Monthly pest control service	110-14-1404-404301	\$	154.56	
Internet	-[VENDOR] 24399 : OVERY Ray	HAP-May2018	118-004267	18-003073	05/01/2018	1	CISNEROS MAY HAP VASH	295-35-3508-404009	\$	680.00	
1001000       118-001142       18-00282       05/01/2018       2       Attorney       110-11-1102-405301       5       6.46         10011000       118-001142       18-00282       05/01/2018       4       Finance       110-11-1102-405301       5       22.04         10011000       118-001142       18-00282       05/01/2018       5       Municipal Court       110-11-1105-405301       5       3.92         10011000       118-001142       18-00282       05/01/2018       6       Police Department       110-12-1201-405301       5       3.92         10011090       118-001142       18-00282       05/01/2018       6       Police Department       110-12-1202-405301       5       5.17         10011090       118-004142       18-002982       05/01/2018       7       Animal Control       110-12-1202-405301       5       5.17         10011090       118-004142       18-002982       05/01/2018       8       Fire Department       110-13-1301-405301       5       6.84         10011090       118-004142       18-002982       05/01/2018       10       Public Services       110-13-1304-405301       5       1.81         10011090       118-004142       18-002982       05/01/2018       11	- [VENDOR] 3461 : PAETEC	70011090	118-004142	18-002982	05/01/2018	1	Mayor/Council	110-11-1101-405301	\$	1.56	
70011090       118-004142       18-002982       05/01/2018       4       Finance       110-11-1103-405301       \$       22.04         70011090       118-004142       18-002982       05/01/2018       5       Municipal Court       110-11-1103-405301       \$       3.92         70011090       118-004142       18-002982       05/01/2018       6       Police Department       110-12-1201-405301       \$       29.14         70011090       118-004142       18-002982       05/01/2018       7       Animal Control       110-12-1202-405301       \$       1.36         70011090       118-004142       18-002982       05/01/2018       8       Fire Department       110-12-1202-405301       \$       5.17         70011090       118-004142       18-002982       05/01/2018       8       Fire Department       110-13-1301-405301       \$       6.84         70011090       118-004142       18-002982       05/01/2018       10       Public Services       110-19-1902-405301       \$       3.55         70011090       118-004142       18-002982       05/01/2018       11       Building Department       110-19-1902-405301       \$       0.51         70011090       118-004142       18-002982       05/01/2018       1		70011090	118-004142	18-002982	05/01/2018	2	Human Resources	110-11-1109-405301	\$	10.78	
Hot 1000       Hot 04142       Hot 04142       Hot 02282       OS/01/2018       5       Municipal Court       Hot 11-1105-405301       \$       3.92         70011090       H8-004142       18-002982       05/01/2018       6       Police Department       110-12-1201-405301       \$       29.14         70011090       H8-004142       18-002982       05/01/2018       7       Animal Control       110-12-1202-405301       \$       1.36         70011090       H8-004142       18-002982       05/01/2018       8       Fire Department       110-12-1202-405301       \$       5.17         70011090       H8-004142       18-002982       05/01/2018       9       Engineering       110-13-1301-405301       \$       6.84         70011090       H8-004142       18-002982       05/01/2018       10       Public Services       110-19-1901-405301       \$       3.55         70011090       H8-004142       18-002982       05/01/2018       11       Building Department       110-19-1902-405301       \$       0.51         70011090       H8-004142       18-002982       05/01/2018       13       Cemetry       110-19-1902-405301       \$       0.51         70011090       H8-004142       18-002982       05/01/2018		70011090	118-004142	18-002982	05/01/2018	3	Attorney	110-11-1102-405301	\$	6.46	
70011090118-00414218-00298205/01/20188Fire Department110-12-1205-00501\$5.1770011090118-00414218-00298205/01/20189Engineering110-13-1301-405301\$6.8470011090118-00414218-00298205/01/201810Public Services110-19-1901-405301\$3.5570011090118-00414218-00298205/01/201811Building Department110-19-1902-405301\$1.8170011090118-00414218-00298205/01/201812Shop110-19-1903-405301\$0.5170011090118-00414218-00298205/01/201812Shop110-13-1304-405301\$0.5170011090118-00414218-00298205/01/201813Cemetery110-13-1304-405301\$0.7570011090118-00414218-00298205/01/201814Civic Center110-14-1404-405301\$0.2770011090118-00414218-00298205/01/201815Family Rec Center110-14-1405-405301\$0.2770011090118-00414218-00298205/01/201815Family Rec Center110-14-1405-405301\$5.7270011090118-00414218-00298205/01/201816WWTP130-16-1601-405301\$0.9770011090118-00414218-00298205/01/201816WWTP130-16-1601-405301\$0.9770011090118-00414218-00298205/01/201816 <td>1)</td> <td>70011090</td> <td>118-004142</td> <td>18-002982</td> <td>05/01/2018</td> <td>4</td> <td>Finance</td> <td>110-11-1103-405301</td> <td>\$</td> <td>22.04</td> <td></td>	1)	70011090	118-004142	18-002982	05/01/2018	4	Finance	110-11-1103-405301	\$	22.04	
70011090118-00414218-00298205/01/20188Fire Department110-12-1205-00501\$5.1770011090118-00414218-00298205/01/20189Engineering110-13-1301-405301\$6.8470011090118-00414218-00298205/01/201810Public Services110-19-1901-405301\$3.5570011090118-00414218-00298205/01/201811Building Department110-19-1902-405301\$1.8170011090118-00414218-00298205/01/201812Shop110-19-1903-405301\$0.5170011090118-00414218-00298205/01/201812Shop110-13-1304-405301\$0.5170011090118-00414218-00298205/01/201813Cemetery110-13-1304-405301\$0.7570011090118-00414218-00298205/01/201814Civic Center110-14-1404-405301\$0.2770011090118-00414218-00298205/01/201815Family Rec Center110-14-1405-405301\$0.2770011090118-00414218-00298205/01/201815Family Rec Center110-14-1405-405301\$5.7270011090118-00414218-00298205/01/201816WWTP130-16-1601-405301\$0.9770011090118-00414218-00298205/01/201816WWTP130-16-1601-405301\$0.9770011090118-00414218-00298205/01/201816 <td>, 24</td> <td>70011090</td> <td>118-004142</td> <td>18-002982</td> <td>05/01/2018</td> <td>5</td> <td>Municipal Court</td> <td>110-11-1105-405301</td> <td>\$</td> <td>3,92</td> <td></td>	, 24	70011090	118-004142	18-002982	05/01/2018	5	Municipal Court	110-11-1105-405301	\$	3,92	
70011090118-00414218-00298205/01/20188Fire Department110-12-1205-00501\$5.1770011090118-00414218-00298205/01/20189Engineering110-13-1301-405301\$6.8470011090118-00414218-00298205/01/201810Public Services110-19-1901-405301\$3.5570011090118-00414218-00298205/01/201811Building Department110-19-1902-405301\$1.8170011090118-00414218-00298205/01/201812Shop110-19-1903-405301\$0.5170011090118-00414218-00298205/01/201812Shop110-13-1304-405301\$0.5170011090118-00414218-00298205/01/201813Cemetery110-13-1304-405301\$0.7570011090118-00414218-00298205/01/201814Civic Center110-14-1404-405301\$0.2770011090118-00414218-00298205/01/201815Family Rec Center110-14-1405-405301\$0.2770011090118-00414218-00298205/01/201815Family Rec Center110-14-1405-405301\$5.7270011090118-00414218-00298205/01/201816WWTP130-16-1601-405301\$0.9770011090118-00414218-00298205/01/201816WWTP130-16-1601-405301\$0.9770011090118-00414218-00298205/01/201816 <td></td> <td>70011090</td> <td>118-004142</td> <td>18-002982</td> <td>05/01/2018</td> <td>6</td> <td>Police Department</td> <td>110-12-1201-405301</td> <td>\$</td> <td>29.14</td> <td></td>		70011090	118-004142	18-002982	05/01/2018	6	Police Department	110-12-1201-405301	\$	29.14	
10011050118-00114218-002982050/1/20189Engineering110-13-1301-405301\$6.8470011090118-00414218-00298205/01/201810Public Services110-19-1901-405301\$3.5570011090118-00414218-00298205/01/201811Building Department110-19-1902-405301\$1.8170011090118-00414218-00298205/01/201812Shop110-13-1304-405301\$0.5170011090118-00414218-00298205/01/201812Shop110-13-1304-405301\$0.5170011090118-00414218-00298205/01/201813Cemetery110-13-1304-405301\$0.7570011090118-00414218-00298205/01/201814Civic Center110-14-1404-405301\$0.2770011090118-00414218-00298205/01/201815Family Rec Center110-14-1405-405301\$5.7270011090118-00414218-00298205/01/201816WWTP130-16-1601-405301\$0.97	1.	70011090	118-004142	18-002982	05/01/2018	7	Animal Control	110-12-1202-405301	\$	1.36	
70011090       118-004142       18-002982       05/01/2018       10       Public Services       110-19-1901-405301       \$       3.55         70011090       118-004142       18-002982       05/01/2018       11       Building Department       110-19-1902-405301       \$       1.81         70011090       118-004142       18-002982       05/01/2018       12       Shop       110-19-1903-405301       \$       0.51         70011090       118-004142       18-002982       05/01/2018       13       Cemetery       110-13-1304-405301       \$       0.75         70011090       118-004142       18-002982       05/01/2018       14       Civic Center       110-14-1404-405301       \$       0.27         70011090       118-004142       18-002982       05/01/2018       15       Family Rec Center       110-14-1404-405301       \$       0.27         70011090       118-004142       18-002982       05/01/2018       15       Family Rec Center       110-14-1405-405301       \$       5.72         70011090       118-004142       18-002982       05/01/2018       16       WWTP       130-16-1601-405301       \$       0.97         70011090       18-004142       18-002982       05/01/2018       16       W		70011090	118-004142	18-002982	05/01/2018	8	Fire Department		\$	5.17	
70011090       118-004142       18-002982       05/01/2018       11       Building Department       110-19-1902-405301       \$       1.81         70011090       118-004142       18-002982       05/01/2018       12       Shop       110-19-1903-405301       \$       0.51         70011090       118-004142       18-002982       05/01/2018       13       Cemetery       110-13-1304-405301       \$       0.75         70011090       118-004142       18-002982       05/01/2018       14       Civic Center       110-14-1404-405301       \$       0.27         70011090       118-004142       18-002982       05/01/2018       15       Family Rec Center       110-14-1405-405301       \$       0.27         70011090       118-004142       18-002982       05/01/2018       15       Family Rec Center       110-14-1405-405301       \$       5.72         70011090       118-004142       18-002982       05/01/2018       16       WWTP       130-16-1601-405301       \$       0.97         70011090       118-004142       18-002982       05/01/2018       16       WWTP       130-16-1601-405301       \$       0.97		70011090	118-004142	18-002982	05/01/2018	9	Engineering	110-13-1301-405301	\$	6.84	
70011090       118-004142       18-002982       05/01/2018       12       Shop       110-19-1903-405301       \$       0.51         70011090       118-004142       18-002982       05/01/2018       13       Cemetery       110-13-1304-405301       \$       0.75         70011090       118-004142       18-002982       05/01/2018       14       Civic Center       110-14-1404-405301       \$       0.27         70011090       118-004142       18-002982       05/01/2018       15       Family Rec Center       110-14-1405-405301       \$       5.72         70011090       118-004142       18-002982       05/01/2018       16       WWTP       130-16-1601-405301       \$       0.97         70011090       118-004142       18-002982       05/01/2018       16       WWTP       130-16-1601-405301       \$       0.97		70011090	118-004142	18-002982	05/01/2018	10	Public Services	110-19-1901-405301	\$		
70011090       118-004142       18-002982       05/01/2018       13       Cemetery       110-13-1304-405301       \$       0.75         70011090       118-004142       18-002982       05/01/2018       14       Civic Center       110-14-1404-405301       \$       0.27         70011090       118-004142       18-002982       05/01/2018       15       Family Rec Center       110-14-1405-405301       \$       5.72         70011090       118-004142       18-002982       05/01/2018       16       WWTP       130-16-1601-405301       \$       0.97		70011090	118-004142	18-002982	05/01/2018	11	Building Department	110-19-1902-405301	\$	1.81	
70011090       118-004142       18-002982       05/01/2018       14       Civic Center       110-14-1404-405301       \$       0.27         70011090       118-004142       18-002982       05/01/2018       15       Family Rec Center       110-14-1405-405301       \$       5.72         70011090       118-004142       18-002982       05/01/2018       16       WWTP       130-16-1601-405301       \$       0.97		70011090	118-004142	18-002982	05/01/2018	12	Shop	110-19-1903-405301	\$	0.51	
70011090         118-004142         18-002982         05/01/2018         15         Family Rec Center         110-14-1405-405301         \$         5.72           70011090         118-004142         18-002982         05/01/2018         16         WWTP         130-16-1601-405301         \$         0.97		70011090	118-004142	18-002982	05/01/2018	13	Cemetery	110-13-1304-405301	\$		
70011090 118-004142 18-002982 05/01/2018 16 WWTP 130-16-1601-405301 \$ 0.97		70011090	118-004142	18-002982	05/01/2018	14	Civic Center	110-14-1404-405301	\$		
		70011090	118-004142	18-002982	05/01/2018	15	Family Rec Center	110-14-1405-405301	\$		
70011090 118-004142 18-002982 05/01/2018 17 Water Operations 150-33-3302-405301 \$ 2.16		70011090	118-004142	18-002982	05/01/2018	16	WWTP	130-16-1601-405301	\$		
		70011090	118-004142	18-002982	05/01/2018	17	Water Operations	150-33-3302-405301	\$	2.16	

										PAGE 8
Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number		Amount	
	70011090	118-004142	18-002982	05/01/2018	18	Water Admin	150-33-1108-405301	\$	2.02	
	70011090	118-004142	18-002982	05/01/2018	19	Sewer Admin	130-16-1108-405301	\$	2.01	
	70011090	[18-004142	18-002982	05/01/2018	20	Museum	110-34-3401-405301	\$	0,84	
	70011090	118-004142	18-002982	05/01/2018	21	Housing	250-35-3501-405301	\$	2.94	
,	70011090	118-004142	18-002982	05/01/2018	22	Data Processing	110-11-1107-405301	\$	0.42	
" [VENDOR] 24478 : PARKER LOTUODO	URP-May2018	118-004268	18-003040	05/01/2018	1	MAY URP	295-35-3508-404011	\$	12.00	
VENDOR] 24260 : PENOFF	HAP-May2018	118-004273	18-003072	05/01/2018	1	CORDOVA MAY HAP	295-35-3508-404010	\$	260.00	
[VENDOR] 24503 : PERFECTPETMATCH.COM LLC	12347	118-004191	18-003003	05/01/2018	1	Petstablished software subscription through 2/2/19	110-11-1107-404301	\$	384.00	
TVENDOR] 21255 : PERFORMANCE OVERHEAD DOOR INC	15824	118-004143	18-002973	05/01/2018	1	Liftmaster trolley opener	110-19-1903-404310	\$	1,125.00	
- [VENDOR] 24539 : PITTS MULADUN ANOLUM	ORP-May2018	118-004274	18-003037	05/01/2018	1	MAY URP	250-00-0000-115000	\$	38.00	
<ul> <li>[VENDOR] 23329 : PLASTIC PRINTERS.COM</li> </ul>	089342	118-004229	18-002795	05/01/2018	1	bar code tags	110-14-1405-406001	\$	805.00	
VENDOR] 23822 : PLATT ELECTRIC SUPPLY	P763454	118-004192	18-002874	05/01/2018	1	LED cpmversion kits and lamps	130-16-1601-406120	\$	702.22	
- [VENDOR] 19709 : PMS CUSTOM SCREEN PRINTING	2427	118-004193	18-002953	05/01/2018	1	Small-Xlarge award T-shirts	110-14-1404-406132	\$	184.00	
194.0D	2427	118-004193	18-002953	05/01/2018	2	XXLarge award T-Shirt	110-14-1404-406132	\$	10.00	
r [VENDOR] 23425 : PORTER DOUG	ResMngr-May2018	18-004275	18-003062	05/01/2018	1	Resident Manager	250-35-3501-403308	\$	50.00	
[VENDOR] 23918 : POWER ENGINEERING CO.	0207875-IN	118-004230	18-000229	05/01/2018	1	chiller service	110-14-1405-406120	\$	291.67	
- [VENDOR] 20450 : PRECOR INC.	4524999039	118-004231	18-002984	05/01/2018	1	lift motor	110-14-1405-406120	\$	216.53	
230,64	4524999039	118-004231	18-002984	05/01/2018	2	shipping	110-14-1405-406120	\$	14.11	
VENDOR] 20599 : PRESTIGE FLAG	448022	118-004144	18-002667	05/01/2018	1	Pin flags	110-14-1402-406130	\$	1,238.25	
12015	448022	118-004144	18-002667	05/01/2018	2	shipping	110-14-1402-406130	\$	31.20	
VENDOR] 23877 : PRODUCTIVE CORP.	20180156	118-004145	18-002926	05/01/2018	1	Fortinet Licensing Expires 6/30/2021	110-11-1107-404301	\$	42,954.71	
• [VENDOR] 23489 : PUKKA INC.	HQ01196-IN	118-004232	18-003023	05/01/2018	1	Custom logo hats for sale	110-14-1402-406133	\$	547.20	
			10.000000	05/04/0010		for an angle	110 11 1105 100100	<i>c</i>	100 11	
- [VENDOR] 18923 : RECREATION SUPPLY COMPANY	337286	118-004233	18-002990	05/01/2018	1	fanny packs	110-14-1405-406120	\$ \$	129,44	
212.72	337286	118-004233	18-002990	05/01/2018	2	whistles	110-14-1405-406130	Ŷ	83.28	
· [VENDOR] 24045 : REYES WYOR SUF	URP-May2018	118-004276	18-003045	05/01/2018	1	MAY URP	250-00-0000-115000	\$	31.00	
- IVENDOR] 24492 : ROBERTSON SOUNCE HON	URP-May2018	118-004277	18-003044	05/01/2018	1	MAY URP	250-00-0000 <b>-</b> 115000	\$	38.00	
[VENDOR] 158 : ROCK SPRINGS CHAMBER OF COMMERCE	13609	118-004194	18-003017	05/01/2018	1	City-Wide Cleanup - Chamber Gift Certificate Giveaways	110-11-1101-405410	\$	500.00	
- [VENDOR] 23637 : ROCK SPRINGS CREEKSIDE APTS. 3104.02	HAP-May2018	118-004278	18-003084	05/01/2018	1	HORNER MAY HAP	295-35-3508 <b>-40</b> 4010	\$	611.00	

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Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount	
	HAP-May2018	118-004278	18-003084	05/01/2018	2	PRATER MAY HAP	295-35-3508-404010	\$ 474.00	
	HAP-May2018	118-004278	18-003084	05/01/2018	3	CREA MAY HAP	295-35-3508-404010	\$ 293.00	
	HAP-May2018	118-004278	18-003084	05/01/2018	4	GARDNER MAY HAP	295-35-3508-404010	\$ 704.00	
	HAP-May2018	118-004278	18-003084	05/01/2018	5	BEEN MAY HAP	295-35-3508-404010	\$ 660.00	
	HAP-May2018	118-004278	18-003084	05/01/2018	6	BERTOT MAY HAP	295-35-3508-404010	\$ 432.00	
- [VENDOR] 21577 : ROCK SPRINGS IV CENTER	16653-1	118-004146	18-002938	05/01/2018	1	Medications for EMS	110-12-1205-406130	\$ 83.08	
[VENDOR] 24332 : ROCK SPRINGS PET HOSPITAL, LLC	663-Apr2018	118-004234	18-003096	05/01/2018	1	Invoice 3750 Animal PS234670 Chester	110-12-1202-404704	\$ 50.00	
	663-Apr2018	118-004234	18-003096	05/01/2018	2	Invoice 3762 Animal PS234664 Buttercup vaccinations	110-12-1202-404704	\$ 39.00	
84	663-Apr2018	118-004234	18-003096	05/01/2018	3	Invoice 3762 Animal PS234928 Grace Feline spay and vaccinations	110-12-1202-404704	\$ 85.00	
NBLE.84	663-Apr2018	118-004234	18-003096	05/01/2018	4	Invoice 3762 Animal PS235447 Casper vaccinations	110-12-1202-404704	\$ 39.00	
·	663-Apr2018	118-004234	18-003096	05/01/2018	5	Invoice 3762 Animal PS235492 Little Buddy vaccinations	110-12-1202-404704	\$ 39.00	
	663-Apr2018	118-004234	18-003096	05/01/2018	6	Invoice 3764 Animal PS235447 Casper - Anesthesia	110-12-1202-404704	\$ 60.00	
	663-Apr2018	118-004234	18-003096	05/01/2018	7	Invoice 3782 Animal PS234658 Jasper Feline spay and vaccinations	110-12-1202-404704	\$ 85.00	
	663-Apr2018	118-004234	18-003096	05/01/2018	8	Invoice 3782 Animal PS237185 Harley Anesthesia and vaccinations	110-12-1202-404704	\$ 99.00	
	663-Apr2018	118-004234	18-003096	05/01/2018	9	Invoice 3806 Animal PS239838 Sadie Canine spay and vaccinations	110-12-1202-404704	\$ 130.00	
	663-Apr2018	118-004234	18-003096	05/01/2018	10	Invoice 3808 Animal 18-00115 May May canine spay and vaccinations	110-12-1202-404704	\$ 130.00	
	663-Apr2018	118-004234	18-003096	05/01/2018	11	Invoice 3809 Animal 18-00115 May May - Drontal Plus Medium Dog de-wormer	110-12-1202-404704	\$ 30.84	
[VENDOR] 22518 : ROCK SPRINGS RENEWAL FUND	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	1	glass art wall hangings for Main St awards	110-11-1106-406144	\$ 510.00	
	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	2	Downtown 1st awards banquet supplies	110-11-1106-406144	\$ 16.00	
28	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	3	Ricks Remodeling -	110-11-1106-406130	\$ 387.59	
020.08	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	4	Artisic Labels - postal	110-11-1106-406001	\$ 33.89	
1.00-1	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	5	FIVERR - reimburse graphic design	110-11-1106-406130	\$ 11.00	
	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	6	Facebook - advertisement reimbursement	110-11-1106-406140	\$ 300.00	
	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	7	Facebook ads reimbursement	110-11-1106-405402	\$ 20.90	
	Reimb-Mar/Apr2018	118-004147	18-002978	05/01/2018	8	Facebook ads reimbursement	110-34-3401-405403	\$ 150.00	
	RG2493711	118-004195	18-003009	05/01/2018	1	Reimburse RSRF - Swank movie rental "Dances with Wolves" 4/26-4/26	110-11-1106-406141	\$ 303.00	
[VENDOR] 24430 : ROCKY MOUNTAIN AIR SOLUTIONS	6688868/66888696	118-004196	18-003011	05/01/2018	1	Welding Supplies	110-19-1903-406130	\$ 42.38	
- [VENDOR] 137 : ROCKY MOUNTAIN POWER	March2018#2	118-004314	18-003111	05/01/2018	1	Electric Charges - Housing	250-35-3501-406202	\$ 1,281.60	
[VENDOR] 23117 : ROCKY MOUNTAIN POWERSPORTS	33602	118-004197	18-002999	05/01/2018	1	Trailer to haul mower and equipment	250-35-3502-406120	\$ 965.00	
- [VENDOR] 24530 : ROLLINS	URP-May2018	[18-004279	18-003041	05/01/2018	1	MAY URP	295-35-3508-404011	\$ 8.00	
VENDOR] 22714 : RS APARTMENTS LLC	HAP-May2018	118-004280	18-003083	05/01/2018	1	LANDEROZ MAY HAP	295-35-3508-404010	\$ 233.00	
- [VENDOR] 23738 : SAAVEDRA LOULSOL	URP-May2018	118-004281	18-003043	05/01/2018	1	MAY URP	250-00-0000-115000	\$ 52.00	

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Vendors .	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number		Amount	PAGE 10
- [VENDOR] 24115 : SANCHEZ UNDALY	ResMngr-May2018	118-004282	18-003061	05/01/2018	1	Resident Manager	250-35-3501-403308	\$	175.00	
[VENDOR] 9000.2154 : SCOTT P. CHRISTIANSEN ESTATE	7264481	118-004305		05/01/2018	1	UB CR REFUND-94346	170-00-0000-202000	\$	54.34	
VENDOR] 23602 : SELF TUM	HAP-May2018	118-004283	18-003071	05/01/2018	1	STROZZI MAY HAP	295-35-3508-404010	\$	476.00	
VENDOR] 24268 : SEMEDO ECHA	URP-May2018	118-004284	18-003054	05/01/2018	1	MAY URP	250-00-0000-115000	\$	31.00	
- [VENDOR] 23938 : SHELL UVGU	URP-May2018	118-004285	18-003052	05/01/2018	1	MAY URP	250-00-0000-115000	\$	38.00	
[VENDOR] 176 : SIRCHIE LABORATORIES	0344781-IN	[18-004198	18-002905	05/01/2018	1	Coveralis M	110-12-1201-406134	\$	80.00	
	0344781-IN	118-004198	18-002905	05/01/2018	2	Coverails L	110-12-1201-406134	\$	80.00	
- ilD	0344781-IN	118-004198	18-002905	05/01/2018	3	Coveralls XL	110-12-1201-406134	\$	80.00	
2910.40	0344781-IN	118-004198	18-002905	05/01/2018	4	Coveralls 2XL	110-12-1201-406134	\$	40.00	
Contra Co	0344781-IN	118-004198	18-002905	05/01/2018	5	Shipping	110-12-1201-406101	\$	16.90	
	0344160-IN	[18-004199	18-002854	05/01/2018	1	Medium Gloves for Evidence Collection	110-12-1201-406134	\$	192.50	
	0344160-IN	118-004199	18-002854	05/01/2018	2	Large Gloves for evidence collection	110-12-1201-406134	\$	367.50	
	0344160-IN	[18-004199	18-002854	05/01/2018	3	Shipping	110-12-1201-406101	\$	33.50	
[VENDOR] 22717 : SOUTHWEST REAL ESTATE	HAP-May2018	118-004286	18-003074	05/01/2018	1	REYNOLDS MAY HAP VASH	295-35-3508-404009	\$	779.00	
VENDOR] 22194 : SPORTSMAN'S WAREHOUSE	254-00614	118-004287	18-003099	05/01/2018	1	Wild Fire Cooler, Inv. #254-00614	110-12-1205-406130	\$	69.99	
VENDOR] 23298 : SPRINGVIEW MANOR APTS	HAP-May2018	118-004288	18-003103	05/01/2018	1	MOREY MAY HAP VASH	295-35-3508-404009	\$	422.00	
Ψ.	HAP-May2018	18-004288	18-003103	05/01/2018	2	CRANFORD MAY HAP	295-35-3508-404010	\$	209.00	
- iN	HAP-May2018	118-004288	18-003103	05/01/2018	3	MARCINEK MAY HAP VASH	295-35-3508-404009	\$	284.00	
3373.00	HAP-May2018	18-004288	18-003103	05/01/2018	4	MACE MAY HAP TPT	295-35-3508-404008	\$	469.00	
1012°	HAP-May2018	118-004288	18-003103	05/01/2018	5	PETERSON MAY HAP VASH	295-35-3508-404009	\$	540.00	
	HAP-May2018	118-004288	18-003103	05/01/2018	6	FLETCHER MAY HAP	295-35-3508-404010	\$	269.00	
	HAP-May2018	118-004288	18-003103	05/01/2018	7	SUTPHIN MAY HAP TPT	295-35-3508-404008	\$	225.00	
	HAP-May2018	118-004288	18-003103	05/01/2018	8	GUNYAN MAY HAP	295-35-3508-404010	\$	645.00	
	HAP-May2018	118-004288	18-003103	05/01/2018	9	HUANG MAY HAP	295-35-3508-404010	\$	310.00	
VENDOR] 22089 : STAPLES	5229-331/Mar-Apr2018	118-004200	18-003027	05/01/2018	1	Office Supplies, Museum	110-34-3401-406001	\$	260.25	
	5229-331/Mar-Apr2018	118-004200	18-003027	05/01/2018	2	Office Supplies - FRC	110-14-1405-406001	\$	164.56	
231	5229-331/Mar-Apr2018	118-004200	18-003027	05/01/2018	3	Office Supplies - FRC	110-14-1405-406001	\$	34.99	
Ger-	5229-331/Mar-Apr2018	118-004200	18-003027	05/01/2018	4	Office Supplies - Finance/WA/SW Admin	110-11-1103-406001	\$	80,12	
<b>_</b>	5229-331/Mar-Apr2018	118-004200	18-003027	05/01/2018	4	Office Supplies - Finance/WA/SW Admin	130-16-1108-406001	\$	11.73	
	5229-331/Mar-Apr2018	118-004200	18-003027	05/01/2018	4	Office Supplies - Finance/WA/SW Admin	150-33-1108-406001	\$	11.74	
[VENDOR] 22639 : STAPLES ADVANTAGE	LA@368565-Mar2018	118-004148	18-002980	05/01/2018	1	Office Supplies, Inv. #3371409096	110-12-1201-406001	\$	16.69	
131:2	LA@368565-Mar2018	118-004148	18-002980	05/01/2018	2	Office Supplies, Inv. #3372965503, 3372965504	110-12-1201-406001	\$	114.43	
- [VENDOR] 24335 : STEPHENSON MDN DOL	URP-May2018	118-004289	18-003042	05/01/2018	1	MAY URP	250-00-0000-115000	\$	31.00	
[VENDOR] 3533 : SUN LIFE FINANCIAL	May2018	118-004201	18-003016	05/01/2018	1	MAYOR/COUNCIL	110-11-1101-402010	\$	58.15	
	May2018 May2018	118-004201	18-003016	05/01/2018	2	ATTORNEY	110-11-1102-402010	\$	19.53	
1341.03	mayzoro	.10-00-1201	10 0000 10	00.0 1/2010	-		······································	-		

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Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount	
	May2018	118-004201	18-003016	05/01/2018	3	FINANCE/ADMIN	110-11-1103-402010	\$ 45,97	
	May2018	118-004201	18-003016	05/01/2018	4	CITY BUILDINGS	110-11-1104-402010	\$ 6.51	
	May2018	(18-004201	18-003016	05/01/2018	5	MUNICIPAL COURT	110-11-1105-402010	\$ 11.79	
	May2018	118-004201	18-003016	05/01/2018	6	URA	110-11-1106-402010	\$ 6.51	
	May2018	118-004201	18-003016	05/01/2018	7	п	110-11-1107-402010	\$ 11.79	
	May2018	118-004201	18-003016	05/01/2018	8	HUMAN RESOURCES	110-11-1109-402010	\$ 6.51	
	May2018	118-004201	18-003016	05/01/2018	9	POLICE	110-12-1201-402010	\$ 326.22	
	May2018	118-004201	18-003016	05/01/2018	10	ANIMAL CONTROL	110-12-1202-402010	\$ 11.79	
	May2018	118-004201	18-003016	05/01/2018	11	FIRE DEPARTMENT	110-12-1205-402010	\$ 220.47	
	May2018	118-004201	18-003016	05/01/2018	12	ENGINEERING	110-13-1301-402010	\$ 19.53	
	May2018	118-004201	18-003016	05/01/2018	13	STREETS	110-13-1303-402010	\$ 80.32	
	May2018	118-004201	18-003016	05/01/2018	14	CEMETERY	110-13-1304-402010	\$ 13.02	
	May2018	118-004201	18-003016	05/01/2018	15	PARKS	110-14-1401-402010	\$ 26.04	
	May2018	118-004201	18-003016	05/01/2018	16	GOLF COURSE	110-14-1402-402010	\$ 44,34	
	May2018	118-004201	18-003016	05/01/2018	17	CIVIC CENTER	110-14-1404-402010	\$ 53.05	
	May2018	118-004201	18-003016	05/01/2018	18	FAMILY REC CNTR	110-14-1405-402010	\$ 98.01	
	May2018	118-004201	18-003016	05/01/2018	19	WRF	130-16-1601-402010	\$ 87.45	
	May2018	118-004201	18-003016	05/01/2018	20	PUBLIC SERVICES	110-19-1901-402010	\$ 26,04	
	May2018	18-004201	18-003016	05/01/2018	21	BLDG INSP	110-19-1902-402010	\$ 19.53	
	May2018	118-004201	18-003016	05/01/2018	22	SHOP	110-19-1903-402010	\$ 32.55	
	May2018	118-004201	18-003016	05/01/2018	23	SEWER ADMIN	130-16-1108-402010	\$ 8.54	
	May2018	118-004201	18-003016	05/01/2018	24	WATER ADMIN	150-33-1108-402010	\$ 8,53	
	May2018	118-004201	18-003016	05/01/2018	25	WATER OPS	150-33-3302-402010	\$ 57.36	
	May2018	118-004201	18-003016	05/01/2018	26	MUSEUM	110-34-3401-402010	\$ 6.51	
	May2018	118-004201	18-003016	05/01/2018	27	PUBLIC HOUSING	250-35-3501-402010	\$ 13.86	
	May2018	118-004201	18-003016	05/01/2018	28	PUB HSG MNTC	250-35-3502-402010	\$ 18,30	
	May2018	118-004201	18-003016	05/01/2018	29	SECTION 8	295-35-3508-402010	\$ 2.81	
VENDOR] 21607 : SUN MOUNTAIN SPORTS	487392	118-004149	18-002443	05/01/2018	1	Spring 2018 Pre book order	110-14-1402-406133	\$ 442.37	
712.12	488770	18-004202	18-002443	05/01/2018	1	Spring 2018 Pre book order	110-14-1402-406133	\$ 269.80	
- IVENDORI 22789 : SUSTEEN INC.	RSPD-SVR/RSPD-APEX	118-004203	18-002994	05/01/2018	1	Secure View Mobile Forensic Software one year renewal and APEX Advanced Physical Explorer	110-11-1107-404301	\$ 1,990.00	
- [VENDOR] 191 : SWEETWATER COUNTY CLERK	April2018	18-004235	18-003094	05/01/2018	1	Communities Protecting the Green River; 1/3 portion of 1st Quarter 2018 Chamber Dues	110-11-1101-403303	\$ 75.00	
<ul> <li>[VENDOR] 20247 : SWEETWATER COUNTY SCHOOL DIST #1</li> </ul>	101	18-004204	18-003008	05/01/2018	1	posters - underground art	110-11-1106-405500	\$ 24.50	
[VENDOR] 3434 : SWEETWATER HEIGHTS	HAP-May2018	18-004290	18-003077	05/01/2018	1	BORCHERT MAY HAP VASH	295-35-3508-404009	\$ 611.00	
15)	HAP-May2018	118-004290	18-003077	05/01/2018	2	REYNOLDS MAY HAP VASH	295-35-3508-404009	\$ 609.00	
2150,00	HAP-May2018	118-004290	18-003077	05/01/2018	3	BOSCH MAY HAP VASH	295-35-3508-404009	\$ 621.00	
2450,00	HAP-May2018	118-004290	18-003077	05/01/2018	4	LLOYD MAY HAP VASH	295-35-3508-404009	\$ 609.00	
[VENDOR] 21608 : TAYLOR MADE GOLF CO., INC.	33142607	118-004236	18-003021	05/01/2018	1	Special ORder Mike Magagna	110-14-1402-406133	\$ 389.81	
2045.32	33148708	118-004237	18-003056	05/01/2018	1	Special order set of irons for craig grabusnik	110-14-1402-406133	\$ 826,56	
2042	33132051/33131974	118-004238	18-003020	05/01/2018	1	Trial Sets 60 percent off wholesale. Sold at	110-14-1402-406133	\$ 829.00	
						profit			

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Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number		PAGE 12 Amount
<ul> <li>[VENDOR] 221 : THOMSON REUTERS - WEST PMNT CENTER</li> </ul>	838027542	118-004239	18-003093	05/01/2018	1	Library Plan Charges 3/5/18-4/4/18. Inv. 838027542.	110-11-1102-403220	\$	481.03
← [VENDOR] 21609 : TITLEIST	905656188	118-004205	18-002442	05/01/2018	1	Spring 2018 pre book order	110-14-1402-406133	\$	1,616.76
[VENDOR] 24292 : TRAVIS MATHEW APPAREL	3414683	118-004240	18-003039	05/01/2018	1	Shirts for resale	110-14-1402-406133	\$	613.31
<ul> <li>[VENDOR] 22746 : TURNKEY PROPERTIES INC.</li> </ul>	HAP-May2018	118-004291	18-003070	05/01/2018	1	ELESPURU MAY HAP	295-35-3508-404010	\$	557.00
101,100	HAP-May2018	[18-004291	18-003070	05/01/2018	2	SHERWOOD MAY HAP	295-35-3508-404010	\$	579.00
1134.00	· · · · · · · · · · · · · · · · · · ·								
VENDORJ 22294 : TW ENTERPRISES, INC.	36048	18-004150	18-002976	05/01/2018	1	genset repair	130-16-1601-406120	\$	1,622.45
<ul> <li>[VENDOR] 24229 : TYLER TECHNOLOGIES, INC.</li> </ul>	045-220814	118-004151	18-002989	05/01/2018	1	Executime Annual Maintenance 6/1/18 - 5/31/19	110-11-1107-404301	\$	3,255.00
- [VENDOR] 21755 : ULINE	96493892	118-004206	18-002839	05/01/2018	1	Additional hazardous materials storage cabinet for annex	110-12-1201-406134	\$	750.00
1003.91	96493892	118-004206	18-002839	05/01/2018	2	Shipping	110-12-1201-406101	\$	273.91
VENDOR] 22500 : UNITED SITE SERVICES	114-6590498	118-004241	18-002808	05/01/2018	1	Portable Restroom for the Easter Egg Hunt in Bunning Park One ADA compliant	110-14-1404-406132	\$	160.00
SLEDie	114-6590498	[18-004241	18-002808	05/01/2018	2	Portable Restroom for the Easter Egg Hunt in Bunning Park One regular port-a-potty	110-14-1404-406132	\$	100.00
∽ [VENDOR] 20380 : UPS	65XW67148/65XW67158	118-004207	18-003006	05/01/2018	1	Shipping Fees	110-12-1201-406101	\$	98.01
1910.05	65XW67148/65XW67158	118-004207	18-003006	05/01/2018	2	Shipping Fees	110-12-1201-406101	\$	98.04
[VENDOR] 20027 : USA BLUE BOOK	546054/548605/536676	118-004208	18-002791	05/01/2018	1	37816 Chloride ISA	130-16-1601-406130	\$	130.20
	546054/548605/536676	118-004208	18-002791	05/01/2018	2	77213 Chloride std. 1000 mg/l	130-16-1601-406130	\$	60.70
	546054/548605/536676	118-004208	18-002791	05/01/2018	3	77198 Chloride std. 100 mg/l	130-16-1601-406130	\$	65.10
10	546054/548605/536676	118-004208	18-002791	05/01/2018	4	37873 disposable pipets	130-16-1601-406130	\$	228.85
USDLe.40	546054/548605/536676	118-004208	18-002791	05/01/2018	5	32255 m-fc broth	130-16-1601-406130	\$	238.35
bue	546054/548605/536676	118-004208	18-002791	05/01/2018	6	32261 ec med	130-16-1601-406130	\$	123.80
CC -	546054/548605/536676	118-004208	18-002791	05/01/2018	7	32263 ec/mug med.	130-16-1601-406130	\$	123.16
	546054/548605/536676	118-004208	18-002791	05/01/2018	8	32265 LT broth	130-16-1601-406130	\$	30.79
	546054/548605/536676	118-004208	18-002791	05/01/2018	9	38105 petri dish	130-16-1601-406130	\$	107.90
	546054/548605/536676	118-004208	18-002791	05/01/2018	10	32482 DeCl2 reagent	130-16-1601-406130	\$	16.55
	546054/548605/536676	118-004208	18-002791	05/01/2018	11	35220 500 ml bottles	130-16-1601-406130	\$	61.40
	546054/548605/536676	118-004208	18-002791	05/01/2018	12	74067 .1M ammonia chloride solution	130-16-1601-406130	\$ \$	65.90 274.00
	546054/548605/536676	118-004208	18-002791	05/01/2018	13	72343 ammonia membranes	130-16-1601-406130	•	17.00
	546054/548605/536676	118-004208	18-002791	05/01/2018	14	77472 ampule breaker	130-16-1601-406130	\$ \$	
	546054/548605/536676	118-004208	18-002791	05/01/2018	15 1	freight 39935 Refrigerated sampler	130-16-1601-406130 130-16-1601-406130	s 5	59.00 4,754.70
	544937	118-004209	18-002790	05/01/2018	1	86086 Aux input cable	130-16-1601-406130 130-16-1601-406130	s \$	4,754.70
	544937	118-004209	18-002790	05/01/2018	2	00000 Mux riput capie	120-10-1001-400120	φ	100.00
[VENDOR] 623 : VERIZON WRELESS	9805408239	118-004210	18-003019	05/01/2018	1	Animal Control	110-12-1202-405302	\$	119.02
n 2]	9805408239	118-004210	18-003019	05/01/2018	2	Cemetery	110-13-1304-405302	\$	64.64
4943.31	9805408239	118-004210	18-003019	05/01/2018	3	City Buildings	110-11-1104-405302	\$	36,41
How.	9805408239	118-004210	18-003019	05/01/2018	4	Civic Center	110-14-1404-405302	\$	226.24

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Vendem	Vanda-Invoian	Invoice	Burchaso	Due Date	Line	Line Item Description	Account Number		PAGE 13 Amount
Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	No	Line tem Description	Account Number		Anoun
	9805408239	118-004210	18-003019	05/01/2018	5	Engineering	110-13-1301-405302	\$	109.23
	9805408239	118-004210	18-003019	05/01/2018	6	Emergency Mngmt	110-12-1204-405302	\$	36.41
	9805408239	118-004210	18-003019	05/01/2018	7	Fire Department	110-12-1205-405302	\$	139.23
	9805408239	118-004210	18-003019	05/01/2018	8	FRC	110-14-1405-405302	\$	232.04
	9805408239	118-004210	18-003019	05/01/2018	9	Golf	110-14-1402-405302	s	96,96
	9805408239	118-004210	18-003019	05/01/2018	10	Housing	250-35-3502-405302	s	96.96
	9805408239	118-004210	18-003019	05/01/2018	11	Parks	110-14-1401-405302	s	133.37
	9805408239	118-004210	18-003019	05/01/2018	12	Police	110-12-1201-405302	\$	2,387.00
	9805408239	118-004210	18-003019	05/01/2018	13	Public Services	110-19-1901-405302	s	36.41
	9805408239	118-004210	18-003019	05/01/2018	14	Shop	110-19-1903-405302	s	32.32
	9805408239	118-004210	18-003019	05/01/2018	15	Streets	110-13-1303-405302	\$	68.73
	9805408239	118-004210	18-003019	05/01/2018	16	Water Ops	150-33-3302-405302	s	294.97
	9805408239	118-004210	18-003019	05/01/2018	17	WRF	130-16-1601-405302	s	133.37
	5003400235	110-00-4210	10-003013	03/01/2010			100-10-1001-00002	÷	100101
- [VENDOR] 24226 : VESCO BUDAN	HAP-May2018	118-004292	18-003068	05/01/2018	1	MCDONALD MAY HAP	295-35-3508-404010	\$	425.00
[VENDOR] 9000.2152 ; WADE KINGSTON	7264479	118-004303		05/01/2018	1	UB CR REFUND-98016	170-00-0000-202000	\$	37.61
									004.44
[VENDOR] 553 : WALMART COMMUNITY BRC	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	1	Misc. Supplies - Animal Control	110-12-1202-406130	\$	284.44
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	2	Misc. Supplies - Çity Bldgs	110-11-1104-406130	\$	196.03
2003.49	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	3	Misc. Supplies - Civic Center	110-14-1404-404310	\$	71.19
$\sim 000^{-2}$	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	3	Misc. Supplies - Civic Center	110-14-1404-406130	\$	69.38
Jul	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	3	Misc. Supplies - Civic Center	110-14-1404-406132	\$	173.22
0	2258-Mar/Apr2018	18-004316	18-003112	05/01/2018	4	Misc. Supplies - Engineering	110-13-1301-406001	\$	78.05
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	5	Misc. Supplies - FRC	110-14-1405-406001	\$	74.96
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	5	Misc. Supplies - FRC	110-14-1405-406120	\$	604.21
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	5	Misc. Supplies - FRC	110-14-1405-406130	\$	303.95
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	6	Misc. Supplies - Fire	110-12-1205-406130	\$	196,55
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	7	Misc. Supplies - Housing	250-35-3501-406001	\$	94.79
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	8	Misc. Supplies - Museum	110-34-3401-406001	\$	80.14
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	9	Misc. Supplies - Police	110-12-1201-406130	\$	317,21
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	10	Misc. Supplies - Pub Svcs	110-19-1901-406001	\$	35.18
	2258-Mar/Apr2018	118-004316	18-003112	05/01/2018	11	Misc. Supplies - URA	110-11-1106-406144	\$	224.39
- IVENDORI 22797 : WARE TIC	HAP-May2018	118-004295	18-003067	05/01/2018	1	DURAN MAY HAP	295-35-3508-404010	\$	490.00
COLEN		118-004295	18-003067	05/01/2018	2	WELCH MAY HAP	295-35-3508-404010	\$	595.00
1005:00	HAP-May2018	110-004295	18-005007	03/01/2010	2		200-00-0000-001010	÷	
(VENDOR] 20304 : WAXIE	77399801	118-004242	18-002998	05/01/2018	1	850890 28124 SOFPULL PREMIUM 1-PLY REGCAPACITY CENTERPULL TOWELS	110-14-1404-406120	\$	168.21
302.01	77399801	118-004242	18-002998	05/01/2018	2	6/CS 851177 WAXIE 1912 CLEAN & SOFT 2-PLYJUMBO ROLL BATH TISSUE 12/1000	110-14-1404-406120	\$	118.80
0	77399801	118-004242	18-002998	05/01/2018	3	Handling Fee	110-14-1404-406120	\$	15.00
- [VENDOR] 24536 : WDEQ	WR001107/WR001108	[18-004211	18-003012	05/01/2018	1	Storm Water Permits for the Streets Shop	110-13-1303-404310	\$	500.00
1000,00	WR001107/WR001108	118-004211	18-003012	05/01/2018	2	and WRF, 5 Year renewal Storm Water Permit for the WRF	130-16-1601-404310	\$	500.00
1000,00 . - IVENDORJ 21221 : WEBB REACHA	ResMngr-May2018	118-004293	18-003060	05/01/2018	1	Resident Manager	250-35-3501-403308	\$	175.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount	PAGE 14
VENDOR] 24039 : WHITAKER CONSTRUCTION CO., INC.	Retainage-2018	118-004152	17-003138	05/01/2018	1	Retainage	130-00-0000-206000	\$ 143,056.16	
[VENDOR] 24027 : WILLIAM H. SMITH AND ASSOCIATES, INC.	32490	118-004153	17-003194	05/01/2018	1	Reliance Transmission Water Line Crossing Killpecker Creek	150-33-3302-403310	\$ 7,372.50	
~ [VENDOR] 21220 : WILLIAMS PUMNY	ResMngr-May2018	118-004294	18-003059	05/01/2018	1	Resident Manager	250-35-3501-403308	\$ 175.00	
✓ [VENDOR] 24245 : WILLOW STREET RENTALS	HAP-May2018	118-004296	18-003081	05/01/2018	1	WALES-ALLEN MAY HAP	295-35-3508-404010	\$ 444.00	
← [VENDOR] 21516 : WILSON GOLF DIVISION	4524989245	118-004154	18-002920	05/01/2018	1	range balls for the season	110-14-1402-406130	\$ 2,167.20	
- IVENDORJ 24368 : WOODARD STUVEN	HAP-May2018	118-004297	18-003066	05/01/2018	1	YOUNGBLOOD MAY HAP VASH	295-35-3508-404009	\$ 90.00	
_ [VENDOR] 24227 : WOSTREL AANON	HAP-May2018	118-004298	18-003065	05/01/2018	1	SHINE MAY HAP	295-35-3508-404010	\$ 935.00	
[VENDOR] 19716 : WYOMING ANALYTICAL LABS	37171R	118-004155	18-000044	05/01/2018	1	Groundwater Testing	150-33-3302-507902	\$ 367.00	
	4507/2628/1193/4547/	118-004243	18-003031	05/01/2018	1	Licensure fees for Civic Center outdoor pools (Blairtown, Washington & Century West, Garnet Spray Pool), and Civic Center indoor pool & spa	110-14-1404-406130	\$ 300.00	
$\eta \omega$ -	5452/4505/2671/2669/	118-004244	18-003034	05/01/2018	1	7 pool and one concession license	110-14-1405-403220	\$ 400.00	
C[VENDOR] 3328 : WYOMING SECRETARY OF STATE	Muniz2018	18-004315	18-003105	05/01/2018	1	Kristyn Muniz Notary Public Filing Fee	110-11-1101-403220	\$ 30.00	

GRAND TOTAL :

727,469.22

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### CITY OF ROCK SPRINGS April 23, 2018

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EMPLOYEE GARNISHMENTS	Employee deductions	\$ 345.39
INTERNAL REVENUE SERVICE	Electronic fund transfer	\$ 135,243.20
AXA - EQUITABLE	Employee deferred	\$ 137.50
ICMA	Electronic fund transfer	\$ 2,877.36
NATIONWIDE INSURANCE	Employee deferred	\$ 370.00
WADDELL AND REED	Employee deferred	\$ 925.00
WADDELL AND REED	Section 529 Plan	\$ 775.00
GREAT WEST RETIREMENT	Employee deferred	\$ 8,087.50
GREAT WEST RETIREMENT	Post Tax	\$ 240.00
SWEETWATER FEDERAL CREDIT UNION	Employee deductions	\$ 3,050.00
FLEXIBLE SPENDING ACCOUNT/BCBS	Employee BCBS flexshare	\$ 6,794.99
WYOMING CHILD SUPPORT	Child Support payments	\$ 3,707.50
TOTAL CHECKS		\$ 162,553.44

### **City of Rock Springs**

Payroll Authorization for April 23, 2018

Gross Payroll - \$639,308.22



City Council Agenda

# New Business

City of Rock Springs 212 D Street Rock Springs, WY 82901 307-352-1500 307-352-1516 (fax)



April 13, 2018

City of Rock Springs 212 D Street Rock Springs, WY 82901

Dear Rock Springs City Council Members,

On June 16, 2018, we will be organizing a "Walk to End Alzheimer's" event which will begin and end at Bunning Park. The park has already been reserved with the Parks and Recreation Department.

The registration will begin at 8:30 am, opening ceremony at 9:30 am and the walk will begin at 10:00 am. A representative from the Wyoming Chapter of the Alzheimer's Association will start the ceremony and, if possible, we would like a member of the City Council to give a short speech after that. The proposed route will be to walk up J Street, left on North Front, walk through the underpass (M Street), right on F Street, left on Main Street and support the Rods and Rails event, walk through the Art Underground tunnel, turn right onto Front Street, left on J Street back to Bunning Park for a BBQ after the walk.

Through this letter we are graciously asking that the City Council waive the park fee, become a sponsor for this event and ask your staff members, friends and family to form a team. The support of the community is what is going to make this event successful and get us one step closer to finding a cure for this deadly and heartbreaking disease.

Thank you so much for all your support!!

Susie von Ahrens (307) 871-0761 Justin Spicer Kay Womack Eileen Wadsworth Kristen Rameriz

75- cash in vault



### To Chief for River APPLICATION FOR 24 HR MALT BEVERAGE OR LIQUOR CATERING PERMIT

4/11/18

Permit Time: 6:30pm-8:30pm

Name of Event: The "Proud Wyoming Woman" Retreat, Welcoming Reception										
Permit Date(s): <u>06 / 01 / 2018</u> to <u>06 / 01 / 2018</u> Times of Event: <u>6:30pm</u> to <u>8:30pm</u>										
No. of Days Permitted: _1 Fee per day: \$75.00 Total Fee:\$75.00										
Applicant: <u>Good Times, INC.</u> D/B/A:										
Contact Person: Brook Mitchell Phone: (307) 871 - 5885										
Company Location: 2012 Dewar DriveCity: Rock SpringsState: WY Zip: 82901										
Mailing Address: 2012 Dewar Drive City: Rock Springs State: WY Zip: 82901										
Business Phone: ( <u>307</u> ) <u>382 - 3737</u> Email address: <u>bam_5885@yahoo.com</u>										
Location of Event/Sales:The Broadway Theater, 618 Broadway, Rock Springs, WY 82901										
Applicants that are receiving anything of value (i.e. money, goods and/or services) From any industry representative must answer the following:										
As an applicant for a 24 hour malt beverage or catering permit, you are:										
A nonprofit corporation organized under the laws of this state; YES 🗹 NO 🗆										

Qualified as a tax exempt organization under the Internal Revenue Code: And have been in continuous operation for not less than two (2) years.

FILING AS: Individual Partnership Corporation

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC, or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC, or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address St., City, State, Zip	Residence Phone Number	No. of yrs. in Corp. or LLC	% of Stock Held	Have you been convicted of a Felony Violation - YES or NO	Have you been convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages? YES or NO
John	11-12-51	2137 Carson St.	357-382-3737	21		Yes □ No tz⁄	Yes □ No ⊯∕
- uning						Yes 🗆	Yes 🗆
						No 🗆	No 🗆
						Yes 🗆	Yes 🗆
						No 🗆	No 🗆
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					and the second	No 🗆	No 🗆

By filing this application, I agree to operate in Wyoming under the requirements of W.S.12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for <u>John M Mac S</u> (Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate office, or LLC/LLP member.

#### VERIFICATION OF APPLICATION

(Requires signatures by ALL individuals, ALL Partners, ONW (1) LLC Member, TWO (2) Corporate Officers/Directors, or TWO (2) Club Officers. W.S.12-4-102(b)

Dated this 27 day of March 2018

Applicant Signature

A Temporary Food Permit may be required for your event, by the Department of Agriculture. Please contact the Sweetwater County Health Officer at 333 Broadway, Suite 10, Rock Springs, or call (307) 352-6709 for further information.

Signature of Licensing	Authority	Official
------------------------	-----------	----------

Chang 12

Law Enforcement Review Signature

Date

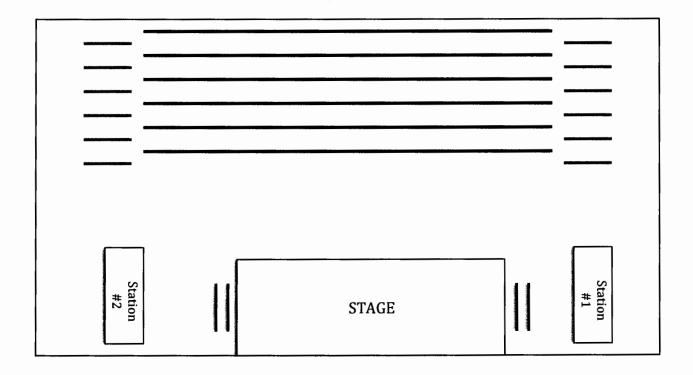
Date

Comments: BEST Practices WTALSELP For THIS EVER

Malt Beverage/Liquor Catering Permits for events at city facilities are reviewed by the Mayor and may require evidence of security for the event and liquor liability insurance in the amount of \$1,000,000.00 with the city of Rock Springs named as an additional insured.

Security Required? Yes No

Liquor Liability Insurance Required? Yes No





City of Rock Springs 212 D Street Rock Springs, WY 82901

To Mayor Demshar and The City of Rock Springs Council Members:

Sweetwater County Joint Travel and Tourism would like to request the use of a 24-hour Liquor Catering Permit through Good Times, Inc. This permit would be for the evening of June 1<sup>st</sup>, 2018 for the hours of 6:30pm to 8:30pm at the Broadway Theater in Rock Springs, Wyoming.

This permit will be used for the welcome reception for those participating in the Proud Wyoming Woman Retreat, hosted by Sweetwater County Joint Travel and Tourism in recognition of the upcoming 150<sup>th</sup> anniversary of Women's Suffrage in Wyoming.

There will be a total of 160 guests at the reception that have registered and paid to participate in the event. For security measures, identification will be checked at the door and all guests 21+ will be given a wristband to signify that they can consume alcoholic beverages. We will have professional bartenders who will be serving the drinks to avoid any underage consumption.

There will be two serving stations at this event. One serving station will be reserved for a cash bar and the other for appetizers. Attached is a diagram of the gathering area with both serving stations.

Sincerely,

eperameredet

Jenissa Meredith Executive Director Sweetwater County Joint Travel & Tourism Board {307} 382.2538

Sweetwater County Joint Travel and Tourism Board

Phone: 307.382.2538 Fax: 307.382.3095 www.tourwyoming.com

									_		OP ID: JP
A	CORD <sup>®</sup>	FPT			ATE OF LIA	RII		SIIDA		DATE	(MM/DD/YYYY)
	IS CERTIFICATE IS ISSUE		-								27/2018
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	ucer ler & Associates-RS					NAME: PHONE			FAX		
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	CLAIMS-MADE X O								MED EXP (Any one person)	\$	5,000
	X Liquor Liab.				PENDING		06/01/2018	06/04/2018	PERSONAL & ADV INJURY	\$	1,000,000
									GENERAL AGGREGATE	\$	2,000,000
	GEN'L AGGREGATE LIMIT APPLIE	S PER:							PRODUCTS - COMP/OP AGG	\$	2,000,000
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	Rock Springs, V	WT 02901				5	Vais	Luie.			
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City Council Agenda





### RESOLUTION NO. 2018-73

### A RESOLUTION ACCEPTING AND APPROVING AN ENFORCING UNDERAGE DRINKING CONTRACT FROM THE WYOMING ASSOCIATION OF SHERIFFS AND CHIEFS OF POLICE (ASSOCIATION).

WHEREAS, the City of Rock Springs, Rock Springs Police Department, has been awarded an Enforcing Underage Drinking Prevention for Success Grant, which shall not exceed \$7,500.00, for the term from April 1, 2018 through September 30, 2018, from the Wyoming Association of Sheriffs and Chiefs of Police (Association); and,

WHEREAS, the City of Rock Springs desires to accept said grant.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the Enforcing Underage Drinking Contract in the amount of \$7,500.00, for the term from April 1, 2018 through September 30, 2018, from the Wyoming Association of Sheriffs and Chiefs of Police (Association), is hereby accepted and approved by the City of Rock Springs, Wyoming.

Section 2. That the Chief of Police of the City of Rock Springs be, and is hereby, authorized, empowered and directed to execute the documents necessary to receive said grant funds.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President of the Council

Mayor

Attest:

City Clerk

### Enforcing Underage Drinking Contract

- 1. **Parties:** The parties to this Contract are Wyoming Association of Sheriffs and Chiefs of Police (Association), whose address is PO Box 481, Douglas WY 82633, and Rock Springs Police Department, whose address is 221 C STREET ROCK SPRINGS, WY 82901.
- 2. **Purpose:** To enforce underage drinking laws and provides education in communities in the state of Wyoming.
- 3. **Term:** This Contract is effective when all parties have executed it and all required signatures have been granted. The term of the Contract is from April 1, 2018 through September 30, 2018. All services shall be completed during this term.

#### 4. **Payment**:

- A. The total amount of this contract shall not exceed (\$7,500.00) from the Prevention for Success Grant.
- B. Payment for overtime related to the grant shall be made based upon submission to the Association of activity reports and vouchers submitted on a monthly basis. No payment shall be made by the Association in the absence of the timely submission of a proper invoice. All invoices must be submitted by the 20<sup>th</sup> of the month following the month in which the authorized expense was incurred or the agency will not be reimbursed.
- 5. **Responsibilities of the Department**: Department shall use evidence based strategies to reduce youth alcohol use and prescription drug abuse (PFS Grant only), participate in the WASCOP Compliance Check Program, provide a dedicated individual as primary contact for planning, project oversight, and reporting, provide administrative support for data collection on citations and arrests related to UAD enforcement, submit a monthly event based summary data report, and monthly voucher for reimbursement of expenses incurred on the project.

#### 6. **Responsibilities of the Association**:

- A. Remit payment to the Department, based on proper monthly invoicing.
- B. Make a representative of the Association available to the Department to assist with questions regarding the grant.

#### 7. General Provisions:

A. Amendments: Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.

B. Americans with Disabilities Act: The Department shall not discriminate against a qualified individual with a disability and shall comply with the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101, *et seq.*, and/or any properly promulgated rules and regulations related thereto. \_\_\_\_\_

- C. Audit/Access to Records: The Association and any of its representatives shall have access to any books, documents, papers, and records of the Department which are pertinent to this Contract.
- D. Availability of Funds: Each payment obligation of the Association is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services performed by the Department, the contract may be terminated by the Association at the end of the period for which the funds are available. The Association shall notify the Department at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Association in the event this provision is exercised, and the Association shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed to permit the Association to terminate this Contract in order to acquire similar services from another party.
- E. Award of Related Contracts: The Association may undertake or award supplemental or successor contracts for work related to this Contract. The Department shall cooperate fully with other contractors and the Association in all such cases.
- F. **Compliance with Laws**: The Department shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.
- G. **Confidentiality and Publicity**: All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by Department in the performance of this Contract shall be kept confidential by Department unless written permission is granted by the Association for its release. Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, web site posting, similar public notices and public access, prepared by or for the Department, shall identify the Association as the sponsoring agency and shall not be released without prior written approval from the Association.
- H. Entirety of Contract: This Contract consisting of 5 pages represents the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- I. **Extensions:** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein. Any extension of this Contract shall be initiated by the Association and shall be effective only after it is reduced to writing and executed by all parties to the Contract. Any agreement to extend this Contract shall include, but not necessarily

be limited to: an unambiguous identification of the Contract being extended; the term of the extension; the amount of any payment to be made during the extension or a statement that no payment will be made during the extension; a statement that all terms and conditions of the original Contract shall, unless explicitly delineated in the exception, remain as they were in the original Contract; and, if the duties of either party will be different during the extension than they were under the original Contract, a detailed description of those duties.

- J. Force Majeure: Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.
- K. Independent Contractor: The Department shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the Association for any purpose. The Department shall assume sole responsibility for any debts or liabilities that may be incurred by the Department in fulfilling the terms of this Contract, and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Department or its agents and/or employees to act as an agent or representative for or on behalf of the Association, or to incur any obligation of any kind on the behalf of the Association. The Department agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to Association employees will inure to the benefit of the Department or the Department's agents and/or employees as a result of this Contract.
- L. **Kickbacks**: The Department certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If the Department breaches or violates this warranty, the Association may, at its discretion, terminate this Contract without liability to the Association, or deduct from the contract price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
  - The Department shall comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in the Department of Labor Regulations (29 CFR, Part 3). This Act provides that the Department is prohibited from inducing by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

- 2) No staff member of the Department shall engage in any contract activity which would constitute a conflict of interest as related to this Contract.
- M. Nondiscrimination: The Department shall comply with Presidential Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Presidential Executive Order 11375, and as supplemented in the Department of Labor Regulations (41 CFR Part 60), the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.), the Americans With Disabilities Act (ADA), 42 U.S.C. §12101, et seq, and the Age Discrimination Act of 1975. The Department shall assure that no person is discriminated against based on the grounds of sex, race, age, religion, national origin, or disability in connection with the performance of this Contract.
- N. **Notices:** All notices arising out of, or from, the provisions of this Contract shall be in writing and given to the parties at the address provided under this Contract, either by regular mail or delivery in person.
- O. **Ownership of Documents:** All reports, data, studies, work product, and other material prepared by the Department pursuant to performance under the terms and conditions of this Contract shall become the property of the Association. The Association shall have unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part any reports, data, or other materials prepared by the Department under this Contract. Until the Association publishes, discloses, distributes, uses, or makes any of the information developed or compiled by the Department public, Department agrees that the information is confidential and, therefore, will not disclose it.
- P. Severability: Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- Q. **Taxes**: The Department shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- R. **Termination of Contract:** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice. This Contract may be terminated immediately for cause if the Department fails to perform in accordance with the terms and conditions of this Contract. Should the Department fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Department performs its duties and responsibilities.
- S. Third Party Beneficiary Rights: The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties and obligations contained in this Contract shall operate only between the parties to this Contract, and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract. The parties to this Contract

intend and expressly agree that only parties signatory to this Contract shall have any legal or equitable right to seek to enforce this Contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Contract, or to bring an action for the breach of this Contract.

- T. Time: Time is of the essence in all provisions of the Contract.
- U. Titles Not Controlling: Titles of paragraphs are for reference only, and shall not be used to construe the language in this Contract.
- V. **Waiver:** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach.
- W. Suspension and Debarment. By signing this Grant Agreement, Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or non-financial assistance, nor are any of the participants involved in the execution of this Grant Agreement suspended debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension) and CFR 44 Part 17, or are on the disbarred vendors list at www.epls.gov. Further, Grantee agrees to notify Council by certified mail should it or any of its agents become debarred, suspended, or voluntarily excluded during the term of this Grant Agreement.
- 8. **Signatures:** In witness thereof, the parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The effective date of this Contract is the date of the signature last affixed to this page.

### Wyoming Association of Sheriffs and Chiefs of Police

Byron/Oedekoven, Executive Director

04-07-18 Date

Department

Date



# RESOLUTION NO. 2018- 74

### A RESOLUTION AUTHORIZING AND DIRECTING CARL R. DEMSHAR, JR., AS MAYOR OF THE CITY OF ROCK SPRINGS, WYOMING, AND MATTHEW L. MCBURNETT, AS CITY CLERK OF THE CITY OF ROCK SPRINGS, WYOMING, TO ACCEPT AND APPROVE AN AMENDED BUDGET REVISION TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2018.

WHEREAS, the City of Rock Springs submitted an Operating Budget for the fiscal year ending June 30, 2018, for salaries and expenses of all City Officials, for the Police Department and Fire Department, for the support and maintenance of the City Government and for all its expenditures, which was accepted and approved by Resolution 2018-70, on April 17, 2018; and,

WHEREAS, the City of Rock Springs has submitted an Amended Budget Revision to the Budget for the fiscal year ending June 30, 2018, to amend General Fund, Miscellaneous Reimbursements; and,

WHEREAS, the Council has determined that it is necessary and in the best interests of the City of Rock Springs to amend the Amended Budget Revision to the Budget for the fiscal year ending June 30, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the Amended Budget Revision to the Budget for the City of Rock Springs, be, and it is hereby, accepted by the Governing Body of the City of Rock Springs, Wyoming, for the 2017-2018 fiscal year ending June 30, 2018.

Presented for your consideration is the following Amended Budget Revision to the Budget of the City of Rock Springs, Wyoming, for the 2017-2018 fiscal year ending June 30, 2018:

Addition of the following unanticipated revenues:

General Fund

Miscellaneous Reimbursements	\$ <del>1,109.00<u>15,109.00</u></del>
Property & Liability Insurance	2,523.06
Fireworks	8,153.44
Streets Street Lighting Police Department Vehicle Maintenance	15,109.00 2,523.06

1

### Civic Center Fireworks

### 12,982.00

' <u>-</u>

Transfer \$4,828.56 from Mayor – Economic Development to Civic Center – Fireworks.

Transfer \$25,844.20 for building energy efficiency improvements from General Fund – Fund Balance to:

### General Fund

City Buildings	
Buildings & Grounds Maintenance	1,310.63
Building Improvements	5,468.32
Urban Renewal	
Buildings & Grounds Maintenance	531.95
Fire Department	
Specialized Departmental Supplies	2,147.48
Streets	
Buildings & Ground Maintenance	3,990.15
Cemetery	
Buildings & Grounds Maintenance	914.02
Parks	
Buildings & Grounds Maintenance	281.70
Facility & Equipment Maintenance	1,300.97
Golf Course	
Buildings & Grounds Maintenance	3,720.55
Civic Center	
Buildings & Grounds Maintenance	1,315.12
Non-Departmental	
Senior Citizens Appropriations	1,332.95
Vehicle Maintenance	
Buildings & Grounds Maintenance	3,530.36

Section 2. That the Mayor of the City of Rock Springs, is hereby authorized, empowered and directed to accept and approve said Amended Budget Revision on behalf of said City, and that the City clerk of said City is hereby authorized and directed to attest said Amended Budget Revision and to attach to each duplicate original of said Amended Budget Revision a certified copy of this resolution. PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President of the Council

Attest:

Mayor

City Clerk



# RESOLUTION NO. 2018- 75

7

### A RESOLUTION ACCEPTING AND APPROVING A CONTRACT WITH R & D SWEEPING AND ASPHALT MAINTENANCE, LC, IN THE AMOUNT OF \$43,492.50, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS.

WHEREAS, the City of Rock Springs advertised for bids for the 2018 Crack Seal Project, and the bid of R & D Sweeping and Asphalt Maintenance, LC, in the amount of \$43,492.50 was the successful bid; and,

WHEREAS, the Governing Body of said City has reviewed the proposed contract and the bids tendered and have given them careful review and consideration; and,

WHEREAS, it is considered in the best interest of said City to award said contract to the aforesaid successful bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the contract for the 2018 Crack Seal Project, as set forth in said contract be, and it is hereby, awarded to R & D Sweeping and Asphalt Maintenance, LC, in the amount of \$43,492.50.

Section 2. That the Mayor of the City of Rock Springs, be, and he is hereby, authorized, empowered and directed to execute said contract on behalf of said City; and that the City Clerk be, and he is hereby, authorized and directed to attest said contract and to attach a certified copy of this Resolution to each duplicate original of said contract.

PASSED AND APPROVED this day of \_\_\_\_\_, 2018.

President of the Council

Mayor

Attest:

City Clerk

# City of Rock Springs 2018 Crack Seal Project

. 1

### D. FORM OF CONTRACT:

THIS AGREEMENT, made this  $1^{57}$  day of MOY, 2018, by and between the City of Rock Springs, Wyoming, a municipal corporation, hereinafter mentioned as the Owner and  $R \neq D$  Sweeping  $\neq$  Asphalt Maintenance, LC hereinafter mentioned as the Contractor.

WITNESSETH, that the Contractor and the Owner, for the considerations stated herein mutually agree as follows:

1. THE Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, including utility and transportation services, and perform and complete all work required for the construction of the following general description:

Furnishing materials, equipment and labor for the 2018 Crack Seal Project

as indicated on the attached plans and specifications and shall do everything required by this Agreement, the general conditions of the Contract, the plans and specifications.

- THE work to be done under this Contract shall begin within ten (10) days after Notice to Proceed and shall be fully completed by <u>June 30<sup>th</sup>, 2018</u>.
- 3. THE Owner shall pay the Contractor for the performance of this Contract the amount set forth in the bid schedule attached hereto, subject to any additions or deletions as may be included in the final estimate as prepared by the Engineer. The Contractor shall receive and accept these payments in full compensation for everything performed under this Contract and for all loss or damage arising out of the nature of the work, the action of the elements, and for unforeseen contingencies or difficulties encountered in the prosecution of the work.
- THE Contractor shall pay to the Owner as liquidated damages an amount of <u>\$250.00 per</u> working day for failure to complete the project in the stipulated time.
- 5. THE general conditions of the Contract, the Bid Schedule, Contract Provisions, Specifications and Plans, together with this Agreement, form the Contract and are as fully a part thereof as if hereto attached or herein repeated.

# City of Rock Springs 2018 Crack Seal Project

## D. FORM OF CONTRACT:

- THIS Agreement shall insure to the benefit to and be binding upon the legal representatives and successors of the City of Rock Springs and the Contractor respectively.
- 7. CONTRACT AMOUNT: \$43,492.50

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

ATTEST:

- 1

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### CITY OF ROCK SPRINGS

WITNESS:

Keey Franich

CONTRACTOR: erator BY:

# My as for

### RESOLUTION NO. 2018- 76

### A RESOLUTION ACCEPTING AND APPROVING A CONTRACT BETWEEN THE CITY OF ROCK SPRINGS, WYOMING AND DEBERNARDI CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$363,000.00, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR, AND MATTHEW L. MCBURNETT, AS CITY CLERK, TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF ROCK SPRINGS.

WHEREAS, the City of Rock Springs advertised for bids for the 2018 Concrete Replacement Phase II project, and the bid of DeBernardi Construction Company, Inc., in the amount of \$363,000.00 was the successful bid; and,

WHEREAS, the Governing Body of said City has reviewed the proposed contract and the bids tendered and have given them careful review and consideration; and,

WHEREAS, it is considered in the best interest of said City to award said contract to the aforesaid successful bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the terms and provisions of the Contract with DeBernardi Construction Company, Inc., for the 2018 Concrete Replacement Phase II project, in the amount of \$363,000.00, attached hereto and by this reference made a part hereof, is hereby accepted and approved by the City of Rock Springs, Wyoming.

Section 2. That the Mayor of the City of Rock Springs be, and he is hereby, authorized, empowered and directed to execute said contract on behalf of said City; and that the City Clerk be, and he is hereby, authorized and directed to attest said contract and to attach a certified copy of this resolution to each duplicate original of said contract.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President of the Council

Attest:

Mayor

City Clerk

## City of Rock Springs 2018 Concrete Replacement Phase II

### D. FORM OF CONTRACT

THIS AGREEMENT, made this <u>1</u> day of <u>May</u>, 2018, by and between the City of Rock Springs, Wyoming, a municipal corporation, hereinafter mentioned as the Owner and <u>DeBernardi Construction Co., Inc.</u> hereinafter mentioned as the Contractor.

WITNESSETH, that the Contractor and the Owner, for the considerations stated herein mutually agree as follows:

- 1. THE Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, including utility and transportation services, and perform and complete all work required for the construction of the following general description:
- 2. Concrete infrastructure including but not limited to, ADA work, sidewalk, curb and gutter, removal and replacement for the 2018 CONCRETE REPLACEMENT PHASE II Program.

as indicated on the attached plans and specifications and shall do everything required by this Agreement, the general conditions of the Contract, the plans and specifications.

- THE work to be done under this Contract shall begin within ten (10) days after Notice to Proceed and shall be fully completed <u>September 30, 2018</u>.
- 3. THE Owner shall pay the Contractor for the performance of this Contract the amount set forth in the bid schedule attached hereto, subject to any additions or deletions as may be included in the final estimate as prepared by the Engineer. The Contractor shall receive and accept these payments in full compensation for everything performed under this Contract and for all loss or damage arising out of the nature of the work, the action of the elements, and for unforeseen contingencies or difficulties encountered in the prosecution of the work.
- THE Contractor shall pay to the Owner as liquidated damages an amount of <u>\$500.00 per</u> working day for failure to complete the project in the stipulated time.
- 5. THE provisions of the Contract, the Bid Proposal, Bond Requirements, Contract Provisions, Specifications and Plans, together with this Agreement, form the Contract and are as fully a part thereof as if hereto attached or herein repeated.

### City of Rock Springs 2018 Concrete Replacement Phase II

### FORM OF CONTRACT:

6. THIS Agreement shall insure to the benefit to and be binding upon the legal representatives and successors of the City of Rock Springs and the Contractor respectively.

### 7. CONTRACT AMOUNT: \$363,000.00

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

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ATTEST:

CITY OF ROCK SPRINGS

WITNESS:

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CONTRACTOR:

DeBernardi Construction Co., Inc.

BY: 14-1 Ja Junanh-



### A RESOLUTION ACCEPTING A QUITCLAIM DEED FROM JUDITH VON REMBOW, OF THE COUNTY OF SWEETWATER, AND STATE OF WYOMING, TO THE CITY OF ROCK SPRINGS, WYOMING, FOR REAL PROPERTY SITUATE IN THE COUNTY OF SWEETWATER, IN THE STATE OF WYOMING.

WHEREAS, Judith Von Rembow has submitted a Quitclaim Deed to the City of Rock Springs abandoning, relinquishing, and conveying all interest in two parcels of real property, situate in the City of Rock Springs, County of Sweetwater, in the State of Wyoming; and,

WHEREAS the Governing Body of the City of Rock songs has reviewed said Quitclaim Deed and has found that it is in the best interests of the City of Rock Springs that said deed be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the City of Rock Springs hereby accepts the Quitclaim Deed from Judith Von Rembow conveying all interest in real property situate in the City of Rock Springs, County of Sweetwater, in the State of Wyoming, attached hereto and by this reference specifically made a part hereof, and hereby directs Matthew L. McBurnett as the clerk of said City to record said deed with the office the Sweetwater County Clerk.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_\_, 2018.

President of the Council

Mayor

Attest:

City Clerk

### QUITCLAIM DEED .

Judith Von Rembow, a single person, whose address is 1700 Swanson Drive, Lot #73, Rock Springs, Wyoming, 82901, GRANTOR, for the consideration of TEN DOLLARS and other good and valuable consideration in hand paid, the receipt is hereby acknowledged, hereby ABANDONS, whereof RELINQUISHES, CONVEYS and QUITCLAIMS to the City of Rock Springs, a Wyoming Municipal Corporation, whose address is 212 D Street, Rock Springs, WY 82902, GRANTEE, all interest in the real property described in Exhibits ``A'' and ``B'',attached hereto and by this reference specifically made a part hereof, situate in the City of Rock Springs, County of Sweetwater, in the State of Wyoming.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming and subject to all easements and rights-of-way of record.

WITNESS my hand this 25 day of April, 2018.

) :ss.

) ·

CITY OF ROCK SPRINGS, GRANTOR

With Von Rembow

The State of Wyoming County of Sweetwater

The foregoing instrument was affirmed and acknowledged before me by Judith Von Rembow, this 25 day of , 2018.

Witness my hand and official seal.

Notary Public

My Commission Expires:  $\frac{3}{16/21}$ 

**CINDY BERTAGNOLLI** Notary Public Sweetwater County, Wyoming



P.O. BOX 2026 ROCK SPRINGS, WYOMING 82902-2026 PHONE: (307) 362-7519 FAX: (307) 362-7569 email@jfc-wyo.com

### Legal Description

April 17, 2018

JFC File 9492-16S

Identification:

Quitclaim Deed from Judith Von Rembow to the City of Rock Springs, Wyoming Section 35, T 19 N, R 105 W, 6th P.M., Rock Springs, Sweetwater County, Wyoming

Land Owner: Judith Von Rembow

### PARCEL 1

A parcel of land located in the Northeast Quarter of the Northwest Quarter (NE¼ NW ¼) of Section 35, Resurvey Township 19 North, Range 105 West of the Sixth Principal Meridian, Rock Springs, Sweetwater County, Wyoming and being more particularly described as follows:

Beginning at a point which lies North 88°50' West on the South Line of Block 2, Union Pacific Railway Company's First Addition to Rock Springs, and said South Line extended westerly a distance of 110.00 feet from the Southeast Corner of Block 2;

Thence North 14°40' East a distance of 61.70 feet;

Thence North 88°50' West a distance of 16.05 feet;

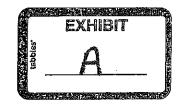
Thence South 1°10' West, parallel with the east line of Block 2, a distance of 60.00 feet to a point on the South Line of Block 2 Prolonged Westerly;

Thence South 88°50' East a distance of 1.65 feet to the Point of Beginning.

AND

### PARCEL 2

A parcel of land located in the Northeast Quarter of the Northwest Quarter (NE¼ NW ¼) of Section 35, Resurvey Township 19 North, Range 105 West of the Sixth Principal Meridian, Rock Springs, Sweetwater County, Wyoming and being more particularly described as follows:



Quitclaim Deed from Judith Von Rembow to the City of Rock Springs, Wyoming Section 35, T 19 N, R 105 W, 6th P.M., Rock Springs, Sweetwater County, Wyoming Page 2 of 2

Beginning at a point which lies North 88°50' West on the South Line of Block 2, Union Pacific Railway Company's First Addition to Rock Springs, and said South Line extended westerly a distance of 110.00 feet from the Southeast Corner of Block 2;

Thence North 14°40' East a distance of 61.70 feet;

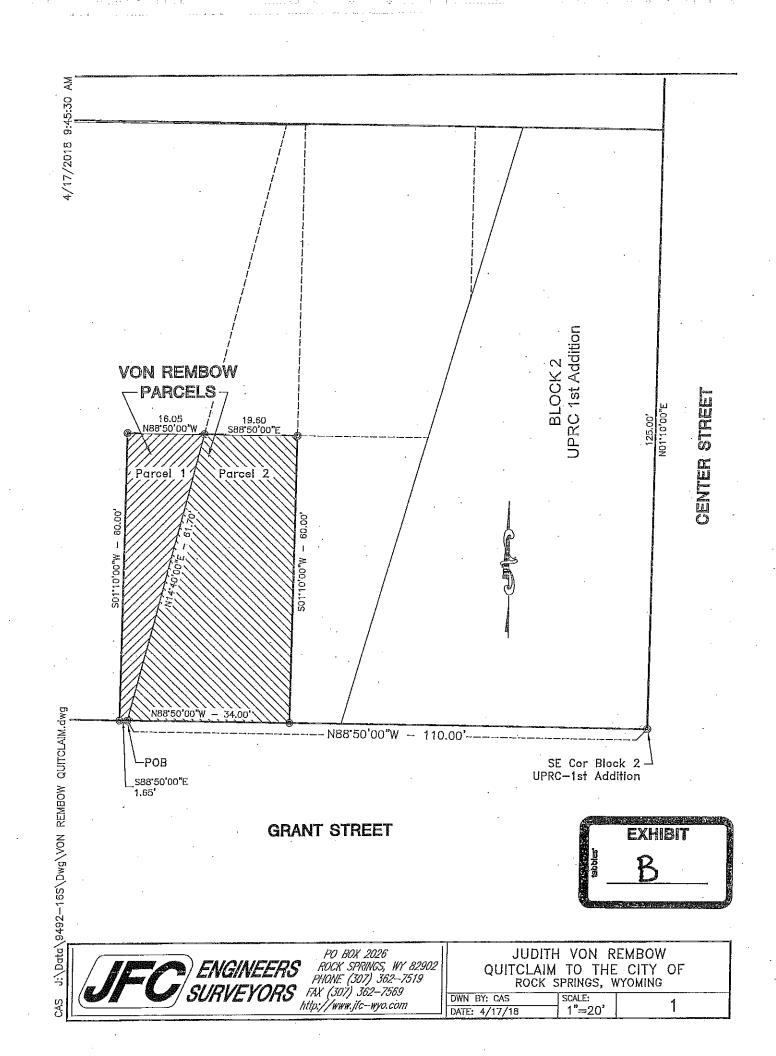
Thence South 88°50' East a distance of 19.60 feet;

Thence South 1°10' West, parallel with the east line of Block 2, a distance of 60.00 feet to a point on the South Line of Block 2 Prolonged Westerly;

Thence North 88°50' West a distance of 34.00 feet to the Point of Beginning.

The above described Parcels contain an area of 0.049 acres, more or less, and is subject to any rights-of-way and/or easements which have been legally acquired. The basis of bearing for said parcel is North 88°50' West along the North Right-of-Way Line of Grant Street.

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Craig A. Shauers, Wyoming P.I.S. No. 2928
Date 4/17/18
WYOMING



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# RESOLUTION 2018-78

A RESOLUTION APPROVING AND ACCEPTING THE PRELIMINARY PLAT (REVISED) AND PHASE THREE FINAL PLAT FOR THE GUNSIGHT ESTATES SUBDIVISION, A NEW SUBDIVISION WITHIN THE CORPORATE LIMITS OF THE CITY OF ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, SUBMITTED BY JON DOAK, REPRESENTING GUN SIGHT PROPERTIES, AND COVERING A 12.41 ACRE TRACT LOCATED IN SECTION 28, TOWNSHIP 19 NORTH, RANGE 105 WEST OF THE SIXTH PRINCIPAL MERIDIAN, ROCK SPRINGS, SWEETWATER COUNTY, WYOMING, AND APPROVING AND ACCEPTING THE ALTERNATE APPROVAL PROCEDURE SET FORTH IN SECTION 16-503.K OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, AND AUTHORIZING CARL R. DEMSHAR, JR., AS MAYOR, AND MATTHEW L. MCBURNETT, AS CLERK OF THE CITY OF ROCK SPRINGS, TO EXECUTE A SUBDIVISION IMPROVEMENT AGREEMENT.

WHEREAS, after proper review before the Planning and Zoning Commission of the City of Rock Springs, Wyoming, on April 11, 2018, it was resolved that said Commission recommend to the Governing Body of the City of Rock Springs that the Preliminary Plat (Revised) and Phase Three Final Plat of the Gunsight Estates Subdivision, a new subdivision within the corporate limits of the City of Rock Springs, Sweetwater County, Wyoming, submitted by Jon Doak, representing Gun Sight Properties and covering a 12.41 acre tract of land located in Section 28, Township 19 North, Range 105 West of the Sixth Principal Meridian, Rock Springs, Sweetwater County, Wyoming be approved by the Governing Body of the City, and,

WHEREAS, the petitioner has submitted a Subdivision Improvement Agreement in accordance with Section 16-503.K of the Ordinances of the City of Rock Springs, a copy of which is attached hereto and incorporated herein by this reference, to guarantee the installation of subdivision improvements within one year from the date of acceptance, as required by Section 16-805 of the Ordinances of the City of Rock Springs; and,

WHEREAS, after due and proper review held on May 1, 2018, the Governing Body of the City of Rock Springs has accepted and approved said resolution of the Rock Springs Planning and Zoning Commission and has elected to approve and accept said Preliminary Plat (Revised) and Phase Three Final Plat of Gunsight Estates as a subdivision in the City of Rock Springs.

# NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the Preliminary Plat (Revised) and Phase Three Final Plat of the Gunsight Estates Subdivision be, and the same is hereby, approved and accepted as a Final Plat.

Section 2. That the following described parcel of ground comprising Gunsight Estates, Phase Three be, and the same is hereby accepted as a subdivision in the City of Rock Springs, said subdivision to be known as Gunsight Estates, Phase Three: Know all men by these presents that the undersigned GUN SIGHT PROPERTIES, INC., being the owner, proprietor, or parties of interest in the land shown on this plat, do hereby certify:

.. . .

That the foregoing PHASE 3 - FINAL PLAT designated as GUNSIGHT ESTATES, is located in the E1/2 of the NE1/4 of Section 28, (being a portion of Federal Lots 18, 19 and 20 of Section 28, Resurvey of T. 19 N., R. 105 W., of the 6th P.M., the City of Rock Springs, Sweetwater County, Wyoming, and is more particularly described as follows: Commencing at a found 3" BLM Brass Cap and the C-N-NE 1/64th corner of said Section 28; also being the TRUE POINT OF BEGINNING;

Thence S 87° 43' 40" E, 1020.67 feet along the Northerly Property Boundary Line of said GUNSIGHT ESTATES - PHASE 3 to a point on the Westerly boundary line of a tract of land owned by FHP2, LLC;

Thence S 00° 08' 33" E, 510.17 feet along the Westerly Property Boundary Line of a tract of land owned by FHP2, LLC to the Northeast corner of Gunsight Estates - Phase 2; Thence S 89° 51' 27" W, 100.00 feet along the Northerly Property Boundary Line of Gunsight Estates - Phase 2;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates -Phase 2

S 86° 28' 49" W, 60.10 feet;

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Thence continuing along the Northerly Property Boundary Line of Gunsight Estates -Phase 2 N 87° 43' 40" w, 701.11 feet;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates -Phase 2 S 70° 41' 47" W, 63.55 feet;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates -Phase 2 S 00° 03' 33" E, 75.34 feet;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates -Phase 2 S 89° 56' 31" W, 100.05 feet to a point on the Easterly Property Boundary Line of Pronghorn Estates Subdivision;

Thence N 00° 03' 29" W, 623.23 feet along the Easterly Boundary Line of Pronghorn Estates Subdivision to the TRUE POINT OF BEGINNING;

and contains a total area of 12.41 acres, more or less.

Section 3. That the Mayor and City Clerk are hereby authorized to execute and enter into the attached Subdivision Improvement Agreement on behalf of the City of Rock Springs, Wyoming, including the Final Plat being held by the Planning Department and not recorded in the Office of the Sweetwater County Clerk until the required subdivision improvements have been installed and accepted by the City of Rock Springs.

Section 4. It is ordered that the City Engineer shall forthwith note on the Zoning Map that the aforedescribed 12.41 acre tract has been accepted as a subdivision in the City of Rock Springs, said subdivision to be known as the Gunsight Estates, Phase Three Subdivision.

# PASSED AND APPROVED this \_\_\_\_\_ of \_\_\_\_\_, 2018.

. . . . .

President of the Council

Mayor

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Attest:

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City Clerk

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### SUBDIVISION IMPROVEMENT AGREEMENT

This Agreement entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2018, by and between Gunsight Properties, Inc. hereinafter also referred to as "Subdivider", the developer of Gunsight Estates Phase III, of the City of Rock Springs, Wyoming, and the CITY OF ROCK SPRINGS, WYOMING, an incorporated city situated in the County of Sweetwater, State of Wyoming, hereinafter referred to as "City" and "Rock Springs".

### WITNESSETH:

WHEREAS, pursuant to the provisions of Section 16-503(K) of the Ordinances of the City of Rock Springs, a subdivider may request that a subdivision plat be approved without a financial guarantee, but subject to:

- (a) The subdivider entering into an agreement with the City to install all required public improvements as required by Chapter 16 of the Ordinances of the City of Rock Springs within <u>twelve months</u> of the approval of the contract or agreement.
- (b) The final plat being held by the Planning Department and not recorded in the Office of the Sweetwater County Clerk until the required improvements have been installed and accepted by the City of Rock Springs.

AND, WHEREAS, GUNSIGHT PROPERTIES, INC., the Subdivider, proposes to follow the "Alternate Approval Procedure" as allowed by Section 16-503(K) of the Ordinances of the City of Rock Springs for the approval of Gunsight Estates Phase III.

NOW, THEREFORE, in consideration of the above and foregoing premises, it is mutually understood and agreed as follows:

- That Gunsight Estates Phase III, is granted approval according to Section 16-503

   (K) of the Ordinances of the City of Rock Springs, and the Subdivider hereby agrees to install the required public improvements as shown on the approved Construction Drawings hereafter known as "Exhibit A", attached hereto and by reference made a part hereof, as if fully incorporated herein, and that all improvements be completed within twelve (12) months of the date of approval of this Agreement.
- 2. That the signed final plat of Gunsight Estates Phase III, shall be held by the Planning Department and not filed with the Sweetwater County Clerk until the required public improvements have been installed and accepted by the City of Rock Springs.
- 3. That the Subdivider shall not sell lots within Gunsight Estates Phase III, until all subdivision improvements have be accepted by the City of Rock Springs and the Plat has been recorded with the Sweetwater County Clerk.

- 4. The subdivider may apply in writing for, and the Council may, for cause shown, by Resolution grant a six (6) month extension to the twelve (12) month period.
- 5. After all improvements are inspected and approved by the Governing Body by Resolution, the Plat shall be recorded by the Department in accordance with Section 16-503(J), and the sale of lots may proceed according to the approved and recorded plat.
- 6. Building permits for structures will not be issued within the subdivision until the plat is recorded and the requirements of Section 16-808 are met.
- 7. If after receiving approval of the alternate approval procedure the subdivider chooses to submit a Financial Guarantee in accordance with 16-503.G.(9), the subdivider shall provide the City Engineer an Engineer's Cost Estimate of the remaining improvements. After approval of the cost estimate by the City Engineer, the Financial Guarantee shall be submitted and approved by the Governing Body of the City of Rock Springs by Resolution and the filing of the plat shall proceed as specified in 16-503(J).
- 8. Approval of the Final Plat shall expire if the subdivision improvements are not installed within the twelve (12) month period (eighteen (18) month period if granted an extension by the City Council as outlined in Paragraph 4 above) and will require re-submittal of a Final Plat application in accordance with Section 16-503 of the Rock Springs Subdivision Ordinance.

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals this day, month and year in which this Agreement is dated hereinabove.

GUNSIGHT PROPERTIES, INC.	
By ton Bol	
State of Wyoming )	
) County of Sweetwater )	
This instrument was acknowledged before me by $10NB 1244$ on this $12th$ day of $10NB 1244$	T
Witness by hand and official seal.	
My commission expires:	

# PASSED, AGREED TO AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President of the City Council

ATTEST:

Mayor

City Clerk



# Planning & Zoning Commission Staff Report

Project Name:Gunsight Estates Preliminary (Revised) and Final Plat,<br/>Phase 3Project Number:PZ-18-00049Report Date:March 23, 2018Meeting Date:April 11, 2018

### Request

Request for Preliminary Plat (Revised) and Final Plat approval of Gunsight Estates, Phase 3, consisting of 48 lots and totaling 12.41 acres.

### Background

All three phases of the Gunsight Estates Subdivision include parts of the original Federal Lots 18, 19, and 20.

The platting process for this subdivision has proceeded with the following timeline:

Sketch Plat for Phases 1,2,3: Reviewed by the Planning and Zoning Commission on June 12, 2013

<u>Preliminary Plat Phase 1</u>: Reviewed by the Planning and Zoning Commission on September 11, 2013 and subsequently approved by the City Council on October 11, 2013.

<u>Final Plat for Phase 1</u>: Reviewed by the Planning and Zoning Commission on November 13, 2013 and subsequently approved by the City Council on January 7, 2014.

<u>Revised Preliminary Plat for Phase 2,3</u>: Reviewed by the Planning and Zoning Commission on September 9, 2015 and approved by the City Council on October 20, 2015 <u>Final Plat for Phase 2</u>: Reviewed and approved by the Planning & Zoning Commission on October 14, 2015, and subsequently approved by the City Council on November 17, 2015

Per §16-905.S of the Subdivision Ordinance, the developer is required to either provide 7% of the gross area of the subdivision for parkland dedication or fees in lieu of parkland dedication in the amount of 10% of the land value prior to the subdivision. The Land Dedication requirements for the proposed subdivision (all three phases) have been met by the dedication and construction of the park/detention area located along Reagan Avenue in Phase 1.

C.N.NE 1			, Phase 3, 48 lots
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61 599/56/3 (PM 6) 4 10000 7 62 60 92	and the second se	ARTHUR AVENUE	60.10' 589*51'27'W 100.00'

<u>Applicant</u> Jon (KC) Doak Gunsight Properties 46 Reliance Road Rock Springs, WY 82901.

Property Owners Gunsight Properties, Inc 46 Reliance Road Rock Springs, WY 82901

#### Engineer

Shawn Arnoldi William H. Smith & Associates 404 N Street, Suite 201 Rock Springs, WY 82901

Project Location North of Reagan Avenue and Gunsight Estates Phases 1&2

Existing Zoning R-1 (Low Density Residential)

Property Owner Notification Mailed to owners within 200'

Previous P&Z Action 6/12/13 – Sketch Plat review 8/11/13 – Preliminary Plat approved 11/13/13 – Final Plat approved Ph. 1 11/14/15 – Final Plat approved Ph. 2

Ordinance References §16-503

<u>Staff Representative</u> Steve Horton AICP City Planner

Attachments

- Application
- Public Notice
- Utility Review Comments
- Adjacent Property Notice / Owners

Page 2 of 4 Project Name:	
Gunsight Estates Final Plat, Phase 3	Size and Location
	Legal Description – Phase 3 of Gunsight Estates
	Know all men by these presents that the undersigned GUN SIGHT PROPERTIES, INC., being the owner, proprietor, or parties of interest in the land shown on this plat, do hereby certify:
	That the foregoing PHASE 3 - FINAL PLAT designated as GUNSIGHT ESTATES, is located in the E1/2 of the NE1/4 of Section 28, (being a portion of Federal Lots 18, 19 and 20 of Section 28, Resurvey of T. 19 N., R. 105 W., of the 6th P.M., the City of Rock Springs, Sweetwater County, Wyoming, and is more particularly described as follows:
	Commencing at a found 3" BLM Brass Cap and the C-N-NE 1/64th corner of said Section 28; also being the TRUE POINT OF BEGINNING;
<b>3</b>	Thence S 87° 43' 40" E, 1020.67 feet along the Northerly Property Boundary Line of said GUNSIGHT ESTATES - PHASE 3 to a point on the Westerly boundary line of a tract of lar owned by FHP2, LLC;
	Thence S 00° 08' 33" E, 510.17 feet along the Westerly Property Boundary Line of a trac of land owned by FHP2, LLC to the Northeast corner of Gunsight Estates - Phase 2;
	Thence S 89° 51' 27" W, 100.00 feet along the Northerly Property Boundary Line of Gunsight Estates - Phase 2;
	Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 86° 28' 49" W, 60.10 feet;
	Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 N 87° 43' 40" w, 701.11 feet;
	Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 70° 41' 47" W, 63.55 feet;
	Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 00° 03' 33" E, 75.34 feet;
	Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 89° 56' 31" W, 100.05 feet to a point on the Easterly Property Boundary Lin of Pronghorn Estates Subdivision;
,	Thence N 00° 03' 29" W, 623.23 feet along the Easterly Boundary Line of Pronghorn Estates Subdivision to the TRUE POINT OF BEGINNING;
	and contains a total area of 12.41 acres, more or less, and that this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with desires of the undersigned owners and proprietors, and that this is a correct plat o the area as it is divided into lots, blocks, streets and easements, and that the undersigne owners of the land shown and described on this plat do hereby dedicate to the City of Rock Springs and its licensees for perpetual public use: all streets, alleys, easements for the purposes designated and other lands within the boundary lines of the plat as indicated and not otherwise dedicated for public use.
	All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.

Page 3 of 4 Project Name:	Number of Lots: 48						
Gunsight Estates Final Plat, Phase 3	Smallest Lot Size: 7,004 sq. ft						
	Largest Lot Size: 16,377 sq. ft						
	New Public Street Construction: 2,120 ft						
	Pedestrian Pathway Linking Gunsight Estates 3 with Pronghorn Estates: 185 ft						
	Surrounding Land Use and Zoning						
	North - R-1 (Low Density Residential) Vacant Diocese of Cheyenne Property						
	South - R-1 (Low Density Residential) Gunsight Phase 2 R-5 (High Density Residential) Preserve Apartments Phase 2						
	West - R-1 (Low Density Residential) Pronghorn Estates Sub. Hunters Ridge Sub. Phases 8, & 9						
	East - R-5 (High Density Residential)						
	on either side of the pipeline, making the area even more attractive.						
	10/05/2015 02:22 PM						

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### Page 4 of 4 Project Name: Gunsight Estates Final Plat, Phase 3

#### **Property Owner Notification**

Property owner notices were mailed to property owners located within 200 feet of the boundaries of the proposed subdivision.

### **Utility Review Committee Comments**

The Utility Review Committee comments are attached.

### Staff Recommendation

Staff will make a formal recommendation following public comment at the meeting. At a minimum, staff recommends the following:

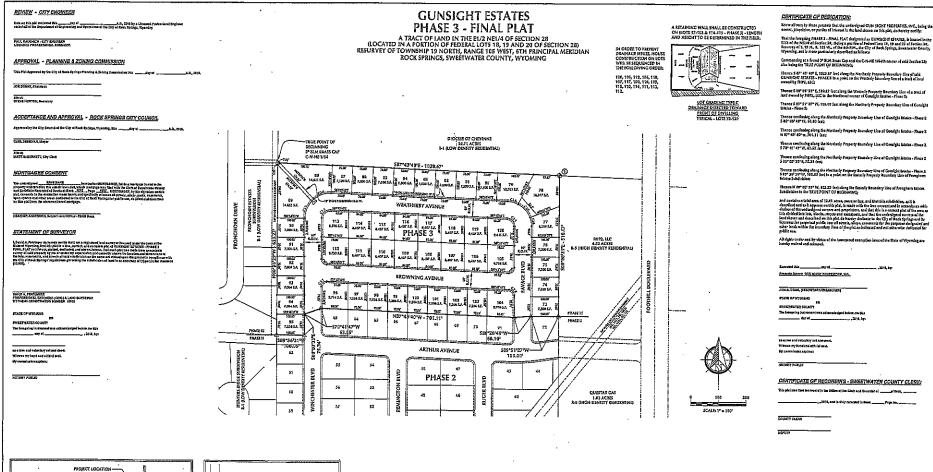
1. All Utility Review conditions shall be met. This list is attached.

In addition, staff has advised the applicant that the plat will not be scheduled for City Council approval until the following items are provided:

- 1. Construction Drawings approved by all City Departments.
- 2. Engineer's Cost Estimate approved by City Engineering.
- 3. Mylar with all final revisions, signed by property owner, developer, and surveyor.
- 4. Recording Fee of \$75.00 made payable to Sweetwater County.
- 5. City Council Approval Process:

The Developer has requested the Option 2 Approval Process Option 1: Post a Financial Guarantee in the amount of 125% of the cost of subdivision improvements, OR

**Option 2:** Request, in the form of a Subdivision Improvement Agreement (see attached example), that the City Council approve the Final Plat but instruct the Planning Department to withhold the approved Final Plat from recording for a period of time to allow the subdivider to install all of the required public improvements.



NOTE: ALL UTILITY EASEMENTS ARE 5.0" WIDE UNLESS OTHERWISE NOTED,

CUNSIGHT ESTATES - PHASE 3

12.42 ACRES

3.00 ACRES

PROPERTY DOUNDARY

PROPERTY LINES

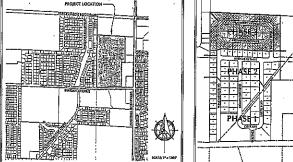
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ADJACENT LOT LINES

9.34 ACRES 45 LOTS

TOTAL PHASE 3 ACREAC

TOTAL LOTS - PHASE 3



PHASING PLAN

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22 WH ENGINEERING - SURVEYING - PLANNING DATE OF PREPARATION: 04-21-18

SURVEY CORNER SET LEGEND A-1/4" BENTSDA ALIMINUM CAP WITH 23/0"s 10"
 ALIMINUM FIESTAMED "LINKING STATES - PHASE 3"
 MAIKEE ICONNET & INDICATED ON PLAT 72L5 10032". INDIVIDUAL LOT CORNERS MONUMENTED WITH A S/6" REAR AND WITH ALUMINUM CAP STAMPED "PROPERTY CORNER FELS 10051"

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BASIS OF BEARING THE EASIS OF BEARING IS N 87"54"22" W ALONG THE SOUTH LINE OF SECTION 29, T.19N., R.105W.

> SURVEY CORNER LECEND PROPERTY POUNDARY CORNERS TO BE SET

CORNER FOUND LOT CORNERS TO BE SET

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AND MARCHINE AND	2018 Planning & Zoning Division	
And the second	CITY OF ROCK SPRINGS 212 D Street Rock Springs WY 82901	
Rock Springs	FINAL PLAT 307.352.1540 (phone) APPLICATION 307.352.1545 (fax)	
aff Use Only:	· · · · · · · · · · · · · · · · · · ·	
Date Received 3-19-2	2018 File Number: <u>P2-18-00050</u>	
Payment Information:		•
	Amount Received: 960:00 Received by: Steve Harfor	
	Cash or Check Number: <u>001044</u> Receipt Number: <u>R-2018 -03-19-</u>	-019
Date Certified as Complete /	Application: By:	
· · · ·	IASE: (Complete a separate application for each phase):	
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### C. PLEASE ANSWER THE FOLLOWING ON THE SPACE PROVIDED (if applicable):

PHASE 3 = 12,42 ACRES 1. Acreage of property:

- 2. Present zoning of property (if multiple zoning districts are included in the proposed subdivision, provide the acreage of each zoning district and show the zoning boundary): <u>P-1(Single Family Rescuenting)</u>
- 3. Number of lots in the subdivision: 4-8 Lots

### D. INSTRUCTIONS FOR FILING / SUBMITTAL CHECKLIST:

This checklist must be completed and submitted as part of the Final Plat Application. All items as listed within this checklist shall be submitted with the application and/or shown on the Final Plat or supporting documentation. Items that need to appear on the plat are listed under "Plat Items". Any missing information shall constitute an INCOMPLETE application. INCOMPLETE applications will be returned and will NOT be reviewed by the City of Rock Springs until a COMPLETE application is submitted.

Final Plat Application (including checklist) completed and signed. NOTE: It is mandatory that the property owner of record sign the application. Applications missing the property owner of record's signature shall be deemed as incomplete.

Final Plat Filing Fee. (\$200.00 plus \$20.00 for each lot in excess of ten (10) lots up to a maximum fee of \$1,000.00)

20 full size copies of the Final Plat and all supporting documentation. In addition to the 20 full size copies, one reduced copy no larger than 11" x 17" must also be submitted.

1 – PDF scanned at full-size of Final Plat drawing (submitted electronically to city planner@rswy.net)

Legal description for the property included in the Final Plat. The legal description shall be provided electronically in Word format or emailed to city\_planner@rswy.net. The Legal Description shall appear on the Final Plat and shall also be submitted on a separate sheet.

The Final Plat and required supporting material shall conform to the design and engineering standards set forth in the Subdivision Ordinance and to any conditions of approval specified by the Planning and Zoning Commission and the City Council.

The Final Plat shall conform to the Preliminary Plat.

#### E. FINAL PLAT ITEMS:

The Final Plat shall be prepared and certified to its accuracy by a registered land surveyor licensed in the State of Wyoming.

In addition to the required copies listed above, the mylar of the Final Plat must be submitted to the Planning Department as part of the application submittal.

The Final Plat shall be clearly and legibly drawn in black, waterproof India ink upon tracing linen, mylar of .004 inch in thickness (minimum) or some similar stable base material.

 ${f \mathcal{A}}$  Required affidavits, certificates and acknowledgements shall be legibly printed on the Plat in opaque ink.

Sheet size of all Final Plats shall be 24" high by 36" wide.

Information on the Plat shall be so positioned that a 1 ½" margin remains on the left side and a ½ " margin is left on the three remaining sides.

Prepared at a scale of 1" = 100' or larger for subdivision where the majority of lots are less than five (5) acres in size. The scale may be reduced to 1" = 200' for subdivision in which the minimum lot size is five (5) acres or more.

Each sheet of the Final Plat shall be numbered and the total number of sheets comprising the plat shall be stated on each sheet (for example: Sheet 2 of 4). The relationship of one sheet to the other shall be shown by key maps and by match lines.

Final platting may be accomplished in stages covering reasonable portions of the area of an approved Preliminary Plat. When this is done, each sheet of the Final Plat shall contain a vicinity map showing the location of the portion being submitted in relationship to the area for which the Preliminary Plat was submitted. All Final Plats so submitted shall be of the same scale, shall have identical titles, legends and other information, and shall have match lines so that mosaics of the entire subdivision can be developed. Each stage of the subdivision shall be as nearly self-sustaining and complete as possible and shall itself, or in conjunction with previous stages, meet the design standards set forth in these regulations so that if development is interrupted or discontinued after one or more stages is completed, a viable development will result. The subdivision shall be constructed in the order in which phases are numbered. Altering phasing of the subdivision shall require re-submittal and approval of a new Preliminary Plat.

The submitted Final Plat shall contain the notarized signatures of the owner or owners, mortgagees, or others with an equitable or legal interest in the land of whatever nature and the signature of the registered land surveyor. In addition, the mortgagees, if any, shall provide the City with a letter confirming that they are aware of the subdivision and concur with the subdivision filing.

The name of the subdivision at the top center of each sheet.

General location of the subdivision by section, township, range, county, and state, entered under the name of the subdivision.

Date, scale and north arrow.

Boundary lines of the subdivision in a heavy solid line.

Legal description of the subdivision boundary based on an accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of closure on one (1) part in ten thousand (10,000).

The location and description of the point of beginning and its proper reference to the monumented boundary survey.

Location and description of all monuments.

D\_Bearings, distances, and curve data of all perimeter boundary lines indicated outside of the boundary lines.

On curved boundaries and on all curves within the Plat, sufficient data to allow the reestablishment of the curves on the ground.

The location and layout of lots, blocks, tracts, streets, alleys, easements, and other public grounds within and immediately adjoining the Plat, with accurate dimensions in feet and one-hundredths of feet (1/100), bearings, curve data, length of radii and/or arcs of all curves.

Drainage easements and drainage detention areas, clearly labeled as such and a note indicating the ownership and maintenance responsibility of the drainage easements and drainage detention areas.

The names of all streets.

All lots logically and consecutively numbered in the center of the lot.

All dimensions shown on irregularly shaped lots.

3

- A Parcels completely or partially surrounded by the area being subdivided shall be clearly marked "EXCEPTED," and the common boundary with the subdivision shown in a heavy solid line with bearings and distances.
- A notation of the total acreage of the subdivision, the total number of lots, and a breakdown of total acreage for street right-of-ways, parkland, open space, drainage detention or other public areas.

A notarized certificate by all parties having any titled interest in or lien upon the land, consenting to the recording of the plat and dedicating public ways, grounds, and easements. All signatures shall be in permanent, black ink. Certification shall read as stated in Section 16-503.(F).17. of the Rock Springs Subdivision Ordinance.

Certificate of a registered land surveyor as stated in Section 16-503.(F).18. of the Rock Springs Subdivision Ordinance.

Certificate of review of the Department of Engineering and Operations as stated in Section 16-503.(F).19. of the Rock Springs Subdivision Ordinance.

Certificate of approval by the City of Rock Springs Planning and Zoning Commission as stated in Section 16-503.(F).20. of the Rock Springs Subdivision Ordinance.

Certificate of acceptance and approval by the City Council of the City of Rock Springs as stated in Section 16-503.(F).21. of the Rock Springs Subdivision Ordinance.

Certificate for recording by the County Clerk and Recorder as stated in Section 16-503.(F).22. of the Rock Springs Subdivision Ordinance.

When the plat of a subdivision or resubdivision intends to vacate an existing easement, the location of the easement shall be shown on the plat with a notation that it is being vacated by the plat.

In the case of a resubdivision of an existing subdivision or portion of a subdivision, a declaration statement as stated in Section 16-503.(F).23. of the Rock Springs Subdivision Ordinance shall appear above the Mayor's signature or below the title.

Drainage Easement Statement – In a subdivision that has drainage easements, the following statement shall appear on the plat: "Maintenance and upkeep of drainage easements will be the responsibility of the individual lot owner. Fences, walls or footings that would impede drainage flows within those drainage easements and regrading of drainage easements shall not be permitted."

Floodplain - If a subdivision lies within a one hundred (100) year floodplain, the following statement shall appear on the face of the final plat and all contracts and agreements relating to the subdivision: "THIS SUBDIVISION IS (OR THE FOLLOWING LOTS ARE) LOCATED IN THE ONE HUNDRED YEAR FLOOD PLAIN AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY."

Mined Areas - If a subdivision lies over a known mined area, the following statement shall appear on the face of the final plat and all contracts and agreements relating to the subdivision: "THIS SUBDIVISION IS (OR THE FOLLOWING LOTS ARE) LOCATED OVER KNOWN MINED AREAS."

### F. FINAL PLAT SUPPORTING DOCUMENTATION TO BE SUBMITTED WITH APPLICATION:

- G Four (4) copies of the Drainage Report meeting the criteria as specified in Section 16-503.G.(2) of the Rock Springs Subdivision Ordinance.
- Four (4) copies of the Soils Report meeting the criteria as specified in Section 16-503.G.(3) of the Rock Springs Subdivision Ordinance.
- Four (4) copies of the Grading, Drainage and Development Plan meeting the criteria as specified in Section 16-503.G.(4) of the Rock Springs Subdivision Ordinance.
- Six (6) copies of the Construction Plans and Details meeting the criteria as specified in Section 16-503.G.(5) of the Rock Springs Subdivision Ordinance.
- Dust Control Plan A dust control plan must be submitted to the City Engineer for approval before any construction begins.
- Title Opinion Evidence satisfactory to the City must be submitted showing all taxes and assessments due on the property to be subdivided have been paid in full, showing title or control of the property to be subdivided and showing the property to be subdivided as free and clear of any liens. An attorney's title opinion or ownership and encumbrance report from a land title company shall be considered satisfactory evidence. Such an opinion or report shall also note any reservation for mineral rights and the existence of any mineral or oil and gas leases.
- Deeds When required by the City, assurance that a warranty deed or other acceptable instrument conveying to the city or other appropriate public agency any public lands other than streets, alleys or easements shown on the Final Plat and title insurance if required by the City on the subject parcel, shall be presented to the City upon approval of the Final Plat. The method of assurance will be approved by the City Attorney.
- Fees in Lieu of Park Land Payment of any fees in lieu of public land dedication or any initial payment and a payment schedule keyed to subdivision development.
- D Recording Fee -\$75.00 in the form of a check made out to Sweetwater County.
- Financial Guarantee A contractor's performance bond, an irrevocable letter of credit, funds in escrow or other appropriate commitment to guarantee the complete and timely development of any facilities or improvements which are the subdivider's responsibility. The bond shall be in an amount of 125% of the Engineer's Cost Estimate, as approved by the City Engineer. The Engineer's Cost Estimate shall be submitted as part of the Final Plat submittal.

Easements: If the subdivider proposes to utilize adjoining property for water lines, drainage, sewer lines, power lines, or other utilities, the subdivider shall provide copies of the recorded binding easements of not less than twenty (20) feet in width for the proposed facilities from each property owner over whose land such services shall extend. The Final plat shall show the Book and Page number as recorded in the Office of the County Clerk and Recorder for all recorded easements.

### G. FINAL PLAT REVIEW PROCEDURE:

- Within three (3) working days of submittal, the Planning Department shall review the application for conformance with the Flnal Plat submittal requirements. If the application does not conform to the submittal requirements, the application will be deemed as incomplete, the subdivider will be notified and the application will be returned.
- Agency Review After it is determined that a complete Final Plat submittal has been made, the Planning Department shall refer material to appropriate agencies for review and comment (a utility review meeting will be held).
- At least seven (7) days prior to the Planning and Zoning Commission at which the plat is to be considered, the Planning Department shall notify the owners of subdivided and unplatted land within 200 feet of the boundaries of the proposed subdivision of the time and date of the meeting.
- The Planning and Zoning Commission shall review the Final Plat in a public meeting. In reviewing the Final Plat, the Commission shall consider oral or written statements from the applicant, the public, City staff, and the Commission. The Commission may recommend approval, conditional approval, disapproval or may table the Final Plat.
- Approval of the Final Plat by the Planning and Zoning Commission shall remain effective for 12 calendar months. A Final Plat which has not received approval of the City Council within 12 calendar months following Planning and Zoning Commission approval shall be subject to the requirements of Section 16-502 (Preliminary Plat). The subdivider may apply in writing for, and the Commission may, for cause shown, grant a six month extension to the 12 month period.
- Upon being notified of the comments and any necessary approvals of reviewing agencies, the Planning Department shall forward the Final Plat, comments and approvals of reviewing agencies, pertinent supporting materials, and the recommendations of the Planning Commission to the City Council. Incomplete Final Plats for which necessary approvals have not been secured shall not be forwarded to Council for action.
- City Council Action The City Council shall either approve the Final Plat or disapprove the Final Plat and notify the subdivider of the conditions to be met to gain approval. If a disapproved Final Plat is modified and resubmitted to the City Council at a later date for their consideration, the Council may require the concurrent submittal of an updated ownership and encumbrance report or title opinion.
- Filing With County Clerk Upon approval by the City Council of the Final Plat, the subdivider shall submit payment for the recording fee to the Planning Department within sixty (60) days after approval of the Final Plat by the City Council. The Planning Department shall transmit the subdivider's recording fee and the duly approved and executed Final Plat to the County Clerk and Recorder for the filing of the Final Plat among the official records of the County.
- Alternate Approval Procedure As an alternate procedure and at the request of the subdivider, the City Council may approve a Final Plat and instruct the Planning Department to <u>withhold the approved Final Plat from recording</u> for a period of time to allow the subdivider to install all of the required public improvements according to the plans and specifications approved by the City Engineer. (NOTE: Since the plat will not be recorded, lots cannot be sold). This procedure, <u>when approved by the Council</u>, shall be in lieu of the guarantees for installation or improvements as set forth in Section 16-503 (G).9. of the Subdivision Ordinance. NOTE: If decided to petition the City Council to accept the "Alternate Approval Procedure" in lieu of the financial guarantee, contact the City Planning Department to receive a sample agreement. Be advised that the City Council has the right to refuse the Alternate Approval Procedure and has the right to require the financial guarantee as required in Section 16-503.(9).
  - An executed standard contract as approved by the City Attorney regarding installation of improvements shall be submitted with the Final Plat, (Contact the Planning Department for a sample contract)
  - The contract shall require that all improvements be completed no later than twelve (12) months from the date the Final Plat was approved by the City Council.
  - The subdivider may apply in writing for, and the Council may, for cause shown, by Resolution grant a six (6) month extension to the twelve (12) month period.
  - After all improvements are inspected and approved by the Governing Body, by resolution, the Plat shall be recorded by the Department in accordance with Section 16-503(J), and the sale of lots may proceed according to the approved and recorded plat.
  - Building permits for structures will not be issued within the subdivision until the plat is recorded and the requirements of Section 16-808 are met.
  - If after receiving approval of the alternate approval procedure the subdivider chooses to submit a Financial Guarantee in accordance with Section 16-503.G.(9), the subdivider shall provide the City Engineer an Engineer's Cost Estimate of the remaining improvements.
  - After approval of the cost estimate by the City Engineer, the Financial Guarantee shall be submitted and approved by the Governing Body of the City of Rock Springs by resolution and the filing of the plat shall proceed as specified in Section 16-503.J.

### H. CONSTRUCTION / IMPROVEMENT CHECKLIST:

The following checklist is provided to make the property owner / developer / engineer aware of the City's Subdivision Ordinance pertaining to subdivision improvements and the process for acceptance of such improvements:

Release of Financial Guarantee - As improvements are completed, inspected and approved by the City Engineer, the subdivider may apply to the City for a release of a proportionate part of any collateral deposited with the City.

- Design by Professional Engineer All public improvements must be designed by a professional engineer, licensed to do such work in the State of Wyoming.
- On Site Representative The developer shall designate, in writing, the name of the agent who shall be available at all times during construction progress and who shall not be replaced without a written notice to the City Engineer. The agent will be the developer's representative at the site and shall have the authority to act on the developer's behalf.
- Installation of Improvements The subdivider shall install the following improvements in a timely manner and in accordance with plans, specifications, and data as approved by the City Engineer. Refer to Section 16-805 of the Rock Springs Subdivision Ordinance for installation criteria of the water main system, fire hydrants, storm drainage system, sanitary sewer system, streets (including transportation plan streets), street grading and surfacing, street lights, streets name signs and traffic control signs, utilities and other facilities and improvements.

#### Monuments:

- O The owner and subdivider shall, at his expense, install monuments at all subdivision boundary corners which shall be marked with two (2) inch diameter brass caps. These caps may be set in concrete or be affixed to thirty (30) inch lengths of galvanized pipe and shall be properly marked for identification as to location, shall carry the true elevation, shall be referenced if subject to destruction, and again shall show the proper identification and license of the certifying surveyor.
- o Perimeter ties shall be shown to all Section, Quarter Section and Sixteenth Section Lines.
- Block and lot corners, Points of Tangency and Points of Curve of all curves shall be marked by a distinctive survey corner marker. Where section lines and quarter section lines intersect the center line of any street, reference shall be given to the nearest section corner or quarter corner.
- The placement of all monuments shall be under the supervision of the Director of Engineering and Operations, and the owner may be required to pay a reasonable charge for the inspection service.

### 🖉 🛛 As-Built Plans –

Prior to the approval and acceptance of any completed improvements, as-built plans must be submitted to the City Engineer in accordance with Section 16-806 of the Rock Springs Subdivision Ordinance.

Acceptance of Improvements - At any time after the completion of construction of public streets and their inspection by the Director of Engineering and Operations, the subdivider may request that the City accept maintenance of the streets. The City Council may accept maintenance of streets, sewers, and rights-of-way if all work is in compliance with City specifications and requirements at the time of acceptance providing the developer presents to the City a one year warranty on the construction. (This requires a resolution by the City Council)

Issuance of Building Permits - Building Permits may be issued for lots within a subdivision only after final plat approval is granted by the City Council and water and sewer service is stubbed to the lots. Occupancy permits for buildings shall not be issued until the installation of subdivision improvements is completed (including acceptance of the improvements as outlined above), which shall include curb, gutter, sidewalk and paving. NOTE: Building Permits will not be issued for any structure within a subdivision following the Alternate Approval Procedure.

Compliance with Drainage Plans - Subdivision drainage plans, and individual lot drainage plans, must be complied with. Upon completion of final subdivision grading and prior to building permits being issued, a certified topographic survey verifying final grades with proposed grades shall be submitted. Spot elevations shall be given for all inverts, low points and flowing entry and exit points. Plot plans for Building Permits must show, and be consistent with, the drainage plan approved for the lot. Individual lot drainage plans included on the Preliminary Plat shall also be included on the Final Plat Construction Plans. Occupancy Permits for buildings shall not be issued until a certified survey showing final grading has been submitted and approved by the City. (See Section 16-808 for additional requirements.) Lot drainage must remain consistent with the drainage plan approved for the lot.

### I. FINAL PLAT SUBMITTAL DEADLINES;

**NOTE:** Applications that are not received by Noon on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City 'Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Submittal Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Review of Completeness	Review of application for conformance with the Final Plat submittal requirements. If the application does not											
Utility Meeting	are ger submitt addres	Utility Review Meetings are held <u>at least</u> 6 days after application submittal. Utility Review Meetings are generally held on Tuesday afternoons and are scheduled in the order in which applications are submitted. A memo will <u>only</u> be sent to the parties listed on the application so be sure to provide all addresses of whom you would like to be invited to the meeting. It is required that the petitioner or an assigned representative attend the meeting. <b>SEE NOTE BELOW.</b>						are de all				
Adjacent Owner Notice	Property Owner Notices are prepared by the City of Rock Springs and are mailed to property owners within 200' of the effected property a minimum of seven (7) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Meeting	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
Approximate Council Meeting **	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

\*Deadline moved due to holiday.

\*\* Date is the <u>first possible</u> date of the City Council Meeting. <u>The Final Plat will not be placed</u> on the City Council Agenda until ALL required documents, approvals, and financial guarantees have been received and all necessary corrections have been made and reviewed.

<u>BE ADVISED</u>: Utility review meetings are scheduled in the order in which applications are submitted to the City. In the event that a utility review meeting cannot be scheduled prior to the Planning and Zoning Commission Meeting due to the number of applications that are received ahead of your application, your application will have to be postponed until the following month's Planning and Zoning Commission meeting. Therefore, it is in your best interest to submit your application prior to the application deadline listed on the above table. \*\*

### J. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent regulations. I further agree if the application is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct. I further certify that I understand that any missing items shall constitute an INCOMPLETE application and that INCOMPLETE applications will be returned and will NOT be reviewed by the City of Rock Springs until a complete application is submitted.

Signature of Petitioner	Date 3-14-18
Signature of Mortgagee 1 part and	Date 3-15-18
Signature of Owner*	Date
Signature of Owner* 6 8	Date 3-14-18
Signature of Owner*	Date
Signature of Engineer	Date 3/16/18

\* Please note: <u>All property owners of record and mortgagees must sign the subdivision application</u>, as well as the mylar for the Final Plat. Attach additional pages, if necessary.

# Legal Description - Phase 3 of Gunsight Estates

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Know all men by these presents that the undersigned GUN SIGHT PROPERTIES, INC., being the owner, proprietor, or parties of interest in the land shown on this plat, do hereby certify:

That the foregoing PHASE 3 – FINAL PLAT designated as GUNSIGHT ESTATES, is located in the E1/2 of the NE1/4 of Section 28, (being a portion of Federal Lots 18, 19 and 20 of Section 28, Resurvey of T. 19 N., R. 105 W., of the 6th P.M., the City of Rock Springs, Sweetwater County, Wyoming, and is more particularly described as follows:

Commencing at a found 3" BLM Brass Cap and the C-N-NE 1/64th corner of said Section 28; also being the TRUE POINT OF BEGINNING;

Thence S 87° 43' 40" E, 1020.67 feet along the Northerly Property Boundary Line of said GUNSIGHT ESTATES - PHASE 3 to a point on the Westerly boundary line of a tract of land owned by FHP2, LLC;

Thence S  $00^{\circ}$  08' 33'' E, 510.17 feet along the Westerly Property Boundary Line of a tract of land owned by FHP2, LLC to the Northeast corner of Gunsight Estates - Phase 2;

Thence S 89° 51' 27" W, 100.00 feet along the Northerly Property Boundary Line of Gunsight Estates' - Phase 2;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 86° 28' 49" W, 60.10 feet;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 N 87° 43' 40" w, 701.11 feet;

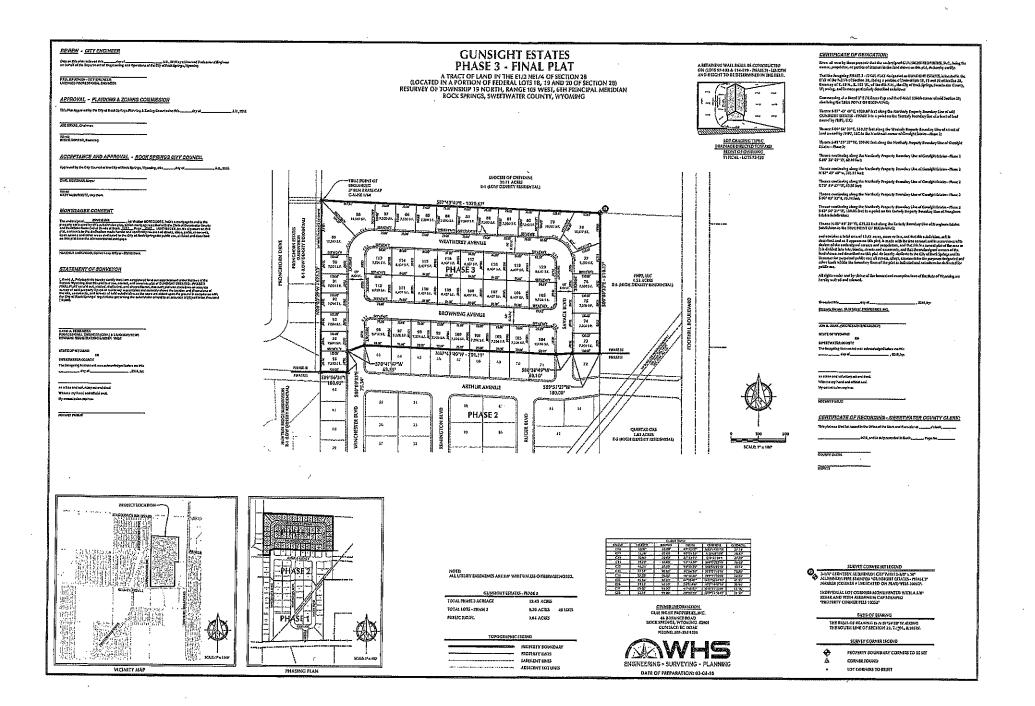
Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 70° 41' 47" W, 63.55 feet;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 00° 03' 33" E, 75.34 feet;

Thence continuing along the Northerly Property Boundary Line of Gunsight Estates - Phase 2 S 89° 56' 31" W, 100.05 feet to a point on the Easterly Property Boundary Line of Pronghorn Estates Subdivision; Thence N 00° 03' 29" W, 623.23 feet along the Easterly Boundary Line of Pronghorn Estates Subdivision to the TRUE POINT OF BEGINNING;

and contains a total area of 12.41 acres, more or less, and that this subdivision, as it is described and as it appears on this plat, is made with the free consent and in accordance with desires of the undersigned owners and proprietors, and that this is a correct plat of the area as it is divided into lots, blocks, streets and easements, and that the undersigned owners of the land shown and described on this plat do hereby dedicate to the City of Rock Springs and its licensees for perpetual public use: all streets, alleys, easements for the purposes designated and other lands within the boundary lines of the plat as indicated and not otherwise dedicated for public use.

All rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released.





Department of Public Services / Planning 212 'D' Street Rock Springs, WY 82901 Phone: 307-352-1540 Fax: 307-352-1545 Email: steve horton@rswy.net

Proposed Development: Utility Review Meeting: Gunsight Estates – Revised Preliminary Plat & Final Plat, Phase 3 March 27, 2018

# **Utility Review Committee Comments:**

City of Rock Springs Engineering Department (Meghan Jackson)

- 1. The Dust Control Plan and Engineers Estimate must be submitted and approved.
- 2. Joint Powers Water Board and Water Department must submit comments
- Preliminary/Final Plat shall show the required ten foot pedestrian ROW located between Lots 88 and 89
- 4. Final Plat shall show the typical lot grading Type C and state the retaining walls noted for the lots specified, will be constructed prior to acceptance of subdivision.
- Number 8 on the Project Construction Notes, states that asphalt pavement shall be compacted to a minimum of 92% max density, change to replicate note on sheet D2 about compaction minimum of 96% Marshall Density
- 6. Number 9 on the Project Construction Notes, states that air content shall be in the range of 4%-7%, change to 5%-8%.
- 7. Ten foot pedestrian ROW between lots 88 and 89, shall be constructed with a five (5) foot sidewalk, with two and a half (2.5) feet of landscaping rock and fabric alongside. Provide detail.
- 8. Removable bollards: MaxiForce Model: MRHP-RS2-HDH5; or approved equal, yellow in color, shall be required at each end of the pedestrial ROW. Bollards shall be placed at a spacing of 36" on center.
- 9. Retaining walls for proposed lots 97-103 and 114-119, shall be constructed prior to subdivision acceptance. Sheet P7 shall note that change with the Lot Grading: Type C detail, and contours changed to show drainage from back to front.
- 10. A swale or other means to direct drainage away from the subdivision, shall be installed along the north and east adjacent properties, prior to subdivision acceptance
- 11. On Sheet D1: sidewalk, curb and gutter shall be poured monolithic and no saw cutting shall be allowed
- 12. On Sheet D2: Compaction requirements on all subgrade and base shall be compacted to 96% passing a standard proctor. Make corrected note.
- 13. On Sheet D-2: Detectable warning surface system shall be ADA Solutions Inc, Cast in Place Replaceable Tactile Panels, brick red in color, 2'x4'. Panels shall be installed according to the manufacturer's recommendations.

# Rocky Mountain Power (Kyle Graham)

- 1. Request to serve must be completed by developer
- 2. Will need to verify street lighting with City Engineer
- 3. Will be planning subdivision power layout and will get road crossing to developers engineer

# Gunsight Estates Revised Preliminary & Final Plat, Phase 3

Page 2 of 3

# City of Rock Springs Wastewater Department (Nick Seals)

1. All sewer must be installed per City of Rock Springs standards

# City of Rock Springs Water Department (Clint Zambai)

- 1. All materials must be installed to City of Rock Springs and Joint Power Water Board Specs
- 2. All hydrants and valves must be Kennedy Brand
- 3. Locate wire on mainline needs to be 10 gauge

# City of Rock Springs Fire Department (David Rhodes)

1. New hydrants must flushed and flow ≥ 1500 GPM prior to any combustible materials brought onto any Phase 3 lot.

<u>Colorado Interstate Gas (Stephen Bacon)</u> No issues

<u>The Planning and Zoning Commission</u> will review this item on April 11, 2018 at 7:00 p.m. in the City Hall Council Chambers. The applicant and/or a representative is required to attend.

# The following items need to be submitted prior to scheduling this item for City Council approval:

- 1. <u>Construction Drawings</u> approved by all City Departments.
- 2. Engineer's Cost Estimate approved by City Engineering.
- 3. <u>Mylar</u> with all final revisions, signed by property owner, developer, and surveyor.
- 4. Recording Fee of \$75.00 made payable to Sweetwater County.
- 5. City Council Approval Process:

**Option 1: Post a Financial Guarantee** in the amount of 125% of the cost of subdivision improvements prior to scheduling this item for City Council approval. Lots may be sold only after the Final Plat has been approved by the City Council and recorded at the County. Building permits may be issued once water and sewer service is stubbed to the lots. Occupancy permits for buildings shall not be issued until the installation of subdivision improvements is completed and said improvements are accepted by the City Council.

# -OR-

**Option 2: Request, in the form of a Subdivision Improvement Agreement (see attached example),** that the City Council approve the Final Plat but instruct the Planning Department to withhold the approved Final Plat from recording for a period of time to allow the subdivider to install all of the required public improvements. An executed standard contract as approved by the City Attorney regarding installation of improvements shall be submitted with the Final Plat. The contract shall require that all improvements be completed no later than twelve (12) months from the date the Final Plat was approved by the City Council. The subdivider may apply in writing for, and the Council may, for cause shown, by Resolution grant a six (6) month extension to the twelve (12) month period. After all improvements are inspected and approved by the City Council, the Final Plat shall be recorded and lots may be sold. Building permits for structures will not be issued within the subdivision until the plat is recorded.

Gunsight Estates Revised Preliminary & Final Plat, Phase 3

Page 3 of 3

Included in this request is a Revised Preliminary Plat which will require a Public Hearing with the City Council.

- 22

Stephen A. Horton, AICP, City Planner

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3-2<u>3-18</u>

Date



Department of Public Services 212 D Street, Rock Springs, WY 82901 Tel: 307-352-1540 Fax: 307-352-1545 www.rswy.net

March 27, 2018

Dear Property Owner / Interested Party:

This letter is to inform you that KC Doak, representing Gunsight Properties, Inc, has submitted a request for Preliminary Plat (Revised) and Final Plat Approval for Gunsight Estates Phase 3 which is north of Reagan Blvd and adjacent to Gunsight Estates Phase 2, Rock Springs, Wyoming. Records show that this property is adjacent to or near property you own (*see the location map below*). The following summarizes the requests:

The applicant is requesting <u>Preliminary Site Plan (Revised) and Final Plat Phase 3</u> approval for the 3<sup>rd</sup> phase of Gunsight Estates. A public hearing is required for this request. The Rock Springs <u>Planning and</u> <u>Zoning Commission</u> will review this request at a public hearing to be held on <u>Wednesday, April 11, 2018</u> <u>at 7:00 p.m.</u> in the Rock Springs City Hall Council Chambers, 212 'D' Street, Rock Springs, Wyoming. Interested persons or parties are encouraged to attend the meeting or submit written comments.

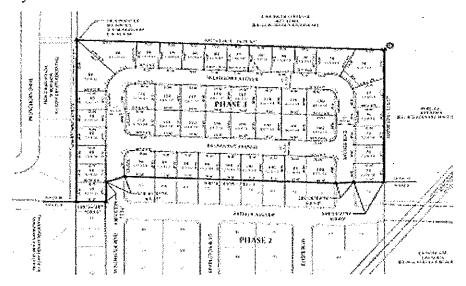
If you would like to comment on any part of this project, you may attend the meeting or hand deliver, fax, email or mail your written comments to the following:

Planning and Zoning Division Attn: Stephen Horton, City Planner 212 'D' Street Rock Springs, WY 82901 steve horton@rswy.net

Written comments will be accepted no later than Noon on April 11, 2018. If you have any questions regarding this information, please contact the Planning and Zoning Division at (307) 352-1540.

Sincerely,

Stephen Horton, AICP City Planner



WESTBROOK DEMETRIUS & PHYSHAUNT FHP2 LLC ATTN: HIGH COUNTRY REALTY KNUDSEN CHANDLER C & ASHLEY M DUNCAN KORRINE F & CHANCEY N BALDWIN BRADY M & AMANDA K ANDERSON TERRY B & MONICA R **BERNATIS TERRY D & DANIELLE A** AMUNDSEN CONSTRUCTION INC PENNINGTON JAMES & TAMMY HAGER AARON W & KRISTEN E **JHRIG NATHAN R & JENNIFER** SMITH REED K & MELINDA K DIEMOZ JEREMY R & SARA A GUN SIGHT PROPERTIES INC DIOCESE OF CHEVENNE THE HAAPALA PAUL D & ELISE A **JGDEN SAMUEL & KRISTOI** CALVEY DANIEL & CHRISTY PERIMAN BRANDON M & LINCOLN JONATHAN C HAMILTON RANDY W City of Rock Springs QUESTAR GAS CO **TANGEN KRISTA L** CHADEY LYNNE A **MULLINS MIKE K** Name

C/O HOLLY SPIRIT CATHOLIC COMMUNITY ATTN JAROM CALL TAX SPECIALIST 1471 DEWAR DR STE 132 **L114 WINCHESTER BLVD** ELDERMAN CORTNEY A **1209 PRONGHORN DR 1213 PRONGHORN DR I217 PRONGHORN DR L230 PRONGHORN DR .218 PRONGHORN DR I205 PRONGHORN DR 301 PRONGHORN DR 1116 APPLEWOOD DR 1113 APPLEWOOD DR I221 PRONGHORN DR I300 PRONGHORN DR 1117 APPLEWOOD DR I226 PRONGHORN DR I222 PRONGHORN DR I304 PRONGHORN DR** 216 ARTHUR AVE 220 ARTHUR AVE **169 ARTHUR AVE BART AMUNDSEN 46 RELIANCE RD** 212 D Street Add1

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City Council Agenda



# AN ORDINANCE AMENDING SECTION 1-604(c) OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS ENTITLED "ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES" AND ADOPTING REVISED PERSONNEL POLICIES.

WHEREAS, the Governing Body of the City of Rock Springs desires to amend Section 1-604(c) of the Ordinances of the City of Rock Springs entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" to reflect changes in employment law and regulations; and,

WHEREAS, the Governing Body of the City of Rock Springs desires to amend its ordinance regarding Personnel Policies and Procedures to enhance its ability to effectively administrate city operations and city employees; and,

WHEREAS, the Governing Body of the City of Rock Springs finds that it is in the best interest of the City that the current Personnel Policies and Procedures of the City of Rock Springs, Revised in June of 2007, be replaced and supplanted by the Personnel Policies and Procedures attached to this ordinance, and by this reference specifically made a part hereof; and,

WHEREAS, the Governing Body of the City of Rock Springs has said revised Personnel Policies and Procedures before it, and has given them careful review and consideration.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Section 1-604(c), entitled "Adopting the Personnel Policies and Procedures Relating to City of Rock Springs Employees" of the Ordinances of the City of Rock Springs, Wyoming, is hereby amended to read as follows:

# 1-604(c) ADOPTING THE PERSONNEL POLICIES AND PROCEDURES RELATING TO CITY OF ROCK SPRINGS EMPLOYEES.

1. The existing Personnel Policies and Procedures of the City of Rock Springs initially adopted by reference in Ordinance Number 80-15 on May 6, 1980, <u>amended and reenacted by Ordinance Number 84-1 on March 6, 1984</u>, and all previous <u>subsequent re-enactments and</u> amendments thereto, are hereby repealed <u>and</u> <u>they shall have no further force or effect when the last position of employment</u> <u>governed by said policies is filled by hiring or promotion following adoption of the</u> <u>revised policies</u>.

2. That certain document dated January, 1984 <u>February, 2018</u>, entitled "Personnel Policies and Procedures of the City of Rock Springs, Revised" in the form attached hereto and by this reference made a part hereof is hereby approved and adopted as the new Personnel Policies and Procedures for the City of Rock Springs, Wyoming.

3. The Personnel Policies and Procedures of the City of Rock Springs, Revised, as adopted by Section 2 above, shall themselves be subject to such further revision and amendment as the Governing Body may from time to time adopt and approve by ordinance <u>resolution</u> ordinance.

1st Reading\_\_\_\_\_

2nd Reading\_\_\_\_\_

3rd Reading\_\_\_\_\_

PASSED AND APPROVED this \_\_\_\_\_\_ of \_\_\_\_\_\_, 2018.

President of the Council

Mayor

Attest:

City Clerk

# **City of Rock Springs**

# **Personnel Policies and Procedures**

# Rock Springs

**Revised April 2018** 

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NOTHING IN THESE PERSONNEL POLICIES IS INTENDED TO CREATE A CONTRACT OF ANY TYPE BETWEEN THE CITY AND ITS EMPLOYEES. THE CITY COUNCIL RETAINS THE ABSOLUTE DISCRETION TO SUSPEND, MODIFY OR SUPERSEDE THESE PERSONNEL POLICIES THROUGH THE COUNCIL'S ORDINARY COURSE OF BUSINESS.

# ARTICLE I - ADMINISTRATION

# Section 101. Purpose and Scope.

a) The City of Rock Springs hereby establishes these personnel policies and procedures to be used as guidelines for the fair and consistent handling of personnel matters.

These personnel policies and procedures shall apply to b) all employees unless otherwise noted. Any conflict between these rules and applicable civil service rules or civil service statutes shall be resolved in favor against these rules and in favor of applicable civil service rules or laws. Conflicts or inconsistencies between these rules and negotiated contracts with recognized collective bargaining units representing City employees shall be resolved in favor of the negotiated contracts, except where otherwise required by law. (Ord. No. 2002-09, 6-18-02).

c) These personnel policies and procedures supplant and replace all existing City personnel policies and may themselves be amended, modified or repealed by the governing body of the City of Rock Springs.

# Section 102. Department Heads and Department Rules.

a) The governing body of the City of Rock Springs exercises ultimate control over personnel matters through the budgetary process and adoption of personnel policies through ordinances <u>and/or resolutions</u>.

Department Head. The individual Department Heads b) within City shall bear the principal burden the of administrating these policies and procedures within their respective departments, except where stated otherwise; and, they shall be primarily responsible for the selection, administration and discipline of personnel within their departments.

Department Heads may establish such rules and policies, not inconsistent herewith, as they deem necessary for the efficient and orderly administration of their departments. In the event of a conflict or inconsistency, or ambiguity, the personnel policies and procedures outlined herein shall take strict precedence; and, to the extent of such conflict or inconsistency or ambiguity, the departmental rules shall be void. Such departmental rules are subject to the review and approval of the Mayor and the Director of Human Resources to insure consistency with these policies and procedures prior to their becoming effective within the department.

In the event of the absence or incapacity of a Department Head, or if a vacancy in such a position occurs, then the Mayor shall designate, orally or in writing, a person from within the department to carry out the duties and responsibilities of the Department Head. Failing such designation by the Mayor, division supervisors shall have the authority to carry out the duties and responsibilities of the Department Head under these personnel policies and procedures within their respective divisions.

# Section 103. At-Will

For all employees hired or promoted after [DATE OF ADOPTION OF PERSONNEL POLICIES] employment with the City of Rock Springs is on an at-will basis unless otherwise stated in a written employment agreement signed by the Mayor. This means that employment may be terminated by the employee or the City at any time, for any reason, and with or without prior notice.

No one has the authority to make any express or implied promises that contradict or limit an employee's right to resign or the City's right to terminate an employee at any time, for any reason or for no reason, with or without prior notice. No statement, act, series or events or pattern of conduct can change this at-will relationship.

Nothing in this handbook creates an employment agreement, express or implied, or any other agreement between any employee and the City.

# ARTICLE II - TYPES OF EMPLOYMENT

There are five types of employment with the City of Rock Springs. The Director of Human Resources, along with the Department Head, will assign each employee to a type of employment. All employees are considered non-exempt unless they meet the Fair Labor Standards Act requirements of an exempt employee.

# Section 201. Official Employee.

An official employee is an elected individual serving as the Mayor or as a member of the City Council. Such employees are eligible for wages and benefits as determined by the Governing Body. These individuals are employees subject to the terms and conditions of appropriate State Statutes, ordinances and resolutions and are covered under City liability policies. Official employees are not subject to nor governed by these personnel policies except as otherwise provided herein.

Official employees are exempt from the overtime pay under the Fair Labor Standards Act.

# Section 202. Appointed Employee.

An appointed employee is a full-time or part-time employee appointed by the Mayor with the consent of the City Council. Their employment is subject to conditions and terms of appropriate State Statutes, ordinances and resolutions. Appointed employees include: City Clerk, City Treasurer, Police Chief, Fire Chief, Director of Engineering and Operations, Director of Administrative Services, City Attorney, Assistant City Attorney, Director of Parks and Recreation, Director of Human Resources, Director of Public Services and Municipal Court Judge.

Appointed employees are eligible for benefits if they meet the specific eligibility requirements as outlined for each benefit. Appointed employees are exempt from the overtime pay under the Fair Labor Standards Act.

### Section 203. Full-time Employee.

A full-time employee is an employee who typically works 40 hours per week. Full-time employees are eligible for benefits if they meet the specific eligibility requirements as outlined for each benefit.

Full-time employees may be exempt from overtime pay under the Fair Labor Standards Act. Any questions about which positions are exempt or non-exempt should be directed to the Director of Human Resources.

### Section 204. Part-time Employee.

A part-time employee is an employee who works on a regularly scheduled basis that averages 28 hours a week or less. Part-time employees are not eligible for benefits <u>unless</u> <u>specifically stated</u>, and are not exempt from overtime pay under the Fair Labor Standards Act.

# Section 205. Temporary Employee.

A temporary employee is an employee who works for a specified limited period or on a specific project. Temporary employees are not eligible for benefits. Temporary employees may or may not be exempt from overtime pay under the Fair Labor Standards Act, depending on job duties and whether they are paid on a salary or hourly basis. Any questions about which positions are exempt or non-exempt should be directed to the Director of Human Resources.

# ARTICLE III - EMPLOYMENT PROCEDURES

# Section 301. Equal Employment Opportunity.

It is the intent and policy of the City of Rock Springs to provide equal employment opportunities to all applicants and employees in the administration of all employment practices, including, but not limited to, recruitment, hiring, promotions, discipline, training, benefits and other terms and conditions of employment. All employment decisions shall be based on merit, job-related qualification and competence without regard to any individual's sex, race, color, religion, national origin, age, disability, genetic information, military service status or any other characteristic protected by federal, state or local law.

Any applicant or employee who believes they have been subject to discrimination on the basis of one of the characteristics described above should immediately report the circumstances in writing to their supervisor, the Department Head or the Director of Human Resources. All reports will be investigated promptly and as confidentially as possible consistent with the need to conduct a thorough investigation. Appropriate corrective action will be taken for violations of this policy.

The City prohibits retaliation against an employee for making a good faith report of suspected violation of policy or for participating in the investigation of such a report. Please see Section 303 for the Policy Prohibiting Retaliation.

# Section 302. People with Disabilities and Requests for Accommodation.

The City will make employment decisions without discrimination based on disability. Such decisions may not limit, segregate, or classify applicants or employees on the basis of disability in a way that would adversely affect their opportunities or status. The City will make equal employment opportunities available to persons physically and mentally qualified to perform the essential functions of a job.

While many individuals with disabilities can work without accommodation, some employees may need accommodations to enable them to perform the essential functions of their positions. It is the policy of the City to reasonably accommodate qualified individuals with disabilities, to the extent required by the Americans with Disabilities Act and state law, provided such accommodations are directly related to performing the essential functions of a job, another vacant position the employee desires, or when necessary to enable the employee to enjoy equal employment opportunity. The City's obligation to provide an accommodation may be limited if the accommodation will impose an undue hardship, or if the accommodation will result in a direct threat to the health and safety of the employee or others.

Employees who wish to request an accommodation of a physical or mental impairment or disability should contact the Director of Human Resources. Also, when supervisors receive any request from an employee for alteration of work assignments or methods, schedules, breaks, or any other change in working conditions related to an employee health issue or physical limitation, the supervisor should immediately refer the employee to the Director of Human Resources and notify the Director of the employee's request.

The City may, through Human Resources, request documentation of the employee's limitations or restrictions to support the request, including documentation from the employee's health care providers. It is the employee's responsibility to authorize the employee's health care providers to respond to the City's request for this information, and to cooperate in the process of obtaining that information. All information acquired through the accommodation process will be stored in the employee's medical file, apart from the employee's personnel file.

Once the Director of Human Resources has received the documentation of the employee's limitations or restrictions, the City and the employee will discuss the job-related limitations and the possible reasonable accommodations that might allow the employee to perform the essential functions of the job. The employee is encouraged to suggest possible accommodations as early in this process as possible. While an employee's preference will be given consideration, the City is free to choose among equally effective reasonable accommodations and may choose one that is less expensive or easier to provide.

If a reasonable accommodation is identified, the Director of Human Resources will summarize the accommodation process and its conclusion in writing, with a copy to the employee. This documentation will be included in the employee's medical file. The employee's Department Head and supervisor will be notified of the accommodation, but will not be notified of the underlying medical condition.

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# Section 303. Policy Prohibiting Retaliation.

The City prohibits unlawful retaliation against any employee because of the employee's participation in protected activity. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. Any employee, regardless of position or title, who violates this policy, will be subject to discipline, up to and including termination of employment.

Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with a City elected official, the Director of Human Resources, a Department Head, or a supervisor, specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee believes he has been sexually harassed or not paid overtime he is owed).
- Filing а qood faith complaint of unlawful discrimination or harassment with the Wyoming Department of Workforce Services or US Equal Employment Opportunity Commission (EEOC) or in court.
- Participating in an internal investigation into allegations of sexual harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint with the EEOC).
- Requesting an accommodation under the Americans with Disabilities Act
- Requesting or taking leave under the Family and Medical Leave Act
- Filing a worker's compensation claim

The examples above are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated.

# Section 304. Complaint Procedure for Retaliation.

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write or otherwise contact your direct supervisor, or Department Head or the Director of Human Resources, ideally within five days of the offending conduct. If you have not received an update about the actions taken in response to your report within seven (7) days after reporting, please immediately contact the Mayor. These individuals will ensure that an investigation is conducted in a timely fashion.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. A written complaint is not required, but would be very helpful in the investigation process. The City will directly and thoroughly investigate the facts and circumstances of all perceived retaliation and will take prompt corrective action, if appropriate.

Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to the Director of Human Resources so that an investigation can be made and corrective action taken, if appropriate.

# Section 305. Selection of Employees.

a) The selection of employees for any position not within the bargaining unit covered by any collective bargaining agreement in effect at the time the vacancy is filled shall be based primarily on qualifications, experience and job performance. Seniority will be considered only when other factors are equal in the opinion of the decision-maker.

b) Seniority shall be defined as the length of full-time service of an employee calculated from the date of hire. Fulltime employees, including employees of the Fire and Police Departments, shall be placed upon the seniority lists to be maintained and updated at all times by the City. In the event an employee retires or terminates employment with the City, such employee shall lose all seniority.

c) Employees shall be notified of any open positions in the following manner:

1. Full-time vacancies shall be posted internally by the City for a period of five (5) working days via City email and on all department bulletin boards. The announcement shall include the job title, job description, and rate of pay.

a. If no applications are received from a current City employee within 5 days, the Director of Human Resources in conjunction with the Department Head will determine the recruiting strategy used to fill the vacant position.

2. <u>Full-time vacancies for any position not within the</u> bargaining unit shall be posted both inside and outside the organization as determined by the recruiting strategy developed by the Director of Human Resources in conjunction with the Department Head.

<u>3.</u> Any full-time employee of the City who wishes to be considered for the open position must complete an application for the job within the five (5) working day period and will be subject to the same hiring process as an outside candidate.

3. In addition, any eligible, former employee whose name appears on the layoff panel list shall be notified of the opening by the City and given the opportunity to make application for the job for a period of five (5) working days following such notice.

d) All applications must be submitted to the Human Resources Department and must be on the approved application form. The City accepts applications for specific job openings. Applications will be processed as outlined below. Applications are kept on file for (3) three years.

- 1. The Human Resources Department has the responsibility to review applications, conduct initial interviews, administer tests when applicable, or perform other necessary review functions.
- 2. A selected number of qualified applicants are interviewed. These interviews may include other individuals deemed appropriate.
- 3. Two (2) references will be obtained on all potential employees as deemed appropriate. The Human Resources Department will obtain this reference information either in writing or by telephone. The person obtaining the reference information documents this information, which is included in the employee's file.
- 4. If the position requires licensure or certification, the Human Resources Department verifies such licensure/certification of the applicant with the appropriate licensing agency of the State of Wyoming.
- 5. Offers of employment are contingent upon the completion of pre-employment screening that includes, but is not limited to alcohol and drug tests for safety sensitive positions, completion of a background as outlined in the background checks check, and applicant's documentation of the identity and authorization to work in the United States as required by the Immigration Reform and Control Act.
- 6. Unsuccessful candidates will be notified of the decision.
- 7. Each new employee completes the required processing by the Human Resources Department before beginning work.

e) The Police Department and the Fire Department are covered under civil service statutes with the State of Wyoming. All hiring procedures will be administered as set forth in the respective civil service commission rules.

f) The Department Head shall be primarily responsible for the selection of an appropriate candidate to fill any vacancy within the department. The Department Head may use any appropriate and reasonable means deemed necessary in the selection. All appointments, promotions, transfers and new hires shall be subject to the review and approval of the Mayor. g) No elected official of the City of Rock Springs shall become employed by the City without first resigning the elected position.

# Section 306. Testing.

In order to fill a position, the Department Head may utilize appropriate testing methods based upon the skills and knowledge required to perform the job. Such testing methods may include, but are not limited to, written exams, performance tests, physical agility tests, reviews of experience and training, and oral interviews.

The tests shall be considered as selection tools only and may be used or required to be performed more than once. The Department Head or the Director of Human Resources may give applicants feedback on their relative strengths and weaknesses as compared to other applicants, if requested.

The Department Head may limit testing only to those considered in his/her judgment to be best qualified or suited for the vacancy.

# Section 307. Residency Requirements.

Department Heads, upon determining that the City's best interests would be served by doing so, may require employees to live within the City Limits. All Department Heads, firemen and policemen shall reside within ten (10) miles of City Hall. Department Heads, upon determining that the City's best interests would be served by doing so, may require employees to live within the ten (10) miles limit as well. The Mayor shall have authority to grant special permission to live outside the stated limit for good cause.

# Section 308. Nepotism.

In recognition of the inherent impact on employee discipline and morale and the potential for favoritism, the following policy shall apply concerning the employment of related persons within City departments, agencies, and/or activities for whom wages are paid using City funds. A member of an employee's immediate family may be considered for employment by a City department if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:

a. Create either a direct supervisor/subordinate relationship with a family member; or
b. Create a direct supervisor or chain of command relationship with a family member.
b. Create either an actual conflict of interest or the appearance of a conflict of interest.

The above criteria will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, "immediate family" includes: employee's spouse or domestic partner (whether divorced, separated or living together), brother, sister, parents, children, stepchildren, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

When a situation arises which contradicts this policy (whether because of the developing relationship or marriage of two employees or some other circumstance) both employees are required to report the situation to the Director of Human Resources. One of the employees involved will be required to apply for transfer to another eligible position within the City, resign or otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform the Director of Human Resources of their decision within 30 days after the situation which contradicts the policy begins. If the employees cannot make a decision, the City will decide in sole discretion, which employee will remain employed. its Further, there is no quarantee of future employment if found in violation of this policy (i.e., may not be able to transfer to another department).

As of (insert policy adoption date here), existing employees in existing relationships that contradict this policy will have 12 months to become compliant.

The intentional withholding of information regarding

relationships identified in this policy may result in the immediate termination of the individuals involved.

# Section 309. Termination of Employment

Termination of employment occurs when an employee resigns, retires, is discharged, is the subject of a reduction in force, dies, or his/her contract expires. An employee may resign at any time and the City may terminate employment at any time.

- a. Resignation / Retirement. Employees may resign or retire at any time. All written resignations must be submitted to the Department Head or the Human Resources Department. Employees who resign are expected to give written notice of their intent to resign. Adequate notice is defined as follows:
  - 1.-Supervisory/managerial employees are expected to give six (6) weeks' notice;
  - 2.-Professional staff employees are expected to give four (4) weeks' notice. For the purposes of this policy, the following positions are defined as professional staff: police officer, fireman, engineer, inspector, and planner.
  - 3.<u>1.</u> All other employees are expected to give at least two (2) weeks' notice.
  - 4.2. Employees who do not provide adequate notice of their intent to resign are determined to be "ineligible for rehire," and they may not receive their accrued, but unpaid, vacation benefits as per Wyo. Stat. § 27-4-501 (a) (iii)
  - 5.3. Completing of Wyoming Retirement paperwork does not constitute notice of intent to resign or retire.
- b. Involuntary Termination. The City may terminate the employment of an employee at any time <u>for just cause</u>. For fire and police employees, Civil Service Rules will be followed.

The termination process shall be as follows:

- 1. When action is being considered by a Department Head to terminate employment of an individual, the Department Head must first review and receive approval from the Director of Human Resources, Mayor and Legal Counsel.
- 2. Once the decision has been made to terminate employment, the Department Head, Director of Human Resources, or another appropriate individual meets with the employee to

discuss the termination. The employee is given a written letter regarding the termination action. The employee is given information regarding his/her grievance rights if union employee, benefits, continuation rights, if appropriate, and any other necessary information.

- 3. As part of the termination process, a determination is made as to whether the employee is "ineligible for re-hire." The supervisor is to note the reason for dismissal and ineligibility for re-hire clearly on the personnel action form.
- c.Human Resources Department Role. The Human Resources Department attempts to contact each employee whose employment has ended to:
  - 1. Explain the employee's rights to continue benefits, when applicable;
  - 2. Obtain the forwarding address of the employee, or other demographic information; and
  - 3. Provide any other appropriate information.
  - 4. As appropriate, the Human Resources Department will attempt to contact each employee to conduct an exit interview to obtain the employee's suggestions regarding the working environment at the City.
- d. Department Head Role. The Department Head will contact the Human Resources Department when a resignation has been received or prior to the determination of termination. For each employee whose employment has ended, the employee's supervisor attempts to meet with the employee to arrange to collect name badge, keys, credit cards, equipment, city cell phone, or any other City property on the last day of employment.
- e. Date of Termination. The date of termination shall usually be deemed as the last day the employee actually worked.
- f. Benefits. All benefits shall end as of the date of termination with the exception of health, dental, and life insurance coverage that ends at the end of the month during which the termination occurs.

g. Final Paycheck. For all terminations, the final paycheck will be available with the next regular payroll check. The final paycheck includes all wages earned by the employee through the last day worked and all accrued, but unpaid, benefits if applicable. Deductions from the final paycheck will be made for any educational costs and contact obligation not completed as per signed agreement with the City and the Employee.

# Section 310. Reduction of Force.

In all cases where the working force is to be reduced, employees with the greatest seniority shall be retained provided that the Mayor and Department Head agree they have the ability to perform available work and when all other things are equal.

# Section 311. Layoff Procedure.

In all cases where the working force is to be reduced, City representatives shall meet with the employees and any union representatives at least 24 hours in advance and review the available jobs and the individuals to be laid off or retained.

Within five (5) days after an employee is notified that he or she is to be laid off, he or she must fill out a City of Rock Springs Panel Form and submit it to the City. On this form the Employee shall list; (1) his or her years of service with the City; (2) the jobs he or she is able to perform and for which he or she wishes to be recalled.

# Section 312. Panels.

Employees who are idle because of a layoff or reduction in work force and wish to be recalled shall be placed on a panel, from which the employees may be returned to employment as outlined in Section 305. A panel member shall be considered pursuant to the provisions of these policies, for every job which the employee has listed on their layoff form as one to which the employee wishes to be recalled. An Employee shall be permitted to update and upgrade the layoff form at any time.

The City shall be custodian of the panel records. All panel records shall be made available to any union representing

any bargaining unit of employees. The laid-off bargaining unit employee shall keep the City and the Local Union informed of any change of address and/or telephone number where the employee may be regularly reached. Notice, required by Section 305, to the last known address of the laid-off Employee by certified mail shall be sufficient notice of recall. Copies of the Notice shall be made available to any union representing any bargaining unit of employees. The employee so notified may either accept or reject the job which is available; but if the employee rejects a job which the employee has listed as one to which the employee wishes to be recalled or fails to respond within five (5) working days after receipt of such notice, the employees name shall be removed from the panel.

Employees who are on a panel shall retain the seniority earned prior to their layoff, and will continue to accrue seniority while on the panel. Any seniority which is accrued by an employee during a period of lay-off shall be used exclusively to determine eligibility for rehire and shall not be considered for purposes of determining the employee's eligibility for retirement benefits, insurance benefits or any other benefit available through the City. (Ord. No. 96-08, 7-16-96).

# ARTICLE IV - PERSONNEL RECORDS

# Section 401. Location and Maintenance.

Personnel records shall be kept for all employees. All a) official personnel records shall be kept in one centralized location in a locked and secure place by the Director of Human Resources. Α separate occupational medical file shall be all maintained for each employee which shall contain documentation regarding employee illness, injury, medical leaves, requests for accommodation, and other documents relating to employee health. The medical file shall also be stored in a secure, centralized location maintained by the Director of Human Resources, separate from the personnel files.

b) All information in the personnel file and medical file shall be available for the visual inspection and review by the employee. Personnel files shall not be open to public inspection except as required by the Wyoming Public Records Act, Wyo. Stat. § 16-4-203(d) (iii) and may only be reviewed by persons other than the employee or supervising personnel with the express written consent of the employee, or as otherwise required by law. Medical files shall not be open to public inspection, and may be released only with the written consent of the employee or as otherwise required by law.

All employees shall have the right to submit a statement concerning any material in the employee's file and may request that other pertinent information be included in his/her file. Such statement shall become part of the employee's personnel The personnel file shall not contain adverse records file. unrelated to employment. No adverse material shall be placed in the personnel file without notification to the employee or without an opportunity for the employee to read and sign the material to be filed. In the event the employee fails or refuses to sign the material, such failure or refusal shall be noted by the Department Head or Supervisor on the material to be filed. The employee shall have the right to respond in writing to any material so filed and the employee's response shall become part of the employee's personnel file. (Ord. No. 96-08, 7-16-96).

# ARTICLE V - CLASSIFICATION

# Section 501. Purpose.

a) All City positions may be classified under a plan to be composed of a list of positions supported by written specifications setting forth the duties and responsibilities of each position and the qualifications necessary. These specifications will be reviewed and updated at intervals not to exceed five (5) years. More frequent reviews should be conducted if feasible.

The purpose of the Classification Plan, if any, shall be to:

- 1. Provide equal pay for work of equal value.
- Establish minimum qualification standards for recruiting and testing purposes. (This includes minimum

requirements of skills, knowledge, abilities, and other qualifications necessary for entry into the class).

- Provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority, and other important relationships between positions.
- 4. Provide a basis for establishing standards of work performance.
- 5. Establish lines of promotion.
- 6. Indicate training needs.
- 7. Provide uniform titles for positions.

# Section 502. Position Specifications.

Each position shall state the characteristic duties, responsibilities and qualification requirements which distinguish a given position from other positions. Each specification shall be descriptive but not restrictive; that is, the position shall describe the more typical and essential responsibilities which may be allocated to a given position, but shall not be construed to restrict the assignment of other duties related to the position.

# Section 503. Administration of the Classification Plan.

a) A Classification Plan, if any such is established, shall be maintained by the Director of Human Resources.

b) When a new position is created, the Department Head shall send the Director of Human Resources a request for classification of the position with a description of the applicable duties and responsibilities to be assigned to the position. The Director of Human Resources shall then allocate the position to the proper pay grade after analysis and evaluation of the duties and responsibilities.

c) The Department Head may initiate a request for a change

in classification when the assignment of an employee has changed substantially as to kind and/or level of work. Such request include list of additional duties and/or shall а responsibilities. If the Director of Human Resources determines that position has changed sufficiently, the recommendation will be made for reclassification to the Mayor.

- If the request is approved, it will be submitted to the Governing Body for final budget approval.
- If the request is denied, no similar request may be submitted within six (6) months.

d) The salary ranges to which positions are assigned are determined on duties performed and responsibilities exercised or other principles of classification.

# ARTICLE VI - PAY PLAN AND PAY ADMINISTRATION

# Section 601. Salary Plan.

a) The Director of Human Resources, in conjunction with the Governing Body, shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist, for each position, of minimum and maximum rates of pay.

b) Annually, the governing body shall review and change where necessary, the compensation plan and fringe benefit package for all City positions, after considering the recommendations of the Director of Human Resources. These pay rates will be equated to the general market pay rates in the area and shall provide like pay for like work.

c) Salary ranges shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:

- 1. The financial policy and economic conditions of the City.
- Market pay rates for similar employment in both public and private organizations;
- 3. Cost of living factors;
- 4. Other benefits received by employees;

d) In no case will a current employee's base pay be reduced upon adoption of a new pay plan. (Ord. No. 2000-20, 10-30-00)

# Section 602. Original Rate of Pay.

Upon hire, the minimum rate of pay within the established salary range for the position shall normally be paid to any person. If applicant has demonstrated additional qualifications during the introductory period (or probationary period for employees covered by a labor agreement that requires a probationary period), the Department Head may recommend a onetime adjustment of not more than five percent (5%), subject to approval by the Mayor.

In the event a Department Head has made reasonable efforts, pursuant to these provisions, to find qualified applicants to fill a position and has determined that qualified applicants are not interested in making application for the position, the Mayor may approve a request to increase the original rate of pay up to ten percent (10%) over the minimum rate within the salary range.

# Section 603. Reclassification Rate, Appointment Into Higher Salary Range and Demotions.

a) Upon reclassification of an existing position to a new salary range, an employee shall enter the new salary range at a level which is not less than that which has been attained in the prior salary range.

b) Upon appointment of a full time employee into a position in a higher salary range, the employee shall enter the new salary range at a level not less than five percent (5%) greater than his or her current salary, not to exceed the maximum salary in the new range. In the event an employee voluntarily chooses to apply for and accept a position in the same salary range, the employee's rate of pay will not change. In the event an employee is demoted (involuntary reduction in salary, rank or status) by the City into a position in a lower salary range, the employee shall enter the new range at a level to be set by the Department Head with the approval of the Mayor. If an employee voluntarily chooses to apply for and accept a

position in a lower salary range, the employee will enter the new range at the lowest level.

# Section 604. Pay Advancement

a) After successfully completing the introductory period (or probation for employees covered by a labor agreement that requires a probation period), an employee may receive an annual pay increase. The Governing Body will determine on an annual basis if employees will be eligible for a cost of living adjustment and/or a grade increase.

b) Annual pay increases shall be allowed only to the maximum of the salary range.

c) The following factors shall not affect an employee's eligibility date for a pay increase:

1. Pay adjustments resulting from annual salary and wage survey;

2. Transfer to another position within the same pay range;

3. Military leave for any reason recognized by the Wyoming Military Relief Service Act, (Wyo. Stat. §§ 19-11-101 through 124) or the Uniformed Services Employment and Reemployment Act (38 U.S.C. §§ 4301 through 4335);

4. Leave-without-pay for fewer than thirty (30) days;

5. A period of paid leave.

# Section 605. Special Assignment Pay.

a) An employee <u>required</u> to assume duties normally performed by an employee in a higher classification for any period in excess of thirty (30) consecutive working days shall be paid at the level in the higher classification which results in at least a 5% increase in pay.

b) When an employee works on another job or assignment for a period of less than thirty (30) consecutive calendar days,

such job or assignment shall be considered training for the employee and shall be so noted by the supervisor. Records of such training shall be entered in the employee personnel file.

#### Section 606. Schedules; Hours of Work; Overtime Hours.

a) Work schedules, including breaks and meal periods, are specific to each department and therefore the responsibility of the Department Head and supervisors. Employees should not begin work or clock in prior to their scheduled start time, and should end work and clock out at the scheduled end of the work day.

A break is defined as a brief relief from work duties. Breaks are paid time, and the employee must remain on the premises during the break. When time allows, the City strives to provide each employee with one paid fifteen (15) minute break for every four (4) hours of work.

One unpaid meal period of thirty (30) minutes to one (1) hour in length is provided for each work shift that exceeds five (5) hours. A meal period is defined as time to eat, etc. away The meal period should be scheduled by the from work duties. supervisor at a reasonable time during the course of the employee's shift. Employees should clock out and clock in for meal periods, and confirm that their timesheets accurately reflect their meal periods. If an employee is not fully relieved of all duties for at least thirty (30) minutes, the entire meal period is paid time. In such a circumstance, the employee should notify the supervisor, and the supervisor shall make the necessary modification of the employee's time records to ensure the employee is paid for the meal period.

If an emergency arises and an employee cannot take his/her meal period, he/she should notify his/her supervisor. The supervisor strives to makes arrangements to provide the employee with a meal period as soon as possible.

b) Work week and Overtime. A work week shall be defined as 12:00 a.m. Monday to 11:59 p.m. Sunday for the purpose of computing overtime. When the City requires any non-exempt employee to work more than forty (40) hours in any work week, the City shall, at a minimum, pay the employee one and one-half (1 & 1/2) times their regular hourly rate for each hour worked over forty hours in the work week. When possible, overtime requires pre-approval of a Department Head or supervisor.

c) For the purposes of calculating overtime pay, all vacation, holiday and compensatory time shall be included in the calculation as if worked. Sick leave shall not be considered as hours worked or included in the overtime calculation.

d) All exempt employees other than Department Heads shall be entitled to receive exempt employee comp time under the following conditions:

1. An exempt employee may, with the permission of the Department Head, accrue comp time on a one hour for one hour basis for every hour worked in excess of the employee's normal maximum number of hours worked per week. The Department Head may direct and/or assign a shift adjustment for the employee to avoid accumulation of exempt employee comp time.

2. All hours accrued under this provision shall be accrued and calculated during the calendar year from January 1 through December 31. It is intended that accrued exempt employee comp time shall be used in the calendar year following its accumulation

3. The employee, with the prior permission of the Department Head, may use accumulated exempt employee comp time as time off from work, however, the employee shall not be permitted to "cash out" any accumulated exempt employee comp time for actual pay.

e) All City personnel who with the approval of the Department Head are scheduled to be available or "on call" during regularly scheduled days off, may receive payment for such scheduled available or "on call" time at a rate of one and one half (1.5) hour of regular straight time pay for each twelve hour period or portion thereof during which an employee is required to be available or "on call". This payment shall be in addition to payments made to the employees for actual time worked. (Ord. No. 92-21, 12-7-92).

f) Employees called off work for weather related issues or other emergencies will be paid the hours that are worked. Employees may use benefit time to supplement hours or take it without pay.

## Section 607. Timekeeping and Payroll.

Timekeeping. To ensure that the City has accurate time a) records and that employees are paid for all hours worked in a timely manner, nonexempt employees are required to accurately record all hours worked. Off-the-clock work is strictly prohibited. Nonexempt employees in departments which use a time clock should clock in at or very near their scheduled start time, and clock out at or very near their scheduled end of All employees are required to verify that their time shift. sheets accurately reflect all hours worked, and accurately reflect all meal periods and leave periods. An employee's electronic initials on his or her time sheet constitutes that employee's verification that all data on the time sheet is accurate, and the employee has not worked any time that is not on the timesheet. Fraudulent timekeeping reflected and falsification of time records are subject to discipline, up to and including termination of employment.

b) Payroll Deductions. The City is required by law to make certain deductions from employee pay each pay period, including federal income taxes, Social Security taxes, deductions required by wage garnishments or child support orders, deductions required for union dues, and employee premiums for insurance plans. All deductions from pay will be listed on the employee pay stub. Questions about deductions from pay should be directed to the Human Resources or Finance Department.

# ARTICLE VII - INTRODUCTORY PERIODS, PROBATION AND PERFORMANCE APPRAISAL

## Section 701. General.

Employee performance and potential shall be evaluated annually. These evaluations will be used to: (1) improve employee effectiveness; (2) assess training needs and plan training activities. (Ord. No. 2000-20, 10-30-00).

## Section 702. Introductory Periods and Probation.

a) The introductory period is an integral part of the selection process for original or promotional selection allowing training an employee and evaluating progress, adaptability and effort in order to determine the employee's fitness for the position. All employees who are not covered by a labor agreement shall have an introductory period when first hired by the City or when promoted or transferred into a new position. Employees who are covered by a labor agreement shall have a probationary period governed by the terms of the labor agreement, but shall not have an introductory period under this policy.

All newly hired part-time and full-time employees b) shall have an introductory or probationary period of six (6) months unless: (1) such employee is hired to fill a vacancy left by an employee who is on probation or in an introductory period in a new position and who could be returned to the former which case such employee's position, in probationary or introductory period shall be extended to match that of the former employee, or, (2) such employee must receive training and/or certifications. In the event that the employee's that he/she employment requires receive training and/or certifications, such employee's probationary or introductory period shall be extended for a period of six (6) months beyond completion such training and/or certification. the of Completion of the introductory period shall not modify any term or condition of employment, and shall not modify the at-will status of the employee. For employees covered by a labor agreement that requires a probationary period, the effect of completion of the probationary period shall be governed by the labor agreement.

c) Employees who accept or are assigned a new position shall have a six (6) month introductory or probationary period unless such employee must receive additional training and/or certifications. In the event that the employee must receive additional training and/or certifications, such employee's introductory or probationary period shall be extended for a period of six (6) months beyond the completion of such training and/or certifications. Employees who are unable to achieve the required certification during this period shall be returned to their former positions at their former rates of pay, but without loss of seniority or benefits.

d) The Department Head shall submit to the Director of Human Resources, in writing, an evaluation and recommendation for appropriate action within the last month prior to the employee's eligibility for completion of the probationary or introductory period.

One of the following or some other appropriate action may be recommended by the Department Head:

1. Recommend, based on satisfactory performance by the employee, that the employee be continued in regular status.

2. Recommend, based on unsatisfactory performance, that the employee be dismissed.

3. Recommend, based on unsatisfactory performance, that the employee be demoted or returned to a former position.

4. Recommend that the probationary or introductory period be extended for a set period of time not to exceed six (6) months. Such extension shall be had only once. (Ord. No. 96-08, 7-16-96, Ord. No. 2000-20, 10-30-00).

## ARTICLE VIII - LEAVE AND FRINGE BENEFIT REGULATIONS

## Section 801. General Attendance Regulations.

a) Employees shall be in attendance at their work in accordance with departmental regulations. An employee unable to report for duty on a work day shall notify the supervisor in accordance with departmental policy. of that fact at least two (2) hours prior to the beginning of work. Employees are to report their absences directly to their supervisor and not have another person do so. If an employee fails to call in at least two (2) hours prior to work the employee may be subject to disciplinary action. Non-exempt employees may have their pay

docked or be denied the use of paid sick leave for failure to call in as required by this policy. If an employee fails to report to work for one scheduled work day "no call - no show" without appropriate notification to their supervisor, his/her employment may be terminated.

## Section 802. Holidays.

Holiday Pay. When required to work on a recognized holiday full-time, part-time and temporary employees shall be compensated at two and one half (2 & 1/2) his or her normal hourly rate.

For full-time and appointed employees, the City shall recognize eleven (11) regular Holidays, plus two floating Holidays with pay. Part-time or temporary employees will not be paid on the holiday unless it is worked time. <u>Part-time</u> employees employed before (insert policy adoption date), shall be entitled to such holidays with pay as occur during such employment, but shall not be entitled to any floating holiday pay. (Ord. No. 96-14, 10-1-96).

The Holidays shall include:

When any of the recognized Holidays fall on a Sunday, the Monday succeeding shall be designated as the legal holiday. When any holiday falls on a Saturday, the Friday preceding shall be designated as the legal holiday. If Christmas Eve, falls on a Friday and Christmas falls on a Saturday, or if New Year's Eve falls on a Friday and New Year's Day falls on a Saturday, the following Monday shall be observed as a holiday. If Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, or if New Year's Eve falls on a Sunday and New Year's Day falls on a Monday, the preceding Friday shall be observed as a holiday.

When recognized Holidays fall on an employee's day off, the Department Head and employee will jointly designate the work day that shall be observed, or the employee will receive 8 hours of regular pay.

Holidays observed during a scheduled vacation period will not be counted as vacation time.

Employees that have been on sick leave prior and during a holiday will not have the holiday counted as a sick day.

Floating Holidays shall be scheduled by the employees at least 5 days in advance, with approval of their immediate supervisor. Floating Holidays must be used in the fiscal year that they are given and may not be carried over or cashed out. (Ord. No. 96-08, 7-16-96).

# Section 803. Vacation.

a) This section provides for vacation for all full-time and appointed employees.

b) An employee may not request vacation benefits beyond his/her full-time employment status. Vacation is authorized only when an employee takes time off from his/her regularly scheduled hours.

c) All full-time employees earn vacation days in accordance with the following schedule:

MONTHS OF SERVICE	RATE
0- 60	8.00 hours per month
61-120	12.00 hours per month
121-180	14.00 hours per month
181-276	16.00 hours per month
277 and up	20.00 hours per month

Part-time employees employed before (insert policy adoption date), shall be entitled to vacation calculated on a pro-rated basis.

Vacation days shall continue to accrue while on sick leave, holidays, funeral leave, and vacation days.

c) As of the first day of each month, vacation days shall be allocated to the individual payroll and personnel record. Selection of vacation time is by seniority. Selection must be made by departmental deadlines as set by the Department Head. In the event of vacation scheduling conflict with another employee, the most senior employee shall have his/her preference if submitted within deadlines.

d) It is intended that vacation leave is to be taken during the calendar year following its accumulation.

Employees may carry over into the next calendar year the following additional hours:

FULL TIME CONTI	NUOUS SERVICE	HOURS
0-5 years		40
6 years or more		80

The calendar year shall begin January 1. Any additional hours of vacation carried over into the calendar year shall be used in the first six (6) months of the calendar year.

If an employee is unable to use his or her accumulated vacation in accordance with this article, the employee's surplus vacation shall be used by the employee at the direction of the Department Head or Mayor. If no dates can be scheduled and the employee is not able to take vacation in the first six months of the following year, said employee shall be compensated for the unused portion of vacation days earned by the next pay period following the six month period.

## Section 804. Sick Leave.

a) All full-time and appointed employees working 40 hours per week shall earn one 8-hour day of sick leave with pay for each month of service and may accumulate without limit. b) Payment in lieu of sick leave shall only occur upon termination of employment and will be based on years of service as outlined below:

Full-time Continuous	Service Rat	e <u>Maximum</u>	
0-5 years	5%	1440 hou	ırs
6-10 years	10%	1440 hou	ırs
11-15 years	15%	1440 hou	ırs
16-20 years	20%	1440 hou	ırs
20 and up	25%	1440 hou	ırs

c) To utilize sick leave, an employee must notify, or cause to be notified, the employee's supervisor a reasonable amount of time prior to the start of the employee's scheduled shift, or give such notification in accordance with department rules. An employee may not take sick leave benefits beyond his/her full-time employment status.

d) If sick leave exceeds three days, or if abuse of sick leave is suspected, the Department Head or Human Resource Director shall:

1. Require employees to submit a certificate from their physician stating that the illness prevented them from working, and/or

2. Require employees to receive a medical examination from a physician selected and paid for by the City.

The physician's documentation in 1) or 2) above must include the nature of the illness, the dates of treatment, whether the employee is able to perform normal work duties, and an indication of when the employee may return to work.

When applicable, the attending physician should specify whether light duties can be resumed.

If the employee does not obtain or submit the documentation required above, or if documentation is inadequate, paid sick leave may be denied.

Should a conflict arise between the decisions of the

physician selected by the employee and the one selected by the City, the City's doctor will be used in determining eligibility for paid sick leave.

e) When employees are on leave due to illness or when they use sick leave for a period exceeding thirty (30) calendar days, neither vacation nor further sick leave benefits shall accrue for the additional period of time the employee is on leave.

Sick leave may be granted an employee by the Department f) Head in the event of a bona fide illness of a member of an employee's immediate family. For purposes of this section, immediate family shall include grandparents, parents, siblings, children or grandchildren of an eligible employee or an eligible All employee's spouse. notification and certification requirements shall apply if such sick leave is granted. For FMLA qualifying sick leave, please refer to Section 817. (Ord. No. 94-08, 3-15-94).

g) Part-time employees employed before (insert policy adoption date), shall receive sick leave benefits on a pro-rata basis.

hi) Sick Leave Transfer.

1. Eligible employees are Full-Time and appointed employees.

2. (a) A sick leave transfer may be granted to an eligible employee upon a showing that the eligible employee (or a member of the eligible employee's immediate family) has become seriously injured or ill. For purposes of this section, immediate family shall include grandparents, parents, siblings, children or grandchildren of an eligible employee or an eligible employee's spouse.

(b) The Sick Leave Transfer Committee shall consider the nature and extent of the illness or injury and the estimated time of recovery in determining whether an injury or illness is "serious" under Section 2(a).

3. An eligible employee must exhaust all other benefit

time to include; vacation leave, floating holiday, comp time and sick leave before he or she can use the transferred sick leave.

4. To apply for transferred sick leave, the eligible employee, or his agent if incapacitated, must submit a written request for transferred sick leave, accompanied by a medical doctor's verification, to the eligible employee's Department Head. Such written request must be submitted at least five (5) days prior to the date when the eligible employee is scheduled to receive a regular pay check from the City. No request shall be approved for pay periods preceding the pay period in which a request is submitted.

(a) A Department Head may, on behalf of an employee, submit a verbal request followed by a written request to the Sick Leave Transfer Committee, in case of an emergency. An emergency shall include, but not be limited to, situations wherein the eligible employee is unable, for legitimate medical reasons, to submit a written request on his or her own behalf.

The Department Head must notify the Director of Human (b) Resources and/or Mayor of all written and/or verbal requests for transferred sick leave. The Director of Human or Mayor will then contact the Sick Leave Resources Transfer Committee members regarding the request. In the the Director of Human Resources or event Mayor are unavailable, the Department Head may contact the Sick Leave Transfer Committee directly.

5. The Sick Leave Transfer Committee shall meet within three (3) working days after receiving a request for transferred sick leave.

6. In the event the Sick Leave Transfer Committee approves the request, the matter shall be referred to the Director of Human Resources, or if unavailable, to the applicant's Department Head who shall solicit the donation of sick leave from any or all eligible employees throughout the City. The names of any donor(s) shall be kept confidential by the Sick Leave Transfer Committee, Department Head, and any other City employee who must receive such information in order to appropriately track the sick leave of the applicant and all donors. The name of the employee who has received approval for his or her request shall be released to potential donors.

7. Donation: An Employee may transfer sick leave hours at the following rate per calendar year:

DONOR'S ACCRUED	MAXIMUM ANNUAL HOURS
SICK LEAVE	WHICH CAN BE TRANSFERRED
0 - 40	8 Hours
41 - 60	16 Hours
61 - 80	24 Hours
81 - 100	32 Hours
101 - 200	40 Hours
200 +	20% of Donor's Accrued Sick Leave

All donations must be made in multiples of Eight (8) hours, subject to the limits in the above chart.(Ord. No. 2006-26, 10/3/06).

8. Transferred Sick Leave will be applied on a "first donated, first used" basis. All hours first donated, regardless of number, shall be applied to the request prior to applying the hours second donated.

(a) No eligible employee shall receive transferred sick leave valued in excess of the gross monthly salary of said eligible employee.

(b) Gross monthly salary shall be the salary of the eligible employee at the time of the sick leave transfer request. Overtime shall not be considered.

(c) The employee and his Department Head may request additional transferred sick leave by filing a written request with the Sick Leave Transfer Committee, who shall rule on the request within three (3) working days.

(d) An eligible employee may apply for no more than six(6) months' worth of transferred sick leave. If more thansix (6) months is required, it will be evaluated by the

Director of Human Resources on a case-by-case basis. Sick Leave Transfer Committee shall have the authority to request additional information such as they deem necessary to determine whether the illness or injury is permanent in nature. If an employees' illness or injury is permanent in nature, the matter shall be referred to the Mayor and/or Director of Human Resources who shall advise the employee of alternatives, including but not limited to disability retirement. (Ord. No. 94-22, 6-21-94).

(e) Transferred sick leave shall not exceed one month per request.

9. Any employee who willfully violates or misuses this sick leave policy or who misrepresents any statement or condition under said policy shall be subject to disciplinary action, as set forth in the Personnel Policies and Procedures of the City of Rock Springs. Any transferred sick leave that is withheld from an employee due to disciplinary action, will be returned to the donors.

10. The committee shall be appointed by the Mayor and shall consist of: The Director of Human Resources Two (2) City Department Heads Two (2) City Employees One (1) City Council Member on a rotating basis

The Department Head making the actual request will not be permitted to be a committee member, therefore, an alternate Department Head will be selected by the Director of Human Resources and/or Mayor. In the event the Director of Human Resources and Mayor are unavailable, the alternate Department Head shall be selected by the remainder of the committee. (Ord. No. 93-03, 4-6-93; Ord. No. 93-19, 10/5/93).

### Section 805. Leave of Absence Without Pay.

Upon application, the Department Head with approval of the Mayor, may grant an employee a leave of absence without pay for a period not to exceed one year, but no vacation or sick leave credit shall accrue during any such leave period. Employees on a leave of absence must pay their own health insurance premiums if they wish to maintain coverage, but may not continue to make payments into the Wyoming Retirement fund.

Reinstatement from any authorized leave without pay is permitted only when a proper leave of absence has been in effect; reinstatement must be requested no later than ten (10) working days before returning to work. Such requests will be made to the employee's Department Head.

The employee will return to the employee's former job, and will not lose his or her previous seniority, salary range, classification, or benefits in such cases where approved leave has been granted. (Ord. No. 96-08, 7-16-96, Ord. No. 2000-20, 10-30-00).

## Section 806. Funeral Leave.

Full-time and appointed employees may be granted paid leave up to five (5) working days in each such case, to attend the funeral of immediate family as approved by the Department Head. Vacation must be used for funeral leave beyond five (5) working days. (Ord. No. 96-08, 7-16-96). Immediate family member for funeral leave is defined as parents, grandparents, brother, sister, child, grandchild, spouse, <u>domestic partner</u>, and equivalent relationships by marriage or adoption.

#### Section 807. Jury Duty/Court Leave.

(a) Any full-time employee required to appear in court or before a grand jury as juror, witness in a criminal case, or a witness in a civil case for the purpose of giving testimony shall be granted leave with pay by the Department Head. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's usual pay.

(b) A full-time employee who is called back to work, or to court in the case of a police officer, after completing his or her regular day's work or before the start of a regularly scheduled work shift, or on his or her day off, shall, in the case of the initial job responsibilities ending prior to two hours, be given the option of either leaving at the time when the initial job responsibilities have ended, or he or she can remain for two hours performing other tasks as assigned. (Ord. No. 96-08, 7-16-96).

## Section 808. Voting Leave.

The City of Rock Springs will comply with the Wyoming Election Code Wyo. Stat. §§ 22-2-111.

(a) Any person entitled to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the congress of the United States is, on the day of such election, entitled to absent himself/herself from any service or employment in which he/she is then engaged or employed for a period of one (1) hour, other than meal hours, the hour being at the convenience of the employer, between the time of opening and closing of the polls. Such elector shall not, because of so absenting himself/herself, lose any pay, providing he/she actually casts his legal vote.

(b) This section shall not apply to an employee who has three (3) or more consecutive nonworking hours during the time the polls are open.

#### Section 809. Military Leave.

The City of Rock Springs will comply with the Wyoming Military Relief Service Act, (Wyo. Stat. §§ 19-11-101 through 124) or the Uniformed Services Employment and Reemployment Act (38 U.S.C. §§ 4301 through 4335).

A military leave of absence will be granted to employees who are absent from work because of service in the Armed Forces, National Guard or reserves in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Wyoming Military Relief Service Act. "Service" means performing military duty on a voluntary or involuntary basis, including active duty, duty for training, initial active duty for training, inactive duty training (such as drills), full-time National Guard duty, and absence for the purpose of a fitness exam. Except in rare cases of military necessity where advance notice is impossible or unreasonable, employees are required to notify their immediate supervisor in advance about impending military service. Employees are requested to provide such notice as soon as they have knowledge of upcoming military service. Notice may be either verbal or written; however, the City requests that upon receipt of written orders, a copy of those orders be forwarded to the Director of Human Resources within (10) ten days of receipt.

Pay by the City will be limited to the difference of the regular salary and the amount paid the employee by the Military, up to full salary. Also, an employee may use any accrued vacation leave or compensatory time during the employee's military leave. Following the 15 days and the use of any accrued vacation or compensatory time the employee opts to use, the remaining military leave will be unpaid. USERRA also provides for continuation of health insurance benefits while on leave based on the length of the individual's military leave; however, the employee may be required to pay the City the employee's portion of premiums required by the insurance policy. Benefit accruals, such as vacation or sick leave, will continue to accrue during the military leave.

Employees on military leave for up to 30 days are required to return to work on the first regularly scheduled shift after the end of service, allowing reasonable time for travel. Employees longer military leave must apply for reinstatement on in accordance with USERRA and all applicable state laws. Once reapplication has been made, the employee must be ready, willing, and able to report to work at the date and time set by the City. As required under USERRA and applicable state law, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of Furthermore, they will be treated as though military service. they were continuously employed for purposes of seniority-based benefits, if any.

Employees returning from military service will not be entitled to reinstatement as described above if any of the following conditions exist:

- The employee fails to reapply for reemployment in a timely manner.
- The City's circumstances have so changed as to make reemployment impossible or unreasonable.
- The employee was employed in a temporary position prior to his or her military service with no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee was discharged from military service for a disqualifying reason, such as a dishonorable discharge.

For additional information regarding your rights during a military leave, please see the USERRA notice posters on bulletin boards around City employment sites.

## Section 810. Education Leave and Reimbursement.

The Mayor, upon application, may authorize special leave of absence for full-time or appointed employees, with or without pay, for any period not to exceed twelve (12) calendar months in any one calendar year for attendance at a school or university for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the City.

- (a) With the prior approval of the applicable Department Head and the Mayor, an employee may receive reimbursement for the cost of satisfactorily completed courses (those receiving a grade of C or better) which, in the opinion of the Mayor will be of benefit to the City. Reimbursement will be at 50% of tuition and books and not more than \$5,000 a year.
- (b) Approval must be requested at least six (6) months prior to the fiscal year that the education will be taken.
- (c) Courses of study which are required to maintain current levels of proficiency or which are required to receive additional and necessary certifications and/or ratings shall be paid in advance to the agency furnishing the service.
- (d) An employee may be required to pay his own insurance

coverage if granted educational leave. Payments will not be made to Wyoming Retirement.

If he/she accepts education tuition reimbursement, the (e) employee agrees to maintain full-time employment status at the City for a period of at least one (1) year from receipt of the last payment. If the employee does not maintain full-time status or his/her employment terminates for any reason within the one (1) year period, the employee agrees to repay the City for educational tuition amount received within the last vear of employment. The employee signs a statement in which he/she specifically agrees to such an obligation.

# Section 811. Employee Dress and Clothing Allowance.

All employees are representatives of the City and therefore dress and appearance should: (1) present a professional or identifiable appearance for customers, suppliers, and the public; (2) promote a positive working environment; (3) limit distractions caused by inappropriate dress; and (4) ensure safety while working.

- a. Employees required to wear identifying uniforms shall be allowed a clothing allowance or provided with uniforms. The maximum amount, if any, shall be determined annually by the Governing Body Budget and Finance Committee. Disbursement shall be made only with the Mayor's approval on a semiannual basis and only persons still in the employ of the City at the time of disbursement shall be entitled to receive such payment.
- b. Where uniforms are not required, employees' attire should be business casual. Jeans are acceptable only on casual Friday or as designated by the Department Head.
- c. Employees are prohibited from wearing clothing that displays political paraphernalia or offensive language.
- d. Tattoos should not be offensive to the general public or detract from maintaining a professional image. Tattoos that show any image or have offensive language that may violate the City's Drug or Harassment and Discrimination policy must be covered during work hours.
- e.Body piercings should not detract from maintaining a professional image or be a safety concern.

- f. Employees will be provided required personal protective equipment as determined by applicable federal regulation and the best judgement of the Department Head.
- g. Management reserves the right to determine appropriateness in appearance.
- h. If an employee reports to work dressed inappropriately, they may be prevented from working until they return to work wearing the proper attire. The employee will not be compensated for the time they are away from work complying with this policy.
- i. Employees who wish to request an accommodation of the requirements for medical, religious or cultural purposes must make a request in writing to the Director of Human Resources.

## Section 812. Workplace Injury Leave.

a) Any employee injured on the job, however slightly, must immediately report the fact to the supervisor. Along with the assistance of their supervisor they will complete the SUPERVISOR REPORT OF PERSONAL INJURY INVESTIGATION form and the Wyoming Worker's Compensation Report of Injury form within 24 hours and turn it in to the Director of Human Resources.

b) An employee injured due to a work place injury that is unable to work for 3 or more consecutive days due to the injury, shall submit a claim for Worker's Compensation temporary total disability benefits. For full-time or appointed employees, the City shall pay the difference between the Worker's Compensation benefits and the employee's full pay for a 12-month period or until Wyoming Worker's Compensation determines that the employee is no longer entitled to temporary total disability benefit.

c) If the employee's medical provider determines that the employee may return to work light duty, the Director of Human Resources will work with the applicable Department Head to determine if light duty is available and will follow all Wyoming Worker's Compensation regulations.

d) Provided the employee complies with all Wyoming Worker's Compensation requirements, the employee will remain on injury leave for up to twelve (12) months after the accident. If the employee is still medically unable to return to work after the initial 12-month period, the employment will be terminated and any remaining benefits will be cashed out as per policy.

e) When an employee is on continuous injury leave for a period exceeding thirty (30) calendar days, neither vacation nor sick leave benefits shall accrue for the additional period of time the employee is on injury leave.

## Section 813. Travel Policy

The City may reimburse employees and Council Members (hereinafter referred to as "employees") who incur expenses associated with seminars, conference, training programs, and City business when such expenses are approved by the Department Head and the Mayor.

Reimbursable events may include seminars, conferences, training program fees, meetings or other approved events if the program content is directly related to the employee's work which is preapproved by the Department Head and the Mayor.

Any employee who seeks reimbursement for travel/business expenses must fill out a Request for Travel Authorization Form, secure approval from their Department Head and the Mayor, and follow the procedure set forth by Council Policy.

## Section 814. Incentive Based Physical Fitness Program

This is a voluntary program, open to full-time employees and is designed to allow participating employees to earn compensatory time off for their level of fitness. Employee will follow the procedure as set forth by Council Policy.

## Section 815. Other Benefits.

(a) Full-time and Appointed Employees may be entitled to such other benefits including, but not limited to, retirement benefits, seasonal holiday gifts, retirement gifts and the like, as the governing body deems appropriate, or as may be required by law.

Health insurance benefits will be provided to full-(b) time and appointed employees in such amounts and for such coverage as the governing body deems appropriate; after taking into account the amount of funding available to pay for such coverage and the recommendation of the Mayor regarding the type of coverage which is most suitable for the City employees. Funding for such health insurance benefits shall be established by resolution of the Governing Body. In the event the maximum funding available in any given year is in excess of the amount required to maintain the health insurance coverage for the next calendar year, the excess funds shall be carried over and added to funds for the next fiscal year. Alternatively, the Governing Body, upon recommendation of the Mayor, may deem it appropriate to provide additional coverage, to be paid for with these excess funds. Prior to making any changes in the maximum available funding or the types of coverage to be made available to the City employees, the Mayor shall meet with representatives of such employees. Employee representatives may include members of bargaining units represented by unions, non-bargaining unit employees and retired employees.

(c) The City of Rock Springs will provide a membership to the employees at the Rock Springs Recreation Center, Civic Center—or and the White Mountain Golf Course using the following guidelines:

1. Full-time, appointed and official employees will be provided an individual or family membership to the Rec or Civic Centers as a taxable benefit. Membership at the White Mountain Golf Course will be at 50% of the regular cost.

2. Part-time and temporary employees will be provided an individual membership only to the Rec or Civic Centers as a taxable benefit. Membership at the White Mountain Golf Course will be at 50% of the regular cost.

3. When an employee terminates, membership will only be honored through the end of the month. No reimbursement will be provided for a membership that was paid past a termination date.

4. Employees will be responsible for completing the membership form and complying with all guidelines.

(d) The City provides an incentive based physical fitness program for all full-time and appointed employees.

## Section 816. Family and Medical Leave.

The City will provide Family and Medical Leave to its eligible employees. The City posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Director of Human Resources.

### a) General Provisions

Under this policy, the City will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

## b) Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

The employee must have worked for the City for 12 months or 1) The 12 months or 52 weeks need not have been 52 weeks. consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when а there is written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of

the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

#### c) Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1) The birth of a child and in order to care for that child.

2) The placement of a child for adoption or foster care and to care for the newly placed child.

3) To care for a spouse, child or parent with a serious health condition (described below).

4) The serious health condition (described below) of the employee.

5) Qualifying exigency leave (described below) for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

6) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran (described below).

#### d) Serious Health Condition

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with the Director of Human Resources. If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

e) Qualified Exigency Leave

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

The qualifying exigency must be one of the following:

- 1) short-notice deployment
- 2) military events and activities
- 3) child care and school activities
- 4) financial and legal arrangements
- 5) counseling
- 6) rest and recuperation
- 7) post-deployment activities, and

8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

1) "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

#### f) Military Caregiver Leave (for covered servicemembers)

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

1) A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

2) A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

3) Under the FMLA, a "spouse" means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

4) The "next of kin of a covered servicemember" is the nearest

blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be covered servicemember's considered the next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin.

The term "covered servicemember" means:

1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness means:

1) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning

of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

2) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

3) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

#### g) Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances c)1) through c)5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance c)6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the City and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

## h) Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee shall not accrue additional vacation, sick leave after 30 days or retirement credit for the period the employee is on unpaid FMLA leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

Under current City policy, the employee pays a portion of the health care premium. While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Clerk's Office by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The City will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the City will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the City may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the City may discontinue coverage during the leave. If the City maintains coverage, the City may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

# i) Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the City's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

#### j) Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, compensatory time and sick leave prior to being eligible for unpaid leave. Sick leave will be used concurrently with FMLA leave if the reason for the FMLA leave is covered by the City's sick leave policy.

If the leave is for a work-related injury, paid injury leave will run concurrently with FMLA leave.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and compensatory time prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave.

An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

## k) Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period). The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

1) <u>Certification for the Employee's Serious Health Condition</u> Employees who want to take FMLA leave ordinarily must provide the department director and the Director of Human Resources at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practical. When leave is needed for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the City's operations.

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The Director of Human Resources may directly contact the employee's health care provider for verification or clarification purposes. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. Ιf necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

# m) <u>Certification for the Family Member's Serious Health</u> Condition

Employees who want to take FMLA leave for a family members serious health condition ordinarily must provide the department director and the Director of Human Resources at least thirty (30) days' notice of the need for leave, if the need for leave is foreseeable. If the need is not foreseeable, the employee should give as much notice as is practical. When leave is needed to care for an immediate family member and is for planned medical treatment, the employee must try to schedule treatment in order to prevent disruptions of the City's operations.

The City will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may denial of continuation result in а of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The Director of Human Resources may directly contact the employee's family member's health care provider for verification or clarification purposes. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

# n) <u>Certification of Qualifying Exigency for Military Family</u> <u>Leave</u>

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

# <u>Certification for Serious Injury or Illness of Covered</u> Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember .

p) <u>Recertification</u>

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

## q) Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Director of Human Resources. Within five business days after the employee has provided this notice, the Director of Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

## r) Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Director of Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

# s) Intent to Return to Work From FMLA Leave

The City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If at any point, an employee gives notice that they will not be returning from FMLA leave, the Department Head will request a written resignation. The City's obligation for restoration rights ends when an employee informs his/her Department Head that he or she will not be returning. The City will also stop paying its share of health care costs at that time and notify the employee of benefits under COBRA.

### ARTICLE IX - CONDUCT AND DISCIPLINE

# Section 901. Conduct, Outside Employment, Privileged Information and Political Activities.

All City employees are expected to represent the City to the public in a professional, courteous, efficient and helpful manner. All employees will work to meet the following expectations: basic tact and courtesy towards the public and fellow employees; adherence to City policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the City's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

In order to function efficiently or to meet service demands, employees may be asked to perform related duties that are outside their regular assignments. The City will make every effort to minimize such circumstances. To make the most efficient use of personnel, the City also reserves the right to change work conditions and assigned duties.

a) A City employee is prohibited from engaging in activities which might have an unfavorable effect upon City service. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment, seeking preferential treatment, or similar such dubious activities or practices.

b) City employees are prohibited from soliciting or accepting any <u>personal</u> gift, gratuity, favor, entertainment, loan or any item <u>with a cash value exceeding \$25.00of monetary</u> value from any person seeking to obtain business with the City or any other thing of value from the City, or from any person within or outside City's employment whose interests may be affected by the employee's performance or non-performance of official duties. c) No employee may engage in additional employment which in the opinion of the Department Head interferes with the proper and effective performance of official duties. It is necessary that an employee give priority to his/her job with the City of Rock Springs. The City shall not be held liable to grant sick leave in any cases of injury to an employee while that employee is engaged in outside employment.

d) City employees who are involved with privileged or nonpublic information of significant public interest may not use this information for personal gain nor to benefit friends or acquaintances. If an employee has an outside interest which could receive a pecuniary gain by any City plan or activity, this situation must be reported to the employee's supervisor immediately. Each employee is charged with the responsibility of insuring that only information that should be made available to the general public is released.

e) The following political activities are prohibited:

1. use of an official capacity or authority to influence the outcome of any election or to coerce or command any person to vote for, lend or contribute anything of value to any political candidate.

2. engaging in any political campaign activity during on duty or working hours.

3. employees will not be in city uniforms or clothing with a City logo while campaigning for political office or a political candidate.

f) Except for those positions for which political affiliation or association is an appropriate requirement for the effective performance of the public position, discrimination against any person in recruitment, examination, appointment, retention, discipline, or any other aspect of personnel administration because of political opinion or affiliation shall be prohibited. No questions shall be asked on any application, examination or interview which would directly or indirectly require the disclosure of a person's political affiliation, preferences or opinions. Applicants and employees shall be prohibited from using political influence as an advantage in securing or making appointments or for other personal benefit for themselves or others in personnel matters.

g) Violation of these provisions shall be just cause for disciplinary action.

## Section 902. Use of City Technology.

a) All City computer and communications systems, such as telephone systems, voicemail, e-mail, cellular devices, texting or instant-messaging devices, computers, networks, data storage, Internet access, and associated software products, as well as all data and information transmitted by, received from, or stored on those systems, are the property of the City. As such, these systems are to be used for job-related purposes only.

The City recognizes that employees must sometimes place or receive personal calls on company telephones or use the City's electronic communication and Internet systems for personal In order to preserve the integrity and availability purposes. of these systems for business use, it is essential that all employees minimize and not abuse personal use of these systems. Employees using the City's computer and communications systems and business property for personal use do so at their own risk expectation that and should have no their personal communications and uses are confidential, private or privileged. To ensure that the City's computer and communications systems and equipment are used only for legitimate business purposes, the City may monitor the use of such systems from time to time, without prior notice. This may include listening to stored voicemail or monitoring an employee's use of the Internet, email, texting, voice mail and other the City computer systems.

b) Using the City's computer and communications systems in the following way is expressly prohibited and may result in discipline, up to and including termination:

• Using City systems for excessive participation or use of social media, shopping or entertainment sites. Excessive participation or use is any participation or use that interferes with or delays the performance of work.

- Accessing sites established for illicit or immoral purposes.
- Conducting personal business for revenue or profit.
- Sending, accessing, receiving, posting or storing data that are discriminatory, harassing, or defamatory.
- Sending, accessing, receiving, posting or storing sexually explicit material.
- Using City systems to send or post intimidating messages or hate speech.
- Using City systems for the purpose of gambling or placing wagers or bets.
- Using City systems to conduct illegal activities.
- Sending, receiving or posting messages that contain inappropriate or profane language.
- Installing personal software or applications on Cityissued computers or other devices.
- Downloading, copying or transmitting works of others in a manner that constitutes infringement under copyright laws.
- Transmitting or posting confidential City information to unauthorized individuals.

c) In addition, employee will follow any procedures as set forth by Council Policy regarding information technology.

## Section 903. Personal Cell Phone Use

a) Employees should use discretion in regard to personal phone calls, including cell phones, texts, games or social medial. Lengthy personal calls are prohibited. Every attempt should be made for employees to limit phone usage to breaks or meal periods.

b) Employees must follow City Ordinance 5-208 Regulation of Cell Phones in Vehicles. Employees may not use any cell phone while operating a city vehicle or operating equipment. They will be subject to the same fines as described in Ordinance 5-208 and may be subject to disciplinary action up to a including termination.

c) Supervisors will monitor phone usage. Excessive use of a telephone/cell phone for personal calls, texts, games or social medial use may result in disciplinary action.

### Section 904. Vehicle Usage

a) City vehicles shall be operated in compliance with existing State Statutes, City ordinances, and City policies and procedures.

Employees operating City vehicles shall have in their immediate possession a current, valid, and applicable vehicle operator's license. Any employee who operates a City vehicle will be subject to an annual driving record check. Employees must immediately notify their supervisor and/or Department Head if a change in licensing occurs that may have an impact on the employee being able to perform their regular job duties. This will be reviewed with the Director of Human Resources for any further action. Failing to provide proper notification may result in disciplinary action, up to and including termination.

Department Heads are responsible for ensuring the proper care, maintenance, and operation of all vehicles assigned to their Department.

Accidents involving City vehicles shall be investigated per Wyoming statute. Additionally, a Departmental inquiry shall be conducted within (10) working days of any accident to determine the presence of any operational, safety, and/or mechanical factors contributing to the accident, to include compliance with the Section 906 Drug and Alcohol. Such inquiry shall include a written report to the Department Head, detailing any contributing factors as well as providing recommendations on avoiding future similar accidents.

b) Safety Issues - City vehicles shall be operated in a reasonable and prudent manner.

A pre-check inspection should be conducted of each vehicle

Safety devices (horns, lights, warning devices, etc.) shall be operable and properly utilized. Where existing, occupant restraint devices shall be continuously worn per manufacturer guidelines by all occupants of City vehicles.

Vehicle operators shall not be under the influence of any alcoholic beverage or contraindicated drug.

c) Operation of City Vehicles - City vehicles shall be operated only by City employees authorized to do so by their Department Head.

When not in actual use, or when left unattended in the course of carrying out City business, City vehicles shall be properly secured.

When not in actual use, City vehicles shall be properly parked or otherwise housed on city property.

d) Use of City Vehicles - While City vehicles are legitimate tools for performing City business, their use is also accompanied by serious responsibility and accountability. As such, all employees shall present a professional image and exhibit exemplary driving behavior when operating or otherwise utilizing city vehicles. To this end, employees shall at all times consider the public's perception of City vehicle appearance, operator/occupant behavior, and vehicle use and location.

Except as otherwise specified, City vehicles shall be used for official City business only. In no circumstances shall City vehicles be directly or indirectly used for purposes of personal gain.

e) Special Provisions

1. Passengers - passengers in City vehicles are limited to:

- Employees transported for purposes of carrying out official City business.
- Persons participating in an approved ride-along program.
- Persons transported during extreme emergency situation.
- Persons transported in conjunction with an arrest or other legitimate public safety matter.
- Non-employees transported for purposes of carrying out other legitimate City business.
- Other passengers as approved in writing by the applicable Department Head and Mayor.
- 2. Employees operating City vehicles on an as-needed or On-call basis are responsible for ensuring the

reasonable maintenance, safety, repair, and cleanliness of the vehicle operated while in their care.

3. Employees operating a City vehicle to conduct legitimate City business may utilize the vehicle for purposes of taking a scheduled meal break in the City, if such break is clearly incidental to a reasonably direct travel route to/from work assignments.

4. Employees temporarily assigned an On-call Vehicle for on-call purposes may use such vehicle for commuting while assigned.

# Section 905. Purpose of Disciplinary Action, Examples of Offenses.

The purpose of discipline is to correct an employee's a) behavior so that the employee will be more effective and responsible within the City; and, to insure that individual employees are called to account for their misconduct or inappropriate behavior. All efforts should be made to insure that discipline is applied with reasonable consistency within the City and that any disciplinary action taken is not only appropriate to the offense committed, but takes into account the individual employee's past record, pattern of behavior, attitude, his/her motives and reasons for committing the offense, and all other attendant circumstances. Employment with the City of Rock Springs shall be deemed a privilege and not a right; and, an employee shall have no right to expect his with the City employment to continue uninterrupted bv disciplinary actions including dismissal.

b) Causes for discipline fall within a wide range offenses. The following list of offenses is intended to serve as a guide for the application of disciplinary measures only. The following list provides examples of problems and are intended neither to be all inclusive nor mutually exclusive, for it would be impossible to list all potential infractions requiring discipline and consideration of all attendant circumstances.

Examples of offenses include, but are not limited to: - Failure to follow direction - Absenteeism or tardiness.

- Failing to call in on time to let your supervisor know that you will be absent or late.

- Quitting work early.

- Not paying attention to work.

- Violation of a safety rule or practice.

- Violation of any city council policy (such as smoking law)

- Poor job performance or conduct.

- Sleeping on the job.

- Abuse of sick leave.

- Insubordination or other disrespectful conduct.

- Refusing to do an assignment (unless it can be demonstrated by the employee that such assignment unreasonably endangers the health and safety of the employee and others).

- Careless conduct which threatens the safety or causes harm to the employee or others.

- Use of City position for personal gain or benefit of friends or acquaintances.

- Demonstrated (documented) incompetency or inefficiency in the performance of job duties.

- Theft or intentional, willful, negligent or careless destruction of City property.

- Offensive conduct while on the job.

- Intentional falsification of City records.

- Fighting, threatening violence or creating hostility in the workplace.

- Unauthorized use of telephones including excessive personal calls, mail system, information technology systems or other city-owned equipment;

- Working while impaired by alcohol or drugs.

- Conviction for any misdemeanor offense which, in the opinion of the Department Head will have a direct adverse effect on the employees ability to effectively discharge the required job duties or which may adversely affect or injure the public reputation of the City.

- Conviction for any felony offense.

#### Section 906. Disciplinary Actions.

a) The City of Rock Springs encourages a system of disciplinary action in order to correct employee misconduct at as low a level as is reasonably possible. The disciplinary action process may

start at any step based on the offense and will be in consultation of the Director of Human Resources. Department Heads and supervisors are allowed a great deal of discretion in determining appropriate disciplinary measures, but are encouraged to first consider the least severe type of action reasonably necessary to correct the problem and call the employee to account for his actions. More severe measures should be applied to repeat offenses. Some offenses by virtue of the seriousness of their nature or the attitude and motives of the employee or other attendant circumstances will call for the immediate application of severe disciplinary measures. An employee who is covered by a labor agreement may be permitted to have a representative of any union of which the employee is a member present at any and all investigative interviews or hearings that may lead to discipline of the employee. (Ord. No. 96-08, 7-16-96) NOTHING IN THIS POLICY IS INTENDED TO CREATE A CONTRACTUAL REQUIREMENT FOR CAUSE FOR THE TERMINATION OF ANY AT-WILL EMPLOYEE OR OTHERWISE ALTER THE AT-WILL RELATIONSHIP EMPLOYEES HAVE WITH THE CITY.

b) The disciplinary actions that may be taken against an employee include: oral warning, written reprimand, written reprimand and suspension without pay for periods not exceeding five (5) days, written reprimand and suspension without pay for periods exceeding (5) days, and dismissal.

Oral warnings, written reprimands and suspensions without pay for periods not exceeding five (5) days are not subject to review through either the grievance or appeal procedures. Suspensions of more than five (5) days, and dismissals are subject to the grievance procedure.

Prior to determining whether any disciplinary action is necessary and/or what type of discipline is to be given, the supervisor or Department Head shall meet with the employee and inform him/her of the facts which the supervisor or Department Head believes give rise to a disciplinary action. The supervisor or Department Head shall give the employee an opportunity to respond and give his/her account of these facts which the supervisor or Department Head shall consider prior to determining what, if any, discipline is appropriate.

c) All disciplinary actions, including oral warnings, shall be

documented by the supervisor or the Department Head, in consultation with the Director of Human Resources, with a copy provided to the employee. The documentation should describe the details of the conduct, how the conduct violates policy or otherwise requires disciplinary action, the details of the corrective action, and the possible future consequences if further misconduct occurs. The employee shall be allowed the opportunity to sign the disciplinary documentation solely for purpose of acknowledging receipt of a сору the of the documentation. If the employee refuses to sign a copy of the documentation, the supervisor or Department Head shall note the date, time and witnesses of the employee's refusal on the original disciplinary documentation. The disciplinary action may include a performance improvement plan. The supervisor or Department Head shall forward the original disciplinary documentation to the Director of Human Resources for placement in the employee's personnel file. The employee has the right to submit а written statement refuting the disciplinary documentation to be placed in the employee's personnel file.

d) Dismissal. Although at-will employees can be terminated at any time for any reason or no reason, iIt is the policy of the City that dismissal is reserved for those situations when the offense is of such a character or nature (in the opinion of the Department Head considering all attendant circumstances) that dismissal is appropriate. Dismissal of an employee requires the prior approval of the Director of Human Resources and the Mayor, which shall be given only after consultation with the City Attorney; and, shall be set forth in writing, stating the reasons for the dismissal.

#### Section 907. Drugs and Alcohol.

a) The City of Rock Springs recognizes illegal drug usage and abuse of alcohol by City employees as a threat to the public welfare as well as to the welfare of other employees of the City. Employees are prohibited from using illegal drugs at any time and being under the influence of illegal drugs or alcohol while working, including while being on-call. The City will take necessary steps, including drug and alcohol testing, to eliminate illegal drug usage, and to identify and discipline employees who report to work under the influence of illegal drugs or alcohol. Violations of this policy may result in the termination of employment, however, the City will consider options that promote rehabilitation and prevention when those options are in the best interests of the City.

1. If an employee is under the care of a medical provider and taking a controlled substance by prescription, they will be required to consult with their medical provider about any impacts the medication may have on their ability to perform their job safely, and notify their Department Head of the medical provider's advice on that topic so the Department Head can take the appropriate steps necessary to assess the risk and make appropriate task assignments. If requested by the Department Head, the employee shall provide the Department Head with a statement signed by his or her medical provider confirming the medical provider's advice regarding the employee's ability to perform regularly assigned duties.

2. Pre-employment Testing. All successful applicants for safety sensitive positions are subject to a post-offer, pre-employment drug and alcohol screen. If the test results are positive, the offer will be withdrawn.

3. Random Testing. Random drug testing will be performed on all employees with a commercial driver's license, police officers and fire fighters, and employees in safety sensitive positions. Safety sensitive positions include any position within the City that requires an employee to drive a City vehicle, operate equipment, or lifeguard.

4. DOT Testing. Employees required to have a commercial driver's license (CDL) as outlined in their job description, will comply with all Department of Transportation requirements regarding drug testing, as discussed in the City's Drug and Alcohol Program for DOT-regulated Employees.

5. Reasonable Suspicion Testing. If, in the opinion of the employee's supervisor or the Department Head, there is a reasonable suspicion to believe that an employee is under the influence of alcohol or an illegal drug, the employee may be required to submit to testing.

- i. Reasonable suspicion may be based upon specific objective facts and reasonable inferences drawn from those facts, that could be indicative of illegal drug use or being under the influence of drugs or alcohol, including, (a) the observations the supervisor or Department Head, of taking into account such things as glazed eyes, dilated pupils, smell of alcohol, slurred speech, unsteady on feet, wobbly walk, change in normal appearance, change in attitude, aggressive behavior, being passed out; (b) investigation, arrest or conviction for a drug-related offense; (c) reports from apparently reliable and credible sources; (d) observation of drug use; (e) evidence that the employee tampered with a previous drug test; or, (f) any other grounds or reasons which the supervisor or Department Head is able to articulate as giving rise to a reasonable suspicion.
- ii. The supervisor or Department head must immediately document all information on which the reasonable suspicion is based, well as the date and time as the information was obtained, and obtains the approval for testing from his or her Department Head or the Director of Human Resources. The employee shall be given a copy of this documentation.
- iii. Any employee who will be tested for reasonable suspicion will be placed on immediate sick leave, or if sick leave is unavailable, leave without pay. The employee will be transported immediately by the supervisor or Department Head to the place where the test is to be performed and thereafter to the employee's residence. In no case shall an employee suspected of being under who is the

influence of drugs or alcohol be allowed to operate a vehicle or machinery, or to return to work until the test results are obtained.

5. Post-accident Testing. Testing of employees in safety-sensitive positions shall be required immediately following work related accidents which involve death or personal injury to self or others and/or property damage.

6. Follow-up Testing. Employees who have been permitted to return to work following completion of a drug or alcohol rehabilitation program will be subjected to periodic, unannounced testing, for the frequency and duration recommended by a substance abuse professional consulted by the City.

- 7. Procedures.
  - a. Drug testing will be performed at a laboratory certified by the U.S. Department of Health and Human Services under the National Laboratory Certification Program.
  - b. All test results will be sent to the Director of Human Resources who will evaluate those results and make the results available to the Department Head and the individual who was tested. Test results shall be treated with the same confidentiality as other employee medical records.
  - c. In the event alcohol and drug screening tests result in one negative, the employee will be compensated as to his regular duty assignment with no time lost and no sick leave deducted.
  - d. Employees who refuse to submit to testing pursuant to the provisions of this policy will be subject to disciplinary up to and including termination and/or administrative actions.
  - e. A positive and confirmed test result will be the basis for immediate placement on sick leave until an investigative or disciplinary review by the Director of Human Resources and Department Head is concluded.
  - f. An employee's first positive test result under this section may not result in dismissal. The

City will consider permitting the employee to seek rehabilitation as an alternative to the termination of employment, after consideration of the employee's acceptance of responsibility, employment history with the City, general job performance, disciplinary history, and workrelated impacts of the employee's drug or alcohol use.

- employee q.No who is permitted to seek rehabilitation as an alternative to termination of employment will be permitted to return to written confirmation work without from а substance abuse professional that the employee has completed the rehabilitation program and complied with all recommendations of the substance abuse professional, and, the employee will be placed on a return-to-work agreement that will require unannounced follow-up testing and confirm that any subsequent violation of this policy will result in the termination of employment.
- h. At any time, an employee may voluntarily enter a chemical dependency or treatment program without fear of disciplinary actions against him or her. While undergoing evaluation and treatment, the employee may receive the usual compensation and fringe benefits provided for any other sick leave.

#### Section 908. Policy Prohibiting Harassment.

Harassment is a form of illegal discrimination. The City strictly prohibits harassment of any employee by another employee, supervisor, elected official, vendor or member of the public because of the employee's race, creed, color, national origin, age, religion, sex, ancestry, marital status, disability, military status or any other unlawful basis.

Definition:

1. Harassment includes any verbal or physical conduct of an offensive nature that is based on any protected characteristics as listed above, including offensive comments, jokes, innuendo, insults or other forms of inappropriate conduct based on such characteristics. Harassment also includes offensive or harassing statements or conduct which is motivated by an employee's protected characteristics, whether or not the statements or conduct are overtly derogatory toward those protected characteristics.

- 2. Such prohibited behavior includes, but is not limited to:
  - a. offensive and unwelcome sexual flirtations, advances, or propositions;
  - b. verbal abuse;
  - c.degrading comments about an individual or his/her
    appearance;
  - d. unwelcome "jokes";
  - e. the display of sexually suggestive objects or pictures;
  - f. or any offensive or abusive physical contact.
- 3. In addition, sexual harassment is defined as unwelcome sexual or other conduct that interferes with an individual's job performance or creates an intimidating, hostile or offensive environment. All employees, including both supervisory and non-supervisory personnel, are prohibited from engaging in unwelcome sexual conduct or making unwelcome sexual overtures, either verbal or physical.
- 4. Supervisors are specifically prohibited from implying or stating that submitting or refusing to submit to sexual advances will have any effect on the individual's hiring, placement, compensation, training, promotion, or any other term or condition of employment.
- 5. It is important to recognize that the fact that someone did not intend to sexually harass an individual is no defense to a claim of sexual harassment. Regardless of intent, it is the effect and characteristics of the conduct that determine whether the conduct constitutes sexual harassment.

#### RESOLUTION PROCESS:

 Each supervisor is responsible for maintaining and enforcing harassment -free working environment and for responding to the supervisor's observation or awareness of conduct which violates this policy.

- 2. Employees are to report any behavior that they believe to be harassment to their supervisor, their Department Head or the Director of Human Resources.
- 3. The employee raising a concern under this policy may be requested to provide details about the concern in writing, providing sufficient detail and specifics to allow for a thorough investigation.
- 4. Complaints of harassment will be investigated by the Human Resources Department or a designee appointed by the Director of Human Resources with the approval of the Mayor. At the conclusion of the investigation, Human Resources will determine whether this policy or any other City policy has been violated, and the appropriate action to be taken, including disciplinary action if deemed warranted. The reporting employee will be notified of Human Resources' determination, and, if the policy has been violated, that corrective action has been taken.
- 5. Confidentiality of the report and investigation will be maintained to the greatest degree possible consistent with the need to conduct a thorough and complete investigation.
- 6. Any employee who is found to have engaged in behavior prohibited by this policy will be subject to disciplinary action up to and including termination.
- 7. An employee who may be subject to disciplinary action for violation of this policy will be permitted to have a representative of any union of which the employee is a member present or their own legal counsel at any investigative interview or disciplinary meeting.
- 8. No employee who reports harassment, discrimination or a hostile work environment shall be retaliated against in any manner for making such report. See Policy Prohibiting Retaliation.



# ORDINANCE NO. 2018-<u>0</u>ん

## AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on March 14, 2018, on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the Governing Body of the City of Rock Springs, Wyoming, has been given as required by law, and the Governing Body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-815.I.(2)(1) Surfacing by amending the first sentence of the second paragraph to read as follows (deletions are denoted by strikethrough and additions are denoted by underline):

In Industrial and B-2 Zoning Districts, excess parking spaces (beyond those required by ordinance), auxiliary driveways and equipment storage areas may be covered by gravel or ground asphalt in accordance with specifications provided by the Zoning Administrator, pursuant to first obtaining a Conditional Use Permit from said from said Zoning Administrator for Industrial Zone Districts, and for B-2 Zone Districts obtaining a Conditional Use Permit from Solutional Use Permit from the Planning and Zoning Commission.

This ordinance shall take effect immediately after it has been published as required by law.

PASSED AND APPROVED this \_\_\_\_\_ of \_\_\_\_\_, 2018.

President of the Council

Mayor

Attest:

City Clerk		
1st Reading		_

2

0\_\_\_\_\_

2nd Reading

3rd Reading\_\_\_\_\_



# Planning & Zoning Commission Staff Report

Project Name:B-2 Parking Lot SurfacingProject Number:PZ-18-00020Report Date:March 6, 2018Meeting Date:March 14, 2018

#### <u>Request</u>

Petition for amendment regarding parking lot surfacing in the B-2 Zone District, to allow ground asphalt or gravel surface with Conditional Use Permit approval.

\_"1

#### **Background**

Section 13-815.1.of the Rock Springs Zoning Ordinance sets forth the Off-Street Parking Requirements for all land uses permitted in the Zoning Ordinance. Sub-section (2)(I) sets forth the surfacing requirements for parking spaces, driveways and drive aisles. This section sets forth the requirement that unless specified, paving with asphalt, concrete, or asphaltic concrete is required.

An exception from the paved parking surface is made for Industrial Zone Districts (I-1 and I-2). This exception allows that excess parking spaces and equipment storage areas may use gravel or ground asphalt with Conditional Use Permit approval by the Zoning Administrator.

This application by Mr. Keller is requesting that the B-2 Zone District be eligible for gravel or ground asphalt surfacing.

#### <u>Analysis</u>

The requirement for paved surfacing of parking lots has been in effect since the early 1980's. Within cities and towns pavement surface for parking is standard practice. This is needed for health, safety and welfare concerns. Furthermore, city beautification and aesthetics are promoted by paving of parking areas. City streets are kept cleaner with paved parking lots.

Paved parking surface is required for Industrial Zone (I-1 & I-2) parking spaces required by the Zoning Ordinance. However, excess parking and equipment storage areas may apply for Conditional Use Permit - gravel parking.

The petitioner is requesting that B-2 Zone Districts also be allowed to apply for a Conditional Use Permit for gravel surfacing for excess parking and storage areas. A consideration is that B-2 Zone Districts are more visible that I-1 and I-2 Zone Districts. However, with appropriate conditions, ground asphalt or gravel parking would be acceptable. Staff would recommend that one or two year approvals would work and perhaps allow a business time to make plans for paving. With the Conditional Use process City staff will notify adjacent property owners and use the Utility Review Committee to evaluate each request. These measures will ensure that conflicts or problems do not occur.

#### **Public Hearing Notification**

A Public Hearing Notice for the Planning & Zoning Commission Public Hearing was duly published in the Rock Springs Rocket Miner on February 24, 2018. A Public Hearing notice for the City Council Public Hearing was duly published in the Rock Springs Rocket Miner on March 17, 2017.

Applicant Deric Keller

Property Owner N/A

Project Location N/A

<u>Zoning</u> B-2

#### **Public Notification**

- Public Hearing Notice Printed 2/24/18 – Rocket Miner
- Public Hearing Notice Printed 3/17/18

## Previous P&Z Action

None

Ordinance References 13-815.I.(2)(I)

<u>Staff Representative</u> Steve Horton, City Planner

#### <u>Attachments</u>

- Application
- Proposed language for Ordinance Amendment
- Public Notice
- Utility Review Comments

## Public Comment

Shane Griffin spoke in support of the Language Amendment.

#### Staff & Planning & Zoning Commission Recommendation

City Planner Steve Horton stated that allowing Conditional Use Permit requests for B-2 Zones under this Section could be beneficial, with careful review, and placing a term limit such as a 1 year approval and that paving be completed at the end of 1 year. This could assist businesses and the city in a positive way. It was moved by Commissioner Schoenfeld and seconded by Commissioner Keaton to recommended approval of the language amendment and adding language that Conditional Use Permit review and approval be made by the Planning and Zoning Commission. Motion carried unanimously.

Project #: PZ-18-00020 Project Name: Language Amendment:

Page 2 of 2

#### PUBLIC HEARING NOTICE

**TAKE NOTICE** that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., April 3, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs to add B-2 Zone District as eligible for gravel or ground asphalt paving surface for excess parking spaces, auxiliary driveways and equipment storage areas subject to Conditional Use Permit approval from the Zoning Administrator.

The following section is proposed for amendment:

Section 13-815.I.(2)(1) second paragraph

The Planning and Zoning Commission held a Public Hearing on this application on March 14, 2018, and recommended that Mr. Keller's application be amended to add B-2 Zone District as eligible for gravel or ground asphalt paving surface for excess parking spaces, auxiliary driveways and equipment storage areas subject to Conditional Use Permit approval from the Planning and Commission.

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: <u>www.rswy.net</u>.

Dated this 17th day of March, 2018

, alat

Stephen Horton, Secretary Planning and Zoning Commission

Publish:March 17, 2018Bill To:City of Rock Springs



# 2018 CITY OF ROCK SPRINGS LANGUAGE AMENDMENT APPLICATION

Planning & Zoning Division 212 D Street Rock Springs WY 82901 307.352.1540 (phone) 307.352.1545 (fax)

Staff Use Only:			· · · ·	
Date Received	2-7-18		File Nu	umber: <u>P2-18-00020</u>
Payment Informa	ation:	Amount Received:	200.02	Received by: <u>Stave Horton</u>
		Cash or Check Num	nber: <u>572<i>844</i></u>	Receipt Number:
Date Certified as	Complete A	oplication: <u>2-7-</u>	18	By: Stwe Horton

## A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will <u>only</u> send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner(s) Information:	Name: 1 Device F Deller
	Mailing Address: 2100 21/c 5+
	Rock Springs Wy 82901
	Email Address: deric. Keller @ finstchoice ford.com
	Phone Number: <u>307-871-8483</u> Fax Number: <u>307-382-149</u> 7
	Name:
	Mailing Address:
	Email Address:
	Phone Number: Fax Number:

- B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:
  - Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net): <u>/3-8/5, I.(2)(L)</u>
  - 2. Proposed Amendment (attached a separate sheet if necessary): <u>Amend the sufficing requirements to allow and include B-Z</u> <u>Zone for gravel or graved as phatt sufficiency as a conditional USE</u> <u>permit</u>

3. Describe the need for and purpose of the Proposed Amendment: lot with ground ashalf to be allow a Dyears tomate the improvement Par king <u>i2 v`</u> TEMP or DA Niedico

### C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. <u>An incomplete application will not be scheduled for hearing and shall be returned to the applicant</u>.

G Filing Fee (\$200.00)

Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

#### D. SUBMITTAL DEADLINES:

<u>NOTE</u>: Applications that are not **RECEIVED by 3:00 p.m.** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing Ad	Rocket	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.										
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad	<u>After</u> the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice Is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.											
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

\* Deadline moved due to holiday.

\*\*An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

## E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application an	nd the pertinent Zoning Ordinance
amendment regulations (Sections 13-901 of the Rock Springs City Ordina	inces).
Signature of Petitioner	Date
Signature of Petitioner	Date

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)



**Department of Public Services** 212 D Street, Rock Springs, WY 82901 Office [307] 352-1540 • FAX [307] 352-1545 -----

# **UTILITY REVIEW - COMMENT SHEET**

# Comments Due: Tuesday, March 6, 2018 no later than 2:00 p.m.

Date:	February 27, 2018
To:	Utility Review Committee COMMENTS
From:	Steve Horton ONLY - )
Project #:	PZ-18-00020 C NO MEETING
Project Name:	Deric Keller – B-2 Parking Lot Surfacing
Project Address:	N/A
Location Description:	
Project Description:	Zoning Ordinance Language Amendment – Please read the Staff Report and submit any comments
Please submit this comment sh	eet no later than 2:00 p.m. on the due date referenced above & in your email notification.
Please check as applicable:         Image: No issues - plans approvement         Image: Revisions required to the second s	
Gener Comments/Issues:	
(1) <u>Paving</u> , 1 (2) to public K	Asphalt or concrete, required from property line
Signature of Reviewer	- <u>3/6/2018</u> Date

Delease provide me with a copy of the Revised Plans for review.



Department of Public Services 212 D Street, Rock Springs, WY 82901 Office [307] 352-1540 • FAX [307] 352-1545

# UTILITY REVIEW - COMMENT SHEET

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Date:	February 27, 2018	$\sim$
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Project #:	PZ-18-00020	NO MEETING
Project Name:	Deric Keller – B-2 Parking Lot Surfacing	
Project Address:	N/A	
Location Description:		
Project Description:	Zoning Ordinance Language Amendment – Please rea comments	d the Staff Report and submit any
Please submit this comment sh	<u>eet no later than 2:00 p.m. on the due date referenced</u>	above & in your email notification.
l have reviewed the plans on be	half of (Dept. or Org:) <u>Dominion Energy</u> fo	r the above-referenced project.
Please check as applicable:		
🗴 No issues - plans approv	red as submitted.	
Revisions required to the	e Site Plan/Plat/Drawing:	
(1)		
(2)		
(3)		
(4)		
Other Comments/Issues:		
(1)		· · · · · · · · · · · · · · · · · · ·
(2)		
(3)		
(4)		
Angel D		3-5-2018
Signature of Reviewer		Date

□ Please provide me with a copy of the Revised Plans for review.

# ORDINANCE NO. 2018-<u>07</u>

# AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on February 14, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK. SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-801 D.(1)(g), Residential Zoning Districts, of the City of Rock Springs Ordinances, to **amend** the following requirement (deletions are denoted by strikethrough and additions are denoted by underline):

(g) Separation: Animals shall be kept a minimum distance of 100 feet from any residence. Horse(s) shall have an accessory structure (barn or stable) and a corral and both shall be separated by 30 feet from the residence.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

President of the Council

ATTEST:

City Clerk

Mayor

1<sup>st</sup> Reading: \_\_\_\_\_

2<sup>nd</sup> Reading: \_\_\_\_\_

3<sup>rd</sup> Reading:



#### Applicant

Daniel Pedri 3001 Mustang Drive Rock Springs WY 82901

<u>Property Owner</u> N/A

Project Location

<u>Zoning</u> R-E

#### **Public Notification**

 Public Hearing Notice Printed 1/27/18 – Rocket Miner

Previous P&Z Action None

Ordinance References 13-801 D.(1)(g)

<u>Staff Representative</u> Steve Horton, City Planner

#### **Attachments**

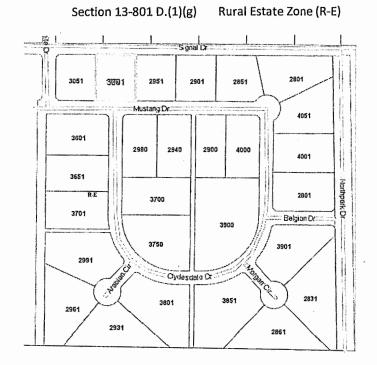
- Application
- Site Plan
- Public Notice
- Proposed language for Ordinance Amendment

# Planning & Zoning Council Staff Report

Project Name:R-E Zoning District Language AmendmentProject Number:PZ-18-00010Report Date:February 8, 2018Meeting Date:February 14, 2018

#### <u>Request</u>

Petition for amendment regarding the R-E Zone District Regulations to reduce the separation distance between residence and animals from 100 ft to 50 ft. The specific section for amendment pertaining to R-E Zoning District is:



#### Background

The R-E Zoning District is unique in that this is the only zoning district within the city that permits the keeping of horses. Another unique thing about this zoning district is a very large minimum lot size. For comparison, the R-1 Zone District requires a minimum lot size of 7,000 square feet and the R-E Zone District requires a minimum lot size of 32,670 square feet. There is currently only one (1) R-E Zone District in the City and this is located in the northwest part of the City and is developed as Sweetwater Station Addition. This subdivision was platted and constructed in 2004 and includes 26 lots. Currently there are houses constructed on more than ½ of the lots

#### Analysis

Typically the keeping of horses and animals is a land use conducted in the county. Approximately ¾ of Sweetwater County is zoned Agriculture which allows horses. Sweetwater County Residential Zone Districts also allow horses. The City of Green River does not allow the keeping of horses within residential zone districts, however, there are City operated horse corrals located within the Green River city limits.

The R-E District in Rock Springs allows the keeping of no more than two (2) horses. Limiting the number of horses protects against potential health and aesthetic issues for property owners within the subdivision. A barn and corral is necessary for the property owners that

Project Name: Language Amendment – R-E

Project #: PZ-18-00010 The R-E Zone District requires that animals be kept a minimum distance of 100 feet from any residence. The 100 ft from **any** residence creates all kinds of problems. What if a property owner places a barn and corral 15 feet from his side property line? Then what if the adjacent lot is purchased and that property owner has to place his house so that it is 100 feet from Mr. Pedri's barn. This creates a partial taking of property because an adjacent property owner loses the right to use his property.

This 100 ft separation distance applies to the barn and corral. The minimum lot size in the R-E District is .75 acres (32,670 sq. ft.)

Mr. Pedri, the applicant, is requesting a reduction in separation distance between animals and residence be reduced to 50 ft. Mr. Pedri's lot is .82 acres in size and 175 ft wide and 203 ft deep. His required front setback is 30 ft, his house is 70 ft deep. That leaves 100 ft from the rear building line of his house to his rear property line. The 100 ft separation precludes Mr. Pedri from having a barn and corral. With a 50 ft separation Mr. Pedri would be able to place a barn and corral and meet the 15 ft accessory building setback from the rear property line.

City of Laramie: 20 ft separation between residence and animals City of Cody: No separation requirement City of Gillette: No separation requirement

If horses are to be allowed, then reasonable regulations should be in place to allow for a barn and corral necessary for the horses. Also reasonable regulations must be put in place so that the placement of a barn or corral does not dictate where an abutting property owner can place his house.

Reducing the separation distance to 50 ft or less appears to be a very reasonable request along with language to require the separation distance to apply from the applicants residence only.

#### Public Hearing Notification

A Public Hearing Notice for the Planning & Zoning Commission Public Hearing was duly published in the Rock Springs Rocket Miner on January 27, 2018. A Public Hearing Notice for the City Council Public Hearing was duly published in the Rock Springs Rocket Miner on February 17, 2018.

#### Public Comment

Gene Legerski, a property owner in Sweetwater Station Subdivision, spoke in support of the language amendment.

#### Staff & Planning and Zoning Commission Recommendation

City Planner Steve Horton stated that reducing the separation distance to 50 feet or 30 feet would be adequate to allow residents to have a barn and corral. It was moved by Commissioner Jackman and seconded by Commissioner Schoenfeld to amend the petition and reduce the separation distance from 50 ft to 30 ft. Motion carried unanimously. It was moved by Commissioner West and seconded by Commissioner Shaw to recommended approval of the language amendment as amended with a separation distance of 30 ft. Motion carried unanimously.



# 2018 CITY OF ROCK SPRINGS LANGUAGE AMENDMENT APPLICATION

Planning & Zoning Division 212 D Street Rock Springs WY 82901 307.352.1540 (phone) 307.352.1545 (fax)

Staff Use Only:

Date Received	/-12-18 File N	lumber: <u>P2-18-00010</u>
Payment Information	Amount Received: <u>200-9-</u> Cash or Check Number: <u>2167</u>	_ Received by: <u>Starethorton</u> Receipt Number:
Date Certified as C	omplete Application: 1-12-18	By: Stere Horton

A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will <u>only</u> send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

	Petitioner(s) Information:	Name: Daniel Pedri					
		Mailing Address: 3001 Mustans Drive					
		Rock Springs, Wyoning					
	•	\$2901					
		Email Address: Daniel. Pidri & anadarko. 2000					
		Phone Number: 307-311-5850 Fax Number: 120-929-365-3					
		Phone Number: $30 + 317 + 300$ Pax Number: $100 + 200 = 100$					
		Name:					
		Mailing Address:					
		Email Address:					
		Phone Number: Fax Number:					
В.	PLEASE ANSWER THE FOLLO	DWING ON THE SPACES PROVIDED:					
	1. Article and Section Number to k	e amended (The Rock Springs Ordinances are available online at www.rswy.net):					
	13-801 Residential	Coning Dilly) - Separation.					
	2. Proposed Amendment (attache	d a separate sheet if necessary):					
l	(1) (g) - Separation . Animals	shall be kept a minimum distance of 50 feet from					
	- any residence	· · · · · · · · · · · · · · · · · · ·					
		ose of the Proposed Amendment:					
		e in Sweetwater Station with intertion to have herses,					
	horica						

1

#### C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. <u>An incomplete application will not be scheduled for hearing and shall be returned to the applicant</u>.

#### □ Filing Fee (\$200.00)

Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

#### D. SUBMITTAL DEADLINES:

<u>NOTE</u>: Applications that are not **RECEIVED by 3:00** p.m. on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March <sup>.</sup> Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing Ad	Rocket	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.										
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad	<u>After</u> the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.											
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

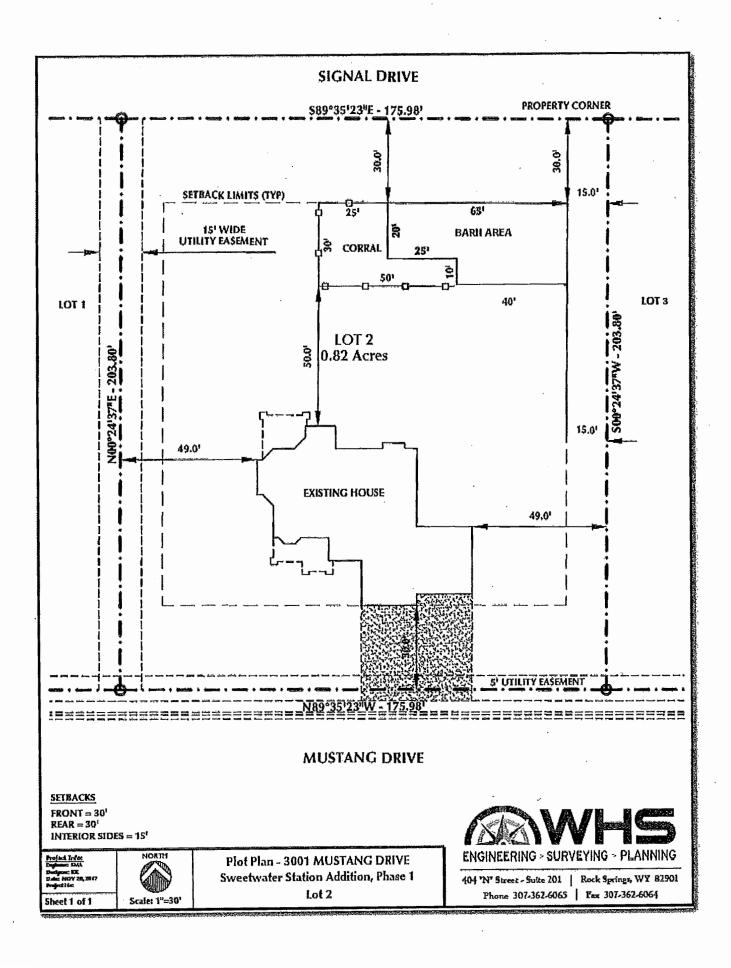
\* Deadline moved due to holiday.

\*\*An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

#### E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and th amendment regulations (Sections 13-901 of the Rock Springs City Ordinances	e pertinent , Zoning Ordinance
amendment regulations (Sections 13-901 of the Rock Springs City Ordinances	). / ]
Signature of Petitioner_ Commun	Date 1/12/2018
Signature of Petitioner	Date

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)



13-801 Residential Zoning Districts.

#### D. Supplemental Requirements.

(1) Horses in an R-E Zoning District:

- (a) Each lot shall be permitted to have no more than two (2) horses per lot, not including unweened offspring (foal). A foal becomes a "horse" for the purposes of this definition when it has attained the age of 12 months. Each Shetland pony, mule or donkey constitutes one horse. Other than household pets (dogs and cats) and horses noted above, no other animals (pigs, sheep, goats, rabbits, chickens, etc.) shall be permitted.
- (b) Horses shall be considered for private use only when the owner of the animal and the occupant of the property upon which the horse is kept are the same party.
- (c) All other domesticated livestock or wild animals are strictly prohibited.
- (d) Grazing/corral areas shall not be located within the front or corner yard.
- (e) Animal Feces and Waste.

i. Areas of the lot, as well as accessory buildings or structures devoted to the animal shall be maintained and kept in such a manner as to not constitute a nuisance to the surrounding properties or area.

ii. It shall be unlawful for any person to spread, scatter, distribute, drain or deposit in any manner any animal feces and/or waste on property not owned or occupied by them.

(f) Dust and/or drainage.

i. To prevent dust and drainage problems, corral areas shall be limited to 25% of the lot coverage.

ii. Grazing/corral area shall not create a dust or drainage condition beyond the property boundaries.

(g) Separation. Animals shall be kept a minimum distance of 100 feet from any residence.

#### PUBLIC HEARING NOTICE

**TAKE NOTICE** that the Rock Springs Planning and Zoning Commission will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., February 14, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application submitted by Daniel Pedri to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs in the R-E Zone District to reduce the reduce the minimum separation distance between a residence and animals from 100 ft to 50 ft

The following section is proposed for amendment:

Section 13-801 D.(1)(g) Residential Zoning Districts, Horses in an R-E District, Separation

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: <u>www.rswy.net</u>.

Dated this 25th day of January, 2018

Stephen Horton, MPA, AICP Interim City Planner

Publish: Bill To: January 27, 2018 City of Rock Springs

### PUBLIC HEARING NOTICE

**TAKE NOTICE** that the Rock Springs City Council will hold a public hearing in the Rock Springs City Hall Council Chambers at 7:00 p.m., March 6, 2018, where all interested parties will have the opportunity to appear and be heard regarding the following:

An application submitted by Daniel Pedri to consider amending Chapter 13 (ZONING) of the Ordinances of the City of Rock Springs in the R-E Zone District to reduce the minimum separation distance between a residence and animals from 100 ft to 50 ft

The following section is proposed for amendment:

Section 13-801 D.(1)(g) Residential Zoning Districts, Horses in an R-E District, Separation

You may view a copy of the proposed amendments at the Rock Springs Planning Department Office, 212 'D' Street, Rock Springs, Wyoming or on the City's website at: <u>www.rswy.net</u>.

Dated this 15th day of February, 2018

Stephen Horton, MPA, AICP Interim City Planner

Publish: Bill To: February 17, 2018 City of Rock Springs



# ORDINANCE NO. 2018- $\underline{O}b$

## AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on April 11, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 Of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Amendment 1. That Section 13-809.D of the Ordinances of the City of Rock Springs be amended by adding the following sub-section as follows:

13-809.D. Permitted Accessory Uses

(3) Dining Decks, in accordance with the provisions of Section 13-819 of this Ordinance

Amendment 2. That a new Section 13-819 be created to read as follows:

#### 13-819. Dining Decks

A. Purpose

The purpose of this section is to establish requirements and guidelines for restaurants in the B-3 Zone that wish to add dining decks as an accessory use to their existing restaurant.

B. Definitions

Dining Deck: means a platform(s) operated by an existing restaurant or food establishment which sells food, beverages or alcoholic beverages for immediate consumption, subject to design guidelines established herein, located on the abutting parking spaces in front of the establishment for patrons and other persons. The dining deck can only be accessed from the sidewalk.

C. Application

An application for Dining Deck approval shall follow the submittal and review process as a Minor Site Plan in accordance with Section 13-904. Information required under D. General



# Planning & Zoning Commission Staff Report

Project Name:Dining Decks in B-3 Zoning District Language AmendmentProject Number:PZ-18-00028Report Date:March 8, 2018Meeting Date:April 11, 2018

#### <u>Request</u>

Petition for amendment regarding the B-3 Zone District to add "Dining Decks" as a Permitted Accessory Use and to establish a new section 13-819 Dining Decks regulations.



## Background

The City of Rock Springs has the opportunity to add a unique outdoor dining experience in the Downtown B-3 Business District. A relatively new concept called "Dining Decks" utilizes street parking adjacent to restaurants in the downtown central business district. Typically, a restaurant with frontage on a street in downtown would have the ability to apply for a Dining Deck. The way this works is an application would be made for a portion of the abutting parking spaces. A deck with side railing and umbrellas would be constructed for a designated width and length on the adjacent parking spaces. Approval would be by the City Council due to a lease of the public street right-of-way. The City Council would establish the season for dining decks to be in place, typically from May 1 to October 31.

The nearest example is Main Street in Park City. Communities in Colorado have a similar version utilizing sidewalk space. Salt Lake City restaurants in the downtown provide outside dining done mainly on private property. The goal is to bring patrons downtown and provide a choice of either inside or outside dining.

#### <u>Analysis</u>

Over the past several years, the City has made great progress with the downtown. Building improvements have been made and the URA has made positive improvements in downtown. Activities are promoted in the downtown along with the Farmers Market which is extremely successful. This creates a positive vibe. The downtown is a fun place to be. Creating an opportunity for restaurants to use the streetscape for customers to dine will bring more people downtown. Restaurants can take advantage of summer and early fall weather for patrons to enjoy outside dining with friends and family.

Applicant City of Rock Springs

Property Owner N/A

Project Location N/A

<u>Zoning</u> B-3

#### **Public Notification**

 Public Hearing Notice Printed 2/24/18 – Rocket Miner

Previous P&Z Action None

Ordinance References 13-809 D.(3) 13-819 (new)

<u>Staff Representative</u> Steve Horton, City Planner

#### **Attachments**

- Application
- Proposed language for Ordinance Amendment
- Public Notice
- Utility Review Comments

	Utility Review Comments
Project Name: Language Amendment	Utility Review Comments are attached.
<b>Project #:</b> PZ-18-00028	Public Hearing Notification
J	A Public Hearing Notice was duly published in the Rock Springs Rocket Miner on March 24, 2018
	Public Comment
	Staff will advise the Commission of any further comments received at the meeting.
	Staff & Planning and Zoning Commission Recommendation
	City Planner Steve Horton recommended approval for the Zoning Ordinance Amendment for Dining Decks subject to changes recommended by the Planning & Zoning. It was moved by Commissioner Jackman and seconded by Commissioner Lozier to recommend approval of the Zoning Ordinance Language Amendments for Dining Decks subject to changes recommended by the Commission. Motion carried unanimously.
Page 2 of 2	

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# 2018 CITY OF ROCK SPRINGS LANGUAGE AMENDMENT APPLICATION

Planning & Zoning Divlsion 212 D Street Rock Springs WY 82901 307.352.1540 (phone) 307.352.1545 (fax)

Staff Use Only:							
Date Received 2-/9-	-18 File	File Number: <u>PZ-18-00028</u>					
Payment Information: Date Certified as Complete	Amount Received: <u>N/A</u> Cash or Check Number: <u>NA</u> Application: <u>2-19-18</u>	Received by: <u>544</u> Receipt Number: <u>74</u> By: <u>54 evette/</u>	N/A				
A. CONTACT INFORMATION:		· · ·					
	rings will <u>only</u> send corresponden Attach a separate sheet if necessary.		alling addresses				
· · · · · · · · · · · · · · · · · · ·		<u>^</u>					

Petitioner(s) Information:

Name: City of Rock Springs
Name: <u>City of Rock Springs</u> Mailing Address: <u>212 D Streat</u>
Rock Springs, WY 82935
Email Address:
Phone Number: <u>307-352-1640</u> Fax Number:

Name:	 	 	
Mailing Address		 	
-			
Email Address:	 	 	

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

## B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

- Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net): <u>13-809.0</u>
- 2. Proposed Amendment (attached a separate sheet if necessary): <u>To allow dining decks in MLB-3 Zane as an Allosson Vye, Cotablish</u> <u>new Section</u> 113-019
- 3. Describe the need for and purpose of the Proposed Amendment: <u>Allow outside dining in the 13-3 District</u>

#### C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. <u>An incomplete application will not be scheduled for hearing and shall be returned to the applicant</u>.

#### G Filing Fee (\$200.00)

Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

#### D. SUBMITTAL DEADLINES:

<u>NOTE</u>: Applications that are not **RECEIVED by 3:00 p.m.** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing AdA Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.												
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad After the Planning and Zoning Commission Public Hearing, a second Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the City Council Public Hearing.												
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

\* Deadline moved due to holiday.

\*\*An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

#### E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

Signature of Petitioner	 Date 2-19-18
Signature of Petitioner	Date

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)



Department of Public Services / Planning 212 'D' Street Rock Springs, WY 82901 Phone: 307-352-1540 Fax: 307-352-1545 Email: steve\_horton@rswy.net

Proposed Development: Utility Review Meeting: Zoning Ordinance Language Amendment – Dining Decks March 6, 2018

### **Utility Review Committee Comments:**

### City of Rock Springs Engineering Department (Meghan Jackson)

- 1. <u>Streets</u> within the City of Rock Springs are constructed for vehicle transportation. Allowing dining decks into the street ROW, necessitates additional requirements for pedestrian/vehicle safety, drainage conveyance, and damage to the public infrastructure.
- 2. Safety:
  - a. Dining Decks shall have traffic barriers, such as concrete barriers (i.e. jersey barriers), surrounding the perimeter of the deck and install tapers with end treatments, to keep vehicles from impacting structure(s). Additional parking stalls are required for barrier configuration. A plan of the barrier configuration shall be in accordance with the AASHTO Roadside Design Guide and stamped by a licensed Wyoming professional engineer, and submitted to the City Engineer Department for approval. Installation and removal of barriers will be the responsibility of the dining deck private owner.
  - b. Dining decks pose sight restrictions for vehicles entering the roadway or parking. Elimination of parking stalls near the deck is required to provide enough distance for vehicles to move safely.
  - c. Dining decks and barriers shall only extend out into public ROW the width of a parallel parking stall (approximately nine (9) feet.
- 3. Drainage/Utilities
  - a. A drainage plan shall be submitted to the City Engineering Department for approval. Drainage plan shall be stamped by a Wyoming licensed professional engineer. Drainage shall not be impeded by the dining deck. Any flooded or structure damage due to drainage, will be the responsibility of the private dining deck owner.
  - b. Dining decks shall not be placed on top of manholes, water valves, storm drains, etc. When the plan for the deck is submitted, location of all utilities shall be shown. Enough room shall be given for maintenance and if emergency work is required, decks may be removed by the City at the expense of the dining deck private owner.
- 4. Street:
  - a. Bonding shall included under the lease agreement for potential damage to the infrastructure (pavement, sidewalk, curb/gutter, etc) during the use of the dining deck. Re-stripping of all parking stalls that were covered by the deck will be required by the dining deck private owner.
  - b. Not all B-3 zoned locations can accommodate dining decks (Dewer Drive) therefore, specified streets, i.e. Broadway, South Main, etc, shall be identified as streets where dining decks could be utilized.
- 5. <u>Design and construction</u> in accordance with City of Rock Springs Ordinances.

### City of Rock Springs Water Department (Clint Zambai)

- 1. Must maintain access to public sewers for routine and emergency maintenance
- 2. Grease interceptors access should be maintained for maintenance/inspection

### City of Rock Springs Building Inspections Department (Jeff Tuttle)

All, please find attached codes that will need to be adhered to for the proposed ordinance for outside temporary decks. I addition to the code sections I would wonder how electrical would be installed if evening lighting was wanted and also would light weight decking materials be secured to the asphalt without damaging to make sure it would not blow away during a high wind event.

### City of Rock Springs Fire Department (David Rhodes)

The sprinkler question would only come up of they decide to put a roof (pergola, awning, etc) over the seating area. Then the normal triggers for sprinklers would apply.

I was speaking with Jeff Tuttle and Matt Bider earlier and they stated that they (businesses) may be looking at outdoor seating on the sidewalk adjacent to the building but rather in the right-of-way. If this is true then sprinkler triggers would be moot since nothing would be attached to an existing building. Then the only concerns we would have is with portable heaters, etc.

I would be happy to walk the areas we are talking about approving this for voicing any concerns I might have. One business that might be impacted is the Bitter Creek Brewing. Since they are non-conforming currently, by adding covered seating outside they may trigger the need for sprinklers. But that discussion would best be handled with Jeff involved with this discussion.

See attached for Fire Dept concerns. We are not opposed to outdoor dining. We must ensure it as safe and code compliant on a case-by-case basis

Stephen A. Horton, AICP, City Planner

3-8-18

Provisions of this Section shall be included. The site plan shall be stamped by a Wyoming Licensed Professional Engineer. Due to City Street Right-of-Way involved, a Lease Agreement with the City of Rock Springs must also be submitted.

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- D. General Provisions
  - (1) Size: Dining deck area shall be limited to the linear street frontage of the restaurant. The encroachment of the proposed decks into the street will not exceed 9 feet from the curb. The dining deck shall be situated in a manner to provide safe vehicle movement for the adjacent street parking spaces. The encroachment of the proposed decks into the sidewalk shall be minimized to provide a minimum of 6 feet clearance between the deck and the building. The dining deck shall not be more than 4 feet above the sidewalk level.
  - (2) Application: A dining deck application shall be valid for one (1) year
  - (3) Material: Street dining decks may be built of wood platforms and shall have a solid base. The design of the base shall complement the style of the building. The dining deck shall have a perimeter railing, barrier, or similar structure which shall provide protection and enclosure for the dining deck. The railing or barrier shall be determined by the City on a case by case basis.
  - (4) Drainage: Design of the dining deck and its skirting shall not interfere with existing drainage and shall allow storm water to run adjacent to the curb unobstructed. A drainage plan must be provided and stamped by a Wyoming Licensed Professional Engineer.
  - (5) Utilities: Location of all utilities shall be shown on the Site Plan. Dining decks shall not be placed on top of manholes, water valves, or storm drains. Access to utilities including fire hydrants shall not be hindered by the dining deck.
  - (6) Street: Bonding shall be includes under the Lease Agreement for potential damage to the infrastructure (pavement, sidewalk, curb/gutter, etc)
  - (7) Umbrellas: Umbrellas are allowed but are prohibited from extending beyond the dining area.
  - (8) Duration: Dining decks are permitted from May 1<sup>st</sup> and shall terminate on October 30<sup>th</sup>, each year, and must be completely removed by November 7.
  - (9) Licensing: The applicant shall adhere to applicable City and State licensing ordinances including alcoholic beverage permits.
  - (10) Alcoholic Beverages: All alcoholic beverages to be served on the dining deck shall be prepared within the restaurant and shall only be served to patrons seated at tables on the dining deck
  - (11) Food Service: all food to be served on the dining deck shall be prepared by the restaurant
  - (12) Maintenance: the maintenance of the dining deck shall be the responsibility of the establishment including but not limited to, surface treatment and cleaning, litter control, sweeping, and snow and ice removal. The sidewalk and public property shall be kept neat and clean at all times and free from any substance that may cause damage to the sidewalk or public property or cause pedestrian injury.
  - (13) Storage: All equipment and other associated materials must be removed and stored on private property during the off season.

### E. Review and Approval

The Dining Deck Application shall be reviewed as a Minor Site Plan under Section 13-904. Final Approval shall be by the City Council along with a Lease of City Street Right-of-Way.

PASSED AND APPROVED this \_\_\_\_\_ of \_\_\_\_\_, 2018.

President of the Council

£ 24 y

Mayor

Attest:

City Clerk

1 st (	Reading		
1 <sup>st</sup> :	Reading		

2<sup>nd</sup> Reading\_\_\_\_\_

3<sup>rd</sup> Reading



# ORDINANCE NO. 2018-\_\_\_\_

### AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on April 11, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-810.D. by inserting a new sub-section (4) to read as follows:

(4) Above ground outside storage tank(s) of flammable and combustible liquids not to exceed 6,000 gallons in totality, subject to review and approval in accordance with Section 13-904 as a Major Site Plan, and subject to the separation distances set forth below, and compliance with all codes and requirements of the City of Rock Springs:
(a) Distance from any property line abutting a Non-Residential Zone District: 20 feet
(b) Distance from any property line abutting a Residential Zone District: 45 feet
(c) Distance to any Residence or Occupied Building on the same lot: 15 feet

(d) Distance from an energized conductor and equipment: 25 feet

PASSED AND APPROVED this \_\_\_\_\_ of \_\_\_\_\_, 2018.

President of the Council

Mayor

Attest:

City Clerk

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1<sup>st</sup> Reading\_\_\_\_\_

2<sup>nd</sup> Reading\_\_\_\_\_

3<sup>rd</sup> Reading\_\_\_\_\_

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DeBernardi Construction Company

# Planning & Zoning Commission Staff Report

Project Name:I-1 Above Ground Storage of Flammable & Combustible<br/>LiquidsProject Number:PZ-18-00034Report Date:April 3, 2018Meeting Date:April 11, 2018

#### <u>Request</u>

Petition for Zoning Ordinance Language Amendment to allow above ground storage of flammable and combustible liquids as an accessory use in the I-1 Zone District, not to exceed 6,000 gallons in totality.

### **Background**

The Rock Springs Zoning Ordinance permits above ground storage of flammable and combustible liquids only in the I-2 Zone District. There is no stated limit as to the amount of above ground storage in I-2.

Above ground storage of flammable and combustible liquids is not permitted in the I-1 Zone District.

### <u>Analysis</u>

The petitioner, DeBernardi Construction, is requesting an amendment to allow above ground storage in an I-1 Zone District with a limit not to exceed 6,000 gallons in totality.

This request was reviewed by the Utility Review Committee. Codes adopted and enforced by the Building Inspections Department and the Fire Department regulate above ground storage of flammable and combustible liquids. Rocky Mountain Power also enforces codes regarding above ground storage of flammable and combustible liquids.

Basic guidelines for above ground storage of up to 6,000 gallons of flammable and combustible liquids were determined by the Utility Review Committee. These guidelines are listed as follows:

Amend Section 13-810.D. by inserting a new sub-section (4) to read as follows which will permit up to 6,000 gallons of flammable and combustible liquids in the I-1 Zone District:

(4) Above ground outside storage tank(s) of flammable and combustible liquids not to exceed 6,000 gallons in totality, subject to review and approval in accordance with Section 13-904 as a Major Site Plan, and subject to the separation distances set forth below, and compliance with all codes and requirements of the City of Rock Springs:

(a) Distance from any property line abutting a Non-Residential Zone District: 20 feet

(b) Distance from any property line abutting a Residential Zone District: 45 feet

(c) Distance to any Residence or Occupied Building on the same lot: 15 feet

(d) Distance from an energized conductor and equipment: 25 feet

Property Owner N/A

Applicant

Project Location N/A

Zoning

#### **Public Notification**

 Public Hearing Notice Printed 3/24/18 – Rocket Miner

Previous P&Z Action None

Ordinance References 13-810 D.

### **Staff Representative**

Steve Horton, City Planner

### **Attachments**

- Application
- Proposed language for Ordinance Amendment
- Public Notice
- Utility Review Comments

•	Utility Review Comments
Project Name: Language Amendment	Utility Review Comments are attached.
Project #:	Public Hearing Notification
PZ-18-00034	A Public Hearing Notice was duly published in the Rock Springs Rocket Miner on March 24, 2018
	Public Comment
	Staff will advise the Commission of any further comments received at the meeting.
	Staff & Planning and Zoning Commission Recommendation
	City Planner Steve Horton recommended approval for the Zoning Ordinance Amendment for I-1 Above Ground Storage of Flammable and Combustible Liquids not to exceed 6,000 gallons, subject to proposed regulations and review as a Major Site Plan. It was moved by Commissioner Shaw and seconded by Commissioner Erickson to recommend approval of the Zoning Ordinance Language Amendment as proposed. Motion carried unanimously.

12

i.



# 2018 CITY OF ROCK SPRINGS LANGUAGE AMENDMENT APPLICATION

Planning & Zoning Division 212 D Street Rock Springs WY 82901 307.352.1540 (phone) 307.352.1545 (fax)

Staff Use Only:

Date Received 2-27	<u>-2018</u>	File Number: <u>P2-18-00034</u>
Payment Information:	Amount Received: <u>\$200, 94</u> Cash or Check Number: <u>3/2</u>	3.3 Receipt Number: <u><i>R-2010-02-28-0104</i></u>
Date Certifled as Complet	e Application: <u>2-28-2018</u>	By: <u>Stevetle Hon</u>
A. CONTACT INFORMATION:	· · · ·	
	prings will <u>only</u> send correspond Attach a separate sheet if necessa	ence to the names and mailing addresses ry.
Petitioner(s) Information:	Name: DeBernard Const	-uction Company Inc
	Mailing Address: <u>514 G</u>	Street
	Rock Sor	1195, WY 82901

Email Address:	promotice @	doc Wyo, com	
	307-382-8034	-	

Name:		
Mailing Address:		
	~	
Email Address:		
Phone Number:	Fax Number	r:

- B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:
  - 1. Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net): <u>Article 13-8</u> Section 13-810 D
  - 2. Proposed Amendment (attached a separate sheet if necessary): <u>10 allow above ground Horage of Flammahale and Combustible liquids</u> as an accessing use in the I-I Zone pittict
  - 3. Describe the need for and purpose of the Proposed Amendment: For I-1 Zones to be able to Store Combustible liquide in accordance with Sweetwater County Fire Codes:

1

### C. SUBMITTAL REQUIREMENTS:

The following shall be submitted with the application at the time of filing in order for the petition to be complete and scheduled for public hearing with the Planning and Zoning Commission. <u>An incomplete application will not be scheduled for hearing and shall be returned to the applicant</u>.

#### G Filing Fee (\$200.00)

Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

#### D. SUBMITTAL DEADLINES:

**NOTE**: Applications that are not **RECEIVED by 3:00 p.m.** on the Application Deadline will be postponed until the following month's meeting. If a deadline falls near a City holiday, please contact the Planning Department to verify the days City Hall will be closed to ensure that your application is submitted on time.

	January Meeting	February Meeting	March Meeting	April Meeting	May Meeting	June Meeting	July Meeting	August Meeting	September Meeting	October Meeting	November Meeting	December Meeting
Application Deadline	12/6/2017*	1/22/2018	2/19/2018	3/19/2018	4/16/2018	5/21/2018	6/18/2018	7/16/2018	8/20/2018	9/17/2018	10/22/2018	11/19/2018
Public Hearing Ad	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad												
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

\* Deadline moved due to holiday.

\*\*An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

### E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and amendment regulations (Sections 13-901 of the Rock Springs City Ordinance Signature of Petitioner	the pertinent Zoning Ordinance es).
Signature of Petitioner	Date 2. 27.18
Signature of Petitioner	Date

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)

Above Ground Outdoor Storage of Flammable and Combustible Liquids Maximum Amounts Permitted per Lot or Parcel						
	ាល់ក្នុះជាលោកទាំងលាកដាវ៉ា២ តិក្សាតេនៈReconficeកំពែ (Gallons	estimation summer				
<b>I</b> -1	6,000	6,000				

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	Stonnig Sine Automicing		
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<u>omsåLolao</u> r Paxval	- Distrate -	officiations	100
275 or less	20	15	5
276 to 750	20	30 -	10

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Department of Public Services / Planning 212 'D' Street Rock Springs, WY 82901 Phone: 307-352-1540 Fax: 307-352-1545 Email: steve horton@rswy.net

Proposed Development:

**Utility Review Meeting:** 

Zoning Ordinance Language Amendment – I-1 above ground storage of flammable and explosive materials February 6, 2018

### **Utility Review Committee Comments:**

<u>City of Rock Springs Engineering Department (Meghan Jackson)</u> No issues

<u>City of Rock Springs Building Inspections (Jeff Tuttle)</u> No issues

<u>City of Rock Springs Fire Department (David Rhodes)</u> Delete B-2 from this amendment. See attachment

Dominion Energy No issues

<u>City of Rock Springs Water Department (Clint Zambai)</u> No issues

<u>Rocky Mountain Power (Kyle Graham)</u> Please see attached separation requirements – stay 25 feet from energized conductor and equipment.

Stephen A. Horton, AICP, City Planner

Date



Department of Public Services 212 D Street, Rock Springs, WY 82901 Office [307] 352-1540 • FAX [307] 352-1545

### **UTILITY REVIEW - COMMENT SHEET**

### Meeting Date & Time: Tuesday, February 6, 2018 at 2:30 p.m.

Date:	January 30, 2018	
To:	Utility Review Committee	<u>Please Note:</u> Meeting will be in the
From:	Steve Horton	Downstairs Conference
Project #:		Room
Project Name:	Language Amendment - Above Ground Storage of	of Flammable Materials
Project Address:	N/A	
Location Description:		
Project Description:	Language Amendment for Above Ground Storag 2 (see attached description). This language amend Springs	
<u>Please submit this comment :</u>	<u>sheet no later than 2:00 p.m. on the due date referer</u>	nced aboye & in your email notification.
I have reviewed the plans on l	behalf of (Dept. or Org:) Rocky Mth Power	_ for the above-referenced project.
Please check as applicable:		
No issues - plans appr	oved as submitted.	
<b>Q</b> Revisions required to	the language amendment:	
(1)		
(2)		
(3)		
(4)		
Other Comments/Issue		
(1) please	see attacked Separation Re n Energized Conductor	14trements - Stay
(2) <u>25</u> from	n Energized Conductor	and eggipment.
(3)		
(4)		

Signature of Reviewer Please provide me with a copy of the Revised Plans for review.



Electric Service Requirements Manual (ESR) White Paper for INTERNAL and EXTERNAL use By Ken Shortt, Director, Rocky Mountain Power Field Engineering May 2015

#### Subject: Clearance from Flammable Liquids and Associated Storage Vessels Section 4

Some jurisdictions may have codes or requirements, including limits on storage tank capacity, which are more restrictive than those of the Power Company. Tank location shall comply with all federal, state, and local distance requirements from buildings, roadways, property lines, other tanks, and overhead and underground electrical lines.

Electrical clearances from flammable liquids and and associated storage vessels shall meet NESC Rule 127 *Classified Locations* which leans heavily on the following codes:

	Codes Specifically Mentioned in Rule 127							
Classified Location	NEC 500-517	NEC 500	NEC 501	NFPA 30- 2000	NFPA 30A- 2000	NFPA 58- 2001	NFPA 59- 001	NFPA 59A- 1990
Coal Handling Areas	X	х						
Flammable and combustible liquids	x			x				
Flammable Liquid Storage Area	X							
Loading and Unloading facilities for flammable and combustible material	x			x				
Gasoline Dispensing Stations	X				х			
Boilers	X			X				
Gaseous hydrogen systems for supply equipment	x							
Liquid hydrogen systems	X		х					
Sulfur	X							
Liquefied Petroleum Gas (LPG)	X					Х	Х	
Natural Gas (methane)	X							Х

The Power Company prefers clearances of at least 25 feet in all directions between fuel storage tanks up to 2,000 gallons and electrical equipment or energized lines. This clearance is required for all combustible and non-combustible liquefied petroleum gas and propane stored in DOT or ASME type containers.

If 25 feet of clearance is not possible, the minimum clearances described in this section shall be followed.

Clearances from electrical lines are detailed below.

This white paper is published by PacifiCorp Engineering Publications, with the approval of the 2015 "ESR" Team. Contact: <u>eampub@pacificorp.com</u>. Initial publication to ESR websites: 12/1/15 Posted to pacificpower.net/ESR, rockymountainpower.net/ESR, and the Engineering Publications intranet page.





Surface-Mounted Tanks

- 1. Surface-mounted fuel storage tanks shall not be located beneath overhead electrical lines. The following minimum horizontal clearances are required between surface-mounted tanks and electrical lines:
  - 15 feet from overhead primary lines (601 V 22,000 V line to ground)
    - 10 feet from overhead secondary lines. (0 V 600 V line to ground)
- 2. Underground cables or conduits shall not be buried under a surface-mounted fuel storage tank. All cables, conduits, and pad mounted equipment shall be 10 feet from the perimeter of the surface-mounted tank.
- 3. The slope beneath the oil-filled pad mounted equipment shall direct the flow of oil away from the fuel storage tank.
- 4. With small tanks (125 gallons or less), a clearance of five feet from the meter base to the relief value of a tank is allowed as long as 10 feet of clearance is kept from the meter to the gauge, vent, or fill connection on the tank.
- 5. Fuel tanks with permanently mounted generators shall be treated as surface-mounted tanks.

Underground Fuel Storage Tanks

- 1. Fuel tanks shall not be located above underground electrical lines. Any parts of underground fuel storage tanks must be at least 10 feet from underground electrical lines. The minimum distance may be reduced to five feet if cables are installed in approved conduit.
- 2. All primary underground cables and pad mounted equipment shall be located at least 10 feet horizontally from the fill opening of underground fuel storage tanks.
- 3. Electrical equipment shall not be located above an underground fuel storage tank or within five feet of the perimeter of a fuel tank.
- 4. The slope beneath the oil-filled pad mounted equipment shall direct the flow of oil away from the fuel storage tank.
- 5. Overhead conductors of 22,000 V line to ground and below shall not be located within:
  - 7.5 horizontal feet, and 13.5 vertical feet of underground fuel storage tanks when conductors are under extreme loading and weather conditions for all states except California.
  - 15 horizontal feet and 15 vertical feet of underground fuel storage tanks when conductors are under xtreme loading and weather conditions for California.

### City and County Addressing Coordination Discussion Outline January 21, 2016

### 1) Current Addressing Efforts:

	SWEETWATER COUNTY	ROCK SPRINGS	<b>GREEN RIVER</b>
Assigns Addresses	SWC Engineering	RS Planning	GR GIS Division
Maintains Addresses	SWC Engineering & SWC Assessor	RS Engineering (via RMS)	GR GIS Division
Addressing Database Format	Point (Structure) - Engineering* Polygon (Parcel) - Assessor	Point (Structure)	Point (Structure)
Operating Systems Used GIS & Mapserver Assessor's Realware 911 Dispatch System		GIS ComDev **	GIS New World***

\*County Engineering maintains its own database of all structure addresses within the County, including addresses within Rock Springs and Green River. City address updates are based largely on information provided by the cities as development occurs. *Redundancy is inherent in this current method of multi-agency address tracking within the Rock Springs and Green River incorporated areas*.

\*\*Rock Springs contracted with Greenwood Mapping to automate attribute transfer from the Assessor's PARCEL database into the City's ComDev project and permit tracking database (owner name, mailing address, legal description, etc.). Addresses in the ComDev system are based upon the City's addressing database (maintained by Rocky Mountain Survey under contract). Work on the ComDev data transfer has shown some inconsistencies between the City and County address datasets.

\*\*\*Initially set up using the City's GIS addressing data, along with SWC's land parcel information. When new addresses are added or changed, the GR GIS Division must manually make the changes to the New World system.

### 2) Proposed Objectives:

- a) Maintaining data consistency.
- b) Streamlining addressing processes of each of the involved entities.
- c) Minimizing redundancy of efforts.
- d) Establishing cohesion between databases.
- e) Sustaining timely communication to the County Assessor when new parcel addresses occur.
- f) Automating Mapserver address update transfers from the cities.

### 3) Proposed Workflow:

- a) City assigns new address.
- b) Notices sent to all parties identifying change / addition of address.
- c) City updates point address theme / assigns unique identifier (Location ID) based upon City parameters.
- d) County Assessor updates parcel database.
- e) County point address mapping updated with City data via automated nightly transfer process.
- f) New address / Location ID entered into City database.

### NOTES:



### ORDINANCE NO. 2018-10

### AN ORDINANCE AMENDING ARTICLE 13-8 OF THE ORDINANCES OF THE CITY OF ROCK SPRINGS, WYOMING, ENTITLED "ZONE DISTRICT REGULATIONS".

WHEREAS, after notice given in the manner and for the time required by law, the Planning and Zoning Commission of the City of Rock Springs held a public hearing on April 11, 2018 on proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, the Planning and Zoning Commission of the City of Rock Springs, Wyoming, voted to recommend approval of the proposed amendments to Article 13-8 of the Ordinances of the City of Rock Springs; and,

WHEREAS, notice of hearing before the governing body of the City of Rock Springs, Wyoming, has been given as required by law, and the governing body has determined that said amendments should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That Article 13-8 of the Ordinances of the City of Rock Springs be amended as follows:

Amend Section 13-816 C.(3)(a)3., Family Child Care Homes, of the City of Rock Springs Ordinances, to <u>amend</u> the following requirement (deletions are denoted by <u>strikethrough</u> and additions are denoted by <u>underline</u>):

3. Preschool sessions shall be limited to no more than two (2) per day and  $\frac{\sin(6)}{\tan(10)}$  per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

Amend Section 13-816 C.(3)(b)4., Family Child Care Homes, of the City of Rock Springs Ordinances, to <u>amend</u> the following requirement (deletions are denoted by <u>strikethrough</u> and additions are denoted by underline):

4. Preschool sessions shall be limited to no more than two (2) per day and  $\frac{\sin(6)}{\tan(10)}$  per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

Amend Section 13-816 C.(3)(c)2., Family Child Care Homes, of the City of Rock Springs Ordinances, to <u>amend</u> the following requirement (deletions are denoted by <u>strikethrough</u> and additions are denoted by <u>underline</u>):

2. Preschool sessions shall be limited to no more than two (2) per day and  $\frac{\sin(6)}{\tan(10)}$  per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

# PASSED AND APPROVED this \_\_\_\_\_\_ of \_\_\_\_\_\_, 2018.

President of the Council

Mayor

Attest:

City Clerk

1 <sup>st</sup>	Reading	
-		 

2<sup>nd</sup> Reading\_\_\_\_\_

3<sup>rd</sup> Reading\_\_\_\_\_



<u>Applicant</u> Ashley & Brandan Corthell

Property Owner N/A

Project Location

Zoning R-E, R-1, R-2, R-3, R-4, R-6, B-R

**Public Notification** 

 Public Hearing Notice Printed 3/24/18 – Rocket Miner

Previous P&Z Action None

Ordinance References 13-816.C.

<u>Staff Representative</u> Steve Horton, City Planner

### Attachments

- Application
- Public Notice
- Proposed Ordinance Sections to Amend
- Utility Review Comments

# Planning & Zoning Commission Staff Report

Project Name:Increase the Number of Weekly Preschool Sessions for<br/>Family Child Care HomesProject Number:PZ-18-00051Report Date:March 20, 2018Meeting Date:April 11, 2018

### <u>Request</u>

Petition for amendment regarding Family Child Care Homes (FCCH) in all Residential Zone Districts to increase the number of Preschool Sessions from six (6) per week to ten (10) per week.

### Background

The City of Rock Springs allows child daycare to be conducted in both residential and commercial zone districts. It is very popular in Rock Springs for child daycare to be in Residential Zone Districts and in a single-family home environment. Residential daycare is provided in what is termed a <u>Family Child Care Home</u> (FCCH).

The following are important definitions from the Zoning Ordinance:

<u>Family Child Care Home</u> : A licensed child care facility in which care is provided for no more than ten (10) children for part of a day in the primary residence of the provider

<u>Preschool</u>: Pre-Kindergarten instruction provided for children aged 3 to 5 years and normally conducted for a two-to-four-hour period of time (session), said instruction designed to be preparatory for Kindergarten. For the purposes of this ordinance, Preschool may be conducted in a CCC, FCCC or a FCCH

There are three categories of Family Child Care Home (FCCH). All three categories are allowed Preschool sessions limited to no more than two (2) per day and six (6) per week.

- a) Five (5) or fewer children at any given time, and not located on a roadway that terminates in a cul-de-sac. Requires CUP from Zoning Administrator
- b) Six (6) to eight (8) children, at any given time, or with less than six (6) children, at any given time, but located in a roadway that terminates in a cul-de-sac. Requires CUP from Zoning Administrator Approval from Planning & Zoning Commission if more than 50% of surrounding property owners submit written protest.
- c) Nine (9) or ten (10) children, at any given time. Requires CUP from Planning & Zoning Commission.

All three categories require a license from the State of Wyoming and approval from the City of Rock Springs Building Division and Fire Department.

### <u>Analysis</u>

The petitioner is requesting that the Preschool Sessions for Family Child Care Home be increased from six (6) per week to ten (10) per week.

### Utility Review Comments

Wyoming Department of Family Services, Sharon Pauley I believe that most cities that regulate hours and days of operation for FCCH's (Family Child Care Home) operating as preschools allow up to two sessions per day for everyday of the work week. Two sessions a day, Monday - Friday or up to 10 sessions per week.

Page 1 of 3

For FCCH's, operating as daycares in homes, most cities allow for up to 10 children at any one

	time and they state the hours of operation, usually for 10-12 hours a day but less than twenty four hours daily.						
Page 2 of 3	Please know that providers and facilities that offer daycare and/ or operate as a preschool in their homes, must meet the same requirements for Licensing.						
	Truly, the money isn't in preschool for the provider. In order for them to make it, most need to offer a second session in the afternoons throughout the week. A morning session and an afternoon session.						
	Six sessions at an average of 2.5 hours, the average length of a preschool class, only allows operation for 15 hours a week and the students and families attend more than one session week.						
	Throughout the years, we have had providers operate their business in a great variety of ways within the requirements of Zoning and Licensing.						
	We have had providers who offered preschool all day for the number of children that they are granted a license for and those children may stay all day.						
	We have home providers that do <i>daycare and "preschool"</i> activities for their preschool age children. They will use wording in the name of their business like, " Susie's Day Care and Preschool". Most of these individuals take a variety of ages and off "preschool" to the three's - five year olds in their care.						
	Throughout the years, providers who only offer their business as a preschool, tended to of preschool to four year olds on M, W, F and three year olds on T and Th. In general, the four year olds are ready for school three days a week and three old"s are good with school two days a week. This was the most common practice. Then, the provide offered an afternoon session.						
	Preschools in homes who are limited to six sessions per week, limits providers to half of th operating hours that a home "daycare" can operate. It may also limit the days of week or hours of preschool that most children are ready for.						
	A provider offering two sessions a day, would have much shorter hours of operation verse home daycare provider. I do believe that if a preschool provider needed or wanted to wor full time, offering two sessions a day or 10 sessions a week, that this would be productive and traditionally needed option.						
	Please know that Ms. Ashley Corthell opened her preschool, Bright Beginnings, in Sept. of 2016. She has no violations or complaints that have been reported to licensing. Ashley and her husband have been very supportive of all requirements.						
	Thanks for asking for my opinion and please know that what Rock Springs decides, we will our best to support. Please feel free to call anytime.						
	Thank you						
	Public Hearing Notification						
	A Public Hearing Notice was duly published in the Rock Springs Rocket Miner on March 2018						

	Public Comment
Page 3 of 3	Steve Wilson, residing at 1103 Whitewater Drive, addressed the Commission and stated that R-1 Zone Districts should be for single family residential use and there are impacts with Family Child Care Homes.
	Staff & Planning and Zoning Commission Recommendation
	City Planner Steve Horton recommended approval for the Zoning Ordinance Amendment as proposed to change from six (6) to ten (10) for Preschool Sessions for Family Child Care Homes (FCCH). It was moved by Commissioner West and seconded by Commissioner Shaw to recommend approval of the Zoning Ordinance Language Amendment as proposed. Motion carried 8-1, with Commissioner Shaw opposed.

....<sup>1</sup>

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Staff Use Only:

# 2018 CITY OF ROCK SPRINGS LANGUAGE AMENDMENT APPLICATION

Planning & Zoning Division 212 D Street Rock Springs WY 82901 307.352.1540 (phone) 307.352.1545 (fax)

Date Received	3-19-201B	File N	umber: <u>P2-18-00051</u>	
Payment Informa	ation: Amount Received: Cash or Check Nun	nber: 199	Received by: <u>Stwetterton</u> Receipt Number: <u>R-200-03-19-</u> 0201	0
 Date Certified as		9-2018	By: <u>Sture Horton</u>	

#### A. CONTACT INFORMATION:

NOTE: The City of Rock Springs will <u>only</u> send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner(s) Information:	Name: AShley Corthell Mailing Address: 1807 Fillmore Ave. ROCK Springs, WY 82901
	Email Address: <u>ajcorthe/l@gmail.com</u> Phone Number: <u>208-221-58/9</u> Fax Number:
	Name: Brandan Corthell Mailing Address: 1807 Fillmore Ave,
	ROCK Springs, WY 02901
	Email Address: <u>bcorthell @gmail.com</u> Phone Number: <u>928-308-6914</u> Fax Number:

### B. PLEASE ANSWER THE FOLLOWING ON THE SPACES PROVIDED:

1. Article and Section Number to be amended (The Rock Springs Ordinances are available online at www.rswy.net): <u>Article 13-8 Child (are, + Preschool Facilities (0816)-Section C.</u> Family Child Care Homes 3,3,5,4,4,3,c2

Proposed Amendment (attached a separate sheet if necessary): be limited to School no more than per dai pre Nall ate. and terministrator. Presencel oursuan t +0 by the condition session 6.0 01 Shal next end minimum of one hour from the time one se an 3. Describe the need for and purpose of the Proposed Amendment: Sessi The Proposed Amenament will allow in-home begin

pre School provider to The more students and tami mes in the community AS Serve written, we cannot Curvently provide orainance rild. tamilles reeking preschool their sessions tor for

### C. SUBMITTAL REQUIREMENTS:

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#### □ Filing Fee (\$200.00)

Completed application, including graphic material if it will assist in understanding the benefits of the amendment.

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Public Hearing Ad	A Public Hearing Notice is prepared by the City of Rock Springs and published in the Rock Springs Rocket Miner Newspaper a minimum of fifteen (15) days prior to the Planning and Zoning Commission Public Hearing.											
P&Z Public Hearing	1/10/2018	2/14/2018	3/14/2018	4/11/2018	5/9/2018	6/13/2018	7/11/2018	8/8/2018	9/12/2018	10/10/2018	11/14/2018	12/12/2018
City Council Hearing Ad												
**Council Public Hearing	2/6/2018	3/6/2018	4/3/2018	5/1/2018	6/5/2018	7/3/2018	8/7/2018	9/4/2018	10/2/2018	11/6/2018	12/4/2018	1/8/2019

\* Deadline moved due to holiday.

\*\*An Ordinance to amend the Rock Springs Ordinances must be read at three consecutive City Council meetings prior to being accepted.

### E. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Zoning Ordinance amendment regulations (Sections 13-901 of the Rock Springs City Ordinances).

Signature of Petitioner _	asney conthell	Date 3/10/18
Signature of Petitioner _	Brut all	Date 3-16-18

(If the petition includes multiple petitioners, all petitioners must sign the application. Attach a separate sheet if necessary.)

Rock Springs has a high demand for preschools, and currently there are not enough openings for families needing preschool. Our city has an ordinance limiting the number of sessions that in-home preschools can have each week. By increasing this limit, our community needs will be better served, children will develop a love for learning at an early age that correlates to a higher graduation rate, and small businesses will be promoted. )

Rock Springs-Chapter 13 Zoning-Article 13-8 Child Care & Preschool Facilities (0816)-C. Family Child Care Homes-3a3. 3b4 & 3c2.

The purpose of this section is to provide for a wide variety of child care and preschool opportunities within the City Limits of Rock Springs, as well as to protect the residential character of neighborhoods and the health and safety of all residents.

<u>Preschool</u>: Pre-Kindergarten instruction provided for children aged 3 years to 5 years and normally conducted for a two-to-four-hour period of time (session), said instruction designed to be preparatory for Kindergarten. For the purposes of this ordinance, preschool may be conducted in a CCC, FCCC or a FCCH. Preschool sessions shall be limited to no more than two (2) per day and six (6) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

# Laramie-Title 15-Unified Development Code, Chapter 15.28-Definitions, 15.28.030-Definitions

A.73.A.d: "Child care home, type 2" means a private residence used for the care of ten or fewer children other than the occupant's own children for a period of less than twenty-four hours per day and requiring a license issued by the Wyoming Department of Family Services or applicable state agency. Child care home, type 2 includes preschools and nursery schools.

### Chevenne-Article | General Provisions 14 Interpretation (Pg. 1-24)

Child Care, In-home - Minor. A Service use where preschool care and education is provided for 3 to 10 children for a portion of the day in a residential dwelling. The children are not related to the immediate family except that the provider's own pre-school children shall count towards the total. Child Care, In-home - Major. A Service use where preschool care and education is provided for 11 to 15 children for a portion of the day in a residential dwelling. The children are not related to the immediate family except that the provider's own pre-school children shall count towards the total.

## Chapter 13 Article 8 Child Care & Preschool Facilities – 0816 C3

**Current:** Preschool sessions shall be limited to no more than two (2) per day and six (6) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.

**Proposed Change:** Preschool sessions shall be limited to no more than two (2) per day and ten (10) per week, pursuant to conditions deemed appropriate by the Zoning Administrator. Preschool sessions shall be separated by a minimum of one hour from the time one session ends and the next session begins.



Department of Public Services / Planning 212 'D' Street Rock Springs, WY 82901 Phone: 307-352-1540 Fax: 307-352-1545 Email: steve horton@rswy.net

Proposed Development:

**Utility Review Meeting:** 

Zoning Ordinance Language Amendment – FCCH increase pre-schools sessions per day and per week April 3, 2018

### **Utility Review Committee Comments:**

<u>City of Rock Springs Engineering (Meghan Jackson)</u> With a residential business comes increased traffic and parking concerns

<u>City of Rock Springs Building Inspections (Jeff Tuttle)</u> No issues

<u>City of Rock Springs Water Department (Clint Zambai)</u> No issues

Dominion Energy No issues

### State of Wyoming - Department of Family Services (Sharon Pauley)

I believe that most cities that regulate hours and days of operation for FCCH's (Family Child Care Home) operating as preschools allow up to two sessions per day for everyday of the work week. Two sessions a day, Monday - Friday or up to 10 sessions per week.

For FCCH's, operating as *daycares in homes*, most cities allow for up to 10 children at any one time and they state the hours of operation, usually for 10-12 hours a day but less than twenty four hours daily.

Please know that providers and facilities that offer daycare and/ or operate as a preschool in their homes, must meet the same requirements for Licensing.

Truly, the money isn't in preschool for the provider. In order for them to make it, most need to offer a second session in the afternoons throughout the week.

A morning session and an afternoon session.

Six sessions at an average of 2.5 hours, the average length of a preschool class, only allows operation for 15 hours a week and the students and families attend more than one session a week.

Throughout the years, we have had providers operate their business in a great variety of ways within the requirements of Zoning and Licensing.

We have/had providers who offer/ed preschool all day for the number of children that they are granted a license for and those children may stay all day.

We have home providers that do daycare and "preschool" activities for their preschool aged children. They will use wording in the name of their business like,

" Susie's Day Care and Preschool". Most of these individuals take a variety of ages and offer "preschool" to the three's - five year olds in their care.

Throughout the years, providers who only offer their business as a preschool, tended to offer preschool to four year olds on M, W, F and three year olds on T and Th.

In general, the four year olds are ready for school three days a week and three old"s are good with school two days a week. This was the most common practice. Then, the providers offered an afternoon session.

Preschools in homes who are limited to six sessions per week, limits providers to half of the operating hours that a home "daycare" can operate. It may also limit the days of week or hours of preschool that most children are ready for.

A provider offering two sessions a day, would have much shorter hours of operation verses a home daycare provider. I do believe that if a preschool provider needed or wanted to work full time, offering two sessions a day or 10 sessions a week, that this would be productive and traditionally needed option.

Please know that Ms. Ashley Corthell opened her preschool, Bright Beginnings, in Sept. of 2016. She has no violations or complaints that have been reported to licensing. Ashley and her husband have been very supportive of all requirements.

Thanks for asking for my opinion and please know that what Rock Springs decides, we will do our best to support. Please feel free to call anytime.

Thank you

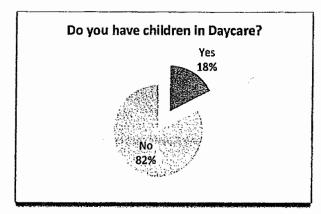
Stephen A. Horton, AICP, City Planner

Date

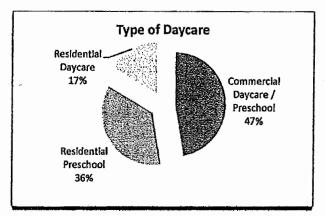


City of Rock Springs Daycare/Preschool Questionnaire Results 794 Survey Responses Received City of Rock Springs Public Services Department 212 D Street Rock Springs WY 82901 307.352.1540 ~ 307.352.1545 fax

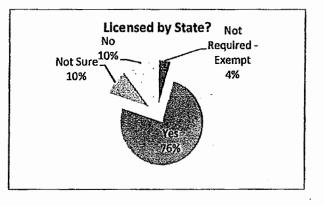
1. Do you presently have children who attend a daycare or preschool in the City of Rock Springs (either In a private residence or in a commercial facility)? If No, skip to question #7.

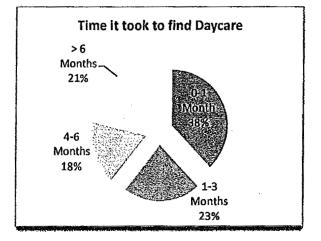


2. What type of daycare/childcare do you use?



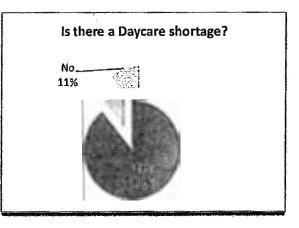
3. Does your daycare/childcare/preschool provider have a permit from the State of Wyoming?



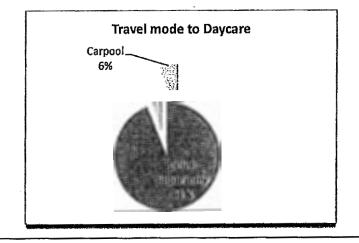


4. How long did it take you to find daycare for your children?

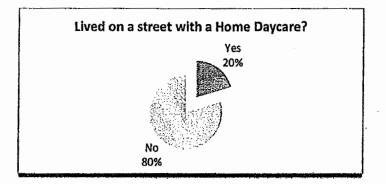
5. In your opinion, is there a daycare/preschool shortage in Rock Springs?



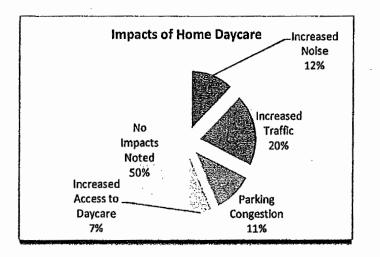
6. Do you drive your children to daycare/preschool separately or do you carpool with another parent?



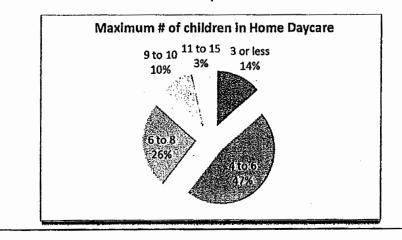
7. To your knowledge, have you ever lived on the same street with a residential (in home) daycare? If No, skip to question #9.



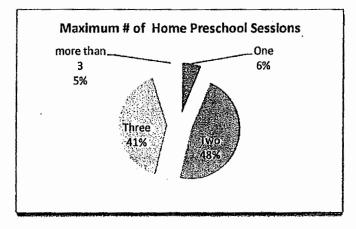
8. If Yes, what, if any, of the following impacts did you experience?



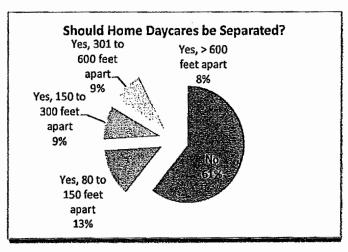
9. What is the <u>maximum</u> number of children you believe should be permitted in a residential (in-home) daycare?



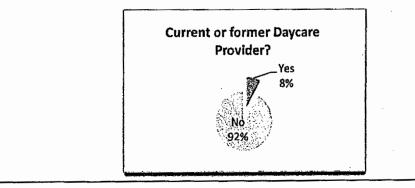
10. Preschools typically have 1 to 3 sessions per day, each of which is 2 hours in length. For in-home preschools, which the state of Wyoming permits to have up to 10 students at a time, what number of sessions per day do you believe is the maximum acceptable?

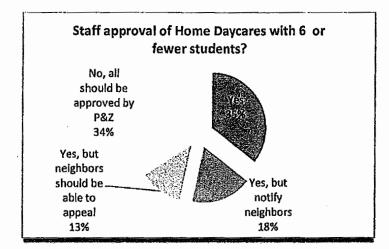


11. Should the City require that houses containing in-home daycares be physically separated from one another in order to minimize neighborhood impacts?



12. Are you presently or have you ever been a home daycare or preschool provider?





13. Should City Staff be given the authority to approve in-home daycares/preschools if the number of students is limited to 6 or fewer?

14. Thank you for completing this questionnaire. Please provide any additional comments pertaining to daycares or preschools in the space provided below.

Attached, please find comments that were received.

### COMMENTS FROM DAYCARE SURVEY OCTOBER 1, 2010

- 1. I think child care providers should be accountable to health & safety standards, not their neighbors.
- 2. More pre-schools and accepting kids no matter what.
- 3. There is a daycare on our street with no permit. They have 12 kids and lots of traffic. Please take care of this. 1014 Continental Street
- 4. An in home daycare for little children is perfect.
- 5. We have a daycare across the street from our home. It is run very well and the only thing we notice is when people drop their children off and pick them up. It is not a problem. Dana Circle
- 6. "Residential" means "Residential" not business. I live where I live for a reason. Older neighborhood, quiet, no businesses next door.
- 7. By placing so many restrictions on the people who are willing and want to do daycare/preschool, is taking away opportunities for our children to learn and have a safe place to grow and develop.
- 8. Doesn't DFS approve daycares/preschools for 3 or more children? Why would you need to do it too? I kind of think that the questions should be thrown out because they are unclear and leading. What if a person doesn't think the City should have any say if it is under 6 children? Only DFS should have a say because it is their job. I really hope that you will see what I see with preschools and the need for them. If you have any doubt about it, call the CDC. They could give you a clear view of what is going on in our City.
- 9. As much need as there is for quality daycare and preschool, I think the City should do what it can to make the process easier.
- 10. The home should meet specific requirements guided by State.
- 11. City approves whatever they want to regardless of neighborhood approval. We are a single family dwelling zone and yet we have a residential home run by NowCap. Promises of landscaping and property appearance have not to be followed through. Why would you ask when you will do whatever you want as has been proven by the NowCap housing?
- 12. Ten preschool students in one house at the same time would be an impossible task. Forget about teaching them, it would be a huge task to take care of them.
- 13. Daycares should follow the same rules as setting up a business in your home.

- 14. Early intervention is vital and I believe we need more affordable preschools/daycares. I do not think a child should not get to attend preschool because of cost.
- 15. I don't understand peoples' aversion to daycare. There are tradeoffs to everything, and daycare is a necessary service.
- 16. I also think that a sign from the City "Slow Children at Play" in the neighborhoods where these are located. Also a small business sign in front yard of house.
- 17. Daycares should be licensed, closely monitored and laws and regulations fairly and strictly enforced. Too many daycares exist for the sole purpose of making money. Steps need to be taken to make sure the clients are getting quality care for their children.
- 18. I do not feel the City should get involved if the person or persons are not licensed. If the City starts poking into in home childcare our situation of providers will get worse not better. Why in the world would you offer such great classes at your civic and rec center without childcare?? The childcare at both places needs to be added in year round and even more would use the rec and civic. The City should be a bit selective on the things they choose to micro-manage. We have a great City let's not lessen it.
- 19. We have never experienced any problems during the 16 years we have lived here with the daycares in the neighborhood.
- 20. Finding a preschool for my child was extremely difficult. Any of the schools that were recommended by others were already full. I feel that there are other daycare/preschools out there, but none in very good areas of town which had an impact on my decision. I feel that the City should offer an alternative to private preschools.
- 21. Home based daycare centers should be allowed but regulated.
- 22. Daycares should provide safe, clean, learning and responsible environment for the children. Neighborhood should be involved in permitting and home based daycares should be allowed, but monitored.
- 23. I have been through the process at two locations and the City was fair and requirements easily met. Also, how come local childcare owners have not been contacted for further input?
- 24. We do not have enough daycare/ childcare as it is. It is hard to find someone to take and want to watch kids. We need more home daycares. Commercial places are very pricey. If you make it hard to find places that are physically separated all of the working parents will have to quit to stay home because they don't make a lot of money for commercial daycares.
- 25. Is this a real problem or just a way to gain more control unnecessary.
- 26. What people do in their homes is none of my business?

- 27. I appreciate any interest in this matter. Early childhood education is very important and there is a significant shortage of facilities in this area, both in home and commercial. I feel very lucky to have found my child a spot in an in-home preschool after his school (CDC) dropped the program he was in last year.
- 28. The City needs to be in the mindset of finding ways to make the in home preschool/daycare possible, while protecting and providing for neighborhoods. Solution minded not restriction mined.
- 29. Small scale babysitting service is none of the City or State's Business. It is a matter between parents and the baby sitter. There should be no regulations, requirements, inspections, etc.
- 30. Parking is a problem.
- 31. We really need good, small daycares in neighborhoods to help out area families.
- 32. It is very noisy. Kids yelling and screaming.
- 33. Really a shortage and too expensive. It's like renting an apartment. Wish there were more to choose from.
- 34. If there were more available daycares, prices would drop and fewer small children 6 years to 10 years old would be left alone, a common occurrence in this City.
- 35. We need quality and affordable child care.
- 36. Sex offenders or predators should not live near a preschool or daycare center.
- 37. Block the access to my driveway, parking on sidewalk, and leaving no parking available for me.
- 38. If there are people willing to take in children for people when they can't afford State approved daycares/preschool, leave them alone or put in some affordable ones.
- 39. This is a ridiculous waste of City Employees' time and our tax dollars. Stay out of it. Stay out of residents and parents personal business.
- 40. You don't care when I come to your meeting, so why send this to me.
- 41. I think that by limiting the number of sessions a preschool can provide proper approved preschools are going to close. It is already difficult to find a preschool in Rock Springs. I would like to prepare my children for school in a safe environment and not in a preschool that is "underground" because it can't afford to operate on 1 session.
- 42. 24 hrs/day bus coming and going. NowCap should not be here. They should be 1/2 mile from any residence and not on a major street.
- 43. Do not think it is good to have daycare or preschool in a neighborhood.

- 44. Neighbors should not have a say or at least be able to affect outcome of permit. Traffic impact is for such a short time and noise is not an issue.
- 45. Please work with the wonderful people who want to provide preschool so that we as parents have options and they can have leniency on the amount of children in their home per day (should be 10 at a time, not the same 10 per day) otherwise providers cannot afford to do it and our children suffer.
- 46. The Young at Heart Senior Center provides for daycare and it is certified with a nursery.
- 47. I currently own a childcare facility licensed for 45 years, but prior to that I provided childcare services in my home. When we closed my home business the neighbors didn't even notice a change. A year later one finally asked if we had openings. That is how little impact childcare homes have on neighbors.
- 48. We need more daycares to help working moms and dads.
- 49. Perhaps implement a 6 month review so daycares creating problems can offer mitigation and neighbors have a chance to address perceived problems. As an employer, reliable is an issue. Not a week goes by that one employee or another has to call in because sitter took the day off. I would rather have a licensed day care next door over the unlicensed mom who watches friend's children with no standard, oversight or criteria.
- 50. We need more preschools. I do want the children to be able to learn and play in a safe environment. I think the City should be involved, but when a new house that passed code, can't pass for preschool, something is wrong. It is safe enough they can live there, just not to learn. Hugh, that is interesting.
- 51. If we would have known our neighbor planned to open a preschool, we never would have purchased our home. We chose a cul-de-sac for quiet and less traffic. We are not pleased with the idea of how it will affect our property value. This is our very first home and the situation is upsetting. Businesses do not belong in neighborhoods.
- 52. I don't know why City Staff would have to approve this?
- 53. The Governor has created a Wyoming Early Childhood State Advisory Council. Maybe utilize this council to help solve the issues that are underlined in your questions, but that you are not directly putting out there. Obviously, the questions are written at an angle making it hard to respond. Too bad, because the intent seems good. Hopefully, you are also engaging the experts. I am sure you are.
- 54. In regards to question #9, I think if there were 2 or more adults actively caring for the children (not just an adult present in the home) the maximum amount could be increased.
- 55. I feel if the daycares/preschools are run with some common sense there should be little, if any impact on neighbors. I have parents drop off students behind my house, and with the weather in Rock Springs, the kids might get to play outside a handful of times. I am also so busy teaching that when we do go outside it is usually no more than 10 minutes and

that is at the end of the session. We are noisier when we have family over for a BBQ. P.S. My husband even works shift work (days and graves) and is able to sleep through it.

- 56. How big is the house and how many adults are supervising?
- 57. All daycare providers should be licensed by the City/State.
- 58. We need more affordable childcare.
- 59. My daughter attends YWCA now and we love it. Before that there were no openings and I had to take her to a home daycare which I took her out of because of too many children in the house.
- 60. I know there is a great need for childcare. Please make it safe for children, yet easier for parents and providers.
- 61. After dropping kids off, parents turn around in the middle of the street instead of going around the block. We have had bricks hit at times because they come close to our side home access.
- 62. We have a major daycare shortage in Rock Springs. During the boom we didn't have enough daycares, so we ended up getting the people that open daycares to make a few bucks that are illegal due to they don't comply with the City or the State. The ones that jump through the hoops to comply are not full due to this problem and we are being put on the table about our home daycares.
- 63. I have a home daycare, and I have not had an increase in traffic, or parking congestion, or no increased noise. The only extra traffic I have on our street is from the soccer field that is at Century Park during the season. It is terrible when they drive so fast through the area, and don't think about the residents or the children in the area.
- 64. Maximum number of children should be set by the State, and depend on the size of the house, and who is caring for the children. You have to be licensed and go through the screening and background checks for DFS and the State of Wyoming.
- 65. Should there be two daycares on the same street, what is that hurting? It is providing a need for children to be in a home setting instead of a big center. Provided they both are licensed.
- 66. I am a home daycare provider that provides service to parents with odd hour jobs that come at opening of daycare and pick their children up during the early afternoon and then some that come around 7:30 or later and pick their children up later. I have children that are picked up by busses in front of my home for CDC or Kindergarten. I also have before and after school children. All jobs are not based on when they can have daycare. We would all love to have 8-5 jobs, but this is not the way of life here. We deal with what we deal with and get our jobs done.
- 67. The daycares that are open now as home daycares had to go through the notification of neighbors, and approval by Planning and Zoning Commission, why not keep that policy

for all home daycares/preschools. It worked for us, why not the new daycares/preschools also.

- 68. We need more good, qualified daycares in this area to accommodate the children, whether they are very young children, 2-5 year olds, or even before and after school children. I like knowing where my daycare children are when school is out, or when school is going on.
- 69. As a parent it is hard to find a good daycare. Please don't make it hard on those who want to care for children.
- 70. Don't allow daycares in townhomes or apartments.
- 71. We need more daycares no matter what needs to be done or where they are located. I am a working mother of 3 kids. It is very hard to find daycare.