



CITY OF GILLETTE

Administration
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone (307) 686-5203
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MEMORANDUM

TO: Mayor and Members of the City Council
FROM: J. Carter Napier, City Administrator 
RE: General Information
DATE: March 4, 2016

The following meetings are scheduled for the week of **March 5 -March 11:**

Tuesday, March 8th

6:00 p.m. City Council Special Meeting, Agenda Attached

- **ACTION ITEM:** An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Property Generally Located at 1490 Harvest Moon Drive and Legally Described as a Portion of Lot 2A Moon Meadow Estates No. 5, a Resubdivision of Lots 1 & 2 of Moon Meadow Estates No. 5, a Resubdivision of Tract R of Moon Meadow Estates No. 3, from R-4, Multi-Family Residential District to C-1, General Commercial District, Subject to all Planning Requirements. (2nd Reading)
- **ACTION ITEM:** Council Consideration of a Resolution to Approve Amendments to the Gillette City Budget for FY2015-2016 in the amount of an additional \$25,100 for the Council of Community Services.
- **ACTION ITEM:** Council Consideration of a Funding Request for the Boys & Girls Club in the amount of \$2,000.00.
- **ACTION ITEM:** Council Consideration of Council Goals for FY 2016-2017
- Purchasing Policy Discussion
- Spring Clean Up Discussion
- System Development Charges
- Review March 15th Council Agenda
- City Hall – 2nd Floor Community Room
- Dinner served at 5:30 p.m.

1. **City Administrator Napier** will be gone to the **National League of Cities Meetings March 5-8, 2016**. **Finance Director Pitlick** will be **Acting City Administrator**.
2. Attached please find a **letter** from the **Council of Community Services** dated **March 1, 2016** regarding their request for **Emergency 1% Funding**.
3. Attached please find a **letter** from the **Campbell County Board of Commissioners** dated **February 29, 2016** regarding funding for the **Boys & Girls Club of Campbell County**.
4. Attached please find a **letter** from the **United States Department of the Interior** dated **January 26, 2016** regarding the **City of Gillette's Acceptance** into the **Certified Local Government Program**.
5. Attached please find a **draft of Purchasing Policies and Procedures** provided by **Finance Director Pitlick**.
6. Attached please a **Memorandum** dated **March 3, 2016** regarding the **3rd Street Plaza Barricades** provided by **Development Services Director Hamilton**.
7. Attached please the **Board of Examiners Meeting Agenda** dated **March 8, 2016** and **Meeting Minutes** dated **February 9, 2016**.

8. Attached please find a **report** from the **Campbell County Predatory Animal Control Board** dated **February 15, 2016** regarding the **Rabies Program**.
9. Attached please find a **flyer** regarding the **2016 Governor's Luncheon** on **April 27, 2016** provided by the **Campbell County Chamber of Commerce**.
10. Attached please find a **thank you card** from **Gillette Main Street**.

	Special Meeting Tuesday, March 8, 2016 Meeting: 6:00 p.m. Second Floor Community Room

Dinner served at 5:30 p.m. in the Second Floor Community Room

Agenda Topics:

- **ACTION ITEM:** An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for Property Generally Located at 1490 Harvest Moon Drive and Legally Described as a Portion of Lot 2A Moon Meadow Estates No. 5, a Resubdivision of Lots 1 & 2 of Moon Meadow Estates No. 5, a Resubdivision of Tract R of Moon Meadow Estates No. 3, from R-4, Multi-Family Residential District to C-1, General Commercial District, Subject to all Planning Requirements. (2nd Reading)
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- **ACTION ITEM:** Council Consideration of Council Goals for FY2016-2017.
- Purchasing Policy Discussion
- Spring Clean Up Discussion
- System Development Charges
- Review March 15th Council Agenda
- Executive Session

Upcoming Work Session Topics:

March 22 (CANCELED)

March 29

- Storm Water Ordinance Discussion
- Liquor Deliveries Discussion
- Review April 5th Agenda
- Executive Session

April 12 – SPECIAL MEETING

- 2nd Reading of the Storm Water Ordinance
- Agency Funding
- Street Sweeper Discussion
- Review April 19th Agenda
- Executive Session

April 26

- Council Workshop #1 – CIP Review
- Review May 3rd Agenda
- Executive Session

May 10

- Review May 17th Agenda
- Executive Session

May 31

- Review June 7th Agenda
- Executive Session

City/County/Town of Wright Meetings

March 14 5:30 - Cam-Plex Energy Hall 5:30 p.m.

- **City/County Pre-Budget Meeting**
 - With CC Public Land Board & Staff

March 16 – Fire Training Center 6:00 p.m.

- **City/County/Town Pre-Budget Meeting**
 - With CC Joint Powers Fire Board & Staff

May 4

- **City/County/Town Meeting**
5:30 – 6:30 p.m.

Upcoming Council Pre-Meeting Topics:

March 15

- Review March 15th Agenda
- Executive Session

April 5

- Downtown Plaza Management Discussion
- Downtown Development Authority - DDE
- Review April 5th Agenda
- Executive Session

April 19

- Plastic Bag Elimination Discussion
- Review April 19th Agenda
- Executive Session

May 3

- Review May 3rd Agenda
- Executive Session

May 17

- Review May 17th Agenda
- Executive Session

Upcoming Council Events

March 15

- Legislative Breakfast
 - 6:00 a.m. / Senior Center

March 23

- Council Coffee
 - 7:00 – 8:00 a.m. / 8:00 – 9:00 a.m.
City Hall 2nd Floor Community Room

March 24

- Senior Center Luncheon
 - 12:00 p.m.

New Agenda Items for March 15, 2016

1. Council Consideration for the Acceptance of Public Improvements for the City Hall Remodel Project - Phase III Completed by Hladky Construction, Inc., of Gillette, Wyoming, in the Total Amount of \$2,277,931.34.

(New Business – General Agenda)

2. Council Consideration for the Rejection of all Bids for the School Zone Crossings Phase II Project (1% Project).

(New Business – General Agenda)

3. Council Consideration of a Professional Services Agreement for Fiber Construction Standards with Vantage Point in the Amount of \$12,800.00.

(New Business – General Agenda)

4. Council Consideration of a Mutual Non-Disclosure Agreement Between Qwest Corporation, dba CenturyLink QC, and the City of Gillette.

(New Business – General Agenda)

5. Council Consideration of a Bid Award for the 2015 Sanitary Sewer Main Replacement to Hot Iron, Inc., in the Amount of \$1,407,957.43 (1% Project).

(New Business – General Agenda)

6. Council Consideration of a Bid Award for the 2015 Water Main Replacement to Powder River Construction in the Amount of \$1,877,786.35 (1% Project).

(New Business – General Agenda)

7. Council Consideration of a Professional Services Agreement for Construction Management Services Associated with the 2015 Sanitary Sewer Main Replacement Project with HDR Engineering in the Amount of \$170,766.00 (1% Project).

(New Business – General Agenda)

8. Council Consideration of a Professional Services Agreement for Construction Management Services Associated with the 2015 Water Main Replacement Project with Kadrmas, Lee & Jackson, Inc., in the Amount of \$172,300.00 (1% Project).

(New Business – General Agenda)

9. Council Consideration of a Bid Award for the Gillette Madison Pipeline Project, Contract #4e, to Garney Companies, Inc., in the Amount of \$19,614,100.00.

(New Business – General Agenda)

10. Council Consideration of a Bid Award for the Gillette Madison Pipeline Project, Contract #6, to XXXXXX, in the Amount of \$X,XXX,XXX.XX.

(New Business – General Agenda)
11. Council Consideration of an Amendment to the Professional Services Agreement for Construction Phase Services for Contract #4e of the Gillette Madison Pipeline Project, with Burns & McDonnell Engineering Co., in the Amount of \$X,XXX,XXX.XX.

(New Business – General Agenda)
12. Council Consideration of an Amendment to the Professional Services Agreement for Construction Phase Services for Contract #6 of the Gillette Madison Pipeline Project, with Burns & McDonnell Engineering Co., in the Amount of \$X,XXX,XXX.XX.

(New Business – General Agenda)
13. A Public Hearing to Take Public Comment on Proposed Ordinances to Revise Rates for Wastewater, Electrical and Water Service.

(Special Orders of the Day)
14. An Ordinance to Amend Section 17-14 (C), 17-14 (F) 1, and 17-14 (F) 2, and to Enact 17-14 (J) of the Gillette City Code to Revise Rates for Wastewater Service Furnished by the City of Gillette.

(Special Orders of the Day)
15. An Ordinance Amending Gillette City Code Sections 17-6.A.1, 17-6.B.1, 17-6.C.1, 17-6.D.1, and 17-6. E.1, to Revise Rates for Electrical Service Supplied by the City of Gillette.

(Special Orders of the Day)
16. An Ordinance Amending Section 17-47 of the Gillette City Code to Revise Rates for Water Furnished by the City of Gillette.

(Special Orders of the Day)
17. An Ordinance Amending Sections 7-17 and 17-19 of the Gillette City Code to Revise Rates for Plant Investment Fees and System Development Charges.

(Special Orders of the Day)

Council of Community Services



"helping people help themselves"

TDD/TTY: 800-377-3529

114 4-J Road * Gillette, WY 82716 * Bus: (307) 686-2730 * Fax: (307) 682-4018 * E-mail: staci@ccswv.org

March 1, 2016

Gillette City Council Mayor and Council Members
Mr. Carter Napier
201 East 5th Street
Gillette, WY 82716

Dear Mayor and Council:

On behalf of the Council of Community Services, the Boards Finance Committee appreciates the opportunity to request emergency 1% funding on March 1, 2016. The purpose of this letter is to provide some additional information about the state of the emergency as well as further specify the request for funds. At this time, the Council of Community Services faces a serious cash shortage that leaves the organization unable to pay necessary bills and continue the operations without some level of emergency assistance.

CCS Facts

- Grant Revenues Decreased 40% from 2012 to 2015
- Clients Increased 20% during the same timeframe
- Serves a broad range of client age groups from infants to seniors
- Increased cost of providing services (insurance, food costs, utilities, bookkeeping/consulting, etc.)
- Conservative history with local 1% funds with the 2015 request being just 1.37% of the total budget (According to GALI in 2015 the average local support was about 17% of the all agency budgets)
- Board decided to purchase Seconds on the Avenue without a request for capital assistance from the City & County
- Administration/Program Support monies are currently very limited in federal and state grants
- Accounts Payable are consistently between \$50,000 and \$100,000 which shows bills are not current
- Less than one month of reserves for payroll alone (Goal is at least 3 months)
- Bookkeeping/Consulting Costs are \$69,137 higher in 2015 than 2014 to correct bookkeeping system
- Higher Bookkeeping/Consulting Costs was necessary but left less money for program costs
- CCS helps save community costs. For example, the cost of one night in the Emergency Shelter was \$13 in 2015, compared with \$125 in detention center.

Based on recent discussions with the Mayor and Council as well as Mr. Napier, the organization has slightly revised the request for emergency funding. The City previously encouraged our organization to retain additional bookkeeping services which began in the summer of 2015. In addition, by assisting with the maintenance costs from 2015, it will allow CCS to complete the necessary improvements needed in 2016.

Specific Request of Emergency 1% Funds

\$35,000 which is about 50% of the increased bookkeeping/consulting costs in 2015

\$36,000 which is about 50% of the current accounts payable (\$71,801)

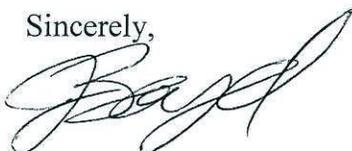
\$16,500 reimbursement towards necessary maintenance/safety costs (45% of total costs in 2015)

\$87,500 (represents 3.3% of the 2015 budget)

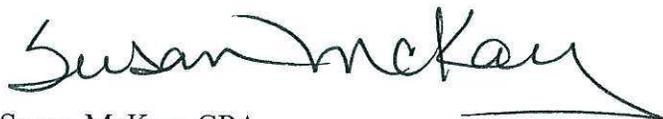
Conclusion

The Council of Community Services serves about 1 in 5 City residents per year. The loss of services would be very detrimental to those in need and the entire community. Many positive changes have been implemented in 2015, which focused on resolving bookkeeping and HR issues, and well as significantly reducing expenditures. The monies requested will allow the organization to continue operating and respond to the increase in service demand combined with lower grant funds. Thank you for considering our request for emergency funding and your support.

Sincerely,



Jessica Boyd
Council of Community Services
Board Chair



Susan McKay, CPA
Board Treasurer
Finance Committee Chair

Attachments: Current Accounts Payable, 2015 Statement of Activities, List of Programs

6:05 PM

02/27/16

Council of Community Services A/P Aging Summary

As of February 27, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Action Lock and Key	0.00	70.00	0.00	0.00	0.00	70.00
Associated Glass, Inc.	0.00	671.40	0.00	0.00	0.00	671.40
Atlas Office Products, Inc.	0.00	102.43	0.00	0.00	0.00	102.43
Behavioral Health Services	0.00	150.00	0.00	0.00	0.00	150.00
Bennett, Weber, & Hermstad, LLP	0.00	3,500.00	0.00	0.00	13,000.00	16,500.00
Big D Oil	0.00	374.69	0.00	0.00	0.00	374.69
Big Horn Dental Clinic	0.00	361.00	0.00	0.00	0.00	361.00
C&J Newcastle Hardware	0.00	0.00	0.00	-19.95	0.00	-19.95
Campbell County Treasurer	0.00	245.04	0.00	0.00	0.00	245.04
City of Gillette - Parking & Prints	0.00	100.00	105.00	120.00	0.00	325.00
Collins Communication	0.00	295.00	0.00	0.00	0.00	295.00
Community Action Partnership	0.00	325.00	0.00	0.00	0.00	325.00
Cornerstone Car Wash	0.00	23.86	0.00	0.00	0.00	23.86
Crowell & Sylte, LLC	0.00	107.41	107.41	103.94	7,242.68	7,561.44
Dental Care Center	0.00	605.00	0.00	0.00	0.00	605.00
Dr. Bruce Johnson, OD	0.00	60.00	0.00	0.00	0.00	60.00
Farmer's Co-op	0.00	284.83	0.00	0.00	0.00	284.83
Farmers Coop - Weatherization	0.00	942.35	0.00	0.00	0.00	942.35
Home Depot	0.00	7,258.29	712.20	0.00	0.00	7,970.49
Jackson Electric, Inc	0.00	150.00	0.00	0.00	0.00	150.00
K2 Technologies	0.00	1,170.00	0.00	0.00	0.00	1,170.00
Kosma Heating, A.C. & Roofing	0.00	5,990.00	9,177.50	0.00	0.00	15,167.50
Lightning Lube	0.00	96.00	0.00	0.00	0.00	96.00
Long's Plumbing & Heating Inc.	0.00	1,043.86	0.00	0.00	0.00	1,043.86
Medical Arts Laboratory	0.00	280.00	0.00	0.00	0.00	280.00
Medicap Pharmacy	0.00	0.00	0.00	42.10	0.00	42.10
Mike's Optical	0.00	275.00	0.00	0.00	0.00	275.00
Moore Mining Oilfield Service INC	0.00	130.00	0.00	0.00	0.00	130.00
Nelson's Fireplaces & Luxury Patio	0.00	380.00	0.00	0.00	0.00	380.00
Norco, Inc.	0.00	434.10	0.00	0.00	0.00	434.10
Powder River Heating and Air Conditioning	0.00	526.71	8,539.42	0.00	0.00	9,066.13
PRO-Safety Associates LLC	0.00	145.00	0.00	0.00	0.00	145.00
Record Supply Inc.	0.00	65.97	0.00	0.00	0.00	65.97
Rocky Mountain Business Equipment	0.00	845.68	0.00	0.00	0.00	845.68
Wal-Mart Pharmacy	0.00	39.47	0.00	0.00	0.00	39.47
Westland Distributing, Inc.	0.00	5,622.90	0.00	0.00	0.00	5,622.90
TOTAL	0.00	32,670.99	18,641.53	246.09	20,242.68	71,801.29

Council of Community Services Statement of Activities

January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
1000 · PRIVATE CONTRIBUTIONS	
1001 · Individuals	54,979.87
1002 · Corporate	47,256.27
1003 · Organizations	16,484.08
1004 · Churches	6,539.13
1011 · Capital Campaign	10,000.00
1000 · PRIVATE CONTRIBUTIONS - Other	113.21
Total 1000 · PRIVATE CONTRIBUTIONS	135,372.56
1009 · In-Kind Contributions	
1009a · In Kind Contributions - Lease	57,600.00
1009b · In Kind Contributions - Food	607,548.53
1009 · In-Kind Contributions - Other	14,734.22
Total 1009 · In-Kind Contributions	679,882.75
1100 · UNITED WAY	
1101 · Council	53,000.00
1102 · Way Station III	12,000.00
1104 · Soup Kitchen	5,000.00
1105 · Way Station I	10,000.00
1106 · Food Pantry	5,000.00
1100 · UNITED WAY - Other	15,000.00
Total 1100 · UNITED WAY	100,000.00
1300 · FUNDRAISING INCOME	
1302 · Chili Cook-Off	15,000.00
1303 · Empty Bowl	
1303c · Empty Bowl Quarter Auction	3,502.75
1303 · Empty Bowl - Other	31,618.25
Total 1303 · Empty Bowl	35,121.00
1306 · Treat Street	1,505.88
Total 1300 · FUNDRAISING INCOME	51,626.88
1400 · FEDERAL/STATE CONTRACTS	
1401 · CSBG	58,096.43
1411 · EFSP (Emergency Food Shelter)	5,558.14
1412 · Emergency Shelter	0.00
1413 · Section 8 Rental Assistance	16,624.00
1420 · HUD/SHP	65,431.21
1422 · Education for Homeless Children	1,581.53
1429 · Green House	341,239.32
1434 · City/Food	40,000.00
1435 · County/Food	0.00
1440 · WEA - DOE	175,968.04
1441 · WEA - LIEAP	330,104.03
1442 · WEA - STATE	45,431.79
1443 · WEA - NO HEAT	71,584.02
Total 1400 · FEDERAL/STATE CONTRACTS	1,151,618.51
1600 · PROGRAM SERVICES & FEE INCOME	
1601 · Repayments	3,337.98
1604 · Recycling	189.26
1605 · Laundry Income	2,262.21
1606 · Transitional	16,909.82
1608 · Delivery Fee	295.55
1610 · Clothing Sales	99,524.13
1610.2 · Kids Clothes	23,221.83
1611 · Rag Sales	753.86
1613 · Household	24,000.60
1614 · Furniture Sales	43,868.11
1617 · NSF Checks-Collected	91.50
1620 · Sales Tax Received	10,905.78
1625 · Closet (Store)	189,463.42
1600 · PROGRAM SERVICES & FEE INCOME - Other	1,009.53
Total 1600 · PROGRAM SERVICES & FEE INCOME	415,833.58

**Council of Community Services
Statement of Activities**

03/01/16
Accrual Basis

January through December 2015

	Jan - Dec 15
1700 · INVESTMENT INCOME	
1701 · Acct #103 (First National #200506)	28.02
1702 · Acct. #118 (First National #36129)	171.68
1703 · Acct. #107 (Wells Fargo #656029945)	2.40
1704 · Acct. #106 (Wells Fargo #656029937)	2.03
1706 · Acct. #117 (Security State #14447)	186.39
1708 · CD	242.27
Total 1700 · INVESTMENT INCOME	<u>632.79</u>
1800 · PROPERTY RENT	
1803 · Way Station II	15,300.69
1805 · Security Deposits	-2,279.40
1806 · Late Fees	77.00
1807 · Way Station III	22,312.00
1809 · Tenant Damage Fees Collected	35.00
1812 · Board Room Rental	375.00
1813 · Green House	18,401.41
1814 · Food for Green House	3,380.00
Total 1800 · PROPERTY RENT	<u>57,601.70</u>
1900 · OTHER INCOME	
1915 · Van Rides	557.25
1916 · DelMar RMBS	0.00
1922 · Greenhouse House Lease	0.00
1927 · Postage Meter	9.56
1928 · Program RMBS	1,437.94
1929 · Foundation Grant CD SSB 66435 (SS Bank CD 66435)	0.00
1930 · Rebate	1,707.73
1900 · OTHER INCOME - Other	3,277.45
Total 1900 · OTHER INCOME	<u>6,989.93</u>
Total Income	<u>2,599,558.70</u>
Gross Profit	2,599,558.70
Expense	
2100 · SALARIES	
2101 · Salaries and Wages	
2111 · Council - Regular	41,377.72
2112 · Council - Overtime	1,416.98
2113 · Soup Kitchen - Regular	27,586.70
2114 · Soup Kitchen - Overtime	37.50
2115 · Closet - Regular	70,791.90
2116 · Closet - Overtime	1,649.26
2117 · WS 1 - Regular	15,500.33
2118 · WS 1 - Overtime	266.10
2119 · WS 2 - Regular	14,070.97
2120 · WS 2 - Overtime	230.13
2121 · Greenhouse - Regular	92,880.44
2122 · Greenhouse - Overtime	1,296.39
2123 · HUD/SHP - Regular	14,182.34
2124 · HUD/SHP - Overtime	542.09
2125 · Section 8 - Regular	3,364.28
2127 · Wea DOE - Regular	9,103.25
2128 · Wea DOE - Overtime	2,734.88
2129 · Wea DOE H/S - Reg	122.04
2130 · Wea DOE H/S - Overtime	803.04
2131 · Wea LIEAP - Regular	81,046.70
2132 · Wea LIEAP - Overtime	13,575.46
2133 · Wea LIEAP H/S - Reg	3,407.64
2134 · Wea LIEAP H/S - Overtime	606.24
2135 · Wea State - Regular	4,283.40
2136 · Wea State - Overtime	860.92
2137 · Wea NoHeat CR - Reg	3,127.55
2138 · Wea NoHeat CR - Overtime	643.50
2139 · Wea NoHeat PREV - Reg	176.00
2140 · Wea NoHeat PREV - Overtime	214.50
2141 · Wea State H/S - Regular	330.28
2150 · Salary - Council	22,748.58

Council of Community Services Statement of Activities

January through December 2015

	Jan - Dec 15
2151 · Salary - Closet	41,302.43
2153 · Salary - WS 3	10,580.57
2154 · Salary - Greenhouse	12,393.18
2155 · Salary - Weatherization	35,837.52
2156 · Salary - WS 1	6,321.70
2157 · Salary - WS 2	6,321.70
2158 · Salary	0.00
2160 · Holiday	18,357.47
2161 · Vacation	26,379.64
2162 · Sick	16,068.14
2101 · Salaries and Wages - Other	240,163.82
Total 2101 · Salaries and Wages	842,703.28
Total 2100 · SALARIES	842,703.28
2200 · EMPLOYEE BENEFITS	
2201 · FICA	54,131.83
2202 · Medicare	12,659.87
2203 · Workers Comp	19,585.77
2204 · Unemployment Insurance	28,352.99
2205 · Health Insurance	117,385.84
2206 · Retirement	4,678.34
Total 2200 · EMPLOYEE BENEFITS	236,794.64
2220 · EMPLOYMENT REQUIREMENTS	
2221 · Background Checks	
2222 · Employees	261.00
2221 · Background Checks - Other	279.00
Total 2221 · Background Checks	540.00
2224 · Drug Testing	
2225 · Employees	990.00
2224 · Drug Testing - Other	958.00
Total 2224 · Drug Testing	1,948.00
2220 · EMPLOYMENT REQUIREMENTS - Other	10.00
Total 2220 · EMPLOYMENT REQUIREMENTS	2,498.00
2250 · Sales Tax	13,602.99
2300 · Fundraising expenses	
2302 · Chili Cook-Off	50.00
2303 · Empty Bowl	11,579.75
2306 · Special Event	25.00
2300 · Fundraising expenses - Other	35.34
Total 2300 · Fundraising expenses	11,690.09
2400 · OFFICE SUPPLIES	10,024.87
2450 · Merchandising	348.90
2475 · Check Processing	
2476 · EQ Lease-Electronic Processing	1,356.35
2477 · TeleCheck Processing	3,260.15
2478 · Bank Card Fees	4,830.46
Total 2475 · Check Processing	9,446.96
2500 · TELEPHONE	
2501 · Alarm System	2,970.00
2502 · Internet	4,900.28
2503 · Cellphone	5,634.08
2504 · Telephone Service	8,246.77
2505 · Computer System	11,437.00
2506 · Cable TV	842.87
Total 2500 · TELEPHONE	34,031.00
2600 · POSTAGE/SHIPPING	2,359.85
2650 · Parking (Closet Only)	1,200.00

Council of Community Services Statement of Activities

January through December 2015

	Jan - Dec 15
2700 · OCCUPANCY	
2701 · Building Payment	
2701d · Way Station II	0.00
2701e · Way Station III	0.00
2701f · Green House	0.00
Total 2701 · Building Payment	0.00
2702 · Electricity	26,891.23
2703 · Natural Gas	7,816.15
2704 · Water and Sewer	8,400.26
2705 · Garbage Disposal	6,390.19
2706 · Lease	80,007.29
2707 · Project Development/Management	85.00
2709 · Site Development	66,590.00
2720 · Maintenance	
2721 · Janitor Supplies	5,473.50
2722 · Remodel Labor	1,851.96
2723 · General Repairs	14,527.68
2724 · Contract Labor	9,459.99
2726 · Landscaping	1,550.09
2720 · Maintenance - Other	3,007.72
Total 2720 · Maintenance	35,870.94
2728 · Del Mar Reimbursables	0.00
2730 · Building Inspections	300.00
Total 2700 · OCCUPANCY	232,351.06
2800 · INSURANCE	
2801 · General Liability	3,381.91
2803 · Property	5,837.12
2806 · Board	290.41
2807 · Volunteer	621.30
2808 · Bond	300.00
2810 · Professional Liability Insuranc	481.75
2813 · Pollution	2,579.38
2814 · Cyber Liability	1,327.70
2816 · Inland Marine	0.00
2817 · Crime	0.00
2818 · Auto	0.00
2819 · Officers & Directors	1,620.00
2800 · INSURANCE - Other	29,802.70
Total 2800 · INSURANCE	46,242.27
2900 · EQUIPMENT	
2901 · Maintenance	264.07
2902 · Repairs	982.51
Total 2900 · EQUIPMENT	1,246.58
2904 · Tools	39.94
2905 · Disposable Tools	2,170.30
2909 · Storage	258.00
2912 · Vehicle	149.00
2920 · Software/Computers	209.99
3100 · PUBLICATIONS	499.56
3200 · TRAVEL	
3201 · Mileage	1,752.74
3202 · Per Diem	77.00
3203 · Meals	675.00
3204 · Lodging	741.30
3207 · Gas/Oil	21,425.02
3208 · Vehicle Repair/Maintenance	6,275.15
3209 · License Plates	2,418.47
3200 · TRAVEL - Other	-25.14
Total 3200 · TRAVEL	33,339.54

**Council of Community Services
Statement of Activities**

03/01/16
Accrual Basis

January through December 2015

	Jan - Dec 15
3300 · CONFERENCES/MEETING	
3301 · Registration Fees	419.00
3302 · Supplies	216.83
3303 · Certifications/Recertifications	871.53
3304 · Weatherization T & TA	1,050.00
3300 · CONFERENCES/MEETING - Other	160.37
Total 3300 · CONFERENCES/MEETING	2,717.73
3400 · MEMBERSHIP DUES & SUBCRIPTIONS	2,240.00
3500 · PROFESSIONAL FEES	
3511 · Consultant Fee	94,523.50
3700 · Audit and accounting services	37,137.36
3500 · PROFESSIONAL FEES - Other	0.00
Total 3500 · PROFESSIONAL FEES	131,660.86
3600 · DEBT SERVICE	
3612 · Interest Expense - WSIII	632.61
3611 · Interest Expense - WS II	373.47
3610 · Interest Expense - Del Mar	1,160.83
3602 · Interest - 1 National	10.00
3607 · Monthly Service Fee	0.04
3613 · Interest Expense Greenhouse	9,173.72
Total 3600 · DEBT SERVICE	11,350.67
3800 · Miscellaneous expenses	
3504 · Food License	100.00
3502 · Corporate Fee	27.00
3501 · Contractor License	500.00
3801 · Service Charges	1,325.35
3802 · Advertising	545.79
3805 · Public Relations	
3806 · Guest Meals	
3806a · Staff Appreciation Meals	22.52
3806 · Guest Meals - Other	115.29
Total 3806 · Guest Meals	137.81
3807 · Supplies	44.00
Total 3805 · Public Relations	181.81
3814 · Program Refunds	841.10
3818 · Finance Charge	-917.25
3820 · Shredder (Shredder Truck)	440.00
3800 · Miscellaneous expenses - Other	1,873.14
Total 3800 · Miscellaneous expenses	4,916.94
4000 · ACTUAL CLIENT ASSISTANCE	
4050 · Medical	
4051 · Medical Attention	575.85
4052 · Medication/Supplies	6,523.75
4053 · Dental	3,956.48
4054 · Insurance	290.10
4060 · Extrodinary Circumstances	330.00
4061 · Counseling	150.00
4050 · Medical - Other	17.75
Total 4050 · Medical	11,843.93
4200 · Long Term Lodging	
4202 · Rent	2,028.02
4203 · Deposits	775.00
Total 4200 · Long Term Lodging	2,803.02
4300 · Utilities	
4301 · Electricity	829.63
4302 · Natural Gas	430.37
4303 · Propane	118.08
4701 · Cable	797.57
4300 · Utilities - Other	196.91
Total 4300 · Utilities	2,372.56

Council of Community Services Statement of Activities

January through December 2015

	Jan - Dec 15
4500 · Transportation	
4501 · Vehicle Repair	44.00
4504 · Gasoline/Oil	870.69
4509 · I.D./Driver's License	219.30
Total 4500 · Transportation	1,133.99
Total 4000 · ACTUAL CLIENT ASSISTANCE	18,153.50
4400 · Food	
4401 · Food Pantry	548,259.32
4404 · Way Station Food	201.44
4405 · Soup Kitchen Food	145,150.63
4406 · Serving Supplies	1,135.36
4413 · Green House Food	12,000.00
Total 4400 · Food	706,746.75
4700 · EDUCATION	
4703 · Books	227.34
4700 · EDUCATION - Other	713.55
Total 4700 · EDUCATION	940.89
4800 · Energy Conservation	
4820 · Labor-Contract	43,742.00
4830 · Materials	130,668.62
4840 · Health/Safety	37,911.55
Total 4800 · Energy Conservation	212,322.17
66900 · Reconciliation Discrepancies	-40.00
9010 · Depreciation	
9011 · Depreciation - Closet	3,060.89
9012 · Depreciation - WS I	10,245.84
9013 · Depreciation - WS II	13,847.28
9014 · Depreciation - WS III	16,863.48
9015 · Depreciation - Weatherization	18,531.72
9016 · Depreciation - Green House	13,210.68
9017 · Depreciation - Soup Kitchen	2,359.80
9010 · Depreciation - Other	14,687.64
Total 9010 · Depreciation	92,807.33
Total Expense	2,665,023.66
Net Ordinary Income	-65,464.96
Other Income/Expense	
Other Income	
1904 · Sale of Fixed Asset	600.00
1931 · Insurance Claim	5,175.66
Total Other Income	5,775.66
Net Other Income	5,775.66
Net Income	-59,689.30

Council of Community Services

"Providing a Hand up Not a Hand Out"

Services We Provide:

❖ **Council Campus:**

➤ **Support Center**

- Food Pantry Meals – 162,975 meals in 2015. 8,619 total Households served in 2015.
- Thanksgiving Turkeys-150 Thanksgiving Meals in 2015.
- Christmas Baskets – 644 Baskets
- Staff verifies income and determines qualifications based on CSBG poverty levels.

❖ **Medical and Dental Loan Program**

- Loans providing qualifying individuals with “loans” to cover emergency medical and dental expenses.

❖ **Section 8:**

- Providing assistance for clients needing to apply for Section 8, as well as completing Section 8 housing inspections.

❖ **Soup Kitchen:** Provided 21,866 meals in 2015, serving 1,658 people.

❖ **Way Station I (Emergency Shelter)** – Average of 17.5 people per night in 2015 at cost of \$13 per night.

❖ **Way Station II (Transitional Apartments)** – 6 Units ranging from 1-3 bedrooms.

❖ **Way Station III (Apartments for Severely Persistently Mentally ill)** – 8 Units, 1 unit currently using Housing First method.

❖ **Greenhouse** – Located on 6th and Rohan – Severely Persistently Mentally Ill Group Home (Space for 6 clients, 3 women and 3 men)

- Provided rooms, meals, and counseling
- Council provides full time on site assistance and medication monitoring.

❖ **Low Income Apartments:**

- **DelMar Apartments** managed through Tamarack – 16 Low Income Units

❖ **Weatherization Program** – Weatherize homes in 5 counties

- Crews provide energy improvement such as insulation, furnace replacement to low income households. CCS weatherized 73 houses in a 5 county area in 2015.
- Providing Weatherization assistance, as well as emergency assistance in No Heat situations October-April every year.

❖ **Seconds on the Avenue:**

- Provides clothing and household vouchers for qualified low income individuals
- Provides low cost clothing, furnishings, and miscellaneous items through donations from community. Provided 229 individuals with vouchers, including 160 school children with items needed for the school year.



OFFICE

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Robert P. Palmer, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Garry G. Becker, M.D., Chairman
Rusty Bell
Micky Shober
Mark A. Christensen
G. Matthew Avery

February 29, 2016

Mr. Benjamin Connolly
Board President
Boys & Girls Club of Campbell County
410 Lakeside Drive
Gillette, WY 82716

RE: Executive Director Recruitment

Dear Mr. Connolly,

On behalf of the Campbell County Board of Commissioners, thank you for your correspondence of 5 February 2016, requesting financial assistance with the recruitment and selection of the Executive Director for the Boys & Girls Club of Campbell County.

Benjamin, at our Morning Workshop on 25 February, the Board approved your request for funding of up to \$2,000 to assist with the Executive Director search; contingent upon an equal amount of funding allocated by the City of Gillette. Please provide a detailed invoice to our office for payment. Should you have any questions, I would invite you to contact our office.

We are pleased with the progress and success you have achieved with the Boys & Girls Club of Campbell County. Please extend our thanks to each of your Board Members.

Sincerely,

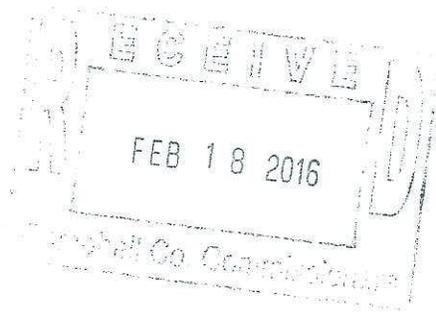
Garry G. Becker, M.D.
Chairman

xc: City of Gillette, Mayor Louise Carter-King
Lori Jones, County Board Appointment
file

February 5, 2016

City of Gillette
201 E. 5th Street
Gillette, WY 82717

Campbell County
500 S. Gillette Ave.
Gillette, WY 82716



**Boys & Girls Club
Campbell County**
410 Lakeside Drive
Gillette, WY 82716
Tel 307-685-1050
Fax 307-685-0028

Dear City of Gillette and Campbell County Officials,

We respectfully request financial assistance for the purpose of administrative support specific to our Executive Director transition.

The amount being requested is \$2,000 each from the City and the County, for a total of \$4,000. This assistance would help us with our search for a new Executive Director. The applicant pool of thirty-three includes individuals from the area and beyond.

We are looking forward to having the new Executive Director guide the Club to providing a broader spectrum of Boys & Girls Club programming to serve our area youth. These programs will help in: developing our Club members into responsible citizens; having members embrace healthy physical and mental living; and encouraging academic success.

Better futures for our Club kids really do start here. Thank you for your consideration of this request.

Sincerely,

Benjamin Connolly
President of the Board

Officers

Benjamin Connolly
President

Deb Tonn
Vice President

Kayleigh Reardon
Treasurer

Tracy Mathews
Secretary

Board of Directors

Alex Berger

Cody Friedlan

Lori Jones

Noamie Niemitalo

Tim Carsrud
City of Gillette Liaison

Interim Director

Mary Hernandez



GREAT FUTURES START HERE.





United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, DC 20240

January 26, 2016

Ms. Erica Duvic
Community Preservation Coordinator
State Historic Preservation Office
Barrett Building, 3rd Floor
2301 Central Avenue
Cheyenne, WY 82002

Dear Ms. Duvic:

Thank you for forwarding the necessary documentation concerning the City of Gillette's application for participation in the Certified Local Government (CLG) Program. I have reviewed your submission and am pleased to concur in your recommendation that Gillette be certified under the provision of Section 101(c) of the National Historic Preservation Act.

The date of certification will be recorded as the date of this letter. We are also providing a copy of this letter to the City of Gillette.

We welcome the City of Gillette as a local partner in the Federal Preservation Program and look forward to working with them to preserve what makes their community special and significant. They have been added to our database and can find their listing there as well as more information on the CLG program by going to: www.nps.gov/clg

If you have any questions about this letter, please feel free to contact me by phone at 202-354-2229, or by email at paul_lusignan@nps.gov.

Sincerely,



Paul R. Lusignan
Acting, Certified Local Government Program Coordinator

cc: J. Carter Napier, City of Gillette



CITY OF GILLETTE

PURCHASING POLICIES AND PROCEDURES (APP)

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FOREWORD

The purpose of this policy is to provide City of Gillette employees a guideline to assure continuity and uniformity in purchasing practices, and to define the responsibilities of each employee when purchasing supplies, services, vehicles and equipment. It also provides guidelines for public works projects and items let by bid. It is the City's intent to be fiscally responsible, and to purchase supplies and services that have the least negative impact on the environment.

The policies and procedures in this manual are not intended to address every issue, exception or contingency that may arise in the course of purchasing activities. The basic standard that should always prevail is to exercise good sound judgment, and seek the best value when using City resources, including keeping within the budget authorized by the City Council. Each purchase shall encourage open competition between suppliers and contractors, while seeking the best value for the City.

This policies and procedures manual is not all-inclusive. If a question should arise that is not addressed in this manual, contact the appropriate Supervisor, Department Head and/or the Purchasing Division for guidance.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.1</i>		<i>Subject: Purchasing Authority</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 0-01-2009</i>		

1. PURPOSE

The purpose of this policy is to state the individual responsible for purchasing authority at the City of Gillette.

2. AUTHORITY

In compliance with the City of Gillette code, chapter 2-2 (f) and Wyoming State Statute 15-4-203 (a) (v) the City Administrator is designated as the Purchasing Agent for the City. It is within his/her scope of responsibility to delegate duties to best suit the interests of the City.

3. DELEGATION OF AUTHORITY

Purchasing is an important activity; therefore, it is essential that the responsibility for buying supplies and services be delegated to a team of people skilled in negotiating, cost reduction and other purchasing techniques.

It is the responsibility of the City Administrator to delegate the purchasing authority if necessary. This authority is delegated to the Purchasing Manager within the Purchasing Division who will adhere to all policies and procedures in accordance with state statutes, City codes and policies.

4. PURCHASING MANAGER ABSENCE

In the Purchasing Manager's absence, authority will transfer to the Purchasing Specialist and/or the Finance Director.

Authority – By Authority of the City Administrator
Purchasing Policy and Procedures 5.1 thru 5.4.7

J. Carter Napier
City Administrator

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.2</i>		<i>Subject: Duties of Purchasing Division Personnel</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	
<i>Supersedes: Revised policy dated 0-01-2009</i>		

1. PURPOSE

The following policy is to establish the duties and responsibilities of Purchasing Division personnel.

2. DUTIES

The duties of Purchasing personnel are to facilitate, coordinate, supervise, assist and advise the staff in the fair and impartial application of the City’s purchasing policies and procedures.

3. ASSISTANCE

The Purchasing Division shall assist each division/department with the acquisition of supplies and services once the specifications are provided by the requesting division or department. All purchases will be in accordance with the City’s purchasing policies and procedures.

4. MATERIALS AND SERVICES

The Purchasing Division shall secure requested materials, services, supplies and tools at the lowest possible cost while retaining the necessary quality. All purchases shall be in accordance with the City’s purchasing policies and procedures.

5. VALUE

When purchasing supplies and services, the Purchasing Division shall attempt to receive the best “value” to achieve the City’s maximum economic benefit. This may not always be the “cheapest” price.

6. CONSOLIDATION

The Purchasing Division may, at its discretion, consolidate the purchase of like or common items to obtain the maximum economic benefit to the City of Gillette. This may cross departments and shall be in the best interest of the City.

7. VENDOR INFORMATION

The Purchasing Division shall maintain vendor information on supplies and services in the TYLER system. The Purchasing Division shall make information available for the use and benefit of all City staff.

8. CONTACT POINT

The Purchasing Division shall be the contact point for sales representatives and to disseminate information on specifications or product information. The Purchasing Division shall be the contact point for delivery of quotations, bids and other vendor related activities. The Warehouse shall be the point of contact for shipments and deliveries unless otherwise designated.

9. CITY/VENDOR RELATIONS

The Purchasing Division shall promote good will and clear communication in City/Vendor relations, as well as intra-organizational relations regarding purchasing issues, by adhering to all policies and procedures established in this manual.

10. INVENTORY MANAGEMENT

The Purchasing & Warehouse Divisions shall manage and enhance an ongoing inventory management program. The inventory management will include issuing, stocking, entering, updating and maintaining inventory information. The Purchasing and/or Warehouse Divisions will do inventory cycle counts, manage obsolete inventory, implement controls relating to the inventory and warehouse facility and manage said controls.

11. MANAGEMENT

The Purchasing Division will perform other necessary purchasing management functions as delegated by the City Administrator or Finance Director.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3</i>		<i>Subject: Purchasing Process</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 0-01-2009</i>		

1. PURPOSE

The purpose of the purchasing process is to establish methodologies for, define the limits of and outline the responsibilities associated with the purchasing of goods and services for the City of Gillette.

This policy shall provide for fair and impartial treatment of all persons involved in public purchasing by or with the City of Gillette. The intent is to maximize the purchasing value of public funds and maintain good vendor relations by using fair and impartial purchasing practices. The City of Gillette shall encourage effective economic competition, while providing safeguards for maintaining a purchasing system that focuses on product quality and integrity.

2. APPROVAL

Purchases shall be approved with the proper level of authority as outlined in section 5.3.3, Purchasing Approval.

3. REQUISITION

The City of Gillette shall utilize the TYLER requisition system for all material purchases greater than \$500 total, in most cases. A requisition shall also be created for purchases less than \$500 that need to be tracked by purchase order. To obtain more information regarding the requisition system, see section 5.3.4, Requisition – Policy and Procedure.

4. PURCHASING CARD

The purchasing card will be used for supply purchases up to \$500 and travel purchases up to \$1000 that do not require a purchase order. The \$500 limit may be exceeded with Purchasing Division approval. To obtain more information regarding the purchasing cards, see section 5.3.5, Purchasing Cards.

5. PURCHASE ORDER

The purchase order is the official document that provides the necessary information and direction to a supplier when purchasing goods. A purchase order shall be used for purchases over \$500 total, in most cases and shall be generated from the requisition. The requisition and purchase order shall also be used for purchases less than \$500 where appropriate. To obtain more information regarding purchase orders, see section 5.3.6, Purchase Orders.

6. PAY REQUESTS

Pay requests for public works projects shall be handled by the Engineering Department and will be submitted to the Purchasing Division. Payment for public works projects shall be part of Engineering policies and procedures. All pay requests shall be reviewed and contracts entered in TYLER by the Purchasing Division and provided to the Finance Department in a timely manner to ensure prompt payment of the pay request. To obtain more information regarding public works projects, see the Engineering Department for their policies and procedures.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.1</i>		<i>Subject: Adherence to Purchasing Policy</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	<i>Requirements.</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this section is to spell out the expectations for City of Gillette employees regarding purchasing policy requirements.

2. GENERAL

It is the responsibility of each City employee to adhere to the policies and procedures as set forth in this document. It shall be a function of the Purchasing Division to make routine and periodic checks of purchase orders, inventory issues, requisitions and purchasing card statements to ensure that all departments comply with the Purchasing policies and procedures.

3. NON-COMPLIANCE

Non-compliance of policies will be reported to the Purchasing Manager who, along with the responsible Department Head and City Administrator, will evaluate each situation and act accordingly. Non-compliance with the City’s purchasing policy may result in disciplinary action.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.2</i>		<i>Subject: Purchases Requiring City</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	<i>Administrator's Approval</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to address purchases requiring the City Administrator's approval.

2. GENERAL

~~Any purchase that will exceed a budgeted line item for supplies and contractual services shall be preceded by a formal budget transfer request or a request to amend the budget. The original forms of the transfer or amendment should be forwarded to the Finance Department, who in turn sends a copy to the Purchasing Division. Any transfer between departments shall have City Council approval. The Finance Director shall approve the transfer or amendment prior to staff entering the requisition. The forms may be obtained in Purchasing or Finance offices. The City Administrator shall approve all purchases over \$15,000.00.~~

3. ~~NON-TRANSFER PRIOR TO REQUISITION~~

~~Any requisition that is received by the Purchasing Division that is over budget shall be forwarded to the Finance Director for approval. The Finance Director shall contact the originator and make arrangements to take the necessary steps to transfer funds or amend the budget.~~

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.3</i>		<i>Subject: Purchasing Approval</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

To establish methodologies for, define the limits of and outline the responsibilities associated with the approval process on the TYLER requisition system. This system provides City personnel the ability to approve purchases within the TYLER approval system.

2. APPROVAL

All purchases for the City of Gillette shall be by purchase order, purchasing card or pay request as noted on page seven (7) and eight (8). The approval will take place either by the on-line purchase order or purchasing card approval system located in the TYLER system .

In general if a purchase is greater than \$50,000.00 a memo may be drafted and put on the Council agenda for their approval unless the expenditure is of an emergency nature or has the potential of becoming an emergency if not ordered. Items needing ordered that are used on a daily basis and are greater than \$50,000.00, i.e. (electrical cable, transformers or other items of this nature) shall, at a minimum be approved by the City Administrator or designee. The City Administrator or designee, at his/her discretion, shall make the final decision if an item should be approved by City Council.

3. APPROVAL TABLE

All purchases via requisition must be approved according to the following table. The City Administrator in conjunction with the Purchasing Manager may amend the following table.

Purchases \$15 to \$2,499	Purchases \$2,500 to \$4,999	Purchases \$5,000 to \$9,999	Purchases \$10,000 to \$15,000	Purchases \$15,000 to \$49,999	Purchases Over \$50,000
Approval Level	Approval Level	Approval Level	Approval Level	Approval Level	Approval Level
Division Head	Division Head Department Head	Division Head Department Head Purchasing Manager	Division Head Department Head Purchasing Manager Finance Director	Division Head Department Head Purchasing Manager Finance Director	May be sent to City Council at the Discretion of the City Administrator
*Finance Director	*Finance Director	*Finance Director	*Finance Director	City Administrator	

***Over budget items - The Finance Director shall approve all purchases where the line item budgeted accounts are over budget. The Purchasing Division will forward over-budget requisitions through the TYLER system to Finance.**

4. EXCEPTIONS

Public works contracts may be an exception to this policy, per section 5.4, Contracts. For exceptions regarding the purchasing card and employee reimbursement for out of pocket purchases, see section 5.3.5, Purchasing Cards.

5. ASSIGNMENT

The approval of all purchases will be based on the assigned budgeted account numbers set up by the Finance Department in the- TYLER system. The individual responsible for the budget will be authorized to approve purchases for their division up to \$2,500. The Department Head, Purchasing Manager, Finance Director and the City Administrator shall approve purchases above \$2,500 based on the previous table.

6. PROCEDURE

See Appendix A.

City of Gillette		Administrative Policy/Procedures (APP)
Number: 5.3.4		Subject: Requisition – Policy and Procedure
Original Issue: 11-13-2000	Effective: 04-01-2015	Category: Purchasing
Current Issue: 04-01-2015	Effective: 04-01-2015	
Supersedes: Revised policy dated 09-01-2005		

1. PURPOSE

The purpose of this policy is to establish methodologies to define the limits of and outline the responsibilities associated with the TYLER requisition system. This system allows authorized City staff the ability to purchase supplies and/or services that are required in the execution of their official duties as representatives of the City.

2. APPLICABILITY

This policy and procedure applies to all City employees who have been authorized to access the TYLER requisition system.

3. LOCATION

The TYLER requisition system is located on the mainframe computer and is maintained by the Information Technology (IT) Division. The IT Division shall provide authorization and instruction.

4. EXCEPTIONS

Items that may be purchased on the purchasing card and occasional purchases using petty cash are exceptions to this policy.

5. PROCEDURE

See Appendix A.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.5</i>		<i>Subject: Purchasing Cards</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

To establish methodologies for, define the limits of and outline the responsibilities associated with City-issued purchasing cards, which shall be provided to City-authorized personnel. The purchasing card is a means to provide a more expedient process for purchasing supplies and services, while at the same time reducing paperwork, transaction processing costs and the length of the traditional purchasing/payment cycle. This will enable individuals who have been issued purchasing cards to initiate transactions within the limits of this procedure in person or by telephone and to receive supplies or services. In addition, payments to vendors will be channeled through the bankcard settlement system, thereby greatly reducing processing time and efforts.

2. APPLICABILITY

This procedure specifically applies to all City employees and elected officials who have been authorized to receive a purchasing card.

3. ATTACHMENTS

- Cardholder Agreement – See Appendix B.
- Cardholder Dispute Form – See Appendix B.
- ~~Purchasing Card Lost Receipt Justification Form – See Appendix B.~~

DEFINITIONS

City	The highest level of hierarchy that a card is issued.
Card	Purchasing Card - card issued to an employee/official of the City and has a predetermined dollar amount.
Card Holder/Owner	An employee/official of the City who has been issued a purchasing card and who is authorized to procure items or services in accordance with these procedures.
Cut-off Date	Date on which the billing cycle will be "cutoff" for the month. This will be the 20 th business day of the month.
Division Coordinator	The person or persons designated to coordinate tasks associated with card use and to reconcile electronic statements.
Monthly Limit	Limit of authorized purchases per month as established for each cardholder by the cardholder's Department Head and/or the Purchasing Division.
Single Purchase Limit	Limit of purchasing authority delegated to a cardholder for one purchase.
Individual Statement	Monthly listing of all cardholder transactions shall be delivered via the TYLER system .
Control Account Statement	Monthly listing of all transactions by all cardholders totaled by cardholder and division.
Transaction	The act of procuring materials or services with the purchasing card.
Program Administrator	A person or persons within the Purchasing Division with oversight of the purchasing card program.

4. ISSUANCE OF PURCHASING CARDS

Each department shall designate personnel to be cardholders through the completion of the Action Request Form. The form shall be completed for each employee to receive a card. The form shall then be forwarded to the Purchasing Division for final processing, approval and issuance. If an e-mail is used, the following information shall be included: name of cardholder, level of card requested and department or division.

[To be eligible for issuance of a purchasing card, an employee must have completed three months of continuous employment. Exceptions may be made upon approval of the City Administrator.](#)

The purchasing card program has different levels of card authorization as outlined below. The Purchasing Division, in consultation with the appropriate Department Head, shall determine the card level to be issued to a given employee.

The dollar limit for all cards shall not exceed \$500 per transaction for supply purchases and \$1,000 per transaction for travel, unless authorized by the Purchasing Division. The monthly maximum cycle limit shall be established according to individual need as determined by the Purchasing Division and shall not exceed \$15,000 with the exception of the Fleet Division. Their limit shall not exceed \$25,000. As stated in the Personnel Handbook, the Travel Policy shall be

adhered to. Information related to individual card limits and restricted merchant codes can be obtained at the Purchasing office.

The following are the card levels that exist under this program:

Level 1

Purchasing cards shall be issued to individuals who are required, as a part of their City responsibilities, to make general purchases in the area located in the City of Gillette and Campbell County, more specifically, designated by zip codes that begin with 827. In the event the need arises for an individual receiving a Level 1 card to travel outside of that area, the Purchasing Division may enable the travel portion of the card implemented for the period an individual will travel. Please see MCC code document for merchants that may be utilized under a Level 1 authorization. This document may be obtained in Purchasing.

Level 2

Purchasing cards shall be issued to elected officials and to employees who are required, as part of their City responsibilities, to travel. A Level 2 card may be used for travel purposes only and for expenditures associated with traveling while on City business. Examples of such expenditures include hotels, meals, rental cars and airline tickets. The purchase of fuel will not normally be authorized, as City vehicles are issued gas credit cards and, in the event an individual chooses to use their own vehicle, that individual is responsible for their own expenses (including fuel) and are then reimbursed by the City for business mileage. As stated in the Personnel Handbook, the Travel Policy shall be adhered to. As an alternative, the Purchasing Division may issue a Level 2A card, which may be enacted when an individual travels and must rent a vehicle and which will allow for the purchase of fuel. In the event an individual has been issued a Level 2 card and desires fuel authorization, that individual may contact the Purchasing Division (prior to traveling and through their Division Coordinator) and the Purchasing Division may, at its own discretion, enact this portion of the card. Please see the MCC code document for merchants that may be utilized with the Level 2 card. This document may be obtained in Purchasing.

Level 3

Purchasing cards shall be issued to Supervisors, Division Heads, Department Heads and the City Administrator. Level 3 cards may be used to make purchases at the same level as a Level 1 card, but shall include areas outside the Gillette area. The Level 3 card also includes authorization to purchase materials or services over the Internet and to pay for travel related expenses. As stated in the Personnel Handbook, the Travel policy shall be adhered to. Please see MCC code document for merchants that may be utilized with the Level 3 card. This document is available in Purchasing.

Level 4

~~Purchasing cards shall be issued to individuals that may require a customized card for unforeseen circumstances. Any card issued under this level shall not exceed any of the limits that would currently be authorized by the City Council. This card shall be issued as a very restrictive card, allowing the cardholder to use it for a specific purpose.~~

All cards shall be received and issued by the Purchasing Division.

The proposed cardholder shall not be issued a card until such time as they have received in-house training on its use, been issued a copy of this procedure and executed the City of Gillette Purchasing Cardholder Agreement form (attached), indicating that the cardholder understands the procedures, restrictions and responsibilities associated with the card and to acknowledge that the cardholder has received their card.

5. AUTHORIZED PURCHASING CARD USE

A. Purchases

Each cardholder shall be issued a unique purchasing card, one on which their name shall be embossed and only the cardholder is authorized to use. Although the cardholder may complete transactions on behalf of others within their department, **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.** The cardholder shall be responsible for the business validity of the use of their card as well as for obtaining the appropriate **detailed** receipt for each purchase with the card, as these receipts will be necessary to reconcile the electronic transaction files.

Use of the purchasing card shall be limited by the following conditions:

A purchase **“SHALL NOT”** be split into multiple transactions in order to stay within the single purchase limit and evidence of such occurrence shall be grounds for suspending or terminating further use of a purchasing card by an individual cardholder. In addition to the single purchase limit, purchases for the month shall also not exceed the established monthly limit. All purchases must be processed through the TYLER purchasing card system.

NOTE: The use of the purchasing card provides an additional method of payment and simplifies payment. The card does not provide spending authority outside of that authorized in the adopted budget for each City division or any inter-departmental policies.

B. Travel

Depending on authorization level, the purchasing card may also be used for travel. Each individual that possesses a card may have the ability to use the card for airfare, accommodations, meals, rental cars and other travel related expenses. Issuance of a card with travel authorization does not negate or replace standing City travel reimbursement policies (as contained in the City’s Personnel Policies and Procedures Manual) and cardholders shall remain familiar with such restrictions on

travel expenditures. In most instances, the travel authorization component of an individual's card may need to be activated at the time of travel. Such activation shall occur only after approval from the cardholder's Department Head. **In addition, in the event that a cardholder travels and as part of that travel, will rent a vehicle, the Purchasing Division will also need to activate the fuel purchase authority prior to cardholder departure.**

6. UNAUTHORIZED PURCHASING CARD USE

The purchasing card may be used for all purchases less than \$500, except as stipulated on the list of blocked merchants or in the event additional restrictions are enacted by a Department or Division Head.

Use of an issued card is limited to the person to which it is issued and may **ONLY** be used to pay for approved City departmental expenses. The card **SHALL NOT** be used for any personal items or service or otherwise unauthorized purchases. **Any personal use of the card shall require immediate reimbursement and may result in card revocation or disciplinary action, up to, or including, termination.**

This restriction on purchases of a personal nature extends to the purchase of any good or service associated with the travel of a family member when that family member accompanies the cardholder during travel on City business. With the exception of charges related to hotel/motel room occupancy, a cardholder may not place travel expenses associated with family member travel on the card. In the event that additional hotel/motel room charges are incurred as a result of a family member accompanying the cardholder during City-authorized travel, all such additional charges shall be reimbursed to the City by the statement date.

In addition, State Statute 9-3-102 prohibits the purchase or reimbursement of alcohol with government funds. Under NO circumstances shall alcohol be charged to a purchasing card. In all circumstances involving the purchase of alcohol, that purchase must be segregated for purchase through other means. When a card is used for the purchase of a meal or meals, a "detailed receipt" of such purchase shall be obtained and shall accompany the monthly statement at the time of submittal.

7. USING THE CARD TO PURCHASE MATERIALS OR SERVICES

When utilizing the card to purchase materials or services, the cardholder shall check as many sources of supply as is reasonable for the proposed purchase in an effort to assure the best price, delivery, as well as compliance with City policy, and statutory requirements. When the card is utilized, **it is imperative that the business accepting the card be informed that the City is a government agency and should therefore not be charged sales tax. If sales tax is charged, the cardholder may be required to return to the vendor and request that such charges be removed from the charge. NOTE: The tax-exempt status only applies to businesses in the state of Wyoming.**

8. COMPLETING A PURCHASE WITH A PURCHASING CARD

Once a vendor has been identified for a specific purchase and that vendor confirms the availability of the item to be purchased, that the item meets the City's specification and the delivery requirements, the cardholder will need to take the following actions:

- A. Confirm that the vendor has agreed to charge the purchase against the card. In the event that the proposed purchase is the initial use of the card at the vendor in question, the cardholder will need to confirm that the purchasing card is approved to charge from that vendor by providing the card (or the card number for phone orders) and have the vendor verify card use with VISA. In general, card purchase eligibility can be completed at the vendor's customer service counter. This will also give the cardholder an opportunity to inquire about the vendor's procedure for handling tax-exempt purchases.
- B. Staff shall advise the vendor that the City is "**tax exempt**" and should not be assessed sales tax on the proposed purchase. The City's tax-exempt status and ID# are shown on the face of the card. This should assist the cardholder in their discussion with the vendor. **Please note: if sales tax is charged against the card as a part of the purchase, the cardholder may be required to return to the vendor and request a credit for the sales tax.**
- C. Provide the card (or card number on phone orders) to the vendor.
- D. In the event a mail order is placed, the cardholder shall direct the vendor to place the cardholder's name on the package, as all deliveries received by the City will be directed to the City's warehouse and then distributed to those having placed the order for the same. In addition, please note that all mail order items must be received before payment is authorized.

9. DIVISION COORDINATOR/MANAGER APPROVAL

The City of Gillette purchasing card is intended as a means for City personnel to expedite the purchase of goods and services from a vendor, not to circumvent communication between the Purchasing Division and its customer divisions nor between staff and management. In the event the privilege of having and using a card is abused, the card shall be revoked.

The Purchasing Division shall work with each Division Coordinator to design a specific purchasing card program that will best serve the needs of their division. The following are examples of the options available to individual divisions in their use of the program:

- A. Allow cardholders to retain their cards and complete any purchase that does not exceed either the division's budget or the limits set for division cards.
- B. Retain all cards and authorize the coordinator to distribute a card in the event management authorized a purchase or activity. Under this scenario, the card and receipt for the purchase is returned immediately following the completion of the transaction.
- C. Cardholders retain possession of their cards and purchase receipts are submitted to the Division Coordinator for matching with the electronic statement for review and reconciliation.
- D. Some variation of one of these three or a combination of these options.

The structure of divisional use of this program shall be at the discretion of the individual Department Head; however, the City reserves the right to dictate the process used by an individual division in the event that problems arise in the administration of the program in that division.

10. WHERE TO USE THE CARD

City of Gillette purchasing cards may be used with any vendor that accepts VISA, subject to the limitations placed on individual cards.

11. CARDHOLDER RECORD KEEPING

Cardholders shall retain all original sales documents (invoices, cash register tape, purchasing card slip, detailed receipts for meals, etc.) for all purchased items until they are matched with the electronic transactions and scanned into the TYLER system.

Regardless of a division's approach, documentation shall be maintained in an organized fashion. The Division Coordinators shall utilize the documentation to verify each purchase against the division's electronic file in TYLER. The Purchasing Division shall upload all card transactions for processing by each division. The Division Coordinator or individual cardholder shall enter each receipt and verify purchase to each individual statement. The completed electronic individual statement shall also be forwarded electronically to each Manager and/or Department Head for approval. Once the Divisions have completed its review, the Finance office shall process the payment.

12. OUTLINE OF MONTHLY ACTIVITY

The following explains how the monthly billing cycle is completed. The Department Head, Purchasing Manager and Division Coordinator shall review the card statements. The City Administrator may review purchases prior to Council meeting.

- A. Division Coordinator receives electronic statement(s) from the TYLER purchasing card system.
- B. Division Coordinator ensures the proper information is completed in the system, no tax is charged for charges in Wyoming, receipts exist for all purchases and the statement has been reviewed and electronically approved by the Manager and/or Department Head.

13. ROLE OF THE DIVISION COORDINATOR

For both options, the Division Coordinator shall verify all receipts against the electronic statement and confirm, at a minimum, the following:

- A. Receipts exist for each purchase or lost receipt form is attached
- B. Proper account number has been charged.
- C. Goods were received or the services were performed.
- D. Cardholder has complied with the applicable procedure.
- E. Sales tax has not been charged on any of the receipts for Wyoming purchases.

The careful matching of support documents to the electronic statement is essential to the successful use of this program.

14. ROLE OF THE FINANCE OFFICE

The Finance Department will be the final destination of all statements and purchase documentation in electronic format. All documents shall be coded properly prior to your submittal. The Finance Department shall not be responsible for transactions that are not properly coded.

15. FINAL APPROVAL

The Manager and/or Department Head shall check the individual electronic statements and to confirm that all division cardholders and the Division Coordinator have performed all required tasks. All purchasing card transactions must be approved by a direct supervisory position. In the event a transaction cannot be routed electronically through the Tyler workflow process, alternate procedures must be implemented to ensure approval compliance.

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16. RETURNS

If an item is not satisfactory, is received in error, damaged, defective, or a duplicate order, the following steps shall be followed:

- A. The cardholder shall contact the vendor to obtain authorization to return the item(s). (As vendor return policies can be different, the cardholder shall verify the vendor's return policy, with specific attention paid to the vendor's policy

related to restocking fees or charges.) The cardholder shall make every effort to re-package the item(s) to be returned in the original manufacturer's carton. For local orders, the cardholder shall return the purchased item in the original manufacturer's carton, with the original receipt, to the vendor. If the cardholder has already submitted the purchase receipt in question, the cardholder shall retrieve the receipt from the TYLER system.

When an item has been returned and a credit voucher received, the cardholder shall reflect this credit on the individual statement.

If the vendor has not replaced or corrected the item by the cutoff date, then the purchase of that item will be considered in dispute. In this event, the cardholder shall make a copy of the monthly statement, note that a return is pending and follow up on the next monthly statement. If this is not corrected by the next month the dispute form shall be completed and submitted to Purchasing who will submit the form to UMB Bank.

17. QUESTIONABLE/DISPUTED CHARGES

If a cardholder is disputing a charge against their card, the cardholder shall complete the Statement of Questioned/Disputed Item form located in Appendix B.

If the statement lists a transaction where the purchased items or services have not been received or there is a discrepancy on the statement, the Cardholder or Division Coordinator shall attempt to resolve these items with the supplier prior to the submittal. In the event the cardholder or the Division Coordinator is not able to effectively resolve a statement discrepancy or other issue with a vendor, the Division Coordinator shall advise Purchasing Division staff, who will then attempt to resolve the matter.

18. TRANSACTIONS NOT APPEARING ON STATEMENT

If purchased items or credits are not listed on a statement, the cardholder or Division Coordinator shall retain the appropriate transaction documentation associated with that transaction until the next statement. If the purchase or credit does not appear on a statement within 60 days of the transaction date, the cardholder or Division Coordinator shall notify Purchasing staff for assistance in resolving the issue.

19. IMPACT OF NOT FOLLOWING INSTRUCTIONS

It is the responsibility of the cardholder to secure all receipts related to If a cardholder does not have documentation of a transactions listed on the monthly statement. Any charges appearing on the monthly statement for which documentation is not available will be the responsibility of the cardholder. In the event the absence of documentation is beyond the reasonablenormal control of the cardholder, the cardholder mayshall initiate an exception request attach an explanation using the Purchasing Card Lost Receipt Justification form located in

~~Appendix B~~; that includes a description of the item(s) purchased, date of purchase, vendors name and reason for the lack of supporting documentation along with a signature of the cardholder. This request must then be approved by both the Department Head and City Administrator or his/her designee. The Lost Receipt Justification form must then be approved by the Department Director and the City Manager or his/her designee. If a cardholder consistently does not provide the receipts or completed individual statement log in a timely manner or abuses the privilege of the card, the ~~Department Head~~ Division Coordinator will obtain the card and request the Purchasing Division to deactivate it.

20. CARD SECURITY

It shall be the cardholder's responsibility to safeguard their purchasing card and its associated account number to the same degree that a cardholder safeguards their personal credit information.

The cardholder shall not allow the use of their account number by another person. In the event that such a practice becomes apparent, the cardholder shall have their card privileges revoked and may face disciplinary action pursuant to the provisions of the City's Personnel Policies and Procedures.

In the event that a cardholder loses their purchasing card, the cardholder shall be responsible for immediately contacting UMB Bank at the following number (representatives available 24 hours a day): 1-800-821-5148 and let them know it is in regard to a City of Gillette VISA purchasing card.

A cardholder who has lost their purchasing card shall also notify their Supervisor and Purchasing within one (1) working day after their discovery that the card is missing. The cardholder shall complete a Cardholder Account Action Request Form located in Appendix B, and submit it to their Supervisor within two (2) working days.

A new card shall be promptly issued to the cardholder after the Purchasing Division receives a completed form. In the event that the lost card is subsequently found after being reported lost, the previous card shall be given to the Division Coordinator, destroyed and returned to the Purchasing Division.

21. CARDHOLDER TRANSFER/SEPARATION

Prior to a transfer to another department or division, the cardholder shall notify Purchasing to change their division in TYLER. The Coordinator shall destroy the purchasing card if the employee separates from the City and forward it to the Purchasing Division. The Purchasing staff will notify UMB.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.6</i>		<i>Subject: Purchase Orders</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purchase order is the official document that provides the necessary information and direction to a supplier when purchasing goods and services. The purchase order, a written contract, or the City of Gillette purchasing card should be the only means of purchasing goods and services for the City of Gillette. The Purchasing Division is responsible for controlling the purchase order.

2. GENERAL

Purchases shall be made only as required. Division inventories shall only be maintained to a level that the day-to-day operation of the City is not adversely affected. It is the responsibility of each employee of the City of Gillette to promote cost reduction, improve supplier service by prudent investigation of vendor and product selection. Locating the most efficient and cost effective purchase will be reflected in the City's overall performance, budget management and efficiency.

3. GENERATION

The Purchasing Division, as well as other divisions and departments, will use the TYLER purchasing system to generate requisitions. The requisition or inventory system will be the main document that a purchase order is generated from as specified in section 5.3.4, Requisitions. In some instances, the purchase order can be generated directly by the Purchasing Division.

The Purchasing Division may, at its discretion, enter contracts. Contracts are utilized to encumber monies for services and or Engineering Contracts that shall be received over a longer period of time.

4. DISTRIBUTION

Distribution of purchase orders following printout is as follows.

- A. One (1) copy to Finance.
- B. One (1) copy to the vendor or supplier.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.7</i>		<i>Subject: Receipt of Materials or Service Supplier's Invoice and Payment</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

To establish methodologies for and outline the responsibilities associated with the TYLER receipt system. This system will enable authorized personnel the ability to receive supplies and services into the TYLER system. The receipt process is designed to align the purchase order, packing slip and invoice to allow for payment of invoices, and acknowledgement of receipt of supplies and/or services. Each division receiving items via a purchase order will process receipts. Other personnel may be authorized to process receipts if the Purchasing Manager deems necessary.

2. RECEIPT OF MATERIAL AND SERVICES

All supplies and materials that have a purchase order number should be sent to the proper division for receipt and distribution. The Warehouse personnel will enter the receipt in the TYLER computer system that will setup the purchase order for payment if it pertains to inventory. The Purchasing Division will also be allowed to receive items.

3. DELIVERIES

All deliveries should be directed to the Warehouse so receipts can be entered into the TYLER receipt system if it is inventory. Items that need to be delivered to City Hall shall be delivered to the designated location. If an item is delivered to an individual without going to the Warehouse, it is the individual's responsibility to deliver the signed packing slip for receipt entry. Personally receiving items should only be done in an emergency and is discouraged.

4. PACKING SLIP

The packing slip will generally come inside the box or attached to the outside of the item being delivered. Personnel shall check accuracy and verify that what is on the packing slip is truly what is received. The packing slip will be scanned into the Tyler receipt program.

5. EXCEPTIONS

Items that are purchased on the purchasing card may be picked up or delivered to the individual making the purchase. If an employee has an item sent directly to them, it should be recorded on the packing slip as a purchasing card order. The

supplier shall include the cardholder name and include a receipt in the package, as the documentation will be necessary for the monthly purchasing card statement reconciliation.

6. PROCEDURE

See Appendix A.

7. PAYMENT

Once the procedure has been followed, the item(s) is/are now in line for the Finance Department to take the necessary steps needed to make the payment to the vendor. Payments must be made prior to the roll over of the current month's business to avoid late charges.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.8</i>		<i>Subject: Inspections, Defects or Damaged Items</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

To define a methodology for and establish the responsibility of each person representing the City when supplies are received damaged or defective.

2. APPLICABILITY

This policy applies to all employees receiving supplies and/or services on behalf of the City. It is the responsibility of each employee to inspect all supplies received for damages or defects. If an item is defective, it should not be received or paid for and the following procedure should be enforced.

3. PROCEDURE

Upon discovery of a defective or damaged item the magnitude of the defect must be assessed. If the defect or damage will impair the functionality or appearance of an item, the supplier shall be contacted, arrangements shall be made for the item to be replaced and the defective item returned.

4. CRITICAL ITEMS RECEIVED

The ultimate goal should be to return the item and request a replacement. If the item is of a critical nature, has a long lead-time and will function as designed, the price may be negotiated to a lower amount. The negotiated amount must be within reason and the item must be useable for its intended purpose. Staff shall consult with the Purchasing Division for direction if this situation arises.

5. NO FAULT

If a supplier insists there is no fault on their part, contact the Purchasing Division with an explanation of circumstances regarding the incident so appropriate action may be taken. Staff may have to file a claim with the freight carrier if no other solution can be reached with the supplier.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.9</i>		<i>Subject: Emergency Purchases</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

To establish the proper procedures pertaining to an emergency purchase that is necessary in the normal course of business, both during normal business hours and after normal business hours.

2. DEFINE

An emergency purchase is defined as a purchase that is essential to the life, health or convenience to the citizens of Gillette. Such emergencies may be a breakdown of the electrical system, water supply or critical vehicles.

3. USE

A. During Normal Business Hours

1. There are times when emergency purchases will arise during normal business hours. The purchasing card shall be used for purchases that are less than \$500. If an emergency purchase is greater than \$500, the Purchasing Division should be notified and an emergency order will be initiated and entered into the TYLER computer system.

B. After Normal Business Hours

1. There are times when emergency purchases will arise after normal business hours. Those purchases shall be made directly with the vendor after hours and followed up the next business day with the Purchasing Division to ensure the correct paperwork is obtained.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.10</i>		<i>Subject: Sole Source Purchases</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

To define a methodology for and establish the responsibility of each individual representing the City of Gillette when seeking sole source purchases.

2. DEFINITION

A sole source purchase is defined as a product that is available from only one distributing source ~~or manufacturer~~ because of its specialized or unique characteristics.

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3. PROCEDURE

Since the designation of a sole source purchase eliminates competition, concise written documentation must explain who and why only a particular brand or source is acceptable and authorization must be obtained. The sole source justification must be submitted to the Purchasing Division, in the comment section of the requisition or by written form, who will evaluate and deliver to the City Administrator for approval. If an item is a mandatory bid item, the City Administrator shall put the item on the City Council agenda for consideration

4. EXCEPTION

Repair and replacement parts for City equipment are an exception to this policy. These items may be sole sourced, but must include a detailed written explanation and justification on the comment section of the requisition.

5. STANDARDIZATION

Standardization may be used as a justification for sole source purchases. These items shall be documented as sole source item(s) as indicated above with the benefits to the City stated on the Sole Source form. The standardization of products or services shall provide a benefit or the sole source will be denied.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.11</i>		<i>Subject: Original Contract Documents and Maintenance Agreement's</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing - Contracts</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to address the storage or filing of original contract documents and maintenance agreements.

2. DEFINITION

Contract agreements or maintenance agreements are legally binding agreements between two parties to perform or not perform a particular function or duty.

3. GENERATION

The generation of any purchasing contract/agreement or maintenance contract/agreement shall be at the discretion of the City Administrator and/or Department Head. Each division shall initiate contracts or agreements for their respective division. The Purchasing Division may assist City personnel in preparing these documents. Standard City contracts should be used when possible and are available at the Purchasing office. At a minimum, the Purchasing Division or City Attorney shall review all contracts, keeping all state statutes, City ordinances and the City's interests at the forefront of the review process. A contract is a legally binding agreement and enforceable by the laws of the State of Wyoming and United States Government.

4. STORAGE OF DOCUMENTS

All original contracts will be kept on file in the office of the Contract Representatives Department. Purchasing contracts shall be maintained in the Purchasing Division and copies of these documents may also be stored with the appropriate division or department.

All original maintenance agreements will be kept on file with the appropriate division or department with copies being sent to the Purchasing Division.

5. RENEWAL

No contracts or maintenance agreements shall be renewed without the prior written consent of the Department Head or City Administrator.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.12</i>		<i>Subject: Standardization of Products or</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	<i>Services</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to define a methodology for and establish the responsibility of each individual representing the City of Gillette requesting standardization of products or services.

2. DEFINITION

The standardization of products or services is defined as the process of examining characteristics and needs for items of the same or similar end use. This results in buying the same or similar item that will be used for the same application in a different location.

The standardization of common items is an element of good purchasing practice. Standardization eliminates the stocking of several different items that perform the same function, as well as lowering holding costs. It is also beneficial to City divisions as they have less brands of equipment to maintain.

It is in the best interest of the City to develop a single specification that will satisfy the need for most or all purchases for a specific or like purpose.

2. PROCEDURE

While it is the policy of the City to promote competition within the bidding and quoting process, it is also necessary to spend the City's funds in a fiscally responsible manner. With this in mind, the City shall standardize on items when deemed beneficial. This may create a sole source purchase and the proper Sole Source form shall be completed.

It is the policy of the City that all avenues necessary to promote competition shall be exhausted before the Sole Source Purchase policy will be enacted per section 5.3.10, Sole Source Purchases.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.13</i>		<i>Subject: Necessity of Purchase</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

This policy is to define the obligation for each employee with regard to the necessity of purchase. This policy also addresses the staff's supply needs of the day-to-day operations.

2. DEFINITION

Purchases shall be made only as required to do daily tasks. A working inventory shall be maintained to a level that the day-to-day operation of the City is not adversely affected.

3. EXCEPTION

The City may maintain an inventory for purposes of volume discounts and/or ensuring the appropriate product is on hand for emergencies. The storage of said inventory will be at the City's Warehouse.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.14</i>		<i>Subject: Supplier Obligation</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

This policy is intended to establish the guidelines for suppliers and contractor's obligation to the City of Gillette when purchases are made and/or services are performed.

2. DEFINITION

Suppliers and contractors are expected to fulfill their obligation of the following duties and basic responsibilities.

3. RESPONSIBILITIES

- A. The City shall request and the supplier or contractor shall provide realistic delivery dates for materials and services.
- B. The supplier shall be obligated to notify the purchaser of improved products or services that may be available.
- C. The supplier shall be obligated to notify the purchaser of items that may be determined to be obsolete. In no circumstance shall a supplier offer to sell a product or replacement components to the City that is no longer available, without notifying the buyer of such items of that condition.
- D. Every supplier shall conduct negotiations ethically, with no attempt to influence the buyer by offering valuable personal gifts or entertainment, see section 5.3.19, Gifts and Gratuities.
- E. The supplier shall be obligated to provide prompt, courteous service during the warranty period of the merchandise or services performed. In most cases negotiations and/or quotes should state that the warranty period should begin when an item is "installed", not when received by the City.
- F. The supplier is expected, in good faith, to work with the purchaser to resolve cases where damaged materials are received or faulty services are performed.
- G. The supplier or contractor is expected to obtain bonding and insurance when required by the type of work or as stated in any bid specification or contract.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.15</i>		<i>Subject: Use of Petty Cash</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The City of Gillette's Petty Cash Fund is operated out of the City Clerk's Office. This fund provides change for cash registers, cash for Courthouse fees, and other purchases that require cash or reimbursement.

2. GENERAL

The Petty Cash Policy is part of the City Clerk's policies. Please see City Clerk for Policy.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.16</i>		<i>Subject: Vendor Relations</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

It is the policy of the City to maintain the highest possible standards of business ethics, professional courtesy and competence in all of its dealings. At all times, State Statute, City Ordinance and all applicable laws must be observed.

2. STANDARDS

The following standards shall be observed when dealing with suppliers/vendors, contractors, and their representatives.

- A. As representatives of the City, staff shall accord prompt, courteous reception, as well as fair and equal treatment to all suppliers and their representatives.
- B. As representatives of the City, staff shall provide equal opportunity for all suppliers to make price and specification quotations.
- C. As representatives of the City, staff shall guarantee confidentiality of all specifications and price quotations made by vendors until the time the quotations are selected.
- D. As representatives of the City, staff shall decline to take advantage of supplier errors, and show consideration for suppliers difficulties by cooperating with them whenever possible; however, any cooperation with the supplier must be reasonable.
- E. As representatives of the City, staff shall avoid putting a supplier to unnecessary expense or inconvenience on returned goods.
- F. As representatives of the City, staff shall explain to the supplier as clearly and fully as possible, the reason for rejection of their bids/proposals.
- G. As representatives of the City, staff shall maintain the highest standard of ethics and remain free from obligation to any supplier per section 5.3.19, Gifts and Gratuities.
- H. The Purchasing Division shall keep informed about new sources of supplies, methods of purchasing, new or innovative supplies and services, and encourage their testing.
- I. If for any reason, one supplier is permitted to re-quote an item(s), his competitors will be given the same opportunity. This shall not be the

common practice and shall only be done when a specification has changed and an item that will better serve the City is recognized, quantities have increased, a price break may be obtained or the quote of an item has expired.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.17</i>		<i>Subject: Use of Company Name</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to address the use of the name, “City of Gillette” or any other name that may represent the City of Gillette.

2. POLICY

The City of Gillette’s name shall not be used for personal gain. This will include, but is not limited to, the use of the name to receive or request discounts on materials, services or any other function that could be construed or perceived as “for personal gain”.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.18</i>		<i>Subject: Gifts and Gratuities</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to address the giving and receiving of gifts and gratuities that may be offered to employees by vendors or contractors.

2. POLICY

Gifts or gratuities from vendors or contractors shall be limited to advertising materials valued at not more than twenty dollars (\$20) such as baseball caps, t-shirts, belt buckles, etc. City employees shall not accept any item that could constitute or could be perceived as a conflict of interest that could or would influence the purchasing process. If there is a question, check with the appropriate Department Head or City Administrator for guidance.

3. TERMINATION

City staff may terminate, at no charge to the City, any purchase order or contract that is gained by providing gifts or gratuities to employees.

4. DISCIPLINE

If it is discovered that a purchase by City staff has been influenced by gifts or gratuities, any and all purchase orders, contracts or agreements will be terminated and those items will be re-quoted.

Any employee that has received gifts or gratuities in consideration for a purchase shall be subject to disciplinary action.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.19</i>		<i>Subject: Purchases from Employees or Agents of the City</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to address the authorization of purchases made by the City from an employee or agent of the City.

2. AUTHORITY

The City Administrator shall authorize all purchases of supplies and services from current employees or agents of the City. This authorization must be in writing, signed by the City Administrator and placed in the individual's personnel file.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.20</i>		<i>Subject: Loan of Equipment and Materials</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to address the loaning of City owned equipment and material.

2. SCOPE

The City prohibits the loaning or use of any materials, equipment, tools, jigs, fixtures or other items that are the property of the City for purposes other than City business.

3. EXCEPTION

The City, with the consent of the respective Department Head, may loan specialty equipment to other government agencies, utility companies and those under contract with the City without written consent of the City Administrator. The City shall refrain from loaning tools that are readily available and easily obtained.

4. PROJECTS

The City will, at times, bid projects that will require the City to supply particular items. This will be done only when it is in the best interest of the City and a substantial cost savings will be realized or conveniences for the project are gained. The division requesting this action shall monitor or make arrangements for the contractor to receive the supplies and a record shall be kept as to what is being used.

5. AUTHORIZATION

The City Administrator must provide written consent if any deviation from this policy is requested.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.21</i>		<i>Subject: Office Supplies</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to address how office supplies are purchased and distributed for the use in the daily operation of the City of Gillette.

2. POLICY

Office supplies are necessary for the daily operation of the City. The Purchasing Division shall keep an inventory of the most popular items used and shall be available to fill office supply orders. The office supply storeroom will also be available when emergencies arise.

In the event there is an item that is not available through inventory, the purchaser shall use a Purchasing Card for acquisition of minor items or a Purchase Request for larger items.

The Purchasing Division maintains a large stock of office supplies and every effort shall be made to utilize this inventory.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.22</i>		<i>Subject: Bid Bond Security</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to establish the use of a bid bond security for items that are formally bid. This will include, but not be limited to, new vehicles, equipment, new public works projects and capital purchases.

2. POLICY

All formal bids shall be accompanied by bid security in the amount of five percent (5%) of the total bid. The bid security may be a bid bond, cashiers check, cash or money order.

When submitting a bid bond, it shall be signed by the bidder and the surety or it will not be accepted unless the bidder can show that any defects in the execution of the bid bond are waived by the surety and will not affect its enforceability.

3. DEFINITION

The bid security is a mechanism put in place to ensure the execution and delivery of items that are formally bid. The bid bonds are bonds signed jointly by bidders and someone who agrees to guarantee the bidders' bid, usually a corporate bonding company, which is also known as a "surety". The bonding company named on the bid bond becomes responsible in the event that the bidder fails or refuses to enter into a contract with the owner in compliance with the bid solicitation and their bid.

4. RECOVERY

The owner may be entitled to recover any costs associated with the non-execution of a contract that is let by bid including any additional cost or expense incurred by the owner in awarding the contract to another contractor. The recovery amount pertaining to the bid bond is limited to the amount of said bid bond.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.23</i>		<i>Subject: Price Escalation – De-Escalation</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to establish the necessity of the City to allow the Purchasing Division to accept for consideration any quotes or bids proposing price escalation or de-escalation.

2. DEFINITION

Price escalation and de-escalation clauses are often added to bids or quotes that are directly affected by the cost of the raw materials that are used in the manufacturing process. Some of the commodities that can add to a price escalation or de-escalation are petroleum products including fuel, metals like copper, aluminum, other precious metals or other items dictated by commodities markets.

3. POLICY

It is the policy of the City to accept for consideration quotes or bids that propose escalation and de-escalation charges on certain items that are affected by volatile commodity markets. The escalation shall be limited to commodities that are so unstable that the supplier cannot predict with certainty a firm price for the immediate future. The escalation or de-escalation shall be spelled out at the time the quote is submitted by the vendor. It shall define what affects the price increase or decrease. It is in the best interest of the City to lock down prices at the earliest possible time. An employee of the City shall not watch commodity markets to determine the best possible time to lock in pricing.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.24</i>		<i>Subject: The American With Disabilities Act</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to define the City's role as it pertains to the American with Disabilities Act (ADA) with regard to the purchasing of goods and services.

2. POLICY

The City of Gillette purchases many varied supplies and contracts with many professional service providers. The City has no direct control over these vendors, but is concerned that they are aware that their programs and services shall be accessible to the disabled as defined through the (ADA).

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.3.25</i>		<i>Subject: Record Retention</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to outline which documents shall be maintained, how long they shall be maintained and the location where they shall be maintained.

2. POLICY

The Purchasing Division and other divisions may generate documents that pertain to the purchasing function, including purchase orders, contracts and other documents. These documents shall be retained per state statutes and Finance Department Policy as follows:

1. Purchase orders will be maintained in the Finance Department along with the accounts payable record for five (5) years.
2. Original contracts shall be retained in the City Clerk's office, Engineering Department or Purchasing Office depending on the nature of the contract for three (3) years after expiration or termination. If litigation is pending, the records shall be maintained until litigation is completed plus three (3) years.

All records shall be retained according to state statute requirements.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4</i>		<i>Subject: Contracts</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of the contract purchasing system is to provide a comprehensive system by which the City will bid its capital projects, vehicles, equipment and any other items requiring a contract. The system is postured towards controlling all phases of a capital project and explains the internal control system required to accomplish that end.

2. DEFINITION

A. Contract

A contract is an agreement between two competent parties to perform or not to perform a specified task. Consideration must be given and received by both parties in order for a contract to be enforceable.

B. Bid Process

The bid process begins with a request for the interested parties to submit pricing for specific supplies or services. The advertisement for bid must be placed in the official newspaper on two (2) separate occasions, and appear at least seven (7) days apart. In addition, bid solicitations will be posted on the City's website and also sent to subscribers of our "e-notice" notification system. This will ensure fair and impartial treatment of all suppliers and/or contractors with regard to capital projects, vehicles and other contracts.

C. Quote Process

A quote process is a request for pricing of specific supplies or services that are submitted by the City to specific vendor(s). When there are three (3) or more vendors that can quote an item, no less than three (3) vendors shall be solicited. If there are only two (2) vendors available to supply an item, justification must be attached and if only one (1) vendor is available, the sole source justification policy must be utilized, per section 5.3.10, Sole Source Purchases. The Purchasing Division shall use quotes for most supply purchases and public works maintenance projects under \$35,000.

3. **CONTRACTS**

When a bid is awarded over \$35,000, a contract shall be written and signed by the Mayor, or in his absence, the President of the City Council. The contract shall be of appropriate length and complexity. The standard City contract should be used when possible and feasible to do so.

At a minimum, the contract form shall include a description of the materials and/or services being performed, time of completion, price, list of referenced documents that must be attached to the contract, damages to be paid for non-performance, methodology for any changes necessary throughout the life of the contract and the signature of the Mayor or his/her designee. The public improvements contractor shall submit a performance and payment bond in the full amount of the contract. Standard forms of advertisement, contracts, bonds and associated forms are found in the City of Gillette Construction Specifications and Design Standards as maintained by the Engineering Division.

The City will designate a member of the staff to administer the contract to ensure that all parties meet contract provisions. When possible, agents of the City shall attempt to negotiate a thirty-day (30 day) cancellation clause on all contracts unless it will adversely affect the City.

4. **STATUTORY REQUIREMENTS**

Wyoming State Statutes apply to contracts for public improvements, new vehicles, machinery and other contracts. In particular, Statute 15-1-113 applies to contracts to be advertised and Statute 16-6-101 through 16-6-118 applies to public works and contracts. In general, these statutes require that any public improvement contract over \$35,000 (excluding contracts for professional services or where the primary purpose is emergency work or maintenance) and any new vehicles, including heavy equipment regardless of price, shall be advertised for bid. The advertisement shall state the place where interested persons may obtain specifications of work to be performed, the date and time of any pre-bid meetings and the date, time and location the bids will be opened. Any trade-ins shall also be included in the advertisement.

Bid items shall be advertised under the signature of the City Administrator on two separate occasions, appearing no less than seven (7) days apart. The City shall make an effort to notify known local vendors of upcoming bids. Bids shall be kept confidential until the advertised time of opening and the City shall award the bid to the lowest bidder who shall be determined qualified and responsible. This determination is at the sole discretion of the City. The City may reject any irregular bids and may reject all bids submitted if it finds that none of them would serve the public interest.

5. BID PACKAGE

The Project Administrator, or a designated representative of the City, in conjunction with the Purchasing Division, shall prepare the bid package for all capital projects, vehicles and equipment. The bid package shall include, at a minimum, the advertisement and invitation to bid, information for bidders, bid sheets, minimum specifications, general instructions for bidders, bid bond, general notice of award and general agreement. Questions regarding the bid package shall be referred to the Purchasing Division.

6. ADVERTISING FOR BIDS

The City Administrator, or when absent, a designated representative must sign the advertisement. The advertisement must appear in the official newspaper on two occasions, at least seven (7) days apart. The Purchasing Division shall send copies of the advertisement or inform known interested parties in order to obtain the greatest number of bidders. A pre-bid conference shall be noted on the advertisement and held to further explain requirements and answer any questions to prospective bidders.

The advertisement shall contain, at a minimum, the following information:

- A. A description of item or project being bid. In general, the use of specific brand names to describe an item should be avoided in order to promote open bidding. The use of brand names should be limited to expressing a minimum acceptable specification, in which case "or equivalent" shall follow the name brand or when procurement of a particular brand name can be otherwise justified.
- B. Trade-ins or other considerations offered.
- C. Where interested persons may obtain specifications.
- D. The location where project documents can be obtained.
- E. Date and time of pre-bid meetings.
- F. Date and time of public bid opening.
- G. Location of where to pick up contract documents.
- H. Instruction on how the sealed bid shall be labeled.
- I. A disclaimer to reject any or all bids.
- J. The advertisements publish dates.
- K. Any other pertinent information.

7. INFORMATION FOR BIDDERS

The following information shall be supplied to bidders in the bid package to help guide them through the process:

- A. How bids will be received and opened.
- B. How the bid must be prepared when submitted.
- C. How to modify or withdraw a bid prior to bid opening.
- D. Quantity of item, nature of work, vehicles or equipment being purchased.
- E. A copy of the contract documents shall include the following information:
 - 1. Advertisement and invitation to bid.
 - 2. Information for bidders.
 - 3. The physical bid.
 - 4. Minimum specifications.
 - 5. General instructions for bidders.
 - 6. Bid bond.
 - 7. Notice of award.
 - 8. The agreement.

8. NOTICE OF SPECIAL REQUIREMENTS

All of the following information pertaining to special requirements shall be included in the bid package:

- A. Notice of special requirements for the project.
- B. Process for how bid security shall be handled.
- C. Power of Attorney pertaining to bid bond.
- D. Bidder obligation once there is an award of a contract.
- E. Identifies the five percent (5%) Wyoming bidder preferential.
- F. Identifies the rights of the City of Gillette.

The City reserves the right to investigate the qualification of any bidder. Each bidder is responsible for knowing the conditions of work and the obligation of the

bidder. The owner shall award a contract for the complete project unless otherwise stated.

9. BID

The bid sheet that is enclosed in the bid package must be completed and filled out in its entirety; leaving items blank may disqualify the bid.

10. MINIMUM SPECIFICATION CHECKLIST

The bid specification checklist is in the bid package as a courtesy to bidders to ensure all necessary specification information is addressed and must be completed in its entirety. If the checklist is not completed, the bid may be disqualified, however, the completion of the checklist shall not necessarily affect the outcome of the final selection.

11. GENERAL INSTRUCTIONS FOR BIDDERS

The general instruction for bidders is a list of instructions that are necessary to submit a complete bid package.

12. BID BOND

The bid bond sheet will be attached so the bidder has instruction and information on their obligation to secure bid bond surety.

Bid security is required for all projects or purchases that are bid. Bid security may be a bid bond, cashier's check or cash. A bid bond must be signed by the bidder and the surety or will not be accepted, unless the bidder can show that any defects in the execution of the bid bond are waived by the surety and will not affect its enforceability. Bid security in the amount of five percent (5%) of the total bid shall accompany bids for new vehicles or equipment.

13. PERFORMANCES AND PAYMENT BOND

A performance and payment bond is required on all public improvement contracts. No final payment will be made until the contractor submits an affidavit on behalf of the contractor. Upon receipt of these documents, the Project Administrator shall write a recommendation letter to the City Administrator recommending that the City Council accept the project. Upon acceptance, the City Clerk shall submit the advertisement once a week for three (3) consecutive weeks in the official newspaper according to State Statute 16-6-116 in order for final payment to be released. On the 41st day after the first publication of the advertisement, the Finance Director shall contact the Project Administrator and if all claims have been resolved and all contractual items are complete, the Finance Director may authorize the release of the retainage to the Contractor. If any claim for material and labor is disputed, the sworn statement shall so state, and the amount claimed to be due shall be deducted from the final payment and retained by the City until the determination of the dispute, either by judicial action or consent of the parties, and then paid by the agent or agency to the persons found entitled thereto according to

State Statute 16-6-117. The advertising period is not necessary in the case of vehicle purchases or professional services.

14. AWARDING THE CONTRACT

The Project Administrator will review the bids and, in conjunction with risk management, determine that appropriate insurance coverages are in place to protect City of Gillette interests. Upon said determination, the Project Administrator will write an award letter of recommendation to the City Administrator according to the provisions of the contract documents. The City Council will award the contract at a regularly scheduled Council meeting. The Project Administrator, in conjunction with the Purchasing Division, shall issue the Notice of Award. The contractor must submit the signed and sealed copy of the agreement to the City within the allotted time. The Mayor must sign the Notice of Award. The contractor shall also submit the necessary bonds, insurance, and other required documents at this time. The Project Administrator may issue a "Notice to Proceed", only after the necessary bonds and certificates have been submitted.

15. GENERAL NOTICE OF AWARD

The general notice of award will be returned to the successful bidder. This notice must be signed and returned within ten (10) calendar days of the City mailing the notice. If it is not received, the next bidder may be awarded the bid and bid bonds may be exercised.

16. GENERAL AGREEMENT

The general agreement will serve as the contract binding the parties to the terms and conditions of the bid. The Mayor and bidder must sign this agreement.

17. RESIDENT PREFERENCE

A preference of up to five percent (5%) shall be given to Wyoming certified resident bidders. A certified resident means a person, partnership, limited partnership, registered limited partnership, registered limited liability company or corporation certified as a resident by the State of Wyoming, Department of Labor and Statistics prior to bidding upon the contract and subject to State Statute 16-6-102~~(d)~~. The five percent (5%) preference will be added to the non-resident bidders by taking their total bid and multiplying it by 1.05. The Certificate of Residency must be included in the bid package that is submitted to be considered for Wyoming local resident preference.

18. EXCEPTIONS

Exceptions to the resident preference shall be made as follows:

- A. Where federally funded projects are concerned, no preference will be given.
- B. Where any pertinent sections within this purchasing plan makes an express exception.
- C. ~~Where the non-resident supplier can provide satisfactory proof that the state of his residency had no differential for out of state purchases for supplies, materials, equipment and machinery.~~

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4.1</i>		<i>Subject: Developing the Project</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

No project should be constructed without a justifiable need. The first step in constructing a project is the identification of a need, which may come from various sources. These include, but are not limited to, City Council, citizen surveys, public comments, 1% sales tax surveys, master plans and reports, staff identification, engineering surveys or studies, suggestion boxes, etc.

2. POLICY

The Public Works, Utilities, Engineering, Community Development Departments, or other departments directed by the City Administrator, shall prepare the scope of the project. All scope of work shall include a description of the project, its purpose and cost estimate. The project then shall be proposed to the City Administrator and City Council. It should be reviewed by Council and established on an appropriate priority list. This list will be the City’s Capital Improvement Plan (CIP) and will be moved to the budget in the fiscal year the project will be completed once it has been approved by City Council. The Finance Department should arrange financing options, which may include applying for a grant and budgeting under the appropriate fund that is assigned by the Finance Department. A staff member shall be selected to administer the project. The Project Administrator shall establish a schedule based upon priority, need, funding, cash flow, weather and projected length of time for construction. The project should be designed, bid and constructed according to the budget and schedule.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4.2</i>		<i>Subject: Professional Service Contract</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to establish criteria for selecting a consulting engineer, architect or other professional that may be necessary to complete a project. A Consultant is selected based on qualifications needed to perform the work and best serve the needs of the City; therefore, competitive bidding of professional services is not required.

2. SELECTING THE CONSULTANT

The selection of the consultant for professional services is an important process because it will ultimately determine the characteristics of the project, the construction cost, and the operating and maintenance costs for many years. The first step in selecting a consultant is to describe the general project, scope of work and set a timetable for completion. Normally, the scope of services would include construction administration along with design. Often the exact extent of construction is unknown at the outset, so it may be necessary to negotiate design services and then negotiate construction administration services after the design is complete.

Qualification statements are not required for local firms if staff is aware of their qualifications. Consultants shall be selected to submit proposals based on their knowledge of the area of town in question and their ability to perform the service needed. It is in the City's best interest to pass the work around, but not to the point of accepting unreasonable fees or compromising quality design and construction.

Staff shall solicit Qualification Statements from three (3) or more consultants or joint ventures that are capable of doing the desired work. The City may advertise or request qualification statements from selected firms based on known qualifications. Once the qualification statements have been received, reviewed and the field narrowed to three (3) to six (6) firms, proposals may be requested from those firms.

3. QUALIFICATION STATEMENTS

The City may request that the qualification statement and proposals include the project title, the general scope of work, submission deadline and the name of the City's contact.

4. PROPOSAL

The proposal, as submitted by the consultant, shall include profiles on the firm's ability to perform the work, demonstration of understanding of the project as well as references. A financial statement may be required if the City so desires. The City's selection committee shall then hold interviews. The consultants are ranked according to the following criteria: education, experience, expertise of the firm, its key personnel, the firm's approach to planning, organization and management of the project, present workload, proximity of the firm to the project location, financial stability, reputation and references.

5. NEGOTIATIONS

Negotiations shall then begin with the top ranked firm. At this time, cost will be discussed along with the specific scope of services necessary. The cost may be determined by one of the following ways:

- A. Salary cost times a multiplier plus direct non-salary costs.
- B. Cost plus a fixed fee.
- C. Lump sum.
- D. Hourly rate with maximum fee.
- E. Percentage of construction cost.

These methods are described fully in the American Society of Civil Engineers (ASCE) Manual No. 45. If the contract cannot be negotiated with the top-ranked firm, negotiations should be terminated and the City should begin discussion with the next ranked firm until a contract is negotiated. Under no circumstances shall staff negotiate with more than one consultant at a time. If negotiations cease, they must be terminated prior to negotiations being started with the next firm on the list. All professional service contracts over \$35,000 are then submitted to City Council for approval and signature. Contracts under \$35,000 will be processed in accordance with section 5.3.7, Receipt of Materials or Service Supplier's Invoice and Payment, excluding the three-quote rule.

6. ACCEPTANCE

The above procedure of competitive negotiation is generally accepted by such professional organizations as the National Society of Professional Engineers (NSPE), American Society of Civil Engineers (ASCE) and the American Consulting Engineering Council (ACEC). These organizations also supply standard forms of contracts between the City and the construction contractor. While Wyoming does not have a statute to cover the hiring of consultants, The Brooks Law (PL92-582 located in Appendix A), which has been adopted by several states, is generally followed.

7. ADMINISTERING THE PROFESSIONAL SERVICES CONTRACT

After Council approval, the Mayor must sign the contract and copies shall be given to the City Clerk, the Finance Director, the consultant and the Project Administrator. The consultant must be notified to proceed and informed of the name of the contact with the City (this is normally done by the Project Administrator). The Project Administrator shall provide all pertinent information to the consultant, monitor their work, render decisions on behalf of the City and authorize payments to the consultant.

- 8.** Projects financed with funds from the State of Wyoming that are governed by W.S. 16-6-1001(b) shall follow the attached plan.

Plan to Promote the Employment of Responsible Wyoming Resident Design Firms

- I. Whenever a project is financed with funds from the State of Wyoming that are governed by W.S. §16-6-1001(b), the City of Gillette will follow its Administrative Policy/Procedures (APP) for Professional Service Contracts (APP 5.4.2 – copy attached). In addition to the criteria identified in Section 4 of the City’s APP 5.4.2, the Selection Committee shall consider Wyoming Residency in the evaluation of the proposal as follows:
 - A. Wyoming Residency Status. The Selection Committee will determine whether the consultant is a Wyoming Resident Design Firm after consideration of the following:
 - a. Whether the services are supervised and performed under the authority of a professional engineer/architect/geologist/professional land surveyor licensed in the State of Wyoming
 - b. Whether the design plans and specifications and planning reports must be sealed by a professional engineer/architect/geologist licensed in the State of Wyoming.
 - c. The extent to which the work will be performed by individuals whose primary place of work is located within the State of Wyoming.
 - B. Partnerships between responsible Wyoming design firms, including professional engineering and architectural services, and non-resident firms when necessary to secure specialized services required for a project are allowable. If the partnership wishes to be considered as a Wyoming Resident Design Firm, the proposal must specifically request such consideration and must identify the extent to which services are provided by each affiliated firm. Additional consideration will be provided to those partnerships that increase the technical capacity of the Wyoming Partner.
 - C. Members of the Selection Committee are advised that if they are having difficulty deciding between a resident firm and a non-resident firm, the resident firm will receive preference.

Definition:

Wyoming Resident Firm: A professional engineering, architecture, geology, or surveying company which has a working office located in Wyoming with the capabilities to complete a substantial percentage of the project work.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4.3</i>		<i>Subject: Public Improvement Contracts and Other Contracts Let By Bid</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this section is to address public improvement contracts and other contracts let by bid. This process is to provide a comprehensive system by which the City of Gillette will bid its capital projects. The system is postured towards controlling all phases of a capital project and delineates the internal control system required to accomplish that end.

2. PUBLIC WORKS PROJECTS

Specifications for public improvements that exceed \$35,000 shall be prepared through the City Engineer, Public Works or Utilities Departments. Quality and economy will dictate guidelines for specifications in an endeavor to construct excellent public improvements of long-term value to the City. Contracts should be organized so that they are complementary and supplementary to the extent that they affect other contracts.

3. CONTRACTS

Every formal bid awarded over \$35,000 shall require a written contract and be signed by the Mayor, or in his absence, the President of the City Council. The contract should be of appropriate length and complexity and the standard City contract should be used when possible as stated in section 5.4, Contracts.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4.4</i>		<i>Subject: Contracts for Emergency Work and Maintenance</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this section is to address contracts where the primary purpose is emergency work of maintenance. This is differentiated from 5.4.3, which applies to Public Improvement Contracts.

2. MAINTENANCE PROJECTS

Maintenance is routine, recurring, and usual work necessary for the preservation or protection of any public facility for its intended purpose. Examples of public facilities include roads, buildings, utility systems, property, structures, parks and landscaped areas. Maintenance projects may be either bid or quoted and will be left to the discretion of the appropriate Department Head, however, maintenance items that are not an emergency and are greater than \$50,000 should be bid.

3. EMERGENCY WORK

An Emergency is a sudden, unexpected occurrence that possesses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, environmental hazard or essential public service.

Emergency work may be contracted or authorized on a sole source basis without bids or quotes. Authorization for performing work on an emergency basis should be made by the City Administrator or designee.

Examples of emergency work include but are not limited to: broken water lines, power outages, sewer backups, damage to property caused by natural disaster or severe weather and oil spills. The above examples are a representative list and are not all-inclusive.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4.5</i>		<i>Subject: Vehicle and Equipment Contracts</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this section is to establish a policy for purchasing vehicles and equipment for the City of Gillette.

2. POLICY

The City of Gillette shall solicit fair and impartial bids on all new vehicles regardless of cost. Specifications for vehicles will be prepared by the Vehicle Maintenance Division in conjunction with the Purchasing Division and end user. Specifications will be written so that sole source purchasing is not allowed. Quality and economy will dictate guidelines for specifications in an attempt to purchase efficient vehicles. Contracts should be organized so that they are complementary and supplementary to the extent that they affect other contracts.

It is the policy of the City of Gillette to bid all new equipment and vehicles, using the City of Gillette bid procedure, per section 5.4, Contracts.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4.6</i>		<i>Subject: Materials and Supplies</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this policy is to establish the guidelines necessary for employees or agents of the City to purchase materials and supplies for the City of Gillette.

2. POLICY

It is the policy of the City of Gillette that two (2) quotes shall be obtained for material and supply purchases over \$1,500. In the event there are less than two (2) suppliers available, it must be noted on the requisition and explained as such. If only one (1) vendor is available to quote an item, the sole source purchasing policy shall be utilized, per section 5.3.10, Sole Source Purchases.

3. STATUTE

State law does not require public bids for supply purchases, however, the City may bid when it is deemed appropriate and is in the best interest of the City. The department originating the purchase shall consult with the Purchasing Division to determine which method best serves the City of Gillette. All supply purchases, whether by bid or negotiation, are subject to the preference requirements of Wyoming Statute 16-6-105 - 107.

4. WYOMING PREFERENCE

Wyoming preference laws apply to all governmental purchases, whether or not they are bid. Wyoming law provides that supplies, materials, equipment and machinery that are produced, manufactured, grown, or supplied by Wyoming resident vendors shall not exceed a five percent (5%) preference over items of equal quality from other states.

Appropriate language shall be inserted in all solicitations to notify suppliers of this preference. Wyoming Statute 16-6-106 provides that all requests for bids and proposals for materials, supplies, equipment, machinery, etc. shall contain the words "preference is hereby given to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside of the state".

5. LOCAL PREFERENCE

It is the policy of the City to purchase materials and supplies from local vendors when possible, reasonable and feasible to do so. For purposes of this policy, local vendors shall be defined as businesses or vendors that have service centers, outlets, warehouses or business offices located in the Gillette/Campbell County area. When soliciting quotes, a minimum of three (3) should be obtained.

6. SPECIFICATION

Each City division originating a purchase shall write specifications for materials and supplies that take advantage of quality, economy, timeliness of material arrival and product life. All purchases shall take into consideration the most efficient use of City funds.

7. EXCEPTION

In the event of an emergency, items may be purchased based on the availability and timeliness of the item(s) needing to be purchased.

8. DOCUMENTATION

Every purchase of supplies and materials over \$1,500 must be in writing or be on the City of Gillette electronic purchasing system and be signed or approved through the electronic approval system at the appropriate level as stated in section 5.3.4, Requisitions. If a contract is written for supplies, standard contract language should be used including any warranties, termination conditions, damages paid for non-performance, a methodology for changes, pricing, time of completion, any referenced documents and any other relevant information. The person or division originating the order shall designate a contact person to administer any material and supply contracts.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: 5.4.7</i>		<i>Subject: Sale and Disposal of Surplus Property</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

This policy will address the sale and disposal of surplus property, scrap real property, donated items, items sold to other government agencies and items taken on negotiated sales or trades.

2. POLICY

It is the policy of the City to address all sales of surplus property and disposal of property in accordance with Wyoming Statute 15-1-112 and City Ordinance 14-37.

For all items other than vehicles, the City Clerk shall initiate the declaration of surplus items and arrange the declaration by City Council. The Clerk shall then arrange for a public auction and all items shall be sold to the highest bidder with the right reserved to reject any and all bids.

The Fleet Manager, in conjunction with the Purchasing Division, shall initiate vehicle or equipment sales and will generally offer the vehicle as trade-in on a new vehicle as well as offer them for sale by sealed bid. The City shall accept the method that best benefits the City, per section 5.4.4, Vehicles and Equipment Contracts.

3. ADVERTISEMENT

A notice stating the time and place of the auction and a description of the property to be sold shall be published once per week for three (3) weeks immediately preceding the date of the auction in the City's official newspaper. At that time and place, the City may sell such property at public auction to the highest bidder, provided, however, that the right shall be reserved to reject any and all bids. The proceeds from such sales shall be paid to the Clerk and deposited in the proper City fund.

4. EXCEPTION

The City Council may dispose of real property without advertising the sale of or calling for bids only after a public hearing has been set, notice of which shall include the appraised value of all real property involved and acknowledgement of the purchasing agency. The advertisement shall be published at least once each week for three (3) consecutive weeks in the City's official newspaper.

With this provision, City Council:

- A. May sell any property to the State of Wyoming, Social Service Agencies or Federal Government for the use by any agency or instrumentality thereof authorized to hold property in its own name.
- B. May sell any property to any political subdivision of the State.
- C. May sell or donate any property to any person acquiring the property for a use that the City Council determines will benefit the economic development of the community.
- D. May trade any real property the City owns for any other real property without advertising the sale or calling for a bid as long as it will be a benefit to the City.
- E. May not sell or trade park land unless the City has owned it for at least ten (10) years.

5. DISPOSAL AND SALE OF SCRAP

All property not suitable for public auction shall be deemed "scrap" (e.g. copper or aluminum wire, pipe, steel, etc.). All scrap shall be disposed of on the recommendation of the Purchasing Division. Scrap shall be disposed of in accordance with EPA and other federal, state and local regulations. All electrical or other types of material deemed as scrap and governed by EPA hazardous material regulation shall be destroyed or disposed of in accordance with the most current rules and regulations.

APPENDIX A

- 1. REQUISITION ENTRY PROCEDURE**
- 2. REQUISITION APPROVAL PROCEDURE**
- 3. RECEIPT PROCESSING**
- 4. THE BROOKS ACT**

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: Appendix A</i>		<i>Subject: Requisition Entry – Procedure</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this procedure is intended to provide City personnel with instruction on how to complete a requisition in the TYLER computer system. This procedure shall provide a more efficient process for purchasing goods and services, while at the same time reducing paperwork, and the length of time necessary to process a requisition into a purchase order.

The Purchasing Division will convert all approved requisitions to a purchase order after quotes have been entered and approvals in the TYLER system have been made, per section 5.3.3, Approvals.

The requisition system will enable individuals who are authorized to use the TYLER requisition system the ability to enter requisitions in order to purchase goods and services as representatives of the City.

Please see the Purchasing Division, I.T. Division or your supervisor for current procedure and instructions.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Number: Appendix A</i>		<i>Subject: Requisition Approval Procedure</i>
<i>Original Issue: 11-13-2000</i>	<i>Effective: 04-01-2015</i>	
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	<i>Category: Purchasing</i>
<i>Supersedes: Revised policy dated 09-01-2005</i>		

1. PURPOSE

The purpose of this procedure is intended to provide authorized City personnel with instruction on how to complete the approval of a requisition in the TYLER computer system. This procedure shall provide a more efficient approval process for approving the purchase of goods and services, while at the same time reducing paperwork and the length of time necessary to process a requisition into a purchase order.

Please see the Purchasing Division, I.T. Division or your supervisor for current procedure and instructions.

City of Gillette		Administrative Policy/Procedures (APP)
<i>Original Issue: 11-13-2000</i>		<i>Effective: 04-01-2015</i>
<i>Current Issue: 04-01-2015</i>	<i>Effective: 04-01-2015</i>	
<i>Supersedes: Revised policy dated 09-01-2005</i>		<i>Category: Purchasing</i>

1. PURPOSE

The purpose of this procedure is intended to give you instruction on how to complete a receipt in the TYLER computer system. The IT Division will need to be notified so you can login into the network where the TYLER system is located. The Purchasing Manager or Finance Director will decide who should have receiving authority.

2. APPLICABILITY

This procedure specifically applies to all City employees who have been authorized access to the receipts processing system. You will have to get access to the TYLER requisition system through the IT Division who will give you instructions as to how to login and proceed with this system.

Please see the Purchasing Division, I.T. Division or your supervisor for current procedure and instructions.

THE BROOKS ACT
Federal Government Selection of Architects and Engineers

Public Law 92-582
92nd Congress, H.R. 12807
October 27, 1972

An Act

To amend the Federal Property and Administrative Services Act of 1949 in order to establish Federal policy concerning the selection of firms and individuals to perform architectural, engineering, and related services for the Federal Government.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 471 et seq.) is amended by adding at the end thereof the following new title:

TITLE IX – SELECTION OF ARCHITECTS AND ENGINEERS

DEFINITIONS

Sec.901. As used in this title –

(1) The term ‘firm’ means any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the professions of architecture or engineering.

(2) The term ‘agency head’ means the Secretary, Administrator, or head of a department, agency, or bureau of the Federal Government.

(3) The term “architectural and engineering services” means –
professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph;
professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
such other professional services of an architectural or engineering nature, or incidental services, which member of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying, and mapping, tests, evaluations, consultation, comprehensive planning, program management, conceptual designs, plans, and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operation, and maintenance manuals, and other related services.

POLICY

Sec. 902. The Congress hereby declares it to be the policy of the Federal Government to publicly announce all requirements for architectural and engineering services, and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.

REQUESTS FOR DATA ON ARCHITECTUAL AND ENGINEERING SERVICES

Sec. 903. In the procurement of architectural and engineering services, the agency head shall encourage firms engaged in the lawful practice of their profession to submit annually a statement of qualifications and performance data. The agency head, for each proposed project, shall evaluate current statement of qualifications, and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct

discussions with no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select there from, in order of preference, based upon criteria established, and published by him, no less than three of the firms deemed to be the most highly qualified to provide the services required.

NEGOTIATIONS OF CONTRACTS FOR ARCHITECTURAL AND ENGINEERING SERVICES

Sec. 904. (a) The agency head shall negotiate a contract with the highest qualified firm for architectural and engineering services at compensation which the agency head determines is fair and reasonable to the Government. In making such determination, the agency head shall take into account the estimated value of the services to be rendered, the scope, complexity, and professional nature thereof.

(b) Should the agency head be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm should be formally terminated. The agency head should then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the agency head should terminate negotiations. The agency head should then undertake negotiations with the third most qualified firm.

(c) Should the agency head be unable to negotiate a satisfactory contract with any of the selected firms, he shall select additional firms in order of their competence and qualifications and continue negotiations in accordance with this section until an agreement is reached.”

APPENDIX B

- 1. CARDHOLDER AGREEMENT**
- 2. CARDHOLDER DISPUTE FORM**

APPENDIX B

CITY OF GILLETTE

BUSINESS PURCHASING CARDHOLDER AGREEMENT

<i>Name of Cardholder:</i>	<i>Cardholder Business Address:</i> 201 E. 5 th Street, Gillette, WY 82718
<i>Department Name:</i>	<i>Cardholder Business Phone Number:</i>
<i>Coordinator Name:</i>	<i>Coordinator Phone Number:</i>

Cardholder agrees to accept responsibility for the protection and proper use of the City of Gillette Purchasing Card in accordance with the terms and conditions outlined below:

1. Cardholder agrees to provide the supporting receipts from vendor and/or a transaction log for each transaction as designated by the **Plan Coordinator or Purchasing Agent** under the City's policies and procedures. Failure to report or document any purchase may be deemed an improper use of the purchasing card.
2. In the event the card is lost or stolen, the Cardholder shall notify the **Purchasing Division and Division Coordinator** and/or UMB Bank immediately.
3. The Cardholder's division or department shall be responsible for all charges, including fees and interest, incurred from the proper use of the City of Gillette Purchasing Card.
4. **THE CARDHOLDER SHALL NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be **personally liable** for any improper use of the City of Gillette Purchasing Card and agrees to reimburse the City of Gillette any charges resulting from personally initiated improper use. (Improper use resulting from a lost or stolen card that is immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase, shall be excluded from this clause). The Cardholder understands that his/her improper use of the City of Gillette Purchasing Card may be cause for disciplinary action by the City, including termination, and that improper use of the City of Gillette Purchasing Card may subject Cardholder to criminal prosecution. Cardholder understands that the City may withhold amounts attributable to improper use by Cardholder from any paycheck or other City of Gillette warrant which may be payable to Cardholder.
5. The Cardholder understands that should his/her employment with the City terminate for any reason, the City of Gillette Purchasing Card shall be returned to the **City of Gillette Purchasing Division**. Cardholder also understands that the City may withdraw authorization to use the City of Gillette Purchasing Card and require the return of the same at any time for any reason.

2.3.05A Cardholder Agree



VISA PURCHASING CARD DISPUTE FORM

ACCOUNT INFORMATION

Name _____ Account Number _____

Company Name _____ Business Phone _____

TRANSACTION INFORMATION

Merchant Name _____ \$ _____
Amount of Dispute

Date of Transaction _____ Reference Number of Transaction from Statement _____

DISPUTE DETAILS

Please mark the appropriate dispute reason listed below and if indicated, provide the requested documentation.

- Need a copy of the transaction in order to submit payment.
- I do not recognize the above merchant. I am asking that the merchant provide me with more information to help identify whether or not the charge is valid. All valid cards issued to this account are in my possession.
- Although I did engage in the above transaction, I am disputing \$ _____ of the above charge. I have contacted _____ the merchant and attempted to resolve the matter. I have provided the details below.
- Amount is to be billed to a different UMB card number. UMB card number: _____
- Incorrect Amount. *Must provide copy of receipt.* I was billed \$ _____ but should have been billed \$ _____
- Duplicate Posting. The original transaction posted to my statement for _____ on _____ date.
- I returned the merchandise to the merchant _____ date. The reason for return is listed below. *Must provide proof of return.*
- I have a credit slip and the credit has not posted to my account. *Must provide copy of credit slip.*
- To best of my knowledge I, nor anyone authorized by me, received the goods or services represented by the charge. I also certify that I, nor anyone with my permission, engaged with the above merchant in any manner.
- I have not received the merchandise and it was to be delivered _____ date.
Must give dates when the merchant was contacted to check on the status of the order & their response below.
- I cancelled a guaranteed late arrival hotel reservation _____ date _____ time & cancellation # _____
on _____ at _____ is: _____

Other. Details of the dispute have been provided below.

ADDITIONAL INFORMATION REGARDING THE DISPUTED CHARGE

SEND THIS FORM TO:
UMB Bank Card Center
ATTN: PURCHASING CARD DISPUTES
P.O. BOX 419734
KANSAS CITY, MO 64141
FAX: 816-843-2485

Cardholder's Signature & Today's Date



CITY OF GILLETTE

Engineering & Development Services
Engineering Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5265
www.gillettewy.gov

MEMORANDUM

TO: Carter Napier, City Administrator *CN*
Mayor & City Council

FROM: Dustin Hamilton, P.E., Development Services Director *DH*

DATE: March 3, 2016

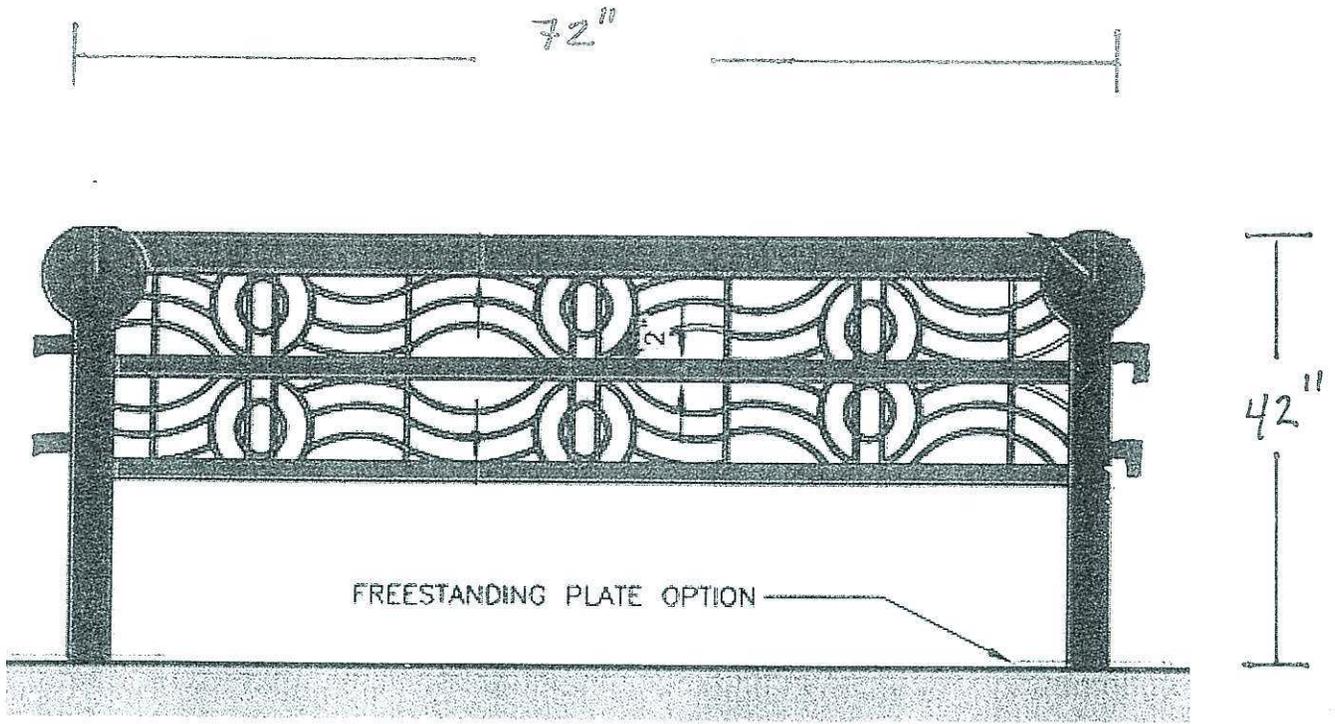
RE: 3rd Street Plaza Barricades

As part of the award of the 3rd Street Plaza project last summer, the scope of the work was reduced to align with the available project budget and grant funding. One of the items removed during the scope adjustment was the barricades that were designed to be incorporated into the streetscape and then be used to close 3rd Street during events. This design would result in savings of time and manpower to close the streets during events as traffic control/barricades would not need to be hauled to and from the site for each event/activity.

The bid received for the barricades as part of the overall project was \$38,000. After review, it was determined this item should be removed due to the cost submitted as part of the overall project. Staff has continued to pursue ideas to lessen the cost of the barricades as it was an important design feature intended to save operational costs associated with having events at the Plaza. Staff has worked with local fabrication companies to refine the design of the barricades and recently issued a quote for local companies to provide pricing on the revised design. The revised design looks very similar to the original design (example attached for reference) and has lessened the overall weight and improved stability of the barricades. The quotes were due on Friday, February 26th and a quote was received in the amount of \$6,281.34.

There are approximately \$630,000 of funds associated with the Gillette Avenue Improvements Project which remain in the FY16 budget. It is recommended that the quote for the barricades be awarded and funded through the above mentioned project savings. It is anticipated there will be a quick return on this investment based upon the operational savings of not having to haul barricades to and from the site for events.

Please let me know if you would like to proceed with the award of this quote such that the barricades can be fabricated and be ready for the opening of the Plaza this summer.



Freestanding with Plate Option



CITY OF GILLETTE

Development Services Department
Building Inspection Division
P.O. Box 3003 • Gillette, Wyoming 82717-3003
Phone 307.686.5260
www.gillettewy.gov

MEMORANDUM

TO: Board of Examiners – Scott Heibult, Chairman; Jaye Drake, Vice-Chairman; Steve King, John Alt, Brian Shippy, Chad Renken, Weston Scott, Dale Phipps, and Dean Thompson.

CC: Administration
Carter Napier, City Administrator
Charlie Anderson, City Attorney
Dustin Hamilton, P.E., Development Services Director
Jim Brown, Deputy Building Official
Kim King, Administrative Assistant

FROM: Ken Rogers, Chief Building Official

SUBJECT: Board of Examiners Regular Meeting – March 8, 2016

DATE: March 3, 2016

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, March 8, 2016 at City Hall, in the Community Conference Room, 2nd Floor. Lunch will be served at 12:00 p.m.

Enclosed please find the Meeting Agenda and Packet.

If you have questions or concerns prior to the meeting, please contact me.

Thank you.

<h1 style="font-size: 2em; font-weight: bold; transform: rotate(-15deg);">Agenda</h1>	<p style="text-align: center;">BOARD OF EXAMINERS REGULAR MEETING</p> <p style="text-align: center;">March 8, 2016 12:00 p.m. to 2:00 p.m. City of Gillette – City Hall 2nd Floor Community Conference Room</p>
<p>Call to Order</p>	<p>Scott Heibult, Chairman</p>
<p>Approval of Minutes</p>	<p>Regular Meeting of February 9, 2016</p>
<p>Unfinished Business</p>	
<p>New Business</p>	<p>Board Member Training – Spring Session</p> <ul style="list-style-type: none"> • March 9, 2016 from 1:00 – 5:00 p.m. – Fundamental Session • March 10, 2016 from 5:00 – 9:00 p.m. – Advanced Session
<p>Approval of Contractor License Applications</p>	<p>Individual Trade License Applications</p> <p>Contractor License Applications (Class A, B, C, D, F and R)</p>
<p>Announcements</p>	<p>The next Regular Meeting will be on Tuesday, April 12, 2016.</p>
<p>Adjournment</p>	

BOARD OF EXAMINERS
MEETING MINUTES

Regular

February 9, 2016

12:30 p.m.

Board Members present: Chairman Heibult, Vice Chairman Drake, Steve King, John Alt, Brian Shippy, Weston Scott, Dale Phipps, and Dean Thompson.

Board Members absent: Chad Renken.

Staff Members present: Dustin Hamilton, Development Services Director; Ken Rogers, Chief Building Official; Jim Brown, Deputy Building Official; Kim King, Administrative Assistant.

Scott Heibult, Chairman, called the meeting to order.

Approval of Minutes

Chairman Heibult called for approval of the January 12, 2016, Regular Meeting Minutes. It was moved by Dean Thompson, seconded by John Alt to approve said Minutes. Roll was called on the motion with the following results. Board Members voting aye: King, Alt, Shippy, Scott, Phipps, Thompson, Vice Chairman Drake and Chairman Heibult. Motion carried.

Unfinished Business

There was none.

New Business

There was none.

Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

BARLOW, NEWEL A of HILDALE, UT • JOURNEYMAN ELECTRICIAN, RELIANCE ELECTRIC INC Lic# 2280
BROWN, ANTHONY of GILLETTE, WY • APPRENTICE PLUMBER, WEST CONSTRUCTION LLC Lic# 2846
BUCKLEY, COREY L of RAPID CITY, SD • JOURNEYMAN ELECTRICIAN, TEMPERATURE TECHNOLOGY INC Lic# 2297
DOW, BRAD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, PRO ELECTRIC INC Lic# 2211
HENDRICKSON, RED of GILLETTE, WY • MASTER ELECTRICIAN, DELTA WYE INC Lic# 1480
HUETHER, PAUL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, BLAIR ELECTRIC SERVICE CO Lic# 2395
JACOBSON, RON of GILLETTE, WY • MASTER ELECTRICIAN, MINING ELECTRICAL SERVICES LLC Lic# 2077
JOHNSON, CARL L of HILDALE, UT • MASTER ELECTRICIAN, RELIANCE ELECTRIC INC Lic# 2279
MCCONNELL, DENNIS of GILLETTE, WY • MASTER ELECTRICIAN, BLAIR ELECTRIC SERVICE CO Lic# 1586
MCWILLIAMS, SCOTT of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, BLAIR ELECTRIC SERVICE CO Lic# 1592
RENKEN, BRYAN of GILLETTE, WY • MASTER GAS PIPEFITTER, RENKEN PLUMBING LLC Lic# 1789

RENKEN, RYAN of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, RENKEN PLUMBING LLC Lic# 1790
RENKEN, RYAN of GILLETTE, WY • APPRENTICE PLUMBER, RENKEN PLUMBING LLC Lic# 1791
TUCKER, IVAN of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, BROWN CONSTRUCTION SERVICES LLC Lic# 2843
TUCKER, IVAN of GILLETTE, WY • APPRENTICE PLUMBER, BROWN CONSTRUCTION SERVICES LLC Lic# 2844

It was moved by Dale Phipps, seconded by Vice Chairman Drake, to approve the above Individual Trade License Applications. Roll was called on the motion with the following results. Board Members voting aye: Alt, Shippy, Scott, Phipps, Thompson, King, Vice Chairman Drake and Chairman Heibult. Motion carried.

Contractor License Applications

The Board reviewed the following Contractor License Applications (Class A, B, C, D, F and R):

BARRACUDA CONSTRUCTION LLC of GILLETTE, WY • JUSTIN CARBONARO, WIND SIDING GUTTER GARAGE DOOR
BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, WATER & SEWER PIPELAYER
BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, NONSTRUCTURAL CONCRETE
BLACK CAT CONSTRUCTION of GILLETTE, WY • JEFF SORCH, EXCAVATION & GRADING
BLAIR ELECTRIC SERVICE CO of GILLETTE, WY • DENNIS MCCONNELL, ELECTRICAL
BONILLA MASONRY LLC of INDEPENDENCE, MO • DANIEL JENKINS, MASONRY (STRUC)
BOONDOGGLE CONSTRUCTION INC of BUFFALO, WY • JOSH HATCH, DRYWALL
BOONDOGGLE CONSTRUCTION INC of BUFFALO, WY • JOSH HATCH, MASONRY (VNR)
BOONDOGGLE CONSTRUCTION INC of BUFFALO, WY • JOSH HATCH, WIND SIDING GUTTER GARAGE DOOR
BOSS ENTERPRISES INC of GILLETTE, WY • EMERY WALKER, EXCAVATION & GRADING
BRIAN MAXFIELD CONSTRUCTION of GILLETTE, WY • BRIAN MAXFIELD, RESIDENTIAL CONTRACTOR
BV'S WALLCOVERING of FARGO, ND • BRYAN VOSSLER, TRIM CARPENTRY PAINT FLOORING
CAMERON CONSTRUCTION of SALT LAKE CITY, UT • KEVIN CAMERON, GENERAL CONTRACTOR
CLEARY BUILDING CORPORATION of VERONA, WI • DON HERRON, RESIDENTIAL CONTRACTOR
CONTINENTAL FIRE SPRINKLER COMPANY of OMAHA, NE • JEREMY HADFIELD, SPRINKLER SYSTEMS
D & E PAINTING of SIOUX FALLS, SD • DAVID CARSON, TRIM CARPENTRY PAINT FLOORING
DARIN EMERY CONSTRUCTION INC of ABERDEEN, SD • DARIN EMERY, TRIM CARPENTRY PAINT FLOORING
DELTA WYE INC of GILLETTE, WY • RED HENDRICKSON, ELECTRICAL
DON JOHNSON CONSTRUCTION LLC of SIOUX FALLS, SD • AMELIA JOHNSON, MISCELLANEOUS
EBERLEIN PAINTING of GILLETTE, WY • DUFFY JENNIGES, TRIM CARPENTRY PAINT FLOORING
EIDE PAINTING of SIOUX FALLS, SD • LARRY EIDE, TRIM CARPENTRY PAINT FLOORING
EMPIRE LATH AND PLASTER INC of BILLINGS, MT • SANDY TILZEY, WIND SIDING GUTTER GARAGE DOOR
G & R CONTROLS INC of SIOUX FALLS, SD • CHAD POWELL, LOW VOLTAGE
GOOD NUZ FLOORING of GILLETTE, WY • JACOB NUZUM, TRIM CARPENTRY PAINT FLOORING
HEART OF THE WEST LLC of GILLETTE, WY • MARISSA DEEGAN, LANDSCAPING & FENCING
HERNANDEZ SNOW REMOVAL of GILLETTE, WY • JOSE HERNANDEZ, NONSTRUCTURAL CONCRETE
HIGH LAND INC of SHERIDAN, WY • MARK BEDE, LANDSCAPING & FENCING
J M FLOORING & DESIGN of GILLETTE, WY • JEREMY MARTIN, TRIM CARPENTRY PAINT FLOORING
JBD INC of SHERIDAN, WY • JIM BEDE, TRIM CARPENTRY PAINT FLOORING
JIMCO SALES AND MANUFACTURING INC of FT WORTH, TX • JAMES HENDRICKS, MISCELLANEOUS
JOHN'S CUSTOM CARPET & TILE of GILLETTE, WY • JONATHAN EHREDT, MASONRY (VNR)
KENNY GILBERTSON CONSTRUCTION of GILLETTE, WY • KENNY GILBERTSON, FRAMING
KONE INC of MOLINE, IL • DONALD STOCKMAR, ELEVATOR
LEMKE CONSTRUCTION LLC of GILLETTE, WY • MICHAEL LEMKE, BUILDING CONTRACTOR
MENDOZAS SIDING of GILLETTE, WY • SANTIAGO MENDOZA, WIND SIDING GUTTER GARAGE DOOR
MICHAEL'S CONSTRUCTION INC of GILLETTE, WY • MIKE JORGENSEN, GENERAL CONTRACTOR
MOUNTAIN PEAK BUILDERS LLC of GILLETTE, WY • TREVOR SCHILLING, GENERAL CONTRACTOR
MOUNTAIN PEAK BUILDERS LLC of GILLETTE, WY • TREVOR SCHILLING, WATER & SEWER PIPELAYER
NATIONWIDE BUILDERS & CONTRACT of COLORADO SPRINGS, CO • MARK KIMBALL, WIND SIDING GUTTER GARAGE
NORTHERN UNDERGROUND LLC of SHERIDAN, WY • MARCUS SCHOENFELDER, EXCAVATION & GRADING
NORTHERN UNDERGROUND LLC of SHERIDAN, WY • MARCUS SCHOENFELDER, WATER & SEWER PIPELAYER

PIERCE FLOORING of BILLINGS, MT • MEG ERLNBUSH, TRIM CARPENTRY PAINT FLOORING
RELIANCE ELECTRIC INC of HILDALE, UT • CARL JOHNSON, ELECTRICAL
RENKEN PLUMBING LLC of GILLETTE, WY • BRYAN RENKEN, GAS PIPEFITTER
RITE-WAY CERAMIC TILE of GILLETTE, WY • SCOTT BENJAMIN, TRIM CARPENTRY PAINT FLOORING
SIGN BOSS LLC of GILLETTE, WY • DANA MILLER, SIGNAGE
STRAND'S LAWN CARE of GILLETTE, WY • ETHAN STRAND, LANDSCAPING & FENCING
SWI LLC of POWELL, WY • MARK OLSON, LANDSCAPING & FENCING
SWI LLC of POWELL, WY • MARK OLSON, LOW VOLTAGE
TUFF SHED INC of DENVER, CO • TOM SAUREY, RESIDENTIAL CONTRACTOR
TUTT CONSTRUCTION INC of BILLINGS, MT • JEFF TUTT, MISCELLANEOUS
TW CONSTRUCTION LLC of ABERDEEN, SD • WAYNE JOHNSON, TRIM CARPENTRY PAINT FLOORING
UNIQUELY TOUCHED PAINTING ETC of GILLETTE, WY • WENDI CUTLER, TRIM CARPENTRY PAINT FLOORING
WESTERN PARTITIONS INC of TIGARD, OR • DONALD EASTER, TRIM CARPENTRY PAINT FLOORING
WYCHERLEY WASH INC of AMERICAN FORK, UT • LYNDA WYCHERLEY, MISCELLANEOUS
WYO SERVICES LLC of UPTON, WY • KYLE MATERI, LANDSCAPING & FENCING
WYOMING GUTTER SERVICE LLC of GILLETTE, WY • TRAVIS BUXTON, WIND SIDING GUTTER GARAGE DOOR
WYOMING INTERNET INC of GILLETTE, WY • DAVID GERWE, LOW VOLTAGE
WYOMING ROOFING & SUPPLY II LLC of SHERIDAN, WY • RYAN GREGORY, GENERAL ROOFING

It was moved by Dean Thompson, seconded by Steve King, to approve the above Contractor License Applications. Roll was called on the motion with the following results. Board Members voting aye: Shippy, Scott, Phipps, Thompson, King, Alt, Vice Chairman Drake and Chairman Heibult. Motion carried.

Announcements

Jim Brown informed the Board of an error in the International Fire Code 2015 Edition Chapter 11. He stated there is a piece of Code in Chapter 1103.5.1 that shows up in the printed text that is not supposed to be there. He stated it was regarding a required retrofit for sprinklers for all restaurants. He stated the Commentary is correct.

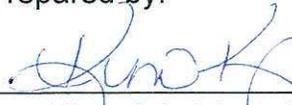
Jim referred to the ICC brochure, included in the Board Members meeting packets, regarding the High School Technical Training Program. He stated that he and Ken Rogers along with Keith Bowar from the Campbell County Building Department, the Northeast Wyoming Contractors Association (NEWCA), the Chamber of Commerce and the Wyoming Conference of Building Officials (WCBO) are working with the Campbell County School District to see about getting the program implemented in Campbell County. Their hope is to take it state wide throughout all of the schools. He stated the two (2) year colleges in Wyoming are looking at this program as well. He stated the foundational document used is the International Residential Code book. Jim stated the hope is that this program is implemented nationwide within the next five (5) years but it is dependent on whether trade classes are kept in the schools.

The next regularly scheduled meeting will be Tuesday, March 8, 2016.

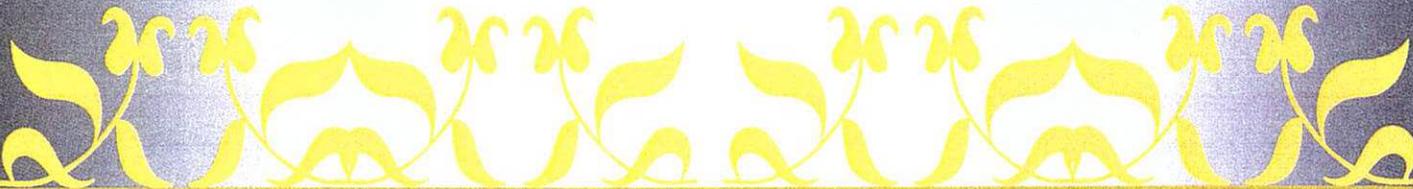
Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:37 p.m.

Prepared by:



Kim King, Administrative Assistant
Building Inspection Division



Board Member Training
Spring 2016

Wednesday, March 9, 2016 1:00-5:00 pm - Fundamental Session
or
Thursday, March 10, 2016 5:00-9:00 pm - Advanced Session

Michelle Pierce -
Northeast Area Community Development
Educator for the University of Wyoming
Extension

Charlie Anderson -
City Attorney for Gillette, WY

City Hall, 2nd Floor Community Room
201 E. Fifth Street
Gillette, WY

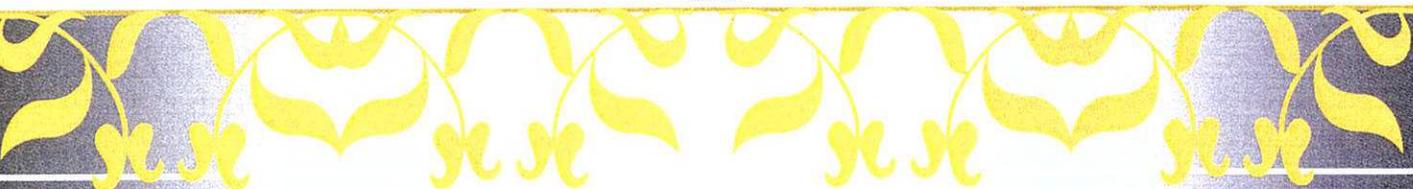
We would like to welcome Appointed
and Community Volunteer Board
Members and Organization Directors
to attend one of these workshops.
Your participation will be beneficial to
your success as a board member.

Please register early as seating is limited!
Contact Angela or Kendra to RSVP.

Angela - (307) 686-5203 or angelaw@gillettewy.gov

Kendra - (307) 682-7283 or krc01@ccgov.net

Sponsored By:



Hosted By: The City of Gillette

FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS

MARCH 8, 2016

1	BELL, RICHARD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2854
2	BOYER, JOSHUA of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2169
3	BOYER, JOSHUA of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2170
4	BRYANT, JESSE of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2413
5	BRYSON, JAMES R of GILLETTE, WY • JOURNEYMAN PLUMBER, CAMPBELL COUNTY SCHOOL DISTRICT Lic# 2179
6	CLINTON, AARON of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2414
7	DONAHUE, JACK of SHERIDAN, WY • MASTER GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2865
8	DONAHUE, JACK of SHERIDAN, WY • MASTER PLUMBER, A PLUS PLUMBERS INC Lic# 2866
9	DRAKE, MATTHEW of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2214
10	DRAKE, MATTHEW of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2215
11	FOSKETT, TRAVIS of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2228
12	FOSKETT, TRAVIS of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2229
13	GEUKE, JASON of BELLE FOURCHE, SD • JOURNEYMAN ELECTRICIAN, HAUCK ELECTRIC & CONTROLS INC Lic# 2394
14	GOULD, DONALD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2733
15	GULLEY, TONY of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2423
16	HANSON, DANIEL of GILLETTE, WY • MASTER ELECTRICIAN, SCOTT BROTHERS INC Lic# 2266
17	HARTL, DREW of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2267
18	HAUCK, DEAN of SPEARFISH, SD • MASTER ELECTRICIAN, PHAZE ELECTRIC INC Lic# 2850
19	MAGNUSON, TYLER of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2261
20	MOHR, CHRIS of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2269
21	MOLLMAN, TIM of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2270
22	MOLLMAN, TIM of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2271
23	MORGAN, RICHARD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, POWER SOLUTIONS LLC Lic# 2851
24	NOVAK, CRIS of BELLE FOURCHE, SD • JOURNEYMAN ELECTRICIAN, HAUCK ELECTRIC & CONTROLS INC Lic# 1688
25	NOVAKOVICH, JAMES of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 2272
26	OCHELTREE, DEREK of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2273
27	OCHELTREE, DEREK of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & AIR CONDITIONING Lic# 2274

FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS**MARCH 8, 2016**

28	OLSON, GEORG of RAPID CITY, SD • MASTER HVAC TECH, TESSIER'S INC Lic# 2298
29	SCHOENBERNER, KADE of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, PRO ELECTRIC INC Lic# 1829
30	SCOTT, BRANDON L of GILLETTE, WY • MASTER ELECTRICIAN, SCOTT BROTHERS INC Lic# 1831
31	SCOTT, WESTON of GILLETTE, WY • MASTER ELECTRICIAN, SCOTT BROTHERS INC Lic# 1833
32	SHANE, JERRY of GILLETTE, WY • MASTER ELECTRICIAN, SHANE ELECTRIC INC Lic# 1844
33	SMITH, COLTER of GILLETTE, WY • APPRENTICE PLUMBER, LONG'S PLUMBING & HEATING INC Lic# 1880
34	TAYLOR, CARL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, SCOTT BROTHERS INC Lic# 1927
35	THOMAS JR, RICHARD of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 2415
36	TODD, ED of SHERIDAN, WY • APPRENTICE GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2869
37	TODD, ED of SHERIDAN, WY • APPRENTICE PLUMBER, A PLUS PLUMBERS INC Lic# 2870
38	TUCKER, LOREN of GILLETTE, WY • MASTER ELECTRICIAN, TUCKER ELECTRIC INC Lic# 1961
39	WEDDLE, JAMES of SHERIDAN, WY • APPRENTICE GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2872
40	WEDDLE, JAMES of SHERIDAN, WY • APPRENTICE PLUMBER, A PLUS PLUMBERS INC Lic# 2873
41	WHITAKER, JEREMY of GILLETTE, WY • APPRENTICE PLUMBER, LONG'S PLUMBING & HEATING INC Lic# 2853
42	WILLIAMSON, DON M of GILLETTE, WY • MASTER ELECTRICIAN, WINDCREEK SERVICES INC Lic# 2030
43	WILLIAMSON, DONAHUE of SUMMERSET, SD • MASTER ELECTRICIAN, WIRES R US Lic# 2031
44	WILSON, SCOTT of GILLETTE, WY • MASTER GAS PIPEFITTER, BLACK HILLS GAS HOLDINGS LLC Lic# 2036
45	WILSON, SCOTT of GILLETTE, WY • MASTER HVAC TECH, BLACK HILLS GAS HOLDINGS LLC Lic# 2037
46	WILSON, SHANE of SHERIDAN, WY • APPRENTICE GAS PIPEFITTER, A PLUS PLUMBERS INC Lic# 2874
47	WILSON, SHANE of SHERIDAN, WY • APPRENTICE PLUMBER, A PLUS PLUMBERS INC Lic# 2875

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS

MARCH 8, 2016

1	A PLUS PLUMBERS INC of SHERIDAN, WY • JACK DONAHUE, GAS PIPEFITTER
2	A PLUS PLUMBERS INC of SHERIDAN, WY • JACK DONAHUE, PLUMBING
3	A TEAM FLOORING of LONG GROVE, IA • NIKOLI SCHLATTER, TRIM CARPENTRY PAINT FLOORING
4	AC TREE SERVICE of MILLS, WY • MARK PORTER, LANDSCAPING & FENCING
5	ALL PRO INSULATION LLC of RAPID CITY, SD • JEREMY SCHAEFFER, INSULATION
6	ALPINE DRYWALL & FLOOR COVERINGS of SALT LAKE CITY, UT • DIANE OUZOUNIAN, TRIM CARPENTRY PAINT FLOORING
7	ARRAY OF COLOR LLC of GILLETTE, WY • JILL SHEPHERD, TRIM CARPENTRY PAINT FLOORING
8	B & G ACOUSTICAL CEILING INC of SIOUX FALLS, SD • BRUCE DESCHEPPER, MISCELLANEOUS
9	BLACK HILLS GAS HOLDINGS LLC of GILLETTE, WY • SCOTT WILSON, MECHANICAL
10	BLACK HILLS GAS HOLDINGS LLC of GILLETTE, WY • SCOTT WILSON, GAS PIPEFITTER
11	BLACK HILLS STONE MASONRY of HILL CITY, SD • SCOTT KRAFT, MASONRY (VNR)
12	CASEY LESSERT of GILLETTE, WY • CASEY LESSERT, TRIM CARPENTRY PAINT FLOORING
13	CERAMIC DESIGNS MIDWEST INC of RAPID CITY, SD • GEORGE MARTINA, TRIM CARPENTRY PAINT FLOORING
14	CHOICE MINE & INDUSTRIAL SERVICES LLC of GILLETTE, WY • TONY DEIMLING, EXCAVATION & GRADING
15	CHOICE MINE & INDUSTRIAL SERVICES LLC of GILLETTE, WY • TONY DEIMLING, LANDSCAPING & FENCING
16	CHOICE MINE & INDUSTRIAL SERVICES LLC of GILLETTE, WY • TONY DEIMLING, NONSTRUCTURAL CONCRETE
17	COLLINS COMMUNICATIONS INC of GILLETTE, WY • RICHARD MURRAY, LOW VOLTAGE
18	COLLINS COMMUNICATIONS INC of GILLETTE, WY • RICHARD MURRAY, FIRE ALARM SYSTEMS
19	COMMERCIAL NATIONAL FLOORING of NEW CARLISLE, OH • KEVIN MARTIN, TRIM CARPENTRY PAINT FLOORING
20	DAKOTA INSULATION INC of RAPID CITY, SD • KEVIN MILLER, INSULATION
21	DAKOTA SEALANTS INC of RAPID CITY, SD • TIM VERMEULEN, MISCELLANEOUS
22	FIRETECH LLC of GILLETTE, WY • KEEGAN O'BRIEN, SPRINKLER SYSTEMS
23	G & S DECORATING INC of GILLETTE, WY • STEVE JELLUM, TRIM CARPENTRY PAINT FLOORING
24	GARY'S WELDING INC of GILLETTE, WY • GARY DARLOW, RESIDENTIAL CONTRACTOR
25	GARY'S WELDING INC of GILLETTE, WY • GARY DARLOW, MISCELLANEOUS
26	HELVEY'S PAINTING LLC of GILLETTE, WY • DANIEL HELVEY, TRIM CARPENTRY PAINT FLOORING
27	ITC ELECTRICAL TECHNOLOGIES of MILLS, WY • MICHAEL CARRUTH, ELECTRICAL

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS

MARCH 8, 2016

28	JOHNSON TILE & STONE INC of SIOUX FALLS, SD • GENE JOHNSON, TRIM CARPENTRY PAINT FLOORING
29	K & K BUILDERS LLC of SUNDANCE, WY • KIT DOORNINK, STRUCTURAL CONCRETE
30	K & K BUILDERS LLC of SUNDANCE, WY • KIT DOORNINK, EXCAVATION & GRADING
31	K & K BUILDERS LLC of SUNDANCE, WY • KIT DOORNINK, WATER & SEWER PIPELAYER
32	LYNNRICH INC of BILLINGS, MT • JOEY GODWIN, WIND SIDING GUTTER GARAGE DOOR
33	MAGPIE DESIGNS of GILLETTE, WY • SHERRYL LINDBLOM, TRIM CARPENTRY PAINT FLOORING
34	MASSEY SERVICES LLC of GILLETTE, WY • GARETT MASSEY, WIND SIDING GUTTER GARAGE DOOR
35	MCCLELLAN & MACQUEEN INC of WORLAND, WY • JERRY HARVARD, NONSTRUCTURAL CONCRETE
36	MEHLHAFF CONSTRUCTION INC of RAPID CITY, SD • JEFF MEHLHAFF, TRIM CARPENTRY PAINT FLOORING
37	MONUMENT HOME BUILDERS INC of CHEYENNE, WY • COLLIN KOSTELECKY, BUILDING CONTRACTOR
38	MOORE INSULATION CO INC of CHEYENNE, WY • KARL REDLICH, INSULATION
39	NATIONAL COATINGS INC of TRAVERSE, MI • BARBARA JEWELL, TRIM CARPENTRY PAINT FLOORING
40	PETRIE CONSTRUCTION LLC of GILLETTE, WY • MARK PETRIE, RESIDENTIAL CONTRACTOR
41	PHAZE ELECTRIC INC of SPEARFISH, SD • DEAN HAUCK, ELECTRICAL
42	POWDER RIVER HEATING & AIR CONDITIONING of GILLETTE, WY • JAYE DRAKE, GAS PIPEFITTER
43	POWDER RIVER HEATING & AIR CONDITIONING of GILLETTE, WY • ARLYN MAGNUSON, MECHANICAL
44	POWDER RIVER HEATING & AIR CONDITIONING of GILLETTE, WY • JAYE DRAKE, PLUMBING
45	PRODESIGN SPECIALTIES INC of WELLINGTON, CO • DAN MASKE, TRIM CARPENTRY PAINT FLOORING
46	PROFESSIONAL CHOICE LAWN CARE LLC of RAPID CITY, SD • BROCK HEID, LANDSCAPING & FENCING
47	RMS INSTRUMENT & ELECTRIC LLC of GILLETTE, WY • CHRIS ROHDE, SIGNAGE
48	ROCKY MOUNTAIN EXTERIORS of SHERIDAN, WY • RYAN LITTLE, WIND SIDING GUTTER GARAGE DOOR
49	S & S BUILDERS LLC of GILLETTE, WY • JERRY BUTCHER, WATER & SEWER PIPELAYER
50	S & S BUILDERS LLC of GILLETTE, WY • JERRY BUTCHER, GENERAL CONTRACTOR
51	S & S BUILDERS LLC of GILLETTE, WY • CORBY SHIELDS, GAS PIPEFITTER
52	S & S BUILDERS LLC of GILLETTE, WY • CORBY SHIELDS, MECHANICAL
53	S & S BUILDERS LLC of GILLETTE, WY • CORBY SHIELDS, PLUMBING
54	SCOTT BROTHERS INC of GILLETTE, WY • WESTON SCOTT, ELECTRICAL

FOR REVIEW CONTRACTOR LICENSE APPLICATIONS
MARCH 8, 2016

55	SHANE ELECTRIC INC of GILLETTE, WY • JERRY SHANE, ELECTRICAL
56	SILVERLINE CONSTRUCTION LLC of GILLETTE, WY • CODY IVERSON, STRUCTURAL CONCRETE
57	SLATTERY ENTERPRISES INC of GILLETTE, WY • TIM SLATTERY, EXCAVATION & GRADING
58	SLATTERY ENTERPRISES INC of GILLETTE, WY • TIM SLATTERY, WATER & SEWER PIPELAYER
59	STEVE SHURTZ BUILDING INC of GILLETTE, WY • STEVE SHURTZ, GENERAL CONTRACTOR
60	TARGET SIGN CO INC of GILLETTE, WY • KEN MUSSER, SIGNAGE
61	TETRA TECH INC of GOLDEN, CO • EDWARD MULLER, MISCELLANEOUS
62	THYSSENKRUPP ELEVATOR CORP of BELGRADE, MT • MARK WESTERGAARD, ELEVATOR
63	TIMBERLINE SERVICES INC of SUNDANCE, WY • WADE HABECK, EXCAVATION & GRADING
64	TIMBERLINE SERVICES INC of SUNDANCE, WY • WADE HABECK, WATER & SEWER PIPELAYER
65	TRANSLOGIC CORP of DENVER, CO • TERRY LOFTUS, MISCELLANEOUS
66	TUCKER ELECTRIC INC of GILLETTE, WY • LOREN TUCKER, ELECTRICAL
67	WINDCREEK SERVICES INC of GILLETTE, WY • DON WILLIAMSON, ELECTRICAL
68	WIRES R US of SUMMERSET, SD • DONAHUE WILLIAMSON, ELECTRICAL
69	WYOMING DEMOLITION INC of SHERIDAN, WY • RANDY WARNKE, EXCAVATION & GRADING



Campbell County Predatory Animal Control Board

GILLETTE, WYOMING 82716



12/31

DATE: February 15, 2016

TO: City of Gillette
Campbell County Commissioners

FROM: Campbell County Predatory Board

RE: Rabies Program

The following is the amounts that the Predatory Board has paid for the Rabies program.

It also includes the amount of the Rabies grant money put toward the expenses.

Month	Type of payment		Amount CCPB Paid	
EXPENSES				
October 2015	Trapping/Control		\$ 6,708.55	
November 2015			\$ 5,270.41	
December 2015			\$ 4,481.03	
		Total Expenses	\$ 16,459.99	\$ 16,459.99
INCOME				
Rabies Grant	\$1,870.83 Monthly	X 3 months	\$ 5,612.49	
Total minus Grant				\$ 10,847.50

The \$ 10,847.50 is to be split between the City and the County.

Total Due County Commissioners \$ 5,423.75

Total Due City Commissioners \$ 5,423.75

For Questions, Please call Kenda at 680-6251 or email at kkford@bresnan.net

Thank you.
Campbell County Predatory Board

Campbell County Predatory Management District

Trapper Duke Campbell

Monthly Summary Report for OCT. Year 2015

Method	Coyote	Fox	^{Pigeons} Bobcat	Mtn. Lion	Bear	Skunk	Raccoon
Trapped		2	36			44	11
Snared							
Shot							2
M-44							
Aerial	7						
Denned							
Male/Female							
Monthly Totals	7	2	36			44	13

Miles Driven Pickup 2,446

Miles Driven ATV -0-

Traps in Use 35

M-44's in Use -0-

Snares in Use -0-

Dens Taken -0-

Trap-line Days Spent 30.375

Total Hours/Days Worked 243/30.375

Traps or Snares Stolen or Damaged -0-

Number of Trouble Calls _____ Who? _____

Days and Hours of Aircraft Use _____

Cooperators who accompanied trapper this month (if any) _____

Remarks or Comments:

Signature Duke Campbell

Date: 10/31/2015

Board Approval: _____

_____ Date: _____

OCTober
TRAPPERS REPORT ~~NOVEMBER~~ 2015

Tuesday, November 3, 2015 8:34 AM

- ~~OCT.~~ ~~Nov.~~ 1 Check traps, Keith Thistle 3904 Donkey creek 1 skunk. Force rd. pro active sets 2 skunks.
- ~~Nov.~~ 2 Check traps, Melena Bennett 5001 Raven St. skunk seen trap set. Force rd. pro active sets 1 skunk. Dean Boeis 75 Edison dr. 1 skunk.
- ~~Nov.~~ 3 Check traps, Keith 3904 Donkey creek 2 raccoons. Dane 4809 Rocky point rd skunk in garage trap set.
- ~~Nov.~~ 4 OFF
- ~~Nov.~~ 5 Check traps, Dane 4809 Rocky point rd. 1 skunk. Glen Gillbertson Patrick henery rd. 1 skunk. Terry Mqurier 617C Antelope valley rd. 1 skunk. Hannum rd. pro active set 1 skunk. Call out county Molly Slattery 37 willow St. skunk seen trap set. Amy boyel #9 Mallard skunk seen trap set. Melena Bennett 5001 Raven St. 1 skunk.
- ~~Nov.~~ 6 Check traps, County Commissioner meeting. Set pro active set on mallard st Freedom hills. Willow St. pro set 1 skunk. Donkey creek pro active set west 4J 1 skunk. Robin St. Antelope valley pro active set. 1 skunk.
- ~~Nov.~~ 7 Check traps, Set fox traps for Bryon Oedekoven Collins rd. Pro active set robin St. 1 skunk. Keith Thistle 3904 Donkey creek 2 raccoons.
- ~~Nov.~~ 8 Check traps, Pro active set Mallard St. 1 skunk. Willow rd. pro active set 1 skunk.
- ~~Nov.~~ 9 Check traps, Cook rd. pro active set 1 skunk. Robin dr. Antelope valley 1 skunk.
- ~~Nov.~~ 10 Check traps, Force rd. pro active sets 2 skunks. Chrissy Patrick henery rd. 1 skunk.
- ~~Nov.~~ 11 OFF
- ~~Nov.~~ 12 Check traps Chrissy 10 Patrick henery rd. raccoons killed chickens, DP traps set. Nikki Veck 16 Summit dr. 6802067, skunk in barn trap set. Ruth 228 Beason rd. seen skunk, traps set. Robin St. pro active set 1 skunk.
- ~~Nov.~~ 13 Check traps, Ruth 228 Beason rd. 1 skunk. Amy Boyer 9 Mallard rd. 1 skunk. West 4J Donkey creek pro active 1set 1 raccoon.
- ~~Nov.~~ 14 Check traps, Set pro active sets freedom hills Black bird Ln. Dean Boise 75 Edison 1 skunk. Cook rd. pro active set 1 skunk.
- ~~Nov.~~ 15 Ground crew for plane, 5, coyotes. Check traps. Antelope valley Robin St. 1 skunk.
- ~~Nov.~~ 16 OFF
- ~~Nov.~~ 17 Check traps, 6 Mallard Amy Boyle 1 skunk. Pro active set Black bird Ln. 1 skunk. Donkey creek pro active set 1 skunk.
- ~~Nov.~~ 18 OFF
- ~~Nov.~~ 19 Check traps, Round up Dr. 1 skunk. Evon Wagner N. Gurley 1 raccoon.

~~OCT~~ Nov. 20 Ground crew for plane, 2 coyotes. Check traps, Force rd. pro active set 1 skunk.

~~OCT~~ Nov. 21 Check traps, Evon Wagner N. Gurley 1 raccoon. Diane Morris cook rd. 1 skunk.

' Nov. 22 Check traps, W-4J Donkey creek pro active sets 2 skunks.

' Nov. 23 OFF, Mary Smith Bishop rd. 682-2194, skunk seen trap set.

' Nov. 24 Check traps, Phillip Hoy hannum rd. raccoon killed turkey, DP traps set. Evon Wagner N gurley 1 raccoon.

' Nov. 25 Check traps.

' Nov. 26 Check traps, L&T INC. 10655 Hwy 59 raccoon in shop trap set.

' Nov. 27 Check traps, 2 raccoons shot Bill Fortner hannum rd. Amy Boyle 6 Mallard rd. 1 skunk.

' Nov. 28 Check traps, set 1 trap Jennet graves Force rd. Force rd. pro active set 1 skunk. Phillip Hoy Hannum rd. 1 raccoon.

' Nov. 29 Check traps, Jennet graves Force rd. 1 skunk.

' Nov. 30 Check traps, Force rd. pro active sets 2 skunks. L&T INC. 10655 Hwy 59 2 raccoons.

' Nov. 31. Check traps, Mary Smith Bishop rd. 1 skunk. Finish monthly report.

Duke Campbell Nov. 2013

Skunk - 7

hours - 196

Fox - 1

Days worked 24.5

Coyote - 2

Raccoon - 1

mileage - 1,567

Badger - 1

TRAPPER REPORT

November 2015

Nov 1 - OFF

Nov. 2 - Check Traps, Jennett Graves. Force Rd 2 SKUNK. SPOTLIGHT BELL
Knob Golf Course For badger.

Nov. 3 - Check Traps, SPOT LIGHT GOLF course For badger

Nov. 4 - Check Traps, Patrick Hareway Rd PIC SET. 1 SKUNK

Nov 5 Check Traps. Worked on Traps. Hannum Rd & DeWain Dr. 1 SKUNK.

Nov. 6 - Check Traps. Force Rd. Pre Active SET 2 SKUNK. Pre Active SET Mallard Rd. 1 SKUNK.
Donkey Creek W-45 2 KARRON.

Nov. 7. Check Traps. Mallard Rd. PIC SET. 1 SKUNK

Nov. 8 OFF

Nov 9: Check Traps, Phillip Hwy Hannum Rd. 1 Red FOX.

Nov. 10 - Check Traps, work on Traps

Nov 11. Check Traps, SET Traps For Badger Bell Knob Golf course.

Nov. 12 Check Traps.

Nov 13. Check Traps, SECT TRAPPING area south of GULFIE Tom Harbor. shot 1 SKUNK

Nov 14. OFF

Nov. 15 OFF

Nov 16. Check & pull SKUNK Traps.

Nov. 17. Check Log hole Traps.

Nov. 18 Check Traps, SET Traps For FOX & COYOTES Sharron Campbell

Nov 19. Check Traps.

Nov 20. Check Traps. Sharron Campbell. 1 Red FOX.

Nov 21. ~~Set~~ Check Traps, Double on COYOTES Sharron Campbell.

Nov. 22. OFF

Nov. 23. OFF

Nov. 24. OFF

Nov 25. OFF

Nov 26. OFF

Nov 27. Reset Traps on Shappan Campbell, Set Traps on Tom Barber.

Nov 28 worked on Traps

Nov 29. Check Traps. Tom Barber. Z bases.

Nov 30. Check Traps, Set Traps Bryan Cleekman.

Campbell County Predatory Management District

Trapper Duke Campbell

Monthly Summary Report for Dec. Year 2015

Method	Coyote	Fox	Bobcat	Pigeons	Budger	Skunk	Raccoon
				Mtn. Lion	Bear		
Trapped	6	3		72			1
Snared							
Shot							
M-44							
Aerial							
Denned							
Male/Female							
Monthly Totals	6	3		72	1		1

Miles Driven Pickup 2844

Miles Driven ATV 00

Traps in Use 28

M-44's in Use 00

Snares in Use 2

Dens Taken 00

Trap-line Days Spent 20.75

Total Hours/Days Worked 166/20.75

Traps or Snares Stolen or Damaged 00

Number of Trouble Calls 4 Who? Sharon Campbell, Byron Odekoven, Tomi Barbare, Rich Lynde.

Days and Hours of Aircraft Use _____

Cooperators who accompanied trapper this month (if any) _____

Remarks or Comments:

Signature Duke Campbell

Date: Jan 1, 2016

Board Approval: _____

Date: _____

TRAPPERS REPORT DECEMBER 2015

Thursday, January 7, 2016 7:01 AM

Dec 1. Check traps Odekoven ranch.

Dec 2. Check traps Bryon O, 1 coyote. Ground crew for Swift, worked on traps.

Dec 3. Check traps.

Dec 4. Checked traps. Set 4 traps for fox, Sharron Campbell # 9339 N hwy 1416.

Dec 5. Check traps. Set six traps Tomi Barbour, hwy N 1416. Coyote killing chickens.

Dec 6. OFF

Dec 7. Checked traps. Sharron Campbell, 1 red fox.

Dec 8. Checked traps. Tomi Barbour, 1 badger.

Dec 9. Checked traps. Tomi Barbour, 1 coyote.

Dec 10. Check traps.

Dec 11. Check traps. Bryon O. 1 coyote.

Dec 12. Check traps. Tomi Barbour, 1 red fox.

Dec 13. OFF

Dec 14. Check traps.

Dec 15. Check traps.

Dec 16. OFF

Dec 17. Check traps. Evon Wagner 1 raccoon.

Dec 18. OFF

Dec 19. OFF

Dec 20. OFF

Dec 21. Check traps. Sharron Campbell, 1 coyote. Bryon O. 1 coyote.

Dec 22. Check traps.

Dec 23. Check and re bait traps. Pulled traps #17, 18, 19, 20.

Dec 24. Check traps. Sharron Campbell ranch.

Dec 25. OFF

Dec 26. OFF

Dec 27. OFF

Dec 28. Check traps and snares. Bryon O. Snared 2 coyotes, trapped 1 red fox.

Dec 29. Checked traps. Set 6 traps Rich Lynde Collins Rd. four killing chickens.

Dec 30. OFF

Dec 31. Check traps Rich Lynde.

Save The Date



2016 Governor's Luncheon

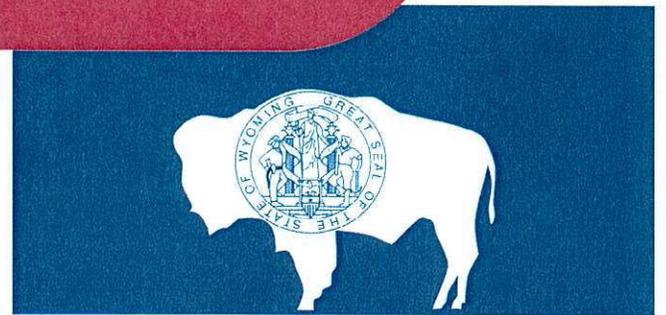
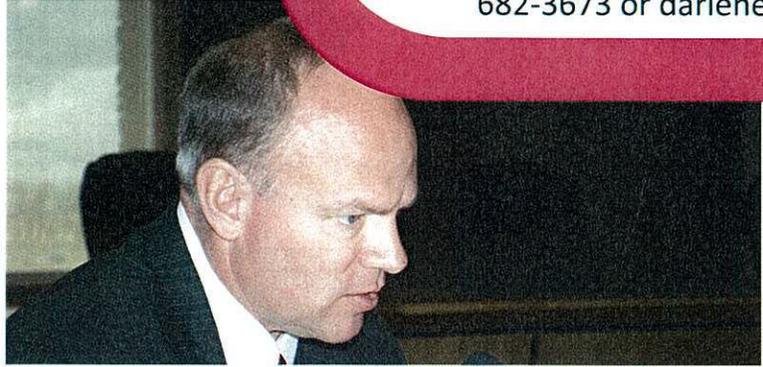
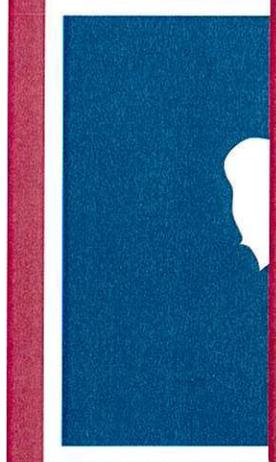
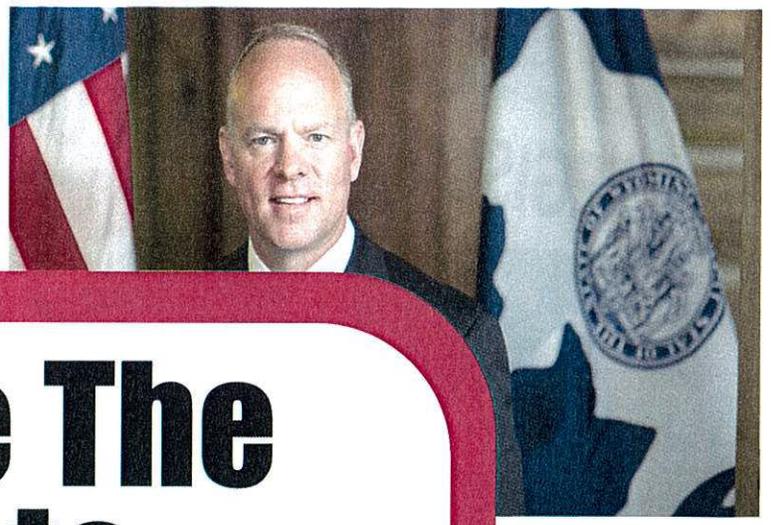
April 27, 2016

Cam-Plex Energy Hall

Tickets: \$45 General Admission
\$10 discount for Chamber Members

Register online at
www.gillettechamber.com,
contact Gail at
gail@gillettechamber.com
or call 682-3673

For sponsorship information
contact Darlene at
682-3673 or darlener@gillettechamber.com





GILLETTE
MAIN STREET

City of Gillette,

Thank you to all the departments that helped make the 2016 election the best yet! Thanks to electrical, public works, streets, Mayor Carter-King, Council, Patli & Carter. We are truly blessed to have your continued support of downtown & GMS!

Kindest Regards,
Jessica