



CITY OF **DOUGLAS** WYOMING

**REGULAR CITY COUNCIL MEETING
November 25, 2024 – 4:00 PM**

Thank you for your cooperation in facilitating the public meeting process!

****Reasonable accommodations for persons with disabilities who wish to participate in this public meeting shall be made upon request to the City Manager, at 307-358-3462****

****Council meetings are broadcast live on Cable Channel 9 and streaming live on the City of Douglas Website****

- 1. Call to Order, Roll Call, and Pledge of Allegiance**
- 2. Disclosures by City Council Members**
- 3. Approval of General Agenda (Corrections or Additions)**
- 4. Public Comments**
- 5. Approval of Consent Docket**
 - a. Minutes**

City Council Regular Minutes: November 12, 2024
 - b. Bills & Claims**
 - c. Other – Consent**
- 6. Presentations**
 - a. Proclamation: Free Mason's Day**
 - b. Proclamation: Small Business Saturday 2024**
 - c. Outdoor Enthusiasts of Converse County: Update and Presentation**
- 7. Discussion Items**

- a. **Pool Bid Award: Special Meeting**
- b. **December 23rd: Council Meeting**
- 8. **Public Hearing**
 - a. **Resolution 2024-43: VACATING AND REPLATING RIVERBEND ADDITION, BLOCK 5, LOTS 17-19 INTO LOTS 39-48 (SUB 02-24: Application by Statewide Affordable Housing for a Major Plat Amendment to Vacate and Replat Riverbend Addition, Block 5, Lots 17-19 into Lots 39-48.)**
- 9. **Council Action Items**
 - a. **EWC Funding: Commitment of ISC Award**
 - b. **Outdoor Enthusiasts Funding Agreement: Update**
 - c. **Agreement Renewal: Retail Coach**
 - d. **HDR Water Treatment Plant Study**
 - e. **City Hall: Change Order No. 5 (block painting and metal deduct)**
- 10. **Public Comments**
- 11. **Finance**
 - a. **Financial Report: October 2024**
- 12. **City Manager's Report**
- 13. **Council Information**
 - a. **Notice of Possible Quorum: Mayor's Coffee-Saturday November 30, 2024 10am to 12pm at Blend**
 - b. **Wyoming State Fair: Thank You Card**
 - c. **Council Comments**
- 14. **Good People Doing Good Things**
- 15. **Community Update**
 - a. **Event Calendar**
- 16. **Executive Session**
- 17. **Adjourn**

City Council Regular Minutes
November 12, 2024

1. Call to Order, Roll Call, and Pledge of Allegiance

Roll call was taken with the following City Council members present: Council President, Ron McNare; Council Member, Perry Hershberger; Council Member, Matt Schmidt; Council Member, John Bartling.

Also present: City Manager, J.D. Cox; City Attorney, Michael Armstrong; City Clerk, Sonya Ortega; Human Resources Director, Kendal Detwiler; Chief of Police, Todd Byerly; Community Development Director, Clara Chaffin; Public Works Director, John Harbarger; Administrative Services Director/Treasurer, Mary Nicol.

2. Disclosures by City Council Members

Council President McNare will abstain from Council Action Item 9. d.

3. Approval of General Agenda (Corrections or Additions)

Councilperson Perry Hershberger moved to Approve the General Agenda as presented. Seconded by Councilperson John Bartling. Motion carried 4-0.

4. Public Comments

None.

5. Approval of Consent Docket

Councilperson John Bartling moved to approve the Consent Docket as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

a. Minutes

Regular City Council Minutes: October 28, 2024

b. Bills & Claims

Warrant Register: October 2024

c. Other – Consent

Wyoming Community Gas: 2025 Project Designation

6. Presentations

City Manager Cox introduced new City employee Brian Parks.

a. New Employee Introduction: Brian Parks

7. Discussion Items

8. Public Hearing

9. Council Action Items

a. Douglas Community Center: Amundsen Change Order No. 3

City Manager Cox provided a staff report on Change Order 3 for the addition of including IT to the contract.

Councilperson Matthew Schmidt moved to approve change order No. 3 in the amount of \$23,300 and authorize the City Manager to sign all associated documents. Seconded by Councilperson Perry Hershberger. Motion carried 4-0.

b. Douglas Community Center: Change Order Process Authorization

City Manager Cox and Geoff Graham provided a staff report. The intent of this Change Order Process Authorization is to be able to move forward swiftly if there is a change order. This will authorize the City Administrator to sign any documents associated with any change orders and would require the Building Committee approval which consists of 2 council members. Discussion followed, including the desire of all council members to approve the change orders.

Councilperson John Bartling moved to authorize the City's Building Committee/Owner's Team to approve individual change orders up to a maximum of \$50,000, provided these do not exceed the total project budget cap of \$28 million. Additionally, authorize the City Manager to execute all necessary documents associated with these approvals. Seconded by Councilperson Matthew Schmidt. Motion carried 3-1.

c. Lease Agreement: Memorandum of Lease Between The City Of Douglas, Wyoming and Converse County Aging Services, Inc., D.B.A. Douglas Senior Center

Director Ortega provided a staff report on the continuing lease of the Senior Center.

Councilperson Matthew Schmidt moved to approve the 10 year Memorandum of Lease between The City of Douglas, Wyoming and Converse County Aging Services, Inc., D.B.A. Douglas Senior Center. Seconded by Councilperson

Perry Hershberger. Motion carried 4-0.

d. Warrant Register: October 2024: K&R Construction

Staff report provided by Director Nicol.

Councilperson John Bartling moved to approve the warrant register for October 2024 for K&R Construction as presented. Seconded by Councilperson Matthew Schmidt. Motion carried 3-0.

10. Public Comments

None.

11. City Manager's Report

City Manager Cox provided a report on projects going on with the city. The Rec Center indoor pool will be open for the summer of 2025. RFP's are due on 11/20 for the 112 building. Talk of assembling our own team if there aren't any bids received, was had. Documents were provided by City Manager Cox on One Douglas. City Attorney Armstrong provided a testimony to the ISC (Industrial Siting Committee) regarding the Solar Project that is coming in from Dutchman and they approved the entire request in the amount of \$1.5m to be split between projects. Continuing to work with the county on the EWC project. Currently in the process of applying for the EPA Recycling grant. This would include being able to recycle No. 1 and No. 2 plastics along with mixed cardboard.

12. Council Information

a. Notice of Possible Quorum: City/County Joint Meeting at the MHCC Meeting Room 11/19/2024 7:00am

b. Council Comments

13. Good People Doing Good Things

Councilperson Schmidt congratulated Douglas High School Band for getting a Superior rating at state, this is the highest rating you can achieve. Two other sections were identified as being exceptional and congratulated the volleyball team that took state. Councilperson Bartling congratulated everyone that was successful in the election, the ones who made a run for it and the ones who didn't win this year.

14. Community Update

a. Event Calendar

Attach the event poster to the agenda packet for further council meetings

15. Executive Session

16. Adjourn

Council President McNare moved to adjourn the Regular City Council Meeting of November 12, 2024 at approximately 4:51pm.

Councilperson John Bartling moved to adjourn the Regular City Council Meeting of November 12, 2024. Seconded by Councilperson Matthew Schmidt. Motion carried 4-0.

Kim Pexton, Mayor

ATTEST:

Sonya Ortega, City Clerk

Published:11/20/2024

Proclamation

WHEREAS, on December 15, 1874, the Grand Lodge of Ancient Free and Accepted Masons of Wyoming was chartered in the territory of Wyoming in Laramie City, Wyoming; and

WHEREAS, Wyoming's Grand Lodge of Ancient Free and Accepted Masons celebrates 150 years of Masonry on December 15, 2024; and

WHEREAS, Ashlar Lodge No. 10, Ancient, Free and Accepted Masons was chartered by the Most Worshipful Grand Lodge of Ancient Free and Accepted Masons of Wyoming on December 6, 1887, in the Town of Douglas, County of Albany, Territory of Wyoming; and

WHEREAS, Wyoming Masonic lodges promote strong bonds among members, serving communities and charitable endeavors through a brotherhood of shared experiences and a dedication to moral principles; and

WHEREAS, for the past 150 years the Most Worshipful Grand Lodge of Ancient Free and Accepted Masons and the members of Ashlar Lodge No. 10 have generously given their time, talents, and resources to better their communities;

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, do hereby proclaim Sunday, December 15, 2024, as:

WYOMING MASONS DAY

In the City of Douglas, in honor of their 150th Anniversary, and extend sincere gratitude to its officers and members, past and present, for their accomplishments, commitment, and dedication to the Douglas Community as a model of courtesy and caring.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 25th day of November, 2024.

ATTEST:

Kim Pexton, Mayor

Sonya Ortega, City Clerk

Proclamation

WHEREAS, the government of Douglas, 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 United States 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 in 2023; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday falling between Black Friday and Cyber Monday, as Small Business Saturday;

WHEREAS, resilient small businesses continue to champion innovative solutions to our country's greatest challenges and create opportunities for families and workers; and

WHEREAS, The City of Douglas, Wyoming, supports our local businesses that create jobs, boost our local economy and preserve our communities,

NOW, THEREFORE, I, Kim Pexton, Mayor of the City of Douglas, Wyoming, do hereby proclaim Saturday, 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 and throughout the year.

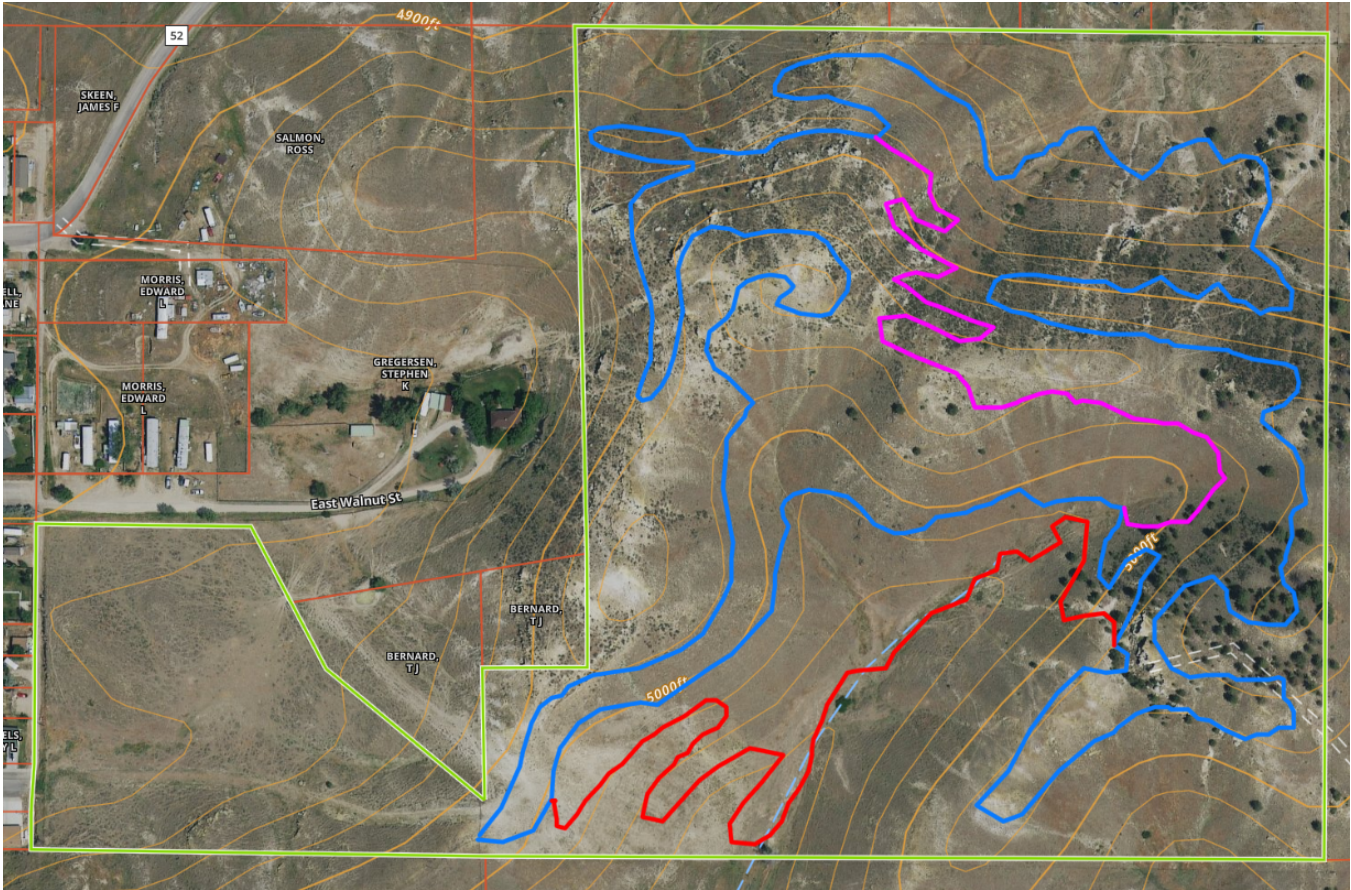
IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Douglas, Wyoming, to be affixed this 25th day of November, 2024.

ATTEST:

Kim Pexton, Mayor

Sonya Ortega, City Clerk

Area Overview:





**Funding Agreement between
City of Douglas, Wyoming
&
Outdoor Enthusiasts of Converse County**

1. Parties. This Funding Agreement (hereinafter referred to as "Agreement") is made and entered into on this _____ day of _____, 2024, by and between the **City of Douglas, Wyoming**, a municipal corporation, (hereinafter referred to as "City") whose address is P.O. Box 1030, Douglas, Wyoming, and **Outdoor Enthusiasts of Converse County**, a Wyoming non-profit corporation, (hereinafter referred to as "Organization"), doing business in Douglas, Wyoming, whose address is 608 Osburn Drive, Douglas, Wyoming, 82633.

Whereas, pursuant to WS §15-1-103(a)(xlv) the City is authorized to contract with non-profit corporations to provide human services for persons within its jurisdiction; and

Whereas, the Organization provides support and/or services to the members of the public within the City and the City Council has agreed to provide public funding as outlined within the terms and subject to the conditions set out in this Agreement.

NOW, THEREFORE, in consideration of the promises, agreement and mutual covenants made herein, it is agreed by and between the City and Organization as follows:

2. Purpose. The purpose of this Agreement is to provide Organization funding in the amount of **Twenty-Five Thousand Dollars & 00/100 (\$25,000.00)** to be utilized by the Organization in accordance with the terms outlined herein.

3. Term. This Agreement will commence on July 1, 2024 and continue in force for a period of one year until June 30, 2025.

4. Payment.

4.1. City shall pay organization ~~via monthly disbursements of funds upon receipt of invoice from organization along with documentation of payment obligation~~, with the last disbursement to be requested on or before the third Monday in July 2025. At that time, there is no continuing obligation on the part of the City to provide additional funding to Organization.

4.2. Organization shall submit to the **Administrative Services Department**, certified under penalty of perjury, a full itemized statement or invoice for payment in writing, including documentation verifying actual costs incurred for the invoiced period (e.g. receipts, expense report, financial statement, etc.). The City may require additional documentation which evidences that the Organization has complied with all of its responsibilities and requirements under this Agreement, including, but not limited to, those responsibilities outlined in Paragraph 5 below. Payment may not be made by the City unless and until satisfactory evidence of costs incurred have been submitted and approved. Subject to this Agreement, City will pay sum to Organization within 45 days of receipt of statement or invoice and other requested documents.

4.3. Payment of funding is conditional upon each and all of the following:

4.3.01. Organization has met each and every obligation imposed under this Agreement to the satisfaction of the City, including but not limited to submitting reports to the City.

4.3.02. City continuing to have sufficient funding allocated to Organization in its budget.

4.3.03. In the event of a Default of this Agreement as outlined in Section 7.16, City may withhold or suspend payment, in whole or part, to this Organization.

4.4. Repayment of Funding: Organization must repay City:

4.4.01. In the event of a Default or Breach of this Agreement as outlined in Section 7.17;

4.4.02. If, at any time during the term of or upon expiration or termination of this Agreement, there

remains an amount of funding that has not been expended or acquitted to City's satisfaction in accordance with this Agreement, then this amount must be refunded by the Organization to City within twenty (20) business days of a written notice from City, or dealt with as directed in writing by City. Any amount owed to City under this section will be recoverable as a debt due to City without further proof of the debt.

5. Responsibilities of Organization.

5.1. Organization Shall Provide the Following Services:

5.1.01. Public Archery Range. Updates and repairs to the existing range south of Bartling Park in Douglas, Wyoming.

5.1.02. Bike Park. Funds ~~would~~ could be utilized to provide capital necessary to begin phase one construction of a proposed bike park on city property located on the east end of Center Street.

5.1.03. Bike Trails. Funds ~~would be utilized~~, in conjunction with funds from Converse County, to the construction of trails system on ~~to~~ on city property located on the east end of Center Street.

5.2. Use of Funding. Organization must use the funding solely for the stated purposes; only use the funding within the funding period; and not enter into any arrangements or commitments that are incompatible or inconsistent with the purpose of the funding.

5.2.01. Allowable Uses of Funds. These funds shall be used for services described in Section 5.1. Organization shall expend all funds received under this Agreement solely for program activities as identified in accordance with eligible program costs set forth below:

5.2.01(i). Direct costs (including salaries/benefits of employees assigned to the program and any services/supplies necessary for the program).

5.2.01(ii). Indirect costs (these costs are defined by federal standards and Generally Accepted Accounting Principles for the purpose of allocating allowable indirect costs to a program).

5.2.02. Unallowable Uses of Funds. Organization shall not expend funds for:

5.2.02(i). Any costs outside the scope of the approved program;

5.2.02(ii). Personal injury compensation or damages arising out of or connected with the program;

5.2.02(iii). Fines and penalties due to violations or failure to comply with federal, state, or local laws and ordinances, and terms, provisions, conditions or commitments of this Agreement;

5.2.02(iv). Interest on bonds or other forms of indebtedness;

5.2.02(v). Any costs arising out of or attributable to the Organization's malfeasance, misfeasance, mismanagement, or negligence;

5.2.02(vi). "Buy out" of unused sick leave, vacation/administration leave time, or

5.2.02(vii). Funds shall not be used as investment funds or deposited into any type of savings account.

6. Special Provisions.

6.01. Records. Organization shall establish an official file for the program containing adequate documentation of all actions taken in the performance of the Agreement and maintain a system of accounts that complies with generally accepted accounting principles for government agencies.

6.02. Record Retention and Inspection. Organization shall retain financial, programmatic, client data and other service records for three (3) years from the date of the end of the Agreement award or for three (3) years from the date of termination, whichever is later. Authorized representatives of City, the state and/or federal government may inspect and/or audit Organization's performance, place of business and/or records pertaining to this Agreement.

6.03. Access to Books and Records. Organization agrees to permit the City or its agents access to any of Organization's books, records and accounts for the purpose of ascertaining compliance with any statutes, regulation and order, and with the terms and conditions of this Agreement. City shall follow Generally Accepted Accounting Principles or Other Comprehensive Bases of Accounting acceptable to the City in recording financial transactions. When requested by the City, Organization at its own expense shall have its annual accounting reports audited or prepared by a licensed independent accountant acceptable to the City.

7. General Provisions.

7.01. Amendments. Any mutually agreed upon change to the terms and conditions of this Agreement shall be effective only when incorporated in written amendments to this Agreement. Any verbal agreement or conversation shall be nonbinding on the City.

7.02. Applicable Law/Venue. 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 have jurisdiction over this Agreement and the parties, and the venue shall be the Eighth Judicial District, Converse County, Wyoming.

7.03. Compliance with Law. Organization represents and warrants that it has and shall continue to comply with federal, state, and local laws and regulations applicable to Organization's performance, including, but not limited to: licensing, employment and purchasing practices, wages, hours and conditions of employment. Organization warrants that it possesses current valid appropriate licensure, including, but not limited to: driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work that is required for funding under this Agreement.

7.04. Entirety of Agreement. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

7.05. Force Majeure. Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

7.06. Confidentiality. Organization shall abide by any and all applicable laws governing the confidentiality of information regarding clients served under this Agreement. Organization shall:

7.06.01. Prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client, to anyone other than the State or federal government pursuant to State or federal law.

7.06.02. Not use client specific information for any purpose other than carrying out their obligations under this Agreement.

7.07. Independent Contractor. Organization is an independent contractor and not an agent, officer, or employee of City. The parties mutually understand that this Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association with the City. As an independent contractor, Organization is not subject to the direction and control of City except as to the final result under this Agreement. Any persons employed by Organization shall be under Organization's exclusive direction, supervision, and control. Organization shall determine all conditions of employment including hours, wages, working

conditions, discipline, hiring and discharging, or any other condition of employment. Organization shall assume sole responsibility for any debts or liabilities that may be incurred and for the payment of federal, state, and local taxes that may accrue in fulfilling the terms of this Agreement. Nothing in this Agreement shall be interpreted as authorizing Organization or its agents and/or employees to act as an agent or representative for or on behalf of City, or to incur any obligation of any kind on behalf of the City. City agrees that no health/hospitalization benefits, workers' compensation, and/or similar benefits available to City employees will inure to the benefit of Organization's agents and/or employees as a result of this Agreement.

7.08. Indemnification. Organization shall indemnify, hold harmless and assume the defense of the City, its officers, employees, agents, and elective and appointive boards from all claims, losses, lawsuits, costs and expenses, including attorney's fees, cause of actions, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly accruing or arising as a result of or in connection with Organization's activities in relation to this Agreement.

7.09. Assignment. Organization shall not assign this Agreement or any interest therein, or any monies received pursuant hereto, either in whole or part, to any other entity, without the prior, express, and written consent of the City. Any unauthorized assignment shall be voided and shall, at the option of City, act as termination of this Agreement.

7.10. Governmental Immunity. City does not waive governmental immunity by entering into this Contract, and specifically retains immunity and all defenses available to it pursuant to Wyo. Stat. § 1-39-104(a) and all other state laws.

7.11. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed to create such status. The rights, duties, and obligations contained herein shall operate only between the parties and shall inure solely to their benefit. The provisions hereof are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties hereto intend and expressly agree that only signatories shall have any legal or equitable right to seek enforcement, any remedy arising out of a party's performance or failure to perform any terms or conditions hereof, or to bring an action for the breach of this Agreement.

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

7.13. Nondiscrimination. In rendering services under this Agreement, Organization shall comply with all applicable federal, state, and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

7.14. Kickbacks. Organization certifies and warrants that no gratuities, kickbacks, or contingency fees were paid, nor were any fees, commissions, gifts, or other considerations made in connection with or contingent upon the award of this Agreement.

7.15. Liaison and Notice. Organization's and City's Designated Representatives. All notices arising out of, or from, the provisions of this Agreement shall be in writing and given to all parties at the addresses provided in Section 7.16.01 and 7.16.02, either by mail, facsimile, e-mail, or delivery in person.

7.15.01. City's designated representative is the City Manager, whose address is P.O. Box 1030, 101 N. 4th Street, Douglas, Wyoming, 82633; telephone number (307) 358-3462; and facsimile (307) 358-6447.

7.15.02. Organization's designated representative is Eli Geisler, President, whose address is 608 Osburn Drive, Douglas, Wyoming, 82633; email: outdoorenthusiastsofcc@gmail.com; and telephone number (308) 251-7314.

7.15.03. If notice is given by personal delivery, notice is effective as of the date of personal

delivery. If notice is given by mail or through another carrier (e.g. UPS or FedEx), notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

7.16. Default. Any one or more of the following acts or omissions of this Agreement shall constitute an event of default hereunder (Events of Default):

7.16.01. Failure to satisfactorily perform any required task or service;

7.16.02. Failure to submit any report or provide notice required hereunder;

7.16.03. Failure to perform any other covenant or condition;

7.16.04. Failure to meet the commitments outlined in this Agreement, or the occurrence of an event which gives the City a reasonable basis to believe that the Organization will not be able to meet its commitments under the Agreement;

7.16.05. Failure to use funds in accordance with this Agreement;

7.16.06. Bankruptcy or insolvency of the Organization; or

7.16.07. Acted fraudulently or negligently or has completed an application for funding to City in a manner which could be construed as being either fraudulent, materially incorrect or materially misleading.

7.16.08. Upon the commencement of any Event of Default, the City shall give the Organization a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of notice. City may upon notice, withhold payment of the funding (or any part of it) until the Event of Default is remedied. If the Event of Default is not timely remedied, the City may treat this Agreement as breached. The City shall be immediately entitled to recover all or part of the funding paid to Organization and Organization shall pay such amount on demand to the City forthwith and pursue any of its remedies at law or in equity.

7.17. Termination. This Agreement will terminate upon a breach or default, as defined in Section 7.16 herein. Further, the Agreement will terminate upon Organization's receipt of the total amount of funds to be disbursed under this Agreement. The Parties by mutual agreement in writing may terminate this Agreement. Unless earlier terminated, this Agreement shall automatically terminate if subsequent legislation causes this Agreement to be in conflict with any law.

7.18. Insurance. It shall be the responsibility of Organization to carry a policy of commercial general liability insurance, with liability limits in an amount not less than \$1,000,000.00 per person and \$2,000,000.00 per occurrence, and shall provide the City Clerk with a copy of the certificate of commercial liability insurance for the Organization. Organization shall save and hold harmless the City and/or Assignee from any and all liability to persons for harm or injury resulting from the services performed under this Agreement.

7.19. Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of this Agreement shall continue in full force and effect and either party may attempt to re-negotiate the terms affected by the severance.

7.20. Contingency. This Agreement is contingent upon the City's approval of this Agreement and the City continuing to have sufficient funding allocated to Organization in its budget.

7.21. Signature Authority. The parties executing this Agreement certify that they have the proper authority to bind their respective entities to all terms and conditions set forth herein.

7.22. Titles Not Controlling. Titles of sections are for reference only, and shall not be used to construe the language of this Agreement.

7.23. Waiver. Any failure of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right or any provision hereof.

7.24. Time is of the Essence. Time is of the essence in all provisions of the Agreement.

IN WITNESS WHEREOF, the Mayor of the City of Douglas and the Organization has signed and executed this Contract, the day and year first written above.

CITY OF DOUGLAS, WYOMING

Outdoor Enthusiasts of Converse County

By: _____
Kim Pexton, Mayor

By: _____
Its: _____

STATE OF WYOMING)
)
COUNTY OF CONVERSE)

Before me personally **appeared Kim Pexton, Mayor of the City of Douglas**, known to me to be the person whose name is subscribed to this instrument, and acknowledged that she executed the same for the purposes therein expressed this _____ day of _____, 2024.

WITNESS my hand and official seal.

Notary Public

STATE OF WYOMING)
)
COUNTY OF CONVERSE)

Before me personally **appeared _____, as _____ of Outdoor Enthusiasts of Converse County**, known to me to be the person whose name is subscribed to this instrument, and acknowledged that they executed the same for the purposes therein expressed this _____ day of _____, 2024.

WITNESS my hand and official seal.

Notary Public



Agenda Item Report

City Council – November 25, 2024

Item

Resolution 2024-43: VACATING AND REPLATING RIVERBEND ADDITION, BLOCK 5, LOTS 17-19 INTO LOTS 39-48 (SUB 02-24: Application by Statewide Affordable Housing for a Major Plat Amendment to Vacate and Replat Riverbend Addition, Block 5, Lots 17-19 into Lots 39-48.)

Responsible Staff Contact

Clara Chaffin

Recommendation

Recommend approval of the request to Vacate and Replat Riverbend Addition, Block 5 Lots 17-19 Into Lots 39-48.

Executive Summary

The City of Douglas has received a request for the Vacation and Replat of Riverbend Addition, Block 5 Lots 17-19 Into Lots 39-48 to allow for the creation of individual lots for each currently developed duplex home so that each unit could be sold individually in the future.

Background

Riverbend Addition, Block 5, Lots 17-19 are currently zoned R-3 Limited Mixed Residential and designed to conform to the R-3 zoning designation. The revised plat is intended to allow for creation of individual lots for each currently developed duplex home so that each unit could be sold individually in the future.

Any future use of this parcel will adhere to these standards and all applicable zoning regulations and standards and will remain compatible with the surrounding uses.

Alignment to Strategic Doing (SD) and/or Other Plans

n/a

Budget/Fiscal Impact

n/a

Action Requested/Recommended Motion

Approve the request to Vacate and Replat Riverbend Addition, Block 5 Lots 17-19 Into Lots 39-48.

Attachments

1. CNCL Staff Report SUB 02-24 Jeffries Management Co
2. 24-179_BLOCK 5 REPLAT
3. Resolution 2024-43

**CITY COUNCIL
STAFF REPORT
NOVEMBER 25, 2024**

**VACATION AND REPLAT OF RIVERBEND ADDITION, BLOCK 5 LOTS 17-19 INTO
LOTS 39-48**

SUMMARY

CASE NUMBER: SUB 002-24

PREPARED BY: Heidi McCullough – Planning Technician

MEETING DATES: November 18, 2024 – Planning Commission
November 25, 2024 – City Council

REQUEST: Vacation and Replat of Riverbend Addition, Block 5 Lots 17-19 Into Lots 39-48.

PURPOSE: Vacation and Replat the property to allow for creation of individual lots for each currently developed duplex home so that each unit could be sold individually in the future.

RECOMMENDATION: The Community Development Department recommends approval of the request to Vacation and Replat Riverbend Addition, Block 5 Lots 17-19 Into Lots 39-48.

VICINITY MAP:



OWNER: Statewide Affordable Housing
P.O. Box 504
Douglas, WY 82633

LOCATION:

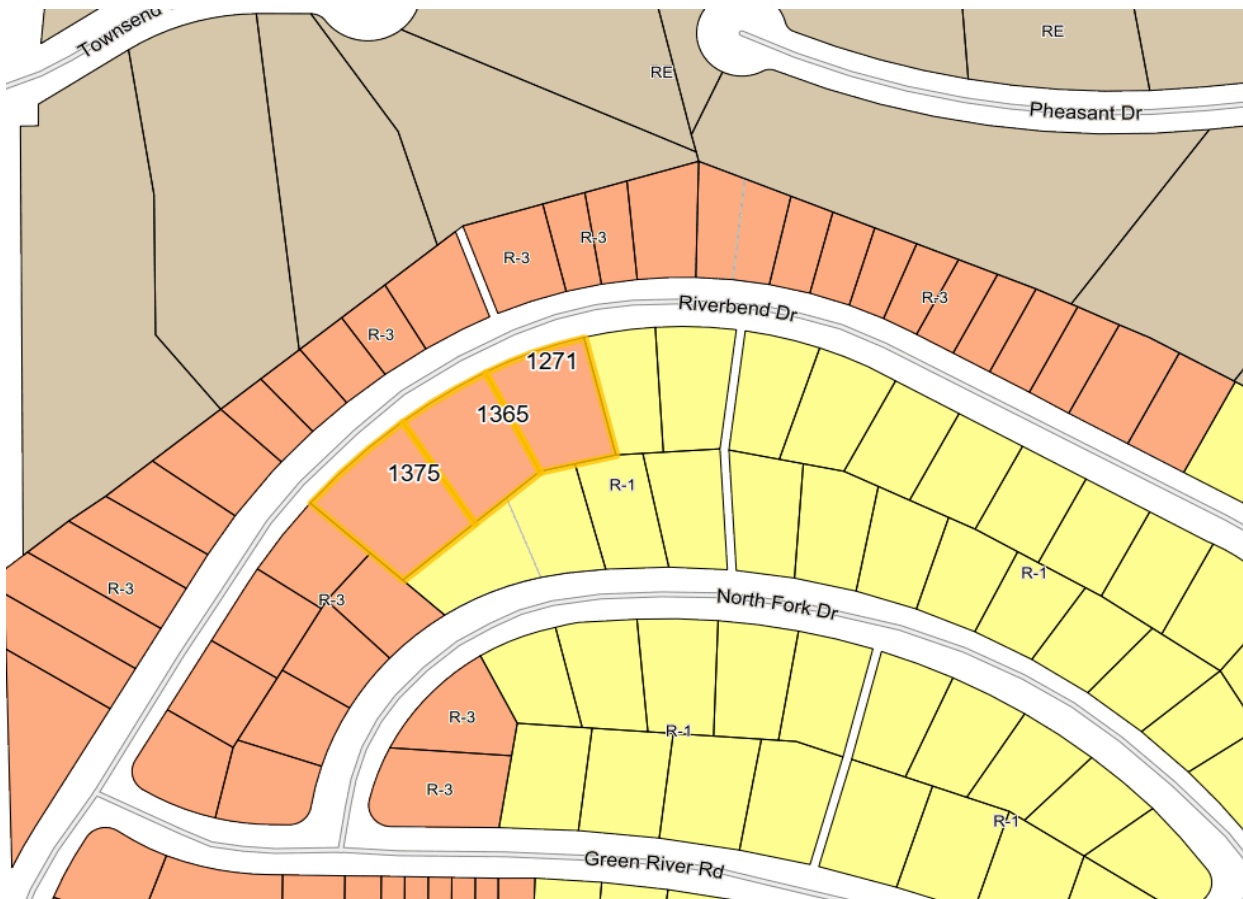
1. Legal Description: Riverbend Addition, Block 5, Lots 17-19
2. General Location: The subject parcels are located on the South side of Riverbend Drive between Green River Road and Big Horn Drive.

SIZE: 1.03 Acres

EXISTING LAND USE: Single Family Residential.

SURROUNDING LAND USE:		ZONING	ANNEXATION STATUS
North:	Residential	R-3	City
South:	Residential	R-1	City
East:	Residential	R-1	City
West:	Residential	R-3	City

CURRENT ZONING: R-3 Limited Mixed Residential.



PLAT DATA: Riverbend Addition, Block 5, Lots 17-19 are currently zoned R-3 Limited Mixed Residential and designed to conform to the R-3 zoning designation. The revised plat is intended to allow for creation of individual lots for each currently developed duplex home so that each unit could be sold individually in the future.

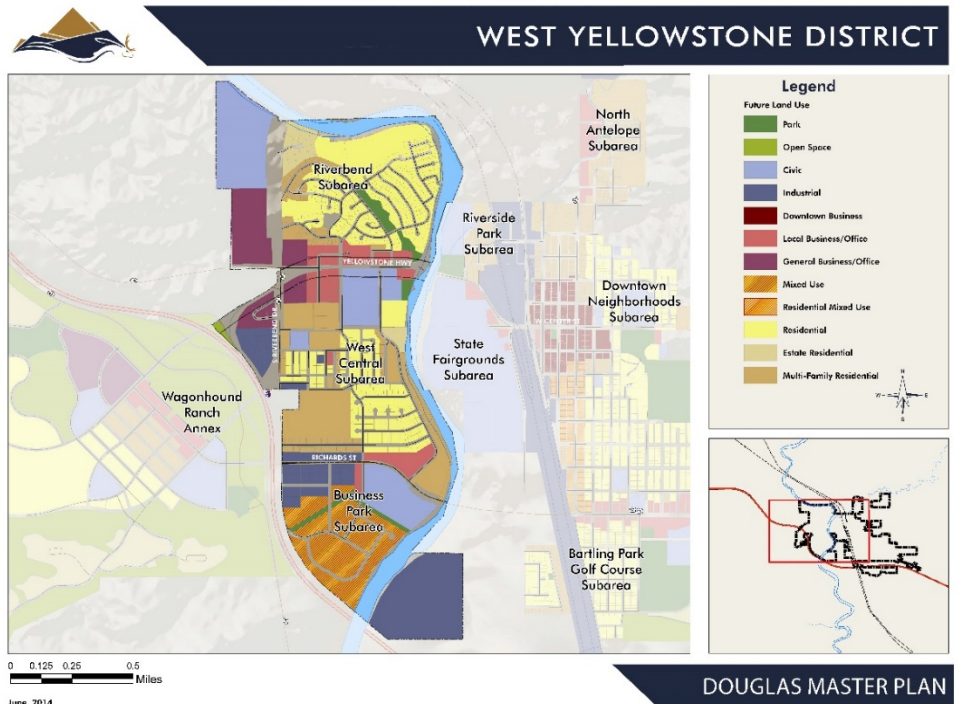
Any future use of this parcel will adhere to these standards and all applicable zoning regulations and standards and will remain compatible with the surrounding uses.

HISTORY: The subject property was created as part of an addition to the City of Douglas as part of the Riverbend Addition in 1976. It has remained unchanged since that time.

2014 DOUGLAS

MASTER PLAN: The Douglas Master Plan designates this property's location as being in the Riverbend Subarea of the West Yellowstone District. *"The desired future of this area is as a stable family neighborhood. New amenities including sidewalks or on street bike paths will slowly be put into place. New infill development is expected in this local neighborhood."*

The proposed Vacation and Replat is in alignment with the Douglas Master Plan.

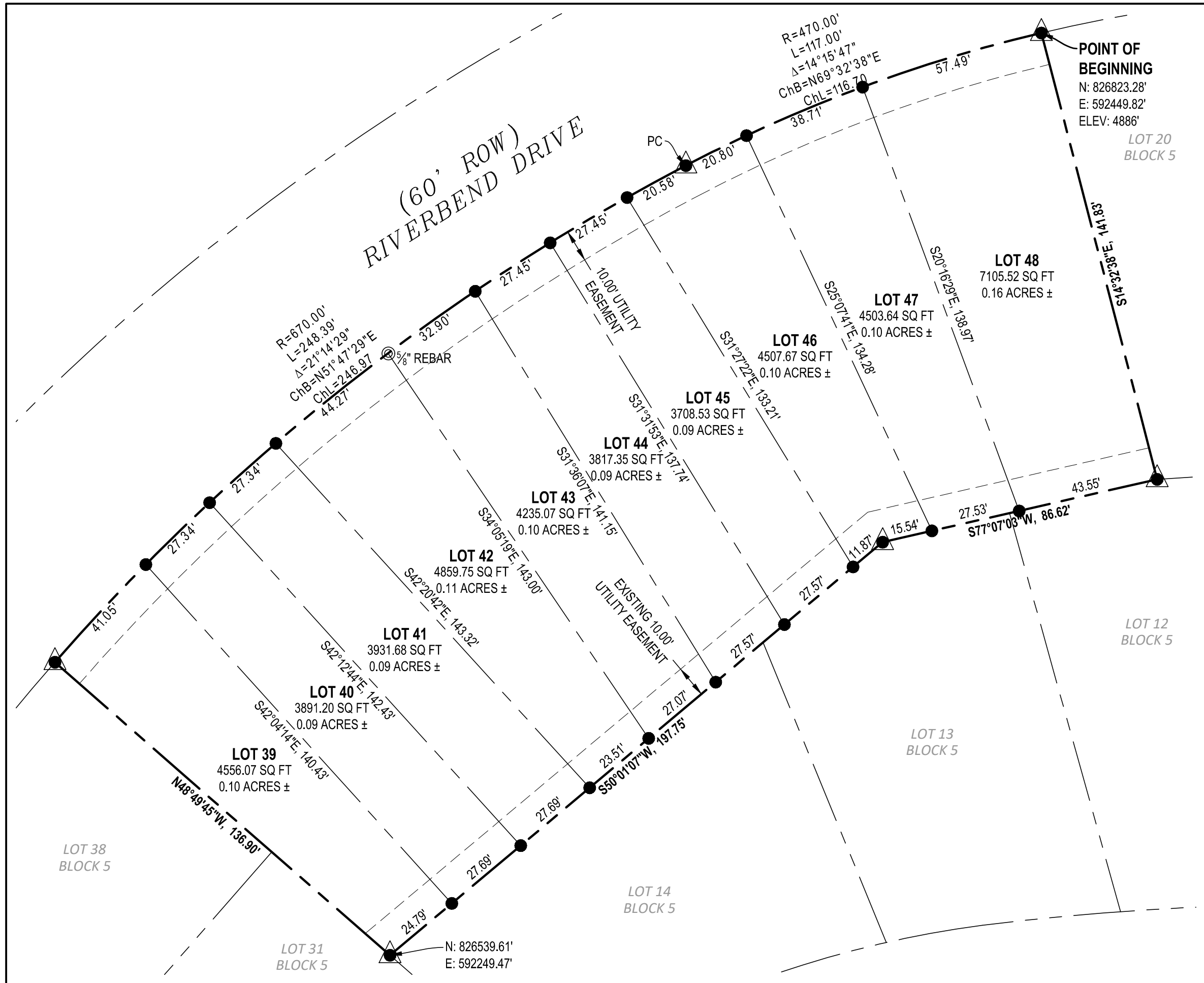


FY2023 STRATEGIC DOING: Major Plat Amendments are not referenced in the FY2024 Strategic Doing as Key Performance Indicator (KPI).

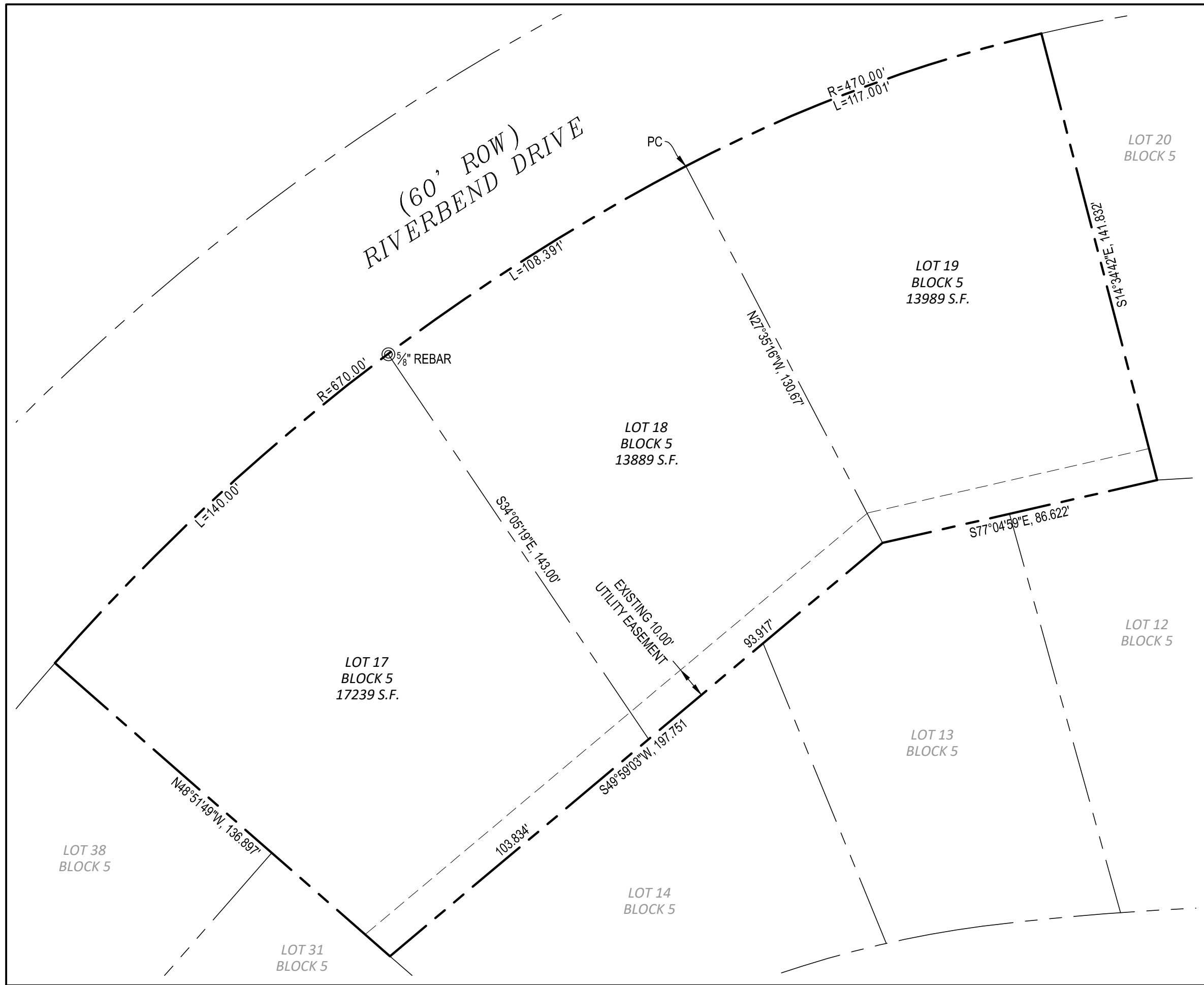
STAFF RECOMMENDATION: Staff recommends approval of the request to Vacate and Replat Riverbend Addition, Block 5, Lots 17-19 into Lots 39-48.

PLANNING & ZONING RECOMMENDATION: At the regular meeting of the Planning and Zoning Commission on November 18, 2024, the Commission voted unanimously to recommend approval of the request to Vacate and Replat Riverbend Addition, Block 5, Lots 17-19 into Lots 39-48.

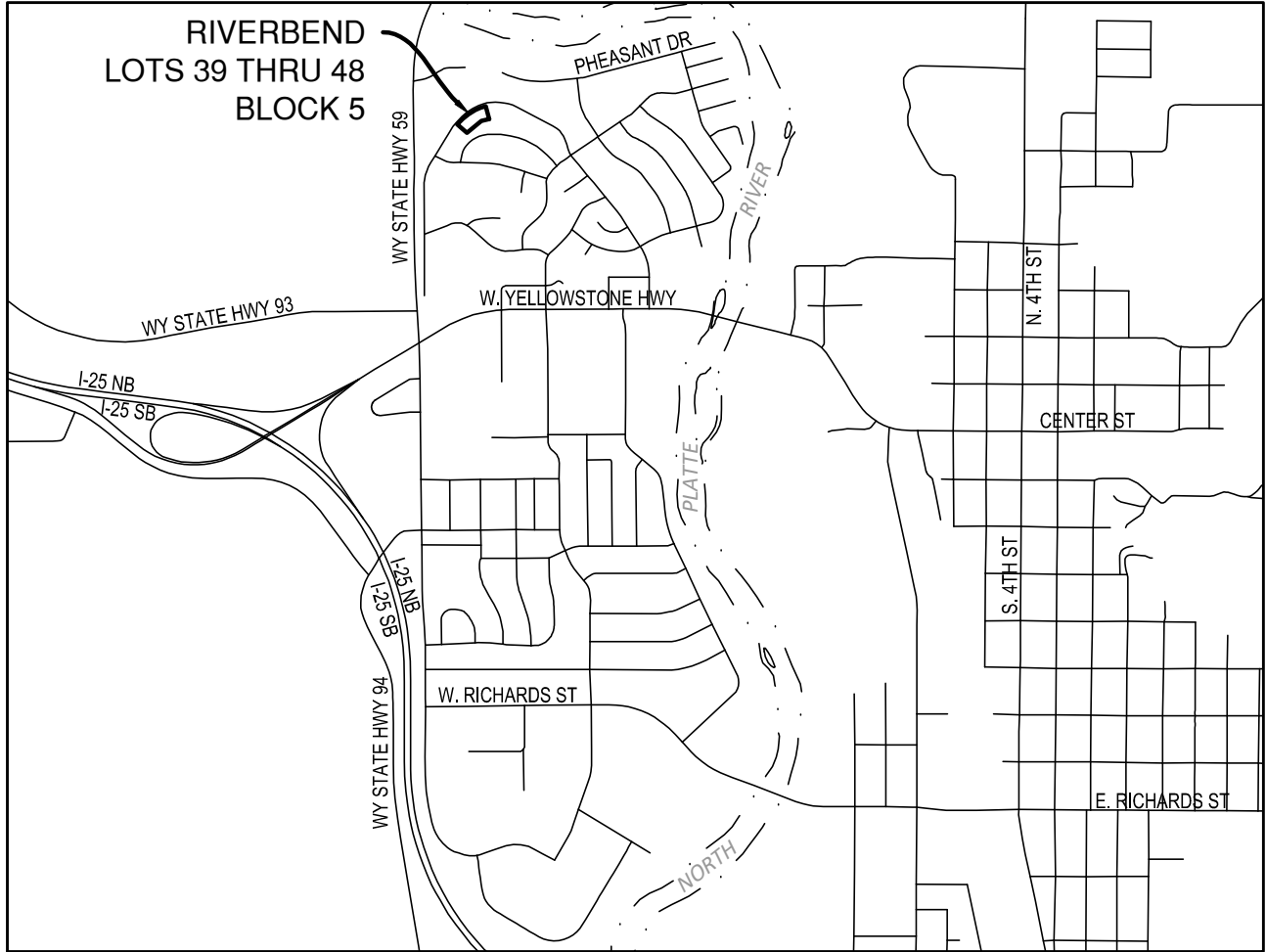
M:\Land 2024\Survey\24-179 Douglas Duplex Plat\Drawings\Survey\Plots\24-179_BLOCK 5 REPLAT.dwg, 10/21/2024, Shannon Garrison



"AS RE-PLATTED" LOT LAYOUT



"AS PLATTED" LOT LAYOUT



VICINITY MAP
1" = 2000'

CONVERSE COUNTY CLERK'S CERTIFICATION

FILING NO. _____
OFFICE OF THE REGISTER OF DEEDS
STATE OF WYOMING
COUNTY OF CONVERSE
THIS INSTRUMENT WAS FILED FOR RECORD THIS ____ DAY OF _____, 2024
AT ____ O'CLOCK ____ M., AND DULY RECORDED AS INSTRUMENT # _____
IN CABINET _____ ON SLIDE _____

COUNTY CLERK AND EX-OFFICIO REGISTER OF DEEDS

CERTIFICATE OF VACATION AND REPLAT

THE UNDERSIGNED, STATEWIDE AFFORDABLE HOUSING, LLC, DOES HEREBY CERTIFY THAT THEY ARE THE OWNERS AND PROPRIETORS OF THE FOLLOWING DESCRIBED LANDS LOCATED IN LOT 4, SECTION 5, TOWNSHIP 32 NORTH, RANGE 71 WEST OF THE 6TH P.M. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
RIVERBEND, AN ADDITION TO THE CITY OF DOUGLAS, WYOMING:

1) DO HEREBY VACATE AND REPLAT BLOCK 5, LOTS 17, 18 & 19.

THE ABOVE DESCRIBED LOTS ARE SUBJECT TO ANY RIGHTS-OF-WAY, RESERVATIONS AND/OR EASEMENTS, AND ENCUMBRANCES WHICH HAVE BEEN LEGALLY ACQUIRED.

THAT THEY DO HEREBY VACATE AND REPLAT SAID LANDS AS DESCRIBED ABOVE INTO BLOCK 5, LOTS 39, 40, 41, 42, 43, 44, 45, 46, 47 & 48, AS THEY APPEAR ON THIS PLAT;

THAT ALL STREETS AND ALLIES HAVE BEEN PREVIOUSLY DEDICATED TO THE PUBLIC AND THIS REPLAT REFLECTS THE TRUE POSITION OF VISIBLE IMPROVEMENTS ON THE GROUND AND THEIR CORRECTED DEDICATED POSITIONS;

THAT THE NAME OF THE PLAT SHALL BE THE "SECOND REPLAT OF PORTIONS OF FRONTIER VILLAGE" TO THE CITY OF DOUGLAS, WYOMING;

THAT THE FOREGOING PLAT OF THE ABOVE DESCRIBED LANDS ARE MADE WITH THE FREE CONSENT, AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS.

WILLIAM E. RUSSELL -- MANAGING MEMBER
STATEWIDE AFFORDABLE HOUSING, LLC

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY WILLIAM E. RUSSELL, THIS ____ DAY OF _____, 2024. WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

MY COMMISSION EXPIRES

APPROVALS

APPROVED BY THE PLANNING AND ZONING COMMISSION OF DOUGLAS, WYOMING THIS ____ DAY OF _____, 2024.

ATTEST: _____ SECRETARY _____ CHAIRMAN

APPROVED BY THE CITY OF DOUGLAS, WYOMING THIS ____ DAY OF _____, 2024.

ATTEST: _____ CITY CLERK _____ MAYOR

APPROVED BY THE CITY ENGINEER FOR DOUGLAS THIS ____ DAY OF _____, 2024.

NOTES

1. BASIS OF BEARINGS: WYOMING STATE PLANE COORDINATE SYSTEM, EAST ZONE, 83/86.
2. ERROR OF CLOSURE = 1:842,520.
3. COORDINATES LISTED REFER TO THE CITY OF DOUGLAS DATUM.
4. RECORD DATA IS THE SAME AS MEASURED FOR THIS ADDITION.
5. ELEVATIONS ARE FOR REFERENCE ONLY.
6. PUBLIC WATER AND SEWER WILL BE PROVIDED BY THE CITY OF DOUGLAS, WYOMING, BUT ALL IMPROVEMENTS TO PUBLIC OR PRIVATE UTILITIES ARE THE RESPONSIBILITY OF THE DEVELOPER.
7. THE CONVERGENCE ANGLE AT THE POINT OF BEGINNING IS -00°09'40.10" AND THE COMBINED SCALE FACTOR IS 0.99971056.

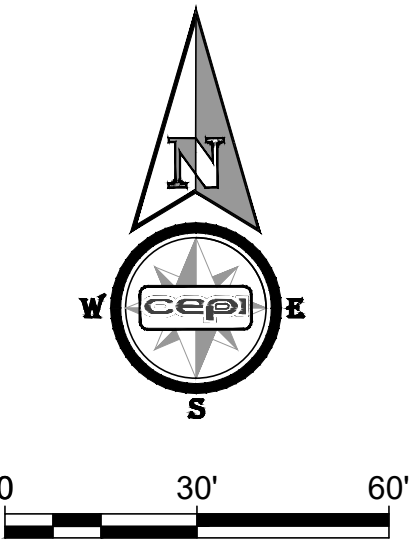
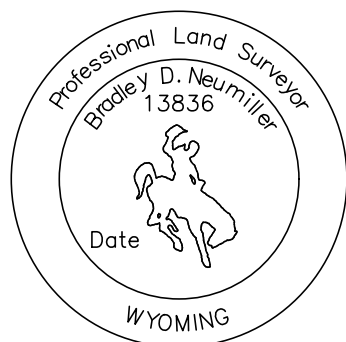
CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF NATRONA } SS

I, BRADLEY D. NEUMILLER, A REGISTERED PROFESSIONAL LAND SURVEYOR, LICENSE NO. 13836, DO HEREBY CERTIFY THAT THIS PLAT WAS MADE FROM NOTES TAKEN DURING AN ACTUAL SURVEY MADE UNDER MY DIRECT SUPERVISION IN SEPTEMBER, 2024, AND THAT THIS PLAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECTLY AND ACCURATELY REPRESENTS SAID SURVEY. ALL BEING TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY BRADLEY D. NEUMILLER, THIS ____ DAY OF _____, 2024.
WITNESS MY HAND AND OFFICIAL SEAL.
MY COMMISSION EXPIRES _____

NOTARY PUBLIC



LEGEND

- FOUND MONUMENT AS NOTED
- SET BRASS CAP
- SET MONUMENT 5/8" REBAR & ALUMINUM CAP



A VACATION AND REPLAT OF
LOTS 17-19, BLOCK 5, RIVERBEND
TO THE CITY OF DOUGLAS

AS
RIVERBEND
LOTS 39 THRU 48, BLOCK 5

AN ADDITION TO THE CITY OF DOUGLAS, WYOMING
BEING A PORTION OF LOT 4 OF SECTION 5
T.32N., R.71W., 6TH P.M.
CONVERSE COUNTY, WYOMING

RESOLUTION NO. 2024-43

A RESOLUTION VACATING AND REPLATING RIVERBEND ADDITION, BLOCK 5,
LOTS 17-19 INTO LOTS 39-48.

WHEREAS, Statewide Affordable Housing, as owners of the property described above, has made application to Vacate and Replat Riverbend Addition, Block 5, Lots 26-30 into Lot 34; and

WHEREAS, replatting the described area as outlined in Attachment A, incorporated herein, will have beneficial effects on the future use of the development; and

WHEREAS, the Community Development staff and the Douglas Planning and Zoning Commission have reviewed the application to ensure that it shall have no adverse impact upon the welfare of the public; and

WHEREAS, notice has been duly given and a public hearing held before the Douglas Planning and Zoning Commission on November 18, 2024, where there was no public opposition to the application; and the Planning and Zoning Commission voted unanimously to recommend approval of the application to the Douglas City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING,

Section 1. That the vacation and replat is in the best interest of the City.

Section 2. That the Clerk of Converse County, Wyoming, in whose office the aforesaid plat is recorded, shall write in plain legible letters across the part of the plat so vacated the word “VACATED”, and also make a reference on the same to the volume and page which the said instrument of vacation is recorded.

Section 3. That the City Council approves the replatting of the foregoing described area in Attachment A, and authorizes the Mayor and the Clerk to affix their signature to the replat.

PASSED, APPROVED, AND ADOPTED this 25th day of November 2024.

Attest:

Sonya Ortega, City Clerk

Kim Pexton, Mayor



Agenda Item Report

City Council – November 25, 2024

Item

EWC Funding: Commitment of ISC Award

Responsible Staff Contact

JD Cox

Recommendation

Approve additional commitment to the EWC expansion project of the \$300,000 that was awarded by the Industrial Siting Council from the Dutchman Renewable Power Project

Executive Summary

The City of Douglas has been awarded its full funding request of \$300,000 by the Industrial Siting Council, sourced from impact fees paid for the Dutchman Renewable Power Project on November 7, 2024. These funds are earmarked to support the expansion of Eastern Wyoming College (EWC). Additionally, Converse County has secured \$1.1 million in funding from the same source for this shared EWC expansion project.

The Economic Development Administration (EDA) has informed County Commission Chairman Jim Willox that, for now, a commitment letter from the County outlining the specified amounts will suffice to advance the grant process. A formal motion committing the \$300,000 meets the current requirements, though the funding will need to be incorporated into the budget—either this year or next—through official action at a later stage.

Background

Overall Project Cost Information:

Total Project: \$6.1M

- ☐ EDA Grant \$2M
- ☐ Previous Pledge - County: \$860K
- ☐ Previous Pledge - Douglas: \$480K
- ☐ Previous Pledge - Glenrock \$160K
- ☐ EWC Foundation: \$500K
- ☐ ISC Additional County \$1.1M
- ☐ ISC Additional City \$300K

Alignment to Strategic Doing (SD) and/or Other Plans

[SD24 Outcome](#)
[SD24 Strategy](#)
[SD24 KPI](#)
[2014 Master Plan](#)
[2015 Downtown Master Plan](#)

Budget/Fiscal Impact

[Fund/Department](#) 11
[Project/Line Item\(s\)](#)
[Budgeted Amount](#) \$0.00
[Anticipated Amount](#) \$300,000

Action Requested/Recommended Motion

I move to approve additional commitment to the EWC expansion project of the \$300,000 that was awarded by the Industrial Siting Council from the Dutchman Renewable Power Project

Attachments

None



Agenda Item Report

City Council – November 25, 2024

Item

Outdoor Enthusiasts Funding Agreement: Update

Responsible Staff Contact

JD Cox

Recommendation

Approve amendments to agreement to allow for the trails development as well as a change in financial procedure to allow to proceed.

Executive Summary

The Outdoor Enthusiasts of Converse County (OECC) initially planned to develop a mountain bike obstacle course and trail system on city-owned property at the east end of Center Street, known as "Douglas Mountain." The original plan prioritized constructing the obstacle course as the first phase, with the trails to follow in a subsequent year. However, due to funding challenges and cost considerations, the OECC has decided it would be more practical and efficient to reverse the order of the phases. They will now focus on constructing the trails first, using the funding currently available, and complete the obstacle course as a later phase. As discussed at Tuesday's joint city/county board meeting, this project will utilize funding from both the city's and the county's aid-to-others programs. As is standard in construction projects, the arrangement includes some upfront payments as part of the typical contractual process.

Background

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI

SD Outcome **Unique & Promotable Identity**

SD Outcome Strategy **Destination Development**

SD Outcome KPI

2014 Master Plan **Parks, Recreation, and Trails. Douglas will offer a full range of recreational areas and facilities accessible to all segments of the community.**

Goal A4. Support partnerships among recreation activity providers.

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department Community Service Contracts

Project/Line Item(s) 10.5110.8763

Budgeted Amount \$25,000

Anticipated Amount \$25,000

Action Requested/Recommended Motion

Approve amendments to the OECC Agreement to allow for the trails development as well as a change in financial procedure to allow to proceed.

Attachments

1. 20241125 Outdoor Enthusiasts FY 25 Revised



**Funding Agreement between
City of Douglas, Wyoming
&
Outdoor Enthusiasts of Converse County**

1. Parties. This Funding Agreement (hereinafter referred to as “Agreement”) is made and entered into on this _____ day of _____, 2024, by and between the **City of Douglas, Wyoming**, a municipal corporation, (hereinafter referred to as “City”) whose address is P.O. Box 1030, Douglas, Wyoming, and **Outdoor Enthusiasts of Converse County**, a Wyoming non-profit corporation, (hereinafter referred to as “Organization”), doing business in Douglas, Wyoming, whose address is 608 Osburn Drive, Douglas, Wyoming, 82633.

Whereas, pursuant to WS §15-1-103(a)(xlv) the City is authorized to contract with non-profit corporations to provide human services for persons within its jurisdiction; and

Whereas, the Organization provides support and/or services to the members of the public within the City and the City Council has agreed to provide public funding as outlined within the terms and subject to the conditions set out in this Agreement.

NOW, THEREFORE, in consideration of the promises, agreement and mutual covenants made herein, it is agreed by and between the City and Organization as follows:

2. Purpose. The purpose of this Agreement is to provide Organization funding in the amount of **Twenty-Five Thousand Dollars & 00/100 (\$25,000.00)** to be utilized by the Organization in accordance with the terms outlined herein.

3. Term. This Agreement will commence on July 1, 2024 and continue in force for a period of one year until June 30, 2025.

4. Payment.

4.1. City shall pay organization ~~via monthly disbursements of funds upon receipt of invoice from organization along with documentation of payment obligation~~, with the last disbursement to be requested on or before the third Monday in July 2025. At that time, there is no continuing obligation on the part of the City to provide additional funding to Organization.

4.2. Organization shall submit to the **Administrative Services Department**, certified under penalty of perjury, a full itemized statement or invoice for payment in writing, including documentation verifying actual costs incurred for the invoiced period (e.g. receipts, expense report, financial statement, etc.). The City may require additional documentation which evidences that the Organization has complied with all of its responsibilities and requirements under this Agreement, including, but not limited to, those responsibilities outlined in Paragraph 5 below. Payment may not be made by the City unless and until satisfactory evidence of costs incurred have been submitted and approved. Subject to this Agreement, City will pay sum to Organization within 45 days of receipt of statement or invoice and other requested documents.

4.3. Payment of funding is conditional upon each and all of the following:

4.3.01. Organization has met each and every obligation imposed under this Agreement to the satisfaction of the City, including but not limited to submitting reports to the City.

4.3.02. City continuing to have sufficient funding allocated to Organization in its budget.

4.3.03. In the event of a Default of this Agreement as outlined in Section 7.16, City may withhold or suspend payment, in whole or part, to this Organization.

4.4. Repayment of Funding: Organization must repay City:

4.4.01. In the event of a Default or Breach of this Agreement as outlined in Section 7.17;

4.4.02. If, at any time during the term of or upon expiration or termination of this Agreement, there

remains an amount of funding that has not been expended or acquitted to City's satisfaction in accordance with this Agreement, then this amount must be refunded by the Organization to City within twenty (20) business days of a written notice from City, or dealt with as directed in writing by City. Any amount owed to City under this section will be recoverable as a debt due to City without further proof of the debt.

5. Responsibilities of Organization.

5.1. Organization Shall Provide the Following Services:

5.1.01. Public Archery Range. Updates and repairs to the existing range south of Bartling Park in Douglas, Wyoming.

5.1.02. Bike Park. Funds ~~would~~ could be utilized to provide capital necessary to begin phase one construction of a proposed bike park on city property located on the east end of Center Street.

5.1.03. Bike Trails. Funds ~~would be utilized~~, in conjunction with funds from Converse County, to the construction of trails system on ~~to~~ on city property located on the east end of Center Street.

5.2. Use of Funding. Organization must use the funding solely for the stated purposes; only use the funding within the funding period; and not enter into any arrangements or commitments that are incompatible or inconsistent with the purpose of the funding.

5.2.01. Allowable Uses of Funds. These funds shall be used for services described in Section 5.1. Organization shall expend all funds received under this Agreement solely for program activities as identified in accordance with eligible program costs set forth below:

5.2.01(i). Direct costs (including salaries/benefits of employees assigned to the program and any services/supplies necessary for the program).

5.2.01(ii). Indirect costs (these costs are defined by federal standards and Generally Accepted Accounting Principles for the purpose of allocating allowable indirect costs to a program).

5.2.02. Unallowable Uses of Funds. Organization shall not expend funds for:

5.2.02(i). Any costs outside the scope of the approved program;

5.2.02(ii). Personal injury compensation or damages arising out of or connected with the program;

5.2.02(iii). Fines and penalties due to violations or failure to comply with federal, state, or local laws and ordinances, and terms, provisions, conditions or commitments of this Agreement;

5.2.02(iv). Interest on bonds or other forms of indebtedness;

5.2.02(v). Any costs arising out of or attributable to the Organization's malfeasance, misfeasance, mismanagement, or negligence;

5.2.02(vi). "Buy out" of unused sick leave, vacation/administration leave time, or

5.2.02(vii). Funds shall not be used as investment funds or deposited into any type of savings account.

6. Special Provisions.

6.01. Records. Organization shall establish an official file for the program containing adequate documentation of all actions taken in the performance of the Agreement and maintain a system of accounts that complies with generally accepted accounting principles for government agencies.

6.02. Record Retention and Inspection. Organization shall retain financial, programmatic, client data and other service records for three (3) years from the date of the end of the Agreement award or for three (3) years from the date of termination, whichever is later. Authorized representatives of City, the state and/or federal government may inspect and/or audit Organization's performance, place of business and/or records pertaining to this Agreement.

6.03. Access to Books and Records. Organization agrees to permit the City or its agents access to any of Organization's books, records and accounts for the purpose of ascertaining compliance with any statutes, regulation and order, and with the terms and conditions of this Agreement. City shall follow Generally Accepted Accounting Principles or Other Comprehensive Bases of Accounting acceptable to the City in recording financial transactions. When requested by the City, Organization at its own expense shall have its annual accounting reports audited or prepared by a licensed independent accountant acceptable to the City.

7. General Provisions.

7.01. Amendments. Any mutually agreed upon change to the terms and conditions of this Agreement shall be effective only when incorporated in written amendments to this Agreement. Any verbal agreement or conversation shall be nonbinding on the City.

7.02. Applicable Law/Venue. 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 have jurisdiction over this Agreement and the parties, and the venue shall be the Eighth Judicial District, Converse County, Wyoming.

7.03. Compliance with Law. Organization represents and warrants that it has and shall continue to comply with federal, state, and local laws and regulations applicable to Organization's performance, including, but not limited to: licensing, employment and purchasing practices, wages, hours and conditions of employment. Organization warrants that it possesses current valid appropriate licensure, including, but not limited to: driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work that is required for funding under this Agreement.

7.04. Entirety of Agreement. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

7.05. Force Majeure. Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

7.06. Confidentiality. Organization shall abide by any and all applicable laws governing the confidentiality of information regarding clients served under this Agreement. Organization shall:

7.06.01. Prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client, to anyone other than the State or federal government pursuant to State or federal law.

7.06.02. Not use client specific information for any purpose other than carrying out their obligations under this Agreement.

7.07. Independent Contractor. Organization is an independent contractor and not an agent, officer, or employee of City. The parties mutually understand that this Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association with the City. As an independent contractor, Organization is not subject to the direction and control of City except as to the final result under this Agreement. Any persons employed by Organization shall be under Organization's exclusive direction, supervision, and control. Organization shall determine all conditions of employment including hours, wages, working

conditions, discipline, hiring and discharging, or any other condition of employment. Organization shall assume sole responsibility for any debts or liabilities that may be incurred and for the payment of federal, state, and local taxes that may accrue in fulfilling the terms of this Agreement. Nothing in this Agreement shall be interpreted as authorizing Organization or its agents and/or employees to act as an agent or representative for or on behalf of City, or to incur any obligation of any kind on behalf of the City. City agrees that no health/hospitalization benefits, workers' compensation, and/or similar benefits available to City employees will inure to the benefit of Organization's agents and/or employees as a result of this Agreement.

7.08. Indemnification. Organization shall indemnify, hold harmless and assume the defense of the City, its officers, employees, agents, and elective and appointive boards from all claims, losses, lawsuits, costs and expenses, including attorney's fees, cause of actions, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly accruing or arising as a result of or in connection with Organization's activities in relation to this Agreement.

7.09. Assignment. Organization shall not assign this Agreement or any interest therein, or any monies received pursuant hereto, either in whole or part, to any other entity, without the prior, express, and written consent of the City. Any unauthorized assignment shall be voided and shall, at the option of City, act as termination of this Agreement.

7.10. Governmental Immunity. City does not waive governmental immunity by entering into this Contract, and specifically retains immunity and all defenses available to it pursuant to Wyo. Stat. § 1-39-104(a) and all other state laws.

7.11. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed to create such status. The rights, duties, and obligations contained herein shall operate only between the parties and shall inure solely to their benefit. The provisions hereof are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties hereto intend and expressly agree that only signatories shall have any legal or equitable right to seek enforcement, any remedy arising out of a party's performance or failure to perform any terms or conditions hereof, or to bring an action for the breach of this Agreement.

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

7.13. Nondiscrimination. In rendering services under this Agreement, Organization shall comply with all applicable federal, state, and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

7.14. Kickbacks. Organization certifies and warrants that no gratuities, kickbacks, or contingency fees were paid, nor were any fees, commissions, gifts, or other considerations made in connection with or contingent upon the award of this Agreement.

7.15. Liaison and Notice. Organization's and City's Designated Representatives. All notices arising out of, or from, the provisions of this Agreement shall be in writing and given to all parties at the addresses provided in Section 7.16.01 and 7.16.02, either by mail, facsimile, e-mail, or delivery in person.

7.15.01. City's designated representative is the City Manager, whose address is P.O. Box 1030, 101 N. 4th Street, Douglas, Wyoming, 82633; telephone number (307) 358-3462; and facsimile (307) 358-6447.

7.15.02. Organization's designated representative is Eli Geisler, President, whose address is 608 Osburn Drive, Douglas, Wyoming, 82633; email: outdoorenthusiastsofcc@gmail.com; and telephone number (308) 251-7314.

7.15.03. If notice is given by personal delivery, notice is effective as of the date of personal

delivery. If notice is given by mail or through another carrier (e.g. UPS or FedEx), notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

7.16. Default. Any one or more of the following acts or omissions of this Agreement shall constitute an event of default hereunder (Events of Default):

7.16.01. Failure to satisfactorily perform any required task or service;

7.16.02. Failure to submit any report or provide notice required hereunder;

7.16.03. Failure to perform any other covenant or condition;

7.16.04. Failure to meet the commitments outlined in this Agreement, or the occurrence of an event which gives the City a reasonable basis to believe that the Organization will not be able to meet its commitments under the Agreement;

7.16.05. Failure to use funds in accordance with this Agreement;

7.16.06. Bankruptcy or insolvency of the Organization; or

7.16.07. Acted fraudulently or negligently or has completed an application for funding to City in a manner which could be construed as being either fraudulent, materially incorrect or materially misleading.

7.16.08. Upon the commencement of any Event of Default, the City shall give the Organization a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of notice. City may upon notice, withhold payment of the funding (or any part of it) until the Event of Default is remedied. If the Event of Default is not timely remedied, the City may treat this Agreement as breached. The City shall be immediately entitled to recover all or part of the funding paid to Organization and Organization shall pay such amount on demand to the City forthwith and pursue any of its remedies at law or in equity.

7.17. Termination. This Agreement will terminate upon a breach or default, as defined in Section 7.16 herein. Further, the Agreement will terminate upon Organization's receipt of the total amount of funds to be disbursed under this Agreement. The Parties by mutual agreement in writing may terminate this Agreement. Unless earlier terminated, this Agreement shall automatically terminate if subsequent legislation causes this Agreement to be in conflict with any law.

7.18. Insurance. It shall be the responsibility of Organization to carry a policy of commercial general liability insurance, with liability limits in an amount not less than \$1,000,000.00 per person and \$2,000,000.00 per occurrence, and shall provide the City Clerk with a copy of the certificate of commercial liability insurance for the Organization. Organization shall save and hold harmless the City and/or Assignee from any and all liability to persons for harm or injury resulting from the services performed under this Agreement.

7.19. Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of this Agreement shall continue in full force and effect and either party may attempt to re-negotiate the terms affected by the severance.

7.20. Contingency. This Agreement is contingent upon the City's approval of this Agreement and the City continuing to have sufficient funding allocated to Organization in its budget.

7.21. Signature Authority. The parties executing this Agreement certify that they have the proper authority to bind their respective entities to all terms and conditions set forth herein.

7.22. Titles Not Controlling. Titles of sections are for reference only, and shall not be used to construe the language of this Agreement.

7.23. Waiver. Any failure of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right or any provision hereof.

7.24. Time is of the Essence. Time is of the essence in all provisions of the Agreement.

IN WITNESS WHEREOF, the Mayor of the City of Douglas and the Organization has signed and executed this Contract, the day and year first written above.

CITY OF DOUGLAS, WYOMING

Outdoor Enthusiasts of Converse County

By: _____
Kim Pexton, Mayor

By: _____
Its: _____

STATE OF WYOMING)
)
COUNTY OF CONVERSE)

Before me personally **appeared Kim Pexton, Mayor of the City of Douglas**, known to me to be the person whose name is subscribed to this instrument, and acknowledged that she executed the same for the purposes therein expressed this _____ day of _____, 2024.

WITNESS my hand and official seal.

Notary Public

STATE OF WYOMING)
)
COUNTY OF CONVERSE)

Before me personally **appeared _____, as _____ of Outdoor Enthusiasts of Converse County**, known to me to be the person whose name is subscribed to this instrument, and acknowledged that they executed the same for the purposes therein expressed this _____ day of _____, 2024.

WITNESS my hand and official seal.

Notary Public



Agenda Item Report

City Council – November 25, 2024

Item

Agreement Renewal: Retail Coach

Responsible Staff Contact

JD Cox

Recommendation

Approve renewal amendment

Executive Summary

The City of Douglas partnered with Retail Coach to enhance retail recruitment through consulting services, a specialized CRM system, and strategic connections at the local, regional, and national levels. With the agreement up for renewal at \$30,000 for the second year and \$25,000 for subsequent years, Retail Coach has made significant progress, including securing a Letter of Intent from a retail food service, identifying four strong leads, and collaborating with five additional prospects seeking franchise opportunities. Looking ahead, they will update recruitment data, actively represent Douglas at trade shows, and continue growing interest in the community.

Background

On November 27, 2023, the City Council approved a one-year agreement with Retail Coach for \$35,000, selecting them as the winning bidder in an RFP process conducted by the City. Recognizing that building recruitment relationships requires significant time, the agreement included an option to renew for two subsequent years, contingent on City satisfaction. Renewal costs are structured to decrease, with the second year at \$30,000 and the third year at \$25,000. Following this, unless canceled by either party, the agreement would automatically renew annually at \$25,000.

Over the past year, Retail Coach has provided exceptional support to the City of Douglas, offering consulting services that extend beyond traditional recruitment methods. Acting as an extension of City staff, they have delivered tailored expertise and introduced a specialized customer relationship management (CRM) system focused exclusively on Douglas. This localized approach has allowed them to effectively target and engage local and regional retailers, forge valuable Wyoming connections, and conduct outreach to national firms. Their deep understanding of Douglas and Wyoming has been instrumental in developing effective strategies, including the creation of a Retail Market Profile to aid in recruitment efforts.

In 2024, Retail Coach has actively pursued the recruitment of multiple retailers and

restaurants, starting with educating brokers and potential businesses about Douglas and its opportunities. After seven months of recruitment, their efforts have yielded four strong leads from retailers and restaurants exploring opportunities to locate in the community. Retail Coach has worked closely to match these prospects with suitable sites in Douglas and is also collaborating with five additional prospects seeking franchisees to establish operations locally. Recognizing that retail recruitment in small to medium-sized communities takes time, their progress so far is promising, and they are confident that interest will continue to grow in the coming year.

Looking ahead, Retail Coach plans to update all recruitment reports with 2025 data, continue active recruitment on behalf of Douglas, and represent the community at retail industry trade shows nationwide. Staff is highly satisfied with the progress Retail Coach has made in fostering connections with potential retailers and developers. While specific details are not yet available for public release, their efforts have already secured a Letter of Intent from a retail food service and advanced franchise development opportunities, positioning Douglas for further economic growth.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI

SD Outcome Prosperous & Stable Economy

SD Outcome Strategy Economic Growth & Business Development

SD Outcome KPI PSE-06: Continued Retail Recruitment with Retail Coach

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department Misc Contractual

Project/Line Item(s) 41-5410-2158

Budgeted Amount \$35,000

Anticipated Amount \$30,000

Action Requested/Recommended Motion

Approve the Retail Coach renewal amendment and furthermore authorize the City Manager to sign all associated documents.

Attachments

1. Project Update_Douglas_November
2. DouglasWY_RMP_2024
3. DouglasWY_Demos_2024

4. DouglasWY_RTA_RMP_2024
5. DouglasWY_RTA_Demos_2024
6. Retail Coach Renewal

Retail Recruitment Strategy Update

Douglas, Wyoming

November 2024 Update

Reports Completed in 2024

- Cell Phone Analysis Reports
- Retail Trade Area Determination
- Retail Demand Analysis
- Multiple Demographic Reports
- Douglas Psychographic Analysis

Marketing Collateral Completed

- Douglas Retail Market Profile
- Developer Marketing Package
- Retailer Feasibility Package (For Each Identified Match)

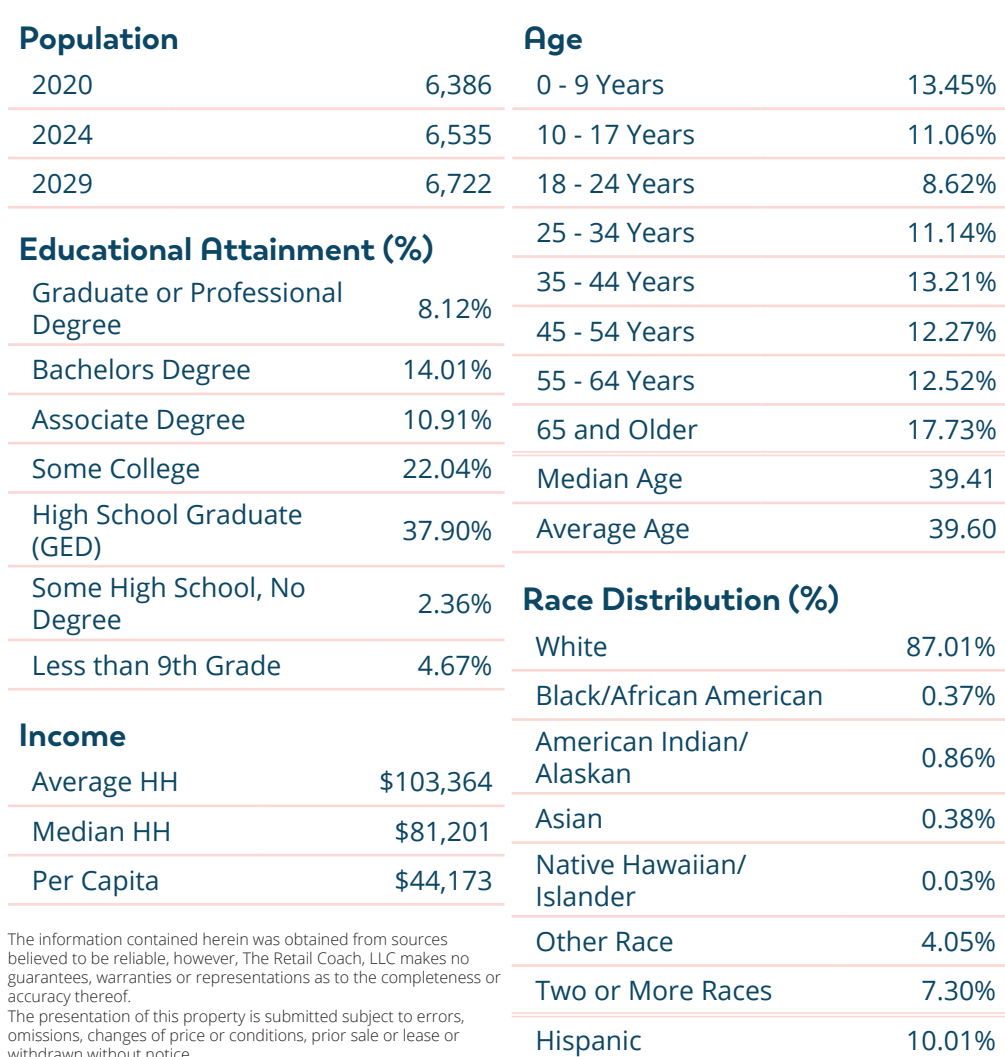
Trade Show Representation

- ICSC Vegas (May 2024)
- Retail Live – Austin (August 2024)
- ICSC Western – (September 2024)
- Retail Live – Salt Lake City – November 2024

Recruitment Updates

- TRC has been working closely to recruit a number of different retailers/restaurants to Douglas. The first few months of recruitment were spent helping retailers and brokers understand where Douglas is located and what the opportunities here are for new locations.
- Fast forward a few months, and we have 4 strong leads on retailers/restaurants looking at the potential of locating in Douglas. Our team has been working closely to identify sites and match these prospects with sites in the community.
- Retail recruitment takes time, especially in small/medium size communities, but we are pleased with the interest we have so far (after only 7 full months of recruitment), and we are confident that this interest will continue to grow over the next twelve months.
- We are working with 5 additional prospects looking for a franchisee to open a location in Douglas and will continue to focus on this area of recruitment.
- Lastly, the next year of partnership will focus on updating all reports with 2025 data, actively recruiting on Douglas' behalf and continuing to get the word out of about opportunities in Douglas through representation at retail industry trade shows across the country.

Douglas, Wyoming

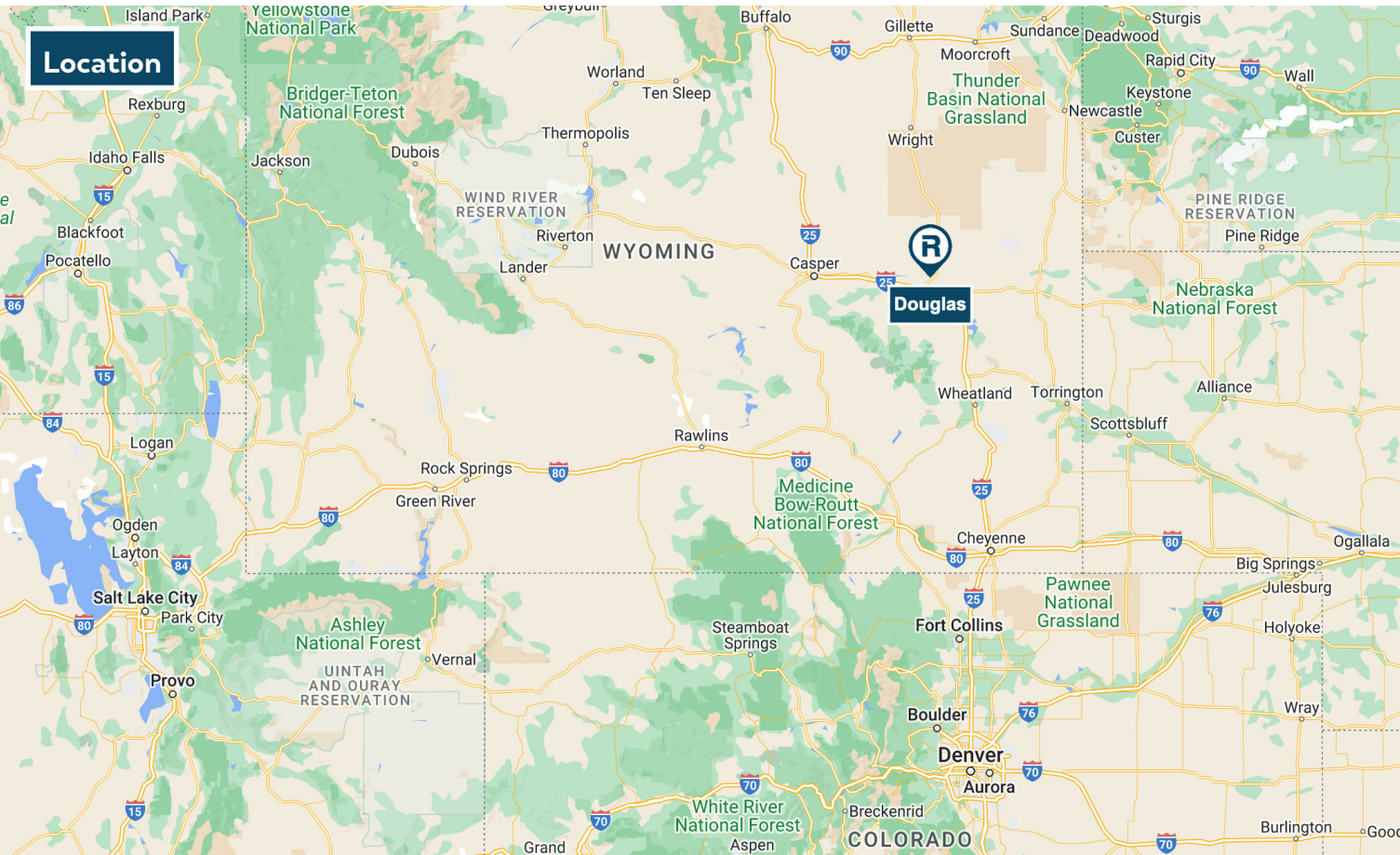
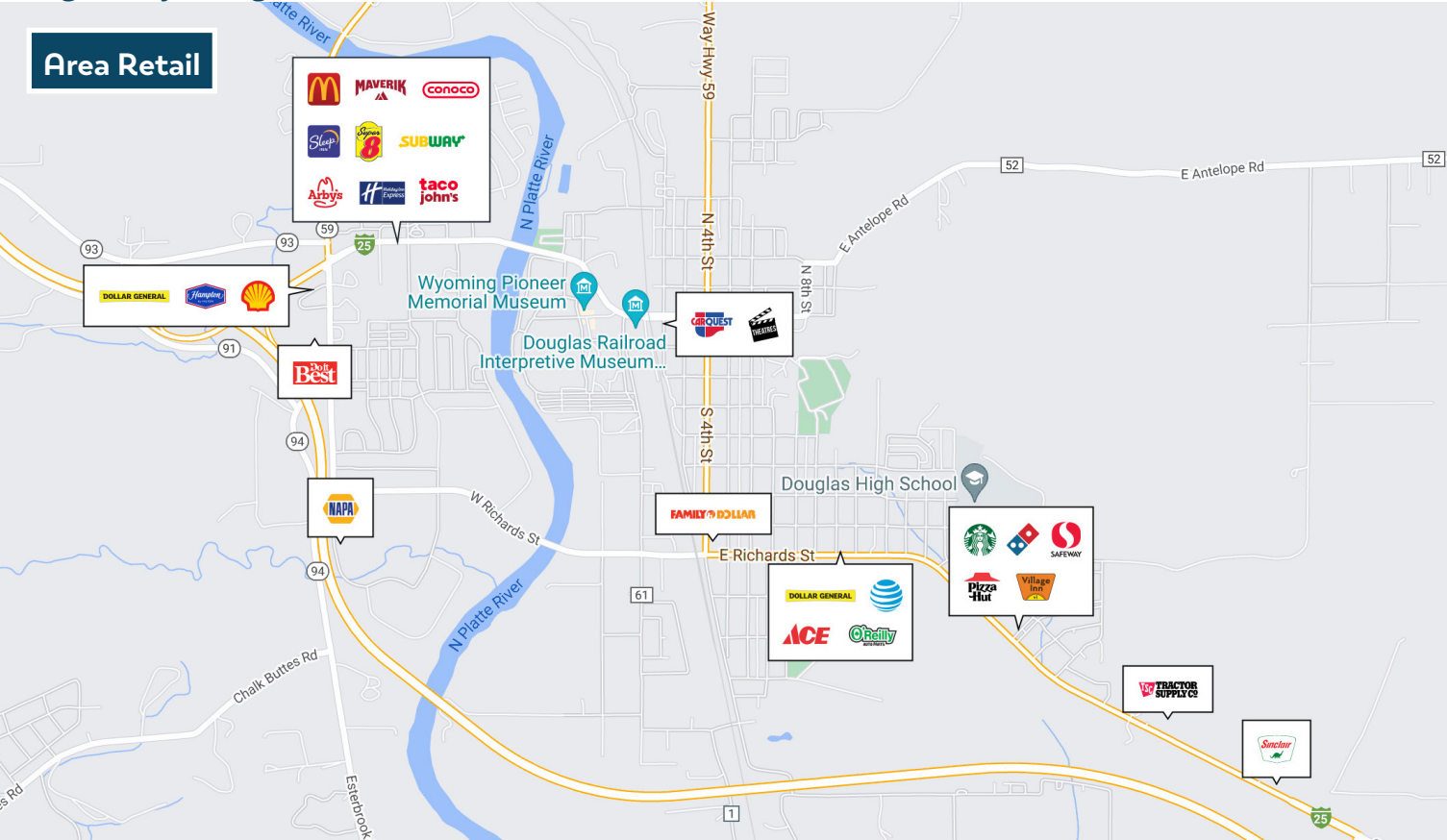


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Community • Retail Market Profile

Douglas, Wyoming





The**Retail**Coach®

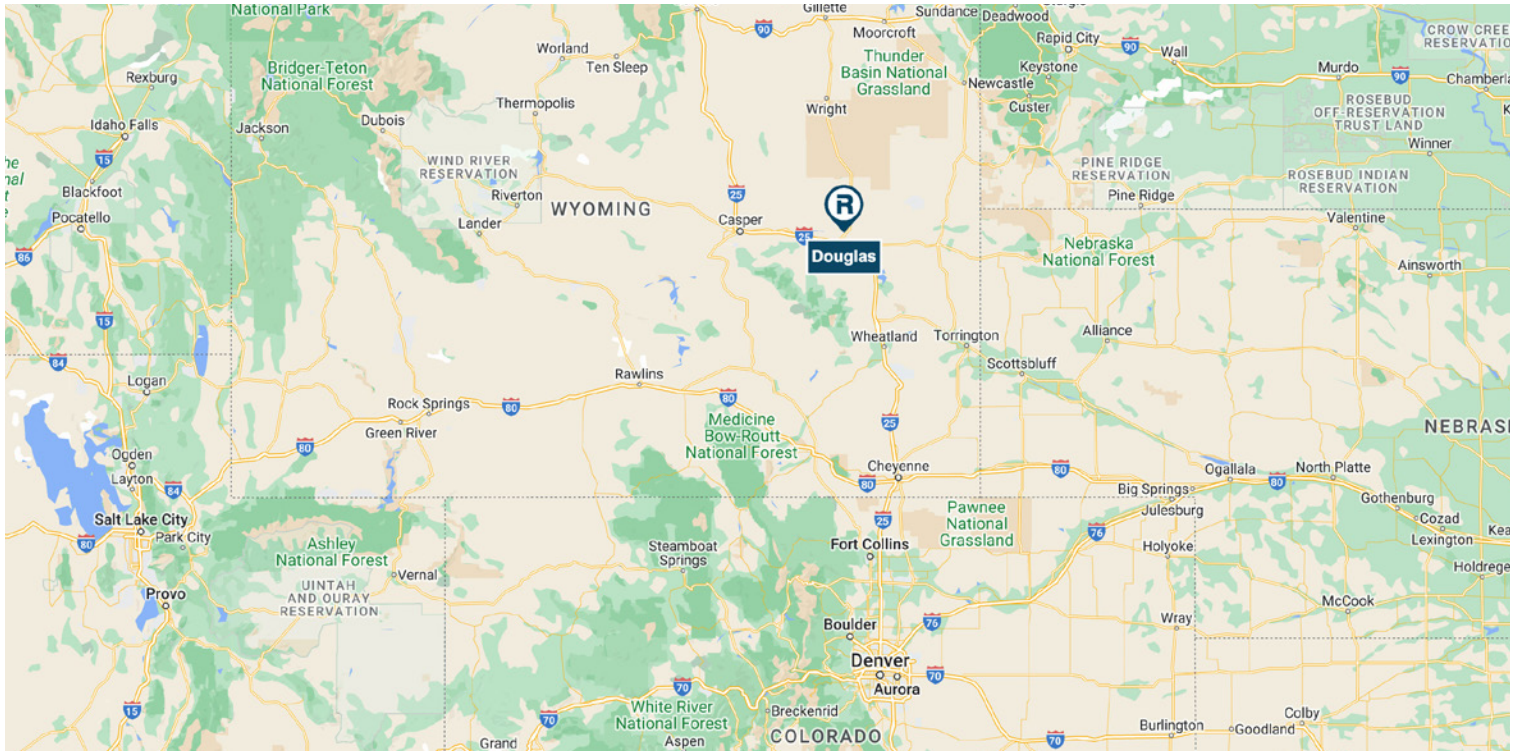
Community Demographic Profile

DOUGLAS, WYOMING

Prepared for City of Douglas
January 2024

Community • Demographic Snapshot

Douglas, Wyoming



Population

2020	6,386	0 - 9 Years	13.45%
2024	6,535	10 - 17 Years	11.06%
2029	6,722	18 - 24 Years	8.62%

Educational Attainment (%)

Graduate or Professional Degree	8.12%	25 - 34 Years	11.14%
Bachelors Degree	14.01%	35 - 44 Years	13.21%
Associate Degree	10.91%	45 - 54 Years	12.27%
Some College	22.04%	55 - 64 Years	12.52%
High School Graduate (or GED)	37.90%	65 and Older	17.73%
Some High School, No Degree	2.36%	Median Age	39.41
Less than 9th Grade	4.67%	Average Age	39.60

Income

Average HH	\$103,364	Race Distribution (%)	
Median HH	\$81,201	White	87.01%
Per Capita	\$44,173	Black/African American	0.37%
		American Indian/Alaskan	0.86%
		Asian	0.38%
		Native Hawaiian/Islander	0.03%
		Other Race	4.05%
		Two or More Races	7.30%
		Hispanic	10.01%



CITY OF DOUGLAS WYOMING
HOME OF THE JACKALOPE.

J. D. Cox, ICMA-CM, MBA

City of Douglas
City Manager

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Aaron Farmer

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President

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Community • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
Population		
2029 Projection	6,722	
2024 Estimate	6,535	
2020 Census	6,386	
2010 Census	6,205	
Growth 2024 - 2029		2.86%
Growth 2020 - 2024		2.33%
Growth 2010 - 2020		2.92%
2024 Est. Population by Single-Classification Race	6,535	
White Alone	5,686	87.01%
Black or African American Alone	24	0.37%
Amer. Indian and Alaska Native Alone	56	0.86%
Asian Alone	25	0.38%
Native Hawaiian and Other Pacific Island Alone	2	0.03%
Some Other Race Alone	265	4.05%
Two or More Races	477	7.30%
2024 Est. Population by Hispanic or Latino Origin	6,535	
Not Hispanic or Latino	5,881	89.99%
Hispanic or Latino	654	10.01%
Mexican	395	60.40%
Puerto Rican	0	0.00%
Cuban	0	0.00%
All Other Hispanic or Latino	259	39.60%
2024 Est. Hisp. or Latino Pop by Single-Class. Race	654	
White Alone	217	33.18%
Black or African American Alone	1	0.15%
American Indian and Alaska Native Alone	15	2.29%
Asian Alone	0	0.00%
Native Hawaiian and Other Pacific Islander Alone	2	0.31%
Some Other Race Alone	234	35.78%
Two or More Races	185	28.29%
2024 Est. Pop by Race, Asian Alone, by Category	25	
Chinese, except Taiwanese	0	0.00%
Filipino	0	0.00%
Japanese	0	0.00%
Asian Indian	0	0.00%
Korean	25	100.00%
Vietnamese	0	0.00%
Cambodian	0	0.00%
Hmong	0	0.00%
Laotian	0	0.00%
Thai	0	0.00%
All Other Asian Races Including 2+ Category	0	0.00%

DESCRIPTION	DATA	%
2024 Est. Population by Ancestry	6,535	
Arab	0	0.00%
Czech	76	1.16%
Danish	0	0.00%
Dutch	90	1.38%
English	662	10.13%
French (except Basque)	95	1.45%
French Canadian	37	0.57%
German	1,308	20.01%
Greek	0	0.00%
Hungarian	14	0.21%
Irish	499	7.64%
Italian	74	1.13%
Lithuanian	0	0.00%
United States or American	285	4.36%
Norwegian	214	3.27%
Polish	53	0.81%
Portuguese	0	0.00%
Russian	5	0.08%
Scottish	44	0.67%
Scotch-Irish	140	2.14%
Slovak	0	0.00%
Subsaharan African	0	0.00%
Swedish	29	0.44%
Swiss	2	0.03%
Ukrainian	7	0.11%
Welsh	134	2.05%
West Indian (except Hisp. groups)	0	0.00%
Other ancestries	1,414	21.64%
Ancestry Unclassified	1,353	20.70%
2024 Est. Pop Age 5+ by Language Spoken At Home		
Speak Only English at Home	5,588	91.47%
Speak Asian/Pacific Island Language at Home	15	0.25%
Speak IndoEuropean Language at Home	29	0.48%
Speak Spanish at Home	472	7.73%
Speak Other Language at Home	5	0.08%

Community • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
2024 Est. Population by Age	6,535	
Age 0 - 4	426	6.52%
Age 5 - 9	453	6.93%
Age 10 - 14	460	7.04%
Age 15 - 17	263	4.03%
Age 18 - 20	255	3.90%
Age 21 - 24	308	4.71%
Age 25 - 34	728	11.14%
Age 35 - 44	863	13.21%
Age 45 - 54	802	12.27%
Age 55 - 64	818	12.52%
Age 65 - 74	703	10.76%
Age 75 - 84	331	5.07%
Age 85 and over	125	1.91%
Age 16 and over	5,108	78.16%
Age 18 and over	4,933	75.49%
Age 21 and over	4,678	71.58%
Age 65 and over	1,159	17.73%
2024 Est. Median Age		39.41
2024 Est. Average Age		39.60
2024 Est. Population by Sex	6,535	
Male	3,304	50.56%
Female	3,231	49.44%
2024 Est. Male Population by Age	3,304	
Age 0 - 4	220	6.66%
Age 5 - 9	236	7.14%
Age 10 - 14	239	7.23%
Age 15 - 17	135	4.09%
Age 18 - 20	131	3.96%
Age 21 - 24	150	4.54%
Age 25 - 34	368	11.14%
Age 35 - 44	436	13.20%
Age 45 - 54	416	12.59%
Age 55 - 64	411	12.44%
Age 65 - 74	349	10.56%
Age 75 - 84	161	4.87%
Age 85 and over	52	1.57%
2024 Est. Median Age, Male		39.06
2024 Est. Average Age, Male		39.10
2024 Est. Female Population by Age	3,231	
Age 0 - 4	206	6.38%
Age 5 - 9	217	6.72%
Age 10 - 14	221	6.84%
Age 15 - 17	128	3.96%
Age 18 - 20	124	3.84%
Age 21 - 24	158	4.89%
Age 25 - 34	360	11.14%
Age 35 - 44	427	13.22%
Age 45 - 54	386	11.95%
Age 55 - 64	407	12.60%
Age 65 - 74	354	10.96%
Age 75 - 84	170	5.26%
Age 85 and over	73	2.26%
2024 Est. Median Age, Female		39.77
2024 Est. Average Age, Female		40.00

DESCRIPTION	DATA	%
2024 Est. Pop Age 15+ by Marital Status		
Total, Never Married	985	18.96%
Males, Never Married	528	10.16%
Females, Never Married	457	8.80%
Married, Spouse present	2,826	54.39%
Married, Spouse absent	164	3.16%
Widowed	385	7.41%
Males Widowed	111	2.14%
Females Widowed	274	5.27%
Divorced	836	16.09%
Males Divorced	434	8.35%
Females Divorced	402	7.74%
2024 Est. Pop Age 25+ by Edu. Attainment		
Less than 9th grade	204	4.67%
Some High School, no diploma	103	2.36%
High School Graduate (or GED)	1,656	37.90%
Some College, no degree	963	22.04%
Associate Degree	477	10.91%
Bachelor's Degree	612	14.01%
Master's Degree	301	6.89%
Professional School Degree	48	1.10%
Doctorate Degree	6	0.14%
2024 Est. Pop Age 25+ by Edu. Attain., Hisp./ Lat.		
No High School Diploma	90	26.71%
High School Graduate	162	48.07%
Some College or Associate's Degree	85	25.22%
Bachelor's Degree or Higher	0	0.00%
Households		
2029 Projection	2,850	
2024 Estimate	2,762	
2020 Census	2,681	
2010 Census	2,580	
Growth 2024 - 2029		3.19%
Growth 2020 - 2024		3.02%
Growth 2010 - 2020		0.00%
2024 Est. Households by Household Type	2,762	
Family Households	1,791	64.84%
Nonfamily Households	971	35.16%
2024 Est. Group Quarters Population	72	
2024 Households by Ethnicity, Hispanic/Latino	201	



Community • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
2024 Est. Households by Household Income	2,762	
Income < \$15,000	216	7.82%
Income \$15,000 - \$24,999	131	4.74%
Income \$25,000 - \$34,999	224	8.11%
Income \$35,000 - \$49,999	357	12.93%
Income \$50,000 - \$74,999	370	13.40%
Income \$75,000 - \$99,999	320	11.59%
Income \$100,000 - \$124,999	302	10.93%
Income \$125,000 - \$149,999	253	9.16%
Income \$150,000 - \$199,999	306	11.08%
Income \$200,000 - \$249,999	162	5.87%
Income \$250,000 - \$499,999	86	3.11%
Income \$500,000+	35	1.27%
2024 Est. Average Household Income		\$103,364
2024 Est. Median Household Income		\$81,201
2024 Median HH Inc. by Single-Class. Race or Eth.		
White Alone		\$84,811
Black or African American Alone		\$40,341
American Indian and Alaska Native Alone		\$17,759
Asian Alone		\$35,000
Native Hawaiian and Other Pacific Islander Alone		\$30,126
Some Other Race Alone		\$76,593
Two or More Races		\$64,486
Hispanic or Latino		\$104,170
Not Hispanic or Latino		\$79,795
2024 Est. HH by Type and Presence of Own Child.	2,762	
Family Households with Children	768	27.81%
Family Households without Children	1,994	72.19%
Married-Couple Families	1,397	50.58%
Married-Couple Family, own children	674	24.40%
Married-Couple Family, no own children	723	26.18%
Cohabiting-Couple Families	349	12.64%
Cohabiting-Couple Family, own children	49	1.77%
Cohabiting-Couple Family, no own children	300	10.86%
Male Householder Families	494	17.89%
Male Householder, own children	1	0.04%
Male Householder, no own children	53	1.92%
Male Householder, only Nonrelatives	19	0.69%
Male Householder, Living Alone	421	15.24%
Female Householder Families	522	18.90%
Female Householder, own children	44	1.59%
Female Householder, no own children	76	2.75%
Female Householder, only Nonrelatives	2	0.07%
Female Householder, Living Alone	400	14.48%

DESCRIPTION	DATA	%
2024 Est. Households by Household Size	2,762	
1-person	880	31.86%
2-person	971	35.16%
3-person	384	13.90%
4-person	285	10.32%
5-person	140	5.07%
6-person	61	2.21%
7-or-more-person	41	1.48%
2024 Est. Average Household Size		2.34
2024 Est. Households by Number of Vehicles	2,762	
No Vehicles	83	3.00%
1 Vehicle	804	29.11%
2 Vehicles	997	36.10%
3 Vehicles	513	18.57%
4 Vehicles	268	9.70%
5 or more Vehicles	97	3.51%
2024 Est. Average Number of Vehicles		2.2
Family Households		
2029 Projection	1,848	
2024 Estimate	1,791	
2020 Estimate	1,693	
2010 Census	1,671	
Growth 2024 - 2029		3.18%
Growth 2020 - 2024		5.79%
Growth 2010 - 2020		1.32%
2024 Est. Families by Poverty Status	1,791	
2024 Families at or Above Poverty	1,654	92.35%
2024 Families at or Above Poverty with Children	742	41.43%
2024 Families Below Poverty	137	7.65%
2024 Families Below Poverty with Children	113	6.31%
2024 Est. Pop 16+ by Employment Status		
Civilian Labor Force, Employed	3,249	63.61%
Civilian Labor Force, Unemployed	130	2.54%
Armed Forces	0	0.00%
Not in Labor Force	1,729	33.85%
2024 Est. Civ. Employed Pop 16+ by Class of Worker		
For-Profit Private Workers	2,159	66.70%
Non-Profit Private Workers	117	3.61%
Local Government Workers	24	0.74%
State Government Workers	98	3.03%
Federal Government Workers	575	17.76%
Self-Employed Workers	264	8.16%
Unpaid Family Workers	0	0.00%

Community • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
2024 Est. Civ. Employed Pop 16+ by Occupation		
Architect/Engineer	34	1.05%
Arts/Entertainment/Sports	6	0.19%
Building Grounds Maintenance	42	1.30%
Business/Financial Operations	105	3.24%
Community/Social Services	30	0.93%
Computer/Mathematical	21	0.65%
Construction/Extraction	383	11.83%
Education/Training/Library	368	11.37%
Farming/Fishing/Forestry	25	0.77%
Food Prep/Serving	195	6.02%
Health Practitioner/Technician	222	6.86%
Healthcare Support	159	4.91%
Maintenance Repair	318	9.82%
Legal	8	0.25%
Life/Physical/Social Science	67	2.07%
Management	292	9.02%
Office/Admin. Support	344	10.63%
Production	117	3.61%
Protective Services	7	0.22%
Sales/Related	72	2.22%
Personal Care/Service	33	1.02%
Transportation/Moving	389	12.02%
2024 Est. Pop 16+ by Occupation Classification		
White Collar	1,569	48.47%
Blue Collar	1,207	37.29%
Service and Farm	461	14.24%
2024 Est. Workers Age 16+ by Transp. to Work		
Drove Alone	2,298	71.23%
Car Pooled	420	13.02%
Public Transportation	182	5.64%
Walked	163	5.05%
Bicycle	0	0.00%
Other Means	24	0.74%
Worked at Home	139	4.31%
2024 Est. Workers Age 16+ by Travel Time to Work		
Less than 15 Minutes	2,066	
15 - 29 Minutes	340	
30 - 44 Minutes	159	
45 - 59 Minutes	102	
60 or more Minutes	453	
2024 Est. Avg Travel Time to Work in Minutes		23
2024 Est. Occupied Housing Units by Tenure	2,762	
Owner Occupied	1,914	60.70%
Renter Occupied	848	30.70%
2024 Owner Occ. HUs: Avg. Length of Residence		14.20 [†]
2024 Renter Occ. HUs: Avg. Length of Residence		6.40 [†]

DESCRIPTION	DATA	%
2024 Est. Owner-Occupied Housing Units by Value	1,914	
Value Less than \$20,000	185	9.67%
Value \$20,000 - \$39,999	18	0.94%
Value \$40,000 - \$59,999	5	0.26%
Value \$60,000 - \$79,999	12	0.63%
Value \$80,000 - \$99,999	8	0.42%
Value \$100,000 - \$149,999	71	3.71%
Value \$150,000 - \$199,999	218	11.39%
Value \$200,000 - \$299,999	592	30.93%
Value \$300,000 - \$399,999	319	16.67%
Value \$400,000 - \$499,999	156	8.15%
Value \$500,000 - \$749,999	180	9.40%
Value \$750,000 - \$999,999	110	5.75%
Value \$1,000,000 or \$1,499,999	27	1.41%
Value \$1,500,000 or \$1,999,999	13	0.68%
Value \$2,000,000+	0	0.00%
2024 Est. Median All Owner-Occupied Housing Value		\$272,316
2024 Est. Housing Units by Units in Structure		
1 Unit Detached	1,972	62.54%
1 Unit Attached	157	4.98%
2 Units	41	1.30%
3 or 4 Units	16	0.51%
5 to 19 Units	155	4.92%
20 to 49 Units	152	4.82%
50 or More Units	53	1.68%
Mobile Home or Trailer	573	18.17%
Boat, RV, Van, etc.	34	1.08%
2024 Est. Housing Units by Year Structure Built		
Housing Units Built 2020 or later	81	2.57%
Housing Units Built 2010 to 2019	258	8.18%
Housing Units Built 2000 to 2009	613	19.44%
Housing Units Built 1990 to 1999	207	6.57%
Housing Units Built 1980 to 1989	321	10.18%
Housing Units Built 1970 to 1979	1,035	32.83%
Housing Units Built 1960 to 1969	74	2.35%
Housing Units Built 1950 to 1959	46	1.46%
Housing Units Built 1940 to 1949	274	8.69%
Housing Unit Built 1939 or Earlier	244	7.74%
2024 Est. Median Year Structure Built		1979

[†] Years



About The Retail Coach®

The Retail Coach is a national retail recruitment and development firm that combines strategy, technology, and creative expertise to develop and deliver high-impact retail recruitment and development plans to local governments, chambers of commerce, economic development organizations and private developers.

Through its unique Retail360® Process, The Retail Coach offers a dynamic system of products and services that better enable communities to maximize their retail development potential.

Retail:360® Process

Providing more than simple data reports of psychographic and demographic trends, The Retail Coach goes well beyond other retail consulting and market research firms' offerings by combining current national and statewide demographics and trend data with real-world, "on-the-ground" information gathered through extensive visits to our clients' communities. Every community is different, and there is no "one size fits all" retail recruitment solution. Compiling the gathered data into client-tailored information packets that are uniquely designed for, and targeted to, specific retailers and restaurants who meet the community's needs help assure our clients that they are receiving the latest and best information for targeted retail recruitment efforts — all with personal service and coaching guidance that continues beyond the initial project scope and timeline.

Our Retail:360® Process assures that communities get timely, accurate and relevant information. Translating that data into the information that retailers need and seek assures our clients even better possibilities for tremendous retail growth and success.



The**Retail**Coach®

ACKNOWLEDGMENTS

The observations, conclusions and recommendations contained in this study are solely those of The Retail Coach, LLC and should not be construed to represent the opinions of others, including its clients, or any other entity prior to such entity's express approval of this study.

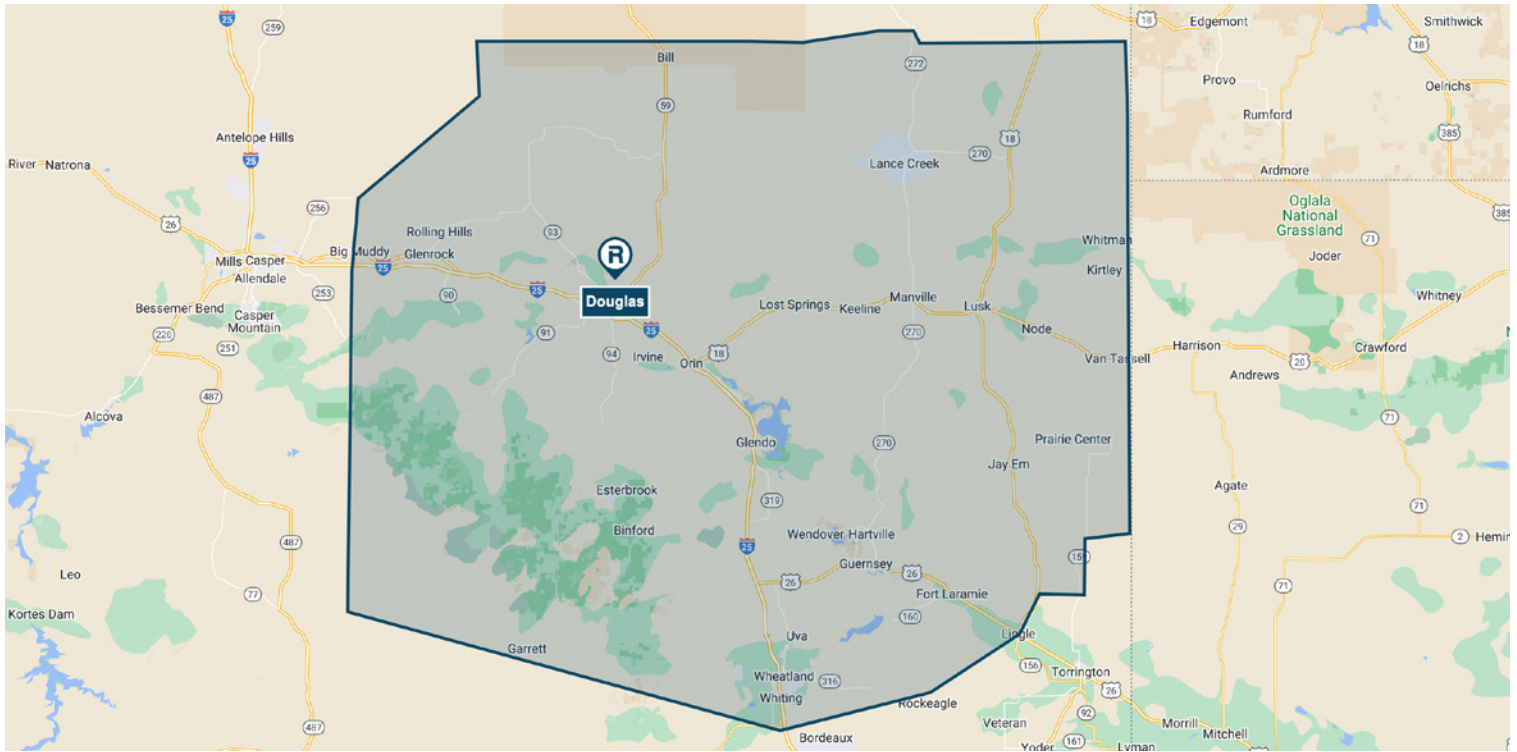
All information furnished is from sources deemed reliable and is submitted subject to errors, omissions, change of terms and/or conditions.

Sources used in completing this study include: infoUSA™, Applied Geographic Solutions, Claritas, ESRI, U.S. Census Bureau, Economy.com, AlphaMap, Spatial Insights Inc., Urban Land Institute, CensusViewer.com, International Council of Shopping Centers, and/or U.S. Bureau of Labor and Statistics. To better represent current data, where applicable, portions of estimated actual sales may be calculated using an average sales per square foot model. Mapping data is provided by Google, Nielsen, ESRI and/or Microsoft Corporation.

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Retail Trade Area • Retail Market Profile

Douglas, Wyoming



Population

2020	25,259	0 - 9 Years	11.57%
2024	25,266	10 - 17 Years	10.10%
2029	25,530	18 - 24 Years	7.87%

Educational Attainment (%)

Graduate or Professional Degree	9.62%	25 - 34 Years	9.74%
Bachelors Degree	12.89%	35 - 44 Years	11.78%
Associate Degree	11.08%	45 - 54 Years	11.10%
Some College	24.45%	55 - 64 Years	13.75%
High School Graduate (GED)	34.72%	65 and Older	24.08%
Some High School, No Degree	4.83%	Median Age	44.10
Less than 9th Grade	2.40%	Average Age	43.15

Income

Average HH	\$99,084	Race Distribution (%)	
Median HH	\$75,740	White	89.61%
Per Capita	\$42,765	Black/African American	0.28%
		American Indian/Alaskan	0.90%
		Asian	0.38%
		Native Hawaiian/Islander	0.07%
		Other Race	2.46%
		Two or More Races	6.30%
		Hispanic	7.66%

The information contained herein was obtained from sources believed to be reliable, however, The Retail Coach, LLC makes no guarantees, warranties or representations as to the completeness or accuracy thereof.

The presentation of this property is submitted subject to errors, omissions, changes of price or conditions, prior sale or lease or withdrawn without notice.



CITY OF DOUGLAS WYOMING
HOME OF THE JACKALOPE.

J. D. Cox, ICMA-CM, MBA

City of Douglas
City Manager

PO Box 1030
101 N 4th St
Douglas, Wyoming 82633

Phone 307.358.3462
JDCox@CityofDouglas.org
www.CityofDouglas.org

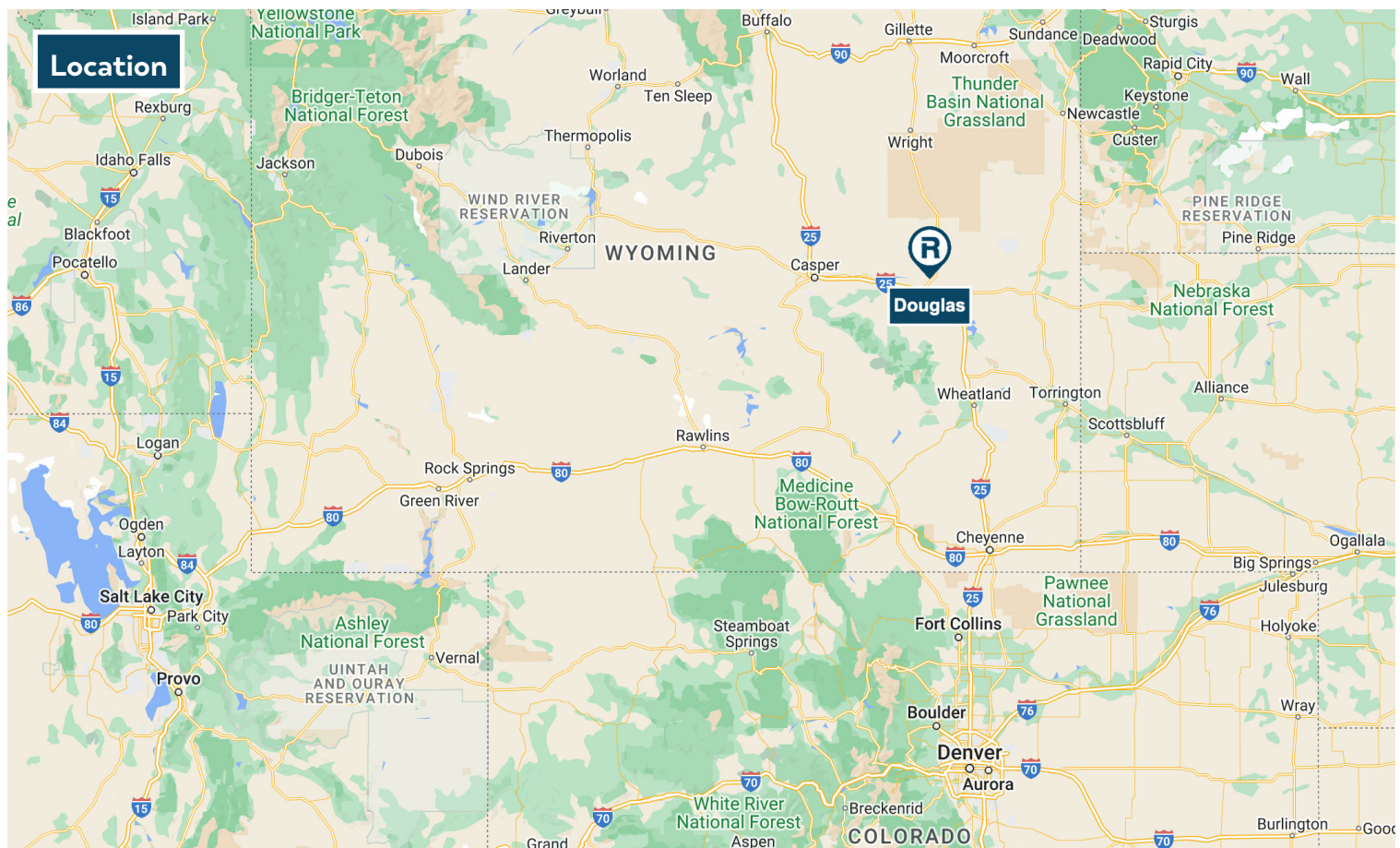
Aaron Farmer

The Retail Coach, LLC
President

Office 662.844.2155
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Douglas, Wyoming





The**Retail**Coach®

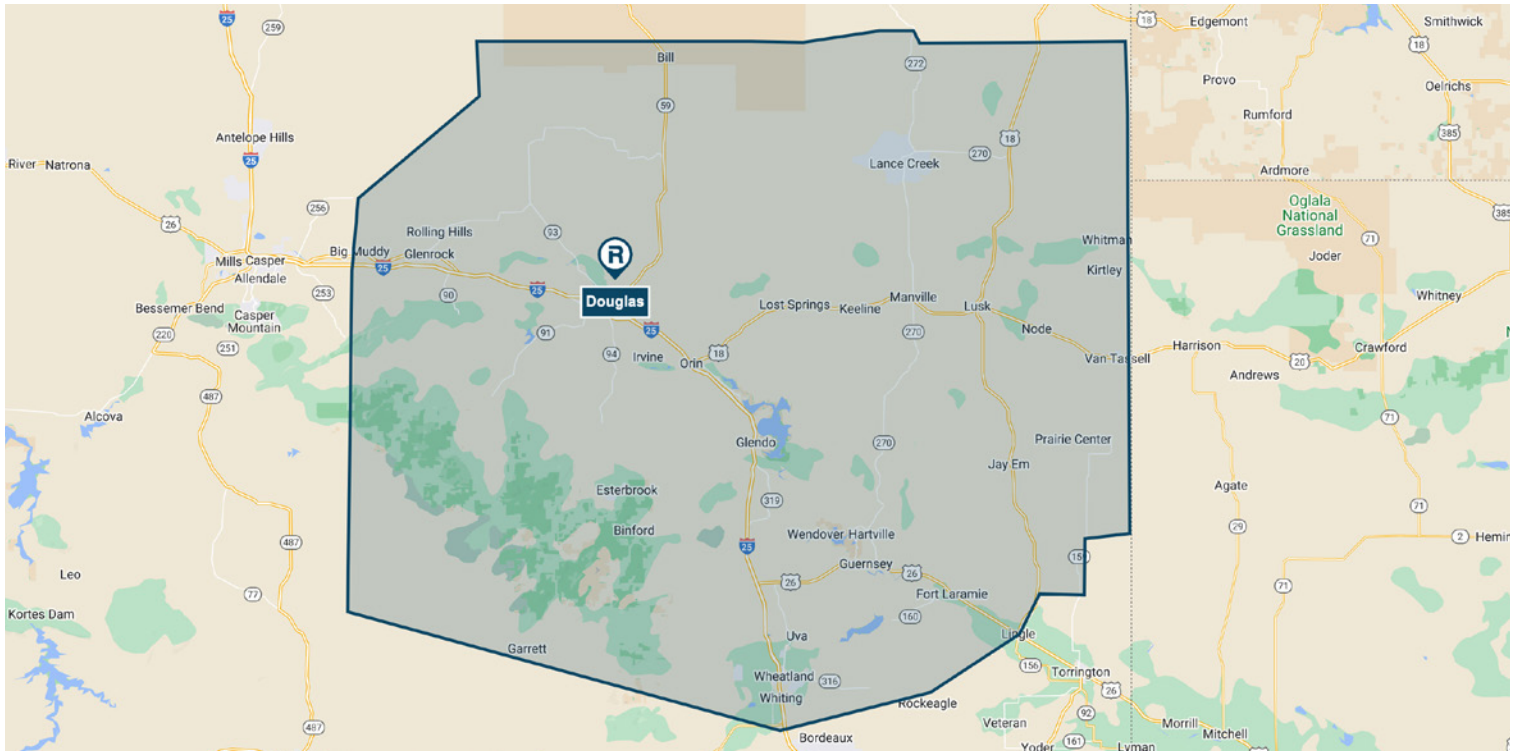
Retail Trade Area Demographic Profile

DOUGLAS, WYOMING

Prepared for City of Douglas
January 2024

Retail Trade Area • Demographic Snapshot

Douglas, Wyoming



Population

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Retail Trade Area • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
Population		
2029 Projection	25,530	
2024 Estimate	25,266	
2020 Census	25,259	
2010 Census	25,481	
Growth 2024 - 2029		1.04%
Growth 2020 - 2024		0.03%
Growth 2010 - 2020		-0.86%
2024 Est. Population by Single-Classification Race	25,266	
White Alone	22,642	89.61%
Black or African American Alone	72	0.28%
Amer. Indian and Alaska Native Alone	227	0.90%
Asian Alone	96	0.38%
Native Hawaiian and Other Pacific Island Alone	17	0.07%
Some Other Race Alone	621	2.46%
Two or More Races	1,591	6.30%
2024 Est. Population by Hispanic or Latino Origin	25,266	
Not Hispanic or Latino	23,331	92.34%
Hispanic or Latino	1,935	7.66%
Mexican	1,213	62.69%
Puerto Rican	2	0.10%
Cuban	1	0.05%
All Other Hispanic or Latino	718	37.11%
2024 Est. Hisp. or Latino Pop by Single-Class. Race	1,935	
White Alone	717	37.05%
Black or African American Alone	2	0.10%
American Indian and Alaska Native Alone	30	1.55%
Asian Alone	3	0.16%
Native Hawaiian and Other Pacific Islander Alone	8	0.41%
Some Other Race Alone	547	28.27%
Two or More Races	627	32.40%
2024 Est. Pop by Race, Asian Alone, by Category	96	
Chinese, except Taiwanese	4	4.17%
Filipino	1	1.04%
Japanese	1	1.04%
Asian Indian	2	2.08%
Korean	79	82.29%
Vietnamese	1	1.04%
Cambodian	0	0.00%
Hmong	0	0.00%
Laotian	0	0.00%
Thai	1	1.04%
All Other Asian Races Including 2+ Category	7	7.29%

DESCRIPTION	DATA	%
2024 Est. Population by Ancestry	25,266	
Arab	0	0.00%
Czech	162	0.64%
Danish	175	0.69%
Dutch	520	2.06%
English	2,470	9.78%
French (except Basque)	322	1.27%
French Canadian	94	0.37%
German	5,874	23.25%
Greek	31	0.12%
Hungarian	136	0.54%
Irish	2,196	8.69%
Italian	493	1.95%
Lithuanian	9	0.04%
United States or American	1,194	4.73%
Norwegian	897	3.55%
Polish	259	1.02%
Portuguese	34	0.14%
Russian	71	0.28%
Scottish	455	1.80%
Scotch-Irish	438	1.73%
Slovak	0	0.00%
Subsaharan African	16	0.06%
Swedish	423	1.67%
Swiss	60	0.24%
Ukrainian	18	0.07%
Welsh	297	1.18%
West Indian (except Hisp. groups)	0	0.00%
Other ancestries	4,284	16.96%
Ancestry Unclassified	4,339	17.17%
2024 Est. Pop Age 5+ by Language Spoken At Home		
Speak Only English at Home	22,123	92.87%
Speak Asian/Pacific Island Language at Home	32	0.13%
Speak IndoEuropean Language at Home	175	0.74%
Speak Spanish at Home	1,472	6.18%
Speak Other Language at Home	18	0.08%

Retail Trade Area • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
2024 Est. Population by Age	25,266	
Age 0 - 4	1,445	5.72%
Age 5 - 9	1,479	5.85%
Age 10 - 14	1,605	6.35%
Age 15 - 17	948	3.75%
Age 18 - 20	910	3.60%
Age 21 - 24	1,078	4.27%
Age 25 - 34	2,461	9.74%
Age 35 - 44	2,975	11.78%
Age 45 - 54	2,805	11.10%
Age 55 - 64	3,475	13.75%
Age 65 - 74	3,572	14.14%
Age 75 - 84	1,891	7.48%
Age 85 and over	621	2.46%
Age 16 and over	20,421	80.82%
Age 18 and over	19,789	78.32%
Age 21 and over	18,879	74.72%
Age 65 and over	6,084	24.08%
2024 Est. Median Age		44.10
2024 Est. Average Age		43.15
2024 Est. Population by Sex	25,266	
Male	12,651	50.07%
Female	12,615	49.93%
2024 Est. Male Population by Age	12,651	
Age 0 - 4	739	5.84%
Age 5 - 9	761	6.01%
Age 10 - 14	828	6.54%
Age 15 - 17	477	3.77%
Age 18 - 20	459	3.63%
Age 21 - 24	531	4.20%
Age 25 - 34	1,237	9.78%
Age 35 - 44	1,448	11.45%
Age 45 - 54	1,388	10.97%
Age 55 - 64	1,765	13.95%
Age 65 - 74	1,809	14.30%
Age 75 - 84	928	7.33%
Age 85 and over	279	2.20%
2024 Est. Median Age, Male		43.93
2024 Est. Average Age, Male		42.91
2024 Est. Female Population by Age	12,615	
Age 0 - 4	706	5.60%
Age 5 - 9	718	5.69%
Age 10 - 14	777	6.16%
Age 15 - 17	471	3.73%
Age 18 - 20	451	3.58%
Age 21 - 24	546	4.33%
Age 25 - 34	1,224	9.70%
Age 35 - 44	1,527	12.11%
Age 45 - 54	1,418	11.24%
Age 55 - 64	1,710	13.56%
Age 65 - 74	1,763	13.98%
Age 75 - 84	964	7.64%
Age 85 and over	341	2.70%
2024 Est. Median Age, Female		44.27
2024 Est. Average Age, Female		43.40

DESCRIPTION	DATA	%
2024 Est. Pop Age 15+ by Marital Status		
Total, Never Married	3,958	19.09%
Males, Never Married	2,197	10.60%
Females, Never Married	1,761	8.49%
Married, Spouse present	12,009	57.91%
Married, Spouse absent	765	3.69%
Widowed	1,195	5.76%
Males Widowed	407	1.96%
Females Widowed	787	3.79%
Divorced	2,810	13.55%
Males Divorced	1,385	6.68%
Females Divorced	1,426	6.88%
2024 Est. Pop Age 25+ by Edu. Attainment		
Less than 9th grade	427	2.40%
Some High School, no diploma	859	4.83%
High School Graduate (or GED)	6,181	34.72%
Some College, no degree	4,353	24.45%
Associate Degree	1,973	11.08%
Bachelor's Degree	2,295	12.89%
Master's Degree	1,356	7.62%
Professional School Degree	216	1.21%
Doctorate Degree	140	0.79%
2024 Est. Pop Age 25+ by Edu. Attain., Hisp./ Lat.		
No High School Diploma	242	23.82%
High School Graduate	501	49.31%
Some College or Associate's Degree	239	23.52%
Bachelor's Degree or Higher	35	3.44%
Households		
2029 Projection	10,824	
2024 Estimate	10,708	
2020 Census	10,680	
2010 Census	10,800	
Growth 2024 - 2029		1.08%
Growth 2020 - 2024		0.26%
Growth 2010 - 2020		0.00%
2024 Est. Households by Household Type	10,708	
Family Households	7,134	66.62%
Nonfamily Households	3,574	33.38%
2024 Est. Group Quarters Population	456	
2024 Households by Ethnicity, Hispanic/Latino	599	

Retail Trade Area • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
2024 Est. Households by Household Income	10,708	
Income < \$15,000	786	7.34%
Income \$15,000 - \$24,999	561	5.24%
Income \$25,000 - \$34,999	858	8.01%
Income \$35,000 - \$49,999	1,257	11.74%
Income \$50,000 - \$74,999	1,846	17.24%
Income \$75,000 - \$99,999	1,357	12.67%
Income \$100,000 - \$124,999	1,145	10.69%
Income \$125,000 - \$149,999	836	7.81%
Income \$150,000 - \$199,999	1,057	9.87%
Income \$200,000 - \$249,999	566	5.29%
Income \$250,000 - \$499,999	333	3.11%
Income \$500,000+	106	0.99%
2024 Est. Average Household Income		\$99,084
2024 Est. Median Household Income		\$75,740
2024 Median HH Inc. by Single-Class. Race or Eth.		
White Alone		\$76,282
Black or African American Alone		\$46,960
American Indian and Alaska Native Alone		\$20,475
Asian Alone		\$56,502
Native Hawaiian and Other Pacific Islander Alone		\$39,240
Some Other Race Alone		\$70,423
Two or More Races		\$78,529
Hispanic or Latino		\$79,248
Not Hispanic or Latino		\$75,596
2024 Est. HH by Type and Presence of Own Child.	10,708	
Family Households with Children	2,775	25.91%
Family Households without Children	7,933	74.08%
Married-Couple Families	5,909	55.18%
Married-Couple Family, own children	2,148	20.06%
Married-Couple Family, no own children	3,760	35.11%
Cohabiting-Couple Families	1,011	9.44%
Cohabiting-Couple Family, own children	329	3.07%
Cohabiting-Couple Family, no own children	682	6.37%
Male Householder Families	1,893	17.68%
Male Householder, own children	101	0.94%
Male Householder, no own children	141	1.32%
Male Householder, only Nonrelatives	70	0.65%
Male Householder, Living Alone	1,580	14.76%
Female Householder Families	1,896	17.71%
Female Householder, own children	196	1.83%
Female Householder, no own children	204	1.90%
Female Householder, only Nonrelatives	12	0.11%
Female Householder, Living Alone	1,483	13.85%

DESCRIPTION	DATA	%
2024 Est. Households by Household Size	10,708	
1-person	3,303	30.85%
2-person	4,104	38.33%
3-person	1,296	12.10%
4-person	1,104	10.31%
5-person	555	5.18%
6-person	212	1.98%
7-or-more-person	134	1.25%
2024 Est. Average Household Size		2.32
2024 Est. Households by Number of Vehicles	10,708	
No Vehicles	235	2.19%
1 Vehicle	2,839	26.51%
2 Vehicles	3,596	33.58%
3 Vehicles	2,193	20.48%
4 Vehicles	1,222	11.41%
5 or more Vehicles	625	5.84%
2024 Est. Average Number of Vehicles		2.4
Family Households		
2029 Projection	7,214	
2024 Estimate	7,134	
2020 Estimate	6,879	
2010 Census	7,175	
Growth 2024 - 2029		1.12%
Growth 2020 - 2024		3.71%
Growth 2010 - 2020		-4.12%
2024 Est. Families by Poverty Status	7,134	
2024 Families at or Above Poverty	6,666	93.44%
2024 Families at or Above Poverty with Children	2,630	36.87%
2024 Families Below Poverty	468	6.56%
2024 Families Below Poverty with Children	349	4.89%
2024 Est. Pop 16+ by Employment Status		
Civilian Labor Force, Employed	11,979	58.66%
Civilian Labor Force, Unemployed	391	1.91%
Armed Forces	51	0.25%
Not in Labor Force	8,000	39.17%
2024 Est. Civ. Employed Pop 16+ by Class of Worker		
For-Profit Private Workers	6,894	57.07%
Non-Profit Private Workers	711	5.89%
Local Government Workers	233	1.93%
State Government Workers	620	5.13%
Federal Government Workers	1,600	13.25%
Self-Employed Workers	1,894	15.68%
Unpaid Family Workers	127	1.05%

Retail Trade Area • Demographic Profile

Douglas, Wyoming

DESCRIPTION	DATA	%
2024 Est. Civ. Employed Pop 16+ by Occupation		
Architect/Engineer	142	1.18%
Arts/Entertainment/Sports	100	0.83%
Building Grounds Maintenance	475	3.93%
Business/Financial Operations	339	2.81%
Community/Social Services	199	1.65%
Computer/Mathematical	105	0.87%
Construction/Extraction	1,194	9.89%
Education/Training/Library	1,077	8.92%
Farming/Fishing/Forestry	462	3.83%
Food Prep/Serving	556	4.60%
Health Practitioner/Technician	493	4.08%
Healthcare Support	320	2.65%
Maintenance Repair	835	6.91%
Legal	63	0.52%
Life/Physical/Social Science	166	1.37%
Management	1,697	14.05%
Office/Admin. Support	1,137	9.41%
Production	582	4.82%
Protective Services	154	1.27%
Sales/Related	611	5.06%
Personal Care/Service	210	1.74%
Transportation/Moving	1,160	9.60%
2024 Est. Pop 16+ by Occupation Classification		
White Collar	6,129	50.74%
Blue Collar	3,772	31.23%
Service and Farm	2,177	18.02%
2024 Est. Workers Age 16+ by Transp. to Work		
Drove Alone	8,948	75.21%
Car Pooled	1,271	10.68%
Public Transportation	315	2.65%
Walked	483	4.06%
Bicycle	8	0.07%
Other Means	131	1.10%
Worked at Home	741	6.23%
2024 Est. Workers Age 16+ by Travel Time to Work		
Less than 15 Minutes	6,392	
15 - 29 Minutes	1,746	
30 - 44 Minutes	1,371	
45 - 59 Minutes	505	
60 or more Minutes	1,241	
2024 Est. Avg Travel Time to Work in Minutes		23
2024 Est. Occupied Housing Units by Tenure	10,708	
Owner Occupied	7,964	61.86%
Renter Occupied	2,744	25.63%
2024 Owner Occ. HUs: Avg. Length of Residence		16.84 [†]
2024 Renter Occ. HUs: Avg. Length of Residence		7.84 [†]

DESCRIPTION	DATA	%
2024 Est. Owner-Occupied Housing Units by Value	7,964	
Value Less than \$20,000	318	3.99%
Value \$20,000 - \$39,999	79	0.99%
Value \$40,000 - \$59,999	115	1.44%
Value \$60,000 - \$79,999	74	0.93%
Value \$80,000 - \$99,999	155	1.95%
Value \$100,000 - \$149,999	525	6.59%
Value \$150,000 - \$199,999	922	11.58%
Value \$200,000 - \$299,999	2,176	27.32%
Value \$300,000 - \$399,999	1,360	17.08%
Value \$400,000 - \$499,999	813	10.21%
Value \$500,000 - \$749,999	620	7.79%
Value \$750,000 - \$999,999	368	4.62%
Value \$1,000,000 or \$1,499,999	186	2.34%
Value \$1,500,000 or \$1,999,999	59	0.74%
Value \$2,000,000+	195	2.45%
2024 Est. Median All Owner-Occupied Housing Value		\$280,830
2024 Est. Housing Units by Units in Structure		
1 Unit Detached	9,134	70.94%
1 Unit Attached	331	2.57%
2 Units	215	1.67%
3 or 4 Units	176	1.37%
5 to 19 Units	389	3.02%
20 to 49 Units	361	2.80%
50 or More Units	55	0.43%
Mobile Home or Trailer	2,181	16.94%
Boat, RV, Van, etc.	34	0.26%
2024 Est. Housing Units by Year Structure Built		
Housing Units Built 2020 or later	159	1.24%
Housing Units Built 2010 to 2019	820	6.37%
Housing Units Built 2000 to 2009	1,831	14.22%
Housing Units Built 1990 to 1999	1,254	9.74%
Housing Units Built 1980 to 1989	1,320	10.25%
Housing Units Built 1970 to 1979	3,297	25.61%
Housing Units Built 1960 to 1969	697	5.41%
Housing Units Built 1950 to 1959	827	6.42%
Housing Units Built 1940 to 1949	623	4.84%
Housing Unit Built 1939 or Earlier	2,046	15.89%
2024 Est. Median Year Structure Built		1977

[†] Years



About The Retail Coach®

The Retail Coach is a national retail recruitment and development firm that combines strategy, technology, and creative expertise to develop and deliver high-impact retail recruitment and development plans to local governments, chambers of commerce, economic development organizations and private developers.

Through its unique Retail360® Process, The Retail Coach offers a dynamic system of products and services that better enable communities to maximize their retail development potential.

Retail:360® Process

Providing more than simple data reports of psychographic and demographic trends, The Retail Coach goes well beyond other retail consulting and market research firms' offerings by combining current national and statewide demographics and trend data with real-world, "on-the-ground" information gathered through extensive visits to our clients' communities. Every community is different, and there is no "one size fits all" retail recruitment solution. Compiling the gathered data into client-tailored information packets that are uniquely designed for, and targeted to, specific retailers and restaurants who meet the community's needs help assure our clients that they are receiving the latest and best information for targeted retail recruitment efforts — all with personal service and coaching guidance that continues beyond the initial project scope and timeline.

Our Retail:360® Process assures that communities get timely, accurate and relevant information. Translating that data into the information that retailers need and seek assures our clients even better possibilities for tremendous retail growth and success.



The**Retail**Coach®

ACKNOWLEDGMENTS

The observations, conclusions and recommendations contained in this study are solely those of The Retail Coach, LLC and should not be construed to represent the opinions of others, including its clients, or any other entity prior to such entity's express approval of this study.

All information furnished is from sources deemed reliable and is submitted subject to errors, omissions, change of terms and/or conditions.

Sources used in completing this study include: infoUSA™, Applied Geographic Solutions, Claritas, ESRI, U.S. Census Bureau, Economy.com, AlphaMap, Spatial Insights Inc., Urban Land Institute, CensusViewer.com, International Council of Shopping Centers, and/or U.S. Bureau of Labor and Statistics. To better represent current data, where applicable, portions of estimated actual sales may be calculated using an average sales per square foot model. Mapping data is provided by Google, Nielsen, ESRI and/or Microsoft Corporation.

All information furnished is from sources deemed reliable and is submitted subject to errors, omissions, change of terms and/or conditions.

FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

THE FIRST AMENDMENT ("First Amendment") is made and entered into this ____ day of _____, 2024, ("Effective Date"), by and between the City of Douglas (the "Client"), and The Retail Coach, LLC., ("Professional") (collectively the "Parties").

WHEREAS, the Parties entered into an Agreement for Professional Services, dated November 28, 2023 ("Agreement"); and

WHEREAS, the Parties desire to extend the term of the Agreement and enter into this First Amendment.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. The term of the Agreement is extended one year to November 28, 2025. The Client shall pay Professional an amount not to exceed Thirty Thousand Dollars and No Cents (\$30,000.00) for the extended term.
2. Professional will submit two invoices of Fifteen Thousand Dollars and No Cents each – one at execution, and the other at 90 Days.
3. This agreement will auto-renew for another 12 month term on November 28, 2025 at \$25,000, unless Client notifies professional prior to November 28, 2025.
4. All other terms and obligations of the Agreement, not modified by this First Amendment, shall remain in full force and effect.

[Remainder of page left intentionally blank – Signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment on the date first set forth above

EXECUTED this _____ day of _____, 2024.

City of Douglas

By: _____

Name: J.D. Cox

Title: City Manager

EXECUTED this _____ day of _____, 2024.

The Retail Coach, LLC.

By: _____

Name: Aaron Farmer

Title: President



Agenda Item Report

City Council – November 25, 2024

Item

HDR Water Treatment Plant Study

Responsible Staff Contact

Josh Oberlander

Recommendation

Authorize the City Manager to sign the contract to begin the water treatment plant feasibility study.

Executive Summary

The overarching goal of this feasibility study to provide sufficient information needed in order for the City of Douglas to select and implement a new water treatment train process.

Background

HDR will perform to provide the City of Douglas direction needed to perform a relevant analysis of the system's source water. Previous feasibility level studies have not formally established the goals for the level of treatment to be provided by the City of Douglas Water Treatment Plant. The HDR team will formally work through a process to establish the finished water criteria that will be the basis for the alternative analysis, data collection, feasibility study, as well as final design. The previous reports have identified the need to conduct extensive bench scale testing and equipment piloting. Following the collection of initial raw water samples and development of finished water goals the HDR team will coordinate discussions of the bench scale testing and equipment piloting duration with the City of Douglas. The HDR team will participate with two meetings, one each with the City of Douglas. Prior to the meetings HDR will prepare a presentation summarizing the raw water sampling results, finished water treatment goals and development process, as well as the recommended bench scale testing and piloting duration.

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI

SD Outcome

SD Outcome Strategy

SD Outcome KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department Water Fund

Project/Line Item(s) 31-5856-2158

Budgeted Amount Budget Amendment in place

Anticipated Amount \$88,065

Action Requested/Recommended Motion

Authorize the City Manager to sign Contract with HDR for the water treatment plant study.

Attachments

1. Douglas WTP Short Form Owner-Engineer Agreement
2. City of Douglas - Water Treatment Feasibility Development_Proposal-1

**SHORT FORM AGREEMENT BETWEEN OWNER AND
HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made as of this ____ day of November, 2024, between City of Douglas (“OWNER”) a municipality, with principal offices at 101 N. 4th Street, Douglas, WY, and HDR ENGINEERING, INC., (“ENGINEER” or “CONSULTANT”) for services in connection with the project known as City of Douglas Water Treatment Plant Feasibility Development(“Project”);

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services (“Services”) in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The HDR Engineering, Inc. Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached “HDR Engineering, Inc. Terms and Conditions for Professional Services.”

SECTION IV. COMPENSATION

Compensation for ENGINEER’S services under this Agreement shall be on the basis of Time and Materials, with a not-to-exceed limit of \$88,065.

The amount of any sales tax, excise tax, value added tax (VAT), or gross receipts tax that may be imposed on this Agreement shall be added to the ENGINEER’S compensation as Reimbursable Expenses.

Compensation terms are defined as follows:

Time and Materials shall mean an hourly rate to be paid as total compensation for each hour an employee works on the project, plus Reimbursable Expenses. Hourly Rates are outlined in the “HDR Engineering 2025 Hourly Billing Rates” attached in Exhibit C.

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, technology charges, telephone, telex, shipping and express, and other incurred expense. ENGINEER will add ten percent (10%) to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability.

SECTION V. PERIOD OF SERVICE

Upon receipt of written authorization to proceed, ENGINEER shall perform the services described in Exhibit A as follows:

Task	Start	Finish
100. Raw Water Sampling Plan	December 2024	July 2025
200. Finished Water Treatment Goal Development	December 2024	July 2025
300. Water Treatment Process Alternative Analysis	December 2024	July 2025
400. Project and Contract Management	December 2024	July 2025

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER’S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER’S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER’S compensation shall be equitably adjusted.

SECTION VI. SPECIAL PROVISIONS

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

CITY OF DOUGLAS

“OWNER”

BY: _____

NAME: JD Cox

TITLE: City Manager

ADDRESS: P.O. Box 1030
Douglas WY 82633

HDR ENGINEERING, INC.

“ENGINEER”

BY: _____

NAME: Jason L. Kjenstad

TITLE: Sr. Vice President

ADDRESS: 101 S. Phillip Avenue, #401
Sioux Falls, SD 57104

EXHIBIT A
SCOPE OF SERVICES

Phase 1 - Water Treatment Feasibility Development

Project Description

The overarching goal of this feasibility report data is to provide sufficient information needed in order for the City of Douglas to select and implement a new water treatment train process.

HDR's services are expected to be segmented into two task orders (TO). Under TO 1, HDR's primary services include:

- Prepare a raw water sampling plan for the existing surface water intake
- Support the development of finished water treatment goals
- Attend & participate in water treatment goal development discussions with the City of Douglas
- Prepare a water treatment process alternative analysis; analysis to include evaluation of process equipment and applicable current drinking water standards
- Based on the City's chosen technology, prepare a water treatment equipment piloting schedule and cost estimate
- Project management and administration

Scope of Services to be Performed by HDR on the Project

The technical work is broken down into the following tasks:

Phase 1- Water Treatment Feasibility Development	
Task 100	Raw Water Sampling Plan
Task 200	Finished Water Treatment Goal Development
Task 300	Water Treatment Process Alternative Analysis

Task 100 – Raw Water Sampling Plan

This task describes the items HDR will perform to provide the City of Douglas direction needed to perform a relevant analysis of the system's source water.

The HDR team will prepare a Raw Water Sampling plan for the North Platte that will include the follow components:

- Raw Water Source Overview
- Description of Sampling Goals
- Summary of constituents and contaminants to be collected with description of relationship to treatability criteria
- Recommended Sampling Schedule; including location/depth, frequency, seasonal timing, number of samples
- Conduct quality control review of draft and final Sampling Plan.

In additional HDR will prepare a sample track spreadsheet that allow for data compilation to take place as samples are collected and results received. This spreadsheet will include graphing to allow for the interpretation of data and trends on an ongoing basis.

DELIVERABLES:

- Draft Raw Water Sampling Plan
- Final Raw Water Sampling Plan
- Sample tracking spreadsheet

ASSUMPTIONS:

- City of Douglas will perform the raw water sampling including labor required to collect samples as well as delivery to lab for analysis. City of Douglas will also pay for all lab testing as required.
- All deliverables will be provided as electronic documents (.pdf, .docx, or .xlsx).

Task 200 – Finished Water Treatment Goal Development

Previous feasibility level studies have not formally established the goals for the level of treatment to be provided by the City of Douglas Water Treatment Plant. As a component to the TO 1 the HDR team will formally work through a process to establish the finished water criteria that will be the basis for the alternative analysis, data collection, feasibility study, as well as final design.

HDR will perform the following tasks:

- Attend goal review and development meetings
- Prepare Finished Water Goal Presentation in advance of group discussions
 - Presentation will cover primary standards, secondary standards, comparison of initial sampling results, Surface Water Treatment Rule, disinfection alternatives, existing community treated water quality & stability, operational variations, operational complexity and automation
- Based on meeting discussion and notes from goal development meeting, HDR will develop a memo documenting and establishing the finished water goals
 - Provide quality review of presentation and treatment goal memo

DELIVERABLES:

- Draft Finished Water Goal Presentation
- Final Finished Water Goal Presentation
- Draft Finished Water Goals Memo
- Final Finished Water Goals Memo following review

ASSUMPTIONS:

- The HDR team will attend goal development meetings in person. This Includes the attendance of up to three meetings with two PE attendance and one other via video conference.
- HDR and Douglas will coordinate the schedule and attendance of all goal development meetings.
- All deliverables will be provided as electronic documents (.pdf, docx, or .pptx).

Task 300 –Water Treatment Process Alternative Analysis

The previous reports have identified the need to conduct extensive bench scale testing and equipment piloting. Following the collection of initial raw water samples and development of finished water goals the HDR team will coordinate discussions of the bench scale testing and equipment piloting duration with the City of Douglas.

The HDR team will participate with two meetings, one each with the City of Douglas. Prior to the meetings HDR will prepare a presentation summarizing the raw water sampling results, finished water treatment goals and development process, as well as the recommended bench scale testing and piloting duration.

HDR will prepare a water treatment process alternative analysis that will including the following components:

- Executive Summary
- Sampling Plan results summary
 - Evaluate source water composition based on the data collected within Task 100
- Finished Water Goal development summary
 - Incorporate the results of Task 200
- Current and anticipated Drinking Water Standards summary
 - Prepare an evaluation of Drinking Water Standards and provide comparison to rank of source water sample results
- Treatment Process Technology Overview and Analysis
 - Evaluate available water treatment processes including sedimentation, clarification, softening (if determined to be a system goal), filtration, residuals handling, disinfection.
- Alternative Treatment Process Scenarios
 - Evaluate previous treatment scheme and develop treatment processes alternatives based on technology analysis
- Alternative Treatment Process Scenarios – Drawings and Diagrams
 - Prepare conceptual alternative treatment process diagram drawings
- Provide a summary of additional recommended testing, piloting, and data gathering
- Conceptual treatment alternative scenario OPCC (conceptual estimates) consistent with Class V estimating (conceptual costs)
 - Prepare a cost estimate for up to three alternatives. Cost estimates to include both capital and O&M costs. Sizing of equipment to be based on conservative industry assumptions. Assumptions to be updated following completion of additional recommended testing, piloting, and data gathering, within separate TO scope.
- Conduct quality control review of draft & final Water Treatment Alternative Analysis.

It is anticipated that TO 1 will be the first phase of the process necessary to complete the sampling/testing/piloting/data treatment process selection process. As part of this TO, HDR will

develop a schedule or “road map” of the phases that will be completed to collect information. The schedule will include the following:

- Bench scale testing
- Equipment pilot testing
- Pilot equipment procurement
- Pilot equipment installation/setup
- Post piloting treatment process selection

DELIVERABLES

- Draft Water Treatment Alternative Analysis
- Final Water Treatment Alternative Analysis
- Water Treatment Piloting and Design Schedule Development (Draft and Final)

ASSUMPTIONS

- One draft analysis will be provided for comment to City of Douglas. One review session will be completed following the draft analysis transmission. Comments received will be incorporated into the final analysis.
- Recommended additional sampling/testing, piloting, and methods of testing will not be designed or specified in detail; rather equipment, duration, seasons, criteria where additional data is needed will be recommended.
- All deliverables will be provided as electronic documents (.pdf or .docx).
- Schedule will be based on duration of time rather than calendar due to the unknown status of funding availability.

Task 400 - Project Management and Administration

PROJECT MANAGEMENT AND COORDINATION

HDR will manage and control its professional services contract to provide completion of the TOs. Under this task, HDR will prepare and implement a project management plan, provide scope, schedule, and cost control services, conduct monthly internal meetings, attend monthly team meetings, and administer the contract.

DELIVERABLES:

- Monthly invoices and progress reports

ASSUMPTIONS:

This task order will be completed by July 31, 2025.

EXHIBIT B
TERMS AND CONDITIONS

HDR Engineering, Inc. Terms and Conditions for Professional Services

1. STANDARD OF PERFORMANCE

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. If flying an Unmanned Aerial System (UAS or drone), ENGINEER will procure and maintain aircraft unmanned aerial systems insurance of \$1,000,000 per occurrence. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract. The employees of both parties are intended third party beneficiaries of this waiver of consequential damages.

3. OPINIONS OF PROBABLE COST

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s) methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be

entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

5. CONTROLLING LAW

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

6. SERVICES AND INFORMATION

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

7. SUCCESSORS, ASSIGNS AND BENEFICIARIES

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees,

arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9. TERMINATION OF AGREEMENT

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make payments to ENGINEER within thirty (30) days of OWNER's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance

of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. HAZARDOUS MATERIALS

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and

OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

17. ALLOCATION OF RISK

OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF \$1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. ENGINEER'S AND SUBCONSULTANTS' EMPLOYEES ARE INTENDED THIRD PARTY BENEFICIARIES OF THIS ALLOCATION OF RISK.

18. LITIGATION SUPPORT

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

19. NO THIRD PARTY BENEFICIARIES

Except as otherwise provided in this Agreement, no third party beneficiaries are intended under this Agreement. In the event a reliance letter or certification is required under the scope of services, the parties agree to use a form that is mutually acceptable to both parties.

20. UTILITY LOCATION

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

21. UNMANNED AERIAL SYSTEMS

If operating UAS, ENGINEER will obtain all permits or exemptions required by law to operate any UAS included in the services. ENGINEER's operators have completed the training, certifications and licensure as required by the applicable jurisdiction in which the UAS will be operated. OWNER will obtain any necessary permissions for ENGINEER to operate over private property, and assist, as necessary, with all other necessary permissions for operations.

22. OPERATIONAL TECHNOLOGY SYSTEMS

OWNER agrees that the effectiveness of operational technology systems and features designed, recommended or assessed by ENGINEER (collectively "OT Systems") are dependent upon OWNER's continued operation and maintenance of the OT Systems

in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT Systems in accordance with applicable laws, regulations, and industry standards (e.g. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

23. FORCE MAJEURE

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.

24. EMPLOYEE IMMUNITY

The parties to this Agreement acknowledge that an individual employee or agent may not be held individually liable for negligence with regard to services provided under this Agreement. To the maximum extent permitted by law, the parties intend i) that this limitation on the liability of employees and agents shall include directors, officers, employees, agents and representatives of each party and of any entity for whom a party is legally responsible, and ii) that any such employee or agent identified by name in this Agreement shall not be deemed a party.

EXHIBIT C
BILLING RATES



HDR Engineering 2025 Hourly Billing Rates

Billing Title	Billing Rate	Billing Title	Billing Rate
Managing Principal	245	Right of Way 4	195
Project Manager 5	235	Right of Way 3	175
Project Manager 4	225	Right of Way 2	155
Project Manager 3	210	Right of Way 1	120
Project Manager 2	195	Right of Way Coordinator	105
Project Manager 1	180	Environmental/Hydrologist/Geologist 6	210
Engineer 9	235	Environmental/Hydrologist/Geologist 5	195
Engineer 8	225	Environmental/Hydrologist/Geologist 4	170
Engineer 7	210	Environmental/Hydrologist/Geologist 3	150
Engineer 6	195	Environmental/Hydrologist/Geologist 2	130
Engineer 5	180	Environmental/Hydrologist/Geologist 1	110
Engineer 4	165	Surveyor 5	190
Engineer 3	150	Surveyor 4	170
Engineer 2	135	Surveyor 3	150
Engineer 1	125	Surveyor 2	130
System Integrator 4	195	Surveyor 1	110
System Integrator 3	175	Construction Manager 5	245
System Integrator 2	155	Construction Manager 4	235
System Integrator 1	125	Construction Manager 3	215
CADD/GIS Technician 6	185	Construction Manager 2	205
CADD/GIS Technician 5	165	Construction Manager 1	185
CADD/GIS Technician 4	145	Strategic Comm/Graphic Designer 4	165
CADD/GIS Technician 3	125	Strategic Comm/Graphic Designer 3	145
CADD/GIS Technician 2	115	Strategic Comm/Graphic Designer 2	130
CADD/GIS Technician 1	105	Strategic Comm/Graphic Designer 1	105
Technician 5	170	Project Controller	120
Technician 4	150	Project Accountant	110
Technician 3	135	Project Assistant	105
Technician 2	115	Admin Assistant	85
Technician 1	105		

Rates shall be adjusted annually. HDR may hire contract workers that will be assigned a billing rate based on this rate sheet. HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise will be billed at the below rates.

Billing Title	Billing Rate
Technical Expert 8	355
Technical Expert 7	335
Technical Expert 6	315
Technical Expert 5	305
Technical Expert 4	285
Technical Expert 3	265
Technical Expert 2	245
Technical Expert 1	225

**REIMBURSABLE EXPENSES**

Reimbursable Expense shall mean actual expenses incurred for travel, meals, subconsultants, shipping, and other incurred expense. If negotiated with Owner in the contract, HDR will add an agreed to percentage mark-up to subconsultant invoices to cover administrative expenses and vicarious liability. Specialty equipment charges apply to specific equipment used on the project.

Expense	Rate
Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
Drone	\$275.00 per day
HDR Vehicle Mileage	\$0.75 per mile
Personal Vehicle Mileage	IRS rate per mile
Printing (in-house)	
B&W 8.5x11	\$0.0857 each
Color 8.5x11	\$0.1801 each
B&W 11x17	\$0.1714 each
Color 11x17	\$0.3602 each
Plots Bond	\$0.55 per sq. ft.

Phase 1 - Water Treatment Feasibility Development Proposal

Project Description

The overarching goal of this feasibility report data is to provide sufficient information needed in order for the City of Douglas to select and implement a new water treatment train process.

HDR's services are expected to be segmented into two task orders (TO). Under TO 1, HDR's primary services include:

- Prepare a raw water sampling plan for the existing surface water intake
- Support the development of finished water treatment goals
- Attend & participate in water treatment goal development discussions with the City of Douglas
- Prepare a water treatment process alternative analysis; analysis to include evaluation of process equipment and applicable current drinking water standards
- Based on the City's chosen technology, prepare a water treatment equipment piloting schedule and cost estimate
- Project management and administration

Scope of Services to be Performed by HDR on the Project

The technical work is broken down into the following tasks:

Phase 1- Water Treatment Feasibility Development	
Task 100	Raw Water Sampling Plan
Task 200	Finished Water Treatment Goal Development
Task 300	Water Treatment Process Alternative Analysis

Task 100 – Raw Water Sampling Plan

This task describes the items HDR will perform to provide the City of Douglas direction needed to perform a relevant analysis of the system's source water.

The HDR team will prepare a Raw Water Sampling plan for the North Platte that will include the follow components:

- Raw Water Source Overview
- Description of Sampling Goals
- Summary of constituents and contaminants to be collected with description of relationship to treatability criteria

- Recommended Sampling Schedule; including location/depth, frequency, seasonal timing, number of samples
- Conduct quality control review of draft and final Sampling Plan.

In addition HDR will prepare a sample track spreadsheet that allow for data compilation to take place as samples are collected and results received. This spreadsheet will include graphing to allow for the interpretation of data and trends on an ongoing basis.

DELIVERABLES:

- Draft Raw Water Sampling Plan
- Final Raw Water Sampling Plan
- Sample tracking spreadsheet

ASSUMPTIONS:

- City of Douglas will perform the raw water sampling including labor required to collect samples as well as delivery to lab for analysis. City of Douglas will also pay for all lab testing as required.
- All deliverables will be provided as electronic documents (.pdf, .docx, or .xlsx).

Task 200 – Finished Water Treatment Goal Development

Previous feasibility level studies have not formally established the goals for the level of treatment to be provided by the City of Douglas Water Treatment Plant. As a component to the TO 1 the HDR team will formally work through a process to establish the finished water criteria that will be the basis for the alternative analysis, data collection, feasibility study, as well as final design.

HDR will perform the following tasks:

- Attend goal review and development meetings
- Prepare Finished Water Goal Presentation in advance of group discussions
 - Presentation will cover primary standards, secondary standards, comparison of initial sampling results, Surface Water Treatment Rule, disinfection alternatives, existing community treated water quality & stability, operational variations, operational complexity and automation
- Based on meeting discussion and notes from goal development meeting, HDR will develop a memo documenting and establishing the finished water goals
 - Provide quality review of presentation and treatment goal memo

DELIVERABLES:

- Draft Finished Water Goal Presentation
- Final Finished Water Goal Presentation
- Draft Finished Water Goals Memo
- Final Finished Water Goals Memo following review

ASSUMPTIONS:

- The HDR team will attend goal development meetings in person. This includes the attendance of up to three meetings with two PE attendance and one other via video conference.
- HDR and Douglas will coordinate the schedule and attendance of all goal development meetings.
- All deliverables will be provided as electronic documents (.pdf, docx, or .pptx).

Task 300 –Water Treatment Process Alternative Analysis

The previous reports have identified the need to conduct extensive bench scale testing and equipment piloting. Following the collection of initial raw water samples and development of finished water goals the HDR team will coordinate discussions of the bench scale testing and equipment piloting duration with the City of Douglas.

The HDR team will participate with two meetings, one each with the City of Douglas. Prior to the meetings HDR will prepare a presentation summarizing the raw water sampling results, finished water treatment goals and development process, as well as the recommended bench scale testing and piloting duration.

HDR will prepare a water treatment process alternative analysis that will include the following components:

- Executive Summary
- Sampling Plan results summary
 - Evaluate source water composition based on the data collected within Task 100
- Finished Water Goal development summary
 - Incorporate the results of Task 200
- Current and anticipated Drinking Water Standards summary
 - Prepare an evaluation of Drinking Water Standards and provide comparison to rank of source water sample results
- Treatment Process Technology Overview and Analysis
 - Evaluate available water treatment processes including sedimentation, clarification, softening (if determined to be a system goal), filtration, residuals handling, disinfection.
- Alternative Treatment Process Scenarios
 - Evaluate previous treatment scheme and develop treatment processes alternatives based on technology analysis
- Alternative Treatment Process Scenarios – Drawings and Diagrams
 - Prepare conceptual alternative treatment process diagram drawings
- Provide a summary of additional recommended testing, piloting, and data gathering
- Conceptual treatment alternative scenario OPCC (conceptual estimates) consistent with Class V estimating (conceptual costs)
 - Prepare a cost estimate for up to three alternatives. Cost estimates to include both capital and O&M costs. Sizing of equipment to be based on conservative industry assumptions. Assumptions to be updated following completion of

additional recommended testing, piloting, and data gathering, within separate TO scope.

- Conduct quality control review of draft & final Water Treatment Alternative Analysis.

It is anticipated that TO #1 will be the first phase of the process necessary to complete the sampling/testing/piloting/data treatment process selection process. As part of this TO HDR will develop a schedule or “road map” of the phases that will be completed to collect information. The schedule will include the following:

- Bench scale testing
- Equipment pilot testing
- Pilot equipment procurement
- Pilot equipment installation/setup
- Post piloting treatment process selection

DELIVERABLES

- Draft Water Treatment Alternative Analysis
- Final Water Treatment Alternative Analysis
- Water Treatment Piloting and Design Schedule Development (Draft and Final)

ASSUMPTIONS

- One draft analysis will be provided for comment to City of Douglas. One review session will be completed following the draft analysis transmission. Comments received will be incorporated into the final analysis.
- Recommended additional sampling/testing, piloting, and methods of testing will not be designed or specified in detail; rather equipment, duration, seasons, criteria where additional data is needed will be recommended.
- All deliverables will be provided as electronic documents (.pdf or .docx).
- Schedule will be based on duration of time rather than calendar due to the unknown status of funding availability.

Task 400 - Project Management and Administration

PROJECT MANAGEMENT AND COORDINATION

HDR will manage and control its professional services contract to provide completion of the TOs. Under this task, HDR will prepare and implement a project management plan, provide scope, schedule, and cost control services, conduct monthly internal meetings, attend monthly team meetings, and administer the contract.

DELIVERABLES:

- Monthly invoices and progress reports

ASSUMPTIONS:

- This task order will be completed by June 1, 2025.



Periods of Service

It is anticipated that TO 1 will occur between October 2024 and June 2025. Upon receipt of written authorization to proceed, HDR shall perform the services described in Part 2.0 within the following time frame, for an amount of \$88,065:

Task	Start	Finish
100. Raw Water Sampling Plan	October 2024	June 2025
200. Finished Water Treatment Goal Development	October 2024	June 2025
300. Water Treatment Process Alternative Analysis	October 2024	June 2025
400. Project and Contract Management	October 2024	June 2025

Should you have any questions on the presented scope and fee, please do not hesitate to reach out to HDR.

Sincerely,

HDR Engineering, Inc.

Brandon Noble PE
Project Manager

Jason Kjenstad
Sr Vice President



Agenda Item Report

City Council – November 25, 2024

Item

City Hall: Change Order No. 5 (block painting and metal deduct)

Responsible Staff Contact

Clara Chaffin, JD Cox

Recommendation

Recommend approval of Change Order No. 5.

Executive Summary

Change Order No. 5 consists of painting the concrete block around each window (\$2,376.00) and a deduct of the metal at the concrete slabs (-\$792.00) for a total net add of \$1,584.00. This brings the total budget for the project to \$426,078.98 (\$7,078.98 over budget).

Background

The original design concepts identified dark gray trim around each of the windows as shown in the images below. This block color around the windows was intended to match the trim that highlights the roof line trim as well. This original concept was presented to the Downtown Historic District Review Panel and approved as it highlighted one of the building's last remaining historic features. However, a review of the construction documents indicates this feature was inadvertently not included.





Project Budget History

Budgeted: \$419,000.00

Bid: \$389,000.00

CO1: \$14,803.80

CO2: \$2,730.00

CO3: \$27,761.18

CO4: \$(9,800.00)

CO5: \$1,584.00

Total CO's: \$37,078.98

Total New Cost with CO's: \$426,078.98

Over Budget: \$(7,078.98)

Alignment to Strategic Doing (SD) and/or Other Plans

SD Commitment

SD Commitment Strategy

SD Commitment KPI

SD Outcome

SD Outcome Strategy

SD Outcome KPI

2014 Master Plan

2015 Downtown Master Plan

Budget/Fiscal Impact

Fund/Department: 55-5570-6542

Project/Line Item(s): Project 1030 City Hall Site Improvements

Budgeted Amount: \$419,000

Anticipated Amount: \$426,078.98

Action Requested/Recommended Motion

Approve Change Order No. 5 as presented.

Attachments

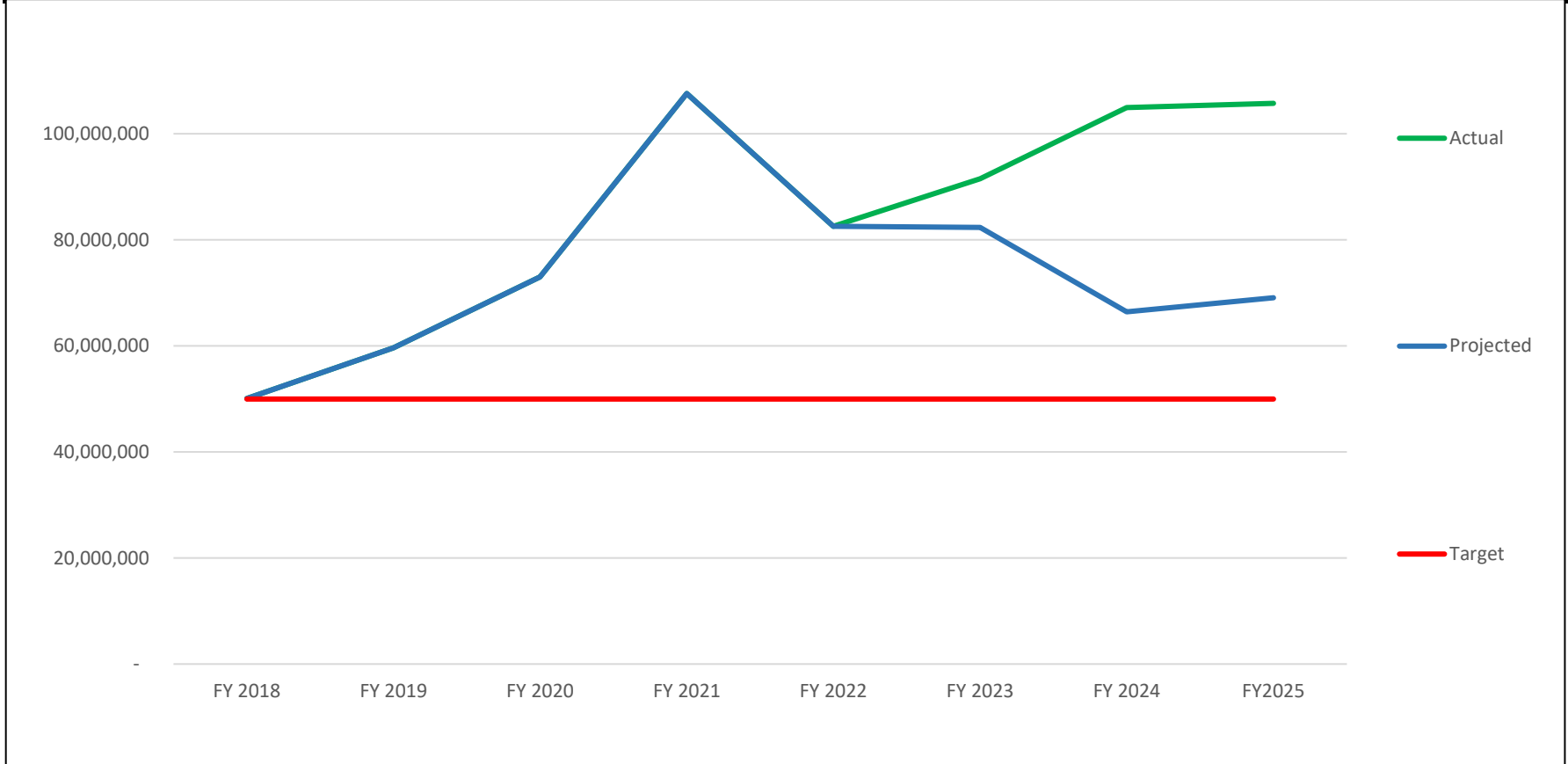
None

City of Douglas

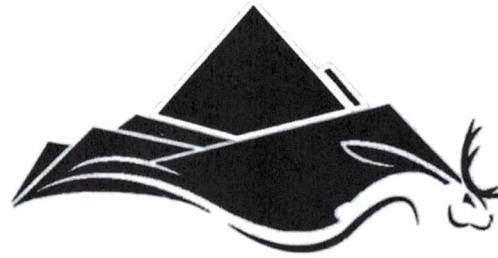
Overall Reserves & Targets 2025

FY 2024-2025

RESERVES	Ending FY 2018	Ending FY 2019	Ending FY 2020	Ending FY 2021	Ending FY 2022	Ending FY 2023	Ending FY 2024	As of October FY2025
Actual	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	91,512,751	104,950,707	105,715,524
Projected	50,110,452	59,637,255	72,981,953	107,631,740	82,548,368	82,304,017	66,421,873	69,058,462
Target	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000	50,000,000



TREASURER'S REPORT



To the City Council:

The following is a General Statement of Accountability from the City Treasurer for the funds of the City of Douglas for the fiscal month to date ended and at **October 31, 2024**

FUND	Fund #	BALANCE AT BEGINNING OF MONTH	CASH RECEIPTS FOR PERIOD	CASH DISBURSEMENTS FOR PERIOD	TRANSFERS AND ADJUSTMENTS	BALANCE AT October 31, 2024
GOVERNMENTAL FUNDS						
GENERAL	10	\$ 49,355,322.60	\$ 5,102,004.69	\$ 3,149,326.02		\$ 51,308,001.27
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	1,868,004.91	29,411.76	-		1,897,416.67
-POLICE SPECIAL PROJECTS	13	(455.47)	18,486.15	9,771.25		8,259.43
TOTAL SPECIAL REVENUE FUNDS		\$ 1,867,549.44	\$ 47,897.91	\$ 9,771.25	\$ -	\$ 1,905,676.10
TOTAL GOVERNMENTAL		\$ 51,222,872.04	\$ 5,149,902.60	\$ 3,159,097.27	\$ -	\$ 53,213,677.37
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	13,165,479.38	383,132.04	441,885.97		13,106,725.45
-SEWER	32	2,526,778.32	232,492.75	696,256.20		2,063,014.87
-SANITATION	33	1,285,557.29	131,608.19	180,815.18		1,236,350.30
-LANDFILL	34	2,179,546.45	185,636.18	101,440.05		2,263,742.58
TOTAL ENTERPRISE		\$ 19,157,361.44	\$ 932,869.16	\$ 1,420,397.40	\$ -	\$ 18,669,833.20
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	424,474.57	120,032.99	243,475.14		301,032.42
TOTAL PROPRIETARY		\$ 19,581,836.01	\$ 1,052,902.15	\$ 1,663,872.54	\$ -	\$ 18,970,865.62
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	374,174.12	-	-		374,174.12
-ECONOMIC DEVELOPMENT	41	2,163,094.72	2,573.18	-		2,165,667.90
-BROWNFIELD GRANT	42	0.00	-	-		(0.00)
-CAPITAL EQUIPMENT RESERVE	47	559,276.54	-	10,309.00		548,967.54
-FIRE EQUIPMENT	50	922,462.72	2,448.47	211,673.30		713,237.89
-CLG - PROJECTS	53	7,321.66	-	-		7,321.66
-TRAIN CAR RESTORATION	54	72,473.90	-	-		72,473.90
-POOL IMPROVEMENTS	55	1,416,348.62	-	64,477.50		1,351,871.12
-STREET IMPROVEMENTS	56	15,926,167.22	7,739.79	764,647.29		15,169,259.72
-PUBLIC FACILITIES	57	9,294,991.77	11,308.46	60,500.00		9,245,800.23
-PARK IMPROVEMENTS	65	3,560,736.45	7,381.79	1,806.47		3,566,311.77
TOTAL CAPITAL PROJECT		\$ 34,297,047.72	\$ 31,451.69	\$ 1,113,413.56	\$ -	\$ 33,215,085.85
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	188,615.94	1,418.88	-		190,034.82
-VISIBLE MEMORIALS FUND	91	105.77	0.28	(906.82)		1,012.87
- HISTORIC PRESERVATION	92	17,164.50	45.56	-		17,210.06
-UTILITY DEPOSITS	96	108,064.82	40.00	506.81		107,598.01
-DEFERRED COMP PAYABLE	97	39.61	-	-		39.61
TOTAL TRUST AND AGENCY		\$ 313,990.64	\$ 1,504.72	\$ (400.01)	\$ -	\$ 315,895.37
TOTAL ALL FUNDS		\$ 105,415,746.41	\$ 6,235,761.16	\$ 5,935,983.36	\$ -	\$ 105,715,524.21

CERTIFICATION

I hereby certify that the foregoing is a true statement of my accountability to the City of Douglas for the total of the funds of the various accounts thereof as of the date of this report, and that said foregoing statement is materially correct, and that to cover the amount accountable to the City of Douglas stated in the foregoing statement, I hold the following:

Cash on hand.....	\$ 575.00
Cash and Investments at First Northern Bank	\$ 18,221,750.23
Cash and Investments at Points West Community Bank	10,859,895.80
Cash and Investments at Converse County Bank.....	54,147,579.81
Securities, Security Pools, and Interfund Advances.....	22,485,723.37
Total	\$ 105,715,524.21

Mary Nicol
Mary Nicol, Treasurer

October 31, 2024

CASH AND INVESTMENT SUMMARY
CITY OF DOUGLAS
October 31, 2024

<u>FUND</u>	<u>#</u>	<u>COMBINED CASH FUND</u>	<u>MONEY MARKETS</u>	<u>TIME DEPOSITS</u>	<u>SECURITY POOLS</u>	<u>TOTAL</u>
GOVERNMENTAL FUNDS						
GENERAL	10	\$ (6,396,533.06)		\$41,581,479.61	\$ 16,123,054.72	\$ 51,308,001.27
SPECIAL REVENUE FUNDS						
-IMPACT ASSISTANCE	11	1,897,416.67		-	-	1,897,416.67
-POLICE SPECIAL PROJECTS	13	8,259.43		-	-	8,259.43
TOTAL SPECIAL REVENUE		1,905,676.10		-	-	1,905,676.10
		-		-	-	-
TOTAL GOVERNMENTAL		(4,490,856.96)		41,581,479.61	16,123,054.72	53,213,677.37
PROPRIETARY FUNDS						
ENTERPRISE FUNDS						
- WATER	31	397,643.35	125,194.16	8,239,908.39	4,343,979.55	13,106,725.45
-SEWER	32	(1,246,236.59)	125,194.16	1,902,898.37	1,281,158.93	2,063,014.87
-SANITATION	33	530,773.91	0.00	705,576.39		1,236,350.30
-LANDFILL	34	272,167.01		1,991,575.57		2,263,742.58
TOTAL ENTERPRISE		(45,652.32)	250,388.32	12,839,958.72	5,625,138.48	18,669,833.20
INTERNAL SERVICE FUNDS						
- EMPLOYEE HEALTH CARE	39	(121,407.67)		422,440.09	-	301,032.42
TOTAL PROPRIETARY		(167,059.99)	250,388.32	13,262,398.81	5,625,138.48	18,970,865.62
CAPITAL PROJECT FUNDS						
-CAPITAL IMPROVEMENT RESERVE	40	45,907.31		328,266.81		374,174.12
-ECONOMIC DEVELOPMENT	41	1,972,020.20		193,647.70		2,165,667.90
-BROWNFIELD GRANT	42					-
-CAPITAL EQUIPMENT RESERVE	47	548,967.54		-		548,967.54
-FIRE EQUIPMENT	50	713,237.89		-		713,237.89
-CLG - PROJECTS	53	7,321.66				7,321.66
-TRAIN CAR RESTORATION	54	72,473.90				72,473.90
-POOL IMPROVEMENTS	55	1,098,782.18		253,088.94		1,351,871.12
-STREET IMPROVEMENTS	56	(1,036,097.15)		16,205,356.87		15,169,259.72
-PUBLIC FACILITIES	57	5,921,947.82		3,323,852.41		9,245,800.23
-PARK IMPROVEMENTS	65	1,054,964.21		1,890,833.65	620,513.91	3,566,311.77
TOTAL CAPITAL PROJECT		10,399,525.56		22,195,046.38	620,513.91	33,215,085.85
TRUST AND AGENCY FUNDS						
-PERPETUAL CARE FUND	90	6,512.65		66,505.91	117,016.26	190,034.82
-VISIBLE MEMORIALS FUND	91	1,012.87		-		1,012.87
- HISTORIC PRESERVATION	92	17,210.06		-		17,210.06
-UTILITY DEPOSITS	96	13,269.08		94,328.93		107,598.01
	97	39.61				39.61
TOTAL TRUST AND AGENCY		38,044.27		160,834.84	117,016.26	315,895.37
TOTAL ALL FUNDS		\$ 5,779,652.88	\$ 250,388.32	\$ 77,199,759.64	\$ 22,485,723.37	\$ 105,715,524.21

CITY OF DOUGLAS
POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION
 October 31, 2024

CD's/TDOA's	TOTAL	10 General Fund	11 Impact Assistance Fund	31 Water Fund	32 Sewer Fund	33 Sanitation Fund	34 Landfill Fund	39 Health Ins. Fund	40 Cap. Imp. Reserve
CONVERSE COUNTY BANK									
TDOA #1290 - \$5,367,075.58 - 4.04%APY MATURES 12/18/2028 - 60 Months	5,532,103.64	4,702,288.10							
TDOA #1295 - \$1,528,242.58 - 4.2%APY MATURES 9/21/2025 - 12 Months	1,610,423.13	107,361.54		858,892.33	214,723.08	53,680.77	322,084.64		53,680.77
TDOA #1291 - \$1,124,582.87 - 4.10% APY MATURES 2/28/2029 - 60 Months	1,147,691.15	413,168.71				286,922.81	286,922.81		
TDOA #1292 - \$2046656.15 - 4.55% APY MATURES 6/25/2025 - 12 Months	2,070,128.21	1,089,541.16		544,770.58	435,816.47				
TDOA #1294 - \$5,566,503.86 - 3.80% APY MATURES 8/28/2027 - 36 Months	5,566,503.86	4,453,203.09		834,975.57	-		278,325.20		
TDOA #1296- \$6,500,000 - 3.50% APY MATURES 9/26/2027 - 36 Months	7,192,628.99	2,124,591.93		276,639.58	829,918.73				
TDOA #1289 - \$20,000,000 - 4.91% MATURES 12/5/2024 - 12 Months	20,749,022.95	10,374,511.47		4,668,530.16		259,362.79	259,362.79		
TDOA #1297 - \$2,000,000 - 4.12% MATURES 9/30/2025 - 12 Months	2,000,000.00	2,000,000.00							
TDOA #1293 - \$2,500,000 - 4.26% MATURES 8/15/2025 - 12 Months	2,500,000.00	2,500,000.00							
TOTAL - CONVERSE CO BANK	\$ 48,368,501.93	\$ 27,764,666.00	\$ -	\$ 7,183,808.22	\$ 1,480,458.28	\$599,966.37	\$ 1,146,695.44	\$ -	\$ 53,680.77
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25% MATURES 3/1/2029 - 60 Months	1,025,185.46								
CD #101014942 - \$5,000,000 - 4.55% MATURES 12/12/2024 - 12 Months	5,193,388.25								
CD #101019669 - \$10,000,000 - 4.35% MATURES 8/15/2025 - 12 Months	10,072,830.72	\$ 10,072,830.72							
CD #101018802 - \$1,900,000 - 4.75% MATURES 6/25/2025 - 12 Months	1,930,345.80	\$ 1,930,345.80							
Total - First Northern Bank	\$ 18,221,750.23	\$ 12,003,176.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POINTS WEST COMMUNITY BANK									
CD #40020351 - \$5,000,000.00 - 5.10% MATURES - 2/27/2025 - 12 months	\$ 5,329,006.61	266,450.33							
CD #40020074 - \$5,000,000.00 - 3.13% MATURES 11/17/2024 - 24 Months	\$ 5,280,500.87	1,547,186.76		\$ 1,056,100.17	\$ 422,440.09	\$ 105,610.02	\$ 844,880.13	422,440.09	274,586.04
TOTAL - POINTS WEST	\$ 10,609,507.48	\$ 1,813,637.09	\$ -	\$ 1,056,100.17	\$ 422,440.09	\$105,610.02	\$ 844,880.13	\$422,440.09	\$274,586.04
TOTAL CD's/TDOA's	\$ 77,199,759.64	\$ 41,581,479.61	\$ -	\$ 8,239,908.39	\$ 1,902,898.37	\$705,576.39	\$ 1,991,575.57	\$422,440.09	\$328,266.81

Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000	250,388.32	0.00		125,194.16	125,194.16				
TOTAL - POINTS WEST	\$ 250,388.32	0.00	0.00	125,194.16	125,194.16	0.00	0.00	0.00	0.00
TOTAL MMA's	\$ 250,388.32	0.00	0.00	125,194.16	125,194.16	0.00	0.00	0.00	0.00
GRAND TOTAL	\$ 77,450,147.96	\$ 41,581,479.61	\$ -	\$ 8,365,102.55	\$ 2,028,092.53	\$705,576.39	\$ 1,991,575.57	\$422,440.09	\$328,266.81

CITY OF DOUGLAS

POOLED TIME DEPOSITS and MONEY MARKET ACCOUNT SUMMARY AND ALLOCATION

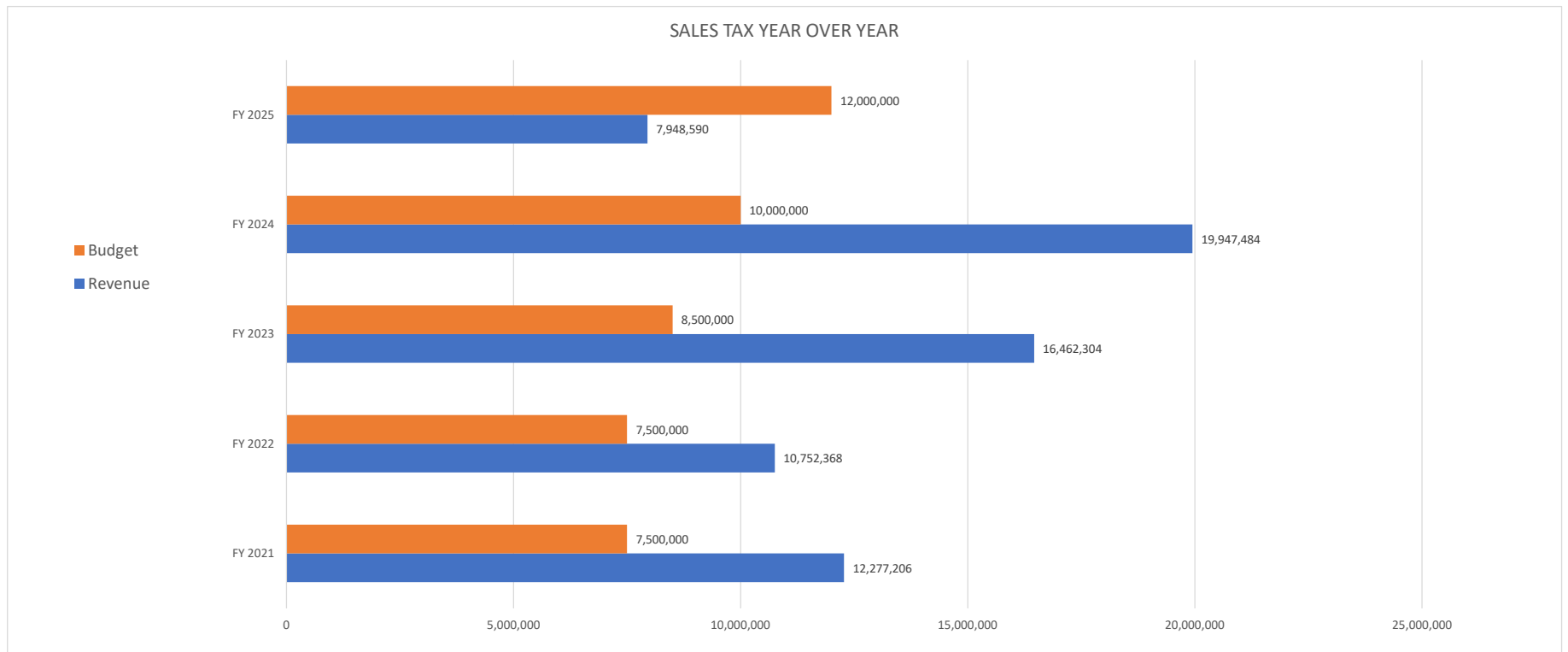
October 31, 2024

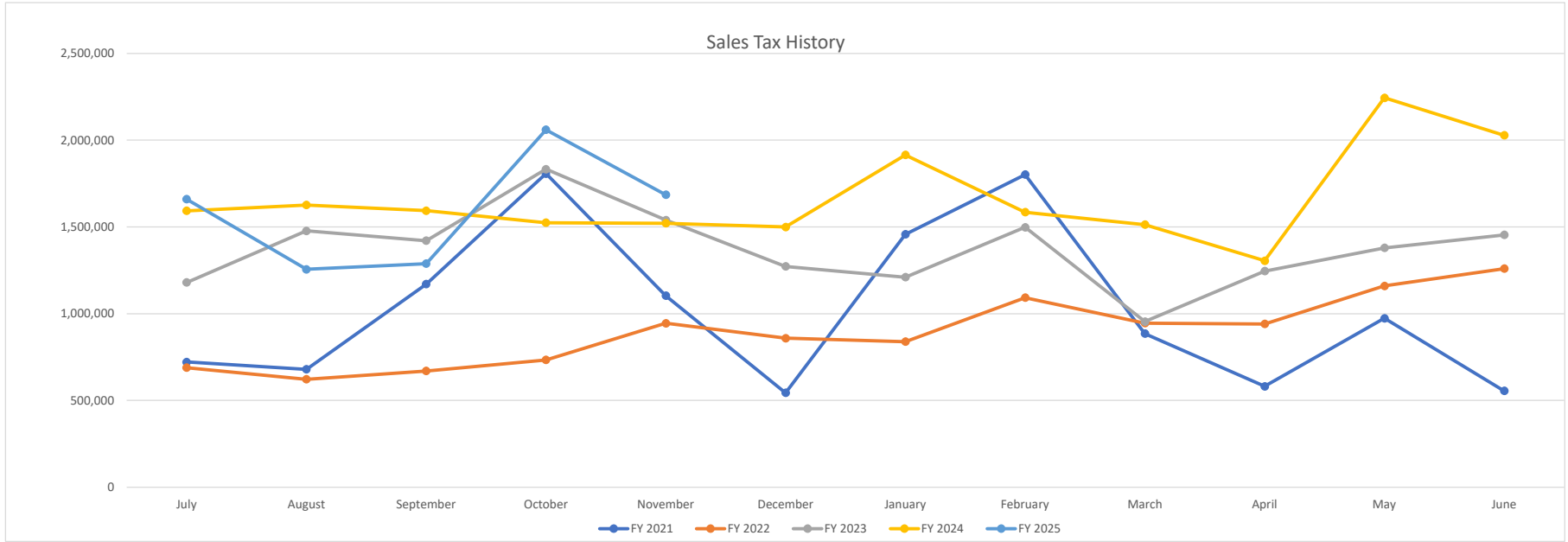
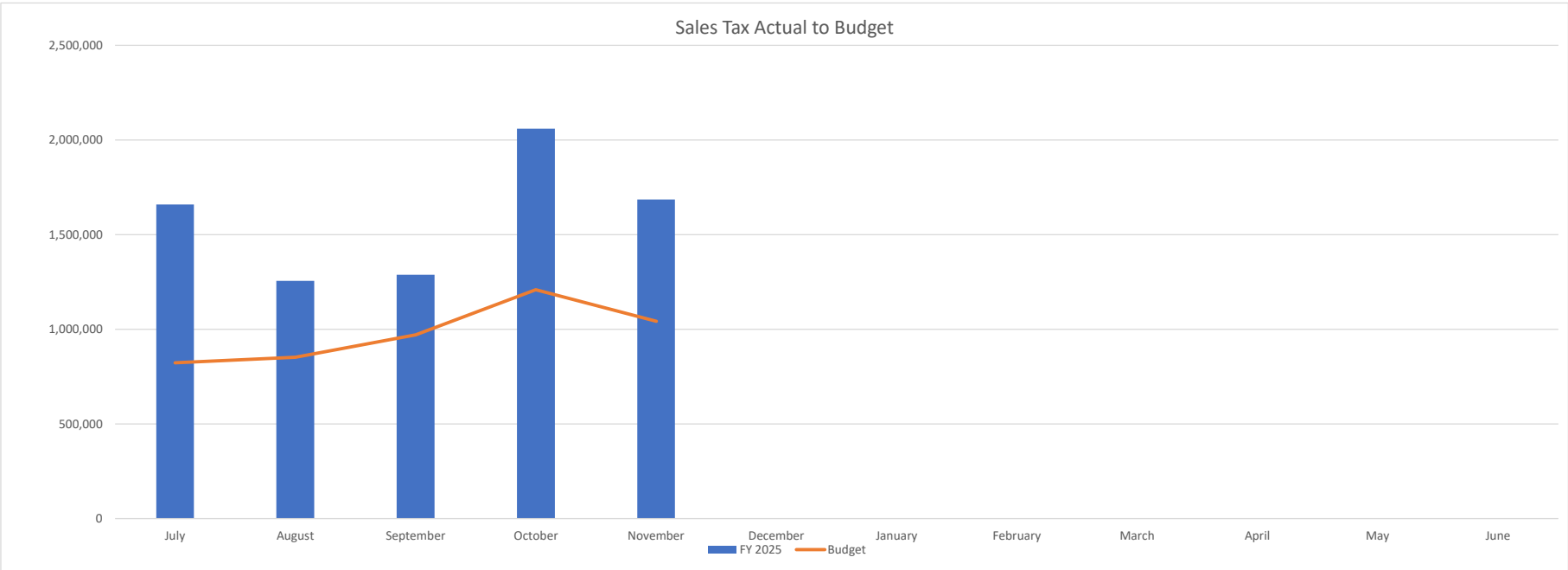
CD's/TDOA's	41 Economic Development	47 Cap. Equip. Reserve	50 Cap. Fire Equip. Reserve	55 Pool Improvements	56 Cap. Street Imp. Reserve	57 Cap. Public Fac. Imp. Reserve	65 Cap. Park Imp. Reserve	90 Perpetual Care Fund	96 Utility Dep. Fund
CONVERSE COUNTY BANK									
TDOA #1290 - \$5,367,075.58 - 4.04%APY MATURES 12/18/2028 - 60 Months					829,815.54				
TDOA #1295 - \$1,528,242.58 - 4.2%APY MATURES 9/21/2025 - 12 Months									
TDOA #1291 - \$1,124,582.87 - 4.10% APY MATURES 2/28/2029 - 60 Months				114,769.14				17215.38	28692.30
TDOA #1292 - \$2046656.15 - 4.55% APY MATURES 6/25/2025 - 12 Months									
TDOA #1294 - \$5,566,503.86 - 3.80% APY MATURES 8/28/2027 - 36 Months									
TDOA #1296- \$6,500,000 - 3.50% APY MATURES 9/26/2027 - 36 Months	193,647.70			138,319.80	3,319,674.93	221,311.65		38,729.54	49,795.13
TDOA #1289 - \$20,000,000 - 4.91% MATURES 12/5/2024 - 12 Months					5,187,255.74				
TDOA #1297 - \$2,000,000 - 4.12% MATURES 9/30/2025 - 12 Months									
TDOA #1293 - \$2,500,000 - 4.26% MATURES 8/15/2025 - 12 Months									
TOTAL - CONVERSE CO BANK	\$ 193,647.70	\$ -	\$ -	\$ 253,088.94	\$ 9,336,746.21	\$ 221,311.65	\$ -	\$ 55,944.92	\$ 78,487.43
FIRST NORTHERN BANK									
CD #101016574 - \$1,000,000 - 4.25% MATURES 3/1/2029 - 60 Months						\$ 1,025,185.46			
CD #101014942 - \$5,000,000 - 4.55% MATURES 12/12/2024 - 12 Months					\$ 2,077,355.29	\$ 2,077,355.30	\$1,038,677.66		
CD #101019669 - \$10,000,000 - 4.35% MATURES 8/15/2025 - 12 Months									
CD #101018802 - \$1,900,000 - 4.75% MATURES 6/25/2025 - 12 Months									
	\$ -	\$ -	\$ -	\$ -	\$ 2,077,355.29	\$ 3,102,540.76	\$1,038,677.66	\$ -	\$ -
POINTS WEST COMMUNITY BANK									
CD #40020351 - \$5,000,000.00 - 3.87% MATURES - 2/27/2024 - 12 months					4,263,205.29		799,350.99		
CD #40020074 - \$5,000,000.00 - 3.13% MATURES 11/17/2024 - 24 Months					528,050.08		52,805.00	10,560.99	15,841.50
TOTAL - POINTS WEST	\$ -	\$ -	\$ -	\$ -	\$ 4,791,255.37	\$ -	\$ 852,155.99	\$ 10,560.99	\$ 15,841.50
TOTAL CD's/TDOA's	\$ 193,647.70	\$ -	\$ -	\$ 253,088.94	\$ 16,205,356.87	\$ 3,323,852.41	\$1,890,833.65	\$ 66,505.91	\$ 94,328.93
Money Market Accounts									
POINTS WEST COMMUNITY BANK									
MMA #400101192 - \$200,000									
TOTAL - POINTS WEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MMA's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	\$ 193,647.70	\$ -	\$ -	\$ 253,088.94	\$ 16,205,356.87	\$ 3,323,852.41	\$1,890,833.65	\$ 66,505.91	\$ 94,328.93

CITY OF DOUGLAS
 SECURITY POOLS SUMMARY AND ALLOCATION
 October 31, 2024

INSTITUTION	TOTAL	10 GENERAL FUND	31 WATER FUND	32 SEWER FUND	65 PARK IMP FUND	90 Perpetual Care FUND
Wyoming State Treasurer - WYOSTAR	\$ 542,176.08	\$ 425,159.82		\$ -	\$ -	\$ 117,016.26
Wyo. Government Investment Fund - WG	260,700.34	-		260,700.34	-	-
Peak Investments	12,461,210.48	6,476,258.42	4,343,979.55	1,020,458.60	620,513.90	
WyoClass	9,221,636.46	9,221,636.46				
TOTAL	\$ 22,485,723.36	\$ 16,123,054.72	\$ 4,343,979.55	\$ 1,281,158.93	\$ 620,513.91	\$ 117,016.26

Sales Tax								Using Average % of Previous Years			Using Equal Monthly Budget		
	Average %	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	% Collected	Budget	FY 24 Variance	Total Variance	FY 24 Budget	FY 24 Variance	Total Variance
July	6.86%	721,591	688,361	1,180,151	1,593,239	1,659,312	13.83%	823,062	836,250	836,250	1,000,000	659,312	659,312
August	7.11%	678,770	621,431	1,477,386	1,626,656	1,255,674	10.46%	853,117	402,557	1,238,807	1,000,000	255,674	914,986
September	8.09%	1,170,188	669,516	1,420,424	1,593,741	1,287,925	10.73%	971,283	316,642	1,555,448	1,000,000	287,925	1,202,911
October	10.08%	1,806,775	733,755	1,832,154	1,524,683	2,059,904	17.17%	1,209,405	850,499	2,405,947	1,000,000	1,059,904	2,262,814
November	8.69%	1,102,858	944,700	1,539,437	1,521,004	1,685,775	14.05%	1,042,358	643,417	3,049,364	1,000,000	685,775	2,948,590
December	6.91%	543,590	858,551	1,272,109	1,499,682								
January	9.16%	1,457,143	839,002	1,210,210	1,914,457								
February	10.47%	1,801,333	1,092,275	1,498,053	1,584,696								
March	7.35%	885,536	945,710	953,719	1,512,571								
April	6.90%	581,268	940,150	1,244,896	1,304,870								
May	9.59%	973,485	1,159,826	1,379,561	2,243,612								
June	8.81%	554,668	1,259,090	1,454,204	2,028,274								
Revenue		12,277,206	10,752,368	16,462,304	19,947,484	7,948,590	66.24%	12,000,000	3,049,364	3,049,364	12,000,000	2,948,590	2,948,590
Budget		7,500,000	7,500,000	8,500,000	10,000,000	12,000,000							
Month Average		1,023,100	896,031	1,371,859	1,662,290	1,589,718							



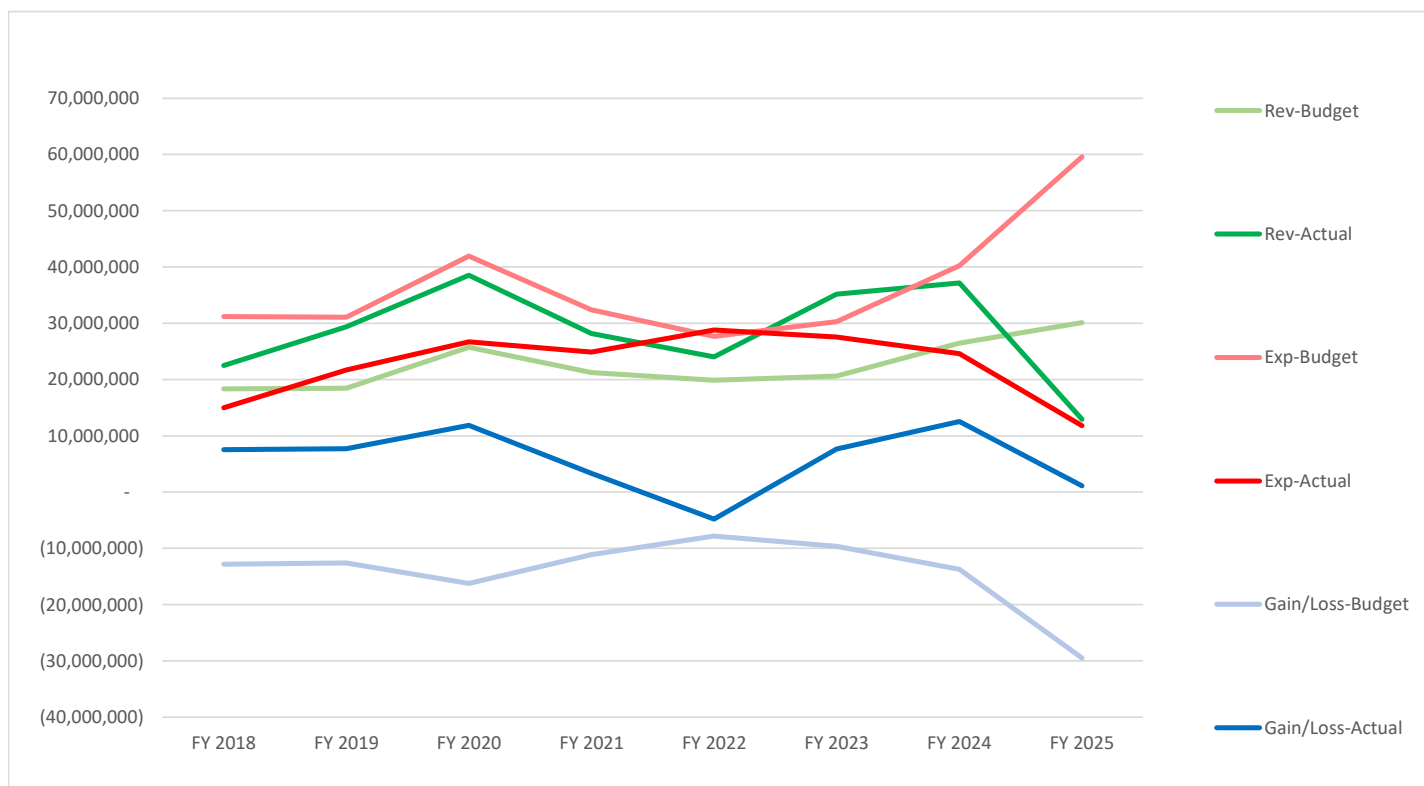


City of Douglas

Overall Budget-Projected 25

FY 2023-2024

OVERALL TRENDS								As of October FY 2025
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Rev-Budget	18,357,558	18,455,712	25,727,819	21,213,655	19,848,238	20,636,557	26,483,898	30,102,005
Rev-Actual	22,505,521	29,376,308	38,550,967	28,183,299	24,018,421	35,191,787	37,150,744	12,945,282
Exp-Budget	31,208,596	31,072,790	41,946,674	32,358,571	27,643,909	30,291,041	40,205,060	59,592,829
Exp-Actual	14,963,958	21,667,745	26,676,029	24,848,172	28,812,865	27,528,699	24,611,879	11,825,726
Gain/Loss-Budget	(12,851,038)	(12,617,078)	(16,218,855)	(11,144,916)	(7,795,671)	(9,654,484)	(13,721,162)	(29,490,824)
Gain/Loss-Actual	7,541,563	7,708,563	11,874,938	3,335,127	(4,794,444)	7,663,088	12,538,865	1,119,555



Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
GENERAL FUND			
GENERAL GOVT - NON DEPARTMENTL			
10-5100-1021	EMPLOYEE BENEFITS - SCL SCRTY	8	55
10-5100-1023	EMPLOYEE BENEFITS - HEALTH INS	12,337	-20,103
10-5100-1025	EMPLOYEE BENEFITS - WRKRS COMP	2	0
10-5100-1032	EMPLOYEE BENEFITS - MDCL SRVC	1,110	3,000
10-5100-2101	POSTAGE/FREIGHT	4,398	7,000
10-5100-2115	PUBLISHING/ADVERTISING	12,393	40,000
10-5100-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	8,586	200
10-5100-2122	TRAINING/DEVELOPMENT	0	20,000
10-5100-2123	MEALS/LODGING/TRAVEL	1,375	0
10-5100-2131	UTILITY SERVICES - ELECTRICITY	24,579	80,000
10-5100-2132	UTILITY SERVICES - WTR/SWR/GRB	955	2,750
10-5100-2133	UTILITY SERVICES - NATURAL GAS	162	5,500
10-5100-2134	TELECOMMUNICATIONS	4,051	11,000
10-5100-2141	EQUIPMENT - RENT	171	225
10-5100-2151	LEGAL	10,578	47,000
10-5100-2152	ACCOUNTING/AUDITING	0	75,000
10-5100-2155	REPAIRS/MAINTENANCE	6,922	40,000
10-5100-2156	MAINTENANCE AGREEMENT	3,716	6,980
10-5100-2157	INSURANCE	48,913	115,500
10-5100-2158	MISC CONTRACTUAL SERVICES	14,316	58,800
10-5100-2166	COLLECTION FEES	0	75
10-5100-2175	REFUNDS/REIMBURSEMENT EXPENSE	200	600
10-5100-3201	OFFICE SUPPLIES	5,333	15,000
10-5100-3202	BAD DEBTS EXPENSE	0	0
10-5100-3210	OPERATING SUPPLIES	13,825	25,000
10-5100-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,665	0
10-5100-3230	REFRESHMENT SUPPLIES	1,350	20,000
10-5100-3235	FUEL	236	1,500
10-5100-4345	INVESTMENT FEES	0	0
10-5100-7601	CLAIMS AGAINST CITY	920	5,000
10-5100-7606	UNEMPLOYMENT CLAIMS	0	1,000
10-5100-9000	CONTINGENCY	0	0
Total GENERAL GOVT - NON DEPARTMENTL:		178,100	561,082

GENERAL GOVT - CITY COUNCIL

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5101-1001	SALARIES/WAGES - REGULAR	7,500	25,500
10-5101-1021	EMPLOYEE BENEFITS - SCL SCRTY	574	1,951
10-5101-1025	EMPLOYEE BENEFITS - WRKRS COMP	129	365
10-5101-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	8,275
10-5101-2122	TRAINING/DEVELOPMENT	0	7,500
10-5101-2123	MEALS/LODGING/TRAVEL	1,421	6,000
10-5101-3210	OPERATING SUPPLIES	0	500
Total GENERAL GOVT - CITY COUNCIL:		9,624	50,091

GENERAL GOVT - ADMIN SERVICES

10-5102-1001	SALARIES/WAGES - REGULAR	194,930	601,215
10-5102-1002	SALARIES/WAGES - OVERTIME	1,117	1,500
10-5102-1005	SALARIES/WAGES - LONGEVITY	0	1,343
10-5102-1006	SALARIES/WAGES - ALLOWANCES	875	2,100
10-5102-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5102-1021	EMPLOYEE BENEFITS - SCL SCRTY	16,231	47,017
10-5102-1023	EMPLOYEE BENEFITS - HEALTH INS	65,256	167,920
10-5102-1025	EMPLOYEE BENEFITS - WRKRS COMP	3,761	13,639
10-5102-1026	EMPLOYEE BENEFITS - DFRRD COMP	2,896	8,449
10-5102-1029	EMPLOYEE BENEFITS - WY RTRMNT	36,504	112,226
10-5102-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,389	3,310
10-5102-2122	TRAINING/DEVELOPMENT	1,250	12,000
10-5102-2123	MEALS/LODGING/TRAVEL	5,733	14,000
10-5102-2134	TELECOMMUNICATIONS	170	0
10-5102-2158	MISC CONTRACTUAL SERVICES	0	0
10-5102-3210	OPERATING SUPPLIES	163	500
10-5102-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,794	7,500
Total GENERAL GOVT - ADMIN SERVICES:		332,070	992,719

GENERAL GOVT - IT

10-5103-1001	SALARIES/WAGES - REGULAR	0	0
10-5103-1005	SALARIES/WAGES - LONGEVITY	0	0
10-5103-1006	SALARIES/WAGES - ALLOWANCES	0	0
10-5103-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5103-1021	EMPLOYEE BENEFITS - SCL SCRTY	0	0
10-5103-1023	EMPLOYEE BENEFITS - HEALTH INS	0	0

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5103-1025	EMPLOYEE BENEFITS - WRKRS COMP	0	0
10-5103-1029	EMPLOYEE BENEFITS - WY RTRMNT	0	0
10-5103-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	10,961	0
10-5103-2155	REPAIRS/MAINTENANCE	0	6,800
10-5103-2156	MAINTENANCE AGREEMENT	0	45,100
10-5103-2158	MISC CONTRACTUAL SERVICES	48,738	216,980
10-5103-3210	OPERATING SUPPLIES	0	2,400
10-5103-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	37,942	242,600
Total GENERAL GOVT - IT:		97,641	513,880

GENERAL GOVT - MUNICIPAL COURT

10-5105-1001	SALARIES/WAGES - REGULAR	21,234	60,125
10-5105-1002	SALARIES/WAGES - OVERTIME	0	0
10-5105-1005	SALARIES/WAGES - LONGEVITY	0	517
10-5105-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5105-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,670	4,772
10-5105-1023	EMPLOYEE BENEFITS - HEALTH INS	3,170	7,650
10-5105-1025	EMPLOYEE BENEFITS - WRKRS COMP	406	1,353
10-5105-1026	EMPLOYEE BENEFITS - DFRRD COMP	589	1,741
10-5105-1029	EMPLOYEE BENEFITS - WY RTRMNT	2,744	8,104
10-5105-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	195
10-5105-2122	TRAINING/DEVELOPMENT	0	420
10-5105-2123	MEALS/LODGING/TRAVEL	0	540
10-5105-2151	LEGAL	5,040	26,000
10-5105-2156	MAINTENANCE AGREEMENT	0	2,580
10-5105-2162	COURT SURCHARGES	0	0
10-5105-2166	COLLECTION FEES	0	0
10-5105-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	250
10-5105-3210	OPERATING SUPPLIES	150	500
10-5105-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
10-5105-3233	UNIFORMS/CARE	0	150

Total GENERAL GOVT - MUNICIPAL COURT:	35,002	114,897
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GENERAL GOVT - PLANNING/DVPMT

10-5106-1001	SALARIES/WAGES - REGULAR	103,303	299,271
10-5106-1002	SALARIES/WAGES - OVERTIME	0	0

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5106-1005	SALARIES/WAGES - LONGEVITY	0	1,041
10-5106-1006	SALARIES/WAGES - ALLOWANCES	375	900
10-5106-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5106-1021	EMPLOYEE BENEFITS - SCL SCRTY	8,159	23,750
10-5106-1023	EMPLOYEE BENEFITS - HEALTH INS	15,347	37,180
10-5106-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,980	6,777
10-5106-1026	EMPLOYEE BENEFITS - DFRRD COMP	3,142	9,249
10-5106-1029	EMPLOYEE BENEFITS - WY RTRMNT	16,093	46,475
10-5106-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,303	1,955
10-5106-2122	TRAINING/DEVELOPMENT	1,490	3,620
10-5106-2123	MEALS/LODGING/TRAVEL	3,154	5,580
10-5106-2134	TELECOMMUNICATIONS	400	1,250
10-5106-2153	ARCHITECT/ENGINEERING/SURVEY	450	10,000
10-5106-2155	REPAIRS/MAINTENANCE	0	1,000
10-5106-2156	MAINTENANCE AGREEMENT	584	5,050
10-5106-2158	MISC CONTRACTUAL SERVICES	4,240	57,000
10-5106-2175	REFUNDS/REIMBURSEMENT EXPENSE	0	750
10-5106-3210	OPERATING SUPPLIES	1,220	7,575
10-5106-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	1,000
10-5106-3235	FUEL	275	2,000
Total GENERAL GOVT - PLANNING/DVPMT:		161,515	521,423

COMMUNITY SERVICE CONTRACTS

10-5110-8701	COMM SERV-CNTRCT-RIVERSIDE PLA	0	0
10-5110-8702	COMM SERV-CNTRCT-COMM CLUB/GE	0	60,000
10-5110-8703	COMM SERV-CNTRCT-YOUTH RCREAT	35,000	35,000
10-5110-8705	COMM SERV-CNTRCT-HIGH COUNTRY	0	30,000
10-5110-8707	COMM SERV-CNTRCT-CHLD/FMLY DVL	1,250	5,000
10-5110-8709	COMM SERV-CNTRCT-YOUTH DVLPMN	6,667	20,000
10-5110-8714	COMM SERV-CNTRCT-THE ENTERPRIS	25,000	10,000
10-5110-8723	COMM SERV-CNTRCT-DGLS HOCKEY	0	24,000
10-5110-8730	COMM SERV-CNTRCT-GATHERING INC	7,830	42,500
10-5110-8734	COMM SERV-CNTRC-LARAMIE PEAK	26,263	110,000
10-5110-8746	COMM SERV-CNTRCT-BOYS & GIRLS	7,500	30,000
10-5110-8750	COMM SERV-CNTRCT-CHLDRNS ADVO	2,000	8,000
10-5110-8753	COMM SERV-CNTRCT-COMM SRVC BL	0	7,500
10-5110-8755	COMM SERV-CNTRCT-HELPING HAND	0	8,600

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5110-8757	COMM SERV-KINGS PORTION	0	0
10-5110-8759	COMM SRVC CNTRCT-HOPE CENTER	10,976	25,000
10-5110-8763	COMM SRVC CNTRCT-OUTDR ENTHST	0	25,000
10-5110-9000	CONTINGENCY	0	0

Total COMMUNITY SERVICE CONTRACTS:	122,485	440,600
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PUBLIC SERVICE CONTRACTS

10-5111-8744	COMM SERV-CNTRCT-FIRE SPFRSN	92,464	1,063,036
10-5111-8760	COMM SRVC CNTRCT-JOINT JUSTICE	203,901	1,100,000

Total PUBLIC SERVICE CONTRACTS:	296,364	2,163,036
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POLICE DEPT - ADMINISTRATION

10-5201-1001	SALARIES/WAGES - REGULAR	63,528	186,794
10-5201-1002	SALARIES/WAGES - OVERTIME	0	250
10-5201-1005	SALARIES/WAGES - LONGEVITY	0	281
10-5201-1006	SALARIES/WAGES - ALLOWANCES	375	900
10-5201-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5201-1021	EMPLOYEE BENEFITS - SCL SCRTY	4,904	14,444
10-5201-1023	EMPLOYEE BENEFITS - HEALTH INS	16,132	39,415
10-5201-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,454	4,527
10-5201-1026	EMPLOYEE BENEFITS - DFRRD COMP	196	580
10-5201-1029	EMPLOYEE BENEFITS - WY RTRMNT	11,756	34,682
10-5201-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	40	655
10-5201-2122	TRAINING/DEVELOPMENT	0	1,400
10-5201-2123	MEALS/LODGING/TRAVEL	527	2,050
10-5201-2131	UTILITY SERVICES - ELECTRICITY	568	2,000
10-5201-2134	TELECOMMUNICATIONS	160	481
10-5201-2155	REPAIRS/MAINTENANCE	0	250
10-5201-2156	MAINTENANCE AGREEMENT	329	1,200
10-5201-2158	MISC CONTRACTUAL SERVICES	200	4,550
10-5201-2161	INCARCERATION CONTRACT	368	2,500
10-5201-3210	OPERATING SUPPLIES	949	5,300
10-5201-3233	UNIFORMS/CARE	269	500
10-5201-3235	FUEL	288	813

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total POLICE DEPT - ADMINISTRATION:		102,043	303,572
POLICE DEPT - PATROL			
10-5202-1001	SALARIES/WAGES - REGULAR	467,369	1,366,407
10-5202-1002	SALARIES/WAGES - OVERTIME	25,205	65,000
10-5202-1005	SALARIES/WAGES - LONGEVITY	0	2,610
10-5202-1006	SALARIES/WAGES - ALLOWANCES	250	600
10-5202-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5202-1021	EMPLOYEE BENEFITS - SCL SCRTY	37,940	110,441
10-5202-1023	EMPLOYEE BENEFITS - HEALTH INS	157,139	290,298
10-5202-1025	EMPLOYEE BENEFITS - WRKRS COMP	9,413	32,279
10-5202-1026	EMPLOYEE BENEFITS - DFRD COMP	3,081	9,055
10-5202-1029	EMPLOYEE BENEFITS - WY RTRMNT	89,588	262,067
10-5202-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	504	1,154
10-5202-2122	TRAINING/DEVELOPMENT	5,954	20,598
10-5202-2123	MEALS/LODGING/TRAVEL	7,143	17,200
10-5202-2134	TELECOMMUNICATIONS	6,128	18,390
10-5202-2155	REPAIRS/MAINTENANCE	399	25,592
10-5202-2156	MAINTENANCE AGREEMENT	2,618	14,530
10-5202-2158	MISC CONTRACTUAL SERVICES	0	2,500
10-5202-3201	OFFICE SUPPLIES	0	300
10-5202-3210	OPERATING SUPPLIES	12,023	41,788
10-5202-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	18,030	24,271
10-5202-3233	UNIFORMS/CARE	10,930	20,000
10-5202-3235	FUEL	9,801	27,000
Total POLICE DEPT - PATROL:		863,515	2,352,080

PUBLIC WORKS - ADMINISTRATION

10-5301-1001	SALARIES/WAGES - REGULAR	65,408	192,501
10-5301-1002	SALARIES/WAGES - OVERTIME	0	0
10-5301-1005	SALARIES/WAGES - LONGEVITY	0	1,450
10-5301-1006	SALARIES/WAGES - ALLOWANCES	375	900
10-5301-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5301-1021	EMPLOYEE BENEFITS - SCL SCRTY	5,045	14,966
10-5301-1023	EMPLOYEE BENEFITS - HEALTH INS	15,238	37,003
10-5301-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,256	4,402

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5301-1029	EMPLOYEE BENEFITS - WY RTRMNT	12,179	35,844
10-5301-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	248	240
10-5301-2122	TRAINING/DEVELOPMENT	0	640
10-5301-2123	MEALS/LODGING/TRAVEL	0	650
10-5301-2131	UTILITY SERVICES - ELECTRICITY	2,324	10,700
10-5301-2132	UTILITY SERVICES - WTR/SWR/GRB	1,702	5,000
10-5301-2133	UTILITY SERVICES - NATURAL GAS	474	10,000
10-5301-2134	TELECOMMUNICATIONS	315	800
10-5301-2153	ARCHITECT/ENGINEERING/SURVEING	0	2,000
10-5301-2155	REPAIRS/MAINTENANCE	463	1,500
10-5301-2156	MAINTENANCE AGREEMENT	82	400
10-5301-3210	OPERATING SUPPLIES	1,244	4,000
10-5301-3230	REFRESHMENT SUPPLIES	176	1,250
10-5301-3235	FUEL	168	1,500
Total PUBLIC WORKS - ADMINISTRATION:		106,698	325,746

PUBLIC WORKS - SHOP

10-5302-1001	SALARIES/WAGES - REGULAR	80,713	235,201
10-5302-1002	SALARIES/WAGES - OVERTIME	214	500
10-5302-1005	SALARIES/WAGES - LONGEVITY	0	813
10-5302-1006	SALARIES/WAGES-ALLOWANCE	250	600
10-5302-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5302-1021	EMPLOYEE BENEFITS - SCL SCRTY	6,231	18,199
10-5302-1023	EMPLOYEE BENEFITS - HEALTH INS	43,216	103,935
10-5302-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,550	5,353
10-5302-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
10-5302-1029	EMPLOYEE BENEFITS - WY RTRMNT	15,069	43,888
10-5302-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	5,299	6,549
10-5302-2122	TRAINING/DEVELOPMENT	0	2,400
10-5302-2141	EQUIPMENT RENT	0	200
10-5302-2155	REPAIRS/MAINTENANCE	414	2,500
10-5302-3210	OPERATING SUPPLIES	10,658	18,000
10-5302-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,997	3,964
10-5302-3235	FUEL	408	2,500
10-5302-3237	OIL/LUBE/FLUIDS	4,568	14,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total PUBLIC WORKS - SHOP:		171,585	458,602
PUBLIC WORKS - PARKS			
10-5304-1001	SALARIES/WAGES - REGULAR	86,620	266,522
10-5304-1002	SALARIES/WAGES - OVERTIME	510	5,500
10-5304-1004	SALARIES/WAGES - TEMPORARY	28,524	86,968
10-5304-1005	SALARIES/WAGES - LONGEVITY	0	1,219
10-5304-1006	SALARIES/WAGES - ALLOWANCES	125	300
10-5304-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5304-1021	EMPLOYEE BENEFITS - SCL SCRTY	8,867	27,609
10-5304-1023	EMPLOYEE BENEFITS - HEALTH INS	44,316	116,936
10-5304-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,211	8,120
10-5304-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
10-5304-1029	EMPLOYEE BENEFITS - WY RTRMNT	16,224	50,650
10-5304-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	11	800
10-5304-2122	TRAINING/DEVELOPMENT	0	2,350
10-5304-2123	MEALS/LODGING/TRAVEL	0	500
10-5304-2131	UTILITY SERVICES - ELECTRICITY	4,541	22,000
10-5304-2132	UTILITY SERVICES - WTR/SWR/GRB	53,399	95,000
10-5304-2133	NATURAL GAS, PROPANE	131	500
10-5304-2141	EQUIPMENT - RENT	0	1,000
10-5304-2155	REPAIRS/MAINTENANCE	0	5,000
10-5304-2156	MAINTENANCE AGREEMENT	1,494	1,650
10-5304-2158	MISC CONTRACTUAL SERVICES	6,850	61,000
10-5304-3210	OPERATING SUPPLIES	19,047	57,000
10-5304-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	2,500
10-5304-3235	FUEL	4,513	10,000
Total PUBLIC WORKS - PARKS:		277,382	823,124

PUBLIC WORKS - STREETS/ALLEYS

10-5305-1001	SALARIES/WAGES - REGULAR	111,086	324,891
10-5305-1002	SALARIES/WAGES - OVERTIME	467	4,000
10-5305-1004	SALARIES/WAGES - TEMPORARY	8,122	20,500
10-5305-1005	SALARIES/WAGES - LONGEVITY	0	1,393
10-5305-1006	SALARIES/WAGES - ALLOWANCES	125	300
10-5305-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5305-1021	EMPLOYEE BENEFITS - SCL SCRTY	9,175	26,888
10-5305-1023	EMPLOYEE BENEFITS - HEALTH INS	42,168	101,407
10-5305-1025	EMPLOYEE BENEFITS - WRKRS COMP	2,288	7,908
10-5305-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
10-5305-1029	EMPLOYEE BENEFITS - WY RTRMNT	20,771	61,240
10-5305-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	240
10-5305-2122	TRAINING/DEVELOPMENT	313	3,900
10-5305-2155	REPAIRS/MAINTENANCE	11,544	60,000
10-5305-2158	MISC CONTRACTUAL SERVICES	19,964	73,200
10-5305-3210	OPERATING SUPPLIES	27,421	76,000
10-5305-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	972	3,000
10-5305-3235	FUEL	5,973	28,000
Total PUBLIC WORKS - STREETS/ALLEYS:		260,390	792,867

PUBLIC WORKS - CEMETERY

10-5306-1001	SALARIES/WAGES - REGULAR	73,530	166,612
10-5306-1002	SALARIES/WAGES - OVERTIME	373	1,500
10-5306-1004	SALARIES/WAGES - TEMPORARY	0	17,394
10-5306-1005	SALARIES/WAGES - LONGEVITY	0	1,281
10-5306-1006	SALARIES/WAGES - ALLOWANCES	125	300
10-5306-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
10-5306-1021	EMPLOYEE BENEFITS - SCL SCRTY	5,668	14,342
10-5306-1023	EMPLOYEE BENEFITS - HEALTH INS	27,032	65,044
10-5306-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,414	4,218
10-5306-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
10-5306-1029	EMPLOYEE BENEFITS - WY RTRMNT	9,971	31,302
10-5306-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	100
10-5306-2122	TRAINING/DEVELOPMENT	0	650
10-5306-2131	UTILITY SERVICES - ELECTRICITY	1,325	3,500
10-5306-2132	UTILITY SERVICES - WTR/SWR/GRB	42,785	60,000
10-5306-2133	UTILITY SERVICES - NATURAL GAS	140	2,000
10-5306-2134	TELECOMMUNICATIONS	244	1,000
10-5306-2141	EQUIPMENT - RENT	0	200
10-5306-2155	REPAIRS/MAINTENANCE	135	1,500
10-5306-2156	MAINTENANCE AGREEMENT	967	1,000
10-5306-2158	MISC CONTRACTUAL SERVICES	890	10,000
10-5306-3210	OPERATING SUPPLIES	4,807	13,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
10-5306-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	1,000
10-5306-3235	FUEL	981	2,750
10-5306-6540	LAND	1,000	0
Total PUBLIC WORKS - CEMETERY:		171,387	398,693

PUBLIC WORKS - SWIM POOL

10-5307-2131	UTILITY SERVICES - ELECTRICITY	956	7,000
10-5307-2132	UTILITY SERVICES - WTR/SWR/GRB	1,038	13,000
10-5307-2133	UTILITY SERVICES - NATURAL GAS	1,244	10,000
10-5307-2134	TELECOMMUNICATIONS	648	1,500
10-5307-2155	REPAIRS/MAINTENANCE	0	5,000
10-5307-2158	MISC CONTRACTUAL SERVICES	87,876	148,612
10-5307-3210	OPERATING SUPPLIES	384	14,000
10-5307-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	1,053	2,500
Total PUBLIC WORKS - SWIM POOL:		93,199	201,612

IMPACT ASSISTANCE FUND**IMPACT ASSISTANCE - EXPENDITUR**

11-5110-4347	TRANSFER TO EQUIPMENT RESERVE	0	0
11-5110-4356	TRANSFER TO STREET IMPROVEMENT	0	0
Total IMPACT ASSISTANCE - EXPENDITUR:		0	0

POLICE SPECIAL PROJECTS FUND**ASSET SEIZURE**

13-5130-3210	OPERATING SUPPLIES	0	0
Total ASSET SEIZURE:		0	0

K9 PROGRAM

13-5804-6547	EQUIPMENT/FURNITURE	0	0
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Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total K9 PROGRAM:		0	0
RURAL VIOLENT CRIME REDUCTION			
13-5820-1001	SALARIES/WAGES - REGULAR	0	14,333
13-5820-1002	SALARIES/WAGES - OVERTIME	1,670	0
13-5820-1021	EMPLOYEES BENEFITS - SCL SCRTY	128	1,096
13-5820-1023	EMPLOYEE BENEFITS - HEALTH INS	0	373
13-5820-1025	EMPLOYEE BENEFITS - WRKSR COMP	32	322
13-5820-1029	EMPLOYEE BENEFITS - WY RTRMNT	314	2,669
13-5820-2122	TRAINING/DEVELOPMENT	0	0
13-5820-3220	EQUIPMENT/TOOLS NON CAPITALIZE	0	0
13-5820-6547	EQUIPMENT/FURNITURE	0	0
Total RURAL VIOLENT CRIME REDUCTION:		2,143	18,793
HIGHWAY SAFETY TRAFFIC ENFORCE			
13-5821-1001	SALARIES/WAGES - REGULAR	2,290	6,095
13-5821-1021	EMPLOYEE BENEFITS - SCL SCRTY	175	466
13-5821-1023	EMPLOYEE BENEFITS - HEALTH INS	141	0
13-5821-1025	EMPLOYEE BENEFITS - WRKRS COMP	44	137
13-5821-1029	EMPLOYEE BENEFITS - WY RTRMNT	426	1,135
Total HIGHWAY SAFETY TRAFFIC ENFORCE:		3,076	7,833
SCHOOL RESOURCE OFFICER PRGRM			
13-5830-1001	SALARIES/WAGES - REGULAR	23,535	70,914
13-5830-1002	SALARIES/WAGES - OVERTIME	940	2,500
13-5830-1005	SALARIES/WAGES - LONGEVITY	0	155
13-5830-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
13-5830-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,872	5,628
13-5830-1023	EMPLOYEE BENEFITS - HEALTH INS	10,700	25,731
13-5830-1025	EMPLOYEE BENEFITS - WRKRS COMP	467	1,655
13-5830-1029	EMPLOYEE BENEFITS - WY RTRMNT	4,557	13,204
Total SCHOOL RESOURCE OFFICER PRGRM:		42,072	119,787

OJJDP-UNDERAGE ENFORCEMENT

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
13-5831-1001	SALARIES/WAGES - REGULAR	-108	6,750
13-5831-1021	EMPLOYEE BENEFITS - SCL SCRTY	-8	419
13-5831-1023	EMPLOYEE BENEFITS - HEALTH INS	-145	0
13-5831-1025	EMPLOYEE BENEFITS - WRKRS COMP	-2	152
13-5831-1029	EMPLOYEE BENEFITS - WY RTRMNT	-20	1,257
13-5831-2158	MISC CONTRACTUAL SERVICES	0	0
13-5831-3210	OPERATING SUPPLIES	100	0
Total OJJDP-UNDERAGE ENFORCEMENT:		183	8,578

BULLET PROOF VEST PROTECTION

13-5838-3233	UNIFORMS/CARE	0	5,376
Total BULLET PROOF VEST PROTECTION:		0	5,376

DEPT OF JUSTICE-BODY CAMS

13-5898-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
Total DEPT OF JUSTICE-BODY CAMS:		0	0

WATER FUND**WATER - ADMINISTRATION**

31-5400-1150	DEPRECIATION	212,500	850,000
31-5400-2158	MISC CONTRACTUAL SERVICES	4,882	15,000
31-5400-2166	COLLECTION FEES	227	500
31-5400-2175	REFUNDS/REIMBURSEMENT EXPENSE	16,947	0
31-5400-3202	BAD DEBTS EXPENSE	0	0
31-5400-4345	INVESTMENT FEES	0	0
31-5400-4347	MANAGEMENT FEES	70,725	282,899
31-5400-9000	CONTINGENCY	0	0
Total WATER - ADMINISTRATION:		305,281	1,148,399

WATER - TREATMENT

31-5401-1001	SALARIES/WAGES - REGULAR	44,658	130,541
31-5401-1002	SALARIES/WAGES - OVERTIME	1,947	6,000
31-5401-1005	SALARIES/WAGES - LONGEVITY	0	715

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
31-5401-1006	SALARIES/WAGES - ALLOWANCES	125	300
31-5401-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5401-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,585	10,553
31-5401-1023	EMPLOYEE BENEFITS - HEALTH INS	16,212	39,158
31-5401-1025	EMPLOYEE BENEFITS - WRKRS COMP	893	3,104
31-5401-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
31-5401-1029	EMPLOYEE BENEFITS - WY RTRMNT	8,678	25,424
31-5401-2122	TRAINING/DEVELOPMENT	0	2,570
31-5401-2123	MEALS/LODGING/TRAVEL	0	800
31-5401-2131	UTILITY SERVICES - ELECTRICITY	29,361	60,000
31-5401-2132	UTILITY SERVICES - WTR/SWR/GRB	1,864	12,000
31-5401-2133	UTILITY SERVICES - NATURAL GAS	293	7,500
31-5401-2134	TELECOMMUNICATIONS	63	1,600
31-5401-2140	RENT - LAND/BUILDINGS	0	12,000
31-5401-2153	ARCHITECT, ENG, SURVEY	0	4,000
31-5401-2155	REPAIRS/MAINTENANCE	549	45,000
31-5401-2156	MAINTENANCE AGREEMENT	0	10,000
31-5401-2158	MISC CONTRACTUAL SERVICES	6,098	35,000
31-5401-3210	OPERATING SUPPLIES	15,477	45,000
31-5401-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	8,252	18,000
31-5401-3235	FUEL	361	1,400
31-5401-6542	IMPRVMNTS TO BLDG	0	60,000
31-5401-6544	IMPRVMNTS OTHER THAN BLDG	0	25,000
31-5401-6547	EQUIPMENT/FURNITURE	0	0
31-5401-6548	VEHICLES	0	0
Total WATER - TREATMENT:		138,417	555,665

WATER - DISTRIBUTION/MAINTNCE

31-5402-1001	SALARIES/WAGES - REGULAR	85,904	244,742
31-5402-1002	SALARIES/WAGES - OVERTIME	2,424	7,500
31-5402-1004	SALARIES/WAGES - TEMPORARY	0	4,348
31-5402-1005	SALARIES/WAGES - LONGEVITY	0	964
31-5402-1006	SALARIES & WAGES - ALLOWANCES	125	300
31-5402-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5402-1021	EMPLOYEE BENEFITS - SCL SCRTY	6,777	19,756
31-5402-1023	EMPLOYEE BENEFITS - HEALTH INS	37,872	91,111
31-5402-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,689	5,810

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
31-5402-1026	EMPLOYEE BENEFITS - DFRD COMP	0	0
31-5402-1029	EMPLOYEE BENEFITS - WY RTRMNT	16,447	46,967
31-5402-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	244	1,800
31-5402-2122	TRAINING/DEVELOPMENT	242	2,400
31-5402-2131	UTILITY SERVICES - ELECTRICITY	3,782	17,000
31-5402-2132	UTILITY SERVICES - WTR/SWR/GRB	9,459	25,000
31-5402-2133	UTILITY SERVICES - NATURAL GAS	64	1,300
31-5402-2134	TELECOMMUNICATIONS	68	200
31-5402-2141	EQUIPMENT - RENT	0	400
31-5402-2153	ARCHITECT/ENGINEERING/SURVEY	1,439	2,000
31-5402-2155	REPAIRS/MAINTENANCE	2,241	30,000
31-5402-2156	MAINTENANCE AGREEMENT	0	1,100
31-5402-2158	MISC CONTRACTUAL SERVICES	0	13,000
31-5402-3210	OPERATING SUPPLIES	22,750	50,000
31-5402-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	2,639	0
31-5402-3235	FUEL	2,391	7,000
31-5402-4310	LEASE PAYMENTS - OPERATING	0	350
31-5402-6542	IMPRVMNTS TO BLDG	0	25,000
31-5402-6544	IMPRVMNTS OTHER THAN BLDG	100,350	650,000
31-5402-6547	EQUIPMENT/FURNITURE	0	4,500
31-5402-6548	VEHICLES	0	300,000
Total WATER - DISTRIBUTION/MAINTNCE:		296,907	1,552,548

WATER - CUSTOMER SERVICES

31-5403-1001	SALARIES/WAGES - REGULAR	20,733	60,646
31-5403-1005	SALARIES/WAGES - LONGEVITY	0	593
31-5403-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
31-5403-1021	EMPLOYEE BENEFITS - SCL SCRTY	1,529	4,685
31-5403-1023	EMPLOYEE BENEFITS - HEALTH INS	128	261
31-5403-1025	EMPLOYEE BENEFITS - WRKRS COMP	396	1,378
31-5403-1029	EMPLOYEE BENEFITS - WY RTRMNT	3,861	11,292
31-5403-2134	TELECOMMUNICATIONS	52	200
31-5403-2155	REPAIRS/MAINTENANCE	0	1,500
31-5403-2156	MAINTENANCE AGREEMENT	0	2,500
31-5403-3210	OPERATING SUPPLIES	65	2,000
31-5403-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	7,764	40,000
31-5403-3235	FUEL	317	2,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
31-5403-6547	EQUIPMENT	0	0
Total WATER - CUSTOMER SERVICES:		34,845	127,055
WATER MAIN REPLACEMENTS			
31-5840-2153	ARCHITECT/ENGINEERING/SURVEY	144,892	953,000
31-5840-6544	IMPRVMNTS OTHER THAN BLDG	602,832	3,027,000
Total WATER MAIN REPLACEMENTS:		747,724	3,980,000
LITTLE BOX ELDER SPRING REHAB			
31-5855-2153	ARCHITECT/ENGINEERING/SURVEY	0	0
Total LITTLE BOX ELDER SPRING REHAB:		0	0
WATER IMPROVEMENTS			
31-5856-2153	ARCHITECT/ENGINEERING/SURVEY	25,508	192,000
31-5856-2158	MISC CONTRACTUAL	0	305,000
31-5856-6544	IMPRVMNTS OTHER THAN BLDG	263,995	557,000
Total WATER IMPROVEMENTS:		289,503	1,054,000
SEWER FUND			
SEWER - ADMINISTRATION			
32-5500-1150	DEPRECIATION	109,500	438,000
32-5500-2158	MISC CONTRACTUAL SERVICES	3,153	9,700
32-5500-3202	BAD DEBT EXPENSE	0	0
32-5500-4345	INVESTMENT FEES	0	0
32-5500-4347	MANAGEMENT FEES	40,519	162,077
32-5500-9000	CONTINGENCY	0	0
Total SEWER - ADMINISTRATION:		153,172	609,777
SEWER - TREATMENT			
32-5501-1001	SALARIES/WAGES - REGULAR	40,979	120,103
32-5501-1002	SALARIES/WAGES - OVERTIME	0	5,000
32-5501-1005	SALARIES/WAGES - LONGEVITY	0	464

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
32-5501-1006	SALARIES/WAGES - ALLOWANCES	125	300
32-5501-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
32-5501-1021	EMPLOYEE BENEFITS - SCL SCRTY	3,155	9,659
32-5501-1023	EMPLOYEE BENEFITS - HEALTH INS	16,242	39,113
32-5501-1025	EMPLOYEE BENEFITS - WRKRS COMP	785	2,841
32-5501-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
32-5501-1029	EMPLOYEE BENEFITS - WY RTRMNT	7,630	23,294
32-5501-2122	TRAINING/DEVELOPMENT	0	2,570
32-5501-2123	MEALS/LODGING/TRAVEL	0	800
32-5501-2131	UTILITY SERVICES - ELECTRICITY	18,219	80,000
32-5501-2132	UTILITY SERVICES - WTR/SWR/GRB	1,775	45,000
32-5501-2134	TELECOMMUNICATIONS	693	2,000
32-5501-2153	ARCHITECT/ENGINEERING/SURVEY	0	4,000
32-5501-2155	REPAIRS/MAINTENANCE	549	30,000
32-5501-2158	MISC CONTRACTUAL SERVICES	4,133	20,000
32-5501-3210	OPERATING SUPPLIES	18,174	40,000
32-5501-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	5,475	24,000
32-5501-3235	FUEL	361	1,500
32-5501-6544	IMPRVMNTS OTHER THAN BLDG	0	17,000
32-5501-6548	VEHICLES	0	0
Total SEWER - TREATMENT:		118,295	467,644

SEWER - COLLECTION

32-5502-1001	SALARIES/WAGES - REGULAR	76,000	222,619
32-5502-1002	SALARIES/WAGES - OVERTIME	3,014	4,500
32-5502-1004	SALARIES/WAGES - TEMPORARY	0	4,348
32-5502-1005	SALARIES/WAGES - LONGEVITY	0	642
32-5502-1006	SALARIES & WAGES - ALLOWANCES	125	300
32-5502-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
32-5502-1021	EMPLOYEE BENEFITS - SCL SCRTY	6,064	17,477
32-5502-1023	EMPLOYEE BENEFITS - HEALTH INS	31,256	75,236
32-5502-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,512	5,140
32-5502-1029	EMPLOYEE BENEFITS - WY RTRMNT	14,712	42,290
32-5502-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	244	1,700
32-5502-2122	TRAINING/DEVELOPMENT	310	1,825
32-5502-2123	MEALS/LODGING/TRAVEL	0	0
32-5502-2131	UTILITY SERVICES - ELECTRICITY	2,536	10,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
32-5502-2132	UTILITY SERVICES - WTR/SWR/GRB	82	350
32-5502-2133	UTILITY SERVICES - NATURAL GAS	424	2,500
32-5502-2134	TELECOMMUNICATIONS	303	1,000
32-5502-2153	ARCHITECT/ENGINEERING/SURVEY	1,234	2,500
32-5502-2155	REPAIRS/MAINTENANCE	0	20,000
32-5502-2158	MISC CONTRACTUAL SERVICES	0	13,000
32-5502-3210	OPERATING SUPPLIES	5,958	40,000
32-5502-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	0
32-5502-3235	FUEL	2,391	6,000
32-5502-4310	LEASE PAYMENTS - OPERATING	379	350
32-5502-6542	IMPRVMNTS TO BLDG	0	0
32-5502-6547	EQUIPMENT/FURNITURE	0	4,500
32-5502-6548	VEHICLES	0	300,000
Total SEWER - COLLECTION:		146,543	776,277

WASTEWATER TRTMNT PLANT REHAB

32-5850-2153	ARCHITECT/ENGINEERING/SURVEY	34,346	133,000
32-5850-6544	IMPRVMNTS OTHER THAN BLDG	0	1,307,000
Total WASTEWATER TRTMNT PLANT REHAB:		34,346	1,440,000

SEWER MAIN REPLACEMENTS

32-5852-2153	ARCHITECT/ENGINEERING/SURVEY	86,984	822,000
32-5852-6544	IMPRVMNTS OTHER THAN BLDG	855,400	3,400,000
Total SEWER MAIN REPLACEMENTS:		942,384	4,222,000

SANITATION FUND**SANITATION**

33-5600-1001	SALARIES/WAGES - REGULAR	55,251	162,074
33-5600-1002	SALARIES/WAGES - OVERTIME	0	600
33-5600-1005	SALARIES/WAGES - LONGEVITY	0	1,027
33-5600-1006	SALARIES/WAGES - ALLOWANCES	125	300
33-5600-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
33-5600-1021	EMPLOYEE BENEFITS - SCL SCRTY	4,246	12,576
33-5600-1023	EMPLOYEE BENEFITS - HEALTH INS	27,031	65,024

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
33-5600-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,058	3,699
33-5600-1026	EMPLOYEE BENEFITS - DFRRD COMP	0	0
33-5600-1029	EMPLOYEE BENEFITS - WY RTRMNT	10,288	30,290
33-5600-1150	DEPRECIATION	15,175	60,700
33-5600-2155	REPAIRS/MAINTENANCE	0	4,200
33-5600-2158	MISC CONTRACTUAL SERVICES	294,660	1,006,400
33-5600-3202	BAD DEBT EXPENSE	0	0
33-5600-3210	OPERATING SUPPLIES	13,881	34,000
33-5600-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	0	30,000
33-5600-3235	FUEL	6,188	26,000
33-5600-4347	MANAGEMENT FEES	42,730	170,918
33-5600-6548	VEHICLES	0	270,000
33-5600-9000	CONTINGENCY	0	0
Total SANITATION:		470,632	1,877,808

LANDFILL FUND**LANDFILL**

34-5340-1001	SALARIES/WAGES - REGULAR	97,429	319,922
34-5340-1002	SALARIES/WAGES - OVERTIME	822	1,500
34-5340-1005	SALARIES/WAGES - LONGEVITY	0	1,302
34-5340-1006	SALARIES/WAGES - ALLOWANCES	250	600
34-5340-1007	SALARIES/WAGES-INCENTIVE/BONUS	0	0
34-5340-1021	EMPLOYEE BENEFITS - SCL SCRTY	7,822	25,633
34-5340-1023	EMPLOYEE BENEFITS - HEALTH INS	31,504	104,046
34-5340-1025	EMPLOYEE BENEFITS - WRKRS COMP	1,881	7,292
34-5340-1026	EMPLOYEE BENEFITS - DFRRD COMP	4,172	10,963
34-5340-1029	EMPLOYEE BENEFITS - WY RTRMNT	13,916	48,885
34-5340-1150	DEPRECIATION	33,500	134,000
34-5340-2120	DUES/MEMBERSHIPS/SUBSCRIPTIONS	0	0
34-5340-2122	TRAINING/DEVELOPMENT	0	1,100
34-5340-2123	MEALS/LODGING/TRAVEL	0	0
34-5340-2131	UTILITY SERVICES - ELECTRICITY	1,976	10,000
34-5340-2133	UTILITY SERVICES - NATURAL GAS	552	10,500
34-5340-2134	TELECOMMUNICATIONS	0	0
34-5340-2153	ARCHITECT/ENGINEERING/SURVEY	0	40,000
34-5340-2155	REPAIRS/MAINTENANCE	2,235	15,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
34-5340-2156	MAINTENANCE AGREEMENT	4,119	11,500
34-5340-2157	INSURANCE	0	0
34-5340-2158	MISC CONTRACTUAL SERVICES	181,299	711,000
34-5340-2166	COLLECTION FEES	0	0
34-5340-3202	BAD DEBT EXPENSE	0	0
34-5340-3210	OPERATING SUPPLIES	27,188	82,000
34-5340-3220	EQUIPMENT/TOOLS-NON CAPITALIZE	124	2,500
34-5340-3235	FUEL	6,812	73,000
34-5340-4343	DEBT PAYMENT - PRINCIPAL	13,141	13,142
34-5340-4347	MANAGEMENT FEES	32,416	129,662
34-5340-6547	EQUIPMENT/FURNITURE	9,418	5,000
34-5340-9000	CONTINGENCY	0	0
Total LANDFILL:		470,577	1,758,547

LANDFILL - CAPITAL

34-5895-2153	ARCHITECT/ENGINEERING/SURVEY	1,263	40,000
34-5895-2158	MISC CONTRACTUAL SERVICES	0	0
34-5895-6542	BUILDINGS/IMPROVEMENTS	0	0
34-5895-6544	IMPRVMNTS OTHER THAN BLDG	0	0
34-5895-6547	EQUIPMENT/FURNITURE	0	20,800
34-5895-6548	VEHICLES	0	240,000
Total LANDFILL - CAPITAL:		1,263	300,800

EMPLOYEE HEALTH CARE FUND**EMPLOYEE HEALTH CARE**

39-5390-1023	EMPLOYEE BNFTS - HLTH INS PREM	303,931	452,800
39-5390-1032	EMPLOYEE BENEFITS - CLAIMS	807,217	1,275,000
39-5390-1058	HEALTH CARE - ADMINISTRTRN FEE	28,338	100,000
Total EMPLOYEE HEALTH CARE:		1,139,486	1,827,800

ECONOMIC DEVELOPMENT**ECONOMIC DEVELOPMENT**

41-5410-2115	PUBLISHING/ADVERTISING	0	0
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Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
41-5410-2122	TRAINING/DEVELOPMENT	0	0
41-5410-2158	MISC CONTRACTUAL SERVICES	5,398	241,700
41-5410-3210	OPERATING SUPPLIES	0	0
41-5410-9000	CONTINGENCY	0	0

Total ECONOMIC DEVELOPMENT:	5,398	241,700
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THE 112

41-5411-2158	MISC CONTRACTUAL SERVICES	2,707	1,433,300
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Total THE 112:	2,707	1,433,300
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BROWNFIELD GRANT**BROWNFIELD HAZARDOUS**

42-5870-2123	MEALS/LODGING/TRAVEL	0	0
42-5870-2158	MISC CONTRACTUAL SERVICES	0	0

Total BROWNFIELD HAZARDOUS:	0	0
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BROWNFIELD PETROLEUM

42-5871-2123	MEALS/LODGING/TRAVEL	0	0
42-5871-2158	MISC CONTRACTUAL SERVICES	0	0

Total BROWNFIELD PETROLEUM:	0	0
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MISC CONTRACTUAL SERVICES

42-5872-2158	MISC CONTRACTUAL SERVICES	0	0
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Total MISC CONTRACTUAL SERVICES:	0	0
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GENERAL FUND EQUIPMENT RESERVE**GENERAL FUND EQUIPMENT RESERVE**

47-5470-6547	EQUIPMENT/FURNITURE	32,002	474,701
47-5470-6548	VEHICLES	331,100	739,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
Total GENERAL FUND EQUIPMENT RESERVE:		363,102	1,213,701
CAPITAL PROJ FIRE EQUIP FUND			
FIRE EQUIPMENT			
50-5500-6548	BUILDINGS	0	0
Total FIRE EQUIPMENT:		0	0
CPTL PROJ - CLG PROJECTS			
HISTORIC DISTRICT			
53-5809-2158	MISC CONTRACTUAL SERVICES	0	0
Total HISTORIC DISTRICT:		0	0
TRAIN CAR RESTORATION			
TRAIN CAR RESTORATION			
54-5540-2155	REPAIRS/MAINTENANCE	13,861	20,000
Total TRAIN CAR RESTORATION:		13,861	20,000
POOL IMPROVEMENTS FUND			
POOL IMPROVEMENTS			
55-5550-2153	ARCHITECT/ENGINEERING/SURVEY	69,239	100,000
55-5550-6544	IMPRVMNTS OTHER THAN BLDG	53,198	3,750,000
55-5550-9000	CONTINGENCY	0	0
Total POOL IMPROVEMENTS:		122,437	3,850,000
STREET IMPROVEMENT FUND			
STREET IMPROVEMENTS			
56-5560-2153	ARCHITECT/ENGINEERING/SURVEY	113,331	1,747,900
56-5560-2158	MISC CONTRACTUAL SERVICES	26,750	70,000

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
56-5560-6540	LAND	0	0
56-5560-6544	IMPRVMNTS OTHER THAN BLDG	2,022,830	6,570,000
56-5560-6547	EQUIPMENT/FURNITURE	0	0
56-5560-9000	CONTINGENCY	0	0
Total STREET IMPROVEMENTS:		2,162,911	8,387,900

CAPITAL IMP -PUBLIC FACILITIES**CAPITAL IMP -FACILITIES**

57-5570-2153	ARCHITECT/ENGINEERING/SURVEY	102,526	95,000
57-5570-6542	BUILDINGS/IMPROVEMENTS	171,831	419,000
57-5570-6544	IMPRVMNTS OTHER THAN BLDG	139,007	536,500
57-5570-6547	EQUIPMENT/FURNITURE	0	0
57-5570-9000	CONTINGENCY	0	0
Total CAPITAL IMP -FACILITIES:		413,364	1,050,500

COMMUNITY FACILITY

57-5571-2153	ARCHITECT/ENGINEERING/SURVEY	17,488	601,575
57-5571-6542	BUILDINGS/IMPROVEMENTS	0	9,398,425
Total COMMUNITY FACILITY:		17,488	10,000,000

CAPTL PROJ-PARK IMPRVMNT FUND**PARK IMPROVEMENTS**

65-5650-2153	ARCHITECT, ENG, SURVEY	0	0
65-5650-2158	MISC CONTRACTUAL SERVICES	0	0
65-5650-4345	INVESTMENT FEES	0	0
65-5650-6542	BUILDINGS/IMPROVEMENTS	0	10,000
65-5650-6544	IMPRVMNTS OTHER THAN BLDG	26,394	155,000
65-5650-9000	CONTINGENCY	0	0
Total PARK IMPROVEMENTS:		26,394	165,000

HISTORIC PRSRVTN CMSN FUND**HISTORIC PRESERVATION CMMSSN**

Account Number	Account Title	2024-24 Current year Actual	2024-25 Current year Budget
92-5920-2158	MISC CONTRACTUAL SERVICES	7,583	8,000
Total HISTORIC PRESERVATION CMMSSN:		7,583	8,000

ARTS & CULTURE BOARD OF TRUSTE

ARTS & CULTURE BOARD OF TRUSTE

93-5930-2158	MISC CONTRACTUAL SERVICES	0	18,000
Total ARTS & CULTURE BOARD OF TRUSTE:		0	18,000



WYOMING
State Fair
ENDOWMENT FUND ^{EST} 2018

Dear Mayor Kim,

We are writing to express our heartfelt thank you for your generous donation and support to the Wyoming State Fair Endowment.

Because of donors like you, we can ensure the growth and sustainability of the Wyoming State Fair.

We are truly grateful!

Sincerely,

Barbara & Bob
WSF Endowment Co-Chairs



EVENTS

- Glenrock Christmas Tree Festival
November 25th-December 6th
Glenrock Library
- Thanksgiving Dinner
November 28th 11a-2p
Moose Lodge
- Shop Small Glenrock
Nov. 29th-Dec. 21st
Glenrock
- Glenrock Winter Fest
November 30th 10a-5p
Parade @ 6p
Glenrock Town Square
- Glenrock Christmas Light Contest
Dec 1st Winners Announced Dec 18th
Glenrock
- Line Dancing
December 5th 7-9p
Douglas Senior Center
- Mingle & Jingle Community Christmas Party
December 6th-8th
Douglas
- Mingle & Jingle Christmas Parade
December 6th 6p
Downtown Douglas
- Jackalope Square Lighting
December 6th 6:30p
Jackalope Square
- Christmas at the Depot
December 7th-8th
Douglas Railroad Museum
- Paws and Pearls
December 7 5pm
Upper Ag Hall / WSF
- Veterans & First Responders Meet & Greet
December 7th 7-9a
Blend

More information available at:

<https://www.seewhatconversecando.com/calendar/>

<https://douglas.brighttravel.com/events>