



**City of Riverton**  
**Regular Council Meeting**  
**Tuesday, November 19, 2024 at 7:00 pm**  
Riverton City Hall Council Chambers  
816 N Federal Blvd.  
Riverton, WY 82501

**At 6:45 P.M. on Tuesday, November 19, 2024, the Finance Committee will meet in the City Hall Council Chambers to consider bills to be paid. This meeting is open to the public.**

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Invocation.
- 4) Roll call: Mayor: Tim Hancock  
Ward I: Kyle Larson, Dean Peranteaux  
Ward II: Karla Borders, Kristy K. Salisbury  
Ward III: Mike Bailey, Lindsey Cox
- 5) Declaration of Quorum.
- 6) Approval of the Agenda.
- 7) Small Business Saturday Proclamation.
- 8) Reports and Comments:
  - Council Committee Reports and Council Members' Roundtable.
  - City Administrator's Report.
  - Mayor's Comments.
- 9) Communication from the Floor – Citizen's Comments.
- 10) Consent Agenda:
  - Approval of the Minutes – November 5, 2024 Regular Council Meeting.
  - Approval of the Minutes – November 19, 2024 Finance Committee Meeting.
  - Approval of the Finance Committee Recommendations – November 19, 2024.
- 11) Consideration of Resolution No. 1515: Self-Serve Fuel Grant Application.
- 12) Optional ½% Excise Tax Funding Agreement – Riverton Medical District
- 13) Consideration of Ordinance No. 24-007, 2<sup>nd</sup> Reading: Street Parking Regulations.
- 14) Bid Award – Police Department Transport Van.
- 15) Consultant Selection: Financial and Operational Feasibility Study for a Multisport Facility.
- 16) Payment of the Riverton Depot Foundation Riverwalk Land Promissory Note.
- 17) Optional ½% Excise Tax Discussion.
- 18) Executive Session – If Needed.
- 19) Adjourn.

“Excellence in Service to the Rendezvous City”

# SMALL BUSINESS SATURDAY PROCLAMATION

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**Whereas**, the government of Riverton, Wyoming, celebrates our local small businesses and the contributions they make to our local economy and community; and

**Whereas**, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States, and

**Whereas**, 68 cents of every dollar spent at a small business in the U.S. stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

**Whereas**, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023; and

**Whereas**, Riverton, Wyoming, supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

**Whereas**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**Now, Therefore**, I, Tim Hancock, Mayor of Riverton, Wyoming, do hereby proclaim, November 30, 2024, as

## **“SMALL BUSINESS SATURDAY”**

**And** urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday – celebrating its 15th year in 2024 – and Shop Small throughout the year.

**In Witness Whereof**, I have hereunto set my hand this 19th day of November, in the year two thousand twenty four.

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Tim Hancock, Mayor

Attest: \_\_\_\_\_

Mia Harris, Administrative Services Director



City of Riverton

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**RIVERTON CITY COUNCIL**  
**Minutes of the**  
**Regular Council Meeting**  
**Held November 5, 2024**  
**7:00 PM**

The regular meeting of the Riverton City Council was held on the above date and time, duly convened by Mayor Tim Hancock at 7:00 p.m. City Council Members present were Lindsey Cox, Mike Bailey, Kyle Larson, and Kristy Salisbury. Council Member Salisbury led the pledge of allegiance, and Council Member Larson conducted the invocation.

Roll call was conducted. Council Member Salisbury moved, seconded by Council Member Bailey, to excuse Council Members Karla Borders and Dean Peranteaux from the meeting. Motion passed unanimously. Mayor Hancock declared a quorum of the council.

City Staff present: City Administrator Kyle J. Butterfield, Administrative Services Director Mia Harris, Public Works Director Brian Eggleston, Police Chief Eric Hurtado, Community Development Director Michael Miller, and Deputy City Clerk Max Batista.

**Approval of the Agenda** – Council Member Larson moved, seconded by Council Member Cox, to approve the agenda as presented. Motion passed unanimously.

**Introduction & Oath of Office: Dispatcher** – Police Chief Eric Hurtado introduced Dispatcher Helen Licea. Mayor Hancock conducted the Oath of Office.

**Council Committee Reports & Council Members' Roundtable** – Council Member Salisbury reported on the Wyoming Senior Center meeting she attended. Mrs. Salisbury also reported on the Riverton High School football game she attended; Council Member Larson reported on the Fremont County Solid Waste Disposal District Board meeting he attended. Mr. Larson also reported on the Tractor Supply soft opening event; Council Member Bailey reported on the Airport Board meeting he attended. Mr. Bailey also commented on the events that the Riverton Chamber of Commerce is hosting; Council Member Cox reported on the Fremont County School District #25 Rec Board meeting she attended.

**City Administrator's Report** – City Administrator Kyle Butterfield reported on the upcoming Planning Commission, Fix Our Roads Citizens Committee (FORCC), and Airport Board meetings. He also expressed his appreciation to city staff and the community for participating in the annual Halloween trick-or-treat event. Mr. Butterfield reported that on November 15, 2024, yard waste collections services will be done for the season; he also informed the public the yard waste facility will close. Administrator Butterfield announced that the advertisement for a consultant to conduct the feasibility study of the multi-sport facility will soon close. He also expressed his appreciation to Riverton Police officers and local first responders. Mr. Butterfield gave updates regarding the Riverton Police Department staffing levels. He also reported on the upcoming storytelling event hosted by Wyoming PBS and encouraged the community to participate. Mr. Butterfield wished Mayor Tim Hancock a Happy Birthday.

**Mayor's Comments** – Mayor Hancock reported on the Help for Health Hospice fundraiser, Chamber of Commerce Lunch and Learn, Wind River Transportation Authority (WRTA) Open House, first responders dinner, and the annual Halloween trick-or-treat events he attended. He also reported that he attended the Rotary Club, Fremont County Association of Governments (FCAG), and DUI Taskforce meetings.

**Communication from the Floor** – Casey Keierleber expressed his concerns with safety at the Pure Gas Road and Webbwood Road intersection and asked to have a street light installed.

**Consent Agenda** – Administrative Services Director Mia Harris read the consent agenda items by title only: Approval of the Minutes – October 15, 2024 Regular Council Meeting; Approval of the Minutes – November 5, 2024 Finance Committee Meeting, Approval of the Finance Committee Recommendations – November 5, 2024; claims to be paid in the amount of \$771,602.59, manual checks in the amount of \$1,832.81, payroll & liabilities for October 22, 2024, in the amount of \$497,024.79 for a total of \$1,270,460.19; Approval of the Municipal Court Report for the month of October 2024. Council Member Larson moved, seconded by Council Member Salisbury, to approve the consent agenda as presented. Motion passed unanimously.

**Riverton Medical District Funding Request** – City Administrator Kyle Butterfield reported on a funding request submitted by the Riverton Medical District in the amount of \$250,000.00 from the Optional ½% Excise Tax funds. After discussion from the public, council, and city staff, Council Member Salisbury moved, seconded by Council Member Larson, to fund the Riverton Medical District \$325,000.00 of the Optional ½% Excise Tax funds. Motion passed with Mayor Hancock and Council Members Cox, Larson, and Salisbury voting aye, and Council Member Bailey voting nay.

**Public Hearing & Consideration of Ordinance No. 24-007 1<sup>st</sup> Final Reading: Street Parking Regulations** – Community Development Director Michael Miller reported on Ordinance No. 24-007. This ordinance would limit

street parking of certain vehicles. Administrative Services Director Mia Harris read Ordinance No. 24-007 by title only. Council Member Bailey moved, seconded by Council Member Cox, to open the public hearing. Motion passed unanimously. There was no feedback or communication from the floor. Council Member Larson moved, seconded by Council Member Bailey, to close the public hearing. Motion passed unanimously. Council Member Cox moved, seconded by Council Member Bailey, to adopt Ordinance No. 24-007 on first reading. After discussion from the council and city staff, Council Member Bailey moved, seconded by Council Member Larson, to amend the motion to adjust the vehicle definitions and seasonal definition, move the seasonal closure into a new subparagraph “F” and address the permission component of the ordinance. Motion passed unanimously. The main motion, as amended, passed unanimously.

**Bid Award: Police Department Vehicles** – Police Chief Eric Hurtado reported on three (3) bids received for police vehicles. Council Member Larson moved, seconded by Council Member Bailey, to award the bid for three (3) used 2020 Chevy Tahoe 4WD SSV Police SUVs from Chicago Motors of Chicago, IL in the amount of \$119,585.00. After discussion from the council and city staff, motion passed unanimously.

**Consideration of Resolution No. 1514: Terminal Parking Lot Rehabilitation Grant Application** – Public Works Director Brian Eggleston reported on Resolution No. 1514. This resolution would support the application of a grant to rehabilitate the terminal parking lot located at the Central Wyoming Regional Airport. Administrative Services Director Mia Harris read Resolution No. 1514 by title only. Council Member Bailey moved, seconded by Council Member Cox, to adopt Resolution No. 1514. After discussion from the council and city staff, motion passed unanimously.

**Consideration of Resolution No. 1515: Self-Serve Guel Grant Application** – Public Works Director Brian Eggleston reported on Resolution No. 1515. This resolution would support the application of a grant to install a 1,000-gallon aviation fuel tank located at the Central Wyoming Regional Airport. Administrative Services Director Mia Harris read Resolution No. 1515 by title only. Council Member Bailey moved, seconded by Council Member Salisbury, to adopt Resolution No. 1515. After discussion from the council and city staff, Council Member Bailey moved, seconded by Council Member Larson to table Resolution No. 1515. Motion passed unanimously.

**Brownfields Program Community-Wide Assessment Grant Application** – City Administrator Kyle Butterfield reported on the Brownfields Program Grant. Council member Larson moved, seconded by Council Member Cox, to authorize the submission of a community-wide assessment grant to the Brownfields and Land Revitalization Program administered by the United States Environmental Protection Agency (EPA). After discussion from the council, motion passed unanimously.

**FY25 Q1 Fiscal Health Report** – Administrative Services Director Mia Harris presented the fiscal year 2025 first quarter fiscal health report.

**Adjourn** – There being no further business to come before the Council, Council Member Larson moved, seconded by Council Member Salisbury, to adjourn the Regular Council meeting at 10:04 p.m. Motion passed unanimously.

CITY OF RIVERTON, WYOMING

\_\_\_\_\_  
Tim Hancock  
Mayor

ATTEST:

\_\_\_\_\_  
Mia Harris  
Administrative Services Director

Publication Date:

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Brian K. Eggleston, Public Works Director

**THROUGH:** Kyle J. Butterfield, City Administrator

**DATE:** November 19, 2024

**SUBJECT:** Resolutions No. 1515 – Airport Grant Applications

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**Recommendation:** The City Council approves Resolutions No. 1515, supporting the application of grants AIP 3-56-0024-062-2025, and the associated WYDOT grant.

**Background:** Wyoming and the FAA provide financial support for capital purchases and projects. Through the Airport Improvement Program (AIP), the FAA supports 95 % of eligible improvement costs, through Federal Bipartisan Infrastructure Law (BIL). The State of Wyoming matches federal AIP grants at approximately 2.5% of improvement costs, with the City of Riverton’s match at approximately 2.5%. The Wyoming Aviation Capital Improvement Program (WACIP) prioritizes projects that are eligible for federal and state funding.

**Discussion:** Pursuant to the WACIP, RIW is eligible for grants in the upcoming fiscal year from the FAA and State of Wyoming. These grants support the installation 1000-gallon avgas tank along with equipment to provide pilot self-service fueling station at the airport for general aviation. It should be noted that a project like this is not normally eligible for Airport Improvement Program grant funding, however in this case, the use of (BIL) funding makes the project eligible. Additionally, although the Federal Aviation Administration has allocated \$380,000.00, for the project. Once bid, it is anticipated that the bids will come in lower than that amount.

It should also be noted that projects associated with FAA are subject to significant engineering requirements, documentation and oversight that require a substantial amount of time, resources, and coordination. Our Engineering firm will be responsible for project design, which requires FAA approval, evaluating environmental issues, if any and/or seeking an Environmental Categorical Exclusion, project pre-bid meetings and bidding the project, reviewing bids for responsiveness, making recommendations for bid award, with concurrence from the FAA and State of Wyoming, fulltime, onsite construction management, and project close out etc.

With the amount of funding allocated to the project, it is required that an Independent Fee Estimate (IFE) be conducted to review professional service fees, for planning, design, construction or other professional administrative services, where the cost of the project is expected to exceed \$100,000. This is a requirement of the FAA.

**Budget Impact:** The above listed grant applications require a percentage of matching funds from the City of Riverton. Below is an outline of the funding estimates for each grant application. The project total is \$400,000 with the City of Riverton paying approximately 2.5% of the project, or \$10,000 rounded up.

GRANT APPLICATION	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	TOTAL Grant
AIP62/ARI028	\$380,000	\$10,000	\$10,000	\$400,000

**RESOLUTION NO. 1515**

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF RIVERTON SUPPORTING THE APPLICATION OF AIRPORT IMPROVEMENT PROGRAM GRANT NO. 3-56-0024-062-2025, FROM THE FEDERAL AVIATION ADMINISTRATION, AND GRANT ARI028 FROM THE AERONAUTICS DIVISION OF THE WYOMING DEPARTMENT OF TRANSPORTATION.**

**WHEREAS**, the Governing Body of the City of Riverton is responsible for the operation of Central Wyoming Regional Airport; and

**WHEREAS**, Central Wyoming Regional Airport is seeking to install a Self Service Fuel Station for general aviation aircraft; and

**WHEREAS**, the Wyoming Aviation Capital Improvement Program has prioritized the installation of a Self Service Fuel Station in the current Federal Fiscal Year; and

**WHEREAS**, the Federal Aviation Administration provides financial support to airports for capital improvements through the Airport Improvement Program; and

**WHEREAS**, the State of Wyoming matches a percentage of funds granted by the Federal Aviation Administration.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, WYOMING** that two grant applications be submitted to the Federal Aviation Administration and the Aeronautics Division of the Wyoming Department of Transportation to install a Self Service Fuel Station at Central Wyoming Regional Airport.

**BE IT FURTHER RESOLVED**, the City Administrator, Public Works Director, and Airport Division Manager are hereby designated as authorized representatives and signatories of the City of Riverton on all matters relating to these grant applications.

**PASSED, APPROVED, AND ADOPTED** by the governing body of the City of Riverton, Wyoming, this 19th day of November 2024.

CITY OF RIVERTON, WYOMING

\_\_\_\_\_  
Tim Hancock  
Mayor

ATTEST:

\_\_\_\_\_  
Mia Harris  
Administrative Services Director

## **PROJECT SCOPE OF WORK FOR**

### **New Self Serve Fuel Tank**

**A.I.P. Project No. 3-56-0024-062-2025**

**State Aeronautics Project No. ARI028**

### **PROJECT BUDGET**

The total funding for this project is \$400,000. This total is comprised of \$380,000 from FAA Grant number 3-56-0024-062-2021 at a 95% match, \$9,500 from State Funds Grant number ARI028 at a 2.5% match, and Sponsor funding of \$9,500 at a 2.5% match.

### **PROJECT SKETCH**



### **GENERAL PROJECT DESCRIPTION**

The project consists of design and construction of a new self serve AvGas fueling station adjacent to the general aviation apron. Construction activities will include excavation, sub-base and base course, concrete pavement, utility hook-ups and a new 1,000 gallon fuel tank with self serve capabilities. It is assumed utility infrastructure (blank conduit, 3 phase power, etc) are all available at the site.

## **PART 1: BASIC SERVICES**

The following work items are required to accomplish the Sponsor's and funding agency's needed engineering tasks:

### **1.0 PRE-DESIGN PHASE**

#### **1.1 Pre-Design Meeting**

The Engineer will hold Preliminary meetings with the Sponsor as necessary for project formulation, as well as a Pre-Design meeting with Sponsor, State Aeronautics, and FAA. The Pre-Design meeting will be conducted to provide the representatives of the Sponsor, the FAA, and State Aeronautics with the opportunity to review and discuss the nature and extent of the project and to establish the project design criteria, budget, and schedule. The Engineer will coordinate the date and time of the pre-design meeting with the representatives of the Sponsor, the FAA, and State Aeronautics. The Engineer will prepare and distribute minutes of the Pre-Design meeting to appropriate parties. One (1) meeting is anticipated, to be held via teleconference.

#### **1.2 Scope of Work**

The Engineer will prepare the scope of work (this document) for Engineering/Professional Services Contract and for use by Sponsor's independent cost analysis firm. It is anticipated that clarifying revisions will be necessary following review by the Sponsor, the FAA, and State Aeronautics. The Engineer will prepare any revisions and distribute the final Scope of Work to appropriate parties.

#### **1.3 Preliminary Estimating**

The Engineer will prepare a preliminary construction cost estimate, a preliminary working days estimate, a preliminary overall project schedule, and a preliminary overall project budget. These will be based upon the most current information available during this phase. The preliminary construction cost estimate and preliminary overall project budget are intended as rough order of magnitude estimates. Work to refine these estimates as project elements and parameters become more defined is included under Phase 4.13 Prepare Estimate of Probable Construction Costs.

#### **1.4 Draft Engineering Contract**

The Engineer will draft the Engineering Contract for Sponsor's review and approval. This document is anticipated to be approximately 5 pages in length including appendices.

#### **1.5 Prepare Federal Grant Application**

One Federal Grant Application is anticipated. The Engineer will prepare the Federal Grant Application and submit it to the Sponsor for signature. Preparation of the Federal Application will include the following:

- Prepare Federal form SF-424
- Prepare FAA form 5100-100
- Prepare Preliminary Cost Estimate
- Prepare Airport Sponsor Assurances
- Attach a copy of Exhibit "A"
- Compile Current FAA Advisory Circulars
- Prepare Sponsor Certifications

After obtaining the necessary signatures, the Engineer or Sponsor will forward copies of the signed Application to the FAA for further processing.

The Engineer will assist the Sponsor in the preparation of necessary exhibits, cost estimates and appropriate attachments.

The Engineer will assist the Sponsor in the coordination, execution, and submission of the Federal Grant Agreement.



### 1.6 Periodic Project Updates

The Engineer will prepare correspondence capturing the progress and identifying and coordinating upcoming work items. This correspondence will be issued via email to the Sponsor, State Aeronautics and the FAA. Five (5) Project Updates are anticipated from Phase 1.0 Pre Design Phase through 6.0 Bidding Phase. Periodic Project Updates will be replaced by Weekly Construction Reports after 6.0 Bidding Phase.

### 1.7 Project Management

This phase includes time the Project Management Team spends planning, organizing, securing, and scheduling resources to achieve the project goals and meet objectives as defined in the PMP and this Scope of Work. Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in a day to day project coordination.

### 1.8 Coordinate with Subconsultant(s)

The Engineer will coordinate with four (4) subconsultants, one Geotechnical, Electrical Engineer, Structural, and a Tank Designer. The Engineer will prepare the requirements and limits of the subconsultant(s) work, obtain and negotiate a fee proposal for inclusion in the Engineering contract, and provide general oversight of the work. It is assumed site visits for geotechnical and electrical subconsultants will be accounted for under a different project, so no additional site visits are required.

### 1.9 Quarterly Performance Reports - Design

Federal Regulation 49 CFR Part 18 (aka Common Rule) establishes uniform administrative requirements for grants to State and Local Governments. Sub-part 18.40 addresses monitoring and reporting requirements for the Grantees. The Engineer will assist the Sponsor in managing the day-to-day operations of grant activities that ensure compliance with applicable Federal requirements. The Engineer will submit a performance report for each fiscal quarter the grant is active. Three (3) Quarterly Performance Reports are anticipated from Phase 1.0 Pre Design Phase through 6.0 Bidding Phase.

TASK 1 DELIVERABLES	TO FAA/STATE	TO SPONSOR
1.2 Prepare Scope of Work	✓	✓
1.5 Prepare Federal Grant Application	✓	✓
1.7 Prepare Periodic Project Update	✓	✓
1.10 Prepare Quarterly Performance Report (Design)	✓	✓

TASK 1 MEETINGS/SITE VISITS	LOCATION/ATTNDEES/DURATION
1.1 Pre-Design Meeting	Virtual/Project Manager, Engineer/2 hours + 2 hours prep time

## 2.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE) - DESIGN PHASE – NOT APPLICABLE THIS PROJECT

DBE Plan will developed during the terminal rehabilitation project.

## 3.0 PLANNING AND ENVIRONMENTAL PHASE

### 3.1 Prepare and Submit CAT EX Documentation

Pursuant to the requirements listed in The Office of Airports (ARP) Standard Operating Procedure (SOP) No. 5.00, the Engineer will prepare a Simple Written Record for a CAT EX. The Engineer will utilize Appendix A to ARP SOP No. 5.00 to demonstrate the project's impact on or relationship with:

- National Historic Preservation Act Resources
- Department of Transportation Act Section 4(f) and 6(f) Resources
- Natural, Ecological, or Scenic Resources
- Disruption of an Established Community
- Surface Transportation
- Noise
- Air Quality
- Water Quality
- Environmental Controversy
- Federal, State, Tribal or Local Law
- Light Emissions, Visual Effects, or Hazardous Materials
- Construction effects such as dust, stormwater runoff, and heavy equipment emissions
- Energy Supply and Natural Resources
- Indirect, Secondary, or Induced Impacts

The Engineer will submit the completed Appendix A to the Sponsor for review and signature. The Engineer will submit the signed Appendix A along with any supporting documentation to the Responsible FAA Official for a CATEX determination.

## **4.0 DESIGN PHASE**

### **4.1 Prepare Requests for Reimbursement - Design**

The Engineer will issue monthly invoices for services rendered. The Engineer will prepare FAA Standard Form 271 and WYDOT Aeronautics form 1200-1 for Sponsor reimbursement of eligible expenses incurred from 1.0 Pre Design Phase through 6.0 Bidding Phase. The Engineer will submit the completed FAA Standard Form 271 and WYDOT Aeronautics form 1200-1 along with appropriate supporting documentation to the Sponsor's representative for review and approval. Upon approval the Engineer or the Sponsor will submit the completed forms and supporting documentation to the appropriate agencies for reimbursement. It is estimated there will be Four (4) RFR's for expenses incurred from 1.0 Pre Design Phase through 6.0 Bidding Phase.

### **4.2 Review and Evaluate Existing Data**

The Engineer will compile the existing data prepared for previous projects at the airport that might be useful in the design of the project. The existing data may include airport master plan, airport Exhibit "A" property plan, engineering drawings, airspace obstruction analyses, aerial photogrammetry data, and aerial photographs. If necessary the Engineer may verify data gathered with the assistance of local utility companies and/or local airport officials. The Engineer will utilize the pertinent data and information as appropriate to prepare worksheets to facilitate the development of the project. The Engineer will review the existing data for accuracy and completeness and to determine the feasibility of utilizing the data to prepare plans and specifications for the design and construction of the project.

### **4.3 Analyze Topographic Survey Data**

The Engineer will analyze the topographical survey data and prepare the data for use with computer generated plans for construction, consisting of the following tasks:

- Input raw survey data into the computer program in order to sort data into company standard layers for efficient analyzing.
- If available, verify survey data from previous design and "record drawing" conditions with latest field survey.
- Sort all data points by layers and description for computer modeling.
- Verify Surveyor horizontal and vertical control.
- Selectively survey existing ground contours in the existing parking lot area, including the existing paved, verify electrical equipment, drainage features, and fences, locate existing signs, including abandoned sign or light bases and other miscellaneous items.

- Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features.

#### 4.4 Analyze Geotechnical Data

The Engineer will analyze the data contained in the Geotechnical Report from the subconsultant, consisting of the following tasks:

- Review geotechnical recommendations, including existing pavement and subgrade conditions.
- Determine appropriate data for pavement design.
- Input data for computer modeling with topographical survey data.
- Prepare pavement data and soil information for incorporation on plan sheets.

#### 4.5 AutoCAD Files Setup and Design

AutoCAD setup time will be required by the Engineer to set up base files following the topographic survey. This includes geometry, topographical features, utilities, and existing and design surfaces.

#### 4.6 Packaging & Design Phase

The Engineer will prepare plans depicting the proposed project. An integral part of the plan preparation process will be to review the overall design for general conformity with FAA criteria in relation to this project. This review is expected to provide a quality assurance review of the overall drawings, not verify aspects of the bid package. It is anticipated that the Engineer will spend approximately Three (3) hours reviewing the documents and documenting necessary revisions in coordination with the FAA, State Aeronautics, and the Sponsor.

Items that may be verified include: existing utility conflicts, access issues, area lighting requirements, construction sequencing, and other unresolved design issues.

The following estimated list of drawings will be used as a guideline based upon experience with previous, similar projects. New drawings identified in the following table will be created in their entirety, as necessary, to complete the project packaging phase.

Title	Description	# of Sheets
Cover Sheet	Project title, project/grant numbers, funding agencies, base layout of airport, and location of project.	1
Project Layout Plan	Depicts overall tank and pad layout and schematically identifies key project elements. Lists general notes and construction requirements.	1
Construction Safety and Phasing Plan	Depicts the overall phasing map with schedule milestones, phasing requirements for the project. Depicts barricading, haul roads, marking, operating procedures, contractor access, storage, staging areas, etc. Includes notes on project safety and coordination to maintain airfield operational capabilities, ensure safe operations and ensure safe construction traffic throughout the project.	1
Utility and Electrical Layout Plan	Depicts existing utilities, electrical connections and electrical details. Lists electrical installation requirements.	1
Typical Sections & Pad Details	Depicts typical sections of the concrete pad, steel reinforcement details, bollards, etc.	2

#### **4.7 Prepare Contract Documents**

The Engineer will prepare the preliminary contract documents including Notice to Contractors, Instruction to Bidders, Bid Conditions, Bid Proposal, Equal Employment Opportunity Clauses, Notice of Award, Notice to Proceed, Notice of Contractor's Final Settlement, Wage Rate Determination, Construction Contract Agreement, Bid Bond, Performance Bond, Payment Bond, FAA's General Provisions and Special Provisions. Preparation will include describing the work schedules. The preliminary contract documents will be prepared as early as possible during the design phase and submitted to the Sponsor for review by the Sponsor's Attorney. Any comments or modifications required by the Sponsor will be incorporated.

#### **4.8 Prepare Technical Specifications**

The Engineer will review and assemble the technical specifications necessary for the intended work. Standard FAA specifications (Advisory Circular 150-5370-10, most current revision) will be used for this project. Additional specifications may be prepared to address work items or materials not covered by the FAA specifications.

The standard specifications to be utilized include but are not limited to the following:

- Item C-102 Temporary Air and Water Pollution, Soil Erosion and Siltation Control
- Item C-105 Mobilization
- Item P-101 Surface Preparation
- Item P-152 Excavation, Subgrade, and Embankment
- Item P-208 Aggregate Base Course
- Item P-610 Structural Portland Cement Concrete
- Item L-108 Underground Power Cable for Airports
- Item L-110 Airport Underground Electrical Duct Banks and Conduits
- Item L-115 Electrical Manholes and Junction Structures

If Modifications to the FAA Standard Specifications seem justified, the modifications will be thoroughly reviewed with the FAA at this point and if the FAA concurs, the modifications will be placed in the design report and the final specification manual.

#### **4.9 Prepare Special Provisions**

The Engineer will prepare Special Provisions separately for the contract documents to supplement or expound on the General Provisions that require additional clarification or modification. They may include, but are not limited to, the following items:

- Standard Specifications
- Underground Facilities
- Contractor's Understanding
- Contractor's Insurance
- Indemnification
- Commencement, Prosecution, and Completion of Work
- Guarantee/Warranty Period
- Sales and Use Tax
- Permits and Compliance with Laws
- Payment for Additional Work Required of Engineer
- Contract Contingent upon Receipt of Funding
- Working Day
- Haul Roads/Project Access
- Sanitation Facilities for Construction Personnel
- Construction Debris
- Final Payment and Acceptance

- Contractor's Quality Control Program
- Airport Security
- Work Schedule
- Sequencing of the Work
- Pre-Construction Conference
- Gravel Source
- Water Source
- Submittals
- Substantial Completion
- Contractor's As-Constructed Drawings
- Bid Item Unit Costs
- Cost Analysis
- Disadvantaged Business Enterprise
- Required Contract Clauses
- Environmental Issues
- Closure of AOA's
- Existing Utilities/Underground Cables
- Utility Service for Contractor
- Contracts/Subcontracts
- Liquidated Damages
- Additional Acceptance Testing Requirements
- Additional Quality Control Requirements
- Special Testing Considerations
- Project Closeout Forms

#### **4.10 Prepare FAA Form 7460**

The Engineer will prepare FAA Form 7460 – Notice of Proposed Construction or Alteration in order to have construction activities on the Airport and submit to the FAA.

#### **4.11 Prepare Construction Safety Phasing Plan (CSPP)**

The Engineer will develop a Construction Safety and Phasing Plan to ensure safety compliance when coordinating construction activities with airport operations. Potential safety hazards and their respective mitigation procedures will be outlined at a preliminary level. The plan will be developed in accordance with the requirements of FAA Advisory Circular 150/5370-2 (most current revision). A proposed construction phasing plan that meets the requirements of the AC and the operational needs of the airport will be developed as part of the CSPP. The CSPP will address the following items:

- Coordination
- Phasing
- Areas and Operations affected by the Construction Activity
- Protection of Navigational Aids (NAVAIDs)
- Contractor Access
- Wildlife Management
- Foreign Object Debris (FOD) Management
- Hazardous Material (HazMat) Management
- Notification of Construction Activities
- Inspection Requirements
- Underground Utilities
- Penalties
- Special Conditions
- Runway and Taxiway Visual Aids

- Hazard Markings and Lightings
- Marking and Signs for Access Routes
- Protection of Runway and Taxiway Areas
- Other Limitations on Construction

The completed document will be submitted to the FAA for review and approval when design is 65% complete. It is anticipated that clarifying revisions will be necessary following submission to the FAA. This document is estimated to be approximately 30 pages in length. It is assumed that the CSPP will meet the current FAA Safety Management System (SMS) requirements for this airport.

#### **4.12 Calculate Estimated Quantities**

The Engineer will calculate all necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices. Updated quantity estimates will be prepared and included with each of Design Review submittals.

#### **4.13 Prepare Estimate of Probable Construction Cost**

The Engineer will prepare and maintain an estimate of probable construction cost as design progresses. A current cost estimate will be submitted with each plan review and submittal. These estimate updates will be based on quantities derived from project design at the current completion level, information obtained from previous projects, contractors, material suppliers, and other databases available, for each schedule.

#### **4.14 Prepare Engineer's Design Report**

During the preparation of the preliminary plans and specifications, a Design Report will be prepared following the current FAA Northwest Mountain Region guidance. The report will include a detailed description of the work, photographs of the site, specific elements of the design, a schedule for the completion of the design, bidding and construction of the work, any alternative design concepts that were investigated and evaluated, Modifications of Standards, and a summary of the CSPP. A General Plan depicting limits of construction, and establishing project control and design parameters will be included as well as an Engineer's cost estimate. A copy of the Geotechnical Report will be included as an attachment. This document is anticipated to be approximately 20 pages in length including appendices.

#### **4.15 Prepare Engineer's Recommendation for Modification of Standards**

The Engineer will prepare and submit to the appropriate FAA ADO a recommendation for modifications of FAA standards. The Engineer's recommendation will contain a list of standards affected, the basis for each modification as allowed by FAA Order 5300.1, a description of each proposed modification, and the Engineer's assurance that the modifications will provide a finished product that will meet FAA standards for acceptance and will perform for its intended design life.

#### **4.16 Prepare Engineer's Recommendation for Clarification to Standards**

The Engineer will prepare and submit to the appropriate FAA ADO a recommendation for clarification to FAA standards. The Engineer's recommendation will contain a list of standards affected, the basis for each clarification as allowed by FAA Order 5300.1, a description of each proposed clarification, and the Engineer's assurance that the clarifications will provide a finished product that will meet FAA standards for acceptance and will perform for its intended design life.

#### **4.17 Determination and Submittal of Permits**

The Engineer will determine what special permits are required. If any special permits are required, the Engineer will include the necessary applications in the project contract documents and specifications for submittal by the Contractor. The Sponsor will pay for or reimburse the costs of permits and/or application fees.

- 4.18 Submit FAA Standard Contract Documents to Sponsor's Attorney to Verify Local Requirements**  
The Engineer will work with the Sponsor's legal counsel to revise standard FAA contract documents to meet local requirements. Any additional comments will be incorporated and documented per FAA guidelines. Any changes made by the Sponsor will be submitted to the FAA for concurrence.
- 4.19 Conduct Design Review Meetings**
- 4.19.1 Design Review Meeting at 65% Complete**  
The Engineer will prepare and distribute preliminary plans to the FAA, State Aeronautics, and the Sponsor for Review. A meeting will be held virtually by teleconference. During the meeting the project will be reviewed to assure the FAA, State Aeronautics, and Sponsor's understanding of the design. Only the plans and design report will be reviewed during this meeting.
- 4.19.2 Design Review Meeting at 95% Complete**  
The Engineer will prepare and distribute 95% complete plans, Bid Sheet, Quantities, Cost Estimate, and Engineer's Design Report to the FAA, State Aeronautics, and the Sponsor for review. This meeting will be held virtually. The Project Manual, Plans and Specifications will be reviewed at this meeting.
- 4.20 Conduct Quality Control Review at 100% Complete**  
As an integral part of this process, an internal peer review will be conducted as part of the company quality control process. Conducted in the Engineer's office, another Engineer with equivalent experience will review the overall package to ensure the documents meet the quality requirements of the organization.
- 4.21 Final Packaging and Design**  
The Engineer will develop the Final Plans depicting the project. The Engineer will utilize the comments received from the FAA, State Aeronautics, Sponsor's Attorney, and Sponsor to make revisions to the preliminary Plans.
- 4.22 Monthly Update Meetings**  
Attend monthly meetings with Sponsor via teleconference to coordinate work items, bring Sponsor up to date on progress, and discuss upcoming events. Create a monthly correspondence capturing the progress and upcoming work and issue to the Sponsor, State Aeronautics, and FAA. It anticipated three (3) meetings will be held.
- 4.23 Coordinate Design with Utility Companies**  
The Engineer will contact and coordinate with the local power provider to determine the requirements for the hookup for the new fuel service. One (1) meeting is anticipated.
- 4.24 Electrical Layout**  
In coordination with the Electrical Engineering sub-consultant, electrical layout is to be completed by the Engineer. Work will include horizontal and vertical layout of the junction boxes, ducts and new power hookups for the fueling station. Work will also include coordination efforts with the local utility and Owner preferences. Electrical load design will be covered under section 5.3 Electrical Design.
- 4.25 Fire Marshal Review**  
The Engineer will prepare the application to the State Fire Marshal and County Building Department. The Sponsor will pay for or reimburse the costs for permits and/or application fees.

<b>TASK 4 DELIVERABLES</b>	<b>TO FAA/STATE</b>	<b>TO SPONSOR</b>
4.1 Prepare Request for Reimbursement (Design)	✓	✓
4.10 Prepare FAA Form 7460	✓	

4.11 Prepare Construction Safety Phasing Plan (CSPP)	✓	✓
4.20 65% Design Submittal	✓	✓
4.20 95% Design Submittal	✓	✓

TASK 4 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
4.20 Conduct Design Review Meeting (2 meetings)	Virtual/Project Manager and Engineer/2 hours each
4.24 Monthly Update Meetings	3 via teleconference – Project Manager and Project Engineer – anticipated 1 hour each

## 5.0 SPECIAL CONSIDERATIONS – DESIGN

### 5.1 Geotechnical Investigation

A Geotechnical Investigation is to be completed by a subconsultant. The subconsultant's work will include an on-site subsurface investigation, associated field and laboratory testing to determine the effect of existing subsurface conditions on the design of the project. The Geotechnical Engineer will prepare a report outlining their findings. The FAA and State Aeronautics Division will receive a copy of the geotechnical report.

### 5.2 Electrical Design

Electrical design is to be completed by a subconsultant. Subconsultant will evaluate electrical loads for the fuel tank and self serve system and provide lighting design to provide illumination to areas identified by the Owner within the self serve station limits.

### 5.3 Structural Design

Structural Design to be completed by subconsultant. Subconsultant will design tank foundation, analyze soil reactions, and sizing of pad.

### 5.4 Tank Expert

Tank Specific elements shall be completed by subconsultant. Subconsultant services include:

- a. Shall provide preliminary fueling facility layout and system schematic plans to ARDURRA, the facility operator and the airport authority (as directed) for concept review and approval (electronic submittal).
- b. Upon conceptual approval from ARDURRA, the facility operator and the airport authority, RTTR shall prepare full construction documents for the purpose of submitting to the Authorities Having Jurisdiction and the airport authority (as directed). Prior to submitting for permit, RTTR will submit to ARDURRA, the facility operator and airport for approval (electronic submittal).
- c. RTTR Shall address any and all comments from Authority Having Jurisdiction and the airport authority until permit approval is received.
- d. RTTR representatives shall attend conference calls scheduled by ARDURRA as required for project coordination and communication. For the purposes of this proposal, a maximum of 4 conference calls have been assumed.
- e. RTTR shall prepare written specifications for the mechanical, electrical and structural design elements related to the new fueling system defined herein.



## **6.0 BIDDING PHASE**

### **6.1 Prepare Advertisement for Bids**

The Engineer will prepare a legal advertisement on behalf of the Sponsor and submit it to the selected newspapers as a solicitation for construction bids in accordance with the Sponsor's bidding procedures. The Sponsor will pay for, or reimburse the costs of publishing.

### **6.2 Prepare Bid Documents**

The Engineer will prepare multiple sets of bid documents for distribution to interested contractors. Bid document sets will include the project manual and construction plans. Electronic copies of the bid documents will be uploaded on QuestCDN for viewing by interested contractors or plan houses.

### **6.3 Generate Bidders' Interest**

The Engineer will send invitations for bids to selected businesses including local contractors, DBE firms, plan houses, and material suppliers to maximize the project exposure and generate widespread bidder interest in the project. A plan holders list will be maintained and distributed by the Engineer to invoke a competitive bidding environment. During the bidding process, the Engineer will be available to answer bidders' questions. The Engineer will maintain a record of all bidders' questions and the answers provided. If needed, the Engineer will also contact individual potential bidders to generate additional interest in the project. A 4 week bidding period is anticipated.

### **6.4 Prepare/Conduct Pre-Bid Meeting**

The Engineer will attend and conduct the Pre-Bid Meeting with potential contractors and the Sponsor to review the project and answer questions. The meeting will be conducted virtually. Contractors will be able to schedule a visit to the site with the Owner if desired.

### **6.5 Prepare Addenda**

The Engineer will prepare and issue addenda as necessary to clarify and modify the project as required by the Sponsor or the FAA. Addenda will be made available to the plan holders through Quest CDN in coordination with the FAA. Addenda will be prepared to meet the requirements of all applicable FAA assurances, design standards, construction standards and certifications.

### **6.6 Conduct Bid Opening**

The Engineer will attend and assist with a bid opening at the airport or another local location at the preference of the Owner.

### **6.7 Review Bid Proposals**

The Engineer will conduct a detailed analysis of the bids received for completeness and accuracy and will note omissions and discrepancies. An analysis of the bid prices and other documentation provided for the work will be completed. A tabulation of the received bids will be provided to the Sponsor, bidders, and FAA and State Aeronautics.

### **6.8 Update and Maintain Bidders List**

The Engineer will update and maintain the Sponsor's Bidders List in compliance with 49 CFR §26.11(c). The Sponsor's Bidders List will be updated with the company name, address, DBE status, age, and annual gross receipts for each prime and sub bidder.

### **6.9 Prepare Recommendation of Award.**

The Engineer will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Engineer will supply an explanation for the recommendation and possible alternative actions the Sponsor can pursue to complete the project. Copies of the Engineers' Recommendation of Award will be provided to FAA and State Aeronautics.

#### 6.10 Bid Sureties.

The Engineer will issue letters to the unsuccessful bidders returning the bid sureties, distributing the bid summary, and briefly describing the bid results. The Engineer will return the bid surety to the successful bidder after the bidder has executed the construction contract. The Engineer will also return the bid sureties to the second and third low bidders after the successful bidder has executed the construction contract.

TASK 6 DELIVERABLES	TO FAA/STATE	TO SPONSOR
6.2 Prepare Bidding Documents	✓	✓
6.4 Pre-Bid Meeting Agenda and Pre-Bid Meeting Minutes	✓	✓
6.5 Prepare Addenda	✓	✓
6.7 Prepare Bid Tabulations	✓	✓
6.9 Prepare Recommendation of Award		✓

TASK 6 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
6.6 Attend Bid Opening	Riverton City Hall/Project Engineer/8 hours including travel

### 7.0 CONSTRUCTION ADMINISTRATION PHASE

#### 7.1 Prepare Construction Contract and Documents

This task accounts for the Engineer's in-house efforts during and immediately after the project bid opening. The Engineer will prepare the Notice of Award, Notice to Proceed and Contract Agreements for the Sponsor's approval and signatures. Appropriate copies will be submitted to the successful Contractor(s) for their signatures. Copies of the Notice of Award and Notice to Proceed will be provided to FAA and State Aeronautics. The Engineer will incorporate any Addendum(s) during the bidding process, the submitted bid documents, and the final contract into the Construction Set of plans and specifications. The Engineer will make Four (4) copies of the Construction Set to be distributed to the Contractor, FAA, State Aeronautics, Sponsor, and relevant staff.

#### 7.2 Office Assistance

The Engineer will provide general project administration and coordination with in-house accounting staff including review and approval of internal invoices and invoices received from subconsultants and vendors providing services to the Engineer.

Office Engineering staff, CADD personnel, and clerical staff will assist the Resident Project Representative (RPR) as necessary during construction. Specific items to be accomplished include compiling and sending additional information requested from the office to the project site, providing secondary Engineering opinions on issues arising during construction, maintaining project files as necessary (field files are mirrored in the office for continuity).

The Engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Sponsor, State Aeronautics, the FAA, and other interested parties; disseminating interim project information to the Sponsor, State Aeronautics, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years. It is anticipated the timeframe for work required in this task not exceed the **15 day** construction duration.

**7.3 Prepare Periodic Pay Estimates and Request for Reimbursement - Construction**

The Engineer will issue monthly invoices for services rendered. The Engineer will review periodic pay estimates prepared by the RPR during construction. The Engineer will prepare FAA Standard Form 271 and WYDOT Aeronautics form 1200-1 for Sponsor reimbursement of eligible expenses incurred from 7.0 Construction Administration Phase through 7.8 Monthly Construction Update Meetings.

The Engineer will submit the completed FAA Standard Form 271 and WYDOT Aeronautics form 1200-1 along with appropriate supporting documentation to the Sponsor's representative for review and approval. Upon approval the Engineer or the Sponsor will submit the completed forms and supporting documentation to the appropriate agencies for reimbursement. It is anticipated there will be three (3) RFR's for expenses incurred from 7.0 Construction Administration Phase through 7.8 Monthly Construction Update Meetings.

**7.4 Review of Daily and Weekly Reports**

The Engineer will review daily and weekly status reports prepared by the RPR for the duration of the 15 days construction period.

**7.5 Review of Material Submittals**

The Engineer will assist the RPR with review of material submittals.

**7.6 Review Contractor Payroll Forms**

The Engineer will review Contractor and subcontractor weekly payroll records and compare to Davis Bacon Wage Rates to ensure compliance as required by the FAA. It is anticipated the project will result in Certified Payroll submitted from one prime contractor and 2 subcontractors for 9 weeks.

**7.7 Change Order/Supplemental Agreement**

The Engineer will prepare change orders and supplemental agreements as necessary.

**7.8 Quarterly Performance Reports - Construction**

Federal Regulation 49 CFR Part 18 (aka Common Rule) establishes uniform administrative requirements for grants to State and Local Governments. Sub-part 18.40 addresses monitoring and reporting requirements for the Grantees. The Engineer will assist the Sponsor in managing the day-to-day operations of grant activities that ensure compliance with applicable Federal requirements. The Engineer will submit a performance report for each fiscal quarter the grant is active. Three (3) Quarterly Performance Reports are anticipated from Phase 7.0 Construction Administration Phase through Phase 11.0 Post Construction Coordination Phase.

**7.9 Coordination with Utility Companies**

The Engineer will facilitate initial contact between the Contractor and involved utility companies. The Engineer will provide involved utility companies with a construction schedule and periodically monitor coordination taking place between the Contractor and the utility companies.

<b>TASK 7 DELIVERABLES</b>	<b>TO FAA/STATE</b>	<b>TO SPONSOR</b>
7.1 Prepare Construction Contract	✓	✓
7.1 Notice of Award, Notice to Proceed, and Contract Agreement	✓	✓
7.1 Issue Construction Plans, Specifications, and Contract Documents	✓	✓
7.3 Monthly Invoices for Engineering Services (Construction)		✓
7.3 Pay Request and Documentation		✓
7.7 Prepare Change Orders and Supplemental Agreements	✓	✓
7.9 Prepare Quarterly Performance Reports	✓	✓

## 8.0 PRE-CONSTRUCTION COORDINATION PHASE

### 8.1 Prepare Project Files

The Engineer will provide a copy of the construction contracts to the Sponsor's Attorney to verify they are in order and the bonds have been completed. The Plans will be updated to include all addenda items issued during bidding. Clerical staff will prepare the quantity sheets, testing sheets, construction report format, etc.

### 8.2 Prepare Pre-Construction Conference

The Engineer will schedule a pre-construction meeting to review FAA and project specific requirements prior to commencing construction. The Engineer will prepare an agenda, coordinate the Pre-Construction Conference with the necessary parties, and distribute meeting minutes.

### 8.3 Conduct Pre-Construction Conference

The Engineer will conduct the pre-construction conference before construction begins. The meeting will be conducted via teleconference and will include the Sponsor, FAA-ADO (if possible), State Aeronautics, Contractor, subcontractors, airport tenants affected by the construction, QA and QC testing firms, and utility companies. It is estimated that the pre-construction conference will be held two weeks prior to beginning construction and will be virtual.

TASK 9 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
8.3 Conduct Pre-Construction Conference	Virtual/Project Manager and RPR/2 hours

## 9.0 CONSTRUCTION OBSERVATION PHASE

This task will consist of providing one Resident Project Representative (RPR) during all phases of construction for a total of 10 working days. For the purposes of this scope it is assumed that a total of 10 man-days will be required to fulfill the RPR responsibilities. The RPR's will be allowed an equivalent of 6 hours to cover travel to and from the project location and home on a weekly basis. When the RPR works in excess of 8 hours per day, Saturdays, Sundays, or during national holidays, the work will be considered overtime. The billing rate for that overtime will be increased to 135% of the standard rate. Overhead costs, travel costs, and per diem costs are in addition to the engineering hours expended. Efforts for items described in 10.3 through 10.11 are included in the man hour estimate in 10.2.

### 9.1 Field Inspection/Coordination

The Engineer will make a visit to the construction site to attend on-site construction meetings and to observe the progress, safety, and quality of the construction. It is estimated that the Engineer will make one (1) trip, consisting of eight (8) hours. In addition, the Engineer will provide general supervision and support to the RPR including but not limited to, coordinating field survey personnel, providing technical documentation, performing construction contract interpretation, and analyzing unusual or unique developments or complications during construction. These visits are in addition to those site visits described in 7.8 Monthly Construction Update Meetings.

### 9.2 Resident Project Representative (RPR)

Construction days will be 12 hours per day, 5 days per week. During their regular work day, the RPR's duties will include visually inspecting all work performed by the Contractor to ensure conformance with the plans and specifications, issuing Non-Compliance Reports if necessary, coordinating all work being performed with Airport operations, maintaining a daily log of the construction activities, compiling construction photos, and conducting employee interviews for the purposes of ensuring compliance with the Davis Bacon Act. Interview documentation will be submitted to office engineering staff for verification of compliance. All of the construction activity will take place within

the airport operating area and will require coordination with the airport management staff. The Resident Project Representatives will coordinate with the Airport to inform the users of closures.

**9.3 Material Submittal Review**

The RPR will review and approve the shop drawings and material submittal data from the Contractor. The RPR will review copies of the Contractor's survey data for pavement grades and structure locations. The RPR will review other construction items for general compliance with the construction documents.

**9.4 Calculate Construction Quantities**

The RPR will maintain a daily record of the progress and will submit weekly reports to the Engineer regarding the progress. The RPR will review the quantity records with the Contractor on a periodic basis.

**9.5 Periodic Pay Estimates**

The RPR will prepare the Periodic Pay Estimates and review the quantities with the Contractor. The RPR, Engineer, Sponsor, and Contractor will resolve discrepancies with the Contractor's records.

**9.6 Requests for Reimbursement**

The RPR will coordinate with office staff in order to submit pay estimates for inclusion in Requests for Reimbursement.

**9.7 Review QC Results Provided by Contractor**

The RPR will review and coordinate revisions by the contractor to QC submittals performed as part of the acceptance testing required by standard specifications. This will occur on a weekly basis and at project completion prior to submittal to the FAA, State Aeronautics and Sponsor.

**9.8 Review QA Results Provided by Engineer's QA Firm**

The RPR will review and coordinate revisions by the Engineer's QA to subconsultant QA submittals performed as a part of the acceptance testing required by standard specifications. This will occur on a weekly basis and at project completion prior to submittal to the FAA, State Aeronautics, and Sponsor.

**9.9 Prepare/Submit Weekly Reports**

Each week during construction, the RPR will prepare a weekly status report using the FAA's standard form. The report will be distributed to the Sponsor, FAA, State Aeronautics, and the Contractor.

**9.10 Maintain Field Drawings**

The RPR will maintain a set of marked up field drawings during the course of construction. The RPR will periodically review the Contractor's field drawings for discrepancies.

**9.11 Construction Reporting**

The RPR will gather and input data into portions of the final construction report throughout the course of construction. This includes but is not limited to work items constructed, project milestone dates, weekly construction narrative, final material quantities, explanations of overruns or underruns, and test result summaries.

<b>TASK 9 DELIVERABLES</b>	<b>TO FAA/STATE</b>	<b>TO SPONSOR</b>
9.1 Conduct Field Inspection/Coordination	✓	✓
9.5 Prepare Periodic Pay Estimate	✓	✓
9.6 Prepare/Submit Request for Reimbursement	✓	✓
9.9 Prepare/Submit Weekly Reports	✓	✓

<b>TASK 9 MEETINGS/SITE VISITS</b>	<b>LOCATION/ATTENDEES/DURATION</b>
9.3 Field Inspection/Coordination	Central Wyoming Regional Airport/Project Manager/8 hours

## **10.0 POST CONSTRUCTION COORDINATION PHASE**

### **10.1 Engineering Record Drawings**

The Engineer will utilize as-built markups provided by the RPR and the Contractor to prepare the Record Drawings indicating modifications made during construction. All drafting for the Final Record Drawings will be completed by office drafting personnel. One set of 11" x 17" size black-line drawings and one electronic copy (in acceptable format) will be provided to the FAA, State Aeronautics and the Sponsor.

### **10.2 Engineering Final Construction Report**

Upon achievement of Final Completion, the RPR will finalize the Engineering Final Construction Report gathering data from office staff including but not limited to administrative, engineering design, and construction management costs. Office Staff will assist in the preparation of relevant Sponsor Certifications and assembly of the Engineering Final Construction Report and attachments. The Engineer will review the Final Construction Report. One copy of the Construction Report will be submitted to the Sponsor, one copy to State Aeronautics, one copy submitted to the FAA, and one copy kept on file. It is anticipated that clarifying revisions will be necessary following submission to the FAA. The final report will follow current FAA Northwest Mountain Airports Final Report guidance.

### **10.3 Summarize Project Costs**

The Engineer will obtain all administrative expenses (including those of the Sponsor), Engineering fees and costs, surveying costs, testing costs and construction costs associated with the project and assemble a total project summary.

### **10.4 Site Cleanup**

The Engineer will assure the Contractor has removed all construction equipment and construction debris from the airport, all access points have been re-secured (fences repaired, gates closed and locked, keys returned, etc.) and the site is clean.

### **10.5 Final Inspection**

The Engineer and RPR, along with the Sponsor, State Aeronautics, FAA, and Contractor will conduct the final inspection. Prior to the Final Inspection, all test results will be submitted to the FAA and State Aeronautics for approval. Once approval of the testing results has been received, a Final Inspection will be scheduled. The Final Inspection is anticipated to only require one visit to the project site.

### **10.6 Assist with Sponsor Audit**

When requested by the Sponsor, the Engineer will assist with the project audit, fiscal year-end audit, or State audit by gathering and supplying specific data as it is deemed necessary by the Sponsor's auditor. The Engineer will maintain and provide access to the file pertinent to the project cost and completion for a period of three (3) years after the date of FAA acceptance of the Engineer's Final Construction Report.

### **10.7 Prepare SF 425 Federal Financial Report**

The Engineer will assist the Sponsor in submitting an annual report of their grant financial activity using Standard Form 425, Federal Financial Report. Pursuant to FAA Order 5100.38, this report will be submitted no less than 90 working days after the end of each fiscal year and a final report at grant closeout. It is anticipated one (1) Federal Financial Report will be submitted during this project.

**10.8 Assist with Federal Payment Recapture Audit in conformance with the Improper Payments Elimination and Recovery Improvement Act**

The Engineer will assist with the Sponsor in providing information pertaining to transparency in bid advertising and award, adherence to contract requirements, project inspection and monitoring, payment documentation, accuracy of job reporting and any other requested project related function for a period of three (3) years after the date of FAA acceptance of the Engineer's Final Construction Report.

**10.9 Updating the Owner's Current SPCC**

Due to State and Federal regulations the Owner / Operator of above ground storage tanks are required to maintain a Spill Prevention Control and Countermeasures (SPCC) plan. Due to the project adding additional fuel storage and spill possibilities to the airport facility the Engineer will update the current SPCC for the airfield. The Engineer will make updates and necessary edits to the current version of the SPCC. Work to include updating the standard SPCC template document and supplemental exhibits/documents. It is assumed the Owner has a current SPCC that is up to date.

<b>TASK 11 DELIVERABLES</b>	<b>TO FAA/STATE</b>	<b>TO SPONSOR</b>
11.1 Prepare Record Drawings	✓	✓
11.2 Prepare Engineers Final Construction Report	✓	✓
11.5 Submit Final Test Results	✓	✓
11.8 Prepare SF-425 Federal Financial Report	✓	✓
11.11 Prepare and Submit Form 5010	✓	✓

<b>TASK 11 MEETING/SITE</b>	<b>LOCATION/ATTENDEES/DURATION</b>
11.5 Conduct Final Inspection	Central Wyoming Regional Airport/Project Manager/8 hours including travel

**11.0 SPECIAL CONSIDERATIONS – CONSTRUCTION**

**11.1 Construction Administration – Electrical Engineer**

This work is to be completed by a subconsultant. Work will include negotiation of consultation services, attendance at on-site pre-construction meeting, review of shop drawings, assistance with construction administration in relation to electrical elements of the project, final inspection and oversight of system testing and record drawings documentation.

**11.2 Construction Administration – Tank Designer**

This work is to be completed by a subconsultant. The Geotechnical Engineer that prepared the geotechnical engineering report used during the design phase of this project will be on call to answer questions or perform site visits as needed during construction. The Engineer will coordinate directly with the Geotechnical Engineer to handle questions or clarifications as they arise during construction.

## **PART 2: ADDITIONAL SERVICES**

### **1.0 ADDITIONAL SERVICES REQUIRING SPONSOR'S WRITTEN AUTHORIZATION**

If authorized in writing by Sponsor, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services unless otherwise indicated in Part 1 and will be paid for by Sponsor as indicated in Exhibit C.

- 1.1** Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
- 1.2** Services to verify the accuracy of drawings or other information furnished by Sponsor or others.
- 1.3** Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Sponsor's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
- 1.4** Services required as a result of Sponsor's providing incomplete or incorrect Project information to Engineer.
- 1.5** Providing renderings or models for Sponsor's use.
- 1.6** Undertaking investigations and studies including, but not limited to:
  - detailed consideration of operations, maintenance, and overhead expenses;
  - the preparation of feasibility studies;
  - preparation of appraisals; and
  - audits or inventories.
- 1.7** Providing the following services:
  - Services attributable to more prime construction contracts than specified in Part 1.
  - Services to arrange for performance of construction services for Sponsor by contractors other than the principal prime Contractor, and administering Sponsor's contract for such services.
- 1.8** Preparing additional bidding-related documents, or other construction procurement documents for alternate bids or cost estimates requested by Sponsor for the Work or a portion thereof.
- 1.9** Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required in Part 1.
- 1.10** Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Sponsor, utility companies, and other sources and related revisions to revise Record Drawings.
- 1.11** Preparation of operation, maintenance, and staffing manuals.



- 1.12** Assistance to Sponsor in training Sponsor's staff to operate and maintain Project equipment and systems.
- 1.13** Assistance to Sponsor in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.
- 1.14** Preparing to serve or serving as a consultant or witness for Sponsor in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
- 1.15** Overtime work or nighttime requiring higher than regular rates.
- 1.16** Providing construction surveys and staking to enable Contractor to perform its work other than as required in Part 1; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.
- 1.17** Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract.
- 1.18** Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

## **2.0 ADDITIONAL SERVICES NOT REQUIRING SPONSOR'S WRITTEN AUTHORIZATION**

Engineer shall advise Sponsor that Engineer is commencing to perform or furnish the Additional Services of the types listed below (unless otherwise indicated in Part 1). For such Additional Services, Engineer need not request or obtain specific advance written authorization from Sponsor. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Sponsor.

- 2.1** Services in connection with Work Change Directives and Change Orders to reflect changes requested by Sponsor.
- 2.2** Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.
- 2.3** Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.
- 2.4** Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.
- 2.5** Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Sponsor prior to Substantial Completion.
- 2.6** Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.

- 2.7**     Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.
- 2.8**     While at the Site, compliance by Engineer and its staff with those terms of Sponsor's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

## CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Kyle J. Butterfield, City Administrator

**DATE:** November 19, 2024

**SUBJECT:** Optional ½% Excise Tax Funding Agreement – Riverton Medical District

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**Recommendation:** The City Council approves an Agreement for Use of Economic Development Tax Funds between the City of Riverton and Riverton Medical District (RMD).

**Background:** On November 5, 2024, the City Council considered a request submitted by the RMD for funds generated by the Optional ½% Excise Tax to support inflationary costs associated with the construction of its facility. Via a 4-1 vote, the council awarded \$325,000 of economic development funds generated by the optional tax to RMD.

**Discussion:** Staff prepared the attached funding agreement to govern the use of funds awarded by the council to RMD. It details the approved purpose for which RMD requested funds and includes the following general provisions:

- The city and recipient agree funds associated with this agreement will be used in a manner that will increase or retain jobs and/or result in a net gain of money into the community.
- The recipient shall provide the city a report on the numbers of employees at the time of funding and for three years after the receipt of funds.
- The recipient acknowledges and agrees that funds paid by the city pursuant to the agreement shall be subject to recovery by the city if the recipient fails to meet the standards and requirements set forth in the agreement at the sole discretion of the city and to the extent determined appropriate by the city up to the total amount provided by the city through this agreement.
- The recipient agrees that awarded economic development funds should be expeditiously spent in a manner consistent with the terms and conditions of this agreement and should the recipient not utilize funds awarded them within eighteen months of receipt, unexpended funds shall be immediately payable to the city.
- The recipient agrees to submit to the City a report detailing the use of awarded funds within eighteen months of receipt, or once the funds are fully expended, whichever comes first. The aforementioned report should include, but not be limited to, proof of purchase, receipts, warranty deed, and documentation of the real property procured.

**Budget Impact:** The agreements represent the allocation of \$325,000 from the economic development fund of the city. This fund is accounted completely separate from the city's general and enterprise funds. There are sufficient funds in the account to meet the above referenced obligation.

## AGREEMENT FOR USE OF ECONOMIC DEVELOPMENT TAX FUNDS

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between the City of Riverton, Wyoming, hereinafter referred to as “City” and the Riverton Medical District, hereinafter referred to as “RMD”. The City and RMD are hereinafter referred to as the “Parties”.

### RECITALS

WHEREAS, the City is a Wyoming Municipal Corporation; and

WHEREAS, Fremont County, Wyoming, and its municipalities have implemented an economic development tax in the amount of one-half percent (1/2%). Seventy percent (70%) of the tax revenue received is distributed to the municipalities and Fremont County to use for projects that retain or create jobs and/or result in a net gain of money into the community; and

WHEREAS, RMD is a domestic nonprofit corporation presently existing in the City desiring to construct a new hospital in Riverton to better serve the community and employ additional persons during the construction and future operation of the hospital and bring a net gain of money into the community; and

WHEREAS, the RMD project meets the qualification for use of the tax; and

WHEREAS, the City has determined that a portion of the proceeds the City receives from the tax should be awarded to RMD, as more particularly set forth herein; and

WHEREAS, the Parties desire to set forth in this agreement the provision of a portion of the economic development tax revenue to RMD and to set forth the terms and conditions of the agreement.

### AGREEMENT

NOW THEREFORE, for and in consideration of the agreement for the expenditure of funds and the terms and conditions of the agreement, the parties agree as follows:

1. The City agrees that it will fund \$325,000 from the economic development tax for use by RMD for purposes set forth herein.
2. The City shall be under no obligation to disburse allocated funds to RMD until the funds are received by the City.
3. The Parties agree funds associated with this agreement will be used in a manner that will increase or retain jobs and/or result in a net gain of money into the community.
4. RMD agrees that it shall only use the funds for the purchase of equipment, inventory, or the construction of its facilities. No funds shall be used for the general operations of RMD. For

the purpose of this agreement, general operations are defined as payroll, taxes, insurance, and accounts payable.

5. RMD agrees to utilize the funds associated with this agreement to cover the inflationary adjustment associated with the planning, development, and construction of a hospital facility.
6. RMD acknowledges and agrees that funds paid by the City and received by RMD pursuant to this agreement shall be subject to recovery by the City if RMD fails to meet the standards and requirements set forth in this agreement at the sole discretion of the City and to the extent determined appropriate by the City up to the total amount provided by the City through this agreement.
7. The Parties agree RMD, its organization, and its volunteers are of benefit to the City and its citizens and awarded economic development funds should be expeditiously spent in a manner consistent with the terms and conditions of this agreement and should RMD not utilize funds awarded them within eighteen (18) months of receipt, unexpended funds shall be immediately payable to the City.
8. RMD agrees to submit to the City a report detailing the use of awarded funds within eighteen (18) months of receipt, or once the funds are fully expended, whichever comes first. The aforementioned report should include, but not be limited to, proof of purchase, receipts, warranty deed, and documentation of the real property procured.
9. The Parties agree that this is not a partnership agreement nor a joint venture. Rather it is a venture undertaken solely by RMD and the City's only involvement is the committal of the funds as outlined in this agreement.
10. RMD, in fulfilling its obligations herein, agrees to comply with all municipal, state, and federal ordinances, laws, rules, and regulations, and not to engage in any practice which may have the effect of discrimination against any entity on the basis of disability, age, sex, race, creed, color, national origin, or ancestry.
11. 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.
12. No modification of the terms of this agreement shall be effective unless such modification is in writing and signed and dated by the Parties.
13. This agreement is not assignable without the prior written consent of the Parties.
14. Nothing contained in this agreement is intended, nor shall be construed to extend the exceptions to governmental immunity provided by law, nor to alter in any way the requirements under the Wyoming Governmental Claims Act, nor to increase the liability of the City to any amount or

situation wherein liability would not lie or would be limited, in the absence of this Agreement. The City retains all protections and governmental immunities.

15. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Ninth Judicial District, Fremont County, Wyoming.
16. This agreement constitutes the entire agreement of the Parties, superseding all previous discussions, negotiations, representations, and agreements between the Parties.
17. 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 herein are intended only to assist the Parties in determining and performing their obligations under this agreement.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed as of this day and year.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024

CITY OF RIVERTON, WYOMING  
A Municipal Corporation

\_\_\_\_\_  
Tim Hancock, Mayor

ATTEST:

\_\_\_\_\_  
Mia Harris, Administrative Services Director

RIVERTON MEDICAL DISTRICT

\_\_\_\_\_  
Corte McGuffey, Chairperson of the Board

STATE OF WYOMING                    )  
  )       ss.  
COUNTY OF FREMONT                )

The foregoing instrument was signed and acknowledged before me by \_\_\_\_\_ known to me to be the person that executed the within instrument as the Lessee therein named, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Michael Miller, Community Development Director

**THROUGH:** Kyle J Butterfield, City Administrator

**DATE:** November 19, 2024

**SUBJECT:** Ordinance 24-007 – Title 10, Section 10.16.110

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**Recommendation:** The City Council approves Ordinance 24-007 on second reading.

**Background:** The City Council requested the Planning Commission develop a parking committee to research parking regulations in the City. The Parking Committee met and has proposed the changes to Title 10, Section 10.16.110. These changes are a start to the process of developing code to have better control of parking situations on public streets in the City of Riverton. They also provide necessary definitions that will make it easier as the city moves forward with new adaptations of code.

After discussion and recommended amendments, the City Council approved Ordinance 24-007 on first reading on November 5, 2024.

**Discussion:** Currently, Section 10.16.110 of Riverton Municipal Code establishes parking restrictions for large vehicles, prohibiting those 20 feet or longer from parking on streets under 45 feet wide between sundown and sunup. It also restricts vehicles weighing over 10,000 pounds and cargo trailers of 20 feet or more from parking in residential zones (R-1 to R-4) during nighttime hours. The definitions in the existing ordinance are specific, particularly for recreational vehicles and trailers.

Ordinance 24-007 amends the title of Section 10.16.110 of Riverton Municipal Code from *Vehicles twenty feet long or more not to park on certain streets at night* to *Vehicle parking restrictions on city streets*. It also introduces broader restrictions, applying parking restrictions to all city streets, not just residential areas. It raises the minimum vehicle length to 22 feet 6 inches for the parking restrictions and includes an exception for the loading and unloading of goods. Additionally, it introduces a seasonal closure period from October 1 to May 15. The ordinance expands restrictions for vehicles over 10,000 pounds to include the new seasonal closure period, and a year-round ban from dusk to daylight. It also prohibits the parking of trailers 20 feet or longer and recreational vehicles on all city streets during the seasonal closure.



Key differences between the existing code and proposed ordinance include the seasonal closure and the broader citywide application of parking restrictions. The proposed ordinance also provides clearer definitions for recreational vehicles (including both motorized and non-motorized vehicles) and specifies the parking restrictions for trailers and RVs during the seasonal closure.

Upon review by the city's legal council, provisions related to providing permission to park within the city's rights-of-way were removed as well as references to the seventy-two hour restrictions, as this is sufficiently covered in Riverton Municipal Code 12.12.050.

**Budget Impact:** Discussion only, will not impact budget.

PROPOSED ORDINANCE NO. 24-007

AN ORDINANCE AMENDING TITLE 10 “VEHICLES AND TRAFFIC”, TO REVISE CHAPTER 10.16.110 “VEHICLES TWENTY FEET LONG OR MORE NOT TO PARK ON CERTAIN STREETS AT NIGHT” OF THE CITY OF RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, FREMONT COUNTY, WYOMING:

**Section 1.** Chapter 10.16.110 of the Riverton Municipal Code is hereby revised to read as follows:

**Chapter 10.16.110 VEHICLE PARKING RESTRICTIONS ON CITY STREETS**

A. Definitions. For purposes of this section only, the terms used are defined as follows:

“Adjacent to parked” means the property the vehicle or trailer is parked directly in front of on the same side of street as parked.

"Gross weight" means the total weight of a vehicle or vehicle combination including the weight of any load carried in or on the vehicle or vehicle combination.

"Recreational vehicle" means a motorized vehicle, or a non-motorized vehicle which can be driven or towed by a motorized vehicle, which is designed or built for temporary living accommodations for recreational, camping and/or travel use, including but not limited to motorized motorhomes, motorized camping vans, camp/travel trailers, pop-up camp trailers, and slide-in pick-up box campers (but not pickup box toppers). ~~means any self-propelled vehicle designed, constructed, equipped and intended primarily for the transportation of human beings and as a permanent or temporary dwelling place, living abode or sleeping place for such human beings.~~

“Seasonal Closure” means the time period between October 1 and May 15 each year.

"Trailer" means a vehicle without propelling power designed to be drawn by a motor vehicle. ~~The term includes the following vehicles as hereafter defined:~~

~~1. "House trailer" means every trailer which is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, for human beings, and is equipped for use as a conveyance on streets and highways.~~

~~2. "Cargo trailer" means any trailer other than a house trailer.~~

"Vehicle" means a device in, upon or by which any person or property may be transported or drawn upon a highway, excluding devices moved by human power, ~~or used exclusively upon rails or tracks.~~

B. No motor vehicle not classified as a trailer or recreational vehicle with an overall length of twenty-two (22) feet six (6) inches or more when measured between the two most distant points along its centerline and a width of eight (8) feet when measured between the two most distant points perpendicular to its centerline shall be parked on any of the streets in the city. This does not pertain to the loading and unloading of goods and services for residents and businesses in Riverton. ~~vehicle with an overall length of 20 feet or more when measured between the two most distant points along its centerline and a width of eight feet when measured between the two most distant points perpendicular to its centerline shall be parked on any of the paved streets in the city of less than 45 feet in width, between sundown and sunup.~~

- C. No vehicle with a gross weight of ten thousand (10,000) pounds or more shall be parked on any of the streets in the city during the seasonal closure or from dusk to daylight any day of the year. This does not pertain to the loading and unloading of goods and services for residents and businesses in Riverton., ~~except a recreational vehicle, with a gross weight of 10,000 pounds or more shall be parked on any of the streets in the city in any district zoned Residential 1 (R-1), Residential 2 (R-2), Residential 2A (R-2A), Residential 3 (R-3), or Residential 4 (R-4), between sundown and sunup.~~
  
- D. No trailer with an overall length of twenty (20) feet or more or recreational vehicles in general shall be parked on any of the streets in the city during the seasonal closure.~~No cargo trailer with an overall length of 20 feet or more shall be parked on any of the streets in the city in any district zoned Residential 1 (R-1), Residential 2 (R-2), Residential 2A (R-2A), Residential 3 (R-3), or Residential 4 (R-4), between sundown and sunup.~~
  
- ~~E. No trailer with an overall length of twenty (20) feet or more or recreational vehicles in general shall be parked on any streets in the city without the permission of the adjacent to parked property owner.~~
  
- ~~F. During the seasonal closure period, no trailers or recreational vehicles as defined in this chapter less than 20' in length may be parked on a City street for more than seventy-two (72) hours in accordance with RMC 12.12.050.~~

**Section 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 3.** This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING	November 5, 2024
PASSED ON SECOND READING	
PASSED ON THIRD READING	

PASSED, ADOPTED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF RIVERTON, WYOMING

By: \_\_\_\_\_  
 Tim Hancock  
 Mayor

ATTEST:

\_\_\_\_\_  
 Mia Harris  
 Administrative Services Director

**ATTESTATION**

I, Mia Harris, Clerk of the City of Riverton, attest that Ordinance No. 24-006 was passed, adopted, and approved by the Governing Body of the City of Riverton on the \_\_\_\_ day of \_\_\_\_\_ 2024. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mia Harris  
Administrative Services Director

## CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Brian Eggleston, Public Works Director

**THROUGH:** Kyle J. Butterfield, City Administrator

**DATE:** November 19, 2024

**SUBJECT:** One (1) new (2025 Model Year) 1-Ton, 155” Cargo Van/Prisoner Transport

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**Recommendation:** The Riverton City Council approves the purchase of one (1) 2025 Chevrolet 3500 Cargo/Prisoner Transport Van in the amount of \$86,986.00 to Fremont Chevrolet, Buick, GMC in Riverton, WY.

**Background:** During the preparation and adoption of the 2024-2025 budget, the Riverton City Council authorized the purchase of one (1) new prisoner transport van. The Riverton City Council budgeted \$150,000 for the total project.

**Discussion:** Wyoming State Statute requires that the purchase of any vehicle be competitively bid. Specifications for the work trucks were prepared, in house. On November 2, 2024, the City of Riverton began advertising for bids. Those bids were publicly opened on November 12, 2024. The following is the breakdown of that statewide competitive bid:


VENDOR	TOTAL BID	UNIT PRICE
Fremont Chevrolet, Buick, GMC	\$86,986.00	\$86, 986.00
Fremont Motor Company-Ford	\$90,527.00	\$90, 527.00

Based on this information, Staff proposes the City of Riverton award the bid to Fremont Chevrolet, Buick, GMC, being the lowest price, responsible bidder.

**Budget Impact:** \$150,000 was budgeted for the entire project, with the project coming in under the budgeted amount by \$63,014.

## CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Kyle J. Butterfield, City Administrator 

**DATE:** November 19, 2024

**SUBJECT:** Consultant Selection – Multisport and Ice Facility Feasibility Study

---

**Recommendation:** The City Council approves the recommendation of the selection committee for a firm to perform the market analysis and financial and operational feasibility study for a multisport facility and directs staff to finalize a scope of work and negotiate a fee for services.

**Background:** City officials and community leaders are exploring the viability of constructing and operating a multisport recreation facility in Riverton. This facility may support indoor soccer, ice hockey, and other activities. It is possible the city will own and operate the multisport facility. As such, the city needs to understand the short and long term feasibility of its operation before the community engages in a significant campaign to secure funds to build the facility.

The City of Riverton solicited statements of qualification and experience from professional firms to complete a market analysis and financial and operational feasibility study for a multisport facility. The request for qualifications outlined that the study will likely include the following services: Project Overview; Market Analysis; Citizen Participation; Conceptual Layout & Site Needs; Capital Construction Cost Estimate; Financial & Operational Analysis; Economic Impact Projections; and Draft/Final Reports and Public Presentation.


**Discussion:** Statements of qualification were received November 8, 2024. Eight firms responded to the advertisement. A selection committee was appointed to rate the submittals against four weighted criteria (Completeness of Submittal – 10%, Experience of the Firm – 35%, Qualifications of the Project Team – 30%, Project Understanding– 25%). The committee consisted of one city staff member and two members of the City Council. The table below lists the firms that responded to the request for qualifications.

Consultant Name	Primary Location of Firm
BK & Associates & JLG Architects	Colorado & Minnesota
CSL International & Arete Design Group	Minnesota & Wyoming
Hunden Partners & Convergence Design	Illinois & Missouri
HVS Conventions, Sports, and Entertainment	Illinois
JLL Hotels & Hospitality Group	California
The Sports Facilities Companies	Florida
TAG Project Management	California
Victus Advisors, LLC, Think Architecture, & Construction Control	Utah

**Budget Impact:** Costs related to this contract will be determined during the next phase of the selection process. Staff is requesting the direction of the council to negotiate a scope of work and fee for the master plan. The project will be supported by a USDA grant (\$20,000) and city funds budgeted in fiscal year 2025 (\$40,000).

## CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Kyle J. Butterfield, City Administrator 

**DATE:** November 19, 2024

**SUBJECT:** Riverwalk Property Purchase

---

**Recommendation:** The City Council authorizes the use of existing fiscal year 2025 budgeted funds to pay the balance of the bank loan for the Riverwalk property through the Riverton Depot Foundation.

**Background:** In the early 2000's, Alan and Terri-Anne Moore developed a vision to create a recreation area and path along the Wind River south of Riverton. A River Walk Committee was established with the Riverton Depot Foundation serving as fiscal agent in 2003. Over the course of several years, the Riverton Depot Foundation purchased 150 +/- acres of land from Mr. Bob Foster and others to support the creation of a recreation area.

The City of Riverton entered into agreement with the Riverton Depot Foundation on June 30, 2009 to secure public access to the newly acquired land. The city agreed to compensate the Riverton Depot Foundation \$2,000 per month as part of the agreement and the Riverton Depot Foundation agreed to solely utilize the funds for debt payment on the promissory note for the land and other improvements or costs related to holding the property. In correspondence dated October 27, 2010, Alan Moore reaffirmed the intention of the Riverton Depot Foundation to transfer the property held by the foundation and associated with the Riverwalk to the City of Riverton once the balance of the mortgage on the property was paid in full.

In working with the Riverton Depot Foundation, the City of Riverton received a TEAL Grant from the State of Wyoming on March 9, 2010 to construct a paved pathway along the Wind River on land secured by the foundation. Several other improvements have been constructed on the land over the years. These include a fire pit and amphitheater, gazebo, and dog park.

Since fiscal year 2010, the city has made \$362,000 in payments to the Riverton Depot Foundation for the Riverwalk promissory note and costs related to holding the property (roughly \$289,600 and \$72,400 respectively). The original note for the land was issued for \$198,296.12. It was refinanced in 2013 to help cover \$51,278.49 in costs associated with the pathway improvement, for a total borrowing of \$249,574.61.

**Discussion:** The current balance of the promissory note for land held by the Riverton Depot Foundation is \$63,176.71. The interest rate associated with the note is prime-plus and currently sits at 7.8%. In light of this rate, city staff and officers of the Riverton Depot Foundation explored ways to more efficiently pay down the mortgage. The preferred option is to immediately pay off the balance of the note. The City of Riverton has funds sufficient in its adopted fiscal year 2025 budget to cover the prepayment obligation.



Should the City Council agree to pay the balance of the promissory note to the Riverton Depot Foundation, provisions of the land transfer between the parties would need to be finalized. The future, long-term vision associated with the development of the Riverwalk should be considered as part of this transition. Staff recommends select members of the Riverton Depot Foundation and community serve in an advisory role to city staff and the council to preserve and prolong the vision of the Riverwalk. Staff further recommends the council budget funds in future fiscal years sufficient to continue improvements along the Riverwalk.

**Budget Impact:** In preparing the fiscal year 2025 budget, funds were allocated to match a prospective grant to improve the recreation space at City Park. Unfortunately, the grant was not awarded and the budgeted matching funds will need to be reallocated. Staff proposes the City Council utilize a portion of these funds to pay off the promissory note associated with the Riverwalk. The City Park Improvement Project was budgeted with a prospective grant of \$1,695,000 and \$188,700 in matching funds from the general fund.



LAND USE AGREEMENT

This Agreement is made and entered into this 30<sup>th</sup> day of JUNE, 2009, by and between, The Depot Foundation, a not for profit corporation, of Riverton, Wyoming, and the City of Riverton, a Wyoming Municipal Corporation, of Riverton, Wyoming, hereinafter referred to as "Riverton".

RECITALS

WHEREAS, The Depot Foundation purchased 150 +/- acres of land from Mr. Bob Foster, which land is situated South of Riverton; and

WHEREAS, the property is subject to a mortgage granted to the Depot Foundation by the First Interstate Bank of Riverton; and

WHEREAS, the purchased property is valuable to the citizens of Riverton for recreational purposes; and

WHEREAS; Riverton desires to ensure access to its citizens to recreate on the property and The Depot Foundation is agreeable to allowing such persons access to and on the property for such recreation purposes; and

WHEREAS, the parties hereto desire to set forth their agreement for such access and funding herein.

NOW THEREFORE, for and in consideration of the parties mutual promises and covenants as herein contained, and other good and valuable consideration passing between the parties, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Depot foundation hereby agrees that it shall allow the general public access to and upon the property it purchased from Bob Foster for non-motorized recreation purposes.

2. The Depot Foundation further agrees that any funds it receives from Riverton as herein specified shall be used solely for debt payment on the promissory note that it owes for purchase of said property and other improvements and costs of holding the property.

3. Riverton has allocated the sum of \$24,000.00 in its 2009-2010 fiscal budget for payments to The Depot Foundation. In consideration of The Depot Foundation allowing access to the general public to and upon the Bob Foster property, Riverton shall pay to The Depot Foundation the sum of \$2,000.00 per month to be applied as specified in paragraph 2 above.

The parties agree and recognize that the payments from Riverton are conditioned

upon the funds being allocated by the Governing body of Riverton and the funds being available for such payments. The parties agree that if the funds are not allocated or become unavailable, Riverton shall provide The Depot Foundation 30 days notice and no further payments shall be required of Riverton.

4. The parties agree that The Depot Foundation shall control the use of the property by the public and Riverton shall have no obligations with regards to the property except for the payments as herein specified.

5. By entering into this contract Riverton does not waive its Governmental Immunity, as provided by any applicable law including W.S. Section 1-39-101 et seq. Further, Riverton fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law based on this contract. This contract is entered into by the parties for their sole benefit, and is not intended to be for the benefit of any other third party or entity.

6. The parties agree that this agreement represents the entire agreement of the parties and all prior discussions, agreements and negotiations have been incorporated herein.

In witness whereof, the parties have set their hands hereto on the day and date first above written.

The City of Riverton

The Depot Foundation

By: John R. Vincent  
John R. Vincent, Mayor  
8/30/09

By: Clifford Clay Moore  
President



## **City of Riverton, Wyoming**

816 N. Federal

Riverton, WY 82501

**CARTER NAPIER**

**CITY ADMINISTRATOR**

307-856-9127 ext. 2205 (Voice)

307-856-8270 (FAX)

[cnapier@rivertonwy.gov](mailto:cnapier@rivertonwy.gov) (E-mail)

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October 27, 2010

Mr. Alan Moore, Chairman

IDEA, Inc.

Depot Foundation

Mr. Moore:

The purpose of this letter is to indicate the City's position regarding the Riverwalk property. While the property is under the current ownership of the Depot Foundation, it is the City's understanding that the property will come under the ownership of the City of Riverton. The City has donated in-kind services and even funds to the Depot Foundation for the Riverwalk project only because the City has the understanding that title to this property will be given to the City for use as public natural preserve parkland once the respective note has been paid in full.

Should there be any further questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Napier", is written over the printed name.

J. Carter Napier

City Administrator

**RIVERTON DEPOT FOUNDATION  
205 SOUTH BROADWAY  
RIVERTON, WYOMING 82501**

October 27, 2010

J. Carter Napier  
City Administrator  
City of Riverton, WY

Dear Mr. Napier,

The purpose of this letter is to reaffirm the understanding that the IDEA, Inc. and Depot Foundation board has with the City of Riverton concerning the Riverwalk property. It is the understanding of the Depot Foundation and IDEA, Inc. that the Riverwalk property will become the property of the City of Riverton, WY once the balance of the mortgage for the property in question is paid in full.

It is further understood that the Depot Foundation in partnership with IDEA, Inc., will retain the collateralization necessary to sustain the risk of the mortgage (that the Depot Foundation holds) for the Riverwalk property. It is not anticipated that the City will be expected to assume that risk on behalf of the Depot Foundation.

This has been our understanding since the City started providing payments to the Depot Foundation in August of 2008 to effectively buy this property from us.


Sincerely,

A handwritten signature in black ink that reads "Clifford Alan Moore". The signature is written in a cursive, flowing style.

Alan Moore  
Chairman

# CITY COUNCIL STAFF REPORT

**TO:** His Honor the Mayor and Members of the City Council

**FROM:** Kyle J. Butterfield, City Administrator 

**DATE:** November 19, 2024

**SUBJECT:** Optional ½% Excise Tax for Economic Development Discussion

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**Recommendation:** The city council discusses options as it considers the final, future collection of the Optional ½% Excise Tax for Economic Development.

**Background:** On August 18, 2020, the voters of Fremont County approved an optional half percent sales tax for the purpose of economic development. The Riverton City Council unanimously supported this ballot initiative by adopting Resolution 1411 on March 17, 2020. On September 1, 2020, the council later adopted Resolution 1422 to establish the Evolve Diversity and Grow our Economy (EDGE) Committee for the purpose of advising the governing body on priorities for the use of the revenues generated by optional half percent sales tax. That being said, the Riverton City Council has full governing authority and responsibility over the use of the Optional 1/2 % Excise Tax.

As defined by the ballot language associated with the Optional 1/2 % Excise Tax, economic development includes any project that retains or increases employment, and/or results in a net gain of money into the community. The ballot language further outlined that thirty percent of the net proceeds of the optional tax would be used to support transportation infrastructure, such as commercial air service. It also clarified that the remaining seventy percent would be allocated to the county and municipalities to manage and invest in economic development projects of their choosing.

The aforementioned optional tax failed its renewal by ballot initiative on November 5, 2024.

**Discussion:** The terms associated with current members of the EDGE Committee will expire December 31, 2024. In light of the result of the recent ballot initiative, the City Council may choose to disband the committee, let it expire on its own terms at the end of the calendar year, or appoint a new committee to recommend the use of funds through the first half of 2025.

As the City Council has full governing authority and responsibility over the use of the optional tax funds dedicated to economic development, it should consider how it would like to

FY24 TOTALS	Nov - May	FY 24 Department of Revenue
<b>\$ 1,161,298.06</b>	<b>\$ 626,774.89</b>	<b>Overall Total</b>
\$ 812,908.64	\$ 438,742.42	70% Discretionary
\$ 232,259.61	\$ 125,354.98	20% for Air Service
\$ 116,129.81	\$ 62,677.49	10% for Ground Transp.

handle the future collection and distribution of the final proceeds of the tax. It will be in place a quarter longer than originally communicated by the treasurer's office, so the city can expect revenues through May of 2025. If 2024 collections are used to project future 2025 collections, the council should anticipate having ~\$438,000 of the discretionary seventy percent portion of the tax to allocate (see above and enclosed table).

WRTA and FAST have both expressed interest in receiving additional contributions from the seventy percent discretionary portion of the economic development tax. Such contributions would ensure that ground transportation and air transportation would continue to provide service to the community while alternative, long-term sources of revenue are secured to sustain service. Members of the EDGE committee and members of the community may also request the funds be committed to local businesses or other initiative to support economic development.

EDGE recently reviewed and prioritized funding applications from the community associated with the September advertising period. The table on the following page depicts the available funds for discretionary project awards associated with the seventy percent portion of the optional tax. It also lists the funding recommendation associated with the most recent EDGE applications.

EDGE Applicant	Project Name	Estimated Project Cost	Requested Amount	% of Project Requested	Recommended Amount	% Recommended /Project Cost
Fremont Home Health	Fremont Home Health	\$ 200,000	\$ 48,500	24.25%	\$ 48,500	24%
Sister Moon Designs, LLC	Flower Farm	\$ 239,890	\$ 239,890	100.00%	\$ 64,550	27%
Ethos Transportation Services (ETA)	Title 25 Transport & Rural Community Assistance	\$ 95,895	\$ 57,537	60.00%	\$ 57,537	60%
Fremont County Association of Governments	FCAG Facilities and Renovation	\$ 408,799	\$ 263,799	64.53%	\$ -	0%
Riverton Babe Ruth	Babe Ruth Revitalization	\$ 25,000	\$ 25,000	100.00%	\$ 25,000	100%
Open Range Creations	Moving Business from Rural Home and Setting up Shop in Riverton	\$ 60,005	\$ 39,924	66.53%	\$ 37,100	62%
		\$ 1,029,589	\$ 674,650		\$ 232,687	23%

**Budget Impact:** There is currently \$2,376.32 available in the economic development fund associated with the seventy percent portion of the Optional ½% Economic Development tax. This portion of the tax is projected to generate another \$438,742.42 before collections cease.

FISCAL YEAR OPTIONAL TAX AS REPORTED BY THE DEPARTMENT OF REVENUE													
Department of Revenue FY24	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Fremont County	\$ 203,483.01	\$ 192,773.18	\$ 192,561.41	\$ 194,441.20	\$ 183,607.43	\$ 164,401.55	\$ 202,427.65	\$ 164,587.51	\$ 141,360.46	\$ 159,814.29	\$ 162,162.56	\$ 165,642.49	\$ 2,127,262.74
70% Discretionary	\$ 142,438.11	\$ 134,941.23	\$ 134,792.99	\$ 136,108.84	\$ 128,525.20	\$ 115,081.09	\$ 141,699.36	\$ 115,211.26	\$ 98,952.32	\$ 111,870.00	\$ 113,513.79	\$ 115,949.74	\$ 1,489,083.92
20% for Air Service	\$ 40,696.60	\$ 38,554.64	\$ 38,512.28	\$ 38,888.24	\$ 36,721.49	\$ 32,880.31	\$ 40,485.53	\$ 32,917.50	\$ 28,272.09	\$ 31,962.86	\$ 32,432.51	\$ 33,128.50	\$ 425,452.55
10% for Ground Transp.	\$ 20,348.30	\$ 19,277.32	\$ 19,256.14	\$ 19,444.12	\$ 18,360.74	\$ 16,440.16	\$ 20,242.77	\$ 16,458.75	\$ 14,136.05	\$ 15,981.43	\$ 16,216.26	\$ 16,564.25	\$ 212,726.27
Department of Revenue FY24	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Dubois Town	\$ 9,775.51	\$ 9,261.00	\$ 9,250.82	\$ 9,341.14	\$ 8,820.68	\$ 7,898.01	\$ 9,724.81	\$ 7,906.94	\$ 6,791.08	\$ 7,678.63	\$ 7,790.44	\$ 7,957.61	\$ 102,196.67
70% Discretionary	\$ 6,842.86	\$ 6,482.70	\$ 6,475.57	\$ 6,538.80	\$ 6,174.48	\$ 5,528.61	\$ 6,807.37	\$ 5,534.86	\$ 4,753.76	\$ 5,375.04	\$ 5,453.31	\$ 5,570.33	\$ 71,537.67
20% for Air Service	\$ 1,955.10	\$ 1,852.20	\$ 1,850.16	\$ 1,868.23	\$ 1,764.14	\$ 1,579.60	\$ 1,944.96	\$ 1,581.39	\$ 1,358.22	\$ 1,535.73	\$ 1,558.09	\$ 1,591.52	\$ 20,439.33
10% for Ground Transp.	\$ 977.55	\$ 926.10	\$ 925.08	\$ 934.11	\$ 882.07	\$ 789.80	\$ 972.48	\$ 790.69	\$ 679.11	\$ 767.86	\$ 779.04	\$ 795.76	\$ 10,219.67
Department of Revenue FY24	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Hudson Town	\$ 4,624.87	\$ 4,381.44	\$ 4,376.63	\$ 4,424.35	\$ 4,173.12	\$ 3,736.60	\$ 4,600.87	\$ 3,740.82	\$ 3,212.90	\$ 3,632.34	\$ 3,685.71	\$ 3,764.80	\$ 48,354.45
70% Discretionary	\$ 3,237.41	\$ 3,067.01	\$ 3,063.64	\$ 3,097.05	\$ 2,921.18	\$ 2,615.62	\$ 3,220.61	\$ 2,618.57	\$ 2,249.03	\$ 2,542.64	\$ 2,580.00	\$ 2,635.36	\$ 33,848.12
20% for Air Service	\$ 924.97	\$ 876.29	\$ 875.33	\$ 884.87	\$ 834.62	\$ 747.32	\$ 920.17	\$ 748.16	\$ 642.58	\$ 726.47	\$ 737.14	\$ 752.96	\$ 9,670.89
10% for Ground Transp.	\$ 462.49	\$ 438.14	\$ 437.66	\$ 442.44	\$ 417.31	\$ 373.66	\$ 460.09	\$ 374.08	\$ 321.29	\$ 363.23	\$ 368.57	\$ 376.48	\$ 4,835.45
Department of Revenue FY24	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Lander City	\$ 80,972.56	\$ 76,710.79	\$ 76,626.52	\$ 77,374.53	\$ 73,063.42	\$ 65,420.77	\$ 80,552.62	\$ 65,494.78	\$ 56,251.96	\$ 63,595.35	\$ 64,529.81	\$ 65,914.58	\$ 846,507.69
70% Discretionary	\$ 56,680.79	\$ 53,697.55	\$ 53,638.56	\$ 54,162.17	\$ 51,144.39	\$ 45,794.54	\$ 56,386.83	\$ 45,846.35	\$ 39,376.37	\$ 44,516.75	\$ 45,170.87	\$ 46,140.21	\$ 592,555.38
20% for Air Service	\$ 16,194.51	\$ 15,342.16	\$ 15,325.30	\$ 15,474.91	\$ 14,612.68	\$ 13,084.15	\$ 16,110.52	\$ 13,098.96	\$ 11,250.39	\$ 12,719.07	\$ 12,905.96	\$ 13,182.92	\$ 169,301.54
10% for Ground Transp.	\$ 8,097.26	\$ 7,671.08	\$ 7,662.65	\$ 7,737.45	\$ 7,306.34	\$ 6,542.08	\$ 8,055.26	\$ 6,549.48	\$ 5,625.20	\$ 6,359.54	\$ 6,452.98	\$ 6,591.46	\$ 84,650.77
Department of Revenue FY24	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Pavillion Town	\$ 2,468.02	\$ 2,338.11	\$ 2,335.55	\$ 2,358.35	\$ 2,226.95	\$ 1,994.00	\$ 2,455.22	\$ 1,996.26	\$ 1,714.54	\$ 1,938.38	\$ 1,966.85	\$ 2,009.06	\$ 25,801.29
70% Discretionary	\$ 1,727.61	\$ 1,636.68	\$ 1,634.89	\$ 1,650.85	\$ 1,558.87	\$ 1,395.80	\$ 1,718.65	\$ 1,397.38	\$ 1,200.18	\$ 1,356.87	\$ 1,376.80	\$ 1,406.34	\$ 18,060.90
20% for Air Service	\$ 493.60	\$ 467.62	\$ 467.11	\$ 471.67	\$ 445.39	\$ 398.80	\$ 491.04	\$ 399.25	\$ 342.91	\$ 387.68	\$ 393.37	\$ 401.81	\$ 5,160.26
10% for Ground Transp.	\$ 246.80	\$ 233.81	\$ 233.56	\$ 235.84	\$ 222.70	\$ 199.40	\$ 245.52	\$ 199.63	\$ 171.45	\$ 193.84	\$ 196.69	\$ 200.91	\$ 2,580.13
Department of Revenue FY24	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Shoshoni Town	\$ 5,054.08	\$ 4,788.09	\$ 4,782.81	\$ 4,829.50	\$ 4,560.42	\$ 4,083.38	\$ 5,027.85	\$ 4,088.01	\$ 3,511.11	\$ 3,969.42	\$ 4,027.77	\$ 4,114.20	\$ 52,836.64
70% Discretionary	\$ 3,537.86	\$ 3,351.66	\$ 3,347.97	\$ 3,380.65	\$ 3,192.29	\$ 2,858.37	\$ 3,519.50	\$ 2,861.61	\$ 2,457.78	\$ 2,778.59	\$ 2,819.44	\$ 2,879.94	\$ 36,985.65
20% for Air Service	\$ 1,010.82	\$ 957.62	\$ 956.56	\$ 965.90	\$ 912.08	\$ 816.68	\$ 1,005.57	\$ 817.60	\$ 702.22	\$ 793.88	\$ 805.55	\$ 822.84	\$ 10,567.33
10% for Ground Transp.	\$ 505.41	\$ 478.81	\$ 478.28	\$ 482.95	\$ 456.04	\$ 408.34	\$ 502.79	\$ 408.80	\$ 351.11	\$ 396.94	\$ 402.78	\$ 411.42	\$ 5,283.66
Department of Revenue FY24	July	August	September	October	November	December	January	February	March	April	May	June	TOTALS
Riverton City	\$ 114,623.46	\$ 108,590.58	\$ 108,471.29	\$ 109,530.18	\$ 103,427.45	\$ 92,608.63	\$ 114,029.02	\$ 92,713.38	\$ 79,624.41	\$ 53,024.59	\$ 91,347.41	\$ 93,307.66	\$ 1,161,298.06
70% Discretionary	\$ 80,236.42	\$ 76,013.41	\$ 75,929.90	\$ 76,671.13	\$ 72,399.22	\$ 64,826.04	\$ 79,820.31	\$ 64,899.37	\$ 55,737.09	\$ 37,117.21	\$ 63,943.19	\$ 65,315.36	\$ 812,908.64
20% for Air Service	\$ 22,924.69	\$ 21,718.12	\$ 21,694.26	\$ 21,906.04	\$ 20,685.49	\$ 18,521.73	\$ 22,805.80	\$ 18,542.68	\$ 15,924.88	\$ 10,604.92	\$ 18,269.48	\$ 18,661.53	\$ 232,259.61
10% for Ground Transp.	\$ 11,462.35	\$ 10,859.06	\$ 10,847.13	\$ 10,953.02	\$ 10,342.75	\$ 9,260.86	\$ 11,402.90	\$ 9,271.34	\$ 7,962.44	\$ 5,302.46	\$ 9,134.74	\$ 9,330.77	\$ 116,129.81
OVERALL SUM													\$ 4,364,257.54
70% Discretionary													\$ 3,054,980.28
20% Air Service													\$ 872,851.51
10% Transportation													\$ 436,425.75