

INFORMATION PACKET

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Friday, January 22, 2021



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We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid

A working draft of Council Meeting Agendas

January 26, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
RFP for Cable Channel 192	Direction Requested	20 min	4:35
Council Goals & Objectives Update	Direction Requested	30 min	4:55
Proud to Host the Best	Direction Requested	20 min	5:25
Tobacco Ordinance	Move Forward for Approval	20 min	5:45
Agenda Review		20 min	6:05
Legislative Review		20 min	6:25
Council Around the Table		10 min	6:45
Approximate Ending Time:			6:55

January 26, 2021 Councilmembers Absent:

Special Council Meeting Agenda Items (TENTATIVE)	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Executive Session - Land Acquisition					C

February 2, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-meeting-Consent Agenda discussion					
Approval of Executive Session Minutes - January 26					
Establish Public Hearing: Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement.	C				
Public Hearing: Vacation of a Portion of East 7th Street. 1st reading		N			
Public Hearing: Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 1st Reading		N			
Public Hearing: New Restaurant Liquor License No. 43 for Ludovico, d/b/a Ludovico Located at 1301 Wilkins Circle.		N			
Amending Chapter 9.24 of the Casper Municipal Code – Offenses Against Public Decency, Modifying Certain Sections and Creating New Sections Thereof. (Prostitution) 3rd reading			N		
Amending Section 10.24.010 of the Casper Municipal Code (Speed Zones). 3rd reading			N		
Plat of Highland Park Cemetery Addition No. 2. 2nd Reading			N		

The Grid

A working draft of Council Meeting Agendas

February 2, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Annexation and Plat Creating the East Robertson Road Addition and 3489 South Robertson Road to the City of Casper, and Zoning of said Addition and Address as AG (Urban Agriculture). 2nd Reading			N		
Authorizing Acceptance of Funds Awarded from the Drug Enforcement Administration, in the Amount of \$35,000, to be Used for Overtime Reimbursement of Officers that are Directly Involved in the Eradication and Suppression of Illicit Cannabis.				C	
Authorizing an Agreement with Caspar Building Systems, Inc., in the Amount of \$86,626, for the Baler Building Locker Room Remodel Project.				C	
Authorizing an Agreement with Wayne Coleman Construction, Inc., in the Amount of \$90,307.00 for the Horizon Park Project.				C	
Authorizing an Agreement with Crown Construction, LLC, in the Amount of \$209,044.00 for the Recycle Depot Improvements Project.				C	
Authorizing an Agreement with Installation and Service Company, Inc., in the Amount of \$142,482.50 for the 2nd Street Mill and Overlay Project.				C	
Exit from Unified Command (tentative?)				C	
Acknowledging the Receipt of Financial Disclosure Information from City Officials with Public Fund Investment Responsibility.					C
Reappointing Mr. Bruce English to the CPU Advisory Board for a Six-Year Term Ending December 31, 2026.					C

February 9, 2021 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Begin Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Followup		5 min	4:30
Police Building	Information Only	30 min	4:35
Annexation of East Robertson Road Addition Update	Information Only	40 min	5:05
Utility Rate Model Review	Direction Requested	20 min	5:45
Liquor License Renewal and Police Report Discussion	Information Only	20 min	6:05
			6:25
Agenda Review		20 min	
Legislative Review		20 min	
Council Around the Table		10 min	
			Approximate Ending Time:

The Grid

A working draft of Council Meeting Agendas

February 16, 2021 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Public Hearing: Annexation Compliance & 3rd Reading - Annexation/Zoning of the East Robertson Road Addition and 3489 South Robertson Road.		N			
Vacation and Replat Creating Trails West Estates No. 4 Addition, a Zone Change of Said Subdivision, and the Trails West Estates No. 4 Subdivision Agreement.		N			
Public Hearing: Liquor License Renewals for Licensing Period April 1, 2021 through March 31, 2022.		N			
Plat of Highland Park Cemetery Addition No. 2. 3rd Reading			N		
Annexation and Plat Creating the East Robertson Road Addition and 3489 South Robertson Road to the City of Casper, and Zoning of said Addition and Address as AG (Urban Agriculture). 3rd Reading			N		
Vacation of a Portion of East 7th Street. 2nd reading			N		
Repealing Ordinance No. 54-00 as Codified by Article IV, Chapter 9.40 of the Casper Municipal Code Titled "Sale of Nicotine Products". 2nd Reading			N		

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Strategic Plan			2021
Roof Inspections			
Parking on the Parkways		30 min	Feb 23, 2021
Meadowlark Park			Spring 2021
Formation of Additional Advisory Committees			
Follow-up: Mike Lansing Field Proposals			
Missing Persons			
Bus Stop Safety/Shoveling - Public Awareness			

Staff Items:

Limo Amendment			
Sign Code Revision			
Blood Borne Pathogens			
Capital Budget Review			March 9, 2021
Second Sheet of Ice			
Community Promotion Funding (Part 1)			March 9, 2021
Community Promotion Funding (Part 2)			March 23, 2021
Budget Review			May 17 & 19, 2021
Proclamation Guidelines			
2021 International Building Code			April 13, 2021

Future Regular Council Meeting Items:

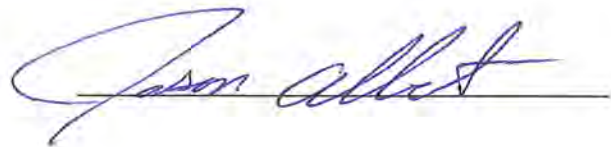
Tentative Budget to Council (to be published in minutes)			May 11, 2021
Summary of Proposed Budget Submitted to Council (published in minutes)			June 1, 2021
Establish Public Hearing for City Budget for 6/15/21			June 1, 2021
Public Hearing: FY22 Budget Adoption/Action on Resolution/Publication			June 15, 2021

Retreat Items:

Economic Development and City Building Strategy

To whom it may concern,

I am Jason Albat. King, Rebel and Dixie are my dogs that bit another dog and the owner's son. There has been quite a bit of press as to my dogs. Thanks to the City Attorney's Office and the City Judge, I am pleased to report that their lives have been spared based on the circumstances unique to my case. I would again like to extend my deepest apologies to the victims for the occurrence and the injuries sustained by the dog and son. I never had any indication that this would occur and regret that the dogs were able to get out of a window left open by my brother-in-law. I further want to extend my apologies to the judges, court personnel, and the City Attorney's office for any threats made to them as a result of the court proceedings involving my dogs. There was a lot of misleading information posted. The people involved including the judges, city attorney, court personnel and animal control folks were nothing but professional to me. My family and I were upset by the sentence. Through our attorneys we have been able to resolve the dispute. I have given up custody of my dogs, they will be spayed and neutered and are microchipped. Paws of Perseverance will take my dogs for any rehabilitation needed and they will not return to Casper or any location in Wyoming. I wish to especially thank Metro Animal Control for their humane treatment of my dogs while in their custody. Clyde Daniels and Scott Schell were wonderful to us and our dogs. My family and I are so grateful for the amount of support and love we have received. I ask that everyone refrain from threats of violence in the future as this was not helpful and is not what we wanted.

A handwritten signature in blue ink that reads "Jason Albat". The signature is written in a cursive style and is positioned above a horizontal line.

January 22, 2021

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tim Cortez, Director of Parks and Recreation
SUBJECT: Spectra FWC and Hogadon Contract

Meeting Type & Date

N/A

Action type

Information Only

Recommendation

None at this time.

Summary

Pursuant to the Council pre-meeting on January 19, 2021. Staff was asked to provide more background on the contractual relationship between the City of Casper and Spectra Management. Spectra manages the Ford Wyoming Center (FWC) and the food and beverage operation at Hogadon Ski Area.

Attached is the contract for both operations for review. In addition, staff is working on setting a date for Council members to take a tour of the Ford Wyoming Center in an effort to provide education on some of the infrastructure needs of the building as well answer any questions regarding the contract.

Financial Considerations

None.

Oversight/Project Responsibility

Tim Cortez, Director of Parks and Recreation
Brad Murphy, General Manager of Ford Wyoming Center

Attachments

Management Agreement between the City of Casper and Spectra Venue Management
Amendment to Management Agreement for Hogadon Ski Area

MANAGEMENT AGREEMENT

between

CITY OF CASPER, WYOMING

and

**GLOBAL SPECTRUM, L.P.
d/b/a SPECTRA VENUE MANAGEMENT**

Dated as of October 1, 2016

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MANAGEMENT AGREEMENT

This Management Agreement is made as of the 1st day of October, 2016 (“**Effective Date**”), by and between the City of Casper, Wyoming, a Wyoming municipal corporation located at 200 North David Street, Casper, Wyoming 82601 (“**Owner**”), and Global Spectrum, L.P., a Delaware limited partnership d/b/a Spectra Venue Management, whose address is 3601 S. Broad Street, Philadelphia, Pennsylvania 19148 (“**Manager**”).

RECITALS

WHEREAS, Owner owns a multi-purpose sports and entertainment arena known as the Casper Events Center, consisting of approximately 8,395 seats, located in Casper, Wyoming (the “**Facility**”), the legal description of which is attached hereto as Exhibit H, and is hereby made a part of this Agreement; and

WHEREAS, Owner desires to engage Manager to manage and operate the Facility on behalf and for the benefit of the Owner, and Manager desires to accept such engagement, pursuant to the terms and conditions contained herein; and

NOW THEREFORE, for and in consideration of the foregoing, the mutual covenants and promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

ARTICLE 1 DEFINITIONS

Section 1.1. Definitions. For purposes of this Agreement, the following terms have the meanings referred to in this Section:

Affiliate: A person or company that directly or indirectly, through one or more intermediaries, controls or is controlled by, or is under common control with, a specified person or company.

Agreement: The “Agreement” shall mean this Management Agreement, together with all schedules and exhibits attached hereto (each of which are incorporated herein as an integral part of this Agreement).

Capital Expenditures: All expenditures for building additions, alterations, repairs or improvements and for purchases of additional or replacement furniture, machinery, or equipment, where the cost of such expenditure is greater than five thousand dollars (\$5,000) and the depreciable life of the applicable item is, according to generally accepted accounting principles, is in excess of five (5) years.

Commercial Rights: Naming rights, pouring rights, advertising, sponsorships, the branding of food and beverage products for resale, premium seating (including club seats and party suites) and memorial gifts at or with respect to the Facility and owned or controlled by the Owner.

Commercial Rights Fee: The fee Owner shall pay to Manager under this Agreement for Manager's sale of Commercial Rights, as more fully described in Section 3.4 below.

CPI: The "Consumer Price Index" for the local Casper, Wyoming area, as published by the United States Department of Labor, Bureau of Labor Statistics or such other successor or similar index.

Effective Date: "Effective Date" shall have the meaning ascribed to such term in the opening paragraph of this Agreement.

Emergency Repair: The repair of a condition which, if not performed immediately, creates an imminent danger to persons or property and/or an unsafe condition at the Facility threatening persons or property.

Event Account: A separate interest-bearing account in the name of the Owner and under the Owner's Federal ID number in a local qualified public depository, to be designated by the Owner, where advance ticket sale revenue is deposited by Manager.

Event of Force Majeure: An act of God, fire, earthquake, hurricane, flood, riot, terrorist act, terrorist threat, washout, landslide, explosion, epidemic, hostilities or war or any other cause or occurrence outside the reasonable control of the party claiming an inability to perform and which by the exercise of due diligence could not be reasonably prevented or overcome.

Existing Contracts: Service Contracts, Revenue Generating Contracts, and other agreements relating to the day-to-day operation of the Facility existing as of the Effective Date, as set forth on Exhibit B attached hereto.

Facility: The "Facility" shall have the meaning ascribed to such term in the Recitals to this Agreement, and shall be deemed to include the entire arena complex, including but not limited to the arena, suites, locker rooms, meeting rooms, box office, common areas, lobby areas, executive and other offices, storage and utility facilities, as well as the entrances, ground, sidewalks and parking areas immediately surrounding the Facility and adjacent thereto, as identified on Schedule I hereto.

FF&E: Furniture, fixtures and equipment to be procured for use at the Facility.

Fixed Management Fee: The fixed monthly fee the Owner shall pay to Manager under this Agreement, as more fully described in Section 3.1 of this Agreement.

Food and Beverage Fee: The fee Owner shall pay to Manager under this Agreement for Manager's management of the food and beverage service at the Facility, as more fully described in Section 3.3 below.

General Manager: The employee of Manager acting as the full-time on-site general manager of the Facility. The General Manager will be dedicated full-time to management of this facility only.

Incentive Fee: The contingent fee the Owner shall pay to Manager under this Agreement, if earned, as more fully described in Section 3.2 below.

Initial Term: shall have the meaning ascribed to such term in Section 4.1 of this Agreement.

Laws: federal, state, local and municipal laws, statutes, rules, regulations and ordinances.

Management-Level Employees: The General Manager, Assistant General Manager, Business Manager, Director of Corporate Partnerships, Food and Beverage Manager (or employees with different titles performing similar functions), and any department head employed by Manager to perform services at the Facility (including, if applicable, employees performing the function of the Director of Operations, Director of Sales and Marketing, Director of Security, Finance Director and Event Manager).

Manager: The term “Manager” shall have the meaning ascribed to such term in the Recitals to this Agreement.

Marketing Plan: A plan for the advertising and promotion of the Facility and Facility events, which shall contain but not be limited to the following elements: (i) market research, (ii) market position, (iii) marketing objectives, (iv) marketing strategies, (v) booking priorities, (vi) targeted events - local, regional, national and international, (vii) targeted meetings, conventions and trade shows, (viii) industry advertising campaign, (ix) internal and external support staff, (x) advertising opportunities at the local, regional and national level, (xi) attendance at various trade shows, conventions and seminars, (xii) incentive formulas for multiple event presenters, (xiii) club seat sales, (xiv) merchandising and retail, (xv) food and beverage, (xvi) a plan for the sale of commercial rights, (xvii) a plan regarding national, regional and local public relations and media relations, (xviii) development of an in-house advertising agency, and (xix) policies regarding the use of trade/barter.

Material Agreements: (a) all agreements that require payments to any third party in excess of Twenty Thousand Dollars (\$20,000.00) in any given Operating Year for the design, engineering or construction of improvements, for maintenance or repair of structures, fixtures, furniture or equipment, or for the purchase or lease of any goods or services; (b) any agreements which permit the same or a related or similar user or promoter to utilize the facility for more than fifteen (15) event days in any Operating Year, (c) agreements for events that are promoted or co-promoted by the Manager or any of its Affiliates, or wherein the revenues generated by an event are otherwise shared with Manager or any of its Affiliates; (d) agreements for any events that are promoted or co-promoted by the City or otherwise place the City at financial risk; (e) agreements between Manager and any of its Affiliates; (f) all other agreements that have a term in excess of one year (excluding renewal options exercisable by Manager or the Owner) and that may not be canceled by Manager or the Owner without premium or penalty.

Net Operating Loss Benchmark: The Net Operating Loss Benchmark shall be as described in Section 3.2 below.

Net Operating Profit/Loss: The amount (if any) by which Revenues exceed Operating Expenses in any Operating Year (a Net Operating Profit) or by which Operating Expenses exceed Operating Revenues in any Operating Year (a Net Operating Loss).

Operating Account: A separate interest-bearing account in the name of the Manager and under the Manager's Federal ID number in a local qualified public depository, to be designated by the Owner, where Revenue is deposited and from which Operating Expenses are paid. Notwithstanding that such account shall be Manager's name, the Revenue held in such account shall be held in trust for Owner and belong to Owner.

Operating Budget: A line item budget for the Facility that includes a projection of Revenues and Operating Expenses, presented on a monthly and annual basis that is approved by Owner pursuant to Section 8.2 hereof.

Operating Expenses: All expenses incurred by Manager in connection with its operation, promotion, maintenance and management of the Facility, and incurred consistent with the terms of this Agreement, including but not limited to the following: (i) employee payroll, benefits, relocation costs, severance costs, bonus and related costs, (ii) cost of operating supplies, including general office supplies, (iii) advertising, marketing, group sales, and public relations costs, (iv) cleaning expenses, (v) data processing costs, (vi) dues, subscriptions and membership costs, (vii) the Fixed Management Fee, (viii) printing and stationary costs, (ix) postage and freight costs, (x) equipment rental costs, (xi) minor repairs, maintenance, and equipment servicing, not including expenses relating to performing capital improvements or repairs, (xii) security expenses, (xiii) telephone and communication charges, (xiv) travel and entertainment expenses of Manager employees, (xv) cost of employee uniforms and identification, (xvi) exterminator and trash removal costs, (xvii) computer, software, hardware and training costs, (xviii) parking expenses, (xix) utility expenses, (xx) office expenses, (xxi) audits specified in this Agreement, (xxii) legal expenses related to outside counsel support (as necessary) with the day-to-day operation of the Facility; (xxiii) all bond and insurance costs, including but not limited to personal property, liability, and worker's compensation insurance, (xxiv) commissions and all other fees payable to third parties, (xxv) cost of complying with any Laws, (xxvi) amount of any deductible or self-insured retention under insurance policies; (xxvii) costs incurred under Service Contracts and other agreements relating to Facility operations, (xxviii) costs incurred by Manager to settle or defend claims asserted against Manager arising out of its operation at the Facility on behalf of Owner, unless Manager or its employees are determined to have acted negligently or otherwise have been found to be at fault in causing the claim, (xxix) costs related to the sale of food and beverage such as labor, food and beverage product, small wares, obtaining alcohol permits/licenses, and other similar costs, (xxx) cost related to the sale of Commercial Rights such as labor, marketing materials, fulfillment costs and other similar costs, and (xxx) Taxes.

The term "Operating Expenses" does not include debt service on the Facility, Capital Expenditures, Transition Costs, property taxes, property insurance on the Facility of contents within the Facility owned by Owner;; the Incentive Fee, costs of snow and ice removal, or the costs for IT network and infrastructure support provided by the Owner, all of which shall be borne by Owner, or the costs of fines or expenses relating to a violation of the law by Manager.

Operating Year: Each twelve (12) month period during the Term, commencing on July 1 and ending on the next June 30, provided that the initial Operating Year shall commence on the Effective Date and end on June 30, 2017.

Operations Manual: Document to be developed by Manager within ninety (90) days of Effective Date which shall contain detailed policies and procedures to be implemented in operating the Facility, as agreed upon by both the Owner and the Manager.

Owner: The term "Owner" shall have the meaning ascribed to such term in the Recitals to this Agreement.

Revenue: All revenues generated by Manager's operation of the Facility, including but not limited to event ticket proceeds income including service fees, rental and license fee income, merchandise income, gross food and beverage income, gross income from any sale of Commercial Rights, gross service income, equipment rental fees, box office income, and miscellaneous operating income, but shall not include event ticket proceeds held by Manager in trust for a third party and paid to such third party. Without the prior, written approval of Owner, Manager shall not institute parking fees to generate revenue, or for any other purpose.

Revenue Generating Contracts: Vendor, concessions and merchandising agreements, user/rental agreements, booking commitments, licenses, and all other contracts or agreements generating revenue for the Facility and entered into in the ordinary course of operating the Facility.

Service Contracts: Agreements for services to be provided in connection with the operation of the Facility, including without limitation agreements for ticketing, web development and maintenance, computer support services, FF&E purchasing services, engineering services, electricity, steam, gas, fuel, general maintenance, HVAC maintenance, telephone, staffing personnel including guards, ushers and ticket-takers, extermination, elevators, stage equipment, fire control panel and other safety equipment, snow removal, grounds maintenance, and other services which are deemed by Manager to be either necessary or useful in operating the Facility

Taxes: Any and all governmental assessments, franchise fees, excises, license and permit fees, levies, charges and taxes, of every kind and nature whatsoever, which at any time during the Term may be assessed, levied, or imposed on, or become due and payable out of or in respect of, (i) activities conducted on behalf of the Owner at the Facility, including without limitation the sale of concessions, the sale of tickets, and the performance of events (such as any applicable sales and/or admissions taxes, use taxes, excise taxes, occupancy taxes, employment taxes, and withholding

taxes), or (ii) any payments received from any holders of a leasehold interest or license in or to the Facility, from any guests, or from any others using or occupying all or any part of the Facility.

Term: The term “Term” shall have the meaning ascribed to such term in Section 4.1 of this Agreement.

Trailing Commissions: shall have the meaning ascribed to such term in Section 3.4 of this Agreement.

Transition Budget shall mean the budget reflecting anticipated Transition Costs attached hereto as Exhibit G.

Transition Costs shall mean the out-of-pocket costs incurred, or to be incurred, by Manager in connection with its activities related to the transition of management of the Facility to Manager, as set forth in the Transition Budget.

ARTICLE 2 SCOPE OF SERVICES

Section 2.1 Engagement.

(a) Owner hereby engages Manager during the Term to act as the sole and exclusive manager and operator of the Facility, subject to and as more fully described in this Agreement, and, in connection therewith, to perform the services described in Exhibit A attached hereto.

(b) Manager hereby accepts such engagement, and shall perform the services described herein, subject to the limitations expressly set forth in this Agreement.

Section 2.2 Limitations on Manager’s Duties. Manager’s obligations under this Agreement are contingent upon and subject to the Owner making available, in a timely fashion, the funds budgeted for and/or reasonably required by Manager to carry out such obligations during the Term. Manager shall not be considered to be in breach or default of this Agreement, and shall have no liability to the Owner or any other party, in the event Manager does not perform any of its obligations hereunder due to failure by the Owner to timely provide such funds.

ARTICLE 3 COMPENSATION; TRANSITION COSTS

Section 3.1 Fixed Management Fee. In consideration of Manager’s performance of its services hereunder, Owner shall pay Manager a Fixed Management Fee. Beginning on the Effective Date and continuing through the first (1st) Operating Year, the Fixed Management Fee shall be Ten Thousand Eight Hundred Thirty Three Dollars and 33 cents (\$10,833.33) per month. Beginning in

the second (2nd) Operating Year, the Fixed Management Fee shall be increased over the Fixed Management Fee from the previous Operating Year in accordance with the percentage increase in the CPI over the previous twelve (12) month period (i.e., the difference, expressed as a percentage, between the value of the CPI published most recently prior to the commencement of the preceding Operating Year and the value of the CPI published most recently prior to the commencement of the Operating Year for which the CPI adjustment will apply). The Fixed Management Fee shall be payable to Manager in advance, beginning on the Effective Date, and payable on the first (1st) day of each month thereafter (prorated as necessary for any partial months). Manager shall be entitled to pay itself such amount from the Operating Account.

Section 3.2 Incentive Fee. In addition to the other fees described herein, and as further consideration for Manager's performance of its services hereunder, Manager shall be entitled to receive an Incentive Fee each full or partial Operating Year of the Term equal to twenty percent (20%) of the improvement in the actual Net Operating Profit/Loss in such Operating Year over a Net Operating Loss of (\$994,919) (the "Net Operating Loss Benchmark"), developed as shown on Exhibit J hereto.

By way of example only:

- (a) if the actual Net Operating Profit/Loss in an Operating Year is a loss of \$300,000, resulting in \$694,919 of improvement over the Net Operating Loss Benchmark, then the Incentive Fee due to Manager for such Operating Year shall be \$138,983 (computed as $\$694,919 \times 20\% = \$138,983$).
- (b) If in the next Operating Year there is a profit of \$100,000, resulting in \$1,094,919 of improvement over the Net Operating Loss Benchmark, then the Incentive Fee due to Manager for such Operating Year shall be \$218,983 (computed as $\$1,094,919 \times 20\% = \$218,983$).
- (c) If in the next Operating Year there is a loss of \$1,000,000, resulting in no improvement over the Net Operating Loss Benchmark, no Incentive Fee shall be paid to Manager in such Operating Year.

The Net Operating Loss Benchmark shall be pro-rated for any Operating Years of less than a full 12-months (including, if applicable, the first Operating Year running from the Effective Date to June 30, 2017) based on the actual number of days elapsed in such Operating Years out of 365.

The Incentive Fee determined pursuant to this Section 3.2 will be paid to Manager after completion of each year-end audit, but in no event later than 120 days after the end of each Operating Year.

Section 3.3 Fixed Management Fee Rebate. For any Operating Year other than the first (1st) Operating Year in which the Facility has a Net Operating Loss that is greater than the Net Operating Loss Benchmark (the amount by which the actual Net Operating Loss exceeds the Net Operating Loss Benchmark is referred to herein as a "Shortfall"), Manager shall rebate to the City up to fifty percent (50%) of the Fixed Management Fee paid to Manager in such year on a dollar-for-dollar

basis to cover the Shortfall. Such rebate, if applicable, shall be made by the Manager no later than ninety (90) days following the end of each Operating Year.

By way of example only, if actual Net Operating Loss in an Operating Year is (\$2 Million), for a Shortfall of \$1,005,081, and the Fixed Management Fee in the such Operating Year is \$150,000, then Manager shall rebate to the City \$75,000 of the Fixed Management Fee. If in the same year the actual Net Operating Loss was (\$1,044,919), for a Shortfall of \$50,000, then Manager would rebate to the City \$50,000 of the Fixed Management Fee.

For the sake of clarity, the parties agree that that the terms of this Section 3.3 shall not apply in the first (1st) Operating Year.

Section 3.4 Food and Beverage Fee. In addition to the other fees described herein, Manager shall be entitled to receive a Food and Beverage Fee each full or partial Operating Year of the Term. The Food and Beverage Fee shall be equal to three percent (3%) of the portion of Revenue from the sale of food and beverage (including both concession and catering sales). The Food and Beverage Fee shall be paid to Manager on a monthly basis, within 30 days from the end of each month to which such fee relates. Manager shall be entitled to pay itself such amount from the Operating Account upon providing documentation of such fee to Owner.

Section 3.5 Commercial Rights Fee. In addition to the other fees described herein, Manager shall be entitled to receive a Commercial Rights Fee each full or partial Operating Year of the Term. The Commercial Rights Fee shall be equal to fifteen percent (15%) of the portion of Revenue from the sale of Commercial Rights, excluding Revenue from naming, sponsorship, advertising and premium seating agreements that were entered into prior to the Effective Date (“Pre-Existing Commercial Rights Agreements”). In the event any Pre-Existing Commercial Rights Agreement is renewed during the Term, Manager shall receive its 15% commission only on any incremental Revenue received under such contract (i.e., Revenue above the base amount paid by such sponsor in the year prior to the Effective Date). By way of example, if a sponsor under a Pre-Existing Commercial Rights Agreement paid fees of \$50,000 in the 12-months prior to the Effective Date, and upon renewal commits to pay \$60,000 per year, Manager’s 15% commission shall be assessed on the \$10,000 per year of incremental Revenue under such agreement. The City represents that facility naming rights are available for Spectra to market and sell hereunder, provided that the City retains the right to approve in advance any agreement for the same of naming rights.

For purposes of this Section 3.5, Revenue shall include any trade included in sales of Commercial Rights, with such trade being valued at its retail value in an arms-length transaction. Owner shall have the right to approve any and all trade. The Commercial Rights Fee shall be paid on all years of the underlying naming, sponsorship, advertising and premium seating agreements secured by Manager, notwithstanding that the term of this Agreement may expire or terminate earlier. The 15% commission due on Commercial Rights Revenue and trade that is due to be received by Owner after the end of the Term of this Agreement is referred to herein as “Trailing Commissions”. The Commercial Rights Fee shall be paid to Manager on a quarterly basis, on or about the last day of

March, June, September and December each year, and Manager shall be entitled to pay itself such amount from the Operating Account upon providing documentation of such fee to Owner. The parties shall also hold a settlement at the expiration or termination of this Agreement, at which time Owner shall pay to Manager, all commissions due prior to such date. Trailing Commissions shall be paid to Manager in installments after the expiration or termination hereof, within thirty (30) days of receipt by the City of the corresponding naming or sponsorship revenue. Owner acknowledges that Manager may employ one (1) sales representative at the Facility to sell Commercial Rights, the cost of which shall be an Operating Expense.

Notwithstanding the foregoing, Manager understands that a preexisting agreement (Casper Coyotes Hockey Games and Practice 2016, Lease #2140) exists between the City, Casper Events Center, and Casper Coyotes, and the commercial rights controlled by the Coyotes (the "Lessee") under such agreement are described on Exhibit F. All commercial rights fees are subject to the preexisting agreement, and manager shall not be entitled to any fees for items described in that agreement.

Section 3.6 Transition Costs. Promptly following the Effective Date (or prior to the Effective Date, as applicable), Manager shall do all things reasonably necessary to transition from the current management of the Facility to the commencement of its management services hereunder. The Owner shall reimburse Manager for the Transition Costs, in accordance with the Transition Budget. Manager shall invoice the Owner for such costs, and the Owner shall pay such costs within thirty (30) days of its receipt of each such invoice. Each invoice to be provided by Manager shall be accompanied by reasonable back-up documentation evidencing the incurrence of the Transition Costs. The transition budget is attached hereto as Exhibit G.

Section 3.7 Late Payments. Manager shall have the right to assess interest on any payments of the fees described in this Section that are not made when due. Such interest shall accrue at the rate of twelve percent (12%) per annum.

ARTICLE 4 TERM; TERMINATION

Section 4.1. Term. The term of this Agreement shall begin on the Effective Date, and, unless sooner terminated pursuant to the provisions of Section 4.2 below, shall expire at 11:59 p.m. on the day preceding the fifth (5th) anniversary of the Effective Date ("Term"). At the end of the initial five (5) year period, this Agreement shall renew automatically for additional one (1) year periods, unless and until either party terminates this Agreement effective at the end of any Operating Year by giving not less than 120 days' prior written notice to the other party. There is no limit to the number of one-year automatic renewals. Notwithstanding that the Effective Date shall not have occurred, this Agreement shall be binding upon execution and delivery by the parties hereto.

Section 4.2. Termination.

(a) This Agreement may be terminated (i) by the Owner upon sixty (60) days written notice to Manager in the event the Owner decides to close the Facility for business, and certifies such fact in writing to Manager, (ii) by either party upon thirty (30) days written notice, if the other party fails to perform or comply with any of the material terms, covenants, agreements or conditions hereof, and such failure is not cured during such thirty (30) day notification period, (iii) by either party immediately by written notice upon the other party being judged bankrupt or insolvent, or if any receiver or trustee of all or any part of the business property of the other party shall be appointed and shall not be discharged within one hundred twenty (120) days after appointment, or if either party shall make an assignment of its property for the benefit of creditors or shall file a voluntary petition in bankruptcy or insolvency, or shall apply for bankruptcy under the bankruptcy or insolvency laws now in force or hereinafter enacted, Federal, State or otherwise, or if such petition shall be filed against either party and shall not be dismissed within one hundred twenty (120) days after such filing; or (iv) on at least sixty (60) days' prior written notice to Manager, which written notice the Owner may provide in the event the applicable Owner authority fails to budget or appropriate sufficient funds for this Agreement (in which case any sums properly committed by Manager hereunder prior to the termination date shall nevertheless be payable by Owner). Owner agrees to act in good faith and not fail to appropriate sufficient funds for the performance of this Agreement as a means of terminating Manager for performance reasons or in order to fulfill a desire to change managers of the Facility, or (v) by Owner if actual Net Operating Loss in each of two (2) consecutive Operating Years, beginning with the second (2nd) and third (3rd) Operating Years, is at least ten percent (10%) greater than the Net Operating Loss in the approved Operating Budgets for such years, so long as the reasons therefor are not due, in whole or in part, to the occurrence of an Event of Force Majeure. For Owner to terminate this Agreement under subpart (v) of this Subsection 4.2(a), Owner must provide sixty (60) days' advance written notice to Manager, which notice must be provided within the ninety (90) day period following the end of the second (2nd) consecutive Operating Year in which the Net Operating Loss is exceeded by at least ten percent (10%).

(b) In the event this Agreement is terminated prior to the end of the Term, the Owner shall promptly pay Manager all fees due Manager up to the date of termination, including without limitation the Fixed Management Fee and the Incentive Fee for the Operating Year in which this Agreement expires or is terminated, computed on a pro-rata basis (if applicable); provided that if this Agreement is terminated by the City as permitted in Section 4.2(a)(ii) due to breach by Manager, Owner may offset and deduct from such payments any actual, direct out-of-pocket damages suffered by Owner as a result of such breach. Owner shall provide to Manager reasonable documentation of such damages. Additionally, in the event this Agreement is terminated prior to the expiration of the Term by the City under Section 4.2(a)(i) or 4.2(a)(iv), the Owner shall reimburse Manager for any reasonable actual out of pocket expenses, if any, incurred by Manager in withdrawing from the provision of services hereunder in connection with such termination and related to either (i) severance pay for the General Manager and for the department heads, (ii) reasonable household relocation expenses for the General Manager and department heads if they have previously relocated to Casper, WY or its surrounding areas in connection with this Agreement, or (iii) costs to satisfy third party claims or demands related to the early termination and/or assignment of contracts or leases entered into by Manager pursuant to this Agreement, in an aggregate amount not to exceed an

aggregate of One Hundred Thousand Dollars (\$100,000) .

(c) Upon termination or expiration of this Agreement for any reason, (i) Owner shall promptly pay Manager all fees due Manager up to the date of termination or expiration, including without limitation all Trailing Commissions; (ii) Owner shall pay to Manager all Operating Expenses incurred by Manager through the end of the Term that have not previously been paid, including costs of accrued but unused vacation time and other end of employment payments due to Manager's employees whose employment is being terminated, without any further action on part of Manager or Owner; (iii) Owner shall, or shall cause the successor Facility manager to, assume all obligations arising after the date of such termination or expiration, under any Service Contracts, Revenue Generating Contracts, booking commitments and any other Facility agreements entered into by Manager in furtherance of its duties hereunder; (iv) Manager shall promptly discontinue the performance of all services hereunder; (v) Manager and Owner shall take a final inventory of FF&E, and (vi) Manager shall, at no cost to the Owner, deliver or otherwise make available to the Owner all data, electronic files, documents, procedures, reports, estimates, summaries, and other such information and materials as may have been accumulated by Manager in performing its obligations hereunder, whether completed or in process, unless such information constitutes proprietary or confidential information of Manager, as determined by Manager in its reasonable discretion. With respect to any such proprietary or confidential information of Manager, Manager shall advise the Owner of the general nature of such information and shall provide the Owner with an explanation of why it reasonably considers the information to be proprietary. Notwithstanding the foregoing, all marketing plans and materials, lists of prospective users of the Facility, vendor lists and contracts, financial data (in electronic format or otherwise) regarding the Facility, books, records, correspondence with all prospective users of the Facility and schedules for the Facility shall not be considered to be the confidential information of Manager under any circumstances and all such items shall be considered the sole and exclusive property of the Owner. Such delivery shall occur as soon as practicable after termination or expiration and shall be in such form, including electronic form, as the Owner may reasonably require.

(e) The exercise by the Owner or Manager of any rights or remedies provided in this Section 4.2 shall in no way affect any other right or remedy available to the Owner or Manager.

ARTICLE 5 OWNERSHIP; USE OF THE FACILITY

Section 5.1 Ownership of Facility, Data, Equipment and Materials. The Owner will at all times retain ownership of the Facility, including but not limited to real estate, technical equipment, furniture, displays, fixtures and similar property, including improvements made during the Term, at the Facility. Any data, equipment or materials furnished by the Owner to Manager or acquired by Manager as an Operating Expense shall remain the property of the Owner, and shall be returned to the Owner when no longer needed by Manager to perform under this Agreement.

Section 5.2 Right of Use by Manager. The Owner hereby gives Manager the right and license to use the Facility, and Manager accepts such right of use, for the purpose of performing the services herein specified, including the operation and maintenance of all physical and mechanical facilities necessary for, and related to, the operation, maintenance and management of the Facility. The Owner shall provide Manager with a sufficient amount of suitable office space in the Facility and with such office equipment as is reasonably necessary to enable Manager to perform its obligations under this Agreement. In addition, the Owner shall make available to Manager, at no cost, parking spaces adjacent to the Facility for all of Manager's full-time employees and for the Facility's event staff.

Section 5.3 Observance of Agreements. The Owner agrees to pay, keep, observe and perform all payments, terms, covenants, conditions and obligations under any leases, bonds, debentures, loans and other financing and security agreements to which the Owner is bound in connection with its Ownership of the Facility.

Section 5.4 Use by the Owner. Subject to availability, the Owner shall have the right to use the Facility or any part thereof rent-free for meetings, seminars, training classes or other non-commercial uses, provided that the Owner shall reimburse Manager in accordance with City approved payment processes, for deposit into the Operating Account, for any direct out-of-pocket expenses incurred by Manager (such as the cost of ushers, ticket-takers, set-up and take-down personnel, security expenses and other expenses) in connection with such use. Such non-commercial use of the Facility by the Owner shall (i) not compete with or conflict with the dates previously booked by Manager for paying events, (ii) not consist of normally touring attractions (such as concerts and family shows), and (iii) be booked in advance upon reasonable notice to Manager pursuant to the Facilities' approved booking policies. On a monthly basis Manager shall provide to the Owner a list of available dates for Owner use of the Facility. To the extent that Manager has an opportunity to book a revenue-producing event on a date which is otherwise reserved for use by the Owner, Manager may propose alternative dates for the Owner's event and the Owner shall use best efforts to reschedule its event to allow Manager to book the revenue-producing event. If Owner does not reschedule its event causing the Facility to have to forego the revenue-producing event, for purposes of calculating Manager's Incentive Fee, Manager shall receive a "paper" credit in an amount equal to the lost anticipated profit from the revenue-producing event, such amount to be approved by Owner, acting reasonably.

Section 5.5 Passes for the Owner's Designee. For every show and event held at the Facility, the Owner shall receive two passes for the City Manager or his designee, free of charge, for purposes of monitoring the services provided.

ARTICLE 6 PERSONNEL

Section 6.1 Generally.

(a) All Facility staff and other personnel performing the duties of Manager hereunder shall be engaged or hired by Manager, and shall be employees, agents or independent contractors of Manager (or an Affiliate thereof), and not of the Owner. Manager shall select, in its sole discretion but subject to Owner's right to approve the Operating Budget, the number, function, qualifications, and compensation, including salary and benefits, of its employees and shall control the terms and conditions of employment (including without limitation termination thereof) relating to such employees. Manager agrees to use reasonable and prudent judgment in the selection and supervision of such personnel. The Owner specifically agrees that Manager shall be entitled to pay its employees, as an Operating Expense, budgeted and approved bonuses and benefits in accordance with Manager's then current employee manual. A copy of Manager's current employee manual shall be provided to the Owner within ninety (90) days of the Effective Date.

(b) The individuals employed by Manager at the Facility shall be Manager (and not Owner) employees in all respects, and shall not be entitled to any benefits offered by Owner to employees of Owner. The Owner shall have no liability for the acts or omissions of Manager's employees.

(c) With respect to any individuals who are employed by Owner on or immediately prior to the Effective Date and who transition to become employees of Manager hereunder ("Transitioning Employees"): (a) the Owner will pay all accrued but unused vacation time to such employees upon termination of their employment with Owner, (b) Manager agrees to credit their years of services with Owner when determining how much vacation time they are entitled to under Manager's policies once employed by Manager; and (c) Manager agrees to waive any wait period otherwise required under Manager's policies before such employees begin to accrue vacation time as Manager employees and before such employees are eligible for other fringe benefits such as health insurance and participation in Manager's 401(k) program. Further, all benefits provided by Owner to the Transitioning Employees shall terminate and cease to be provided upon termination of their employment with Owner. Upon employment by Manager such employees shall be under Manager's benefit plans and Manager shall have no obligation or liability, and the Transitioning Employees shall have no right or claim against Manager for any benefits, under Owner's benefit plans.

Section 6.2 General Manager. Personnel engaged by Manager will include an individual with managerial experience in similar facilities to serve as an on-site General Manager of the Facility. Hiring of the General Manager by Manager shall require the prior approval of the Owner. However, in the event of a vacancy in the General Manager position, Manager may, upon notice to the Owner, temporarily fill such position with an interim General Manager for up to ninety (90) days without the necessity of obtaining the Owner's approval. The General Manager will have general supervisory responsibility for Manager and will be responsible for day-to-day operations of the Facility, supervision of employees, and management and coordination of all activities associated with events taking place at the Facility. Manager will, at the request of the Owner, assist the Owner in obtaining criminal background reports and such other reports as the Owner may reasonably require prior to the hiring of the General Manager. Hiring of the General Manager requires the prior

approval of the Owner, and the General Manager shall be a dedicated, full-time employee at the Facility, and not engaged in managing another facility or performing other Spectra corporate projects for the Manager.

Section 6.3 Non-Solicitation. During the Term and for a period of one (1) year after the end of the Term, the Owner shall not, without Manager's prior written consent, solicit for employment by the Owner, or engage in any capacity, Manager's on-site General Manager, Assistant General Manager or Director of Finance. The parties agree that any breach by the Owner of the preceding sentence will result in irreparable injury to Manager for which money damages could not adequately compensate; therefore, in the event of a breach, Manager will be entitled (in addition to any other rights and remedies which Manager may have at law or in equity, including money damages) to equitable relief, including an injunction to enjoin and restrain the Owner from continuing such breach. It is further understood and agreed that no failure or delay by Manager in exercising any right, power or privilege hereunder shall operate as a waiver thereof. Notwithstanding the foregoing, if any of the General Manager, Assistant General Manager or Director of Finance were previously employed by the City immediately prior to the Effective Date, the restrictions described in this Section 6.3 shall not apply.

ARTICLE 7 INVENTORY

Section 7.1. Generally. Promptly following the Effective Date, Manager and Owner shall jointly cause a written inventory to be taken of all furniture, fixtures, office equipment, supplies, tools and vehicles at the Facility. Manager shall deliver a written report of the foregoing to the Owner, and shall be responsible for the items listed therein, normal wear and tear excepted. Manager shall document all major damage to, or loss in, such inventory during the Term as soon as such damage or loss is discovered by Manager, and Manager shall promptly notify the Owner of such damage or loss.

Section 7.2 Annual Inventory. See Exhibit A, subsections (t) & (w).

Section 7.3 Final Inventory. At the termination of this Agreement, Manager shall take a final inventory; reconcile it against the latest, annual inventory; and notify the Owner of damage or loss to inventory. The obligations of the parties contained in this Article 7.3 shall survive the termination or expiration of this Agreement.

ARTICLE 8 OPERATING BUDGET

Section 8.1 Establishment of Operating Budget. Attached hereto as Exhibit C is the Operating Budget for the first (1st) Operating Year. The parties acknowledge that such Operating Budget was set in place by the Owner without Manager's input and prior to Owner's engagement of

Manager hereunder. Thus, Owner agrees that (i) the Operating Budget shall be automatically deemed amended to include as an expense thereunder the Fixed Management Fee to be paid to Manager during the first (1st) Operating Year, and (ii) Manager may propose additional amendments to such Operating Budget which the Owner will act in a commercially reasonable way in considering. Manager agrees that at least ninety (90) days prior to the commencement of each subsequent Operating Year, it will prepare and submit to the Owner its proposed Operating Budget for such year. Each annual Operating Budget shall include Manager's good faith projection of Revenues, Operating Expenses, and Capital Expenditure requests, formatted to show monthly and annual projections, for the upcoming Operating Year. Subject to the Wyoming Public Records Act, W.S. § 16-4-201 *et seq.*, the Owner agrees to provide Manager with all information in its possession that is reasonably necessary to enable Manager to prepare each Operating Budget.

Section 8.2 Approval of Operating Budget. Each annual Operating Budget shall be subject to the review and approval of the Owner.. In order for the Owner to fully evaluate and analyze such budgets or any other request by Manager relating to income and expenses, Manager agrees to provide to the Owner such reasonable financial information relating to the Facility as may be requested by the Owner from time to time. If extraordinary events occur during any Operating Year that could not reasonably be contemplated at the time the corresponding Operating Budget was prepared, Manager may submit an amendment to such budget for review and approval by the Owner. If the Owner fails to approve any annual Operating Budget (or any proposed amendment thereto), the Owner shall promptly provide Manager the specific reasons therefor and its suggested modifications to Manager's proposed Operating Budget or amendment in order to make it acceptable. The parties shall then engage in good faith discussions and use reasonable commercial efforts to attempt to resolve the matter to the mutual satisfaction of the parties, including, if applicable, negotiation of a mutually acceptable modification to the economic terms of this Agreement.

Section 8.3 Adherence to Operating Budget. Manager shall use all reasonable efforts to manage and operate the Facility in accordance with the Operating Budget, but shall have no liability for failing to achieve such estimated amounts. Manager agrees to notify the Owner within 30 days of any significant change or variance in the bottom line number in the Operating Budget, and any material increase in total Facility expenses from that provided for in the Operating Budget. In either such case and if requested by Owner, Manager agrees to work with Owner to develop and implement a plan (or changes to the then current plan) to limit Operating Expense to be incurred in the remaining months of such Operating Year with the goal of achieving the Operating Budget. Without the prior consent of the Owner, Manager shall not exceed, commit or contract to expend any sums in excess of the aggregate fixed costs allowed in the Operating Budget or otherwise approved by Manager, except (i) for expenses for services provided to the Facility by third parties, the cost of which is not within the reasonable control of Manager, such as the costs of utilities and insurance; (ii) Emergency Repairs (as defined in Section 12.3 below); (iii) increased costs resulting from the scheduling by Manager of additional revenue producing events or activities at the Facility, so long as prior to the scheduling of such events or activities, Manager had a good faith belief that the projected net operating loss or profit for the Operating Year as set forth in the applicable Operating Budget would be improved as a result of such additional events or activities; and (iv) increased costs

resulting from events scheduled pursuant to Section 5.4. Notwithstanding the foregoing, in no event will Operating Expenses exceed one hundred five percent (105%) of the aggregate budgeted fixed expenses in the Operating Budget (including any amendments thereto, if any) without the prior written approval of the Owner. Manager shall immediately report in writing to the Owner any anticipated expenditures that may exceed the aggregate budgeted expenses in the Operating Budget. If Manager incurs any expenses in excess of an Operating Budget in violation of this Section, Manager shall be responsible for such excess expenditures from its own funds.

ARTICLE 9 PROCEDURE FOR HANDLING INCOME

Section 9.1. Event Account. Manager shall deposit as soon as practicable following receipt, in the Event Account, all revenue received from ticket sales and similar event-related revenues which Manager receives in contemplation of, or arising from, an event, pending completion of the event. Such monies will be held in escrow for the protection of ticket purchasers, the Owner and Manager, to provide a source of funds as required for payments to performers and for payments of direct incidental expenses in connection with the presentation of events that must be paid prior to or contemporaneously with such events. Promptly following completion of such events, Manager shall transfer all funds in the Event Account into the Operating Account. Interest accrued on amounts in the Event Account shall be part of the Facility operating income and shall be transferred to the Operating Account, unless Manager is required to pay such interest to the promoter of an event pursuant to its respective license agreement with the promoter. Bank service charges, if any, on such account(s) shall be deducted from interest earned.

Section 9.2. Operating Account. Except as provided in Section 9.1, all Revenue derived from operation of the Facility shall be deposited by Manager into the Operating Account as soon as practicable upon receipt (but not less often than once each business day, and in any event within one (1) business day of receipt). As provided in Section 10.1, Manager shall have the right to withdraw and use the funds in the Operating Account to cover the operation of the Facility, including payment of Operating Expenses

Section 9.3. Authorized Signatories.

(a) The Event Account shall be in the Owner's name and have two authorized Owner signatories. The Operating Account shall be in Manager's name. Manager shall designate up to four (4) Manager employees to be authorized signatories on such accounts. All Manager employees with signature authority must be covered by crime insurance in accordance Article 16 and Exhibit D of this Agreement. If the Owner notifies Manager in writing that it desires, for good cause, the revocation of any particular Manager employee's signature authority, Manager shall promptly revoke the employee's signature authority.

(b) Manager may make disbursements from such accounts to perform its duties

under this Agreement solely upon the Manager's signature authorization granted herein; joint Owner and Manager signatures shall not be required on any disbursement. Manager may establish additional accounts as needed for Facility operations upon the express written approval of the Owner.

Section 9.4. Bank Statements. Manager shall submit to the Owner, or shall cause the applicable public depository utilized by Manager to submit to the Owner, on a monthly basis, copies of all bank statements concerning the Event Account and the Operating Account.

Section 9.5. Cash Control. As will be further described in the Operations Manual, it is the intent of the parties to employ strict cash control methods with respect to Facility operations through a combination of rigid accounting procedures and internal audit tests, as well as an annual audit by an independent public accounting firm, and as set forth in Section 11.3 below. Payrolls shall be processed through a separate bank account in the name of Manager or its payroll provider, reconciled monthly and tested via internal audit procedures. Each event at the Facility shall be accounted for using an event accounting system, with budgets and final reports prepared for each event, and reimbursable expenses for each event coded for accurate accumulation to ensure all applicable costs are paid by the users of the Facility. Except with respect to national promoters when in Manager's reasonable business judgment a deposit is not necessary to require, users of the Facility shall be required to make advance deposits to cover rentals and estimated costs, in an effort to minimize collection efforts. Manager shall check credit references of any new or questionable users of the Facility.

ARTICLE 10 FUNDING

Section 10.1 Source of Funding. Manager shall pay in accordance with City approved payment processes, all items of expense for the operation, maintenance, supervision and management of the Facility from the funds in the Operating Account, which Manager may access periodically for this purpose. The Operating Account shall be funded with amounts generated by operation of the Facility (as described in Article 8 above), or otherwise made available by the Owner. To ensure sufficient funds are available in the Operating Account, Owner will deposit in the Operating Account, on or before the Effective Date, the budgeted or otherwise approved expenses for the month beginning on the Effective Date. The Owner shall thereafter, on or before the 1st day of each succeeding month following the Effective Date, deposit (or allow to remain) in the Operating Account the budgeted or otherwise approved expenses for each such month. Manager shall have no liability to the Owner or any third party in the event Manager is unable to perform its obligations hereunder, or under any third party contract entered into pursuant to the terms hereof, due to the fact that sufficient funds are not made available to Manager to pay such expenses in a timely manner.

Section 10.2 Advancement of Funds. Under no circumstances shall Manager be required to pay for or advance any of its own funds to pay for any Operating Expenses. In the event that,

notwithstanding the foregoing, Manager agrees to advance its own funds to pay Operating Expenses, Owner shall promptly reimburse Manager for the full amount of such advanced funds.

ARTICLE 11 FISCAL RESPONSIBILITY; REPORTING

Section 11.1. Records. Manager agrees to keep and maintain, at its office in the Facility, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its operations in connection with its management of the Facility. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations of Manager under this Agreement. The Owner or its authorized agent shall have the right, at its sole cost, to audit and inspect such records from time to time during the Term, upon reasonable notice to Manager and during Manager's ordinary business hours.

Section 11.2. Monthly Financial Reports. Manager agrees to provide to the Owner, within thirty (30) days after the end of each month during the Term, financial reports for the Facility including a balance sheet, aging report on accounts receivable, and statement of revenues and expenditures (budget to actual) for such month and year to date in accordance with generally accepted accounting principles. In addition, Manager agrees to provide to the Owner a summary of bookings for each such month, and separate cash receipts and disbursements reports for each event held at the Facility during such month. Manager agrees to meet with Owner personnel from time to time to answer the Owner's questions, if any, relating to the operation of the Facility and the financial reports provided by Manager. Furthermore, Manager will promptly upon request by the Owner provide information on the Event Account, Operating Account and any other accounts maintained in connection with this Agreement.

Section 11.3. Audit. Manager agrees to provide to the Owner, within one hundred twenty (120) days following the end of each Operating Year, a certified audit report on the accounts and records as kept by Manager for the Facility. Costs associated with obtaining such certified audit report shall be an Operating Expense of the Facility. In the event such audit reveals any underpayment to the Owner, Manager shall promptly pay to the Owner the amount of such deficiency. If such audit reveals any overpayment to the Owner, the Owner shall promptly pay to Manager the amount of such overpayment. Manager shall utilize an external auditor of national or regional recognition approved by the Owner to conduct such audit, which shall be conducted in accordance with generally accepted auditing standards. A letter from such accounting firm expressing its opinion as to the effectiveness of internal controls and a management letter will accompany the audit report. At the option of the Owner and at its expense, additional audits may be performed from time to time.

Section 11.4. Additional Statements and Reports. In the event the Owner reasonably requests from time to time additional financial or statistical reports with respect to the Facility, Manager agrees to use reasonable efforts to promptly provide such reports. Any costs of Manager associated with the preparation or provision of such reports shall be included as an Operating Expense of the Facility, payable by the Owner.

**ARTICLE 12
CAPITAL IMPROVEMENTS**

Section 12.1 Schedule of Capital Expenditures. Manager shall annually, at the time of submission of the annual Operating Budget to the Owner, provide to the Owner a schedule of proposed capital improvements to be made at the Facility, for the purpose of allowing the Owner to consider such projects and to prepare and update a long-range Capital Expenditure budget.

Section 12.2 Responsibility for Capital Expenditures. The Owner shall be solely responsible for all Capital Expenditures at the Facility; provided, however, the Owner shall be under no obligation to make any Capital Expenditures proposed by Manager, and provided further that Manager shall have no liability for any claims, costs or damages arising out of a failure by the Owner to make any Capital Expenditures. Notwithstanding the foregoing, Manager shall have the right, upon approval by the Owner, to make Capital Expenditures at the Facility for Emergency Repairs. In such event, the Owner shall promptly reimburse Manager for the cost of such Capital Expenditure.

**ARTICLE 13
FACILITY CONTRACTS; TRANSACTIONS WITH AFFILIATES**

Section 13.1 Existing Contracts. The Owner shall provide to Manager, on or before the Effective Date, copies of all Existing Contracts. Manager shall administer and assure compliance with such Existing Contracts.

Section 13.2 Execution of Contracts. Manager shall have the right to enter into Service Contracts, Revenue Generating Contracts and other contracts related to the operation of the Facility, on behalf of the Owner, consistent with the terms of this Agreement and subject to the remainder of this paragraph. Any material agreements shall contain standard indemnification and insurance obligations on the part of each vendor, licensee or service provider, as is customary for the type of services or obligations being provided or performed by such parties. Manager shall obtain the prior approval of the Owner (which approval shall not be unreasonably withheld or delayed) before entering into any such Material Agreement.

Section 13.3 Transactions with Affiliates. In connection with its obligations hereunder relating to the purchase or procurement of necessary services for the Facility (including without limitation food and beverage services, ticketing services, Commercial Rights sales, web design services and graphic design services), Manager may purchase or procure such services, or otherwise transact business with, an Affiliate of Manager, provided that the prices charged and services rendered by such Affiliate are competitive with those obtainable from any unrelated parties rendering comparable services. Manager shall provide reasonable evidence establishing the competitive nature of such prices and services, including, if appropriate, competitive bids from other persons seeking to render such services at the Facility.

ARTICLE 14
AGREEMENT MONITORING AND GENERAL MANAGER

Section 14.1 Contract Administrator. Each party shall appoint a contract administrator who shall monitor such party's compliance with the terms of this Agreement and be the day-to-day liaison between the parties on all matters relating to this Agreement. Manager's contract administrator shall be its General Manager at the Facility, unless Manager notifies Owner of a substitute contract administrator in writing. Owner shall notify Manager of the name of its contract administrator within thirty (30) days of execution hereof. Any and all references in this Agreement requiring Manager or Owner participation or approval shall mean the participation or approval of such party's contract administrator. Owner's contract administrator, or his designee, shall have the right to access the Facility at any time to inspect the Facility, including any property and equipment.

ARTICLE 15
INDEMNIFICATION

Section 15.1 Indemnification by Manager. Manager agrees to defend, indemnify and hold harmless the Owner and its officials, directors, officers, employees, agents, successors and assigns against any claims, causes of action, costs, expenses (including reasonable attorneys' fees) liabilities, or damages (collectively, "Losses") suffered by such parties, arising out of or in connection with any (a) negligent act or omission, or intentional misconduct, on the part of Manager or any of its employees or agents in the performance of its obligations under this Agreement, or (b) breach by Manager of any of its representations, covenants or agreements made herein.

Section 15.2 Indemnification by Owner. Owner hereby agrees to indemnify and hold the Manager, its employees and agents harmless from any and all liability for personal injury, death, or property damage arising or resulting from the City of Casper's or its employees' or agents' negligence related to its activities with respect to the Facility for which the City is not otherwise immune from liability pursuant to the Wyoming Governmental Claims Act.

Section 15.3 Conditions to Indemnification. With respect to each separate matter brought by any third party against which a party hereto ("Indemnatee") is indemnified by the other party ("Indemnitor") under this Article 15, the Indemnitor shall be responsible, at its sole cost and expense, for controlling, litigating, defending and/or otherwise attempting to resolve, through counsel of its choice, any proceeding, claim, or cause of action underlying such matter, except that (a) the Indemnatee may, at its option, participate in such defense or resolution at its expense and through counsel of its choice; (b) the Indemnatee may, at its option, assume control of such defense or resolution if the Indemnitor does not promptly and diligently pursue such defense or resolution, provided that the Indemnitor shall continue to be obligated to indemnify the Indemnatee hereunder in connection therewith; and (c) neither Indemnitor nor Indemnatee shall agree to any settlement without the other's prior written consent (which shall not be unreasonably withheld or delayed). In any event, Indemnitor and Indemnatee shall in good faith cooperate with each other and their

respective counsel with respect to all such actions or proceedings, at the Indemnitor's expense. With respect to each and every matter with respect to which any indemnification may be sought hereunder, upon receiving notice pertaining to such matter, Indemnitee shall promptly (and in no event more than twenty (20) days after any third party litigation is commenced asserting such claim) give reasonably detailed written notice to the Indemnitor of the nature of such matter and the amount demanded or claimed in connection therewith.

Section 15.4 Survival. The obligations of the parties contained in this Article 15 shall survive the termination or expiration of this Agreement.

ARTICLE 16 INSURANCE; BONDS

Section 16.1. Types and Amount of Coverage. Manager agrees to obtain insurance coverage in the manner and amounts as set forth in Exhibit D, attached hereto, and shall provide to the Owner promptly following the Effective Date a certificate of certificates of insurance evidencing such coverage. Manager shall maintain such referenced insurance coverage at all times during the Term, and will not make any material modification or change from these specifications without the prior approval of the Owner. Each insurance policy shall include a requirement that the insurer provide Manager and the Owner at least thirty (30) days written notice of cancellation or material change in the terms and provisions of the applicable policy. The cost of all such insurance shall be an Operating Expense of the Facility, payable by the Owner. For any claims related to this Agreement, the Manager's insurance coverage shall be primary insurance as to the Owner, its officers, elected and appointed officials, employees, agents and volunteers.

Section 16.2. Rating: Additional Insureds. All insurance policies shall be issued by an insurer or insurers licensed to sell insurance in the State of Wyoming with an A.M. Best rating of A:VIII or better or other equivalent rating from another agency acceptable to the Owner, and shall be in such form and contain such provisions as are generally considered standard for the type of insurance involved. The commercial general liability policy, automobile liability insurance policy and umbrella or excess liability policy to be obtained by Manager hereunder shall name Owner and its officers, elected and appointed officials, agents, volunteers and employees as additional insureds with respect to the operations and obligations contemplated by this Agreement. The amount of any deductible under any insurance policy must be reasonably acceptable to the Owner. The workers compensation policy to be obtained by Manager hereunder shall contain a waiver of all rights of subrogation against the Owner. Manager shall require that all users of the Facility, including without limitation licensees, ushers, security personnel and concessionaires, provide to Manager certificates of insurance evidencing insurance appropriate for the types of activities such user is engaged in. If Manager subcontracts any of its obligations under this Agreement, Manager shall either: (a) cover all subcontractors under its policies of insurance, or (b) require each subcontractor not so covered to secure insurance that will protect against applicable hazards or risks of loss as and in the minimum amounts designated herein, and name Manager and the Owner as additional insureds.

Section 16.3. Crime Insurance. Those employees of Manager who have access to or are responsible for the funds generated under this Agreement shall be covered by crime insurance covering the activities of such employees in form and amount as set forth on Exhibit D.

Section 16.4. Insurance Obligations of the Owner. The Owner shall provide property insurance covering the Facility and Owner's property in the Facility, as well as liability insurance, in amounts deemed by the Owner to be sufficient.

ARTICLE 17 REPRESENTATIONS, WARRANTIES AND COVENANTS

Section 17.1 Manager Representations and Warranties. Manager hereby represents, warrants and covenants to Owner as follows:

(a) that it has the full legal right, power and authority to enter into this Agreement and to grant the rights and perform the obligations of Manager herein, and that no third party consent or approval is required to grant such rights or perform such obligations hereunder.

(b) that this Agreement has been duly executed and delivered by Manager and constitutes a valid and binding obligation of Manager, enforceable in accordance with its terms, except as such enforceability may be limited by bankruptcy, insolvency, reorganization or similar Laws affecting creditors' rights generally or by general equitable principles.

(c) that Manager will comply with all Laws applicable to its management of the Facility, provided that Manager shall not be required to undertake any compliance activity, nor shall Manager have any liability under this Agreement therefor, if such activity requires any Capital Expenditure.

Section 17.2 Owner Representations, Warranties and Covenants. Owner represents, warrants and covenants to Manager as follows:

(a) that it has the full legal right, power and authority to enter into this Agreement and to grant the rights and perform the obligations of Owner herein, and that no other third party consent or approval is required to grant such rights or perform such obligations hereunder.

(b) that this Agreement has been duly executed and delivered by Owner and constitutes a valid and binding obligation of Owner, enforceable in accordance with its terms, except as such enforceability may be limited by bankruptcy, insolvency, reorganization or similar laws affecting creditors' rights generally or by general equitable principles.

ARTICLE 18 MISCELLANEOUS

Section 18.1 PCI Compliance and IT Support. Manager agrees to comply with all current Payment Card Industry Data Security Standards (“PCI Standards”) and guidelines that may be published from time to time by Visa, MasterCard or other associations as they relate to the physical storage of credit card data. For PCI Standards compliance purposes, Owner will provide on a segmented network or other P2/PE compliant access point , an appropriate number of wired data connections to the Internet for point of sale devices to be used by Manager and any contractors at the Facility. Owner shall be responsible for the security of its network, including, without limitation, applicable PCI-DSS compliance, and for procuring and installing point of sale (POS) payment systems that are compliant with the latest PCI-DSS requirements. If at any time either party determines that card account number or other information has been compromised, such party will notify the other immediately and assist in providing notification to the proper parties as deemed necessary. The Owner will also continue its current level of IT support of the Facility computer network, including administrative control and support of the network, computers, wireless point connections, fiber connections and the phone system. The Owner will repair any issues regarding network access configurations and the Manager shall follow all Owner network policies and rules regarding such access, as they may be amended from time to time. Manager agrees that its staff will use non-City email domains and addresses. Owner IT support for the items listed above is generally limited to Monday through Friday from 8 a.m. to 5 p.m., with emergency callout available through the Owner’s police dispatch center. However, Manager understands and agrees that there is no guaranteed response time, as the Owner has no designated “on call” employees in its IT Department.

Section 18.2 No Discrimination. Manager agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement because of race, religion, color, sex, disability, national origin, ancestry, physical handicap, or age, and will take affirmative steps to ensure that applicants are employed, and employees are treated during employment, without regard to race, religion, color, sex, disability, national origin, ancestry, physical handicap, or age.

Section 18.3 Use of Facility Names and Logos. Manager shall have the right to use throughout the Term (and permit others to use in furtherance of Manager’s obligations hereunder), for no charge, the name and all logos of the Facility, on Manager’s stationary, in its advertising of the Facility, and whenever conducting business of the Facility; provided, that Manager shall take all prudent and appropriate measures to protect the intellectual property rights of the Owner relating to such logos. All intellectual property rights in any Facility logos developed by the Manager or the Owner shall be and at all times remain the sole and exclusive property of the Owner. Manager agrees to execute any documentation requested by the Owner from time to time to establish, protect or convey any such intellectual property rights.

Section 18.4 Facility Advertisements. Manager agrees that any advertisements placed by the Manager locally for the facility, whether such advertisements are in print, on radio, television, the internet or otherwise, shall bear only the Facility name approved by the Owner. Advertisements placed in trade publications may also say that the Facility is managed by Spectra.

Section 18.5 Force Majeure; Casualty Loss.

(a) Neither party shall be liable or responsible to the other party for any delay, loss, damage, failure or inability to perform under this Agreement due to an Event of Force Majeure, provided that the party claiming failure or inability to perform provides written notice to the other party within thirty (30) days of the date on which such party gains actual knowledge of such Event of Force Majeure.

(b) In the event of damage or destruction to a material portion of the Facility by reason of fire, storm or other casualty loss that renders the Facility (or a material portion thereof) untenable, the Owner shall use reasonable efforts to remedy such situation. If notwithstanding such efforts, such damage or destruction is expected to render the Facility (or a material portion thereof) untenable for a period estimated by an architect selected by the Owner at Manager's request, of at least one hundred eighty (180) days from the date of such fire, storm or other casualty loss, either party may terminate this Agreement upon written notice to the other, provided that the Owner shall pay to Manager its costs of withdrawing from services hereunder, as described in Section 4.2(b) above.

Section 18.6 Assignment. Neither party may assign this Agreement without the prior written consent of the other.

Section 18.7 Notices. All notices required or permitted to be given pursuant to this Agreement shall be in writing and delivered personally or sent by registered or certified mail, return receipt requested, or by generally recognized, prepaid, overnight air courier services, to the address and individual set forth below.

If to the Owner:

City of Casper, Wyoming
200 N. David St.
Casper, WY 82601
Attn: CEC Contract Administrator,
City Manager's Office

With a copy to:

City of Casper, Wyoming
200 N. David St.
Casper, WY 82601
Attn: City Attorney's Office

If to Manager:

Spectra Venue Management
3601 S. Broad Street
Philadelphia, PA 19148
Attn: Chief Operating Officer

With a copy to:

Comcast Spectacor, L.P.
3601 South Broad Street
Philadelphia, Pennsylvania 19148-5290
Attn: General Counsel

The designation of the individuals to be so notified and the addresses of such parties set forth above may be changed from time to time by written notice to the other party in the manner set forth above.

Section 18.8 Severability. If a court of competent jurisdiction determines that any term of this Agreement is invalid or unenforceable to any extent under applicable law, the remainder of this Agreement (and the application of this Agreement to other circumstances) shall not be affected thereby, and each remaining term shall be valid and enforceable to the fullest extent permitted by law.

Section 18.9 Entire Agreement. This Agreement (including the exhibits attached hereto) contains the entire agreement between the parties with respect to the subject matter hereof, and supersedes and replaces all prior negotiations, correspondence, conversations, agreements, and understandings concerning the subject matter hereof. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations, agreements or understandings, whether oral or written.

Section 18.10 Governing Law. The Agreement is entered into under and pursuant to, and is to be construed and enforceable in accordance with, the laws of the State of Wyoming, without regard to its conflict of laws principles.

Section 18.11 Amendments. Neither this Agreement nor any of its terms may be changed or modified, waived, or terminated (unless as otherwise provided hereunder) except by an instrument in writing signed by an authorized representative of each party.

Section 18.12 Waiver; Remedies. No failure or delay by a party hereto to insist on the strict performance of any term of this Agreement, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of this Agreement, but each and every term of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in this Agreement are cumulative and not exclusive of the remedies provided by law or in equity.

Section 18.13 Relationship of Parties. Manager and Owner acknowledge and agree that they are not joint venturers, partners, or joint owners with respect to the Facility, and nothing contained in this Agreement shall be construed as creating a partnership, joint venture or similar relationship between Owner and Manager. In operating the Facility, entering into contracts, accepting reservations for use of the Facility, and conducting financial transactions for the Facility, Manager acts on behalf of and as agent for Owner (but subject to the limitations on Manager's authority as set out in this Agreement), with the fiduciary duties required by law of a party acting in such capacity.

Section 18.14 No Third Party Beneficiaries. Other than the indemnitees listed in Article 15 hereof (who are third party beneficiaries solely with respect to the indemnification provisions in such sections), there are no intended third party beneficiaries under this Agreement, and no third party shall have any rights or make any claims hereunder, it being intended that solely the parties hereto (and the aforementioned indemnitees with respect to the indemnification provisions hereof) shall have rights and may make claims hereunder.

Section 18.15 Limitation on Damages. In no event shall either party be liable or responsible for any consequential, indirect, incidental, punitive, or special damages (including, without limitation, lost profits) whether based upon breach of contract or warranty, negligence, strict tort liability or otherwise, and each party's liability for damages or losses hereunder shall be strictly limited to direct damages that are actually incurred by the other party, provided that the foregoing shall not limit or restrict any claim by Manager for the management fees described herein upon a breach or default of this Agreement by Owner.

Section 18.16 Counterparts; Facsimile and Electronic Signatures. This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same document. This Agreement may be executed by the parties and transmitted by facsimile or electronic transmission, and if so executed and transmitted, shall be effective as if the parties had delivered an executed original of this Agreement.

Section 18.17 Governmental Claims. The Owner does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 *et seq*, and the Owner specifically reserves the right to assert any and all rights, immunities, and defenses it may have pursuant to the Wyoming Governmental Claims Act.

Section 18.18 Event Cancellations. In the event of an event cancellation, a performer who is a no-show or unable to perform, or other substantially similar occurrence in which ticket refunds are due, Manager shall be responsible for issuing such ticket refunds to the extent the ticket revenue is in its possession, or otherwise directing that refunds are provided at the point of purchase, or otherwise handling the matter in accordance with good industry practice, consistent with applicable law.

[Intentionally Left Blank]

IN WITNESS WHEREOF, each party hereto has caused this Management Agreement to be executed on behalf of such party by an authorized representative as of the date first set forth above.

APPROVED AS TO FORM

Walke Trembo II
Assistant City Attorney

ATTEST

CITY OF CASPER, WYOMING
A Municipal Corporation

Tracey L. Belser
Tracey L. Belser
City Clerk

Daniel Sandoval
Daniel Sandoval
Mayor

WITNESS

By: Judith A. Pizuka

Printed Name: JUDITH A. PIZUKA

Title: OFFICE MANAGER, LEGAL

GLOBAL SPECTRUM, L.P.,
d/b/a Spectra Venue Management
By: Global Spectrum, Inc. its general partner

Printed Name: Philip I. Weinberg

Title: President/Secretary

EXHIBIT A MANAGER DUTIES

Manager's obligations under the Agreement shall consist of the following obligations, all of which are subject to the terms hereof.

Manager shall develop an Operations Manual within ninety (90) days of the Effective Date. Such Operations Manual is subject to the review and prior approval of the Owner.

(a) Manage all aspects of the Facility in accordance with the terms of this Agreement and, once approved by the Owner, the terms of the Operations Manual, including but not limited to managing accounting, purchasing, payroll, fire prevention, security, crowd control, routine repairs, preventative maintenance, janitorial services, promotions, advertising, energy conservation, security, box office, admission procedures, parking (if applicable), and general user services.

(b) Manage and perform all food and beverage concession and catering service at the Facility. Manager may engage subcontractors with Owner's approval to sell food and beverages at the Facility. Owner, at its cost, shall provide to Manager all necessary or desirable small wares and equipment to enable Manager to perform the food and beverage service. Any new small wares and equipment reasonably necessary to provide food and beverages at the Facility shall be treated as an Operating Expense or Capital Expenditures, as applicable and approved by the Owner. All Revenue to the Facility from operation of the food and beverage service shall be deemed to be Revenue, and shall be deposited by Manager into the Operating Account. All expenses incurred by Manager in connection with the provision by Manager of the food and beverage service shall be Operating Expenses, payable by Manager with funds from the Operating Account.

(c) Manage and market the sale of Commercial Rights at or in connection with the Facility.

(d) Establish and adjust prices, rates and rate schedules for user, license, concessions, occupancy, and advertising agreements, and booking commitments. Manager may deviate from the established rate schedule when entering into any such agreements if determined by Manager, using its reasonable business judgment, to be necessary or appropriate with respect to the specific situation.

(e) Procure, negotiate, execute, administer and assure compliance with Service Contracts, Revenue Generating Contracts, and other contracts related to the operation of the Facility.

(f) Require that all material vendors and licensees of the Facility execute vendor/license agreements containing standard indemnification and insurance obligations on the part of each such vendor/licensee. The standard indemnification and insurance language shall be approved by the Owner in advance and no material alteration of such language shall be made without the written approval of the Owner. Manager shall provide the Owner with access to a copy of all such agreements within seven business days of their date of execution. All agreements and licenses for bookings shall be on license agreement forms approved by the Owner in its reasonable discretion.

(g) Operate and maintain the Facility, including the equipment utilized in connection with its operation and any improvements made during the term of this Agreement, in the condition received, normal wear and tear excepted.

(h) Arrange for and otherwise book events at the Facility in accordance with a booking schedule, and Exhibit E, to be developed by Manager.

(i) Hire or otherwise engage, pay, supervise, and direct all personnel Manager deems necessary for the operation of the Facility in accordance with Article 6 of the Agreement, and conduct staff planning, retention and training programs as determined to be necessary by Manager in its sole discretion.

(j) Maintain detailed, accurate and complete financial and other records of all its activities under this Agreement in accordance with generally accepted accounting principles, which records shall be made available to the Owner upon request, in accordance with Section 10.1 of the Agreement.

(k) Submit to the Owner in a timely manner financial and other reports detailing Manager's activities in connection with the Facility, as set forth in Article 11 of the Agreement.

(l) Prepare a proposed annual Operating Budget and submit such proposed budget to the Owner, both in accordance with Article 7 of the Agreement.

(m) Pay all Operating Expenses and other expenses incurred in connection with the operation, maintenance, supervision and management of the Facility from the Operating Account or with funds otherwise made available by the Owner.

(n) Make application to secure all licenses and permits necessary for the sale of alcoholic beverages at the Facility. Owner shall cooperate and assist Manager in this process. All costs associated with this process shall be Operating Expenses. The terms on Exhibit I (Liquor License Terms) are incorporated herein and made a part hereof.

(o) Collect, deposit and hold in escrow in the Event Account any ticket sale revenues which it receives in the contemplation of or arising from an event pending the completion of the event, as more fully described in Section 8.1 of the Agreement.

(p) Collect in a timely manner and deposit in the Operating Account all Revenue, as more fully described in Article 9 of the Agreement.

(q) Subject to the Owner making available sufficient funds in a timely manner, pay all Taxes.

(r) Plan, prepare, implement, coordinate and supervise all public relations and other promotional programs for the Facility.

(s) Prepare, maintain and implement on a regular basis, subject to the Owner's approval, a Marketing Plan for the Facility.

(t) On an annual basis, cause a written inventory to be taken of all furniture, fixtures, office equipment, supplies, tools and vehicles at the Facility, and deliver a written report of the foregoing to Owner. Manager shall document all major damage to, or loss in, such inventory during the Term as soon as such damage or loss is discovered by Manager, and Manager shall promptly notify Owner of any such damage or loss.

(u) Purchase, on behalf of the Owner and with Owner funds, and maintain during the Term, all materials, tools, machinery, equipment and supplies necessary for the operation of the Facility.

(v) As agent for the Owner, manage risk management and Facility operation insurance needs, as more fully described in Article 16 of the Agreement, and indemnify the Owner as further described in Article 15 of the Agreement.

(w) Make and be responsible for all routine and minor repairs, maintenance, preventative maintenance, and equipment servicing. Manager shall be responsible for ensuring that all repairs, replacements, and maintenance shall be of a quality and class at least equal to that of the item being repaired, replaced or maintained. Any replacement of an item in inventory, or any new item added to the inventory, which is paid for by the Owner, shall be deemed the property of the Owner.

(x) Cause such other acts and things to be done with respect to the Facility, as determined by Manager in its reasonable discretion to be necessary for the management and operation of the Facility following the Effective Date.

EXHIBIT B
LIST OF EXISTING CONTRACTS

Type of Agreement	Agreement Title/Company
Advertising/Portal	Atlantic Electric
Advertising/Portal	CINCH
Advertising/Portal	Wyoming Veterans Commission
Advertising/Portal	JJM - Candlewood Suites
Advertising/Portal	Re/Max
Advertising/Portal	Denny's
Advertising/Scoreboard	WY Beverage/Pepsi
Advertising/Scoreboard	Casper Beverage/Budweiser
Advertising/Scoreboard	Ricoh, USA
Advertising/Scoreboard	Loaf 'n Jug
Advertising/Scoreboard	Wyoming Medical Center
Advertising/Scoreboard	Fremont Motors
Advertising/Hotel	JJM Hotel Groups
Concessions	Carruth's Concessions
Miscellaneous	CEC Communication Tower
Miscellaneous	Ice Naming Rights - Wold
Concessions	Mini Donuts Concessions
Concessions	Pizza Hut Concessions
Miscellaneous	Nate's Flowers
Miscellaneous	Qwest VoiceData Lines
Concessions	Styria Bakery
Miscellaneous	City/NC School District MOU
Multi-Year	Wyoming High School Activities Association
Multi-Year	College National Finals Rodeo
Multi-Year	Casper Coyotes Hockey
Service	ATM Sponsorship
Service	Carbonhouse
Service	Kone Elevator Maintenance
Service	Long Building Technologies
Service	Paciolan
Service	Ricoh (Copier Lease)
Service	TV Eyes
Rental	BB Brooks Meeting
Rental	Special Olympics Wyoming Banquet
Rental	Country for Cancer Concert (Craig Morgan)
Rental	Wyoming Medical Center Foundation Gala
Rental	Rockin' Road to Dublin
Rental	State High School Marching Band Competition
Rental	Dancing with the Stars of Casper
Rental	Craft Fair
Rental	WSBA Tradeshow Services - Off Site
Rental	Moscow Ballet's Great Russian Nutcracker
Rental	UR-Energy Holiday Party
Rental	Casper Figure Skating Club Holiday Show
Rental	Toughest Monster Truck Tour

Rental	Jeff Dunham
Rental	Casper Wrestling Club Tournament
Rental	Eric Church
Rental	High School Art Symposium
Rental	Joe Expo
Rental	Rotary International Conference
Rental	Broadway in Casper 2016/2017 Season

Expiration Date	Notes
October 31, 2016	
June 29, 2017	
February 28, 2017	
February 28, 2017	
February 28, 2017	
March 31, 2017	
January 31, 2018	
May 31, 2017	
January 31, 2017	
January 31, 2017	
February 28, 2017	
July 6, 2017	
January 31, 2017	
Renewed Annually for CNFR in June	
Perpetual	City Negotiated Agreement
Perpetual	City Negotiated Agreement
June 1, 2017	
June 1, 2017	
Renewed Annually for Commencements	
January 1, 2018	City Negotiated Agreement
June 1, 2017	
June 30, 2017	City Negotiated Agreement
2018	
2022	
2020	City Negotiated Agreement
May 7, 2018	
July 15, 2016	
January 12, 2017	
June 30, 2017	
2021	
September 2016	Currently Negotiating 1-Year Exention
June 1, 2017	
October 5, 2016	Annual Meeting
October 7, 2016	Annual Banquet
October 8, 2016	Annual Concert
October 9, 2016	Annual Banquet
October 15, 2016	
October 16, 2016	Annual
October 23, 2016	Annual Banquet
November 13, 2016	Annual Tradeshow
November 17, 2016	Annual Tradeshow
December 8, 2016	
December 10, 2016	
December 18, 2016	
February 12, 2017	Potential New Annual Event

February 23, 2017

February 27, 2017

April 5, 2017

April 23, 2017

April 30, 2017

June 4, 2017

May 2017

Annual Sporting Event

Annual Event

Contract Out but not signed; they want to re-negotiate terms

EXHIBIT C
OPERATING BUDGET - 1ST OPERATING YEAR (through June 30, 2017)

CASPER EVENTS CENTER

FY17 Budget

CHARGES FOR SERVICES

49-551554-43510000000000	Catering	(\$330,000.00)
49-551554-43520000000000	Gratuities - Service Fee	(\$36,000.00)
49-551001-44270000000000	Building Rent	(\$250,000.00)
49-551001-44350000000000	Facility Fee	(\$130,000.00)
49-551001-44430000000000	Lease Fees	(\$49,600.00)
49-551001-44830000000000	Administrative Fees	(\$117,486.00)
49-551050-44290000000000	Equipment Fees	(\$55,000.00)
49-551050-44360000000000	Exhibitor Services	(\$33,000.00)
49-551050-44380000000000	Reimbursable Wages	(\$350,000.00)
49-551551-44370000000000	Service Fees	(\$150,000.00)
49-551551-44380000000000	Reimbursable Wages	(\$60,000.00)
49-551554-44310000000000	Concessions	(\$422,000.00)
49-551554-44340000000000	Alcohol Sales	(\$250,000.00)
49-551554-44370000000000	Service Fees - Novelties	(\$15,000.00)
	TOTAL	(\$2,248,086.00)

INTEREST

49-551001-46000000000000	Interest On Investments	\$0.00
	TOTAL	\$0.00

MISCELLANEOUS

49-551001-47350000000000	Miscellaneous Revenue	(\$9,500.00)
49-551554-47350000000000	Miscellaneous Revenue	(\$4,000.00)
49-551001-43500000000000	ATM Fees	(\$9,000.00)
	TOTAL	(\$22,500.00)

OPERATING TRANSFERS

49-551001-48000000000000	Transfers In	(\$744,594.00)
	TOTAL	(\$744,594.00)

TOTAL REVENUE (\$3,015,180.00)

ADMINISTRATION

PERSONNEL SERVICES

49-551001-50100155000000	Leisure Services Director	\$81,821.00
49-551001-50100251000000	Marketing Promotion Specialist	\$60,549.00
49-551001-50100555000000	Administrative Assistant II	\$47,466.00
49-551001-50100620000000	Administrative Support Technician	\$49,837.00

49-551001-50207690000000	Administrative Assistant I	\$23,500.00
49-551001-50320000000000	Overtime	\$0.00
49-551001-50410000000000	Supplemental Pay	\$16,120.00
49-551001-51110000000000	Health Insurance	\$31,253.00
49-551001-51130000000000	Other Insurance - Benefits	\$2,122.00
49-551001-51200000000000	Social Security Contributions	\$23,814.00
49-551001-51300000000000	Retirement Contributions	\$26,708.00
49-551001-51600000000000	Workers' Compensation	\$4,139.00
49-551001-51700000000000	Disability Buyback	\$3,500.00
49-551001-51710000000000	Accrued Leave	\$17,046.00
49-551001-51750000000000	Allowances - Other	\$10,980.00

TOTAL \$398,855.00

CONTRACTUAL

49-551001-52760000000000	Maintenance Agreements	\$20,600.00
49-551001-53200000000000	Insurance & Bonds	\$57,416.00
49-551001-53300000000000	Telecommunications	\$15,500.00
49-551001-53330000000000	Postage/Shipping	\$1,500.00
49-551001-53400000000000	Advertising	\$10,000.00
49-551001-53500000000000	Printing/Reproduction	\$10,000.00
49-551001-53700000000000	Travel & Training	\$1,461.00
49-551001-53800000000000	Interdepartmental Svcs Fixed	\$32,770.00
49-551001-53910000000000	Other Contractual	\$11,500.00

TOTAL \$160,747.00

MATERIALS AND SUPPLIES

49-551001-54000000000000	Office Supplies	\$3,115.00
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TOTAL \$3,115.00

OTHER

TOTAL \$0.00

CAPITAL OUTLAYS NEW

49-551001-55800000000000	Technologies	\$3,600.00
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TOTAL \$3,600.00

CAPITAL OUTLAYS REPLACEMENT

TOTAL \$0.00

TOTAL ADMINISTRATION \$566,317.00

OPERATIONS

PERSONNEL SERVICES

49-551050-501003290000000	Audio Visual Technician	\$49,381.00
49-551050-501005500000000	Event Specialist	\$60,754.00
49-551050-501007610000000	Operations Supervisor II	\$77,739.00
49-551050-501007620000000	Maintenance & Technical Specialist	\$63,209.00
49-551050-501008090000000	Maintenance Crew Leader	\$46,677.00
49-551050-502065400000000	Medical Service Lead	\$4,000.00
49-551050-502065500000000	Events Leader	\$7,175.00
49-551050-502068630000000	Security Worker	\$72,000.00
49-551050-502068640000000	Security Lead	\$17,145.00
49-551050-502068690000000	Medical Service Worker	\$7,100.00
49-551050-502068710000000	Usher	\$29,200.00
49-551050-502068730000000	Lead Usher	\$4,700.00
49-551050-502068780000000	Stagehand	\$48,000.00
49-551050-502068890000000	Rigger	\$14,673.00
49-551050-502078160000000	Municipal Worker II	\$50,000.00
49-551050-502078170000000	Municipal Worker II	\$53,025.00
49-551050-502078790000000	Lead Stagehand	\$5,829.00
49-551050-502088100000000	Custodial Maintenance Worker I	\$223,000.00
49-551050-502088790000000	Stagehand Electrician	\$5,829.00
49-551050-503200000000000	Overtime	\$24,524.00
49-551050-511100000000000	Health Insurance	\$24,052.00
49-551050-511300000000000	Other Insurance - Benefits	\$2,301.00
49-551050-512000000000000	Social Security Contributions	\$66,441.00
49-551050-513000000000000	Retirement Contributions	\$25,359.00
49-551050-515000000000000	Unemployment Compensation	\$4,500.00
49-551050-516000000000000	Workers' Compensation	\$15,807.00
49-551050-517000000000000	Disability Buyback	\$3,085.00
49-551050-517100000000000	Accrued Leave	\$0.00
49-551050-517500000000000	Allowances - Other	\$1,920.00

TOTAL \$1,007,425.00

CONTRACTUAL

49-551050-525000000000000	Water	\$22,660.00
49-551050-525200000000000	Refuse Collection	\$4,550.00
49-551050-525300000000000	Energy - Electricity	\$208,060.00
49-551050-525400000000000	Energy - Natural Gas	\$45,400.00
49-551050-527000000000000	Equipment Repairs	\$9,500.00
49-551050-527600000000000	Maintenance Agreements	\$61,300.00
49-551050-537000000000000	Travel & Training	\$1,252.00
49-551050-539100000000000	Other Contractual	\$68,000.00
49-551050-539200000000000	Association Dues	\$900.00

TOTAL \$421,622.00

MATERIALS AND SUPPLIES

49-551050-54050000000000	Uniforms	\$1,500.00
49-551050-54110000000000	Safety Equipment/Supplies	\$2,800.00
49-551050-54330000000000	Building Supplies	\$30,000.00
49-551050-54820000000000	Bulk Fuel	\$2,200.00

TOTAL \$36,500.00

OTHER

TOTAL \$0.00

CAPITAL OUTLAYS NEW

49-551050-55800000000000	Technologies	\$5,000.00
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TOTAL \$5,000.00

CAPITAL OUTLAYS REPLACEMENT

TOTAL \$0.00

TOTAL OPERATIONS \$1,470,547.00

BOX OFFICE**PERSONNEL SERVICES**

49-551551-50100650000000	Box Office Supervisor II	\$63,800.00
49-551551-50206874000000	Ticket Seller	\$21,500.00
49-551551-50207651000000	Assistant Box Office Manager	\$25,800.00
49-551551-50320000000000	Overtime	\$771.00
49-551551-51110000000000	Health Insurance	\$11,374.00
49-551551-51130000000000	Other Insurance - Benefits	\$483.00
49-551551-51200000000000	Social Security Contributions	\$8,626.00
49-551551-51300000000000	Retirement Contributions	\$5,396.00
49-551551-51500000000000	Unemployment Compensation	\$400.00
49-551551-51600000000000	Workers' Compensation	\$2,052.00
49-551551-51700000000000	Disability Buyback	\$400.00
49-551551-51750000000000	Allowances - Other	\$480.00

TOTAL \$141,082.00

CONTRACTUAL

49-551551-52760000000000	Maintenance Agreements	\$37,000.00
49-551551-53700000000000	Travel & Training	\$1,252.00
49-551551-53910000000000	Other Contractual - Copyright Fees	\$3,000.00
49-551551-53970000000000	Credit Card Service Charges	\$80,000.00

TOTAL \$121,252.00

MATERIALS AND SUPPLIES

49-551551-5400000000000 Office Supplies \$3,115.00

TOTAL \$3,115.00

CAPITAL OUTLAYS NEW

49-551551-5580000000000 Technologies \$6,000.00

TOTAL \$6,000.00

TOTAL BOX OFFICE \$271,449.00

FOOD SERVICES

PERSONNEL SERVICES

49-551554-50100552000000 Food & Beverage Superintendent \$73,702.00
49-551554-50100554000000 Assistant Food & Beverage Superintendent \$59,301.00
49-551554-50207855000000 Food Service Worker I \$513.00
49-551554-50207856000000 Food Service Lead \$25,750.00
49-551554-50207862000000 Food Service Worker II \$86,394.00
49-551554-50320000000000 Overtime \$809.00
49-551554-50410000000000 Supplemental Pay \$16,300.00
49-551554-51110000000000 Health Insurance \$15,370.00
49-551554-51130000000000 Other Insurance - Benefits \$987.00
49-551554-51200000000000 Social Security Contributions \$20,245.00
49-551554-51300000000000 Retirement Contributions \$12,660.00
49-551554-51500000000000 Unemployment Compensation \$2,500.00
49-551554-51600000000000 Workers' Compensation \$4,815.00
49-551554-51700000000000 Disability Buyback \$894.00
49-551554-51750000000000 Allowances - Other \$960.00

TOTAL \$321,200.00

CONTRACTUAL

49-551554-52700000000000 Equipment Repairs \$5,000.00
49-551554-52760000000000 Maintenance Agreements \$7,500.00
49-551554-53400000000000 Advertising \$350.00
49-551554-53700000000000 Travel & Training \$835.00
49-551554-53910000000000 Other Contractual \$49,500.00
49-551554-53970000000000 Credit Card Service Charges \$7,500.00

TOTAL \$70,685.00

MATERIALS AND SUPPLIES

49-551554-54000000000000 Office Supplies \$370.00
49-551554-54010000000000 Operating Supplies - Catering \$130,000.00
49-551554-54040000000000 Other Materials & Supplies \$800.00

49-551554-54050000000000	Uniforms	\$1,000.00
49-551554-54160000000000	Alcohol	\$62,812.00
49-551554-54420000000000	Concession Supplies	\$117,000.00
	TOTAL	\$311,982.00
	OTHER	
	TOTAL	\$0.00
	CAPITAL OUTLAYS NEW	
49-551554-55800000000000	Technologies	\$3,000.00
	TOTAL	\$3,000.00
	TOTAL FOOD SERVICES	\$706,867.00
	TOTAL FUND EXPENDITURES	\$3,015,180.00
	TOTAL CASPER EVENTS CENTER	\$0.00
	FUND TOTAL CHECK	\$0.00

EXHIBIT D INSURANCE

At all times during this Agreement, Manager shall maintain the insurance coverage specified below.

(a) Commercial General Liability insurance (CGL), including products and completed operations, bodily injury and property damage liability, contractual liability, liquor liability, independent contractors' liability and personal and advertising injury liability against claims occurring on, in, or about the Facility, or otherwise arising under this Agreement. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location. The CGL policy shall be endorsed to contain Employers Liability/Stop Gap Coverage.

(b) Intentionally Omitted.

(c) Umbrella or excess liability insurance.

(d) Commercial automobile liability insurance, including coverage for the operation of owned, leased, hired and non-owned vehicles.

(e) Workers compensation and employer's liability insurance as shall be required by and be in conformance with the laws of the State of Wyoming, and Manager shall carry stop gap endorsement to meet employer's liability that is not covered under Wyoming Workers' Compensation.

(f) Professional liability insurance.

(g) Employment practices liability insurance.

(h) Pollution liability.

(i) Crime coverage. Owner shall be named as a loss payee on the policy with respect to the Facility.

Such liability insurance shall be maintained in the following minimum amounts throughout the Term:

Commercial General Liability

\$2,000,000 per occurrence
\$2,000,000 personal and advertising injury
\$2,000,000 products-completed operations aggregate

Umbrella or Excess Liability

\$20,000,000 per occurrence and aggregate

Automobile Liability

\$1,000,000 per accident (PI and PD combined single limit)
\$1,000,000 uninsured/underinsured motorist

Workers Compensation

Workers Compensation: Statutory

Employer's Liability: \$100,000 each accident-bodily injury by accident

\$500,000 policy limit-bodily injury by disease
\$100,000 each employee-bodily injury by disease

Professional Liability/Errors & Omissions (Claims Made basis)

\$5,000,000 each occurrence/aggregate

Employment Practices Liability Insurance (Claims Made basis)

\$1,000,000

Pollution Liability (Claims Made basis)

\$1,000,000

Crime Insurance

Coverage on all on-site Manager employees. Limit: \$1,000,000 per loss
City shall be named as a loss payee on the policy.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the contract of work*. However, consultant's liabilities under this Contract shall not be deemed limited in any way by the insurance coverage required.

c. If coverage is canceled or non-renewed, and not *replaced with another claims-made policy form with a Retroactive Date* prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of *three (3)* years after completion of contract work and at all times thereafter until the applicable statute of limitations runs.

EXHIBIT E
CATEGORIES REQUIRING OWNER APPROVAL

I. Event categories requiring prior Owner approval:

1. Any co-promoted or in-house promoted events that place the Owner at financial risk.
2. Any event which, in the professional opinion of the Manager, possesses a clear security risk to the Owner and/or its property, personnel and/or immediate neighbors, as well as other Facility ticket buyers.
3. Events whereby Manager is serving as the co-promoter or independently as the third party promoter.

The Owner agrees to provide Manager with its written approval or rejection within two (2) business days of any request for approval by Manager. In the event the Owner fails to provide a written response within such two (2) day period, the request shall be deemed to be approved.

II. For clarification purposes, the parties agree that Manager may book events in the following event categories without first obtaining the approval of the Owner:

1. Family Shows
2. Other sports such as high school basketball, boxing, volleyball and in-line skating.
3. Concerts
4. Theatrical Events
5. Meetings and Seminars
6. Conventions, Tradeshows and Consumer Shows
7. Banquets and other food functions.
8. Professional Wrestling
9. City events in conjunction with other City departments.
10. Equestrian/livestock/rodeo events.
11. Any of the above categories that the Manager agrees to co-promote by risking guaranteed rent only (percentage rent will still be charged).
12. Any other events, except those specifically listed above as requiring Owner approval.

EXHIBIT F
COYOTES COMMERCIAL RIGHTS

Electronic Fascia Usage: LESSEE has 100% use of the north and south fascia boards during ice hockey games, on game days only. Provided, however, the CITY may use the fascia during the event to broadcast messages of a bona-fide emergency or necessary public service announcement. For example, if a child is lost, the CITY may use the ribbon to relay a message requesting the parents of the child to report to a specific area. The City has 100% use of the west fascia board.

Dasher Boards and Ice Sponsorships:

All (100%) of dasher board and LESSEE'S ice sponsorship revenue will go to the LESSEE. LESSEE will be responsible for costs associated with installation and creation of all sponsorship materials. Provided, however, all dasher board content, locations, installation methods and sponsorship materials are subject to the approval by the CENTER MANAGER.

Center Ice Logo: The Wold Family Arena logo will permanently remain as the main, center ice artwork.

EXHIBIT G
TRANSITION BUDGET



**Spectra
Casper Events Center
Management Transition Expenses**

Personnel Related Expenses		
<u>Relocation</u>		30,000
	General Manager	15,000
	Other Director Level Positions (3 x \$5,000)	15,000
<u>Travel</u>		\$4,845
	GM/Director Candidates Interview Trips	3
	Cost Per Trip (2 days/1 night)	\$1,615
<u>Recruitment Cost</u>		\$16,500
	Cost per Background Check	\$50
	Number of Checks	300
	 Recruitment Ad Placements	 \$1,500
Total Personnel Expenses		\$51,345

Corporate/Regional Travel Expenses				
Corporate Travel Expenses per Trip (based upon 2 nights/3 days):				
		<u>Air</u>		<u>Car</u>
Airfare		\$1,000		\$0
Transportation (\$30 per day)		\$90		\$150
Hotel (\$150 per night)		\$300		\$300
Expenses (\$75 per day)		<u>\$225</u>		<u>\$225</u>
		\$1,615		\$675
<u>Estimated # of Trips</u>	<u>#</u>	<u>Air</u>	<u>#</u>	<u>Car</u>
Regional VP/Operations	2	\$3,230	2	\$1,350
Box Office	2	\$3,230	2	\$1,350
Finance/Accounting	3	\$4,845	1	\$675
Human Resources	3	\$4,845	2	\$1,350
Event Services	0	\$0	2	\$1,350
Sales & Marketing	<u>2</u>	<u>\$3,230</u>	<u>2</u>	<u>\$1,350</u>
Total Trips	12	\$19,380	11	\$7,425
Total Travel Expenses				\$26,805
TOTAL TRANSITION EXPENSES.....				\$78,150

EXHIBIT H
LEGAL DESCRIPTION



**CITY OF CASPER
EVENTS CENTER BOUNDARY**

A parcel of land situate within a portion of the North Platte River Park Subdivision, City of Casper, Wyoming, being a portion of the NE¼SE¼ of Section 32 and the SW¼, S¼NW¼ of Section 33, T.34N., R.79W., 6th P.M., Natrona County, Wyoming, as shown on Exhibit B, attached hereto and by this reference made a part hereof and being more particularly described as follows:

Commencing at the N1/16 corner common to Sections 32 and 33, monumented by a brass cap;

Thence S07°07'28"W, a distance of 1947.16 feet to the northwest corner of the parcel, monumented by an aluminum cap and being the Point of Beginning;

Thence in a northeasterly direction along the south side of Events Drive and a curve to the left having a radius of 1560.00 feet, through a central angle of 13°45'06", a distance of 374.42 feet, with a chord bearing of N56°19'25"E, a distance of 373.52 feet to the end of curve, monumented by an aluminum cap;

Thence N43°17'40"E, along the south side of Events Drive, a distance of 188.64 feet to a point monumented by an aluminum cap;

Thence N44°43'10"E, along the south side of Events Drive, a distance of 246.87 feet to a point of curvature, monumented by an aluminum cap;

Thence along the south side of Events Drive and a curve to the right having a radius of 1000.00 feet, through a central angle of 52°45'05", a distance of 920.68 feet, with a chord bearing of N71°05'43"E, a distance of 888.51 feet to the end of curve, monumented by an aluminum cap;

Thence S82°31'45"E, along the south side of Events Drive, a distance of 903.66 feet to the northeast corner of the parcel, monumented by an aluminum cap;

Thence S12°33'35"W, a distance of 486.11 feet to a point of curvature, monumented by an aluminum cap;

Thence along a curve to the right having a radius of 1100.00 feet, through a central angle of 29°07'47", a distance of 559.25 feet, with a chord bearing of S27°07'29"W, a distance of 553.25 feet to the end of curve, monumented by an aluminum cap;

Thence S41°41'22"W, a distance of 860.78 feet to the southwest corner of the parcel, monumented by an aluminum cap;

Thence N50°26'08"W, a distance of 528.11 feet to a point monumented by an aluminum cap;

Thence N86°01'42"W, a distance of 155.87 feet to a point monumented by an aluminum cap;

Thence N52°18'33"W, a distance of 139.06 feet to a point monumented by an aluminum cap;

Thence S57°45'09"W, a distance of 467.87 feet to a point monumented by an aluminum cap;

Thence N18°40'18"W, a distance of 391.65 feet to a point monumented by an aluminum cap;

Thence N31°50'34"W, a distance of 432.22 feet to the Point of Beginning.

The above described parcel contains 58.63 acres, more or less, and is subject to any rights-of-way and/or easements, reservations, and encumbrances which have been legally acquired.

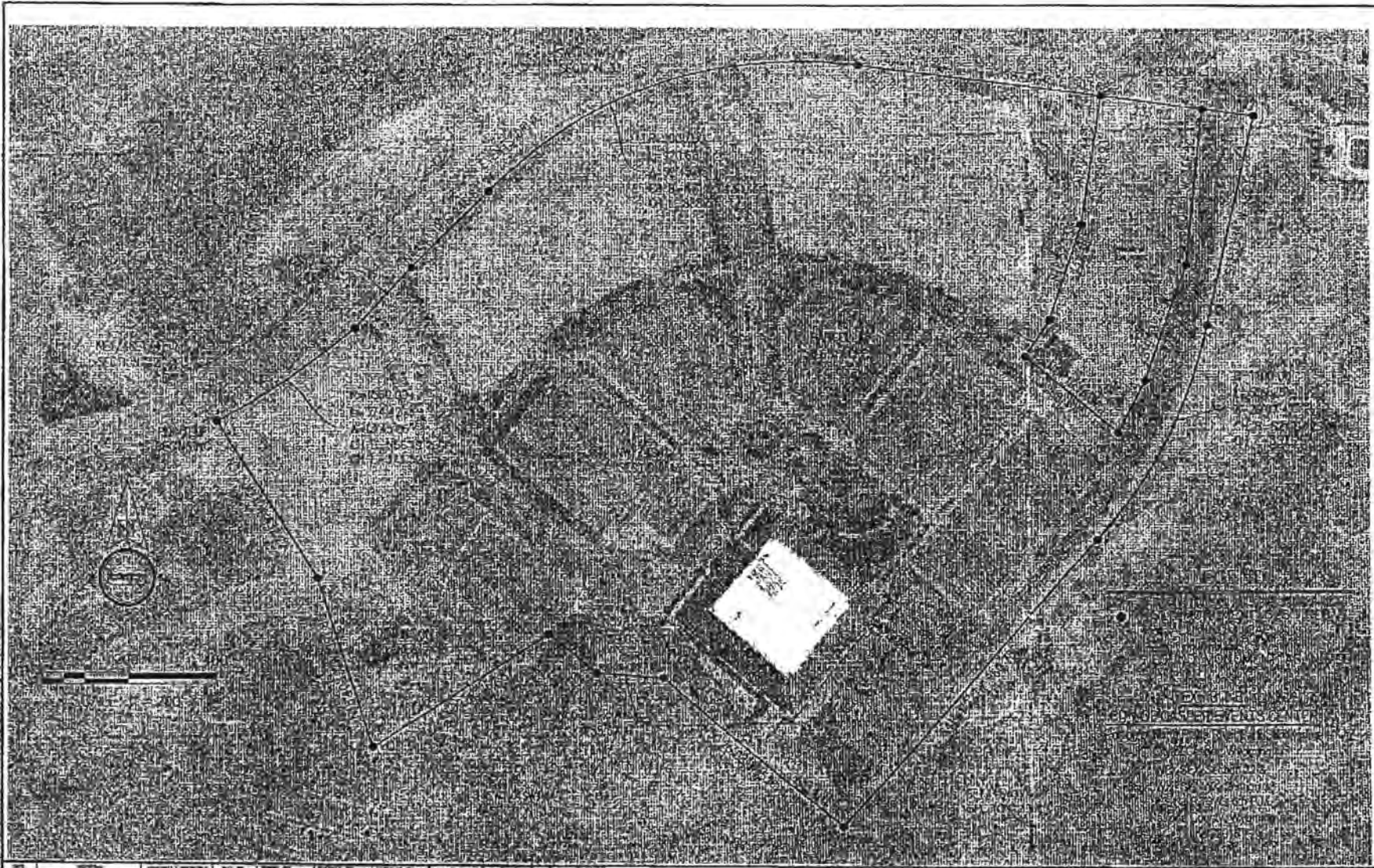
I hereby certify that this description was prepared by me following an actual survey of said parcel of land in June, 2016, and that on the basis of my information, knowledge and belief as a Professional Land Surveyor this description is true and correct.



MODIFICATION IN ANY WAY OF THE FOREGOING INFORMATION IS STRICTLY PROHIBITED. I HAVE CAREFULLY REVIEWED THIS INFORMATION AND CERTIFY IT TO BE ACCURATE ON THE BASIS OF MY KNOWLEDGE AND BELIEF. ANY CHANGE, ADDITION OR DELETION OF ANY PART OF THIS DESCRIPTION WILL ACT TO VOID ANY WARRANTY OR RESPONSIBILITY, EXPRESSED OR IMPLIED, THAT I HAVE TOWARD THE SUBJECT PROPERTY.

Casper Events Center
W.O. #16-154

Civil Engineering Professionals, Inc.
6080 Enterprise Dr. • Casper, WY 82609
Phone 307.266.4346 • Fax 307.246.0103
www.cepi-casper.com



NO.	DATE	DESCRIPTION

PROJ. NO.	SCALE	DATE	BY
18-154	1" = 20'	08/19	EF



Civil Engineering Professionals, Inc.
 8020 Beverly Drive, Suite 1000, Dallas, TX 75248-1000
 (214) 343-1100

CITY OF CASPER
EVENTS CENTER BOUNDARY

SHEET
 1 of 1

EXHIBIT I
LIQUOR LICENSE TERMS

Retail Liquor License No. 35 (the "Liquor License") is owned by the Owner which is used by the Owner at the Facility for purposes of the sale and distribution of alcohol and malt beverages as part of its operation. The Parties agree as follows in order to enable the Manager to perform its services and to sell and distribute alcoholic and malt beverages as part of its contract operation of the Facility. Upon execution of this Agreement by the Parties hereto, the Manager shall apply to the Owner for the transfer of the Liquor License to the Manager, the transfer and use of which shall be subject to the following restrictions and requirements:

1. The Owner shall bear the cost of the initial application for the transfer of the Liquor License to the Manager.
2. The Manager shall be solely responsible for the all annual renewals of the Liquor License during the term of this Agreement, as required by law, and shall pay all applicable fees therefor as an Operating Expense.
3. The location for the use of the Liquor License shall remain at the Facility during the term of the Agreement for the operation of the Facility as provide by Section 12-5-201(d) of the Wyoming State Statute, and shall not, under any circumstance be transferred to another location or facility. FURTHER, the Manger shall not cater or sell alcoholic or malt beverages off of the Facility premises, except for the catering of alcohol and malt beverages at or on other facilities owned or otherwise sponsored by the Owncr, subject to the issuance of a permit therefor as provided by the Casper Municipal Code. All revenue derived from the catering of alcohol and/or malt beverages as provided herein shall be deposited and accounted for by the Manager in the Operating Account.
4. The Liquor License is only being transferred to the Manager for its use in operating the Facility under this Agreement for and on behalf of the Owner. At the time of the termination of this Agreement, the ownership of this Liquor License **SHALL AUTOMATICALLY REVERT (subject to the liquor license transfer requirements of the Casper Municipal Code)** to the Owner as the Owner's sole and separate property, free and clear of any claim by the Manager, or its successors, assigns or creditors. Manager agrees to, at the time of executing this Agreement, to execute a letter (in the form attached hereto) consenting to the transfer of the Liquor License to the Owner upon the termination of this Agreement.

5. The Liquor License cannot, at any time or for any reason, be assigned, sold, or transferred, in whole or in part, by the Manager to any other party other than to the Owner. Manager shall have no right to encumber this Liquor License or otherwise pledge it as security for any debt or charge, and it, as provided under Wyoming Law, is not subject to attachment, garnishment, or execution for the payment of any debt and shall not become, or be considered property of the Manager for the purposes of any bankruptcy proceeding.
6. At the time of the termination of this Agreement, the Contactor agrees to surrender the Liquor License to the Owner, for which the Owner then may act, in all capacities as the agent of the Manager, to execute on behalf of Manager all necessary documents to memorialize the reversion and transfer of this Liquor License to the Owner.

(This letter to be put on Global Spectrum L.P. Letterhead)

(Current Date)

City of Casper, Wyoming
Attn: City Clerk
200 N. David
Casper, WY 82601

Re: Consent to the Transfer of Retail Liquor License No. 35 to the City of Casper, Wyoming.

To: The City Clerk of the City of Casper, Wyoming:

Global Spectrum, L.P., a Delaware Limited Partnership (“Global Spectrum”), d/b/a Spectra Venue Management entered into a Management Agreement (the “Agreement”) with the City of Casper, Wyoming (the “City”) for the management of the Casper Events Center (the “Facility”).

The Agreement provides that the City would transfer Retail Liquor License No. 35 to Global Spectrum for its use in operating the Facility on behalf of the City, and the Agreement provides that Global Spectrum shall consent to the transfer of this Liquor License back to the City upon the termination of the Agreement.

Global Spectrum hereby consents to the transfer of Retail Liquor License No. 35 back to the City upon the termination of the Agreement.

The undersigned hereby states that I have the requisite power and authority to execute this consent on behalf of Global Spectrum, d/b/a Spectra Venue Management.

Sincerely:

Signature: _____

Printed name: _____

Title: _____, for Global Spectrum, Inc., the General Partner
of Global Spectrum, L.P.

EXHIBIT J
NET OPERATING LOSS BENCHMARK

Spectra	FY16	FY15	FY14	Benchmark
Transfer from GF	1,000,042	765,560	962,391	
NOL		347,741		
Total for Baseline per Spectra	1,000,042	1,113,301	962,391	1,025,245
City of Casper				
Transfer from GF	1,043,883	765,560	962,391	
NOL	104,354	212,808	-	
Remove CEC portion of Doug Follick salary	(35,347)	(13,344)	(12,097)	
Voluntary Retirement Incentive Program	(43,451)			
Total for Baseline per City of Casper	1,069,439	965,024	950,294	994,919
Difference	(69,397)	148,277	12,097	30,326
Reasons for Difference				
Spectra using Budget, City using Actuals	(148,195)			Will go with Actuals (City)
Remove CEC portion of Doug Follick salary	35,347	13,344	12,097	
Voluntary Retirement Incentive Program	43,451			
Spectra did not include admin fee 153,999 or capital spending (19,103)		134,933		
Difference	(69,397)	148,277	12,097	30,326

AMENDMENT TO MANAGEMENT AGREEMENT

This Amendment to Management Agreement (this "Amendment") is entered into as of Nov. 21, 2017, between Global Spectrum, L.P., a Delaware limited partnership d/b/a Spectra Venue Management ("Manager"), and the City of Casper ("City").

WHEREAS, Manager and City are parties to a certain Management Agreement dated October 1, 2016, (the "Agreement"), pursuant to which City engaged Manager to manage, operate and provide food and beverage at the Casper Events Center (the "Center"); and

WHEREAS, the City owns the Hogadon Basin Ski Area, a ski resort with two (2) concessions stands and a catering hall of approximately 18,000 square feet ("Hogadon Basin"); and

WHEREAS, the parties now desire to amend the Agreement to expand Manager's scope of service thereunder to include operation of the food and beverage service at Hogadon Basin, subject to and in accordance with the terms hereof;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

1. Capitalized terms used in this Amendment and not otherwise defined in this Amendment shall have the meaning given to such terms in the Agreement.

2. The Term of the Agreement is hereby extended to expire on November 23, 2022. To effectuate such change, Section 4.1 of the Agreement is hereby amended and restated as follows:

"The term of this Agreement shall begin on the Effective Date, and, unless sooner terminated pursuant to the provisions of Section 4.2 below, shall expire at 11:59 p.m. on November 23, 2022 ("Term"). At the end of the Term, this Agreement shall renew automatically for additional one (1) year periods, unless and until either party terminates this Agreement effective at the end of any Operating Year by giving not less than 120 days' prior written notice to the other party. There is no limit to the number of one-year automatic renewals."

3. A new Article 19 is added to the Agreement, as follows:

"ARTICLE 19 HOGADON BASIN FOOD AND BEVERAGE SERVICE

19.1 Commencing November 24, 2017, Manager shall have the sole and exclusive right to manage and perform, and Manager hereby agrees to manage and perform, all food and beverage concession and catering service at the Hogadon Basin (as more fully described below,

the “Hogadon Basin Food/Beverage Service”). No other third party shall perform food or beverage service at the Hogadon Basin without Manager’s prior written consent (which it may withhold in its discretion). Manager may engage sub-contractors to sell food and beverages at the Hogadon Basin when approved in writing by the City. For the sake of clarity, Manager’s services at the Hogadon Basin shall be limited to operating and providing food and beverage services, and shall not include management, operation, promotion, marketing, or maintenance of the ski slope areas or any other areas of the Hogadon Basin other than the duties and services specifically described herein as being part of the Hogadon Basin Food/Beverage Services.

19.2 Manager shall have the exclusive right to use (or permit a third party to use, as applicable) the concession stands, novelty stands, customer serving locations, food preparation areas, vendor commissaries, kitchen and warehouse facilities, catering areas, and other food service related areas of the Hogadon Basin, together with the improvements, equipment and personal property upon or within such areas, for the purpose of providing the Hogadon Basin Food/Beverage Service. The City shall provide, at no cost to Manager, all small wares and equipment reasonably required by Manager to perform the Hogadon Basin Food/ Beverage Service. Any new small wares and equipment reasonably necessary to provide food and beverages at the Hogadon Basin shall be treated as an Operating Expense or Capital Expenditures, as applicable.

19.3 The Hogadon Basin Food/Beverage Services to be provided by Manager shall consist of the following duties:

(a) Develop and implement all necessary policies and procedures for the food and beverage operations;

(b) Engage and oversee employees necessary to perform the Hogadon Food/Beverage Services;

(c) Manage the food service operation in compliance with and subject to all federal, state and local laws, ordinances and regulations (including, without limitation, health, alcohol, and sanitation codes and regulations with respect to the sanitation and purity of the food and beverage products for sale);

(d) Arrange for all minor repairs and routine maintenance to the equipment used in the operation of the Hogadon Basin Food/Beverage Service;

(e) Keep the food and beverage facilities and equipment neat, clean and in a sanitary condition;

(f) Undertake appropriate advertising, marketing and promotion of the food and beverage offerings at the Hogadon Basin;

(g) Develop menus, portions, brands, prices, themes and marketing approaches. Manager shall be entitled to set the prices for such items for sale, but Manager agrees to confer with the City Contract Administrator and take the City’s views into account prior to setting (or changing) such prices; and

(h) Order, stock, prepare, pay for (as an Operating Expense) and sell appropriate foods and beverages.

19.4. The City shall apply for and maintain in its name all appropriate alcohol licenses and permits at the Hogadon Basin, and shall permit Manager to sell alcohol under such licenses and permits, subject to applicable law. All costs associated with this process shall be Operating Expenses. Manager shall be authorized to sell alcohol during normal Lodge hours of 9 am to 5 pm, and at catered events in Lodge up to 11:30 pm.

19.5 All revenue to the Facility from operation of the Hogadon Food/Beverage Service shall be deemed to be Revenue, and shall be deposited by Manager into the Operating Account. All expenses incurred in connection with the provision of the Hogadon Food/Beverage Service shall be Operating Expenses, payable by Manager with funds from the Operating Account.

19.6 Manager shall have the right to sell advertising, sponsorship and other commercial rights at the Hogadon Basin and, in such case, Manager shall be entitled to receive a commission on such sales consistent with the terms of Section 3.5 of this Agreement.

19.7 Manager shall not provide off-site catering from Hogadon Basin without the prior approval of the City.

19.8 The City shall initially set the rates for rental of the catering premises at the Hogadon Basin. Manager may modify such rates, with the prior, written, approval of the City Manager or his/her designee, based upon catering levels to be purchased by the customer (e.g., rent could be waived if food/beverages purchases exceed a pre-determined amount), provided such modifications are non-discriminatory and applied consistently.

19.9 Manager shall ensure that each of its employees serving alcohol at Hogadon Basin is properly trained in alcohol safety and serving, through TIPS, TEAM, ServSafe or other similar program.”

4. A new Article 20 is added to the Agreement, as follows:

“ARTICLE 20
FEE FOR PROVISION OF SERVICES AT HOGADON BASIN

20.1 In consideration of Manager’s provision of the Hogadon Basin Food/Beverage Services, the City shall pay Manager an additional fee (above and beyond the fees described in Article 3 of the Agreement), which shall be comprised of both a base fee (“Hogadon Base Fee”) and an incentive fee (“Hogadon Incentive Fee”), as follows:

(a) Hogadon Base Fee. The Hogadon Base Fee shall be as follows:

From November 24, 2017, to June 30, 2018: \$35,000.

Beginning on July 1, 2018, and continuing on each July 1 that follows, the Hogadon Base Fee shall be increased over the Hogadon Base Fee from the previous Operating Year in accordance with the percentage increase in the CPI over the previous twelve (12) month period (i.e., the difference, expressed as a percentage, between the value of the CPI published most recently prior to the commencement of the preceding Operating Year and the value of the CPI published most recently prior to the commencement of the Operating Year for which the CPI adjustment will apply).

The Hogadon Base Fee shall be payable to Manager monthly, in advance, beginning on November 23, 2017, and payable on the first (1st) day of each month thereafter (prorated as necessary for any partial months). Manager shall be entitled to pay itself such amount from the Operating Account.

(b) Hogadon Incentive Fee. In addition to the Hogadon Base Fee, Manager shall be paid ten percent (10%) of Net Profits from the Hogadon Basin Food/Beverage Services. "Net Profits" shall mean all Revenue from the Hogadon Basin Food/Beverage Services, less all Operating Expenses from the Hogadon Food/Beverage Services. This computation shall take Revenue and Operating Expenses only from the Hogadon Basin Food/Beverage Service into account, and shall be separate and distinct from the fees and calculations set forth in Article 3 of this Agreement, which calculations shall not take into account any Revenue or Operating Expenses from the Hogadon Basin Food/Beverage Services. For purposes of computing the Net Profits under this paragraph, the Base Fee shall be considered an Operating Expense. The incentive fee described in this paragraph shall be paid to Manager no later than 120 days of the end of each Operating Year."

5. A new Article 21 is added to the Agreement, as follows:

"ARTICLE 21

ADDITIONAL TERMS FOR PROVISION OF SERVICES AT HOGADON BASIN

21.1 All expenses related to Manager's performance of the Hogadon Basin Food/Beverage Services shall be funded by the City, consistent with Article 10 of the Agreement. Manager shall have no costs for its own account with respect to such duties. Such expenses shall be deemed to be Operating Expenses, subject to the provisions of the Agreement relating to Operating Expenses. All revenue generated by Manager's performance of the Hogadon Basin Food/Beverage Services shall be for the account of the City, and shall be deemed to be Revenue, subject to the provisions of the Agreement relating to Revenue.

21.2 The parties agree that Manager shall develop a separate Operating Budget for the Hogadon Basin Food/Beverage Services each Operating Year (separate than the Operating Budget described under Section 8.1 of the Agreement). The Operating Budget for the period of November 24, 2017, through June 30, 2018, shall be developed and agreed upon no later than December 15, 2017. The Operating Budget for each succeeding Operating Year shall be developed and agreed upon no later than March 31 prior to the start of such year. The City agrees

not to unreasonably withhold its approval of any budget submitted by Manager. The provisions of Sections 8.2 and 8.3 of the Agreement shall apply to the Operating Budget for the Hogadon Basin Food/Beverage Services.

21.3 Manager shall deposit all Revenue from the Hogadon Basin Food/Beverage Services into the Operating Account. Manager shall pay all Operating Expenses related to the Hogadon Basin Food/Basin Beverage Services from such account. The administration and funding of such accounts shall be as set forth in Articles 8 and 9 of the Agreement, except that no Event Account shall be established for the Hogadon Basin Food/Beverage Services. The City shall, no later than November 24, 2017, deposit into the Operating Account the budgeted or otherwise approved expenses for the months of November and December 2017, and January 2018, and shall thereafter on the 1st day of each month (starting with January 2018) fund the account with the budgeted or otherwise approved expenses for that month (leaving at all times an extra month of expenses in such account to be available for deficits or emergency funding). Manager shall be authorized to access such account to pay Operating Expenses at the Hogadon Basin. If, at any time, Manager anticipates that the actual expenses to be incurred hereunder for the Hogadon Basin will exceed the amounts budgeted for, Manager shall notify the City and work together with the City to develop a plan to limit such expenses with the goal of achieving the budget. If it is determined by the parties that additional expenses are necessary and consistent with the terms of this Amendment, the City shall fund such additional amounts. The cost of any capital projects, replacements of equipment, renovations or refurbishments at the Hogadon Basin shall be borne by the City outside of the Operating Budget.

21.4 Manager shall maintain separate financial records, and provide to the City separate financial reports, for the Hogadon Basin Food/Beverage Services in accordance with the terms in Article 11 of the Agreement.

21.5 In order to capitalize on efficiencies, the parties acknowledge that Manager intends to utilize certain staff members or other resources from its management and provision of food/beverages at the Events Center to provide services at the Hogadon Basin. In such case, the cost of employing such individuals or cost of other shared resources shall be allocated between the Operating Budgets for the Event Center and the Hogadon Basin in a manner mutually agreed between the City and Manager.

21.6 Manager Contribution. Manager hereby agrees to make a contribution of Fifty Thousand Dollars (\$50,000) to the Hogadon Basin (the “**Contribution**”). The Contribution shall be paid to the Events Center operating account within sixty (60) days following the Effective Date, and shall be used for mutually agreed upon improvements to the Hogadon Basin food and beverage areas, including possibly a Point of Sale System and for the purchase of small wares. All equipment and improvements purchased with the Contribution shall be owned by the City upon installation thereof, but shall be subject to a lien and security interest in favor of Manager until the Contribution is fully amortized. The Contribution shall be amortized on a straight line basis over a five (5) year period (at the rate of 1/60 per month), commencing on the Effective Date. Upon the expiration or termination (for any reason whatsoever, including without limitation if due to a breach, default or bankruptcy event by or affecting Manager) of this Agreement, the City shall immediately pay to Manager the unamortized amount of the Contribution.”

6. To the extent the foregoing is inconsistent with the Agreement, the Agreement is deemed amended hereby. All references to the Agreement in the Agreement or in any other document referencing the Agreement shall be deemed to refer to the Agreement as amended hereby. Except for the specific modifications set forth above, all of the provisions of the Agreement shall remain unmodified and in full force and effect.

7. This Amendment shall be governed by and construed in accordance with the laws of the State of Wyoming, without regard to conflicts of law.

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the date first set forth above.

APPROVED AS TO FORM:

Walter Trent

ATTEST:

CITY OF CASPER, WYOMING
A municipal corporation

[Signature]

Fleur D. Tremel
City Clerk

[Signature]
Kenyne Humphrey
Mayor

WITNESS:



GLOBAL SPECTRUM, L.P.
d/b/a Spectra Venue Management

By: [Signature]

Printed Name: JUDITH A. PIZZICA

Title: NOTARY PUBLIC

By: [Signature]

Printed Name: PHILIP I. WEINBERG

Title: PRESIDENT



January 20, 2021

RE: FY 2021 CLG Grant Award

Jeff Bond
Casper Historic Preservation Commission
235 South David St. Suite D
Casper, WY 82601

Craig Collins
Casper City Planner
200 North David Street, Suite 205
Casper, WY 82601

Dear Jeff and Craig,

Congratulations! Your grant application for the "Cultural Resources Survey of African American Historical Sites/Buildings in Casper" project has been accepted. The Casper Historic Preservation Commission will receive \$6,600.00.

Contracts will be mailed to you by early February. Remember, the project may not begin until contracts have been fully signed.

If you have any questions, please feel free to contact me at 307-777-7566 or email Linda.Kiisk@wyo.gov or contact Renée Bovée at 307-777-6312 or email renee.bovee@wyo.gov.

Sincerely,

A handwritten signature in black ink that reads "Linda Kiisk".

Linda Kiisk
Architect/CLG Program Manager

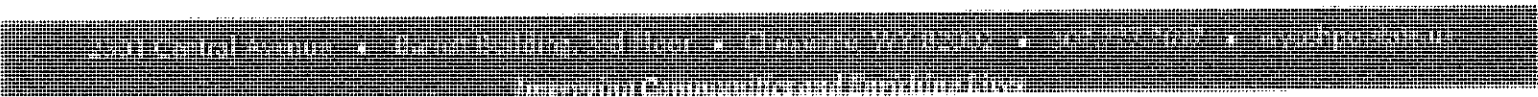
A handwritten signature in black ink that reads "Renée Bovée".

Renée Bovée
CLG Grants Manager

Mark Gordon, Governor
Darin J. Westby, PE, Director
Sara Needles, Deputy Director
Mary Hopkins, SHPO Office



ARTS, PARKS,
HISTORY



INTRODUCTION

The scope of service as stated in the RFP issued on October 10, 2018 is as follows:

The Scope of Services required includes evaluating the current conditions and anticipated needs of both the Police Department and the Fire-EMS Administration and Station No. 1. Consultants are to ultimately provide the assessment and practicality for potential options for both departments. The options to be studied and presented for each department are: 1) remain in the municipal campus setting and provide additions/remodels to current locations; 2) relocate the departments to new sites within proximities appropriate for the utmost functionality; and 3) a combination of one department or the other remaining within the municipal campus while relocating one department or the other to a new location.

The study report document is provided in two volumes 1 - contained herein – covers the entirety of the work scope involving the Police Department and Courts. Volume 2 covers the entirety of the work scope pertains to the Fire Department and EMS.

Primary activities and objectives of the Needs Study are as follows:

- Define current personnel, activities, and support functions.
- Document projected staffing increases.
- Determine current and future facility space requirements.
- Determine operational relationships of the personnel, activity, and support spaces.
- Develop site requirements.
- Determine the minimum site requirements necessary to develop a new facility
- Analyze sites that have been identified for possible project development.

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- Perform an evaluation of the existing facility's capacity to meet current and future needs of the Police and Courts.
- Perform an evaluation of other properties with existing building structures for development to meet the needs of the Police and Courts.
- Estimate building and site development construction costs for identified development scenarios and compare and contrast both, strengths and weaknesses of each development scenario and project costs.

STUDY PROCESS

The study process began with on-site meetings on April 9th – 11th, 2019 with James Estes and JoLaina Greenhagen of Police Facility Design Group, and managers and personnel of the Casper Police Department and Courts. Information-gathering meetings provided an understanding of present and future department functions. Discussions with department representatives focused on how they currently operate, and how they could operate more efficiently without consideration for the way they currently operate under the constraints imposed by their existing building. To assist the architects in developing a facility program, one aspect of the meetings catalogued current budgeted personnel, and looked at the accessory support space they need to conduct routine operations. A tour of the existing facilities was conducted to support documentation of deficient conditions and typical usage of current space.

The following outlines the details of the process, which resulted in the final outcome documented in this report:

- Meetings were conducted in group interview format. This provided the insight into what makes these specific departments unique, and how the law enforcement in the region is evolving. This is followed by a similar discussion

pertaining to each department and how the issues they face are impacted by their facility. Department personnel are asked to think beyond the envelope of how they currently operate, focusing on how they should operate if not for the constraints of deficient space. Understanding these factors, blended with the understanding of traditional law enforcement space needs, allows the development of a building program specifically tailored to the needs of Casper Police Department and Court personnel.

- Development of a list of optimal functional elements for current needs, through meetings and/or surveys with department administrators, provided a breakdown of the proposed building into each distinct element. (Functional elements are comprised of personnel, activities, and accessory support space. The list includes each distinct function, which in the design phase will become a room or space). Utilizing department personnel input, these elements are increased where necessary to meet the anticipated future needs.
- Utilizing PFDG's database developed from nearly 300 similar facilities around the country, space is established for each functional element based upon space standards necessary to accommodate specific operations. This method brings credibility to the establishment of the building size (which directly affects construction costs), and provides the highest level of assurance that the facilities will be useful at building occupancy, and for an acceptable time period in the future.
- Optimal internal adjacencies, or spatial relationships, between personnel, activities, and corresponding support functions are developed with the assistance of department

personnel and reflected in the preliminary plan layout. Input to the architects through this process allows Casper personnel the opportunity to influence how the building will ultimately be designed to meet their department's specific operational needs.

- Develop alternative building configurations to establish probable building footprints. Establish parking and other site use elements. Develop site density usage to determine the minimum and maximum site area requirement for building development.
- Identify the various scenarios for developing facilities that will support the programmatic requirements. These include; new facility construction, modification and reuse of the existing facilities, and potential use of existing buildings on identified properties.
- Estimate construction costs to develop facilities for each scenario. Estimates are derived by applying current square footage and unit costs for police and court facilities built around the country, adjusted to the Casper region. PFDG maintains a cost database compiled from new facilities planned by PFDG and buildings planned by others. Utilizing typical square footage costs ensures that the building construction budget is sufficient without being overly ambitious.

Personnel Growth Accommodation

While well designed public safety buildings can be renovated to support future growth of the occupying department, the fortified nature of the building's construction, along with the distributed placement of future staff throughout the building, makes renovation and expansion of the building to accommodate personnel growth in a department extremely costly. Like public safety departments all over the country, Casper elected to plan for a building that will support 20-years of staff growth. This 20-year planning period reflects the point at which the building would – theoretically – be a perfect fit for the Casper Police Department, though the building may effectively support the department's space needs for many years after that period without significant expansion, based on how the City of Casper and the Department actually grow.

Given that the number of personnel in the department is the primary determinant of the space requirement, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. Architects worked with public safety managers in ascertaining likely personnel growth in the department over the next 20-years. These discussions were informed by current City of Casper population estimates, US census information and historical population increase rates over the last several decades. Current personnel counts were adjusted to reflect understood increases in staffing that should occur in the short term. The department personnel increase forecasted to the future reflects an understanding that the level of service to the citizens of Casper should be maintained.

DEPARTMENT DIVISION	2019 PERSONNEL	2039 PERSONNEL
Administration	6	9
Support Services	13	22
Evidence & Property	3	4
Communications	21	27
Investigations	17	25
Patrol	91	118
POLICE PERSONNEL TOTALS	151	205
Court	10	18

National Space Standards

Once all personnel, activities, and support functions were identified through group meetings, square footage was assigned to each element. A determination of space for each element can be very subjective. Therefore, accurately assigning the appropriate amount of space is based upon area derived from a database of previously designed facilities and tailored to fit the way the Casper Police Department and Court needs to operate. One component factored into the determination of space assigned to a specific Functional Element is the use of planning standards for public safety facilities. This can come in many forms but is primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the functional element. It can also be a standard for a room size based on the area required to perform a known set of tasks. Application of space standards protects against overbuilding or premature obsolescence from providing a space of insufficient size.

SPACE NEEDS PROGRAMMING

A summary of the space needs requirements for the Casper Police Department and Court is listed in the table below.

DIVISION	2019 SPACE	2039 SPACE
Administration	1,790	2,340
Support Services	6,395	7,540
Evidence & Property	3,405	3,860
Communications	2,850	3,855
Investigations Division	4,890	5,740
Patrol Division	4,070	4,740
Detainee Intv./ Interrog.	2,270	2,270
General Building Support	10,880	12,881
Subtotal (Net Area)	36,550	43,226
Accessory Space	1,097	1,297
Circulation Space	10,165	12,021
Walls & Unusable Space	4,303	5,089
Police Building Total	52,114	61,633
Court	6,015	7,365
Accessory Space	180	221
Circulation Space	1,549	1,896
Walls & Unusable Space	697	853
Court Building Total	8,441	10,336
Fleet Garage	6,050	6,050
Range/ Training	6,345	6,345
Walls & Unusable Space	1,116	1,116
Fleet Garage & Training	13,511	13,511
TOTAL	74,066	85,479

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SITE DEVELOPMENT SCENARIOS

With the establishment of the space need program above, the focus of the report turns to identifying and evaluating development scenarios that provide the best outcome for designing and constructing facilities that meet the programmed space and provide the best long-term value.

Four development scenarios were identified. They include, 1) Reuse of the existing Hall of Justice by renovating existing space and expanding the floor space by constructing a new addition, attached to, and/or immediately adjacent the current structure; 2) a building of new construction on a clean site to be identified; 3) renovate and expand the former Sears space in the East Ridge Mall; and, 4) renovate and expand the former Star-Tribune building.

The cost estimates associated with each development scenario reflect building and site construction cost today for comparison. Other project costs for design and engineering, FF&E, and future escalation require consideration.

Option 1, Hall of Justice. Evaluating the Hall of Justice also included consideration of Police use space in other structures in close proximity to the Hall of Justice. These “other” buildings are the City Center Building and the Market Street Garage and Storage Building. Public safety departments the size of Casper recognize that dispersing staff across multiple buildings is operationally inefficient. The remedy for addressing this deficiency is, typically, to construct buildings that house all staff under a single roof. This is especially true for the Administrative, Support Services, and Investigations Divisions, including all storage needs these divisions require. For this reason, a long-term solution that includes the continuing use of the Hall of Justice necessitates the abandonment of the City Center and Market Street buildings, and

moving their functions into the renovated Hall of Justice. Any renovation and expansion to the Hall of Justice assumes that the County would agree to the plan. Casper Police currently occupy about 22,000 square feet of space that could reliably be considered for their continued use. Given this relatively small percentage of the area requirement of the programmed space need, a new construction addition would make up a significant portion of the overall project.

Construction of any attached structure to an existing structure carries additional risk with regard to construction conditions that are difficult to predict prior to the occurrence of actual construction. This means costs can be harder to estimate early and the risk of Change Orders increases. Minimizing the impact on ongoing operations in the existing building while construction occurs immediately adjacent is also challenging to both operations and construction. How contractors react in their pricing to this added complexity is also difficult to predict in preliminary estimates.

Opting to advance the Hall of Justice development scenario carries with it many hurdles to bringing the existing space up to meet the requirements of current codes and ADA requirements. Yet the greatest challenge with Option 1 involves the identification of sufficient site area immediately adjacent that will support the required footprint addition. After considering the potential for street closures to accommodate the added footprint and determining the undesirable nature of this, combined with extensive costs associated with utility relocation, our evaluation determined that if an expansion to the Hall of Justice was the preferred development scenario to advance, the most reasonable option to put forth would be the placement of it on the current County parking lot to the immediate south of the Hall of Justice.

The proposal developed under this option would be the

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development of a basement level parking garage with two floors built over it. This garage would replace County parking lost to the building footprint built upon it. The two floors of Police and Courts space built above the basement garage would meet the programmed space need.

The only probable solution to this option, when paired with the basement garage parking to replace the existing County parking results in new construction of square footage nearly identical to that of a new building on an unidentified site, in addition to the renovated space in the existing Hall of Justice.

Even with the County parking lot, the site area is less than two acres and relies on the current parking lot across the street for police vehicles. Even with a new building addition, the current parking situation is not addressed and remains inadequate.

Hall of Justice Cost:

Renovated Space	\$ 5,387,520
New Addition	\$28,806,163
Site Development	<u>\$ 962,000</u>
Total Construction Cost	\$35,155,683

Acquisition Cost	\$ 0
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Option 2, new construction on an unidentified site. New facilities are the most predictable with regard to meeting an expected outcome while maintaining an established budget. Starting with a clean slate is the best way to ensure that all planning objectives can be met as there are few if any existing impediments to impact the goals. Our planning for new facilities is based on planning standards for police facilities built around the Country, tailored to Casper's specific needs. This ensures credible planning solutions with regard to space, quality, and cost.

While our planning proposal for new construction is based on an

actual site centrally located in Casper, this option could be developed on most any desired property of approximately eight acres in Casper. Our planning for new construction on eight acres affords design flexibility of the building structure, sufficient parking with designated and secure parking for Police fleet vehicles, and room for expansion beyond the needs of the 20-year planning period. New construction on a sufficient site will serve not only the Casper Community today, but for the next generation to come.

New Construction:

Renovated Space	\$ 0
New Space	\$33,007,175
Site Development	\$ 2,478,920
Total Construction Cost	\$35,486,095

Acquisition Cost (Undetermined)

Option 3, former Sears space, East Ridge Mall. The former Sears space consists of approximately 70,000 square feet of enclosed space on one level. The interior is relatively open and unobstructed which would minimize demolition cost prior to renovating the interior. The requirement for new expanded space is relatively small at about 15,000 square feet. The site area the shopping center will commit to dedicating to the City project is relatively undetermined, but the potential for space is more than sufficient to meet the programmed requirement. Most of this site area is currently constructed as parking and most of it would be used for parking in the public safety project.

While our evaluation has determined that there is an opportunity for construction cost savings versus new construction there are serious concerns. Chief among these concerns is the party wall the Police Department would share with an unknown neighbor in the adjacent mall space. Additionally, the mall is designed as retail space and is intended to move large numbers of both pedestrians

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and vehicles through it and around it. Sound security planning for public safety facilities intends to control and minimize traffic around the building and is in opposition to this style of planning use.

The design of this space to serve a large retail tenant results in a high floor to deck ratio when compared to most public safety buildings. At approximately 22 feet for the former Sears space, this compares to a height of about 14 feet for most police buildings. The taller space results in a much greater volume of space within the building insulation envelop and would result in substantially higher energy costs year after year.

As stated prior, our evaluation concludes that there is an opportunity to see construction cost savings in renovating and expanding this space. But this savings may be decreased or even eliminated depending on a final agreed upon sales price.

East Ridge Mall:

Renovated Space	\$19,663,920
New Addition	\$ 5,047,830
Site Development	\$ 2,642,000
Total Construction Cost	\$27,353,750

Acquisition Cost (TBD, Est. 3-8 million)

Option 4, Star-Tribune Building. The existing building structure consists of approximately 47,000 square feet and will require a new building addition of 38,000 square feet to meet the programmed need. The building itself is complex and cut up in its massing and may create difficulties in efficiently using space. The new addition to the existing building would be required to be a two-story space and, again, does not lend itself to working well with the odd shaping of the existing structure.

The current star-Tribune site area is just over 4 acres. The existing programmed space requirement including building and parking fit on the existing site but are extremely tight. The railroad tracks and potential for a hazardous chemical spill merely feet behind the building represent a threat to a 24/7 critical use building operation such as that of a police building. Additionally, the building sits at an undesirable location for a public safety building being at the end of a dead-end road.

When the acquisition cost of the property is factored in along with the prudent long-term need to acquire some additional acreage for future needs, the final project costs are similar to that of new construction.

Star-Tribune Building:

Renovated Space	\$15,261,439
New Addition	\$15,017,220
Site Development	<u>\$ 1,642,000</u>
Total Construction Cost	\$31,920,659

Acquisition Cost (TBD, Est. 2.8 million)*

*Does not include additional adjacent properties desired

SUMMARY CONCLUSION

Deficiencies in the current facilities are readily apparent with the most obvious being a severe shortage of space to conduct routine public safety operations. The Department currently occupies approximately 40,000 square feet of space in three different buildings, plus space on a long-term lease for Communications. This is just over one-half of the space the Department needs today, and less than half the space (46%) they will need in 20-years. Given the space is not in one single building makes the space shortage

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and operational efficiencies even worse.

Further issues relate to the age and condition of the existing facilities, ADA and code deficiencies, and security weaknesses. The existing facility and site do not appear to be a viable candidate for long-term police department and court usage as it cannot support parking needs and long-term future growth. The expense, as well as the impact to ongoing law enforcement operations, to correct deferred maintenance issues and to marginally address space issues does not appear to be a prudent investment of public funds. These issues are further complicated due to a lack of total control over the building environment given County ownership of the building.

Making a determination as to the feasibility for renovating any building assumes the building to be renovated can be made to perform functionally on par with that of a new building, and how the cost to do so compares to that of new construction. Each of the three identified renovation scenarios can be compared to the scenario involving new construction for comparison.

Without designing final plan layouts for each renovation scenario, we did develop detailed cost estimates for each based on our extensive experience with this building type. Given our attention to ensuring that we adequately covered all costs we would anticipate, it must be acknowledged that renovation projects are, and will, always be riskier to predict what construction costs will actually be when contractors bid the work. This is because they have to assess the cost risks they face when performing work on and around ongoing business operations of the police department, delays associated with phased projects, and uncovering unforeseen conditions once they “tear” into the project.

Given the greater uncertainty of predicting costs associated with

renovation projects, the lower predictability with regard to maximizing the functional outcome of same due to the impact of existing facility constraints on the design, we believe new facility construction is likely to result in the best long-term value and would recommend it as the best investment if constructed on a site of eight or more acres.

Of the renovation/ expansion scenarios, the East Ridge Mall represents the best opportunity for success of these. It presents a building envelop configuration that would appear to readily support the placement of the programmed space in an efficient manner. We can predict with a good degree of accuracy what systems will need to be replaced and their cost. And our best detailed estimates reflect a significant enough savings that even if we encounter construction conditions that require unforeseen expenditures, the overall project will still result in cost savings. But this savings does come with a security compromise given the party wall, surrounding traffic, and open access all around the building exterior.

We believe the Star-Tribune Building is not a good candidate for consideration. While we like its overall location in the community, the railroad tracks and dead-end street give us cause for concern. Making a substantial investment in such a small site that will not support future expansions, requires the acquisition of neighboring properties to be viable for long-term value. And we think the existing building configuration and structure lends difficulty towards achieving a successful design outcome.

We do not believe the existing Hall of Justice is worthy of further consideration for continuing use for police operations. The existing space is poor and would be expensive to bring up to standard. The separate buildings concept should be abandoned. The resulting development of this option would be the equivalent of building a totally new building in an area where the land to

support it is not available, and the location is difficult to construct upon.

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**Police Headquarters and
Fire-EMS Administration**
Casper, Wyoming

September 11, 2019

**Phase 1 Feasibility Studies and Space Needs Assessment
Volume 1 - Police & Courts**

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SECTION 1.0 – EXECUTIVE SUMMARY

POLICE FACILITY DESIGN GROUP

INTRODUCTION

The scope of service as stated in the RFP issued on October 10, 2018 is as follows:

The Scope of Services required includes evaluating the current conditions and anticipated needs of both the Police Department and the Fire-EMS Administration and Station No. 1. Consultants are to ultimately provide the assessment and practicality for potential options for both departments. The options to be studied and presented for each department are: 1) remain in the municipal campus setting and provide additions/remodels to current locations; 2) relocate the departments to new sites within proximities appropriate for the utmost functionality; and 3) a combination of one department or the other remaining within the municipal campus while relocating one department or the other to a new location.

The study report document is provided in two volumes 1 - contained herein – covers the entirety of the work scope involving the Police Department and Courts. Volume 2 covers the entirety of the work scope pertains to the Fire Department and EMS.

Primary activities and objectives of the Needs Study are as follows:

- Define current personnel, activities, and support functions.
- Document projected staffing increases.
- Determine current and future facility space requirements.
- Determine operational relationships of the personnel, activity, and support spaces.
- Develop site requirements.
- Determine the minimum site requirements necessary to develop a new facility
- Analyze sites that have been identified for possible project development.

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- Perform an evaluation of the existing facility's capacity to meet current and future needs of the Police and Courts.
- Perform an evaluation of other properties with existing building structures for development to meet the needs of the Police and Courts.
- Estimate building and site development construction costs for identified development scenarios and compare and contrast both, strengths and weaknesses of each development scenario and project costs.

STUDY PROCESS

The study process began with on-site meetings on April 9th – 11th, 2019 with James Estes and JoLaina Greenhagen of Police Facility Design Group, and managers and personnel of the Casper Police Department and Courts. Information-gathering meetings provided an understanding of present and future department functions. Discussions with department representatives focused on how they currently operate, and how they could operate more efficiently without consideration for the way they currently operate under the constraints imposed by their existing building. To assist the architects in developing a facility program, one aspect of the meetings catalogued current budgeted personnel, and looked at the accessory support space they need to conduct routine operations. A tour of the existing facilities was conducted to support documentation of deficient conditions and typical usage of current space.

The following outlines the details of the process, which resulted in the final outcome documented in this report:

- Meetings were conducted in group interview format. This provided the insight into what makes these specific departments unique, and how the law enforcement in the region is evolving. This is followed by a similar discussion

pertaining to each department and how the issues they face are impacted by their facility. Department personnel are asked to think beyond the envelope of how they currently operate, focusing on how they should operate if not for the constraints of deficient space. Understanding these factors, blended with the understanding of traditional law enforcement space needs, allows the development of a building program specifically tailored to the needs of Casper Police Department and Court personnel.

- Development of a list of optimal functional elements for current needs, through meetings and/or surveys with department administrators, provided a breakdown of the proposed building into each distinct element. (Functional elements are comprised of personnel, activities, and accessory support space. The list includes each distinct function, which in the design phase will become a room or space). Utilizing department personnel input, these elements are increased where necessary to meet the anticipated future needs.
- Utilizing PFDG's database developed from nearly 300 similar facilities around the country, space is established for each functional element based upon space standards necessary to accommodate specific operations. This method brings credibility to the establishment of the building size (which directly affects construction costs), and provides the highest level of assurance that the facilities will be useful at building occupancy, and for an acceptable time period in the future.
- Optimal internal adjacencies, or spatial relationships, between personnel, activities, and corresponding support functions are developed with the assistance of department

personnel and reflected in the preliminary plan layout. Input to the architects through this process allows Casper personnel the opportunity to influence how the building will ultimately be designed to meet their department's specific operational needs.

- Develop alternative building configurations to establish probable building footprints. Establish parking and other site use elements. Develop site density usage to determine the minimum and maximum site area requirement for building development.
- Identify the various scenarios for developing facilities that will support the programmatic requirements. These include; new facility construction, modification and reuse of the existing facilities, and potential use of existing buildings on identified properties.
- Estimate construction costs to develop facilities for each scenario. Estimates are derived by applying current square footage and unit costs for police and court facilities built around the country, adjusted to the Casper region. PFDG maintains a cost database compiled from new facilities planned by PFDG and buildings planned by others. Utilizing typical square footage costs ensures that the building construction budget is sufficient without being overly ambitious.

Personnel Growth Accommodation

While well designed public safety buildings can be renovated to support future growth of the occupying department, the fortified nature of the building's construction, along with the distributed placement of future staff throughout the building, makes renovation and expansion of the building to accommodate personnel growth in a department extremely costly. Like public safety departments all over the country, Casper elected to plan for a building that will support 20-years of staff growth. This 20-year planning period reflects the point at which the building would – theoretically – be a perfect fit for the Casper Police Department, though the building may effectively support the department's space needs for many years after that period without significant expansion, based on how the City of Casper and the Department actually grow.

Given that the number of personnel in the department is the primary determinant of the space requirement, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. Architects worked with public safety managers in ascertaining likely personnel growth in the department over the next 20-years. These discussions were informed by current City of Casper population estimates, US census information and historical population increase rates over the last several decades. Current personnel counts were adjusted to reflect understood increases in staffing that should occur in the short term. The department personnel increase forecasted to the future reflects an understanding that the level of service to the citizens of Casper should be maintained.

DEPARTMENT DIVISION	2019 PERSONNEL	2039 PERSONNEL
Administration	6	9
Support Services	13	22
Evidence & Property	3	4
Communications	21	27
Investigations	17	25
Patrol	91	118
POLICE PERSONNEL TOTALS	151	205
Court	10	18

National Space Standards

Once all personnel, activities, and support functions were identified through group meetings, square footage was assigned to each element. A determination of space for each element can be very subjective. Therefore, accurately assigning the appropriate amount of space is based upon area derived from a database of previously designed facilities and tailored to fit the way the Casper Police Department and Court needs to operate. One component factored into the determination of space assigned to a specific Functional Element is the use of planning standards for public safety facilities. This can come in many forms but is primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the functional element. It can also be a standard for a room size based on the area required to perform a known set of tasks. Application of space standards protects against overbuilding or premature obsolescence from providing a space of insufficient size.

SPACE NEEDS PROGRAMMING

A summary of the space needs requirements for the Casper Police Department and Court is listed in the table below.

DIVISION	2019 SPACE	2039 SPACE
Administration	1,790	2,340
Support Services	6,395	7,540
Evidence & Property	3,405	3,860
Communications	2,850	3,855
Investigations Division	4,890	5,740
Patrol Division	4,070	4,740
Detainee Intv./ Interrog.	2,270	2,270
General Building Support	10,880	12,881
Subtotal (Net Area)	36,550	43,226
Accessory Space	1,097	1,297
Circulation Space	10,165	12,021
Walls & Unusable Space	4,303	5,089
Police Building Total	52,114	61,633
Court	6,015	7,365
Accessory Space	180	221
Circulation Space	1,549	1,896
Walls & Unusable Space	697	853
Court Building Total	8,441	10,336
Fleet Garage	6,050	6,050
Range/ Training	6,345	6,345
Walls & Unusable Space	1,116	1,116
Fleet Garage & Training	13,511	13,511
TOTAL	74,066	85,479

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SITE DEVELOPMENT SCENARIOS

With the establishment of the space need program above, the focus of the report turns to identifying and evaluating development scenarios that provide the best outcome for designing and constructing facilities that meet the programmed space and provide the best long-term value.

Four development scenarios were identified. They include, 1) Reuse of the existing Hall of Justice by renovating existing space and expanding the floor space by constructing a new addition, attached to, and/or immediately adjacent the current structure; 2) a building of new construction on a clean site to be identified; 3) renovate and expand the former Sears space in the East Ridge Mall; and, 4) renovate and expand the former Star-Tribune building.

The cost estimates associated with each development scenario reflect building and site construction cost today for comparison. Other project costs for design and engineering, FF&E, and future escalation require consideration.

Option 1, Hall of Justice. Evaluating the Hall of Justice also included consideration of Police use space in other structures in close proximity to the Hall of Justice. These “other” buildings are the City Center Building and the Market Street Garage and Storage Building. Public safety departments the size of Casper recognize that dispersing staff across multiple buildings is operationally inefficient. The remedy for addressing this deficiency is, typically, to construct buildings that house all staff under a single roof. This is especially true for the Administrative, Support Services, and Investigations Divisions, including all storage needs these divisions require. For this reason, a long-term solution that includes the continuing use of the Hall of Justice necessitates the abandonment of the City Center and Market Street buildings, and

moving their functions into the renovated Hall of Justice. Any renovation and expansion to the Hall of Justice assumes that the County would agree to the plan. Casper Police currently occupy about 22,000 square feet of space that could reliably be considered for their continued use. Given this relatively small percentage of the area requirement of the programmed space need, a new construction addition would make up a significant portion of the overall project.

Construction of any attached structure to an existing structure carries additional risk with regard to construction conditions that are difficult to predict prior to the occurrence of actual construction. This means costs can be harder to estimate early and the risk of Change Orders increases. Minimizing the impact on ongoing operations in the existing building while construction occurs immediately adjacent is also challenging to both operations and construction. How contractors react in their pricing to this added complexity is also difficult to predict in preliminary estimates.

Opting to advance the Hall of Justice development scenario carries with it many hurdles to bringing the existing space up to meet the requirements of current codes and ADA requirements. Yet the greatest challenge with Option 1 involves the identification of sufficient site area immediately adjacent that will support the required footprint addition. After considering the potential for street closures to accommodate the added footprint and determining the undesirable nature of this, combined with extensive costs associated with utility relocation, our evaluation determined that if an expansion to the Hall of Justice was the preferred development scenario to advance, the most reasonable option to put forth would be the placement of it on the current County parking lot to the immediate south of the Hall of Justice.

The proposal developed under this option would be the

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development of a basement level parking garage with two floors built over it. This garage would replace County parking lost to the building footprint built upon it. The two floors of Police and Courts space built above the basement garage would meet the programmed space need.

The only probable solution to this option, when paired with the basement garage parking to replace the existing County parking results in new construction of square footage nearly identical to that of a new building on an unidentified site, in addition to the renovated space in the existing Hall of Justice.

Even with the County parking lot, the site area is less than two acres and relies on the current parking lot across the street for police vehicles. Even with a new building addition, the current parking situation is not addressed and remains inadequate.

Hall of Justice Cost:

Renovated Space	\$ 5,387,520
New Addition	\$28,806,163
Site Development	<u>\$ 962,000</u>
Total Construction Cost	\$35,155,683

Acquisition Cost	\$ 0
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Option 2, new construction on an unidentified site. New facilities are the most predictable with regard to meeting an expected outcome while maintaining an established budget. Starting with a clean slate is the best way to ensure that all planning objectives can be met as there are few if any existing impediments to impact the goals. Our planning for new facilities is based on planning standards for police facilities built around the Country, tailored to Casper's specific needs. This ensures credible planning solutions with regard to space, quality, and cost.

While our planning proposal for new construction is based on an

actual site centrally located in Casper, this option could be developed on most any desired property of approximately eight acres in Casper. Our planning for new construction on eight acres affords design flexibility of the building structure, sufficient parking with designated and secure parking for Police fleet vehicles, and room for expansion beyond the needs of the 20-year planning period. New construction on a sufficient site will serve not only the Casper Community today, but for the next generation to come.

New Construction:

Renovated Space	\$ 0
New Space	\$33,007,175
Site Development	\$ 2,478,920
Total Construction Cost	\$35,486,095

Acquisition Cost (Undetermined)

Option 3, former Sears space, East Ridge Mall. The former Sears space consists of approximately 70,000 square feet of enclosed space on one level. The interior is relatively open and unobstructed which would minimize demolition cost prior to renovating the interior. The requirement for new expanded space is relatively small at about 15,000 square feet. The site area the shopping center will commit to dedicating to the City project is relatively undetermined, but the potential for space is more than sufficient to meet the programmed requirement. Most of this site area is currently constructed as parking and most of it would be used for parking in the public safety project.

While our evaluation has determined that there is an opportunity for construction cost savings versus new construction there are serious concerns. Chief among these concerns is the party wall the Police Department would share with an unknown neighbor in the adjacent mall space. Additionally, the mall is designed as retail space and is intended to move large numbers of both pedestrians

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and vehicles through it and around it. Sound security planning for public safety facilities intends to control and minimize traffic around the building and is in opposition to this style of planning use.

The design of this space to serve a large retail tenant results in a high floor to deck ratio when compared to most public safety buildings. At approximately 22 feet for the former Sears space, this compares to a height of about 14 feet for most police buildings. The taller space results in a much greater volume of space within the building insulation envelop and would result in substantially higher energy costs year after year.

As stated prior, our evaluation concludes that there is an opportunity to see construction cost savings in renovating and expanding this space. But this savings may be decreased or even eliminated depending on a final agreed upon sales price.

East Ridge Mall:

Renovated Space	\$19,663,920
New Addition	\$ 5,047,830
Site Development	\$ 2,642,000
Total Construction Cost	\$27,353,750

Acquisition Cost (TBD, Est. 3-8 million)

Option 4, Star-Tribune Building. The existing building structure consists of approximately 47,000 square feet and will require a new building addition of 38,000 square feet to meet the programmed need. The building itself is complex and cut up in its massing and may create difficulties in efficiently using space. The new addition to the existing building would be required to be a two-story space and, again, does not lend itself to working well with the odd shaping of the existing structure.

The current star-Tribune site area is just over 4 acres. The existing programmed space requirement including building and parking fit on the existing site but are extremely tight. The railroad tracks and potential for a hazardous chemical spill merely feet behind the building represent a threat to a 24/7 critical use building operation such as that of a police building. Additionally, the building sits at an undesirable location for a public safety building being at the end of a dead-end road.

When the acquisition cost of the property is factored in along with the prudent long-term need to acquire some additional acreage for future needs, the final project costs are similar to that of new construction.

Star-Tribune Building:

Renovated Space	\$15,261,439
New Addition	\$15,017,220
Site Development	<u>\$ 1,642,000</u>
Total Construction Cost	\$31,920,659

Acquisition Cost (TBD, Est. 2.8 million)*

*Does not include additional adjacent properties desired

SUMMARY CONCLUSION

Deficiencies in the current facilities are readily apparent with the most obvious being a severe shortage of space to conduct routine public safety operations. The Department currently occupies approximately 40,000 square feet of space in three different buildings, plus space on a long-term lease for Communications. This is just over one-half of the space the Department needs today, and less than half the space (46%) they will need in 20-years. Given the space is not in one single building makes the space shortage

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and operational efficiencies even worse.

Further issues relate to the age and condition of the existing facilities, ADA and code deficiencies, and security weaknesses. The existing facility and site do not appear to be a viable candidate for long-term police department and court usage as it cannot support parking needs and long-term future growth. The expense, as well as the impact to ongoing law enforcement operations, to correct deferred maintenance issues and to marginally address space issues does not appear to be a prudent investment of public funds. These issues are further complicated due to a lack of total control over the building environment given County ownership of the building.

Making a determination as to the feasibility for renovating any building assumes the building to be renovated can be made to perform functionally on par with that of a new building, and how the cost to do so compares to that of new construction. Each of the three identified renovation scenarios can be compared to the scenario involving new construction for comparison.

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renovation projects, the lower predictability with regard to maximizing the functional outcome of same due to the impact of existing facility constraints on the design, we believe new facility construction is likely to result in the best long-term value and would recommend it as the best investment if constructed on a site of eight or more acres.

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We believe the Star-Tribune Building is not a good candidate for consideration. While we like its overall location in the community, the railroad tracks and dead-end street give us cause for concern. Making a substantial investment in such a small site that will not support future expansions, requires the acquisition of neighboring properties to be viable for long-term value. And we think the existing building configuration and structure lends difficulty towards achieving a successful design outcome.

We do not believe the existing Hall of Justice is worthy of further consideration for continuing use for police operations. The existing space is poor and would be expensive to bring up to standard. The separate buildings concept should be abandoned. The resulting development of this option would be the equivalent of building a totally new building in an area where the land to

support it is not available, and the location is difficult to construct upon.

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SECTION 2.0 – EXISTING FACILITY ANALYSIS

POLICE FACILITY DESIGN GROUP

EXISTING FACILITIES ANALYSIS

The need for new or renovated facilities is driven by the condition of the existing facilities. In the discussion that follows, we identify the primary deficiencies that constrain the capability of the Casper Police Department and Courts to conduct day-to-day operations in an efficient manner. This evaluation was made by touring the facility and site and reviewing the drawings of the existing facilities. The original drawings were provided by the City. The design team took field measurements of the building structures and revised the existing building plans to reflect actual built conditions. This evaluation was not exhaustive and was made for the purpose of determining general feasibility.

The Casper Police Department is currently located in four separate structures. Primary operations are conducted from the County owned Hall of Justice. The City Center Building houses many of the Support Services functions, primarily related to Career Services; Personnel and Training. The Marathon Building on Market Street is primarily a storage space. Communications/ Dispatching is located in leased space in the NERD Building.

It would be expected that all of these functions would operate out of one single structure. Management of personnel and property, monitoring activity, and interacting with the public and outside agencies is more efficient from a single location. Police Departments across the country typically do not disperse their operations in communities of less than 150,000 – 200,000 resident population, or when geographical impediments inhibit the ease of movement between the policing area and the police station. The current distribution of personnel in the Casper Police Department is the result of a lack of space that has increased through the years as the Community and Department have grown.

Identification of Current Facility Deficiencies and Operational Issues

The primary facility used by the Department is a County building and creates limitations to the control the City and Department have for addressing current needs and growth needs into the future. Substantial investment to renovate and expand a building—even when determined to be feasible -deserves very careful consideration when the property is owned by another entity. Construction methods and design appear to be outdated, or altogether not intended for law enforcement purposes at the period of original design and do not appear to be truly suitable for use by the Casper Police Department and Court.

There are numerous areas of the building that are suffering from deferred maintenance and routine wear-and-tear. There are several areas in the facility that do not conform to accessibility guidelines. Overall security in each building is extremely vulnerable. (We will not go into details in this report so as not to increase the risk by pointing out weakness).

The inadequacies of the existing facilities compromise confidentiality, safety, security, and personnel productivity. In addition to inadequate space, the relationship and placement of existing rooms within the overall building are deficient. The current facility lends itself to a chaotic placement of personnel, inhibiting proper interaction, and adding to the inefficient use of the staff's time. A new facility, properly designed, will enhance the required operational interactions. The new building should be designed to facilitate current operations efficiently and accept expected future staffing increases without impacting proper operations.

Space/ Square Footage Deficiencies

In looking at the net area of space available in the existing facility as compared to the corresponding space requirement, we can draw the following conclusions:

1. Police Administration requires 1,790 square feet currently, and 2,340 square feet in 20 years. The existing Administration area contains 1,787 square feet of area dedicated to the specific need. This area is appropriate for today's requirement but only 76 percent of the need in 20 years.

The location of the Police Administration within the facility could be improved. The new facility should remove the Administrative suite of space from the main flow of traffic through the building, placing it in a location out of a main traffic corridor.

The development of a self-contained administrative suite with an access control/reception point would maximize the work environment. The relationship with the Lobby needs careful consideration. This relationship should promote controlled, yet convenient access between the Lobby and Administrative Suite for authorized visitors, while maintaining a visual separation from the Lobby, and a physical location within the secure portion of the building.

2. The Support Services Division is comprised of several policing and support functions, whose primary area needs – beyond Communications – involve records, personnel, and training. For these functions, the current space needed is 6,395 square feet, and 7,540 square feet in 20 years. To meet these needs, 5,533 square feet is available in the Hall of Justice and City Center. For current needs, the existing facility provides 87 percent of the required square footage and only 73 percent of the needed space at the planning horizon in the year 2039.

While the space is insufficient to support the required operations in this division, the deficiency is exacerbated by the space being in two separate buildings.

3. Space in the existing building dedicated to the handling and storage of evidence is 1,187 square feet. This is 35 percent of the required area of 3,405 square feet needed today, and 31 percent of the future need for 3,860 square feet.

There is a significant space in the Marathon building used for the storage of large evidence and found property, including space for processing a vehicle held as evidence. However, this space is so inappropriate that it cannot really be considered as relevant space to serve its intended purpose. It is - more or less - an overflow space for items that have no proper place to store them.

4. There is currently a lack of facility space to house personnel within the Criminal Investigations Division. The Investigations Division currently occupies only 2,853 square feet in the existing building. For current needs, the existing building provides only 58 percent of the required space, and 50 percent of the need in twenty-years. In addition to the space deficiency, there is a lack of space for confidential discussions with witnesses, suspects, and between investigators, as well as secured storage for equipment.

Investigation facilities should be developed which house all investigators in the new facility. The workroom should utilize a flexible bullpen configuration, with supervisory personnel immediately adjacent the workroom in private offices.

5. The Patrol Division requires 4,070 square feet currently, and 4,740 square feet in 20 years. The existing Patrol functions are supported by area totaling 2,851 square feet in the existing

building. For current needs, the existing facility provides 70 percent of the required space, and 60 percent of the required space needed in twenty-years.

The development of a new facility should keep all patrol functions in the main building with all other police operations. The building layout should be developed to facilitate the efficient movement of officers in and out of the building, to and from lockers, report writing rooms, and briefing space. Supervisory personnel should have shared office space correlating to shifts. Rooms specifically for the purpose of briefing, and report writing should be developed. Locker quantities should be sufficient to handle the unknown ratio of male to female personnel. Modern day police officers are expected to be physically fit. Fitness training facilities should be developed to meet this goal.

6. There is no space in the building for Communications. Due to this it is currently housed in leased space in the NERD Building. Communications has a current space requirement of 2,850 square feet, with a need for 3,855 square feet in twenty-years.

Placing Communications back in the police facility environment can support the Department in monitoring activity within the facility. This can be especially helpful during the overnight hours when the building is, effectively, inoperative.

7. The current space to interview and control potentially hostile detainees is inadequate. The Department currently shares a contained Sally Port with the County in the Hall of Justice. The security issue of importance here is that once the detainee is brought into this space, the Department does not have proper space nearby to maintain security and control over the detainee, in, or as they move to an interrogation area/room.

Facilities should be developed that provide a secure means of transporting a detainee from a car to the interview area, via a designated prisoner intake access point.

8. A modern police facility requires a variety of support spaces that allow the proper interaction between staff, and staff and public; locker rooms, training space, etc. among these. The existing facilities are lacking much of this space altogether, or the placement and quality of space is so poor that it renders the space virtually useless for its intended purpose. A Multi-use room should be carefully designed to provide space to conduct in-service training, and provide the flexibility to potentially serve as a community meeting room. In addition to sufficient assembly space, area should be provided for required storage. The lobby should be developed as a control point, capable of handling small crowds for assembly, which allows the public into areas of the facility intended for community function, while restricting access to the staff areas.

9. Other needs that are inadequate are those pertaining to storage space, closets, sufficient restrooms, and proper hallway circulation. Development of these areas in a new building will be guided by the appropriate building codes, ADA requirements, and standards for design.

10. Though less than efficient parking configurations are frequently an accepted inadequacy, parking that promotes a smooth flow in and out of the current site is highly desirable. Parking should be designed in such a way that it provides separation between public and staff parking areas, and provide convenient access to the building for fleet vehicles. From the public parking area, access points into the building should be readily identifiable.

Parking with access to the main police entry point at the Hall of

Justice is extremely limited as a matter of convenience. Although there is police vehicle parking in the basement of the Hall of Justice, it is extremely limited to even meet the needs of a few fleet patrol vehicles. Most staff parking is located across the street on an open lot. It is inadequate regarding personnel convenience and security of the Departments property.

Law enforcement facilities have a high demand for first floor use. Public contact points, uniformed patrol, detention and evidence functions are typically placed at ground level. It was noted that uniformed patrol was operating primarily from a basement location which is inefficient and cumbersome to routine police operations. Administration is located at the first floor area which would be better suited for one of the aforementioned divisions which should have priority for ground floor access.

Large evidence storage is located in a basement storage room at some distance from the primary evidence processing and storage area. Disposition of evidence or property comes from multiple locations, making release at one single contact point difficult. Convenient disposition to property owners and officials should be considered in a new facility with the evidence division in relatively close proximity to public contact points as well as the secure “back of the building” where evidence is brought in initially.

Report writing and evidence bag-and-tag is separate from the evidence lockers. Officers are less efficient in their day-to-day duties with regards to preparing evidence and property in conjunction with associated report writing and subsequent temporary storage in evidence drop lockers. It would be more efficient for report writing and bag-and-tag functions to occur at a unified space with secure pass-through evidence drop lockers connected to the evidence processing and storage area.

The aforementioned issues build inefficiency into the day-to-day

duties of evidence division and patrol and investigative personnel as they must constantly move between different areas of the building to complete their duties. Evidence division spaces in typical modern law enforcement facilities will be unified and self-contained allowing staff to operate efficiently and to reinforce proper chain-of-custody procedures by design.

The investigations division currently struggles with the competing needs of privacy to conduct focused work and conduct telephone interviews versus the benefits of a collaborative work environment to resolving cases. A future facility should either consider private or semi-private offices with a collaborative group meeting area or an open office concept with private rooms available for focused work or confidential phone calls.

The court area does not provide quality security for the judge and court personnel. Ballistics resistant construction should be considered for the dais screen wall. A temporary holding room(s) outside of the court room would be beneficial to improved security.

The physical fitness space is sufficient in size, but of poor quality to motivate all but the more hardcore fitness buffs from using it on a regular basis

Existing Facility Structure and Service Areas

The impact of the existing structural system and location of service areas on a renovation project is an important consideration. Column locations can impact design flexibility. Service areas include stairs, elevators, mechanical/electrical equipment, restrooms, etc. Structural elements and service areas are difficult and costly to modify and should be maintained in place if possible. In reviewing the existing drawings, it is apparent that the structural column system in the existing Hall of Justice is dense.

The placement of columns will impact how effective a renovation will be and may create issues with final design and the ultimate efficiency of how spaces are laid out and interact with each other. Service areas are also spread throughout each floor plate of the existing facility. To a certain degree, this is to be expected. However, where the greatest issues lie is in maintaining the path of egress to stairs and exits. In several cases, paths to exits will need to be maintained but security issues could result where it becomes necessary to take exiting persons through potentially secure portions of the building to reach those exits.

A more detailed evaluation of the condition of the structural system and its capacity to meet the design requirements for a critical use facility would be necessary should the City decide that renovating the Hall of Justice is the best direction for advancing the project. A new facility would be designed to meet stringent structural design criteria for critical use facilities. The existing facility likely does not currently meet this design criteria.

Existing Facility Mechanical and Electrical Systems

A detailed evaluation of the condition of the mechanical and electrical systems at the existing facility will be required during any subsequent investigations of the existing facility.

It has also been noted that there is not adequate power and technology capacity at numerous areas of the facility to accommodate routine and typical law enforcement operations. The equipment utilized by public safety agencies becomes greater each year and having adequate power and technology infrastructure place is a critical part of long-term planning.

There are separate camera systems for general surveillance and interview rooms and the quantity of general surveillance cameras appeared to be less than a typical modern law enforcement

facility. A unified system should be considered for a new facility that, at a minimum, covers general site surveillance, key site and building entry points, public areas, interview rooms, detention areas and critical or sensitive areas such as evidence bag-and-tag and storage. A modern system should also include redundancy in storage and operation so that critical events are not lost in case of equipment failure.

There are several different security access control systems in operation – a combination of pin-pad locks, stand-alone proximity card locks and a centralized card access system. This creates inefficiency in programming and maintaining the disparate systems in operation. A unified system should be considered for a new facility that will secure, at a minimum, building perimeter, public-to-staff area doors, any critical areas such as detention and evidence and any frequent-use doors such as gun cleaning and patrol equipment rooms. With communications as part of the facility, redundancy for access control systems should be considered to ensure that the ability to operate and control the system from dispatch is maintained in the event of equipment failure.

It has been noted that there are ventilation and airflow issues at several key areas of the police department, notably evidence areas. Some modifications would likely be necessary as part of any renovations conducted.

Energy efficiency of the existing systems is also a concern. A new facility would provide necessary mechanical, electrical and technology systems for public safety operations and be energy efficient. The existing systems in place at the Hall of Justice are less efficient and would require significant modifications, and potentially replacement, to adequately address the needs of the Police Department and Court. Compounding this issue is the cost

for upgrading systems owned and maintained by the County to meet the Casper Police Department needs.

Existing Facility Site Issues

The existing site is currently fully developed. There is no room for expansion, either to address identified space needs or for future expansion beyond the 25-year planning horizon.

Parking for public and staff is undersized and there is no distinct separation between public and staff parking areas which is a significant security concern. Public parking is especially deficient.

Difficulties of Renovating for Public Safety Departments

Our experience in considering renovations of existing structures for public safety agencies shows that it is very difficult to address all the functional and space needs that a new facility would include without compromise. Often, in comparison to basic commercial project renovations, more significant renovations are necessary to achieve even a compromised version of the needs a new facility would address.

Further, complications arise when renovating or expanding a facility that must stay in operation during construction activities. Often, construction must be phased and various divisions moved to temporary or renovated locations and then the next phase of work commencing. This lengthens the overall duration of construction and therefore increases the cost of construction. Operating out of a facility under construction also impacts the productivity and effectiveness of personnel.

Given the costs of demolition, the increased costs of renovation construction compared to more typical commercial renovations, and the frequent need to phase construction activity, the ultimate costs in many cases approach that of new construction. Due to the nature of renovation projects, unknown conditions will be

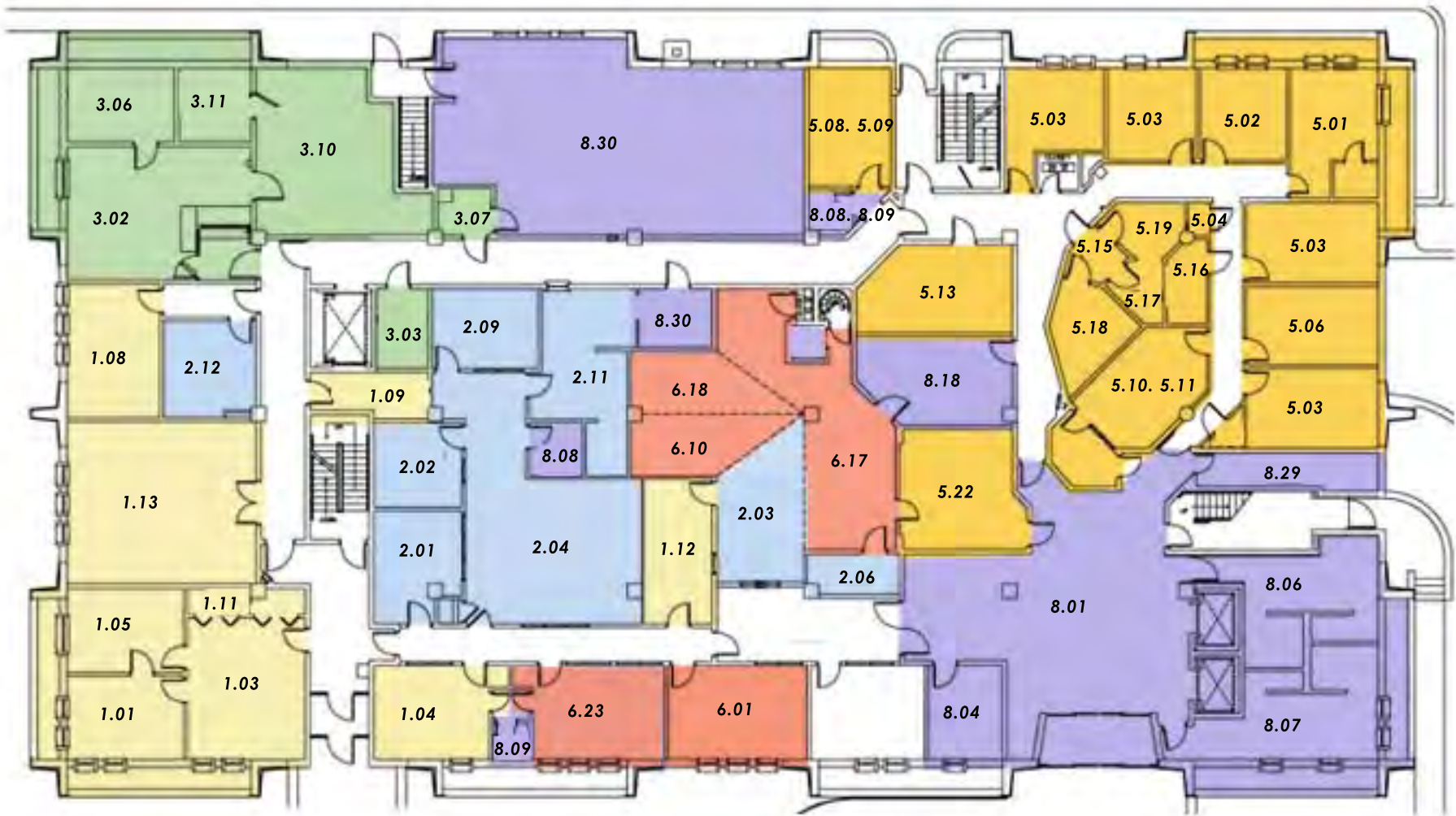
encountered during the course of construction and be required to be addressed. Therefore, the construction phase contingency allowance for a renovation project should be greater than that for a new construction project.

Consideration must therefore be given to not only costs, but also the compromises that may be inherent in a renovation project and the effect on personnel of operating out of a facility under construction.

It was apparent that the current site and facility are not meeting the current and future needs of the Casper Police Department. Considering that department growth within the current facility will be impossible and that current staff efficiency is likely being impacted in a significant way, in order to consider the existing facility as a viable alternative to new construction, any renovation conducted would have to achieve the following:

- Address all identified space and parking needs.
- Eliminate all of the functional and operational compromises that are currently being experienced by Police and Court personnel, just as a new facility would provide.
- Be considered structurally sound and responsive to design criteria for critical use facilities.
- Provide adequate mechanical, electrical and technology systems and infrastructure to support public safety operations.
- Be considered more cost effective than new construction and a prudent use of public funds.

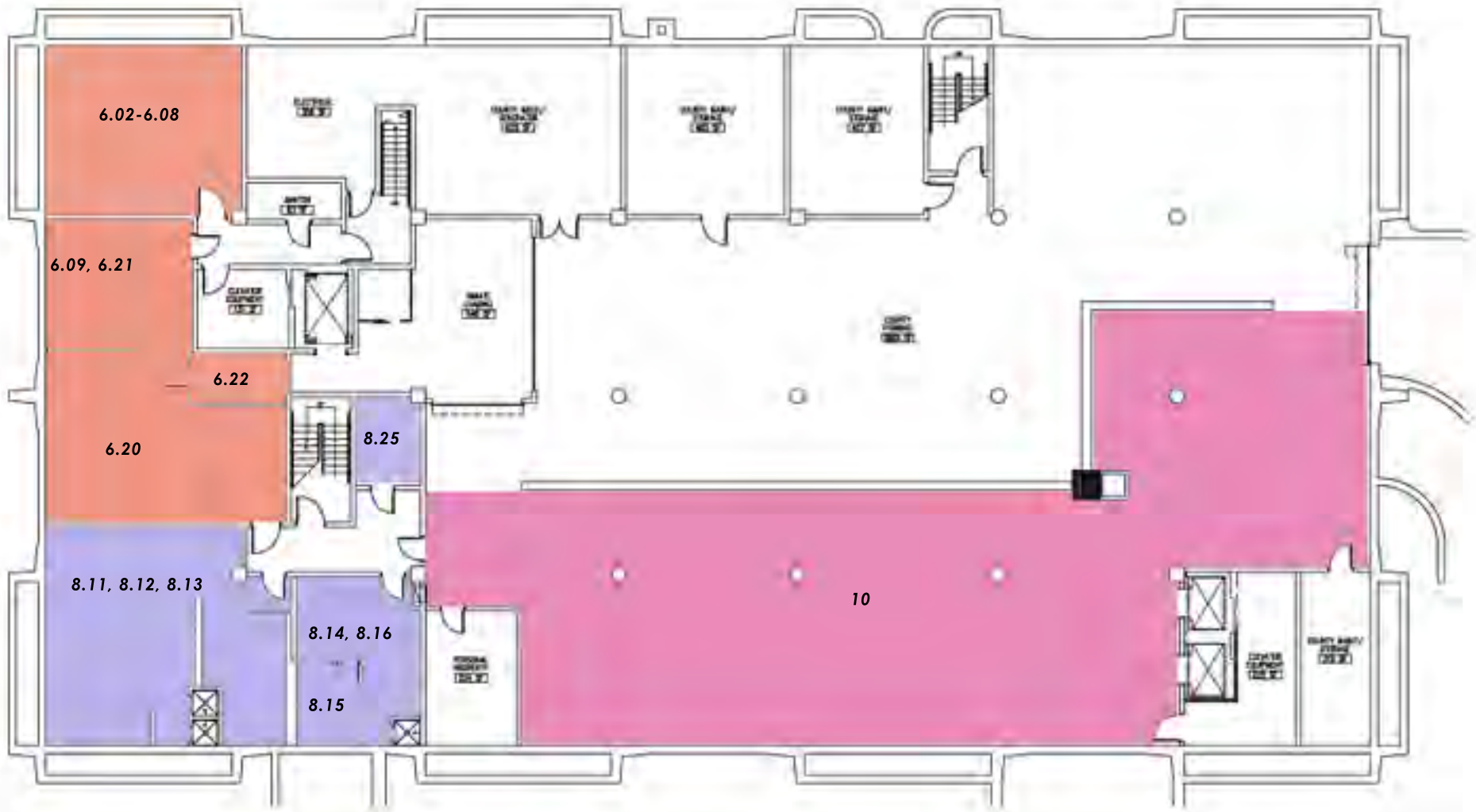
The following pages diagram and color code the existing space occupied by the Casper Police Department.



LEGEND

- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol
- 7. Detainee Interview/ Interrogation
- 8. Building Support
- 9. Courts
- 10. Garage / Outbuilding
- 11. Firing Range

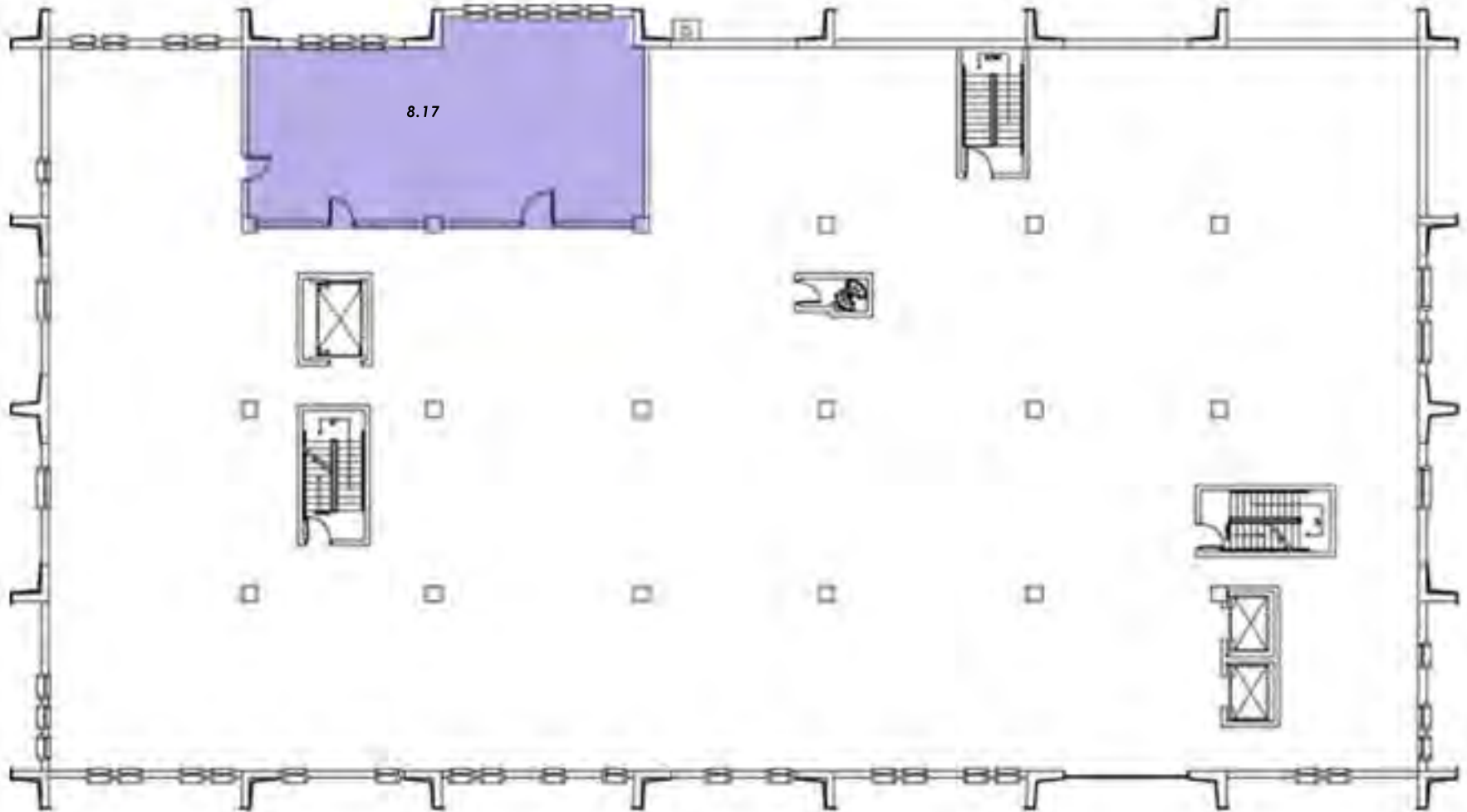
First Floor Plan



Basement Floor Plan

LEGEND

- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol
- 7. Detainee Interview/ Interrogation
- 8. Building Support
- 9. Courts
- 10. Garage / Outbuilding
- 11. Firing Range



LEGEND

- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol
- 7. Detainee Interview/ Interrogation
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- 9. Courts
- 10. Garage / Outbuilding
- 11. Firing Range

Second Floor Plan



City Center Basement



City Center Level 1

LEGEND

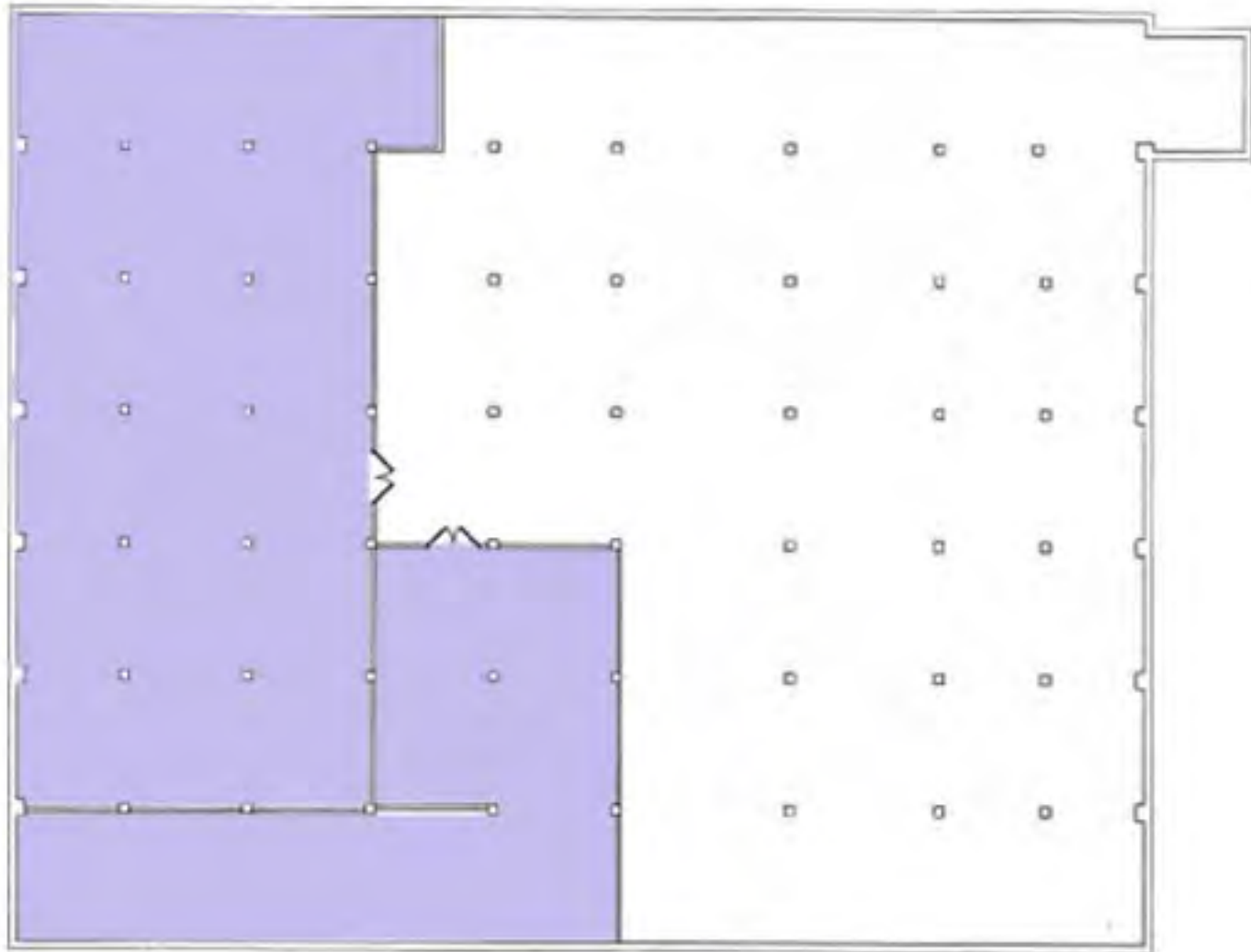
- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol
- 7. Detainee Interview/ Interrogation
- 8. Building Support
- 9. Courts
- 10. Garage / Outbuilding
- 11. Firing Range



Marathon First Floor

LEGEND

- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol
- 7. Detainee Interview/ Interrogation
- 8. Building Support
- 9. Courts
- 10. Garage / Outbuilding
- 11. Firing Range



Marathon Basement

LEGEND

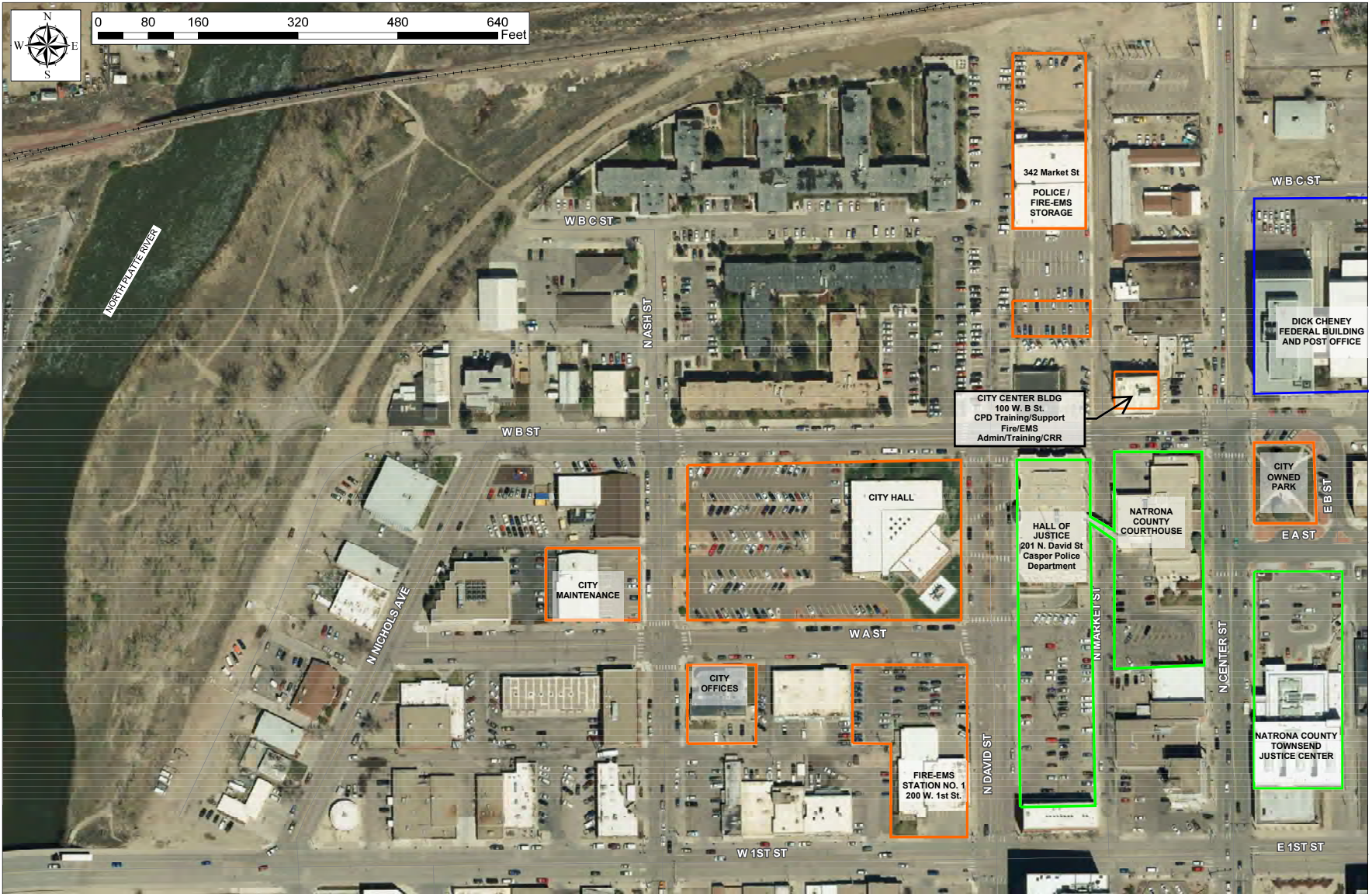
- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol
- 7. Detainee Interview/ Interrogation
- 8. Building Support
- 9. Courts
- 10. Garage / Outbuilding
- 11. Firing Range

LEGEND

- 1. Administration
- 2. Support Services
- 3. Evidence & Property
- 4. Dispatch
- 5. Investigations
- 6. Patrol
- 7. Detainee Interview/ Interrogation
- 8. Building Support
- 9. Courts
- 10. Garage / Outbuilding
- 11. Firing Range



Marathon Second Floor



CITY OWNED PROPERTY

NATRONA COUNTY OWNED PROPERTY

FEDERAL OWNED PROPERTY

CITY OF CASPER MUNICIPAL CAMPUS

PLANNING FOR GROWTH

The primary factor influencing the cost of a new facility is gross square footage (the total area of the building's floor plans measured to the outside face of the exterior walls). Total area is directly related to the number of personnel and the functions they perform in a given space. Therefore, planning new buildings requires the projection of future personnel in order to avoid premature inadequacy. Selecting the point in the future (planning horizon) that will provide the best planning results is a judgment decision based upon experience.

Planning Horizon

The average useful life expectancy of a public building constructed today exceeds 70 years (frequently housing various tenants during this time). Anticipating the number of personnel who will occupy the building and how evolving technologies will influence facility operations 70 years from now is difficult, if not impossible.

Even if reasonable estimates for personnel and facility operations were possible to project that far into the future, a building sized for even 40 years of growth may well be three-quarters empty when first occupied. Considering that life cycle costs (heating, cooling, maintenance and repair) can far exceed initial construction costs, the economic sense of building at today's prices would be outweighed by the cost of maintaining unused space.

On the other hand, personnel growth patterns in a facility planned only to meet today's needs will lead to a condition of overcrowding that starts at initial occupation. In fact, with the typical occupancy of a new facility occurring more than two years after the actual building planning has taken place, a space deficiency can result from the outset with a growing law enforcement agency. The best planning allows the user to grow "into" the space, not "out of" the space.

**CASPER POLICE AND COURTS
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This space needs program looks at space required to meet current needs, and the space needs in 20 years. Planning beyond 25 years is not recommended. A planning horizon of about 20 years provides a reasonable degree of longevity, funding practicality, and predictability of operational methods and requirements. In planning to a 20-year time frame, the increase in required floor area will allow for expected growth and change without unreasonably large areas of initially unused space.

Long-Term Growth

With the 20-year planning horizon, what happens after the year 2039? At that time the building structure should still have many years of useful life remaining. At the year 2039, the space in the facility should provide a "perfect fit" for the building's personnel and their functional requirements (in planning theory). Due to limitations in the service population, personnel increases beyond those identified in the Space Need Tables are not anticipated. However, future changes in the demand for police services could unexpectedly demand more personnel.

Some unanticipated personnel could be added with little negative impact to the building space. Minor modifications to some portions of the interior space may be required at some future point. It is unlikely that the expanded building will ever see a large enough personnel increase that would create a space deficiency comparable to the existing situation.

PERSONNEL PROJECTIONS

The primary determinant of the size of a building is the number of occupants (personnel assigned and visitors) that use a space, activities that occur within the space and equipment that supports the personnel and activities. Therefore, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. While our goal is to be as accurate as possible, minor inaccuracies in the projected personnel requirements will not result in a decreased level of operational efficiency. It will, however, mean that the 'perfect fit' projected to occur in the adequacy year will occur earlier, or perhaps later, than projected depending upon when the total number of personnel projected for a planning period is reached.

The intent of this space need program is not to conduct a management/staffing analysis and any discussion of personnel projections is not to be taken as a recommendation for hiring additional personnel. However, prudent planning dictates making an allowance for probable staff growth. Architects worked with department managers in ascertaining likely personnel growth in the department in both the near term as well as over the next 20 years.

<u>Year</u>	<u>Total Personnel</u>	<u>Population</u>
2019	151	59,000
2039	205	75-80,000

FUNCTIONAL ELEMENTS

A public service building is a tool to aid in conducting those operations necessary for delivering efficient services to the public. Developing an adequate tool for this task requires understanding and identifying those personnel and the activities the building will support. These are referred to as Functional Elements. Therefore, defining an adequate facility, or a tool that works, requires the identification of each Functional Element. In developing these elements, the Architects asked department personnel to imagine activities as they should be, without the constraints of the present building. They were encouraged to take advantage of a rare opportunity to rethink every aspect of routine functions as they are currently conducted. The product of this exercise is a unique list of functional elements specific to the operations of these law enforcement departments.

In listing functional elements, we group them by identifying their common characteristics. In the case of law enforcement facilities, this breakdown of the total building begins with the department divisions such as Administration, Investigations, and Patrol. In the Space Needs Tables, headings such as these precede each listing of functional elements.

Although the functional elements ultimately define rooms, the best results come from maintaining the functional orientation during the study phase. Therefore, in the information gathering process, spaces such as hallways, closets, and stairs are purposely ignored in conversations with department personnel. The goal is to keep department personnel focused on how they operate, and not on the specific rooms and space they operate in. This is the essence of effective operational space development. For this reason, accessory support spaces (spaces that do not accommodate personnel or a primary activity) are not listed. Nonetheless, the

floor area required for this support function is accounted for in the conversion of the net area total to the gross area total, explained in space needs development below.

Accessory support spaces include:

- coat closets
- non-specific storage
- corridors, stairways
- elevator shafts
- structural space and wall thickness
- mechanical chase space
- miscellaneous building equipment

It should be pointed out that architects and space planners, much like accountants, have various ways of reaching the same bottom line. For this reason, the net-to-gross conversion factor is neither constant nor standard in the industry. The more accessory use spaces are specifically programmed, the lower the value of the conversion factor. It is our belief that including the specific development of accessory use space takes away from focusing on the operations of the department that form the core of the facility development. The conversion factor here is based upon the average for over 100 law enforcement facilities that have been built.

**CASPER POLICE AND COURTS
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SPACE NEEDS TABLES

In the Space Needs Tables that follow, current year (2019) personnel were allotted to the list of functional elements in the third column, labeled P1. The fourth column, labeled WS1, indicates the number of workstations required to support the assigned personnel and the fifth column labeled WST1, indicates the workstation type referenced to the planning standards diagrams included as part of this section. Based on the specific activity occurring in the space, the frequent peak occupancy (the highest number of occupants commonly found in the room, including visitors and the person or persons assigned to the space) is predicted in the sixth column, labeled O1.

Many functional elements do not have personnel assigned to the space, and size is determined by the activity that occurs in the space, such as with meeting or lobby space. The O1 column is a useful indicator of space needs, primarily when no personnel are assigned to the element.

From the personnel, workstation, and occupancy figures, and from an understanding of activities and equipment requirements, the 2019 space requirement was estimated for each element in the seventh column, labeled S1. This is the space requirement necessary for the department as it would be ideally staffed today if it were to be housed in what would be considered a current-day, typical law enforcement facility. The many accessory support spaces (closets, corridors, etc.) were not listed in order to retain the important orientation of primary functions.

The information in the 2019 columns were developed to enhance the accuracy of the 2039 projection, and to use as a measure for establishing the degree of deficiency in the current facility.

Based on the personnel projection, five similar columns were developed for the adequacy year, 2039. (See columns P2, WS2, WST2, O2, and S2.) The S2 column represents the need for which a building would be designed.

The sum of column S2 is the net area for a given grouping of functional elements. Using a multiplier, a percentage of the listed net area for each functional space is added for support space (gross area). This area is listed in the final row of the Summary of the Space Needs Tables.

**CASPER POLICE AND COURTS
CASPER, WYOMING**

Functional Elements and Space Needs

CASPER POLICE AND COURTS

Planning Horizon Space Needs-S2

Planning Horizon Frequent Peak Occupants-O2

Workstation Type-WST2

Planning Horizon Workstations-WS2

Planning Horizon Personnel-P1

Current Space Needs-S1

Current Frequent Peak Occupants-O1

Workstation Type-WST1

Current Workstations-WS1

Current Personnel-P1

1.00 ADMINISTRATION		2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
1.01	Police Chief	1	1	PS-1	6	295	1	1	PS-1	6	295
1.02	Deputy Chief	0	0	-	0	0	1	1	PS-2	4	200
1.03	Administrative Assistant	1	1	PS-5	2	125	1	1	PS-5	2	125
1.04	Operations Captain	1	1	PS-2	4	200	1	1	PS-2	4	200
1.05	Support Services Captain	1	1	PS-2	4	200	1	1	PS-2	4	200
1.06	Administration Toilet	0	0	PS-14	1	65	0	0	PS-14	1	65
1.07	Professional Standards Captain	0	0	-	0	0	1	1	PS-2	4	200
1.08	Financial Services	1	1	PS-4	3	150	1	1	PS-4	3	150
1.09	Public Information Officer	1	1	PS-4	3	150	1	1	PS-4	3	150
1.10	Grant Coordinator	0	0	-	0	0	1	1	PS-4	3	150
1.11	Administration Files	0	0	-	1	65	0	0	-	1	65
1.12	Copy/ Supplies/ Workroom	0	0	-	2	80	0	0	-	2	80
1.13	Administration Conference Room	0	0	PS-13	18	460	0	0	PS-13	18	460
Totals (Areas= Net Square Feet)		6				1,790	9				2,340

Functional Elements and Space Needs

CASPER POLICE AND COURTS

Planning Horizon Space Needs-S2

Planning Horizon Frequent Peak Occupants-O2 ↓

Workstation Type-WST2 ↓ ↓

Planning Horizon Workstations-WS2 ↓ ↓ ↓

Planning Horizon Personnel-P1 ↓ ↓ ↓ ↓

Current Space Needs-S1 ↓ ↓ ↓ ↓ ↓

Current Frequent Peak Occupants-O1 ↓ ↓ ↓ ↓ ↓

Workstation Type-WST1 ↓ ↓ ↓ ↓ ↓

Current Workstations-WS1 ↓ ↓ ↓ ↓ ↓

Current Personnel-P1 ↓ ↓ ↓ ↓ ↓

2.00 SUPPORT SERVICES		2019					2039				
		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
2.01	Technologies Manager	1	1	PS-3	4	175	1	1	PS-3	4	175
2.02	Records Supervisor	1	1	PS-3	4	175	1	1	PS-3	4	175
2.03	Front Desk	1	2	-	2	80	1	3	-	3	120
2.04	Records Clerks/ Copier	5	6	PS-7	6	830	7	9	PS-7	9	1,145
2.05	Mail/ Receiving Room	0	0	-	2	160	0	0	-	2	160
2.06	Office Supplies/ Forms Storage	0	0	-	1	80	0	0	-	1	80
2.07	Coffee Counter	0	0	-	1	20	0	0	-	1	20
2.08	System Technologies Advisor	0	0	PS-4	2	150	1	1	PS-4	2	150
2.09	File Servers	0	0	-	1	210	0	0	-	1	265
2.10	Information Technologies (IT) Workroom ¹	0	0	-	1	130	0	0	-	1	130
2.11	IT Computer/ Parts storage	0	0	-	1	60	0	0	-	1	60
2.12	Fleet Coordinator	1	1	PS-5	2	125	1	1	PS-5	2	125
2.13	Fleet Storage	0	0	-	1	230	0		-	1	230
2.14	Internal Affairs Lieutenant	0	0	-	0	0	1	1	PS-3	4	175

Continued On Next Page

Functional Elements and Space Needs											
CASPER POLICE AND COURTS											
2.00 SUPPORT SERVICES, Continued		2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
2.15	Internal Affairs Sergeant	1	1	PS-5	2	125	2	2	PS-4	3	150
2.16	Internal Affairs Interview	0	0	PS-17	3	75	0	0	PS-17	3	75
2.17	Career Services Sergeant	1	1	PS-5	2	125	1	1	PS-5	2	125
2.18	Career Services Coordinator	1	1	PS-5	2	125	1	1	PS-5	2	125
2.19	Background Investigator	1	1	PS-5	2	125	1	1	PS-5	2	125
2.20	Career Services:										365
	Advanced Training Coordinator	0	0	-	0	0	1	1	PS-7	2	-
	Training Officer	0	0	-	0	0	1	1	PS-7	2	-
	Career Services Administrative Assistant	0	0	-	0	0	1	1	PS-7	2	-
2.21	Career Service / Training Files	0	0	-	1	110	0	0	-	1	145
2.22	Quartermaster	0	0	-	0	355	1	1	PS-8	1	490
2.23	Training Observation/ Waiting ^{2.}	0	0	-	0	160	0	0	PS-8	6	160
2.24	Driving Simulator	0	0	-	0	170	0	0	PS-8	2	170
2.25	Judgement Training Simulator (Virtra)	0	0	-	0	900	0	1	PS-8	3	900
2.26	Defensive Tactics Room	0	0	-	20	1,600	0	0	PS-8	28	1,600
2.27	Defensive Tactics Storage	0	0	-	0	100	0	0	PS-8	1	100
2.28	Scenario Training Room	0	0	-	0	0	0	0	PS-8	1	0
Totals (Areas= Net Square Feet)		13				6,395	22				7,540

1. Continuous wall counter work station, and one sit down computer work station.

2. Central with viewing into all training areas. Sound separation.

Functional Elements and Space Needs													
CASPER POLICE AND COURTS													
Planning Horizon Space Needs-S2													
Planning Horizon Frequent Peak Occupants-O2										↓			
Workstation Type-WST2								↓		↓			
Planning Horizon Workstations-WS2						↓		↓		↓			
Planning Horizon Personnel-P1				↓		↓		↓		↓			
Current Space Needs-S1					↓		↓		↓				
Current Frequent Peak Occupants-O1					↓		↓		↓				
Workstation Type-WST1				↓		↓		↓		↓			
Current Workstations-WS1			↓		↓		↓		↓				
Current Personnel-P1		↓		↓		↓		↓		↓			
3.00 EVIDENCE & PROPERTY				2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2		
3.01	Evidence Custodian Office	1	1	PS-5	1	125	1	1	PS-5	2	125		
3.02	Property and Evidence Technicians Office	2	2	PS-9	2	170	3	3	PS-9	3	230		
3.03	Evidence Packaging (Bag/Tag)	0	0	-	2	130	0	0	-	2	130		
3.04	Secure Evidence Processing	0	0	-	1	145	0	0	-	1	145		
3.05	Dirty Evidence Sorting Room	0	0	-	1	120	0	0	-	1	120		
3.06	Latent Evidence Processing	0	0	-	1	220	0	0	-	1	220		
3.07	Blood Drying	0	0	-	1	100	0	0	-	1	100		
3.08	Drug Take Back ¹	0	0	-	1	80	0	0	-	1	80		
3.09	Evidence Review and Disposition	0	0	-	2	75	0	0	-	2	75		
3.10	Property/Evidence Storage	0	0	-	1	1,075	0	0	-	1	1,260		
3.11	Drug Evidence Room/ Cash/Precious Mtls Safe	0	0	-	1	160	0	0	-	1	225		
3.12	Firearms Storage	0	0	-	1	130	0	0	-	1	160		
3.13	Large Evidence Storage	0	0	-	1	350	0	0	-	1	465		
3.14	Large Evidence Drops	0	0	-	1	100	0	0	-	1	100		
3.15	Vehicle Processing	0	0	-	1	425	0	0	-	1	425		
3.16	Vehicle As Evidence Storage Unit	0	0	-	1		0	0	-	1			
Totals (Areas= Net Square Feet)		3				3,405	4				3,860		

1. Secure Dropbox (Postal style) in secure room with drop access to public lobby. Sorting table and temporary storage in room.

Functional Elements and Space Needs													
CASPER POLICE AND COURTS													
Planning Horizon Space Needs-S2													
Planning Horizon Frequent Peak Occupants-O2										↓			
Workstation Type-WST2									↓	↓			
Planning Horizon Workstations-WS2								↓	↓	↓			
Planning Horizon Personnel-P1							↓	↓	↓	↓			
Current Space Needs-S1						↓	↓	↓	↓	↓			
Current Frequent Peak Occupants-O1					↓	↓	↓	↓	↓	↓			
Workstation Type-WST1				↓	↓	↓	↓	↓	↓	↓			
Current Workstations-WS1			↓	↓	↓	↓	↓	↓	↓	↓			
Current Personnel-P1		↓	↓	↓	↓	↓	↓	↓	↓	↓			
4.00 DISPATCH				2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2		
4.01	Communications Manager	1	1	PS-3	3	175	1	1	PS-3	3	175		
4.02	Shift Supervisor Office	0	2	PS-4	2	150	0	2	PS-4	2	150		
4.03	Telecommunicators	20	7 ^{1.}	PS-10	4	1,260	26	12 ^{1.}	PS-10	5	2,160		
4.04	Conference/ Training Room	0	0	PS-13	8	295	0	0	PS-13	10	335		
4.05	Breakroom	0	0	-	3	135	0	0	-	3	135		
4.06	Quiet Room	0	0	-	1	75	0	0	-	1	75		
4.07	Mens's Locker Room	0	0	PS-18	10 ^{2.}	90	0	0	PS-18	13 ^{2.}	120		
4.08	Women's Locker Room	0	0	PS-18	12 ^{2.}	110	0	0	PS-18	16 ^{2.}	145		
4.09	Toilet 1	0	0	-	1	65	0	0	-	1	65		
4.10	Toilet 2	0	0	-	1	65	0	0	-	1	65		
4.11	911/ Radio Equipment Room/ Computer Equip.	0	0	-	3	240	0	0	-	3	240		
4.12	Communications Storage	0	0	-	3	80	0	0	-	3	80		
4.13	Central Vac/ Custodial Supply/ Janitor Closet	0	0	-	3	110	0	0	-	3	110		
Totals (Areas= Net Square Feet)		21				2,850	27				3,855		

1. Number of Communications/Dispatch Consoles

2. Number of lockers, 18"w x 24"d x 72"h.

Functional Elements and Space Needs													
CASPER POLICE AND COURTS													
Planning Horizon Space Needs-S2											↓		
Planning Horizon Frequent Peak Occupants-O2										↓	↓		
Workstation Type-WST2									↓	↓	↓		
Planning Horizon Workstations-WS2								↓	↓	↓	↓		
Planning Horizon Personnel-P1							↓	↓	↓	↓	↓		
Current Space Needs-S1						↓	↓	↓	↓	↓	↓		
Current Frequent Peak Occupants-O1					↓	↓	↓	↓	↓	↓	↓		
Workstation Type-WST1				↓	↓	↓	↓	↓	↓	↓	↓		
Current Workstations-WS1			↓	↓	↓	↓	↓	↓	↓	↓	↓		
Current Personnel-P1		↓	↓	↓	↓	↓	↓	↓	↓	↓	↓		
5.00 INVESTIGATIONS				2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2		
5.01	Detective Lieutenant	1	1	PS-3	4	175	1	1	PS-3	4	175		
5.02	Detective Sergeants	1	1	PS-4	3	150	2	2	PS-3	4	175		
5.03	Detectives	9	9	PS-8	12	1,105	13	13	PS-8	19	1,425		
5.04	Investigations Equipment	0	0	-	1	60	0	0	-	1	90		
5.05	Task Force Officers	2	0	-	0	0	2	0	-	0	0		
5.06	Investigations Administrative Assistant	1	1	PS-8	4	180	2	2	PS-8	5	260		
5.07	Crime Analyst	1	1	PS-5	2	125	1	1	PS-5	2	125		
5.08	Digital Forensics Technician	0	0	-	0	0	1	1	PS-5	2	125		
5.09	Digital Forensics Workroom ¹	0	0	-	2	130	0	0	-	2	130		
5.10	Victim Service Coordinator	1	1	PS-3	4	175	1	1	PS-3	4	175		
5.11	Victim Service Tech/ Volunteers	1	2	PS-9	3	170	2	4	PS-9	5	290		
5.11	Victim Service Conference/ Children's Room	0	0	PS-13	6	215	0	0	PS-13	6	215		
5.12	Victim Service Storage	0	0	-	1	50	0	0	-	1	50		
5.13	Investigations Conference Room	0	0	PS-13	20	500	0	0	PS-13	20	500		

Continued On Next Page

Functional Elements and Space Needs											
CASPER POLICE AND COURTS											
5.00 INVESTIGATIONS, Continued		2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
5.14	Major Case Room	0	0	PS-13	24	1,010	0	0	PS-13	24	1,010
5.15	Interview Waiting Room	0	0	PS-13	10	150	0	0	PS-13	10	150
5.16	Interview Room No. 1	0	0	PS-17	3	75	0	0	PS-17	3	75
5.17	Interview Room No. 2	0	0	PS-17	3	75	0	0	PS-17	3	75
5.18	Interview Room No. 3	0	0	PS-17	3	75	0	0	PS-17	3	75
5.19	Interview Room No. 4	0	0	-	0	0	0	0	PS-17	3	75
5.20	Interview Room No. 5	0	0	-	0	0	0	0	PS-17	3	75
5.21	Large Interview Room	0	0	PS-17	5	120	0	0	PS-17	5	120
5.22	Soft Interview Room	0	0	-	6	135	0	0	-	6	135
5.23	Polygraph Suite 2.	0	2	PS-13	2	150	0	2	PS-13	2	150
5.24	Interview Toilet	0	0	PS-14	1	65	0	0	PS-14	1	65
Totals (Areas= Net Square Feet)		17				4,890	25				5,740

1. Continuous wall counter work station, and one sit down computer work station.
Polygraph Suite (Two Adjoining Rooms)

Functional Elements and Space Needs													
CASPER POLICE AND COURTS													
Planning Horizon Space Needs-S2													
Planning Horizon Frequent Peak Occupants-O2										↓			
Workstation Type-WST2									↓	↓			
Planning Horizon Workstations-WS2								↓	↓	↓			
Planning Horizon Personnel-P1							↓	↓	↓	↓			
Current Space Needs-S1						↓	↓	↓	↓	↓			
Current Frequent Peak Occupants-O1					↓	↓	↓	↓	↓	↓			
Workstation Type-WST1				↓	↓	↓	↓	↓	↓	↓			
Current Workstations-WS1			↓	↓	↓	↓	↓	↓	↓	↓			
Current Personnel-P1		↓	↓	↓	↓	↓	↓	↓	↓	↓			
6.00 PATROL				2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2		
6.01	Patrol Lieutenants	3	2	PS-3	4	175	3	2	PS-3	4	175		
6.02	Patrol Sergeant Office No. 1	1	1	PS-4	2	150	1	2	PS-4	3	150		
6.03	Patrol Sergeant Office No. 2	1	1	PS-4	2	150	2	2	PS-4	3	150		
6.04	Patrol Sergeant Office No. 3	1	1	PS-4	2	150	2	2	PS-4	3	150		
6.05	Patrol Sergeant Office No. 4	1	1	PS-4	2	150	2	2	PS-4	3	150		
6.06	Patrol Sergeant Office No. 5	1	1	PS-4	2	150	2	2	PS-4	3	150		
6.07	Patrol Sergeant Office No. 6	2	2	PS-4	3	150	2	2	PS-4	3	150		
6.08	Patrol Sergeant Office No. 7	2	2	PS-4	3	150	2	2	PS-4	3	150		
6.09	Patrol Officers	50	0	-	0	0	64	0	-	0	0		
6.10	Traffic Sergeant	1	1	PS-5	2	125	1	1	PS-5	2	125		
6.11	Traffic Officers Workroom ¹ .	3	3	PS-15	4	215	5	5	PS-15	4	215		
6.12	PORT Sgt (Problem Oriented Response Team)	1	1	PS-5	2	125	1	1	PS-5	2	125		
6.13	PORT Officers ² .	4	4	PS-9	4	315	7	7	PS-9	7	465		
6.14	PORT Equipment Storage	0	0	-	1	45	0	0	-	1	45		
6.15	SRO Sergeant (School Resource Officer)	1	1	PS-5	2	125	1	1	PS-5	2	125		

Continued On Next Page

Functional Elements and Space Needs											
CASPER POLICE AND COURTS											
6.00 PATROL, Continued		2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
6.16	SRO's	8	2	PS-9	2	145	9	2	PS-9	2	145
6.17	CSO's (Community Service Officers)	4	4	PS-9	4	240	6	6	PS-9	6	360
6.18	Animal Control Supervisor	1	1	PS-5	2	125	1	1	PS-2	2	125
6.19	Animal Control Office	6	3	PS-9	3	205	6	3	PS-9	3	205
6.20	Briefing Room	0	0	PS-11	16	445	0	0	PS-11	22	610
6.21	Report Writing Room	0	0	PS-15	10	200	0	0	PS-15	14	280
6.22	Patrol Supply Storage	0	0	-	1	70	0	0	-	1	100
6.23	Conference Room ³ .	0	6	PS-15	6	265		6	PS-15	6	265
6.24	K-9 Coordinator Office	0	0	-	0	0	1	1	PS-5	2	125
6.25	K-9 Training/ Supplies	0	0	-	1	50	0	0	-	1	50
6.26	Indoor/ Outdoor Run ⁴ .	0	0	-	5	150	0	0	-	5	150
6.27	SRT Turnout Room ⁵ .	0	0	-	12 ⁶ .		0	0	-	12 ⁶ .	
Totals (Areas= Net Square Feet)		91				4,070	118				4,740

1. Three "library carel" type work stations and four person central conference table in room.
2. PORT Canine may be in attendance with Officer at times.
3. Work stations are "library carels". Six person central conference table in room.
4. Each run is 5' x 16' with 10' linear feet of run exterior fencing. Exterior run is not calculated in program square footage.
5. Turnout room consists of 3' x 3' lockers, conference table, and presentation wall.
6. Number of lockers.

Functional Elements and Space Needs													
CASPER POLICE AND COURTS													
Planning Horizon Space Needs-S2													
Planning Horizon Frequent Peak Occupants-O2										↓			
Workstation Type-WST2								↓		↓			
Planning Horizon Workstations-WS2								↓		↓			
Planning Horizon Personnel-P1								↓		↓			
Current Space Needs-S1						↓		↓		↓			
Current Frequent Peak Occupants-O1						↓		↓		↓			
Workstation Type-WST1						↓		↓		↓			
Current Workstations-WS1						↓		↓		↓			
Current Personnel-P1						↓		↓		↓			
7.00 DETAINEE INTERVIEW/ INTERROGATION				2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2		
7.01	Sally Port	0	0	PS-20	4 ¹	1,750	0	0	PS-20	4 ¹	1,750		
7.02	Entry Waiting/ Holding	0	0	-	3	160	0	0	-	3	160		
7.03	Large Interrogation Room	0	0	-	2	120	0	0	-	2	120		
7.04	Interrogation Room No. 1	0	0	-	2	80	0	0	-	2	80		
7.05	Interrogation Room No. 2	0	1	-	2	80	0	1	-	2	80		
7.06	Interrogation Room No. 3	0	0	-	2	80	0	0	-	2	80		
Totals (Areas= Net Square Feet)		0				2,270	0				2,270		

1. Two drive through bays with 2 vehicles in tandem each bay.

Functional Elements and Space Needs

CASPER POLICE AND COURTS

Planning Horizon Space Needs-S2

Planning Horizon Frequent Peak Occupants-O2

Workstation Type-WST2

Planning Horizon Workstations-WS2

Planning Horizon Personnel-P1

Current Space Needs-S1

Current Frequent Peak Occupants-O1

Workstation Type-WST1

Current Workstations-WS1

Current Personnel-P1

8.00 BUILDING SUPPORT

2019

2039

No.	Name:	2019					2039				
		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
8.01	Lobby	0	0	-	10/60 ^{1.}	840	0	0	-	15/60 ^{1.}	900
8.02	Press/ Class/ Community Rm (Tiered Seating)	0	0	-	60	1,600	0	0	-	60	1,600
8.03	Kitchenette/ Galley	0	0	-	2	80	0	0	-	2	80
8.04	Interview/ Report Taking/ Fingerprint Room	0	0	-	3	90	0	0	-	3	90
8.05	Interview/ Report Taking	0	0	-	1	70	0	0	-	1	70
8.06	Men's Public Toilet (Shared With Courts)	0	0	PS-14	3/5 ^{2.}	285	0	0	PS-14	3/5 ^{2.}	285
8.07	Women's Staff Toilet (Shared With Courts)	0	0	PS-14	3/5 ^{2.}	285	0	0	PS-14	3/5 ^{2.}	285
8.08	Men's Staff Toilets	0	0	PS-14	2/4 ^{2.}	235	0	0	PS-14	2/4 ^{2.}	235
8.09	Women's Staff Toilets	0	0	PS-14	2/4 ^{2.}	235	0	0	PS-14	2/4 ^{2.}	235
8.10	Staff Entry/ Mudroom	0	0	-	2	120	0	0	-	2	120
8.11	Men's Locker Room	0	0	PS-18	95/10 ^{3.}	1,145	0	0	PS-18	143/15 ^{3.}	1,726
8.12	Men's Toilets	0	0	PS-14	2/3 ^{2.}	200	0	0	PS-14	2/4 ^{2.}	235
8.13	Men's Showers	0	0	PS-19	2	60	0	0	PS-19	3	90
8.14	Women's Locker Room	0	0	PS-18	17/18 ^{3.}	260	0	0	PS-18	23/22 ^{3.}	345
8.15	Women's Toilets	0	0	PS-14	2/2 ^{2.}	170	0	0	PS-14	2/2 ^{2.}	170
8.16	Women's Showers	0	0	PS-19	2	60	0	0	PS-19	2	60
8.17	Physical Fitness Room	0	0	-	12	950	0	0	-	16	1,200

Continued On Next Page

Functional Elements and Space Needs											
CASPER POLICE AND COURTS											
8.00 BUILDING SUPPORT, Continued		2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
8.18	Kitchen/ Break Room	0	0	-	20	320	0	0	-	30	465
8.19	Laundry Room	0	0	-	2	120	0	0	-	2	120
8.20	Quiet Room	0	0	-	1	75	0	0	-	1	75
8.21	Multi_Use Room	0	0	-	40/80 ^{4.}	1,100	0	0	-	40/80 ^{4.}	1,100
8.22	M.U General Storage (Tables/ Chairs)	0	0	-	2	140	0	0	-	2	140
8.23	M.U. Training Storage (Restricted Access)	0	0	-	1	110	0	0	-	1	110
8.24	Gun Cleaning Room ^{3.}	0	0	-	3	120	0	0	-	3	120
8.25	Armory	0	0	-	2	165	0	0	-	2	210
8.26	Ammunition	0	0	-	1	120	0	0	-	1	160
8.27	Custodial Supply	0	0	-	1	140	0	0	-	1	180
8.28	Receiving/ Central Supplies	0	0	-	1	125	0	0	-	1	145
8.29	Janitor Closet	0	0	-	1	70	0	0	-	1	70
8.30	Mechanical/Elec/Data/Security Equip. ^{5.}	0	0	-	1	1,590	0	0	-	1	2,260
Totals (Areas= Net Square Feet)		0				10,880	0				12,881

1. Occupants based on routine visitors/ assembly occupants, respectively.
2. Figure indicates toilet lavatories and water closets, respectively.
3. Lockers counts for 24' x 24" x 72" wardrobe lockers, and double tier 12" x 18" x 72" unassigned lockers, respectively.
4. Figure indicate classroom and high density configuration, respectively.
5. Mechanical Equipment room may be significantly smaller if final design utilizes rooftop mechanical equipment.

Functional Elements and Space Needs

CASPER POLICE AND COURTS

Planning Horizon Space Needs-S2

Planning Horizon Frequent Peak Occupants-O2					↓
Workstation Type-WST2				↓	↓
Planning Horizon Workstations-WS2			↓	↓	↓
Planning Horizon Personnel-P1		↓	↓	↓	↓
Current Space Needs-S1		↓	↓	↓	↓
Current Frequent Peak Occupants-O1			↓	↓	↓
Workstation Type-WST1		↓	↓	↓	↓
Current Workstations-WS1		↓	↓	↓	↓
Current Personnel-P1		↓	↓	↓	↓

9.00 COURTS		2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
9.01	Court Clerk (Administrator)	1	1	PS-3	4	175	1	1	PS-3	4	175
9.02	Clerks (5 Position Public Counter)	3	3	PS-8	3	290	7	7	PS-8	7	610
9.03	Conference Room	0	0	PS-13	6	215	0	0	PS-13	6	215
9.04	Judge Chamber No. 1	1	1	PS-3	4	175	1	1	PS-3	4	175
9.05	Judge Chamber No. 2	0	0	-	0	0	1	1	PS-3	4	175
9.06	Financial Analyst	1	1	PS-5	2	125	2	2	PS-4	2	150
9.07	Probation Office	1	1	PS-5	2	125	1	1	PS-5	2	125
9.08	Community Services Coordinator	1	1	PS-5	2	125	1	1	PS-5	2	125
9.09	Future Office	0	0	-	0	0	1	1	PS-5	2	125
9.10	City Attorney	0	1	PS-4	2	150	0	1	PS-4	2	150
9.11	Bailiff	0	0	-	0	0	1	1	PS-5	2	125
9.12	Drug Court	1	1	PS-5	2	125	1	1	PS-5	2	125
9.13	Youth Diversion	1	1	PS-5	2	125	1	1	PS-5	2	125
9.14	Courtroom:										
9.15	Well of Court - Bench, Jury, Podium, Attorneys	0	4	-	-	800	0	4	-	-	800
9.15	Gallery	0	0	-	150	1,260	0	0	-	190	1,600
9.16	Hearing Room	0	0	-	10	600	0	0	-	10	600

Continued On Next Page

Functional Elements and Space Needs

CASPER POLICE AND COURTS

9.00 COURTS, Continued		2019					2039				
		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
9.17	Jury Room	0	0	PS-13	12	335	0	0	PS-13	12	335
9.18	Men's Jury Restroom	0	0	PS-14	1	65	0	0	PS-14	1	65
9.19	Women's Jury Restroom	0	0	PS-14	1	65	0	0	PS-14	1	65
9.20	Men's Staff Restroom	0	0	PS-14	1	65	0	0	PS-14	1	65
9.21	Women's Staff Restroom	0	0	PS-14	1	65	0	0	PS-14	1	65
9.22	Attorney/ Client Meeting Room No. 1	0	0	PS-17	3	75	0	0	PS-17	3	75
9.23	Attorney/ Client Meeting Room No. 2	0	0	PS-17	3	75	0	0	PS-17	3	75
9.24	Men's Public Toilet	Shared with Police Lobby				0	Shared with Police Lobby				0
9.25	Women's Public Toilet	Shared with Police Lobby				0	Shared with Police Lobby				0
9.26	Court Lobby	0	0	-	150	900	0		-	190	1,140
9.27	Courtroom Sound Vestibule	0	0	-	2	80	0	0	-	2	80
Totals (Areas= Net Square Feet)		10				6,015	18				7,365

Functional Elements and Space Needs													
CASPER POLICE AND COURTS													
Planning Horizon Space Needs-S2											↓		
Planning Horizon Frequent Peak Occupants-O2										↓	↓		
Workstation Type-WST2									↓	↓	↓		
Planning Horizon Workstations-WS2								↓	↓	↓	↓		
Planning Horizon Personnel-P1							↓	↓	↓	↓	↓		
Current Space Needs-S1						↓	↓	↓	↓	↓	↓		
Current Frequent Peak Occupants-O1					↓	↓	↓	↓	↓	↓	↓		
Workstation Type-WST1				↓	↓	↓	↓	↓	↓	↓	↓		
Current Workstations-WS1			↓	↓	↓	↓	↓	↓	↓	↓	↓		
Current Personnel-P1		↓	↓	↓	↓	↓	↓	↓	↓	↓	↓		
11.00 FIRING RANGE				2019					2039				
No.	Name:	P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2		
11.01	Firing Range	0	0	-	10 ¹	6,000	0	0	-	10 ¹	6,000		
11.02	Range Secure Entry Vestibule	0	0	-	1	45	0	0	-	1	45		
11.03	Range Control Room / Office ¹	0	0	-	2	125	0	0	-	2	125		
11.04	Range Storage	0	0	-	1	175	0	0	-	1	175		
Totals (Areas= Net Square Feet)		0				6,345	0				6,345		

1. Number of firing lanes; or equivalent in a tactical range design.

SPACE NEEDS SUMMARY

Information contained in the previous Space Needs Tables represents the net total square footage for the proposed building project. The sum of all divisions is the Net Area Subtotal, representing the total usable space in each room, and is indicated in the Summary Table on the following page.

Areas not programmed by function include circulation space such as halls, stairways, and elevators; and unusable space defined by and within walls. These are added to the total net area by the use of a multiplier that is established through historical precedence with reference to similar buildings constructed in the past. The result is the gross square footage of the building, which is the total floor area of all floor levels measured to the outside face of exterior walls.

In the table on the following page, the net space needs are combined and the aforementioned multiplier applied to determine the total area required for the project.

Functional Elements and Space Needs Summary Table

CASPER POLICE AND COURTS

		2019			
No.		P1	S1	P2	S2
	POLICE BUILDING:				
1	ADMINISTRATION	6	1,790	9	2,340
2	SUPPORT SERVICES	13	6,395	22	7,540
3	EVIDENCE and PROPERTY	3	3,405	4	3,860
4	COMMUNICATIONS	21	2,850	27	3,855
5	INVESTIGATIONS DIVISION	17	4,890	25	5,740
6	PATROL DIVISION	91	4,070	118	4,740
7	DETAINEE INTERVIEW/ INTERROGATION	0	2,270	0	2,270
8	GENERAL BUILDING SUPPORT	0	10,880	0	12,881
	SUBTOTAL (Net Area)	151	36,550	205	43,226
	ACCESSORY SUPPORT SPACE (+3%)		1,097		1,297
	CIRCULATION (+27%)		10,165		12,021
	WALLS AND UNUSABLE AREA (+9%)		4,303		5,089
	POLICE BUILDING SUBTOTAL		52,114		61,633
9	COURTS	10	6,015	18	7,365
	ACCESSORY SUPPORT SPACE (+3%)		180		221
	CIRCULATION (+25%)		1,549		1,896
	WALLS AND UNUSABLE AREA (+9%)		697		853
	COURTS BUILDING SUBTOTAL		8,441		10,336

Continued On Next Page

Functional Elements and Space Needs Summary Table

CASPER POLICE AND COURTS

		2019		2039	
No.		P1	S1	P2	S2
10	GARAGE, attached or detached		6,050		6,050
	WALLS AND UNUSABLE AREA (+9%)		545		545
	GARAGE BUILDING SUBTOTAL		6,595		6,595
11	FIRING RANGE, attached or detached		6,345		6,345
	WALLS AND UNUSABLE AREA (+9%)		571		571
	FIRING RANGE BUILDING SUBTOTAL		6,916		6,916
	BUILDING GRAND TOTAL		74,066		85,479

BUILDING CONFIGURATIONS AND FOOTPRINT AREA

Section 3 establishes the required space needs for all of the affected operations, both at the building level, and at the site level through the establishment of the parking requirements. An important aspect for establishing how much site area is required to support a space needs program involves evaluating how the space is distributed by floor level. This distribution determines the ground level footprint size which drives the area the building requires on the site. In order to maintain the efficient flow of operations, the floor level distribution of the specific functions must maintain keeping in close proximity those spaces that require adjacency. Equally important is understanding how the configuration of the floor level (plates) impact construction cost efficiency. The more equal the area of the floor plates, the more cost efficient the building is to construct. The following tables put forth the most probable options for developing facilities that meet the needs identified in Section 3.

Four options were established from the standpoint of building configuration, placing the operational elements on one of four floor levels; basement, first, second, and third floors. This will provide alternate building configurations, giving the flexibility to choose the best configuration to meet the design needs of any of the sites identified for development.

The desired placement of any given element on a specific floor level is influenced by two elements; internal, placement based on the specific design needs of the given functional element; and external, which relates to the impact the given conditions of the site to be developed have on the design of the building. Without

consideration for the external forces, typical police buildings could most often work quite well with all functional elements on the ground level. Given that this is seldom the most efficient or cost effective way to construct buildings, consideration has to be given to the functions that have the greatest need to be on the first floor. In a police building, these spaces are usually those that require frequent contact with the public, like records; those spaces that get a high flow of traffic, such as uniform patrol; detention, where it is undesirable to move detainees up and down multiple levels; and areas like evidence and property, where bulk items are moved to and from at frequent intervals. Frequently, in police facility design, Administration and Investigations represent the most efficient compromise - along with some meeting rooms - on the above grade levels.

Building Configuration Tables

Referring to the Building Configuration Tables for four development options, on the following pages, the second column lists the subtotal of the space elements defined in the Space Need Tables in Section 3. All columns to the right state the square footages - both net and gross - for each space needs element assigned to the indicated floor level. The subtotal of the net areas are increased using specific multipliers to account for support space, circulation, and unusable building areas. The result shows the gross area required for each floor level. The first floor level establishes the footprint used as one factor in determining minimum site area.

**CASPER POLICE AND COURTS
CASPER, WYOMING**

Building Configuration: Option 1, Two-Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
1.00	POLICE ADMINISTRATION (Office of the Chief)					2,340	3,336			
2.00	SUPPORT SERVICES									
	2.02-2.07, 2.12, 2.13, 2.22-2.27			5,475	7,806					
	2.01, 2.08-2.11, 2.14-2.21					2,065	2,944			
3.00	EVIDENCE & PROPERTY			3,860	5,504					
	3.01-3.12									
	3.13-3.15									
4.00	COMMUNICATIONS					3,855	5,497			
5.00	INVESTIGATIONS DIVISION					5,740	8,184			
6.00	PATROL			4,740	6,758					
7.00	DETAINEE INTERVIEW/ INTERROGATION			2,270	3,237					
8.00	BUILDING SUPPORT:									
	8.01(500sf), 8.02-8.07, 8.10-8.17, 8.19, 8.24-8.30			10,121	14,431					
	8.01(400sf), 8.08, 8.09, 8.18, 8.20-8.23					2,760	3,935			
	POLICE SPACE SUBTOTAL			26,466		16,760				
	Accessory Support Space (+3%)			794		503				
	Circulation (+27%)			7,360		4,661				
	Walls and Unusable Area (+9%)			3,116		1,973				
	1.00 - 8.00 Gross Subtotals			37,736		23,897				61,633

Continued On Next Page

Building Configuration: Option 1, Two-Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
9.00	COURTS			7,365	10,336					
	9.01, 9.0									
	9.03, 9.0									
	COURTS SPACE SUBTOTAL			7,365						
	Accessory Support Space (+3%)			221						
	Circulation (+25%)			1,896						
	Walls and Unusable Area (+9%)			853						
	9.00 Gross Subtotals			10,336						10,336
10.00	GARAGE			6,050	6,595					
11.00	FIRING RANGE			6,345	6,916					
	GARAGE/RANGE SUBTOTAL			12,395						
	Walls and Unusable Area (+9%)			1,116						
	10.00 / 11.00 Gross Subtotals			13,511						13,511

BUILDING TOTALS 1.00 - 11.00 GSF				61,582		23,897				85,479
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Building Configuration: Option 2, Two Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
1.00	POLICE ADMINISTRATION (Office of the Chief)					2,340	3,336			
2.00	SUPPORT SERVICES									
	2.02-2.07, 2.12, 2.13, 2.22-2.27			5,475	7,806					
	2.01, 2.08-2.11, 2.14-2.21					2,065	2,944			
3.00	EVIDENCE & PROPERTY			3,860	5,504					
	3.01-3.12									
	3.13-3.15									
4.00	COMMUNICATIONS					3,855	5,497			
5.00	INVESTIGATIONS DIVISION					5,740	8,184			
6.00	PATROL			4,740	6,758					
7.00	DETAINEE INTERVIEW/ INTERROGATION			2,270	3,237					
8.00	BUILDING SUPPORT:									
	8.01(500sf), 8.05-8.07, 8.10, 8.24-8.30			4,405	6,281					
	8.01(400sf), 8.02-8.04, 8.08, 8.09, 8.11-8.23					8,476	12,085			
	POLICE SPACE SUBTOTAL			20,750		22,476				
	Accessory Support Space (+3%)			623		674				
	Circulation (+27%)			5,771		6,251				
	Walls and Unusable Area (+9%)			2,443		2,646				
	1.00 - 8.00 Gross Subtotals			29,586		32,047				61,633

Continued On Next Page

Building Configuration: Option 2, Two Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
9.00	COURTS			7,365	10,336					
	9.01, 9.0									
	9.03, 9.0									
	COURTS SPACE SUBTOTAL			7,365						
	Accessory Support Space (+3%)			221						
	Circulation (+25%)			1,896						
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	9.00 Gross Subtotals			10,336						10,336
10.00	GARAGE			6,050	6,595					
11.00	FIRING RANGE			6,345	6,916					
	GARAGE/RANGE SUBTOTAL			12,395						
	Walls and Unusable Area (+9%)			1,116						
	10.00 / 11.00 Gross Subtotals			13,511						13,511
BUILDING TOTALS 1.00 - 11.00 GSF				53,432		32,047				85,479

Building Configuration: Option 2, Two Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
1.00	POLICE ADMINISTRATION (Office of the Chief)					2,340	3,336			
2.00	SUPPORT SERVICES									
	2.02-2.07, 2.12, 2.13, 2.22-2.27			5,475	7,806					
	2.01, 2.08-2.11, 2.14-2.21					2,065	2,944			
3.00	EVIDENCE & PROPERTY			3,860	5,504					
	3.01-3.12									
	3.13-3.15									
4.00	COMMUNICATIONS					3,855	5,497			
5.00	INVESTIGATIONS DIVISION					5,740	8,184			
6.00	PATROL			4,740	6,758					
7.00	DETAINEE INTERVIEW/ INTERROGATION			2,270	3,237					
8.00	BUILDING SUPPORT:									
	8.01(500sf), 8.05-8.07, 8.10, 8.24-8.30			4,405	6,281					
	8.01(400sf), 8.02-8.04, 8.08, 8.09, 8.11-8.23					8,476	12,085			
	POLICE SPACE SUBTOTAL			20,750		22,476				
	Accessory Support Space (+3%)			623		674				
	Circulation (+27%)			5,771		6,251				
	Walls and Unusable Area (+9%)			2,443		2,646				
	1.00 - 8.00 Gross Subtotals			29,586		32,047				61,633

Continued On Next Page

Building Configuration: Option 2, Two Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
9.00	COURTS			7,365	10,336					
	9.01, 9.0									
	9.03, 9.0									
	COURTS SPACE SUBTOTAL			7,365						
	Accessory Support Space (+3%)			221						
	Circulation (+25%)			1,896						
	Walls and Unusable Area (+9%)			853						
	9.00 Gross Subtotals			10,336						10,336
10.00	GARAGE			6,050	6,595					
11.00	FIRING RANGE			6,345	6,916					
	GARAGE/RANGE SUBTOTAL			12,395						
	Walls and Unusable Area (+9%)			1,116						
	10.00 / 11.00 Gross Subtotals			13,511						13,511
BUILDING TOTALS 1.00 - 11.00 GSF				53,432		32,047				85,479

Building Configuration: Option 3, Two-Story with Basement

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
1.00	POLICE ADMINISTRATION (Office of the Chief)					2,340	3,336			
2.00	SUPPORT SERVICES									
	2.02-2.07, 2.12, 2.13, 2.22-2.27			5,475	7,806					
	2.01, 2.08-2.11, 2.14-2.21					2,065	2,944			
3.00	EVIDENCE & PROPERTY									
	3.01-3.12			2,870	4,092					
	3.13-3.15			990	1,412					
4.00	COMMUNICATIONS					3,855	5,497			
5.00	INVESTIGATIONS DIVISION					5,740	8,184			
6.00	PATROL			4,740	6,758					
7.00	DETAINEE INTERVIEW/ INTERROGATION			2,270	3,237					
8.00	BUILDING SUPPORT:									
	8.01(500sf), 8.05, 8.10, 8.24-8.30			1,350	1,925					
	8.01(400sf), 8.02-8.04, 8.06-8.09, 8.11-8.23					4,560	6,502			
	8.11-8.17, 8.24-8.30	6,971	9,939							
	POLICE SPACE SUBTOTAL	6,971		17,695		18,560				
	Accessory Support Space (+3%)	209		531		557				
	Circulation (+27%)	1,939		4,921		5,162				
	Walls and Unusable Area (+9%)	821		2,083		2,185				
	1.00 - 8.00 Gross Subtotals	9,939		25,230		26,463				61,633

Continued On Next Page

Building Configuration: Option 3, Two-Story with Basement

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
9.00	COURTS			7,365	10,336					
	9.01, 9.0									
	9.03, 9.0									
	COURTS SPACE SUBTOTAL			7,365						
	Accessory Support Space (+3%)			221						
	Circulation (+25%)			1,896						
	Walls and Unusable Area (+9%)			853						
	9.00 Gross Subtotals			10,336						10,336
10.00	GARAGE	6,050	6,595							
11.00	FIRING RANGE	6,345	6,916							
	GARAGE/RANGE SUBTOTAL	12,395								
	Walls and Unusable Area (+9%)	1,116								
	10.00 / 11.00 Gross Subtotals	13,511								0
BUILDING TOTALS 1.00 - 11.00 GSF		23,450		35,566		26,463				85,479

Building Configuration: Option 3, Two-Story with Basement

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
1.00	POLICE ADMINISTRATION (Office of the Chief)					2,340	3,336			
2.00	SUPPORT SERVICES									
	2.02-2.07, 2.12, 2.13, 2.22-2.27			5,475	7,806					
	2.01, 2.08-2.11, 2.14-2.21					2,065	2,944			
3.00	EVIDENCE & PROPERTY									
	3.01-3.12			2,870	4,092					
	3.13-3.15			990	1,412					
4.00	COMMUNICATIONS					3,855	5,497			
5.00	INVESTIGATIONS DIVISION					5,740	8,184			
6.00	PATROL			4,740	6,758					
7.00	DETAINEE INTERVIEW/ INTERROGATION			2,270	3,237					
8.00	BUILDING SUPPORT:									
	8.01(500sf), 8.05, 8.10, 8.24-8.30			1,350	1,925					
	8.01(400sf), 8.02-8.04, 8.06-8.09, 8.11-8.23					4,560	6,502			
	8.11-8.17, 8.24-8.30	6,971	9,939							
	POLICE SPACE SUBTOTAL	6,971		17,695		18,560				
	Accessory Support Space (+3%)	209		531		557				
	Circulation (+27%)	1,939		4,921		5,162				
	Walls and Unusable Area (+9%)	821		2,083		2,185				
	1.00 - 8.00 Gross Subtotals	9,939		25,230		26,463				61,633

Continued On Next Page

Building Configuration: Option 3, Two-Story with Basement

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
9.00	COURTS			7,365	10,336					
	9.01, 9.0									
	9.03, 9.0									
	COURTS SPACE SUBTOTAL			7,365						
	Accessory Support Space (+3%)			221						
	Circulation (+25%)			1,896						
	Walls and Unusable Area (+9%)			853						
	9.00 Gross Subtotals			10,336						10,336
10.00	GARAGE	6,050	6,595							
11.00	FIRING RANGE	6,345	6,916							
	GARAGE/RANGE SUBTOTAL	12,395								
	Walls and Unusable Area (+9%)	1,116								
	10.00 / 11.00 Gross Subtotals	13,511								0
BUILDING TOTALS 1.00 - 11.00 GSF		23,450		35,566		26,463				85,479

Building Configuration: Option 4, Three-Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
1.00	POLICE ADMINISTRATION (Office of the Chief)							2,340	3,336	
2.00	SUPPORT SERVICES									
	2.02-2.07, 2.12, 2.13, 2.22-2.27			5,475	7,806					
	2.01, 2.08-2.11, 2.14-2.21							2,065	2,944	
3.00	EVIDENCE & PROPERTY			3,860	5,504					
	3.01-3.12									
	3.13-3.15									
4.00	COMMUNICATIONS							3,855	5,497	
5.00	INVESTIGATIONS DIVISION							5,740	8,184	
6.00	PATROL			4,740	6,758					
7.00	DETAINEE INTERVIEW/ INTERROGATION			2,270	3,237					
8.00	BUILDING SUPPORT:									
	8.01(500sf), 8.05, 8.10, 8.24-8.30			5,835	8,320					
	8.01(400sf), 8.02-8.04, 8.06-8.09, 8.11-8.23					6,681	9,526			
								365	520	
	POLICE SPACE SUBTOTAL			22,180		6,681		14,365		
	Accessory Support Space (+3%)			665		200		431		
	Circulation (+27%)			6,168		1,858		3,995		
	Walls and Unusable Area (+9%)			2,611		787		1,691		
	1.00 - 8.00 Gross Subtotals			31,625		9,526		20,482		61,633

Continued On Next Page

Building Configuration: Option 4, Three-Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
9.00	COURTS					7,365	10,336			
	Accessory Support Space (+3%)					221				
	Circulation (+25%)					1,896				
	Walls and Unusable Area (+9%)					853				
	9.00 Gross Subtotals					10,336				10,336
10.00	GARAGE			6,050	6,595					
11.00	FIRING RANGE			6,345	6,916					
	GARAGE/RANGE SUBTOTAL			12,395						
	Walls and Unusable Area (+9%)			1,116						
	10.00 / 11.00 Gross Subtotals			13,511						13,511
BUILDING TOTALS 1.00 - 11.00 GSF				45,135		19,862		20,482		85,479

Building Configuration: Option 4, Three-Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
1.00	POLICE ADMINISTRATION (Office of the Chief)							2,340	3,336	
2.00	SUPPORT SERVICES									
	2.02-2.07, 2.12, 2.13, 2.22-2.27			5,475	7,806					
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	Walls and Unusable Area (+9%)			2,611		787		1,691		
	1.00 - 8.00 Gross Subtotals			31,625		9,526		20,482		61,633

Continued On Next Page

Building Configuration: Option 4, Three-Story

CASPER POLICE AND COURTS

FLOOR PLATE		Basement		First		Second		Third		Total
		Net SF	Gross	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	
9.00	COURTS					7,365	10,336			
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	GARAGE/RANGE SUBTOTAL			12,395						
	Walls and Unusable Area (+9%)			1,116						
	10.00 / 11.00 Gross Subtotals			13,511						13,511
BUILDING TOTALS 1.00 - 11.00 GSF				45,135		19,862		20,482		85,479

PARKING REQUIREMENT

To determine the extent to which a site will support parking needs, a determination must be made for the demand for both public and staff parking.

The development for each of these two parking categories is distinct to represent the separation requirement of the two types in actual site development. A determination of the peak parking space demand is calculated on the following page.

The peak use of public parking could occur at any given time. This is due to the fact that the greatest demand for public parking is in support of municipal court proceedings or an assembly event in the Training Room. The peak use for staff parking typically occurs during one of the daily shift changes on a weekday during normal operating hours. The exception to this - whereby a greater demand for parking may result - may occur infrequently for large assemblies of staff in the Training Room, or during a special operations event.

The establishment of the proper amount of parking is based on the total number of personal and fleet vehicles on the site at the same time. Personal vehicles are those vehicles driven to the site by the department personnel who own the vehicle. Fleet vehicles are all City owned vehicles provided to the personnel.

Should consideration be given to include covered or protected parking in the design of the project, other parking can be reduced by the amount of vehicles that will be parked in the garage area. This will result in less site area being required to support the project.

Currently parking at the Hall of Justice occurs off site, across the street in an unprotected lot. In discussions with the Department, it was determined that the design basis for parking was 170 staff parking spaces, including personal and fleet vehicles. The public parking was determined to have a need for 100 spaces, primarily driven by court.

PARKING REQUIREMENT

To determine the extent to which a site will support parking needs, a determination must be made for the demand for both public and staff parking.

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The establishment of the proper amount of parking is based on the total number of personal and fleet vehicles on the site at the same time. Personal vehicles are those vehicles driven to the site by the department personnel who own the vehicle. Fleet vehicles are all City owned vehicles provided to the personnel.

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**CASPER POLICE AND COURTS
CASPER, WYOMING**

SITE DENSITY REQUIREMENT

The final component to a space need program is a determination of the site area required. This is assessed without regard for knowledge of the sites; whether new construction on clean sites, or sites with a structure for renovation. We utilize the total space program, the optional footprint sizes, and parking requirement, along with some assumptions about area for expansion and open area for green space to get to a recommendation. From this, a focused search for the right size properties can begin.

On the following page, two tables indicate both a low density site area, and a recommended site area. The difference in area designated equates to the difference in the footprint size and the open area on the site. The footprint size for the larger site is derived from the largest first floor level from the Building Configuration Tables. The open area stated is an assumption based on green space frequently desired. Green space can provide benefit, such as cooling by shade of trees, to absorption of rain fall runoff, but green space comes at a cost. Typically at initial acquisition.

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP

SITE AREA REQUIREMENTS

CASPER POLICE AND COURT FACILITY			
LOW DENSITY DEVELOPMENT OPTION			
Total Project Space Need			85,479 SF
Footprint, Police & Courts (Two story)			61,582 SF
Staff Parking:	170	450	76,500 SF
Public Parking:	100	450	45,000 SF
Mechanical/Electrical Yard			3,000 SF
Miscellaneous Paved Area			4,000 SF
Total Developed Area			190,082 SF
Long Range Bldg Expansion Space (30%GSF)			57,025 SF
Subtotal Developed Space (NIC, Longe Range Prkg)			247,107 SF
Open Area		50%	247,107 SF
TOTAL SITE REQUIREMENT			494,213 SF
			11.34 acres

CASPER POLICE AND COURT FACILITY			
RECOMMENDED DENSITY DEVELOPMENT OPTION			
Total Project Space Need			85,479 SF
Footprint, Police & Courts (Three story)			35,566 SF
Staff Parking:	170	400	68,000 SF
Public Parking:	100	400	40,000 SF
Mechanical/Electrical Yard			3,000 SF
Miscellaneous Paved Area			4,000 SF
Total Developed Area			150,566 SF
Long Range Bldg Expansion Space (30%GSF)			45,170 SF
Subtotal Developed Space (NIC, Longe Range Prkg)			195,736 SF
Open Area		40%	130,491 SF
TOTAL SITE REQUIREMENT			326,226 SF
			7.49 acres

SECTION 4.0 – DEVELOPMENT SCENARIOS

SITE SELECTION

With the establishment of the space need program in Section 3, the focus of the report turns to identifying and evaluating development scenarios that provide the best outcome for designing and constructing facilities that meet the programmed space and provide the best long-term value.

Four development scenarios were identified. They include, 1) Reuse of the existing Hall of Justice by renovating existing space and expanding the floor space by constructing a new addition, attached to, and/or immediately adjacent the current structure; 2) a building of new construction on a clean site to be identified; 3) renovate and expand the former Sears space in the East Ridge Mall; and, 4) renovate and expand the former Star-Tribune building.

Determining the best location for the development of a public safety facility starts with identifying sites that provide requirements that cannot be compromised. This typically corresponds to site acreage for development. That is, the property size less any easements or conditions that cannot be built upon or developed. Beyond this minimum site area requirement, we look at the difficulty for developing the site. Given enough site acreage almost any difficulty associated with developing a site for a specific purpose can be achieved given sufficient funds dedicated to the problem. Hypothetically, if required, eliminating large wooded areas or leveling extensive elevation changes can be accomplished at additional expense. This has to be considered when valuing and comparing different sites.

CASPER POLICE AND COURTS CASPER, WYOMING

Beyond meeting minimum site area and the cost to develop that site, assessing the best location relates to the capability for any given site to meet public safety operating goals. In the discussion that follows we identify the most common criteria for consideration.

Operational Goals

Visibility:

Visibility is important in two ways. The first way it is important is for prospective users of services who have no idea where the building is located. The second way visibility plays a role is that it is a constant reminder to the residents of the City that public safety is important to the community. In other words, the location is such that many drivers routinely see the building while making their way around the City. While the role law enforcement plays in a community is subject to varying personal perceptions, usually the presence is viewed as a positive. Enhanced visibility, along with accessibility, results in more convenient reporting of incidents by citizens. Higher visibility augments community policing.

Vehicular Access to Site:

While considered similar to visibility, accessibility is somewhat different. Sites can be imagined that are visible but not easily accessible. Playing a typical role in accessibility are factors such as one-way streets, zero-lot line impaired visibility, and location within routine traffic patterns.

SECTION 4.0 – DEVELOPMENT OPTIONS

Vehicular Access to Community:

While access to major thoroughfares is important (as discussed in item 2 previously) and the surrounding roads and arterials aid this access, this particular criteria specifically addresses how the roads immediately surrounding the site control and direct the flow of traffic. The ideal site will allow public safety vehicles leaving the site to mix into the traffic. Additionally, of importance to the citizens is the average time from the "call for service" to the arrival time of the responder. Few responses originate from the building, as there are sufficient vehicles on patrol at most times. More important might be the consideration given to the time it takes an officer in the field to return to the station, or drive to a patrol sector. Officers responsible for a certain geographic area, or beat, often have to go to the station to accomplish a work-related function. Therefore, sites that have good access to major arteries that traverse the community are desirable. It is not necessarily limited to selecting the most geographically centered site. There are other things to take into consideration: the impact of one-way streets, stoplights, stop signs, traffic, speed limits, school zones, and railroad tracks, etc., which can reduce or add to the travel time.

Pedestrian/Public Access:

Police facilities play a highly interactive role in the community. Beyond the typical contact point for obtaining accident and other reports, making a complaint, or seeking public safety assistance, the building serves the community in other ways. Community policing - or proactive - models, engage the citizens of a community. Often this is done through neighborhood safety meetings at the facility, citizen police academies, and just

exposing the community to the department by providing public meeting space within the police building. The building must be accessible to users of the building in both emergency and non-emergency situations.

In a highly urban community, precinct facilities often become focal points of the neighborhood and may even be considered a point of refuge. In this type of scenario, pedestrian access from the surrounding area can play an important role. However, in most suburban communities, it is the norm to access most destinations by automobile. Therefore, this criteria will typically be of lower importance to most suburban communities.

Location:

This criterion acknowledges the importance of maintaining a central location in order to, among other reasons; maintain potential expectations of the citizens of a community. In some communities, a fringe location in a specific area can be perceived as giving preferential treatment to that area. The central location can minimize this perception in communities where it is prevalent. Overall, it should be kept in mind that the significance of a central location, on its own merit, has little significance on police operations. Only a very small percentage of the total number of responses originates out of the law enforcement center.

Compatible Neighboring Land Uses:

The new building will be a symbol of the legal system, public safety, and of city government. The structure should be designed with proper dignity. Sites that will support or enhance that appearance

SECTION 4.0 – DEVELOPMENT OPTIONS

will receive higher scores. A well planned, and adequately funded project will provide an excellent opportunity to change or add to the value of the chosen neighborhood.

Various neighborhoods can be predicted to be a good fit, or a bad fit. As an example, positive neighboring land uses could be campus government facilities, mixed-use offices, commercial locations, and other institutional uses. Negative neighboring land use examples are noisy sites, and industrial areas with smoke or odor.

Interagency Convenience:

Sites that allow more convenience in support of interaction with City Hall elements and the County Jail can be more desirable. This is typically more important in cities where a considerable amount of time may be expended on moving prisoners between courts or jails.

Employee Amenities:

This criterion deals with the advantages available to the workers within the building; the ability to run errands easily and have dining options that are in close proximity to their work environment. Locations near areas anticipated to be visited during break time away from the station score high in this criterion. Examples of first visited entities are banks, restaurants, shopping areas, vehicle refueling locations, etc. Amenities also aid in the recruiting, retention, and morale of employees.

Safety:

Consideration for the safety of the department staff is paramount, though in most communities, few locations result in a high degree of inherent risk to persons working in or visiting the building. More likely, safety refers to the protection of City property, especially fleet vehicles. In the survey, low values assigned to the weighted value do not necessarily reflect that safety is not of importance, but that it may not be much of an issue in this particular community.

The map on the following page shows the location for each of the sites considered and evaluated in this study.

CASPER POLICE

Sites

Legend

Hall of Justice, Existing

Star Tribune Site

Superfund Site

Sears, Eastridge Mall

Curtis St



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OPTION 1: HALL OF JUSTICE

Evaluating the Hall of Justice also included consideration of Police use space in other structures in close proximity to the Hall of Justice. These “other” buildings are the City Center Building and the Market Street Garage and Storage Building. Public safety departments the size of Casper recognize that dispersing staff across multiple buildings is operationally inefficient. The remedy for addressing this deficiency is, typically, to construct buildings that house all staff under a single roof. This is especially true for the Administrative, Support Services, and Investigations Divisions, including all storage needs these divisions require. For this reason, a long-term solution that includes the continuing use of the Hall of Justice necessitates the abandonment of the City Center and Market Street buildings, and moving their functions into the renovated Hall of Justice.

Any renovation and expansion to the Hall of Justice assumes that the County would agree to the plan. Casper Police currently occupy about 22,000 square feet of space that could reliably be considered for their continued use. Given this relatively small percentage of the area requirement of the programmed space need, a new construction addition would make up a significant portion of the overall project.

Construction of any attached structure to an existing structure carries additional risk with regard to construction conditions that are difficult to predict prior to the occurrence of actual construction. This means costs can be harder to estimate early and the risk of Change Orders increases. Minimizing the impact on ongoing operations in the existing building while construction occurs immediately adjacent is also challenging to both operations and construction. How contractors react in their pricing to this added complexity is also difficult to predict in preliminary estimates.

Opting to advance the Hall of Justice development scenario carries with it many hurdles to bringing the existing space up to meet the requirements of current codes and ADA requirements. Yet the greatest challenge with Option 1 involves the identification of sufficient site area immediately adjacent that will support the required footprint addition. After considering the potential for street closures to accommodate the added footprint and determining the undesirable nature of this, combined with extensive costs associated with utility relocation, our evaluation determined that if an expansion to the Hall of Justice was the preferred development scenario to advance, the most reasonable option to put forth would be the placement of it on the current County parking lot to the immediate south of the Hall of Justice.

The proposal developed under this option would be the development of a basement level parking garage with two floors built over it. This garage would replace County parking lost to the building footprint built upon it. The two floors of Police and Courts space built above the basement garage would meet the programmed space need.

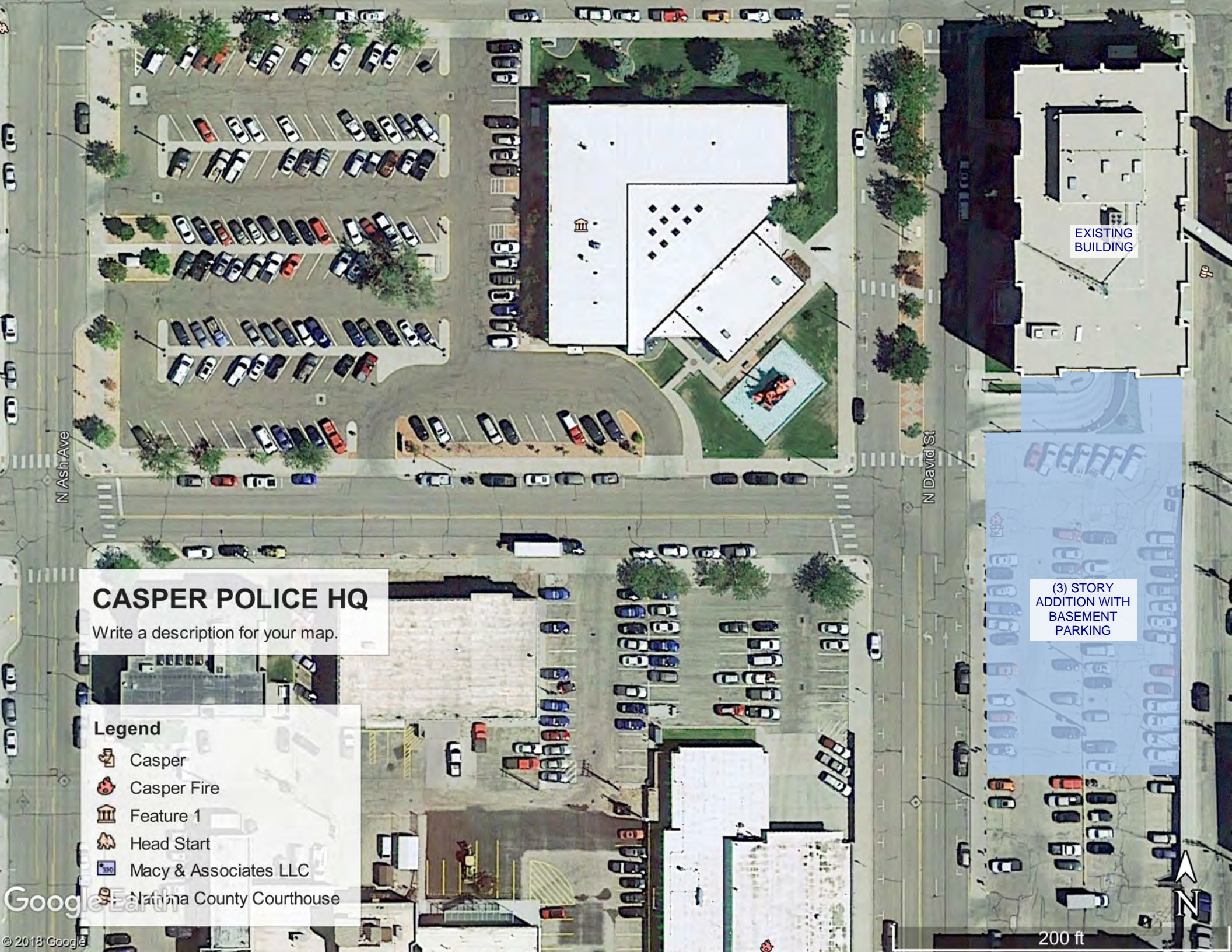
The only probable solution to this option, when paired with the basement garage parking to replace the existing County parking results in new construction of square footage nearly identical to that of a new building on an unidentified site, in addition to the renovated space in the existing Hall of Justice.

Even with the County parking lot, the site area is less than two acres and relies on the current parking lot across the street for police vehicles. Even with a new building addition, the current parking situation is not addressed and remains inadequate.

Of all of the options being considered, the Hall of Justice carries with it more variables that could have an impact on the final cost for the project. It requires a phasing plan for sequencing the work

in a manner that places the lowest impact on the ongoing Casper police operations. This phasing could have a dramatic consequence to scheduling and thus the time on the project by the contractor and their costs.

In the detailed estimates, we have attempted to cover these cost factors, but the perception of difficulty and risk is an intangible and each contractor will perceive it differently and adjust their cost accordingly.



N Ash Ave

N David St

CASPER POLICE HQ

Write a description for your map.

Legend

-  Casper
-  Casper Fire
-  Feature 1
-  Head Start
-  Macy & Associates LLC
-  Natrona County Courthouse

EXISTING BUILDING

(3) STORY ADDITION WITH BASEMENT PARKING



200 ft

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

Hall of Justice Building Renovation and Expansion

BUILDING	Renovated Space		New Construction	
	Construction Cost	%	Construction Cost	%
1 Demolition Selective removal of all materials and systems to be replaced	\$242,000			
2 Substructure Excavation, Backfill, Footings/Foundations, etc.	\$0	0.0%	\$1,633,000	7.1%
3 Superstructure Concrete slabs, structural steel floor/ roof framing and columns, etc.	\$0	0.0%	\$2,415,000	10.5%
4 Exterior Closure Wall finish & backup, trim & soffits, exterior doors, windows, etc.	\$0	0.0%	\$3,312,000	14.4%
5 Roofing Roofing metal, covering, gutters & downspouts, hatches, etc.	\$0	0.0%	\$690,000	3.0%
6 Interior Construction CMU & drywall partitions, interior doors & glazing, etc.	\$1,291,389	28.2%	\$2,392,000	10.4%
7 Stairs Pan filled concrete & steel, ladders, etc.	\$0	0.0%	\$276,000	1.2%
8 Interior Finishes Floor, walls, & ceilings; tile, carpet, paint, resins, epoxys, vinyl base	\$698,382	15.3%	\$1,610,000	7.0%
9 Conveying Systems Elevators	\$0	0.0%	\$511,060	2.2%
10 Plumbing Heaters, valves, sumps, drains, fixtures, connections, piping, etc.	\$274,764	6.0%	\$1,610,000	7.0%
11 HVAC Equipment: boilers, air handlers, VAV boxes, etc; ductwork, etc.	\$565,472	12.3%	\$3,082,000	13.4%
12 Fire Protection Sprinkler system, backflow preventer	\$45,794	1.0%	\$253,000	1.1%
13 Electrical Transformer, generator, panels, wiring, recetacles, switches, lights, etc.	\$443,743	9.7%	\$2,438,000	10.6%
14 Technology Voice/data, cabling, PA/intercomm, security & access control, CCTV, etc.	\$438,983	9.6%	\$1,012,000	4.4%

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

Hall of Justice Building Renovation and Expansion

15	Specialties Signage, toilet partitions, bath specialties, lockers, display boards, etc.	\$183,176	4.0%	\$644,000	2.8%
16	Equipment Detention products & fixtures, range equipment	\$0	0.0%	\$1,444,000	5.8%
17	Furnishings Window treatments, casework, vanity & counter tops, display cases, etc.	\$289,330	6.3%	\$667,000	2.9%
18	Special Construction Bullet resistant panels & glazing, etc.	\$105,326	2.3%	\$253,000	1.1%
	Building Subtotal	\$4,578,358		\$24,242,060	
	General Conditions, Overhead, and Profit	\$809,162		\$4,564,103	
	BUILDING TOTAL	\$5,387,520		\$28,806,163	
	SITE				
	Demolition	\$27,000			
	Site Preparation Excavation, grading, structural fill, dewatering, etc.	\$31,628	4.0%		
	Exterior Improvements Curbs, pavement, retaining walls, enclosures, fencing, landscape, signs, etc.	\$622,281	78.7%		
	Site Utilities Bullet resistant panels & glazing	\$73,535	9.3%		
	Electrical	\$63,256	8.0%		
	Site Subtotal	\$817,700			
	General Conditions, Overhead, and Profit	\$144,300			
	SITE TOTAL	\$962,000			
	BUILDING & SITE TOTAL	\$35,155,683			

OPTION 2: NEW CONSTRUCTION

New facilities are the most predictable with regard to meeting an expected outcome while maintaining an established budget. Starting with a clean slate is the best way to ensure that all planning objectives can be met as there are few if any existing impediments to impact the goals. Our planning for new facilities is based on planning standards for police facilities built around the Country, tailored to Casper's specific needs. This ensures credible planning solutions with regard to space, quality, and cost.

While our planning proposal for new construction is based on an actual site centrally located in Casper, this option could be developed on most any desired property of approximately eight acres in Casper. Our planning for new construction on eight acres affords design flexibility of the building structure, sufficient parking with designated and secure parking for Police fleet vehicles, and room for expansion beyond the needs of the 20-year planning period. New construction on a sufficient site will serve not only the Casper Community today, but for the next generation to come.

New construction allows for more design flexibility as there are not the impediments encountered when working around the elements of an existing structure. New construction does not bring with it the baggage associated with existing buildings. And in new construction you pay for only what you get. In existing building reuse, In buying existing buildings, Owners frequently pay for a building structure, systems, products, and materials only to have to replace or substantially modify them.

Frequently, for this reason, renovating an existing building can meet, or even exceed, the cost of building new. Current building construction and energy codes can virtually demand the replacement of elements as basic as the walls and roof of an existing building. Adding doors and windows can ripple through,

and require modification of structural components. And on top of this, there is the cost to remove or demolish building components that are not planned for reuse. These traits are not associated with new construction.

The site diagrams on the following pages reflect three of the four building configurations established in Section 3 with a detailed cost estimate breakdown on page 4.15.

**CASPER POLICE AND COURTS
CASPER, WYOMING**



170 STAFF
PARKING
SPOTS

FUTURE

FUTURE

1 STORY
GARAGE/
RANGE

2 STORY
POLICE

1 STORY
COURTS

GATE

100 PUBLIC
PARKING
SPOTS

FUTURE

FUTURE

FUTURE

FUTURE ADDITION
22,000SF

FUTURE

GATE





170 STAFF
PARKING
SPOTS

2 STORY
POLICE WITH
BASEMENT
GARAGE/RANGE

1 STORY
COURTS

100 PUBLIC
PARKING
SPOTS

FUTURE ADDITION
30,000SF

FUTURE

FUTURE

FUTURE

GATE

FUTURE

FUTURE

FUTURE

GATE



FUTURE

170 STAFF
PARKING
SPOTS

FUTURE

FUTURE

1 STORY
POLICE
APPROX.
31,000SF

1 STORY
GARAGE/
RANGE
APPROX.
13,000SF

FUTURE
1 STORY
APPROX.
15,000SF

FUTURE 2 STORY
UP TO 9,000SF
EACH FLOOR

3rd FLOOR
POLICE
APPROX.
20,000SF

GATE

2nd STORY
SUPPORT
APPROX.
10,000SF

2nd STORY
COURTS
APPROX.
10,000SF

FUTURE

GATE

100 PUBLIC
PARKING
SPOTS

FUTURE

FUTURE

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

New Construction

BUILDING	Renovated Space		New Construction	
	Construction Cost	%	Construction Cost	%
1 Demolition Selective removal of all materials and systems to be replaced				
2 Substructure Excavation, Backfill, Footings/Foundations, etc.		0.0%	\$1,711,422	6.1%
3 Superstructure Concrete slabs, structural steel floor/ roof framing and columns, etc.		0.0%	\$2,665,329	9.5%
4 Exterior Closure Wall finish & backup, trim & soffits, exterior doors, windows, etc.		0.0%	\$3,675,349	13.1%
5 Roofing Roofing metal, covering, gutters & downspouts, hatches, etc.		0.0%	\$841,683	3.0%
6 Interior Construction CMU & drywall partitions, interior doors & glazing, etc.		0.0%	\$2,637,273	9.4%
7 Stairs Pan filled concrete & steel, ladders, etc.		0.0%	\$336,673	1.2%
8 Interior Finishes Floor, walls, & ceilings; tile, carpet, paint, resins, epoxys, vinyl base		0.0%	\$1,963,927	7.0%
9 Conveying Systems Elevators		0.0%	\$623,407	2.2%
10 Plumbing Heaters, valves, sumps, drains, fixtures, connections, piping, etc.		0.0%	\$1,963,927	7.0%
11 HVAC Equipment: boilers, air handlers, VAV boxes, etc; ductwork, etc.		0.0%	\$3,759,517	13.4%
12 Fire Protection Sprinkler system, backflow preventer		0.0%	\$308,617	1.1%
13 Electrical Transformer, generator, panels, wiring, recetacles, switches, lights, etc.		0.0%	\$2,861,722	10.2%
14 Technology Voice/data, cabling, PA/intercomm, security & access control, CCTV, etc.		0.0%	\$1,234,468	4.4%

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

New Construction

15	Specialties Signage, toilet partitions, bath specialties, lockers, display boards, etc.	0.0%	\$729,459	2.6%
16	Equipment Detention products & fixtures, range equipment	0.0%	\$1,627,254	5.8%
17	Furnishings Window treatments, casework, vanity & counter tops, display cases, etc.	0.0%	\$813,627	2.9%
18	Special Construction Bullet resistant panels & glazing, etc.	0.0%	\$308,617	1.1%
	Building Subtotal		\$0	\$28,056,099
	General Conditions, Overhead, and Profit		\$0	\$4,951,076
	BUILDING TOTAL		\$0	\$33,007,175
	SITE			
	Demolition		\$0	
	Site Preparation Excavation, grading, structural fill, dewatering, etc.		\$84,283	4.0%
	Exterior Improvements Curbs, pavement, retaining walls, enclosures, fencing, landscape, signs, etc.		\$1,658,274	78.7%
	Site Utilities Bullet resistant panels & glazing		\$195,959	9.3%
	Electrical		\$168,567	8.0%
	Site Subtotal		\$2,107,082	
	General Conditions, Overhead, and Profit		\$371,838	
	SITE TOTAL		\$2,478,920	
	BUILDING & SITE TOTAL		\$35,486,095	

OPTION 3: EAST RIDGE MALL

The former Sears space consists of approximately 70,000 square feet of enclosed space on one level. The interior is relatively open and unobstructed which would minimize demolition cost prior to renovating the interior. The requirement of a new addition to meet the total programmed space is relatively small at about 15,000 square feet. The site area the shopping center will commit to dedicating to the City project is relatively undetermined, but the potential for space is more than sufficient to meet the programmed requirement. Most of this site area is currently constructed as parking and most of it would be used for parking in the public safety project.

General access and egress at the site is good as would be expected at a large mall site; however, the site is further to the eastern side of the City than preferred by the Police Department. The building and systems are in good condition based on a cursory observation, but it is highly likely that they would not perform in a manner to meet the needs of a 24/7 critical use facility.

While the condition of the structure would serve a variety of retail tenants well, there are serious weaknesses in its planning and design with regard to considering conversion to a police use. Chief among these concerns is the party wall the Police Department would share with an unknown neighbor in the adjacent mall space. Being able to control the immediate surroundings at a public safety facility is paramount to security. Additionally, the mall is designed as retail space and is intended to move large numbers of both pedestrians and vehicles through it and around it. Sound security planning for public safety facilities intends to control and minimize traffic around the building and is in opposition to the retail planning style typical of a large regional shopping center.

There is minimal natural light into the building and detrimental to the good health of the individuals that will office out of the facility. Windows can be cut into existing exterior walls, but at significant expense. Plumbing is not sufficient to meet codes for the building type, requiring extensive cutting of the existing concrete for installation.

Given the good condition of all of the buildings mechanical and electrical systems, the current Owner would likely desire to receive full market value for them in the sales price. But for police use, they are not robust enough for the job and would very likely require immediate replacement.

Excess energy usage would result in increased operational costs over the life of the building. The design of this space to serve a large retail tenant results in a high floor to deck ratio when compared to most public safety buildings. At approximately 22 feet for the former Sears space, this compares to a height of about 14 feet for most police buildings. This is the height at which the insulation forms the top of the conditioned building envelop. The taller space results in a much greater volume of space within the building envelop and would result in substantially higher energy costs year after year.

As stated prior, our evaluation concludes that there is an opportunity to see construction cost savings in renovating and expanding this space. But this savings may be decreased or even eliminated depending on a final agreed upon sales price.

The diagram on the following page indicates the probable usage of the site. A detailed cost estimate breakdown is on page 4.18.

**CASPER POLICE AND COURTS
CASPER, WYOMING**



PUBLIC PARKING

ADDITION
15,000sf

GATE

GATE

PUBLIC PARKING

SECURE STAFF PARKING

CASPER POLICE HQ
Eastridge Mall Site, Former Sears Location

Legend
Google Earth



300 ft

258

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

East Ridge Mall Building Renovation and Expansion

BUILDING	Renovated Space		New Construction	
	Construction Cost	%	Construction Cost	%
1 Demolition Selective removal of all materials and systems to be replaced	\$137,000			
2 Substructure Excavation, Backfill, Footings/Foundations, etc.	\$66,857	0.4%	\$377,578	8.8%
3 Superstructure Concrete slabs, structural steel floor/ roof framing and columns, etc.	\$267,429	1.6%	\$549,204	12.8%
4 Exterior Closure Wall finish & backup, trim & soffits, exterior doors, windows, etc.	\$434,573	2.6%	\$497,716	11.6%
5 Roofing Roofing metal, covering, gutters & downspouts, hatches, etc.	\$133,715	0.8%	\$124,429	2.9%
6 Interior Construction CMU & drywall partitions, interior doors & glazing, etc.	\$4,596,441	27.5%	\$270,311	6.3%
7 Stairs Pan filled concrete & steel, ladders, etc.	\$0	0.0%	\$0	0.0%
8 Interior Finishes Floor, walls, & ceilings; tile, carpet, paint, resins, epoxys, vinyl base	\$2,574,007	15.4%	\$124,429	2.9%
9 Conveying Systems Elevators	\$0	0.0%	\$0	0.0%
10 Plumbing Heaters, valves, sumps, drains, fixtures, connections, piping, etc.	\$1,504,290	9.0%	\$150,173	3.5%
11 HVAC Equipment: boilers, air handlers, VAV boxes, etc; ductwork, etc.	\$2,624,150	15.7%	\$227,405	5.3%
12 Fire Protection Sprinkler system, backflow preventer	\$167,143	1.0%	\$25,744	0.6%
13 Electrical Transformer, generator, panels, wiring, recetacles, switches, lights, etc.	\$2,005,720	12.0%	\$235,986	5.5%
14 Technology Voice/data, cabling, PA/intercomm, security & access control, CCTV, etc.	\$835,717	5.0%	\$128,720	3.0%

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

East Ridge Mall Building Renovation and Expansion

15	Specialties Signage, toilet partitions, bath specialties, lockers, display boards, etc.	\$484,716	2.9%	\$42,907	1.0%
16	Equipment Detention products & fixtures, range equipment	\$0	0.0%	\$1,444,000	5.5%
17	Furnishings Window treatments, casework, vanity & counter tops, display cases, etc.	\$501,430	3.0%	\$60,069	1.4%
18	Special Construction Bullet resistant panels & glazing, etc.	\$384,430	2.3%	\$30,035	0.7%
	Building Subtotal	\$16,717,617		\$4,288,704	
	General Conditions, Overhead, and Profit	\$2,946,303		\$759,126	
	BUILDING TOTAL	\$19,663,920		\$5,047,830	
	SITE				
	Demolition	\$87,000			
	Site Preparation Excavation, grading, structural fill, dewatering, etc.	\$123,046	5.7%		
	Exterior Improvements Curbs, pavement, retaining walls, enclosures, fencing, landscape, signs, etc.	\$1,711,849	79.3%		
	Site Utilities Bullet resistant panels & glazing	\$151,109	7.0%		
	Electrical	\$172,696	8.0%		
	Site Subtotal	\$2,245,700			
	General Conditions, Overhead, and Profit	\$396,300			
	SITE TOTAL	\$2,642,000			
	BUILDING ACQUISITION COST (To Be Determined)	(TBD)			
	BUILDING & SITE TOTAL	\$27,353,750			

OPTION 4: STAR-TRIBUNE BUILDING

The existing building structure consists of approximately 47,000 square feet and will require a new building addition of 38,000 square feet to meet the programmed need. The building itself is complex and cut up in its massing and may create difficulties in efficiently using space. The new addition to the existing building would be required to be a two-story space and, again, does not lend itself to working well with the odd shaping of the existing structure.

The current star-Tribune site area is just over 4 acres. The existing programmed space requirement including building and parking fit on the existing site but are extremely tight. The railroad tracks and potential for a hazardous chemical spill merely feet behind the building represent a threat to a 24/7 critical use building operation such as that of a police building. Additionally, the building sits at an undesirable location for a public safety building being at the end of a dead-end road.

When the acquisition cost of the property is factored in along with the prudent long-term need to acquire some additional acreage for future needs, the final project costs are similar to that of new construction.

The diagram on the following page indicates the probable usage of the site. A detailed cost estimate breakdown is on page 4.22.



170 STAFF PARKING SPOTS

170 Star Ln

2 STORY ADDITION
(APPROX 19,000)
SQ/FT/FLR

100 PUBLIC PARKING SPOTS

GATE

GATE

44

8

12

21

24

33

9

7

12

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

Star Tribune Building Renovation and Expansion

BUILDING	Renovated Space		New Construction	
	Construction Cost	%	Construction Cost	%
1 Demolition Selective removal of all materials and systems to be replaced	\$620,000			
2 Substructure Excavation, Backfill, Footings/Foundations, etc.	\$168,639	1.3%	\$791,407	6.2%
3 Superstructure Concrete slabs, structural steel floor/ roof framing and columns, etc.	\$389,167	3.0%	\$1,161,582	9.1%
4 Exterior Closure Wall finish & backup, trim & soffits, exterior doors, windows, etc.	\$278,903	2.2%	\$1,659,403	13.0%
5 Roofing Roofing metal, covering, gutters & downspouts, hatches, etc.	\$103,778	0.8%	\$382,939	3.0%
6 Interior Construction CMU & drywall partitions, interior doors & glazing, etc.	\$2,939,240	22.7%	\$1,327,522	10.4%
7 Stairs Pan filled concrete & steel, ladders, etc.	\$64,861	0.5%	\$153,176	1.2%
8 Interior Finishes Floor, walls, & ceilings; tile, carpet, paint, resins, epoxys, vinyl base	\$1,695,715	13.1%	\$765,878	6.0%
9 Conveying Systems Elevators	\$129,722	1.0%	\$283,630	2.2%
10 Plumbing Heaters, valves, sumps, drains, fixtures, connections, piping, etc.	\$778,333	6.0%	\$753,114	5.9%
11 HVAC Equipment: boilers, air handlers, VAV boxes, etc; ductwork, etc.	\$1,472,114	11.3%	\$1,621,109	12.7%
12 Fire Protection Sprinkler system, backflow preventer	\$129,722	1.0%	\$114,882	0.9%
13 Electrical Transformer, generator, panels, wiring, recetacles, switches, lights, etc.	\$1,037,778	8.0%	\$1,289,228	10.1%
14 Technology Voice/data, cabling, PA/intercomm, security & access control, CCTV, etc.	\$847,858	6.5%	\$382,939	3.0%

PRELIMINARY CONSTRUCTION COST ESTIMATE BY DIVISION

Star Tribune Building Renovation and Expansion

15	Specialties Signage, toilet partitions, bath specialties, lockers, display boards, etc.	\$518,889	4.0%	\$268,057	2.1%
16	Equipment Detention products & fixtures, range equipment	\$0	0.0%	\$1,444,000	5.8%
17	Furnishings Window treatments, casework, vanity & counter tops, display cases, etc.	\$593,500	4.6%	\$268,057	2.1%
18	Special Construction Bullet resistant panels & glazing, etc.	\$298,361	2.3%	\$102,117	0.8%
	Building Subtotal	\$12,066,580		\$12,769,041	
	General Conditions, Overhead, and Profit	\$2,290,477		\$2,248,179	
	BUILDING TOTAL	\$15,261,439		\$15,017,220	
	SITE				
	Demolition	\$48,000			
	Site Preparation Excavation, grading, structural fill, dewatering, etc.	\$107,816	8.0%		
	Exterior Improvements Curbs, pavement, retaining walls, enclosures, fencing, landscape, signs, etc.	\$979,778	72.7%		
	Site Utilities Bullet resistant panels & glazing	\$152,290	11.3%		
	Electrical	\$107,816	8.0%		
	Site Subtotal	\$1,395,700			
	General Conditions, Overhead, and Profit	\$246,300			
	SITE TOTAL	\$1,642,000			
	BUILDING & SITE TOTAL	\$31,920,659			

CASPER POLICE AND COURTS
CASPER, WYOMING

SECTION 5.0 – COST & CONCLUSIONS

POLICE FACILITY DESIGN GROUP

STATEMENT OF PROBABLE CONSTRUCTION COST

Preliminary new construction cost can be estimated by utilizing average new facility square footage construction costs for typical public safety facilities built around the country. By adjusting these numbers to the local construction market and factoring in inflation, the total probable cost can be developed for the Casper Public Safety Facility to a predetermined point in time.

The process begins with a review of the cost of a typical new public safety facility. Cost information and other survey data have been collected from over 300 new facilities. The facilities have been constructed in many locations and bidding climates over many years. Therefore, the cost figures from the database have been adjusted for inflation and regional cost differences to develop the average.

In addition, we check square footage figures against recent detailed bid costs from similar projects. These are actual contractor bid figures by construction specification. We can add or subtract segments of the total cost based on the specific cost categories we anticipate as relevant to each development scenario we evaluate.

At the projected time of bidding we assess market supply and demand. Construction activity at the time of bidding can have a dramatic affect on costs. Low activity means more competitive bids. Increased activity results in fewer bidders and higher project cost. If we can time the market to avoid bidding our project at the same time other large projects are bidding, we recommend this.

Site development typically comprises approximately 8 - 10% of the total square footage cost, and this is reflected in the detailed costs associated with each development scenario.

Other project costs have been identified under the category of "Soft Costs". These include, but are not limited to, professional fees, geotechnical exploration, site surveys, construction phase testing, and furnishings, and design and construction contingencies.

The design contingency reflects a cost margin due to insufficient details at the preliminary stages of a project to ensure bidding accuracy. It is generally 5 – 10 % of the estimated cost and reduced as the project becomes better defined. A construction contingency should be maintained after the initial bid to accommodate Owner desired changes to the project. While it is possible that the contingency is never utilized, it should be considered as though it will.

Total project cost is a combination of the hard costs required to physically construct a building as well as the soft costs needed to support project development and to ready a completed facility for occupancy. The total project cost is established around the current construction market for a building bid in 2019 with likely annual escalation costs shown separately.

On the following page, we have itemized the various primary components of the public safety facility.

**CASPER POLICE AND COURTS
CASPER, WYOMING**

EARLY PRELIMINARY STATEMENT OF COST

CASPER POLICE AND COURTS FACILITY

	2039 SQ FT		2019 SF COST		CONSTRUCTION COST		SOFT COST %		PROJECT TOTAL
Police Building:	61,633	x	\$425	=	\$26,194,025	x	1.20	=	\$31,432,830
Courts Component:	10,336	x	\$425	=	\$4,392,800	x	1.20	=	\$5,271,360
Garage/ Outbuilding:	6,595	x	\$250	=	\$1,648,750	x	1.20	=	\$1,978,500
Firing Range, (Incl. Equip):	6,916	x	\$470	=	\$3,250,520	x	1.20	=	\$3,900,624
					\$35,486,095				\$42,583,314
Escalation 2020 (5%)					\$37,260,400				\$44,712,480
Escalation 2021 (5%)					\$39,123,420				\$46,948,104

PRELIMINARY CONSTRUCTION COST SUMMARY

Option 1: Hall of Justice Building

BUILDING

Existing Structure Renovation:

Core Police Functions	22,080 SF	x	\$244 =	\$5,387,520
Garage (Swap with County)	0 SF	x	\$0 =	\$0

Total Renovated Area 22,080 ## \$5,387,520

New Addition (2 Floors + Basement):

Core Police Functions	39,553 SF	x	\$387 =	\$15,307,011
Courts	10,336 SF	x	\$387 =	\$4,000,032
Garage (Basement Location)	6,595	x	\$225 =	\$1,483,875
Firing Range (Basement Location)	6,916 SF	x	\$445 =	\$3,077,620
Basement Parking (Displaced Co. Prkg.)	21,945 SF	x	\$225 =	\$4,937,625

Total New Addition (Bsmt Parking, NIC) 63,400 SF \$28,806,163

SITE \$962,000

TOTAL CONSTRUCTION COST \$35,155,683

Project Soft Cost: 25% \$8,788,921

TOTAL PROJECT COST \$43,944,604

Option 2: New Construction on Unidentified Site

BUILDING

New Construction Only:

Core Police Functions	61,633 SF	x	\$396 =	\$24,406,668
Courts	10,336 SF	x	\$396 =	\$4,093,056
Garage	6,595 SF	x	\$221 =	\$1,457,495
Firing Range	6,916 SF	x	\$441 =	\$3,049,956

Total 85,480 SF \$33,007,175

SITE \$2,478,920

TOTAL CONSTRUCTION COST \$35,486,095

Project Soft Cost: 20% \$7,097,219

TOTAL PROJECT COST \$42,583,314

BUILDING/ PROPERTY ACQUISITION (Unknown)

PRELIMINARY CONSTRUCTION COST SUMMARY, Continued

CONCLUSIONS

1. The current facilities are inadequate to conduct routine public service functions. The growth in the service population, and the evolution of policing and the delivery of those services in the community of Casper have placed a demand on the existing facilities that has exceeded the capacity of those facilities to efficiently support law enforcement operations. The buildings as they currently exist will become increasingly deficient in the future when additional staff are required. Improved facilities will address the needs of an important public service that can have a significant impact on the community and region for many years to come.

2. The inadequacies of the existing facilities compromise confidentiality, security, and personnel productivity. The most obvious example is the disbursement of various department divisions into multiple buildings. The new facilities should be designed to facilitate current operations efficiently and accept expected future staffing increases without impacting proper operations.

3. In addition to adequate space, facility adequacy requires the proper placement of each space. The current facility lends itself to a chaotic placement of personnel, inhibiting proper interaction, and adding to the inefficient use of the staff's time. New facilities will be required to remedy these inefficient relationships.

Space Needs

1. Space needs development should be in accordance with industry standards. Current facilities provide 46,260 square feet of space. Nearly one-half of this existing space is a nondescript

storage facility or less than desirable use quality, or leased space. While the remaining existing space is serviceable, only about 20 percent of all the space occupied is of adequate quality to support efficient operations. The required space need for the present staff size is 52,114 and the projected need in 20-years is 61,633.

2. The size of the proposed Police Facility can be compared to typical law enforcement facilities around the country. In assessing the appropriateness of the space planning for the space related to the police facility, a comparison can be made to law enforcement facilities for similar sized communities. Year 2039 ratios for square footage to personnel (total gross building sq. ft. divided by the total personnel) in the Casper study yields 300 square feet. This compares to an average square footage of 287 square feet per person for new facilities of similar personnel size, from the database of national averages. At four percent above the average mean, this is well within the variance for proper planning.

3. Police Administration requires 1,790 square feet currently and 2,340 square feet in 20-years. The existing Administration area contains 1,787 square feet of area dedicated to the specific need. This area is appropriate for today's need and 76 percent of that in 20-years.

The location of the Police Administration within a new facility could be improved by creating an access point with a direct, or indirect link between the Lobby and an administrative contact point. The Police Chief and Executive staff should be visually and acoustically screened from this position. The Administrative suite should be self-contained with secured access to all staff areas of the building to maximize the work environment. The relationship with the lobby requires careful consideration to provide for

convenient access, while maintaining a secure, visual separation from the lobby.

4. The space in the current facility specifically designated for Support Services (not including Communications and Evidence and Property) functions contains 5,533 square feet. The programmed space need is for 6,395 square feet currently, and 7,540 square feet in 20-years. This is 87 percent of the current need, and 73 percent of the required space needed in 20-years.

New facilities are needed to increase the size of space that support personnel and training in one main building, with an emphasis on securely and conveniently interacting with the entire department.

5. There is currently a lack of facility space to house personnel within Police Investigations. The Investigations Division currently occupies around 2,853 square feet in the building. This is 58 percent of the current space requirement of 4,890 square feet, and only 50 percent of the need for 5,740 square feet in 20-years.

Investigation facilities should be developed which house all investigations functions in a self-contained suite. The Investigators workroom could utilize a flexible bullpen configuration or individual, private offices, with supervisory personnel immediately adjacent the investigators in private offices.

6. The Patrol Division requires 4,070 square feet currently, and 4,740 in 20-years. Existing patrol functions are supported by area totaling 2,852 square feet, which is 70 percent of today's requirement and 60 percent of the need in 20-years.

The development of a new facility should keep all patrol functions in the main building with all other police operations. The building layout should be developed to facilitate the efficient movement of officers in and out of the building, to and from evidence drop areas, report writing rooms, and briefing space. Supervisory personnel should have independent workstations. Briefing, and report writing space should be developed for the specific use of those functions. Locker quantities should be sufficient to handle the unknown ratio of male to female personnel.

7. Evidence space requires 3,405 square feet currently, and 3,860 square feet in 20-years. There is currently 1,187 square feet available for secure and proper handling and storage of evidence. The current space is 35 percent of the current need, and 31 percent of the need in 20-years.

An evidence area should be developed which provides a convenient location adjacent to the secured area for field personnel to bag and label evidence before securing it. The location of this bag and tag function would be highly desirable in the new report writing room. The processing area should be immediately adjacent to this location, secured, with direct access to bagged evidence. Storage areas for evidence should be developed to handle specific types of evidence, such as general evidence, found property, large evidence, drugs, and firearms without ever leaving the secured processing area.

8. Communications is not located in the building, but is in leased space in the NERD Building. While the space they are occupying is more than adequate, it would be beneficial for Communications to be within the same building as the other divisions. This would promote positive interaction with police officers and allow

Communications to monitor the police building, especially in the overnight hours.

10. Miscellaneous areas currently lacking are those pertaining to storage space, closets, sufficient restrooms, proper hallway circulation, and mechanical equipment rooms to support new, highly efficient HVAC systems. Development of these areas should be guided by the appropriate building codes, ADA requirements, and standards for design. As stated prior, there is current space for various storage requirements in one of the secondary buildings, but it is of low quality based on ease of access and security.

Development Options

Four development scenarios were investigated in detail. Three of these looked at renovating existing buildings. In considering a building to be renovated, the goal is to advance the project in a manner that allow the renovated/ expanded space to perform on a level of functional efficiency comparable to a new building. Given this, renovations frequently require some compromise. This is just the nature of developing space around the impediments of existing building parts.

With the stringent requirements of current building and energy codes and regulations related to critical use buildings such as this project entails, few elements of an existing building is left untouched. Wall and roofs must be extensively upgraded to meet energy modeling. Mechanical, electrical, and IT (technology) generally requires a total update to meet the high demand performance level required. Vertical circulation from stairs and elevators, when requiring modification, is costly work in the confines of an existing building.

When considering any renovation, if we believe the plan being put forth can perform with an equivalency to that of new construction, we consider the cost. Can it be built at a savings versus new construction? Generally, we are looking for a significant savings as we recognize there is a greater risk of encountering unexpected conditions during construction that may drive construction costs higher. And the expected outcome may not be as certain as with new construction.

Renovating the existing police space within the Hall of Justice is the least likely to result in a good long-term outcome. The police operations occurring in the Hall of Justice and other downtown buildings must be brought under one roof to be of long-term value. Casper Police and Courts occupy such a small amount of space in the Hall of Justice that a new adjacent addition would be a substantial part of the entire project. Given the limited area to place an expansion at the site, the only realistic possibility would be on the County parking immediately south of the current building. To address the displacement of this parking, the project would need to include a basement parking Garage dedicated to County use. This drives the total project construction cost beyond the estimates for a new project on an arbitrary site.

While costs for renovating the Hall of Justice exceed the cost of new construction, the parking is not addressed. The already deficient parking situation is further exacerbated and could be expected to worsen over time.

Renovating and adding on to the Star-tribune building is only slightly better. The project cost represent a very small savings over that of new construction. The building's structure, odd sized floor levels and general configuration are not conducive to

design flexibility and reduce the outlook for the best functional outcome. The site barely accommodates the building and parking needs, with zero opportunity for future expansion unless additional adjacent properties are acquired. This would likely push the total project costs beyond that of new construction.

Given this limited site area along with the close proximity to railroad tracks, and the semi-dead-end street the building is situated on, it is our professional opinion that the Star-Tribune is inadequate for conversion to a police facility use.

Of the renovation options, we believe the best opportunity for success comes with the East Ridge Mall location. It is a relatively clean structure in good condition. The building configuration is simple, and a new addition would represent only a small part of the total space required. This would minimize the uncertainty associated with unforeseen conditions.

The construction cost estimate indicates the best opportunity to save a significant amount versus new construction. The caveat is the acquisition figures. Some initial indications of the Mall Owner's sales price push the total project cost to nearly the cost of a new facility, if not higher.

We previously highlighted our concerns with this option and question whether the potential cost savings overcome the concerns when spread over the life of the building.

Given the length of time a single City entity could occupy this building (70-100 years if appropriately planned), a project considered for renovation must possess special characteristics, and generally be able to be acquired for below market price. Even if new construction is substantially higher than renovating

an existing building, the added cost is spread over many years, minimizing the impact. But if the renovation reflects any functional compromise or lower efficiency, that effect is cumulative, and this magnified over those many years of the life of the building.

It is our professional opinion that the buildings considered for renovation do not possess all of, of enough of, the desirable aspects we look for as indicators that their renovation will be equivalent to new construction. And we have identified weaknesses in each existing building that will result in a lifetime of compromise.

Benefits of a New Police Facility Project

Given the establishment of the need for new facilities for the Casper Police and Courts, what is the benefit in doing so. We believe the following highlight some of the reasons this project should be undertaken:

Maximize the operational efficiency for all staff during time spent in the building by minimizing down time waiting for space to become available to conduct certain tasks and improving personnel interaction by placing individuals in close proximity where desirable. In addition, creating space within the building for storage lessens time spent traveling to remote locations to retrieve items.

Proper facilities can promote an increased level of in-service training maximizing the skills of department personnel and minimizing liability to the City based on the interaction occurring between staff and citizens.

Lessen the manpower demand over time by utilizing technological infrastructure to monitor events occurring within the building.

Support the safety and security of both staff and the public by utilizing the design of the facility to achieve a safe physical environment.

Provide for the occurrence of discreet conversations and the exchange of information between officers and victims and/or witnesses, so as not to discourage the public from engaging with the Police.

Modernizing facilities typically results in increased department morale, promoting improved job performance, hiring edge, and employee retention.

Properly designed space promotes interaction between the public and Police Department. Emphasizing this alliance has been shown to have a positive impact on the reduction in crime.

Reduce potential liability, especially associated with the high risk involved with detaining prisoners.

Maintain the “Chain of Evidence” through proper facility design in order to maximize conviction rates.

Minimize energy costs by employing the design of modern systems to supply and control the internal building environment.

**CASPER POLICE AND COURTS
CASPER, WYOMING**

SECTION 6.0 – APPENDIX
POLICE FACILITY DESIGN GROUP

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PLANNING STANDARDS

It has been determined that the elements that dictate the need for space in a building are assigned personnel, temporary occupants, activities, and the equipment and furnishings necessary to conduct the required activity. A determination of the appropriate amount of space for each of these is very subjective, and is based upon a database of properly designed law enforcement facilities tailored to fit the way a specific department needs to operate.

The area required for certain functional elements can be determined in part by applying specific planning standards. Planning standards (PS) are simply an established quantity of floor space required to conduct a known activity, tested by past history. This can come in many forms, but they are primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the Functional Element. It can also be a typical room size based on the area required to perform a known set of tasks.

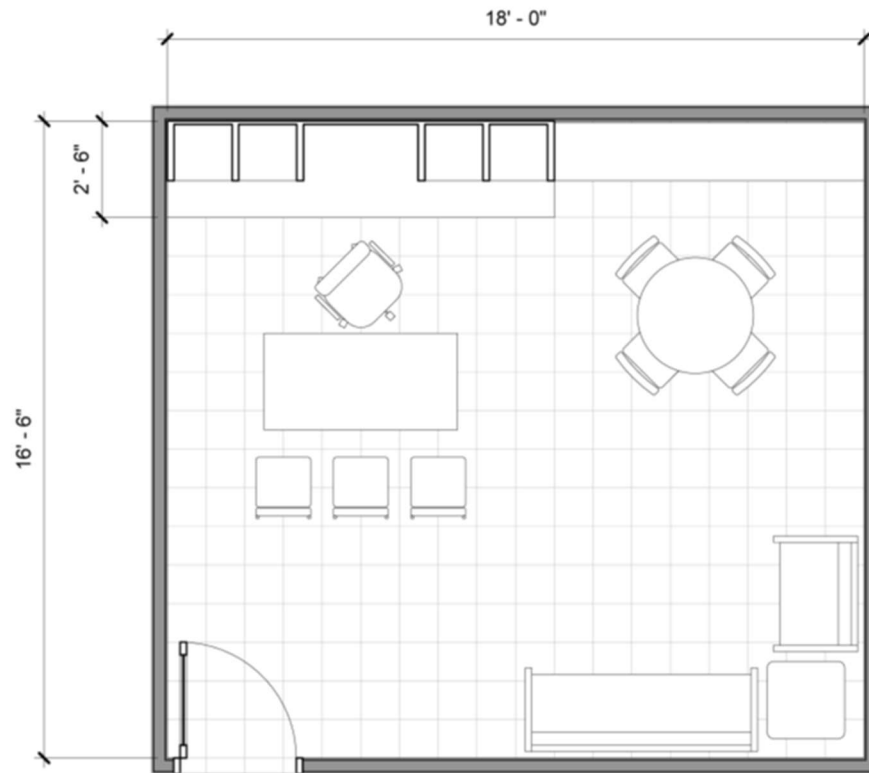
For the Functional Elements listed in the Space Needs Tables, the square footages assigned in the Space Needs Tables are based on Planning Standards. The diagrams on the following pages correspond to the designation in the first column of the table to the right. The area of a Planning Standard can be increased or decreased, in order to affect the overall square footage. However, the area shown herein is recommended for the given task.

Referring to the Space Need Tables, columns WS1 and WS2 indicate the number of workstations when they are used. Columns WS1T and WS2T designate the type of workstation, cross-referenced at right.

Please note that these diagrams are general and typical of public safety facilities across the nation. These would be refined on a space-by-space basis as needed during the design phase as the project is developed.

TYPE	TYPICAL USE
PS-1	Private Office
PS-2	Private Office
PS-3	Private Office
PS-4	Private Office
PS-5	Private Office
PS-6	Private Office
PS-7	Open Office
PS-8	Open Office
PS-9	Open Office
PS-10	Communications / Dispatch
PS-11	Briefing Room
PS-12	Training / Multi-Use Rooms
PS-13	Conference Rooms
PS-14	Toilet Rooms
PS-15	Report Writing
PS-16	Evidence Intake/Processing
PS-17	Interview Rooms
PS-18	Locker Rooms
PS-19	Shower Stalls
PS-20	Sally Port

**CASPER POLICE AND COURTS
CASPER, WYOMING**



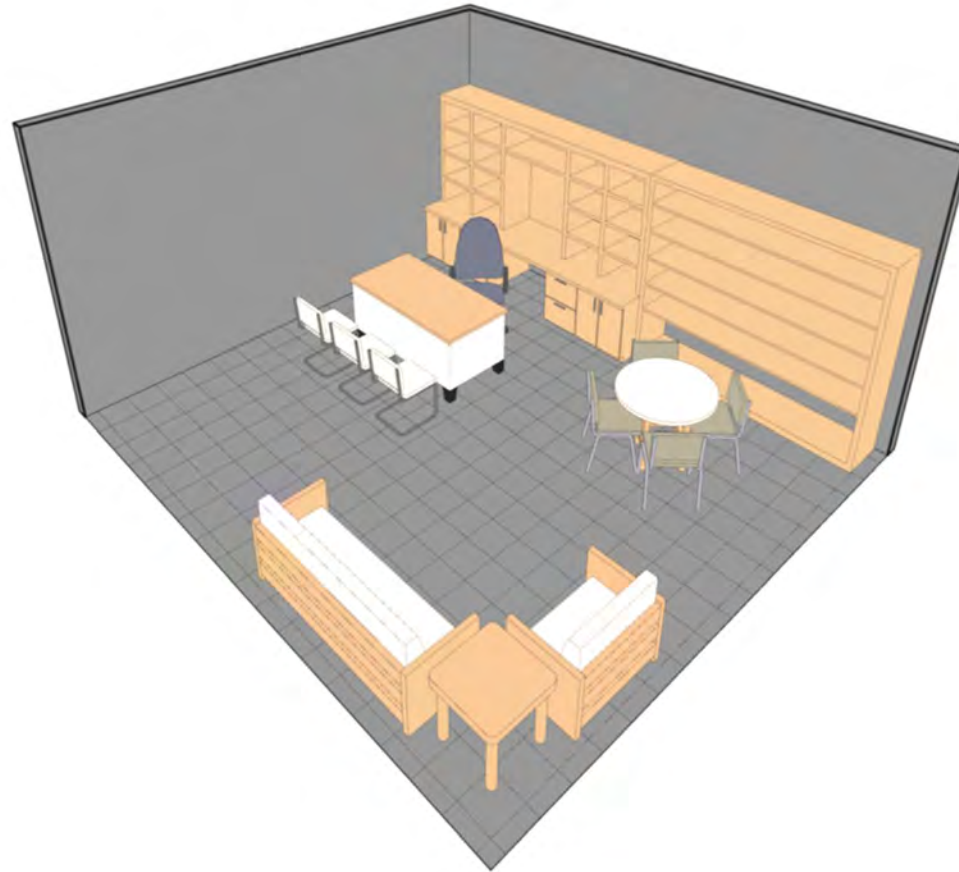
DESIGN CONSIDERATIONS

- ✓ 295 SQUARE FOOT FLOOR AREA
- ✓ BUILT-IN CASEWORK AND FILE SPACE
- ✓ WORKSTATION AREA AT DESK
- ✓ CASUAL MEETING AREA (SOFA SEATING)
- ✓ SMALL CONFERENCE TABLE
- ✓ WALLS TO DECK WITH SOUND INSULATION
- ✓ POWER / DATA AT WORKSTATION, MEETING AREA AND CONFERENCE TABLE

PLANNING STANDARD PS-1
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



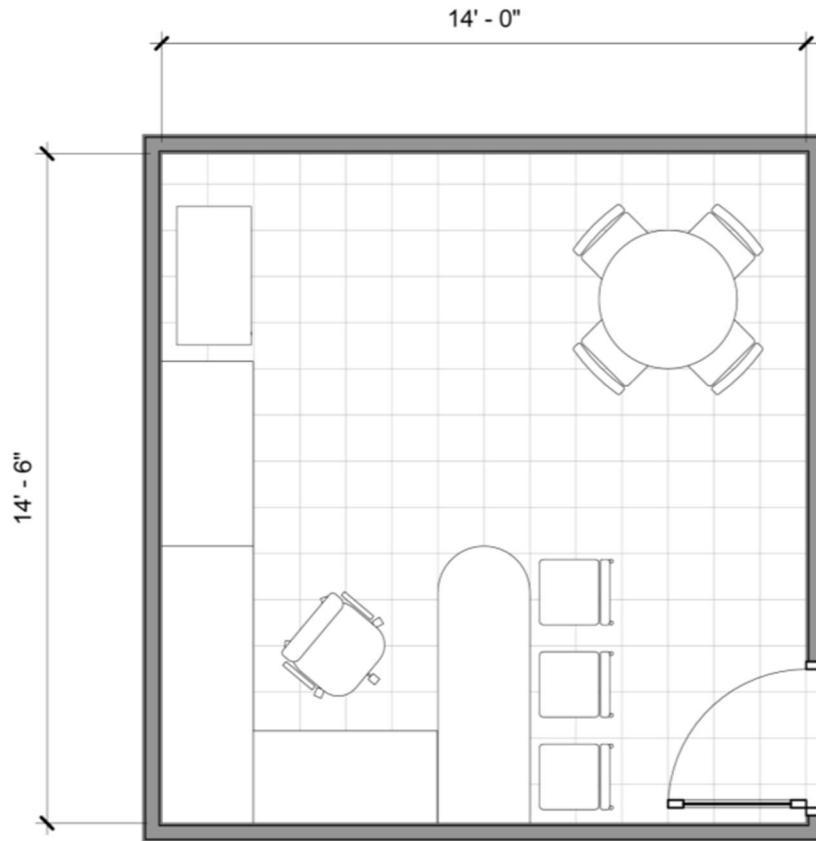
PLANNING STANDARD PS-1
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

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DESIGN CONSIDERATIONS

- ✓ 200 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ SMALL CONFERENCE TABLE
- ✓ POWER / DATA AT WORKSTATION, AND CONFERENCE TABLE
- ✓ WALLS TO DECK WITH SOUND INSULATION

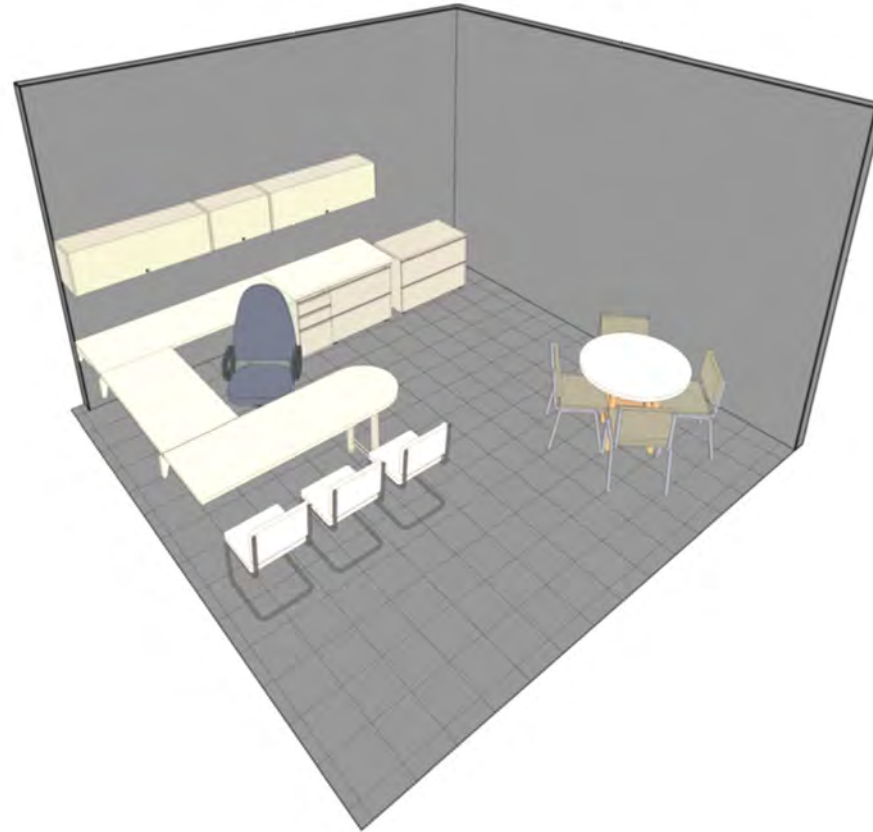
PLANNING STANDARD PS-2
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

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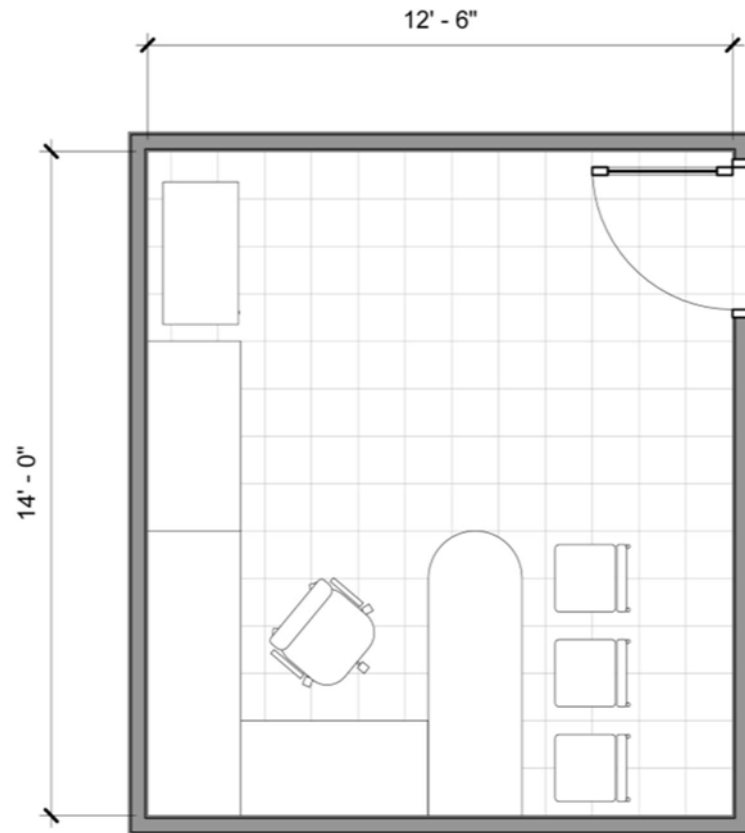
PLANNING STANDARD PS-2
3D VIEW

CASPER POLICE AND COURTS
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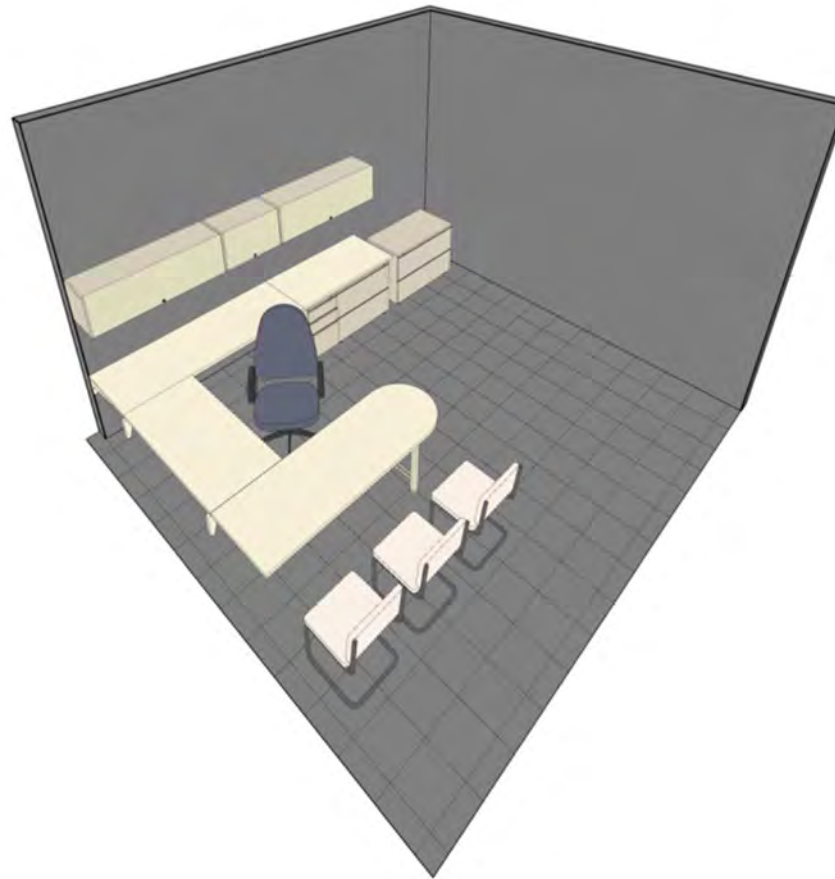
DESIGN CONSIDERATIONS

- ✓ 175 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ POWER / DATA AT WORKSTATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-3
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



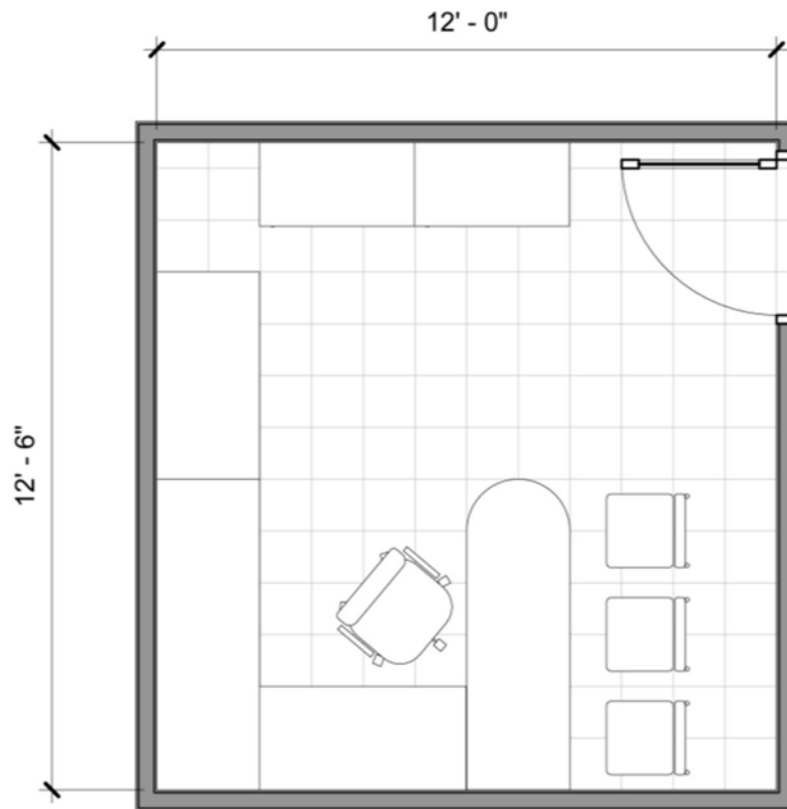
PLANNING STANDARD PS-3
3D VIEW

CASPER POLICE AND COURTS
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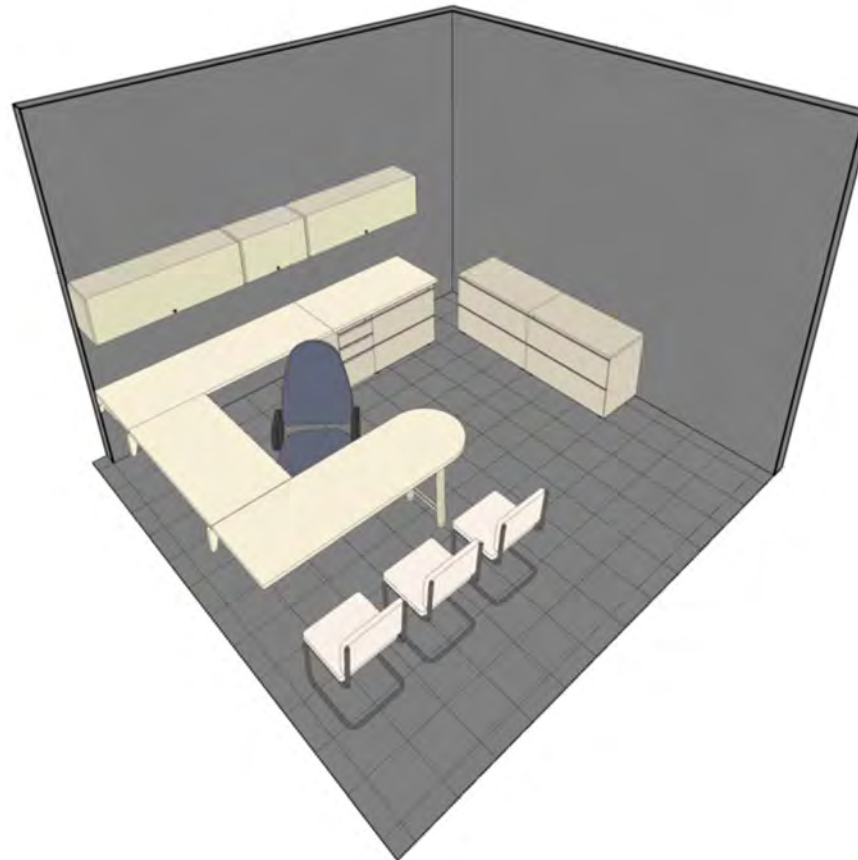
DESIGN CONSIDERATIONS

- ✓ 150 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ POWER / DATA AT WORKSTATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-4
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



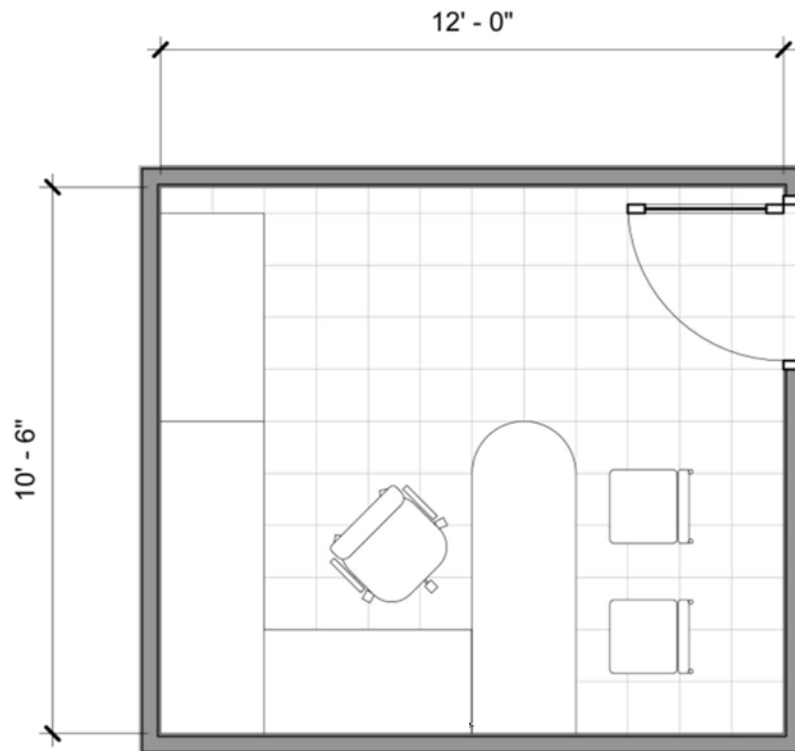
PLANNING STANDARD PS-4
3D VIEW

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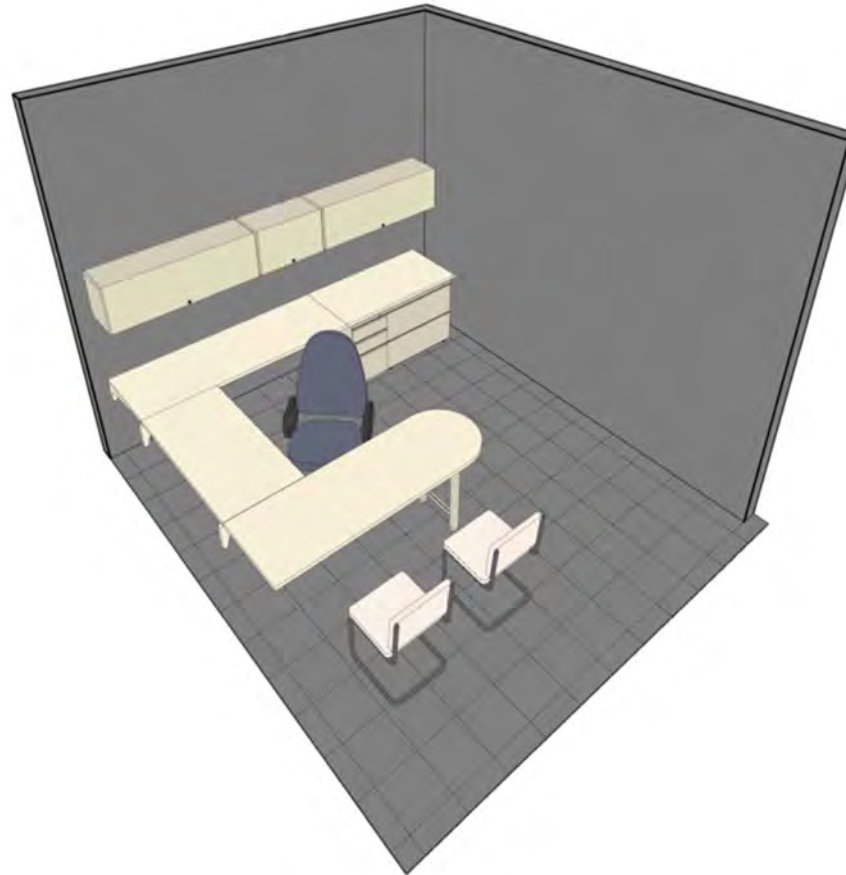
DESIGN CONSIDERATIONS

- ✓ 125 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA WITH BUILT-IN FILES
- ✓ POWER / DATA AT WORKSTATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-5
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



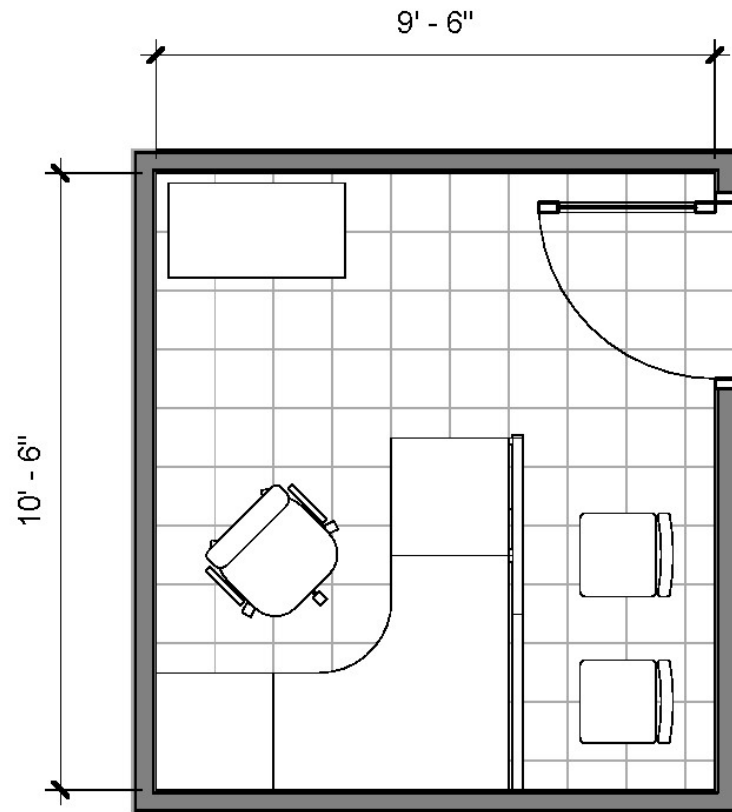
PLANNING STANDARD PS-5
3D VIEW

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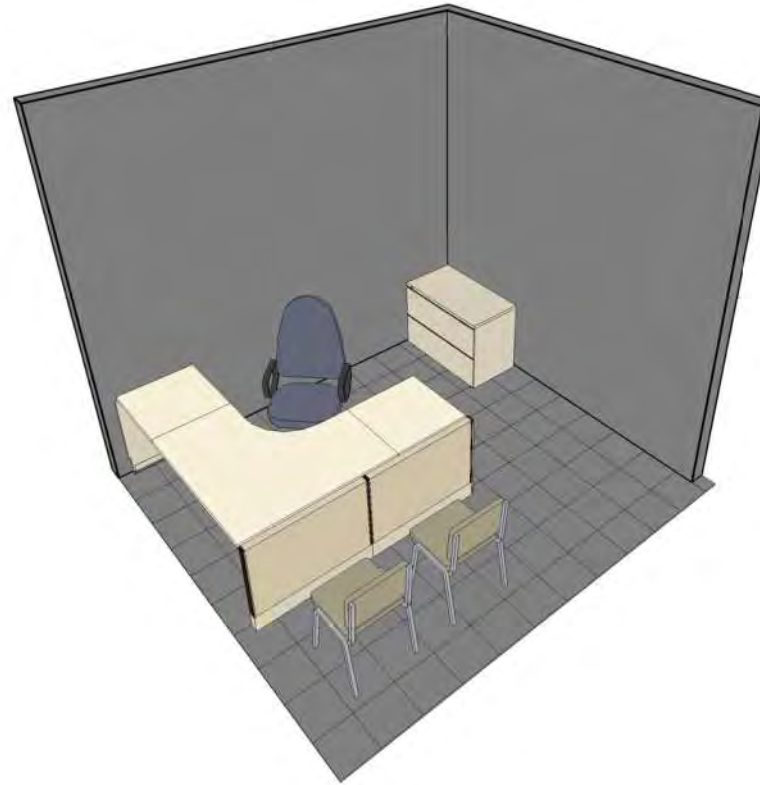
DESIGN CONSIDERATIONS

- ✓ 100 SQUARE FOOT FLOOR AREA
- ✓ 6 x 6 WORKSTATION AREA WITH BUILT-IN FILES
- ✓ POWER / DATA AT WORKSTATION
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-6
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



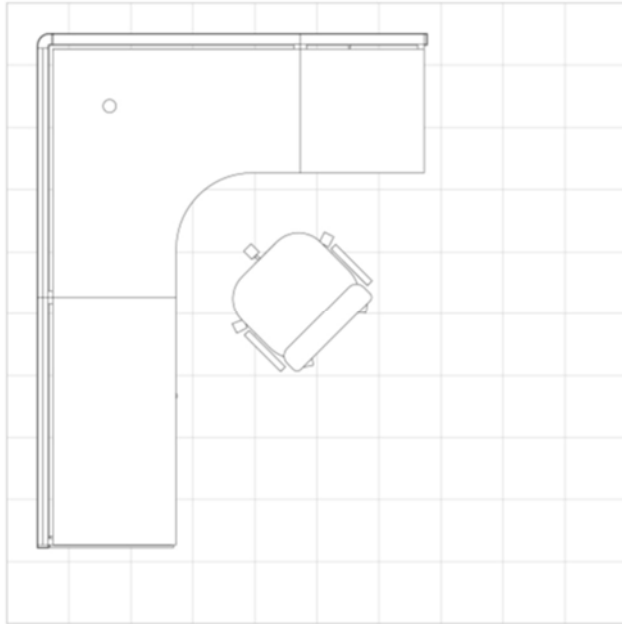
PLANNING STANDARD PS-6
3D VIEW

CASPER POLICE AND COURTS
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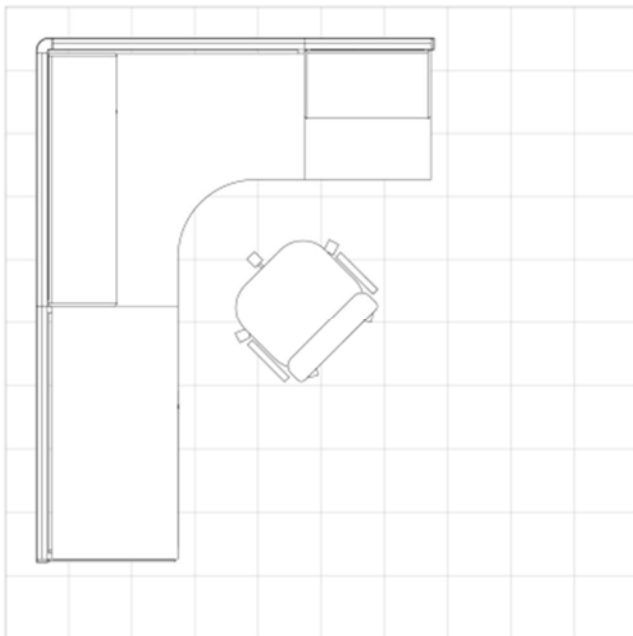
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DESIGN CONSIDERATIONS

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA



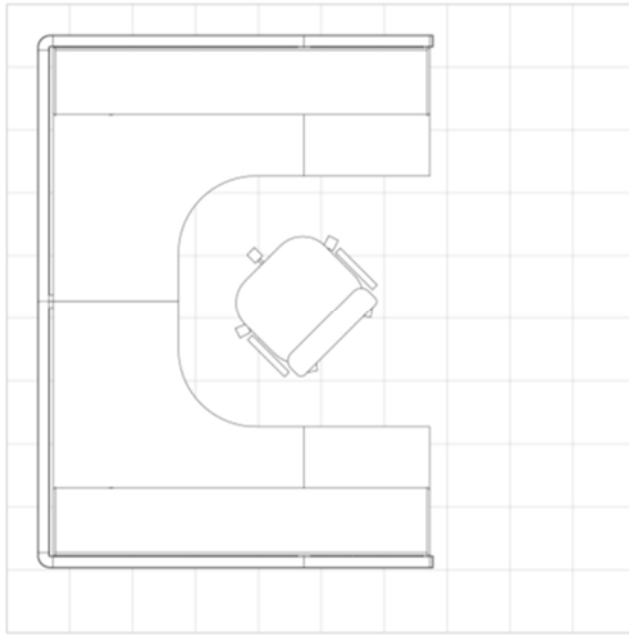
DESIGN CONSIDERATIONS

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

PLANNING STANDARD PS-8b

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP



DESIGN CONSIDERATIONS

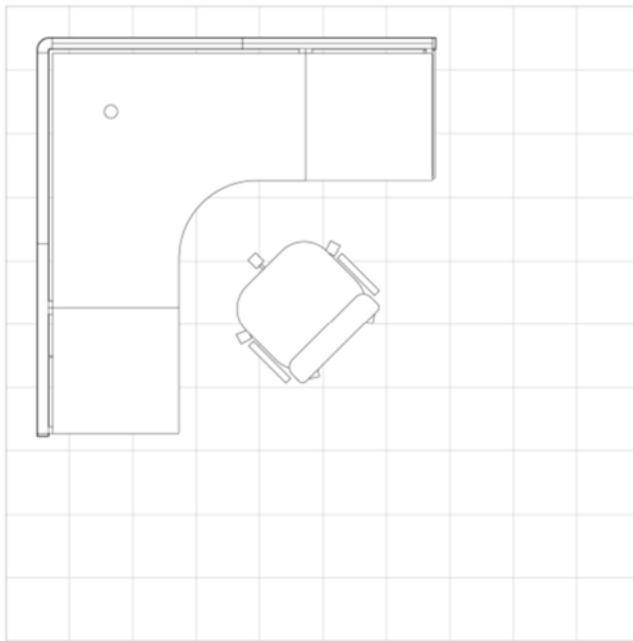
- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE

PLANNING STANDARD PS-8c

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019



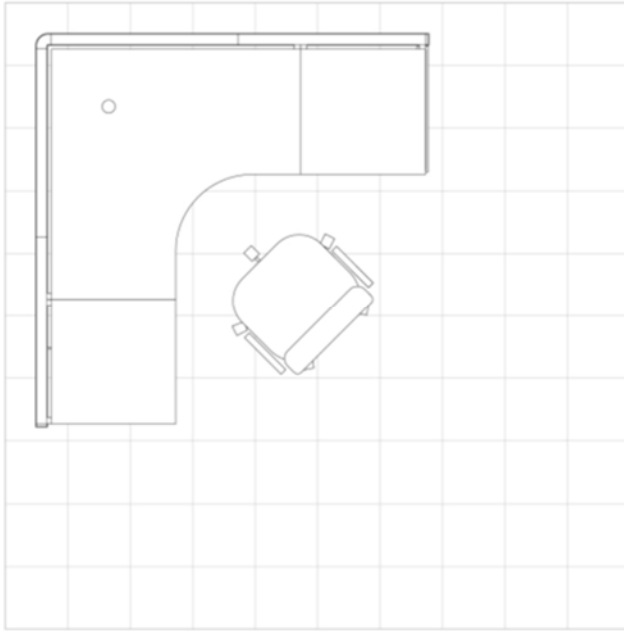
DESIGN CONSIDERATIONS

- ✓ 6 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

PLANNING STANDARD PS-9a

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP



DESIGN CONSIDERATIONS

- ✓ 6 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE

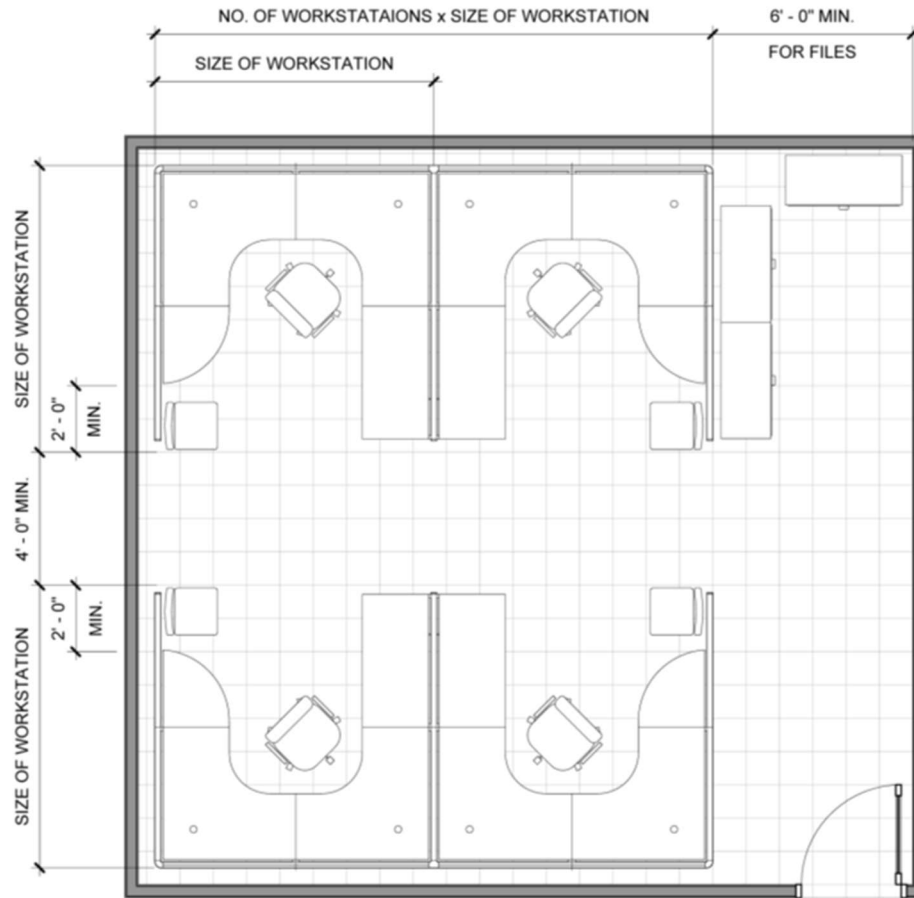
PLANNING STANDARD PS-9b

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

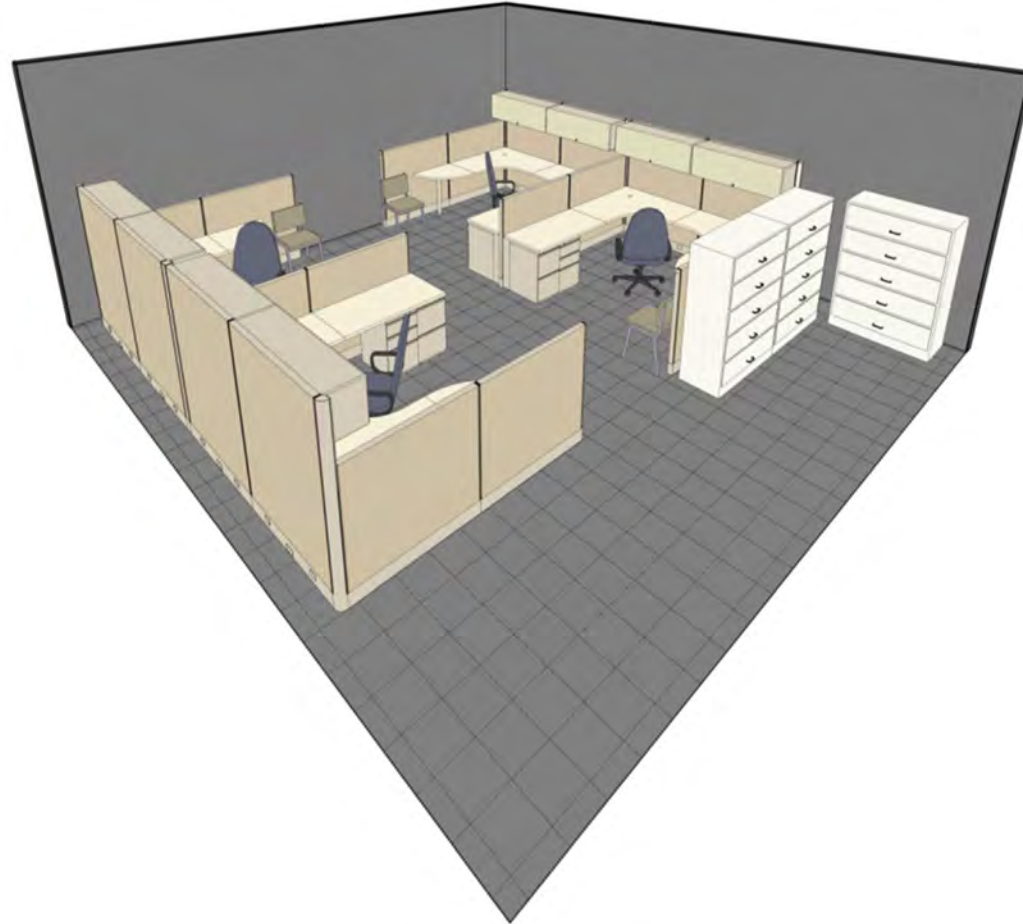
PAGE 6.18



PLANNING STANDARDS PS-7, PS-8 AND PS-9
EXAMPLE LAYOUT

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



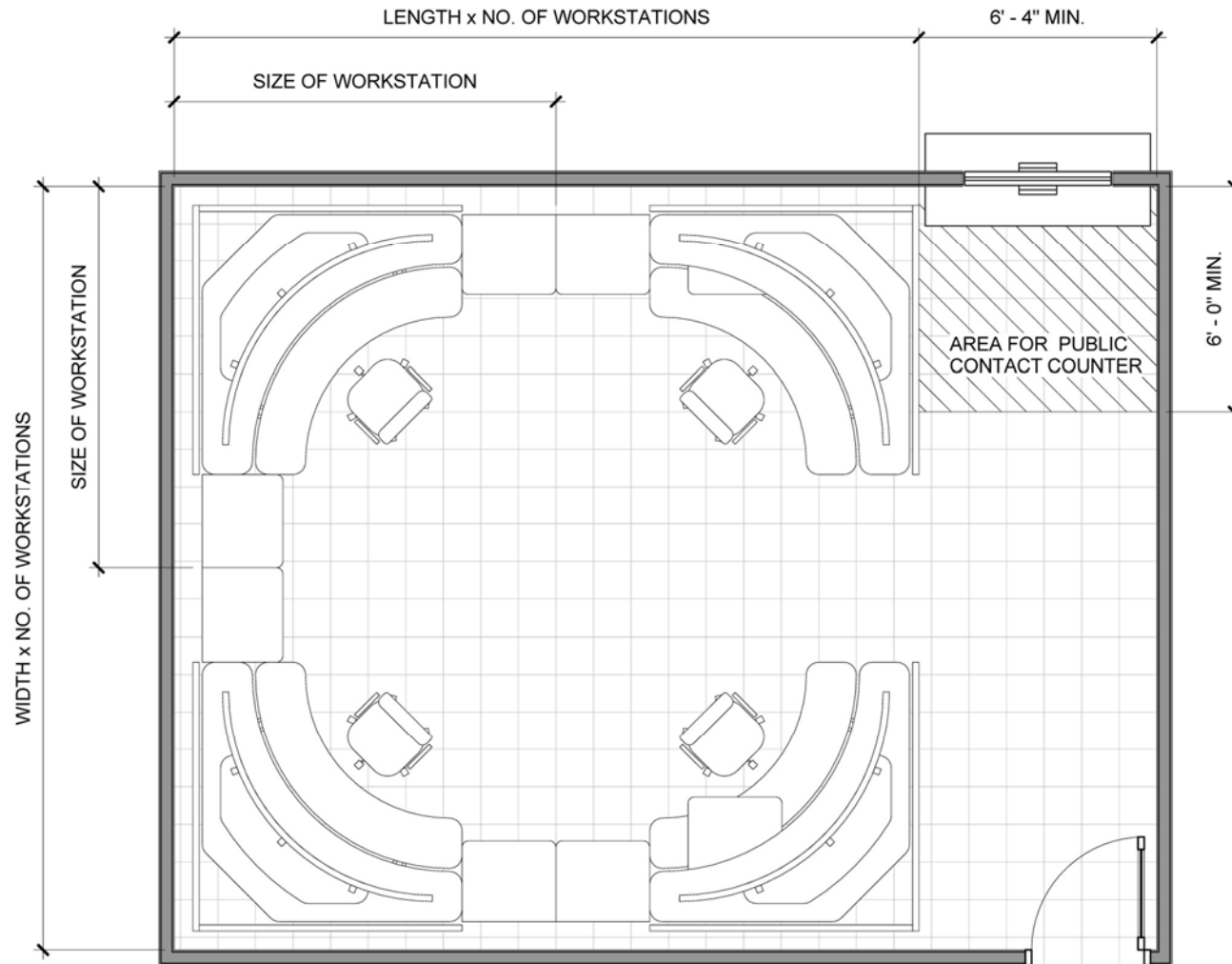
PLANNING STANDARDS PS-7, PS-8 AND PS-9
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

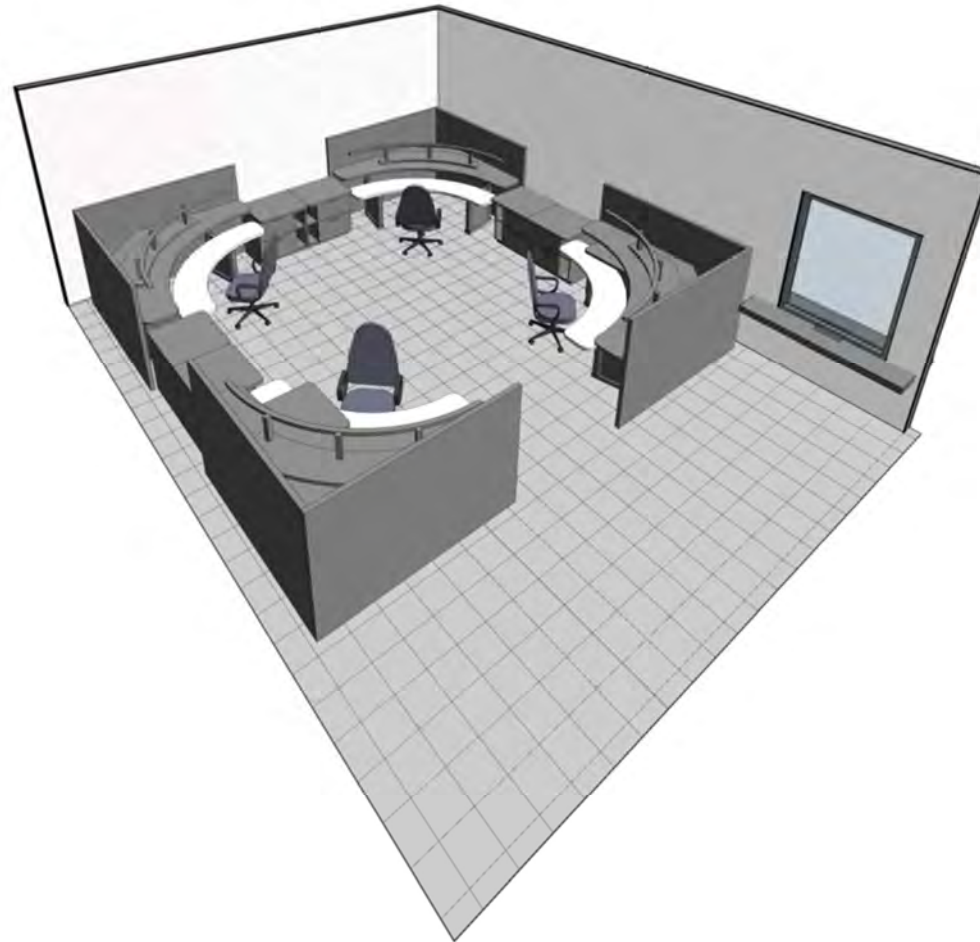
PAGE 6.20



PLANNING STANDARDS PS-10
EXAMPLE LAYOUT

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



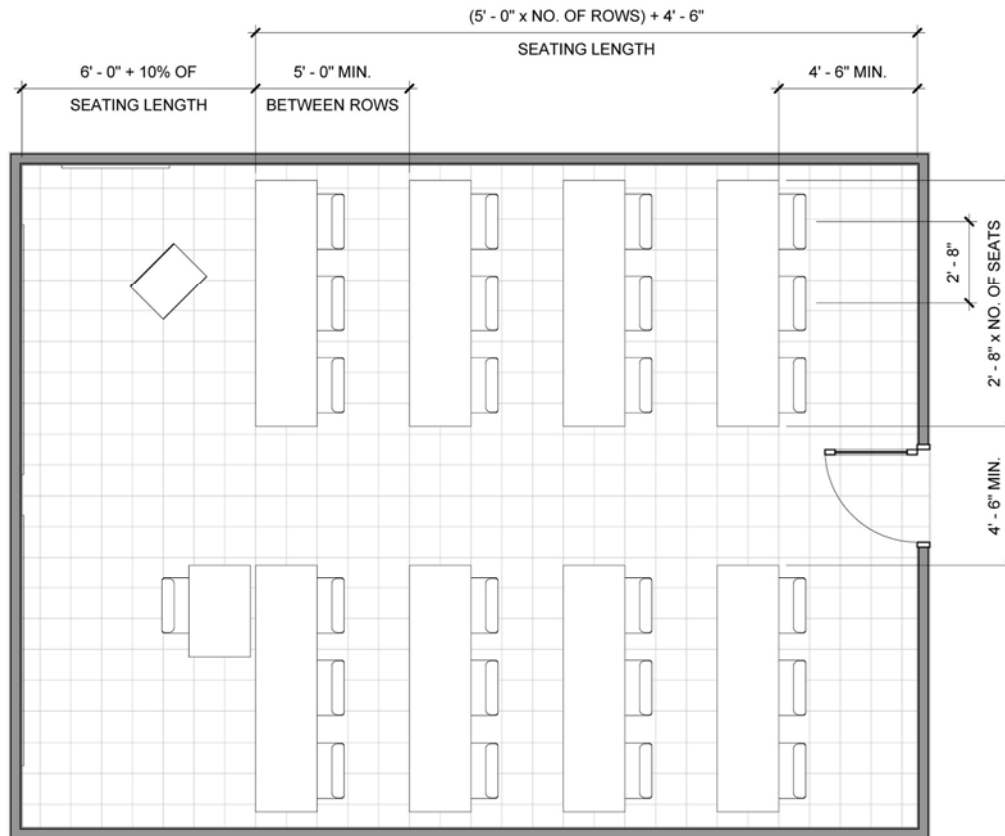
PLANNING STANDARDS PS-10
3-D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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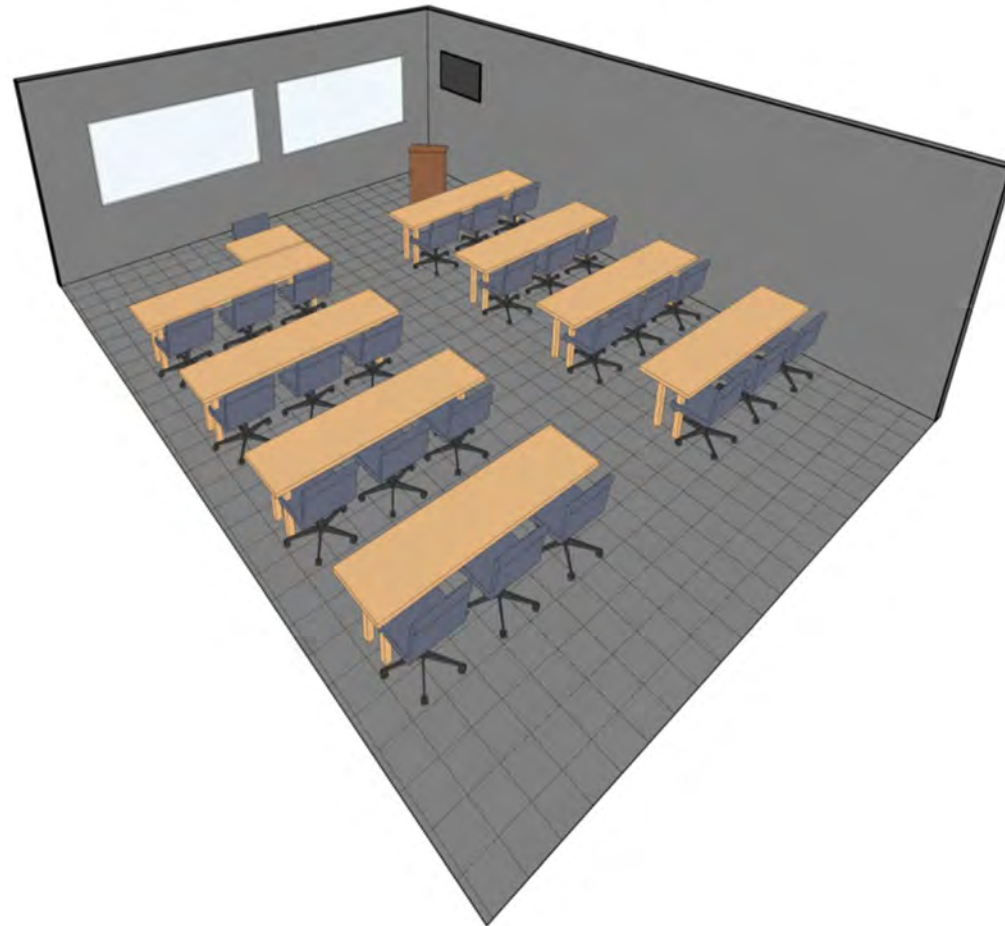
DESIGN CONSIDERATIONS

- ✓ OPTIONAL BUILT-IN CASEWORK FOR AUDIO / VISUAL EQUIPMENT
- ✓ POWER / CATV / DATA AT AUDIO / VISUAL EQUIPMENT
- ✓ POWER / DATA AT EACH ROW
- ✓ CONCEALED PROJECTION SCREEN
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-11
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



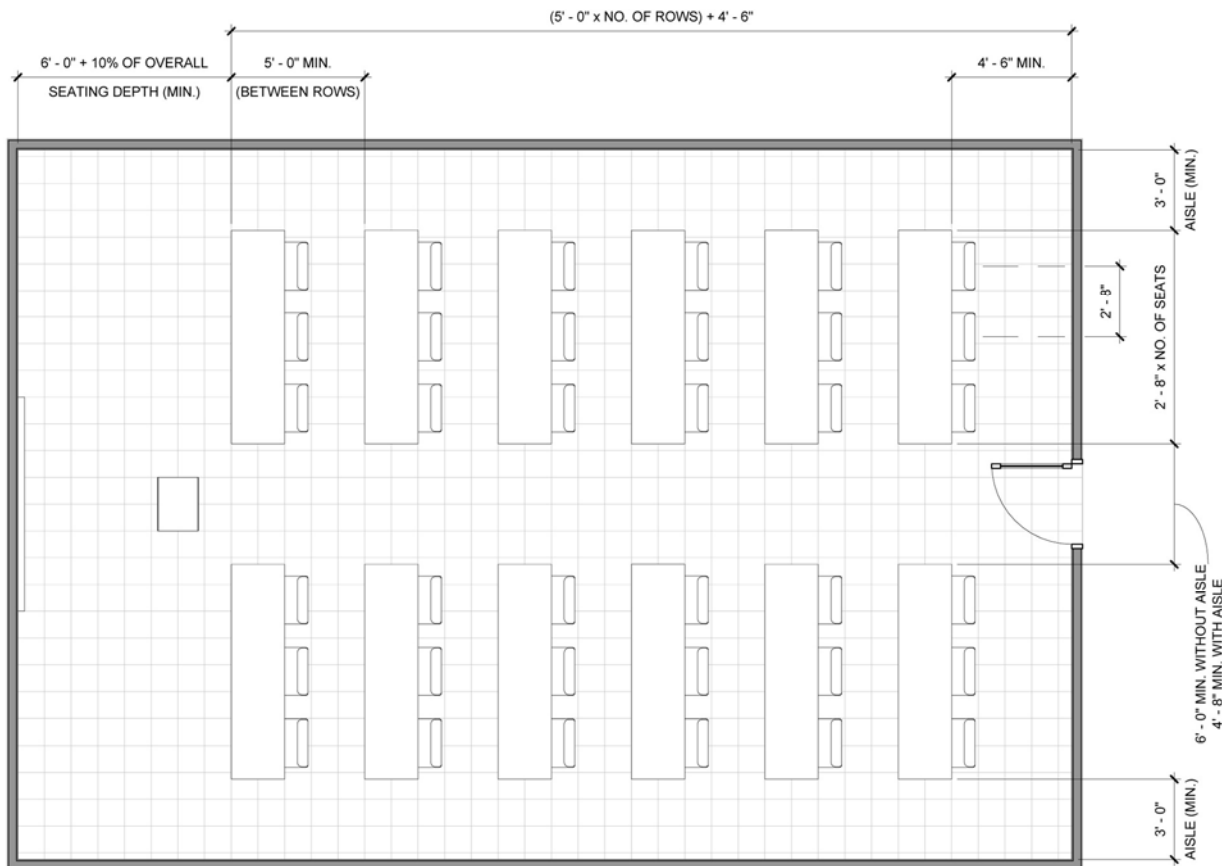
PLANNING STANDARD PS-11
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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DESIGN CONSIDERATIONS

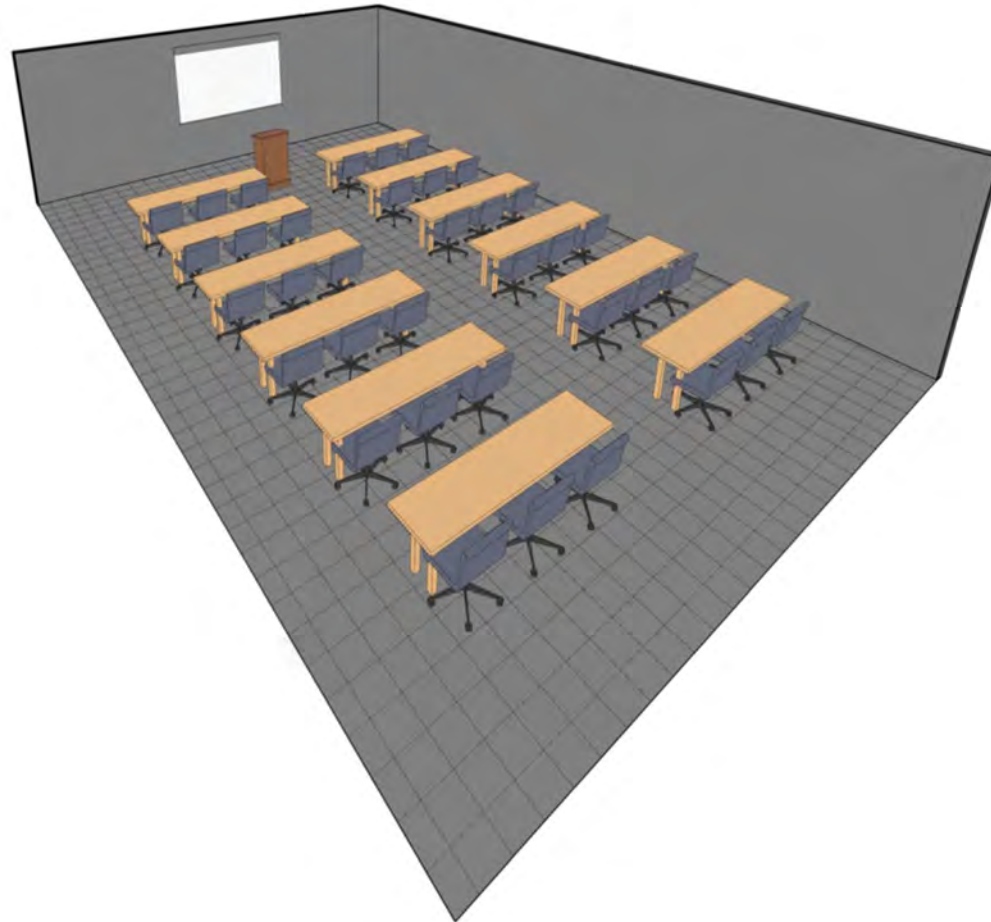
- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN CEILING PROJECTOR MOUNT
- ✓ OPERABLE PARTITION(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ EXTRA POWER / DATA IN WALLS FOR POSSIBLE E.O.C. USE
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-12a

PLAN VIEW

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP



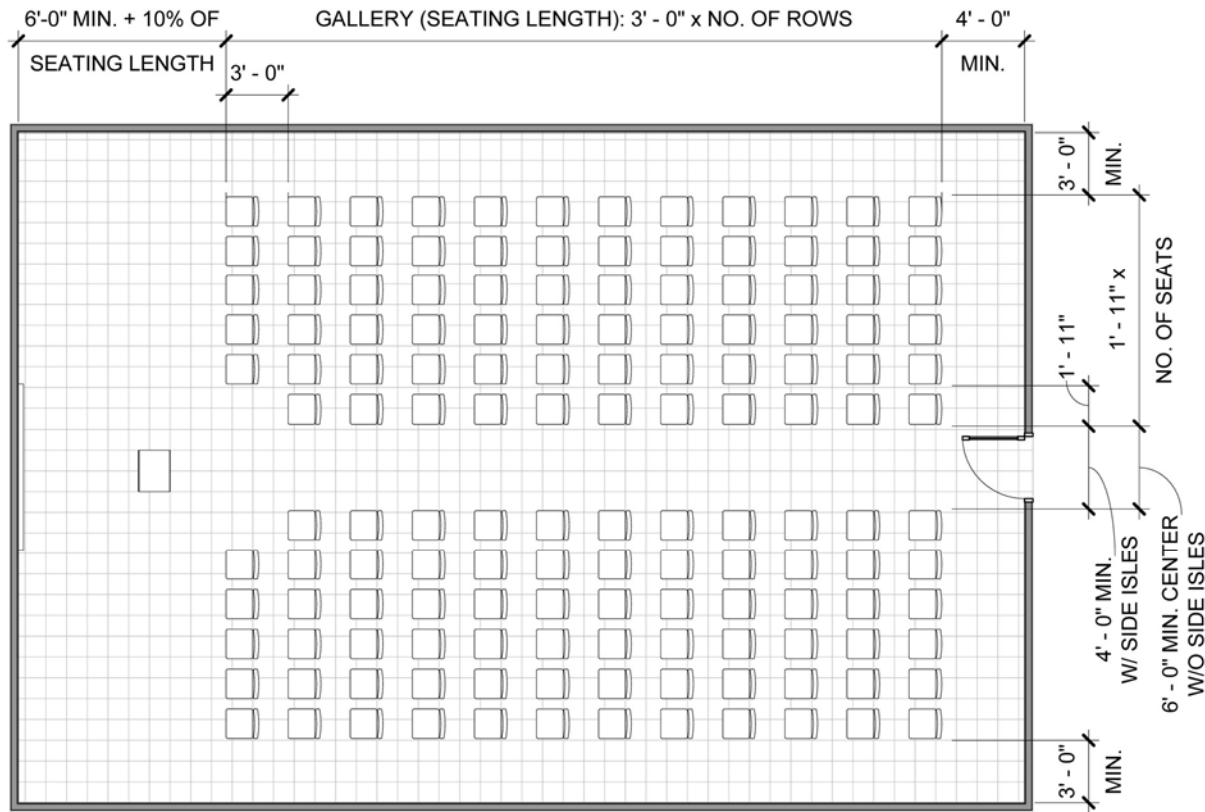
PLANNING STANDARD PS-12a
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

PAGE 6.26



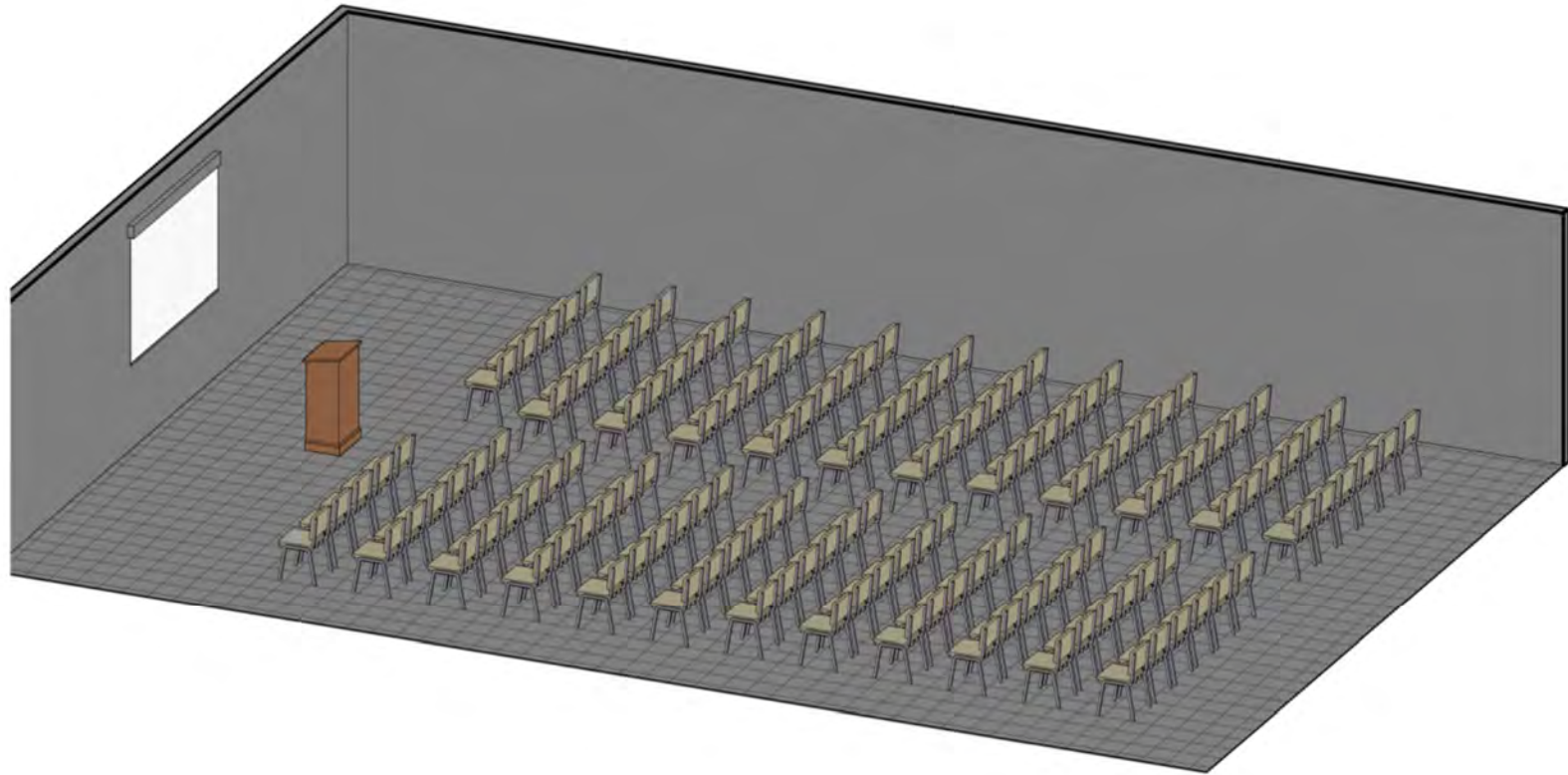
DESIGN CONSIDERATIONS

- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN CEILING PROJECTOR MOUNT
- ✓ OPERABLE PARTITION(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ EXTRA POWER / DATA IN WALLS FOR POSSIBLE E.O.C. USE
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-12b
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



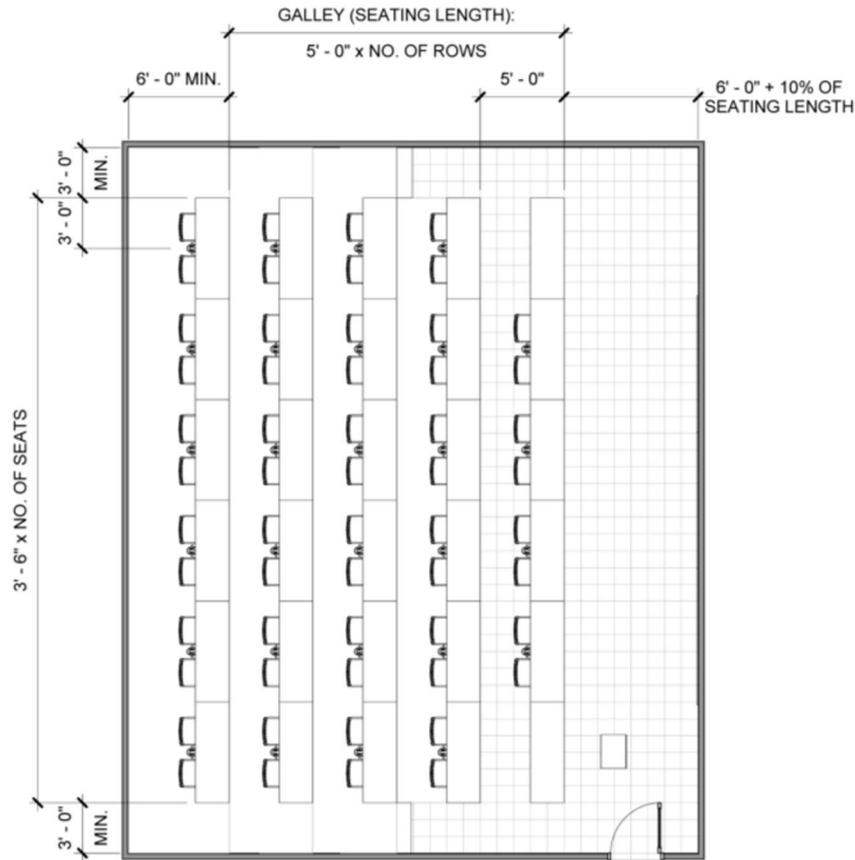
PLANNING STANDARD PS-12b
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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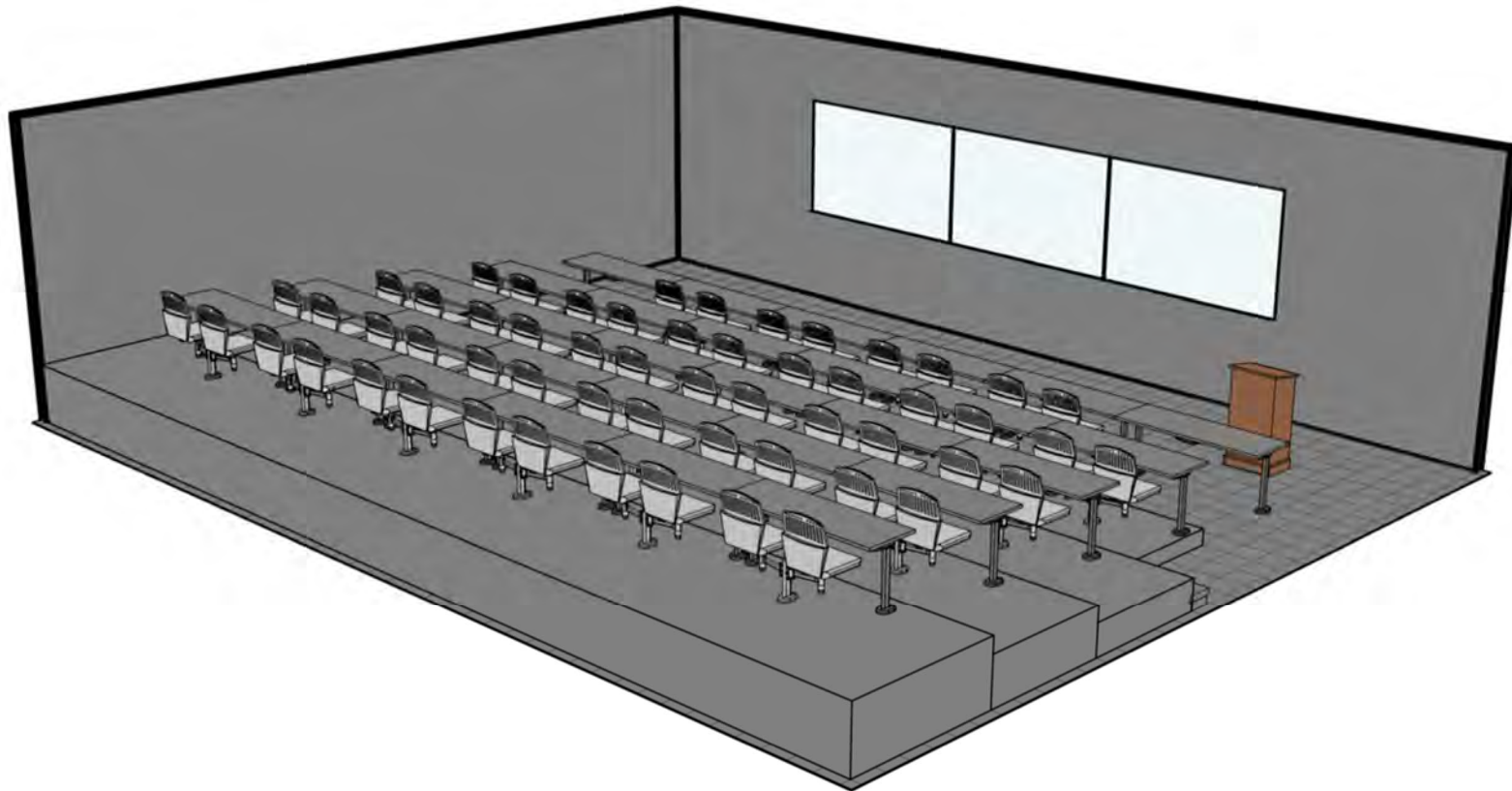
DESIGN CONSIDERATIONS

- ✓ TIERED AUDITORIUM SEATING
- ✓ CONCEALED PROJECTION SCREEN(S)
- ✓ IN CEILING PROJECTOR MOUNT(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ POWER / DATA AT EACH SEAT LOCATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-12d
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



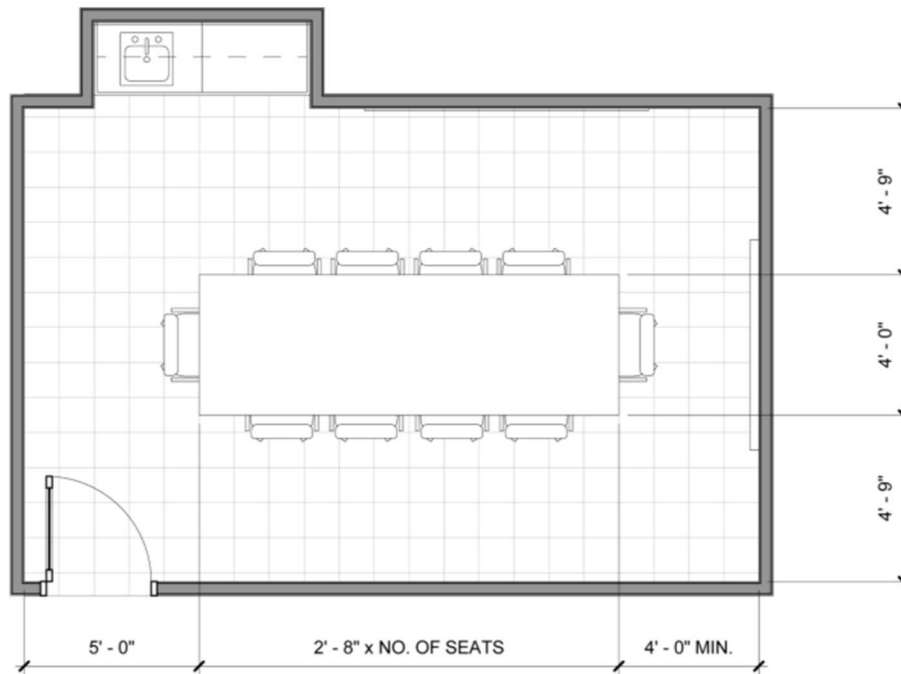
PLANNING STANDARD PS-12d
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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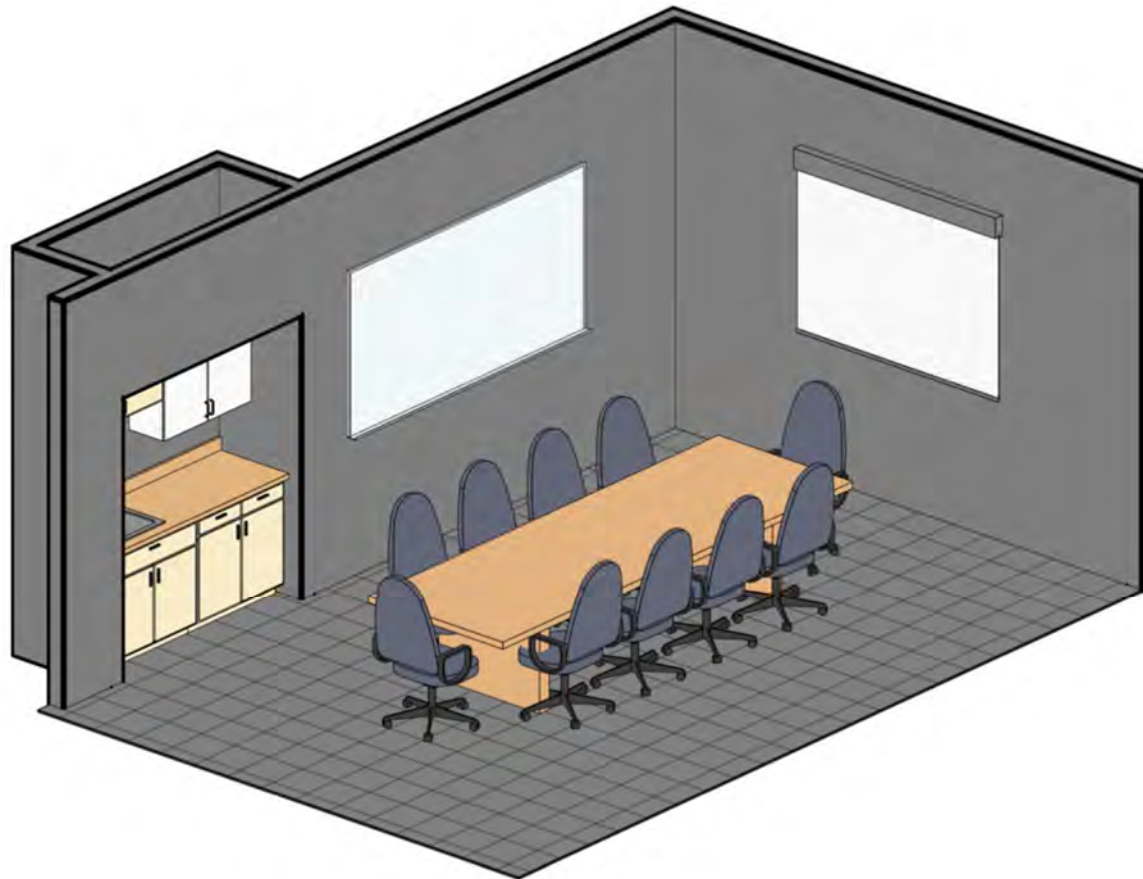
DESIGN CONSIDERATIONS

- ✓ POWER / PHONE / DATA IN FLOOR AT CONFERENCE TABLE
- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN-CEILING PROJECTOR MOUNT -OR- ROUGH-IN FOR FLAT PANEL TV WITH POWER AND CATV / VIDEO / DATA HOOK-UP
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-13
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



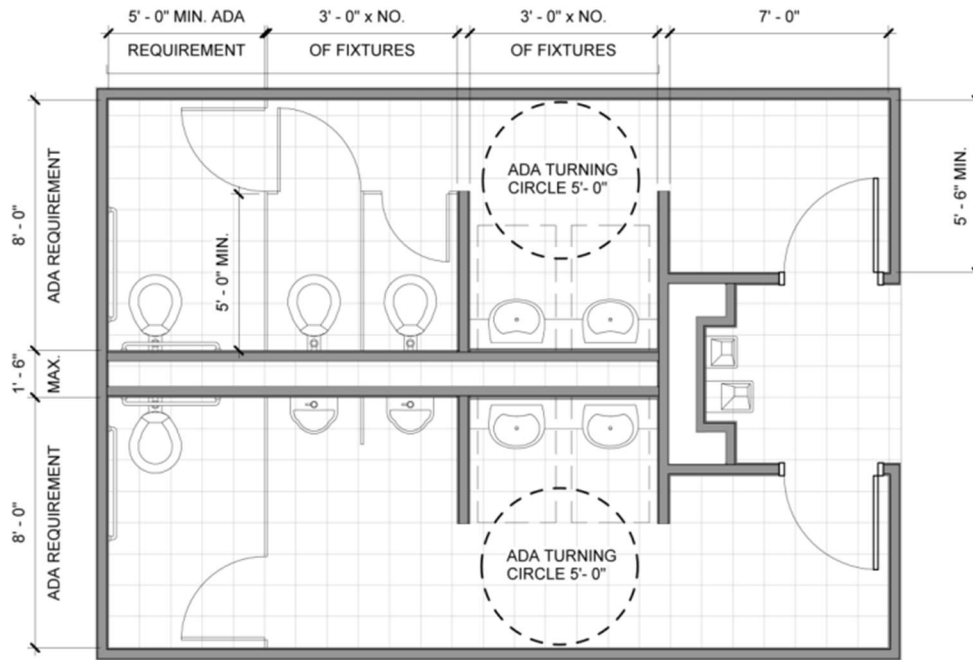
PLANNING STANDARD PS-13
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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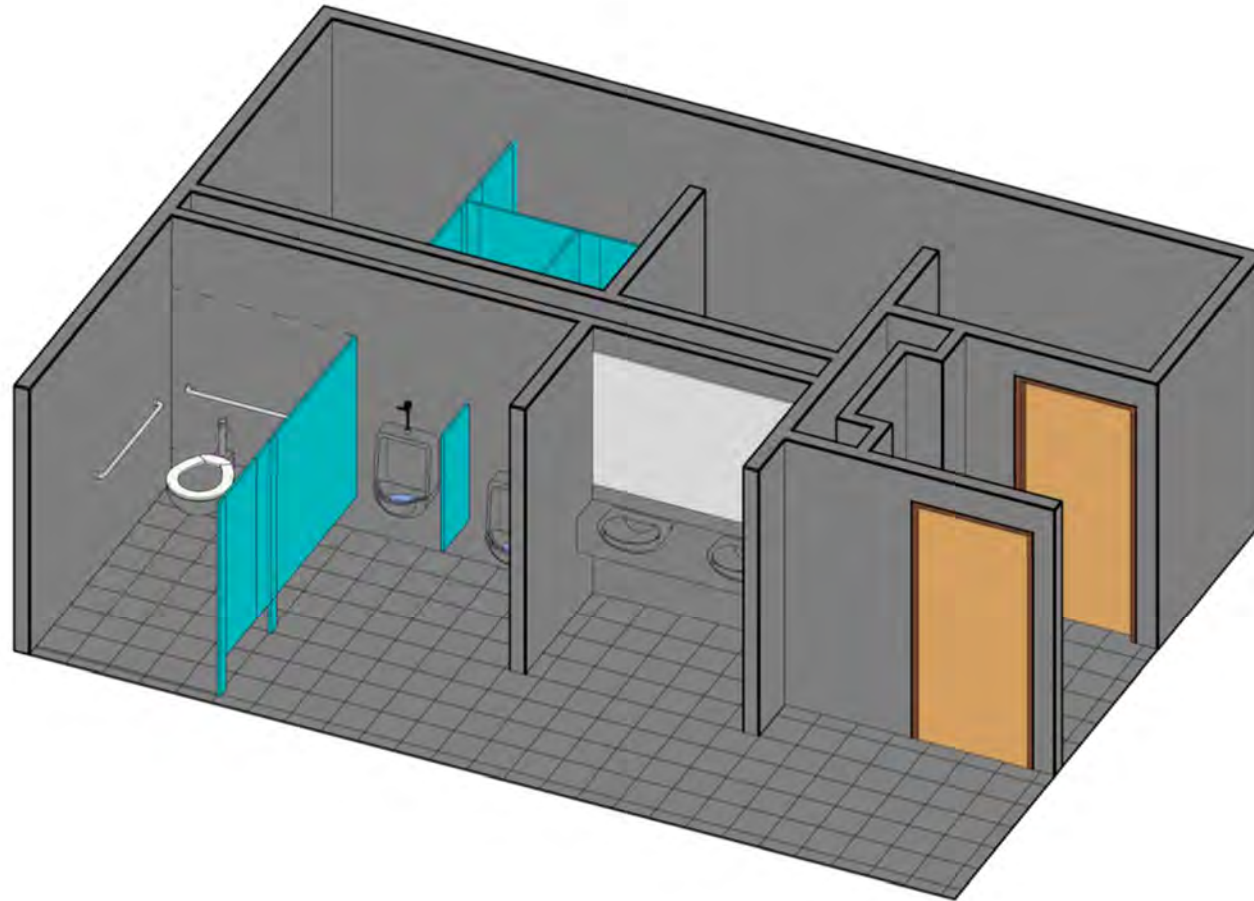
DESIGN CONSIDERATIONS

- ✓ STAINLESS STEEL TOILET PARTITIONS
- ✓ WIDE MOUTH OR FLOOR STYLE URINALS
- ✓ CONTINUOUSLY MOUNTED URINAL SCREEN

PLANNING STANDARD PS-14a
PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



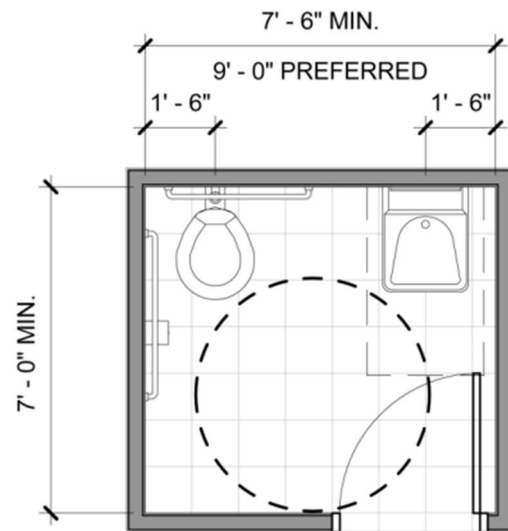
PLANNING STANDARD PS-14a
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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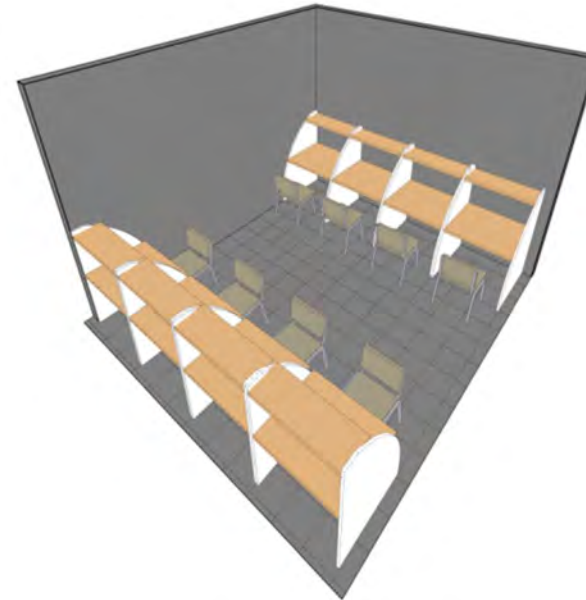
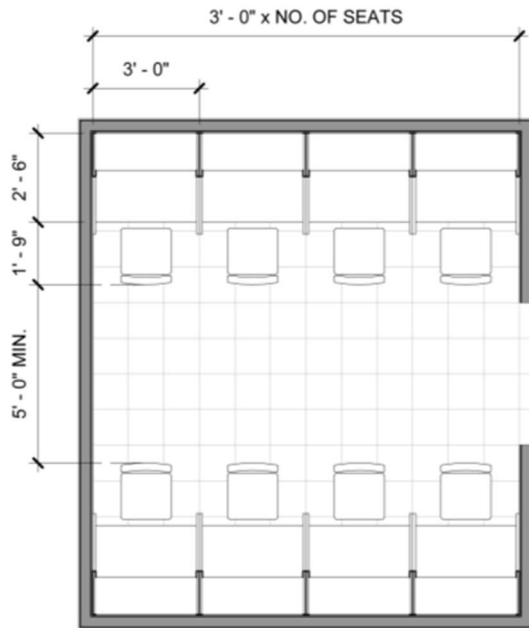
PLANNING STANDARD PS-14b

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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ASSIGNED TO

4.18 Report Writing

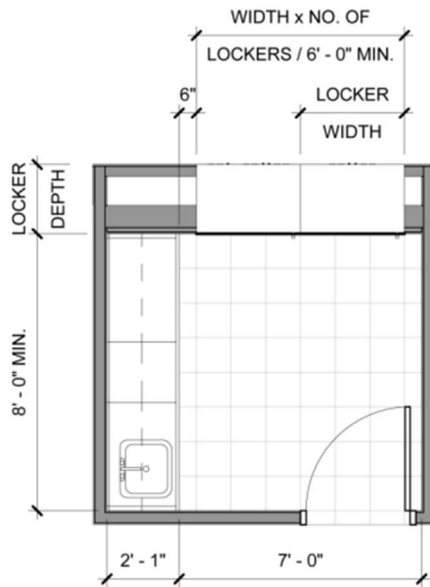
DESIGN CONSIDERATIONS

- ✓ BUILT-IN WORKSTATIONS
- ✓ POWER / DATA AT EACH WORKSTATION

PLANNING STANDARD PS-15b

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP



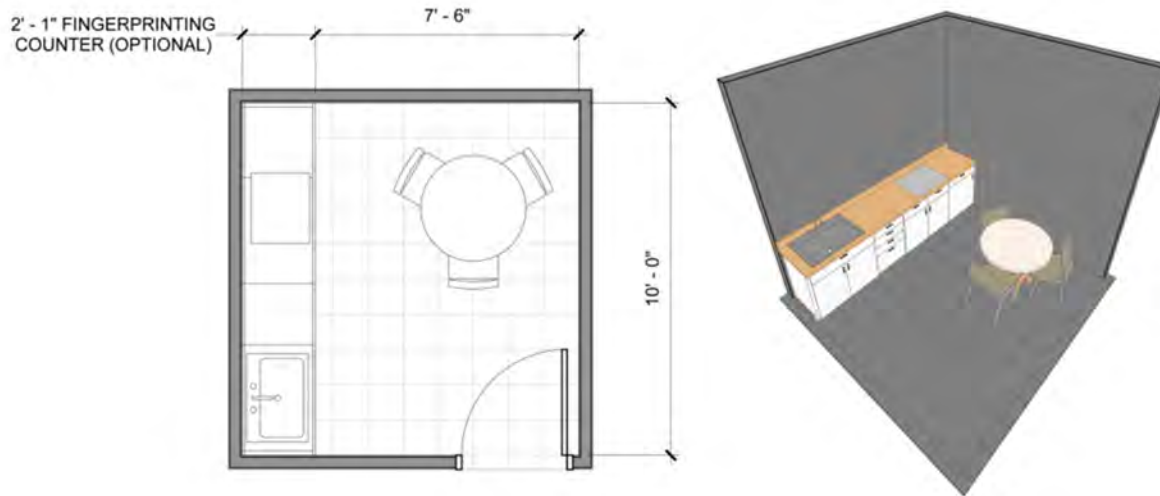
DESIGN CONSIDERATIONS

- ✓ EPOXY COUNTERTOP AT STAND-UP COUNTER WITH SINK
- ✓ STORAGE FOR EVIDENCE SUPPLIES
- ✓ POWER AT COUNTER
- ✓ PASS THROUGH, SLAM LOCK EVIDENCE LOCKERS
- ✓ REFRIGERATION PART OF PART OF EVIDENCE LOCKERS

PLANNING STANDARD PS-16

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



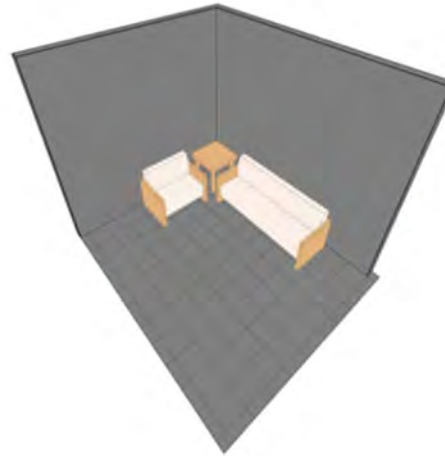
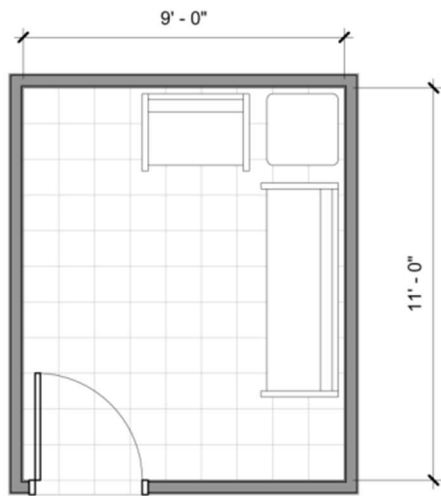
DESIGN CONSIDERATIONS

- ✓ OPTIONAL STAND-UP COUNTER WITH SINK FOR FINGER PRINTING AND CLEAN UP
- ✓ ACCESS CONTROLLED ENTRY
- ✓ SMALL CONFERENCE TABLE
- ✓ AUDIO / VIDEO SURVEILLANCE
- ✓ WALLS TO DECK WITH SOUND INSULATION AND ACCOUSTICAL WALL TREATMENT
- ✓ SOUND RATED DOOR AND HARDWARE

PLANNING STANDARD PS-17a

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP



DESIGN CONSIDERATIONS

- ✓ CASUAL SEATING AREA (SOFA SEATING)
- ✓ CHILD FRIENDLY ENVIROMENT WITH STORAGE FOR TOYS
- ✓ ACCESS CONTROLLED ENTRY
- ✓ SMALL CONFERENCE TABLE
- ✓ AUDIO / VIDEO SURVEILLANCE
- ✓ WALLS TO DECK WITH SOUND INSULATION AND ACCOUSTICAL WALL TREATMENT
- ✓ SOUND RATED DOOR AND HARDWARE

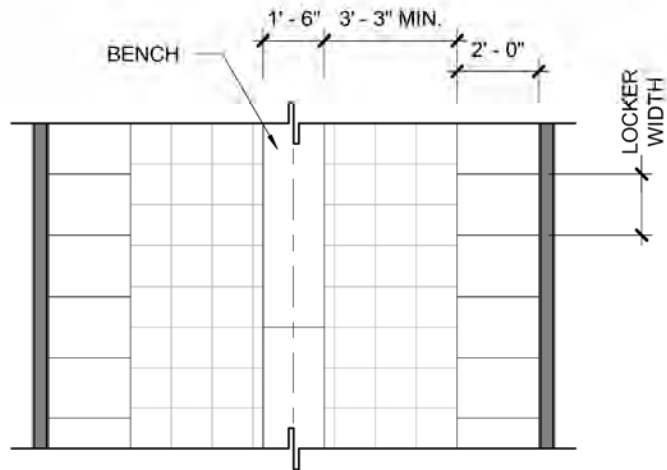
PLANNING STANDARD PS-17b

**CASPER POLICE AND COURTS
CASPER, WYOMING**

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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DESIGN CONSIDERATIONS

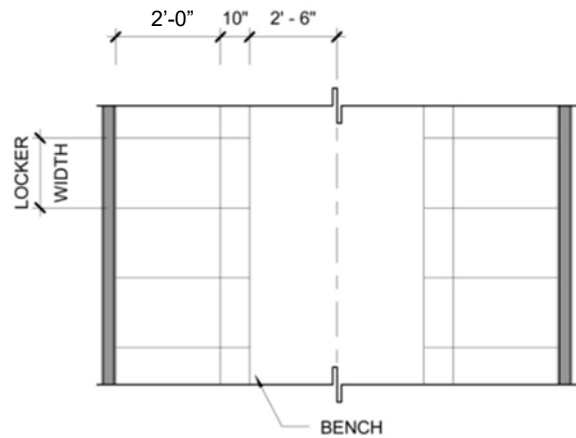
- ✓ LOCKERS – CIVILIAN PERSONNEL
 - TWO-TIER

- ✓ LOCKERS – PRISONER PROPERTY
 - FOUR-TIER
 - HEAVY DUTY

W = 12" = 5.25 SQUARE FEET

W = 24" = 10.5 SQUARE FEET

W = 30" = 13.13 SQUARE FEET



DESIGN CONSIDERATIONS

- ✓ LOCKERS – SWORN PERSONNEL
 - WARDROBE WITH INTEGRAL BENCH
 - LOCKABLE INSIDE COMPARTMENT FOR SIDE ARM STORAGE
 - PULL OUT DRAWER AT BASE FOR PERSONNEL EQUIPMENT
 - POWER AND VENTILATION AT EACH SWORN PERSONNEL LOCKER
- ✓ LOCKERS – CIVILIAN PERSONNEL
 - TWO-TIER WITH OR WITHOUT INTEGRAL BENCH

W = 12" = 5.25 SQUARE FEET

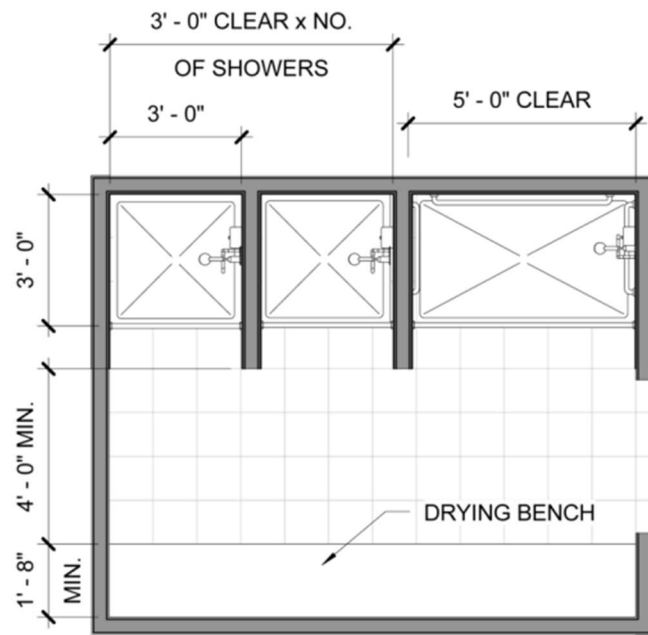
W = 24" = 10.5 SQUARE FEET

W = 30" = 13.13 SQUARE FEET

PLANNING STANDARD PS-18b

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



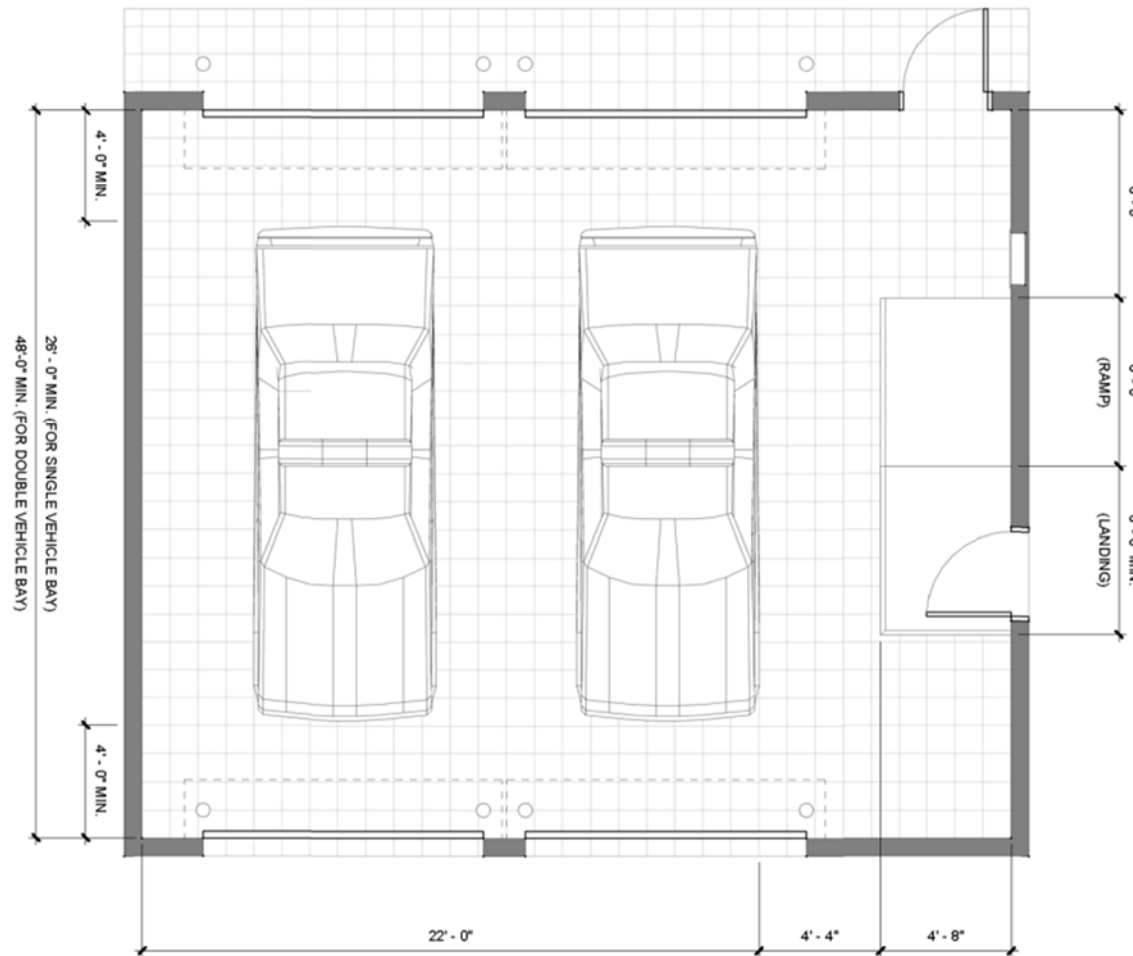
DESIGN CONSIDERATIONS

- ✓ DRY OFF BENCH
- ✓ CLOTHES HOOKS

PLANNING STANDARD PS-19

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



DESIGN CONSIDERATIONS

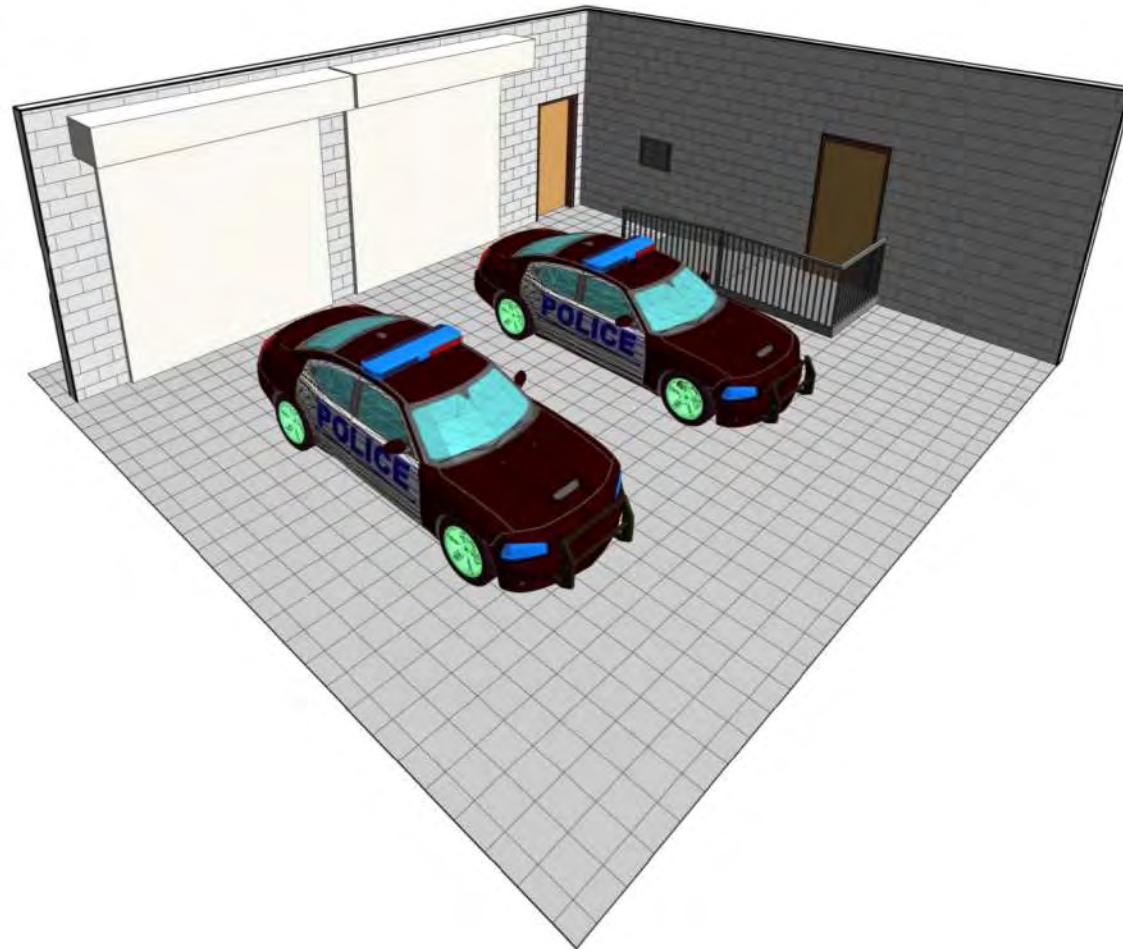
- ✓ VEHICLE ACCESS CONTROLLED OVERHEAD DOOR FOR ENTRY INTO SALLY PORT
- ✓ VIDEO SURVEILLANCE INSIDE AND OUTSIDE
- ✓ RECESSED GUN LOCKER
- ✓ ACCESS CONTROLLED OVERHEAD DOOR SWITCHES
- ✓ ACCESS CONTROLLED EXTERIOR DOOR IN AND OUT OF SALLY PORT
- ✓ INTERLOCKING "MAN TRAP" CAPABILITY
- ✓ LOCKDOWN OF ENTRY FROM EXTERIOR DURING MOVEMENT OF DETAINEE FROM VEHICLE
- ✓ TRENCH DRAIN
- ✓ EYE WASH STATION WITH DECONTAMINATION SHOWER
- ✓ PHOTO-EYE DETECTION SYSTEM TO SHUT OVERHEAD DOORS

PLANNING STANDARD PS-20a

PLAN VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP



PLANNING STANDARD PS-20a
3D VIEW

CASPER POLICE AND COURTS
CASPER, WYOMING

POLICE FACILITY DESIGN GROUP

SEPTEMBER 11, 2019

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From: Justin Schilling <jschilling@wyomuni.org>
Sent: Tuesday, January 19, 2021 9:57 AM
Subject: A Message from President Hall on Direct Distribution

The following is a message from WAM President, Mayor Matt Hall of Cody

Good morning members:

As you may recall, Governor Gordon in his supplemental budget request had recommended a 10-percent (\$10.5 million) cut to direct distribution for local governments. WAM argued in front of the Joint Appropriations Committee in December that this cut would have the practical effect of being a 20-percent cut, because the entire \$10.5 million will have to be absorbed this coming year. Fortunately, the committee heeded our suggestion and halved the Governor's proposed reduction before passing it for consideration during this year's highly modified legislative session. Attached you will find a spreadsheet outlining the community-specific impact of the proposed \$5.25 million reduction to direct distribution contained in House Bill 50 and Senate File 64.

During his testimony WAM Executive Director Dave Fraser also pointed out that almost all of our municipalities have already made or seen 10% to as high as 35% cuts to our budgets. For this reason, we would ideally prefer that this bill die, leaving direct distribution intact at the full \$105 million that they appropriated out of the Legislative Stabilization Reserve Account (LSRA) last year during the budget session. Cutting local governments' direct distribution payments does nothing to help remedy the historic deficit in the state's general fund budget.

We know the state is facing huge fiscal issues and our association will strive to be an active participant in long term solutions, but with the expressed understanding that the Governor and the Legislature must be willing to pass revenue generating solutions that will keep our local governments whole. We have heard more and more legislators make statements seemingly in favor of rolling back sales tax exemptions, or the possibility of memorializing a statewide fifth penny. We have championed these ideas in the interim committee season, and if they were to win passage, they could largely alleviate much of our dependence on direct distribution.

As we enter this incredibly unique legislative session, WAM will be working tirelessly in your best interest on this bill and many others. It is critically important that you all be ready for calls to action, our collective voice is incredibly powerful and effective as we saw many times in the last legislative session. Please feel free to reach out to myself, WAM Legislative Specialist Bob McLaurin or WAM Executive Director Dave Fraser if you have questions or concerns.

Regards,
Matt Hall
Mayor of the City of Cody
President of the Wyoming Association of Municipalities

FISCAL NOTE

This bill contains an appropriation reduction of (\$5,250,000) from the LEGISLATIVE STABILIZATION RESERVE ACCOUNT to the Office of State Lands and Investments. This appropriation reduction is effective immediately.

This bill would reduce the FY 2022 direct distribution of \$52,500,000 authorized in 2020 Session Laws, Chapter 33 to cities and towns and to counties by a total of (\$5,250,000) to \$47,250,000. The \$47,250,000 would be distributed in FY 2022 in equal amounts on August 15, 2021 and January 15, 2022 in accordance with the funding formulas described in 2020 Session Laws, Chapter 33.

An estimate of direct distributions to cities and towns and to counties prepared by LSO is attached. The estimate includes the prior appropriation and the reduction directed by this legislation.

	No Reduction	Bill Reduction	
	FY 2022 County & Municipal Total Distribution	FY 2022 County & Municipal Total Distribution	Difference
Albany	\$1,798,924	\$1,584,382	-\$214,542
Laramie	\$4,102,672	\$3,657,790	-\$444,882
Rock River	\$64,258	\$60,985	-\$3,272
Big Horn	\$790,101	\$721,693	-\$68,408
Basin	\$204,437	\$186,300	-\$18,138
Burlington	\$69,297	\$65,461	-\$3,836
Byron	\$112,313	\$104,289	-\$8,024
Cowley	\$115,382	\$106,777	-\$8,605
Deaver	\$56,481	\$54,078	-\$2,403
Frannie (B)	\$53,614	\$51,532	-\$2,082
Greybull	\$285,997	\$259,193	-\$26,804
Lovell	\$360,975	\$326,222	-\$34,752
Manderson	\$48,920	\$47,363	-\$1,557
Campbell	\$316,329	\$278,603	-\$37,726
Gillette	\$1,304,476	\$1,162,489	-\$141,987
Wright	\$126,265	\$116,057	-\$10,208
Carbon	\$384,959	\$339,048	-\$45,911
Baggs	\$59,542	\$56,797	-\$2,745
Dixon	\$40,538	\$39,919	-\$619
Elk Mountain	\$45,126	\$43,993	-\$1,133
Encampment	\$57,331	\$54,834	-\$2,498
Hanna	\$89,326	\$83,250	-\$6,076
Medicine Bow	\$49,676	\$48,034	-\$1,641
Rawlins	\$539,211	\$482,816	-\$56,394
Riverside	\$37,173	\$36,930	-\$243
Saratoga	\$113,590	\$104,800	-\$8,790
Sinclair	\$49,844	\$48,184	-\$1,660
Converse	\$81,767	\$72,015	-\$9,752
Douglas	\$197,298	\$179,146	-\$18,153
Glenrock	\$122,493	\$112,707	-\$9,786
Lost Springs	\$15,056	\$15,049	-\$6
Rolling Hills	\$48,454	\$46,949	-\$1,505
Crook	\$604,470	\$567,776	-\$36,694
Hulett	\$65,949	\$62,487	-\$3,462
Moorcroft	\$127,647	\$117,285	-\$10,362
Pine Haven	\$75,244	\$70,743	-\$4,501
Sundance	\$135,872	\$124,367	-\$11,506
Fremont	\$1,219,577	\$1,074,129	-\$145,449
Dubois	\$142,243	\$130,368	-\$11,875
Hudson	\$87,413	\$81,551	-\$5,862
Lander	\$944,665	\$843,794	-\$100,871
Pavillion	\$63,701	\$60,491	-\$3,210
Riverton	\$1,333,191	\$1,189,921	-\$143,270
Shoshoni	\$109,707	\$101,750	-\$7,957
Goshen	\$1,009,751	\$923,276	-\$86,476
Fort Laramie	\$65,778	\$62,336	-\$3,442
LaGrange	\$104,147	\$96,413	-\$7,734
Lingle	\$95,315	\$89,008	-\$6,307
Torrington	\$1,017,638	\$913,386	-\$104,252

Yoder	\$56,174	\$53,806	-\$2,368
Hot Springs	\$727,689	\$693,643	-\$34,045
East Thermopolis	\$60,757	\$57,876	-\$2,881
Kirby	\$42,792	\$41,921	-\$872
Thermopolis	\$310,744	\$279,571	-\$31,173
Johnson	\$248,576	\$218,930	-\$29,646
Buffalo	\$389,309	\$347,775	-\$41,534
Kaycee	\$57,399	\$54,893	-\$2,505
Laramie	\$1,863,603	\$1,641,347	-\$222,256
Albin	\$52,622	\$50,651	-\$1,971
Burns	\$57,014	\$54,552	-\$2,462
Cheyenne	\$4,118,033	\$3,661,359	-\$456,674
Pine Bluffs	\$120,444	\$110,888	-\$9,557
Lincoln	\$346,247	\$304,953	-\$41,294
Afton	\$191,670	\$173,450	-\$18,220
Alpine	\$100,431	\$93,112	-\$7,318
Cokeville	\$84,265	\$78,755	-\$5,510
Diamondville	\$106,998	\$98,945	-\$8,053
Kemmerer	\$272,496	\$245,658	-\$26,839
LaBarge	\$85,380	\$79,745	-\$5,635
Opal	\$44,731	\$43,643	-\$1,088
Star Valley Ranch	\$155,034	\$140,885	-\$14,149
Thayne	\$63,618	\$60,418	-\$3,201
Natrona	\$2,287,717	\$2,014,881	-\$272,837
Bar Nunn	\$188,457	\$171,293	-\$17,164
Casper	\$3,888,861	\$3,457,818	-\$431,042
Edgerton	\$54,036	\$51,907	-\$2,129
Evansville	\$203,113	\$184,310	-\$18,803
Midwest	\$95,792	\$88,993	-\$6,799
Mills	\$280,995	\$253,481	-\$27,514
Niobrara	\$690,970	\$672,130	-\$18,839
Lusk	\$137,002	\$125,593	-\$11,409
Manville	\$41,406	\$40,690	-\$717
Van Tassell	\$16,221	\$16,085	-\$137
Park	\$672,398	\$592,207	-\$80,191
Cody	\$640,925	\$573,154	-\$67,771
Frannie (P)	\$1,449	\$1,287	-\$162
Meeteetse	\$59,889	\$57,105	-\$2,784
Powell	\$496,277	\$444,684	-\$51,592
Platte	\$645,690	\$600,450	-\$45,240
Chugwater	\$50,324	\$48,610	-\$1,714
Glendo	\$48,954	\$47,393	-\$1,561
Guernsey	\$114,706	\$105,791	-\$8,915
Hartville	\$39,447	\$38,950	-\$497
Wheatland	\$290,643	\$262,050	-\$28,593
Sheridan	\$1,098,762	\$967,722	-\$131,040
Clearmont	\$49,495	\$47,874	-\$1,621
Dayton	\$101,419	\$93,990	-\$7,429
Ranchester	\$113,236	\$104,485	-\$8,750
Sheridan	\$1,738,652	\$1,543,266	-\$195,386
Sublette	\$56,478	\$49,742	-\$6,736
Big Piney	\$62,694	\$59,596	-\$3,097
Marbleton	\$94,225	\$87,601	-\$6,624

Pinedale	\$110,911	\$102,420	-\$8,490
Sweetwater	\$621,765	\$547,612	-\$74,153
Bairoil	\$39,617	\$39,101	-\$516
Granger	\$42,963	\$42,072	-\$891
Green River	\$812,095	\$725,179	-\$86,916
Rock Springs	\$1,353,926	\$1,206,408	-\$147,518
South Superior	\$67,939	\$64,255	-\$3,684
Wamsutter	\$61,786	\$58,790	-\$2,996
Teton	\$156,210	\$137,580	-\$18,630
Jackson	\$260,858	\$235,596	-\$25,261
Uinta	\$854,337	\$752,447	-\$101,889
Bear River	\$86,801	\$81,007	-\$5,794
Evanston	\$1,435,172	\$1,279,710	-\$155,462
Lyman	\$269,844	\$244,039	-\$25,805
Mountain View	\$166,523	\$151,856	-\$14,667
Washakie	\$1,107,113	\$1,034,333	-\$72,780
Ten Sleep	\$63,842	\$60,616	-\$3,226
Worland	\$778,604	\$697,896	-\$80,709
Weston	\$879,067	\$827,350	-\$51,717
Newcastle	\$423,822	\$380,960	-\$42,862
Upton	\$146,410	\$134,089	-\$12,321
Totals	\$52,500,000	\$47,250,000	-\$5,250,000

Prepared by LSO Budget/Fiscal Division

**WYOMING STATE TREASURER'S OFFICE FEDERAL
MINERAL ROYALTY DISTRIBUTION**

Fiscal Year 2021 Quarter 2

Run Dates	Vendor Legal Name	FY21 QTR2
01/04/2021- 01/07/2021	CITY OF BUFFALO	56,314.53
	CITY OF CASPER	512,393.24
	CITY OF CHEYENNE	674,775.12
	CITY OF CODY	107,721.30
	CITY OF DOUGLAS	71,925.64
	CITY OF EVANSTON	151,604.25
	CITY OF GILLETTE	382,040.95
	CITY OF GREEN RIVER	125,171.77
	CITY OF KEMMERER	47,010.25
	CITY OF LANDER	114,568.06
	CITY OF LARAMIE	186,847.85
	CITY OF MEDICINE BOW	2,235.80
	CITY OF NEWCASTLE	36,487.85
	CITY OF POWELL	71,546.40
	CITY OF RAWLINS	72,907.45
	CITY OF RIVERTON	162,268.30
	CITY OF ROCK SPRINGS	230,700.12
	CITY OF SHERIDAN	195,900.47
	CITY OF SUNDANCE	21,408.43
	CITY OF TORRINGTON	64,071.12
	CITY OF WORLAND	61,705.43
	TOWN OF AFTON	33,983.31
	TOWN OF ALBIN	2,107.54
	TOWN OF ALPINE	15,097.80
	TOWN OF BAGGS	3,463.91
	TOWN OF BAIROIL	1,060.18
	TOWN OF BAR NUNN	20,406.43
	TOWN OF BASIN	20,043.40
	TOWN OF BEAR RIVER	6,346.39
	TOWN OF BIG PINEY	11,420.84
	TOWN OF BURLINGTON	4,485.24
	TOWN OF BURNS	3,410.59
	TOWN OF BYRON	9,204.08
	TOWN OF CHUGWATER	2,357.51
	TOWN OF CLEARMONT	1,636.52
	TOWN OF COKEVILLE	9,469.31
	TOWN OF COWLEY	10,263.09
	TOWN OF DAYTON	8,518.87
	TOWN OF DEAVER	2,756.55
	TOWN OF DIAMONDVILLE	13,044.64
	TOWN OF DIXON	763.63
	TOWN OF DUBOIS	14,809.24
	TOWN OF EAST THERMOPOLIS	2,282.09
	TOWN OF EDGERTON	1,843.34

**WYOMING STATE TREASURER'S OFFICE FEDERAL
MINERAL ROYALTY DISTRIBUTION**

Fiscal Year 2021 Quarter 2

Invoice #	QTR2 FMR	
Run Dates	Vendor Legal Name	FY21 QTR2
	TOWN OF ELK MOUNTAIN	1,503.65
	TOWN OF ENCAMPMENT	3,542.64
	TOWN OF EVANSVILLE	23,491.02
	TOWN OF FORT LARAMIE	2,266.78
	TOWN OF FRANNIE	2,364.17
	TOWN OF GLENDON	2,279.67
	TOWN OF GLENROCK	31,094.39
	TOWN OF GRANGER	1,390.24
	TOWN OF GREYBULL	28,780.26
	TOWN OF GUERNSEY	12,755.02
	TOWN OF HANNA	6,620.79
	TOWN OF HARTVILLE	689.46
	TOWN OF HUDSON	6,952.20
	TOWN OF HULETT	6,864.46
	TOWN OF JACKSON	133,737.46
	TOWN OF KAYCEE	3,305.39
	TOWN OF KIRBY	820.13
	TOWN OF LA GRANGE	4,415.30
	TOWN OF LABARGE	9,752.50
	TOWN OF LINGLE	4,612.41
	TOWN OF LOST SPRINGS	47.09
	TOWN OF LOVELL	36,754.01
	TOWN OF LUSK	34,434.37
	TOWN OF LYMAN	25,813.56
	TOWN OF MANDERSON	1,775.41
	TOWN OF MANVILLE	2,087.60
	TOWN OF MARBLETON	22,739.72
	TOWN OF MEETEETSE	3,700.09
	TOWN OF MIDWEST	3,742.26
	TOWN OF MILLS	32,124.15
	TOWN OF MOORCROFT	18,275.05
	TOWN OF MOUNTAIN VIEW	15,652.00
	TOWN OF OPAL	1,699.17
	TOWN OF PAVILLION	3,513.80
	TOWN OF PINE BLUFFS	13,155.12
	TOWN OF PINE HAVEN	8,874.90
	TOWN OF PINEDALE	41,053.86
	TOWN OF RANCHESTER	9,662.20
	TOWN OF RIVERSIDE	409.37
	TOWN OF ROCK RIVER	1,485.52
	TOWN OF ROLLING HILLS	5,227.53
	TOWN OF SARATOGA	13,304.57
	TOWN OF SHOSHONI	9,802.45
	TOWN OF SINCLAIR	3,408.80
	TOWN OF STAR VALLEY RANCH	27,027.35

**WYOMING STATE TREASURER'S OFFICE FEDERAL
MINERAL ROYALTY DISTRIBUTION**

Fiscal Year 2021 Quarter 2

Invoice #	QTR2 FMR
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Run Dates	Vendor Legal Name	FY21 QTR2
	TOWN OF SUPERIOR	3,410.59
	TOWN OF TEN SLEEP	2,912.65
	TOWN OF THAYNE	6,478.07
	TOWN OF THERMOPOLIS	26,885.86
	TOWN OF UPTON	11,360.50
	TOWN OF VAN TASSELL	395.54
	TOWN OF WAMSUTTER	4,510.78
	TOWN OF WHEATLAND	40,311.19
	TOWN OF WRIGHT	21,984.91
	TOWN OF YODER	1,488.19
	Grand Total	4,291,125.00

**WYOMING STATE TREASURER'S OFFICE MINERAL
SEVERANCE TAX DISTRIBUTION**

Fiscal Year 2021 Quarter 2

Invoice #		Q2 MINSEV
Run Dates	Vendor Legal Name	FY21 Qtr2
1/4/2021-1/7/2021	CITY OF BUFFALO	42,340.52
	CITY OF CASPER	511,042.60
	CITY OF CHEYENNE	550,177.33
	CITY OF CODY	87,951.51
	CITY OF DOUGLAS	56,438.63
	CITY OF EVANSTON	114,540.21
	CITY OF GILLETTE	290,101.40
	CITY OF GREEN RIVER	115,621.13
	CITY OF KEMMERER	24,537.73
	CITY OF LANDER	70,185.67
	CITY OF LARAMIE	284,696.83
	CITY OF MEDICINE BOW	2,623.76
	CITY OF NEWCASTLE	32,639.99
	CITY OF POWELL	58,415.69
	CITY OF RAWLINS	85,558.71
	CITY OF RIVERTON	99,407.38
	CITY OF ROCK SPRINGS	213,097.63
	CITY OF SHERIDAN	161,463.08
	CITY OF SUNDANCE	10,920.03
	CITY OF TORRINGTON	60,060.16
	CITY OF WORLAND	50,692.22
	TOWN OF AFTON	17,738.12
	TOWN OF ALBIN	1,718.38
	TOWN OF ALPINE	7,880.53
	TOWN OF BAGGS	4,064.99
	TOWN OF BAIROIL	979.29
	TOWN OF BAR NUNN	20,352.64
	TOWN OF BASIN	11,890.08
	TOWN OF BEAR RIVER	4,794.84
	TOWN OF BIG PINEY	5,173.62
	TOWN OF BURLINGTON	2,660.72
	TOWN OF BURNS	2,780.82
	TOWN OF BYRON	5,460.01
TOWN OF CHUGWATER	1,958.58	
TOWN OF CLEARMONT	1,348.84	
TOWN OF COKEVILLE	4,942.65	
TOWN OF COWLEY	6,088.24	
TOWN OF DAYTON	7,021.34	
TOWN OF DEAVER	1,635.23	
TOWN OF DIAMONDVILLE	6,808.85	
TOWN OF DIXON	896.14	
TOWN OF DUBOIS	9,072.31	
TOWN OF EAST THERMOPOLIS	2,365.08	
TOWN OF EDGERTON	1,838.48	
TOWN OF ELK MOUNTAIN	1,764.57	

**WYOMING STATE TREASURER'S OFFICE MINERAL
SEVERANCE TAX DISTRIBUTION**

Fiscal Year 2021 Quarter 2

Invoice #		Q2 MINSEV
Run Dates	Vendor Legal Name	FY21 Qtr2
	TOWN OF ENCAMPMENT	4,157.37
	TOWN OF EVANSVILLE	23,429.10
	TOWN OF FORT LARAMIE	2,124.88
	TOWN OF FRANNIE	1,450.46
	TOWN OF GLENDO	1,893.91
	TOWN OF GLENROCK	24,399.15
	TOWN OF GRANGER	1,284.17
	TOWN OF GREYBULL	17,072.94
	TOWN OF GUERNSEY	10,596.68
	TOWN OF HANNA	7,769.67
	TOWN OF HARTVILLE	572.79
	TOWN OF HUDSON	4,259.00
	TOWN OF HULETT	3,501.43
	TOWN OF JACKSON	88,949.28
	TOWN OF KAYCEE	2,485.18
	TOWN OF KIRBY	849.95
	TOWN OF LA GRANGE	4,138.89
	TOWN OF LABARGE	5,090.47
	TOWN OF LINGLE	4,323.67
	TOWN OF LOST SPRINGS	36.95
	TOWN OF LOVELL	21,803.10
	TOWN OF LUSK	14,476.89
	TOWN OF LYMAN	19,502.69
	TOWN OF MANDERSON	1,053.20
	TOWN OF MANVILLE	877.67
	TOWN OF MARBLETON	10,301.04
	TOWN OF MEETEETSE	3,021.02
	TOWN OF MIDWEST	3,732.40
	TOWN OF MILLS	32,039.48
	TOWN OF MOORCROFT	9,321.75
	TOWN OF MOUNTAIN VIEW	11,825.41
	TOWN OF OPAL	886.91
	TOWN OF PAVILLION	2,152.59
	TOWN OF PINE BLUFFS	10,726.02
	TOWN OF PINE HAVEN	4,526.92
	TOWN OF PINEDALE	18,597.31
	TOWN OF RANCHESTER	7,963.68
	TOWN OF RIVERSIDE	480.41
	TOWN OF ROCK RIVER	2,263.46
	TOWN OF ROLLING HILLS	4,101.94
	TOWN OF SARATOGA	15,613.24
	TOWN OF SHOSHONI	6,005.09
	TOWN OF SINCLAIR	4,000.32
	TOWN OF STAR VALLEY RANCH	14,107.35
	TOWN OF SUPERIOR	3,150.36

**WYOMING STATE TREASURER'S OFFICE MINERAL
SEVERANCE TAX DISTRIBUTION**

Fiscal Year 2021 Quarter 2

Invoice # Q2 MINSEV

Run Dates	Vendor Legal Name	FY21 Qtr2
	TOWN OF TEN SLEEP	2,392.80
	TOWN OF THAYNE	3,381.33
	TOWN OF THERMOPOLIS	27,863.63
	TOWN OF UPTON	10,162.46
	TOWN OF VAN TASSELL	166.29
	TOWN OF WAMSUTTER	4,166.61
	TOWN OF WHEATLAND	33,489.94
	TOWN OF WRIGHT	16,694.16
	TOWN OF YODER	1,395.03
	Grand Total	3,584,375.00

**WYOMING STATE TREASURER'S OFFICE LOTTERY
DISTRIBUTION**

Fiscal Year 2021 Quarter 2

Invoice #		QTR2 LOTTERY
Run Dates	Vendor Legal Name	FY21 Qtr2
1/4/2021-1/7/2021	CITY OF BUFFALO	4,523.41
	CITY OF CASPER	68,273.04
	CITY OF CHEYENNE	67,073.37
	CITY OF CODY	7,355.21
	CITY OF DOUGLAS	8,977.81
	CITY OF EVANSTON	104,363.21
	CITY OF GILLETTE	32,668.71
	CITY OF GREEN RIVER	18,555.75
	CITY OF KEMMERER	2,587.87
	CITY OF LANDER	5,317.37
	CITY OF LARAMIE	19,206.71
	CITY OF MEDICINE BOW	367.56
	CITY OF NEWCASTLE	3,287.66
	CITY OF POWELL	4,885.19
	CITY OF RAWLINS	11,985.69
	CITY OF RIVERTON	7,531.24
	CITY OF ROCK SPRINGS	34,199.52
	CITY OF SHERIDAN	17,038.03
	CITY OF SUNDANCE	1,176.83
	CITY OF TORRINGTON	5,734.06
	CITY OF WORLAND	3,388.18
	TOWN OF AFTON	1,870.75
	TOWN OF ALBIN	209.49
	TOWN OF ALPINE	831.12
	TOWN OF BAGGS	569.45
	TOWN OF BAIROIL	157.16
	TOWN OF BAR NUNN	2,719.02
	TOWN OF BASIN	604.66
	TOWN OF BEAR RIVER	4,368.81
	TOWN OF BIG PINEY	437.54
	TOWN OF BURLINGTON	135.31
	TOWN OF BURNS	339.02
	TOWN OF BYRON	277.66
	TOWN OF CHUGWATER	251.56
TOWN OF CLEARMONT	142.33	
TOWN OF COKEVILLE	521.28	
TOWN OF COWLEY	309.61	
TOWN OF DAYTON	740.91	
TOWN OF DEAVER	83.16	
TOWN OF DIAMONDVILLE	718.10	
TOWN OF DIXON	125.54	
TOWN OF DUBOIS	687.33	
TOWN OF EAST THERMOPOLIS	197.75	
TOWN OF EDGERTON	245.61	
TOWN OF ELK MOUNTAIN	247.19	
TOWN OF ENCAMPMENT	582.40	

WYOMING STATE TREASURER'S OFFICE LOTTERY DISTRIBUTION

Fiscal Year 2021 Quarter 2

Run Dates	Vendor Legal Name	FY21 Qtr2
	TOWN OF EVANSVILLE	3,130.02
	TOWN OF FORT LARAMIE	202.87
	TOWN OF FRANNIE	79.51
	TOWN OF GLENDO	243.25
	TOWN OF GLENROCK	3,881.22
	TOWN OF GRANGER	206.09
	TOWN OF GREYBULL	868.23
	TOWN OF GUERNSEY	1,361.03
	TOWN OF HANNA	1,088.43
	TOWN OF HARTVILLE	73.57
	TOWN OF HUDSON	322.67
	TOWN OF HULETT	377.34
	TOWN OF JACKSON	6,334.09
	TOWN OF KAYCEE	265.50
	TOWN OF KIRBY	71.07
	TOWN OF LA GRANGE	395.15
	TOWN OF LABARGE	536.87
	TOWN OF LINGLE	412.79
	TOWN OF LOST SPRINGS	5.88
	TOWN OF LOVELL	1,108.78
	TOWN OF LUSK	1,620.18
	TOWN OF LYMAN	17,769.86
	TOWN OF MANDERSON	53.56
	TOWN OF MANVILLE	98.22
	TOWN OF MARBLETON	871.18
	TOWN OF MEETEETSE	252.64
	TOWN OF MIDWEST	498.63
	TOWN OF MILLS	4,280.33
	TOWN OF MOORCROFT	1,004.59
	TOWN OF MOUNTAIN VIEW	10,774.71
	TOWN OF OPAL	93.54
	TOWN OF PAVILLION	163.08
	TOWN OF PINE BLUFFS	1,307.63
	TOWN OF PINE HAVEN	487.86
	TOWN OF PINEDALE	1,572.80
	TOWN OF RANCHESTER	840.35
	TOWN OF RIVERSIDE	67.30
	TOWN OF ROCK RIVER	152.70
	TOWN OF ROLLING HILLS	652.50
	TOWN OF SARATOGA	2,187.22
	TOWN OF SHOSHONI	454.95
	TOWN OF SINCLAIR	560.39
	TOWN OF STAR VALLEY RANCH	1,487.83
	TOWN OF SUPERIOR	505.59
	TOWN OF TEN SLEEP	159.93
	TOWN OF THAYNE	356.61

WYOMING STATE TREASURER'S OFFICE LOTTERY DISTRIBUTION

Fiscal Year 2021 Quarter 2

Invoice #	QTR2 LOTTERY
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Run Dates	Vendor Legal Name	FY21 Qtr2
	TOWN OF THERMOPOLIS	2,329.74
	TOWN OF UPTON	1,023.61
	TOWN OF VAN TASSELL	18.61
	TOWN OF WAMSUTTER	668.69
	TOWN OF WHEATLAND	4,301.43
	TOWN OF WRIGHT	1,879.95
	TOWN OF YODER	133.19
	Grand Total	525,462.94



AMOCO REUSE AGREEMENT JOINT POWERS BOARD

2435 King Blvd, Suite 249
Casper, WY 82604
(307) 472-5591

renee@arajpb-casper.org

AMOCO REUSE AGREEMENT JOINT POWERS BOARD MEETING MINUTES

5:00 pm Wednesday, December 9, 2020
1601 King Blvd, Three Crowns Golf Course, Casper, WY 82604

Present: Bob Chynoweth, Reed Merschat, Ben Schrader, Doug Follick, Bob Hopkins, Brook Kaufman, Jim Belcher, and Terry Lane

Absent: Rob Hurless

Others Present: Matt Reams (Three Crowns) and Renee Hahn (ARAJPB).

With a quorum in attendance, the meeting was called to order at 5:00 p.m. by Chairman Chynoweth. All attendees were asked to participate in the Pledge of Allegiance to the Flag.

1. Minutes from the November 11, 2020 Regular Meeting

No corrections were made to the November 11th Meeting Minutes. The motion was made by Mr. Follick and seconded by Mr. Schrader to approve the November 11th Minutes.

There being no further discussion, the Board proceeded to vote. The motion was carried with all in attendance voting aye.

(Copy of Minutes on file).

2. Treasurer's Report

Details on investment accounts were given by Mr. Lane. He reviewed the vouchers listed on the Treasurer's Report as of December 9, 2020. A motion was made by Mr. Merschat and seconded by Ms. Kaufman to approve the Report and authorize payment of all vouchers listed on the Treasurer's Report. There being no further discussion, the Board proceeded to vote on the Treasurer's Report. The motion carried with all members in attendance voting aye.

3. Committee Reports

- Architectural Review – No Report.
- Platte River Commons – No Report.

- Refined Properties – Ms. Hahn reported that the City of Casper Council Members voted against having a newly built Police Station at this difficult time. (Covid-19)
- Three Crowns – No Report.
- Executive Committee – No Report.

4. Future Meetings/Agenda

December 17th -Three Crowns Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

January 13th – Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

January 21st -Three Crowns Committee meeting 7:30 a.m. held at 2435 King Blvd., Big Horn Conference Room.

February 10th – Regular Board meeting 6:00 p.m. at 2435 King Blvd., Big Horn Conference Room.

Office Closures

January 18th - Martin Luther King Holiday

5. Public Comment

None.

6. Good of the Order

Mr. Chynoweth presented Mr. Follick with a gift and thanked him for his thirteen years of service as a board member. Mr. Follick expressed his gratitude and said it was an honor to serve on the Three Crowns Committee and the Board. Mr. Chynoweth asked him to share a name of a past or current Board Member that he feels was instrumental in the betterment of the Board. Mr. Follick described Mr. Merschat and Mr. Schrader as the two he would like to acknowledge. He felt that they helped so much in facilitating the change with acquiring the new management company for Three Crowns.

Mr. Chynoweth then presented Mr. Hopkins with a gift and thanked him for his nine years of service on the Board. Mr. Hopkins graciously expressed his gratitude and stated “I have really enjoyed serving on this Board”. Mr. Chynoweth then asked Mr. Hopkins to share a name of a past or present Board Member that implemented positive changes to the Board. Mr. Hopkins shared that he saw Mr. Sissman as a contributory member. “Mr. Sissman realized we were unable to sell our own real estate and was influential in hiring Refined Properties”.

Mr. Chynoweth presented Mr. Schrader with a gift and thanked him for six years of service as a Board Member. Mr. Schrader voiced he was honored to serve on the Board. Mr. Schrader kindly accepted the gift. Mr. Chynoweth then asked Mr. Schrader whom he believed was a memorable contributing Board Member. Mr. Schrader stated “I really enjoyed working with Mr. Chynoweth. You bring a calmness to our Board and have committed to so many hours of your time and effort”.

Mr. Merschat then presented Mr. Chynoweth with a gift and thanked him for his six years of service and appreciated that he was willing to sign-up for his third term. Mr. Chynoweth was very courteous and gracious for the gift. Mr. Chynoweth shared that it was his honor to serve with such talented and knowledgeable individuals on the Board.

Mr. Belcher inquired if Mr. Chynoweth was intending to serve as Chairman next year. Mr. Chynoweth stated “I believe so, would that be okay?” Mr. Belcher replied “Oh yes, I believed that was the case”.

Mr. Follick then presented Ms. Hahn a gift for her service throughout the year. Ms. Hahn thanked the entire Board and stated "I am pleased to assist the Board where ever I can".

7. **Adjournment**

There being no further action by the Board, a motion was made by Mr. Schrader and seconded by Ms. Kaufman to adjourn the meeting at 5:36 p.m. The motion carried with all members in attendance voting aye.

1-14-21

Date

1-21-21

Date


Board Officer


President

**CASPER UTILITIES ADVISORY BOARD
CITY OF CASPER
MEETING AGENDA**

Casper City Hall
Downstairs Meeting Room

Wednesday, January 27, 2021 7:00 a.m.

AGENDA:

1. Election of Officers
- * 2. Consider Approval of the October 28, 2020 Meeting Minutes
- * 3. Discuss Statistical Report
 - a. October 2020
 - b. November 2020
 - c. December 2020
- * 4. Consider Contract for Outside- City Water Service with Wayne and Mary Coleman, 4511 Squaw Creek Road
5. Project Updates:
 - a. WWTP Emergency Power Project – Under Construction
 - b. CY Booster Station Replacement – Under Construction
 - c. WWTP Boiler Project – Under Design by HDR
 - d. WWTP MCC Replacement Project – Under Design by CH2M
 - e. Ten Million Gallon Reservoir Renovations – On Hold Pending Water Master Plan
 - f. Midwest Avenue Reconstruction – Elm to Walnut – Under Construction
 - g. 1st and Poplar Street Improvements – Under Design by CEPI
 - h. Casper Marginal (I-25 and Walsh Drive) – Under Design by CEPI
 - i. Ridgecrest Drive Water Main Replacements – Under Construction
 - j. WWTP Secondary Rehabilitation Project – Under Construction
 - k. North Platte Sanitary Sewer Rehabilitation Project – Under Design by Jacobs
6. Other Business
7. Adjournment

Additional Information:

Agendas and approved minutes of the Central Wyoming Regional Water System Joint Powers Board can be accessed on their website, www.wyowater.com, under the News & Notices tab, or at the following links:

RWS Agendas - <http://www.wyowater.com/board-meetings>

RWS Minutes - <http://www.wyowater.com/board-minutes>

**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

**MEETING PROCEEDINGS
October 28, 2020
7:00 a.m.**

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, October 28, 2020 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
 Secretary John Lawson
 Member Richard Jay
 Member Bruce English

Absent: Vice President Jim Jones
 Council Liaison Bates

Staff Present: Public Utilities Manager, Bruce Martin

Others: J.R. Boyles
 Lewis James, JKC Engineering

The regular meeting was called to order at 7:03 a.m. by President Bell.

1. President Bell asked if there were any revisions to the minutes. Board Member English stated that the August meeting was held in person, and not by Video Conference. Mr. Martin stated that he would make that revision to the minutes.

President Bell asked for a motion to approve the minutes from the August 26, 2020 meeting. A motion was made by Board Member English and seconded by Secretary Lawson to approve the August 26, 2020 minutes with the revision to reflect that the meeting was held in person and not by Video Conference. Motion passed.

2. Mr. Martin asked the Board to reference the September 2020 Statistical Report in the agenda packet. Mr. Martin stated that the Total Gallons Purchased in September was 342 MG, 58 MG less than the five-year average of 400 MG. Mr. Martin stated that July and August were really good months, but water sales slowed down in September with that early snowstorm.

Mr. Martin stated that the Fiscal Year to Date Gallons Purchased is 1.66 BG, which is 88 MG more than the five-year average of 1.56 BG.

Mr. Martin stated that there were three water main breaks for September, which puts it at a total of 4 for the fiscal year.

Mr. Martin stated that there was one service line break in September, putting the fiscal year total at 3.

Mr. Martin stated that there was no sewer main stoppage in September, with a total of one for the fiscal year.

Mr. Martin stated that the Active Accounts on the bottom of the page is greyed out due to the Financial software upgrade and numbers not being available.

3. Mr. Martin stated that up next is a Contract for Outside-City Sewer Service with J.R. Boyles for 4950 Country Club Road.

Mr. Martin stated that Lewis James with JKC Engineering, and J.R. Boyles are in attendance at the meeting today to answer any questions the Board may have on this request for service.

Mr. Martin showed a map of the property in relation to the main location and stated that in accordance to the new policy, service lines cannot extend beyond the property line without easements. Mr. Martin stated that the service line would need to extend through a couple of properties in order to get to the main. Mr. Martin stated that for this reason staff is recommending the extension of the sewer main.

Mr. Martin stated that the owner is running into cost issues and stated that he would turn the time over to Mr. Boyles and Mr. Lewis. Mr. Martin stated that for this reason staff felt they could not bring this to the Board with a staff recommendation for approval. Mr. Martin turned the time over to Mr. Boyles and Mr. James.

Mr. Boyles stated that he is the owner of the property at 4950 Country Club Road. Mr. Boyles stated that they are in a situation where they need to enlarge their septic system, or connect to the City sewer system. Mr. Boyles stated that the Health Department is highly recommending the connection to the City sewer system since it isn't very far away, and sent a recommendation letter to Mr. Martin. Mr. Boyles stated that ultimately what it comes down to is how far the sewer main must be extended and being cost prohibitive. Mr. Boyles stated that one of the issues is crossing the Elkhorn Creek bed that runs on the northeast side.

Mr. James stated that an agreement was reached on where to run the sewer main extension and Mr. Boyles got some costs from contractors. Mr. James stated that where the creek runs through the area is the problem. Mr. James stated that what he is proposing is to install a grinder pump and run the service line to the sewer main.

Mr. Boyles stated that to run the sewer main in the area of the creek is approximately \$73,000, which doesn't even get it to his property. Mr. Boyles stated that the 100 acres to the east of his property is owned by the same gentleman that owns the 10 acres in front of his property where they have an easement to connect. Mr. Boyles stated that the Elkhorn Ranch has agreed to grant a 60-foot easement so they can get the sewer line to

the property where they want to connect. Mr. Boyles stated that they would run an 8-inch into a manhole and connect into it from there.

Board Member Jay asked what the total cost is to extend the sewer main, excluding the \$73,000. Mr. Boyles stated that the cost is approximately \$23,000, without the grinder pump, which was purchased for \$7,500 last year.

Secretary Lawson asked if Mr. Boyles' neighbor is on a septic system. Mr. Boyles stated that he is on a septic system. President Bell asked if the neighbor is wanting to connect to the sewer main. Mr. Boyles stated that he is not wanting to connect to the sewer main at this time.

President Bell asked if that meets the City standards for a force main at 1,050 feet. Mr. Martin stated that the force main would be owned and maintained by the property owner.

President Bell asked if the 1,050 feet is from the property to the manhole. Mr. Boyles stated that was correct. Mr. Boyles stated that the distance for the 8-inch main on the McMurry side is 156-feet.

Mr. Beamer asked if the Elkhorn Valley Ranch has agreed to grant the easement to the City or to Mr. Boyles. Mr. Boyles stated that the easement will be granted to the City and that the last easement template sent to him by the City has been signed.

Mr. Beamer asked if the 8-inch would tie into the existing manhole, and if a new manhole would then be installed to the south. Mr. Boyles stated that was correct.

Board Member Jay asked what the cost is to run the 8-inch the 156-feet. Mr. Boyles stated that he did not have that figure. Mr. Boyles stated that the cost of the easement is \$5,000.

Mr. Martin asked if an easement has been granted by Mr. Davis. Mr. Boyles stated that there is a utility easement there already, but if another easement is required for the City, it would not be an issue.

President Bell asked if cleanouts on the line would be needed. Mr. James stated that cleanouts would most likely be added to the line.

Board Member Jay asked what staff's position is on this. Mr. Martin stated that he and Mr. Beamer have discussed this a couple of times, and originally wanted to see the 8-inch main extended to meet up with the policy. Mr. Martin stated that if the owner has an easement through the Davis property, they could extend the sewer service line past their property line through the private easement. Mr. Beamer stated that he agreed. Mr. Beamer stated that he did not realize that they were going to extend the 8-inch sewer main to the access road in favor of the City. Mr. Beamer stated that he thought the force main was going to go all the way to the existing sewer main. Mr. Beamer stated that he thinks this is a better proposal than what was last submitted. Mr. Boyles stated that originally they were going to install a 1 ¼ -inch force main to the existing sewer main.

President Bell asked why not extend the force main all the way to the sewer main and tie in. Mr. Beamer stated that by extending the sewer main, it would allow other property owners to tie-in to a sewer main and allows for future expansion.

Board Member Jay asked how Mr. Beamer feels about this proposed plan. Mr. Beamer stated that it is better.

Mr. Martin stated that with the easement on the Davis property, and the extension of the 8-inch, he feels it meets the policy.

President Bell asked if there was an existing sewer main to the south. Mr. James stated that is not existing, it was an option they explored, but there are two creek beds to cross.

A motion was made by Board Member Jay and seconded by Secretary Lawson to approve the Contract for Outside-City Sewer Service with J.R. Boyles for 4950 Country Club Road.

Board Member English asked if this will now go to the City Council for consideration. Mr. Martin stated that he has not completed the agreement yet, but would ask for conceptual approval contingent on attorney review and approval of the agreement. Mr. Martin stated that then, once the agreement and commitment to annex has been approved by the City Attorney's Office and signed by Mr. Boyles, it can go straight to Council for consideration.

Board Member Jay amended his motion to conceptually approve the agreement for Outside-City Sewer Service contingent on attorney review and approval, seconded by Secretary Lawson. Motion passed.

4. Mr. Martin asked the Board to reference the Contract for Outside-City Water Service with Mary Robinett for 7416 Grey Cloud Road. Mr. Martin stated that this property is located west of Casper off Six Mile Road approximately $\frac{3}{4}$ of a mile north of Highway 20/26. Mr. Martin stated that the property will be able to obtain water by connecting to the 12-inch Airport water line that crosses the property.

Mr. Martin stated that this property is not contiguous to City limits, but a Commitment to Annex will be signed as it is within Casper's growth boundary.

President Bell asked if this is the old Airport line. Mr. Martin stated that is correct.

Secretary Lawson asked if there are other properties connected to that water line. Mr. Martin stated that there are several properties connected to this water line.

A motion was made by Board Member Jay and seconded by Board Member English to approve the Contract for Outside-City Water Service with Mary Robinett, 7416 Grey Cloud Road. Motion passed.

A motion was made by Board Member English and seconded by Board Member Jay to adjourn the meeting at 7:32 a.m. Motion passed.

Secretary

DRAFT

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
OCTOBER 2020**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	200,275,372	341,727,527	175,566,343	1,863,525,901	1,846,386,513
NEW SERVICES	8	8	21	36	41
<i>* Billed to Casper by Central Wyoming Regional Water System Joint Powers Board starting October 1, 1997.</i>					
PRECIPITATION (Inches)	0.32	0.32	1.30	0.71	3.62

REPAIRS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	4	3	3	8	8
SERVICE LINE BREAKS	3	1	0	6	2
SEWER MAIN STOPPAGES	0	0	0	1	3

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,804	19,854	20,093
COMMERCIAL (WATER & SEWER)	1,688	1,688	1,734
OUTSIDE CITY (WATER RES)	492	489	519
OUTSIDE CITY (WATER-COMM)	131	131	134
IRRIGATION ONLY	255	220	282
TOTAL NUMBER OF ACCOUNTS	22,370	22,382	22,762

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
NOVEMBER 2020**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	148,482,128	200,275,372	134,084,067	2,012,008,029	1,980,470,580
NEW SERVICES	11	8	10	47	51

** Billed to Casper by Central Wyoming
Regional Water System Joint Powers
Board starting October 1, 1997.*

PRECIPITATION (Inches)	0.04	0.32	1.86	0.75	5.48
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REPAIRS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	3	4	4	11	12
SERVICE LINE BREAKS	1	3	0	7	2
SEWER MAIN STOPPAGES	4	0	1	5	4

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,802	19,804	20,113
COMMERCIAL (WATER & SEWER)	1,678	1,688	1,739
OUTSIDE CITY (WATER RES)	491	492	519
OUTSIDE CITY (WATER-COMM)	129	131	134
IRRIGATION ONLY	245	255	281
TOTAL NUMBER OF ACCOUNTS	22,345	22,370	22,786

**CITY OF CASPER PUBLIC UTILITIES
CASPER, WYOMING
STATISTICAL REPORT
DECEMBER 2020**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
TOTAL GALLONS PURCHASED	150,325,756	148,482,128	161,204,164	2,162,333,785	2,141,674,744
NEW SERVICES	13	11	7	60	58

** Billed to Casper by Central Wyoming
Regional Water System Joint Powers
Board starting October 1, 1997.*

PRECIPITATION (Inches)	0.68	0.04	0.60	1.43	6.08
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REPAIRS


	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>	<u>THIS FISCAL YEAR TO DATE</u>	<u>LAST FISCAL YEAR TO DATE</u>
WATER MAIN BREAKS	5	3	2	16	14
SERVICE LINE BREAKS	2	1	0	9	2
SEWER MAIN STOPPAGES	2	4	1	7	5

NUMBER OF ACTIVE ACCOUNTS

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>YEAR AGO THIS MONTH</u>
DOMESTIC (WATER & SEWER)	19,789	19,802	20,121
COMMERCIAL (WATER & SEWER)	1,687	1,678	1,739
OUTSIDE CITY (WATER RES)	488	491	519
OUTSIDE CITY (WATER-COMM)	129	129	134
IRRIGATION ONLY	244	245	281
TOTAL NUMBER OF ACCOUNTS	22,337	22,345	22,794

January 4, 2021

MEMO TO: Michael Bell, President
Members, Casper Public Utilities Advisory Board

FROM: Andrew Beamer, P.E., Public Services Director 
Bruce Martin, Public Utilities Manager

SUBJECT: Authorizing a Contract for Outside-City Water Service with Wayne and Mary Coleman

Meeting Type & Date

CPU Advisory Board Meeting
January 27, 2021

Action Type

Approval

Recommendation

That the CPU Advisory Board authorize a Contract for Outside-City Water Service with Wayne and Mary Coleman.

Summary

This contract provides Outside-City water service for 4511 Squaw Creek Road, a parcel of land located west of Casper in the Squaw Creek Area. The property will obtain water service by connecting to the new 12-inch West Casper Zone II water main located in Squaw Creek Road. The property is located approximately 1,600 feet south of the water main. The Natrona County Board of Commissioners have authorized a License to the Owners for installation of the water service line in the Squaw Creek Road Right of Way. A curb stop and meter pit will be located near the water main with City ownership and responsibility ending at the curb stop. The Owners will furnish, install, own, and maintain the meter pit and water service line from the curb stop to the residence.

This property is not contiguous to the Casper City limits and a Commitment to Annex has been signed as it is within Casper's growth boundary.

This agreement will be presented to the Casper City Council at an upcoming regular Council Meeting.

Financial Considerations

No financial considerations

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Wayne and Mary Coleman
Contract for Outside-City Water Service

Attachments

Agreement

Commitment to Annex

CONTRACT FOR OUTSIDE-CITY WATER SERVICE

THIS AGREEMENT is made, dated, and signed this _____ day of _____, 2021, by and between the City of Casper, Wyoming, a municipal corporation, 200 North David Street, Casper, Wyoming 82601, hereinafter referred to as “City”, and Wayne and Mary Coleman, 4511 Squaw Creek Road, Casper, Wyoming 82604; hereinafter referred to as “Owner.”

RECITALS

- A. Owner is the owner of certain land as described in Exhibit “A” (attached hereto and made a part of this agreement) being a portion of the NW1/4NE1/4 of Section 25, Township 33 North, Range 80 West of the 6th P.M., in Natrona County, Wyoming, with an address of 4511 Squaw Creek Road, which is not within the corporate limits of the City of Casper; and,
- B. Owner desires to obtain water service from City for such property as described in Exhibit “A”; and,
- C. Owner can connect by a service line into the 12-inch water main located in Squaw Creek Road; and,
- D. Owner has obtained License 29-20-20, attached as Exhibit “B” (attached hereto and made a part of this agreement), from Natrona County Board of Commissioners authorizing the water service to be placed in the Squaw Creek Road right of way; and,
- E. Owner and City have agreed to such outside-city water service under the terms and conditions of this Agreement.

NOW THEREFORE, it is hereby agreed among the parties as follows:

- 1. Service
 - a. The property served shall be limited to that described in Exhibit “A.” No other properties shall be served without the express permission of the City Council of the City of Casper.
 - b. Owner shall be allotted one (1), water service connection and meter to the property shown on Exhibit “A.” No other properties may be served from this connection.
 - c. The water service line curb box shall be installed approximately ten (10) feet from the transmission line located in Squaw Creek Road and be within the public utility easement. A meter pit and water meter shall be installed by Owner immediately downstream of the curb box.
 - d. The City shall own, operate, and maintain the individual 1-inch service line to the curb stop. The Owner shall own, operate, and maintain the meter pit.

- e. The Owner shall, at Owner's sole cost and expense, install a 1½ or 2-inch water service line from the meter pit to the Owner's property.
- f. The Owner shall own, operate and maintain the 1½-inch or 2-inch water service line beyond the curb box located on Squaw Creek Road.
- g. As outlined in Exhibit "C" (attached hereto and made a part of this agreement) a portion of the property to be served is above the pressure zone 2 service elevation of 5380'. This portion of the property will not be served by the water service line. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property are subject to by not having adequate water pressure for domestic service and fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, and all their officers, elected and appointed officials, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of adequate water pressure to Owner's property
- h. The Owner shall be responsible for obtaining easements from other property owners for the water service line as needed at its sole cost and expense.

2. Right of Inspection

- a. The City shall have the right to inspect all water system construction. All water system construction must meet City requirements. Before connection of the water services to any building, all work must be accepted and approved by the City.
- b. The curb box for the water service line shall be protected during the subsequent course of developing the property from damage, and the Owner shall be wholly responsible for the repair and replacement to the City's satisfaction of such that are damaged or destroyed. If the Owner shall fail or refuse to promptly repair or replace such boxes as required, the City may do so and charge the Owner directly for said cost. The Owner shall adjust said valve and curb boxes to finished grade.

3. Charges for Service

- a. All meter pits, vaults, and water meters, as required by the City's staff, shall be obtained and installed by and at the Owner's sole cost and expense according to the rules and regulations of the City. The meter pit or vault shall remain the property of the Owner and be located on the property lines.
- b. Owner will pay to the City the then-current outside-City system investment charge for each connection (lot) to be served with water. The Owner shall also pay to the Central Wyoming Regional Water System Joint Powers Board, the then-current Regional Water System investment charge for each connection to be

served with water. Payment will be made prior to actual receipt of water service provided by the City.

- c. The charge for water service provided shall be at the City's existing rate as the same shall apply from time to time for all retail outside-City water service, until such time as said property is annexed into the City of Casper. After annexation, the rates will be the existing rates for retail inside-City water service.

4. Regulation

- a. Water service to be provided shall be only to the extent provided for herein and to the extent that said water service is available and above that which is necessary to satisfy the needs of the incorporated area of the City of Casper. In times of drought, extreme demand, or facility failure, water service may not be available.
- b. Owner shall make the necessary provisions so that each building to be served shall have a pressure reducing valve limiting pressure to a maximum of 60 psi, and shall encourage all residents to adhere to the following water saving device recommendations: toilets with a maximum flush of 3 1/3 gallons; aerators which provide for a maximum flow of 1 gpm on all bathroom sinks; and water saving shower heads to limit flow to maximum 3.0 gpm.
- c. The Owner agrees to abide by the rules and regulations of the City regarding the use of its water and sewer facilities, all relevant ordinances of the City of Casper relating to water and sewer service; all other state and federal laws, rules, and regulations including, but not limited to, all provisions of the Federal Pretreatment Regulations (40CFR, Part 403), and all City ordinances relating to industrial pretreatment.

5. Fire Flows

- a. The Owner agrees that fire flow capabilities to his properties are impractical at this time. The Owner, by signing this agreement, understands that there are certain risks that Owner and Owner's property may be subject to by not having fire flow capabilities. The Owner is willing to assume these risks and irrevocably, fully and forever releases and discharges the City of Casper, the City Council, and its mayor, the Casper Public Utilities Board, and all their officers, employees, agents, managers, and contractors from all negligence, claims, demands, liabilities, causes of action, or damages of any kind relating to any harm, personal injury, wrongful death, property damage, or debt suffered resulting from lack of fire flow to Owner's property.
- b. The terms of this release in this Agreement are contractual and not a mere recital. If the property is owned or leased by the Owner, and anyone else as husband and wife, tenants in common, partnership, corporation, or any other legal entity other than an individual, Owner hereby states and certifies that the Owner is authorized

by such individual or other entity to bind such individual or entity to this release. This release shall be binding upon the Owner's personal representatives, heirs, successors, and/or assigns. The Owner acknowledges by execution of this release that Owner fully understands these provisions and fully and voluntarily enters into them. This release shall not affect any immunities of the City of Casper pursuant to the Wyoming Governmental Claims Act, Wyoming Statutes Section 1-39-101 et seq., as amended.

6. Construction Term

The Owner shall be allowed two (2) years from the time of consummation of this Agreement to complete the water service line construction and necessary improvements. Should the construction not be completed within this time period, this Agreement shall automatically become null and void.

7. Annexation

The Owner hereby agrees to annex its property to the City upon the request of the City Council, or upon a property owner's petition for the annexation thereof. The Owner and its mortgagee(s) shall execute a commitment to annex its property to the City of Casper on a form acceptable to the City of Casper. The commitment to annex form shall be executed concurrently with this agreement. It shall provide that the commitment to annex shall be binding upon the Owner and its mortgagee(s), their heirs, successors, and assigns forever, and shall be included in every sale, conveyance or mortgage involving the above-described property. It shall further run with and bind the real property described and set forth in Exhibit "A." This Agreement shall terminate, and be null and void between the parties, and the City shall have the right to terminate all services provided under this Agreement if the Owner fails to annex its property to the City within one (1) year after being requested to do so by the City Council, or within one (1) year after the City Council's approval of a property owner's petition for the annexation thereof.

8. Future Improvements

- a. The Owner agrees to participate in future water system, sewer system, street improvements, sidewalk improvements, street lighting improvements, and other needed municipal improvements on Squaw Creek Road at the request of the City Council of Casper. The participation may be with the City of Casper, an Improvement and Service District, a Water and Sewer District, or a private developer.
- b. Future design and construction costs include, but are not limited to, planning, design, construction, land acquisition, financing, and legal.
- c. The Owner agrees to and hereby waives any statutory right to protest the commitment to participate in future water system, sewer system, street, sidewalk,

street lighting, or other needed municipal system improvements. The Owner further agrees to and hereby waives any statutory right to protest the creation of a Local Assessment District, an Improvement and Service District, or a Water and Sewer District established for the purpose of street, sidewalk, street lighting, or other needed municipal improvements which would encompass his property.

- d. This commitment to participate in future water system, sewer system, street, sidewalk, street lighting, or other municipal improvement design and construction shall be included in every sale, conveyance, or mortgage involving the above described property and shall be binding upon the current owners and mortgagees, and all heirs, successors in interest and assigns. This commitment shall be binding upon and run with the land set forth herein.

9. Discontinuance of Utility Services/Remedies

- a. A utility service provided under this Agreement may be discontinued in accordance with Casper Municipal Code Section 13.03.070, or for any material breach of this Agreement by the Owner.
- b. The remedies in this section are in addition to any other remedies in this Agreement, or which the City may otherwise have at law or equity, and are not a limitation on the same. The Owner further agrees to pay all reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law.

10. General Provisions

- a. Successors, Assigns and Recording: The terms and conditions of this Agreement shall be binding upon the parties hereto, and shall inure to the benefit of all parties hereto and their respective heirs, successors, assigns, and grantees and shall bind and run with the real property and set forth in Exhibit "A" attached hereto, and shall be recorded in the Natrona County real estate records by the City at the Owner's sole cost and expense. The Owner shall not assign this Agreement or otherwise sub-contract its duties and responsibilities as set forth in this Agreement without the prior written consent of the City.
- b. Wyoming Governmental Claims Act: The City does not waive any right or rights it may have pursuant to the Wyoming Governmental Claims Act, Wyoming Statute Sections 1-39-101, et seq. The City specifically reserves the right to assert any and all immunities, rights, and defenses it may have pursuant to the Wyoming Governmental Claims Act.
- c. Governing Law and Venue: This Agreement, its interpretation and enforcement shall be governed and construed in accordance with the laws of the State of Wyoming. Any litigation regarding this Agreement shall be resolved in a court of competent jurisdiction situated in Natrona County, Wyoming.

- d. Complete Agreement: This Agreement shall constitute the entire understanding and agreement of the parties, and supersedes any prior negotiations, discussions or understandings.
- e. Amendment: No amendment or modification of the terms of this Agreement shall be valid or enforceable unless made in writing and executed by all parties hereto.
- f. Waiver: Failure on the part of either party to enforce any provision of this Agreement, or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be and remain in full force and effect.
- g. No Third Party Beneficiary Rights: The parties to this Agreement do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.
- h. Severability: If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. If application of this Severability provision should materially and adversely affect the economic substance of the transactions contemplated hereby, the Party adversely impacted shall be entitled to compensation for such adverse impact, provided the reason for the invalidity or unenforceability of a term is not due to the misconduct by the Party seeking such compensation.
- i. Notices: Notices required or permitted to be given by a Party to the others must be in writing and either delivered in person or sent to the address shown below (or such subsequent address as may be designated by either party in writing) by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt:

Owner Info
Wayne and Mary Coleman
4511 Squaw Creek Road
Casper, Wyoming 82604

City of Casper
Attn: Public Services Director
200 North David
Casper, WY 82601

- j. Headings: The section headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation thereof.
- k. Survival: All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, will survive final payment, completion and acceptance of the services and termination or completion of the Agreement.
- l. Copies: This Agreement may be executed in more than one copy, each copy of which shall serve as an original for all purposes, but all copies shall constitute but one and the same Agreement.
- m. Authority: Each individual executing this Agreement for and on behalf of their principals hereby state that they have the requisite power and authority to enter into this Agreement and to consummate the transactions contemplated and intended hereby. Owner further states that it is authorized to transact business in the State of Wyoming, properly registered and not delinquent with the Secretary of State.

[The rest of this page is intentionally left blank.]

EXECUTED the day and year first above written.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

Fleur Tremel
City Clerk

Steven K. Freel
Mayor

OWNER:

OWNER:

Wayne Coleman

Mary Coleman

The undersigned mortgagee for Wayne and Mary Coleman hereby agrees to, consents, and ratifies this agreement.

Date

MORTGAGEE

By: _____

Printed Name: _____

Title: _____

STATE OF WYOMING)
) ss.
COUNTY OF NATRONA)

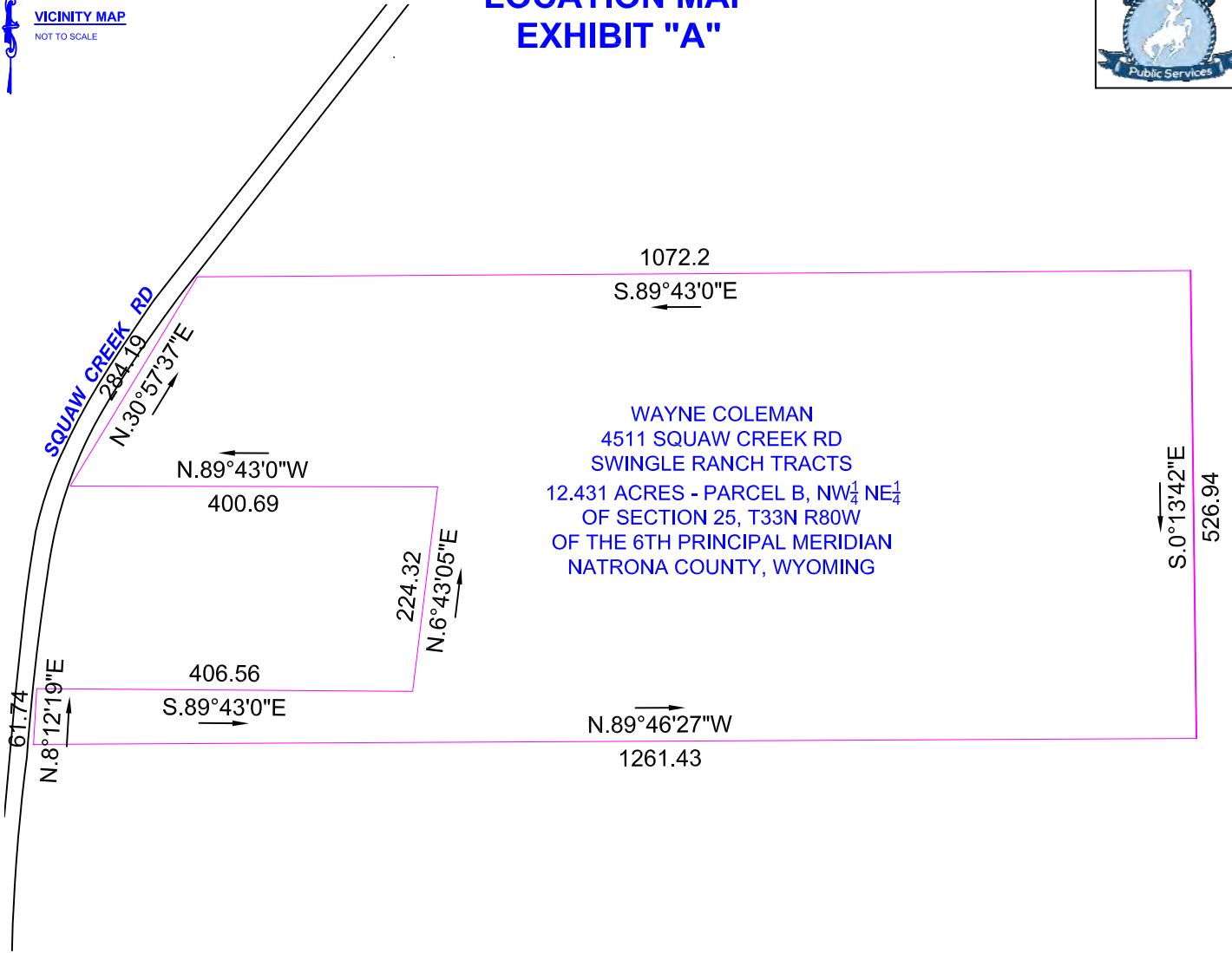
This instrument was acknowledged before me this _____ day of _____, 2021,
by Steven K. Freel as the Mayor of City of Casper, Wyoming, a Wyoming municipal
corporation.

(seal)

NOTARY PUBLIC

My commission expires: _____

LOCATION MAP EXHIBIT "A"



VICINITY MAP

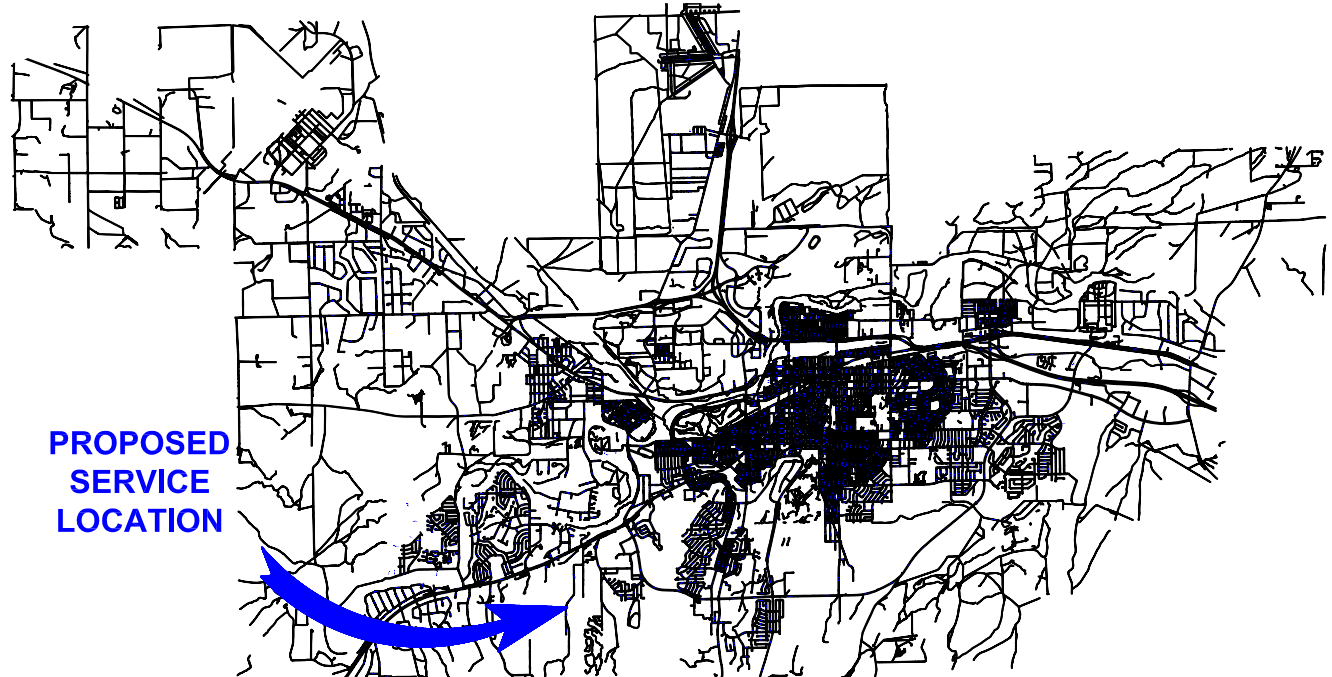


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LICENSE

Date 31 July 2020 Road Squaw Creek # 502

The BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF NATRONA, STATE OF WYOMING, (hereinafter called the "Board", hereby grants a license to Wayne M Coleman + Mary T Coleman

(hereinafter called the "Licensee"), to construct, maintain, use and operate waterline (hereinafter called the "Facility"), located in Section 25 Township 33-80 N, Range W, upon the property of the County of Natrona, acquired for and utilized in the operation and maintenance of a county road in the locations and positions and in strict accordance with the specifications shown on the print dated _____, attached hereto, marked Exhibit "A", and by this reference specifically made a part hereof.

This license is granted upon such express terms and conditions as are inserted below, and should the Licensee at any time violate any of the said terms or conditions herein contained or use or attempt to use said facility for any other or different purpose than that above specified, or refuse or fail to comply with any rule or direction of the County Road and Bridge Superintendent, made by said Superintendent under his general supervisory powers of control and supervision of county roads for the use and safety of the general public, then the Board may, at its option, immediately revoke this license.

This license is subject to the following conditions:

FIRST. The work of constructing, altering and maintaining of the Facilities shall be prosecuted and completed in a good and workmanlike manner at the sole expense of the Licensee and under supervision of, and to satisfactorily meet the specifications of the County Road and Bridge Superintendent. Such work of construction, alteration and maintenance of the Facility shall be done in such a manner as to in no way interfere with the use, operation and maintenance by the County of Natrona of a county road for county road purposes, and in such manner as to in no way endanger the general public in use of said county road right-of-ways.

SECOND. The said Licensee shall give to the Board, through the County Road & Bridge Superintendent, at least ten days notice, in writing, before entering upon the county road right-of-way for the purpose of construction or alteration of the Facility or to make necessary repairs, except in case of genuine emergency requiring immediate repair, then in that event, the Licensee shall notify the Board, through the County Road & Bridge Superintendent, or local maintenance authority immediately enter upon the county road right-of-way and make necessary repairs. Licensee shall be responsible for any repairs necessary to road or right-of-way for 180 days after completion of construction.

THIRD. The said Licensee agrees to forever indemnify and defend the Board, their agents or employees, against and save them harmless from all liability for damage to property or injury to or death of persons, including all costs and expenses incident hereto, arising wholly or in part from or in connection with the existence of, construction, alteration, maintenance, repair, renewal, reconstruction, operation, use or removal of the said Facility as it pertains to county road property.

FOURTH. The Board reserves the right to use, occupy and enjoy its right-of-way for a county road and for county road purposes, in such manner and at such times as it shall desire, the same as if the instrument had not been executed by it. If any such use shall at any time necessitate any change in the location or manner of use of said Facility, or any part thereof, such change or alteration shall be made by the Licensee, at the sole expense of said Licensee, upon the demand of the Board, through the County Road & Bridge Superintendent, and neither the Board nor the County of Natrona shall be liable to the said Licensee on account thereof, or on account of any damage growing out of any use which the County of Natrona or the Board, or either of them, may make of its said right-of-way.

FIFTH. The Board shall have the right at any time to revoke this license by the giving of thirty (30) days notice in writing to the said Licensee, and at the expiration of the time limited by said notice, or upon the express revocation of this license for any of the causes enumerated herein, the Licensee shall promptly and in the manner directed by the Board, through the County Road & Bridge Superintendent, remove said Facility and each and every part thereof, hereby authorized, from the premises of the county road right-of-way and leave said premises in the same condition in which they were before the installation of said Facility. Upon the refusal or failure of the Licensee so to do, the Board may remove the Facility and each and every part thereof and restore the county road right-of-way to the same condition as before the granting of this license, and the Licensee hereby agrees promptly to pay to the County of Natrona the cost of said removal of the Facilities, and each and every part thereof.

SIXTH. The County of Natrona and the Board, for the purpose of this license, hereby disclaims any representation or implication that it retains any title in any county road right-of-way other than a perpetual easement for road purposes for so much land as described by the instrument conveying such easement. The Licensee by these present accepts notice and agrees that any expenses or damages incurred by said Licensee as a result of this disclaimer shall be borne by said Licensee at no expense whatsoever to the Board or the County of Natrona. It shall be also understood that on Access Facility Highways, ingress and egress shall be limited to those locations as designated by the Board, or their Designated Representative, and shown on plans on file in the office of the County Road Department and County Surveyor

SEVENTH. The waiver of any breach of any of the terms or conditions of this Licensee shall be limited to the act or acts constituting such breach, and shall never be construed as being a continuing or permanent waiver of any such term or condition, all of which shall be and remain in full force and effect, as to the future acts or happenings, notwithstanding any such individual waiver or any breach thereof.

EIGHTH. The said Licensee agrees to locate underground facilities when needed by the County or other users for future construction and maintenance activities. This location information will include the marking of the facility on the ground, as specified by W.S. §37-12-301 et seq., with the appropriate color and including the nature and elevation of the utility and shall be tied both horizontally and vertically, by coordinates, by a licensed land surveyor to a public land survey corner. This information shall be shown on plans created by the utility company or facility owner and a copy will be sent to the Natrona County Surveyor's Office in Casper, Wyoming. Costs for identifying and locating the facility will be the responsibility of the utility company or facility owner on County right-of-ways.

No official or employee of the County of Natrona, other than the Board of County Commissioners, shall have authority to waive any term or condition herein contained. Any amendments to this license agreement shall be in writing, signed by the licensee and designated representative of the county commissioners.

Date of Commencement _____
(Five (5) day notice must be given County Road & Bridge Superintendent before start of construction)

Date of Completion _____
(County Road & Bridge Superintendent must be notified within five (5) days after construction)

IN WITNESS WHEREOF, The Board of County Commissioners, has caused this license to be executed on the _____ day of _____, A.D., 19 _____.



My term of office expires
January 3, 2023

COUNTY OF NATRONA
By Michael D. Hays 8/6/20
Road & Bridge Superintendent
By _____
County Surveyor
By _____
Chairman of the Board of County Commissioners.

ATTEST: _____
County Clerk

The undersigned, the Licensee mentioned in the forgoing License, hereby accepts the same, subject to the terms and conditions contained therein.

ATTEST: _____ Secretary _____ President.

(the original instrument must be recorded in the County Clerk's office by Licensee)

ORIGINAL - RECORDING FILE, YELLOW - COMMISSIONERS, PINK - COUNTY SURVEYOR, GOLDENROD - LICENSEE;

EXHIBIT 'A'
COUNTY OF NATRONA

No. 29-20-20

APPLICATION FOR Waterline

Applicant: Wayne M. Coleman & Mary T. Coleman

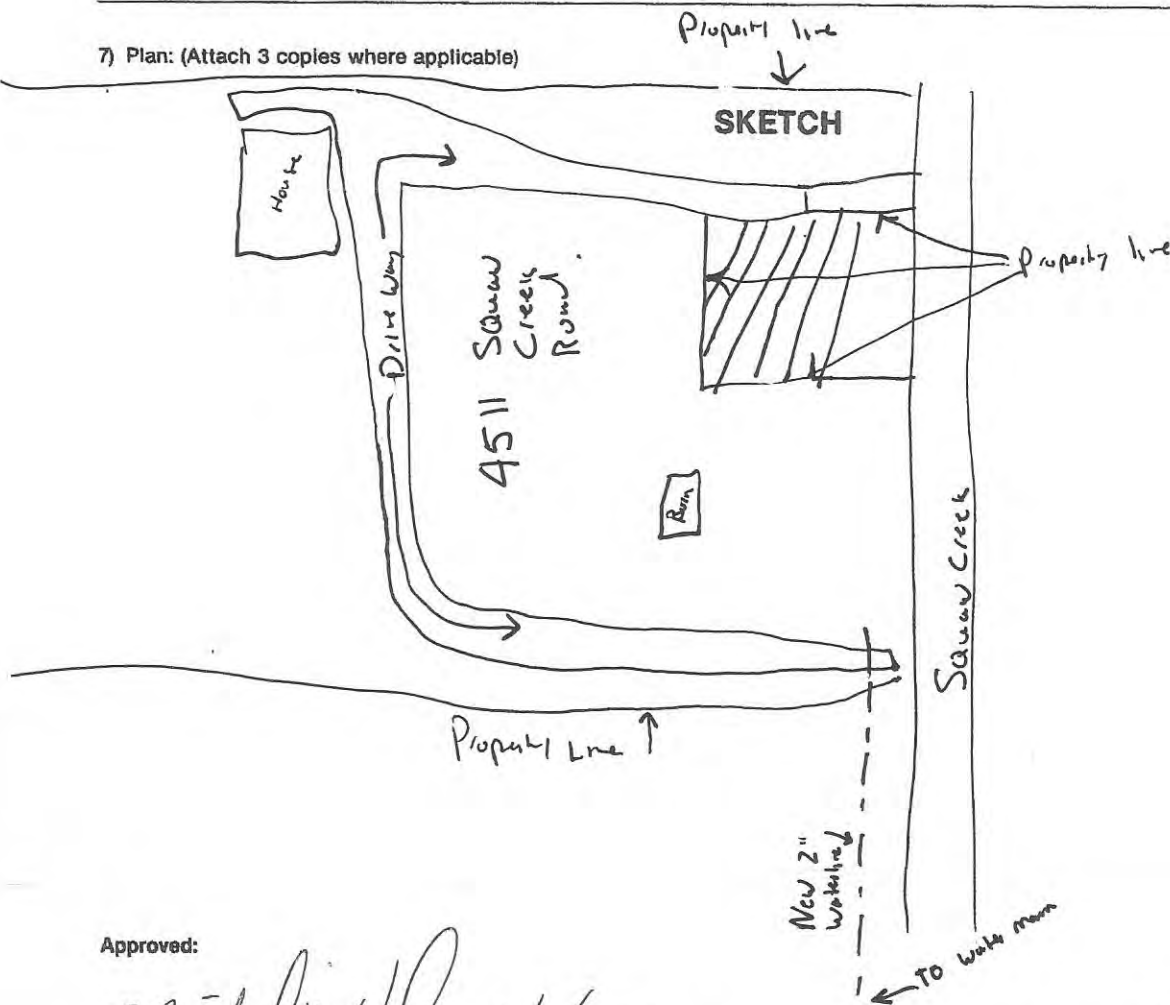
Address: 4511 Squaw Creek Road PO Box 2440 Mills Phone: (307) 265-3158

Furnish the Following Information:

- 1) Location: Section _____, Township _____ North, Range _____ West. Legal Description: PT NW NE: 25-33-80
- 2) County Road Designation Squaw Creek
- 3) Surface of County Road Asphalt
- 4) Soils Type where applicable _____
- 5) Reason for Application To Obtain Water to House

6) Specifications: (Attach 3 copies where applicable)

7) Plan: (Attach 3 copies where applicable)



Approved:

Michael D. Hahn 8/4/2020
Road and Bridge Superintendent

Seth M. Coleman-Agent
Applicant or Agent

31 July 2020
Date X

County Engineer

[Signature]

Wyo. Reg. P.E.

Date

County Commissioner

Approval Date: _____

Completion Date: _____

ORIGINAL — RECORDING FILE



Wayne Coleman – Water Service Line

Water Distribution Study

PREPARED FOR: City of Casper
PREPARED BY: Karson Burnett, CEPI
WO #: 20-048
DATE: November 30, 2020

Wayne Coleman single family residence is located at 4511 Squaw Creek Rd. In this water study, the available pressure at the end of the service line will be analyzed to ensure proper water pressure at the existing building.

Proposed Demands from the Site

The assumed total water required to the building is 10 gpm at a minimum pressure of 35 psi. The flow and pressure requirements for the site are conservatively based from a maximum water usage at a single family residence. The contractor will be responsible for the design and installation of the Water service system. This study will determine if the system is capable of meeting the demand requirements without adversely affecting the water system.

Analysis

The proposed service line was imported into the Central Wyoming Regional Water System Water Model developed by CEPI for the 2019 Central Wyoming Regional Water System Master Study. This proposed line is in Pressure Zone 2 of the water system. The initial conditions in the model affecting Pressure Zone 2 were:

- Zone 2 Tank HGL = 5488
- 0 Pumps on at all Zone 2 Pump Stations
- 1 Pump on at all Zone 3 Pump Stations

The hydraulic model was run utilizing the Average Day scenario (average day demands) and Peak Hour scenario (peak hour demands). During the Average Day scenario, the static pressure at the water service tap is 61.0 psi. During the Peak Hour scenario, the static pressure at the water service tap is 58.0 psi. The figures below show the data for both scenarios at junctions near the site.

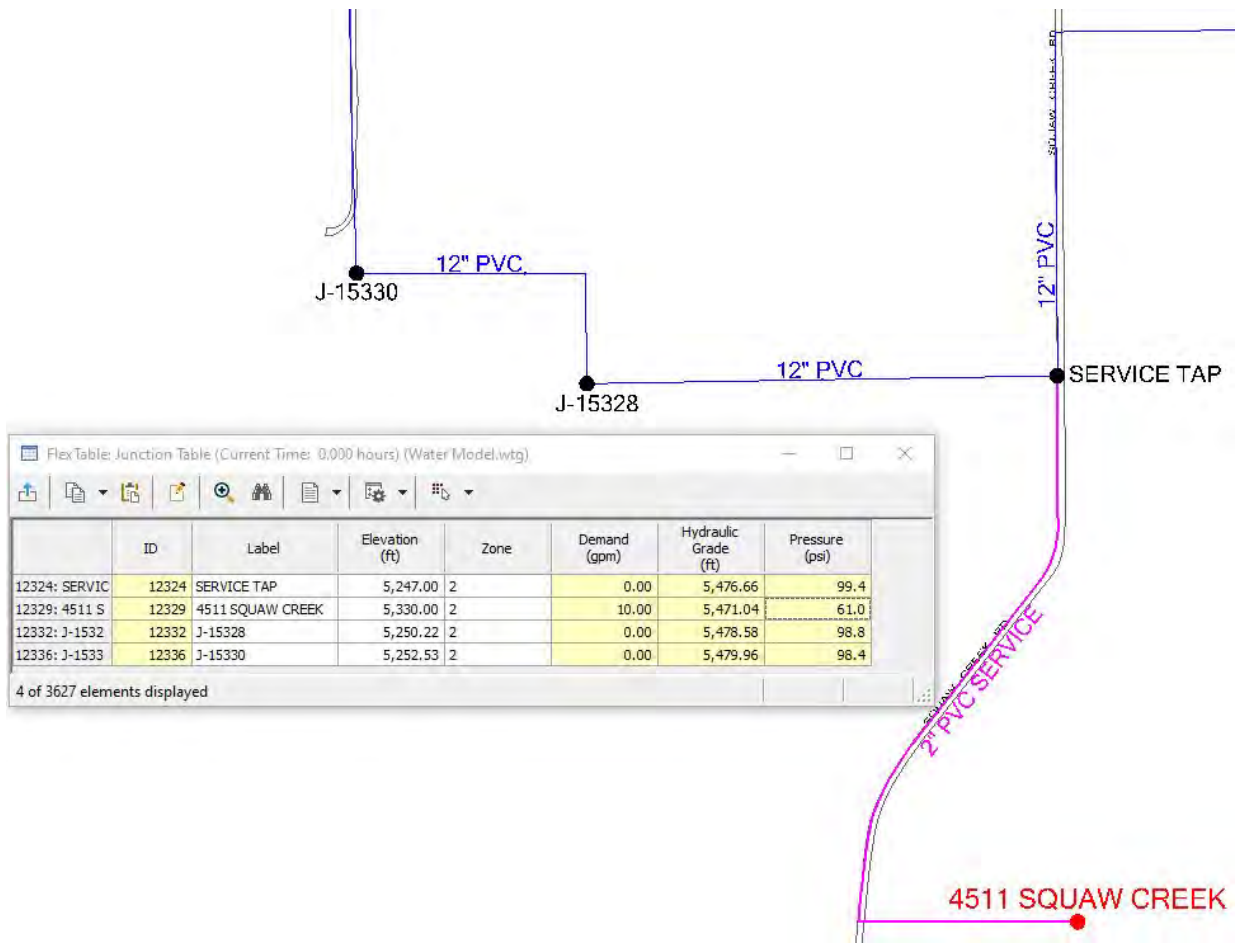


Figure 1: Average Day Demand



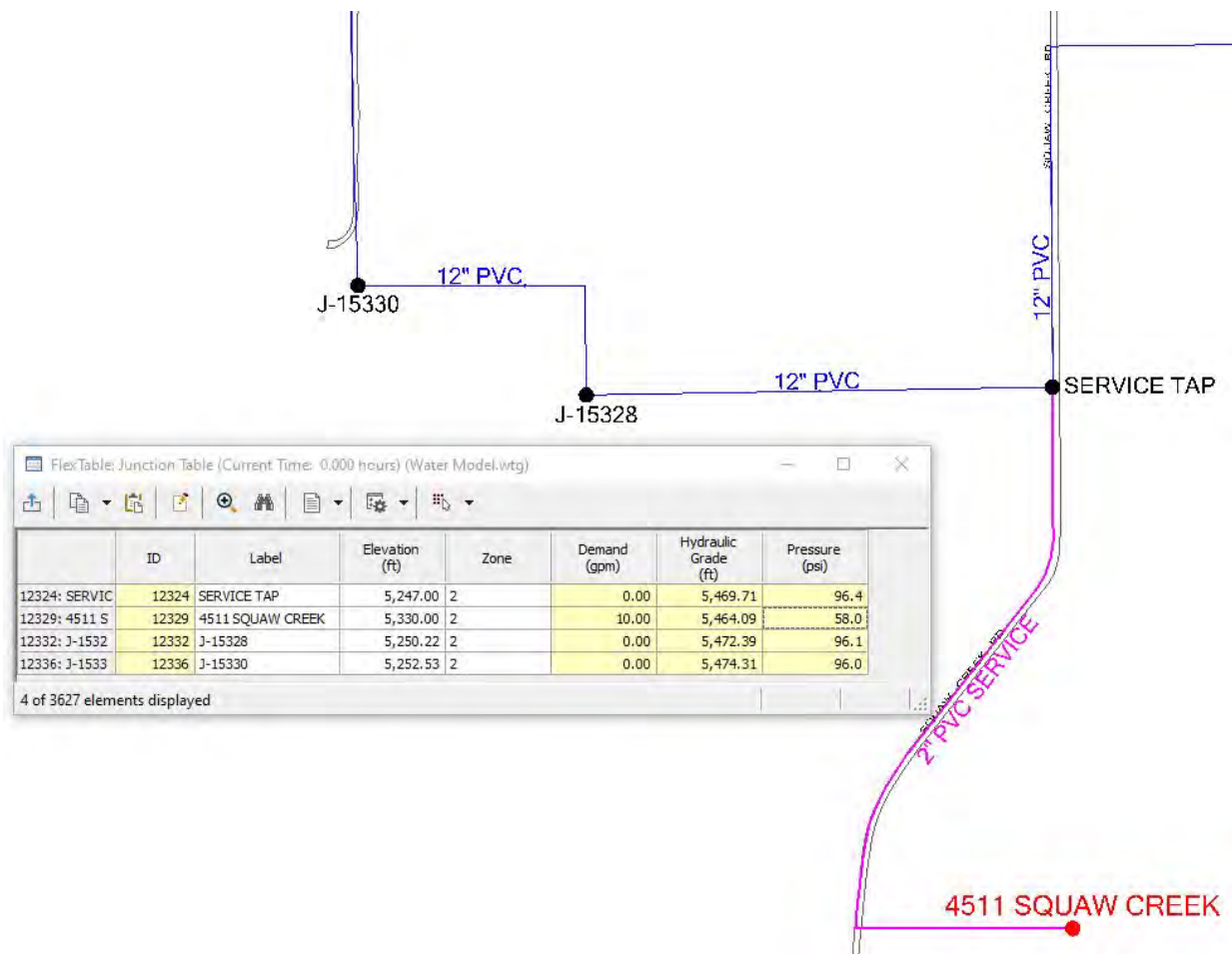


Figure 2: Peak Hour Demand

Conclusions:

The results of the analysis show that the water distribution system is capable of supplying 10 gpm to the site while maintaining a pressure over 35 psi during a Peak Hour flow scenario. A portion of the Coleman property is above the pressure zone 2 service elevation of 5380', this portion of the property will not be served by the water service line.



COMMITMENT TO ANNEX TO THE CITY OF CASPER, WYOMING
(Individual Form)

We, Wayne and Mary Coleman, respectively the owner(s) and mortgagee of the following described real estate located in Natrona County, to-wit:

**WAYNE AND MARY COLEMAN
4511 SQUAW CREEK ROAD
CASPER, WYOMING, NATRONA COUNTY
PROPERTY AS DESCRIBED IN EXHIBIT "A"**

for valuable consideration, the receipt of which is hereby acknowledged, agree and commit to the annexation of the above-described property to the City of Casper, Wyoming at the request of the Casper City Council or on a property owner's petition. The undersigned further waive any statutory or other right to protest any such annexation.

This commitment to annex shall run with and bind the above described real property, and shall be included in every sale, conveyance or mortgage involving the above-described property. This commitment to annex shall be binding upon the Owner(s) and mortgagee, and their heirs, successors, and assigns forever.

Date

Wayne Coleman
OWNER

Date

Mary Coleman
OWNER

Date

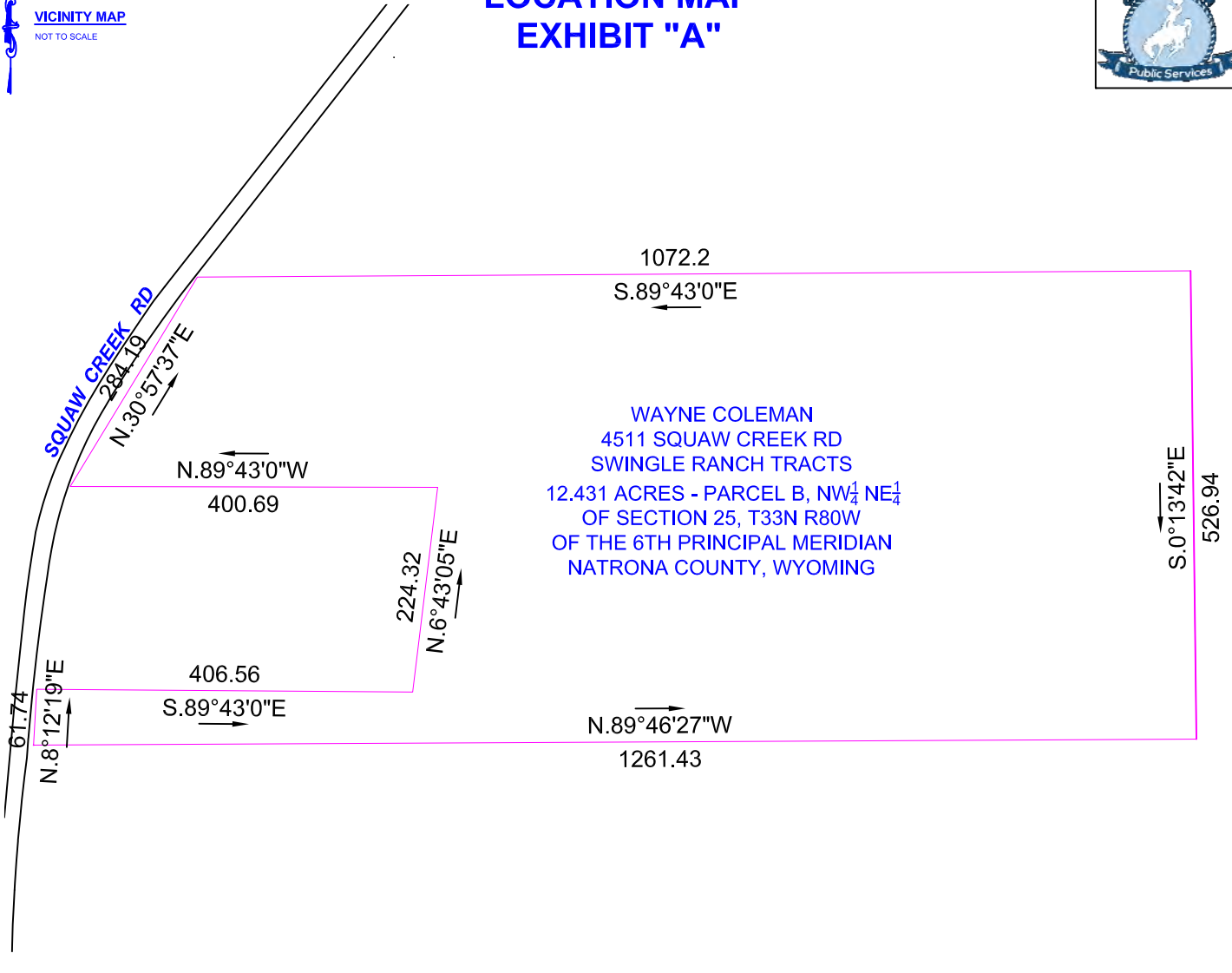
MORTGAGEE

By: _____

Name: _____

Title: _____

LOCATION MAP EXHIBIT "A"



VICINITY MAP

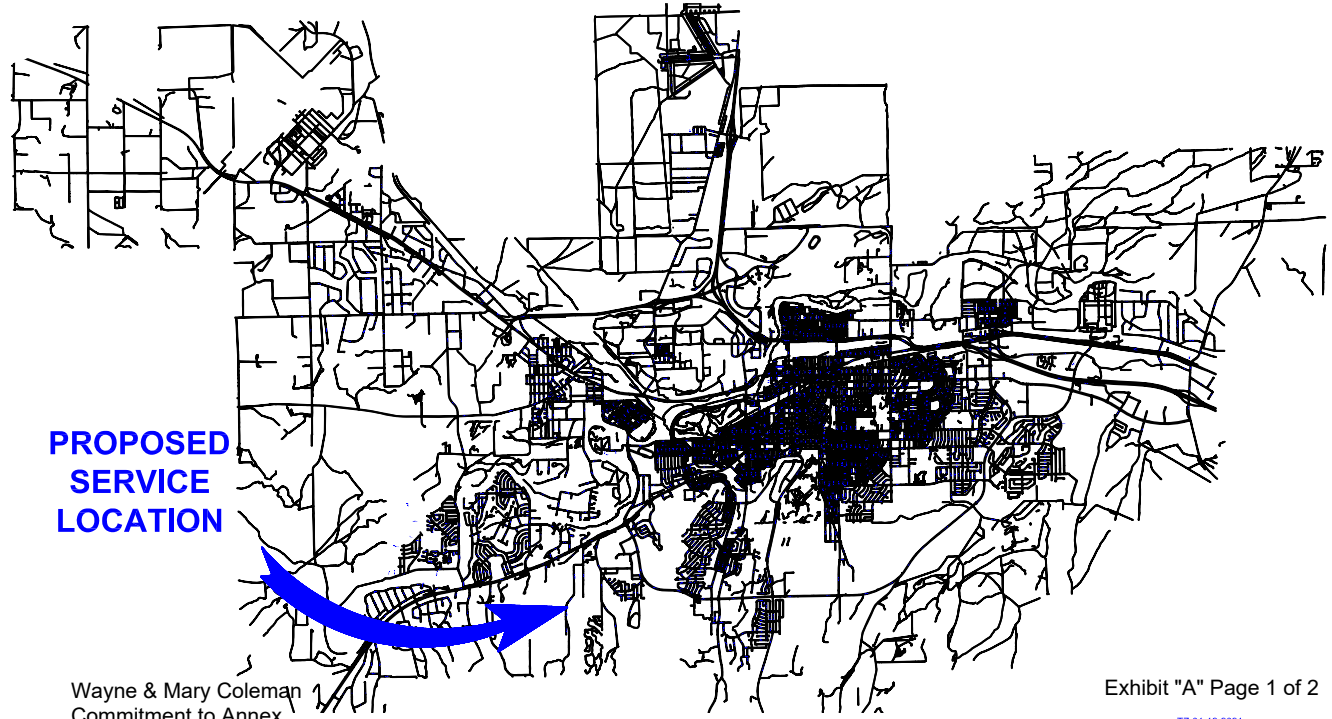


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Casper's Council of People with Disabilities (CCPD) - AGENDA

Thursday, January 28, 2021 at 11:30 AM

Participation via Microsoft Teams ONLY due to COVID-19 Precautions

1. Roll call & introduction of guests
2. Review of the previous month's minutes & approval of minutes – December 17, 2020 Meeting Minutes
3. City Council Representative to address any City of Casper business that may affect or be of interest to the CCPD.
4. Question & Answer (Q&A) with the City Council Representative.
5. Old Business:
 - Discuss updates from Committees since the previous CCPD meeting to address established priorities as listed below:
 - QOL Committee – Zulima Lopez, Chairperson
 - Update on Transportation Priorities
 - Public Relations (PR) Committee – John Wall, Chairperson
 - Updates on CCPD Facebook page and/or City of Casper website
 - Events Committee – Nikki Green, Chairperson
 - Proposal from the Events Sub-Committee regarding celebration of Disability Awareness Month in March.
 - Fundraising Committee – Linda Jones, Chairperson
 - Updates on calendar fundraising project
6. New Business:
 - Financial Report – Presented by the Treasurer
 - Any other new business or public comment
7. The next scheduled meeting is Thursday, February 25, 2021 at 11:30 AM.

DATE: FEBRUARY 3, 2021
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

CIVIL SERVICE COMMISSION MEETING

WEDNESDAY, FEBRUARY 3, 2021

1:00 P.M.

CONFERENCE CALL

To join by phone
1-307-314-2685
Access code:715 127 723#

AGENDA

1. Approval of January 21, 2021 Meeting Minutes
2. Certify Entry-Level Police List
3. Other Business
4. Set Next Meeting Date(s)
February 25th – Certify Sergeant Promotional List
April 7th
5. Adjourn

DATE: FEBRUARY 25, 2021
TO: CIVIL SERVICE COMMISSION
FROM: HEIDI ROOD, HUMAN RESOURCES TECHNICIAN
SUBJECT: CIVIL SERVICE COMMISSION MEETING

CIVIL SERVICE COMMISSION MEETING

WEDNESDAY, FEBRUARY 25, 2021

1:00 P.M.

CONFERENCE CALL

To join by phone
1-307-314-2685
Access code: 349 506 93#

AGENDA

1. Approval of February 3, 2021 Meeting Minutes
2. Certify Police Sergeant Promotional List
3. Other Business
4. Set Next Meeting Date(s)
April 7th
5. Adjourn



AGENDA

LGBTQ ADVISORY COMMITTEE

Friday, January 15th 2021 - 3:00 p.m. – 4:00 p.m.

Join virtually: [Click here to join the meeting](#)

Phone: 307-314-2685

Conference ID: 151 375 276#

Recommendation to download [Microsoft Teams](#) prior to the meeting.

1. Approve December 18, 2020 Meeting Minutes
2. Grace Niemitalo
3. School District Conversation – All
 - o Discuss questions and issues to bring to the School District guests at the February meeting.
4. Safe Place Business Stickers – Kody Allen
5. Other Business
6. Adjourn

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

Friday, December 18, 2020 3:00 p.m.

Microsoft Teams Online

MINUTES

The meeting began at 4:06 p.m. with assistance from Mayor Freel, City of Casper staff member, Heidi Rood; and the following Committee members present: Athne Machdane, Christy Jourgensen, Darrell Wagener, David Anderson, Gage Williams, Jill Felbeck-Jones, Kate Allen, Kody Allen, Riley Jourgensen, and Shannon O'Quinn.

Absent: Councilman Pacheco, Caitlin Jonckers and Grace Niemitalo

Approve November 20, 2020 Meeting Minutes

Motion to approve the November 20, 2020 minutes made by Gage Williams, seconded by Darrel Wagner with no objections.

Election of Officers

Motion by Jill Jones, to elect Darrell Wagner as Committee Chair and Kody Allen as Co-Chair, seconded by Gage Williams with no objections.

Term Appointments

Motion made by Jill Jones for Chair & Co-Chair to have 1-year term, no limits; and allow committee to vote – re-election yearly, seconded by Kody Allen with no objections.

Committee members should divide into two groups with 2-year and 3-year terms initially, to allow for staggering members, then 2-year terms thereafter. The Committee agreed to this recommendation and will e-mail preference of their term to Darrell or Heidi before the next meeting.

Non-Discrimination Resolution Visibility – Athne Machdane

Athne Machdane indicated these resolutions are difficult to locate on the City of Casper website and recommends to have the information readily accessible. Similar to Casper College's website, located at the bottom of the homepage. The Committee agrees with this recommendation and would like consideration from Council for staff to implement. Heidi will prepare a memorandum for an upcoming Council Work Session discussion.

Other Business

Discussion for committee members take part in other organizational LGBTQ meetings in the community and report back to this committee (i.e.: PFLAG, Casper Pride, Wyoming Equality, faith organizations, Casper College diversity committee, Stage III, School District). This will help develop the conversations on the needs for the committee.



Christy Jourgensen said training is needed for teachers on how to be open and understanding to LGBTQ students. Shannon O'Quinn suggested inviting members of the community to discuss ideas for inclusion in the School District. Gage offers free training through the Self-Help Center to consider. Christy will invite the principals of Kelly Walsh High School, Oregon Trail Elementary School, and CY Junior High School. Kody recommend invite NCSD board members to future meetings as those are the decision makers for the training recommendations.

Jeffree Star Invitation

Mayor Freel has reached out to Jeffree Star with an invitation to be part of the LGBTQ Advisory Committee and has not yet heard back.

The meeting was adjourned at 4:02 p.m.

Next Meeting Date

January 15, 2021

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[307-314-2685](tel:307-314-2685)

Phone Conference ID: 151 375 276#

January Meeting Agenda ideas;

Think about the questions, issues to develop invitation and list the items for discussion for the School District guests at the February meeting.

Kody – Safe place business sticker (see email 12/18)



CASPER AREA

METROPOLITAN PLANNING ORGANIZATION

AGENDA

Policy Committee Meeting (Hybrid)

January 21, 2021

10:30 a.m.

Casper City Hall/Zoom, Downstairs Meeting Room

	Item	Recommended Action
I.	Call to Order and Introductions	
II.	Roll Call	
III.	Elect Chair and Vice Chair	
IV.	Minutes of previous Policy meeting (11-12-2020)	Approve
V.	Program Updates <ol style="list-style-type: none"> 1. Transit Update – Steve Kurtz/CATC 2. I.T. – Michael Szewczyk 	Information
VI.	Citizen Committee Update	Information
VII.	Update on other UPWP Projects <ul style="list-style-type: none"> • Aerial Flight - (Denyse Wyskup) • Aerial Flight QA/QC - (Denyse Wyskup) • Mills Main Street Corridor Plan and Study – (Renee Hardy) • Salt Creek Hwy Corridor Study – (Jeremy Yates) • Chamberlain Road Access PEL Study – (Jeremy Yates) • Lathrop Road Traffic Study – (Jeremy Yates) • Public Participation Plan Update – (Jeremy Yates) • 5 Year Transit Strategic Development and Marketing Plan – (Jeremy Yates) • 2020 Transit Van Acquisition (Jeremy Yates) • Traffic Counts FY21 Study – (Renee Hardy) 	Information
VIII.	Mills Main Street Corridor Study	Approve Final Report
IX.	Annual Report – Jeremy Yates	Information
X.	MTIP Amendment – Jeremy Yates	Information/Discussion
XI.	FY2022 UPWP – Jeremy Yates <ul style="list-style-type: none"> • Please have UPWP Projects submitted to the MPO by March 12, 2021 	Information/Discussion
XII.	Other Business <ul style="list-style-type: none"> • Upcoming MPO Projects – (Jeremy Yates) • Triannual Audit Update – (Pam Jones) 	Information/Discussion
XIII.	Municipal Updates	Information/Discussion
XIV.	Adjourn	

Next Policy Committee Meeting:

March, 2021 – TBD

Casper City Hall Downstairs Meeting Room



Mills Main Street Corridor Study

FINAL REPORT

December 2020



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1 PROJECT OVERVIEW

PURPOSE

SW Wyoming Boulevard serves as the primary corridor through the Town of Mills for residents, local business, and regional passthrough travel. Primarily oriented towards vehicular movement, the corridor lacks a cohesive consideration for access and safety of all travel modes and public space that would attract community serving retail and land uses. In recent years there has been documented desire by Mills residents, Town leadership, and the Casper Area MPO to reimagine the design of SW Wyoming Boulevard in a manner that supports economic growth, placemaking, and multimodal access.

The purpose of this study is to provide corridor improvement recommendations and redesign concepts of SW Wyoming Boulevard through the Town of Mills (see Figure 1) with the objectives of enhancing connectivity, safety, placemaking, and economic opportunity.

Figure 1 Project Study Area



CORRIDOR PLAN HISTORY

This study builds upon previous land use analysis of the portion of Mills along SW Wyoming Boulevard directly abutting the North Platte River and relevant transportation plans that have

been most recently adopted by the Town and the Casper Area Metropolitan Planning Organization (Casper MPO). Provided below is a summary of previous planning work used to formulate the vision and concepts presented in this study.

River Front Property Feasibility Study Final Concept Plan (2016)

The River Front Property Feasibility Study Final Concept Plan is a distillation of multiple concepts, stakeholder outreach, and ideas for the redevelopment of underutilized river front property directly south of SW Wyoming Boulevard. The study proposes a “Downtown Riverfront District” to attract families, the arts, and restaurants through mixed-use development to establish an activated center for the Mills community. Located on the property south of SW Wyoming Boulevard (from Johnson Avenue to First Street on the north bank of the North Platte River), the District would provide a central gathering place for the residents of Mills that can be safely accessed by all modes of transportation and connect with the existing trail system along the North Platte River. The desire for the redevelopment is to create an iconic regional destination that supports new retail and service uses while improving quality of life by providing high-caliber public space and increasing access to Mills’ prime natural asset.

Identified shared values and desires for the site are summarized below:

- Embrace the history of the site location and the Town of Mills to mold the identity of the site and ensure a sense of place.
- Attract commercial mixed-use development to allow a center to be made rather than a single destination.
- Public space should be the center of the commercial development and the heart of the green space.
- Parking can fill the sides of the commercial development and not create a barrier to pedestrians and bicycles by still leaving a riverside corridor.
- Provide visual and real connections to the adjacent river and open park-like land to the south of SW Wyoming Boulevard.
- Maximize access by providing safe pedestrian ingress/egress and easy connectivity with the regional trail system.
- Consider the site in the context of the revitalization of the wider Mills downtown area.
- Attract a year-round dining anchor tenant(s) at competitive price points that are supportive of smaller secondary retail.

Regarding multimodal transportation, the Plan proposes the concept of continuing the existing Platte River Pkwy trail west via an underpass under SW Wyoming Boulevard to provide a seamless non-motorized path of travel from the City of Casper to the site. Pedestrian crosswalks along SW Wyoming Boulevard are also recommended at First, Second, Third, and Fourth Streets.

Figure 2 Riverfront Conceptual Site Plan



Source: Mills River Front Concept Development (2016)

Town of Mills Transportation Plan (2017)

The Town of Mills Transportation Plan serves as a guide to ensure that existing and anticipated future needs are met, transportation infrastructure is properly planned for, and funding can be identified prior to needs emerging. Based on input received the Plan establishes the following Transportation Vision:

“Mills will have planned, multi-modal transportation infrastructure and policies to improve mobility, connectivity and access for all people. Adequate funding mechanisms will be sought to implement planned projects as needs emerge. The infrastructure will enhance the quality of life in the community, improve economic vitality and promote improved safety.”

The following are recommended project actions from the Plan, which are furthered by the concepts presented in this study:

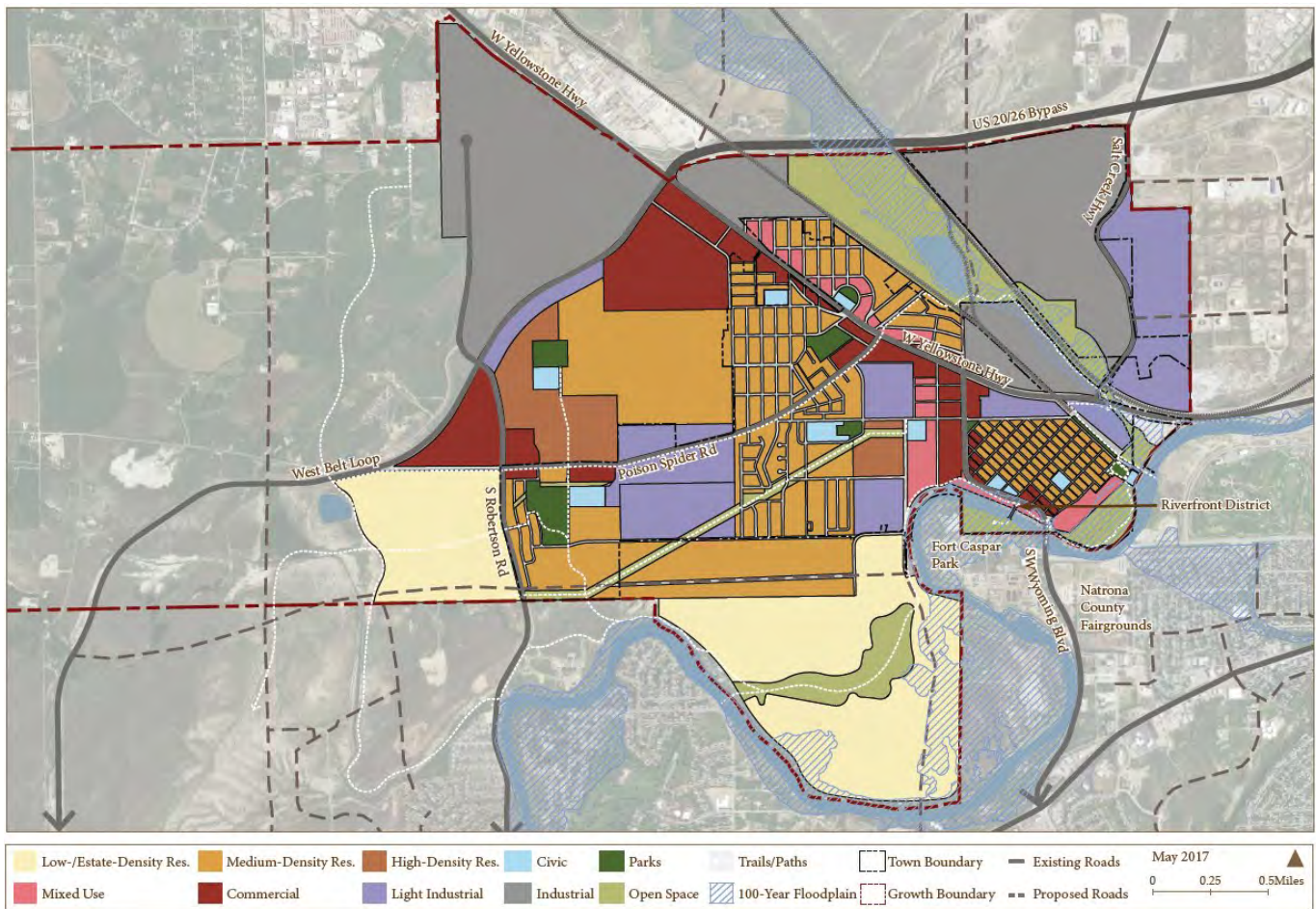
- Study opportunities to provide access across SW Wyoming Blvd to Town Hall area
- Evaluate opportunities for access to North Platte River in new Downtown area
- Expand regional pedestrian and bicycle network, including the WAPA (Western Area Power Administration) Powerline Trail
- Provide Recreational opportunities
- Provide connectivity of existing sidewalks/paths

- Prioritize sidewalk/path needs
- Adopt Complete Streets typical cross sections

Mills Comprehensive Plan (2017)

Uniquely Mills, the Comprehensive Plan adopted in 2017, establishes a vision, goals, and desired future character to guide the growth and development of Mills over the next 10 years. This policy document gives broad direction to future infrastructure improvement, community amenities, and private development while providing for the health, safety, and welfare of the Town. The plan specifically integrates and builds on the conceptual designs of the *Riverfront Feasibility Study* by expanding the Downtown Riverfront District node across SW Wyoming Boulevard, identifying a Downtown Core of commercial and mixed-use to improve safety and enhance the sense of place.

Figure 3 Future Land Use (*Uniquely Mills*, 2017)



Key vision and goal statements from *Uniquely Mills* are summarized below:

Creating a Self-Sufficient Community - Develop a full-service community through embracing and supporting key industries, attracting entrepreneurs, and creating partnerships to supply daily needs and services.

- Expand the commercial center at West Yellowstone Highway and SW Wyoming Boulevard.

- Capitalize on the proximity to the airport by expanding commercial areas with hotels and restaurants.

Cultivating a Community Heart – Pioneer a distinct community identity and sense of community pride and enhance quality of life by investing in Downtown.

- Develop a Downtown Riverfront District with a riverfront park and trails to attract families, the arts, and restaurants to create the heart of the community.
- Create a plaza-like festival space that includes a band shell, usable greenway, and splash pad, among other amenities.
- Organize community events Downtown such as movies, bands, and farmers' markets.
- Develop a unique downtown destination for residents and visitors to gather and celebrate the community.

Revitalizing Connected Corridors - Improve the look and feel of our corridors and gateways to promote a small-town feel, attract visitors, and balance the movement of goods and services with the safety of pedestrians and people riding bicycles.

- Enhance pedestrian connections and safety crossings. North Platte River Bridge
 - Across SW Wyoming Boulevard
 - Along the North Platte River
 - At major intersections within the SW Wyoming Boulevard Corridor.
- Promote a balance of traffic flow, beautification, and safety along SW Wyoming Boulevard.
- Improve the aesthetics of corridors to represent a small-town feel. Include design guidelines to improve the look and feel of the corridors.
- Investigate the possibility of limiting truck traffic on SW Wyoming Boulevard through coordination with WYDOT and utilization of the West Belt Loop.

Casper Area Long Range Transportation Plan (2020)

Connecting Crossroads, the Casper Area's Long Range Transportation Plan adopted in February 2020, identifies transportation project, program, and policy priorities for the Casper Area MPO region, which includes the Town of Mills, through the year 2048 based on robust community engagement, a needs and growth assessment, and available financial resources. The Plan, which is a federal requirement for urbanized areas with populations over 50,000, establishes a prioritized list of recommended transportation investments for the region. The Plan identifies complete street improvements that improve access and safety for all modes along the Mills Main Street Corridor (SW Wyoming Boulevard from US 20/26 to 1st Street) as a near-term priority (2020-2026) recommending an allocation of around \$2.3m in LRTP eligible funds to the potential future project. LRTP funds come from a variety of sources, a majority of which come from Federal (FHWA) and State (STIP) allocations. Other potential projects identified as near-term priorities that would have synergy with a Main Street Mills project would be the eastward extension of a multi-use pathway on 13th Street directly south of Mills and the construction of sidewalks and pedestrian scale lighting along US 20/26 where facilities end near the intersection with SW Wyoming Boulevard and N. 6th Avenue to the west.

2 EXISTING CONDITIONS

LAND USE CONTEXT

SW Wyoming Boulevard is an arterial connector providing access to both neighboring communities and to highways within the greater region and beyond. A variety of uses exist along the corridor from civic (Post Office, Town Hall, and library) to neighborhood retail (a sandwich shop and gas station) to heavy industrial (concrete plant). The northern extent of the corridor connects to Highway 20/26 (West Yellowstone Highway) and consists of primarily auto-oriented development. The southern/eastern extent of the corridor follows the North Platte River to the south and historic Lower Mills to the north. Lower Mills, developed in the 1920s, is comprised of small lots and a gridded street network. Small pocket parks along the corridor include Memorial Park, located at 9th Street, and the Wishing Well/Eagle Statue Park at 1st Street.

Residents primarily obtain goods and services from the greater Casper area. The adjacency to this larger economic hub results in these goods and services not being provided within the Town of Mills; rather the economic generator for the community is in the production and supply of industrial goods and services. However, there is a strong desire by the residents of Mills and Town leadership to provide greater commercial and public space destinations.

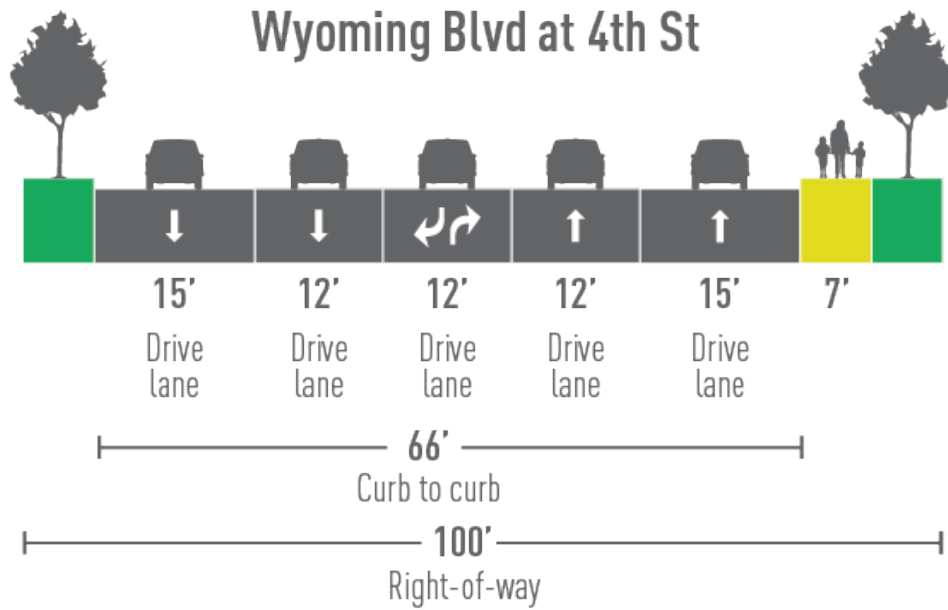
MULTIMODAL NETWORK

At the onset of the corridor study effort, a detailed evaluation of the existing right-of-way, multimodal facilities, major connections, and street conditions were logged. The findings of the corridor's existing conditions analysis are found below, separated by mode.

Right-of-Way and Vehicular Facilities

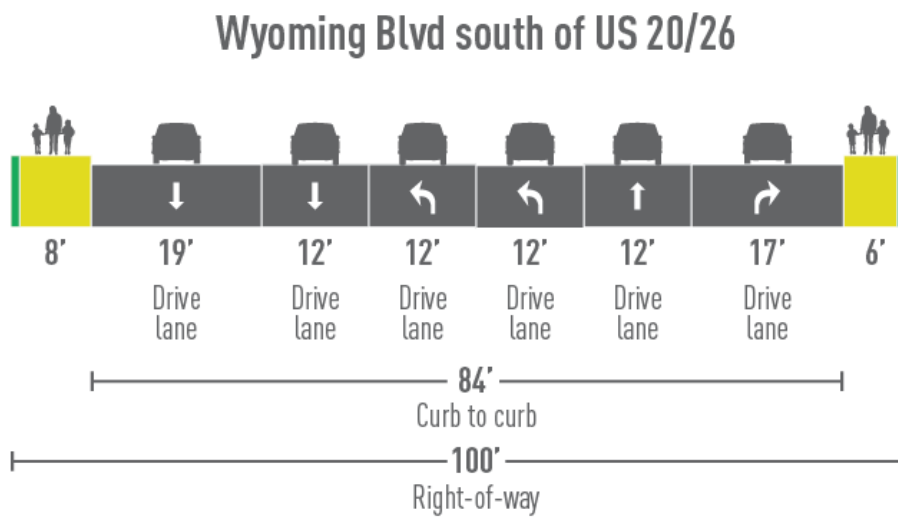
SW Wyoming Boulevard runs from US 20/26 (Yellowstone Hwy) south into the City of Casper. This study analyzes SW Wyoming Boulevard from US 20/26 to W. 13th Street. The road is classified as a principal arterial and is posted as 30-mph along the corridor. From 1st Street to Pendell Boulevard, the road is approximately 66 feet curb to curb with a 7' sidewalk on the north/east side of the road. There are five travel lanes: two lanes in each direction with a center two-way-left-turn lane. The right of way along the corridor varies from approximately 100' to 120'. Figure 4 shows a sample cross section along SW Wyoming Boulevard at 4th Street.

Figure 4 SW Wyoming Boulevard cross section at 4th Street



From Pendell Boulevard to US 20/26 the road widens from 66' to 84' curb to curb. This segment widens from the five-lane cross section at Pendell to a six-lane approach at US 20/26 to accommodate two left-turn lanes, one through lane, and a right turn lane. Figure 5 shows a sample cross section along Wyoming Boulevard south of US 20/26.

Figure 5 Wyoming Blvd cross section south of US 20/26



There are three signals along the corridor, all of which are actuated:

- SW Wyoming Boulevard and US 20/26
- SW Wyoming Boulevard and Pendell Blvd
- SW Wyoming Boulevard and W. 13th Street

All other intersections in the study area are side street stop controlled.

Bicycle and Pedestrian Facilities

Currently, Mills connects to the regional trail network, which spans 45 miles across the Casper area. Within the existing town limits, there are 4.5 miles of pathways connecting to the Platte River Parkway, albeit not along the corridor. The Platte River Parkway is 11 miles long and connects to several other trails in the region¹. The trail meets SW Wyoming Boulevard at 1st Street and runs on the sidewalk along SW Wyoming Boulevard on the east side of the bridge spanning the Platte River before splitting into two trails, one to the east and one to the south at W 13th Street. This trail junction avoids a road crossing via the Fort Caspar underpass, completed in 2015². This separated junction makes the trail safer and more comfortable for trail users of all ages and abilities.

The Platte River Trails Trust supports the Platte River Trails. Further from this project's study area, the Trust is currently working to extend the trail in two phases: from SW Wyoming Boulevard south to Garden Creek Road and then from Garden Creek Road to Rotary Park.

Figure 6 shows the existing and proposed trail network within the vicinity of the SW Wyoming Boulevard study area.

¹ <https://www.platterivertrails.com/>

² https://trib.com/outdoors/case-to-stay-fit-try-the-trails/article_6b0aa85f-556f-5038-a0fb-a26f3ac64e31.html

Figure 6 Existing and Proposed Trail Network

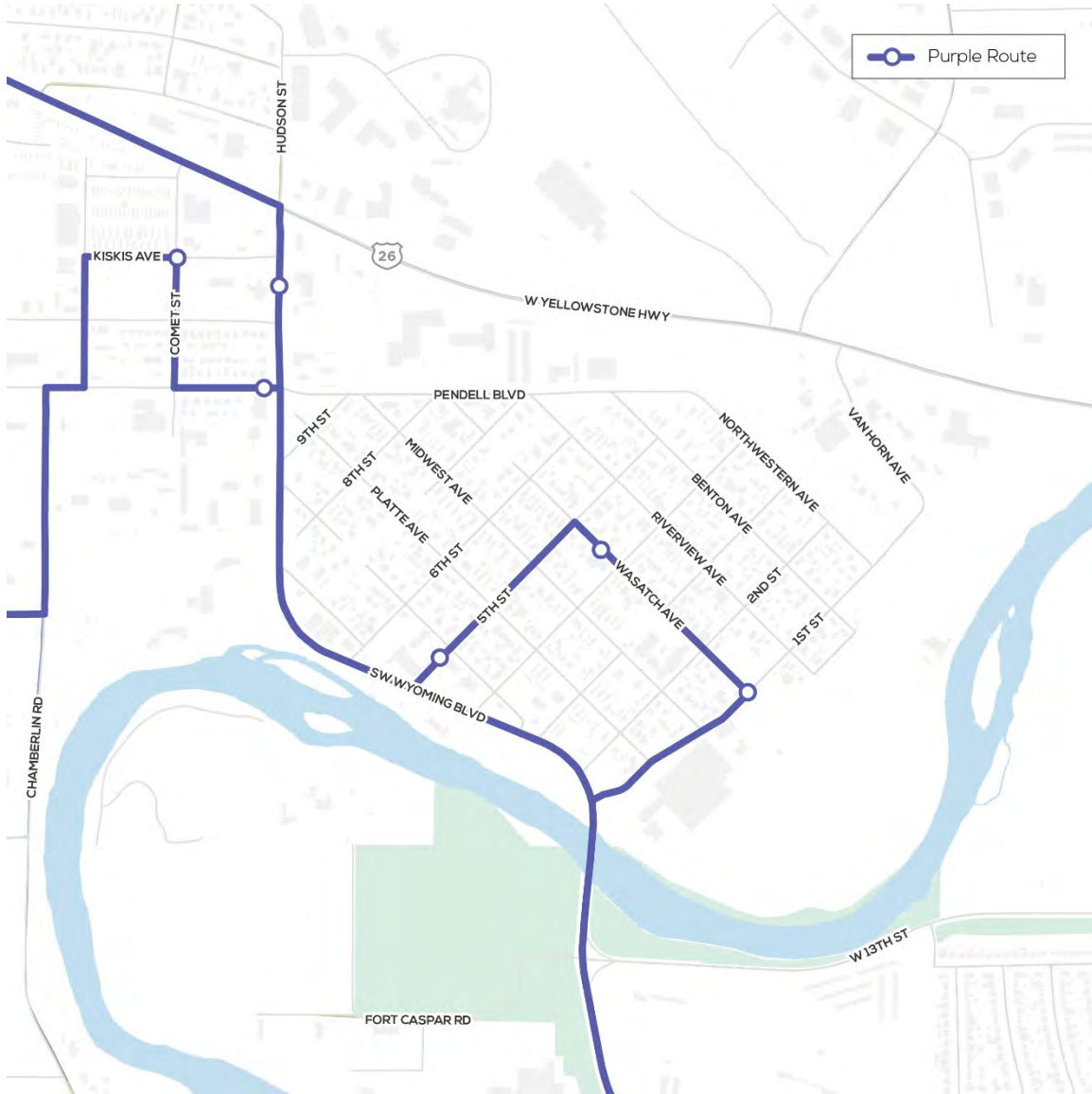


From Pendell Boulevard to US 20/26, the corridor has 5' to 7' sidewalks on both sides of the road. From 1st Street to Pendell Boulevard, the corridor has a 6.5' sidewalk on only the north/east side of the road. The only marked crosswalks across SW Wyoming Boulevard are located at the intersections of SW Wyoming Boulevard and Pendell Boulevard and SW Wyoming Boulevard and US 20/26. Along streets that intersect SW Wyoming Boulevard, sidewalks are discontinuous and vary by parcels. Sidewalks along 1st Street are not continuous between SW Wyoming Boulevard and US 20/26. Along the north side of Pendell Boulevard there are 4' wide sidewalks from SW Wyoming Boulevard to 1st Street and the Platte River Pkwy in the east and to S. 4th Avenue in the west.

Transit Facilities

The Casper Area Transportation Coalition's (CATC) The Bus has six fixed route services through the region. The CATC Purple Route from Walmart West to Mills runs along SW Wyoming Boulevard. The route runs hourly from 7 AM to 6 PM Monday through Friday, excluding major holidays. There is one stop along the study corridor at 305 SW Wyoming Boulevard, with three additional stops north of Wyoming and one just west on Pendell Boulevard (see Figure 7).

Figure 7 Transit Network



TRAFFIC ANALYSIS

A high-level examination of vehicular traffic operations was conducted as part of the existing conditions phase of the corridor planning effort. The purpose of the traffic analysis was to perform sensitivity testing on a variety of street reconfigurations and evaluate general intersection operations at signalized intersections along the corridor. The results of the analysis informed alternatives development and ensured non-starter street configurations were not selected for further evaluation and presentation to stakeholders during community outreach.

Daily Capacity

Average daily traffic (ADT) data obtained in 2019 from WYDOT along the segment varies from 10,000 vehicles per day (vpd) to 15,000 vpd. The highest volume, 14,300 vpd, was observed between W. 13th Street and 1st Street. The volume at the intersection of 1st Street and SW Wyoming Boulevard splits, with approximately 2,600 vpd along 1st Street and 12,500 along SW Wyoming Boulevard. This split shows vehicles using 1st Street as a cut through to US 20/26 which was confirmed by field observations and Town staff.

Roadway level of service (LOS) can be calculated for road segments based on the HCM2010 Generalized Daily Service Volumes for Urban Street Facilities. This approach provides a high level of understanding of congestion and roadway capacity across multiple segments, in addition to the more detailed intersection analysis. This method assumes LOS C as the best possible score. Definitions of LOS C through F for roadway segments based on total number of lanes are summarized below in Figure 8. Note the number of lanes assumes there are added turn pockets at intersections.

Figure 8 Level of Service Definitions for Roadway Segments

Level of Service	Average Daily Traffic		
	2-Lane Road	4-Lane Road	6-Lane Road
C	0-5,900	0-11,300	0-16,300
D	5,901-15,400	11,301-31,400	16,300-46,400
E	15,401-19,900	31,401-37,900	46,401-54,300
F	>19,900	>37,900	>54,300

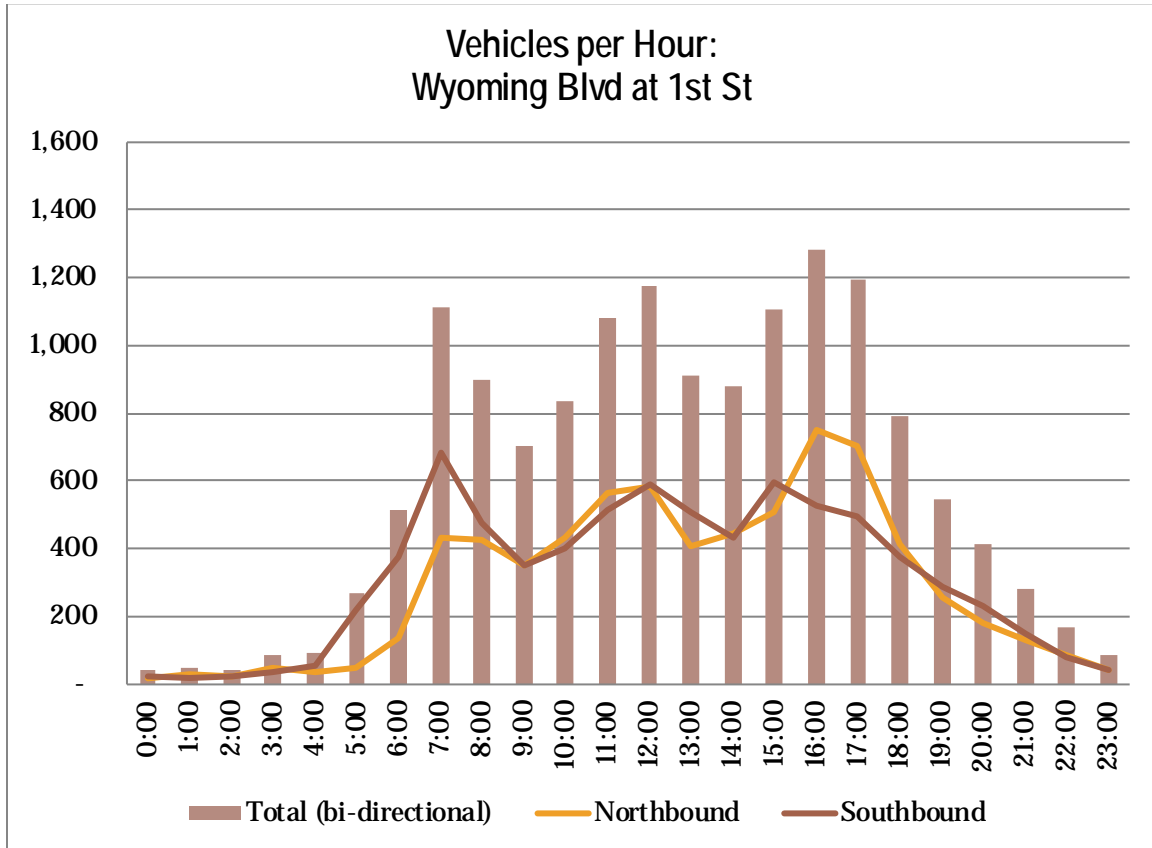
WYDOT considers LOS A through C acceptable for congestion conditions and LOS D for National Highway System (NHS) arterial in rural and urban areas. SW Wyoming Boulevard is classified as an NHS arterial in an urbanized area. Under this classification, LOS D or 31,400 vpd would be considered acceptable traffic flow conditions along SW Wyoming Boulevard, which would be classified as a 4-lane road. The maximum existing volume along SW Wyoming Boulevard is 14,300 vehicles per day, therefore the corridor would **operate at an acceptable level of service as a 2-lane roadway (LOS D)** per WYDOT standards.

Lane Capacity

Traffic counts from 2019 at SW Wyoming Boulevard and 1st Street show peak AM traffic volumes between 7:00 and 8:00 AM and peak PM traffic volumes between 4:00 and 5:00 PM. Research

from Messer and Fambro³ shows a standard 2-phase signal operating at a LOS C allows approximately 1,200 vehicles per lane per hour. Assuming the signals along SW Wyoming Boulevard are all two-phase, this yields a 2,400 vehicle per hour capacity for each direction of Wyoming Boulevard (two-lane), far higher than the 800 vehicles per hour maximum counted in any single direction in 2019. Based on this analysis method and accounting for conservative capacity reduction assumptions at the signals due to additional phasing, **the corridor would still have excess capacity at all hours of the day.**

Figure 9 Graph of vehicles per hour at Wyoming Blvd and 1st St



TRAVEL TIME STUDY

A travel time study was conducted on November 5, 2019 for the project limits from US 20/26 to W. 13th Street. Travel time runs were conducted for morning, afternoon, and midday peak hours for northbound and southbound directions.

Travel Time Findings

In the northbound direction, the longest travel time recorded, 200 seconds (approximately 3.3 minutes), was in the PM peak beginning at 5:43 PM. In the southbound direction the longest

³ <http://onlinepubs.trb.org/Onlinepubs/trr/1977/644/644-005.pdf>

travel time recorded, 179 seconds (approximately 3.0 minutes), was in the PM peak beginning at 5:23 PM. **Error! Reference source not found.** and

below average delay at signalized intersections as well as the average travel time in minutes by direction for each time period studied.

Figure 10 Northbound Travel Time Study Summary

Northbound Delay/Travel Time	Time Period		
	AM Peak	Mid-Day	PM Peak
Location			
13th St Average Delay (s)	7	4	3
Pendell Blvd Average Delay (s)	2	3	2
US 20/26 Byp. Average Delay (s)	29	21	47
Average Corridor Average Travel Time (min)	2.6	2.5	2.9

Figure 11 Southbound Travel Time Study Summary

Southbound Delay/Travel Time	Time Period		
	AM Peak	Mid-Day	PM Peak
Location			
US 20/26 Byp. Average Delay (s)	3	3	5
Pendell Blvd Average Delay (s)	5	2	2
13th St Average Delay (s)	1	1	9
Average Corridor Average Travel Time (min)	2.2	2.1	2.3

As seen from the average travel times in the tables above, vehicles moving along the entire study corridor does not see much variance in travel time between time of day, particularly in the southbound direction. Observations showed that travel times were governed by the posted speed limit, which most vehicles adhered to. Consistent speed of most vehicles along the corridor contributed to the low variance in travel times within each peak period observed, as well as between time periods.

Signal Delay Evaluation

Overall, the signals operate efficiently with minimal delay during most times of day. Detailed notes on signal evaluation are found below:

Wyoming Blvd and W 13th St

During all time periods, the signal at SW Wyoming Boulevard and W. 13th Street has a measured average vehicle delay of **less than 10 seconds** for through movements along SW Wyoming Boulevard in both the northbound and southbound directions, suggesting the SW Wyoming Boulevard approaches operate at a **LOSA**. During arrivals where there were not conflicting phase calls, the test vehicle's presence triggered the signal to turn to the SW Wyoming Boulevard phase, resulting in zero delay.

Wyoming Blvd and Pendell Blvd

During all time periods, the signal at SW Wyoming Boulevard and Pendell Boulevard has a measured average vehicle delay of **less than 10 seconds** in both the northbound and southbound directions, suggesting the SW Wyoming Boulevard approaches operate at a **LOS A**.

The efficient movement of traffic along SW Wyoming Boulevard at W. 13th Street and Pendell Boulevard leads to believe the signals are actuated and timed for optimal flow along SW Wyoming Boulevard. Additionally, these signals both have the capacity to accommodate higher volumes along SW Wyoming Boulevard before approaching unstable flow.

Wyoming Blvd and US 20/26

During all time periods in the southbound direction, the signal at SW Wyoming Boulevard and US 20/26 has a measured average vehicle delay of **less than 10 seconds for vehicles turning right** from US 20/26 to SW Wyoming Boulevard. During the AM and midday peak in the northbound direction, the signal at SW Wyoming Boulevard and US 20/26 has a measured average vehicle delay of **20 – 30 seconds for vehicles turning left** from SW Wyoming Boulevard to US 20/26, which suggests LOS C or a stable flow. However, in the PM peak, the average vehicle delay for left turning vehicles from Wyoming have an average vehicle delay of **47.1 seconds, suggesting a LOS D for the left turn movement**.

The delay for the left turn movement at SW Wyoming Boulevard and US 20/26 is due to the higher volumes along US 20/26 and the resulting signal priority for through movements along US 20/26, and it would be reasonable to assume that this intersection operates at an acceptable level of service.

Limitations

Since the travel time study only collected data for two approaches of the intersections and for one particular 'routing' in each direction, detailed intersection level of service (LOS) cannot be determined. In addition, the quantification of 'delay' according to manual travel time observations would not be exact to the methods of delay calculation methods in the Highway Capacity Manual. However, this data provides a general overview of major approach operations on Wyoming Boulevard.

ISSUES & OPPORTUNITIES

Presented below are issues and opportunities synthesized from a thorough review of existing conditions and field visits that were utilized in the development of corridor alternatives.

Issues

- The alignment of streets intersecting SW Wyoming Boulevard are skewed through the town center.
- Pedestrian crossing opportunities are limited with few protective treatments.
- Cut-through traffic on 1st Street creates left and right turning movements onto SW Wyoming Boulevard that result in some motorists jutting out onto the roadway for visibility.
- Wide turning radii allows for higher vehicle speeds at points of potential pedestrian conflict.

- Large transmission lines on the northern extent of the corridor detract visually.
- The West Belt Loop has reduced movements of heavy trucks and oversized vehicles; however, the roadway still needs to accommodate these movements to support local business.

Opportunities

- The wide existing right-of-way allows ample opportunity for reconfiguration of the roadway, multimodal improvements, and landscaping elements.
- Travel time on the corridor is largely dictated by the posted speed limits and the perception of strict enforcement, not traffic congestion.
- The existing street grid provides the right “bones” for a walkable downtown.
- Unique natural features and viewsheds are present along the corridor.
- Existing trail facilities that could be connected to are of high quality.
- The corridor and adjacent town center are served by existing transit.
- Form-based code, similar to Casper’s Old Yellowstone District Study, could be leveraged to encourage desirable land uses on redevelopment sites.
- A pedestrian bridge at the river front redevelopment site could provide a safer and cheaper multimodal option than widening the existing bridge while enhancing the destination by providing a linkage to Fort Caspar and Centennial Park.

3 ENGAGEMENT

SURVEY SUMMARY

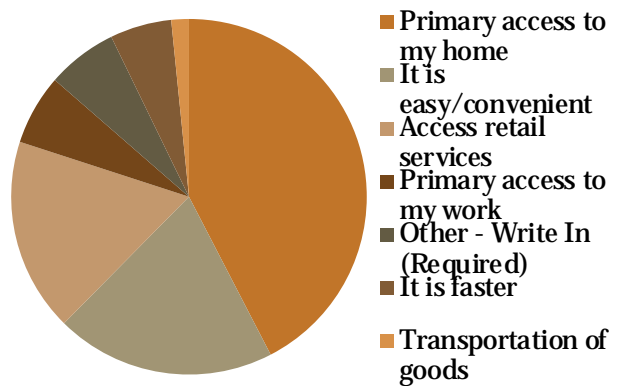
During the early stages of concept development, the public’s input was sought via a questionnaire. The purpose of the questionnaire was to understand the community’s preferences and needs for the future management and improvement of the corridor. The questionnaire was distributed via the Town’s newsletter in paper copy and online through the Town’s website, as well as the Town’s and MPO’s social media platforms. A total of 142 questionnaires were collected between March 9 and March 27, 2020. The following presents the survey results and number of responses for each question.

Corridor Purpose

To understand who uses the Main Street corridor, the questionnaire asked for the participants’ main purpose in using the corridor. Only one answer per respondent was allowed to focus on the key uses of the corridor. The corridor is primarily used by residents and for its ease and convenience. Other responses included access to the Post Office or access to Highway 20/26.

Figure 12 Primary Purpose for Using SW Wyoming Boulevard

Primary Purpose	Percent (n=125)
Primary access to my home	42.4%
It is easy/convenient	20.0%
Access retail services	17.6%
Primary access to my work	6.4%
Other	6.4%
It is faster	5.6%
Transportation of goods	1.6%

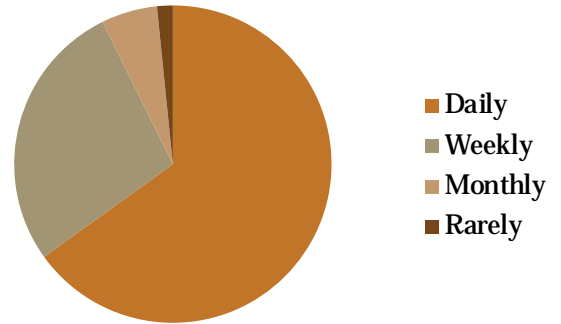


Corridor Frequency of Use

To understand the frequency of the Main Street corridor per user, the questionnaire asked how often each respondent uses the corridor. For the majority of participants, the corridor is used on a daily or weekly basis.

Figure 13 Frequency of Using SW Wyoming Boulevard

Frequency of Use	Percent (n=125)
Daily	65.0%
Weekly	27.6%
Monthly	5.7%
Rarely	1.6%



Transportation Mode Performance

The Mills Main Street Corridor is envisioned to provide movement for multiple modes of travel, while catalyzing economic development. Therefore, the questionnaire asked about the existing ease of travel along the corridor as well as its function and form. Ease of driving along the corridor ranked the highest of all modes. The majority of respondents' rated conditions for walking and biking either average or bad. Additionally, many respondents provided "No Opinion" to these options indicating that they are not commonly used for walking and biking and may not be inviting to these modes. The level of congestion and street maintenance is perceived as average, while the aesthetics of the corridor could be improved upon.

Figure 14 Perceived Corridor Conditions

Mode	Very Good %	Good %	Average %	Bad %	Very Bad %	No Opinion %
Ease of driving (n=124)	31.50%	42.70%	22.60%	2.40%	0.00%	0.80%
Ease of walking (n=121)	4.10%	15.70%	22.30%	27.30%	14.90%	15.70%
Ease of traveling by bicycle (n=122)	4.10%	13.10%	21.30%	25.40%	16.40%	19.70%
Level of traffic congestion (n=123)	8.90%	33.30%	48.00%	7.30%	0.80%	1.60%
Street maintenance (n=124)	4.80%	29.80%	46.80%	11.30%	5.60%	1.60%
Aesthetics (n=122)	3.30%	12.30%	27.00%	32.80%	13.10%	11.50%

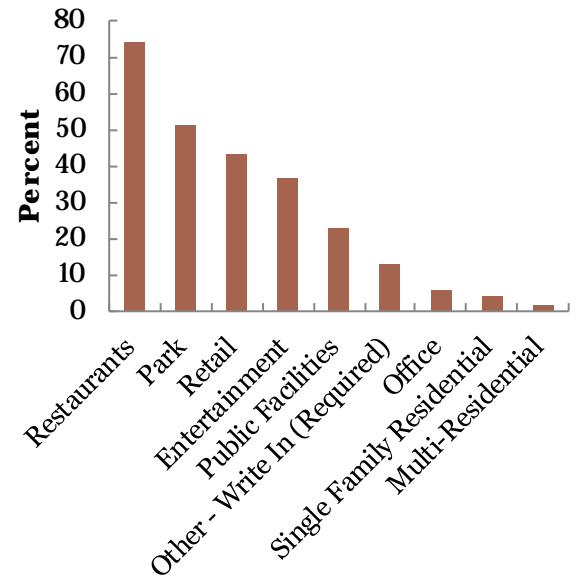
Adjacent Land Uses

The corridor is not only a street that provides a link between places but a destination in of itself. Previously completed studies in the area have looked at the potential for entertainment and public amenities to be developed on a Town owned parcel along the corridor. The questionnaire further inquired which types of uses should be attracted to and planned for adjacent to the

corridor. Participants were able to select their top three answers; therefore, the percentages do not total. The community expressed that the corridor should include restaurants, a park, and other retail and entertainment type uses. Specific types of retail, as mentioned in the “Other” comments, included a grocery store and sit-down restaurants with outdoor seating. Others desired to include access for fishing/floating and restrooms at a park adjacent to the river. Still others wished to leave it like it is or let the private sector drive the demand.

Figure 15 Desired Future Land Uses

Adjacent Land Use	Percent (n=123)
Restaurants	74.0%
Park	51.2%
Retail	43.1%
Entertainment	36.6%
Public Facilities	22.8%
Other	13.0%
Office	5.7%
Single Family Residential	4.1%
Multi-Residential	1.6%

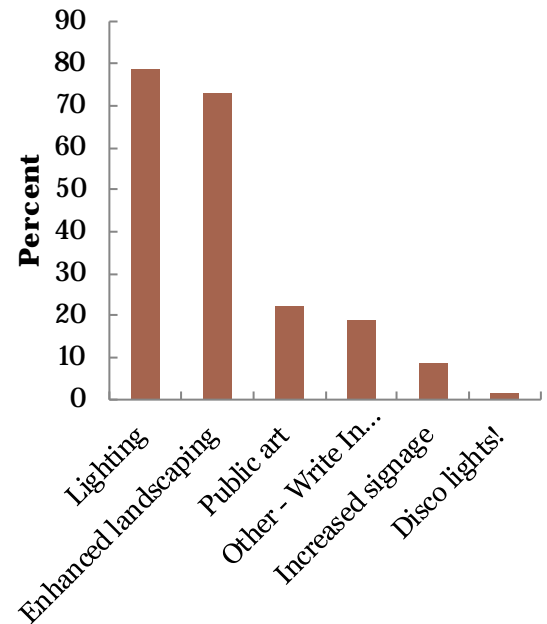


Corridor Design

Given the goal of improving the Main Street as a key commercial node, the questionnaire asked how the community wished to see the corridor improved. Lighting and enhanced landscaping was seen as key to improving the corridor, especially to enhance the Eagle statue. Others suggested adding traffic lights, clean sidewalks, improving the facades of businesses, and enhancing the river access.

Figure 16 Desired Urban Design Improvements

Design Feature	Percent (n=126)
Lighting	78.6%
Enhanced landscaping	73.0%
Public art	22.2%
Other	19.0%
Increased signage	8.7%
Disco lights!	1.6%



Pedestrian and Bicycle Amenities

The questionnaire also sought to understand what types of pedestrian/bicycle amenities the community desires, with an emphasis on what would improve the feeling of safety along the corridor. The online questionnaire provided a representative photo of each of the choices. Crosswalks, separated sidewalks, and bicycle lanes were most desired by respondents. The majority of “other” comments stated that the corridor should not or does not need to be improved with any of these types of amenities.

Figure 17 Desired Multimodal Improvements

Pedestrian and Bicycle Amenities	Percent (n=118)
A. Pedestrian activated crosswalks	53.4%
G. Separated sidewalks	49.2%
H. Bicycle lanes	45.8%
I. Pedestrian underpass crossing	24.6%
E. Pedestrian overpasses	23.7%
F. Pedestrian refuge islands	16.9%
D. Midblock crosswalks	16.1%
Other	11.0%
B. Raised crosswalks	9.3%
C. Pedestrian bulbouts	2.5%

Connection to Mills Main Street Corridor

Questionnaire respondents were also asked to respond to key demographic questions to track general response rates comparing their connection to the corridor, residency, work location, and age. Respondents were primarily residents of Mills (80%) followed by the City of Casper (14%). Of Mills residents, almost half (44%) have lived in the town for more than twenty years. Thirty-seven percent of respondents indicated that their place of work is in Casper, with 19% working in Mills. In addition, respondents were asked to indicate their primary connections to the Corridor, of which two-thirds indicated using it for commuting, 40% users of the river trail, and 30% living adjacent to the corridor.

Additional Feedback

Survey respondents were able to provide further comments on the Main Street Corridor in an open-ended response. The responses are summarized below:

- Attract commercial business to increase revenues, primarily a grocery store, restaurants, or coffee shops.
- Improve walkability to commercial areas from local neighborhoods.
- Improve street and sidewalk maintenance, including accessibility for strollers and people with limited abilities.

- Construct the Riverfront Park area with river access, including parking, bike paths, a boat ramp and fishing wharfs.
- There were mixed responses on whether to increase or decrease the speed, but respondents commonly did not want improvements to impede the ease of vehicle travel through the corridor.
- Enhance lighting along the corridor, specifically along bike paths and at the eagle. Lighting should be low-level.
- Add landscaping to beautify the corridor with plants, greenery, and flowers.
- Spend funds on existing infrastructure and do not add new amenities.

STAKEHOLDER INTERVIEWS

A stakeholder Coffee Talk Session was held at the Mills Town Hall on August 12, 2020. The invited stakeholders included property and business owners along the corridor, developers and realtors, and other interested parties. The Session had nine attendees. Additional follow up conversations were facilitated with interested stakeholders that could not attend the Coffee Talk. Key comments highlighted a desire for corridor improvements to not impede traffic movement, especially for larger trucks; the need for additional information on access control and locations of medians (i.e. egress/ingress to the Post Office); and support for amenities such as landscaping and pedestrian pathways. The group suggested a modern industrial feel with some historic elements would be the best design for the corridor – adding that local Mills businesses could manufacture, and possibly donate their goods to, the corridor improvements.

DISCUSSIONS WITH WYDOT

A stakeholder meeting with the Wyoming Department of Transportation (WYDOT) was held in July 2020 to review and discuss the Study. The goal of the meeting was to inform WYDOT of findings from the existing conditions analysis, present the three alternatives under consideration, and solicit feedback from WYDOT staff on alternatives and detailed design elements. Since SW Wyoming Boulevard is under State DOT jurisdiction, WYDOT buy-in for the preferred alternative is important in order for a smooth transition to future planning and design phases. The following design preferences and concerns were received from the meeting:

Design Preferences

- 5-lane street configuration for maintenance and snow removal
- Acceptable to narrow lanes, but prefer keeping lanes at 11 ft or greater width
- Optimal design for medians depends on access density
- Medians are not favorable at horizontal roadway curves, such as near 1st Street and the bridge across the North Platte River
- No unsignalized crossings on the corridor, however a Rectangular Rapid Flash Beacon (RRFB) or Pedestrian Hybrid Beacon (PHB) would be acceptable if a full signalized intersection is not warranted at first but planned in the future
- In favor of closing access points and/or minor cross streets
- Right in/right out access points are preferred if medians are constructed
- Protected off-street bike facilities are always preferred over on-street striped bike lanes

Concerns

- Low raised medians get lost in snow and high raised medians cause drift issues
- Need to accommodate current traffic volumes while considering future traffic growth
- Concern for operational concerns of a three-lane roadway alternative when construction occurs
- Trees and landscaping on medians are a concern due to maintenance and sight lines
- WYDOT would be more amendable to fully landscaped medians if the Town is willing to take over maintenance liability
- Local manufacturing companies use the corridor to transport large dump bodies as oversized loads
- Discussion of the potential to install a trail at the North Platte River bridge underpass was a non-starter due to low clearance concerns and cost to mitigate

ALTERNATIVES OUTREACH

As part of the alternatives development process, the project team reached out to key stakeholders and the public. Participants were able to review and comment on the initial alternatives prior to the development of a preferred plan. The meetings consisted of an overview of the community-wide survey and traffic study completed at the beginning of the process, a summary of the infrastructure improvements and differences across the alternatives, and a summary of potential design palettes for the corridor.

SUMMER FEST POP-UP

The Mills Annual Summer Fest, while delayed in 2020, was held on August 22 with much of the same fanfare and activities. Approximately 2,000 people attended throughout the day. Participants were invited to review poster board materials and take a short questionnaire via their phone or paper copy. A total of 30 responses were collected. When asked about specific amenities and improvements, pedestrian and bicycle paths garnered the most support, followed by new adjacent land uses. A natural look and feel to the corridor rated the highest followed by historic/traditional designs. Conversations throughout the event generally supported Alternative 3 as the preferred concept plan.

Figure 18 Main Street Engagement – Summer Fest 2020



4 ALTERNATIVES DEVELOPMENT

DESIGN PROCESS

Our process aimed to focus on the shared core values and priorities identified through local conversations, community feedback, adopted local and regional plans, and the analysis of existing mobility and traffic conditions. The purpose of the design process was to develop concept alternatives for transportation network improvements along SW Wyoming Boulevard that will serve as a catalyst for transformation of the corridor into the “Main Street” of Mills and the regeneration of the riverfront that creates a vibrant gathering place that can also attract community serving businesses. The design process was rooted in the following goals:

- Create a sense of place deeply connected to the town’s historic and cultural values
- Strategically bookend the Wyoming Boulevard corridor
- Enhance mobility and safety for users of all ages and abilities throughout town

Inspiration

The design concepts are inspired both from the existing aesthetics and land uses of Mills with consideration for best practices implemented in comparable contexts throughout the American West (see following page). First and foremost, design concepts recognize that the corridor primarily needs to be suitable for the everyday use of those who live in Mills, which is mostly residential to the north and east of the corridor. In addition, the project team recognized that the corridor is vital to the local economy as it is the conduit for several industrial uses as well as being the location for numerous smaller commercial businesses and civic buildings. The intention of the design concepts is to support and improve access to existing land uses while attracting redevelopment of the riverfront area, not in lieu of.

Existing Aesthetics



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Casper Area MPO



COMMERCIAL STRIP

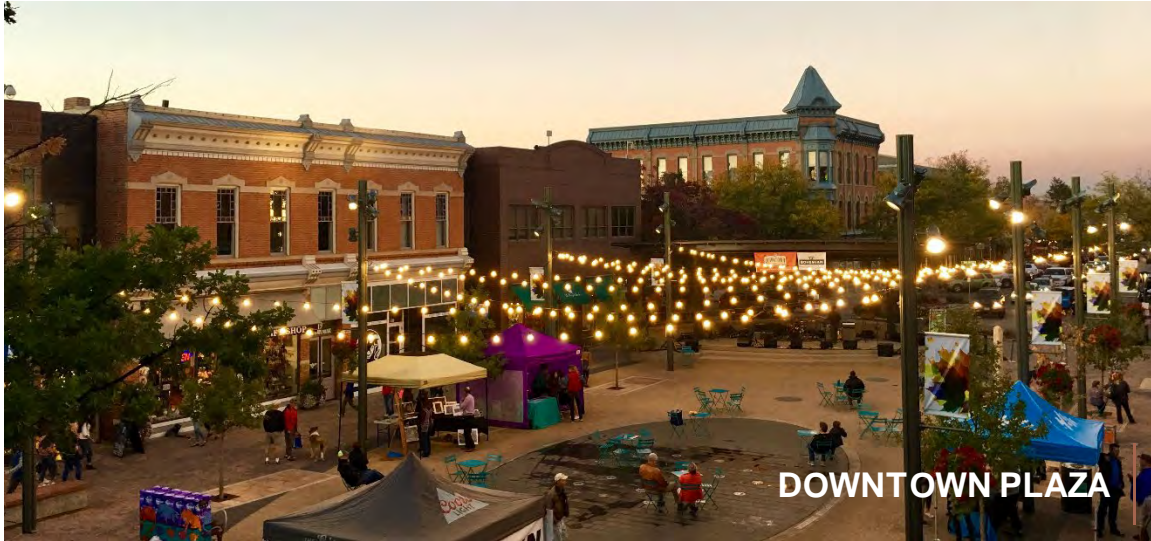


FORT CASPAR



LOCAL INDUSTRY

Best Practices Examples

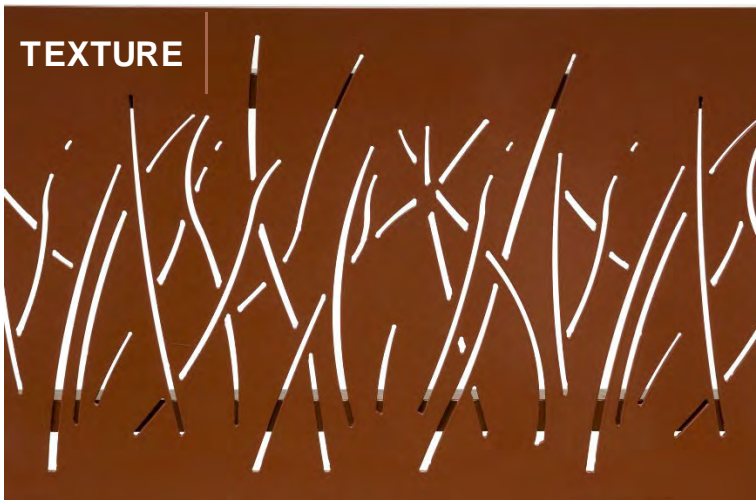




**HISTORIC
LIGHTING**



NATURAL MATERIAL



TEXTURE



**STREET
AMENITY**

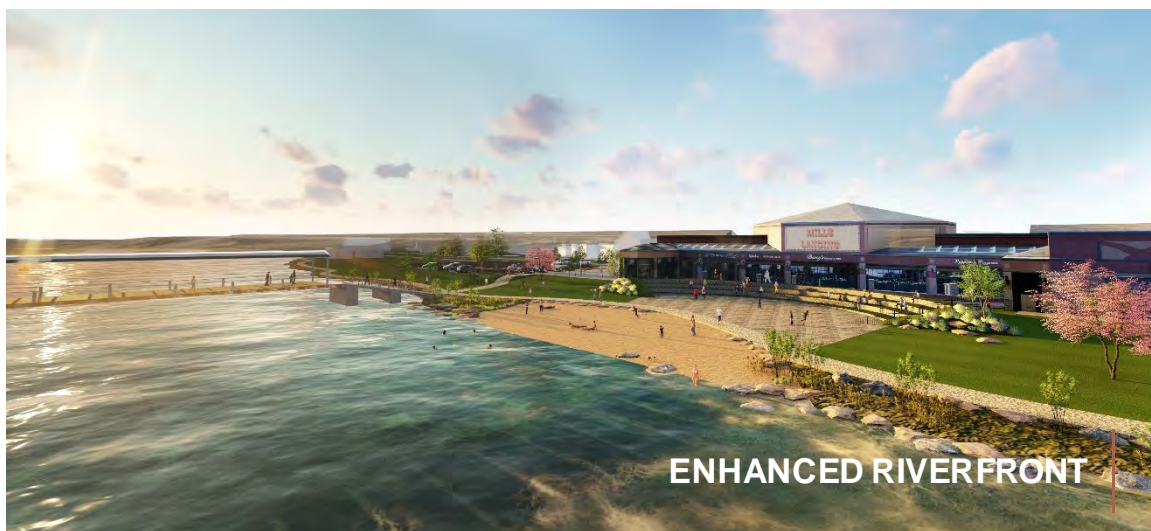


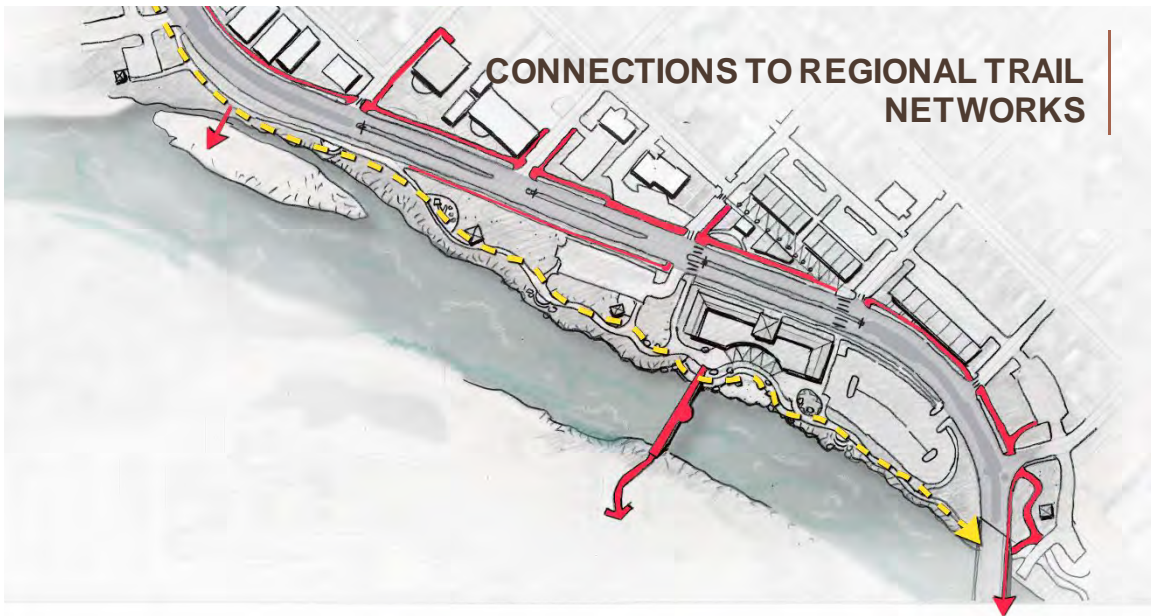
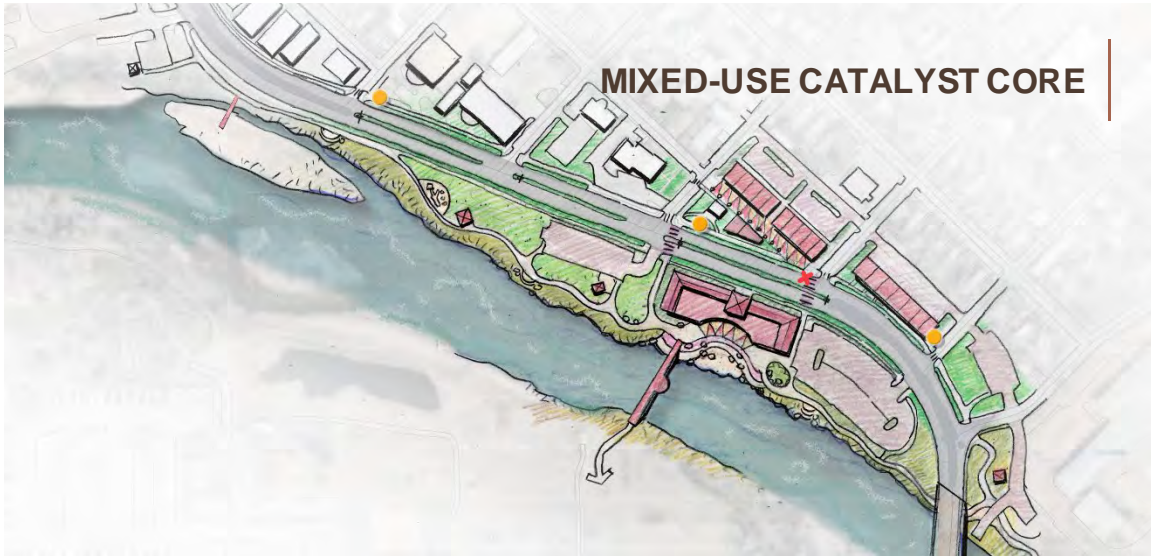
LANDSCAPED BUFFER

Desired Experience

The design process and goals lead to a focus on specific desired experiences within Mills that will be tangible for residents and visitors. While maintaining a connection to key goals, the designs function to enhance experiences at a more detailed level. Primary user experiences highlighted in the designs include:

- Integrated pedestrian connectivity throughout the town
- Expanded connections to the historic Fort Caspar
- Improved access and opportunities to interact with the North Platte River





CORRIDOR ALTERNATIVES

Presented on the following pages are cross sections of the three concept alternatives developed by the project team. Each alternative provides street design features that aim to improve safety for all users, beautify and generate a sense of place for the corridor, and improve conditions for walking and biking to reinvigorate the town core and increase access to the riverfront. As the curb-to-curb widths and land use context vary as the corridor moves from the bridge crossing the river (east to west) towards the intersection with US 20/26 (south-north) each alternative provides a “downtown view” typical of the corridor between 1st Street and 6th Street and a “north-south view” more typical of the extent of the corridor from Johnson Avenue to Kiskis Street.

The matrix presented in Figure 25 shows the technical and design differences and similarities between the three alternatives. Elements to consider include the width and number of vehicle travel lanes, the location and level of protection for bicycle and pedestrian facilities, access control, pedestrian crossings, and streetscape design features. The matrix was used by the project team at the beginning of the design process to help develop three distinct concepts for the corridor within feasibility constraints. The matrix was updated throughout the process as concepts were revised based on conversations with the community and business owners and technical input from Town, MPO, and WYDOT staff.

Alternative 1 focuses on creating a bikeable main street by adding the town’s first on-street bike lanes and consolidation of driveway access points. Alternative 2 aims to create a more multimodal Mills by reallocating a significant portion of the right-of-way to a shared-use path with wide buffers from the roadway and landscaped medians for most of the corridor. Alternative 3 is designed to revitalize the town center and unlock the riverfront as a regional destination by providing comfortable and separated facilities for both people walking and biking and landscaped medians where the riverfront meets the town center.

Consistent with technical feedback, each alternative retains a 30-mph speed limit and pockets for two-way left turns. Alternatives 1 and 3 maintain two travel lanes in each direction with a center turn lane, whereas Alternative 2 reduces the roadway to one travel lane in each direction in favor of a wide landscaped median. Alternatives 1 and 3 reduce the widths of both exterior and interior travel lanes with the intent of traffic calming – i.e. reducing vehicle speeds through driver perception and the distance to which crossing pedestrians are exposed to traffic. Alternative 2 maintains 12’ travel lanes, albeit at the expense of exterior lanes in each direction.

Alternative 1 – Bikeable Main Street

This alternative reduces the width of all travel lanes to between 11' and 11.5' providing room for a 5' Class II striped bicycle lane in each direction. The concept would not provide medians but would limit underutilized driveway access points in some locations to reduce conflicts for people walking and biking. The concept would retain sidewalks on the side of the street closest to the center of town without buffer from the roadway.

Figure 19 Alternative 1 – Downtown Cross Section

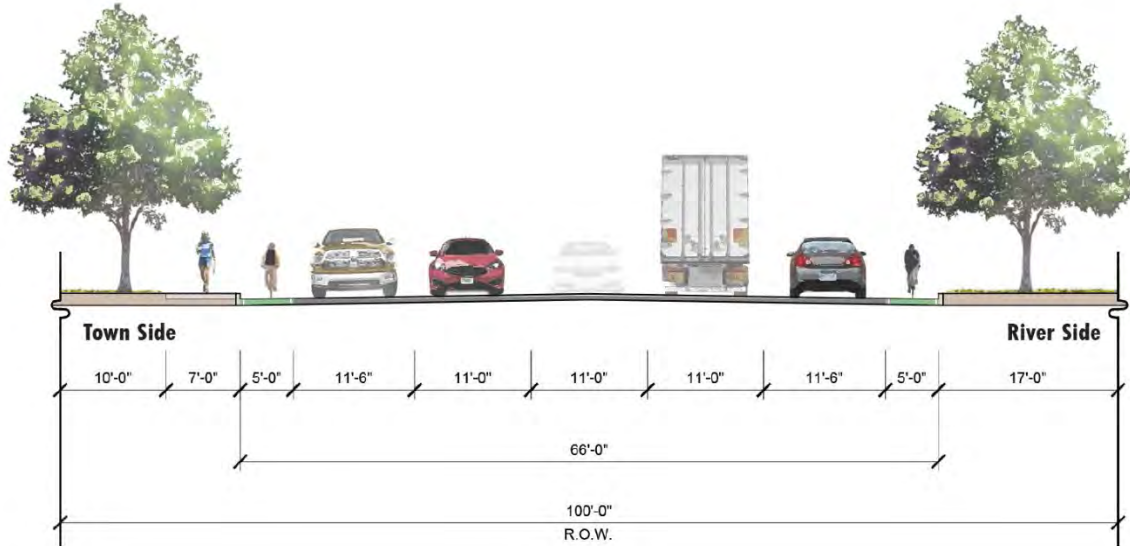
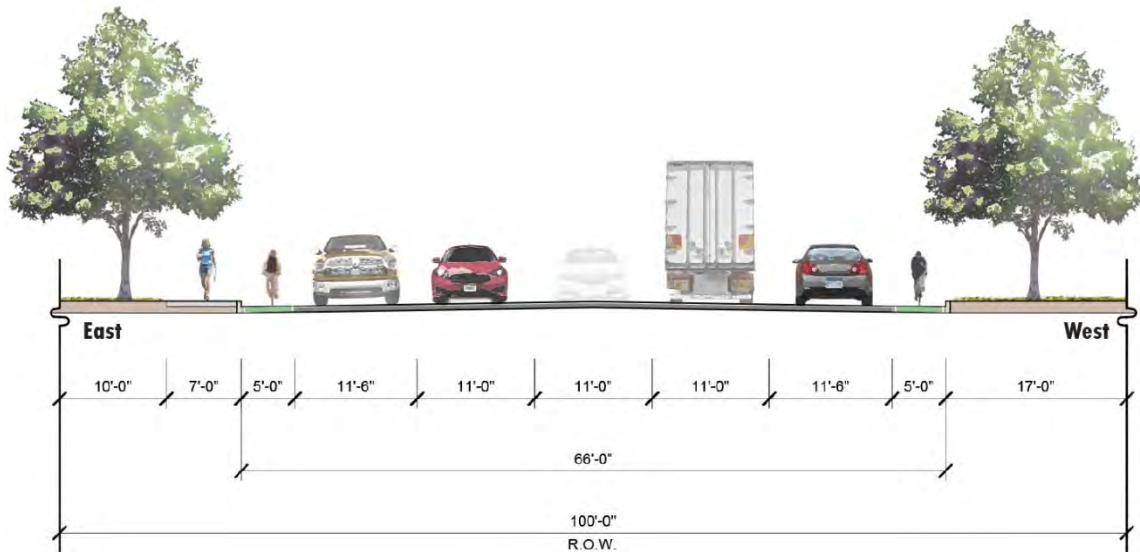


Figure 20 Alternative 1 – North/South Cross Section



Alternative 2 – Multimodal Boulevard

This concept would remove exterior travel lanes while maintaining the 12' width of existing interior lanes. A landscaped median would extend from 1st Street to Pendell Boulevard with turn pockets at intersections. An alternating 10' shared-use path for people walking and biking would be provided on one side with 7' sidewalks and a landscape buffer provided on the opposing side.

Figure 21 Alternative 2 – Downtown Cross Section

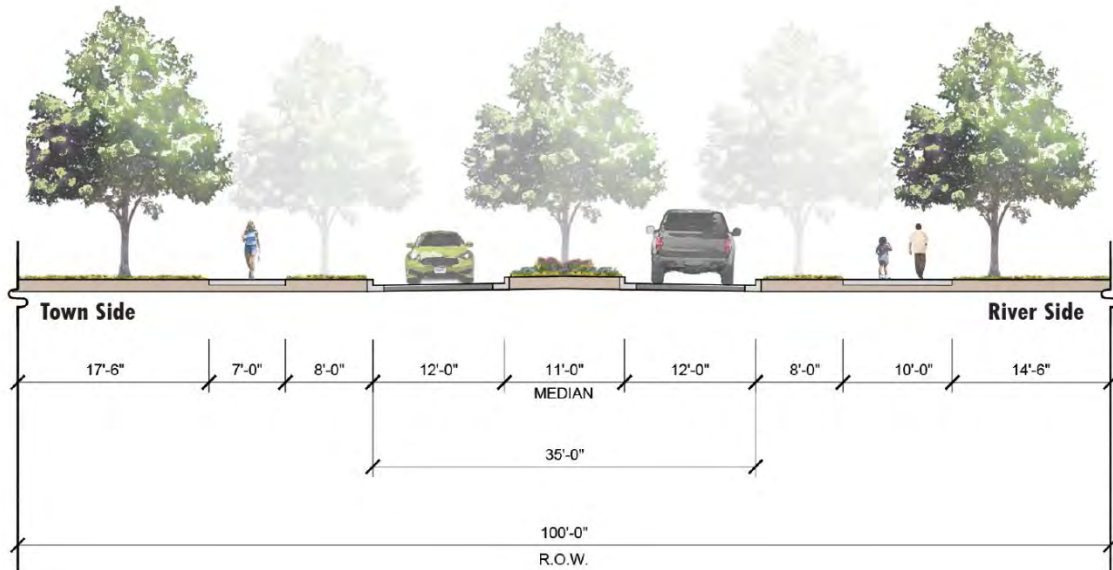
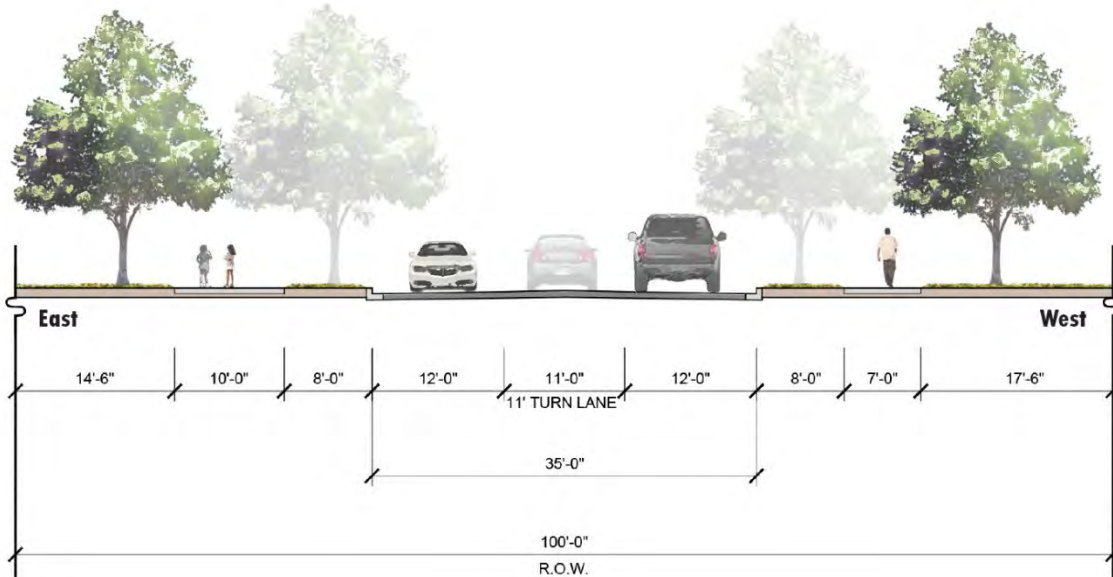


Figure 22 Alternative 2 – North/South Cross Section



Alternative 3 – Old Mills Center: Catalyzed Destination

This alternative maintains two travel lanes in each direction, narrowing their width to 11'. A narrower median than Alternative 2 is provided, but only from 3rd Street to 6th Street. Sidewalks are provided on each side with a landscape buffer from vehicle travel lanes. A Class 1 two-way cycle track is provided on altering sides, providing the most seamless connection to the existing river trail east of 1st Street and separate facilities for all modes.

Figure 23 Alternative 3 – Downtown Cross Section

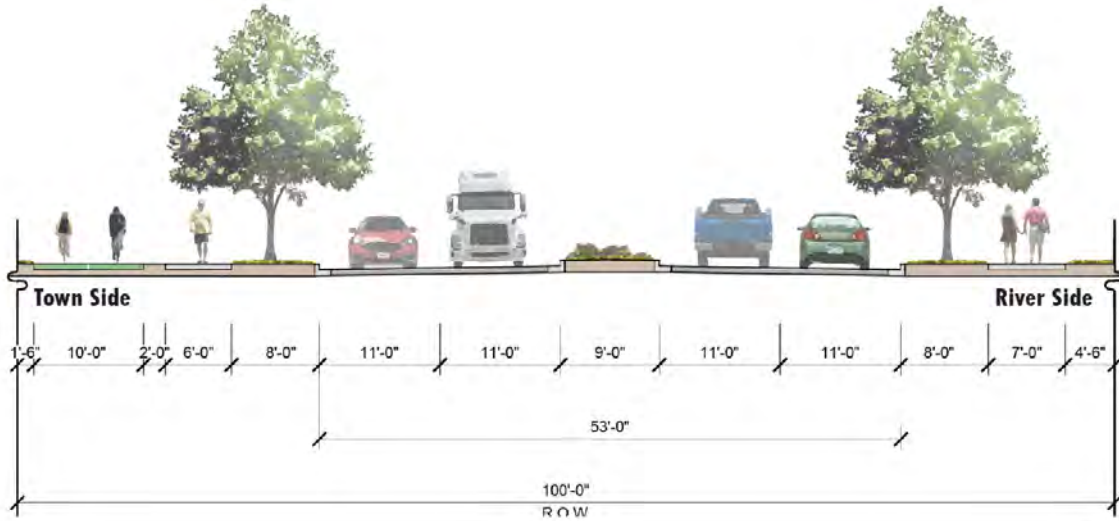


Figure 24 Alternative 3 – North/South Cross Section

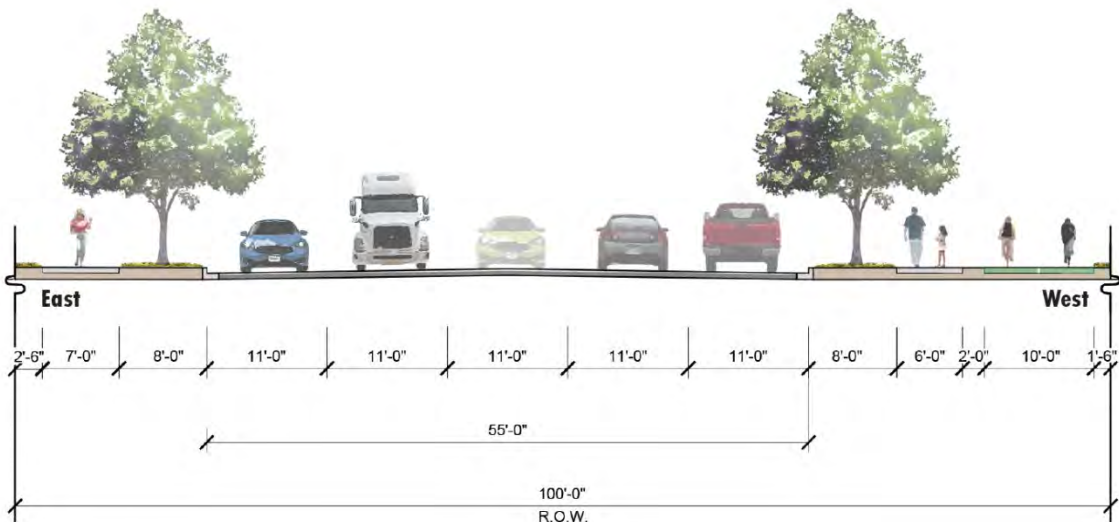


Figure 25 Evaluation Framework Matrix

Street Design Feature	Alternative 1 "Bikeable Main Street"	Alternative 2 "Multimodal Boulevard"	Alternative 3 "Old Mills Center: Catalyzed Destination"
Vehicular Realm			
Speed limit	No change (30 mph)		
Number of Lanes	▪ 5	▪ 3	▪ 5
Lane Width	▪ 11 to 11.5-foot travel lanes ▪ 11-foot two-way left turn lane	▪ 12-foot travel lane ▪ 11-foot two-way left turn lane	▪ 11-foot travel lane ▪ 11-foot two-way left turn lane
Median	▪ None	▪ Center turn lane becomes landscaped median between 1st St and Pendell Blvd with turn pockets at intersections	▪ Center turn lane becomes landscaped median between 3rd St and 6th St with turn pockets at intersections
Crossing Improvement at existing Crossing	▪ Refresh existing continental crosswalks at signals	▪ Refresh existing continental crosswalks at signals ▪ Shorten crossing at 1st street	▪ Refresh existing continental crosswalks at signals ▪ Shorten crossing at 1st street
Enhanced intersection crossing at redevelopment area (4th Street)	▪ None	▪ New crosswalk with RRFB (Rectangular Rapid Flash Beacon)	▪ New crosswalk with PHB (Pedestrian Hybrid Beacon) or RRFB (Rectangular Rapid Flash Beacon) with option for future signalized intersection
Street closures	▪ Close Morgan Street to vehicles	▪ No changes	▪ Close Morgan Street to vehicles
Access control	▪ Consolidate select driveway access points	▪ Potential future signal at 4th Street as part of development	▪ Consolidate select driveway access points ▪ Potential future signal at 4th Street as part of development
Street Frontage/ Edge			
Bikeway Infrastructure	▪ On-street bike lanes (5')	▪ Shared side path (10'): East side between US20/26 and 4th St, River side between 4th St and 1st St	▪ Exclusive off-street bikeway (10'): West side between US20/26 and 4th St, Town side between 4th St and 1st St
Pedestrian Infrastructure	▪ Complete curbside sidewalk network (7' sidewalk min.)	▪ Sidewalk with buffer from curb on both sides for entire project extents (at least 7') ▪ Sidewalk is shared with bikeway on one side of street (see Bikeway Infrastructure)	▪ Sidewalk with buffer from curb on both sides for entire project extents (6' to 7')
Trail Connections	▪ Maintain existing connection to North Platte Trail	▪ Enhanced bikeway connection to North Platte Trail	▪ Enhanced bikeway connection to North Platte Trail ▪ River side trail provides future opportunity for under bridge crossing at the river.
Streetscape (landscaping, art, amenities, etc.)	▪ None	▪ Landscaped buffers between roadway and sidewalk, sidewalk and bikeway, and medians ▪ Enhanced gateway treatment at Pendell Blvd	▪ Landscaped buffers between roadway and side path, medians ▪ Enhanced gateway treatment at Pendell Blvd
Lights	▪ Standard improved lighting - Street Lights for pedestrian and vehicle safety	▪ Pedestrian scale lighting	▪ Enhanced pedestrian scale lighting

5 PRESENTATION OF PREFERRED ALTERNATIVE

The Alternative 3 was determined to be the preferred concept based on presentation to and feedback from Town and MPO staff as well as the stated preferences from the community. Shared desires gathered throughout the design process that shaped selection of the preferred concept include the following:

- Maintain four travel lanes for future demand and ease of maintenance
- Provide bicycle facilities separated from vehicle traffic to make riding a bicycle comfortable for users of all ages and abilities
- Do not restrict left turn movements from residential streets
- Favor lower landscaping features on medians for visibility and snow removal
- Eliminate redundant access points
- Accommodate the operations of heavy vehicles
- Maintain slip lanes at the intersection of US 20/26 to accommodate truck turning movements
- Close Morgan Street from the corridor to 4th Street to create active public space

Provided on the following pages are a corridor plan view for the preferred concept as well as high-level 3D renders of a revitalized town center. Note, these images are meant to serve as preliminary concepts for discussion and consideration, they are not final designs. In addition to the elements previously presented, the preferred concept recommends improved pedestrian crossings with high-visibility crosswalk markings at US 20/26 and Pendell Boulevard. New pedestrian crossings are recommended to connect the town center with future riverfront development at 3rd Street and 4th Street. To seamlessly connect with the existing trail network, it is recommended that the cycle track crosses over to the north/east side of the corridor at one of these points. This cycle track could be carried through on the riverfront side to the existing trail in the future, but hydrologic and bridge height constraints require further evaluation for an underpass. The new crossings should provide Pedestrian Hybrid Beacon or RRFB (Rectangular Rapid Flash Beacon) warning devices to alert motorists of the presence of active users. Best practice design guidance for complete street features like enhanced crossings and bikeways are provided in Section Nine of *Connecting Crossroads*.

As development along the riverfront occurs, a new traffic signal may be considered at one of the crossing locations. As buildout of the riverfront parcel occurs, additions such as a pedestrian bridge crossing the river to Fort Caspar should be considered to increase regional trail connectivity as well as lending to the site as a regional destination. Other recommended features include an enhanced gateway/signage treatment at Pendell Boulevard to serve as a welcome to “Old Mills” and improved pedestrian scale lighting in areas such as near Wishing Well/Eagle Statue Park.

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Figure 26 Plan View of Preferred Concept



Figure 27 Preferred Concept Render – Downtown



Figure 28 Preferred Concept Render – South of Pendell Boulevard



Figure 29 Preferred Concept Render – Riverfront Landing



Figure 30 Preferred Concept Render – Pedestrian Crossing and Activation of Town Center



Context Palette

Streetscape amenities provide comfortable and engaging gathering areas and reinforce the unique brand and identity of the district. Components associated with three different styles have been assembled to demonstrate choices regarding the character of the streetscape amenities. The styles are conceptual in nature and are meant to suggest an overall approach to the design of the streetscape amenities, rather than illustrate the specific furnishings that will be selected for the street. Regardless of which style is preferred, integration of streetscape amenities should:

- **Connect with Downtown Mills and the North Platte River:** The design of the street will be complementary to the character of downtown and the adjacent river corridor.
- **Enhance the Traditional Character of the Main Street Corridor:** The corridor includes a diversity of land uses, including access to natural areas, industrial, commercial and residential. This blend of uses is what makes the corridor integral in enhancing the vibrancy in Mills. The design of the street will support and enhance this historic character.
- **Create a Welcoming and Unified Identity:** Streetscape amenities will help unify a vibrant look that is welcoming for the community while maintaining the corridor's function, existing efficiencies, and connections to town's rich history.

Character Themes

Contemporary/Industrial

The modern style is characterized by bold forms and contemporary finishes.



Bench



Trash Receptacle



Signage/Monument



Bike Rack



Wall/Fence



Lighting



Natural

The natural style is characterized by sinuous or irregular forms and natural finishes.



Bench



Trash Receptacle



Median Design



Bike Rack



Wall/Fence



Wall/Fence



Historic and Traditional

The historic style is characterized by simple forms and finishes that are inspired by and connected to the history and culture of a place.



Bench



Lighting



Gateway Feature



Signage/Monument



Bike Rack



Wall



Planters



Bike Rack



Trash Receptacle

MITIGATION MEASURES

Final design of the preferred concept was influenced by important stakeholder feedback, particularly with WYDOT and Westech. WYDOT is a key player in the design due to the street being under State jurisdiction and designation as a National Highway System (NHS) roadway. Westech, a manufacturing company conducting operations on 1st Street within the Town of Mills, frequently utilizes SW Wyoming Boulevard as a route for large dump truck body deliveries.

Westech

Through correspondence with Westech staff, the project team was able to identify details on typical truck operations particularly related to routing oversized vehicles on SW Wyoming Boulevard:

- Dump bodies require 35' of horizontal maneuvering space, and overhang at a three-foot height
- Approximately 90% of operations are oversized loads exiting the Westech facility on 1st St, with only 10% entering

- Nearly all of operations (up to 98%) utilize Wyoming Boulevard for truck movements to access US 20/26. Trucks can use 1st Ave to access US 20/26 and Salt Creek Highway en route to the US 20/26 Bypass
- About 85% of the time the trucks only take up the two lanes, however the need to have clear space into the existing middle turn lane is needed
- Pilot vehicles escort the trucks to ensure safety for other people using the roadway

Figure 31 was provided by Westech staff to show the shape of the vehicle along with vehicle dimensions. The operational information provided allowed for the project team to make the following mitigations related to alternatives development and preferred alternative selection:

1. A single lane configuration with a median will not allow for truck movements, and therefore was not selected as the preferred alternative
2. Any median or curbside landscaping will be required to have no planting or low planting with a maximum height of three feet for a 35' width, inclusive of travel lane widths

Discussions with Westech should continue as the project evolves into more detailed design phases, and the opportunity of rerouting most operations via the 1st St to US 20/26 route mentioned above should be explored.

Figure 31 Westech Dump Body on Oversized Load Truck (35' maneuvering clearance)



WYDOT

Following an alternatives review meeting with WYDOT staff, several takeaways were established that influenced further design development and preferred alternatives selection:

1. **Travel Lanes:** WYDOT's preference was to keep a four/five-lane roadway and maintain at least 11-foot travel lanes. Although the existing conditions capacity analysis showed the potential to reduce travel lanes based on excess capacity, the three-lane Alternative 2 was not selected as the preferred alternative. Eleven-foot lanes were also ensured throughout the corridor.
2. **Medians:** The project team was informed of the challenges affiliated with landscaped medians related to snow accumulation and removal. As a mitigation, previously recommended medians throughout the entire study corridor on certain alternatives were removed to only include medians in the core area of the "Mills Downtown" between 3rd and 6th St. Medians at curved roadway segments were also excluded for consideration, and the detailed form of landscaping (i.e. trees or low-cover planting) will be decided at a later stage of design in discussions with WYDOT and other key stakeholders. The FHWA's Safety Office has promoted the evidence-based safety benefits of raised medians for pedestrians and motor vehicles⁴.
3. **Bikeway:** Safety concerns associated with truck traffic on curved roadways adjacent to unprotected on-street bikeways was included as a mitigation, with Alternative 1 not selected for further evaluation. The preferred concept (Alternative 3) incorporates a protected off-street bikeway throughout the study area, meeting the request of WYDOT.

⁴ U.S. Department of Transportation, Federal Highway Administration, Guidance Memorandum on Consideration and Implementation of Proven Safety Countermeasures (Washington, DC: July 2008). <http://safety.fhwa.dot.gov/policy/memo071008/>

6 IMPLEMENTATION

This study lays the foundation for further planning and design and will help to bolster both public and private developer interest along SW Wyoming Boulevard in Mills. To make Mills Main Street a reality, several actions will need to be carried forward. As this corridor study lies within the State right-of-way, within the Town of Mills, and is directly adjacent to a large waterfront property, many stakeholders will be involved in the future of the Mills Main Street corridor planning and design efforts. The following components are ideas that the project team recommends further evaluation and study to advance the Mills Main Street vision into tangible improvements.

Public-Private Partnership

As with the 2016 River Front Property Feasibility Study, this corridor study is aimed at showcasing opportunities to bringing the Town of Mills closer to the beauty of the North Platte River. While the corridor's preferred alternative can technically be implemented by itself, the Town should continue to reach out to interested land developers to express interest in potential partnerships to develop the key riverfront parcel, important parcels on SW Wyoming Boulevard, as well as the buildout of the preferred concept.

Collaboration with developers will be extremely important to ensure safe multimodal facilities can integrate with waterfront trails, commercial access, and key crossing locations for people walking and biking. With developer coordination, there may be opportunities to fund off-street trails and paths that can connect to public sidewalk and bike infrastructure on a future Mills Main Street.

Design Development

This corridor study lays the framework for advancing the preferred alternative into preliminary design phases, such as a Preliminary Engineering Report (PER), or a 30% Design phase, and beyond. An important aspect of the preferred alternative is the recommendation for maintaining the same number of vehicular travel lanes, and therefore it is not anticipated that significant additional traffic analysis would be necessary to move into design phases.

Important elements still needing to be examined that can have significant effects on design include:

- **Right-of-way acquisition:** Thoroughly examine parcels that may be repurposed.
- **Utility survey:** Ensure underground utilities and overhead transmission lines located within the study area are not inhibited with the implementation of the preferred alternative.
- **Lighting:** Conduct a lighting analysis to identify specific locations for new lighting including illumination needs, existing infrastructure, and maintenance considerations.
- **Landscaping:** Conduct an agronomy analysis to assess appropriate plant species or xeriscaping techniques suitable to the corridor given concerns with snow storage, snow removal chemicals, watering, and sightlines.
- **Stakeholder needs:** Consult local businesses and County facilities who are located along or rely on the corridor to ensure critical access points remain intact with the closure of any streets or installation of medians.

- **Transit:** Coordinate with CATC on the location of a future transit stop serving the waterfront development. For operational purposes, CATC recommends that any future stops are located on-street as opposed to within the development, which may cause delay. On-street stops can utilize the generous landscaped buffer zone to provide amenities such as benches and shelters, allow for wheelchair ramp accommodations, and directly link the stop to the proposed sidewalk and cycle track. A future riverside (southbound) stop can be placed at the proposed crosswalk location that would provide safer crossings across SW Wyoming Boulevard for transit riders.
- **Phasing:** Coordination with private development, WYDOT paving plans, and funding support will help to determine if certain components of the preferred alternative can be implemented in early phases.

If designs for the corridor are carried forward, design of the public right-of-way should not preclude integrated infrastructure with future private development along the riverfront, including but not limited to:

- Vehicular access points in the form of driveways and signalized intersections
- Pedestrian crossing locations that connect Mills to the waterfront
- Future riverfront trail integration with the project's proposed off-street bikeway

Future Engagement

As the goal of Mills Main Street is to create an enjoyable space for the people of Mills and surrounding areas, the public should be involved in further design phases. The preferred plan includes changes to access along the corridor that will affect business and residents. This corridor plan created a productive dialogue with Mills Town staff, the public, and important industries that utilize the corridor. Coordination with WYDOT will be equally as important, particularly when design reaches plan specification and engineering (PS&E) phases. Appropriate channels for project delivery will need to be consulted to streamline a State right-of-way corridor plan.



Project Update: January 15, 2021

- **GEOGRAPHIC INFORMATION SYSTEM 2020 AERIAL MAPPING UPDATE**
 - Project Summary
 - The MPO updates the aerial imagery every five (5) years. Natrona County is collaborating with the MPO on this project that will provide an updated base map layer for the use of MPO, City, County, and other area local governments as well as private sector use on the Geosmart website.
 - Information:
 - Consultant: Fugro USA Land, Inc.
 - Contact
 - Rob Rombough
 - 605.343.0280
 - r.rombough@fugro.com
 - Budget: \$\$69,627.31
 - Contract Ends: ~~November 30, 2020~~
 - Contact Extended until January 31, 2020
 - Updates:
 - Data acquisition Nearly Complete
 - Pilot Areas Identified & Reviewed
 - AECOM has submitted their QA/QC Report to Fugro
 - Contract Extended
 - Resubmitted corrupt tiles in the MPO Area
 - Next Steps:
 - Waiting on final review from AECOM



- **Third Party Quality Control/Quality Assurance of Geographic Information System Deliverables from the 2020 Aerial Mapping Update**
 - Project Summary
 - The MPO updates the aerial imagery every five (5) years. Part of that update includes QA/QC expertise and support to ensure the accuracy, precision, and quality of the imagery and data garnered from an area of approximately 1,562 square miles. The third party QA/QC vendor is responsible for reviewing the data for accuracy, documenting any errors, and reporting issues to both the vendor conducting the flight, Fugro USA Inc., and the MPO flight project manager
 - Information:
 - Consultant: AECOM Technical Services, Inc.
 - Contact
 - Riley Bobby
 - 301.944.2559
 - bobby.riley@aecom.com
 - Budget: \$15,850.00
 - Contract Ends: : ~~November 30, 2020~~
 - Contact Extended until January 31, 2020
- Updates:
 - Data acquisition Nearly Complete
 - Pilot Areas Identified & Reviewed
 - AECOM has submitted their QA/QC Report to Fugro
 - Contract Extension
- Next Steps:
 - Reviewing Fugro's data
 - Per Denyse, the review is going well and the imagery does meet our specifications for accuracy and precision.
 - Data in Final review by the flight committee



- **Mills Main Street Corridor Plan and Study**
 - Project Summary:
 - The motivation for this plan is the desire of the Town of Mills to:
 - Implement a Downtown Riverfront District that serves all users
 - Recognize SW WY Boulevard as a transportation backbone for the community, and utilize it to foster greater neighborhood and transportation system connectivity
 - Improving commercial centers and key nodes along SW Wyoming Boulevard. This plan will serve as a policy, management, and planning guide for future management and improvement of transportation infrastructure and the development of adjacent land along SW Wyoming Boulevard.
 - Information:
 - Consultant: and Nelson\Nygaard Consulting Associates, Inc.
 - Contact:
 - Zachery Zabel
 - 213.694.4450
 - zzabel@nelsonnygaard.com
 - Budget: \$74,892
 - Contract Ends: December 31, 2020
 - Updates:
 - Draft Report available on the MPO Website and at the Mills Town Hall and Mill Library
 - Comments were accepted through December 8, 2020
 - We received four comments on the plan
 - Final plan submitted
 - Next Steps:
 - Approve final Plan



- **Bar Nunn Salt Creek Highway Corridor Traffic Study and Plan**
 - Project Summary
 - This study will develop a Traffic Corridor Study and Plan for the Town of Bar Nunn, Wyoming. The motivation for this plan is the desire of the Town of Bar Nunn to:
 - Abandon a costly section of Antelope Drive
 - Re-direct and encourage residential traffic currently utilizing Antelope Drive to the new interchange at Westwinds Road.
 - Implement a roundabout, or other traffic control device, at the intersection of Salt Creek Highway and Sunset Boulevard.
 - Recognize Sunset Boulevard as a possible “Main Street” and foster the creation of a civic atmosphere around Sunset Boulevard.
 - Explore the feasibility of an additional access to Salt Creek Highway from Wardwell Industrial Avenue to reduce or eliminate truck traffic in residential neighborhoods.
 - This plan will serve as a policy, management, and planning guide for future management and improvement of transportation infrastructure and the development of adjacent land along Salt Creek from Howard to Westwinds Road.
 - Information:
 - Consultant: CLH Associates, LLC.
 - Contact
 - Chuck Huffine
 - 720.670.7712
 - chuffine@gmail.com
 - Budget: \$70,000.00
 - Contract Ends: February 28, 2021
 - Updates:
 - The first open house meeting was held October 22, 2020 from 5:00 – 8:00 at the Hanger in Bar Nunn
 - The consultant, in three separate sessions, went over the project outline, shared a survey, presented the available data, and presented the initial findings
 - The first two sessions were very well attended with approximately 15 Bar Nunn Citizens attending the meeting
 - Key issues identified by the citizens of Bar Nunn include:
 - Schools bus routes/stops impacts, traffic safety (need for left-turn lanes), RV parking issues, truck traffic on residential streets, sight distance/speeding issues
 - Bi-Weekly Project meetings are being held
 - Open House Held on January 14, 2021



CASPER AREA

METROPOLITAN PLANNING ORGANIZATION

- 26 Attendees
 - Alternatives were wildly supported by attendees of the meeting
- Next Steps:
- Review of public feedback
 - Publish Draft report for Public Comment



- **Chamberlin Road Planning and Environmental Linkage (PEL) Study**
 - Project Summary:
 - This study will focus on maintaining Chamberlain Road as a viable corridor through Mills. The project will provide a pre-NEPA planning and environmental analysis that will guide the project through preliminary design, engineering, and the full NEPA process.
 - Information:
 - Consultant: ECS Engineering LLC.
 - Contact
 - Shawn Gustafson
 - 307.267.6215
 - sgustafson@wcsengineers.net
 - Budget: \$76,065.00
 - Contract Ends: February 28, 2021
 - Updates:
 - Consultant has identified drainage issues causing the damage to Chamberlin Road as well as multiple options for secondary access options in and out the area
 - Bi-Weekly Project meetings are being held
 - Hosted public Meeting on January 11, 2020
 - At Least 65 People attended
 - Received lots of public comments although, some citizens seemed mostly concerned that there were plans for Mills to annex Dempsey Acres which is not the case
 - Next Steps:
 - Publish Draft report for Public Comment



- **Lathrop Road Traffic Study**
 - Project Summary:
 - This study will conduct a transportation analysis that will investigate current transportation function and safety of these three (3) intersections, evaluate potential reconfiguration alternatives and/or other improvements, and recommend a preferred reconfiguration alternative and/or other improvements. The study will serve as a policy, management, and planning guide for any future development or reconstruction of either the roadways or area.
 - Information:
 - Consultant: Western Research & Development
 - Contact:
 - Ed Waddell
 - 307.286.3705
 - ewaddell@wrld-ltd.com
 - Budget: \$77,133.00
 - Contract Ends: July 31, 2021
 - Updates:
 - Currently, MPO staff is still working with the consultant to gather data for the project.
 - MPO Staff, consultants, and Evansville officials participated in a safety audit in the project area
 - Traffic counts completed
 - Public Work Shop was held on December 3, 2020 at 5:00 to be held at the Evansville Community Center
 - Next Steps:
 - Identify alternatives to study and present in report
 - Draft report for public Comment



CASPER AREA

METROPOLITAN PLANNING ORGANIZATION

- **2020 Public Participation Plan**
- Project Summary:
 - To evaluate and review the effectiveness of MPO public involvement activities, review MPO Public involvement with key public stakeholders, and create and train MPO staff on a host of public outreach strategies and tools.
- Information:
 - Consultant: HDR Inc.
 - Contact
 - Brenda Levos
 - 701.261.0402
 - Brenda.levos@hdrinc.com
 - Budget: \$74,921.53
 - Projected Contract Ends: May 31, 2021
- Updates:
 - Initial staff Kick-Off meeting was held November 12, 2020 at 1:30
- Next Steps:
 - Stakeholder Meetings
 - Online public presentation will be live on January 25, 2020



-
- **Five-Year Transit Strategic Development Plan and Transit Marketing Plan**
 - Project Summary:
 - This plan consists of three related goals; to evaluate both the The Bus (deviated fixed-route) and CATC (paratransit) services; to prepare a five-year slate of strategies and tactics intended to enhance community mobility as well as service performance, and to prepare a Transit Marketing Plan to support implementation of the proposed service plan..
 - Information:
 - Consultant: Moore & Associates, Inc.
 - Contact:
 - Stephanie Roberts
 - 888.743.5977
 - stephanie@moore-associates.net
 - Budget: \$98,067.75
 - Contract Ends: July 31, 2021
 - Updates:
 - Kick-Off Meeting and initial site visit October 21-22, 2020
 - Ride Checks completed
 - Survey released
 - Link to survey is www.caspertransitsurvey.com
 - Next Steps
 - Survey data review
 - Currently drafting plan



- **2020 Transit Van Acquisition**
 - Project Summary:
 - To acquire for our transit system a one ADA-compliant full size all-wheel drive or 4-wheel drive lift equipped high-roof van capable of seating eight to ten forward facing ambulatory adult passengers or six forward facing ambulatory adult passengers plus one wheelchair. Proposal included an option for the acquisition of two additional identical vans over five years
 - Information:
 - Contractor: Creative Bus Sales
 - Contact:
 - Jason Spore
 - 425.293.9495
 - Jason.Spore@creativebussales.com
 - Budget: \$62,74298,067.75
 - Contract up for approval by the Casper City Council November 17, 2020
 - Updates:
 - Waiting for delivery of van

Completed

- **FY21 MTIP Amendment – Completed**
 - Signed and approved by the Policy Committee
 - Approved By WYDOT
- **FY21 UPWP - Completed**
 - Completed and approved by the Policy Committee
 - Approved By WYDOT
 - The FY21 UPWP provides the following budget for FY21
- **2020 Traffic Counts - Completed**
 - Traffic Counts completed and data delivered to the Natrona Regional Geospatial Cooperative

Upcoming

- **FY21 Traffic Counts**
 - Currently negotiating contract with selected consultant
- **AVL & Mobilitat RFP**
 - RFP in progress

Metropolitan Planning Organization
Policy Committee Meeting
November 12, 2020
Minutes

Members Present

<u>Name</u>	<u>Jurisdiction/Organization</u>
Mark Ayen	WYDOT
Paul Bertoglio	Natrona County
Chad Edwards	Town of Evansville
Sabrina Foreman	Town of Mills
Robert Hoover	Town of Bar Nunn
Bob Hopkins	City of Casper
Glenn Januska	Casper/Natrona County International Airport
Steve Kurtz	CATC
Carter Napier	City of Casper

MPO and City Staff Present

Liz Becher, Community Development Director
Renee Hardy, MPO GIS Technician
Pam Jones, MPO Administrative Technician
Michael Szewczyk, City of Casper IT Manager
Denyse Wyskup, Regional GIO
Jeremy Yates, MPO Supervisor

Ex-Officio Present

Bryan Cawley, FHWA
Justin Matumueni, FHWA
Juli Monahan, WYDOT

Guests

Scott Radden, WLC
Phil Schmidt, WYDOT

I. Call to Order

Chairman Bertoglio called the Policy Committee meeting to order on November 12, 2020 at 11:02 a.m. The meeting was held by teleconference due to the restrictions on groups meeting because of the current restrictions on social distancing due to COVID-19.

II. Roll Call

Chairman Bertoglio asked Ms. Jones to call the roll for attendance.

III. Approval of May 21, 2020 Policy Committee Minutes

No corrections were made to the minutes of the May 21, 2020 Policy Committee Meeting. The minutes stood approved as written.

IV. Program Updates

1. Transit Update

Mr. Kurtz reported that the Transit Strategic Development Plan started in October. Mr. Yates reported that transit ridership is down. The City has received \$2,965,326 in CARES Act Funds for transit service operations.

2. I.T.

Mr. Szewczyk deferred his report to Ms. Wyskup. Ms. Wyskup reported that the ESRI Licensing Agreement was finalized on October 20, 2020 for all municipalities. The State performed a flight for oblique imagery. Everyone should have received their link to view the imagery.

V. Citizen Committee Update

Mr. Yates reported that the Citizens' Committee met October 12th. The committee has been briefed on all upcoming events.

VI. Update on UPWP Projects

- Aerial Flight and Aerial Flight QA/QC – Ms. Wyskup reported that due to the current COVID situation, we are extending the contracts to January 31, 2021 to head off any issues with illness affecting team members.
- Mills Main Street Corridor Study – Ms. Hardy reported that all field work and public participation has been completed and the draft report is available at the Mills Library. If anyone has any comments, they should email them to Ms. Hardy.
- Traffic Counts FY21 Study – An RFP was published October 9, 2020. Ms. Hardy reported that four (4) proposals were received. A selection committee will be meeting later this month to select a contractor.

- Bar Nunn Salt Creek Highway Corridor Study – Mr. Yates reported that an open house was held October 22, 2020 at The Hanger in Bar Nunn and it was very well attended. The consultants will be back in January for another open house.
- Chamberlain Road Access PEL Study – Mr. Yates reported that the study is going well with Environment and Civil Solutions, LLC.
- Lathrop Road Traffic Study – Mr. Yates reported that the first public meeting will be December 3, 2020. A Safety Audit has been completed.
- Public Participation Plan Update – Mr. Yates reported that HDR has been selected for the Public Participation Plan Update. Our first meeting with them will be this afternoon.
- 5 Year Transit Strategic Development and Marketing Plan – Mr. Yates reported that Moore & Associates was selected for this project. The project kicked off October 21, 2020. They will be back in December for additional meetings.
- Trails Summit – Mr. Yates reported that initially the MPO was going to sponsor the Trails Summit before the pandemic. The Trails Summit was modified to four (4) one-hour lunch webinars. The MPO did sponsor the webinars and we did have individuals from the MPO attend.

VII. Contract Extension – Geographic Information System 2020 Aerial Mapping Update

Ms. Foreman made a motion to approve the contract extension for the Geographic Information System 2020 Aerial Mapping Update. Mr. Hoover seconded the motion. There was a unanimous consent to approve the motion. Motion passed.

VIII. Contract Extension – Third Party Quality Control/Quality Assurance of Geographic Information System Deliverables from the 2020 Aerial Mapping Update

Mr. Hopkins made a motion to approve the contract extension for the Third Party Quality Control/Quality Assurance of Geographic Information System Deliverables from the 2020 Aerial Mapping Update. Mr. Hoover seconded the motion. There was a unanimous consent to approve the motion. Motion passed.

IX. Other Business

No other business was brought before the committee.

X. Adjourn

Ms. Foreman moved to adjourn the meeting. Meeting adjourned.

From: Platte River Trails Trust <platteriver@wyoming.com>

Sent: Thursday, January 21, 2021 10:31 AM

To: Renee Jordan-Smith <rjordansmith@casperwy.gov>

Subject: Please Join Us For Our Annual Meeting



PLEASE JOIN US FOR OUR ANNUAL MEETING

Though 2020 was a challenging year for all, there are many accomplishments the PRTT is proud to celebrate. We look forward to highlighting the past year as well as showcasing our plans for the future at our **virtual Annual Meeting, Wednesday, February 17th, at Noon** via Zoom.

Join our meeting and discussion from the comfort of your office or home. Registration is required, but it's easy and will allow you to save the meeting to your calendar and remind you before the meeting begins.

Not sure you can make the meeting day and time? Go ahead and register and a link to the recorded meeting will be emailed to you afterwards.

[Register for our 2021 Annual Meeting Here](#)



Have you seen the new, permanent Book Arch sculpture yet? Our latest art installation designed by local artist, Cal Fenton, has sponsorship opportunities available! Support public art along our trails by engraving a phrase and your name on one of the arch's beautiful books.

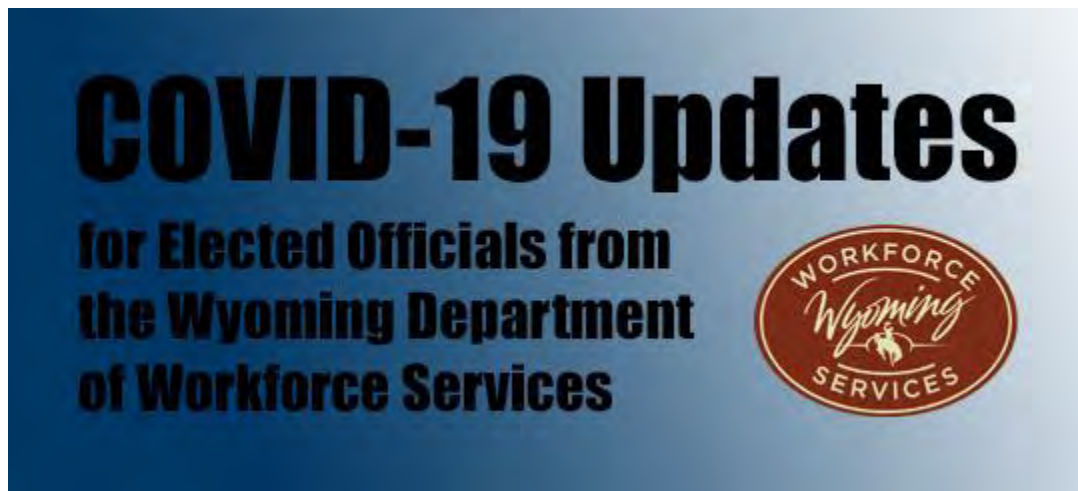
[Click Here For More Info About Sponsoring a Book](#)

CALENDAR THESE IMPORTANT 2021 TRAIL DATES

Spring Clean-up - Saturday, May 29, 2021
Art for the Trails Exhibit Opening - Friday, July 2, 2021
2021 Riverfest - Saturday, August 21, 2021

From: Wyoming Department of Workforce Services <Wy.dws@public.govdelivery.com>
Sent: Wednesday, January 20, 2021 2:06 PM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: Jan. 20 COVID-19 updates for elected officials from the Wyoming Department of Workforce Services

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Wednesday, Jan. 20, 2021

Dear Wyoming Elected Officials,

The Unemployment Insurance (UI) division of the Wyoming Department of Workforce Services (DWS) is once again working day and night to reprogram the UI computer system in order to distribute extended UI benefits to the many Wyoming workers who have lost their employment through no fault of their own.

Congress authorized UI benefits for many people who would not be eligible for regular state UI benefits. The original act took effect in March 2020, as a component of the CARES Act. That act created the Federal Pandemic Unemployment Compensation (FPUC), which provided a \$600 per week supplement to all UI claims. The FPUC program expired in July 2020.

In the News

DWS begins issuing FPUC payments to UI claimants; reprogramming continues for PUA & PEUC programs

1/15/20 -- The Wyoming Department of Workforce Services (DWS) has begun issuing payments to Unemployment Insurance (UI) claimants for Federal Pandemic Unemployment Compensation (FPUC). This

The CARES Act also created the Pandemic Emergency Unemployment Compensation (PEUC) and Pandemic Unemployment Assistance (PUA) programs, which extend benefits for those who have expended their state UI benefits and provides UI benefits to those who would not be eligible for state UI, respectively. Those programs expired on Dec. 26, 2020.

The COVID-19 Relief programs contained in the omnibus bill passed just before Christmas provided an extension of PEUC and PUA, and it authorized a revised FPUC payment of \$300 per week for all UI claims. However, just as was needed when those programs were first created, the extensions of those programs requires extensive reprogramming of the UI computer system in order to correctly distribute those benefits to qualifying individuals. The system has been updated to provide the FPUC payments for claimants who are currently receiving state UI benefits, and the UI division is working diligently to complete the programming for the PUA and PEUC programs.

You may hear from your constituents who are waiting to receive these federal UI benefits. This programming is incredibly complex -- many factors must be taken into account in the programming in order to correctly administer the benefits. If the programming were to be rushed, claimants who do qualify for benefits may be initially denied, forcing them to file appeals, which would delay their UI benefits. The other danger of rushing the system is providing benefits to those who do not qualify for them, causing those claimants to be required to pay back the money they are incorrectly awarded. Properly programming the system will reduce the chances of both of those errors, but it does mean it will take longer to program the system than rushing the changes would take.

We are nearing completion of the PEUC programming, and we expect to begin testing the PUA programming soon. We do not have a definitive timeline for the implementation of either of these components, though. Please be assured that our UI staff and the technical support staff of our UI system vendor, Tata Consulting Services, are working around the clock to accurately complete the reprogramming as soon as possible.

We will keep you posted on the progress of the system reconfiguration, and we are posting updates for the public on our website at WyomingWorkforce.org and on our social media channels when they are available.

program provides \$300 per week in addition to each claimant's UI benefit.

[See the release here >>](#)

Virtual Town Hall to focus on new and extended UI programs

1/13/20 -- DWS is hosting a Virtual Town Hall at 11 a.m. Friday, Jan. 15, to explain the renewal of Federal Pandemic Unemployment Compensation (FPUC) and the extension of the Pandemic Unemployment Assistance (PUA) and Pandemic Emergency Unemployment Compensation (PEUC) programs. Register for the Town Hall [here](#).

[See the release here >>](#)

DWS works with US DOL to implement COVID relief programs

12/30/20 --A COVID-19 relief package that includes an extension of federal unemployment benefits was signed into law on Sunday. The Wyoming Department of Workforce Services (DWS) is working diligently to provide these provisions, though DWS must receive guidance from the U.S. Department of Labor before implementing the changes. Once the guidance is received, those changes will require DWS to reprogram the Unemployment Insurance system before payments can be issued.

[See the release here >>](#)

Resources

We are getting through this together.

Robin Sessions Cooley
Director
Wyoming Department of
Workforce Services

[DWS Menu of Services](#)

[Frequently Asked Questions](#)

[Virtual Town Hall Series](#)

[Workforce resources in response to COVID-19](#)

[UI Dashboard](#)

[Wyoming Department of Health COVID-19 Information](#)

[Contact your local Workforce Center](#)

[Department of Labor resources](#)

[DWS COVID-19 News Archive](#)

[Visit the DWS COVID-19 Resources Page at WyomingWorkforce.org/COVID19-Resources](https://WyomingWorkforce.org/COVID19-Resources)

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This email was sent to rijordansmith@casperwy.gov using GovDelivery Communications Cloud on behalf of: Wyoming Department of Workforce Services · 5221 Yellowstone Rd., Cheyenne, WY 82009 · (307) 777-8650

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