

Jackson Town Council Regular Meeting

October 21, 2019

6:00 PM

Town Council Chambers

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations

II. PUBLIC COMMENT

This section is reserved for questions and comments from the public on items that are not otherwise included in this agenda. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item or send an email to Council@jacksonwy.gov.

III. CONSENT CALENDAR

All matters listed in this section are considered to be of routine nature by the governing body and will be enacted in one motion, unless it is removed from the consent calendar and considered separately by Council. Public comment may be given on any item.

- A. Minutes
 - 1. October 7, 2019 regular meeting
- B. Disbursements
- C. Municipal Court Report September 2019
- D. Temporary Sign Permit: Plastic Bag Information (P19-230)
- E. Acceptance of Office of Homeland Security Grant for Jackson Police Department Message Boards
- F. Acceptance of Office of Homeland Security Grant for Jackson Police Department Explosive Team
- G. RFP 20-08: Installation of Electric Bus Charging Equipment
- H. RFP 20-03 -05: 2020 Comprehensive Rate and Capacity Study
- I. Request to Connect 3555 N Cheney Road to Wilson Sewer District (P19-222)
- J. South Park Service Center Improvement Service District County Sewer Connection (P19-232)

IV. PUBLIC HEARINGS, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

- A. Planning:
 - 1. **Item P19-170:** Final Plat at 170 Redmond Street. *This item has been withdrawn.*

V. RESOLUTIONS

VI. ORDINANCES

VII. MATTERS FROM MAYOR AND COUNCIL

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

- A. Public Hearing Date for Annexation Petition
- B. Housing Mitigation Letter to Joint Committee
- C. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

IX. ADJOURN

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

OCTOBER 7, 2019

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Council Chambers of the Town Hall located at 150 East Pearl at 6:02 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.
COUNCIL: Hailey Morton Levinson, Jim Stanford, Arne Jorgensen, and Jonathan Schechter.
STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, Lea Colasuonno, Todd Smith, Roger Schultz, Tyler Valentine, Johnny Ziem, Darren Brugmann, and Sandy Birdyshaw.

Mayor Muldoon read into the record two proclamations 1) Recognizing October 2019 as Domestic Violence Awareness Month and 2) Fall Clean-Up Day and Burn Week. Tracey Trefren of Victim Services made comment and presented lapel pins to the Council.

Public Comment. Anne Creswell of the Jackson Hole Community Housing Trust made comment on affordable housing projects.

Greg McCoy, Commander of the American Legion made comment that when the broncing cowboy was removed in the monument restoration project, two small time capsules were revealed. The capsules had been placed in 1976 when the monument was erected. The contents revealed: a 13 cent postage stamp, a Navy Seabee patch, a golfing tee with a smiley face, a Happy New Year pin, a small firecracker, a September 5, 1976, list of Committee members and donors involved in creating the monument, a newspaper clipping of a grocery ad and photo of President Gerald Ford delivering an address at Old Faithful including Clifford Hansen, Warren Oares, and Laurence Rockefeller, a 1976 bicentennial dollar, half-dollar, quarter, dime, nickel, and penny, a lapel pin of two American flags with '76 in the center, a 1976 financial statement for Jackson State Bank, and a 1976 Wyoming Cowboys football schedule.

Jodie Donavon of Teton Science School made public comment on bus service to Coyote Canyon.

Consent Calendar. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve the consent calendar including items A-I as presented with the following motions.

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the September 16, 2019 regular meeting.
- B. **Disbursements.** To approve the disbursements as presented. 1000bulbs.Com \$594.14; Abel A. Abrams-Feliciano \$640.00; Ace Hardware \$982.90; Advanced Pump & Equipment, Inc \$15,313.21; All American Publishing \$299.50; AlphaGraphics \$78.03; Alta Law \$4,000.00; Alta Planning & Design \$717.50; AmeriGas \$1,389.45; Baez, Elvis Ortiz \$740.00; B-Cycle LLC \$2,266.10; Beaulieu, Christopher \$375.00; Best Best & Krieger \$3,648.50; Big R Ranch & Home \$343.40; Birdyshaw, Sandy \$357.27; Blue Spruce Cleaners, Inc \$160.74; Bmv LLC \$34.96; Brooks, Angela \$200.00; C & A Professional Cleaning Serv LLC \$7,388.59; Carpets Plus Colortile \$1,725.00; Charter \$4,730.00; Clouse, Jim \$100.00; CNA Surety \$100.00; Community Entry Services \$2,000.00; Community Entry Services \$12,500.00; Community Safety Network \$10,300.00; Control System Technology, Inc. \$15,627.00; Cowboy Village Resort \$2,500.00; Curran-Seeley Foundation \$24,125.00; DBR Inc. \$740.00; Dean's Pest Control LLC \$145.00; Delcon Inc \$112.95; Dickey, Lauren Or Chris \$450.00; E.R. Office Express \$250.66; Eagle Towing \$125.00; ELeaven Food Company \$764.00; Electrical Wholesale Supply \$94.00; Elmar Corp. \$303.51; Energy 1 \$105.00; Energy Laboratories Inc. \$436.00; Evans Construction Inc \$1,453.09; Fire Services Of Idaho \$2,673.70; Fitzgerald, Todd \$1,811.00; FleetPride \$679.90; Flynn Irrigation, Inc. \$2,062.50; Fortress Home Improvements LLC \$1,303.75; Friends Of Pathways \$7,816.00; Galls Inc. \$134.25; Geittmann Larson Swift Llp \$4,095.00; Global Ties Wyoming \$4,120.00; Gm Sheet Metal LLC \$174.36; Goldstreet Design Agency, Inc \$1,450.00; Greenway Painting Llc \$6,243.26; H&R Enterprises \$163.00; HD Fowler Company \$1,513.00; High Country Linen \$3,075.10; Hurst, Ron \$100.00; Idaho Falls Peterbilt \$30.56; Idexx Distribution, Inc. \$350.25; Jackson Animal Hospital \$414.06; Jackson Curbside Inc. \$2,175.00; Jackson Hole Community Counsel \$25,000.00; Jackson Hole Historical Society \$2,062.50; Jackson Hole Law, Pc \$1,515.25; Jackson Hole News & Guide \$5,414.70; Jackson Lumber Inc \$282.33; Jim & Greg The Locksmiths \$10.00; Jorgensen Associates, Pc \$43,844.59; Kenworth Sales Company Dept #1 \$776.00; Leadership Jackson Hole \$400.00; Lepco \$780.60; Lexbe Inc. \$525.00; Logan Simpson \$16,090.54; LSC Transportation Consultants \$36,321.02; MailFinance \$468.69; Martinez, Lucely \$500.00; Medora Corporation \$272.50; Mike's Welding Inc \$13.20; Miller Sanitation \$8,190.00; Mountain Electrical \$444.42; Mountain States Lighting \$2,975.00; Napa Auto Parts Inc. \$208.63; Nelson Engineering

\$172.00; One 22, Inc. \$37,560.00; Ops Strategies \$3,412.50; O'Ryan Cleaners \$125.20; Perform Printing Inc \$383.10; Proforce Law Enforcement \$409.00; Raab, Thomas \$100.00; Rector, James \$2,000.00; Respond First Aid Systems \$436.54; Rogers, Robert \$140.00; Ross Concrete Const LLC \$2,722.50; Roxanne Devries Robinson \$16.00; RUI Inc. Dba Village Gardner \$1,111.25; Safety Supply & Sign Co., Inc. \$658.38; Safety-Kleen Systems, Inc. \$289.23; Schmillen, Scott \$2,532.50; ServPro of Idaho Falls \$150.00; Silver Creek Supply \$39.34; Snake River MEP Complete, Inc \$33,923.50; Snake River Roasting \$348.85; Snow King Hotel \$174.60; Spring Creek Animal Hospital \$816.26; St John's Hospital \$260.00; Stephens, Jahton \$100.00; Stephens, Sam \$7.42; Sunrise Environmental \$641.52; Teton County Clerk \$154,595.50; Teton County Sheriff's-Jail \$1,872.00; Teton County Special Fire Fund \$172,518.00; Teton County Weed & Pest \$19,500.00; Teton County-Fund 10 \$25,838.14; Teton County-Fund 19 \$25,909.96; Teton Locksmith Inc \$150.00; Teton Mountain Ranch \$350.00; The Children's Learning Center \$25,350.00; Thomson West \$1,195.21; Thyssen Krupp Elevator Corp. \$297.86; Timber Ridge Academy \$12,337.50; Trefonas Law, P.C. \$172.80; Trzcinski Revocable Family Trust \$101.37; Ups \$11.14; USA Blue Book \$51.48; W.W. Grainger, Inc. \$1,715.47; Water Werks, Inc \$1,111.95; Watts Steam Store Rocky Mt. Inc \$414.50; Western States Equip Company \$300.00; White Glove Cleaning, Inc. \$1,584.93; White, Amanda \$99.95; Wrench It Plumbing & Heating Inc \$1,559.87; WYDOT \$2.00; Wyoming Financial Insurance, Inc \$91.85; Wyoming Garage Door, LLC \$1,300.50; Wyoming Law Enforcement \$435.00; Xylem CCI \$280.00; Yellow Iron Excavation, LLC \$730.00; Yellowstone-Teton Clean \$4,000.00.

- C. **Temporary Sign Permit: Off Square Theatre (P19-219).** To approve the temporary banner in conjunction with Off Square Theater Company subject to three (3) conditions of approval: 1. The use of the site shall be granted by the property owner. 2. The sign shall not be located on the sidewalks or in the public right of way. 3. The sign for Off Square Theatre Company, A Chorus Line may be installed at 105 Buffalo Way, Albertsons during October 20 - 26, 2019.
- D. **Temporary Sign Permit: Science Speaker (P19-221).** To approve the temporary banner in conjunction with Wyoming Star Gazing subject to three (3) conditions of approval: 1. The use of the site shall be granted by the property owner. 2. The sign shall not be located on the sidewalks or in the public right of way. 3. The sign for Wyoming Star Gazing may be installed at 105 Buffalo Way, Albertsons during February 25 - 29 and March 15 - 21, 2020.
- E. **Temporary Sign Permit: Holiday Poinsettia Sale (P19-223).** To approve e the temporary banner in conjunction with Teton Habitat subject to three (3) conditions of approval: 1. The use of the site shall be granted by the property owner. 2. The sign shall not be located on the sidewalks or in the public right of way. 3. The sign for Holiday Poinsettia Sale may be installed at 862 W. Broadway Ave, Gun Barrel Restaurant during October 15 - November 14, 2019.
- F. **Temporary Sign Permit: Jackson's Got Talent (P19-224).** To approve the temporary banner in conjunction with Teton Literacy Center subject to three (3) conditions of approval: 1. The use of the site shall be granted by the property owner. 2. The sign shall not be located on the sidewalks or in the public right of way. 3. The sign for Jackson's Got Talent may be installed at 105 Buffalo Way, Albertson's during October 8 - 12, 2019.
- G. **Contract with Proterra for Electric Buses and Chargers.** To approve the contract agreement with Proterra, Inc. for the purchase of 8 electric "zero emission" buses and 9 charging units.
- H. **MOU with Lincoln County for Airport Security Assistance.** To approve the Temporary Law Enforcement Mutual Aid Assistance Agreement Memorandum of Understanding with Lincoln County Sheriff's Office as presented.
- I. **Authorization for Police Officer Overhire.** To authorize the sworn police officer overhire as proposed.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Town Historical Imagery for American Legion Monument. Pete Muldoon recused himself as he is a member of the Legion. Vice-Mayor Morton Levinson chaired this item. Larry Pardee made staff comment.

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to withdraw the requirement to add historic images of the Town of Jackson to the monument. Vice-Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor, with Muldoon recused. The motion carried.

The Council discussed seeing proofs of each panel before authorizing the town historical photos be included. The Town Manager was asked to share the proofs with Council in a future report. Mayor Muldoon returned as chair for the rest of the meeting.

Item P19-197: Westview Lot Split at 1255 W Highway 22. Tyler Valentine made staff comment.

Based upon the findings as presented in the staff report and as made by the applicant for Item P19-197, a motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to make findings 1-4 as set forth in Section 8.5.3.C (Subdivision Plat) of the Land Development Regulations relating to 1) Conformance with Development Plan or Development Option Plan; 2) Complies with standards of Section 8.5.3. Subdivision Plat; 3) Complies with standards of Division 7.2. Subdivision Standards; 4) Complies with other relevant standards of these LDRs, and to approve a Subdivision Plat for a 2-lot subdivision at the property addressed as 1255 W. Highway 22 subject to the departmental reviews attached hereto and the following condition:

1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities in the Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council.

Town response to HB277. The Council discussed sending a letter to Wyoming Legislature’s Joint Interim Corporations, Elections, and Political Subdivisions Committee regarding housing lobbying.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to direct staff to work with the Mayor to draft a letter to the Wyoming Legislature’s Joint Interim Corporations, Elections and Political Subdivisions Committee outlining the Town’s position on House Bill 277 as discussed at this meeting for final review and signature by the Mayor and encourage that we have as many community entities to sign-on the letter as possible, and bring back for approval at the October 21st regular meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Pete Muldoon and seconded by Hailey Morton Levinson to cancel the November 18 regular Town Council Workshop and Meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The Mayor and Vice-Mayor will work to reschedule these council meetings.

The Council discussed requests made by Anne Creswell and Jodie Donavon under the public comment section.

Jim Stanford made comment on the Travel & Tourism Board meeting, and an open house for the East Hansen Sidewalk. Jonathan Schechter and Pete Muldoon made comment on the Mountain Towns 2030 Summit.

Town Manager’s Report. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to accept the Town Manager’s Report into the record. The Town Manager’s Report contained an update on police officer recruitment and retention and SPET educational outreach. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 7:49 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
425	ACE EQUIPMENT & SUPPLY	169010	CONTROL BOARD KIT, CONTR	08/22/2019	1,359.27	1,359.27	10/17/2019
425	ACE EQUIPMENT & SUPPLY	169010	CONTROL BOARD KIT, CONTR	08/22/2019	2,221.73	2,221.73	10/17/2019
425	ACE EQUIPMENT & SUPPLY	169030	DISC BRUSH, BLADE KIT SQUE	09/12/2019	477.00	477.00	10/17/2019
Total 425:					4,058.00	4,058.00	
51	ACE HARDWARE	669989	GLUE CONTACT	09/17/2019	7.99	7.99	10/17/2019
51	ACE HARDWARE	670035	EQ WIRE LOCK, RING WIRE WE	09/17/2019	5.68	5.68	10/17/2019
51	ACE HARDWARE	671325	PUSH ELBOW 45D, SHARKBITE	09/27/2019	29.94	29.94	10/17/2019
51	ACE HARDWARE	671882	KEYKRAFTER #68 BRASS KEY	10/01/2019	2.99	2.99	10/17/2019
51	ACE HARDWARE	671990	FLAG MARK GLO ORN2.5X3.5,	10/02/2019	20.49	20.49	10/17/2019
51	ACE HARDWARE	672098	KEY KRAFTER BRASS KEY	10/03/2019	23.92	23.92	10/17/2019
51	ACE HARDWARE	672213	TURF BUILDER SUN AND SHAD	10/04/2019	74.96	74.96	10/17/2019
51	ACE HARDWARE	672219	ANTI-FREEZE RV GAL, GORILL	10/04/2019	73.47	73.47	10/17/2019
51	ACE HARDWARE	672279	SHELF MELATEX WHT, SUPPO	10/04/2019	39.96	39.96	10/17/2019
51	ACE HARDWARE	672473	CLAMP 1-9/16" TO2-1/2" SS	10/07/2019	4.98	4.98	10/17/2019
51	ACE HARDWARE	672484	PIPE, CEMENT, UNION, ELBOW	10/07/2019	102.47	102.47	10/17/2019
51	ACE HARDWARE	672619	CLAMP 3-7/16" TO4-1/2" SS	10/08/2019	2.99	2.99	10/17/2019
51	ACE HARDWARE	672649	TUBE REFRIG COPR 3/8" ODX 5	10/08/2019	34.90	34.90	10/17/2019
51	ACE HARDWARE	672652	FLARE NUT 3/8" BRS	10/08/2019	11.96	11.96	10/17/2019
51	ACE HARDWARE	672720	TAPE OUTDR TRD, STRAP HOL	10/08/2019	74.96	74.96	10/17/2019
51	ACE HARDWARE	672868	1/2X1/2X1 1/2, FIN HX NT USS Z	10/09/2019	6.10	6.10	10/17/2019
51	ACE HARDWARE	672920	VLV BALLFP 600IPS, RSTP ENM	10/09/2019	63.42	63.42	10/17/2019
51	ACE HARDWARE	672962	CM NUT DRIVER 5/16"	10/10/2019	19.98	19.98	10/17/2019
51	ACE HARDWARE	672988	CLEAR TIP OXY-ACE, WIRE WH	10/10/2019	14.27	14.27	10/17/2019
51	ACE HARDWARE	673018	SPLIT RING 1-1/2", KEYKRAFTE	10/10/2019	15.14	15.14	10/17/2019
51	ACE HARDWARE	673796	DENATURED ALCOHOL, BRUS	10/16/2019	20.47	20.47	10/17/2019
51	ACE HARDWARE	673806	TABACCO PIPE CLEANINGER 6	10/16/2019	30.48	30.48	10/17/2019
51	ACE HARDWARE	673904	KEY KRAFTER #68 BRASS KEY	10/16/2019	2.99	2.99	10/17/2019
Total 51:					684.51	684.51	
3596	ADVANCED GLASS TRIM, LLC	12185	WINDSHIELD #1451- 2015 FOR	09/06/2019	450.00	450.00	10/17/2019
Total 3596:					450.00	450.00	
4730	ADVANCED PUMP & EQUIPME	9411	ANNUAL LIFT STATION MAINTEN	10/03/2019	8,400.00	8,400.00	10/17/2019
Total 4730:					8,400.00	8,400.00	
937	AERATION INDUSTRIES INT. IN	0157717	AIR DUCT RUBBER HOSE 4" & 2	09/23/2019	935.00	935.00	10/17/2019
Total 937:					935.00	935.00	
88	AIRGAS INTERMOUNTAIN INC.	9093777972	ACETYLENE IND, REQUALIFICA	10/03/2019	200.02	200.02	10/17/2019
88	AIRGAS INTERMOUNTAIN INC.	9965362112	RENT CYL IND LARGE ACETYL	09/30/2019	105.70	105.70	10/17/2019
Total 88:					305.72	305.72	
1178	ALAN'S WELDING INC.	50313	5" PIPE	09/24/2019	10.50	10.50	10/17/2019
Total 1178:					10.50	10.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5726	AMAZON	14C6-PWCJ-Y	LOGITCH MX VERTICAL WIREL	07/03/2019	87.99	87.99	10/17/2019
5726	AMAZON	14C6-PWCJ-Y	SANDISK 256GB ULTRA FIT FLA	07/03/2019	244.90	244.90	10/17/2019
5726	AMAZON	16LG-467N-96	GOFANCO PROPHECY TO DISP	10/03/2019	139.68	139.68	10/17/2019
5726	AMAZON	16X3-VXTK-RK	SANDISK 128GB ULTRA DUAL	09/18/2019	638.19	638.19	10/17/2019
5726	AMAZON	17M6-DPDC-M	ODIYSURVEIL METAL SECURIT	09/10/2019	12.78	12.78	10/17/2019
5726	AMAZON	1C4L-K1FV-6G	LOGITECH MX VERTICAL WIRE	08/27/2019	171.20	171.20	10/17/2019
5726	AMAZON	1C4L-K1FV-6T	APC SINE WAGE UPS BATTERY	08/27/2019	787.84	787.84	10/17/2019
5726	AMAZON	1FT4-6XDQ-D	USB C TO DISPLAY PORT CABL	09/28/2019	15.99	15.99	10/17/2019
5726	AMAZON	1KV4-RTGJ-4C	UNIVERSAL ANDROID WINDOW	06/19/2019	658.98	658.98	10/17/2019
5726	AMAZON	1KVP-VDFO-5	ASUS MB169B FULL HD IPS PO	09/19/2019	179.00	179.00	10/17/2019
5726	AMAZON	1M94-RXFD-F	JABRA ENGAGE 75 CONVERTI	08/24/2019	390.10	390.10	10/17/2019
5726	AMAZON	1MNH-W1T7-M	LG 27GL650F-B 27 INCH FULL H	10/14/2019	306.48	306.48	10/17/2019
5726	AMAZON	1MNH-W1T7-M	VEELINK BAMBOO WIRELESS	10/14/2019	17.39	17.39	10/17/2019
5726	AMAZON	1MP1-NY7X-39	CANON IMAGE FOMULA DR-M2	07/27/2019	733.29	733.29	10/17/2019
5726	AMAZON	1R74-63MQ-W	LENOVO ONELINE PLUS DOCK	10/02/2019	189.46	189.46	10/17/2019
5726	AMAZON	1WFD-FF96-C	SANDISK 32GB DUAL DRIVE	09/16/2019	269.01	269.01	10/17/2019
5726	AMAZON	1WPC-RRV9-R	USB C TO DISPLAYPORT CABL	09/26/2019	417.45	417.45	10/17/2019
5726	AMAZON	1YPF-G7W6-4	SANDISK 64GB UTRA DUAL DRI	09/21/2019	27.98	27.98	10/17/2019
Total 5726:					5,287.71	5,287.71	
463	ANIMAL CARE CLINIC OF JACK	625945226	RABIES	08/09/2019	20.40	20.40	10/17/2019
Total 463:					20.40	20.40	
6395	ARCHIVESOCIAL	7649	Archive standard package	07/01/2019	4,788.00	4,788.00	10/17/2019
Total 6395:					4,788.00	4,788.00	
1783	AT&T	287259163099	WIRELESS	09/08/2019	1,303.51	1,303.51	10/17/2019
1783	AT&T	287272169264	WIRELESS	09/12/2019	43.23	43.23	10/17/2019
1783	AT&T	287279795460	CELL SERVICE	09/11/2019	251.88	251.88	10/17/2019
Total 1783:					1,598.62	1,598.62	
4774	BIG R RANCH & HOME	14010646	CLOROX BLEACH	08/30/2019	8.99	8.99	10/17/2019
4774	BIG R RANCH & HOME	1403296	TORCH KIT SELF LIGHT, LIQUI	09/10/2019	39.47	39.47	10/17/2019
4774	BIG R RANCH & HOME	1403891	MUCK ARTIC SPORT STEEL TO	09/13/2019	161.96	161.96	10/17/2019
4774	BIG R RANCH & HOME	1403989	REDLINE FLASHLIGHT Z2 770 L	09/13/2019	49.99	49.99	10/17/2019
4774	BIG R RANCH & HOME	1404509	RATCHET STRAP, WIRE LOCK	09/17/2019	25.07	25.07	10/17/2019
4774	BIG R RANCH & HOME	1404540	RETURN: WIRE LOCK PIN SQ,	09/17/2019	12.00-	12.00-	10/17/2019
4774	BIG R RANCH & HOME	1407622	JACKET, BIBERALLS- WINTER	10/04/2019	125.99	125.99	10/17/2019
4774	BIG R RANCH & HOME	1407622	JACKET, BIBERALLS- WINTER	10/04/2019	125.99	125.99	10/17/2019
Total 4774:					525.46	525.46	
3500	BISON LUMBER	1910-713623	STAKE FLAGS ASST' COLORS	10/02/2019	8.50	8.50	10/17/2019
Total 3500:					8.50	8.50	
4485	BLISS CARGO	12801	DELIVERY PACKAGE FROM AIR	04/15/2019	113.27	113.27	10/17/2019
Total 4485:					113.27	113.27	
2850	BMV LLC	9078	SHIPPING- WATER SAMPLES	10/14/2019	59.20	59.20	10/17/2019
2850	BMV LLC	9169	SHIPPING- WATER SAMPLES	10/08/2019	59.33	59.33	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2850:					118.53	118.53	
6533	BOSWLL, ABIGAIL	100719	LOGDING REIMB	10/07/2019	111.88	111.88	10/17/2019
6533	BOSWLL, ABIGAIL	100719	MILEAGE REIMBURSEMENT	10/07/2019	441.96	441.96	10/17/2019
Total 6533:					553.84	553.84	
5	CARQUEST AUTO PARTS INC.	6090-449257	BRAKE PAD SET PLAT CERAMI	09/03/2019	149.98	149.98	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-449381	XBO PAINT MARKER	09/03/2019	4.99	4.99	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-450850	MERCON LV ARF	09/13/2019	47.94	47.94	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-451405	BATTERY POWERSPORTS	09/17/2019	119.09	119.09	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-451439	CREDIT: BATTERY POWERSPO	09/17/2019	119.09-	119.09-	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-451766	GATORBACK POLYV BELT	09/19/2019	168.40	168.40	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-451836	COOLANT	09/20/2019	31.47	31.47	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-452550	WATER PUMP	09/25/2019	46.88	46.88	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-452889	PAINTED ROTOR, BRAKE PAD	09/27/2019	180.26	180.26	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-452992	SILENCER	09/28/2019	17.38	17.38	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-453309	SILENCER, SILENCER BAND C	10/01/2019	55.28	55.28	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-453309	SILENCER, SILENCER BAND C	10/01/2019	55.28	55.28	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-453309	SILENCER, SILENCER BAND C	10/01/2019	55.28-	55.28-	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-453817	RETURN: SILENCER	10/04/2019	30.67-	30.67-	10/17/2019
5	CARQUEST AUTO PARTS INC.	6090-454126	ACRY ENML 2X FLT BLK	10/07/2019	15.78	15.78	10/17/2019
Total 5:					687.69	687.69	
102	CASELLE INC.	97745	SUPPORT CHARGES	10/01/2019	1,800.00	1,800.00	10/17/2019
Total 102:					1,800.00	1,800.00	
10	CASH	101519	petty CASH	10/15/2019	.60-	.60-	10/17/2019
10	CASH	101519	petty CASH	10/15/2019	56.62	56.62	10/17/2019
10	CASH	101519	petty CASH	10/15/2019	20.00	20.00	10/17/2019
10	CASH	101519	petty CASH	10/15/2019	42.00	42.00	10/17/2019
Total 10:					118.02	118.02	
4431	CENTRAL WYOMING COLLEGE	101019	TETON POW WOW FUNDING	10/10/2019	5,000.00	5,000.00	10/17/2019
Total 4431:					5,000.00	5,000.00	
544	CENTURYLINK	1476998156	307-733-3932	09/19/2019	247.24	247.24	10/17/2019
544	CENTURYLINK	307-111-5050	307-111-5050 246m	09/07/2016	1,892.71	1,892.71	10/17/2019
544	CENTURYLINK	307-733-3106	307-733-3106	09/13/2019	37.26	37.26	10/17/2019
Total 544:					2,177.21	2,177.21	
444	CHARLIER ASSOCIATES INC.	1434	ITP TECH UPDATE	09/30/2019	10,989.11	10,989.11	10/17/2019
Total 444:					10,989.11	10,989.11	
3961	CHARTER	002091809081	150 E PEARL	09/08/2019	1,617.03	1,617.03	10/17/2019
3961	CHARTER	002091810081	150 E PEARL	10/08/2019	1,617.03	1,617.03	10/17/2019
3961	CHARTER	030285209271	150 E PEARL	09/27/2019	84.99	84.99	10/17/2019
Total 3961:					3,319.05	3,319.05	
6532	CHARTER PLACE LLC	54	INSTALLATION OF FENCE ARO	09/19/2019	4,730.00	4,730.00	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6532:					4,730.00	4,730.00	
5967	CITY OF DRIGGS	BBSTART2019	BUS BARN RENT OCT19	09/26/2019	1,618.20	1,618.20	10/17/2019
Total 5967:					1,618.20	1,618.20	
6001	CIVICPLUS	185963	ANNUAL FEES	06/29/2019	23,380.00	23,380.00	10/17/2019
Total 6001:					23,380.00	23,380.00	
6534	COLE, RUSSELL	100719	DOT REIMB	10/07/2019	100.00	100.00	10/17/2019
Total 6534:					100.00	100.00	
4292	Commercial Tire-ID Falls	118084	265/70R17 DISC AT3 4S, SIPING	05/22/2019	732.96	732.96	10/17/2019
4292	Commercial Tire-ID Falls	119433	265/70R/17 DISC AT3 4S	07/23/2019	663.96	663.96	10/17/2019
4292	Commercial Tire-ID Falls	120339	265/70R17 DISC AT3 4S	08/30/2019	1,327.92	1,327.92	10/17/2019
Total 4292:					2,724.84	2,724.84	
260	COMMUNITY SAFETY NETWORK	100219	2ND QUARTER EXPENDITURES	10/15/2019	11,000.00	11,000.00	10/17/2019
Total 260:					11,000.00	11,000.00	
6475	CONVERGEONE, INC	IE9038557	STORAGE FLASHARRAY,EVER	08/16/2019	157,903.95	157,903.95	10/17/2019
Total 6475:					157,903.95	157,903.95	
1691	CORE & MAIN LP	L167566	6" WATER METER- CUSTOM O	09/27/2019	18,201.50	18,201.50	10/17/2019
Total 1691:					18,201.50	18,201.50	
611	CUMMINS ROCKY MOUNTAIN L	39-12359	SERVICE CALL- TECH TRAVEL	08/05/2019	576.94	576.94	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	39-12650	SERVICE CALL- TECH COME C	08/12/2019	3,560.00	3,560.00	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51782	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51783	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51786	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51788	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51789	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51791	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51793	ANNUAL INSPECTION ONAN G	09/26/2019	648.39	648.39	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51796	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51797	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51799	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	6051801	ANNUAL INSPECTION ONAN G	09/26/2019	1,833.18	1,833.18	10/17/2019
611	CUMMINS ROCKY MOUNTAIN L	60-51814	ANNUAL INSPECTION ONAN G	09/26/2019	311.58	311.58	10/17/2019
Total 611:					9,734.31	9,734.31	
4966	DANA SAFETY SUPPLY, INC	595817	LEGION FIT LIGHTS, FRT	09/19/2019	565.53	565.53	10/17/2019
Total 4966:					565.53	565.53	
3682	DARIN MARTENS DESIGN STU	003	PROJ: NORTH CACHE STREET	09/16/2019	1,500.00	1,500.00	10/17/2019
Total 3682:					1,500.00	1,500.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
708	DELTA DENTAL PLAN OF WYO	093019	SEPTEMBER claims	09/30/2019	8,922.00	8,922.00	10/04/2019
708	DELTA DENTAL PLAN OF WYO	101519	NOVEMBER PRIMUM	10/15/2019	603.20	603.20	10/17/2019
Total 708:					9,525.20	9,525.20	
4225	DERO BIKE RACKS	INC-00037464	surface mount, lean bar,powder c	09/16/2019	635.00	635.00	10/17/2019
Total 4225:					635.00	635.00	
2175	DIVISION OF VICTIM SERVICES	093019	Crimw victim surcharge	09/30/2019	600.00	600.00	10/04/2019
Total 2175:					600.00	600.00	
6057	DOVER, JOHN	101519	DOT PHYSICAL REIMB	10/15/2019	80.00	80.00	10/17/2019
Total 6057:					80.00	80.00	
2798	DPC INDUSTRIES, INC.	727000207-19	CHLORINE, 150# CYL, HAZARD	09/18/2019	2,769.70	2,769.70	10/17/2019
Total 2798:					2,769.70	2,769.70	
3408	E.R. OFFICE EXPRESS	13906	RECEIPT BOOK	10/04/2019	37.69	37.69	10/17/2019
3408	E.R. OFFICE EXPRESS	13909	COPy paper	10/04/2019	159.98	159.98	10/17/2019
3408	E.R. OFFICE EXPRESS	13924	COPY PAPER	10/07/2019	214.61	214.61	10/17/2019
3408	E.R. OFFICE EXPRESS	13954	trubook file folder labels	10/11/2019	49.28	49.28	10/17/2019
3408	E.R. OFFICE EXPRESS	13963	PRESSBOARD,FASTNERS,TICK	10/11/2019	296.84	296.84	10/17/2019
3408	E.R. OFFICE EXPRESS	13971	PAPER	10/11/2019	27.16	27.16	10/17/2019
Total 3408:					785.56	785.56	
4311	ELEAVEN FOOD COMPANY	13089	assorted sandwichs	10/09/2019	319.90	319.90	10/17/2019
Total 4311:					319.90	319.90	
502	ELECTRICAL WHSLE SUPPLY C	S4737149-001	1 1/2 NPT THRU FEMALE CONN	09/13/2019	179.36	179.36	10/17/2019
502	ELECTRICAL WHSLE SUPPLY C	S4737155.001	1 IN FEM GRY COND SEAL	09/13/2019	36.11-	36.11-	10/17/2019
Total 502:					143.25	143.25	
6451	ELITE PARTS	S17173	LAY-FLAT DISCHARGE HOSE,	10/08/2019	361.37	361.37	10/17/2019
6451	ELITE PARTS	S17173-1	SHIPPING CHARGE	10/09/2019	33.00	33.00	10/17/2019
Total 6451:					394.37	394.37	
1134	ENERGY LABORATORIES INC.	222179	INFLUENT, CELL 1, 3A, 3B2, 4D,	03/27/2019	297.00	297.00	10/17/2019
1134	ENERGY LABORATORIES INC.	245491	DRINKING WATER TESTING @	07/08/2019	460.00	460.00	10/17/2019
1134	ENERGY LABORATORIES INC.	268738	INFLUENT, EFFLUENT	10/07/2019	114.00	114.00	10/17/2019
1134	ENERGY LABORATORIES INC.	269686	INFLUENT, EFFLUENT	10/10/2019	114.00	114.00	10/17/2019
Total 1134:					985.00	985.00	
81	EVANS CONSTRUCTION INC	19-18 PAY AP	PROJ: 19-18- POWERDERHORN	10/08/2019	232,110.11	232,110.11	10/17/2019
81	EVANS CONSTRUCTION INC	199693	TICKET #: 70182364- CONCRET	09/24/2019	609.50	609.50	10/17/2019
81	EVANS CONSTRUCTION INC	6047	PROJ: TOJ 2019 CHIP SEAL- FI	09/12/2019	11,164.00	11,164.00	10/17/2019
81	EVANS CONSTRUCTION INC	6071	PROJ: TOJ 2019 FALL PATCHIN	09/27/2019	141,415.20	141,415.20	10/17/2019
Total 81:					385,298.81	385,298.81	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3550	EXPOSURE SIGNS INC	6567	SIGNS	09/25/2019	250.00	250.00	10/17/2019
Total 3550:					250.00	250.00	
4294	FIRE SERVICES OF IDAHO	50063P	ANNUAL FIRE ALARM INSPECTI	09/19/2019	200.00	200.00	10/17/2019
Total 4294:					200.00	200.00	
4709	FLEETPRIDE	35826857	TIEROD END- RH & LH, IN BOU	09/17/2019	302.28	302.28	10/17/2019
4709	FLEETPRIDE	36017788	DIXON SS MALE COUPLER, SS	09/19/2019	435.90	435.90	10/17/2019
4709	FLEETPRIDE	36543122	SRS MALE NPTF RIGID, SRS M	09/26/2019	67.76	67.76	10/17/2019
Total 4709:					805.94	805.94	
668	FREEDOM MAILING SERVICE I	36849	UTILITY BILLING	10/04/2019	903.83	903.83	10/17/2019
668	FREEDOM MAILING SERVICE I	36849	UTILITY BILLING	10/04/2019	903.82	903.82	10/17/2019
Total 668:					1,807.65	1,807.65	
1022	GALLS INC.	010181124	ADJUSTABLE RADIO HOLDER	06/23/2019	80.00-	80.00-	10/17/2019
1022	GALLS INC.	013799245	WOMENS PERFORMANCE	09/25/2019	669.75	669.75	10/17/2019
1022	GALLS INC.	013799245	WOMENS PERFORMANCE	09/25/2019	115.73	115.73	10/17/2019
1022	GALLS INC.	013801472	CONDOR ALPHA MICRO FLEEC	09/25/2019	45.27	45.27	10/17/2019
Total 1022:					750.75	750.75	
6126	GARMIN USA	DL13447428	PROFESSIONAL FLEX UNLIMIT	07/27/2019	64.95	64.95	10/17/2019
Total 6126:					64.95	64.95	
6464	GEITTMANN LARSON SWIFT LL	8424	ESSTEIN EASEMENT	10/08/2019	2,947.50	2,947.50	10/17/2019
Total 6464:					2,947.50	2,947.50	
4212	GILLIG LLC	40620573	BRAKE LINING KIT CORES	09/13/2019	88.36	88.36	10/17/2019
4212	GILLIG LLC	40622244	COMPLETE CHAINWHEEL ASS	09/18/2019	3,138.24	3,138.24	10/17/2019
4212	GILLIG LLC	40622245	ARM BOLT, ANGLE JOINT	09/18/2019	744.72	744.72	10/17/2019
4212	GILLIG LLC	40622658	AIR FILTER ASM	09/19/2019	610.32	610.32	10/17/2019
4212	GILLIG LLC	40622659	SHOCK KONI 99 SERIES ABSO	09/19/2019	1,040.32	1,040.32	10/17/2019
4212	GILLIG LLC	40622660	SILICONE ELBOW, CONST REN	09/19/2019	321.00	321.00	10/17/2019
4212	GILLIG LLC	40624223	COMPLETE CYLINDER ASM, OI	09/24/2019	1,541.56	1,541.56	10/17/2019
4212	GILLIG LLC	40624727	AIR FILTER ASM	09/25/2019	610.32	610.32	10/17/2019
4212	GILLIG LLC	40624728	HYD FAN & STEERING HALD P	09/25/2019	1,327.36	1,327.36	10/17/2019
4212	GILLIG LLC	40625154	HYD FAN & STEERING HALD P	09/26/2019	1,327.36	1,327.36	10/17/2019
4212	GILLIG LLC	40626147	CHAINWHEEL HELMET	09/30/2019	122.90	122.90	10/17/2019
4212	GILLIG LLC	40630047	RH THREAD DRAGLINK TIE RO	10/10/2019	328.58	328.58	10/17/2019
Total 4212:					11,201.04	11,201.04	
5009	GM SHEET METAL LLC	3534	MATTE BLACK	09/24/2019	233.25	233.25	10/17/2019
Total 5009:					233.25	233.25	
93	HACH CHEMICAL CO.	11625310	NITRIFICATION INHHIBITOR, N	09/05/2019	1,564.77	1,564.77	10/17/2019
Total 93:					1,564.77	1,564.77	
4988	HD FOWLER COMPANY	I5281778	4" DI FLANGE TAPPING SLEEV	09/18/2019	350.00	350.00	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4988	HD FOWLER COMPANY	15283362	INBOUND FRT/ BILLABLE	09/19/2019	350.00	350.00	10/17/2019
Total 4988:					700.00	700.00	
829	HEINER, ROBERT	100319	TRAVEL EXPENSES TO CALIFO	10/03/2019	213.00	213.00	10/17/2019
Total 829:					213.00	213.00	
96	HIGH COUNTRY LINEN	0156909	LAUNDDRY BAD,WIPES AND O	10/02/2019	30.20	30.20	10/17/2019
96	HIGH COUNTRY LINEN	0157737	BUILDING MAINT @ TOJ REST	10/07/2019	25.31	25.31	10/17/2019
96	HIGH COUNTRY LINEN	0157915	MATS @ TOWN HALL	10/08/2019	215.50	215.50	10/17/2019
96	HIGH COUNTRY LINEN	0158070	MATS @ SHELTER	10/09/2019	61.93	61.93	10/17/2019
96	HIGH COUNTRY LINEN	0158075	BUILDING MAINT @ WWTP- BA	10/09/2019	86.57	86.57	10/17/2019
96	HIGH COUNTRY LINEN	S0154505	SUPPLIES	09/19/2019	294.78	294.78	10/17/2019
96	HIGH COUNTRY LINEN	S0157000	BUILDING MAINT @ TOJ REST	10/02/2019	434.10	434.10	10/17/2019
96	HIGH COUNTRY LINEN	S0157477	BUILDING MAINT @ PUBLIC W	10/04/2019	57.25	57.25	10/17/2019
96	HIGH COUNTRY LINEN	S0157519	BUILDING MAINT @ REC DEPT	10/04/2019	154.05	154.05	10/17/2019
96	HIGH COUNTRY LINEN	S0157798	Glass cleaner	10/07/2019	115.20	115.20	10/17/2019
96	HIGH COUNTRY LINEN	S0158047	SIERRA CENTER PULL	10/09/2019	48.00	48.00	10/17/2019
96	HIGH COUNTRY LINEN	S0158230	BUILDING MAINT @ REC DEPT	10/09/2019	11.70	11.70	10/17/2019
96	HIGH COUNTRY LINEN	S0158436	SUPPLIES	10/10/2019	94.17	94.17	10/17/2019
96	HIGH COUNTRY LINEN	S0158484	BUILDING MAINT @ TOJ REST	10/10/2019	81.25	81.25	10/17/2019
Total 96:					1,710.01	1,710.01	
6455	HIRST APPELEGATE, LLP	194441	TOWN OF JACKSON, TASEBUD	10/08/2019	5,052.76	5,052.76	10/17/2019
Total 6455:					5,052.76	5,052.76	
503	HUNT CONSTRUCTION INC	8944	CRACK REPAIR @ SOUTH GLE	10/10/2019	6,797.00	6,797.00	10/17/2019
503	HUNT CONSTRUCTION INC	8945	CRACK REPAIR @ GREGORY L	10/10/2019	6,206.00	6,206.00	10/17/2019
503	HUNT CONSTRUCTION INC	8946	ASPHALT PATCH @ WILLOW S	10/11/2019	3,230.05	3,230.05	10/17/2019
Total 503:					16,233.05	16,233.05	
4044	IDAHO FALLS PETERBILT	518914	CHAIN WHEEL COMPLE, FRT IN	09/13/2019	1,797.86	1,797.86	10/17/2019
4044	IDAHO FALLS PETERBILT	520270	MODULE PARTICULATE, MODU	09/30/2019	3,695.05	3,695.05	10/17/2019
Total 4044:					5,492.91	5,492.91	
2197	IIMC	092319	ANNUAL MEMBERSHIP FEE-BI	10/17/2019	195.00	195.00	10/17/2019
Total 2197:					195.00	195.00	
106	INTERSTATE BATTERY	22245035	(1) MT-78, (1) SC34U, (1) SRM-2	09/16/2019	387.85	387.85	10/17/2019
106	INTERSTATE BATTERY	22245108	(1) MCR-PBT200	09/23/2019	229.95	229.95	10/17/2019
106	INTERSTATE BATTERY	22245109	CREDIT: (1) SC34U	09/23/2019	283.95-	283.95-	10/17/2019
106	INTERSTATE BATTERY	22245296	(1) MTP-65HD	10/14/2019	127.95	127.95	10/17/2019
106	INTERSTATE BATTERY	2245209	(2) 8D-MHD, (1) MTP-65HD, (1) S	09/30/2019	652.80	652.80	10/17/2019
106	INTERSTATE BATTERY	80094780	(3) 28441	09/24/2019	68.85	68.85	10/17/2019
Total 106:					1,183.45	1,183.45	
1081	JACK'S TIRE & OIL	754840-37	12R22.5/16 MICHELIN XZE LRH,	09/25/2019	4,315.48	4,315.48	10/17/2019
1081	JACK'S TIRE & OIL	754850-37	275/70R22.5 HANKOOK AH37 L	09/25/2019	1,647.24	1,647.24	10/17/2019
Total 1081:					5,962.72	5,962.72	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2	JACKSON CURBSIDE INC.	00027278	RECYCLING COLLECTION @ D	10/10/2019	1,335.00	1,335.00	10/17/2019
Total 2:					1,335.00	1,335.00	
858	JACKSON HOLE COMMUNITY H	100119	CONTRACT PAYMENT	10/01/2019	6,250.00	6,250.00	10/17/2019
Total 858:					6,250.00	6,250.00	
67	JACKSON HOLE HISTORICAL S	100119	1ST QUARTER PAYMENT	10/14/2019	6,250.00	6,250.00	10/17/2019
67	JACKSON HOLE HISTORICAL S	101019	2ND QUARTER PAYMENT	10/10/2019	6,250.00	6,250.00	10/17/2019
Total 67:					12,500.00	12,500.00	
131	JACKSON HOLE NEWS & GUID	302656	deloney open for business	09/30/2019	1,280.60	1,280.60	10/17/2019
131	JACKSON HOLE NEWS & GUID	303100	AD#370166- FPN: 2019 CHIP SE	10/02/2019	87.69	87.69	10/17/2019
131	JACKSON HOLE NEWS & GUID	303298	AD#371179	10/09/2019	180.96	180.96	10/17/2019
131	JACKSON HOLE NEWS & GUID	303299	AD#371276	10/09/2019	7,552.58	7,552.58	10/17/2019
131	JACKSON HOLE NEWS & GUID	303521	AD#371551	10/16/2019	492.65	492.65	10/17/2019
131	JACKSON HOLE NEWS & GUID	303522	AD#371180	10/16/2019	180.96	180.96	10/17/2019
Total 131:					9,775.44	9,775.44	
114	JACKSON LUMBER INC	00490383-001	jumbo cedar garden lattice	09/19/2019	182.03	182.03	10/17/2019
114	JACKSON LUMBER INC	00496747-001	4" BLACK SAFETY WALK TAPE	10/09/2019	149.40	149.40	10/17/2019
114	JACKSON LUMBER INC	00498341-001	FIR,BOLTS,HEX,PULTY KNIFE,P	10/14/2019	65.42	65.42	10/17/2019
Total 114:					396.85	396.85	
115	JACKSON PAINT AND GLASS, I	I113376	1/8" GLASS LOW EIG HARD CO	09/16/2019	444.96	444.96	10/17/2019
115	JACKSON PAINT AND GLASS, I	I113568	LABOR- MOVE GLASS AT PARK	09/26/2019	425.00	425.00	10/17/2019
Total 115:					869.96	869.96	
283	JEWISON, SAMUEL LEE	101419	REIMB DOT	10/14/2019	150.00	150.00	10/17/2019
283	JEWISON, SAMUEL LEE	101419	SAFETY OSHA	10/14/2019	250.00	250.00	10/17/2019
Total 283:					400.00	400.00	
139	JORGENSEN ASSOCIATES, PC	19-21 APP #3	PROJ: 19-21- CACHE CREEK TU	10/08/2019	151,436.11	151,436.11	10/17/2019
139	JORGENSEN ASSOCIATES, PC	43380	PROJ: 08013 JACKSON HOLE AI	10/07/2019	1,813.62	1,813.62	10/17/2019
139	JORGENSEN ASSOCIATES, PC	43395	PROJ: 18047- TOWN OF JACKS	10/08/2019	1,582.50	1,582.50	10/17/2019
139	JORGENSEN ASSOCIATES, PC	43395	PROJ: 18047- TOWN OF JACKS	10/08/2019	4,433.84	4,433.84	10/17/2019
Total 139:					159,266.07	159,266.07	
5473	KELLERSTRASS ENTERPRISES	1095845	DEF/BULK- DIESEL EXHUAUST F	09/19/2019	432.30	432.30	10/17/2019
5473	KELLERSTRASS ENTERPRISES	1096822	DEFENDAL GLOBAL AEL 50/50	09/26/2019	165.36	165.36	10/17/2019
5473	KELLERSTRASS ENTERPRISES	1096921	DRUM DEPOSIT, DRUM RETUR	10/07/2019	518.00	518.00	10/17/2019
5473	KELLERSTRASS ENTERPRISES	D14065	MIDGRADE 87 E-10	09/10/2019	22,366.14	22,366.14	10/17/2019
5473	KELLERSTRASS ENTERPRISES	D14574	MIDGRAGE 87 E-10	09/23/2019	23,023.28	23,023.28	10/17/2019
5473	KELLERSTRASS ENTERPRISES	D15297	MIDGRADE 87 E-10	10/08/2019	22,218.44	22,218.44	10/17/2019
Total 5473:					68,723.52	68,723.52	
5843	Kelsey, Shane	101019	RELEASE BOND 15 EAST KELL	10/10/2019	1,000.00	1,000.00	10/17/2019
Total 5843:					1,000.00	1,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2485	KENWORTH SALES COMPANY	IDFCM141391	RETRUN: CORE-PURGE VLV	10/04/2019	100.00-	100.00-	10/17/2019
2485	KENWORTH SALES COMPANY	IDFIN3495518-	LAMP-WORK FLOOD 8 LED	09/16/2019	119.98	119.98	10/17/2019
2485	KENWORTH SALES COMPANY	IDFIN3516860	KIT-AD9 CART, CORE DESSICA	09/27/2019	418.64	418.64	10/17/2019
2485	KENWORTH SALES COMPANY	IDFIN3526188	GOVERNOR -D2	10/02/2019	30.28	30.28	10/17/2019
Total 2485:					468.90	468.90	
6531	LEE, NANCY	100819	REIMBURSE FOR SPACE HEAT	10/08/2019	21.19	21.19	10/17/2019
Total 6531:					21.19	21.19	
5729	LENOVO (UNITED STATES) INC	6452737536	THINKPAD THUNDERBOLT 3 W	09/19/2019	697.98	697.98	10/17/2019
5729	LENOVO (UNITED STATES) INC	6452792589	THINKPAD X1 YOGA GEN4	09/26/2019	4,303.20	4,303.20	10/17/2019
5729	LENOVO (UNITED STATES) INC	6452794132	THINKPAD X1 YOGA GEN 4	09/27/2019	5,071.50	5,071.50	10/17/2019
Total 5729:					10,072.68	10,072.68	
5691	LEPCO	33086	SERVICE REQUEST- INSTALL N	09/23/2019	2,458.64	2,458.64	10/17/2019
Total 5691:					2,458.64	2,458.64	
671	LINCOLN NATIONAL LIFE	10-01-2019	October premium 107747	10/01/2019	1,143.89	1,143.89	10/11/2019
Total 671:					1,143.89	1,143.89	
6487	LOGANSIMPSON	25041	PROFESSIONAL SERVICES 810	09/30/2019	13,723.84	13,723.84	10/17/2019
Total 6487:					13,723.84	13,723.84	
4380	LONG BUILDING TECHNOLOGI	SRVCE010145	SERVICE CALL- FRONT ENTRY	09/23/2019	1,971.89	1,971.89	10/17/2019
4380	LONG BUILDING TECHNOLOGI	SRVCE010177	T20 MULTI TECH TERMINAL, BL	09/30/2019	711.26	711.26	10/17/2019
4380	LONG BUILDING TECHNOLOGI	SRVCE101777	MULTI TECH TERMINAL BLACK	09/30/2019	2,055.26	2,055.26	10/17/2019
Total 4380:					4,738.41	4,738.41	
156	LOWER VALLEY ENERGY INC	20595 093019	145 WEST HANSEN	09/30/2019	14.85	14.85	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	55 VIRGINIAN	09/30/2019	7.79	7.79	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	475 W ASPEN	09/30/2019	64.17	64.17	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	145 WEST HANSEN	09/30/2019	34.66	34.66	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	455 VINE STREET	09/30/2019	26.85	26.85	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	1177 MEADOWLARK	09/30/2019	31.05	31.05	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	455 VINE STREET	09/30/2019	40.22	40.22	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	455 VINE STREET	09/30/2019	37.94	37.94	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	145 WEST HANSEN	09/30/2019	37.13	37.13	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	455 VINE STREET	09/30/2019	33.73	33.73	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	145 WEST HANSEN	09/30/2019	4.88	4.88	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	2022 WILD FLOWER	09/30/2019	20.70	20.70	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	145 WEST HANSEN	09/30/2019	11.38	11.38	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	145 WEST HANSEN	09/30/2019	20.00	20.00	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	55 VIRGINIAN	09/30/2019	28.07	28.07	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	930 SIMON LANE	09/30/2019	44.72	44.72	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	174 N KING	09/30/2019	63.79	63.79	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	915 SIMON LANE	09/30/2019	32.41	32.41	10/15/2019
156	LOWER VALLEY ENERGY INC	20595 093019	940 SIMON LANE	09/30/2019	66.28	66.28	10/15/2019
156	LOWER VALLEY ENERGY INC	92050-010- 09/	92050-010: ELY SPRINGS RD FI	09/30/2019	4,018.71	4,018.71	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-017: 09/	92050-017: INTERMED TREATM	09/30/2019	16.00	16.00	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-021: 09/	92050-021: 150 E PEARL AVE	09/30/2019	1,047.00	1,047.00	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-025: 09/	92050-025: SK W NEW SHOP	09/30/2019	274.78	274.78	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-047: 09/	92050-047: UV BUILDING	09/30/2019	16.00	16.00	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-049: 09/	92050-049: WASTE WATER TRE	09/30/2019	7,688.22	7,688.22	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-051: 09/	92050-051: WELL #5	09/30/2019	3,166.39	3,166.39	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-114: 09/	92050-114: HOME RANCH RSTR	09/30/2019	171.36	171.36	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-131: 09/	92050-131: 195 E DELONEY RS	09/30/2019	78.29	78.29	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-357: 09/	92050-357: 55 KARNs MEASOW	09/30/2019	56.31	56.31	10/17/2019
156	LOWER VALLEY ENERGY INC	92050-385: 09/	92050-385: SPRING CREEK LIFT	09/30/2019	170.27	170.27	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20560- 09	GROUP: 20560: MULTIPLE STR	09/30/2019	2,229.70	2,229.70	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-006: CACHE ST N LIGHTI	09/30/2019	30.33	30.33	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-032: ST LT LOTS 88,89	09/30/2019	18.38	18.38	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-045: TOWN SQUARE LIG	09/30/2019	93.81	93.81	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-027: ST LT LOTS 20, 21	09/30/2019	20.57	20.57	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-039: ST LT LOTS 86, 87	09/30/2019	18.44	18.44	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-332: N GLENWOOD MCC	09/30/2019	28.85	28.85	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-028: ST LT LOTS 26, 27	09/30/2019	18.18	18.18	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-040: ST LT LOTS 90, 91	09/30/2019	19.73	19.73	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-336: HIDDEN RANCH PAT	09/30/2019	21.54	21.54	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-355: S CACHE LIGHTING	09/30/2019	57.48	57.48	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-005: CACHE KUDAR LIGH	09/30/2019	55.51	55.51	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-031: ST LT LOTS 38, 39	09/30/2019	20.19	20.19	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-043: ST LT LOTS 68, 69	09/30/2019	16.24	16.24	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-353: W DELONEY AVE F	09/30/2019	71.70	71.70	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-111: PEARL/WILLOW ST	09/30/2019	17.47	17.47	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-360: 1035 W BRAODWAY	09/30/2019	34.47	34.47	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-020: PATHWAY TUNNEL	09/30/2019	52.89	52.89	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-035: ST LT COTTONWOO	09/30/2019	18.50	18.50	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-023: RANGEVIEW ST LT	09/30/2019	19.73	19.73	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-036: ST LT LOTS 12, 13	09/30/2019	16.24	16.24	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-130: 3 CREEK RANCH AF	09/30/2019	23.35	23.35	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-362: STELLARIA LN/S HW	09/30/2019	19.86	19.86	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-081: PEARL ST IRR CON	09/30/2019	20.38	20.38	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-358: 650 W BROADWAY	09/30/2019	65.04	65.04	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-016: HOME RANCH LIGH	09/30/2019	41.00	41.00	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-034: ST LT LOTS 80, 81	09/30/2019	16.31	16.31	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-030: ST LT LOTS 95, 96	09/30/2019	18.31	18.31	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-041: ST LT LOTS 99, 101	09/30/2019	16.24	16.24	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-342: 25 S REDMOUND ST	09/30/2019	30.78	30.78	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20591- 09	92050-382: BUDGE DR LIGHT S	09/30/2019	19.86	19.86	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-052: WELL #1	09/30/2019	2,638.20	2,638.20	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-053: WELLS #2 & #3	09/30/2019	1,959.20	1,959.20	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-056: CITY WELLS ELK RE	09/30/2019	6.34	6.34	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-055: CITY WELLS ELK RE	09/30/2019	16.56	16.56	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-044: SNOW KING ESTAT	09/30/2019	272.19	272.19	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-361: 625 W BROADWAY	09/30/2019	19.21	19.21	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-050: 2 MG TANK	09/30/2019	18.36	18.36	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-383: SNOW KING DR WA	09/30/2019	17.53	17.53	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-003: SPRUCE DRIVE PU	09/30/2019	305.81	305.81	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-074: CRABTREE LANE T	09/30/2019	16.24	16.24	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20592- 09	92050-054: CITY WELLS ELK RE	09/30/2019	7.48	7.48	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20593- 09	92050-024: SEWER LIFT PUMP	09/30/2019	17.73	17.73	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20593- 09	92050-334: SEWER LIFT STATIO	09/30/2019	78.42	78.42	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20593- 09	92050-127: 3337 CODY CRK DR	09/30/2019	109.10	109.10	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20593- 09	92050-018: SEWER LIFT PUMP-	09/30/2019	18.25	18.25	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20593- 09	92050-126: SEWER LIFT STATIO	09/30/2019	20.53	20.53	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20593- 09	92050-019: SEWER LIFT PUMP	09/30/2019	49.46	49.46	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-002: ANIMAL SHELTER	09/30/2019	189.21	189.21	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-375: 155 E PEARL AVE- O	09/30/2019	24.13	24.13	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-026: 450 SNOW KING AV	09/30/2019	132.58	132.58	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-378: 145 E PEARL AVE- B	09/30/2019	16.24	16.24	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-014: HEAT TAPE	09/30/2019	112.68	112.68	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-377: 145 E PEARL AVE- U	09/30/2019	19.21	19.21	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-341: HOME RANCH REST	09/30/2019	22.25	22.25	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-386: 143 E PEARL AVE	09/30/2019	24.92	24.92	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-356: KARNs MEADOW ST	09/30/2019	385.73	385.73	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-132: PARKING GARAGE	09/30/2019	606.56	606.56	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-379: 145 E PEARL AVE- U	09/30/2019	16.96	16.96	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-008: CEMETARY	09/30/2019	12.55	12.55	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-376: 149 E PEARL AVE- B	09/30/2019	86.04	86.04	10/17/2019
156	LOWER VALLEY ENERGY INC	GRP:20594- 09	92050-359: MILLER PARK PARKI	09/30/2019	64.52	64.52	10/17/2019
Total 156:					27,759.22	27,759.22	
6526	LSC TRANSPORTATION CONS	57470	START ROUTE PLAN 2020-2025	10/08/2019	13,387.76	13,387.76	10/17/2019
Total 6526:					13,387.76	13,387.76	
677	MACY'S SERVICES	31197	CAMERA ROOF DRAINS @ 195	09/30/2019	125.00	125.00	10/17/2019
677	MACY'S SERVICES	31198	CAMERA LINES- LOCATE TUNN	09/30/2019	293.75	293.75	10/17/2019
Total 677:					418.75	418.75	
5601	MALWAREBYTES	IN100048892	MALWAREBYTES ENDPOINT P	10/05/2019	7,838.00	7,838.00	10/17/2019
Total 5601:					7,838.00	7,838.00	
3932	MILLER SANITATION	14454	CITY CANS 74 FOR OCTOBER 2	10/03/2019	8,029.00	8,029.00	10/17/2019
3932	MILLER SANITATION	14455	START BUS ROUTE FOR 10 CA	10/03/2019	525.00	525.00	10/17/2019
Total 3932:					8,554.00	8,554.00	
4623	MSC INDUSTRIAL SUPPLY CO	3237049003	MICRO2 ADD A CIRCUIT KIT, FR	09/04/2019	73.58	73.58	10/17/2019
4623	MSC INDUSTRIAL SUPPLY CO	3263311001	ATO FUSE AMP LIGHT BLUE, F	09/05/2019	97.89	97.89	10/17/2019
4623	MSC INDUSTRIAL SUPPLY CO	3302844001	HEX NUT, BOWMALLOY FLT W	09/20/2019	249.94	249.94	10/17/2019
Total 4623:					421.41	421.41	
6128	MULDOON, PETER	100319	CLIMATE SUMMIT IN PARK CIT	10/03/2019	524.65	524.65	10/17/2019
Total 6128:					524.65	524.65	
6540	MUNICIPAL EMERGENCY SERV	IN1368647	SLA-PAK AT SUPPLIED AIR RE	08/16/2019	10,600.00	10,600.00	10/17/2019
Total 6540:					10,600.00	10,600.00	
257	NAPA AUTO PARTS INC.	865512	PRIMARY WIRE	07/31/2019	223.00	223.00	10/17/2019
257	NAPA AUTO PARTS INC.	870531	GEAR OIL	08/22/2019	258.71	258.71	10/17/2019
257	NAPA AUTO PARTS INC.	871599	GRP 24 BATTERY BOX	08/23/2019	9.49	9.49	10/17/2019
257	NAPA AUTO PARTS INC.	872121	CURVED RADIATOR HOSE	08/29/2019	6.31	6.31	10/17/2019
257	NAPA AUTO PARTS INC.	873488	RACE TOGGLE RED	09/05/2019	19.76	19.76	10/17/2019
257	NAPA AUTO PARTS INC.	873738	NAPAGOLD AIR FILTER	09/06/2019	13.07	13.07	10/17/2019
257	NAPA AUTO PARTS INC.	873787	ENT ELECT BATTERY	09/06/2019	18.33	18.33	10/17/2019
257	NAPA AUTO PARTS INC.	875302	GAUGE	09/12/2019	57.99	57.99	10/17/2019
257	NAPA AUTO PARTS INC.	875539	BRAKE ROTORS, BALL JOINT F	09/24/2019	346.88	346.88	10/17/2019
257	NAPA AUTO PARTS INC.	875773	PWR STEERING FL-QRT, BFLUI	09/16/2019	41.08	41.08	10/17/2019
257	NAPA AUTO PARTS INC.	875828	OIL DRAIL PLUG	09/16/2019	2.73	2.73	10/17/2019
257	NAPA AUTO PARTS INC.	876311	CLEVIS PIN 1 2X2	09/18/2019	4.91	4.91	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
257	NAPA AUTO PARTS INC.	876487	AGM BATTERY, CORE DEPOSI	09/18/2019	193.86	193.86	10/17/2019
257	NAPA AUTO PARTS INC.	876567	CORE DEPOSIT	09/19/2019	18.00-	18.00-	10/17/2019
257	NAPA AUTO PARTS INC.	876635	THERMOSTAT	09/19/2019	11.56	11.56	10/17/2019
257	NAPA AUTO PARTS INC.	876637	AIR FILTER	09/19/2019	10.43	10.43	10/17/2019
257	NAPA AUTO PARTS INC.	876687	NAPAGOLD OIL FILTER, AIR FIL	09/19/2019	114.19	114.19	10/17/2019
257	NAPA AUTO PARTS INC.	876732	WHIP HOSE 30"	09/19/2019	89.98	89.98	10/17/2019
257	NAPA AUTO PARTS INC.	876823	NAPAGOLD OIL FILTER, NAPAG	09/20/2019	500.53	500.53	10/17/2019
257	NAPA AUTO PARTS INC.	876825	NAPAGOLD FUEL & OIL FILTER	09/20/2019	41.33	41.33	10/17/2019
257	NAPA AUTO PARTS INC.	877273	RADIATOR FLUSH CLEANR, FL	09/23/2019	7.94	7.94	10/17/2019
257	NAPA AUTO PARTS INC.	877450	PRESTONE ANTIFREEZE, PRE	09/23/2019	79.73	79.73	10/17/2019
257	NAPA AUTO PARTS INC.	877541	WHEEL SEAL FRONT, BRAKE P	09/24/2019	88.71	88.71	10/17/2019
257	NAPA AUTO PARTS INC.	877581	BRAKE PADS FRONT & REAR,	09/24/2019	436.48	436.48	10/17/2019
257	NAPA AUTO PARTS INC.	877597	TIRE VAL	09/24/2019	11.06	11.06	10/17/2019
257	NAPA AUTO PARTS INC.	877689	DISC PAD	09/24/2019	39.77	39.77	10/17/2019
257	NAPA AUTO PARTS INC.	877758	HUB BEARING UNIT	09/24/2019	125.04	125.04	10/17/2019
257	NAPA AUTO PARTS INC.	877933	THERMOSTAT	09/25/2019	18.56	18.56	10/17/2019
257	NAPA AUTO PARTS INC.	877967	RETURN: CLEVIS PIN 1	09/25/2019	4.91-	4.91-	10/17/2019
257	NAPA AUTO PARTS INC.	878199	NAPAGOLD FULE FILTERM ANT	09/26/2019	297.44	297.44	10/17/2019
257	NAPA AUTO PARTS INC.	878370	FIRST AID KIT	09/27/2019	34.58	34.58	10/17/2019
257	NAPA AUTO PARTS INC.	878386	NAPAGOLD AIR FILTER	09/27/2019	13.07	13.07	10/17/2019
257	NAPA AUTO PARTS INC.	879475	NAPAGOLD OIL FILTER, NAPAG	10/02/2019	282.14	282.14	10/17/2019
257	NAPA AUTO PARTS INC.	879639	ALUMINUM SPRINNER KNO, FL	10/03/2019	30.84	30.84	10/17/2019
257	NAPA AUTO PARTS INC.	880604	AIR CONDITIONING	10/08/2019	37.42	37.42	10/17/2019
257	NAPA AUTO PARTS INC.	880753	LAMP BLADE PX 771 NI ANTI SI	10/08/2019	84.17	84.17	10/17/2019
257	NAPA AUTO PARTS INC.	881423	D EARTH	10/11/2019	38.76	38.76	10/17/2019
257	NAPA AUTO PARTS INC.	881548	SNAP RINGS	10/11/2019	7.44	7.44	10/17/2019
Total 257:					3,574.38	3,574.38	
6537	NELLY RUBI TZOMPA	101619	RETURN BUSINESS LICENSE F	10/16/2019	63.00	63.00	10/17/2019
Total 6537:					63.00	63.00	
187	NELSON ENGINEERING	50736	PROJ: 18-305-02 020- JACKSON	09/26/2019	3,885.65	3,885.65	10/17/2019
Total 187:					3,885.65	3,885.65	
6213	New West Building Company Inc.	101519	RELEASE BOND B19-0651 620	10/15/2019	8,000.00	8,000.00	10/17/2019
Total 6213:					8,000.00	8,000.00	
5615	NEWLEVEL GROUP	128263	START BOARD RETREAT	10/14/2019	5,008.21	5,008.21	10/17/2019
Total 5615:					5,008.21	5,008.21	
1504	ONE CALL OF WYOMING	53483	TICKETS FOR SEPTEMBER 201	10/07/2019	155.25	155.25	10/17/2019
1504	ONE CALL OF WYOMING	53483	TICKETS FOR SEPTEMBER 201	10/07/2019	155.25	155.25	10/17/2019
Total 1504:					310.50	310.50	
6483	PREMIER TRUCK- SALT LAKE C	775117497	FUEL TUBE, FRT	09/18/2019	85.92	85.92	10/17/2019
6483	PREMIER TRUCK- SALT LAKE C	775120051	WINDSHIELD	09/17/2019	220.26	220.26	10/17/2019
6483	PREMIER TRUCK- SALT LAKE C	775122839	WINDSHIELD	09/26/2019	220.26	220.26	10/17/2019
6483	PREMIER TRUCK- SALT LAKE C	775124556	GASKET	10/02/2019	36.40	36.40	10/17/2019
6483	PREMIER TRUCK- SALT LAKE C	775125260	WINDSHIELD	10/04/2019	221.37	221.37	10/17/2019
Total 6483:					784.21	784.21	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6530	PRIME TIME AUCTIONS	70341	2012 CHEVROLET G4500	10/06/2019	7,334.00	7,334.00	10/07/2019
Total 6530:					7,334.00	7,334.00	
3761	RAE, JOSHUA	0106A	PROJ: BOARDWALK REPLACE	10/14/2019	21,210.00	21,210.00	10/17/2019
Total 3761:					21,210.00	21,210.00	
1839	RAFTER J IMPROV/SERV DIST	4571	QUARTERLY BILLING	10/01/2019	146.43	146.43	10/17/2019
Total 1839:					146.43	146.43	
2758	RANCH INN	F120856	VICTIM SERVICES/ROOM RENT	10/03/2019	200.00	200.00	10/17/2019
Total 2758:					200.00	200.00	
6284	RAUDMAN, RENEE	101519	DOT PHYSICAL REIMB	10/15/2019	140.00	140.00	10/17/2019
Total 6284:					140.00	140.00	
6274	REES, DAVID	101519	DOT PHYSICAL REIMB	10/15/2019	100.00	100.00	10/17/2019
Total 6274:					100.00	100.00	
5810	RICH BROADCASTING (SV/JX)	19070268	FLOATING FLAT CREEK RULES	07/31/2019	756.00	756.00	10/17/2019
5810	RICH BROADCASTING (SV/JX)	19070269	FLOAT FLAT CREEK RULES	07/31/2019	756.00	756.00	10/17/2019
5810	RICH BROADCASTING (SV/JX)	19070270	FLOATING FLAT CREEK RULES	07/31/2019	756.00	756.00	10/17/2019
5810	RICH BROADCASTING (SV/JX)	19090232	DELONEY CONSTRUCTION	09/30/2019	260.00	260.00	10/17/2019
5810	RICH BROADCASTING (SV/JX)	19090233	DELONEY CONSTRUCTION	09/30/2019	260.00	260.00	10/17/2019
5810	RICH BROADCASTING (SV/JX)	19090234	DELONEY CONSTRUCTION	09/30/2019	260.00	260.00	10/17/2019
5810	RICH BROADCASTING (SV/JX)	19090235	DELONEY	09/30/2019	260.00	260.00	10/17/2019
Total 5810:					3,308.00	3,308.00	
6539	ROG, LEE	101619	REFUND HOUSING DEPOSIT	10/16/2019	700.00	700.00	10/17/2019
6539	ROG, LEE	101619	LESS CELL PHONE STIPEND O	10/16/2019	375.00	375.00	10/17/2019
6539	ROG, LEE	101719	Return Prorated rent for Septemb	10/17/2019	200.00	200.00	10/17/2019
Total 6539:					525.00	525.00	
861	ROTARY CLUB OF JACKSON H	2310	QUARTERLY FUES	10/01/2019	175.00	175.00	10/17/2019
Total 861:					175.00	175.00	
234	RYAN, JOHN	101519	TRAVEL ALLOWANCE	10/15/2019	270.00	270.00	10/17/2019
Total 234:					270.00	270.00	
13	SAFETY SUPPLY & SIGN CO., I	170188	50 DP,CP,CUP,2IN	09/05/2019	772.00	772.00	10/17/2019
13	SAFETY SUPPLY & SIGN CO., I	170286	SIGNS AND FRT	09/12/2019	1,602.51	1,602.51	10/17/2019
13	SAFETY SUPPLY & SIGN CO., I	170291	ANCHOR 30" SOLID, FRT	09/12/2019	2,097.86	2,097.86	10/17/2019
Total 13:					4,472.37	4,472.37	
5873	SAUER, CALEB	100219	TRAVEL REIMBURSEMENT	10/02/2019	666.45	666.45	10/17/2019
Total 5873:					666.45	666.45	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5111	SCHMILLEN, SCOTT	01912	FIXTURE CLEANING @ PARKIN	09/27/2019	242.79	242.79	10/17/2019
5111	SCHMILLEN, SCOTT	01913	FIXTURE CLEANING @ DELON	09/27/2019	237.50	237.50	10/17/2019
5111	SCHMILLEN, SCOTT	01914	FIXTURE CLEANING @ MILLER	09/27/2019	190.00	190.00	10/17/2019
5111	SCHMILLEN, SCOTT	01915	FIXTURE CLEANING @ HOME R	09/27/2019	522.50	522.50	10/17/2019
Total 5111:					1,192.79	1,192.79	
6538	SELINA KERON BOOTH	101519	REFUND BUSINESS LICENSE-P	10/15/2019	93.00	93.00	10/17/2019
Total 6538:					93.00	93.00	
6323	SHELL EQUIPMENT COMPANY	1039	DONOVAN TRAP	09/13/2019	488.78	488.78	10/17/2019
Total 6323:					488.78	488.78	
4359	SHERWIN-WILLIAMS CO.	3500-4	FICE GAL RED, LAC THIN 1'S	10/01/2019	149.14	149.14	10/17/2019
Total 4359:					149.14	149.14	
4548	SILVER CREEK SUPPLY	S2054486.001	GALV TEE, GALV 90, GALV UNI	09/10/2019	41.30	41.30	10/17/2019
4548	SILVER CREEK SUPPLY	S2070367.001	STAND TEST COCK, RED BRAS	10/17/2019	151.25	151.25	10/17/2019
Total 4548:					192.55	192.55	
4720	SILVERSTAR	2258153	INTERNET	10/01/2019	36.88	36.88	10/17/2019
4720	SILVERSTAR	2258153	INTERNET	10/01/2019	2,017.79	2,017.79	10/17/2019
4720	SILVERSTAR	2258153	INTERNET	10/01/2019	260.00	260.00	10/17/2019
Total 4720:					2,314.67	2,314.67	
6535	SIVA SUNDARESSAN	100919	REFUND OVERPAYMENT	10/09/2019	203.40	203.40	10/17/2019
Total 6535:					203.40	203.40	
236	SMITH POWER PRODUCTS, INC	3085443	ALLISON DOC RENEWAL, SERV	06/18/2019	1,600.00	1,600.00	10/17/2019
236	SMITH POWER PRODUCTS, INC	452422	SERVICE ALL, TRAVEL, LABOR,	11/30/2018	3,936.07	3,936.07	10/17/2019
Total 236:					5,536.07	5,536.07	
4699	SNAKE RIVER ROASTING	621605	COFFEE- MAIN PW SHOP	10/07/2019	48.45	48.45	10/17/2019
4699	SNAKE RIVER ROASTING	621609	COFFEE	10/09/2019	48.45	48.45	10/17/2019
4699	SNAKE RIVER ROASTING	621819	COFFEE	10/16/2019	53.30	53.30	10/17/2019
Total 4699:					150.20	150.20	
1505	SPRING CREEK ANIMAL HOSPI	624969920	PPVD OM	09/07/2019	53.63	53.63	10/17/2019
1505	SPRING CREEK ANIMAL HOSPI	624970436	LILY ANIMAL CARE	09/16/2019	790.41	790.41	10/17/2019
1505	SPRING CREEK ANIMAL HOSPI	624970436	LILY ANIMAL CARE	09/16/2019	87.04	87.04	10/17/2019
Total 1505:					931.08	931.08	
241	ST JOHN'S HOSPITAL	50000182	CHEM & LAB	10/02/2019	585.00	585.00	10/17/2019
Total 241:					585.00	585.00	
1054	SUNRISE ENVIRONMENTAL	102538	TOMHAWK GALLONS, STAY SLI	10/01/2019	332.09	332.09	10/17/2019
1054	SUNRISE ENVIRONMENTAL	102546	POWER SHOT PINTS, KRYSTAL	10/01/2019	248.34	248.34	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1054:					580.43	580.43	
4990	Swagit Productions, LLC	13852	VIDEO STREAMING	09/30/2019	1,775.00	1,775.00	10/17/2019
Total 4990:					1,775.00	1,775.00	
581	TETON COUNTY INTEGRATED	4549	CARDBOARD PICK-UP SERVIC	10/01/2019	294.00	294.00	10/17/2019
Total 581:					294.00	294.00	
55	TETON COUNTY SHERIFF'S-JAI	092619	INVESTIGATIVE INTERVIEW FO	09/26/2019	900.00	900.00	10/17/2019
Total 55:					900.00	900.00	
1355	TETON COUNTY TRANSFER ST	429044	DIM/LUMBER	09/30/2019	20.00	20.00	10/17/2019
1355	TETON COUNTY TRANSFER ST	432971	DIM/LUMBER	09/26/2019	18.00	18.00	10/17/2019
1355	TETON COUNTY TRANSFER ST	433011	CONST/DEMO	09/26/2019	287.00	287.00	10/17/2019
Total 1355:					325.00	325.00	
268	TETON MOTORS INC	393125	STOCK #: 393125- 2019 SUBAR	09/27/2019	29,988.00	29,988.00	10/17/2019
268	TETON MOTORS INC	5091947	SENSOR	09/09/2019	57.15	57.15	10/17/2019
268	TETON MOTORS INC	5092029	POWER TAGS 274	09/12/2019	857.48	857.48	10/17/2019
268	TETON MOTORS INC	5092124	HANDLE	09/19/2019	16.19	16.19	10/17/2019
Total 268:					30,918.82	30,918.82	
5846	TETON TOOLS LLC	09171919780	1/2" DR 12PT IMPACT SKT, 3/8" I	09/17/2019	184.00	184.00	10/17/2019
5846	TETON TOOLS LLC	09241919939	SNAP RING PLIERS RED	09/24/2019	37.95	37.95	10/17/2019
5846	TETON TOOLS LLC	10011920073	4.5 LB WORX	10/01/2019	220.00	220.00	10/17/2019
Total 5846:					441.95	441.95	
3162	TETON TRASH REMOVAL, INC.	19 OCT 874	TRASH 145 west hansen 2a	10/01/2019	45.50	45.50	10/17/2019
Total 3162:					45.50	45.50	
298	TETON YOUTH & FAMILY SERV	100119	1ST QUARTER PAYMENT	10/15/2019	44,000.00	44,000.00	10/17/2019
Total 298:					44,000.00	44,000.00	
3237	THE AFTERMARKET PARTS CO	81846148	LOW COOLA PROBE KIT, FRT	09/09/2019	73.96	73.96	10/17/2019
3237	THE AFTERMARKET PARTS CO	81849855	COOLANT RECOVE PUMP, FRT	09/11/2019	308.99	308.99	10/17/2019
3237	THE AFTERMARKET PARTS CO	81853909	BLOWER ASM-MOTOR, FRT	09/16/2019	448.95	448.95	10/17/2019
3237	THE AFTERMARKET PARTS CO	81855473	A/C DR BLOWER ASM	09/17/2019	436.48	436.48	10/17/2019
Total 3237:					1,268.38	1,268.38	
154	THE CHILDREN'S LEARNING C	101519	1ST AND 2ND QUARTER PAYM	10/15/2019	50,700.00	50,700.00	10/17/2019
Total 154:					50,700.00	50,700.00	
3423	THE RESULTS GROUP, LTD	1095	LEADERSHIP TRAINING	07/25/2019	11,875.00	11,875.00	10/17/2019
Total 3423:					11,875.00	11,875.00	
3955	THOMSON WEST	840990820-1	LIBRARY PLAN CHANGES	09/04/2019	45.00	45.00	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3955	THOMSON WEST	841123816	LIBRARY PLAN CHANGES	10/04/2019	45.00	45.00	10/17/2019
Total 3955:					90.00	90.00	
70	THYSSEN KRUPP ELEVATOR C	3004867250	GOLD- FULL MAINTENANCE SE	10/01/2019	297.86	297.86	10/17/2019
Total 70:					297.86	297.86	
3727	TREFREN, TRACEY	101619	REIMBURSEMENT FOR VOLUN	10/16/2019	35.92	35.92	10/17/2019
Total 3727:					35.92	35.92	
6541	UNITED LABORATORIES	INV267708	ESA MP INDUSTRIAL DESCALE	09/25/2019	234.96	234.96	10/17/2019
Total 6541:					234.96	234.96	
3527	UPS	0000129VW44	SHIPPING CHARGE-POLICE	10/05/2019	10.14	10.14	10/17/2019
3527	UPS	000129VW439	SHIPPING CHARGE-POLICE	09/28/2019	16.93	16.93	10/17/2019
Total 3527:					27.07	27.07	
706	USA BLUE BOOK	020253	BARRICADE TAPE 3", FLAG 21'	09/25/2019	194.21	194.21	10/17/2019
Total 706:					194.21	194.21	
5141	VALENTINE, TYLER	101419	DOT REIMBURSEMENT	10/14/2019	100.00	100.00	10/17/2019
Total 5141:					100.00	100.00	
1783	AT&T	287272169264	MONTHLY SERVICES	09/12/2019	15,545.43	15,545.43	10/17/2019
Total 1783:					15,545.43	15,545.43	
6319	VIRGINIAN VILLAGE CONDO H	183	Q4 2019 ASSOCIATION DUES	10/01/2019	540.00	540.00	10/17/2019
6319	VIRGINIAN VILLAGE CONDO H	183	Q4 2019 ASSOCIATION DUES	10/01/2019	540.00	540.00	10/17/2019
Total 6319:					1,080.00	1,080.00	
3420	VISA	101819	CREDIT CARDS	10/16/2019	20,844.47	20,844.47	10/16/2019
Total 3420:					20,844.47	20,844.47	
5022	VISION SERVICE PLAN - (WY)	807484445	OCTOBER PREMIUM	09/17/2019	1,876.94	1,876.94	10/04/2019
Total 5022:					1,876.94	1,876.94	
1358	WAMCAT	070119	MEMBERSHIP DUES FOR ROX	07/01/2019	65.00	65.00	10/17/2019
Total 1358:					65.00	65.00	
6160	WEST FORK CONSTRUCTION	1050002 APP#	MOLD REMEDIATION @ 940 SI	09/04/2019	38,737.94	38,737.94	10/17/2019
Total 6160:					38,737.94	38,737.94	
563	WESTBANK SANITATION	3231759	940 Simon Lane	10/01/2019	48.79	48.79	10/17/2019
Total 563:					48.79	48.79	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1640	WESTERN STATE	IN001022253	GLASS	08/01/2019	231.18	231.18	10/17/2019
1640	WESTERN STATE	IN001115887	LAMP GP-BASI, STRAP CABLE,	10/10/2019	631.35	631.35	10/17/2019
1640	WESTERN STATE	Q000152301-1	2019 CATERPILLAR 938M WHE	09/16/2019	214,944.51	214,944.51	10/17/2019
Total 1640:					215,807.04	215,807.04	
2802	WESTWOOD CURTIS	101519	RETURN BOND B19-0682 725 G	10/15/2019	2,000.00	2,000.00	10/17/2019
2802	WESTWOOD CURTIS	18-903-FINAL	PROJ: 18-903 SNOW KING EST	09/26/2019	24,942.51	24,942.51	10/17/2019
2802	WESTWOOD CURTIS	18-903-FINAL	PROJ: 18-903 SNOW KING EST	09/26/2019	4,876.51	4,876.51	10/17/2019
2802	WESTWOOD CURTIS	18-903-FINAL	PROJ: 18-903 SNOW KING EST	09/26/2019	49,532.58	49,532.58	10/17/2019
2802	WESTWOOD CURTIS	19-903- FINAL	PROJ: 19-903- TOJ- ASPEN HILL	09/26/2019	15,063.33	15,063.33	10/17/2019
Total 2802:					96,414.93	96,414.93	
472	WHITE GLOVE CLEANING, INC.	4178	CLEAN SHELTERS	09/30/2019	3,174.93	3,174.93	10/17/2019
Total 472:					3,174.93	3,174.93	
3619	WY CHILD SUPPORT ENFORCE	101019	case #209790 GALLEGHER	10/10/2019	146.76	146.76	10/10/2019
3619	WY CHILD SUPPORT ENFORCE	101019	case#230073 CORONA	10/10/2019	745.50	745.50	10/10/2019
Total 3619:					892.26	892.26	
4139	WY WORKERS' SAFETY & COM	100419	OCTOBER PREMIUM	10/04/2019	8,415.96	8,415.96	10/04/2019
Total 4139:					8,415.96	8,415.96	
1064	WYOMING DEPARTMENT OF H	I0010858	COLILERT WATER TESTING- JU	10/01/2019	240.00	240.00	10/17/2019
Total 1064:					240.00	240.00	
5788	WYOMING GARAGE DOOR, LLC	2154	SERVICE CALL- UNIVERSAL RE	10/10/2019	147.00	147.00	10/17/2019
Total 5788:					147.00	147.00	
406	WYOMING LAW ENFORCEMEN	093019	OFFICER EDUCATION TRAININ	09/30/2019	120.00	120.00	10/04/2019
Total 406:					120.00	120.00	
329	WYOMING RETIREMENT SYST	181860	SEPTEMBER CONTRIBUTIONS	10/04/2019	30,366.90	30,366.90	10/04/2019
329	WYOMING RETIREMENT SYST	181861	SEPTEMBER CONTRIBUTIONS	10/04/2019	30,423.07	30,423.07	10/04/2019
329	WYOMING RETIREMENT SYST	181862	SEPTEMBER CONTRIBUTIONS	10/04/2019	43,103.01	43,103.01	10/04/2019
Total 329:					103,892.98	103,892.98	
6536	WYOMING SIGNS, LLC	12339	SIGN PANEL - DIGITAL PRINT	09/03/2019	325.26	325.26	10/17/2019
Total 6536:					325.26	325.26	
4979	WYOMING WATER QUALITY &	2011-2250 A	CONFERENCE REGISTRATION-	10/08/2019	310.00	310.00	10/17/2019
Total 4979:					310.00	310.00	
1764	WYOMING.COM INC	1903731	DOMAIN HOSTING	10/07/2019	5.00	5.00	10/17/2019
Total 1764:					5.00	5.00	
2179	XEROX CORPORATION	098265612	CONTRACT COPIER	10/01/2019	89.70	89.70	10/17/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2179	XEROX CORPORATION	098265613	CONTRACT COPIER	10/01/2019	95.75	95.75	10/17/2019
2179	XEROX CORPORATION	098265614	CONTRACT COPIER	10/01/2019	153.81	153.81	10/17/2019
2179	XEROX CORPORATION	098265615	CONTRACT COPIER	10/01/2019	23.54	23.54	10/17/2019
2179	XEROX CORPORATION	098265629	CONTRACT COPIER	10/01/2019	88.93	88.93	10/17/2019
Total 2179:					451.73	451.73	
3767	XYLEM CCI	800868	KCI SOLUTION, IQ SENSOR NE	09/24/2019	20.00	20.00	10/17/2019
Total 3767:					20.00	20.00	
2842	YELLOW IRON EXCAVATION, L	39415	915 SIMON LANE	09/30/2019	32.00	32.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	39425	174 N KING	09/30/2019	32.00	32.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	39468	455 VINE street	08/31/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	39468	455 VINE street	08/31/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	39468	455 VINE street	08/31/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	39468	455 VINE street	08/31/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	39591	155 EAST PEARL TRASH	09/30/2019	120.00	120.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40212	915 SIMON LANE	09/30/2019	32.00	32.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40222	174 N KING	09/30/2019	32.00	32.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40268	455 vine street	09/30/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40268	455 vine street	09/30/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40268	455 vine street	09/30/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40268	455 vine street	09/30/2019	17.50	17.50	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40393	155 EAST PEARL TRASH	09/30/2019	150.00	150.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40394	TRASH REMOVAL @ SHELTER	09/30/2019	120.00	120.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40395	TRASH REMOVAL SEPTEMBER	09/30/2019	160.00	160.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40396	TRASH REMOVAL SEPTEMBER	09/30/2019	260.00	260.00	10/17/2019
2842	YELLOW IRON EXCAVATION, L	40397	SEPT DUMPSTER REMOVAL	09/30/2019	160.00	160.00	10/17/2019
Total 2842:					1,238.00	1,238.00	
6493	YOUNG TRUCK & TRAILER	23238	ISUZU MED DUTY REPAIRS- C	09/10/2019	4,527.36	4,527.36	10/17/2019
Total 6493:					4,527.36	4,527.36	
Grand Totals:					1,834,456.19	1,834,456.19	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

TOWN OF JACKSON VISA BILLS

ADMINISTRATION

Shell oil	20.53		
Shell oil	39.49	\$	60.02

ANIMAL SHELTER/CONTROL

Amazon-door Bell,Tough Strips,Mesh Laundry Bag	43.86		
Sams Club	86.79		
Nye Tiyrbuqyet	22.96		
Amazon-Serville Classics rolling storage	299.00		
Amazon-OstepDecor Custom table pad	35.89		
Amazon-Plastic Over Cabinet Door Storage	22.98		
Professsional and Veterinary	140.45		
Kmart	48.60		
Allianz Travel	27.64		
Delta	409.50		
Credit Voucher - Amazon	(18.37)		
Amazon-Pentel Energel Pen,Digital Scale	128.41		
finance	9.52		
previous balance	24.40	\$	1,281.63

FINANCE

Funeral Flowers	74.88	\$	74.88
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FLEET SHOP

Credit Voucher-Young Truck and Trailers	(185.80)		
Amazon-Upgrade LED Light Bar	17.49		
Young Truck and Trailers	3,071.77		
Credit Voucher - Young Truck	(188.45)	\$	2,715.01

INFORMATION TECHNOLOGY

garmin	64.95		
J2 MetroFax	7.95		
Pay Pal	90.00		
Amazon	78.99		
Lenovo	624.46		
Apple online	74.94		
Apple online	74.94		
Ghostery Plus	2.00		
Apple online	1,493.54		
Paypal	235.39		
Paypal	8.98		
IPhone	64.50		
Iphone	64.50		
AutoPay Dish	123.67	\$	3,008.81

MAYOR & TOWN COUNCIL

Snow King Resort	610.00		
Credit Voucher - EB Mountain Towns	(800.55)		
The Phoenix	80.90		
Pinky G's	60.76	\$	(48.89)

PERSONNEL/TOWN CLERK

CoolWorks.com	149.00		
The Silver Dollar	66.50		
Luckys	25.00		
Luckys	25.00		
Skinny Ski	50.00		
New York Sub	61.06		
Olive Garden	30.92	\$	407.48

PLANNING

El Abuelito	41.87		
WPY Mountain Resort Summit	435.00		
Delta	529.00		
Albertsons	35.94		
AIA Wyoming	300.00	\$	1,341.81

POLICE - ADMINISTRATION

Albertsons	65.16		
oneup	54.00	\$	119.16

POLICE - COMMUNITY SERVICE

National Animal Care	595.00	\$	595.00
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POLICE - INVESTIGATIONS

Evident	61.65		
Big Hole	29.61		
Victor Valley Market	7.47		
Teton Springs Resort	39.98	\$	138.71

POLICE - PATROL

Citrus Thai Seattle	15.21		
Cheesecake seattle	25.96		
Citinternat	20.00		
Citrus Thai Seattle	14.11		
TST Ram Seattle	22.90		
IVARS Salmon House seattle	42.33		
Citrus Thai Seattle	14.11		
Shuttle Express	5.25		
Sea Pei Wei	16.48		
Hyatt seattle	928.16		
French Meadow	13.45		
Albertsons	31.76		
BladeTech	293.06		
Hyatt seattle	357.20		
Hyatt seattle	230.04		
Credit Voucher-Hyatt	(357.20)		
SP Bladetech	37.93		
Amazon	137.00		
Albertsons	22.10		
Albertsons	2.65		
Pearl Street	67.00		
Albertsons	73.37		
Pearl Street	67.00		
Albertsons	61.46		
Albertsons	38.05		
Credit Coucher-Albertsons	(38.05)		
Ihop	14.66		
Conoco	39.14		
Shell oil	61.96		
Hyatt at Olive	10.58		
Hyatt Seattle	6.67		
Hyatt Seattle	4.40		
Kimpton Hotel Seattle	171.13		
Salt Lake City	40.00		
Sea {eets Coffee	29.45		
Kimpton Hotel seattle	18.72		
LN Curtis	352.50		
Sapporo Douglas	19.32		
Taco Bell riverton	12.99		
Exxon casper	34.29		
Las Costa douglas	14.64		
The Depot douglas	18.15		
Phillips 66 douglas	16.93		
outback evansville	43.73		
Exxonmobil Riverton	31.01		
intoximeters	266.50		
Taco Bell riverton	10.99		
Exxon riverton	27.10		
Pilot Casper	24.31		
Five Guys casper	14.73		
Taco Johns-Douglas	10.35		
Hatchet Resort moran	35.40	\$	3,470.98

POLICE SPECIAL OPERATIONS

Lookup Mountain	90.12		
Shootsteel	1,919.81		
AED Superstore	1,506.00	\$	3,515.93

<u>PUBLIC WORKS</u>			
Albertsons-Pot Luck	79.90		
WEF Main-Membership	190.00		
American Public Works	216.00		
Staples	27.54		
USPS	14.70	\$	528.14

<u>SEWER DEPARTMENT</u>			
Hampton Inn Green River	102.00		
American Public Works	216.00		
ABC-NV	100.00	\$	418.00

<u>START</u>			
CoolWorks.com	149.00		
New Record	119.20		
Creekside	41.92		
PayPay-Chamber of Commerce	16.00		
Albertsons	44.50	\$	370.62

<u>STREET EXPENDITURES</u>			
American Public Works	216.00	\$	216.00

<u>TOWN ENGINEER</u>			
American Public Works	216.00	\$	216.00

<u>TOWN-WIDE SERVICES</u>			
Albertsons	98.56		
Bubbas	975.00		
Fundraising for a Cause	404.36		
Coca Cola Bottling_Water	40.70		
Jetpens.com	54.06		
Staples	453.68		
Staples	47.49	\$	2,073.85

<u>WATER DEPARTMENT</u>			
Amazon-30 amp Solar Regulator	125.33		
American Public Works	216.00	\$	341.33

VISA ALLOCATION	(20,844.47)
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**TOWN OF JACKSON
MUNICIPAL COURT
MONTHLY REPORT TO THE MAYOR AND THE TOWN COUNCIL
FOR THE MONTH OF SEPTEMBER, 2019**

During the month of September, the court received \$52,275 in fines, fees, bonds, and forfeitures.
618 new cases were docketed: 541 parking citations, 77 summons
63 cases were dismissed: 30 parking violations

The abbreviations used below are: BF=forfeiture, GP=pled guilty, NC= nolo contendere, G=found guilty at trial, NG=found not guilty at trial,
R=restitution, CS=community service, DP=deferred prosecution, D=dismissed, D-TS=dismissed for traffic school,
DA=deferred adjudication

CLOSED CASES

<u>NAME</u>	<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
ADAMSON, AUSTEN J	186001124AB	Mph Over Limit Bond 51/25	BF	175
ALLEN, TROY J.	00023M	Stop Sign Violation	BF	125
ALTER, DAVID PHILLIP	00389M	Speeding Faster Than Reasonable And Prudent	BF	194
ALVARADO, MICHAEL A	00414M	Public Intoxication	BF	110
ARTHUR, GRANT J.	03895L	Battery	BF	390
ARTHUR, GRANT J.	03894L	Public Intoxication	BF	110
BAIRD, KAITLYN H.	03865L	Speed Limits Generally 43/30	D-TS	0
BANALES, NINA E	00184M	Speed Limits Generally 47/30	BF	194
BAUMANN, HEIDI	00645M	Failure To Stop At A Red Light	BF	125
BAUMGART, WILLIAM HENRY	00214M	Public Intoxication	D-Per Town's Motion	0
BEAN, RON KENNETH	19708K	Animals At Large	BF	100
BRAFFORD, JEREMY R	00761M	Speed Limits Generally 49/30	BF	218
BRESSLER, ANNA MARIA	186004246AA	Driving/control Of Vehicle While Intox	D - under W.S.S. 7-13-301	0
BRETTON JR, JOSEPH H.	00188M	Mph Over Limit Bond 33/20	BF	280
BROWN, JAMES WILLIAM	186001562AB	Failure To Obey Traffic Control Device	BF	135
BRUNOTTE, JESSICA L	00419M	Public Intoxication	BF	110
BURNSIDE, JAMES J	186001460AB	Limitations On Backing	BF	85
BUSH, BENJAMIN DOUGLAS	186002010AB	Speed Limits Generally 49/30	D-TS	0
BUTTERFIELD, JOSEPH MICHAEL	00225M	Marijuana: Use And/or Possession	BF	250
BUTTERFIELD, JOSEPH MICHAEL	00224M	Public Intoxication	BF	110
CAKIBEY, YIGITHAN	00352M	Minor In Possession Alcohol	D-Per Town's Motion	0
CARRETO-MENDOZA, MARIA	95230J	No Driver's License	D-Per Town's Motion	0
CARRETO-MENDOZA, MARIA	95232J	Use Of Cell Phone While Driving Prohibited	BF	65
CARTER, DAKOTA H.	00641M	Stop Sign Violation	BF	125
CASTANEDA, GERARDO POPO	00387M	Public Intoxication	D-Per Town's Motion	0
CAZIER, GEORGINA D	00708M	Failure To Maintain Liability Coverage	D-Valid Information Provided	0
CEPEDE, DIEGO HERNAN	00396M	Speed Limits Generally 50/35	BF	120
CLIFTON, RYCKIE LEE	03417L	Shoplifting	D-Per Town's Motion	0
CODMAN, SCOTT WILLIAM	00611M	Public Intoxication	BF	110
CONDE DORANTES, JOSE DE LA LUZ	186001824AB	No Driver's License	D-Per Town's Motion	0
COTTIER, CODY ALAN	00394M	Failure To Maintain Liability Coverage	D-Per Town's Motion	0
CZENAKOWICZ, ABBY JEAN	00351M	Speed Limits Generally 47/30	BF	194
DAVIES, BENJAMIN W.	00802M	No Display Of Current Registration	BF	62.5
DAVIES, BENJAMIN W.	00613M	Public Intoxication	BF	110
DENNEY, CHACE WILLIAM	186001816AB	Speed Limits Generally 44/30	BF	173
DHAMSANIA, SHEENA D	00706M	Unsafe Turning Movement	BF	75
DURAN, MICHAEL A	71819X	Stop Sign Violation	BF	125
ELLIS, KENNETH JAMES	03990L	Petit Larceny	D-Per Town's Motion	0
FENN, JACK C	19816K	Contributing Delinquency Minor	D-Per Town's Motion	0
FENN, NICHOLAS R	19817K	Minor In Possession Alcohol	D-Per Town's Motion	0
FLORES, DIEGO	00262M	No Driver's License	BF	420
FRANCO, ENRIQUE	03937L	No Driver's License	BF	420
FRANCO, ENRIQUE	03938L	Use Of Cell Phone While Driving Prohibited	BF	75
GILL, JONATHAN JAMES	01978M	Provide Alcohol To Person <21	BF	250
GORE, JACOB TYLER	00257M	Unsafe Turning Movement	BF	85
HAMRICK, EVAN J	00666M	Public Intoxication	D-Per Town's Motion	0
HARRIS, DONALD Z	00381M	Public Intoxication	BF	110
HENRY, DAMIEN J	03874L	Speeding Urban - 49/30 Mph Zone	BF	208
HORST, OLIVER D	06753M	Public Intoxication	BF	110
HOWARD, RHONDA L.	00016M	Speed Limits Generally 41/30	BF	152
HOWE, JONATHAN K	00186M	Failure To Stop At A Red Light	BF	125

HOWE, JR. PETER W	00109M	Failure To Yield Row	D-Per Town's Motion	0
JACOBO, ALEJANDRA S	00441M	Use Of Cell Phone While Driving Prohibited	BF	65
JOHNSON, NICHOLAS DAVID	186001899AB	Criminal Trespass	BF	110
JONES, KILEY J	00678M	Careless Driving	BF	235
JUDD, TERRY LADAWN	186001344AB	Stop Sign Violation	BF	125
KEPPLE, ADAM T.	00668M	Public Intoxication	BF	110
KEPPLE, ADAM T.	00669M	Urinating In Public	BF	120
KNOX, KALI A.	00108M	Stop Sign Violation	BF	125
LASPRILLA, BRANDON LEE	00266M	Marijuana: Use And/or Possession	D-Per Town's Motion	0
LAZARENKO, ALINA	00014M	Mph Over Limit Bond 35/25	D-Per Town's Motion	0
LEAPCIU, NICOLAE	0019M	Speed Limits Generally 43/30	D-TS	0
LEBEDA, KYLE J	00406M	Public Intoxication	D-Per Town's Motion	0
LIRA-GARCIA, MIGUEL ESTEBAN	03186L	Use Of Cell Phone While Driving Prohibited	BF	100
LOEFFLER, SIDSEL S	03824L	Following Too Close	BF	75
LYNN, TYLER B.	03531L	Driving/control Of Vehicle While Intox	D - Per W.S.S. 7-13-301	0
MALONE, STEPHEN	185003817AA	Public Intoxication	BF	110
MANGINI, SUSAN H	00785M	Speed Limits Generally 43/30	BF	166
MASON, MAARISSA LOGAN	95234J	Following Too Close	D-Per Town's Motion	0
MATOS, RUBEN EDWARD	186001178AB	Careless Driving	BF	235
MATOS, RUBEN EDWARD	186001177AB	Speeding Urban - 51/30 Mph Zone	BF	252
MATSUMOTO, TOMOAKI	00395M	Speed Limits Generally 45/30	BF	180
MEZA VAZQUEZ, AVELY IVAN	00780M	Interference With Police Department	BF	100
MEZA VAZQUEZ, AVELY IVAN	00353M	Public Intoxication	BF	110
MILLER, WESLEY W.	00404M	Criminal Trespass	BF	110
MURPHY, BRIDGET SPAIN	186001985AB	Use Of Cell Phone While Driving Prohibited	BF	90
OBLENESS, JACK BYRON	186001779AB	Failure To Yield Row	BF	85
OSORIO-RODRIGUEZ, GUILLERMO	00576M	Failure To Stop At A Red Light	BF	125
PAPUYO, DENNIS R.	03189L	Marijuana: Use And/or Possession	BF	250
PEAK, REBECCA LYNNE	186001721AB	Failure To Maintain Liability Coverage	D-Per Town's Motion	0
PEAK, REBECCA LYNNE	00477M	Use Of Cell Phone While Driving Prohibited	BF	75
PEREZ, ARNOLD	00705M	Overtaking On The Right	BF	75
POINSETT, ROBERT SCOTT	186001684AB	Overtime Parking	BF	30
POLLY, MILLER OLSEN	186001633AB	Minor In Possession Alcohol	D-Per Town's Motion	0
POSEY, DWIGHT	03581L	Public Intoxication	D-Per Town's Motion	0
POTTER, DANIEL S	03875L	Speed Limits Generally 45/30	BF	180
ROBINSON, KAYLA L	00283M	Battery	BF	500
ROBISON, TIMOTHY BRIAN	186001723AB	Injury And Removal Of Trees, Etc.	BF	100
ROBISON, TIMOTHY BRIAN	186001724AB	Interference W/pd: Resisting Officer	D-Per Town's Motion	0
RODRIGUEZ-MARTINEZ, ALEJANDRO	00003M	Stop Sign Violation	BF	135
ROGERS, DAVID L	186001744AB	Limitations On Backing	D-Per Town's Motion	0
SANDVIG, VICKI A.	03892L	Use Of Cell Phone While Driving Prohibited	BF	75
SCHULTZ, SAM CHRISTOPHER	00614M	Public Intoxication	D-Per Town's Motion	0
SHADWELL, JORDAN	00662M	Urinating In Public	BF	120
SHURTZ, CHANCE DEAN	186001726AB	Injury And Removal Of Trees, Etc.	BF	100
STATTER, HARRY ABRAHAM	00803M	No Display Of Current Registration	BF	62.5
STEINBERG, EMILIE AMIE	186001179AB	Following Too Close	BF	75
STOCK, KATHRYN CHLOE	03371L	Use Of Cell Phone While Driving Prohibited	BF	65
STRONG, JASON ALLEN	186001174AB	Limitations On Backing	BF	85
SUSANO CARILLO, JOSE	94342J	Driving Under Suspension	BF	250
SWARTS, HOWARD W.	00577M	Stop Sign Violation	BF	135
TRACY, KYLE PATRICK	00330M	Marijuana: Use And/or Possession	BF	250
TRUELLE, PIER-ANGELIQUE UTHEIM	186001894AB	Following Too Close	BF	85
TUCKER, ERICH S.	00110M	No Display Of Current Registration	BF	62.5
TUTTLE, BRANDY THERESA	00575M	Use Of Cell Phone While Driving Prohibited	BF	75
VERNON, CORNELIA F.	00284M	Criminal Trespass	D-Per Town's Motion	0
VETTER, TIMOTHY M	95227J	Use Of Cell Phone While Driving Prohibited	BF	65
WALKER, SHAWN KAVANAUGH	03372L	Use Of Cell Phone While Driving Prohibited	BF	90
WALTER, DIANNA Y.	00112M	No Display Of Current Registration	BF	62.5
WATSON, NATHAN D	03192L	Minor In Possession Alcohol	D-Per Town's Motion	0
WHITE, SCOTT K	00704M	Speed Limits Generally 49/30	BF	208
WILLETS, BRYAN K	03872L	Speed Limits Generally 44/30	BF	173
WILLIAMS, CARLA	71818X	Mph Over Limit Bond 34/25	BF	118
YOSHIMIZU, TRACY MICHIO	00617M	Limitations On Backing	BF	75
ZARATE-ROMERO, SALVADOR	00607M	Public Intoxication	D-Per Town's Motion	0



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: PAUL ANTHONY

MEETING DATE: October 21, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Plastic Bag Ordinance

STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

BACKGROUND/ALTERNATIVES

The applicant has requested temporary banners to be located at:

Snow King Backstop during:
October 30, 2019 to November 13, 2019

105 Buffalo Way, Albertson's during:
November 24, 2019 to November 30, 2019

Section 6.5.1.C.4 of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that the proposal is consistent with Comprehensive Plan.

STAKEHOLDER ANALYSIS

None

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

ATTACHMENTS

Applicant Submittal

RECOMMENDATION

The Planning Director makes no recommendation for the banner to be located in two locations subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The signs for Teton County Integrated Solid Waste & Recycling may be installed at:
Snow King Backstop during:
October 30, 2019 to November 13, 2019

105 Buffalo Way, Albertson's during:
November 24, 2019 to November 30, 2019

SUGGESTED MOTION

I move to **approve** the temporary banners in conjunction with Teton County Integrated Solid Waste & Recycling subject to three (3) conditions of approval.

(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

Please go to www.townofjackson.com/245/Temporary-Sign-Permit
for process and other necessary information.

EVENT NAME:

Event Name: Plastic Bag Reduction Ordinance Physical Address of Event: NA
Description of Event: No specific event, the sign will serve as a reminder to bring your reusable bags with you all the time
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: TC ISWR PO Box 9088 Phone: 307-733-7678
E-mail: Jackson, WY ZIP: 83002
Cbell@tetoncountywy.gov Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Behind Albertsons</u>	Business/Description: <u>Snow King Backstop</u>
Physical Address: <u>105 Buffalo Way, Jackson, WY 83001</u>	Physical Address: <u>corner of snow king</u>
Dates of Display: <u>11/24-11/30</u>	Dates of Display: <u>and cache 10/30-11 /13</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☒
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. Have you attached the following? Please answer accordingly.

Yes ☒ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
Yes ☐ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Carmel R. Bell
Signature of Authorized Event Applicant

Carmel R. Bell
Applicant Name Printed

10/4/19
Date

Outreach Coordinator
Title



Albertsons Banner 72x144

Snow King backstop 30x60





TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: October 17, 2019
MEETING DATE: October 21, 2019

SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Chief Smith
PRESENTER: Lt. Roger Schultz

SUBJECT: Acceptance of Grant Award from Office of Homeland Security for the Jackson Police Department

STATEMENT/PURPOSE

To obtain Town council approval on the acceptance of a Homeland Security Grant and authorize the Mayor to sign the document on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The Jackson Police Department receives annual funding from the Department of Homeland Security (DHS) to enhance law enforcement's core capabilities in the areas of on scene security, protection, and interoperability communication. Funds are typically used for training and/or equipment.

STAKEHOLDER ANALYSIS

The community at large is the stakeholder in having a professionally trained and equipped police department.

ATTACHMENTS

Homeland Security Grant Award Agreement.

FISCAL IMPACT

This grant provides up to \$20,000 and is a non-matching grant, requiring no fiscal match by the TOJ.

STAFF IMPACT

Staff administrative staff time to meet grant reporting requirements are minimal.

LEGAL REVIEW

Completed and approved as to form.

RECOMMENDATION

Staff recommends the Council approve the Agreement as presented and authorize the Mayor to execute the agreement.

SUGGESTED MOTION

I move to approve the Office of Homeland Security Grant Award #19-SHSP-JAC-LP-HRP19 for the Jackson Police Department and authorize the Mayor to execute the agreement.

**GRANT AWARD AGREEMENT BETWEEN
WYOMING OFFICE OF HOMELAND SECURITY
AND
TOWN OF JACKSON**

Grant Award Agreement for U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Grant Programs Directorate, State Homeland Security Program (SHSP) Grant Fiscal Year 2019

Subrecipient:	Town of Jackson
DUNS #	042754077
Award Amount:	\$20,000.00
Period of Performance:	October 15, 2019 through June 30, 2021
CFDA #:	97.067
DHS Grant Code:	EMW-2019-SS-00065
Project ID:	19-SHSP-JAC-LP-HRP19

1. **Parties.** The parties to this Grant Award Agreement (Agreement) are the Wyoming Office of Homeland Security (Agency), whose address is: 5500 Bishop Blvd., Cheyenne, WY 82002 and Town of Jackson (Subrecipient), whose address is: PO Box 1687, Jackson, WY 83001.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the Subrecipient shall support the investment of **Community Resilience** to improve the ability of **Jackson Police Department** to prevent a threatened or an actual act of terrorism; protect citizens, residents, visitors, and assets against the greatest threats that pose the greatest risk to the security of the United States; mitigate the loss of life and property by lessening the impact of future catastrophic events; respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or recover through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident. The funds used under this Agreement will help prevent terrorism and prepare the nation for the threats and hazards that pose the greatest risk to the security of the United States, therefore, funded investments must have a terrorism-nexus.
3. **Funding Authority.** The funds Agency will distribute to Subrecipient are drawn from grant funds distributed to the State of Wyoming by the Fiscal Year 2019 Homeland Security Grant Program, State Homeland Security Program. The program is authorized by the *Homeland Security Act of 2002* (Public Law 107-296), as amended by section 101 of the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53).

4. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The Performance Period of the Agreement is from the Effective Date through June 30, 2021. All services shall be completed during this term.

This Agreement may be extended by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.

5. **Payment.**

- A. The Agency agrees to pay the Subrecipient for the services described in Attachment A, Project Description, which is attached to and incorporated into this Agreement by this reference. Total payment under this Agreement shall not exceed twenty thousand dollars and zero cents (\$20,000.00). Payment shall be made when services are completed, and within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement. Subrecipient shall submit all invoices within forty-five (45) days after the term of this Agreement.
- B. No payment shall be made for work performed outside the Performance Period of this Agreement. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
- C. **Travel.** The payment of travel expenses related to the performance of this Agreement shall be allowed with prior approval from Agency and as set forth below. Subrecipient is expected to procure the most cost efficient travel arrangements.
- (i) Air Travel. The Agency agrees to reimburse the Subrecipient's approved air travel expenses related to the performance of this Agreement. Air travel shall be reimbursed based on actual costs, supported by a copy of the original receipt with the invoice. Subrecipient must select the lowest airfare (fares available in the market at the time of booking, preferably well in advance of trip to attain the lowest possible airfare). Subrecipient shall book economy class fares for all domestic travel. First class bookings are not reimbursable.
- (ii) Personal Vehicle. The Agency agrees to reimburse the Subrecipient's approved use of personal vehicle. Mileage shall be reimbursed at the current State rate per mile based on standard map mileage. Fuel will not be reimbursed.
- (iii) Car Rental. The Agency agrees to reimburse the Subrecipient's approved car rental expenses related to the performance of this Agreement. Car rental expenses shall be reimbursed at actual costs, supported by a copy of

the original receipt with the invoice. Subrecipient must select the lowest rental rates for an appropriate vehicle

- D. **Lodging.** The Agency agrees to reimburse Subrecipient's approved lodging expenses related to the performance of this Agreement. Lodging expenses shall be reimbursed at actual costs, supported by a copy of the original receipt with the invoice. The Subrecipient shall only invoice the Agency for the basic room rate, taxes, and lodging fees. The Agency is not responsible for incidental or miscellaneous expenses charged to the room. Incidental and miscellaneous expenses for which the Agency shall not be responsible include charges such as alcohol, internet, telephone charges, mini-bar, and movies.
- E. **Meals.** The Agency agrees to reimburse Subrecipient's approved meal expenses related to the performance of this Agreement. Unless otherwise agreed upon, the Subrecipient shall be reimbursed for meals in accordance with the current U.S. General Services Administration rate per day. This reimbursement amount includes all meal, beverage, and refreshment expenses incurred during the day. Requests for reimbursement shall state the amount allowable for meals and list the actual number of travel days on the invoice.

6. **Responsibilities of Subrecipient.**

- A. Subrecipient agrees to be familiar and comply with the Fiscal Year 2019 Homeland Security Grant Program (HSGP) Program Notice of Funding Opportunity (NOFO), incorporated herein by this reference, which can be found at: https://www.fema.gov/media-library-data/1555008381091-144e7470ec5e1958d6ad5e103c0825ad/FY_2019_HSGP_NOFO_FINAL_508.pdf
- B. **Environmental and Historic Preservation (EHP).** If Subrecipient has projects that have potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, Subrecipient must participate in the DHS/FEMA/EHP review process prior to work being started. Failure of Subrecipient to meet federal, state, and local EHP requirements and obtain applicable permits may jeopardize federal funding. Additionally, all subrecipients are required to comply with DHS/FEMA EHP Policy Guidance, FEMA Policy #108-023-1. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, Subrecipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, Subrecipient shall immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office.
- C. **THIRA/SPR.** Subrecipient agrees to complete/actively participate in a whole community Threat and Hazard Risk Assessment or Stakeholder Preparedness

Report (THIRA/SPR) update or both annually by the fall deadline of each year during the entire period of this Agreement.

- D. **NIMS.** Subrecipient is required to maintain adoption and implementation of the National Incident Management System (NIMS). Subrecipient must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources. Subrecipient shall update or modify its operational plans, and training and exercise activities, as necessary, to achieve conformance with the National Response Framework and NIMS implementation guidelines.
- E. **Point of Contact.** Subrecipient must keep the Agency up-to-date as to the name of the person acting as the primary contact person for this Agreement using the Point of Contact Information Form provided by the Agency, including any change of contact person, address, email, or telephone information. The Point of Contact Information Form is incorporated into this Agreement by this reference. Subrecipient's primary contact shall cooperate with any assessments, national evaluation efforts, or information or data collect requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this Agreement.
- F. **Procurement.** Subrecipient must use its own documented procurement procedures that reflect applicable state, local, territorial, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. All procurement activity must be conducted in accordance with Federal Procurement Standards 2 C.F.R. Part 200.317-200.326.
- G. **Equipment.**
 - (i) Subrecipient may not use the funding provided under this Agreement to purchase equipment not specifically authorized in the Authorized Equipment List (AEL) unless the proposed acquisition is reviewed by the Agency and approved by the U.S. Department of Homeland Security in writing prior to purchase.
 - (ii) Subrecipient shall ensure all equipment purchased with funds provided under this Agreement is maintained and available for response to terrorist incidents. Subrecipient agrees that, when practicable, any equipment or supplies purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and administered by the Wyoming Office of Homeland Security."
 - (iii) Subrecipient shall maintain property records for all equipment purchased with HSGP funds in accordance with 2 CFR 200.313(1) to include: a

description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds the title, the acquisition date, and cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. Subrecipient shall provide Agency with updated property records during the close-out.

- (iv) Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance.

H. Training and Exercise. Training conducted using HSGP funds should address a performance gap identified through a Training Exercise Plan, THIRA/SPR process, or other assessment and contribute to building a capability that will be evaluated through a formal exercise. Exercises conducted with this Agreement should be managed and conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP).

I. Nationwide Cybersecurity Review. Subrecipient shall complete the 2019 Nationwide Cybersecurity Review (NCSR). The Chief Information Officer, Chief Information Security Officer, or equivalent for Subrecipient should complete the NCSR. The NCSR is available at no cost to the user and takes approximately two to three (2-3) hours to complete. The NCSR will open from October – December 2019.

J. Closeout.

- (i) Subrecipient shall submit a final project and financial report to the Agency within forty-five (45) days after the termination of this Agreement. The final report must include project description detailing accomplishments, qualitative summary of the impact of those accomplishments, financial summary, as well as other documents required by program guidance or terms and conditions of the award, to include updated property records. Failure to provide a final report may jeopardize future funding.
- (ii) Subrecipient must maintain and retain the following: backup documentation such as bids and quotes, cost/price analyses on file for review, other documents required by federal regulations applicable at the time funds are granted. Subrecipient shall keep detailed records of all transactions involving this Agreement including but not limited to: specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices, and cancelled checks. Failure to fully document all purchases may result in Agency questioning and subsequently disallowing Subrecipient's expenditures. Subrecipient must maintain its records for three (3) years after the close of the underlying federal award.

7. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay Subrecipient in accordance with Section 5 above.
- B. Be available to provide necessary and feasible technical advice requested by Subrecipient.
- C. Notify Subrecipient of the earliest possible time of the services, which may be affected by a shortage of funds.
- D. Notify Subrecipient of information and updates received from FEMA or other federal agencies, which may affect or otherwise restrict the availability of funds awarded to Subrecipient herein.

8. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

- E. Limitations on Lobbying Activities.** By signing this Agreement, Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its subrecipients in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Subrecipient or its subrecipients. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.
- G. Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Subrecipient and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Agreement, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.

- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Agreement. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records. Subrecipient agrees that if it expends less than seven hundred fifty thousand dollars (\$750,000.00) in federal funds during its fiscal year, it must send the Agency a letter stating they do not meet the threshold to undergo an organization-wide financial and compliance single audit.
- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.

9. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws

of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Agreements.** The Agency may award supplemental or successor grants for work related to this Agreement or may award grants to other subrecipients for work related to this Agreement. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.
- G. Certificate of Good Standing.** The Subrecipient shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Subrecipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Agreement. Subrecipient shall ensure that annual filings and corporate taxes due and owing to the Secretary of State's office are up-to-date before signing this Agreement.

- H. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- I. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient shall notify Agency within ten (10 days) of such request and shall not release information to a third party unless directed to do so by Agency.
- J. Entirety of Agreement.** This Grant Award Agreement, consisting of fourteen (14) pages; Attachment A, Project Description, consisting of one (1) page; the Fiscal Year 2019 Homeland Security Grant Program (HSGP) Program Notice of Funding Opportunity (NOFO), consisting of thirty (30) pages; and the Point of Contact Information Form, consisting of one (1) page, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- K. Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Subrecipient's profession.
- L. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by the Agency and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.
- M. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- N. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- O. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Subrecipient agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.
- P. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- Q. Notice of Sale or Transfer.** The Subrecipient shall provide the Agency with notice of any sale, transfer, merger, or consolidation of the assets of the Subrecipient. Such notice shall be provided in accordance with the notices provision of this Agreement and, when possible and lawful, in advance of the transaction. If the Agency determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Subrecipient's obligations under this Agreement, then the Agency may, at its discretion, terminate or renegotiate the Agreement.
- R. Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Subrecipient agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Subrecipient agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.

- S. **Patent or Copyright Protection.** The Subrecipient recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Subrecipient or its subrecipients will violate any such restriction. The Subrecipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- T. **Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- U. **Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- V. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Agreement and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- W. **Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- X. **Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Agreement.
- Y. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this 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 provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.

- Z. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- AA. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- BB. Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- CC. Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the Subrecipient of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

10. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

AGENCY:

Wyoming Office of Homeland Security

Lynn Budd, Director

Date

SUBRECIPIENT:

Town of Jackson

Todd Smith, Chief of Police

Date

10/10/2019

Pete Muldoon, Mayor

Date

Sandy Birdyshaw, City Clerk

Date

SUBRECIPIENT ATTORNEY: APPROVAL AS TO FORM

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Tyler M. Renner, Assistant Attorney General

Date

10-1-19

Attachment A: Project Description**Town of Jackson****Project ID:** 19-SHSP-JAC-LP-HRP19**IJ:** Community Resilience

The following submitted project(s) have been approved for the Federal Fiscal Year 2019 U.S. Department of Homeland Security State Homeland Security Program Grant. Only expenditures within the scope of the below projects will be reimbursed by the Wyoming Office of Homeland Security. Any changes to the scope of work must be approved through the Wyoming Office of Homeland Security prior to implementation.

IJ ID	Description	Amount
4.90	For the purchase of a portable electronic message board	\$20,000.00

For questions regarding individual project allowability, the scope of an approved project, or the 2019 SHSP grant, please contact:

SHSP Grant Manager
Wyoming Office of Homeland Security
307-777-5768

Security Unit Chief
Wyoming Office of Homeland Security
307-777-4917



WOHS
Original Document

2019 State Homeland Security Program (SHSP)
GRANT POINT OF CONTACT
INFORMATION FORM

Jurisdiction Name:	Jackson Police Department
Grant Project ID:	19-SHSP-JAC-LP-HRP19
Mailing Address:	PO Box 1687
City, ST ZIP	Jackson, WY 83001

Grant Administrator Name:	Todd Smith
Title:	Chief of Police
Phone Number:	3077331430
Email:	tsmith@jacksonwy.gov

Authorized Point of Contact:	Roger Schultz
Title:	Lieutenant
Phone Number:	3077331430
Email:	rschultz@jacksonwy.gov

Form must be signed by a signatory on the Grant Award Agreement

I certify the following by my signature, under penalty of false swearing pursuant to W.S. 6-5-303: I have read and understood the incorporated references and requirements in the 2019 State Homeland Security Program Grant Award Agreement.

Signature Todd Smith Date 10/10/2017
Printed Name TODD SMITH Title Chief

Please complete and return to:

Rachel Nuss
Wyoming Office of Homeland Security
5500 Bishop Boulevard, Cheyenne, WY 82009
rachel.nuss2@wyo.gov



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: October 17, 2019
MEETING DATE: October 21, 2019

SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Todd Smith
PRESENTER: Lt. Roger Schultz

SUBJECT: Acceptance of Grant Award from Office of Homeland Security for the Jackson Police Department/Teton County Sheriff's Office Bomb Squad

STATEMENT/PURPOSE

To obtain Town council approval on the acceptance of a Homeland Security Grant and authorize the Mayor to sign the document on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The Jackson bomb Squad applied for funding from the Department of Homeland Security (DHS) to purchase a replacement for our failing bomb robot.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The Jackson/Teton County Bomb Squad is a nationally accredited bomb squad comprised of certified hazardous device technicians from the Jackson Police Department and the Teton County Sheriff's Office, which works in conjunction with the Region 8 Regional Emergency Response Team (RERT).

The Jackson/Teton County Bomb Squad serves Teton County, Grand Teton National Park, and much of Yellowstone National Park, including the busiest airport in the state. Jackson Hole is a frequent location for high profile visits to include: United States Presidents, members of the United States Congress, The United States Supreme Court, and other high-level cabinet officials. The area also regularly hosts meetings of the World Bank and visits from numerous foreign leaders, diplomats, and dignitaries.

The bomb squad handles a wide range of incidents including responding to unattended suspicious packages, disposing of confiscated fireworks, explosives disposal, and rendering safe of improvised explosive devices (IEDs).

The bomb squad is also regularly called upon to search locations prior to major events, such as concerts and speaking engagements by government leaders and dignitaries. The bomb squad assists other agencies and private businesses with their site and response plans and promotes educational awareness for the public and other emergency responders.

In 2018 the Jackson/Teton County Bomb Squad responded to 35 BATS reportable incidents (BATS is the ATF Bomb Arson Tracking System); and in 2017 the squad responded to 33 BATS reportable incidents.

One of the federally mandated items of equipment for a certified bomb squad is a robot capable of mounting a disruptor. Robots can be used to open, disable, or manipulate potential IEDs while keeping the bomb technician and other responders at a safe distance. They can also function as a remote viewing and interaction platform during various high-risk police incidents or hazmat incidents.

When the Jackson/Teton County Bomb Squad was started approximately 11 years ago, an Allen Vanguard Digital robot was purchased through a grant. The Allen Vanguard Digital is a small, track based robot. It has served its purpose and continues to function, albeit with some serious limitations and regular glitches which sometimes render it temporarily inoperable. It is no longer in production and parts and service are no longer available. It is reaching the end of its usable lifespan and needs to be replaced. Perhaps one of the most pressing issues is that the robot's software operates on a Windows XP platform, which is no longer supported. Another challenge is the limiting operational capabilities of this smaller tracked robot in our mostly rural area; it is easily stymied by snow, shallow puddles, and environmental obstacles.

ATTACHMENTS

Homeland Security Grant Award Agreement.

FISCAL IMPACT

This grant provides up to \$210,591 for the purchase of one ICOR Caliber T5 robot and one ICOR Mini robot.

STAFF IMPACT

The staff impact is minimal, requiring basic training in the use of the purchased equipment.

LEGAL REVIEW

Completed and approve as to form.

RECOMMENDATION

Staff recommends the Council approve the Agreement as presented and authorize the Mayor to execute the agreement.

SUGGESTED MOTION

I move to approve the Office of Homeland Security Grant Award #19-SHSP-JAC-LP-HIT19 for the Jackson Police Department and authorize the Mayor to execute the agreement.

**GRANT AWARD AGREEMENT BETWEEN
WYOMING OFFICE OF HOMELAND SECURITY
AND
TOWN OF JACKSON**

Grant Award Agreement for U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Grant Programs Directorate, State Homeland Security Program (SHSP) Grant Fiscal Year 2019

Subrecipient:	Town of Jackson
DUNS #	042754077
Award Amount:	\$210,590.50
Period of Performance:	October 15, 2019 through June 30, 2021
CFDA #:	97.067
DHS Grant Code:	EMW-2019-SS-00065
Project ID:	19-SHSP-JAC-LP-HIT19

1. **Parties.** The parties to this Grant Award Agreement (Agreement) are the Wyoming Office of Homeland Security (Agency), whose address is: 5500 Bishop Blvd., Cheyenne, WY 82002 and Town of Jackson (Subrecipient), whose address is: PO Box 1687, Jackson, WY 83001.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the Subrecipient shall support the investment of **IED/Terrorism Response** to improve the ability of **Jackson Police Department & Teton County Sheriff's Office** to prevent a threatened or an actual act of terrorism; protect citizens, residents, visitors, and assets against the greatest threats that pose the greatest risk to the security of the United States; mitigate the loss of life and property by lessening the impact of future catastrophic events; respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or recover through a focus on the timely restoration, strengthening, accessibility and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident. The funds used under this Agreement will help prevent terrorism and prepare the nation for the threats and hazards that pose the greatest risk to the security of the United States, therefore, funded investments must have a terrorism-nexus.
3. **Funding Authority.** The funds Agency will distribute to Subrecipient are drawn from grant funds distributed to the State of Wyoming by the Fiscal Year 2019 Homeland Security Grant Program, State Homeland Security Program. The program is authorized by the *Homeland Security Act of 2002* (Public Law 107-296), as amended by section 101 of the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53).

4. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The Performance Period of the Agreement is from the Effective Date through June 30, 2021. All services shall be completed during this term.

This Agreement may be extended by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.

5. **Payment.**

- A. The Agency agrees to pay the Subrecipient for the services described in Attachment A, Project Description, which is attached to and incorporated into this Agreement by this reference. Total payment under this Agreement shall not exceed two hundred ten thousand, five hundred ninety dollars and fifty cents (\$210,590.50). Payment shall be made when services are completed, and within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement. Subrecipient shall submit all invoices within forty-five (45) days after the term of this Agreement.
- B. No payment shall be made for work performed outside the Performance Period of this Agreement. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
- C. **Travel.** The payment of travel expenses related to the performance of this Agreement shall be allowed with prior approval from Agency and as set forth below. Subrecipient is expected to procure the most cost efficient travel arrangements.
- (i) **Air Travel.** The Agency agrees to reimburse the Subrecipient's approved air travel expenses related to the performance of this Agreement. Air travel shall be reimbursed based on actual costs, supported by a copy of the original receipt with the invoice. Subrecipient must select the lowest airfare (fares available in the market at the time of booking, preferably well in advance of trip to attain the lowest possible airfare). Subrecipient shall book economy class fares for all domestic travel. First class bookings are not reimbursable.
- (ii) **Personal Vehicle.** The Agency agrees to reimburse the Subrecipient's approved use of personal vehicle. Mileage shall be reimbursed at the current State rate per mile based on standard map mileage. Fuel will not be reimbursed.
- (iii) **Car Rental.** The Agency agrees to reimburse the Subrecipient's approved car rental expenses related to the performance of this Agreement. Car rental expenses shall be reimbursed at actual costs, supported by a copy of

the original receipt with the invoice. Subrecipient must select the lowest rental rates for an appropriate vehicle

- D. Lodging.** The Agency agrees to reimburse Subrecipient's approved lodging expenses related to the performance of this Agreement. Lodging expenses shall be reimbursed at actual costs, supported by a copy of the original receipt with the invoice. The Subrecipient shall only invoice the Agency for the basic room rate, taxes, and lodging fees. The Agency is not responsible for incidental or miscellaneous expenses charged to the room. Incidental and miscellaneous expenses for which the Agency shall not be responsible include charges such as alcohol, internet, telephone charges, mini-bar, and movies.
- E. Meals.** The Agency agrees to reimburse Subrecipient's approved meal expenses related to the performance of this Agreement. Unless otherwise agreed upon, the Subrecipient shall be reimbursed for meals in accordance with the current U.S. General Services Administration rate per day. This reimbursement amount includes all meal, beverage, and refreshment expenses incurred during the day. Requests for reimbursement shall state the amount allowable for meals and list the actual number of travel days on the invoice.

6. Responsibilities of Subrecipient.

- A.** Subrecipient agrees to be familiar and comply with the Fiscal Year 2019 Homeland Security Grant Program (HSGP) Program Notice of Funding Opportunity (NOFO), incorporated herein by this reference, which can be found at: https://www.fema.gov/media-library-data/1555008381091-144e7470ec5e1958d6ad5e103c0825ad/FY_2019_HSGP_NOFO_FINAL_508.pdf
- B. Environmental and Historic Preservation (EHP).** If Subrecipient has projects that have potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, Subrecipient must participate in the DHS/FEMA/EHP review process prior to work being started. Failure of Subrecipient to meet federal, state, and local EHP requirements and obtain applicable permits may jeopardize federal funding. Additionally, all subrecipients are required to comply with DHS/FEMA EHP Policy Guidance, FEMA Policy #108-023-1. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, Subrecipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, Subrecipient shall immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office.
- C. THIRA/SPR.** Subrecipient agrees to complete/actively participate in a whole community Threat and Hazard Risk Assessment or Stakeholder Preparedness

Report (THIRA/SPR) update or both annually by the fall deadline of each year during the entire period of this Agreement.

- D. NIMS.** Subrecipient is required to maintain adoption and implementation of the National Incident Management System (NIMS). Subrecipient must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources. Subrecipient shall update or modify its operational plans, and training and exercise activities, as necessary, to achieve conformance with the National Response Framework and NIMS implementation guidelines.
- E. Point of Contact.** Subrecipient must keep the Agency up-to-date as to the name of the person acting as the primary contact person for this Agreement using the Point of Contact Information Form provided by the Agency, including any change of contact person, address, email, or telephone information. The Point of Contact Information Form is incorporated into this Agreement by this reference. Subrecipient's primary contact shall cooperate with any assessments, national evaluation efforts, or information or data collect requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this Agreement.
- F. Procurement.** Subrecipient must use its own documented procurement procedures that reflect applicable state, local, territorial, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. All procurement activity must be conducted in accordance with Federal Procurement Standards 2 C.F.R. Part 200.317-200.326.
- G. Equipment.**
- (i) Subrecipient may not use the funding provided under this Agreement to purchase equipment not specifically authorized in the Authorized Equipment List (AEL) unless the proposed acquisition is reviewed by the Agency and approved by the U.S. Department of Homeland Security in writing prior to purchase.
 - (ii) Subrecipient shall ensure all equipment purchased with funds provided under this Agreement is maintained and available for response to terrorist incidents. Subrecipient agrees that, when practicable, any equipment or supplies purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and administered by the Wyoming Office of Homeland Security."
 - (iii) Subrecipient shall maintain property records for all equipment purchased with HSGP funds in accordance with 2 CFR 200.313(1) to include: a

description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds the title, the acquisition date, and cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. Subrecipient shall provide Agency with updated property records during the close-out.

- (iv) Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance.

H. Training and Exercise. Training conducted using HSGP funds should address a performance gap identified through a Training Exercise Plan, THIRA/SPR process, or other assessment and contribute to building a capability that will be evaluated through a formal exercise. Exercises conducted with this Agreement should be managed and conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP).

I. Nationwide Cybersecurity Review. Subrecipient shall complete the 2019 Nationwide Cybersecurity Review (NCSR). The Chief Information Officer, Chief Information Security Officer, or equivalent for Subrecipient should complete the NCSR. The NCSR is available at no cost to the user and takes approximately two to three (2-3) hours to complete. The NCSR will open from October – December 2019.

J. Closeout.

- (i) Subrecipient shall submit a final project and financial report to the Agency within forty-five (45) days after the termination of this Agreement. The final report must include project description detailing accomplishments, qualitative summary of the impact of those accomplishments, financial summary, as well as other documents required by program guidance or terms and conditions of the award, to include updated property records. Failure to provide a final report may jeopardize future funding.
- (ii) Subrecipient must maintain and retain the following: backup documentation such as bids and quotes, cost/price analyses on file for review, other documents required by federal regulations applicable at the time funds are granted. Subrecipient shall keep detailed records of all transactions involving this Agreement including but not limited to: specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices, and cancelled checks. Failure to fully document all purchases may result in Agency questioning and subsequently disallowing Subrecipient's expenditures. Subrecipient must maintain its records for three (3) years after the close of the underlying federal award.

7. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay Subrecipient in accordance with Section 5 above.
- B. Be available to provide necessary and feasible technical advice requested by Subrecipient.
- C. Notify Subrecipient of the earliest possible time of the services, which may be affected by a shortage of funds.
- D. Notify Subrecipient of information and updates received from FEMA or other federal agencies, which may affect or otherwise restrict the availability of funds awarded to Subrecipient herein.

8. **Special Provisions.**

- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.
- D. **Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

- E. Limitations on Lobbying Activities.** By signing this Agreement, Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its subrecipients in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Subrecipient or its subrecipients. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.
- G. Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.
- H. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Subrecipient and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Agreement, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.

- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Agreement. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records. Subrecipient agrees that if it expends less than seven hundred fifty thousand dollars (\$750,000.00) in federal funds during its fiscal year, it must send the Agency a letter stating they do not meet the threshold to undergo an organization-wide financial and compliance single audit.
- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.

9. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws

of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Agreements.** The Agency may award supplemental or successor grants for work related to this Agreement or may award grants to other subrecipients for work related to this Agreement. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.
- G. Certificate of Good Standing.** The Subrecipient shall provide to the Agency a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Subrecipient is authorized to conduct business in the State of Wyoming, if required, before performing work under this Agreement. Subrecipient shall ensure that annual filings and corporate taxes due and owing to the Secretary of State's office are up-to-date before signing this Agreement.

- H. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Agreement.
- I. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient shall notify Agency within ten (10 days) of such request and shall not release information to a third party unless directed to do so by Agency.
- J. Entirety of Agreement.** This Grant Award Agreement, consisting of fourteen (14) pages; Attachment A, Project Description, consisting of one (1) page; the Fiscal Year 2019 Homeland Security Grant Program (HSGP) Program Notice of Funding Opportunity (NOFO), consisting of thirty (30) pages; and the Point of Contact Information Form, consisting of one (1) page, represent the entire and integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.
- K. Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Subrecipient's profession.
- L. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by the Agency and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.
- M. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- N. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- O. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Subrecipient agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.
- P. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- Q. Notice of Sale or Transfer.** The Subrecipient shall provide the Agency with notice of any sale, transfer, merger, or consolidation of the assets of the Subrecipient. Such notice shall be provided in accordance with the notices provision of this Agreement and, when possible and lawful, in advance of the transaction. If the Agency determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Subrecipient's obligations under this Agreement, then the Agency may, at its discretion, terminate or renegotiate the Agreement.
- R. Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers. Upon Agency's verified receipt of such information, Subrecipient agrees to physically and electronically destroy any residual Agency-owned data, regardless of format, and any other storage media or areas containing such information. Subrecipient agrees to provide written notice to Agency confirming the destruction of any such residual Agency-owned data.

- S. Patent or Copyright Protection.** The Subrecipient recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Subrecipient or its subrecipients will violate any such restriction. The Subrecipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.
- T. Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- U. Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- V. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Agreement and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- W. Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- X. Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Agreement.
- Y. Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this 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 provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.

- Z. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- AA. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- BB. Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- CC. Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the Subrecipient of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

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10. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

AGENCY:

Wyoming Office of Homeland Security

Lynn Budd, Director

Date

SUBRECIPIENT:

Town of Jackson

Pete Muldoon, Mayor

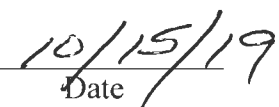
Date

Sandy Birdyshaw, Clerk

Date

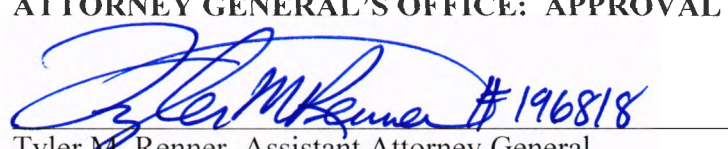


Todd Smith, Chief of Police

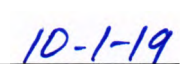


Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM



Tyler M. Renner, Assistant Attorney General



Date

WOHS
Original Document

Attachment A: Project Description

Town of Jackson

Project ID: 19-SHSP-JAC-LP-HIT19

IJ: IED/Terrorism Response

The following submitted project(s) have been approved for the Federal Fiscal Year 2019 U.S. Department of Homeland Security State Homeland Security Program Grant. Only expenditures within the scope of the below projects will be reimbursed by the Wyoming Office of Homeland Security. Any changes to the scope of work must be approved through the Wyoming Office of Homeland Security prior to implementation.

IJ ID	Description	Amount
6.30	For the purchase of ICOR Caliber T5 Robot and allowable accessories and ICOR Mini-Caliber Robot and allowable accessories	\$210,590.50

For questions regarding individual project allowability, the scope of an approved project, or the 2019 SHSP grant, please contact:

SHSP Grant Manager
Wyoming Office of Homeland Security
307-777-5768

Security Unit Chief
Wyoming Office of Homeland Security
307-777-4917

WOHS
Original Document



**2019 State Homeland Security Program (SHSP)
GRANT POINT OF CONTACT
INFORMATION FORM**

Jurisdiction Name:	Jackson Police Department
Grant Project ID:	19-SHSP-JAC-LP-HIT19
Mailing Address:	PO Box 1687
City, ST ZIP	Jackson, WY 83001

Grant Administrator Name:	Todd Smith
Title:	Chief of Police
Phone Number:	3077331430
Email:	tsmith@jacksonwy.gov

Authorized Point of Contact:	James Phillips
Title:	Sargent
Phone Number:	3077331430
Email:	jphillips@jacksonwy.gov

Form must be signed by a signatory on the Grant Award Agreement

I certify the following by my signature, under penalty of false swearing pursuant to W.S. 6-5-303: I have read and understood the incorporated references and requirements in the 2019 State Homeland Security Program Grant Award Agreement.

Signature Todd Smith **Date** 10/15/19
Printed Name Todd Smith **Title** Chief

Please complete and return to:

Rachel Nuss
Wyoming Office of Homeland Security
5500 Bishop Boulevard, Cheyenne, WY 82009
rachel.nuss2@wyo.gov



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT:

PRESENTER: Johnny Ziem

MEETING DATE: September 16, 2019

SUBJECT: Project Approval for the Installation of Electric Bus Charging Equipment

STATEMENT/PURPOSE

The purpose of this item is to obtain Council authorization to approve the installation of electric bus chargers at the START Bus Facility and at the Public Works Fleet Shop.

BACKGROUND/ALTERNATIVES

This vision for sustainable mobility is critical to the community because of the inextricable link between environmental stewardship and the region's economic viability. Jackson's economy is largely dependent on tourism, and the singular element that attracts visitors here and distinguishes Jackson Hole from all other areas in the country is the unsurpassed quality of its ecosystem. The community has set a vision for the transportation system that ensures the preservation of the area's natural resources and in turn benefits the economic health of the entire region.

By replacing diesel powered vehicles with 100% electric powered, we will be providing reduced fuel emission fleet for the area's transit service that will allow the system to grow to meet the increasing demand for transit and reduce annual operating and maintenance costs. Improving the region's transit service will promote job creation and access to jobs, and will connect people to national parks and other cultural and recreation destinations. This will increase the economic competitiveness of the entire region by attracting more visitors to the Greater Yellowstone area and making travel more affordable for everyone.

The project will help forward this ethic of conservation and stewardship through three basic strategies to increase the overall efficiency of the transportation system in a highly environmentally sustainable manner.

- 1) Reduce fuel use and carbon emissions by START operations
- 2) Reduce automobile trips in general
- 3) Increase fuel efficiency

Public Bid Process

Staff received two bids through a two week public bid process, which are outlined below:

1. Delcon LLC \$194,600
2. Mountain Electrical \$168,247.63

COMPREHENSIVE PLAN ALIGNMENT

- Principle 1.2 – Preserve and enhance water and air quality
- Principle 2.1 – Reduce consumption of non-renewable energy
- Principle 2.3 – Reduce energy consumption through transportation

STAKEHOLDER ANALYSIS

Stakeholder analysis for this project included discussions between START Bus, Bradley Engineering (Electrical Design), Lower Valley Energy, and the Public Works Facilities Division. All potential options for electrical design and installation were vetted through this stakeholder process.

FISCAL IMPACT

In our FY20 Budget, we show a budgeted amount of \$100,000 in the START Bus budget. The lowest bid we received that met our specifications was from Mountain Electrical for \$168,247.63. The difference between what was budgeted and the lowest bid received is \$68,247.63. Further, above and beyond the scope of the

Mountain Electrical contract, there are additional costs for design, miscellaneous site preparation, and contingency, which totals \$18,106. The total cost including the Mountain Electrical Contract, design, site preparation, and contingency totals \$186,353.63.

Staff recommends appropriating this difference (\$86,353.63) out of the 2010 SPET (Energy Projects for Public Buildings). Though this cost difference was not appropriated in the 2010 SPET Budget for FY20, staff feels there is adequate unexpended funding available and this project meets the intent of the 2010 SPET.

START Bus Electric Charging Equipment	
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START Bus CIP	\$\$\$
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Electric Charging Equipment	\$100,000
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2010 SPET	
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2010 SPET	\$86,353.63
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Expenditure	\$\$\$
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Mountain Electrical	\$168,247.63
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Bradley Engineering	\$2,261
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Miscellaneous Site Work	\$14,000
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Contingency	\$1,845
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Total Cost:	\$186,353.63
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STAFF IMPACT

Staff impact for this item will include project management and installation coordination to work within our budget and timeline. The Public Works Facilities Division will be coordinating this effort.

LEGAL REVIEW

The Town attorney may provide a final review of the contract prior to execution by the Mayor.

ATTACHMENTS

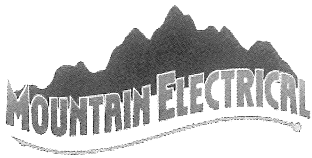
Mountain Electrical Bid Result

RECOMMENDATION

Staff recommends project approval for the installation of electric bus charging equipment in the amount of \$186,353.63.

SUGGESTED MOTION

I move that the Town Council approve the installation of electric bus charging equipment in the amount of \$186,353.63 and upon legal approval authorize the Mayor to execute all necessary contract Agreements.



Bid Proposal

Start Bus Electric Chargers

Mountain Electrical

PO Box 1991
3955 Antelope Lane
Jackson, WY 83001
Phone: 307-733-8367

Town of Jackson

8 August 2019
Start Bus Electric Chargers

Attention: Kevin Meagher

Re: Proposal for Start Bus Electric Chargers

Mountain Electrical is pleased to quote the electrical installation on the Start Bus Electric Chargers project as per plans and specifications, specifically E0.0 to E4.0 dated 7.25.2019, with the following qualifications and exclusions:

Qualifications:

1. Provide and install 1600 amp, 480 volt Eaton main lug section at Start Bus facility.
2. Concrete pad for charging stations and Eaton main lug section at Start Bus facility.
3. Assist in installation of charging stations.
4. Installation of charging dispensers. Equipment stands provided by Town of Jackson where needed.
5. Conduit and wire per electrical drawings.
6. Bucket and fuses provided for disconnect at Maintenance Shop. However, per local Sq. D. supplier, there is not enough room in panel MP for the required fuse holder. Will require working with specifier on how to make this work.
7. Town of Jackson Electrical Permit free of charge.
8. All wiring to meet the requirements of the 2017 National Electrical Code.

Exclusions:

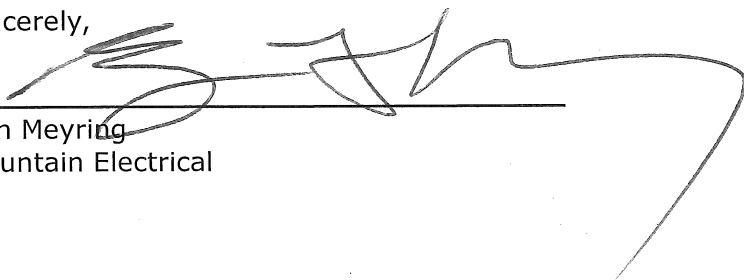
1. Omissions from Electrical Drawings or Specifications.
2. Trenching, backfill, cutting, patching, and roof penetrations.
3. Painting of electrical products.
4. Performance Bonding.
5. ProTerra charging stations or dispensers.

Pricing:

For the Sum of \$168,247.63

We would like to thank you for the opportunity to quote this project. If you have any questions, please call us.

Sincerely,



Ben Meyring
Mountain Electrical



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works

PRESENTER: Johnny Ziem

MEETING DATE: October 21, 2019

SUBJECT: Contract to Conduct a 2020 Comprehensive Rate and Capacity Study

STATEMENT/PURPOSE

The purpose of this item is to obtain Council authorization on a contract to conduct 2020 Water and Sewer Studies: Part 1 – Comprehensive Rate Study and Part 2-Comprehensive Capacity Study for the Town’s Water and Sewer Utility Funds.

BACKGROUND/ALTERNATIVES

The Town provides water and sewer services to residents and businesses within Jackson and to connected customers outside of the Town limits within Teton County, Wyoming. The Town has fiduciary and statutory obligations to maintain their water and sewer enterprise funds solvent. Assessing fees that are accurate and correspond with the cost of service, operations, maintenance, and replacement is critical in maintaining the funds. Since the last rate study and associated updates, costs of service within Town have changed and a variety of external customers have evolved. Historically, all customers, with the exception of 3 Creek Ranch, have been charged the same rates as in Town residents, despite the fact that the services and costs associated with those services are different. The capacity of the existing systems has thus far been adequate to provide service to the Town and approved external connections, but with updates to the development regulations allowing for increased density within and outside of the Town past studies are no longer relevant guidance documents. Future rates and connections to the Town’s systems, need to consider the Town’s residents and businesses, external customers that the Town has agreed to serve, and the potential customers and customer classes that exist. The 2020 Rate and Capacity Studies are intended to provide a benchmark for managing the utilities in the short term and into the future by providing rates, customer classes, and rate structures that consider development in the Town and County as it is now and is projected to be in the future. Further the capacity study will identify the areas where the most growth is anticipated and provide guidance in how to proceed with future connections. Any one of these studies are their own is a significant undertaking and they have never been conducted concurrently, but it is critical at this time that the Town understand it’s utilities obligations comprehensively.

Part 1 – Comprehensive Rate Study

The Town performed a comprehensive rate study in 2000 (“2000 Study”). The 2000 Study was updated in 2002. Since then, a rate update was performed in 2011. When needed, incremental rate increases were phased in over the years. The 2000 Study included a Citizen Review Committee (“CRC”) that made recommendations to the Town on rates and capacity fees. At the time there were very few properties outside of Town limits connected to the Town systems and the 2000 Study did not incorporate all anticipated Town growth or connections by users outside of the Town limits that currently exist and that have been contemplated.

Part 2 – Comprehensive Capacity Study

The Town has not previously performed comprehensive capacity studies of our entire water and sewer systems contemporaneously. Town water studies have been conducted over the years (1977, 1984, 1988, and 1993). In 1978 a 201 Wastewater Facilities Plan was completed. In 1992 Facilities Plans Study was conducted and 1993 a response to comments on the study was prepared in preparation for expansion to the Town’s current wastewater treatment plant. Localized capacity studies were conducted for specific development projects or new service areas, but these did not evaluate system-wide capacity impacts, nor did they incorporate all anticipated Town

growth or connections by users outside of the Town limits that currently exist and that have been contemplated. Given the budget and timeframe, the intent of this study is not to model our entire systems in detail, rather it is to assess the existing and future demands and their locations on the systems, identify any areas of the system that may be deficient, and lay the foundation for future modeling and more detailed capital improvement planning.

Request for Proposal (RFP) Process

Through a public Request for Proposal (RFP) process, the Town received two proposals for this project. An RFP scoring and review committee was formed to assess both submitted proposals received from our RFP process. It was composed of the Town Engineer, PW Director, Assistant PW Director, Town Attorney, Planning Director, and Finance Director. The review committee assessed and scored both proposals based on: proposal format, work plan schedule, experience, staffing plan and overall project value that will provide Town with the best final product within our requirements. Both RFP submittals were very close in terms of overall score for their project proposals. Staff concluded that the project team of Nelson Engineering (capacity) and Raftelis (rate) were positioned best to give us the greatest overall value.

COMPREHENSIVE PLAN ALIGNMENT

Principle 8.1: Maintain current, coordinated service delivery

- Policy 8.1.a: Maintain current, coordinated plans for delivery service levels
- Policy 8.1.e: Budget for service delivery

STAKEHOLDER ANALYSIS

Per the Town of Jackson Municipal Code, the Town Council is the primary stakeholder in the water distribution and wastewater collection / treatment systems. Additional stakeholders are residents of the Town of Jackson and Teton County, and existing water and sewer rate payers.

FISCAL IMPACT

In our FY20 Budget, we show a budgeted amount of \$200,000 (split between Water and Sewer Utilities) for the 2020 Rate and Capacity Studies. This cost was estimated during discussions held with national rate study firms prior to budget approval for FY20. Once staff started creating the project RFP, a scope of work was designed for deliverables to cover both the capacity and rate study portions of this project. In terms of cost, the lowest proposal received was from project team of Nelson/Raftelis, in the amount of \$386,561.00. Staff believes the additional cost was born from the detailed scope of work created for the RFP. This detailed scope of work was not known when this project was submitted for the FY20 Budget.

To cover the additional project cost, the project cost difference (budget vs. actual) will be conserved and unexpended in another budgeted Sewer and Water line item in our current FY20 Budget. This will insure that the overall Rate and Capacity Study budget will not go over the bottom line.

STAFF IMPACT

Staff impact for this item will require the Town Engineer to spend an estimated ten hours a week managing the project team, deliverables and timeline. Additional staff time by both the Water and Wastewater Managers will be spent providing asset/flow information in their respective divisions. The Town Finance Director will also be affected in terms of time spent, estimated at 5 hours per week, producing detailed information on customer classes and our current rate structure. The Town Planning Department will need to provide support for both studies with regards to existing development and future growth projections, it is expected that this will be a couple of significant efforts but not regular hours throughout the project. The consultant will also be working with the County Planning Department with regards to existing development and future growth outside of the Town's limits.

LEGAL REVIEW

Legal review will include reviewing all associated contracts prior to execution by the Mayor.

ATTACHMENTS

- Nelson Engineering/Raftelis RFPs - Introductions and Work Plans

RECOMMENDATION

Staff recommends contract approval for the 2020 Rate and Capacity Study with Nelson Engineering and Raftelis in the amount of \$391,561.00.

SUGGESTED MOTION

I move to approve the contract to conduct a 2020 Water and Sewer Studies: Part 1 – Comprehensive Rate Study and Part 2-Comprehensive Capacity Study with Nelson Engineering and Raftelis in the amount of \$391,351.00 and upon legal approval, authorize the Mayor to execute all necessary contract agreements.

September 19, 2019

P-109-19

Mr. Brian Lenz, PE
Town Engineer
Town of Jackson Engineering Department
450 West Snow King Avenue
Jackson, WY 83001

SUBJECT: Proposal No. 20-05, Town of Jackson 2020 Water and Sewer Studies: Part 2 - Comprehensive Capacity Study

Dear Brian:

Nelson Engineering is pleased to submit the attached Proposal for the Town of Jackson 2020 Water and Sewer Studies: Part 2 - Comprehensive Capacity Study. It appears to be a challenging project but one that suits Nelson Engineering very well. As you know, Nelson Engineering has, since opening its doors in 1964, provided municipal engineering services to Jackson and numerous other Wyoming communities. With respect to your specific project, our team has been carefully selected to provide the experience, expertise, and staff resources necessary to make the project an unqualified success, one that will bring credit to the Town of Jackson, its staff, and the citizens they serve.

Nelson Engineering and Raftelis, who is proposing on the Part 1 – Rate Study, have coordinated our proposals and study efforts to minimize duplication of effort and to efficiently utilize our subconsultant OPS Strategies for density and growth projections.

It brings us great satisfaction to know that our work, initially and over time, serves well to meet the needs and enhance the lives of our fellow citizens of Teton County. We hope, through the course of this project, to achieve the same sense of satisfaction with the work we perform on the Town of Jackson Comprehensive Capacity Study.

Should you have any questions or require additional information with respect to the attached proposal, please feel free to contact me directly by phone (307-733-2087) or e-mail (norton@nelsonengineering.net).

Sincerely,



Robert R. Norton, PE&LS
Principal in Charge/Primary Contact



Matt R. Bowers, PE
Project Manager

PROJECT APPROACH AND WORK PLAN

The Work Plan below presents Nelson Engineering's concept with respect to how the Town of Jackson Comprehensive Capacity Study should be executed on the timeline as indicated in this Proposal. The proposed schedule is set forth on a Gantt chart on the last page of this section. Nelson Engineering has adequate staffing to complete the work plan as explained below in the time frame as indicated on the Gantt Chart.

Work Plan

Immediately upon issuance of a Notice to Proceed, Nelson Engineering (NE) will schedule a meeting with the Public Works Department, Engineering Division to discuss the project and the schedule. With the integrated team approach, it is assumed that the meeting will also include the project team members completing the Rate Study. Even though the projects and deliverables will be conducted separately, NE is keenly aware of the integration and coordination which must occur during the duration of the both studies.

Although the final product of the Capacity Study will be a comprehensive Sewer and Water Capacity Study, we believe the work plans are dissimilar enough that separate work plans for both the Water Capacity and Sewer Capacity studies is warranted, and discussed below. The final deliverable will be one Comprehensive Capacity Study, the separate work plans to achieve this are presented in the following pages. The work plans discussed address the six project objectives listed in the Request for Proposals and listed below:



- A. Determine the existing water and sewer system's service area and current capacities for supply/distribution and collection/treatment, respectively;
- B. Determine the portion of existing capacity utilized by current development;
- C. Determine the capacity needs for anticipated population and density demands within the Town;
- D. Determine the capacity needs for anticipated population and density demands outside of the Town Limits and proximate to the Town's existing areas of service;
- E. Ensure the level of service to the mandated service area (i.e. those within Town limits) and contractual service areas remains a priority; and

- F. Inform decision making regarding service to areas outside of the Town and, if any, the correlated capital expansion necessary.

The following is NE's anticipated work plan and will require close coordination with Town staff and the team members tasked with completing the 2020 Rate Study running concurrently.

Water Capacity Study Work Plan

Task 1 – Capacity Determination: Existing Systems and Land Development Regulations

Water Asset Evaluation

To determine the water system capacity an asset evaluation will be completed on the entire water system including wells, well pumps, transmission mains, distribution system, booster pump stations, storage tanks, existing service area, PRVs and check valves, distribution pressures and hydrant flow tests, water mapping and hydraulic models, and restriction/bottle necks within the system.

Water production will be reviewed; this review will include the yields of the existing wells, drawdowns, and specific capacities, including well pump records. Production review will also include horse power, gallons per minute production, and TDH of the well pumps.

Transmission and distribution pipelines will be evaluated including reviewing pipe sizes, materials, and age (C-factor). Through this evaluation leak test records will be obtained from the Town and incorporated into the review.

Much like the production wells, the existing Town booster station water capacity will be investigated and documented. Booster stations will be reviewed for pump flow rate and TDH. Included in the review will be the component/equipment review and generator condition.

Storage tank capacity will be reviewed including the size and water levels. Operating elevations will be reviewed to determine overall capacity within the system. NE will also review with the Town any leak test records available.



Broadway Booster Station (2015)

The existing water service area will be determined and evaluated. This includes not only the area within the corporate limits of the Town but also any outlying areas not in the Town served by the Town system, i.e. 3 Creek Subdivision. The existing service area contains three major pressure zones, independent of the booster station zones. In reviewing the zones, the PRVs and check valves within the system will need to be identified and evaluated. This will also include distribution pressure readings and fire hydrant flow test analysis.

Included in the capacity determination will be a review of the existing water system network and models. This review will include comparing results compiled in the model with actual pressure readings and flow results in the system. Note that NE has experience, as previously noted in this Proposal, in Rock Springs/Green River calibrating model results with actual field measurements. During this comparison much like what was learned in Rock Springs/Green River, bottlenecks or restrictions within the system will become very evident. During that study around 30 valves were found to be closed or partially closed, greatly affecting the system capacity.

Land Use and Density

OPS Strategies will provide buildout calculations and growth projections that will inform the study of the systems' capacity to accommodate obligated growth and other growth. To complete the analysis, OPS Strategies will do a parcel by parcel analysis of existing development and potential development. Based on that potential, buildout, a 20-30-year projection will be completed for the system as a whole, and for its component parts as necessary.

OPS Strategies will compile the existing Town and County data on existing development and zoning assumptions. After initial analysis, OPS will clean the parcel data to address parcels with special entitlements that are not base zoning potential – for example PUDs and condominium common area lots. This information will be organized as a parcel database that can be spatially enabled so that any water or sewer area or subarea can be analyzed as capacity options are discussed. The output format will also allow for continued use of the analysis through the Town's and County's respective parcel databases.

Once the buildout of every parcel is determined, a 20-30-year projection methodology will be established based on an allocation of historic community growth rates to locations with potential development. Projected development will be broken into land uses that allow for the most accurate determination of water demand by land use and therefore more accurate projection of water and sewer demand. Understanding of seasonal fluctuation in effective population and the differing effect by land use will be considered in determining the water demand per land use. The amount of growth of each land use type that will occur each year somewhere in the community is fairly predictable. Where the development will occur for infrastructure planning is more difficult. Factors that will be included in the spatial allocation of projected development include proportion of overall development potential, the specific land use that exists in the area and parcel-by-parcel likelihood of development or redevelopment based on difference between existing versus potential development and land value versus improvement value.

Demand

Existing demands will need to be reviewed for the water system. NE will compile well production readings including average day, peak day, and peak month. Then individual meter readings will be collected and mapped onto their GIS points so that they can be correlated to existing land uses; this will allow NE to analyze the water use by land use. Land use categories include single family, multi-family, hotel, restaurant, office, retail, laundry, and special use. Included in this water demand will be the unaccounted-for water which is lost in the system. Using the known demand of each type of water user, as noted above, and having the water meter data, demand by equivalent residential unit

(ERU) can be calculated for average day, peak day, and peak hour. In addition to the metered water use based on the land use, fire suppression by zone will also be calculated and included in total water demand.

With the existing density calculated and water use known, the existing water demand in each service area can be determined based on current development. Additionally, utilizing the future land use and density based on the LDRs, potential demand per service area based on potential development will be calculated.

Knowing existing capacity and existing demand, NE will compare the two and determine shortcomings within the system. This will include not only the service areas within the Town but also the service areas outside of the Town. Items to be addressed will be water supply, storage, and transmission.

A report detailing the results of the capacity determination will be provided to the Town. Additionally, maps and corresponding GIS/CAD files with metadata detailing the existing service areas of the Town and existing service areas of the Teton County regional systems will be produced and supplied to the Town.

Task 2 – Capacity Determination: Future Service Areas and Capacity Needs

Following the capacity review of the existing system, NE will compare that with the future estimated demand of the system. The future water service area demands will be calculated based on the LDRs for both service areas within the Town and outside of the Town. In addition to population increases within the service areas having an effect on the existing capacity of the system, NE will try to attempt to anticipate future water quality regulations or infrastructure standards that may affect the water system.

NE will address water capital improvements required to address the needs of the water system to address the capacity needs. This will utilize the anticipated growth and density and the resultant water demand to the service areas. These improvements will include current planned Town capital improvements like a new water tank. Additional water system capital improvements will be recommended for future planning. In recommendation of future projects, environmental factors will be addressed, including climate, wetlands, endangered species, and geological considerations.

Through this portion of the study, NE will identify any additional data required to complete the study. This will require working closely with the Town to ascertain if the data currently exists. Additionally, NE will recommend any additional data collection which may be beneficial for future analysis.

A report detailing the results of the capacity determination for Task 2 will be provided to the Town. Additionally, maps and corresponding GIS/CAD files with metadata detailing the potential future service areas outside the Town limits will be produced for the Town.



Fishing Bridge Water System HDD under the Yellowstone River, Yellowstone National Park, WY

Task 3 – System Optimization and Capital Expansion Options

System optimization and capital expansion options will be developed and recommended. These will include upgrades to the existing infrastructure, including supply, storage, and transmission. NE will address ways of eliminating or reducing leaks and other unaccounted-for water. Water system operation will be addressed to determine changes which would optimize the water system performance. Lastly managerial/ordinance changes will be suggested to optimize the water system performance.

NE will provide a report and maps with corresponding GIS/CAD files detailing the proposed modifications. Information produced in this task will be shared with Raftelis who will be preparing the 2020 Rate Study portion of the project. In addition, a schedule of anticipated upgrades both short term and long term will be determined and supplied to the Town.

Task 4 – Prioritization Scenarios

NE will provide alternatives for upgrading the existing and future capacity of the water system. The alternatives will be ranked in priority by the stakeholders. The priority factors will include public health and safety, compliance with regulations, operation and maintenance, environmental impact, capital cost, and life cycle costs. The prioritization will provide a protocol for potential future connectors. This will allow the Town to consider future system maintenance and capital program planning.

A report will be produced listing proposed prioritization options and impacts of implementing each.

Task 5 – Potential Additional Tasks

Nelson Engineering (NE) will work with the Town Public Works Department to identify additional data collection and analysis that would enhance the water system master plan where there are known informational gaps regarding strategic facilities. The additional data collection may be an additional task performed by NE, but it also may be information collected by Public Works during their normal maintenance schedule.

A potential additional task could be upgrading the hydraulic model to take advantage of the Town's current GIS-based system. We found in the Rock Springs/Green River Study that WaterGEMS was a

very powerful tool to analyze water use and quality by pressure zone, evaluate shortcomings in the existing system and for planning future expansion of the water system. The enhanced GIS-based system could involve both the Town staff and consultants or could be conducted completely by either the Town or consultants.

One possibility for a cost-benefit analysis is the “value analysis” process that allows all the stakeholders to actively participate in the evaluation of alternatives. The process takes into account capital costs, operational costs, benefits received, environmental concerns, operational concerns, management concerns, health and safety, service to the customer, constructability, and other concerns brought forward by the stakeholders.

As a result of this study the Town may find that there are other unanswered questions regarding the water system that require additional tasks to investigate and provide a recommended solution. NE proposes to assist the Town in identifying where collection of additional information and/or analysis of viable solutions will enhance the Town’s water system master plan.

Sewer Capacity Study Work Plan

Task 1 – Capacity Determination: Existing Systems and Land Development Regulations

Sewer Asset Evaluation

As noted previously in this Proposal, many of the same tasks will be performed between the water and sewer capacity studies, but there are also many which are unique to each. Therefore, a separate work plan is discussed here from the water noted above.

To determine the sewer system capacity an asset evaluation will be completed on the sewer system including collection systems, lift stations, interceptors, the wastewater treatment plant, existing sewer service areas (both in the Town and outside of the Town), sewer mapping and modeling, and restrictions/bottlenecks within the system.

Collection lines and interceptors within the system will be evaluated based on record information on size, pipe type, slope, and capacity. In addition, infiltration studies completed on the system (many of which NE has completed) will be compiled and reviewed.

Lift station and force main capacity will be evaluated throughout the system. Flow rates, horse power, TDH, power records, flow records, and hour meters will be reviewed for each. Operators will be contacted to determine any deficiencies that exist. Also, compliance or non-compliance with current regulations will be noted.

Significant review of the existing wastewater treatment plant will include design assumptions and record drawings, power consumption, influent flow and water quality data, effluent flow and water quality data, and operational issues and success. Equipment evaluation of the headworks, screens, grinders, flow measurement, and other facility components will be performed. Primary, secondary, and tertiary aeration cell review of aeration horse power, DO levels, percent removal, and biosolids depth will be completed. Effluent UV disinfection facilities will be reviewed, and the efficiency of the polishing ponds will be evaluated. The temperature and hydraulic detention time of each pond will

be compared to the BOD, NH₄ and NO₃ removed in each pond and the seasonal removal efficiency of each treatment component analyzed.

The existing service area will be evaluated. This is significant as there is much of Teton County not within the Town which is served by the Town system in some capacity. These range from the Town providing only treatment of raw sewage or septage waste to the Town providing treatment and maintenance of the collection system, such as with 3 Creek.

Included in the capacity determination will be a review of the existing sewer network and model, along with recognizing locations within the system in which system limitations exist. System operators will be engaged to determine from a field standpoint where issues exist.

Land Use and Density

The same land use and population density projects and calculations as noted for the Water Capacity Study will be utilized for the Sewer Capacity Study; please see discussion above.

Demand

Existing wastewater flows will need to be reviewed for the sewer system. Existing flows to the treatment plant will be compiled with monthly, average day, peak day, and peak month values being calculated. In review of the wastewater flows, winter water meter readings compiled for the water capacity will be utilized, with adjustments for seasonal residents and tourist impact, to compare to spring/summer readings to determine the extent of infiltration from ground water into the system.

As with the water system, the existing land use calculations noted previous will be utilized to determine the sewer flow based on development density. Flows per ERU will be calculated from which average day, maximum day, and peak month flows will be calculated. ERU wastewater flows developed in 1990 are the basis for the current capacity fee determination. The Town's upgraded metering system and data collection will allow the ERU wastewater flow to be more accurate and justifiable.

Just as with the water, the existing density calculated and sewer use known, the existing sewer wastewater flows and infill development in each sewer service area can be determined. Additionally, utilizing the future density and the LDRs, potential wastewater flows per service area will be calculated.

Knowing existing capacity and existing infill wastewater flows, NE will compare the two and determine shortcomings within the system. This will include not only the service areas within the Town but also the service areas outside of the Town. Items to be addressed will be treatment plant capacity, interceptors, and lift stations.

A report detailing the results of the capacity determinations will be provided to the Town. Additionally, maps and corresponding GIS/CAD files with metadata detailing the existing service areas of the Town and existing service areas of the Teton County regional systems will be produced and supplied to the Town.

Task 2 – Capacity Determination: Future Service Areas and Capacity Needs

Following the capacity review of the existing system, NE will compare that with the future estimated wastewater flows of the system. The future sewer service area wastewater flows will be calculated based on the potential development and LDRs for both service areas within the Town and outside of the Town. In addition to the potential flows from the existing areas outside of the Town, possible anticipated areas of Teton County will be addressed. The population increases as previously noted in this Proposal will be utilized to determine buildout densities. The existing system capacity will be compared to the buildout flows anticipated. The system comparison will affect the treatment plant, interceptors, and lift station expansion requirements.

In addition to population increases within the service areas having an effect on the existing capacity of the system, NE will provide anticipated future discharge permit regulations and infrastructure standards which may affect the sewer system.

NE will address sewer capital improvements required to address the needs of the sewer system to address the future capacity requirements. This will utilize the anticipated growth and density and the resultant sewer demand to the service areas. These improvements will include current planned Town capital improvements. Additional sewer system capital improvements will be recommended for future planning. In recommendation of future projects, environmental factors will be addressed, including climate, wetlands, endangered species, and geological considerations.

Through this portion of the study, NE will identify any additional data required to complete the study. This will require working closely with the Town to ascertain if the data currently exists. Additionally, NE will recommend any additional data collection which may be beneficial for future analyses.

A report detailing the results of the capacity determination for Task 2 will be provided to the Town. Additionally, maps and corresponding GIS/CAD files with metadata detailing the potential future service areas outside the Town limits will be produced for the Town.

Task 3 – System Optimization and Capital Expansion Options

System optimization and capital expansion options will be developed and recommended. These will include upgrades to the existing infrastructure, existing wastewater treatment plant, and methods to eliminate or reduce infiltration and inflow. Sewer system operation will be addressed to determine changes which would optimize the sewer system performance. Lastly managerial/ordinance changes will be suggested to optimize the sewer system performance.

NE will provide a report and maps with corresponding GIS/CAD files detailing the proposed modifications. Information produced in this task will be shared with Raftelis who will be preparing the 2020 Rate Study portion of the project. In addition, a schedule of anticipated upgrades both short term and long term will be determined and supplied to the Town.

Task 4 – Prioritization Scenarios

NE will provide alternatives for upgrading the existing and future capacity of the sewer system. The alternatives will be ranked in priority by the stakeholders. The priority factors will include public health and safety, compliance with regulations, operation and maintenance, capital cost, and life cycle

costs. The prioritization will provide a protocol for potential future connectors. This will allow the Town to consider future sewer system maintenance and capital program planning.

A report will be produced listing proposed prioritization options and impacts of implementing each.

Task 5 – Potential Additional Tasks

Nelson Engineering (NE) will work with the Town Public Works Department to identify additional data collection and analysis that would enhance the sewer system master plan where there are known informational gaps regarding strategic facilities. The additional data collection may be an additional task performed by NE, but it also may be information collected by Public Works during their normal maintenance schedule.

A potential additional task could be upgrading the Town’s GIS-based, sewer hydraulic model (InfoSewer). We found in the City of Buffalo Study that SewerGEMS was a very powerful tool to analyze the sewer system capacity, evaluate shortcomings in the existing system and for planning future expansion of the sewer system. An enhanced GIS-based system could involve both the Town staff and consultants or could be conducted completely by either the Town or consultants.

A possibility for a cost-benefit analysis is the “value analysis” process that allows all the stakeholders to participate in the evaluation of alternatives for sewer system expansion and wastewater treatment plant expansion/upgrades. The process takes into account capital costs, operational costs, benefits received, environmental concerns, operational concerns, management concerns, health and safety, service to the customer, constructability, and other concerns brought forward by the stakeholders.

As a result of this study the Town may find that there are other unanswered questions regarding the sewer system that require additional tasks to investigate and provide a recommended solution. NE proposes to assist the Town in identifying where collection of additional information and/or additional analysis of viable solutions will enhance the Town’s sewer system master plan.

Schedule

The Schedule presented in the Request for Proposals is quite ambitious, but we have reviewed the tasks, deliverables, and proposed project timeline, and have prepared the following Gantt Chart. The chart includes the work to be performed broken down into the required tasks, including estimated start and completion dates. Individual/personnel hours by task (labor estimate and staffing plan) are provided with the cost estimate. Nelson Engineering will work closely with the Town to assess the projects progress and status. Individual hours allocated to each individual project team member by task are indicated on the following table and utilized for producing the cost estimate.



September 18, 2019

Town of Jackson
150 East Pearl Avenue
Jackson, WY 83001

Subject: Proposal for 2020 Water and Sewer Studies - Part 1 Comprehensive Rate Study

Dear Members of the Selection Committee

Raftelis is pleased to submit this proposal to conduct a comprehensive water and sewer utility rate study for the Town of Jackson (Town). Raftelis was established in 1993 to provide financial, rate, and management consulting services of the highest quality to water-industry utilities. Raftelis has the largest and most experienced water and wastewater utility financial and rate consulting firm in the country. Raftelis staff have provided rate and/or financial planning assistance to more than 1,000 utilities across the United States, including previous assistance to the Town. In the past year alone, we worked in 40 states and conducted more than 600 studies, many of which were for utilities located in Wyoming, Colorado, Arizona, Utah, Montana, and Idaho.

Raftelis and Nelson Engineering are coordinating activities while separately proposing on the Rate Study and Capacity Study issued through separate RFPs. Rather than proposing as lead and subconsultants on each other's respective proposals, we have included time to support the core efforts of each other's respective studies as part of the underlying proposal. For the coordinated project teams, Bob Norton of Nelson Engineering will serve as the primary contact for Town staff, with Matt Bowers of Nelson Engineering and Andrew Rheem of Raftelis leading the respective study teams while working with Town staff to execute the separate scopes of work.

I led the Town's 2000 comprehensive water and sewer rate study as well as an update in 2002. Andrew Rheem and I assisted the Town in 2018 with reviewing rates developed for a Town water and sewer contract customer including formal responses to the concerns raised regarding their rates. Raftelis would like to continue our relationship with the Town. We have included a Project Team with a historical understanding and institutional knowledge of the Town, coupled with a fresh perspective from QA/QC Manager Todd Cristiano and Communications Lead Melissa Elliott.

An effective rate study can help ensure the financial sustainability of the Town's water and wastewater utilities through funding the operation and maintenance needs, annual debt service, and capital requirements to meet the service level requirements of your customers. As a partner in this rate study, Raftelis provides extensive experience working with utilities throughout the western United States and a proven track-record of success in guiding municipal utilities through financial, rate, fee, and impact fee challenges that may arise. We are experienced providing practical solutions to challenges such as growth, capital replacement cycles, financial policies, customer conservation and water and wastewater volume reductions, additional funding requirements associated with more stringent regulatory requirements, and communications in a political environment averse to rate increases. Raftelis has completed studies for many similar utilities including those serving both year-round and seasonal populations and visitors, and our references show that our recommendations are routinely adopted and implemented. We tailor our recommendations to the unique needs of each community, from helping the City of Prescott complete a water and wastewater rate study, to facilitating the process of the City of Golden's citizen stakeholder committee as part of a recent rate study, and an ongoing comprehensive water and wastewater rate study for the City of Steamboat Springs full service and wholesale customers.

It is important that the City's water and wastewater rates and fees:

- Generate sufficient revenues to fund current and future annual operating expenses, debt service obligations, repair and replacement, and regulatory and expansionary capital costs to provide for sustained water and wastewater services.
- Provide for stable revenue sources and stable customer rate adjustments that ensure funding of annual costs within each fund today and into the future.

Project Approach and Work Plan

Project Understanding

Raftelis understands that the Town is seeking proposals to complete a comprehensive water and wastewater financial plan, cost of service, and rate study evaluation. The Town last completed a similar externally led comprehensive study in 2000 which was subsequently updated in 2002. Following the 2002 study, the Town has maintained and updated the financial planning and rate models developed during the 2000 and 2002 studies, periodically updating water and sewer rates, including as part of an update completed by Town staff in 2011.

The Town has requested the two RFPs to be completed as separate documents. Raftelis understands that the rate study and capacity study separately and in total will provide the basis for Town water and sewer services to customers both inside and outside the utilities' service area. The Town is balancing numerous competing objectives that are to be addressed in this study. These include:

1. **Revenue sufficiency:** Generate sufficient revenues through rates and fees to fully and sustainably fund the annual requirements to support the Town's water and wastewater utility systems providing expected service levels.

2. **Equitable rates and fees:** Equitably recover the cost of services, which balances multiple objectives, in proportion to the impact of the service demands of a customer class and/or group of customers that may be practically administered by the Town.

3. **Citizen and stakeholder involvement:** Supporting education, understanding, and acceptance of the study recommendations through multiple communication efforts, including direct involvement of members of a Citizen Review Committee (CRC) and stakeholder engagement, as well as broader settings like Town Council presentations and public hearings.

4. **Affordability:** Maintaining affordable access to essential water and sewer services while meeting other Town utility rate pricing objectives.

Raftelis Project Team members have extensive experience completing studies for water and sewer utilities throughout the United States for communities and utility systems similar to the Town's. In this proposal, we have provided some examples of the previous studies we have completed with key issues similar to the Town's.

Revenue Sufficiency

Revenue sufficiency is at the core of this rate study, as it

is for most comprehensive rate studies we complete. The reason is simple, as it provides the basis for evaluating the ability of today's revenues, adjusted for growth, to support the aggregated utility operating, debt service, and capital costs into the future. The revenue sufficiency evaluation provides a mechanism for prioritizing growth- and non-growth-related capital project requirements and identifying external funding sources combined with utility rate and fee revenues necessary to support a sustainable utility. This analysis and results from this task will directly impact the assumptions and conclusions from the capacity study. The revenue sufficiency evaluation may also be used to evaluate "what-if" scenarios while recognizing that utility rate and fee revenues may be constrained.

The outcome of this process is a base financial plan for each utility that results through the evaluation and development of the multi-year financial plan for each utility.

Raftelis Project Team members have completed multiple revenue sufficiency evaluations since 2015. Examples include recent studies completed for Denver metro area utilities operated by the City and County of Denver and Cities of Thornton, Golden, and Westminster, communities

along the Front Range like the cities of Greeley and Pueblo, as well as utilities supporting the destination communities of Steamboat Springs, Mt. Crested Butte, Durango, and Aspen. Within Arizona, we have completed similar studies for Phoenix metro area utilities operated by the cities of Phoenix, Chandler, Peoria, Glendale, Buckeye, and Tolleson, as well as the utilities operated by the City of Prescott and Lake Havasu City in less populated portions of Arizona. Other regional utility examples of this study element including the City of Sheridan in Wyoming, El Paso Water in Texas, and the City of Pocatello, Idaho.

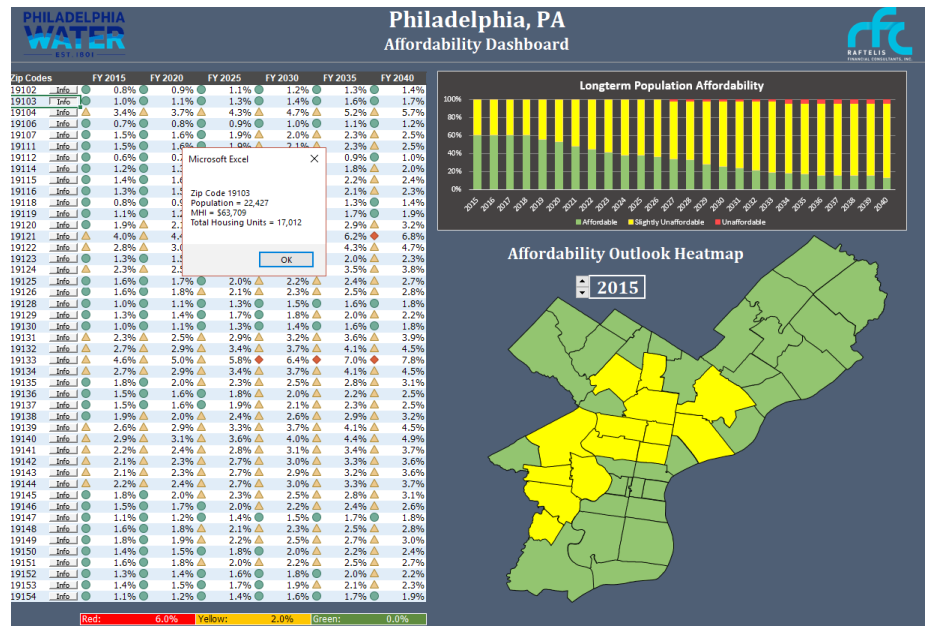
We will leverage our Project Team members' extensive experience completing revenue sufficiency analysis and multi-year financial planning analyses for the requirements of this rate study.

Equitable Rates and Fees

One outcome of this rate study will be a schedule of recurring monthly user charges and rates. The schedule will be applicable to full-service customers located within the Town as well as full service, partial service (e.g., sewer), and contract customers located outside the Town with varying service demands. One approach is to transition to equitable rates in the first year, but an alternative approach

Raftelis has incorporated affordability metrics into the financial planning model for the Philadelphia Water Department to provide real-time estimates of community impacts.

An example of this model is shown here.



we have employed in multiple studies is to evaluate a test-year in three to five years with annual user charges and rates that phase to equitable recovery by customer class and type over the same phase-in period. Raftelis Project Team members have completed many similar studies for utilities serving full service, wholesale, and/or contract customers and where rates are phased-in over a period of up to five year.

Examples include recent rate studies completed since 2015 for the same Colorado and Arizona utilities with revenue sufficiency elements, as well as those operated by Denver Water and the City of Boulder. Denver Water provides water service under a variety of full service, partial service, and contract service arrangements and our proposed QA/QC Manager administered rates for these customers during his tenure as Rates Manager for Denver Water. Mr. Cristiano also streamlined and simplified the bi-annual rate development process. Project Team members

annually update wholesale customer rates for El Paso Water, Texas and Greeley, Colorado. Studies for Pocatello, Idaho and Sheridan also resulted in equitable rate and fees.

Citizen and Stakeholder Involvement

Today, we can engineer and finance solutions for the ongoing needs of our communities, yet success often relies on public trust and support for our efforts. People know that infrastructure investment is important, but they do not understand how impactful and costly it is and what that will mean to them personally. Strategic communication and stakeholder engagement are the tools we use to build an informed, supportive community; making your efforts to accomplish your objectives more efficient and effective. Raftelis Project Team members have the proven ability to communicate and build consensus on large, complex, and often controversial projects and we have walked in your shoes,

working directly with customers, stakeholders, elected officials, media, regulators, and environmental organizations to engage and collaborate with them.

One aspect of communicating interim and final study findings is through formal Council meetings and/or public hearings, which is almost always a component of our completed studies. More commonly, citizen and/or stakeholder rate committees, like the CRC proposed for this study, are established for the purpose of assisting utility staff, the consultants, and Councils with refining and vetting utility rates and fees.

Project Team members have organized and facilitated this process for citizen committees as part of many recent rate studies. Examples include rate study elements completed for Denver Water, the City of Golden (CO), Salt Lake City Department of Public Utilities (UT), and City of Prescott (AZ). In all of these studies, we worked with staff

to organize, facilitate and lead these communities throughout the process that selected and refined recommended rates and fees subsequently adopted. This process provides citizens and stakeholders an opportunity to become more educated on utilities, develop a more in-depth understanding of key drivers and challenges, and actively participate in the selection and ultimate recommendation provided to the respective governing bodies resulting in a community-led rate structure. This is in contrast to more traditional stakeholder and public involvement whereby citizens react to rates and rate alternatives during formal Council meetings without as much context for the drivers. This also frees up Council's time from being directly involved in a similar process, and allowing them to focus on the oversight of the Town.

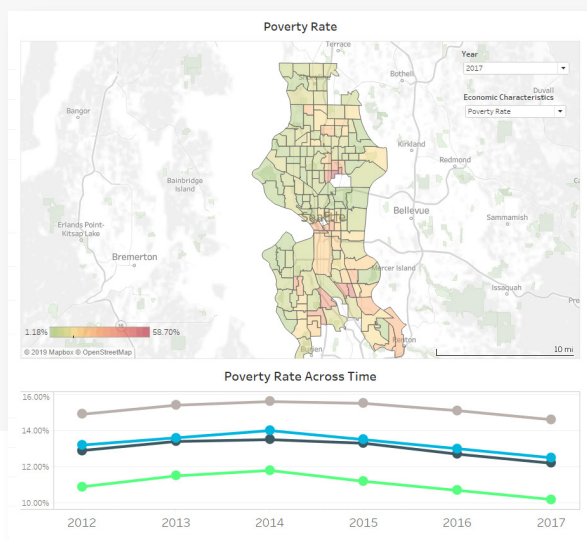
Affordability

Affordability is an increasing concern in the water industry as utility rate adjustments often exceed consumer price



There are several different metrics that can be used to measure the affordability of water service, including considering the number of hours at minimum wage required to pay for a typical monthly bill and understanding the local conditions for other basic needs such as food and shelter.

Raftelis has several visualization tools that we use to measure and demonstrate affordability. Here we have included a few of the graphics we have developed to depict affordability challenges for Seattle Public Utilities. As part of the Town of Jackson project, we can develop a variety of graphics to help the Town and stakeholders visualize affordability issues.



inflation and adjustments to income. This issue presents a multitude of challenges to utility providers ranging from how to measure affordability and how to identify “at-risk” customers, to the development, funding, and implementation of assistance programs. Evaluating the customer bill impact of current and proposed rates for different customer classes and user profiles is typically an element of a comprehensive rate study, as is proposed for the Town’s

study. Affordability concerns for most communities, like the Town, are increasingly complex and require more in-depth understanding, analyses, and programs.

Raftelis Project Team members have completed a variety of in-depth affordability analyses. As part of a Pueblo, Colorado study where the community is facing a regulatory-driven requirement that may require extensive capital improvements and recurring O&M, we fol-

lowed the EPA’s affordability standards and criteria to quantify system-wide affordability of average bills as a percent of community income over a 20-year period. Another set of examples include studies that incorporate actual customer bills by census tract and zip code to quantify the percent of annual income that goes beyond community-wide affordability, as we completed for Denver Water and the City of Phoenix. In another recent study for El Paso Water, we

helped to assess, fund, and recommend direct customer assistance programs for the most vulnerable utility customer. We have contributed to this important issue through industry involvement within the AWWA’s Rates and Charges Committee, industry publications, and AWWA and WEF initiatives, and will apply this depth and breadth of experience to the Town’s unique affordability concerns.

Project Approach

Raftelis understands that the Town has requested a comprehensive water and wastewater financial plan, capital recovery fee, cost of service, and rate design study. The Town last completed an external study similar to this in 2000. With almost 20 years between externally led studies, the requested study intends to address multiple near-term and long-range issues.

The Town's current water rate structure includes:

- A monthly base charge that increases by meter size
- A uniform volume rate per 1,000 gallons
- 3 Creek base and replacement charge and volume rate per 1,000 gallons

The City's current wastewater rate structure incorporates:

- A monthly base charge that increases by meter size
- A uniform volume rate per 1,000 gallons that varies by based on customer class and anticipated strength of discharges
- 3 Creek base and replacement charge and volume rate per 1,000 gallons

The Town would like a holistic evaluation of its utility, that applies industry best practices to the Town's unique characteristics. Furthermore, the Town has identified the following project objectives to guide the project as follows:

1. The resultant rates recommended by the study must be lawful.
2. The level of service to the mandated service area (i.e., those within Town limits) much remain high, while simultaneously fully recovering costs.



3. Competing needs, including state of good repair investments, climate resiliency, maintaining or enhancing the Town's level of service, promoting efficient resource use, and reinforcing potential future conservation programming, all must be balanced.
4. There must be equity among all customer classes, including those that exist both outside and inside the Town's limits, based on reasonably determined respective characteristics of service.
5. The recommended rate result must ensure rate stability and ease of interpretation for the customers and ease of applicability for the Town.
6. The recommended rates must provide revenue sta-

bility and predictability for the Town.

7. Dynamism in the rate structure to ensure responsiveness to changing supply and demand patterns.
8. The recommended rates must be affordable, which will be determined utilizing economic and demographic data (e.g., household income, housing cost burden, local employment trends) and US EPA affordability information for guidance.
9. There must be a reasonable correlation between the cost of service and a parcel's draw from the water system and its respective usage characteristics.
10. There must be a reasonable correlation between the cost of service and a parcel's contribution to the sewer

system and its respective usage characteristics.

11. There must be a reasonable correlation between the cost of services and a parcel's "share" of the assets and O&M required to provide those services.
12. There must be compatibility with the Town's billing system and ease of implementation from a billing and customer service perspective.
13. The study must include requirements for maintenance services, ongoing implementation needs, resources, and flexibility.

The Town's project objectives were used in conjunction with the requirements of the RFP and our experience completing similar studies to develop the following project approach.

We believe our approach will achieve the Town's project objectives, and is generally consistent with the layout of the outlined tasks within the RFP and the desired deliverables and outcomes.

Project Management

The Town has requested a water and wastewater or sewer rate study that incorporates several elements. Raftelis will provide project management from the onset to closing of the project; plan, develop, attend, and manage the public participation portion; provide schedules of all phases of the project; present findings to Town Council; and provide Town staff with a process to update and expand the plan on an annual basis.

To control costs while not compromising quality, Raftelis proposes the following approaches:

- Present interim study findings to Town staff to receive direction thereby reducing study costs and keeping project on schedule
- Narrow multiple financial plan alternatives to a single recommended plan as the basis for class cost of service and rate alternatives
- Complete class cost of service and rate structure alternative analysis using a single test-year
- Complete periodic scope and cost reviews throughout the study

The use of interim study workshops will also keep the project on schedule as we will present and seek interim direction at key points throughout the study. Additionally, as part of the project initiation workshop, Raftelis and Town staff will establish a schedule of pro-

ject calls between Raftelis, the capacity study project manager, and the Town project manager to ensure that the project is delivered on time.

Quality Assurance/Quality Control

Credibility is crucial for building consensus and support for implementing any proposed changes to the rates or rate structures developed as part of the financial planning and cost of service components of the study. As a result, Raftelis places a premium on providing high-quality and accurate deliverables. While assisting other utilities across the country, we have developed a Quality Assurance (QA) plan that consistently results in accurate deliverables of the highest quality. Each QA plan is tailored to the specific project, but there are a number of common elements such as senior-level participation, outside perspective, and involvement from project initiation. The QA plan that we will implement as part of this project embodies these elements. We have found that a well-defined QA plan ensures that our work products will be of the highest quality and meet the high standards that our clients have come to expect from Raftelis.

The Raftelis Project Team will initiate its QA plan during Task 1 (Project Initiation and Project Management). The QA plan addresses two levels of review and oversight: a detailed technical review of the models, documents, and deliverables; and a second, broader conceptual review of the approaches and procedures used to develop the analyses. Todd Cristiano, Senior Manager at Raftelis, will serve as the QA Manager for this project. He will provide

the extra level of senior-level review focused on the conceptual approach used to complete the various analyses to ensure consistency with industry standard practices. We have included time in the project approach and schedule to allow for the necessary QA reviews.

TASK 0

Project Management

Task 0 will include project management to ensure the project goals and milestones are met which begins upon execution of the contract and formal notice-to-proceed, and continues through the final project meeting and deliverable.

Task 0.1 – Project Coordination

As part of this task, Raftelis will coordinate and assist the Town project manager with managing and executing the scope of services. Anticipated activities include project planning and project scheduling, periodic and as-needed phone calls and coordination with the Town project manager and other key Town staff, and task-specific activities detailed in the balance of the proposal.

Task 0.2 – Monthly Progress Report and Progress Meetings

Raftelis will prepare and submit monthly progress reports that summarize the status of each task, immediate next steps, project budget used and the remaining budget available, project schedule progress, and identifying obstacles which may alter the overall project schedule, increase the budget or result in changes to the scope.

Monthly project status calls are proposed between the rate study project manager, capacity study project management team, and the Town project manager to review progress reports, project schedule, budget, and near-term action items to support overall study goals.

Raftelis proposes separate monthly status calls with the capacity study project management team to coordinate study activities and study outputs which are integrated within the parallel study as inputs. The overall goal is to coordinate and communicate as separate teams to minimize disruption of either study schedule, deliverables, and outcomes.

Task 0.3 – Monthly Invoicing and Resource Management

Raftelis will prepare monthly invoices billing completed services by task. Raftelis will also maintain supporting professional services and expenses by study task and provide additional information within a reasonable timeframe if requested by Town staff. Additional internal project management and resource coordination activities will be completed within this task.

TASK 1

Project Initiation, System Data, and Comparative Analysis

This task will include the development of the study data request, a project initiation meeting, review of relevant Town utility data, and completion of comparative analysis of similar municipalities.

Sample Model Dashboard

The dashboard allows quick decision-making by visually displaying impacts of changes to selected variables.



Task 1.1 – Data Request and System Data Review

The purpose of this task is to review relevant information, documents, and analyses that will drive and/or constrain utility requirements recovered through rates and charges evaluated as part of the study. We will start by reviewing reports from the 2000 rate study, subsequent rate updates, 3 Creek Ranch Subdivision rate documents, and the Town and County Land Development Regulations applicable to utility services and this study. Following the initial review of the core historical documents, Raftelis will prepare a detailed data request list provided to the Town project manager. Key

information to be reviewed will include the following:

- Existing Microsoft Excel-based water and sewer revenue requirements analysis and/or rate models as maintained by Town staff
- Detailed capital improvements plan and anticipated capital funding sources for FY 2019-20 through FY 2028-29
- Consolidated listing of ancillary fees reviewed in Task 3
- Contracts and/or summary of services provided for existing customers located outside of the Town boundaries
- Historical water and wastewater utility financial information for the most recent three- to five-year period
- Outstanding utility debt

issues, debt repayment schedules, and covenants

- Historical monthly water consumption and revenues by tier and billed sewer consumption and revenues for each customer class
- Town and utility financial policies
- Industrial pre-treatment, excess strength surcharges, policies, and copy of study supporting current practices
- Sewer influent, treated effluent, and total loadings for a recent three- to five-year period
- Monthly water production, peak-day, peak-hour for a recent three- to five-year period
- Water and sewer utility system fixed asset records as of June 30, 2019

- Water, water resource, reclaimed, and sewer utility master plans identifying service level, system design, and operational requirements leveraging similar information included in the recent utility impact fee study

Task 1.2 – Project Initiation Workshop

Raftelis will complete an on-site project initiation meeting with key Town staff and the capacity study project management team at the initiation of the study. The project initiation meeting activities include:

- Identifying the goals and objectives for the study
- Reviewing the project schedule and scope of work
- Identifying communication protocol and frequency (e.g.,

monthly progress meetings) between Town, Raftelis, and capacity study project teams

- Reviewing and identifying Town staff rate structure pricing objectives for both utilities

A summary memorandum will be issued following this workshop to memorialize workshop activities, key decisions, action items, and assignments.

Task 1.3 – Historical Town Utility Service Review

Raftelis will complete a review of the Town's water and sewer financial results for a historical period of up to five years. Similar history of the Town's water and sewer rate structures will be compiled, which may detail more than five years as maintained by Town staff. The historical analysis will be designed to identify expense and revenue trends which may inform the financial projections completed in subsequent tasks. Trends regarding water demands, system growth, inflation, variable and fixed operating expenses, and completed capital projects are anticipated to be reviewed for each respective utility.

Task 1.4 – Comparative Rate Structure Analysis

Raftelis will complete a review of rate structure and the average monthly water and sewer bills for up to five comparable utilities. The goal of the analysis is to evaluate the fixed and variable components of the rate structure for four common customer classifications: single-family residential, multi-family residential, commercial, and industrial. For each customer class and rate structure example, alignment with one or more of the Town's project

objectives will be identified. The goal of this task is to help narrow potential rate structure elements and alternatives for further development in subsequent tasks, taking into account the Town's project objectives and customer impacts.

TASK 2 Revenue Requirements Analysis

The financial planning task will evaluate the projections of rate and other revenues and their ability to meet annual expenditures (revenue requirements) while meeting debt service coverage and reserve targets. For this task, we will:

- Review and project customer billing data for rate revenue projections at existing rates
- Develop rate revenue projections adjusted for customer growth
- Project budgeted operation and maintenance (O&M) and capital expenses
- Identify the timing and level of potential external debt issues
- Water and wastewater capacity, tap, and plant investment fee revenues over study period
- Calculate necessary rate revenue increases
 - » Associated with near-term planning horizon of up to 10 years
 - » Associated with long-range planning horizon of a period not greater than 30 years

Rate adjustments are anticipated to be effective in July of each year, starting in 2020, consistent with the Town's practice and typical timing of

rate adjustments. The structure of our financial plan model will allow users to conduct what-if scenarios using an easy-to-manage dashboard interface. The development of the water and wastewater financial plans involve several steps which are discussed in the following.

Task 2.1 – Projection of Accounts, Usage, and Rate Revenue

Raftelis will examine usage patterns from historical water and wastewater billing records. Using this billing data and other planning documents, we will project customer accounts, consumption, and rate revenue for the initial 10-year forecast period of Fiscal Year (FY) 2019-2020 through FY 2028-2029 (Study Period) under the current rate schedules. We will adjust projections for customer growth and anticipated changes in usage per account. We will use Town customers' historical usage characteristics as a proxy for future billable water sales and sewer volume sales.

We will complete a bill distribution analysis to study the historical water consumption of the Town's different customer types. This information will allow better decision making regarding consumption block thresholds, number of blocks, and the seasonality when setting tiered rates and analyzing customer impacts. This historical billing analysis will serve as the basis for evaluating the Town's projections of water and sewer consumption and revenue forecasts. We will also work with Town staff to review anticipated strength concentrations by characteristic anticipated at the wastewater treatment plant (WWTP), as well as evaluating higher strength concentrations for monitored individual customers.

Task 2.2 – Financial Plan and Revenue Requirements Analysis

Raftelis will project revenue requirements over the Study Period which will include an evaluation of the O&M expenses, capital costs (including pay-as-you-go capital and debt service), and user rates and other miscellaneous revenues incorporating the adopted FY 2019-2020 budget and cash balances as of July 1, 2019 for each respective utility.

The projected O&M expenses over the Study Period will be informed based on the historical review of Town expense trends combined with our experience completing similar studies and the Town's insights regarding local cost drivers. Incremental O&M changes due to new facilities and/or following proposed capital improvements as provided by Town staff and/or through the capacity study will be incorporated within the revenue requirements analysis. We will include any outstanding loan obligations as well as the impact to debt service coverage on any proposed debt. We will incorporate the multi-year capital plan and identified capital funding sources as provided by the Town and/or developed as part of the capacity study evaluation. We have included up to three financial planning scenarios for each respective utility within this task. Scenarios may be developed to evaluate the impact to annual revenue requirements associated with varying growth levels, capital project requirements, and/or capital funding alternatives or other major variables affecting water and wastewater revenues. The financial planning scenarios

will show the level of rate revenue adjustments needed to meet the annual revenue requirement over the Study Period, satisfy debt service coverage, and meet cash reserve requirements.

Task 2.3 – Extended Financial Plan and Revenue Requirements Analysis

Raftelis will extend the base financial plan developed in Task 2.2 for a longer period of more than 10 years and up to 30 years as determined with Town staff and capacity study project management team. All components will be extended to project the overall financial plans for each respective utility over the extended time period. The extended timeframe is intended to evaluate the impact of identified capital improvements projects after the initial 10 years, including incremental O&M following major capital improvements as provided by the Town staff and/or as part of the capacity study.

We have included up to three additional financial planning scenarios for each respective utility within this task for the extended time period.

Task 2.6 – Financial Planning Workshop and Results

Raftelis will complete a remote financial planning workshop with key Town staff and capacity study project team members once the base case financial plan is developed and/or scenarios have been completed. The intent of the workshop is to provide preliminary financial plan results, review significant projections and assumptions, and elicit feedback tied to interim study

findings and results. Feedback received as part of the workshop will be incorporated within the base case financial plan and/or additional scenario evaluations.

A summary memorandum will be issued following this workshop to memorialize workshop activities, key decisions, action items, and assignments.

TASK 3 Cost of Service and Rate Structure Options

We will start with industry-accepted cost of service principles and customize our analysis to account for the specific requirements of this study. The cost of service analysis will provide the Town with a defensible justification explaining the reason why the costs are assigned in the manner they are.

We will develop a single test-year revenue requirement as the basis for our cost of service analysis. The test-year will be selected during Task 1 and may be FY 2020-2021 or a future year to provide for a phase-in period for alternative rate structure which may be designed to recover customer class cost-of-service amounts more gradually. The revenue requirement is the amount of revenue required from rates to meet annual expenditures such as operating, capital, debt service, and changes in reserves, and is net of other operating and non-operating revenue.

Rate structure alternatives will be selected based on Town

project objectives, Town staff input, the CRC process, and the following criteria specified in the RFP:

- Consistency between rate schedules and fee schedules for different customer classes
- Consumption/revenue elasticity responses based on any proposed rate increases/decreases
- Adequate and equitable usage, demand and base charges
- Conservation costs and reimbursements for such costs
- Low income rates and charges for vulnerable populations
- Foreseeable future enhancements to existing treatment and water production facilities
- Achieving short-term goals while support long-term revenue stabilization

Task 3.1 – Customer Class Assessment and Recommendation

Raftelis will recommend refinements to existing Town water or wastewater customer classifications and/or additional classifications which may be warranted. The assessment will be based on work completed as part of Tasks 1, 2 or 3 and/or as a result of insights provided by Town staff, capacity study project team and/or the CR's discussed in Task 5. Creating a new customer classification will result in one-time and ongoing administrative requirements to establish and maintain the additional classes and, therefore, would be justified if it aligns with other Town project objectives.

Task 3.2 – Water Utility Cost of Service

The water cost of service analysis is a multi-step process. It includes the assignment of

costs to the various facilities (functional areas) and further allocating those costs based on their design criteria or the function in the system. Those costs are distributed to customer classes based on their water demands as well as the number of accounts and/or equivalent meters. Raftelis will use the cost allocation process based on the industry standard methodologies published by the AWWA's *Manual M1, Principles of Water Rates, Fees, and Charges*. The water cost of service process entails the following five major steps:

1. Allocate the detailed revenue requirement to the appropriate functional cost categories grouping O&M, capital and other miscellaneous revenue requirements in the test-year.
2. Allocate functional costs to the service category they are designed to provide using the base-extra capacity method of cost allocation.
3. Develop the test-year demand characteristics for each customer class. Referred to as units of service, the demand characteristics include are the same as the cost classification parameters use in the cost allocation process.
4. Distribute costs to each customer class based on their proportionate share of demand characteristics or units of service.
5. Compare the class cost-of-service developed above to the revenue projected under existing rates for the test-year.

This comparison will show the percentage change in the classes based on the cost of service analysis and provide a



basis for the test-year customer class cost of service results to be incorporated within rate design analyses.

Task 3.3 – Wastewater Utility Cost of Service

The wastewater cost of service analysis is a multi-step process, similar to the process completed for the water utility. We will follow the principles and guidelines set forth in the WEF's *Manual of Practice No. 27, Principles of Financing and Charges for Wastewater*

Systems. The wastewater cost-of-service process entails the following five major steps:

1. Allocate the detailed revenue requirement to the appropriate functional cost categories grouping O&M, capital and other miscellaneous revenue requirements in the test-year.
2. Allocate functional costs to the service category they are designed to provide using the flow and strength related component of Biological Oxygen Demand

(BOD) and Total Suspended Solids (TSS) and customer categories separate from strength and volume demanded.

3. Develop the test-year demand characteristics for each customer class. Referred to as units of service, the demand characteristics include are the same as the cost classification parameters use in the cost allocation process.
4. Distribute costs to each customer class based on their proportionate share of demand characteristics or units of service.
5. Compare the class cost-of-service developed above to the revenue projected under existing rates for the test-year.

This comparison will show the percentage change in the classes based on the cost of service analysis and provide a basis for the test-year customer class cost of service results to be incorporated within rate design analyses.

Task 3.4 – Ancillary Fees

Ancillary utility fees and charges will be evaluated against the costs incurred in providing the services. To complete this review, we will meet with Town staff to incorporate the personnel time, materials and overall costs generally incurred in the performance of the activity recovery by ancillary fee area. The full recovery fees will be compared to the current fees and documented within a technical memorandum.

Task 3.5 – Water Rates

After evaluating the existing rate structure and assessing the impact of any proposed adjustments to the test-year

revenue requirement, water rates will be calculated using the existing rate structure and up to two rate structure alternatives for each customer class. The alternative rate structures will be developed reflecting multiple factors and sources of input as previously discussed.

Task 3.6 – Wastewater Rates

After evaluating the existing rate structure and assessing the impact of any proposed adjustments to the test-year revenue requirement, wastewater rates will be calculated using the existing rate structure and up to two rate structure alternatives for each customer class. The alternative rate structures will be developed reflecting multiple factors and sources of input as previously discussed.

Task 3.7 – Cost of Service and Rate Options Workshop

Raftelis will document the preliminary customer class cost of service and rate structure alternatives within a technical memorandum at the completion of Task 3 activities and provide to Town staff. A remote workshop will be held with Town staff and capacity study project team as may be necessary to review preliminary cost of service results and initial rate structure options. The workshop is anticipated to be a venue to receive feedback on the initial rate alternatives. Feedback may include refinements to the rate alternatives, consolidation and/or blending of different alternatives. The draft memo will be updated to reflect provided feedback, rate structure refinements and/or additional alternatives which replace one of the two proposed alternatives.

TASK 4**Implementation Options and Customer Impact Analysis**

This task is intended to address two primary objectives. The first objective is to develop phased rates that provide for a transition to test-year rate alternatives over a potential three- to five-year phase-in period between FY 2019-2020 rates and those for the test year. The second objective is to illustrate the impact of each rate structure option to customer bills and an affordability assessment.

Task 4.1 – Phased Water and Wastewater Rates

We will develop a multi-year phase-in plan over an anticipated three- to five-year phase-in period which provides for a more gradual transition from today's rates to those under each alternative rate structure finalized in Task 3. The phase-in plan will be designed to recover the annual revenue requirements while transitioning to the test-year rates and cost recovery. Raftelis and Town staff will work in conjunction to confirm objectives for the rate phase-in before the multi-year rates are developed.

Task 4.2 – Customer Bill Impacts

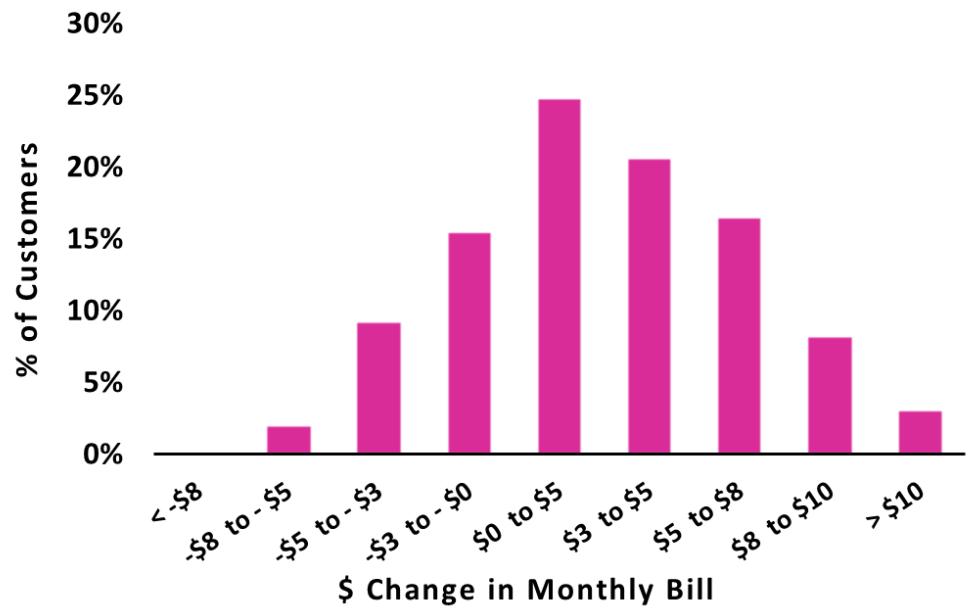
Raftelis will compare the relative customer bill impacts of the sets of rate alternatives during the phase-in period. The user profiles will include those same ones used in the Task 1 comparative analysis augmented with a more detailed single-family residential customer impact analysis by usage amount as well as impacts of the Town's 10 largest water and

sewer users by usage amount. The intent is to provide for a comprehensive evaluation of customer bill impacts under each alternative. Additional customer bill impact analysis may be prepared.

Task 4.3 – Affordability Analysis

We will integrate an affordability analysis and evaluation of the impact of alternative rate options and structures to vulnerable populations access to essential water and sewer services. To support this analysis, Raftelis will incorporate existing economic and demographic data for the Town (e.g., US Census information) as well as additional proven metrics to evaluate affordability employed in similar study evaluations.

Raftelis will provide recommendations for expanding the Town's existing customer assistance and credit programs to mitigate the impacts to the vulnerable populations.

Example Residential Customer Bill Impact**Task 4.4 – Rate and Fee Survey Comparisons**

Raftelis will complete a survey comparison of a single user profile for single-family residential, multi-family residential, commercial, and industrial customer classification bill under existing and alternative rates as well bills as those for up to 10 local and/or regional utilities. The comparison is anticipated to be limited to proposed rates effective July 1, 2020 and may be modified to an alternative year as specified by the Town.

TASK 5**Organize and Coordinate Citizen Review Committee**

Convening a CRC to assist in the development of a rate study, particularly for one with a major rate change is a trend we have begun to see more and more frequently across the

country. At a time when the public is empowered by social media and fueled by skepticism of public processes, proactive public outreach is key to secure public understanding and ultimate Town Council approval of the rate study recommendations. The CRC will provide a valuable voice at the table to ensure community issues and concerns are identified early, addressed and properly reflected in the final product.

Raftelis is committed to developing a robust community outreach and engagement process that will provide critical insights to inform the rate-setting process and recommendation. We have found that using a stakeholder process like this can:

1. **Manage single-issue viewpoints:** Exposure to other stakeholders that have a broad range of perspectives raises awareness and creates group understanding of customers' diverse

A sample schedule and potential agenda topics we've used with other CRCs is provided below:

Meeting	Agenda
1	Introductions, orientation, panel mission statement and charter, water system overview, overview of current rate structure, and the Town's rate history
2	Tour of selected components of the water system (conducted by the Town of Jackson Public Works; no Raftelis facilitation)
3	Rate-making 101, customer information, pricing objectives ranking
4	Customer class usage information, future usage projections, preliminary revenue adjustments and rate structure options for water rates
5	Review and evaluate rate structures and select preferred alternatives
6	Review draft and final CRC report to Town Council

demands and expectations.

2. **Build relationships:** Cultivate relationships with key influencers in the community selected to participate as members of the CRC.
3. **Create believable, motivated surrogates:** As the workshops proceed, CRC members often become third-party advocates that help raise public awareness of the need for rate changes.
4. **Increase the value of the process:** The CRC may serve as an early warning system for issues or opportunities that can be addressed early and thoughtfully in the process as the rate study is developed.

Six CRC meetings are proposed to be completed with meetings spanning two to three hours and will be hosted at a time that best meets CRC members' schedules. Town staff and capacity study project management team members are anticipated to attend one or more meetings.

By asking the members of the committee to weigh in on how they would rank pricing objectives and their understanding of preliminary revenue adjustments, we will use their input as a type of informal focus group. This will help refine messages and tactics and identify potential customer concerns. Feedback on preliminary rate structure options will provide us with a way to measure customer understanding and acceptance.

Should the Town determine they would like assistance in communicating rate changes to customers more broadly (additional scope and pricing estimate available on request), CrC members will also be asked to contribute in the development of messaging and collateral for use in further enhancing customer awareness and community support for rate changes.

TASK 6

Final Report and Recommendations

Interim and final study findings and recommendations will be documented and communicated during this task. Many of the study findings will be provided during workshops, task memorandum as Town staff will be working with us along the way. In the final task, these will be compiled and integrated into single document that will be presented to the Town Council and/or public. We will identify the rate alternative for each utility which is best aligned with the Town's Project Objectives.

Task 6.1 – Town Council and/or Public Meetings

Raftelis will present study results and recommendations to the Town Council at up to two meetings and/or work sessions. We will also present interim or final study results at

up to two public meetings. We will prepare meeting materials and work with Town staff to receive input on draft materials prior to finalization.

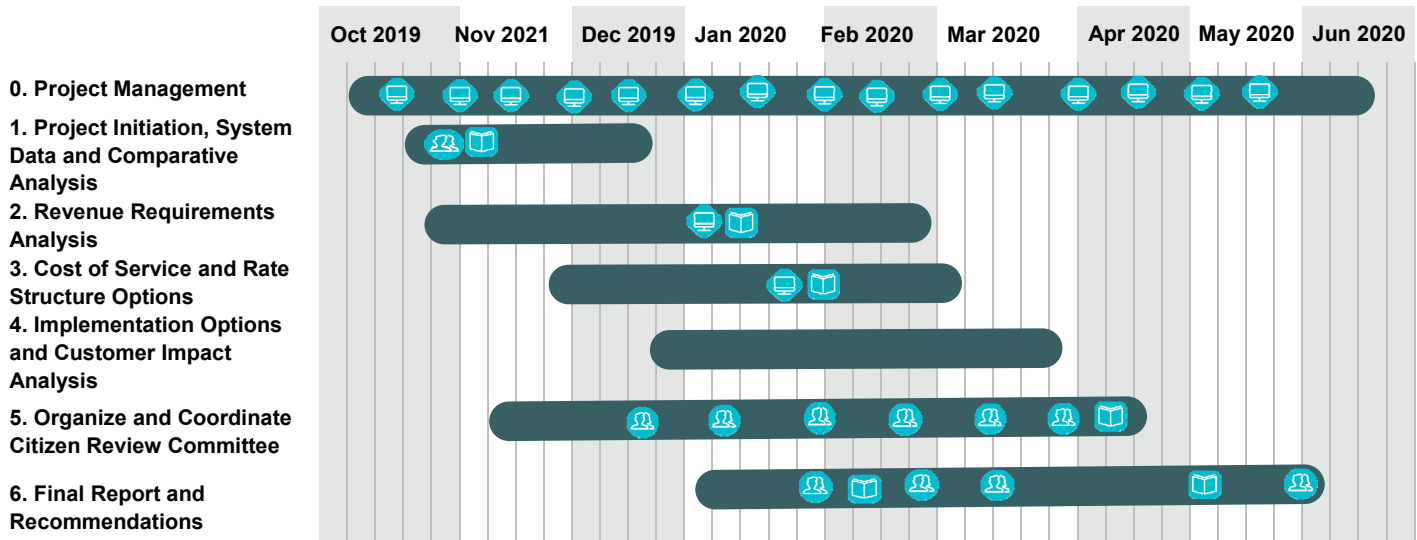
Task 6.2 – Draft and Final Study Reports

Raftelis will prepare an electronic version of a draft study report to the Town for review and comment. This draft study report will summarize and document the analysis, findings, and recommendations of the rate study.

After Town staff have reviewed and commented on the preliminary report and we have conducted the initial Town Council presentation receiving feedback from the Council, Raftelis will prepare a final rate report and deliver an electronic version to the Town. The final rate report will reflect the comments and changes resulting from the Town's review.

Schedule

Raftelis will complete the scope of services within the timeframe shown in the schedule below. The proposed schedule assumes a notice-to-proceed by the beginning of October 2019, and that Raftelis will receive the needed data in a timely manner and be able to schedule meetings as necessary. Project completion is estimated for June 2020. We have also included a breakdown of the number of hours by team member for each project task.



Deliverables (Preliminary Draft Report, Final Report)

In Person Meetings and Workshops

Web-based Meetings

Tasks	Number of On-Site Meetings	Hours								Total
		RG	AR	TC	HP	ME	MW	AC	Admin	
0. Project Management	0	8	24	2	0	4	0	0	5	43
1. Project Initiation, System Data and Comparative Analysis	1	4	16	2	16	0	4	0	0	42
2. Revenue Requirements Analysis	0	4	24	6	48	0	0	32	0	114
3. Cost of Service and Rate Structure Options	0	4	20	4	48	0	0	24	0	100
4. Implementation Options and Customer Impact Analysis	0	4	24	4	32	0	0	16	0	80
5. Organize and Coordinate Citizen Review Committee	5	4	28	2	8	24	100	4	32	202
6. Final Report and Recommendations	4	4	32	4	24	0	8	16	8	96
Total Estimated Meetings / Hours	10	32	168	24	176	28	112	92	45	677

RG - Rick Giardina (Project Director)
 AR - Andrew Rheem (Project Manager)
 TC - Todd Cristiano (SME / QA QC Manager)
 HP - Hannah Palmer-Dwore (Lead Analyst)
 ME - Melissa Elliott (Communications Lead)
 MW - Matt Wittern (Communications Support)
 Admin - Graphic Design and Admin Staff

Meetings

Our proposed approach and scope of services includes the following meetings, a blend of on-site, web-based, and teleconferences.

- **On-Site Meetings**
 - » Task 1 Project Orientation Meeting
 - » Task 5 Five CRC meetings
 - » Task 6 Two City Council presentations and one public hearings and/or stakeholder meetings
 - **Web-based Meetings**
 - » Task 2 Financial Plan Workshop
 - » Task 3 Cost of Service and Rate Design Workshop
 - **Standing telephone meetings**
 - » Monthly Progress Calls starting in October 2019 and continuing through June 2020
-

2020 Capacity Coordination

While separately proposing on the rate study and capacity study, Raftelis and Nelson Engineering have begun discussing the coordination of the two projects. Rather than proposing as lead and subconsultants on each other's respective proposals, we have included time to support the core efforts as part of the underlying proposal. For the coordinated project teams, Bob Norton with Nelson Engineering will serve as the primary contact for Town staff, while Matt Bowers with Nelson Engineering and Andrew Rheem with Raftelis will lead their respective study teams while working with Town staff to execute the respective project scopes of work. We have included time and activities to coordinate our efforts as well as support elements of each other's proposed project. Within the Raftelis rate study scope, we have included the following coordinated activities:

- Task 0 – Monthly status phone calls with Town staff as well as monthly status phone calls between Andrew, Matt, and/or Bob regarding study efforts.
- Task 1 – Coordinate data request so firms are not asking the Town for the same data items
- Task 2 – Financial plan and capital funding scenarios associated with capital and/or operational elements of the capacity study while the outputs of the capacity study will be included in the Task 2 requirements.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Brian Lenz, Town Engineer

MEETING DATE: October 21, 2019

PRESENTED BY: Public Works Staff

SUBJECT: Request to connect to the Town of Jackson Sewer, 3555 N Cheney Lane (P19-222)

STATEMENT/PURPOSE

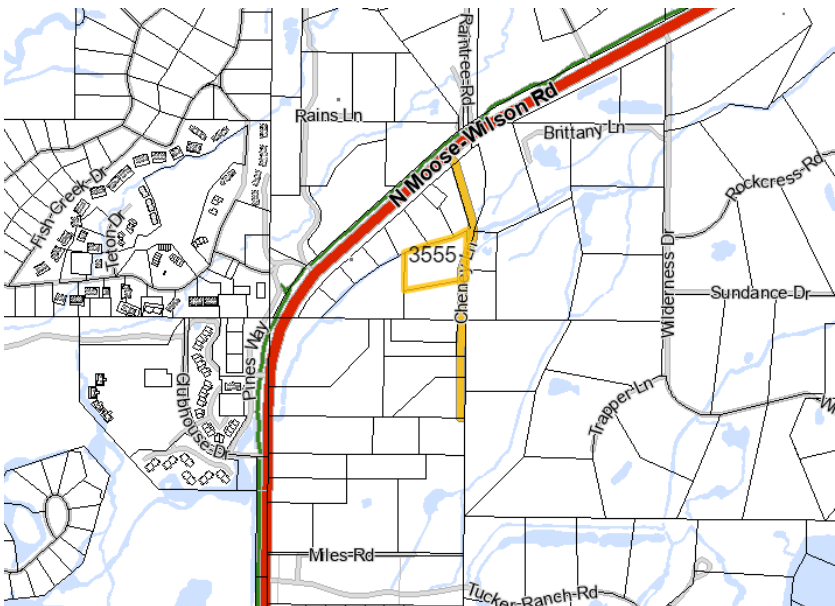
The purpose of this item is for Council to consider connecting a new out of district parcel to the existing Wilson Sewer District (the “District”) sewer system.

BACKGROUND/ALTERNATIVES

As a condition of the formation of the Wilson Sewer District in 2003, the Town Council must approve the addition of any new sewer connections from lots that were not in the District at the time of formation. As such, the Wilson Sewer District is officially requesting to add an additional parcel to the District. The attached map indicates the location of the existing District and the location of the proposed addition.

The owner of each parcel must sign an “Agreement for Connection and Use of the Wilson Sewer District’s Facilities.” This agreement ensures the property owner complies with the service requirements set by the Town as stated within the 2003 agreement with the District.

The parcel is described as: PIDN 22-41-17-12-2-00-006, Address 3555 N. Cheney Lane.



COMPREHENSIVE PLAN ALIGNMENT

This project relates to the Town Comprehensive Plan Common Value #1- Ecosystem Stewardship. Staff has provided the following sections of the Comprehensive Plan for consideration along with this request.

Common Value #1 – Ecosystem Stewardship

- Principle 1.2- Preserve and enhance water and air quality

- o Policy 1.2.c: Monitor and maintain water quality – *calls for monitoring cumulative impacts on water quality and the effectiveness of mitigation efforts and strive to exceed State and Federal requirements for quality and monitoring to enhance water quality in the area.*

STAKEHOLDER ANALYSIS

Stakeholders are the residents, and businesses connected to Town of Jackson water and wastewater systems. The Town Council is the final decision maker on all policy decisions.

FISCAL IMPACT

There is a one-time capacity fee that would be collected prior to connection that would be determined by the fees established in the Municipal Code at the time of application. The ongoing fiscal impact thereafter are the minor additional wastewater fees paid to the Town via the Wilson Sewer District.

When additional services are connected to the Town's sewer systems, there is a cumulative impact to the Town's operation and maintenance costs for the wastewater collection and treatment systems.

STAFF IMPACT

The immediate impact is additional staff time to review the permit application for compliance with Town construction standards and carry out final inspections. Staff estimates this will take approximately an additional 1-3 hours.

The impact to the Town of providing wastewater service to the Applicant at this time is minimal, but contributes to the cumulative impact to Public Works staff who maintain the sewer systems as the Town continues to connect more customers both within and outside of Town limits.

LEGAL REVIEW

Ongoing as needed.

ATTACHMENTS

The Applicant's application and supporting documents.

RECOMMENDATION

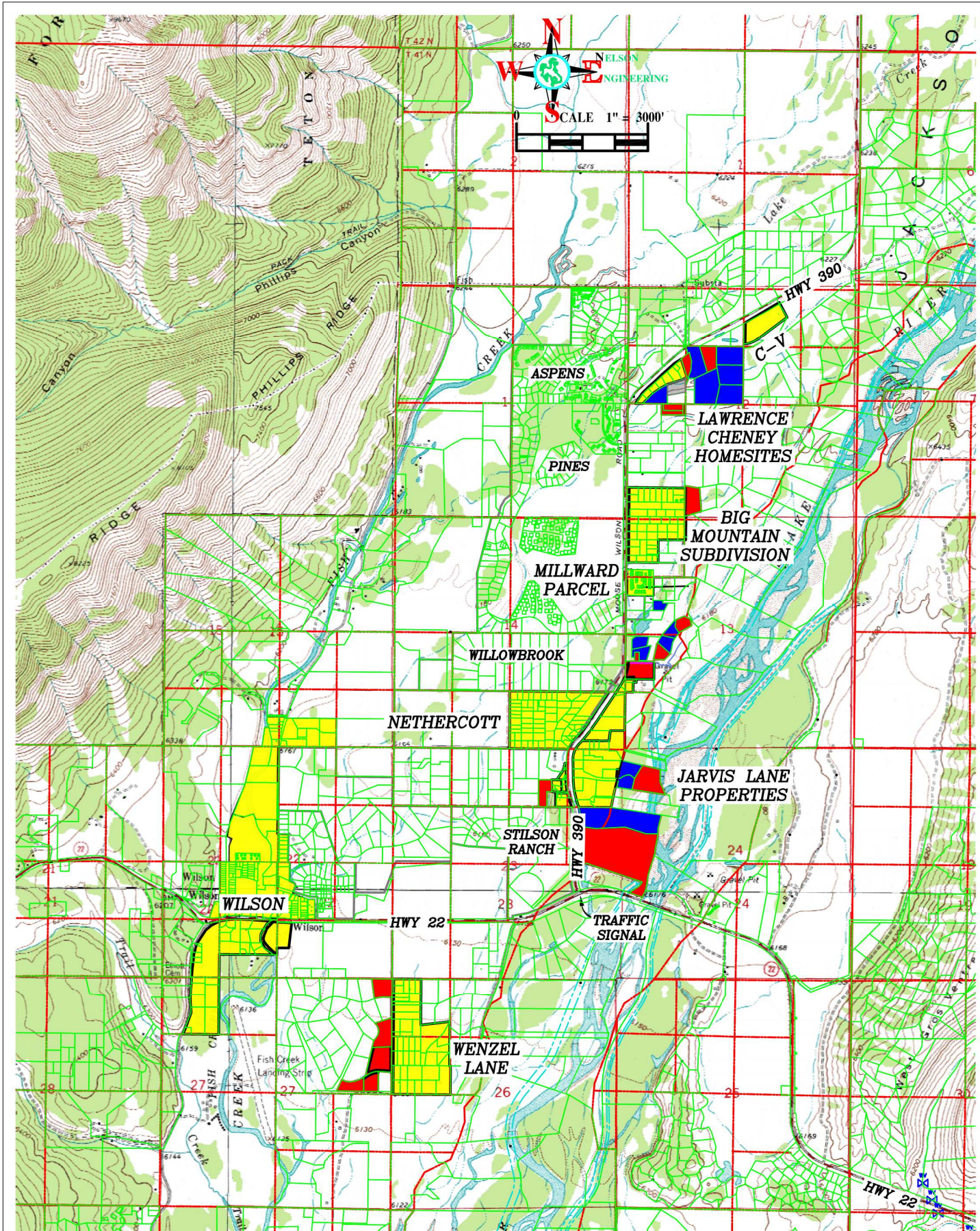
Options for Town Council consideration:

1. Approve the proposed new permanent Wastewater Connection.
2. Approve and/or continue the proposed Wastewater Connection until after completion of the Town's proposed capacity study and the rate study and, only if, both studies evidence the connection will not adversely impact the Town of Jackson's existing wastewater collection / treatment systems;
3. Request additional time to review the Wastewater Connection as presented today and direct staff to place this item on a future Town Council Agenda.
4. Make a motion to approve the request and vote against the motion, thereby denying the application to connect at this time.
5. Other.

Staff recommends that council approve the proposed connection to the Town's sewer collection / treatment systems via the Wilson Sewer District.

SUGGESTED MOTION

I move to approve the connection of 3555 Cheney Lane to the Wilson Sewer District as presented.



DRAWING NO
EXHIBIT
JOB NO

TITLE
 WILSON SEWER DISTRICT
 CONTRACTING FOR SEWER SERVICE
 PENDING SERVICE CONTRACTS
 PARCELS FOR CONSIDERATION

**NELSON
ENGINEERING**

P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	9/20/19	REV.
SURVEYED	-	
DRAWN	SLL	
CHECKED	SLL	
APPROVED	RRN	



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Brian Lenz, Town Engineer

MEETING DATE: October 21, 2019

PRESENTED BY: Public Works Staff

SUBJECT: Request to connect to the Town of Jackson Sewer, South Park Service Center ISD (P19-232)

STATEMENT/PURPOSE

The purpose of this item is for the Jackson Town Council to consider a formal request from the South Park Service Center Improvement and Service District (the "SPSC ISD") to connect its sewer system and associated facilities located at South Park Drive off S Highway 89 to the Town of Jackson's wastewater collection / treatment systems via Teton County's Adams Canyon Sewer System.

BACKGROUND/ALTERNATIVES

The SPSC ISD is comprised of the properties shown on Plat 592, the South Park Service Center Second Amended Subdivision, as amended. The SPSC ISD is comprised of twenty business park properties located along South Park Drive. This development is currently located adjacent to the Adams Canyon Sewer System. Properties within the SPSC ISD currently use individual septic systems to treat their wastewater and constructed a central sewer collection system in 2019. Individual lot owners will connect to the central system by choice, upon redevelopment or septic system failure. In 2012, Meridian Engineering projected wastewater flows for the areas served by the Adams Canyon Sewer System and projected flows for the SPSC ISD were 79,680 gallons per day, maximum day.

The Adams Canyon Sewer Connection (ACS) and Use Agreement approved connection of the County properties at the Adams Canyon Site, and future connections to the ACS require Town approval. Teton County approved the connection of the new central sewer system on January 28, 2019 conditioned on approval by the Town of Jackson.

The current process for connection to the Town of Jackson wastewater collection and treatment systems is as follows:

1. Apply (via a Planning Application) for approval by the Town Council for the sewer connection.
2. If approved, staff will draft a Connection and Use Agreement
3. Once the agreement is finalized, the SPSC ISD can file for a County or Adams Canyon Sewer Connection permit. Plans for the connection are reviewed at this time and any fees due are assessed.
4. For central systems, each lot owner must then apply for a County or Adams Canyon Sewer Connection Permit. Plans for the individual connection are reviewed at this time and any fees due are assessed.
5. If the connection is to a Town sewer main a Public Right-of-Way Permit is required for the connection.

ALTERNATIVES:

There are two alternatives for the SPSC ISD:



1. Connect its wastewater collection infrastructure to the Town's wastewater collection system via the Adams Canyon Sewer System; or,
2. Continue the use of individual septic systems.

If connection to the Town's system is allowed, SPSC ISD accepts all responsibility for annual maintenance, repairs, upkeep and future replacement of its proposed wastewater system to the Town's wastewater system. Also, it agrees to meet all required Wyoming DEQ and Town of Jackson standards relating to its wastewater systems operations, maintenance, and replacement. SPSC ISD would agree to pay wastewater rates consistent with the adopted fee schedules of the Town of Jackson in Jackson Municipal Code §13.08.300, as amended.

COMPREHENSIVE PLAN ALIGNMENT

This project relates to the Town Comprehensive Plan under Common Value #1- Ecosystem Stewardship. Staff has provided the following sections of the Comprehensive Plan for consideration along with this request.

Common Value #1 – Ecosystem Stewardship

- Principle 1.2- Preserve and enhance water and air quality
 - o Policy 1.2.c: Monitor and maintain water quality – *calls for monitoring cumulative impacts on water quality and the effectiveness of mitigation efforts and strive to exceed State and Federal requirements for quality and monitoring to enhance water quality in the area.*

STAKEHOLDER ANALYSIS

Included are the residents, and businesses connected to Town of Jackson water and wastewater systems. The Town Council is the final decision maker on all policy decisions.

FISCAL IMPACT

The SPSC ISD is responsible for all design, construction, operation, and maintenance costs to the point of connection with the Town's mains.

A one-time capacity fee would be collected prior to each lot's connection that would be determined by the fees established in the Municipal Code at the time of application approval. Ongoing base and use fees would be collected as long as the connections and use continue, at rates established by the municipal code as amended, and subject to future rate changes.

When additional services are connected to the Town's sewer systems, there is a cumulative impact to the Town's operation and maintenance costs for the wastewater collection and treatment systems.

STAFF IMPACT

The immediate impact is additional staff time for Town Engineering and Legal staff to work with SPSC ISD to draft the connection and use agreement for final approval of Town Council. Staff estimates this will take approximately 10-20 hours.

Following drafting the initial agreements, additional impacts will include staff time for reviewing the permit application for compliance with Town construction standards. Staff estimates this will take approximately an additional 8-10 hours to review the central system and 1-3 hours per individual lot connection.

The impact to the Town of providing wastewater service to the SPSC ISD at this time is minimal but contributes to the cumulative impact to Public Works staff who maintain the water supply and sewer systems as the Town continues to connect more customers both within and outside of Town limits.

LEGAL REVIEW

Ongoing as needed.

ATTACHMENTS

The SPSC ISD's application and supporting documents.

RECOMMENDATION

Options for Town Council consideration:

1. Approve the proposed new permanent Wastewater Connection and direct staff to prepare Connection & Use Agreement for review and approval at a future meeting.
2. Approve and/or continue the proposed Wastewater Connection until after completion of the Town's proposed capacity study and the rate study and, only if, both studies evidence the connection will not adversely impact the Town of Jackson's existing wastewater collection / treatment systems.
3. Request additional time to review the Wastewater Connection as presented today and direct staff to place this item on a future Town Council Agenda.
4. Make a motion to approve the request and vote against the motion, thereby denying the application to connect at this time.
5. Other.

Staff recommends that council approve the SPSC ISD's proposed connection to the Town's sewer collection / treatment systems with the following condition:

1. The SPSC ISD must provide access to the Town to shutoff of water, or agree to shut off the water, to the individual lot in the event that an account becomes delinquent in its payment as defined in Jackson Municipal Code §13.08.050, as amended.

SUGGESTED MOTION

I move to approve the proposed connection as conditioned herein; direct staff to work with the South Park Service Center Improvement and Service District to draft a Connection and Use Agreement; and, upon approval by the Town Attorney and Town Engineer, authorize the Mayor to execute all necessary agreements.

**South Park Service Center Improvement and Service District Planning Permit Application Narrative for
Connection to the Town of Jackson's Sewer Wastewater Collection and Treatment Facilities via the
Teton County Adams Canyon Collection System**

a. Provide a brief narrative of your plan, identify that you would be connecting through the Adams County Sewer System

The South Park Service Center 2019 Sewer Project consists of the installation of a centralized sewer collection system to facilitate the abandonment of existing leachfields. Currently there is not a centralized sewer collection system within the subdivision. All parcels are on individual septic systems. The proposal is to install the collection system with sewer stub outs to the property lines. It will then be up to the individual property owners to connect to the collection system as the need arises, i.e., septic failures or redevelopment. This collection system will connect to the existing Adams Canyon Collection System at the manhole generally located at the intersection of South Park Drive and South Highway 89, and the wastewater will be ultimately conveyed to the Town of Jackson Wastewater Treatment Plant. The design and permitting of the Adams Canyon Collection System was already completed for Teton County; and the capacity of the system was designed such that it could accept flows from the SPSC development once a centralized collection system is installed. A letter from Teton County noting that the system is adequate to accept the flows has been included with this planning request.

b. Provide the estimated sewer volumes from the connection

Please see the attached report prepared by Meridian Engineering, PC. Page 2 of 3 indicates that the wastewater flow projection for the South Park Service Center (part of Service Area 2) is 79,680 gallons per day. A breakdown of the flows per individual lot can be found on pages 1 and 2 of 5.

c. Provide any information on special class of users, e.g. industrial, taxidermy, processing, brewing, etc.

The only current use in the service center that includes a special class of users, per the Town of Jackson Ordinance, Title 13 - Utilities, page 24 of 35, is Dog Jax located at 3590 South Park Drive (Lot 22, South Park Service Center) for their kennel customer type, which falls under class 2 for BOD and TSS customer class.



ENGINEERING

Ted Van Holland, PE, Sanitarian

January 28, 2019
SPSC Improvement Service District
Mark Barron, Chairman
P.O. Box 4211
Jackson WY 83001

Re: Will Serve Letter for Adams Canyon Sewer Collection System

Mr. Barron:

This letter provides documentation that the Adams Canyon Sewer System is willing to provide sewer collection service to the SPSC Improvement and Service District, according to our rules governing such connections, and subject to approval by the Town of Jackson.

Attached are design documents for the Adams Canyon Sewer Collection System that evaluated capacity for various potential service areas. This included the properties that are within the SPSC. Please continue to coordinate with the Teton County Engineering Department prior to making connection to this system.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted Van Holland".

Ted Van Holland, PE
Responsible Charge Operator
Teton County Engineering Department



MERIDIAN ENGINEERING, P.C.

P.O. Box 6677

Jackson, Wyoming 83002

(307) 739-0500

August 27, 2012

Gordon Gray
Teton County Engineering Department
320 South King Street
Jackson, Wyoming 83001

RE: Wastewater Flow Projections for Select Properties Located Along South Highway 89

Dear Gordon,

Meridian Engineering, P.C. is pleased to present the following summary of maximum wastewater flow projections to the Teton County Engineering Department. Flow projections are for select developments currently located within Teton County approximately 4 miles south of the Town of Jackson. This flow data will be used to aid in determining the viability of connecting to the Town's wastewater collection and treatment systems. Connection to the Town's sewer system will simplify wastewater utility designs associated with future building construction projects in this area and lead to eventual abandonment of several existing soil absorption systems currently servicing building units within.

The area proposed for inclusion into the Town's collection system has been broken into four service areas. Criteria used in determining service area limits included County zoning designations, land use types, subdivision boundaries, and topographic features. Please refer to Exhibit 1 for a site map illustrating properties located within the four service areas. Service Area 1 is located on the east side of South Highway 89, and includes the Adams Canyon Complex along with four adjacent Parcels to the south. Service Area 2 is also located on the east side of South Highway 89, and includes South Park Service Center and an adjacent property located at 3520 South Highway 89. Service Area 3 is located south of Service Area 2, and includes Valley View Subdivision and other properties within that have been further subdivided into smaller lots and condominium units. Finally, Service Area 4 is located on the west side of South Highway 89, and includes single family residential lots located within Big Trails Subdivision, South Park Village Subdivision and single family residential properties located at 3505 and 3535 South Highway 89.

Wastewater flow projections have been based on current land use zoning designations and maximum development potential. Table 1 provides a summary of anticipated maximum daily wastewater flows for various developments located within the four service areas. For an itemized breakdown of anticipated maximum daily wastewater flows by individual address, please refer to the attached spreadsheet. Values for maximum allowable single family dwelling units, accessory residential units, and nonresidential floor areas have been based on data obtained from the Teton County Planning and Development Department. With the exception of Adams Canyon facilities, employee counts are commensurate with anticipated parking space requirements, with an assigned value of 2 parking spaces per 1,000 square feet of floor area. Other assumptions used in this analysis included 4 bedrooms per single family dwelling unit and 2 bedrooms per accessory residential unit.

Peak wastewater values assigned to bedroom and employee counts were taken from Chapter XI, "Water Quality Rules and Regulations" published by the Wyoming Department of Environmental Quality. These values equal 150 gallons per day/bedroom and 30 gallons per day/employee respectively. Based upon these values, the resultant total maximum daily flow projection for all four service areas was determined to equal 248,490 gallons per day.

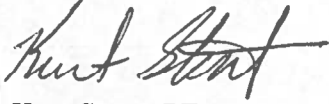
TABLE 1
Wastewater Flow Projections by Service Area

Service Area	Sewage Est. (gpd)
Area 1	
Adams Canyon Development	1,710
3350 South Hwy 89	5,280
3400 South Hwy 89	16,620
3500 South Hwy 89	6,060
3510 South Hwy 89	1,560
Subtotal =	31,230
Area 2	
South Park Service Center	79,680
3520 South Hwy 89	4,440
Subtotal =	84,120
Area 3	
Yearsley Subdivision	7,680
Valley View Subdivision	51,240
Hillside Business Complex Condominiums	10,140
Canyon Storage Condominiums	5,280
Elk Avenue Condominiums	2,640
Trade Park Condominiums	4,200
Valley View Business Park	14,160
Subtotal =	95,340
Area 4	
Big Trails Subdivision	19,800
South Park Village Subdivision	16,200
3505 South Hwy 89	900
3535 South Hwy 89	900
Subtotal =	37,800

Total Maximum Daily Flow (gpd) = 248,490

If you should have any questions or comments pertaining to this analysis, please do not hesitate to contact me. Meridian Engineering, P.C. greatly appreciates the opportunity to providing engineering consulting services to Teton County, Wyoming.

Respectfully,

A handwritten signature in dark ink, appearing to read "Kurt Stout". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kurt Stout, PE
Civil Engineer
Meridian Engineering, P.C.

WASTEWATER FLOW PROJECTIONS BY ADDRESS

Prepared By: Meridian Engineering, P.C.
August 13, 2012

County Zone Designation	Number Units	Description	Occupancy	Multiplier	Sewage Est. (gpd)
Neighborhood Conservation-Single Family	11	Big Trails Subdivision			
		Lot 1, 3605 South Trail Drive (10.12 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 2, 3600 South Trail Drive (10.07 acres)	18 bedrooms/3 SFD, 3 ARU	150 gpd/bdrm	2700
		Lot 3, 3655 South Trail Drive (10.01 acres)	18 bedrooms/3 SFD, 3 ARU	150 gpd/bdrm	2700
		Lot 4, 3745 South Trail Drive (10.01 acres)	18 bedrooms/3 SFD, 3 ARU	150 gpd/bdrm	2700
		Lot 5, 3725 South Trail Drive (11.47 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 6, 3755 South Trail Drive (10.01 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 7, 3805 South Trail Drive (10.15 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 11, 3950 South Trail Drive (12.35 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 12, 3955 South Trail Drive (12.58 acres)	12 bedrooms/2 SFD, 2 ARU	150 gpd/bdrm	1800
		Lot 13, 3855 South Trail Drive (16.04 acres)	12 bedrooms/2 SFD, 2 ARU	150 gpd/bdrm	1800
		Lot 14, 3900 South Trail Drive (14.42 acres)	24 bedrooms/4 SFD, 4 ARU	150 gpd/bdrm	3600
Neighborhood Conservation-Single Family	18	South Park Village Subdivision			
		Lot 1, 3555 South Canadian Drive (0.63 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 2, 3565 South Canadian Drive (0.49 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 3, 3575 South Canadian Drive (0.42 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lots 4A & 4B, 3585 South Canadian Drive (0.48 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lots 5A & 5B, 3655 South Canadian Drive (0.58 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 6, 3675 South Canadian Drive (0.61 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 7, 3770 South Meadow Drive (0.53 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lots 8A & 8B, 3775 South Meadow Drive (1.12 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lots 9A & 9B, 3785 South Meadow Drive (0.63 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 10, 3975 South Meadow Drive (0.58 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 11, 3805 South Meadow Drive (0.52 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lots 12A & 12B, 3825 South Meadow Drive (0.64 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 13, 3855 South Meadow Drive (0.38 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 14, 3885 South Storage Stables Lane (1.09 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 15, 3905 South Storage Stables Lane (1.00 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 16, 3850 South Meadow Drive (0.40 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 17, 3800 South Meadow Drive (0.48 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
		Lot 18, 3755 South Meadow Drive (1.00 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
Neighborhood Conservation-Single Family	1	3505 South Hwy 89 (6.92 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
Neighborhood Conservation-Single Family	1	3535 South Hwy 89 (4.66 acres)	6 bedrooms/1 SFD, 1 ARU	150 gpd/bdrm	900
Business Park	6	Adams Canyon Development			
		a. Animal Shelter, 3150 S Adams Canyon Drive Nonresidential FAR = 3,784 sf	4 employees	30 gpd/empl	120
		b. Road and Levee Department, 3190 S Adams Canyon Drive Nonresidential FAR = 4,090 sf	5 employees	30 gpd/empl	150
		c. Crises Center	6 bedrooms	150 gpd/bdrm	900
			2 employees	30 gpd/empl	60
		d. Fire Station 7, 3230 S Adams Canyon Drive Nonresidential FAR = 6,853 sf	3 employees	30 gpd/empl	90
		e. Emergency Operations Center, 3240 Adams Canyon Drive Nonresidential FAR = 2,916 sf	3 employees	30 gpd/empl	90
		f. Recycle Center, 3270 S Adams Canyon Drive Nonresidential FAR = 15,782 sf	10 employees	30 gpd/empl	300
Business Park	19	South Park Service Center			
		Lot 1, 3500 South Park Drive (0.90 acres) Nonresidential FAR = 15,769 sf, 9 employee housing units	18 bedrooms/9 ARU	150 gpd/bdrm	2700
			31 employees	30 gpd/empl	930
		Lot 2, 3510 South Park Drive (1.05 acres) Nonresidential FAR = 18,208 sf, 10 employee housing units	20 bedrooms/10 ARU	150 gpd/bdrm	3000
			36 employees	30 gpd/empl	1080
		Lot 3, 3520 South Park Drive (1.98 acres) Nonresidential FAR = 34,761 sf, 20 employee housing units	40 bedrooms/20 ARU	150 gpd/bdrm	6000
			70 employees	30 gpd/empl	2100
		Lot 4, 3530 South Park Drive (1.11 acres) Nonresidential FAR = 14,375 sf, 8 employee housing units	16 bedrooms/8 ARU	150 gpd/bdrm	2400
			28 employees	30 gpd/empl	840
		Lot 21, 3550 South Park Drive (2.10 acres) Nonresidential FAR = 33,541 sf, 19 employee housing units	38 bedrooms/19 ARU	150 gpd/bdrm	5700
			68 employees	30 gpd/empl	2040
		Lot 7, 3560 South Park Drive (1.06 acres) Nonresidential FAR = 16,204 sf, 9 employee housing units	18 bedrooms/9 ARU	150 gpd/bdrm	2700
			32 employees	30 gpd/empl	960

County Zone Designation	Number Units	Description	Occupancy	Multiplier	Sewage Est. (gpd)
		Lot 8, 3570 South Park Drive (1.03 acres) Nonresidential FAR = 14,201 sf, 8 employee housing units	16 bedrooms/8 ARU 28 employees	150 gpd/bdrm 30 gpd/empl	2400 840
		Lot 23, South Park Service Center. Second Amended Subd., 3rd Filing (1.47 acres) Nonresidential FAR = 25,787 sf, 15 employee housing units	30 bedrooms/15 ARU 52 employees	150 gpd/bdrm 30 gpd/empl	4500 1560
		Lot 22, South Park Service Center. Second Amended Subd., 3rd Filing (0.41 acres) Nonresidential FAR = 7,143 sf, 4 employee housing units	8 bedrooms/4 ARU 14 employees	150 gpd/bdrm 30 gpd/empl	1200 420
		Lot 11, 3600 South Park Drive (0.88 acres) Nonresidential FAR = 13,852 sf, 8 employee housing units	16 bedrooms/8 ARU 28 employees	150 gpd/bdrm 30 gpd/empl	2400 840
		Lot 12, 3610 South Park Drive (0.86 acres) Nonresidential FAR = 13,591 sf, 8 employee housing units	16 bedrooms/8 ARU 27 employees	150 gpd/bdrm 30 gpd/empl	2400 810
		Lot 13, 3620 South Park Drive (0.88 acres) Nonresidential FAR = 14,288 sf, 8 employee housing units	16 bedrooms/8 ARU 28 employees	150 gpd/bdrm 30 gpd/empl	2400 840
		Lot 14, 3630 South Park Drive (0.87 acres) Nonresidential FAR = 14,113 sf, 8 employee housing units	16 bedrooms/8 ARU 28 employees	150 gpd/bdrm 30 gpd/empl	2400 840
		Lot 15, 3640 South Park Drive (1.42 acres) Nonresidential FAR = 23,522 sf, 14 employee housing units	28 bedrooms/14 ARU 48 employees	150 gpd/bdrm 30 gpd/empl	4200 1440
		Lot 16, 3635 South Park Drive (1.67 acres) Nonresidential FAR = 26,049 sf, 15 employee housing units	30 bedrooms/15 ARU 52 employees	150 gpd/bdrm 30 gpd/empl	4500 1560
		Lot 17, 3545 South Park Drive (1.17 acres) Nonresidential FAR = 18,901 sf, 10 employee housing units	20 bedrooms/10 ARU 34 employees	150 gpd/bdrm 30 gpd/empl	3000 1020
		Lot 18, 3555 South Park Drive (1.09 acres) Nonresidential FAR = 18,727 sf, 10 employee housing units	20 bedrooms/10 ARU 34 employees	150 gpd/bdrm 30 gpd/empl	3000 1020
		Lot 19, 3565 South Park Drive (0.79 acres) Nonresidential FAR = 12,371 sf, 7 employee housing units	14 bedrooms/7 ARU 24 employees	150 gpd/bdrm 30 gpd/empl	2100 720
		Lot 20, 3575 South Park Drive (0.77 acres) Nonresidential FAR = 12,458 sf, 7 employee housing units	14 bedrooms/7 ARU 24 employees	150 gpd/bdrm 30 gpd/empl	2100 720
Business Park	2	Yearsley Subdivision			
		Lot 1, 655 West Deer Drive (0.81 acres) Nonresidential FAR = 14,113 sf, 8 employee housing units	16 bedrooms 8 ARU 28 employees	150 gpd/bdrm 30 gpd/empl	2400 840
		Lot 2, 645 West Deer Drive (1.09 acres) Nonresidential FAR = 18,992 sf, 11 employee housing units	22 bedrooms/11 ARU 38 employees	150 gpd/bdrm 30 gpd/empl	3300 1140
Business Park	10	Valley View Subdivision			
		Lot 1, 670 West Deer Drive (1.10 acres) Nonresidential FAR = 19,166 sf, 11 employee housing units	22 bedrooms/11 ARU 38 employees	150 gpd/bdrm 30 gpd/empl	3300 1140
		Lot 3, 625 West Deer Drive (1.77 acres) Nonresidential FAR = 30,492 sf, 18 employee housing units	36 bedrooms/18 ARU 60 employees	150 gpd/bdrm 30 gpd/empl	5400 1800
		Lot 4, 605 West Deer Drive (1.76 acres) Nonresidential FAR = 30,666 sf, 18 employee housing units	36 bedrooms/18 ARU 62 employees	150 gpd/bdrm 30 gpd/empl	5400 1860
		Lot 6, 550 West Deer Drive (1.43 acres) Nonresidential FAR = 24,916 sf, 14 employee housing units	28 bedrooms/14 ARU 50 employees	150 gpd/bdrm 30 gpd/empl	4200 1500
		Lot 15, 555 West Elk Avenue (0.76 acres) Nonresidential FAR = 13,242 sf, 8 employee housing units	16 bedrooms/8 ARU 26 employees	150 gpd/bdrm 30 gpd/empl	2400 780
		Lot 9, 635 West Deer Drive (1.75 acres) Nonresidential FAR = 30,318 sf, 17 employee housing units	34 bedrooms/17 ARU 60 employees	150 gpd/bdrm 30 gpd/empl	5100 1800
		Lot 10, 665 West Elk Avenue (2.04 acres) Nonresidential FAR = 35,545 sf, 21 employee housing units	42 bedrooms/21 ARU 72 employees	150 gpd/bdrm 30 gpd/empl	6300 2160
		Lot 17, 3970 South Eagle Drive (1.00 acres) Nonresidential FAR = 17,424 sf, 10 employee housing units	20 bedrooms/10 ARU 34 employees	150 gpd/bdrm 30 gpd/empl	3000 1020
		Lot 18, 3950 South Eagle Drive (0.50 acres) Nonresidential FAR = 8,712 sf, 5 employee housing units	10 bedrooms/5 ARU 18 employees	150 gpd/bdrm 30 gpd/empl	1500 540
		Lot 19, 3940 South Eagle Drive (0.50 acres) Nonresidential FAR = 8,712 sf, 5 employee housing units	10 bedrooms/5 ARU 18 employees	150 gpd/bdrm 30 gpd/empl	1500 540
Business Park	53	Hillside Business Complex Condominiums			
		555 West Deer Drive @ Valley View Unit 101 Nonresidential FAR = 2,363 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 102 Nonresidential FAR = 1,981 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 103 Nonresidential FAR = 971 sf	2 employees	30 gpd/empl	60
		555 West Deer Drive @ Valley View Unit 104 Nonresidential FAR = 975 sf	2 employees	30 gpd/empl	60
		555 West Deer Drive @ Valley View Unit 105 Nonresidential FAR = 975 sf	2 employees	30 gpd/empl	60
		555 West Deer Drive @ Valley View Unit 106 Nonresidential FAR = 975 sf	2 employees	30 gpd/empl	60

County Zone Designation	Number Units	Description	Occupancy	Multiplier	Sewage Est. (gpd)
		555 West Deer Drive @ Valley View Unit 107 Nonresidential FAR = 970 sf	2 employees	30 gpd/empl	60
		555 West Deer Drive @ Valley View Unit 108 Nonresidential FAR = 971 sf	2 employees	30 gpd/empl	60
		555 West Deer Drive @ Valley View Unit 109 Nonresidential FAR = 971 sf	2 employees	30 gpd/empl	60
		555 West Deer Drive @ Valley View Unit 110 Nonresidential FAR = 975 sf	2 employees	30 gpd/empl	60
		555 West Deer Drive @ Valley View Unit 111 Nonresidential FAR = 1959 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 201 Nonresidential FAR = 2,371 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 202 Nonresidential FAR = 1,991 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 203 Nonresidential FAR = 1,991 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 204 Nonresidential FAR = 1,991 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 205 Nonresidential FAR = 1,991 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 206 Nonresidential FAR = 1,991 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 207 Nonresidential FAR = 1,966 sf	4 employees	30 gpd/empl	120
		555 West Deer Drive @ Valley View Unit 301	2 bedrooms/home	150 gpd/bdrm	300
		555 West Deer Drive @ Valley View Unit 302	2 bedrooms/home	150 gpd/bdrm	300
		555 West Deer Drive @ Valley View Unit 303	2 bedrooms/home	150 gpd/bdrm	300
		555 West Deer Drive @ Valley View Unit 304	2 bedrooms/home	150 gpd/bdrm	300
		555 West Deer Drive @ Valley View Unit 305	2 bedrooms/home	150 gpd/bdrm	300
		555 West Deer Drive @ Valley View Unit 306	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 401 Nonresidential FAR = 1,338 sf	2 employees	30 gpd/empl	60
		535 West Deer Drive @ Valley View Unit 402 Nonresidential FAR = 1,371 sf	2 employees	30 gpd/empl	60
		535 West Deer Drive @ Valley View Unit 403 Nonresidential FAR = 1,371 sf	2 employees	30 gpd/empl	60
		535 West Deer Drive @ Valley View Unit 404 Nonresidential FAR = 1,371 sf	2 employees	30 gpd/empl	60
		535 West Deer Drive @ Valley View Unit 405 Nonresidential FAR = 1,371 sf	2 employees	30 gpd/empl	60
		535 West Deer Drive @ Valley View Unit 406 Nonresidential FAR = 1,371 sf	2 employees	30 gpd/empl	60
		535 West Deer Drive @ Valley View Unit 407 Nonresidential FAR = 1,302 sf	2 employees	30 gpd/empl	60
		535 West Deer Drive @ Valley View Unit 501	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 502	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 503	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 504	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 505	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 506	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 507	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 508	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 509	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 510	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 511	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 512	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 513 Nonresidential FAR = 2,566 sf	6 employees	30 gpd/empl	180
		535 West Deer Drive @ Valley View Unit 514 Nonresidential FAR = 2,566 sf	6 employees	30 gpd/empl	180
		535 West Deer Drive @ Valley View Unit 515 Nonresidential FAR = 2,560 sf	6 employees	30 gpd/empl	180
		535 West Deer Drive @ Valley View Unit 601	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 602	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 603	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 604	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 605	2 bedrooms/home	150 gpd/bdrm	300
		535 West Deer Drive @ Valley View Unit 606	2 bedrooms/home	150 gpd/bdrm	300

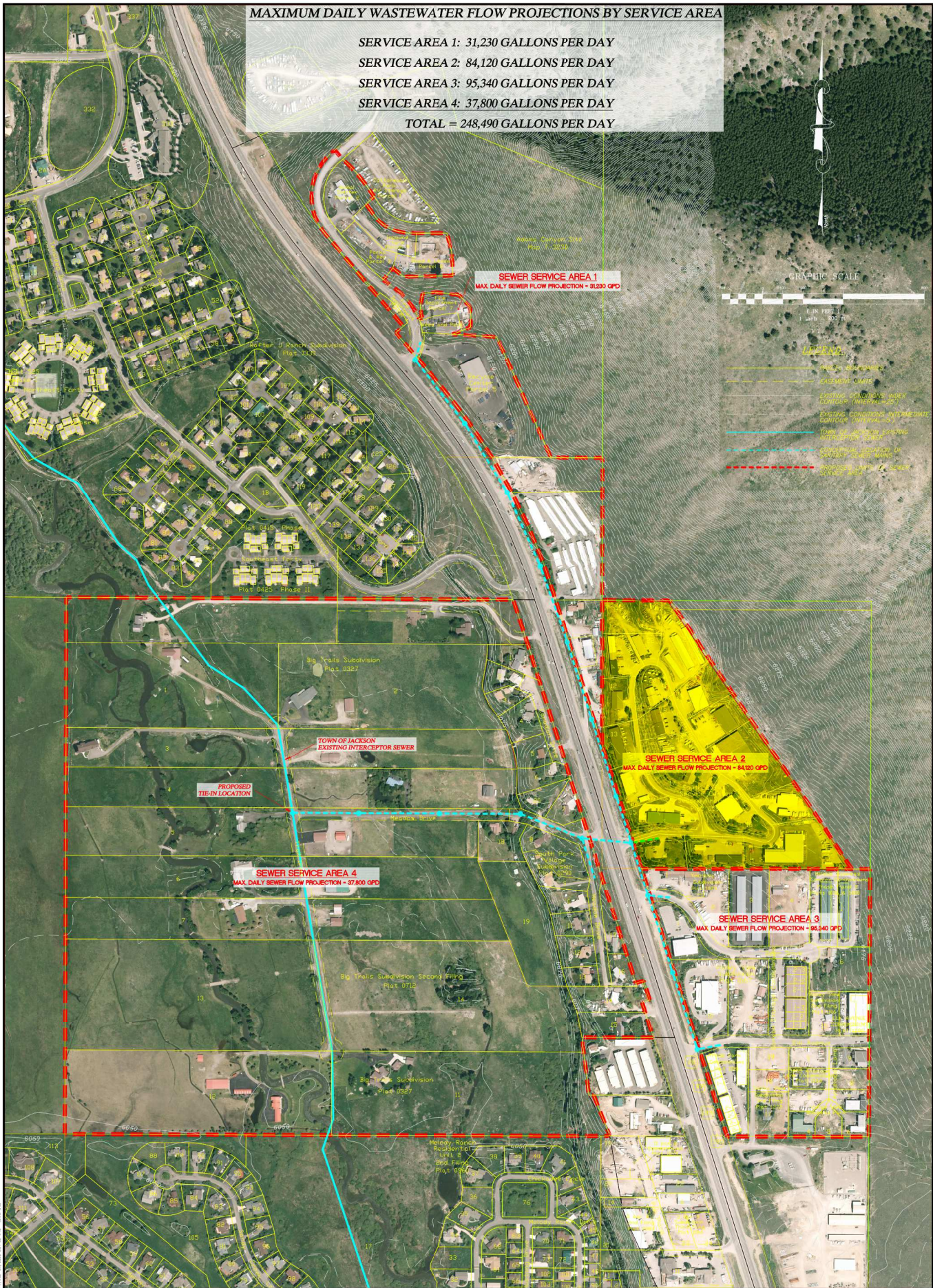
County Zone Designation	Number Units	Description	Occupancy	Multplier	Sewage Est. (gpd)
		535 West Deer Drive @ Valley View Unit 607	2 bedrooms/home	150 gpd/bdrm	300
	6	Canyon Storage Condominiums			
		615 West Elk Avenue Unit 1-1 Nonresidential FAR = 3,900 sf, 2 employee housing units	4 bedrooms/2 ARU 8 employees	150 gpd/bdrm 30 gpd/empl	600 240
		615 West Elk Avenue Unit 1-2 Nonresidential FAR = 4,400 sf, 2 employee housing units	4 bedrooms/2 ARU 8 employees	150 gpd/bdrm 30 gpd/empl	600 240
		615 West Elk Avenue Unit 1-3 Nonresidential FAR = 6,400 sf, 2 employee housing units	4 bedrooms/2 ARU 12 employees	150 gpd/bdrm 30 gpd/empl	600 360
		615 West Elk Avenue Unit 2-1 Nonresidential FAR = 6,400 sf, 2 employee housing units	4 bedrooms/2 ARU 12 employees	150 gpd/bdrm 30 gpd/empl	600 360
		615 West Elk Avenue Unit 2-2 Nonresidential FAR = 4,400 sf, 2 employee housing units	4 bedrooms/2 ARU 8 employees	150 gpd/bdrm 30 gpd/empl	600 240
		615 West Elk Avenue Unit 2-3 Nonresidential FAR = 3,900 sf, 2 employee housing units	4 bedrooms/2 ARU 8 employees	150 gpd/bdrm 30 gpd/empl	600 240
Business Park	12	Elk Avenue Condominiums			
		525 West Elk Avenue Unit 1-1 Nonresidential FAR = 2,072 sf	4 employees	30 gpd/empl	120
		525 West Elk Avenue Unit 1-2	2 bedrooms/home	150 gpd/bdrm	300
		525 West Elk Avenue Unit 2-1 Nonresidential FAR = 2,601 sf	6 employees	30 gpd/empl	180
		525 West Elk Avenue Unit 2-2	2 bedrooms/home	150 gpd/bdrm	300
		525 West Elk Avenue Unit 3-1 Nonresidential FAR = 2,359 sf	4 employees	30 gpd/empl	120
		525 West Elk Avenue Unit 3-2	2 bedrooms/home	150 gpd/bdrm	300
		525 West Elk Avenue Unit 4-1 Nonresidential FAR = 2,336 sf	4 employees	30 gpd/empl	120
		525 West Elk Avenue Unit 4-2	2 bedrooms/home	150 gpd/bdrm	300
		525 West Elk Avenue Unit 5-1 Nonresidential FAR = 2,602 sf	6 employees	30 gpd/empl	180
		525 West Elk Avenue Unit 5-2	2 bedrooms/home	150 gpd/bdrm	300
		525 West Elk Avenue Unit 6-1 Nonresidential FAR = 2,075 sf	4 employees	30 gpd/empl	120
		525 West Elk Avenue Unit 6-2	2 bedrooms/home	150 gpd/bdrm	300
Business Park	4	Trade Park Condominiums Bldg. #1			
		650 West Elk Avenue Unit 1-1 Nonresidential FAR = 1,748 sf	4 employees	30 gpd/empl	120
		650 West Elk Avenue Unit 1-2 Nonresidential FAR = 2,105 sf	4 employees	30 gpd/empl	120
		650 West Elk Avenue Unit 1-3 Nonresidential FAR = 2,148 sf	4 employees	30 gpd/empl	120
		650 West Elk Avenue Unit 1-4 Nonresidential FAR = 4,676 sf	10 employees	30 gpd/empl	300
Business Park	4	Trade Park Condominiums Bldg. #2			
		650 West Elk Avenue Unit 2-1 Nonresidential FAR = 4,300 sf	8 employees	30 gpd/empl	240
		650 West Elk Avenue Unit 2-2 Nonresidential FAR = 1,700 sf	4 employees	30 gpd/empl	120
		650 West Elk Avenue Unit 2-3 Nonresidential FAR = 1,700 sf	4 employees	30 gpd/empl	120
		650 West Elk Avenue Unit 2-4 Nonresidential FAR = 3,309 sf	6 employees	30 gpd/empl	180
Business Park	11	Trade Park Condominiums Bldg. #3			
		650 West Elk Avenue Unit 3-1 Nonresidential FAR = 3,680 sf	8 employees	30 gpd/empl	240
		650 West Elk Avenue Unit 3-2 Nonresidential FAR = 1,794sf	4 employees	30 gpd/empl	120
		650 West Elk Avenue Unit 3-3 Nonresidential FAR = 1,794 sf	4 employees	30 gpd/empl	120
		650 West Elk Avenue Unit 3-4	2 bedrooms/home	150 gpd/bdrm	300
		650 West Elk Avenue Unit 3-5	2 bedrooms/home	150 gpd/bdrm	300
		650 West Elk Avenue Unit 3-6	2 bedrooms/home	150 gpd/bdrm	300
		650 West Elk Avenue Unit 3-7	2 bedrooms/home	150 gpd/bdrm	300
		650 West Elk Avenue Unit 3-8	2 bedrooms/home	150 gpd/bdrm	300
		650 West Elk Avenue Unit 3-9	2 bedrooms/home	150 gpd/bdrm	300
		650 West Elk Avenue Unit 3-10	2 bedrooms/home	150 gpd/bdrm	300
		650 West Elk Avenue Unit 3-11	2 bedrooms/home	150 gpd/bdrm	300
Business Park	8	Valley View Business Park			
		Lot 1, 3945 South Antelope Lane (0.47 acres) Nonresidential FAR = 8,189 sf, 5 employee housing units	10 bedrooms/5 ARU 16 employees	150 gpd/bdrm 30 gpd/empl	1500 480
		Lot 3, 3965 South Antelope Lane (0.43 acres) Nonresidential FAR = 7,492 sf, 4 employee housing units	8 bedrooms/4 ARU 14 employees	150 gpd/bdrm 30 gpd/empl	1200 420
		Lot 4, 3975 South Antelope Lane (0.44 acres) Nonresidential FAR = 7,492 sf, 4 employee housing units	8 bedrooms/4 ARU 14 employees	150 gpd/bdrm 30 gpd/empl	1200 420

County Zone Designation	Number Units	Description	Occupancy	Multiplier	Sewage Est. (gpd)
		Lot 5, 3980 South Antelope Lane (0.40 acres) Nonresidential FAR = 6,970 sf, 4 employee housing units	8 bedrooms/4 ARU 14 employees	150 gpd/bdrm 30 gpd/empl	1200 420
		Lot 6, 3970 South Antelope Lane (0.44 acres) Nonresidential FAR = 7,667 sf, 4 employee housing units	8 bedrooms/4 ARU 16 employees	150 gpd/bdrm 30 gpd/empl	1200 480
		Lot 7, 3960 South Antelope Lane (0.44 acres) Nonresidential FAR = 7,667 sf, 4 employee housing units	8 bedrooms/4 ARU 16 employees	150 gpd/bdrm 30 gpd/empl	1200 480
		Lot 8, 3950 South Antelope Lane (0.47 acres) Nonresidential FAR = 8,189 sf, 5 employee housing units	10 bedrooms/5 ARU 16 employees	150 gpd/bdrm 30 gpd/empl	1500 480
		Lot 9, 530 West Elk Avenue (0.47 acres) Nonresidential FAR = 8,189 sf, 5 employee housing units	10 bedrooms/5 ARU 16 employees	150 gpd/bdrm 30 gpd/empl	1500 480
Business Park	1	3350 South Hwy 89 (2 acres) Nonresidential FAR = 23,087 sf, 13 employee housing units	26 bedrooms/13 ARU 46 employees	150 gpd/bdrm 30 gpd/empl	3900 1380
Business Park	1	3400 South Hwy 89 (4.01 acres) Nonresidential FAR = 86,900 sf, 38 employee housing units	76 bedrooms/38 ARU 174 employees	150 gpd/bdrm 30 gpd/empl	11400 5220
Business Park	1	3500 South Hwy 89 (1.54 acres) Nonresidential FAR = 26,223 sf, 15 employee housing units	30 bedrooms/15 ARU 52 employees	150 gpd/bdrm 30 gpd/empl	4500 1560
Business Park	1	3510 South Hwy 89 (0.37 acres) Nonresidential FAR = 6,447 sf, 4 employee housing units	8 bedrooms/4 ARU 12 employees	150 gpd/bdrm 30 gpd/empl	1200 360
Business Park	1	3520 South Hwy 89 (1.814 acres) Nonresidential FAR = 18,557 sf, 11 employee housing units	22 bedrooms/11 ARU 38 employees	150 gpd/bdrm 30 gpd/empl	3300 1140

Total Maximum Daily Flow (gpd) = 248,490

MAXIMUM DAILY WASTEWATER FLOW PROJECTIONS BY SERVICE AREA

SERVICE AREA 1: 31,230 GALLONS PER DAY
 SERVICE AREA 2: 84,120 GALLONS PER DAY
 SERVICE AREA 3: 95,340 GALLONS PER DAY
 SERVICE AREA 4: 37,800 GALLONS PER DAY
 TOTAL = 248,490 GALLONS PER DAY



DRAWN BY: DKS
 DATE: 8-27-12
 DESIGNED BY:
 DATE:
 APPROVED BY:
 DATE:
 PLOT DATE:

MERIDIAN ENGINEERING, P.C.
 Civil Engineering Property Development
 Construction Management
 P.O. Box 6677
 Jackson, WY 83302
 Phone: (307) 739-0500

SEAL AREA

PROJECT TITLE:
**S. HWY 89 SANITARY SEWER
 PROJECT
 TETON COUNTY, WYOMING**

SHEET TITLE:
**EXHIBIT 1
 PROPOSED SANITARY SEWER
 SERVICE AREAS**

PROJECT NO.
 12-384
 SHEET 1 OF 1



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: OCTOBER 17, 2019
MEETING DATE: OCTOBER 21, 2019

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: BRENDAN CONBOY

SUBJECT: **ITEM P19-170:** SUBDIVISION PLAT FOR A LAND DIVISION AT 170 REDMOND STREET IN THE NEIGHBORHOOD MEDIUM DENSITY – 1 (NM-1) ZONE.

APPLICANT: SUE KARICHNER, NELSON ENGINEERING

OWNER: SCOTT & DONNA SHEPHERD

REQUESTED ACTION

The applicant had requested a Final Plat approval of a 2-lot subdivision in order to build two attached single family homes (a duplex) in the Neighborhood Medium Density – One (NM-1) zone for the property addressed as 170 Redmond Street.

The applicant is requesting to withdraw the item and will reapply at a later date. No further action is required at this time. Please see attached withdrawal request.

From: skarichner@nelsonengineering.net
To: [Brendan Conboy](#); "[Scott Shepherd](#)"
Cc: "[Henley West](#)"; [Luke Rudolph](#)
Subject: RE: 170 Redmond
Date: Thursday, September 26, 2019 2:02:43 PM
Attachments: [image001.png](#)

Brendan,

Scott Shephard has requested to pull the application and we will reapply next year.

Sue Karichner
Engineering Technician

NELSON ENGINEERING since 1964

Professional Engineers & Land Surveyors

• JACKSON, WY • BUFFALO, WY •

P.O. Box 1599 • 430 South Cache St. • Jackson, WY 83001
(307) 733-2087 • (307) 733-4179 Fax • nelsonengineering.net

*This email is confidential. If you are not the intended recipient,
you must not disclose or use the information contained in it.
If you have received this email in error, please notify us
immediately by return email and delete this document.*

From: Brendan Conboy <BConboy@jacksonwy.gov>
Sent: Thursday, September 26, 2019 1:32 PM
To: Scott Shepherd <scott@scottssre.com>
Cc: skarichner@nelsonengineering.net; Henley West <henley@scottssre.com>
Subject: RE: 170 Redmond

Hi Scott,

I wanted to check in to make sure we are still on schedule to proceed with the Town Council hearing on Oct. 21 given the previously discussed issue of recording the plat within 60 days of Council approval and the need to remove the existing house before the plat is recorded. If we are okay to proceed, Sue will you have the revised plat based off of the departmental reviews ready before the meeting?

Thanks,
Brendan

From: Brendan Conboy
Sent: Tuesday, August 13, 2019 10:14 AM
To: 'Scott Shepherd' <scott@scottssre.com>
Cc: skarichner@nelsonengineering.net; Henley West <henley@scottssre.com>
Subject: RE: 170 Redmond

Hi Scott,

Great, we will provide Council with your request to continue the item to the Oct. 21, 2019 Council meeting.

Note, if you do decide to withdraw your application in October you would not be able to reapply until April, 2020, which would leave you 6-7 months to get a plat approved and recorded before the Development Plan expires in November 2020.

Thanks,
Brendan

From: Scott Shepherd [<mailto:scott@scottssre.com>]
Sent: Tuesday, August 13, 2019 10:08 AM
To: Brendan Conboy <BConboy@jacksonwy.gov>
Cc: skarichner@nelsonengineering.net; Henley West <henley@scottssre.com>
Subject: RE: 170 Redmond

Mt timing was way off, thought we would have crushed the house this spring. Need to rent it till I can remove house in the summer of 2020. Mid summer.

I guess we should extend if I can get the house removed by October. If not I then withdraw and wait till summer 2020.

Please extend us one time to October and maybe able to put it together by then. If not we will withdraw till summer 2020 or spring depending on how many meeting it will take to reapprove this project.

Thank you Brendan for the heads up.

Sue are you the right person to do this? Extension to October 2019, or withdraw till spring or summer 2020.

Scott

Scott Shepherd Real Estate, Inc.
Scott Shepherd President & Broker
P.O. Box 3393
1055 Gregory Lane
Jackson, Wy 83001
O-307-733-5881 extension 1
C-307-690-6256
www.ScottSRE.com



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Administration

PRESENTER: Sandy Birdyshaw

MEETING DATE: October 21, 2019

SUBJECT: Public Hearing Date for Monroe Partners Old West LLC Annexation Request

STATEMENT/PURPOSE

To officially move the public hearing date that was previously set for the annexation request made by Monroe Partners Old West LLC. (*housekeeping item*)

BACKGROUND/ALTERNATIVES

On August 28, 2019, a petition for annexation was received from Monroe Partners Old West LLC. The land in question can generally be described as the Old West Self Storage business, a 3.72 acre parcel located at 1150 West Highway 22.

The petition itself, was certified complete to the Town Council on September 3, 2019, and the Town Council set a public hearing date of November 18, 2019. That meeting has been cancelled and those agenda items have been moved to the next regularly scheduled Council meeting on December 2, 2019.

RECOMMENDATION

The November 18th public hearing was officially set by Town County. Staff recommends an official action to change the hearing date to December 2, 2019.

SUGGESTED MOTION

I move to change the public hearing meeting date for the Monroe Partners Old West LLC Annexation Petition to December 2, 2019 and direct staff to proceed with the required public notices.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: October 16, 2019
MEETING DATE: October 21, 2019

SUBMITTING DEPARTMENT: Community Development
DEPARTMENT DIRECTOR: Tyler Sinclair
PRESENTER: Tyler Sinclair

SUBJECT: Consideration of a Town response letter to the Wyoming Legislature's Joint Interim Corporations, Elections and Political Subdivisions Committee on House Bill 277

STATEMENT/PURPOSE

To allow Town Council to discuss and to consider sending a Town response letter to the Wyoming Legislature's Joint Interim Corporations, Elections and Political Subdivisions Committee (the Committee), regarding reintroduction of House Bill 277, prohibiting the use of Housing Exactions by local governments.

BACKGROUND/ALTERNATIVES

At the October 7, 2019, Town Council meeting Council discussed this item including the role the Chamber of Commerce played in the Committee meeting, how the Town could create relationships with the State ongoing and continuous instead of issue based and how the Town can be more proactive and strategic in addressing State wide issues in the future. Specifically, Council directed staff to work with the Mayor to draft a letter to the Committee, regarding the reintroduction of House Bill 277, for consideration by Council (see attached). In addition, Council discussed making the letter available to other organizations in the community for endorsement and co-signing should they desire. Related to this idea staff has proposed a deadline of November 1 for others to sign onto the letter to allow time for the Committee to receive and consider it before their November 18 meeting.

In addition, Town Council directed staff to cancel the regularly scheduled Town Council workshop and meeting on November 18, to allow elected officials and community members to travel to the Committee meeting in Cheyenne to testify on the matter.

Based upon the potential impact of proposed House Bill 277 on Local Control and Local Housing Exactions in addition to a letter Council may want to discuss and consider the following:

- Additional outreach to the Committee,
- Outreach and coordination with our local State representatives,
- Coordination with Teton County,
- Coordination of testimony to be provided by the Mayor and Council to the Committee on November 18,
- Additional background data to be provided as an attachment to the letter or separately,
, etc.

Based upon this discussion staff could be directed to provide further support and assistance on this matter as needed.

Please see the attached the October 7, 2019, staff report on this matter for additional background information.

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that this item may directly effect the validity of the Comprehensive Plan as it is a matter of local control, specifically Section 5 Local Workforce Housing as it relates to Housing Exactions as part of the comprehensive approach to housing described therein.

STAKEHOLDER ANALYSIS

Staff finds that this item may effect all residents of the Town of Jackson, Teton County and the State of Wyoming.

FISCAL IMPACT

None at this time. Based upon Council discussion approval of Council travel and accommodations for attendance at the Committee meeting in Cheyenne may be required.

STAFF IMPACT

A significant amount of staff time has been spent on this issue.

LEGAL REVIEW

On-going

ATTACHMENT

Draft Letter to the Committee, dated October 21, 2019
Staff Report dated October 7, 2019

RECOMMENDATION

None at this time.

SUGGESTED MOTIONS

Item 1

I move to direct staff to work with the Mayor to finalize a letter to the Wyoming Legislature's Joint Interim Corporations, Elections and Political Subdivisions Committee outlining the Town's position on House Bill 277 as discussed at this meeting for signature by the Mayor and to allow other community organizations to endorse and co-sign the letter by November 1, 2019.

Item 2

I move to direct staff to

October 21, 2019

Wyoming Legislative Service Office
Joint Interim Corporations, Elections and Political Subdivisions Committee
200 West 24th Street
Cheyenne, Wyoming 82002

Dear Committee Members:

On behalf of the residents of the Town of Jackson and Teton County, we would like to thank you for your service to our great State and all of its residents. We recognize and appreciate the hard work you put in every single day to make Wyoming a better place for all of us to live. As fellow elected officials, we understand the sacrifice and commitment involved, and we sincerely thank you.

We are writing regarding the recent meeting of the Corporations Committee that was held in Jackson on September 16th. At that meeting, the Committee voted to advance a bill similar to House Bill 277. This bill would remove an important tool (exactions used to mitigate housing impacts) that has been utilized by our community since 1995, and which has been instrumental in enabling us to ensure we have a local workforce that can support our local economy.

We recognize that there are members of our community who disagree with the current exaction rates, and in fact there are current elected officials of the Town and County who feel that we can and should make changes to those rates. We continue to assess the effectiveness and the fairness of our housing exactions, as we recognize many of the same concerns the Committee has discussed. We have access to (and utilize) vast quantities of data and use that data to plan strategically to realize the vision that our community has adopted in its Comprehensive Plan. However, while there continues to be a robust community debate regarding the optimal housing exaction rates, we are united in our belief that those rates should be determined here locally.

The Town of Jackson and Teton County have been engaged in long-range strategic planning for many years. We began with the 1994 Comprehensive Plan and adopted a new Comprehensive Plan in 2012 after a long period of community reflection, engagement and participation. We believe that this plan has served us well, and that our diverse and highly resilient economy is evidence that local planning works. The

housing exaction tool is only one of the many tactics we use to ensure our success, but it is an important one, and it is integrated into and essential to the strategies that we have adopted.

2019-2020 is an important year for our community as we work to update our Comprehensive Plan and strive to find the correct balance between our ecosystem, economy, housing and transportation goals. This work will also help us to better understand how growth and other factors over the past decade have benefitted and impacted the community. In addition, over the next 12 months we commit to engage in a new Housing Nexus study in order to better understand what type and the location of new jobs being created and how they impact or fit into our local economy. Upon the conclusion of these two integrated planning efforts we will be in a position to better understand the amount and type of housing exaction that is right for Teton County. We assure you we are committed, serious and excited to complete this work locally in a timely manner to best serve the needs of our local community and ask that you please continue to let us do so.

While the housing exaction rates should and will be updated, our community firmly believes in local control, that we should continue to have access to the tool, and that Teton County residents should retain the right to decide for ourselves what those rates should be. Therefore, we respectfully request that you honor Teton County voters' desire to make local decisions locally.

We thank you again for your service on behalf of Wyoming and look forward to working together to improve the lives of all resident of our state.

Sincerely,

Pete Muldoon
Mayor

This letter is endorsed and co-signed by the following organizations.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: October 1, 2019
MEETING DATE: October 7, 2019

SUBMITTING DEPARTMENT: Community Development
DEPARTMENT DIRECTOR: Tyler Sinclair
PRESENTER: Tyler Sinclair

SUBJECT: Consideration of a Town response to the Wyoming Legislature's Joint Interim Corporations, Elections and Political Subdivisions Committee on House Bill 277

STATEMENT/PURPOSE

To allow Town Council to discuss and give consideration of a Town response to the Wyoming Legislature's Joint Interim Corporations, Elections and Political Subdivisions Committee, regarding reintroduction of House Bill 277, prohibiting the use of Housing Exactions by local governments.

BACKGROUND/ALTERNATIVES

On September 16 and 17, 2019, the Wyoming Legislature's Joint Interim Corporations, Elections and Political Subdivisions Committee (Committee), met in Jackson. On September 16, the committee met with local members of Jackson Hole Working. It has been reported that one of the topics discussed at this meeting was local Housing exactions, however this portion of the meeting was not included on the agenda or in the online video of the proceedings. Staff has attached the Jackson Hole News and Guide article on this topic as no other formal documentation appears to be available. On September 17, the Committee voted to reintroduce House Bill 277 including House amendments which would have the effect of prohibiting towns and counties from enacting Housing Exactions. Based upon this action the topic will next be discussed by the Committee at their November 18 and 19, 2019, meeting in Cheyenne. A portion of the Committee meeting video is available by following the web link found in the Attachment section of this report.

Based upon the potential impact of proposed House Bill 277 on Local Control and Local Housing Exactions this item has been placed on the Council's agenda for discussion. Possible items for consideration may include:

- Preparing a formal Town response to proposed House Bill 277 to be provided to the Committee prior to their November meeting.
- Rescheduling and/or cancelling of the November 18, 2019, Regular Town Council Workshop and Meeting, to allow Elected Officials and other interested members of the community to attend the November 18 & 19 Committee meeting and provide testimony.
 - o Should Council elect to schedule a Special Town Council Workshop and Meeting to replace the November 18 Regular Workshop and Meeting a date should be selected so the required notification can be completed. Possible weeks for rescheduling include November 11, 18 or 25.
- Additional Council direction on this topic.

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that this item may directly effect the validity of the Comprehensive Plan as it is a matter of local control, specifically Section 5 Local Workforce Housing as it relates to Housing Exactions as part of the comprehensive approach to housing described therein.

STAKEHOLDER ANALYSIS

Staff finds that this item may effect all residents of the Town of Jackson, Teton County and the State of Wyoming.

FISCAL IMPACT

None at this time. Based upon Council discussion approval of Council travel and accommodations for attendance at the Committee meeting in Cheyenne may be required.

STAFF IMPACT

A significant amount of staff time has been spent on this issue.

LEGAL REVIEW

On-going

ATTACHMENT

1. Jackson Hole News and Guide, article “Housing Program targeted by Leg.” September 18, 2019
2. State of Wyoming - 2019 Corporations, Elections & Political Subdivisions Webpage
 - State Website: <https://www.wyoleg.gov/Committees/2019/J07>
 - Day Two Video Discussion begins at time: 8:01

RECOMMENDATION

None at this time.

SUGGESTED MOTIONS

Item 1

I move to direct staff to work with the Mayor to draft a letter to the Wyoming Legislature’s Joint Interim Corporations, Elections and Political Subdivisions Committee outlining the Town’s position on House Bill 277 as discussed at this meeting for final review and signature by the Mayor.

Item 2

I move to cancel the November 18 Regular Town Council Workshop and Meeting and set a Special Town Council Workshop and Meeting on November __, 2019.

Item 3

I move to direct staff to

Housing program targeted by Leg.

Teton electeds angered by surprise lunch where JH Working lobbied legislative committee.

By Allie Gross

Although housing wasn't on its agenda, a legislative committee decided last minute to advance a bill that could gut Teton County's affordable housing program.

The unexpected vote followed a Monday lunch with the advocacy group Jackson Hole Working.

While Jackson Hole Working dubbed the event a "public lunch and learn," it was not included on the agenda for the Wyoming Legislature's Joint Interim Corporations, Elections and Political Subdivisions Committee.

A handful of local elected officials found out about the lunch only after awkwardly stumbling into the gathering when they showed up early for the committee's afternoon proceedings. Local officials blindsided by the lunch included state Sen. Mike Gierau, D-Teton.

"It's not fair because it wasn't adequately noticed," Gierau said. "There could have been 200 people here to speak in opposition to some of the views that were expressed by the advocacy group, but they didn't know about the lunch. No one did except the people that set it up."

On Tuesday, as the committee was wrapping up, Rep. Shelly Duncan, R-Goshen, cited "testimony at lunchtime" as her reason for bringing up

See **HOUSING RULES** on 19A

HOUSING RULES

Continued from cover

a bill — also not on the agenda — to prohibit towns and counties from requiring developers to build or pay for housing. Duncan told committee members that solving housing issues should be left to the private sector with “less regulation and robust incentives-based programs.”

“That’s my theory,” she said, “and from what we heard from the testimony we had yesterday.”

During last winter’s legislative session, Duncan sponsored House Bill 277. The bill targeted rules the town of Jackson and Teton County updated in the summer of 2018 to increase how much developers — particularly commercial developers — must pay toward affordable housing when building a project.

Duncan’s bill was one of several last session that Teton County officials said aimed to preempt local control and overrule Teton County policies. Duncan’s housing bill passed the corporations committee but failed to make it onto the House floor. Those tensions between state and Teton County elected officials led the corporations committee to commit to hosting a meeting in Jackson, landing more than a dozen legislators in Teton County Library’s Ordway Auditorium on Monday and Tuesday.

Rep. Tyler Lindholm, R-Crook/Weston, co-chairman of the committee, said that while affordable housing didn’t make it onto the agenda, people were welcome to comment on anything during a general public comment period at the end of the meeting Tuesday.

So state Rep. Andy Schwartz, D-Teton, was surprised when he showed up early for the committee meeting

and walked in on legislators having a lunch discussion on housing rules with Jackson Hole Working.

“There was people sitting at the table where you testify, and virtually the entire committee sitting in their chairs,” Schwartz said. “It sure wasn’t on the agenda.”

“I was not pleased, because I felt like they had scheduled a meeting that wasn’t noticed, wasn’t recorded,” Schwartz said. “It was outside the scope of the meeting notice.”

According to its website, Jackson Hole Working is “a community-driven movement that values the vibrant heart of downtown, a workforce housing market driven by the private sector, the protection of private prop-

erty rights and the preservation of open spaces and wildlife corridors.”

The group originated in 2016 as the pro-development “Think About It, Jackson Hole” to oppose a rezoning for the downtown district and push for more commercial de-

velopment. The group later rebranded as “Jackson Hole Working” with the goal of representing working families.

Current board members are Ted Staryk, owner of Snake River Brewing; Kevin Kavanagh, general manager of the Clear Creek Group; Kelly Lockhart, partner in Lockhart Cattle Company; John Carney, of Carney, Logan, Burke Architects; Anna Cole, communications manager at Jackson Hole Mountain Resort; John Sten-

nis, of GYDE Architects; Sadek Darwiche, manager of Hotel Jackson; Tyler Davis, of Wyoming Property Management; Jenn Ford, of Frederick Mountain Group; and Joe Rice, owner of Blue Collar Restaurant Group.

Most recently the group has advocated for an inventory of child care providers and more equitable sources of START funding. The group and its board members also strongly opposed the drastic increases to mitigation requirements in 2018 that upped commercial developers’ affordable housing obligations, saying the rules would place a moratorium on business growth and harm “mom and pops.”

In a statement, Ford said that when the corporations committee came to Jackson, the group “took the opportunity to host a public ‘lunch and learn to talk about the many issues they have been working on.’ Although the lunch was not publicly

advertised and local elected officials were not invited, the nonprofit said some members of the public attended.

Lindholm said Jackson Hole Working reached out to him and asked to give a presentation at lunch.

“We talked about economic development, what that looks like going forward in this area,” Lindholm said. “We talked about some of the bills that have gone through the legislature last go-around, how they felt

about some of those bills.”

Like Schwartz, Jackson Town Councilor Arne Jorgensen wandered into the lunch meeting and grabbed a plate of barbecue. He said the focus of the meeting was the local housing rules — and just one perspective was presented.

“It went through a very, very narrow lens,” Jorgensen said of the conversation about local housing policy. “That it’s bad and it’s destroying business and Teton County. It was pretty clear.”

“My perception is at that lunch there was one view given and there was one view that was taken,” Jorgensen said. “I felt really strongly that we needed to at least introduce the notion that there are other aspects of this issue that did not get talked about.”

After Duncan brought up the lunch testimony and requested the committee consider the bill prohibiting housing exactions, eight people were allowed to comment for 3 minutes each before Lindholm cut it off, citing time constraints.

During public comment, Jorgensen said the Jackson Hole Working discussion lacked certain nuances about the town and county’s housing programs. Schwartz emphasized the Legislature should leave local policies to local representatives.

Jeremiah Rieman, director of the Wyoming County Commissioners Association, said everybody should have been able to participate in a full conversation on the housing topic, rather than just a presentation from one group.

“I’m kind of disappointed this conversation is coming up at the 14th hour,” Rieman said. “I would just ask for a little bit of consideration that

“My perception is at that lunch there was one view given and there was one view that was taken.”

— Arne Jorgensen
TOWN COUNCILOR

See **HOUSING RULES** on 20A

HOUSING RULES

Continued from 19A

we have a more robust conversation on this topic, take in all the various factors that are in play for all the communities that are trying to deal with this, rather than bring it up in a public comment forum right at the end of a meeting.”

Jackson Hole Chamber of Commerce CEO Anna Olson said Teton County’s housing requirements are too punitive for businesses.

“This is causing a problem and is stopping new opportunities and new business opportunities in Teton County, which does go against the state’s mission of bringing new business into our entire state,” Olson said. “That shouldn’t not include Teton County.”

After the chairs closed public comment on housing, Duncan moved to revive last session’s House Bill 277. The committee approved it with a single “no” vote from Rep. Andi Clifford, D-Fremont.

Natalia Macker, chairwoman of the Teton County Board of County Commissioners, said the way the meeting unfolded was “astonishing.” If the committee wanted to discuss the housing regulations while visiting Jackson, she would have rather seen a comprehensive conversation with more than one group’s viewpoint.

“What a wasted opportunity to do the best job we can possibly do,” Macker said.

“It feels like they’re choosing to only hear one perspective within the spectrum, as opposed to there’s a variety of other voices, not just local government elected officials. I would like to think when we make policies and legislate that we want to hear from everyone.”

Schwartz, along with Gierau said it’s common for legislators to have lunch with interest groups. The

committee was invited to have a casual breakfast at 7:30 a.m. Tuesday with Teton County commissioners, though Macker said it wasn’t well attended.

Gierau said it’s not common to see a committee dine with an interest group in the meeting chamber, with virtually the whole committee seated and people providing testimony.

“This is why people don’t trust government,” Gierau said. “That’s why people have no faith in government, no faith in what happens, because a group sashays in unannounced, unreported, not displayed in the newspaper, not told to anybody, and says a couple things on one side of the argument. Then, boom, a bill draft comes out. It’s going to be heard by a legislative committee at the next meeting.”

Lindholm said the lunch wasn’t publicly noticed or recorded because it wasn’t a public meeting.

“It was a sponsored lunch where they offered lunch and you could come and go,” Lindholm said. “It was up to you. So it was not public. I mean, we didn’t close the doors. Anybody could’ve walked in, but it wasn’t an official legislative meeting by any stretch. We took no action. We did nothing.”

Schwartz and Gierau both said they don’t necessarily disagree with critics of the housing policies, but the committee should have held a more open discussion.

“I disagree violently and vehemently with the way they did it,” Gierau said. “The committee got hijacked by a group and ... by certain members of the committee who wanted to do it. That’s not right.”

The bill prohibiting housing exactions is expected to resurface at the committee’s next meeting in November in Cheyenne.

Contact Allie Gross at 732-7063 or county@jhnewsandguide.com.

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: October 21, 2019

RE: Town Manager's Report

Sales and Lodging Tax

The Town budgeted a total of \$1,161,493 in lodging tax revenues for FY20 from the 30% visitor impact portion combined with the 10% general fund portion. We have collected \$565,993 thus far for FY20 which is 51.3% of total projected collections. Accumulated collections are up 9.7% over this same time last year. October 2019 revenue represents collections from August 2019. These amounts are tracked through the Special Revenue Fund for the Lodging Tax.

The Town budgeted a total of \$16,249,500 in sales tax for FY20. October collections are up 11.5% over the same collection period last year. Collections are currently tracking at \$109,100 less than budgeted. Please remember that we have 8 months of collections remaining for FY20 and we have most of FY20 collections to account for before realizing any unanticipated revenue or overall shortage. October 2019 revenue represents collections from August 2019.

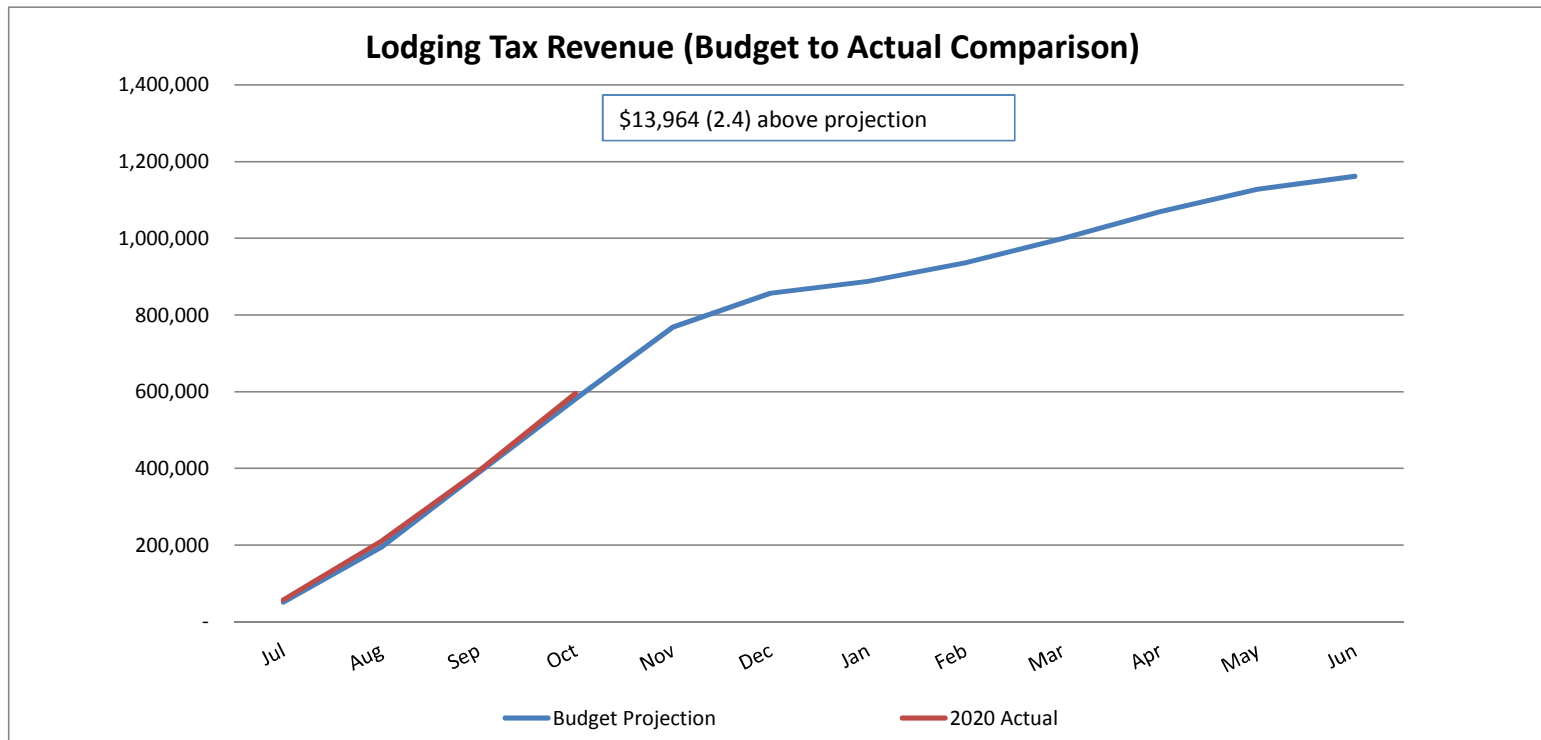
TOWN OF JACKSON, WYOMING
LODGING TAX REPORT
 October-19

Month Received (2 mos. lag)	Lodging Tax - Total				Town				County			
	Total	Promotion T&T Board	Visitor Impact	General Fund	Visitor Impact	General Fund	Total	T/C Split Percent	Visitor Impact	General Fund	Total	T/C Split Percent
FY2020:												
July	\$ 309,428	\$ 185,657	\$ 92,828	\$ 30,943	\$ 42,720	\$ 14,240	\$ 56,959	46.0%	\$ 50,109	\$ 16,703	\$ 66,812	54.0%
August	987,736	592,641	296,321	98,774	114,054	38,018	152,072	38.5%	182,267	60,756	243,023	61.5%
September	1,247,568	748,541	374,270	124,757	137,432	45,811	183,243	36.7%	236,838	78,946	315,784	63.3%
October	1,300,062	780,037	390,019	130,006	152,419	50,806	203,226	39.1%	237,599	79,200	316,799	60.9%
November	-	-	-	-	-	-	-	---	-	-	-	---
December	-	-	-	-	-	-	-	---	-	-	-	---
January	-	-	-	-	-	-	-	---	-	-	-	---
February	-	-	-	-	-	-	-	---	-	-	-	---
March	-	-	-	-	-	-	-	---	-	-	-	---
April	-	-	-	-	-	-	-	---	-	-	-	---
May	-	-	-	-	-	-	-	---	-	-	-	---
June	-	-	-	-	-	-	-	---	-	-	-	---
Totals	\$ 3,844,793	\$ 2,306,876	\$ 1,153,438	\$ 384,479	\$ 446,625	\$ 148,875	\$ 595,500	38.7%	\$ 706,813	\$ 235,604	\$ 942,418	61.3%

	Visitor Impact	General Fund	Total
TOJ Budget	\$ 871,120	\$ 290,373	\$ 1,161,493
Budget Remain	\$ 424,495	\$ 141,498	\$ 565,993
Earned			51.3%
Remaining			48.7%

12 Month
Rolling Avg
10.4%

	FY2019 Year-to-Date	FY2020 Year-to-Date	Increase (Decrease)	
T&T 60%:	\$ 2,264,329	\$ 2,306,876	\$ 42,547	1.9%
TOJ 30% Visitor:	407,026	446,625	39,599	9.7%
TOJ 10% General:	135,675	148,875	13,200	



TOWN OF JACKSON, WYOMING
SALES TAX COLLECTIONS (4% and 1%)
October-19

Receipt Month	16/17				17/18				18/19				19/20			12 Mth Rolling Avg	Sales Month
	FY2016	FY2017	16/17 Change	Percent Change	FY2018	17/18 Change	Percent Change	FY2019	18/19 Change	Percent Change	FY2020	19/20 Change	Percent Change	Change	Change		
Jul	\$ 713,141	\$ 807,564	\$ 94,423	13.2%	\$ 807,972	\$ 408	0.1%	\$ 890,746	\$ 82,774	10.2%	\$ 916,280	\$ 25,534	2.9%	5.5%	May		
Aug	1,287,639	1,411,501	123,863	9.6%	1,551,376	139,875	9.9%	1,711,050	159,674	10.3%	1,695,936	(15,114)	-0.9%	4.3%	Jun		
Sep	1,705,468	1,920,244	214,777	12.6%	1,971,647	51,402	2.7%	1,979,587	7,941	0.4%	2,106,619	127,032	6.4%	5.1%	Jul		
Oct	1,750,353	1,665,117	(85,236)	-4.9%	1,897,973	232,856	14.0%	1,868,746	(29,227)	-1.5%	2,084,456	215,710	11.5%	6.7%	Aug		
Nov	1,420,820	1,533,746	112,925	7.9%	1,850,527	316,781	20.7%	1,877,983	27,456	1.5%	-	----	----	----	Sep		
Dec	1,002,143	1,046,289	44,146	4.4%	1,054,095	7,806	0.7%	1,335,327	281,232	26.7%	-	----	----	----	Oct		
Jan	600,037	655,026	54,989	9.2%	680,672	25,645	3.9%	745,047	64,375	9.5%	-	----	----	----	Nov		
Feb	831,587	1,032,128	200,542	24.1%	1,166,026	133,898	13.0%	1,195,892	29,866	2.6%	-	----	----	----	Dec		
Mar	850,550	947,188	96,639	11.4%	1,066,105	118,917	12.6%	1,110,735	44,630	4.2%	-	----	----	----	Jan		
Apr	915,256	859,580	(55,676)	-6.1%	1,041,459	181,879	21.2%	1,120,136	78,677	7.6%	-	----	----	----	Feb		
May	842,792	874,371	31,579	3.7%	1,010,453	136,082	15.6%	1,138,194	127,740	12.6%	-	----	----	----	Mar		
Jun	610,312	660,771	50,459	8.3%	728,398	67,628	10.2%	730,042	1,644	0.2%	-	----	----	----	Apr		
Totals	\$ 12,530,098	\$ 13,413,526	\$ 883,428	7.1%	\$ 14,826,704	\$ 1,413,178	10.5%	\$ 15,703,484	\$ 876,780	5.9%	\$ 6,803,290	\$ 353,161	5.5%				

Budgeted Sales Tax for FY 2020 3.50% \$ 16,249,500
Budgeted Sales Tax Year-to-Date 6,912,391
Actual Sales Tax Collected Year-to-Date 6,803,290
Leading (Lagging) Budget - through October \$ (109,100)

