

City of Cody City Council
Special Meeting
Tuesday, February 24, 2026-5:30 PM
Meeting Place: City of Cody Council Chambers

Meeting Called to Order

Roll Call

Discussion/Informational Items

- a. 2026 Concerts in the Park and Mobile Vendor Parking
Staff Reference: Mike Fink
- b. Proposed Park County Dispatch Radio Console Upgrade
Staff Reference: Jason Stafford
- c. Change Order No. 3 with Western Municipal Construction for the North Lift Station
Improvements Project
Staff Reference: Phillip Bowman, Jake Moyer
- d. Tree Streets Waterline Replacement Project Phase 2 — Substantial Completion and
Retainage Release
Staff Reference: Phillip Bowman, Jake Moyer
- e. Agreement for Independent Contractor Services between the City of Cody and Pawnee
Irrigation Evergreen Landscapes for the Dorse Miller Park Irrigation System
Replacement
Staff Reference: Jake Moyer, Phillip Bowman
- f. Auditorium Discussion
Staff Reference: Tony Tolstedt

Conduct of Business

Adjournment

Meeting Date: February 24, 2026 Department: Recreation Staff Reference: Mike Fink
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AGENDA ITEM SUMMARY REPORT
2026 Concerts in the Park and Mobile Vendor Parking

PROPOSED ACTION:

Request the City Council to approve 2 concerts in June and closing the West side of 10th Street from 1:00 pm until 8:30 pm for food vendors for the Concerts in the Park Series.

SUMMARY OF INFORMATION:

The Concerts in the Park Series has traditionally been 8 Concerts in the Series. In 2023, we cut the series down to 6 concerts because the last two concerts took place after school was in session. The parking around the park was very difficult due to students being in school and after-school activities. One year, we had food vendors double-parked behind student's vehicles blocking traffic waiting for the students to get out of school.

Last year we had an average attendance of around 450 people at every one of the concerts. It is a free family-friendly event that has continued to grow every year for the past 10 years.

I have had several community members reach out to myself and the concert committee asking if there is any way we could go back to hosting 8 concerts. With the problems we have had hosting events once school is in session, the committee is asking if we could have two concerts in June. The dates of the concerts would be June 18th and 25th. We would then have a break the week of the 4th of July, and continue the Concert Series starting July 9th.

The concerts run every Thursday evening from 6:30 PM until 8:30 PM.

The last 2 years, the City Council approved closing the west side of 10th Street at 1 PM to allow mobile food trucks to set up.

The trucks will parallel park alongside the City Park in the designated parking area so that we can keep 10th Street open for traffic.

Staff will place pylons on the West side of 10th Street closest to the City Park to inform the public of the parking closure.

FISCAL IMPACT:

We would use our existing budget to cover the performer fees. So, there would not be any additional funds required to pay for the June concerts.

We also will use existing staff time to put up and take down pylons.

There will be additional time needed for the Parks staff to clean up trash associated with the June concerts.

ATTACHMENTS:

1. CITP 2026

AGENDA ITEM SUMMARY REPORT

2025 Concerts in the Park and Mobile Vendor Parking

ACTION TO BE TAKEN:

Request that the City Council to approve 2 concerts in June and closing the West side of 10th Street from 1:00 pm until 8:30 pm for food vendors for the Concerts in the Park Series.

SUMMARY OF INFORMATION:

The Concerts in the Park Series traditionally been an 8 Concert Series. In 2023, we cut the series down to 6 concerts because the last two concerts took place after school was in session. The parking around the park was very difficult due to students being in school and after school activities. One year we had food vendors double parked behind student's vehicles blocking traffic waiting for the students to get out of school.

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We also will use existing staff time to put up and take down pylons.

There will be additional time needed for the Parks staff to clean up trash associated with the June concerts.

ALTERNATIVES

Approve the request.
Approve the request with alterations.
Deny the request.

ATTACHMENTS

None.

AGENDA & SUMMARY REPORT:

Mike Fink – Recreation and Public Facilities Director
Kayla Rivers – Concerts in the Park Coordinator

Meeting Date: February 24, 2026 Department: Police Department Staff Reference: Jason Stafford
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AGENDA ITEM SUMMARY REPORT
Proposed Park County Dispatch Radio Console Upgrade

PROPOSED ACTION:

Discuss Park County's proposed dispatch radio console upgrade

SUMMARY OF INFORMATION:

Park County dispatch center's radio consoles need to be upgraded because the current system is at the end of its life. The last update was in 2015 and these systems typically have a lifespan of 8 years. Per the Law Enforcement Center contract between the County and City, these types of expenses are shared equally. The City's portion of the console upgrade is \$173,949.67 and there is an upgrade required for the radio/phone recorder, with the City's portion being \$8,435 for a total project cost of \$182,384.67. The radio/phone recorder portion may be eligible for the use of E-911 funds. This is currently being explored by Park County. If approved, the project cost would be included in the 2026 Law Enforcement Center contract.

FISCAL IMPACT:

\$182,384.67

ATTACHMENTS:

1. 2026 Proposed Dispatch Radio Console Upgrade
2. 2025 LEC contract
3. 2015 Dispatch Radio Console Agreement

Motorola ASX Radio Console Upgrade proposal

Cost Timeline.

February of 2024- Budgetary estimate requested. **\$349,586**

December 1st, 2025-Requested updated estimate. Amount increased to \$550,500.00

Increased cost of \$200,914.00

Negotiated for discounts due to sharp increases in costs.

January 12th, 2026 New cost after discounts was **\$467,844.00**

This discount saved **\$82,656.00**

Continued to discuss pricing with Motorola and negotiated to lower the costs further.

January 28th, received a call from Motorola advising they were going to offer a further discount of \$35,000 per console workstation. This reduced the cost by **\$105,000** for Park County. (3 positions)

However, the County needs to sign an agreement prior to the end of business on March 16th 2026 to receive this discount.

Final cost amount is **\$347,899.33** for the upgrade.

City of Cody contract should include a cost sharing agreement of 50% for this upgrade.

City of Cody share: **\$ 173,949.67**

Park County share: **\$173,949.67**

there is an upgrade for our radio/phone recorder that is required as well. This cost was not factored into the Motorola quote as it's from Eventide. Cost of this quote was \$16,870.00

We will need to factor that expense in as well. The last time we had to upgrade the recorder it was paid for out of E-911 funds I believe. I'm still tracking that invoice down. We can budget this amount if needed from E-911.

If we share the upgrade to the recorder, the amounts are as follows.

City of Cody share: **\$182,384.67**

Park County share: **\$182,384.67**

TOTAL NEGOTIATED DISCOUNT: \$202,600.67



Park County

Proposal

AXS Upgrade Proposal

Kevin Parker

303-859-0029

**kevin.parker@motorolasolutions.co
m**

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola Solutions, Inc. MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2025 Motorola Solutions, Inc. All rights reserved.

USWY24P006M



January 6, 2026

Park County Sheriff's Dept
Communications Mgr. Monte McClain
1402 River View Dr.
Cody, WY 82414
RE: AXS Upgrade Proposal

Dear Mr. McClain

Motorola Solutions, Inc. (Motorola Solutions) appreciates the opportunity to provide the Park County Sheriff's Department quality communications equipment and services. Motorola Solutions' project team has taken great care to propose a solution to address your needs and provide exceptional value, specifically:

AXS Console Upgrade

Motorola Solutions' proposal is subject to the terms and conditions of the Sourcewell Cooperative Agreement #020625-MOT, the enclosed Sourcewell Master Customer Agreement ("Sourcewell MCA"), its Exhibits and applicable Addenda. Pricing will remain valid until March 16, 2026. **Acceptance of this proposal may be made by delivering to Motorola a signed Purchase Order referencing the Sourcewell #020625-MOT Contract and Motorola's Proposal.**

Any questions Park County has regarding this proposal can be directed to Kevin Parker, at 303-859-0029, (kevin.parker@motorolasolutions.com).

Our goal is to provide Park County with the best products and services available in the communications industry. We thank you for the opportunity to present our proposed solution, and we hope to strengthen our relationship by implementing this project.

Sincerely,

A handwritten signature in blue ink that reads 'Amber Geiwitz'.

Amber Geiwitz
T7E Area Sales Manager
MOTOROLA SOLUTIONS, INC.



Table of Contents

Table of Contents	3
Solution Summary	5
Summary of Proposed Equipment.....	5
Design Requirements.....	6
MCC to AXS Migration	6
A New Dispatch Solution.....	6
Migrating from the MCC 7500 Series.....	6
Dispatch Console Hardware <Remove if not Quoted>.....	9
High-Level Cutover Plan.....	14
Statement of Work Summary	17
Statement of Work	17
Implementation Statement of Work	17
Overview.....	17
Responsibility Matrix.....	18
Assumptions.....	25
Field Acceptance Plan.....	26
AXS Console Migrations - Field Acceptance Test Plan.....	26
Infrastructure Essential Plus Services Support Description	28
Overview.....	28
Essential Plus Element Descriptions.....	28
Motorola Solutions Service Delivery Ecosystem.....	30
Design Assumptions	33
Equipment List	34
Training Plan	35
Training Overview.....	35
Motorola Solutions Training.....	36
Training Tools.....	40
Proposed Training Overview for Park County.....	41
Pricing Summary	42
Payment Milestones.....	43
Contractual Documentation	45



Solution Summary

Motorola Solutions Inc.. "Motorola" has put together this proposal for Park County to replace its existing MCC dispatch consoles with our latest generation CommandCentral AXS console dispatch system.

This proposal includes three (3) new AXS console positions along with their associated accessories and licenses, a DSC8000 conventional site controller, and a KVL7000 key variable loader. It does not include replacement of any other networking equipment, such as routers, switches, auxiliary I/O, CCGWs, logging devices, or any other existing hardware or upgrades to current equipment. These items are assumed to be in good working order and will continue to be leveraged by the new AXS Dispatch configuration.

The proposed AXS OPs will feature Motorola's new CommandCentral Hub (CC Hub) with an integrated PC. Each AXS position includes a local installation of Motorola's CommandCentral AXS dispatch application, featuring local call processing and, as applicable, software-based voice encryption operations. The CC Hub provides all necessary connections for dispatch peripherals such as speakers, microphones, or headset jacks. It is assumed that Park County will furnish either new or existing PC monitors to support each position.

Each position will feature position-based licensing to support the use of trunked radio resources associated with the radio system. Secure encryption licensing is also included for each position to support communication with ADP/AES/DES-OFB encrypted talkgroups. Motorola has also included Instant Recall Recorder (IRR) software to enhance dispatch operations at each position. Advanced Conventional licenses were also included to allow dispatch consoles to control P25 Conventional resources, support MDC 1200 signaling, and manage ACIM connections to consolettes. This complement of licensing is intended to replicate the capabilities of the existing MCC-series dispatch positions.

Summary of Proposed Equipment

The following list of equipment is included in this proposal:

- Three (3) CommandCentral Hubs with Client PCs, each with:
 - Trunking Operation License
 - Advanced Conventional License
 - Standard Level Radio Resource Capacity License
 - Secure Voice Services License
 - Integrated IRR License
 - AMBE+2 Vocoder License



- McAfee Anti-Virus License
- Two (2) Headset Jacks
- One (1) USB Microphone
- Two (2) Desktop Speakers
- One (1) Keyboard and Mouse
- One (1) Dual Pedal Footswitch
- One (1) AC Power Strip
- One (1) KVL7000 Key Variable Loader with:
 - Seven Year Essential Service
 - One (1) Single Unit Charger
 - One (1)
 - One (1) Radio Test and Alignment Cable
- One (1) DSC8000 Site Controller w/ AC Power Supply
- One (1) Full Spare CommandCentral Hub

Design Requirements

The following technical design conditions are considered in generating this solution. If any of the following statements are inaccurate, the proposed equipment, services, and pricing may be subject to change.

- The existing dispatch center has Ethernet backhaul connectivity to the core.
- The customer will provide the console furniture.
- No uninterruptible power supplies (UPSs) are included with this proposal. It is assumed there is a building UPS to provide backup power.
- Existing network cabling is in good condition and will be reused for the AXS consoles.
- Other networking components that will continue to be used for the operation of the proposed consoles are: switches, routers, site controller, CCGWs, CCGW-interfaced resources/control stations, Aux I/O, and logging devices.
- Dispatch facility is R56 Compliant.

Power Requirements/Recommendations

In order to support the calculation of overall power draw requirements and/or sizing of individual or front-room UPS systems, Motorola has developed an updated power draw estimate associated with an individual CommandCentral AXS position. Please note that this figure does not account for any existing/replaced devices or those that are beyond the scope of this proposal.

- Each CommandCentral AXS OP is expected to draw up to: **300 Wh**



- DSC 8000s can use 48V DC power or AC with a 48 V DC to AC power supply (1 RU). The proposed DSC 8000 is configured with AC power. The power cords we supply have a 5-20 plug and require a 20A receptacle. The DSC 8000 is expected to draw up to: **120 Wh.**

DSC 8000 Conventional Site Controller

The DSC 8000 Conventional Site Controller is used in ASTRO 25 systems as the main call controller in dispatch sites. The DSC 8000 Conventional Site Controller platform provides its full call processing functionality.

The DSC 8000 controller is a new computing platform developed by Motorola that has recently been introduced in Conventional and trunked systems. It contains a server and an embedded LAN switch providing more processing power and additional ports. The DSC 8000 controller uses an external power supply for AC operations. The DSC 8000 controller has enhanced security capabilities and a refreshed configuration interface to streamline installation and maintenance.



DSC 8000 Site Controller

KVL 7000

The KVL 7000 is a P25 communications encryption device that delivers greater flexibility for programmers to secure their radio channels, leading to less interruption in workflow. As the only key loader that employs a hardware protected keystore, the KVL 7000 is used to generate, transport, and load encryption keys to secure user programming and critical information with a physical encryption solution at the highest level.

The KVL's one-handed build features a sleek, responsive UI with quick start for a more efficient key loading process. This device integrates with Motorola Solutions' Key Management Facility (KMF) by provisioning radios to use Over-the-Air-Rekeying (OTAR).





KVL 7000

CommandCentral AXS Dispatch Description

The following sections provide a general overview of the new CommandCentral AXS Dispatch platform. Please note that this is a general product description and may discuss some features that are not included with the quoted configuration.

Overview

Motorola Solutions' CommandCentral AXS Dispatch Console reduces the barriers between systems within a dispatch center, allowing access to all the mission-critical tools and applications dispatchers need in the moments that matter. CommandCentral AXS integrates the capabilities of other dispatch center technologies into a single, streamlined view. This makes operation more efficient in emergency situations. Resources are accessible with an intuitive, highly configurable GUI. Dispatchers will have an expansive feature set, a mission-critical IP network for transporting information and calls throughout the system, and robust integration capabilities with other dispatch center technologies.





Figure 1: Next Generation Dispatch Experience

CommandCentral AXS improves the efficiency and operation of dispatchers in the following ways:

- **Next Generation Dispatch Experience** — Responds to touch, type, or click, giving dispatchers the flexibility to interact and stay connected to teams in the way that best suits them. Extensive customization options, flexible deployment configurations, and simple scalability means agencies only pay for what is needed now, with the room to adapt and grow as needs change over time.
- **Cross-Platform Dispatch Integration Capability** — Interfaces existing technologies to provide multi-system access on a single platform to help retain a dispatcher's focus in the moments that matter.
- **Seamless Multi-system Access** — Supports future advancements and integrations with additional systems now and in the future. Dispatchers will be able to seamlessly communicate and connect across ASTRO 25 and other P25 trunking systems.
- **Pain-Free Enhancements** — Simplifies keeping up-to-date with new features, fixes, and security updates via Internet download (with valid subscription). Users trigger the download themselves without disrupting console operation. This flexible approach to updates reflects the software focus of CommandCentral AXS, and allows the update process to work around differing schedules.



- **Purpose-built Dispatch Console Accessories** — Enhances the dispatch experience with accessories, such as gooseneck microphone, speakers, headset jack, and footswitch, designed and tested for industry-leading performance and reliability.

This solution also reduces operating costs and provides a smaller physical footprint in the command center without compromising on features or reliability. This combination of seamless communications, modern architecture, and advanced integration capabilities enables the CommandCentral AXS solution to scale and evolve as needs change over time.

Next Generation Dispatch Experience

CommandCentral AXS features a highly customizable graphical user interface (GUI) that provides quick, single-view access to important information and functionalities from different applications and systems. The GUI's versatile option panels and scalable resources allow users to organize and customize their dispatch experience and make engagement more familiar and intuitive from shift to shift. Option panels can be relocated, exposed, or hidden as needed, giving dispatchers more control of what information they see and how they interact with those resources. CommandCentral AXS also offers multiple options for routing audio to speakers and controlling volume levels.



Mapping Panel UI Snapshot

CommandCentral AXS features flexible window positioning and assist panel capabilities for quick and efficient access to services such as:

- **Activity Log** — Provides an efficient point of reference for all incoming calls into a dispatch position, showing dispatchers detailed, searchable call information (radio resource name and call time) to enable faster and more informed response.
- **Paging** — Allows users to send customizable pages on radio resources. This flexible paging feature is integrated with CommandCentral AXS for both conventional and trunked radio resources, while an external paging encoder port on the CommandCentral Hub enables third-party paging encoders to send pages on the selected radio resources. The use of .wav paging audio files allows any type of tone page to be sent by CommandCentral AXS as well as alerting warbles or even recorded messages.
- **Patch Capabilities** — Enables dispatchers to set up a communication path between two or more resources that are normally unable to communicate with each other, such as trunked resources, conventional resources, and console telephony resources.



- **Alert Tones** — Allows dispatchers to send one of fifteen user-configurable alert tones on selected radio resources. Fifteen default .wav files are provided with the dispatch position software, but any combination of these default files may be replaced with customized .wav files to meet specific needs.
- **Channel Marker** — Enables dispatchers to send a periodically repeating piece of audio on radio resources, based on a customizable .wav file to meet the specific needs.

Flexible deployment options enable the GUI to be displayed on one or more dispatch position monitors or monitors used for other command center applications, allowing side-by-side or embedded views to better fit different dispatch workflows. This also gives users immediate access to necessary dispatch console features wherever they need. These integrations are designed to evolve and meet future needs as workflows change.

Securing CommandCentral AXS

Robust authentication mechanisms are employed by CommandCentral AXS, meeting the industry standard requirements of OpenID Connect for authenticating users and ensuring only properly authorized personnel can access dispatch functionality, administration, and service tools. Role-based user accounts further control what tools are accessible by specific users.

The CommandCentral AXS Dispatch Console is continually tested against the latest US Federal Government cybersecurity guidelines. Any findings from that testing are analyzed and appropriate mitigation measures are identified and incorporated into the console. These are then made available to fielded AXS Dispatch Console systems via the continuous delivery pipeline used to distribute the monthly software releases. Monthly software releases, a continuous delivery pipeline, and a simplified upgrade process enable cybersecurity issues with operating systems, server management/orchestration software, and console application software to be quickly mitigated.

Secure Access to the Console

To use the dispatch position, a dispatcher must enter a valid radio system user account name and password. The dispatch position validates that information with the radio system's network manager and allows the dispatcher to access only the resources for which the user has access rights. This also applies to third-party applications that use the dispatch console's API.

Secure Communications at the Console

The console encrypts and decrypts radio voice messages. Thus, radio voice messages are encrypted from end-to-end between the radio user to the dispatch position. The dispatcher can choose whether to encrypt their transmissions on a particular trunked resource. Dispatchers can interface with agencies that have different encryption configurations without any manual intervention or delay.



The AXS Console supports multiple encryption algorithms (AES, DES-OFB, and/or ADP) and multiple secure keys.

The dispatchers may talk and listen on radio resources which have different encryption algorithms without any manual intervention or delay.

The key material for performing audio encryption and decryption is stored locally on the console. This key material is also associated with a Common Key Reference (CKR), so that the appropriate key can be selected for a given talkgroup or a special call type.

Dispatch Console Hardware

The CommandCentral AXS dispatch console solution is enhanced through dispatch peripherals, such as listed below. These peripherals are designed for 24/7 usage without degradation in performance or reliability.

Console components are diagrammed and identified below.

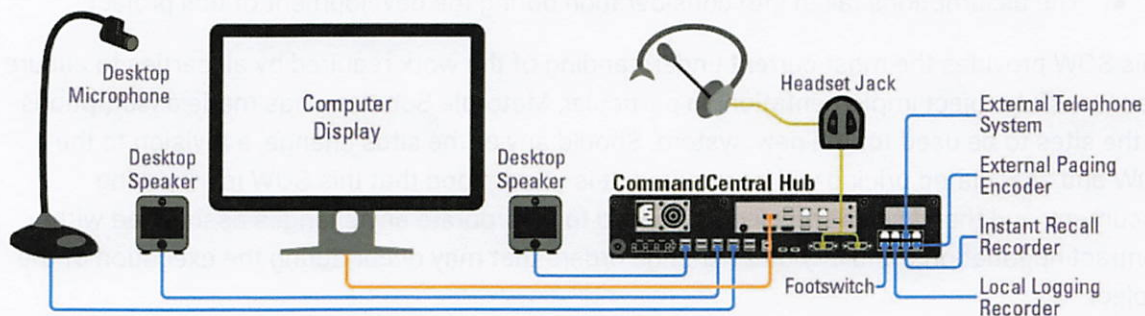


Figure: CommandCentral AXS Dispatch Console and Peripherals Example

A **typical** CommandCentral AXS dispatch position features the following hardware elements:

- CommandCentral Hub with Integrated PC
- Monitor
- Speakers
- Microphone
- Headset jack box
- Footswitch

Further accessory specifications are available at Motorola Solutions' website.

Implementation Statement of Work

Overview

This Statement of Work (SOW) describes the deliverables to be furnished to Park County. The tasks described herein will be performed by Motorola Solutions, its subcontractors, and Park County to implement the solution described in the System Description. It describes the actual work involved in installation, identifies the installation standards to be followed, and clarifies the responsibilities for Motorola Solutions and Park County during the project implementation. Specifically, this SOW provides:

- A description of the responsibilities for Motorola Solutions and Park County.
- The assumptions taken into consideration during the development of this project.

This SOW provides the most current understanding of the work required by all parties to ensure a successful project implementation. In particular, Motorola Solutions has made assumptions of the sites to be used for the new system. Should any of the sites change, a revision to the SOW and associated pricing will be required. It is understood that this SOW is a working document, and that it will be revised as needed to incorporate any changes associated with contract negotiations, and any other change orders that may occur during the execution of the project.

Responsibility Matrix

Motorola will use a phased approach for successfully implementing Park County's system.

These phases are broken down by:

- Project Initiation
- System Installation
- System Optimization And Testing

Tasks	Motorola Solutions	Customer
PROJECT INITIATION		



Tasks	Motorola Solutions	Customer
Contract Finalization and Team Creation		
Execute contract and distribute contract documents.	X	X
Assign a Project Manager as a single point of contact.	X	X
Assign resources.	X	X
Schedule project kickoff meeting.	X	X
Deliverable: Signed contract, defined project team, and scheduled project kickoff meeting.		
Project Administration		
Ensure that project team members attend all meetings relevant to their role on the project.	X	X
Set up the project in the Motorola Solutions information system.	X	
Record and distribute project status meeting minutes.	X	
Maintain responsibility for third-party services contracted by Motorola Solutions.	X	
Complete assigned project tasks according to the project schedule.	X	X
Submit project milestone completion documents.	X	
Upon completion of tasks, approve project milestone completion documents within 7 to 10 business days.		X
Conduct all project work Monday thru Friday, 8 a.m. to 5:00 p.m. local time with the exception of Motorola Solutions' and the Customer's holidays.	X	
Deliverable: Completed and approved project milestones throughout the project.		
Project Kickoff/Design Review		
Introduce team, review roles, and decision authority.	X	X
Present project scope and objectives.	X	
Review SOW responsibilities and project schedule.	X	X
Review the Customer's operational requirements.	X	X



Tasks	Motorola Solutions	Customer
Present the system design and operational requirements for the solution.	X	
Present the preliminary installation plan.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.		X
Provide all approvals required to add the proposed equipment at the proposed sites		X
Review safety, security, and site access procedures.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Assume liability and responsibility for providing all information necessary for complete installation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	
Provide minimum acceptable performance specifications for customer provided hardware, software, LAN, WAN, and internet connectivity.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.	X	
Deliverable: Finalized design documentation based upon "frozen" design, along with any relevant Change Order documentation.		
SYSTEM INSTALLATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for the system based on equipment order.	X	



Tasks	Motorola Solutions	Customer
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide a secure, temperature-controlled location for solution equipment.	X	
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.	X	
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for installation		
Console Installation and Configuration - AXS Migration		
Provide console furniture and make room for new console installation.		X
Verify backhaul connectivity and associated equipment (such as MPLS) for all sites to meet latency, jitter, and capacity requirements. These may include dedicated phone circuits, microwave links, or other types of connectivity.	X	
Verify existing Ethernet cables between Console positions and backroom equipment are in good condition. Motorola will review the results with the Customer.	X	
Verify there are adequate UPS and/or power receptacles available at each console position. Motorola will review the results with the Customer.	X	
Verify the backroom equipment, including switches, routers, CCGWs, AUX I/Os, loggers, and their related equipment, as well as the control room firewall, to ensure they exist and are in good condition.	X	
Connect the console to circuit demarcation points.	X	
Install the proposed equipment at each location, as defined by the equipment list and system description.	X	
Install peripheral console equipment as mentioned in the system description in accordance with R56 standards and state/local codes where applicable.	X	
Perform console programming and configuration based upon existing MCC Codeplugs.	X	



Tasks	Motorola Solutions	Customer
Verify backhaul connectivity between the Console site and ASTRO System Core.		X
Provision Consoles on the existing ASTRO System.	X	
Perform functionality test of the consoles as described in the FATP section.	X	
Document and provide test results.	X	
Review and approve test results.		X
Remove, transport, and dispose of outdated equipment.		X
Deliverable: Console equipment installation completed.		
SYSTEM OPTIMIZATION AND TESTING		
R56 Site Audit		
Perform R56 site-installation quality-audits, verifying proper physical installation and operational configurations.	X	
Create site evaluation report to verify site meets or exceeds requirements, as defined in Motorola Solutions' R56 Standards and Guidelines for Communication Sites.	X	
Deliverable: R56 Standards and Guidelines for Communication Sites audits completed successfully.		
Solution Optimization		
Verify that all equipment is operating properly and that all electrical and signal levels are set accurately.	X	
Verify that all audio and data levels are at factory settings.	X	
Verify communication interfaces between devices for proper operation.	X	
Ensure that functionality meets manufacturers' specifications and complies with the final configuration established during design review or system staging.	X	
Reconfigure and reoptimize 3rd party equipment that is not part of the Motorola Solutions scope of work.		X
Deliverable: Completion of System Optimization.		
Training		



Tasks	Motorola Solutions	Customer
Finalize schedule for training coursework.	X	
Provide a training facility.		X
Ensure that the training participants fulfill course prerequisites.		X
Conduct the training classes outlined in the Training Plan.	X	
Attend proposed training classes.		X
Deliverable: Training coursework completed.		
Finalize Documentation and System Acceptance		
Provide manufacturer's installation material, part list and other related material to Customer upon project completion.	X	
Provide an electronic as-built system. This will include the following: Site Block Diagrams. Site Floor Plans. Site Equipment Rack Configurations. Antenna Network Drawings for RF Sites (where applicable). ATP Test Checklists. Functional Acceptance Test Plan Test Sheets and Results. Equipment Inventory List. Console Programming Template (where applicable). Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		



Field Acceptance Plan

AXS Console Migrations - Field Acceptance Test Plan

Acceptance Test Plans

The following tests may be conducted on the AXS consoles to demonstrate the functionality and performance. Only features currently in use on the MCC will be verified with the AXS testing:

- Active Microphone Selection
- CC HUB Redundant Network Interface Options (if applicable)
- CC HUB Local AuxIO (if applicable)
- Emergency alarm and Call Display Description
- Enable Minimum Volume Control
- Instant Recall Recorder (IRR) Operation
- Activity Log
- Console Priority
- Talkgroup Patch
- Talkgroup Patch - Secure
- Talkgroup Selection and Call
- Talkgroup Selection and Call - Secure
- Default Alert Tones available for Transmission

Excluded Testing

- Component Level Testing: Each component of the system undergoes testing at the point of manufacture of that component. The FAT is concerned with testing overall system level functionality and performance and component level testing is not replicated during the FAT.
- EMC Compliance: EMC regulatory compliance has been established at component level, and the FAT will not measure EMC behavior.
- Capacity or Loaded System Performance: Testing to ensure that the system meets its capacity and loaded system performance requirements is conducted during Motorola's product development process using specialized system loading and simulation tools. It is not replicated during an FAT.



Infrastructure Essential Plus Services Support Description

Overview

Essential Plus Services for ASTRO® 25 infrastructure will provide Park County with the support needed to detect and resolve unforeseen issues. Essential Plus Services consist of the following elements:

- Remote Technical Support.
- Network Hardware Repair. Security Update Service (SUS).
- On-site Infrastructure Response.
- Annual Preventive Maintenance.
- Network Event Monitoring
- Remote Security Update Services

Together, these elements will help to avoid operational disruptions and maintain the value of Park County's communications investment.

Essential Plus Element Descriptions

The following sections describe the elements proposed for Park County's ASTRO 25 infrastructure.

Remote Technical Support

Motorola Solutions' Centralized Managed Support Operations (CMSO) will provide Remote Technical Support for infrastructure issues that require specific technical expertise. Experienced technical support specialists will be available to consult with Park County to help diagnose, troubleshoot and resolve infrastructure issues. Service Desk maintenance procedures and incident resolution techniques are based on ISO 9001 and TL 9000 standards.



Network Hardware Repair

To restore Park County's ASTRO 25 network components if they malfunction, Motorola Solutions will repair Motorola Solutions-provided infrastructure equipment. This includes select third-party infrastructure equipment supplied by Motorola Solutions. Motorola Solutions will ship and return repaired equipment, and will coordinate the repair of third-party solution components.

Security Update Service

Commercial security software updates are often designed without consideration for specialized systems like radio communications networks. Therefore, they may at sometimes inadvertently disrupt ASTRO 25 networks such as the one proposed to Park County. Motorola Solutions will test anti-virus, operating system and other software patches to check their compatibility with ASTRO 25.

Once tested, Motorola Solutions will post the updates to a secured extranet website and send an email notification to Park County. If there are any recommended configuration changes, warnings or workarounds, Motorola Solutions will provide detailed documentation along with the updates on the website. When tested updates have been posted, Park County will need to download and install them.

On-site Infrastructure Response

Motorola Solutions will provide repair service from trained and qualified technicians. Once dispatched, technicians will travel to Park County's ASTRO 25 network location to diagnose issues and restore functionality. These technicians will run diagnostics on hardware to identify defective components, and repair or replace them as appropriate. Infrastructure Response times are based on a given issue's impact on overall system function.

Travel times and service levels are governed by local geography. Motorola Solutions will provide additional information in the Statement of Work for ASTRO 25 Essential Plus Services and in the Customer Support Plan agreed between Park County and Motorola Solutions.

Annual Preventive Maintenance

Motorola Solutions will annually test and service network components. Qualified field technicians will perform routine hands-on examination and diagnostics of network equipment to keep them operating according to original manufacturer specifications.

Network Event Monitoring

Real-time, continuous ASTRO® 25 radio communications network monitoring and event management. Using sophisticated tools for remote monitoring and event characterization,



Motorola will assess events, determine the appropriate response and initiate that response. Possible responses include remotely addressing the issue, escalation to product technical support groups, and dispatch of designated field technical resources.

Remote Security Update Service

Real-time, continuous ASTRO® 25 radio communications network monitoring and event management. Using sophisticated tools for remote monitoring and event characterization, Motorola will assess events, determine the appropriate response and initiate that response. Possible responses include remotely addressing the issue, escalation to product technical support groups, and dispatch of designated field technical resources.

Motorola Solutions Service Delivery Ecosystem

Essential Plus Services are delivered through a tailored combination of field service personnel, centralized teams, product repair depots and Customer Hub. These service resources will collaborate to swiftly analyze network issues, accurately diagnose root causes, and efficiently resolve issues to return the network to normal operation.

Motorola Solutions services will be delivered by staff experienced in servicing mission-critical networks. Motorola Solutions uses the Information Technology Infrastructure Library (ITIL) framework to define service tasks based on industry-recognized best practices. As staff perform tasks, service incident information will be available to Park County's administrators and personnel through Customer Hub.

Service activities and Motorola Solutions' service team are described in more detail below.

Centralized Managed Support Operations

The cornerstone of Motorola Solutions' support process is the Centralized Managed Support Operations (CMSO) organization. This TL 9000/ISO 9001-certified organization is staffed 24x7x365 by experienced service desk specialists, security analysts and operations managers. The CMSO houses critical central functions, including the Service Desk.

The CMSO Service Desk will serve as a single point of contact for services. It processes service requests, service incidents, change requests, and dispatching. The Service Desk communicates necessary information to stakeholders, bridging communications among Park County, Motorola Solutions, and third-party subcontractors.

Service Desk teams record, track, and update incidents through the Motorola Solutions Customer Relationship Management (CRM) system. They document and respond to inquiries, requests, concerns and service tickets. When an incident is initiated, the CMSO will engage with teams to resolve that incident. The CMSO will escalate to new teams when needed. Depending



on the incident, the CMSO will coordinate incident resolution with local field service and authorized repair depots.

Field Service

Motorola Solutions authorized and qualified field service technicians will perform the On-site Infrastructure Response service, repair malfunctioning hardware in the field, and conduct preventive maintenance tasks. These technicians will coordinate with the Service Desk, technical support teams, and product engineering as needed to resolve incidents.

Repair Depot

The Motorola Solutions Repair Depot will provide Park County with a central repair location. This will eliminate the need to send network equipment to multiple vendor locations for repair. Motorola Solutions tracks products sent to the Depot via a case management system throughout the repair process. This system will enable Park County's representatives to check repair status, from inbound shipment to return.

Customer Support Manager

A Motorola Solutions Customer Support Manager (CSM) will be Park County's key point of contact for the definition and administration of services. The CSM will work with Park County to define service delivery details to address Park County's specific priorities.

Customer Hub

To provide Park County with quick access to service details, Motorola Solutions will provide our Customer Hub online network information tool. Customer Hub provides our customers with real-time critical network and services information through an easy-to-use graphical interface.





**Customer Hub offers real-time, role-based access
to critical network and services information.**

With Customer Hub, Park County's administrators will be able to monitor system health and maintenance updates. Capabilities include:

- Viewing network and support compliance.
- Viewing incident reports.
- Updating and creating incidents.
- Checking system update status.
- Receiving pro-active notifications regarding updates.

Available 24x7x365 from any web-enabled device, the information provided by Customer Hub will be based on your needs and user access permissions, ensuring that the information displayed is secure and pertinent to your operations.



Equipment List

QTY	NOMENCLATURE	DESCRIPTION
s		Set of AXS Licenses for Three (3) OPs
3	HKVN4729A	AXS DISPATCH CONSOLE LICENSE
3	HKVN4730A	AXS TRUNKING SERVICES LICENSE
3	HKVN4731A	AXS ADVANCED CONVENTIONAL SERVICES LICENSE
3	HKVN4732A	AXS SECURE VOICE SERVICES LICENSE
3	HKVN4733A	LICENSE,AXS INTEGRATED IRR
3	HKVN4736A	AXS AMBE+2 VOCODER ROYALTY AND LICENSE
3	HKVN4737A	AXS STANDARD LEVEL RADIO RESOURCE CAPACITY LICENSE
1	B1957A	AXS SOFTWARE DVD
3	T8742A	MCAFFEE FOR WINDOWS CLIENT, A2019.2 +PLUS
1	T8806A	WINDOWS SUPP. TRANSPARENT, A2022.1
		Set of Peripherals for Three (3) OPs
3	B1956A	COMMANDCENTRAL HUB, W/CLIENT PC
3	CA03850AA	ADD: WINDOWS OS FOR MCC7500E CONSOLE
3	CA03553AA	ADD: AC LINE CORD, NORTH AMERICA
3	CA03547AA	ADD: BRACKET, MOUNTING 2RU
3	CA03548AA	ADD: TWO CABLES, POWER 24VDC
3	CA03572AA	ADD: CABLE RETENTION BRACKET
6	B1913A	MCC SERIES HEADSET JACK
3	B1951B	DISPATCH DESKTOP MICROPHONE, USB
3	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
6	B1952B	DISPATCH DESKTOP SPEAKER, USB
6	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
3	L3226A	COMPUTER MOUSE, CERTIFIED OPTICAL WHEEL MOUSE FOR RSD SERVERS AND WORKSTATIONS
3	L3225A	CERTIFIED KEYBOARD FOR RSD SERVERS AND WORKSTATIONS
3	DSTWIN6328A	PROVIDES ONE DUAL PEDAL FOOTSWITCH
3	DSACPS6N120SN2T	
T		AC POWER STRIP, 6 OUTLETS, SASD PROTECTED, UL1449/R56, 12FT CORD
		One (1) DSC8000 Conventional Site Controller
1	T8810A	STANDALONE DSC 8000 CONTROLLER
1	CA04110AA	ADD: ASTRO NEXT SYSTEM RELEASE 2025.X
1	CA03801AA	ADD: DSC 8000 CONVENTIONAL SITE CONTROLLER
1	UA00787AA	ADD: DSC 8000 CONVENTIONAL SITE CONTROLLER SW



1	CA03832AA	ADD: NM/DISPATCH SITE
1	DS87769019	120VAC LINE CORD, C19R TO 5-15P PLUG, 2.5M
1	T8811A	DSC AC POWER SUPPLY CHASSIS
1	CA03800AA	ADD: SINGLE POWER SUPPLY FOR DSC
1	CA03533AA	ADD: DSC AC POWER CABLE - US, 12 FT
		One (1) Key Variable Loader
1	T8954A	KVL7000
1	CA04103AA	ADD: ASTRO 25 MODE
1	CA00182AY	ADD: AES ENCRYPTION SOFTWARE
1	CA00243AK	ADD: ADP PRIVACY
1	X423AH	ADD: DES/DES-XL/DES-OFB ENCRYPTION
1	LSV01S05382A	7YR ESSENTIAL SERVICE - KVL 7000
1	PMKN4013C	RADIO TEST AND ALIGNMENT CABLE
1	WPLN6904A	PORTABLE KEYLOAD CABLE
1	PMPN4604ATAA	CHARGER,CHGR DESKTOP SINGLE UNIT IMPRES 2 EXT US
		One (1) AXS Spare w/ full set of peripherals
1	B1956A	COMMANDCENTRAL HUB, W/CLIENT PC
1	CA03850AA	ADD: WINDOWS OS FOR MCC7500E CONSOLE
1	CA03553AA	ADD: AC LINE CORD, NORTH AMERICA
1	CA03548AA	ADD: TWO CABLES, POWER 24VDC
2	B1913A	MCC SERIES HEADSET JACK
1	B1951B	DISPATCH DESKTOP MICROPHONE, USB
1	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
1	B1952B	DISPATCH DESKTOP SPEAKER, USB
1	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
1	L3226A	COMPUTER MOUSE, CERTIFIED OPTICAL WHEEL MOUSE FOR RSD SERVERS AND WORKSTATIONS
1	L3225A	CERTIFIED KEYBOARD FOR RSD SERVERS AND WORKSTATIONS
1	DSTWIN6328A	PROVIDES ONE DUAL PEDAL FOOTSWITCH



Training Plan

Training Overview

Partnering with Motorola Solutions will enable Park County to build personnel competency and maximize return on investment.

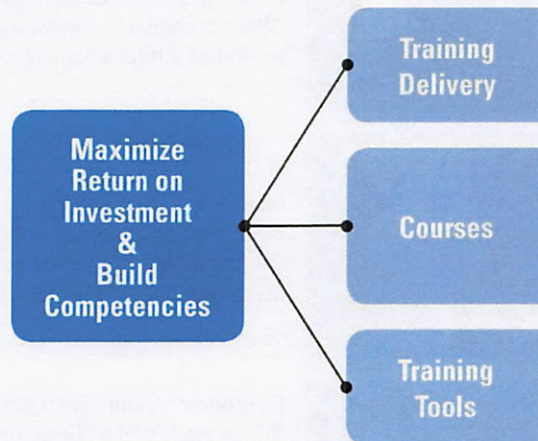
Effective training ensures successful implementation and use of your communications system by all personnel for the life of the system. The training plan furnished to Park County is comprised of targeted coursework developed and delivered by our expert instructors. This plan, included below, will effectively provide Park County's personnel with a comprehensive understanding of the proposed system and user equipment.

We will collaborate with Park County to tailor a final training plan to enable Park County's organization to operate, configure, and manage the proposed solution effectively and efficiently.



Motorola Solutions Training

Motorola Solutions provides an expanding portfolio of training delivery methods, tools, and courses to support the training needs of our customers. The figure below shows the elements of our training methodology that qualify us as the leader in the communications training industry.



Build the competencies of Park County's personnel and maximize your return on investment with Motorola Solutions' expanding portfolio of training delivery methods, tools, and courses.

Training Delivery

Training Methods

Motorola Solutions' training experience and expertise enables our customers to gain the training they need to use during critical times in a variety of methods. As shown in the figure below, we offer four interactive methods of training: Online Self-Paced, Virtual Instructor-Led, Instructor-Led, and our *new* Integrated Training Environment.



	Online Self-Paced Training (OLT) Allows you to gain foundational knowledge on a variety of topics using your own computer, at your own schedule.
	Virtual Instructor Led Training (VILT) Offers scheduled instructor-led courses in an on-line virtual environment.
	Instructor Led Training (ILT) Performed at one of the Motorola Technical Training Centers, or On-site at your location using your operational equipment.
	Integrated Training Environment (ITE) Brings the feel of a classroom to your desktop or laptop anywhere you may be. We provide the ability for students to see and interact with the instructor from any location that has a fast internet connection.

Motorola Solutions offers a variety of interactive training methods that cater to different learning techniques, allowing more effective ways to give personnel the skills they need.

These training approaches ensure our customers receive the understanding they need for the practical aspects of their jobs.

Motorola Solutions Instructors

We have approximately 40 instructor resources distributed across North America. These instructors are available to train customers in our Technical Training Center located in Schaumburg, Illinois, while specific training courses are available at our facility in Plantation, Florida. Training can also be delivered directly on-site at customer locations. All instructors undergo an Instructional Skills and Technical Knowledge Program, which is a globally-recognized training and instructor assessment program.

Consultative Services

Motorola Solutions provides consultative services for our customers, which includes personalized training plans and other training-related services. Our dedicated training consultant



team works with our customers and Motorola Solutions account teams to identify and meet the training needs of technical, administrative end users, and other audiences.

Training Courses

Motorola Solutions offers a wide range of training courses to help our customers improve their proficiency with our expanding portfolio and get the most from their training system.

Our specialized courses/curriculums are designed for our customers' role. Whether they are an administrator, technician or user, Motorola Solutions makes sure our customers are equipped with foundational and advances skills.

General overviews of product and/or solution training offered are listed below:

Foundational Radio and Networking Training

Foundational Radio and Networking training provides new hires or staff from different skilled backgrounds fundamental knowledge. Some of these courses are online/self-paced while others are instructor led. Some topics include: Radio System Basics, Basic Networking, Communication System Concepts, Networking Essentials and Applied Networking. This allows Motorola Solutions to offer training before installation, during installation and after your solution is operational.

ASTRO 25 Infrastructure Training Courses

ASTRO 25 Infrastructure Training provides participants with a full curriculum that will enable them to maintain/service the new solution, and will give them the skills required to manage and operate the solution to obtain its fullest potential and capabilities.

ASTRO 25 Patch Management Training Course

ASTRO 25 Patch Management Training provides ASTRO 25 Land Mobile Radio (LMR) system administrators the information needed to access and patch their radio network infrastructure, update antivirus definitions, and review log files.

MCC Console Training Courses

MCC Console Training provides participants with a curriculum that will enable them to obtain a high-level understanding of the system configuration, general console operation, how to perform basic tasks, operating procedures for specific features, and the knowledge and skills necessary to manage and maintain the system.



APX Mobile and Portable Radio Training Courses

APX Mobile and Portable Radio Training provides participants with an introduction to the radio, the knowledge and skills necessary to perform basic radio operation, common operational tasks, operating procedures for specific features of the radio, and technical programming and maintenance of radios.

Digital Evidence Management Solution (DEMS) Training Courses

Digital Evidence Management Solution Training provides participants with a high-level overview of the DEMS solution. The CommandCentral Evidence Field Workshop Solution training and Video Camera training are conducted with a combination of hands-on lab activities, demonstration, and discussion that provide an in-depth learning experience for participants, enabling them to make the most effective use of their solution/device.

MOTOTRBO Training Courses

MOTOTRBO Training provides participants with a full curriculum that will enable them to maintain/service the new solution, and will give them the skills required to manage and operate the solution to obtain its fullest potential and capabilities.

CallWorks Training Courses

CallWorks Training provides participants with an overview of the components and functionality of the main application, operation, troubleshooting, a high-level understanding of the software, and configuration and maintenance of components of the CallWorks solution.

PremierOne Training Courses

PremierOne Training provides participants with sufficient knowledge of the PremierOne solution and its tools, giving them the skills necessary to operate and maintain the PremierOne solution.

LTE Training Courses

LTE Training provides participants a high-level understanding of the Public Safety LTE system and the network elements that comprise the system. Participants will gain knowledge of LTE architecture, signaling, system administration, and applied networking.

WAVE Training Courses

WAVE Training provides participants with an overview of the WAVE solution. It offers a basic understanding of how WAVE delivers a Radio-over-IP solution; describes features, hardware, and software requirements; how to use applications; and provides instruction in designing, integrating, and troubleshooting the WAVE solution.



Training Tools

Training Kits

Training kits are essential suitcase equipment, labs and exercises that apply to some of the ASTRO, MOTOTRBO, WAVE and LTE solutions. These kits are used in addition to equipment, in order to prevent solution downtime while training is conducted. As part of specific on-site classes, shown in the table below, kits are included and shipped to our customers to allow students an in-depth, hands-on experience.

Table: Field Classes Training Kit Availability

Field Classes Training Kit Availability	
Networking Essentials	Server Virtualization
Applied Systems Networking	WAVE Certified Integration Engineer
Domain Controller	MOTOTRBO™ Systems Applied Networking

Tracking and Evaluation

All customer training is tracked and evaluated. The Project Manager and training team tracks and records all courses completed through the implementation of the project. Surveys are given to trainees to evaluate the trainers. Feedback is given and placed on our customer shared website.

Interactive End User Tool Kit (iEUTK)

The Interactive End User Tool Kit is a knowledge-transfer tool designed to accelerate learning through customizability. Using the iEUTK allows trainers to customize user/operator training to match unique button, feature programming, and displays provided in the system and radio codeplug. These tailored materials are developed by Motorola Solutions trainers using tool kits that allow customer trainers to modify training materials when radio or console features change. Personnel are taught how to maneuver through and tailor the iEUTK screens. The tailored selections are saved to an electronic file that the Motorola Solutions training team provides to the customer.

For a more detailed view of the training Motorola Solutions provides, please see our Product and System Technical Training Course Catalog:

<https://www.motorolasolutions.com/content/dam/msi/docs/services/learning/2018-na-learning-catalog.pdf>



Proposed Training Overview for Park County

In order to achieve the training goals identified by Park County, we propose the following courses.

It is necessary that participants bring their laptop computers for all system administrator and technician classes. Materials will be delivered electronically.

Note: The Customer's installed and operational system is required for training.

Console Operator and Supervisor Training Plan

Course Title	Target Audience	Sessions	Duration	Location	Date	Participants
CommandCentral AXS Dispatch Console ADMIN and CommandCentral AXS Dispatch Console Operator 3 training consoles Ratio: 2 per training console (Instructor-led)	Console Supervisors	1 (8-hour Session)	1 day	Cody, WY	Prior to Cutover	4
CommandCentral AXS Dispatch Console Operator 3 training consoles Ratio: 2 per training console (Instructor-led)	Console Operators	2 (4-hour Sessions)	1 day	Cody, WY	Prior to Cutover	10 (5 per Session)

Course Descriptions for Park County

Course descriptions for Park County are included on the following pages.

CommandCentral AXS Dispatch Console Administrator



Course Synopsis and Objectives:	This course provides students with an introduction to the Command Central AXS dispatch console, its basic operation and tailored job aids which will be available for assistance in administration. Through facilitation and hands-on activities, the user learns how to perform common tasks associated with the console administration. The students will be able to operate, administer and configure a CommandCentral AXS Dispatch position for daily use within an organization. By the end of the course, the student will be able to: · Describe the purpose of the CommandCentral AXS Dispatch application · Identify the hardware components that make up the dispatcher position · Identify elements that make up the menu and toolbar structure within the Dispatchsoftware · Perform administrator operations: 1. Configuring dispatch screen layouts 2. Configure various peripheral devices for use with a dispatch position (e.g., speakers, microphone, headsets, footswitch)
Delivery Method:	ILT – Instructor-led training
Duration:	4 hours – CommandCentral AXS Dispatch Console Operator plus 4 hours – CommandCentral AXS Dispatch Console Administrator
Participants:	Dispatch Console Administrators, Console Service Personnel.
Class Size:	Based on number of Training Consoles available (2 students per Console)
Prerequisite:	None
Curriculum:	Course Modules: – CommandCentral AXS Console Basics – CommandCentral AXS Software Administration



CommandCentral AXS Dispatch Console Operator

Course Synopsis and Objectives:	This training has been designed for new users of the CommandCentral AXS Dispatch Console. It provides participants with an introduction to the dispatch console, its basic operation and tailored job aids which will be available for assistance in operation. After completing this training course, you will be able to: - Perform basic operational tasks of the dispatch console. - Utilize the provided job aids to perform specific tasks associated with the console. - Understand a high level view of the system configuration. - Understand a high-level overview of the customer system configuration. - Understand general console operation. - Understand proper operating procedures for specific customer features.
Delivery Method:	ILT – Instructor-led training
Duration:	4 hours
Participants:	Dispatch Console Operators and Supervisors who perform the daily operations of the CommandCentral AXS Dispatch Console.
Class Size:	Based on number of Training Consoles available (2 students per Console)
Prerequisite:	None



Curriculum:	Course Modules: AXS Dispatch Console Basics Radio Transmission Group Operations Emergency Alarms Customizing User Interface During a Dispatch Session Peripheral Configuration Tool Simulations
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Pricing Summary

Equipment and Services Summary

Description	Price (\$)
Dispatch Operator Equipment (Sourcewell Discount Applied)	\$196,004.63
Implementation Services	\$256,894.70
Total Dispatch Upgrade	\$452,899.33
AXS Promotional Discount for Purchase by March 16, 2026	<\$105,000.00>
Dispatch Upgrade if purchased by March 16, 2026	\$347,899.33

Quote is valid until March 16, 2026.

Due to significant market and tariff volatility, as well as fluctuations in the cost of energy and raw materials including, but not limited to, steel, copper, finished wood, and concrete, Motorola Solutions reserves the right to equitably adjust the contract price, completion schedule, and/or contract requirements. Additionally, Motorola Solutions reserves the right to apply a fuel surcharge to quoted freight rates based on the prevailing diesel cost at the time of shipment.



Payment Milestones

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

Milestone	Milestone Detail	Percentage
1	Completion of Contract Execution	50%
2	Final Acceptance	50%

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. In addition, Motorola shall invoice for installations completed on a site-by-site basis or when professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. Overdue invoices will bear simple interest at the maximum allowable rate by state law.

For Maintenance and Support Plan and Subscription Based Services: Motorola will invoice Customer annually in advance of each year of the plan.

Due to significant market and tariff volatility, as well as fluctuations in the cost of energy and raw materials including, but not limited to, steel, copper, finished wood, and concrete, Motorola Solutions reserves the right to equitably adjust the contract price, completion schedule, and/or contract requirements. Additionally, Motorola Solutions reserves the right to apply a fuel surcharge to quoted freight rates based on the prevailing diesel cost at the time of shipment.

Inflation Review

For multi-year agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, "All Items," Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. "All Items," not seasonally adjusted shall be used as the measure of CPI for this price adjustment. The



adjustment calculation will be based upon the CPI for the most recent twelve (12) month increment beginning from the most current month available as posted by the U.S. Department of Labor (<http://www.bls.gov>) immediately preceding the new maintenance year. For purposes of illustration, if in Year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base). Any pricing change would be documented in a change order executed with the Customer.



Contractual Documentation

This proposal is based upon and subject to the terms and conditions of the Sourcewell Cooperative Agreement #020625-MOT, the Sourcewell Master Customer Agreement ("Sourcewell MCA"), its Exhibits and applicable Addenda



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement is made and entered into by and between Park County, Wyoming, who shall be known as the "COUNTY" and the City of Cody, a Wyoming Municipal Corporation, who shall be known as the "CITY". The purpose of the Agreement is to establish mutually agreed upon services that will be provided by the CITY, COUNTY, or both, regarding the Law Enforcement Center (excluding the secured area of the jail), at 1402 Riverview Drive, Cody, Wyoming and associated costs with the operation of said center. The parties therefore agree to the following:

1. The term of the agreement shall be perpetual or for the life of the building. It shall remain in full force and effect until terminated by either party. Termination shall be in writing at least three hundred sixty-five days (365) days in advance. The agreement may only be modified in writing after either party request modification(s) and after the governing bodies mutually agree to said modifications.
2. Upon signature and execution of this document, any previous MOU/Professional Service Agreements relating to these matters shall be considered terminated.
3. An annual review of compliance with the terms and conditions of the agreement shall be conducted by parties designated by the COUNTY and the CITY between January and February of each year. The results of this review including any recommended modifications and adjustments to this agreement shall be provided to the governing boards of the COUNTY and the CITY. The COUNTY'S designated parties will be the Chairman of the Board of County Commissioners, the Sheriff, and the County CIO, or their designees. The CITY'S designated parties will be the Mayor, the City Administrator and the Chief of Police, or their designees. The results of this review shall be provided to the governing boards of the COUNTY and CITY and said review shall include but not be limited to the effectiveness of this agreement and any recommended changes thereto. No modifications or adjustments to this agreement shall be effective until the process described above has been followed, and until a written amendment has been approved and signed by both Governing Bodies.
4. An overall Cost summary of this agreement is provided on EXHIBIT A.
5. Facility Maintenance
 - a. The COUNTY shall provide custodial services to the CITY which shall include but not be limited to: interior cleaning, vacuuming, dusting, and bathroom maintenance. Said services shall occur at a minimum of every other day; excluding weekends and holidays. CITY shall pay to the COUNTY annually fifty

percent of the total annual cost or \$22,801.47 (50% of \$45,602.93) in 12 monthly payments of \$1,900.12 for the cost of janitorial services. Additionally, CITY shall pay to the COUNTY annually fifty percent of the total annual cost or \$10,542.10 (50% of \$21,084.20) in 12 monthly payments of \$878.51 for cleaning supplies and interior supplies for replenishing general custodial supplies including but not limited to light bulbs, air handler filters, toilet paper and cleaning supplies that shall be used by the COUNTY. Other maintenance such as carpet shampooing, floor washing, etc. shall be scheduled as needed by the maintenance staff. The COUNTY will also maintain all exterior lighting and all exterior security cameras.

- b. The CITY shall provide exterior maintenance to the grounds of the facility including, but not limited to parking lot striping, sweeping, snow removal and plowing, landscaping maintenance, watering, weed control on property, including inside fenced areas and exterior window washing. This exterior maintenance does not include the Coroner's building that is collocated on the property. The COUNTY shall provide a credit to the CITY's monthly bill reflecting fifty percent of the total annual cost or \$5,809.92 (50% of \$11,619.84) in 12 monthly credits of \$484.16.
- c. The COUNTY will be responsible for insuring the entire building structure against fire, and other loss and casualty. The CITY will be responsible for insuring all CITY property and contents within CITY space and the COUNTY will be responsible for insuring all other property and contents. In the event of a catastrophic loss, the COUNTY and the CITY recognize the CITY'S 12.5% ownership of the Administrative portion of the Law Enforcement Center and the parties shall agree to either rebuild any portion damaged or compensate the CITY for their 12.5% ownership from the gross insurance proceeds. City shall pay the County 12.5% of the County's property insurance premium on the building (\$51,086.82 x .125=\$6,385.85) in 12 monthly payments of \$532.15.
- d. The CITY agrees to pay 12.5% of the electric and 12.5% of the power demand on a monthly basis. The CITY agrees to pay 12.5% of the monthly sewer and water costs. The CITY agrees to pay 12.5% of the monthly natural gas costs.
- e. The COUNTY and the CITY agree that in regard to the Law Enforcement Administration Facility, the COUNTY shall provide an estimate of anticipated repairs for the facility as they plan for or become aware of them. The COUNTY and the CITY agree to allocate in each respective budget funds to cover 50% of these expenses. If the parties do not agree that requested repairs, remodel, or other expenditures are necessary, each party will bear their own expense, but

the actual work will be coordinated through the COUNTY's Buildings & Grounds Department. The CITY will reimburse the COUNTY for its share of the actual repair costs within forty-five (45) days of being invoiced by the COUNTY for the CITY share of the repair costs. If the County determines an emergency, or unanticipated repairs arise within the listed common areas (See EXHIBIT B), costs shall be shared at 50% by the CITY and COUNTY respectively. In the event that parking lot repairs, repaving or other capital repairs, improvements and other requirements are necessary, the CITY and COUNTY shall mutually agree to a funding mechanism which shall be part of the normal budgeting process for each appropriate party.

- f. The COUNTY and CITY shall have access to all common areas and shared facilities within the Law Enforcement Center including the meeting room, conference room, work-out facilities, and the garage. The COUNTY and CITY agree to coordinate the use of those areas and facilities for law enforcement purposes. The COUNTY and the CITY agree to share maintenance and replacement costs within those common areas and shared facilities on an even basis. The COUNTY and CITY agree to pay equally in the cost of equipment for the workout and training rooms. However, the COUNTY and CITY agree that each may purchase items for the common areas for the benefit of everyone if funds are available from one agency and not the other, without an expectation for reimbursement from the other agency.

6. Dispatch Services

- a. The CITY agrees to pay COUNTY a base fee of \$371,437.16 in 12 monthly payments of \$30,953.10 for "Dispatcher Wages and Benefits". Said base fee is calculated as 50% of Total Dispatch wages and benefits from the preceding calendar year (EXHIBIT C). Dispatch Services shall include the items listed in EXHIBIT D.
- b. The COUNTY shall provide access to any and all records produced by COUNTY through the Dispatch Center as it is related to CITY business. Records include, but are not limited to logs, reports, phone systems, phone recordings, radio transmissions and computerized records including email. The request for records may be verbally or in writing, and the CITY shall allow a reasonable time to produce the requested records.

7. Technology Services

- a. The CITY agrees to the following conditions related to Law Enforcement Center Technology Systems and Networks; The CITY shall not take any action that might affect COUNTY systems or infrastructure, in any way, unless specifically coordinated and approved by COUNTY Information Technology Staff. This includes any physical or wireless circuits or connections entering or leaving the facility. If such actions are not approved, then they may not be implemented. Should the COUNTY discover any CITY actions that have not been authorized or pose any potential risk to COUNTY systems, then COUNTY shall immediately take steps on its own network or infrastructure to stop or block the unauthorized use/actions or potential risk; such steps shall be kept to the minimum necessary to protect the County and RIMS systems and coordinated with CITY IT Staff as practically feasible. Any Technology Services provided by the COUNTY to the CITY shall meet current Law Enforcement standards for security and confidentiality.
 - b. The CITY agrees to pay COUNTY \$39,780.00 in 12 monthly payments of \$3,315.00 for the Technology Services provided and listed in EXHIBIT E.
8. Both the COUNTY and the CITY are government entities within the State of Wyoming. By entering into this agreement, neither the City nor the County waives its sovereign or governmental immunity, or any other rights, limitations and defenses provided by the Wyoming Constitution and Wyoming law, and both expressly reserve the right to assert such immunities, rights, limitations, and defenses to any action arising out of this agreement.

Dated this 17 day of June, 2025


Chairman, Board of Park County Commissioners



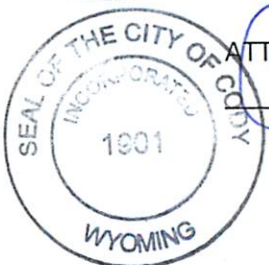
ATTEST:



Park County Clerk, 1st Deputy



Mayor, City of Cody



ATTEST:



Administrative Services Officer

EXHIBIT A

COST SUMMARY OF THIS AGREEMENT

	Yearly Costs from Last Agreement CY 2024	Yearly Costs for New Agreement CY 2025	Monthly Costs for New Agreement CY 2025
1. Dispatcher Wages & Benefits – Exhibit C	\$329,623.37	\$371,437.16	\$30,953.10
2. Inside Maintenance Labor Costs	\$21,231.64	\$22,801.47	\$1,900.12
3. Inside Maintenance Supply Costs	\$10,954.98	\$10,542.10	\$878.51
4. Outside Maintenance Costs	-\$2883.17	-\$5,809.92	-\$484.16
5. Building Insurance Costs	\$4,966.50	\$6385.85	\$532.15
6. Technology Services Costs – Exhibit E	\$39,000.00	\$39,780.00	\$3,315.00
TOTAL	\$402,893.32	\$445,136.66	\$37,094.72

EXHIBIT B **Building Area Use**

Floor	Room#	Purpose	User	Total Sq Footage	Factor	Sq Footage per User	SHEET LAST MODIFIED MARCH 2023
Basement	001	Lobby	Common	371	2	185.5	
Basement	002	Corridor	Common	185	2	92.5	
Basement	003	Toilet	Common	45	2	22.5	
Basement	004	Janitor	Common	23	2	11.5	
Basement	005	Toilet	Common	45	2	22.5	
Basement	006	SO Armory	PCSO	93	1	93	
Basement	007	PD Armory	CPD	93	1	93	
Basement	008	SO Storage	PCSO	820	1	820	Old Wt Room Future Exp
Basement	009	SO Admin Coord	PCSO	134	1	134	
Basement	010	PD IT Office (Old SO IT Office)	CPD	134	1	134	Swapped with SO prior to building opening.
Basement	011	SO IT Office (Old PD IT Office)	PCSO	135	1	135	Swapped with PD prior to building opening.
Basement	012	PD Storage (Old Lab)	CPD	182	1	182	May 2020 changed from Common to CPD
Basement	013	PD Storage	CPD	391	1	391	Old future Radio Room
Basement	014	PD Long Term Evid	CPD	320	1	320	
Basement	014A	PD Evidence Storage	PCSO	81	1	81	
Basement	015	SO Long Term Evid	PCSO	320	1	320	
Basement	016	SO Evidence Storage	PCSO	39	1	39	
Basement	017	Elevator	Common	51	2	25.5	
Basement	018	Corridor	Common	485	2	242.5	
Basement	019	Corridor	Common	378	2	189	
Basement	020	Womens Locker	Common	128	2	64	
Basement	021	Womens Lavatory	Common	79	2	39.5	
Basement	022	Womens Toilet Shower	Common	161	2	80.5	
Basement	023	Mens Toilet Shower	Common	152	2	76	
Basement	024	Mens Lavatory	Common	84	2	42	
Basement	025	Mens Locker	Common	219	2	109.5	
Basement	026	Phone/Computer	PCSO	370	1	370	
Basement	027	SO Tech Room (Old Tech Storage)	PCSO	134	1	134	March 2023 changed from Common to PCSO
Basement	028	PD Tech Room (Old Tech Workshop)	CPD	156	1	156	March 2023 changed from Common to CPD
Basement	029	Meeting Room	Common	1356	2	678	
Basement	030	SO Equip Archive	PCSO	288	1	288	
Basement	031	PD Equip Archive	CPD	288	1	288	
Basement	032	Corridor	Common	508	2	254	
Basement	033	Gym	Common	1490	2	745	Old Storage
Basement	033a	Radio Room	Common	350	2	175	Changed from PCSO Only
Main Floor	A101	Sheriff	PCSO	411	1	411	
Main Floor	A102	Office #3	PCSO	158	1	158	
Main Floor	A103	Office #2	PCSO	143	1	143	
Main Floor	A104	Office #1	PCSO	146	1	146	
Main Floor	A105	Toilet	Common	61	2	30.5	
Main Floor	A106	Stair 1	Common	124	2	62	
Main Floor	A107	Corridor	Common	280	2	140	
Main Floor	A108	Corridor	Common	360	2	180	
Main Floor	A109	Corridor	Common	558	2	279	
Main Floor	A110	Corridor	Common	437	2	218.5	
Main Floor	A111	Corridor	Common	440	2	220	
Main Floor	A112	Office #4	PCSO	137	1	137	
Main Floor	A113	Office #5	PCSO	136	1	136	
Main Floor	A114	Office #6	CPD	136	1	136	
Main Floor	A115	Office #7	CPD	136	1	136	
Main Floor	A116	Office #8	CPD	137	1	137	
Main Floor	A117	Office #9	CPD	155	1	155	
Main Floor	A118	PD Evidence	CPD	217	1	217	
Main Floor	A119	SO Evidence	PCSO	221	1	221	
Main Floor	A120	Elevator Room	Common	39	2	19.5	
Main Floor	A121	Elevator	Common	51	2	25.5	
Main Floor	A122	Stair 2	Common	129	2	64.5	
Main Floor	A123	SO Squad Room	PCSO	508	1	508	
Main Floor	A124	PD Squad Room	CPD	508	1	508	
Main Floor	A125	Briefing	Common	328	2	164	
Main Floor	A126	Mechanical Chase	Common	48	2	24	
Main Floor	A127	PD Storage or Janitor	CPD	46	1	46	Per Dennis
Main Floor	A128	PD Equip Storage	CPD	177	1	177	
Main Floor	A129	SO Equip Storage	PCSO	175	1	175	
Main Floor	A130	Interview Room	Common	175	2	87.5	
Main Floor	A131	Sergeants	CPD	175	1	175	
Main Floor	A132	PD Supply	CPD	46	1	46	
Main Floor	A133	SO Supply	PCSO	46	1	46	
Main Floor	A134	Interview Room	Common	184	2	92	
Main Floor	A135	SO Admin (Old PD Admin)	PCSO	191	1	191	Swapped with PD prior to building opening.
Main Floor	A136	PD Admin (Old SO Admin)	CPD	191	1	191	Swapped with SO prior to building opening.
Main Floor	A137	Copy/Fax	Common	184	2	92	
Main Floor	A138	Waiting Area	Common	405	2	202.5	
Main Floor	A139	Lobby	Common	183	2	91.5	
Main Floor	A140	Jail Area-Not counted			1	0	
Main Floor	A141	Jail Area-Not counted			1	0	
Main Floor	A142	Jail Area-Not counted			1	0	
Main Floor	A143	Dispatch	PCSO	557	1	557	
Main Floor	A144	Dispatch Toilet	PCSO	44	1	44	
Main Floor	A145	Break Area			1	0	Included with A111
Main Floor	A146	Jail Admin	PCSO	188	1	188	
Main Floor	A147	Mens Toilet	Common	192	2	96	
Main Floor	A148	Janitor	PCSO	96	1	96	Per Dennis
Main Floor	A149	Womens Toilet	Common	236	2	118	
Main Floor	A150	Vestibule	Common	424	2	212	
Main Floor	A151	Garages	Common	1640	2	820	
Main Floor	A152	SO Garage Storage	PCSO	20	1	20	
Main Floor	A153	PD Garage Storage	CPD	20	1	20	
Main Floor	A154	Entry	Common	89	2	44.5	
Main Floor	A155	Chief of Police	CPD	411	1	411	

Total Sq Footage 22187

PCSO Sq Footage 5591

CPD Sq Footage 3919

Common Sq Footage 6338.5

PCSO + Common Sq Footage 11929.5 53.77%

CPD + Common Sq Footage 10257.5 46.23%

Double Check Total Sq Footage 22187

EXHIBIT C

Dispatcher Wages & Benefits Amounts

	From Last Agreement CY 2024	For New Agreement CY 2025
1. Gross Wages	\$392,274.02	\$468,156.48
2. OT Wages	\$43,850.04	\$38,639.54
3. Social Security	\$26,593.68	\$30,647.20
4. Medicare	\$6,219.57	\$7,167.51
5. Retirement	\$74,931.48	\$88,735.06
6. Workers Comp	\$7,940.44	\$9,831.40
7. Other Benefits	\$107,437.50	\$99,697.12
TOTAL	\$659,246.73	\$742,874.31
City Percentage	50%	50%
City Share	\$329,623.37	\$371,437.16

EXHIBIT D

GENERAL DISPATCH SERVICES PROVIDED FOR CODY PD

- Receive all calls for service, including 911 calls and to dispatch appropriate emergency personnel and police officers, and document accordingly, in Rims system.
- Receive all incoming calls for police department employees and to receive police related messages; Except that the CITY agrees to utilize "direct dial" or cell phones for phone calls whenever practical, especially for personal calls; and to use voice mail for messages as much as possible.
- Receive after-hours reports of any adverse situations regarding city utilities and make appropriate notifications to city personnel accordingly.
- To coordinate and perform all NCIC/NLETS/WYCJIN transactions necessary for Cody Police activities. (this includes pawn tickets) and enforce system rules as necessary.
- To coordinate warrant confirmation, including that for all municipal warrants.
- Provide Vehicle Registration information, caller information, or other record data requested by officers responding to calls for service.
- Related to 911 Services as applicable to Cody Police operations; Create and maintain Master Streets Address Guide (MSAG) for accurate location of calls; Maintain Intrado portion of MSAG database for 911 system integration; maintain E911 mapping integration for 911 caller location.
- Related to the Rims software: Provide overall general support services for operation of the RIMS suite of software; To provide general support assistance with the RIMS suite that only Cody Police has (iRims); Adjust and manage data tables that configure and standardize system use; make modifications to data, as necessary, to ensure accuracy of entered data; maintain and update special Rims files used by officers (probation, premise, streets, protection order, etc.).

EXHIBIT E

COUNTY TECHNOLOGY SERVICES PROVIDED TO CODY PD

- Direct Connectivity to the Law Enforcement Rims System via a DMZ Firewall Port.
- Access to the County Motor Vehicle Registration Files. These files would be held on the Rims System server for access via the Rims DMZ Firewall Port.
- Provide integration on Dispatch Consoles for 2 conventional radio channels and 3 WyoLink Talkgroups for the purpose of dispatching calls for service and communicating with Police personnel.
- Provide integration on Dispatch Consoles for 1 conventional radio channel and 1 WyoLink Talkgroup for the purpose of communicating with City Utilities personnel, when necessary.
- Provide space for placement of 3 consolette radios in Radio Room to accommodate Police and City Radio systems.
- Provide space for 3 antennas and feed lines on tower at 210-foot, 200-foot, and 115-foot levels to accommodate the consolette radios for Police and City radio systems.
- Provide space for up to 2 Wireless Access Point antennas and related feed lines on the tower at approximate 20-foot level to accommodate Police mobile video system operations.
- Provide cable pathways and space for Wireless access points to be installed within the building in the following common areas: RM 029, RM A125, corner of 018/019 & A110/A108
- Provide cable pathway for GPS antenna to be mounted in common area: A110
- Provide NEC Telephone Interfaces and basic telephone service for up to 24 Telephones (telephones to be provided by City). Of the 24, 18 will be IP Phone Ports and 6 will be Analog Phone Ports. *NOTE: In 2022 The County installed a new NEC IP Telephone System and provided 17 new NEC IP telephones to the City to replace their original NEC digital phones. Since then, the City is responsible for purchasing, repairing, or replacing those phones as they add or fail.*
- Long-distance calls: Authorized users may place long-distance calls using the building's phone system.
- Provide 18 Direct Inward Dial (DID) Extensions for use with telephones (Extensions 8720 through 8737).
- Provide 6 Non-DID Extensions for use with telephones (Extensions 4730 through 4735).
- Provide telephone voice mail service for the DID and Non-DID Extensions.
- Provide logging recorder channels for 7 radio channels and software to access those recordings.
- Provide logging recorder export of any phone calls or radio traffic related to Cody Police activity that may be available on County Logging Recorder.

AGREEMENT

This Agreement is made and entered into by and between Park County, Wyoming, who shall be known as the "COUNTY" and the City of Cody, a Wyoming Municipal Corporation, who shall be known as the "CITY". The parties agree to the following:

The parties acknowledge that County provides dispatch services for CITY at 1402 Riverview Drive, Cody, Wyoming pursuant to a separate agreement for services and expenses between the parties. In order to provide effective communication and dispatch services, from which CITY benefits, County was required to purchase a new dispatch console, logging recorder and three consolette radios. Pursuant to the separate agreement for services and expenses, CITY'S share of this equipment totaled \$267,536.57. Due to the large expense of these items, COUNTY has agreed to allow CITY to pay COUNTY \$3,184.96 per month beginning July 1, 2015, for a term of 84 months, which encompasses CITY's share of this equipment.

In consideration for the services provided by COUNTY to CITY utilizing this new equipment, in addition to CITY's obligations pursuant to the separate agreement for services and expenses, CITY agrees to pay this amount.

In the event COUNTY ceases to provide dispatch services to CITY, the monthly payment required herein by CITY shall cease, and any further obligations by CITY to pay for said equipment shall also cease.

COUNTY and CITY agree that venue for enforcement of this agreement is the 5th Judicial District Court, Park County, Wyoming.

Dated this 13th day of October, 2015.

ATTEST:

Park County Clerk

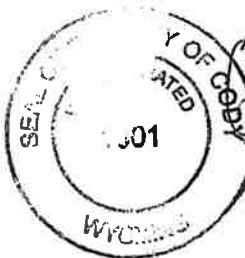


Chairman, Board of Park County Commissioners

Mayor, City of Cody

ATTEST:

Administrative Services Officer



2015-50

AGENDA ITEM SUMMARY REPORT

Change Order No. 3 with Western Municipal Construction for the North Lift Station Improvements Project

PROPOSED ACTION:

Informational only — Discussion of Change Order No. 3 with Western Municipal Construction for the North Lift Station Improvements Project

SUMMARY OF INFORMATION:

The City Council approved the award of the North Lift Station Improvements Project (Project) to Western Municipal Construction (WMC) in the amount of \$910,500 on April 15, 2025. The City Council also approved Change Order No. 1 with WMC on December 16, 2025, and Change Order No. 2 on February 3, 2026. With approval of Change Order No. 1 and Change Order No. 2, the current contract value with WMC is \$906,248.52, the Substantial Completion date is March 27, 2026, and the Final Completion date is April 24, 2026. WMC and their subcontractors are actively performing work on the Project with good progress taking place.

Change Order No. 3 has been prepared by the City's engineering consultant, HDR Engineering, to address three (3) items that have a cost and schedule impact:

- Bypass Manhole elimination (CPR #5) - a modification to the bypass pumping design was proposed by WMC and accepted by HDR, with a resultant cost savings of \$8,117.02.
- Wet Well and piping modifications (CPR #6) - upon draining and cleaning of the wet well, an existing pipe that was planned to remain in place was found to be extremely deteriorated and in need of replacement. The scope of work with this pipe replacement and the associated wet well and dry well modifications has a resultant cost increase of \$11,844.15.
- New Flow Meter (CPR #7) - the original project scope did not include replacement of the existing flow meter in the lift station, and it was planned to remain in place as a cost savings measure for the project. During the course of WMC's work the existing flow meter was mistakenly submerged underwater. HDR and the City have required that the existing flow meter be fully tested and repaired if needed, but WMC has found that parts are not available for the existing flow meter due to its age. As an alternative, WMC has proposed to replace the flow meter with a new one (at direct cost to the City) and provide all labor for the new flow meter installation at no cost. City Staff supports this alternative and feels it is a benefit to the overall project. Approval of this alternative will require additional contract time of 60 days to have the new flow meter ordered and delivered to the project site.

Including the items above, Change Order No. 3 will result in an increased project cost of \$9,961.93 and bring the total contract value with WMC to \$916,210.45. This change order will also add 60 days to the contract time, with a new Substantial Completion date of May 26, 2026 (previously March 27, 2026) and new Final Completion date of June 23, 2026 (previously April 24, 2026).

City Staff recommends approval of this change order as summarized above. Subject to discussion with the City Council and direction received, City Staff proposes to present Change Order No. 3 with WMC for approval at the City Council Regular Meeting on March 3, 2026.

FISCAL IMPACT:

If approved, Change Order No. 3 will require a future Budget Amendment to the FY 2026 Budget. The awarded contract amount with WMC was \$910,500, and Change Order No. 3 will increase the total contract value to \$916,210.45. The additional cost of \$5,710.45 would be drawn from the unassigned cash balance available in the Wastewater Enterprise Fund.

ATTACHMENTS:

1. Change Order No. 3 with Western Municipal Construction

CHANGE ORDER NO.: 3

Owner: City of Cody
Engineer: HDR Engineering
Contractor: Western Municipal Construction, Inc.
Project: City of Cody PW Shop North Lift Station
Improvements
Contract Name: City of Cody PW Shop North Lift Station
Improvements
Date Issued: 2/18/26

Owner's Project No.:
Engineer's Project No.: 10435344
Contractor's Project No.:

Effective Date of Change Order: 2/18/26

The Contract is modified as follows upon execution of this Change Order:

Description:

1. (CREDIT) Credit for Bypass Manhole; CPR#5

- a. The elimination of the new bypass manhole originally shown in the Contract Documents was determined to be unnecessary for the revised construction approach. This credit is reflected in **CPR #5**.

Price: **Credit of \$8,117.02**

2. (ADDER) Core New Holes Into Dry-Well; CPR#6

- a. It was observed that a portion of the existing force main piping at the connection between the wet well and the dry pit is in deteriorated condition and unsuitable for reuse. At the time of bidding, access to the wet well was not available, and this short section of piping was therefore not included in the bid scope, as it was anticipated the existing pipe could be utilized to make the final connection to the new construction. New core drilled holes were required to complete this work. This adder is reflected in **CPR #6**.

Price: **Adder of \$11,844.15**

3. (ADDER) New Flowmeter Installation; CPR#7

- a. It was determined that the original flow meter was submerge rated and, after the flooding incident, its current condition is uncertain. At the time of installation, it was anticipated that the existing meter would remain suitable for continued service; however, following the submergence event, the status of the unit is in question. Replacement parts are now obsolete due to equipment age. The Contractor will procure the new meter, and compensation under this Change Order is limited strictly to the actual cost of the equipment, including applicable sales tax, with no Contractor mark-up, overhead, or profit applied. This adder is reflected in **CPR #7**.

Price: **Adder of \$6,234.80**

Total: Adder of \$9,961.93

Completion Dates:

Substantial: +60 Days

Final: +60 Days

Attachments:

CPR#5, CPR#6, CPR#7

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>910,500</u>	Original Contract Times: Substantial Completion: <u>February 20th, 2026</u> Ready for final payment: <u>March 20th, 2026</u>
Decrease from previously approved Change Orders No. 1 to No.2: \$ <u>4,251.48</u>	Increase from previously approved Change Orders No.2 to No.3: Substantial Completion: <u>33 Calendar Days</u> Ready for final payment: <u>33 Calendar Days</u>
Contract Price prior to this Change Order: \$ <u>906,248.52</u>	Contract Times prior to this Change Order: Substantial Completion: <u>March 27th, 2026</u> Ready for final payment: <u>April 24th, 2026</u>
Increase [Decrease] this Change Order: \$ <u>9,961.93</u>	Increase this Change Order: Substantial Completion: <u>60 days</u> Ready for final payment: <u>60 days</u>
Contract Price incorporating this Change Order: \$ <u>916,210.45</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>May 26th, 2026</u> Ready for final payment: <u>June 23rd, 2026</u>

Recommended by Engineer (if required)	Accepted by Contractor
By: <u></u>	<u></u>
Title: <u>Project Manager</u>	<u>Project Manager</u>
Date: <u>2/18/2026</u>	<u>2/18/2026</u>
<u>Authorized by Owner</u>	<u>Approved by Funding Agency (if applicable)</u>
By: _____	_____
Title: <u>Lee Ann Reiter, Mayor</u>	_____
Date: <u>March 3, 2026</u>	_____

CHANGE PROPOSAL

Owner: City of Cody, Wyoming
Project Name: PW Shop North Lift Station Improvements
Change Proposal No.: #5 Date: 1/30/26
Submitted in Response to Proposal No.: #5
Contractor Name and No.: _____
Contractor: Western Municipal Construction
Subject: Credit for Install of Sewer Bypass Manhole & Piping

The following changes to the Contract are proposed:

SCOPE OF PROPOSED CHANGE TO CONTRACT: *(attach supporting information as required)*

1. Credit for manhole and piping install for use during bypass operations
- 2.

JUSTIFICATION:

- 1.
- 2.

PROPOSED CHANGES IN CONTRACT PRICE AND CONTRACT TIMES:

We propose that the Contract Price and Contract Times be changed as follows:

For Contract Price, attach detailed cost breakdowns for Contractor and Subcontractors, Supplier quotations, and other information required.

For the Contract Times, state increase, decrease, or no change to Contract Times for Substantial Completion, readiness for final payment, and Milestones, if any. If increase or decrease, state specific number of days for changes to the Contract Times. Submit supporting data, including time impact analysis for the Progress Schedule.

Description	Amount	Contract Times (days)	
		Substantial	Final
1. Credit for manhole and piping materials + install	-\$8,117.02		
2.			
Total This Change Proposal	-\$8,117.02		

Changes to Milestones, if any: NA

Contractor represents that supporting data attached to this Change Proposal are accurate and complete. The requested time or price adjustment indicated in this Change Proposal is the entire adjustment to which Contractor believes it is entitled as a result of the proposed change(s) indicated herein.

Change Proposal by: Dillon Clause - Project Manger
Signature of Proposer: Dillon Clause

CHANGE PROPOSAL

Owner: City of Cody, Wyoming
Project Name: PW Shop North Lift Station Improvements
Change Proposal No.: #6 Date: 1/30/26
Submitted in Response to Proposal No.: _____
Contractor Name and No.: _____
Contractor: Western Municipal Construction
Subject: Core 4 Larger Diameter Holes in Wall of Wet Well, Install Additional Piping & Link Seals

The following changes to the Contract are proposed:

SCOPE OF PROPOSED CHANGE TO CONTRACT: *(attach supporting information as required)*

1. Core 4 Larger Diameter Holes in Wall of Wet Well, Install Additional Piping & Link Seals
- 2.

JUSTIFICATION:

1. Existing pipes current condition cannot be connected to as designed/intended.
- 2.

PROPOSED CHANGES IN CONTRACT PRICE AND CONTRACT TIMES:

We propose that the Contract Price and Contract Times be changed as follows:

For Contract Price, attach detailed cost breakdowns for Contractor and Subcontractors, Supplier quotations, and other information required.

For the Contract Times, state increase, decrease, or no change to Contract Times for Substantial Completion, readiness for final payment, and Milestones, if any. If increase or decrease, state specific number of days for changes to the Contract Times. Submit supporting data, including time impact analysis for the Progress Schedule.

Description	Amount	Contract Times (days)	
		Substantial	Final
1. Interior Wet Well Lining	\$11,844.15		
2.			
Total This Change Proposal	\$11,844.15		

Changes to Milestones, if any: _____

Contractor represents that supporting data attached to this Change Proposal are accurate and complete. The requested time or price adjustment indicated in this Change Proposal is the entire adjustment to which Contractor believes it is entitled as a result of the proposed change(s) indicated herein.

Change Proposal by: Dillon Clause - Project Manger
Signature of Proposer: Dillon Clause

CHANGE PROPOSAL

Owner: City of Cody, Wyoming
Project Name: PW Shop North Lift Station Improvements
Change Proposal No.: #7 Date: 2/17/26
Submitted in Response to Proposal No.: #7
Contractor Name and No.: _____
Contractor: Western Municipal Construction
Subject: Supply & Install of new flow meter

The following changes to the Contract are proposed:

SCOPE OF PROPOSED CHANGE TO CONTRACT: *(attach supporting information as required)*

1. Furnish and Install Flow meter (Supply Costs Only)
- 2.

JUSTIFICATION:

- 1.
- 2.

PROPOSED CHANGES IN CONTRACT PRICE AND CONTRACT TIMES:

We propose that the Contract Price and Contract Times be changed as follows:

For Contract Price, attach detailed cost breakdowns for Contractor and Subcontractors, Supplier quotations, and other information required.

For the Contract Times, state increase, decrease, or no change to Contract Times for Substantial Completion, readiness for final payment, and Milestones, if any. If increase or decrease, state specific number of days for changes to the Contract Times. Submit supporting data, including time impact analysis for the Progress Schedule.

Description	Amount	Contract Times (days)	
		Substantial	Final
1. Supply of New Flow Meter (with Sales Tax)	\$6,234.80	60 Days	60 Days
2.			
Total This Change Proposal	\$6,234.80	60 Days	60 Days

Changes to Milestones, if any: _____

Contractor represents that supporting data attached to this Change Proposal are accurate and complete. The requested time or price adjustment indicated in this Change Proposal is the entire adjustment to which Contractor believes it is entitled as a result of the proposed change(s) indicated herein.

Change Proposal by: Dillon Clause - Project Manger
Signature of Proposer: Dillon Clause

Sparling Instruments, LLC

1000 W. Kirkwall Rd
Azusa, CA 91702
US

Phone: 626-444-0571
Fax: 725-433-8552

QUOTATION

Quote Number: R01971
Quote Date: Feb 12, 2026
Page: 1

Quoted To:
HDR, Inc. 1917 S. 67th Street Omaha, NE 68106

Ship To:
HDR 1917 S. 67th Street Omaha, NE 68106

Customer ID	Good Thru	Payment Terms	Shipping Terms
1002260	2/26/26	Prepaid / Credit Card	Best Way PPA

Quantity	Item	Description	Unit Price	Amount
1.00	FM6560651160	6" TigermagEP Magnetic Flow Meter, Polyurethane liner, 316SS electrodes, Class D 150 flanges, NEMA-4X remote accidental submergence with 15' of cable, AC power	5,025.00	5,025.00
1.00	CS656050	Remote cable option, total 50 ft	315.00	315.00
1.00	AC615061	Grounding Rings, 6" 304 SS Pair	350.00	350.00
1.00	AC602	Grounding Straps	130.00	130.00
1.00	Shipping	Shipping - Outbound	175.00	175.00
		Replacement for SN C019970988		
		Lead time: 6 weeks		

Please note: There is a 3.95% service charge on all credit card transactions.		
Subtotal		5,995.00
Sales Tax		
TOTAL		5,995.00

FOB: Azusa, CA
* Shipping/Freight not included unless otherwise indicated.

Meeting Date: February 24, 2026 Department: Public Works Staff Reference: Phillip Bowman, Jake Moyer

AGENDA ITEM SUMMARY REPORT

Tree Streets Waterline Replacement Project Phase 2 — Substantial Completion and Retainage Release

PROPOSED ACTION:

Informational only — Discussion about issuing Substantial Completion and starting the Retainage Release process for the Tree Streets Waterline Replacement Project Phase 2

SUMMARY OF INFORMATION:

The City entered into a contract with Wilson Brothers Construction for the Tree Streets Waterline Replacement Project Phase 2 in July 2025. In accordance with the contract with Wilson Brothers and state regulations, a retainage amount of 5% of each monthly payment was withheld to ensure satisfactory completion of the project and resolution of any outstanding issues.

The Phase 2 Project has reached Substantial Completion, and all contracted work has been inspected by the City's engineering consultant, Engineering Associates, as well as City Staff. The Substantial Completion documents and the punch list were issued to Wilson Brothers on February 11, 2026.

Upon approval of the Phase 2 Project as Substantially Complete by the City Council, the project will be advertised in the Cody Enterprise for 41 days to allow any vendors, subcontractors, or material supplies to submit claims to the City against the retainage held. After completion of the advertisement period, the Mayor will be allowed to sign the Retainage Release Form to allow all retainage held on the project to be released to Wilson Brothers.

Subject to discussion with the City Council and direction received, City Staff proposes to present the issuing of Substantial Completion for the Phase 2 Project and starting the Retainage Release process for approval at the City Council Regular Meeting on March 3, 2026.

FISCAL IMPACT:

This action has no direct fiscal impact on the City. After approving the Certificate of Substantial Completion and advertising the project for 41 days, the City will release all retainage held on the Phase 2 Project.

ATTACHMENTS:

1. Certificate of Substantial Completion

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: City of Cody, Wyoming Owner's Project No.: 2024-11
Engineer: ENGINEERING ASSOCIATES Engineer's Project No.: 23029.00
Contractor: Wilson Brothers Construction, Inc. Contractor's Project No.:
Project: TREE STREETS WATERLINE REPLACEMENT – PHASE 2
Contract Name: TREE STREETS WATERLINE REPLACEMENT – PHASE 2

This ☐ Preliminary ☒ Final Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

TREE STREETS WATERLINE REPLACEMENT – PHASE 2

Date of Substantial Completion: **February 11, 2025**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: ☐ None ☒ As follows:

- Security, Operations, Safety, Protection of Work, Maintenance, Heat, Utilities, and Property Insurance.

Amendments to Contractor's Responsibilities: ☐ None ☒ As follows:

- Warranties and Guarantees.

The following documents are attached to and made a part of this Certificate:

Phase 2 Construction Punchlist

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Engineer – ENGINEERING ASSOCIATES

By (signature):



Name (printed): Ian K. Morrison

Title: Project Managaer

Copy to: Contractor, Owner

Tree Steets Water Line Replacement Project Phase 2

Punch List

1. Turn Fire Hydrants so 6" outlet faces the street, 6 in total.
 - 714+86, 404+44, 503+71, 509+82, 603+86, 610+17
2. Remove old existing fire hydrants, 2 in total
 - 500+05, 504+50
3. Drill hole and install trace wire inside valve box for the hydrant valve at 610+17

*All pavement patches will be covered during phase 1 before completion

Meeting Date: February 24, 2026 Department: Public Works Staff Reference: Jake Moyer, Phillip Bowman

AGENDA ITEM SUMMARY REPORT

Agreement for Independent Contractor Services between the City of Cody and Pawnee Irrigation Evergreen Landscapes for the Dorse Miller Park Irrigation System Replacement

PROPOSED ACTION:

Informational only — discussion of the Agreement for Independent Contractor Services between the City of Cody and Pawnee Irrigation Evergreen Landscapes for the irrigation system replacement at Dorse Miller Park

SUMMARY OF INFORMATION:

This Agreement will authorize Pawnee Irrigation to perform a complete irrigation system replacement and upgrade at Dorse Miller Park, per Exhibit A in the attached agreement.

City Staff solicited quotes from 3 separate vendors for this work, and two irrigation contractors submitted a quote (and the third declined to submit a quote). Pawnee Irrigation was found to be the best value for the City, and City Staff recommends entering into the Agreement with Pawnee Irrigation for this project. The project is anticipated to start in April 2026 and be completed by June 1, 2026.

Subject to discussion with the City Council and direction received, City Staff proposes to present the Agreement for Independent Contractor Services for approval at the City Council Regular Meeting on March 3, 2026.

FISCAL IMPACT:

The Agreement for Independent Contractor Services has a lump sum fee of \$49,060. The Approved FY 2026 Budget includes \$50,000 of funding for irrigation upgrades at Dorse Miller Park in the Grounds Maintenance division.

ATTACHMENTS:

1. Agreement for Independent Contractor Services between the City of Cody and Pawnee Irrigation Evergreen Landscapes

AGREEMENT FOR
INDEPENDENT CONTRACTOR
SERVICES

THIS AGREEMENT is made and entered into by and between Steve Hollingsworth, d/b/a Pawnee Irrigation Evergreen Landscapes (hereinafter INDEPENDENT CONTRACTOR), and the City of Cody, Wyoming, a Wyoming municipal corporation, (hereinafter CITY) as of the date last signed by the parties below.

RECITALS

A. CITY wishes to install an underground sprinkler system at Dorse Miller Park, located at 2500 Carter Ave., Cody, Park County, Wyoming.

B. INDEPENDENT CONTRACTOR is qualified, willing and able to provide the SERVICES to the CITY as an independent contractor.

WHEREFORE, in consideration of the mutual promises, covenants and representations described below, the parties agree as follows:

1. INDEPENDENT CONTRACTOR shall install an underground sprinkler system at Dorse Miller Park (hereinafter the SERVICES) to CITY as described on the attached Exhibit A, which is the Estimate 1339 dated 01/27/2025, 2025. INDEPENDENT CONTRACTOR shall commence work on April 1, 2026. The SERVICES shall be completed on or before June 1, 2026. INDEPENDENT CONTRACTOR shall coordinate with CITY officials prior to commencing work, and shall provide to CITY plans, drawings, descriptions, layouts and details

to ensure that the lines, sprinklers, controllers, valves and other fixtures are located in a manner acceptable to CITY. INDEPENDENT CONTRACTOR shall perform the SERVICES in a professional, workmanlike manner, consistent with the industry standards for services of the same nature. The means and methods of providing such services shall be determined by INDEPENDENT CONTRACTOR.

2. CITY shall compensate INDEPENDENT CONTRACTOR a total amount not to exceed \$49,060.00 for the work described above. INDEPENDENT CONTRACTOR shall submit to CITY an invoice on a monthly basis. Each invoice shall describe in detail the hours worked, and the work performed, the quantity, nature and proportion of the SERVICES which INDEPENDENT CONTRACTOR has completed up through the date of the invoice, and the quantity and nature of materials used. CITY shall pay such invoice within 45 days of receipt, unless CITY objects to any portion of the invoice, in which case, CITY shall notify INDEPENDENT CONTRACTOR of such objections within fifteen days of receiving the invoice, and shall describe the basis for the objections. CITY shall pay such portion of the invoice to which CITY does not object. Payments shall not constitute a waiver of CITY'S right to object to other portions of INDEPENDENT CONTRACTOR'S invoice or future invoices.

3. INDEPENDENT CONTRACTOR is not an employee of CITY. CITY is

relying on INDEPENDENT CONTRACTOR'S professional education, training, experience and skills to provide the SERVICES. CITY shall not control the means, methods or techniques INDEPENDENT CONTRACTOR uses to perform the SERVICES. INDEPENDENT CONTRACTOR shall be solely responsible for payment of any and all taxes due on compensation that INDEPENDENT CONTRACTOR receives. INDEPENDENT CONTRACTOR and its employees, agents and sub-contractors are not eligible for and will not receive any CITY benefits.

4. Either party may terminate this agreement at any time, with or without cause, upon giving written notice to the other party. No term shall be implied by this agreement, and no modifications may be made to this agreement except by a written instrument approved and signed by both parties.

5. INDEPENDENT CONTRACTOR shall indemnify and hold harmless CITY for any and all property damage, losses, injuries, death and damages of any kind arising out of INDEPENDENT CONTRACTOR'S negligent, willful or intentional acts, errors and omissions (hereinafter INDEPENDENT CONTRACTOR'S actions). This indemnification obligation shall include, but not be limited to, negligence on behalf of any employee, agent, subcontractor, and any other individual performing work on behalf of or under the supervision of INDEPENDENT CONTRACTOR (hereinafter AGENTS).

This indemnification obligation shall include any and all monetary losses, judgments, settlements, costs, fees (including but not limited to attorney's fees) incurred by CITY as a result of, or associated with INDEPENDENT CONTRACTOR'S actions, and actions of CONTRACTOR'S AGENTS.

6. INDEPENDENT CONTRACTOR shall maintain a general liability insurance policy with limits of not less than \$1,000,000.00 (one million and no/100 dollars) from a insurance carrier licensed in the State of Wyoming. INDEPENDENT CONTRACTOR shall provide proof of such insurance to CITY upon entering into this agreement, and such policy shall be subject to approval by CITY, which approval shall not be unreasonably withheld.

7. By entering into this agreement, CITY does not waive its governmental immunity, and does not waive the defenses and limitations provided under Wyoming law, including but not limited to the Wyoming Constitution, and the Wyoming Governmental Claims Act. CITY expressly reserves the right to assert immunity as a defense to any action arising under this Agreement.

THE REST OF THIS PAGE IS LEFT

INTENTIONALLY BLANK

CITY OF CODY:

BY: _____

LEE ANN, MAYOR

Date: December _____, 2025.

Attest: _____

TINA GAIL, CLERK

INDEPENDENT CONTRACTOR:

 _____

Steve Hollingsworth

Date: Dec 30, 2025

Exhibit A

PAWNEE IRRIGATION
EVERGREEN LANDSCAPES
1901 BIG HORN AVE
CODY, WY 82414-8443
+13075874256
steve_pawnee@yahoo.com
pawneeirrigationcody.com

ADDRESS

City of Cody
Parks & Recreation Dept.
P.O. Box 2200
Cody, WY 82414

Estimate 1339

DATE 01/27/2025

EXPIRATION DATE 02/27/2025

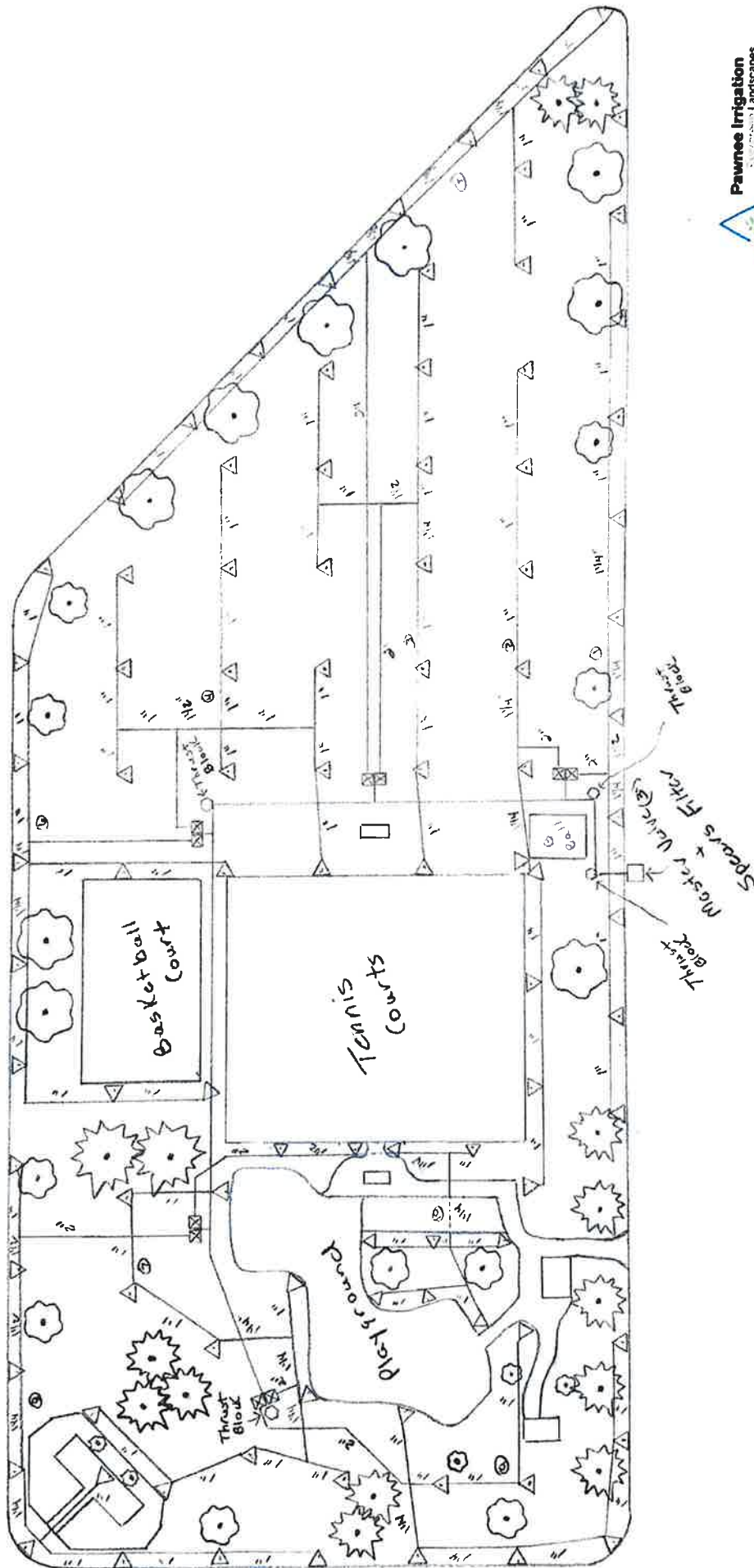
DATE	DESCRIPTION	QTY
	Install 10 Zone Automatic Underground Sprinkler System at Dorse Miller Park	
	Install Rainbird ESP ME Controller	1
	3" Master Valve	1
	2 1/2" Spears 100 GPM Filter	1
	Standard Valve Box	6
	Install Hunter I-25 Adjustable Rotor Sprinklers	88
	1" Spears Swing Joints	88
	Install Hunter I-20 Adjustable Rotor Sprinklers	10
	Install 3" PVC pipe and fittings per plan	440
	Install 2" PVC pipe and fittings per plan	760
	Install 1 1/2" PVC pipe and fittings per plan	200
	Install 1 1/4" PVC pipe and fittings per plan	700
	Install 1" PVC pipe and fittings per plan	2,800
	Misc. Parts	1
	2" Rainbird PESB Valve	10
	Equipment Needed: Trencher	1
	Thrust Blocks	4

50% down - Balance due upon completion

SUBTOTAL 49,060.00

TAX 0.00

TOTAL \$49,060.00



Pawnee Irrigation
 Landscape
 1301 Bagwell Ave
 Cash, WY 82413
 307.587.4256

Designed by: Steve Hollingsworth

Dorse Miller Park			
SCALE: 1" = 30'	APPROVED BY:	DRAWN BY: S	DATE: 5/28/24
DATE: 5/28/24	REVIEWED:	GARY WHEELER + ERIC CASAY	
CITY OF CODY - PARKS DEPT		DRAWING NUMBER:	

The City of Cody

The Cody Auditorium

Facility Condition Assessment Report

Project #2429



Preface

The Facility Condition Assessment Report for the Cody Auditorium represents a wholistic view of the current state of the building to date. In order to assist with the prioritization of necessary facility and equipment upgrades and/or repairs, we have compiled a list below of items that you should direct your focus and attention to as you prepare your current and future budgets for this historic and important facility.

1. **Exit Door**: The exit located in the southwest corner of the auditorium is inoperable. In its current condition, it cannot be considered a functioning exit for purposes of egress, therefore it is in violation of the building code, and constitutes a Health, Safety, and Welfare hazard to the public. It is therefore recommended that the door, frame, and hardware be replaced in its entirety.

2. **Auditorium Space Infrastructure**: Events that host multiple vendors that require electrical power are currently served via a series of surface deployed electrical boxes that are ganged together with a 1" diameter cable. These boxes are typically strung along the main floor of the auditorium in various configurations required for the particular event.

Surface deployed electrical boxes and cables constitute a tripping hazard, especially in a panic type situation, and are not compliant with ADA Accessibility Standards, and pose a liability risk to the City of Cody. It is therefore recommended that recessed floor boxes be placed in the floor of the main auditorium space in a pattern that would cater to the needs of the City of Cody and prospective vendors. This can be done in conjunction with, or as part of an electrical upgrade that would also serve to alleviate the concerns with the original Federal Pacific electrical panelboards further discussed in the Electrical Section of the Facility Condition Assessment. In addition to being extremely old, there is documentation from Under Writers Laboratories/UL Solutions citing no guarantee that the circuit breaker and overcurrent protection devices will function properly. As such, our engineering consultants have indicated that these panelboards constitute a fire hazard and should be replaced as well.

3. **Central Heating Plant**: The Mechanical Analysis – Infrastructure portion of the Facility Assessment discusses two concerns with the central heating and cooling plant: First, combustion aid is provided by a pair of intake hoods located in the south wall of the auditorium at ground level adjacent to the alley. The type and configuration of these intake hoods make a boiler room especially cold during the winter months which has the potential to cause water pipes to freeze. As such, it is not uncommon for the intake hoods to be partially or fully blocked. The lack of combustion air presents a Health, Safety, and Welfare concern for building occupants as this condition can result in an explosion.

Second, the central heating and cooling plant has no redundancy, meaning that if the boiler or other necessary part of the system fails, the building is subject to the elements, especially during the winter months. This has the potential to cause the domestic water and fire sprinkler piping to freeze which can cause significant damage to the facility.

In the long term, it is recommended that a modernization of the central heating and cooling plants be planned for, and include a complete boiler replacement with a redundant backup in the event of equipment malfunction and or failure.

An easy solution for the immediate future would be to follow the mechanical engineer's recommendation to unblock the combustion air intakes and provide a supplementary heat source via a

designated unit to the central plant. This would eliminate the safety concern and provide a conditioned space to prevent pipes from freezing within the central plant during the winter months.

4. **Natural Gas Supply:** The Mechanical and Electrical Investigation Reports recommend pipe bollards be placed around the natural gas regulator in order to prevent accidental damage and to ensure the safety of the building and its occupants. This is work the City of Cody can undertake with City Departments and Staff.

5. **ADA Accessibility Standards:** Accessibility Standards though listed in the International Building Code are different from the 2010 ADA Standards for Accessible Design. These Standards are issued and published by the Department of Justice for Titles II and III of the Americans with Disabilities Act of 1990. *“The Standards set minimum requirements – both scoping and technical – for newly designed and constructed, or altered State, and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.”*

These Standards are considered an individual/individual’s Civil Right and constitute Federal Civil Rights Law/Legislation which prohibits discrimination against people with disabilities.

As cited in the report, Interior Building Accessibility is extremely limited. Of particular concern is that a public building, which is utilized for both public and private events, does not have a single restroom that can be considered ADA Accessible. In addition, the plumbing fixtures, including the supply and waste infrastructure, are out of date and severely limited.

The auditorium is not fully accessible and usable by individuals with disabilities; which is a potential liability issue/risk for the City of Cody.

6. **Hazardous Material Abatement:** Given the age of the building, it appears that some of the existing finishes have a high probability of containing asbestos. In addition, it is possible that any existing pipe insulation, as well as any spaces that have been insulated or finished with (i.e. plaster) vermiculite have the potential and/or probability of containing asbestos.

It is recommended that the City of Cody hire an abatement professional to inspect the building in its entirety and provide a report outlining all spaces that contain hazardous materials, the amount of material present, and a recommended course of action.

As the Cody Auditorium is not used on a daily basis, the report and associated abatement can take place at any time and should be prioritized so hazardous material abatement work is complete prior to any major remodel or facility upgrade.

7. **Item A003: Exterior Building Envelope & Materials:** The existing rain gutters, downspouts, overflows, flashings, and wood supports as identified and depicted in the report should be immediately addressed. This essential element of the building is dilapidated, under designed and completely ineffective as evidenced by the amount of water damage on the brick masonry wall and water intrusion evidenced in part of the basement.

It is recommended that the existing gutters, downspouts and related infrastructure be removed in its entirety. It is also recommended that the pipe that is believed to connect to an existing roof drain be investigated with respect to its continued integrity, as well as to understand the location of drainage.

Cody Auditorium

Facility Condition Assessment | August 20, 2024

New gutters and downspouts should be professionally designed to accommodate the amount of storm water discharge from the roof, and to completely drain any and all storm water away from the building. It is also recommended that pipe bollards be placed at the new downspout locations to prevent future damage to the system, and to ensure its maximum, effective, and proper operation. This item can be considered a cost-effective upgrade/improvement to the building, and as mentioned above, should be immediately addressed.

Conclusion:

The above-mentioned items, in conjunction with those listed in Facility Condition Assessment Report can be Master Planned with work phased to coincide with the City of Cody's planned budget cycles to upgrade and modernize the auditorium. This ensures that work both planned, and undertaken will provide the City of Cody with a facility that has been remodeled with a single vision, with improvements that have been thought out and holistically designed for the building as a whole.

Plan One Architects would like to assist the City of Cody in this process in order to help the City revitalize and modernize this historic and important building for use in the decades to come.

Should you have any questions, or wish to discuss further, please feel free to contact me anytime.

Best regards,



Jared R. Hoffman, AIA
Plan One/Architects

City of Cody, Wyoming
Cody Auditorium Building
Facility Condition Assessment Project Index
Project #2429

1. Executive Summary.....	
2. Architectural Evaluation.....	
3. Code Evaluation	
4. Structural Evaluation.....	
5. Mechanical & Electrical Evaluation.....	
6. Roof Evaluation.....	
7. Cost Estimate.....	

The City of Cody
The Cody Auditorium

1. EXECUTIVE SUMMARY



Cody Auditorium
Executive Summary
August 20, 2024

Overview: This comprehensive observation and report of the existing building condition of the Cody Auditorium was prepared for the City of Cody. The subsequent report includes evaluations from the following professions: Architectural, Structural, Mechanical, Electrical, Plumbing and Roofing.

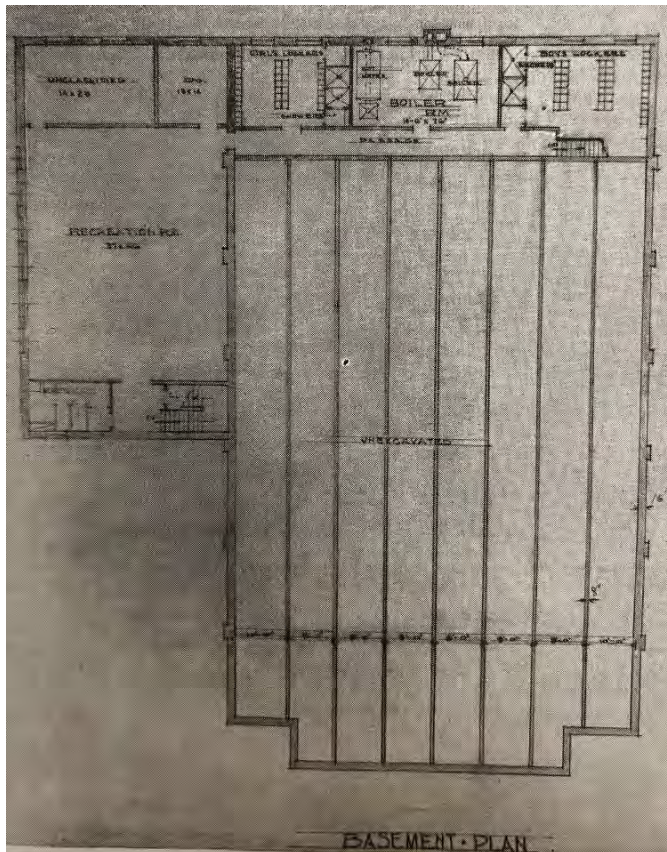


History: The Cody Auditorium, which was historically referred to as the “Community Hall”, came to fruition in 1940 when the original community center named the ‘Wolfville Pavilion’ was destroyed by fire. As such, the Town needed a new facility to serve both the civic and community-related functions that had been lost to the fire. The new Community Hall was used to host dances and balls, basketball games, golden glove boxing matches, and conventions. The Community Hall would also fulfill a need for the local school district as an auditorium space, used for meetings, plays, concerts and stage shows.

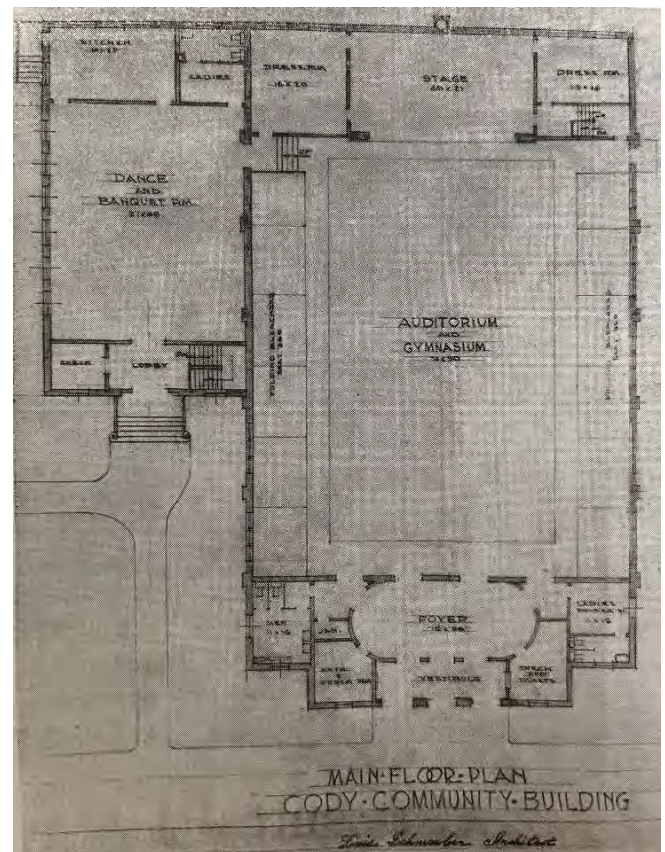
In 1941 the Town Council presented a bond issue in the amount of \$40,000 to the voters for approval. Initial plans for the Community Hall were provided by Virginia Moran who was noted as a “temporary resident of Cody, and a San Francisco architect.” It was noted that the plans she provided met with the approval of “interested persons,” but it is not mentioned if the plans were presented to the voters, or if her plans contributed to the design by Architect Louis Schmerber, AIA.

The site selected for, and presently occupied by the Community Hall / Cody Auditorium, is comprised of four lots on the corner of 13th Street and Beck Ave., across the street and south of the original Cody post office. Before the construction of the new Community Hall, the site was occupied by the Keystone Horse Hotel, also known as the Keystone Barn.

The parking lot west of the Cody Auditorium was originally home to the community swimming pool. Changing rooms, showers, and bathrooms were housed in a building on the south side of the property adjacent to the alley, with the pool adjacent to the Community Hall. A landscaped area bordered the neighboring property owned by the Cody Elks Lodge.



Overall Basement Level Floor Plan



Overall Main Level Floor Plan

The program for the new Community Hall consisted of the following spaces as determined from design documents prepared by Architect Louis Schmerber, AIA, and is listed below:

- 74'x90' combined Auditorium & Gymnasium
- 20'x40' Stage with a Dressing Rooms
- (1) 16'x20' Dressing Room
- (1) 13'x16' Dressing Room
- 11'x16' Men's Room
- 11'x16' Women's Room
- Foyer (size unknown)
- (2) spaces dedicated for Check & Tickets
- Covered Vestibule
- 37'x72' Dance & Banquet Room (Club Room) connected to the Community Hall with separate entrance from the exterior and includes the following ancillary spaces:
 - (1) Kitchen
 - (1) Women's Room
 - (1) Check Rm.
 - (1) Lobby
- Partial Basement under the Stage including the following ancillary spaces:
 - (1) 14'x26' Boiler Room w/ (2) heat plants

Cody Auditorium

Facility Condition Assessment | August 20, 2024

- (1) 16'x24' Men's Locker Room & Showers
- (1) 16'x24' Women's Locker Room & Showers
- Full Basement under the Dance & Banquet Room (Club Room) with the following spaces:
 - (1) 37'x46' Recreation Floor
 - (1) Dressing/Bathroom
 - (1) 14'x30' Unassigned Space
 - (1) 18'x14' Office

Original design documents depict the area under the main floor of the auditorium as unexcavated crawlspace. However, a change was made sometime during the course of the project to excavate a portion of the crawlspace to construct an indoor shooting range.

The spaces depicted in the original drawings remain intact with slight changes. For example, the Kitchen adjacent to the dance & banquet room appears to be larger than originally designed. The ladies' room has been remodeled into a storage room with an adjacent unisex toilet room. The men's and women's locker rooms located in the basement under the stage are no longer in use. It also appears that those spaces were not constructed as drawn and appear to be much smaller than originally designed.

The recreation floor in the basement under the dance & banquet room has been converted into a warren of separate rooms and offices, the result of the space being leased to various tenants.



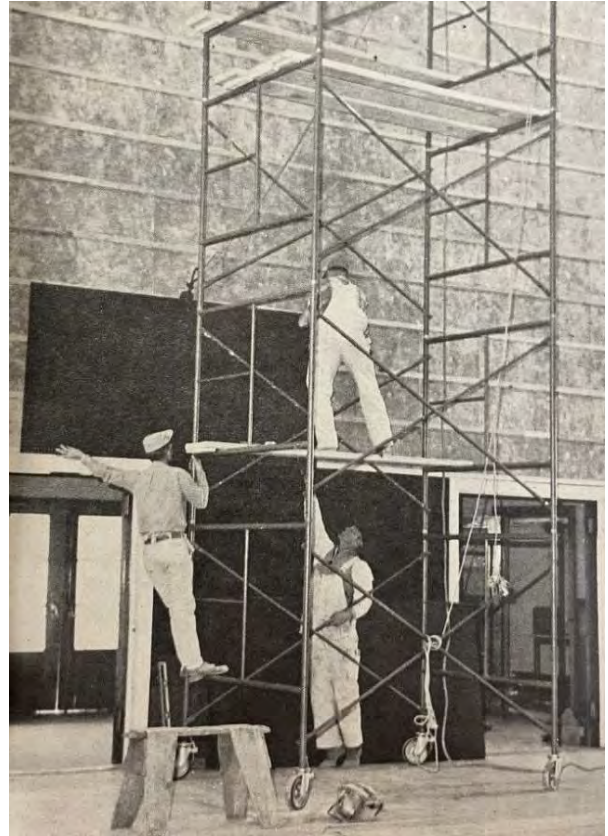
*Photo Looking North from the Auditorium Towards the Lobby.
Notice the Seating Area Above.*

Cody Auditorium

Facility Condition Assessment | August 20, 2024

The Community Hall/Cody Auditorium has been remodeled several times over the last 80 years. In 1944 the kitchen adjacent to the dance & banquet room was repaired. Plaster on the walls and ceiling on the west end of the kitchen were removed and replaced, and a stone hearth was placed under the stove and the linoleum repaired. As part of the work, the interior of the kitchen was redecorated.

In May of 1963, plans to improve the acoustics of the auditorium by adding a suspended acoustical ceiling was presented to the Town Council. A contract for the work was executed in December of the same year with work beginning on January 2, 1964. Between June of 1961 and January of 1964, the seating area above the foyer, men and women's toilet rooms, the vestibule, and the check and ticket spaces were separated from the main auditorium space via a floor to ceiling wall. An image dated January 9, 1964 depicts workmen adding an unknown type of cladding material to the new wall.



a.

In March of 1969 it was recommended that the wood floor be replaced in its entirety. Ultimately, this recommendation was not followed.

From our investigation, the floor appears to be original and is in need of replacement. Additional sanding and finishing will further exasperate the issue as the blind nailing is now visible.



b.



c.

Image a. – This image depicts workers finishing a wall separating the Auditorium from the mezzanine level seating area. **Image b.** – Depicts a large gathering in the Auditorium. Notice the large windows on the left side of the image. **Image c.** – This image depicts the new aluminum windows, which replaced the larger original windows as seen in Image b.

Cody Auditorium

Facility Condition Assessment | August 20, 2024

During the summer of 1972, the large windows on the west side of the auditorium were removed. The rough openings were infilled with brick and smaller windows were installed.

In February of 1978 the Town entertained the possibility of turning the Cody Auditorium into a convention center, however they needed more space in order to attract the venues they were interested in hosting. In November of 1978 three architects presented ideas to the Town Council to either remodel and add-on to the existing building or tear it down altogether and construct a new building on the existing site.

Ultimately these proposals were not realized. Architect Fred Hynek, FAIA, concluded that, in a study of four convention centers (all of which were located in North Dakota) that all operated at a financial loss.

Fred Hynek, FAIA, presented to the Town Council a program and/or report to remodel the building along with a cost estimate. His recommendations were as follows:

- Correct code compliance issues.
- Interior remodel. (No specifics were mentioned)
- Exterior remodel. (No specifics were mentioned)
- Add 600 additional banquet seats
- Add (4) Meeting Rooms with a capacity for 1,600 persons.
- New Kitchen Facility
- (2) Storage areas

Since its inception the Cody Auditorium has served as a center of the community. Aside from the uses previously listed, it served as a community vaccination center for both the Polio (1948-1955) and Swine Flu epidemics (1976), an indoor skating rink until August of 1965, convention center, and an indoor concert venue.



The auditorium basement has been rented to organizations such as the Cody Jaycees, the Bureau of Reclamation and The American Red Cross during WWII.

Current code deficient items were discovered and the condition of the building' structural, mechanical, plumbing and electrical systems have been observed. During our evaluation process, we have identified these conditions as outlined in this report and cost estimate. The cost estimate is provided to give a rough magnitude of costs to repair, replace or modernize the building and its systems.

Conclusion:

While the facility is in operational condition, it is in need of renovation. The building and the utilities serving the occupied spaces are showing their age. Many of the systems and equipment are reaching their life expectancy as delineated in the detailed reports. Some ADA compliance issues are present, however, with the historical nature of the building, cannot be avoided. A significant equal facilitation issue is present with handicapped unable to access the basement or Cody Club Room. Regular maintenance and upgrades to the buildings appear to be sporadic.

The report that follows illustrates the many deficiencies the building has, along with recommendations for renovation, repair, and replacement along with associated cost estimates.

The City of Cody
The Cody Auditorium

2. ARCHITECTURAL EVALUATION



Cody Auditorium

City of Cody, Wyoming
Facility Condition Assessment

Exterior

ADA Accessibility:

Item A001: Exterior Building Accessibility – Site

Description:

The existing building site accessibility is adequate. There are ADA standard compliant parking spaces and an accessible ramp at the parking stalls. It is in a good location for access to approach to the main entry front door. There are tactile warning strips for warning of a non-sighted person from entering a vehicular traffic area.

Recommendation A001:

See structural report for exterior sidewalk replacement.

Budgetary Estimate: None.



Photo of ADA parking and ramps.

Item A002: Parking Lot Paving

Description:

The existing parking lot is well drained and is in good repair. There appears to be adequate positive drainage away from the structure. There is a section of concrete sidewalk adjacent to the parking lot that is uneven and some spalling is occurring.

Recommendation A002:

Select locations of uneven slab should be ground down or replaced to avoid tripping hazards. Monitor future spalling of slab to ensure it does not compromise integrity of slab. No repair necessary on the parking lot asphalt at this time.

Budgetary Estimate: \$5,000



Photo of parking lot.



Photo of spalling and uneven concrete sidewalk.

Item A003: Exterior Building Envelope & Materials

Description:

The existing exterior building materials, i.e. brick masonry, is in relatively good repair; although there is evidence that some mortar joints need to be re-pointed. See Structural Report for additional information.

The masonry sills at the wood windows require attention. Most, if not all of the mortar joints have deteriorated to the point that the mortar is either no longer in place, or has deteriorated significantly within the joint, and needs to be replaced in its entirety.

Recommendation A003:

Repointing of the masonry brickwork is required in various areas of the building.

Budgetary Estimate: \$50,000





Photo of water damage to the brick masonry due to a leaking and/or plugged rain gutter. Notice the mortar joints closest to the rain gutter have significantly eroded as identified by the Gray Arrows. These joints will need to be re-pointed. Further down the wall, notice the white efflorescence. Efflorescence occurs when water containing dissolved salts is brought to the surface of the masonry. (See the areas identified by the Red Arrows.) In this case the efflorescence is caused by water overflowing the gutter and running down the surface of the wall. The Purple Arrows identify an awkward transition from a downspout that appears to be undersized and connects to a larger downspout. This pipe appears to connect to something inside of the building, possibly a roof drain.



a.



b.



c.

Image a. - This image is an example of mortar joints that require re-pointing. **Image b.** - This image depicts a hose bib that appears to be a non-frost-free type fixture. This fixture has the potential to freeze and burst the pipes that are connected to it. **Image c.** - This image depicts exterior windows to the basement. Notice the amount of moisture on the brick, and on the asphalt adjacent to the window. The brick masonry needs to be re-pointed due to the amount and frequency it is exposed to either water and/or snow. The moisture visible in the image is from a rain gutter that is plugged and has overflowed. Water is entering the basement at this location. See Item A011: Basement.



a.



b.

Image a. - This image depicts a downspout draining directly to the foundation and missing a down spout extension which is required to drain water away from the building. **Image b. and Image c.** - Both images depict damaged downspouts which restricts the flow of water from the roof and leads to water overflowing the gutter at roof level and flowing down the face of the building. It is recommended that the downspouts be replaced in their entirety and be protected from the dumpsters.

Budgetary Estimate for Roof Gutter and Downspout Repairs: \$7,000.00 - \$10,000.00



c.

Item A004: Exterior Windows

Description:

The exterior windows are comprised of three window types. In the main auditorium space, the windows are a painted double hung wood window with wood sash and single pane glazing as well as (4) aluminum frame, single pane glazed windows. The aluminum windows were installed in the summer of 1972 and replaced much larger openings. The windows in the Club Room and basement are steel frame windows with an operable steel sash, with single pane, non-tempered glazing. Both the steel frame and wood windows are in poor condition. The wood frame, sash,

a.



b.



and sill of the wood windows are rotting, and are beyond the point of repair. The current window system is not energy efficient, and fails to meet current energy codes. Also of note, the sealant located at the jambs has lost its elasticity and should be replaced in its entirety. The sealant joint at the window sills is no longer in place and should be replaced.

**Recommendation A004:**

Replace all existing windows with new energy efficient double pane aluminum clad wood windows. These could be double-hung windows matching the historic quality of the original windows.

Budgetary Estimate: \$95,000.00

Image a. - This image depicts the existing aluminum windows circa 1972. **Image b.** - Existing singles pane wood framed window and sash. Notice deteriorating frame. **Image c.** - Depicts rotting wood frame and sill with joint sealant issues described above.

c.

Item A005: Exterior Building Doors & Storefront Systems

Description:

The front entry door is accessible but lacks an ADA operator. The ADA button at the Cody Club Room was inoperable and in need of repair. Also, the power actuated closer arm is less than 80" above the finished floor which constitutes a code compliance issue with respect to headroom.

The exit located in the southwest corner of the auditorium is inoperable and cannot be considered an exit for egress purposes at this time. This exit has a panic bar that is inoperable and the latch on the door frame is damaged, preventing the door from opening. In addition, the wooden frame is damaged, and the wood is rotting in several places.

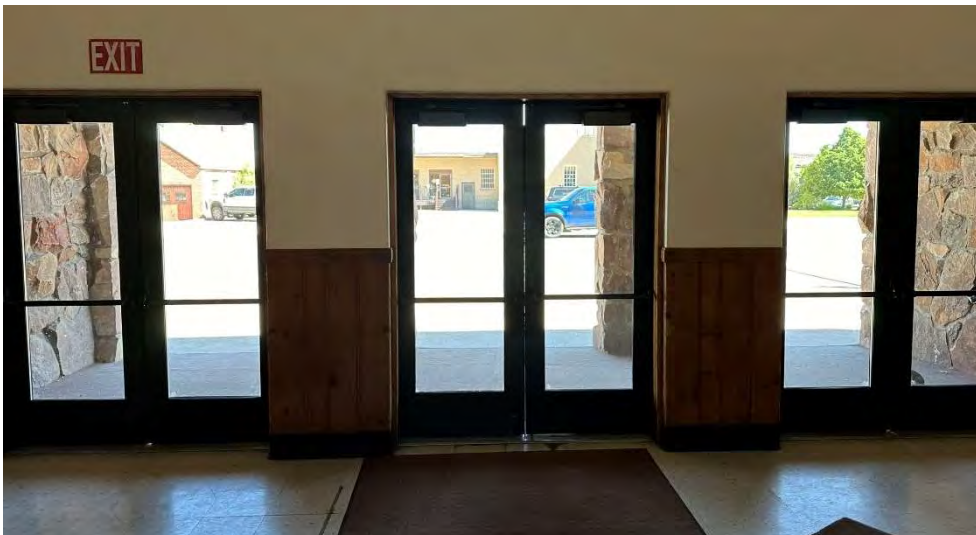
The hollow metal door and frame leading from the basement to the exterior of the building is in poor condition and does not close and seal properly. This should be replaced in its entirety with a new insulated steel door and frame.



a.



b.



c.



d.



e.



f.

Recommendation A005:

Fix ADA operator at the Cody Club Room. Recommend adding an operator at the main entrance as well. Replace existing damaged door with a new commercial grade door, frame, and hardware.

Budgetary Estimate: \$20,000.00

Image a. - This image depicts the existing steel door and frame leading from the basement to the exterior. **Image b.** - This image depicts the existing egress door leading from the auditorium to the exterior. This door is currently non-functional as described above. Notice

in the image, the door is prohibited from fully opening due to a pipe. **Image c.** - Depicts the existing aluminum storefront entrance doors. Doors do not contain hardware for accessible operation. **Image d.** - This image depicts a closer arm at 79" above finish floor. To comply with Code, the closer arm should be located at 80" above finish floor minimum. The pictured accessible door operator is non-functional and should be replaced. **Image e.** - Image e. depicts a damaged door frame, and damaged residential type hardware. Due to the condition of the door, frame, and hardware this door should be replaced in its entirety. **Image f.** - This image depicts the existing door at the Kitchen.

Item A006: Roof – Single Ply Membrane

Description:

The area of the roof is approximately 13,348 square feet, or 134 squares of roofing material. The existing roof system is a mechanically fastened Firestone Ultra-Ply 78 PVC membrane installed over 3 inches of polyisocyanurate insulation that is secured to a 1" thick wood plank roof deck.

The existing roof system was installed in May of 1992. The roof system had a 10-manufacturer warranty which expired in May of 2002.

With respect to the condition of the existing roof, Big Horn Roofing noted that several repairs had been made, and were visible in the valley areas. Heat welded patches had been attempted, but have since been repaired with varying peel and stick materials which indicates that the membrane is no longer in a "weldable" condition. As such, future repairs are limited.

The sealant at all roof top penetrations and at termination bars has deteriorated along with the mortar joints leaving multiple areas and/or places for water to enter the building.

It was also observed that all of the evaporative coolers were in service, and that the roof membrane and wall flashing were "pillowing" from positive pressure within the building.

Given the age of the roof (32 years old) the overall condition of the roof membrane, detail work, and attachments remain in reasonably good repair. It is anticipated that if there are no current roof leaks within the building, then it is reasonable to assume that the 3" of rigid insulation is breathing fairly well. Further investigation will be required at the time of roof replacement in order to inspect and/or evaluate the condition and continued effectiveness of the insulation.

Currently the roof as constructed does not have a roof coverboard. The coverboard is a protective layer between the roof membrane and the roof insulation. It adds a level of durability, such as improving impact resistance; acts as a thermal and fire barrier, and assists with the compatibility of adhesives. It is recommended that a ½" high-density polyisocyanurate roof cover board be added to the roof system upon replacement of the roof.

Recommendation A006:

Remove the existing roof system in its entirety and replace it with another mechanically fastened roof system/assembly that utilizes intermediate fastening for wall flashings to prevent wind loss.

Budgetary Estimate: \$ 200,220.00

(The budgetary estimate listed is for replacement of the roof membrane only.)



Aerial Photo of Cody Auditorium Roof.

Item A007: Interior Building Accessibility

Description:

The following building features need to be upgraded in order to be compliant with current accessibility standards:

1. No ADA access between the club room and the auditorium.
2. There are no ADA compliant bathrooms currently in the facility.
3. Code complaint issues with stairs within the facility.
4. The Cody Auditorium does not have an elevator which makes the Club Room, upper level, and the basement inaccessible and underutilized.
5. The main floor of the Cody Auditorium contains inadequate infrastructure for some of the events it hosts especially with respect to multiple vendors that require power connections. Power for these events consists of multiple electrical boxes connected to each other with a 1" diameter power cable. These boxes and cables are strung along the main floor of the auditorium and constitute a tripping hazard.
6. The building has a total occupant load of 1,249 persons which requires the following number of plumbing fixtures:
 - a. Plumbing Fixture Requirements (Men): (5) Water closets and (4) Lavatories
 - b. Plumbing Fixture Requirements (Women): (10) Water closets and (4) Lavatories
 - c. (3) Drinking Fountains
 - d. (1) Service Sink

Currently, there are a total of (9) water closets and (6) lavatories. of the (9) water closets, (4) are designated for women, (4) are designated for men and (1) is considered unisex.

Recommendation A007:

1. Provide an elevator that services between the club room and the auditorium on an adjoining wall. **Budgetary Estimate:** \$35,000-\$60,000 (depending on type)
2. Bathrooms need to be remodeled in their entirety and will need to expand into adjacent spaces in order to meet ADA accessibility standards, as well as implement additional fixtures in order to meet the code required fixture count for the building based on occupancy type.
3. **Budgetary Estimate:** \$240,000 (based on \$300/sf renovation costs – see attached estimate worksheet)
4. Rebuild handrails and wing walls to meet proper heights and handrail extensions.

Budgetary Estimate: \$15,000



Photo of non-ADA compliant bathroom stalls. See ADA diagrams attached herein.



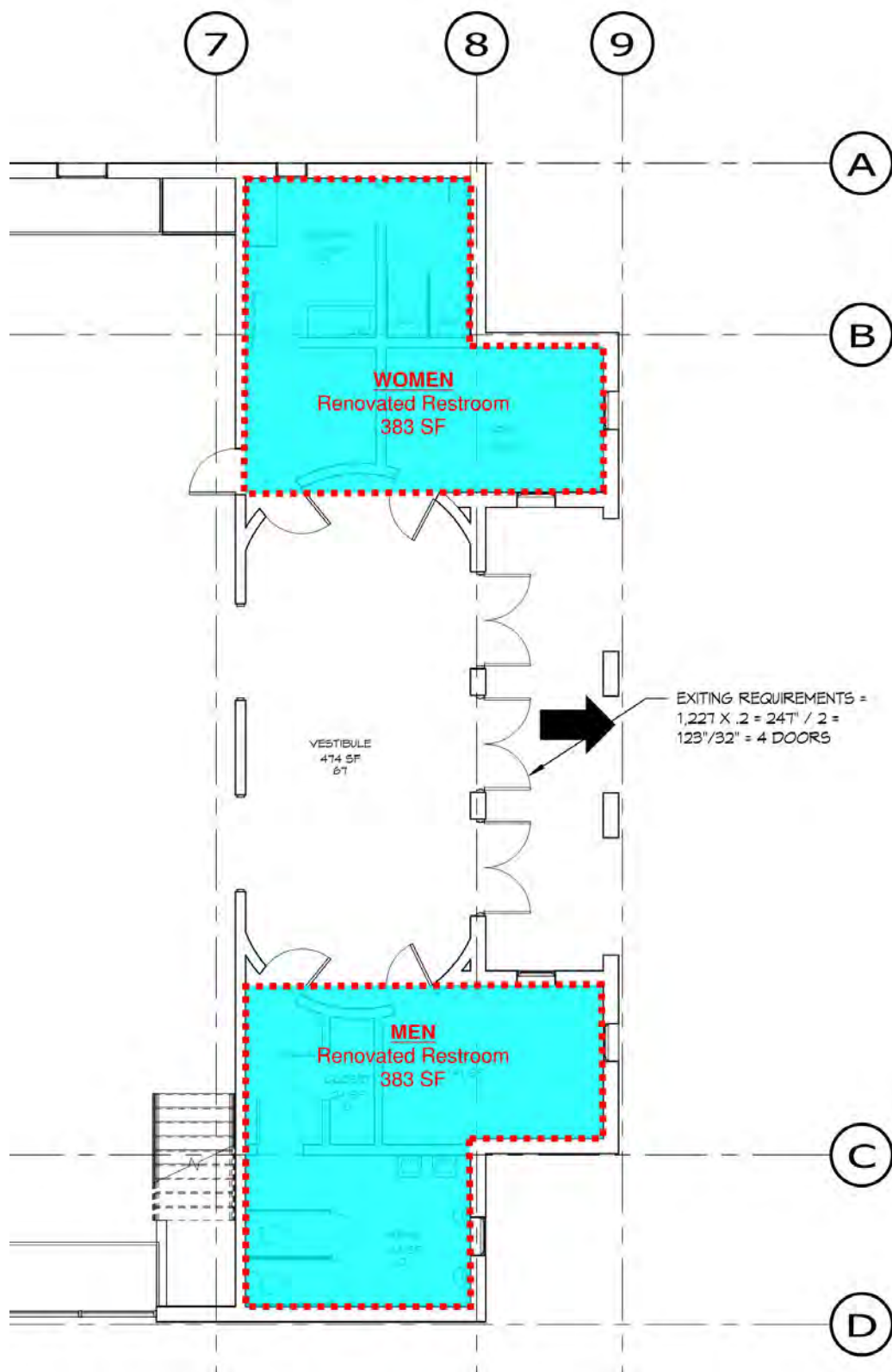
Photo of non-ADA compliant drinking fountain. See ADA diagrams attached herein.



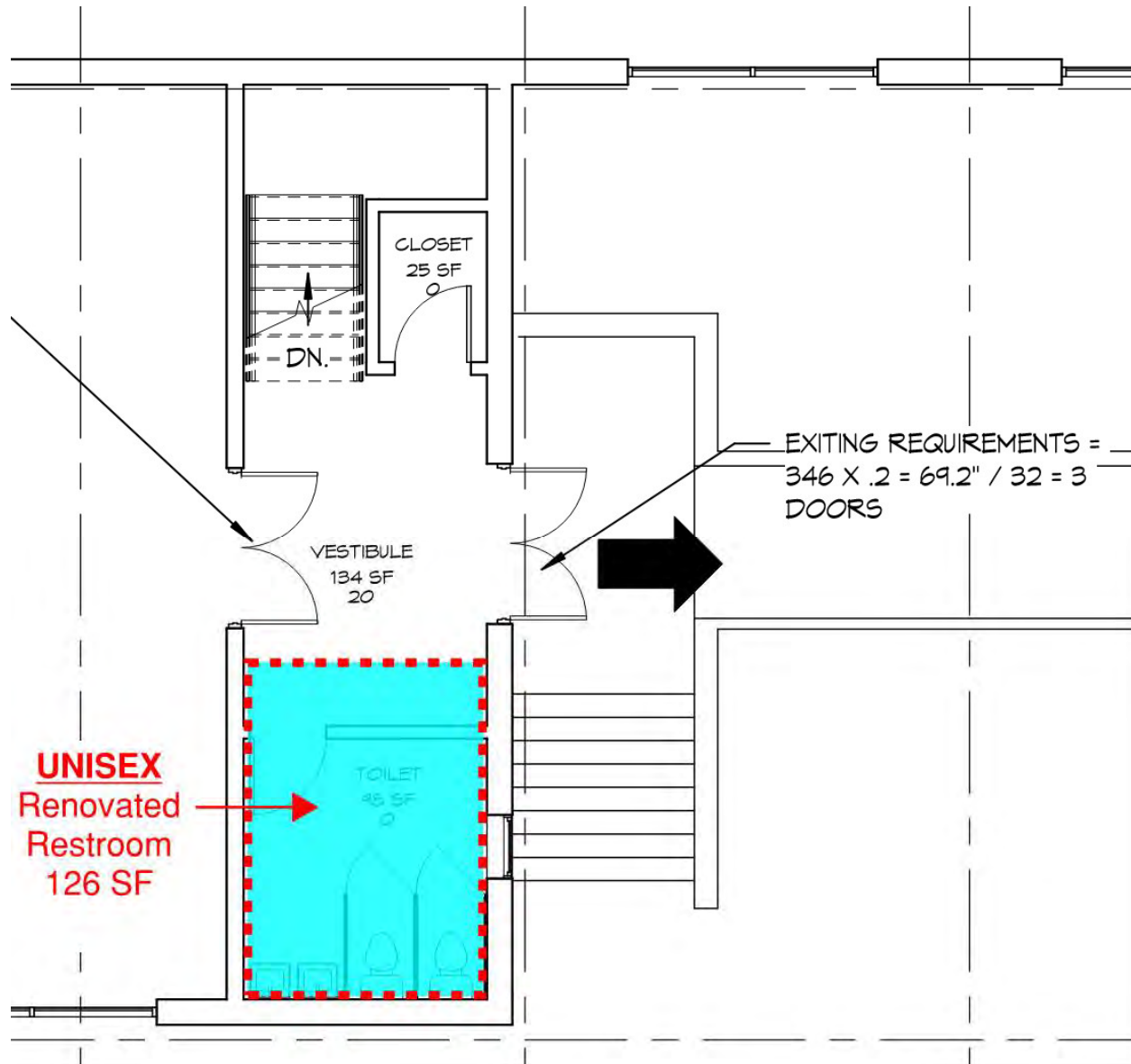
Photo of non-complaint height on wing walls at top of stairs. This requires a 42" top rail with a 36" high handrail.



Photo of incorrect height of handrails at stairs. This is required to be at 36" above the stair nosing.



Conceptual Diagram depicting women and men renovation space. These main-level restrooms require significantly more square footage for a full ADA restroom with the adequate number of toilet stalls.



This conceptual diagram depicts the existing toilet room in the club room. The existing space is not adequately sized for two toilets and would require additional space. The area depicted here would potentially allow for two ADA stalls.

Item A008: Commercial Kitchen

Description:

The kitchen appears to be adequate for its intended use from an equipment standpoint, but is fairly dated. The Owner has indicated that the kitchen is used more as a warming / catering kitchen, rather than a full-service commercial kitchen. It should be noted that (3) events utilize the kitchen in its full capacity.

The interior finishes need to be upgraded to repair cracks in the plaster ceiling, repair drainage issues (see mechanical and plumbing narrative.), replace failing floor covering, and upgrade casework. Also of note, the floor structure in the kitchen may require repair due to water and/or other damage.

Recommendation A008:

Remodel the kitchen in its entirety to address the issues noted above and to function as a modern catering kitchen in lieu of a full-service commercial kitchen.

Budgetary Estimate: \$ 20,000.00 – \$90,000.00



Photo of kitchen and equipment looking east.



Photo of kitchen floor at sink. Note the floor finish is showing signs of water and other damage.



Enlarged photograph of damage to the kitchen flooring. Note the areas where the linoleum is missing exposing the sub-floor below as well as areas where the flooring material has bubbled due to water intrusion and other damage. This location also presents a tripping hazard.

Item A009: Interior Finishes**Description:**

The primary interior finishes are acceptable but show their age. The existing wood floor in the auditorium space needs to be replaced as it has been sanded and re-finished multiple times, thus exposing the fasteners in multiple locations. It is also believed that the hardwood floor is original to the building making it an 83-year-old floor. Other floor finishes are deteriorating and possibly contain asbestos. Much of the ceiling is showing signs of deterioration and staining of tiles, pointing to a roof leak or water infiltration. The flooring in the kitchen is in disrepair and has significant cracks developing. The flooring in the basement and bathroom appears to be asbestos-containing tiles.

Recommendation A009:

A general aesthetic upgrade could be performed to bring the building up to date. New finishes such as Paint, LVT, and Acoustical Ceiling Grid and Tile are some of the recommended finishes that would benefit the facility, modernize its appearance and provide better protection from daily wear. Because of the wide variety and quality between finishes, the pricing can vary greatly, especially depending on the extent of replacement.

Budgetary Estimate: \$20,000 - \$150,000



Photo of exposed fasteners in the main auditorium floor.



Photo of existing / original vinyl composition tile floor. This is an example of a floor finish material that may contain asbestos. It is also possible that the flooring mastic may contain asbestos as well.

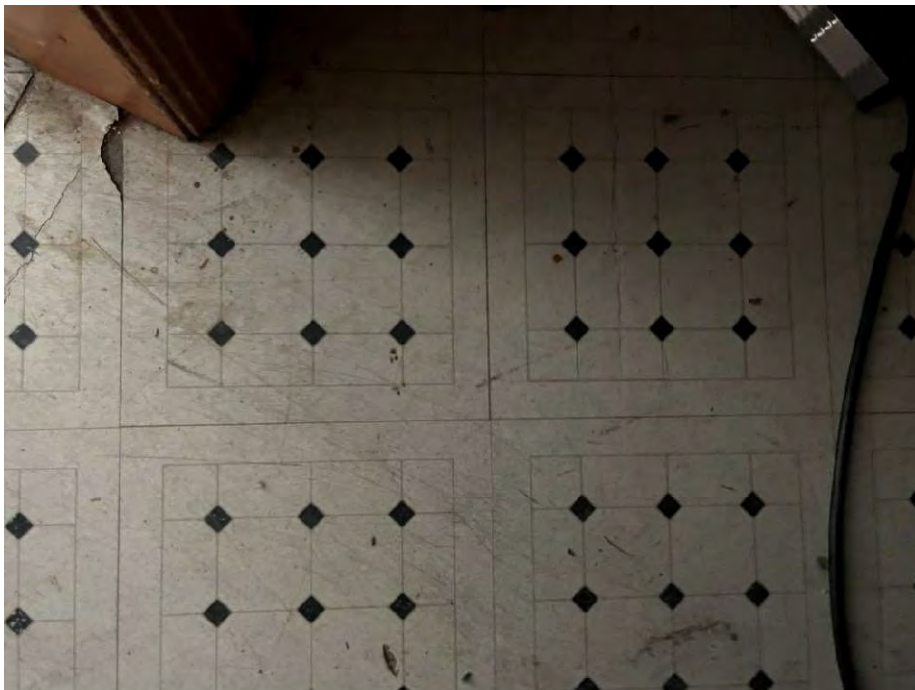


Photo of damage to linoleum floor with the original vinyl composition floor tile below.



Photo of existing ceiling in club room. Stained and misshaped ceiling tiles are an indication of water damage and infiltration.



Photo of existing wall paneling in auditorium with deteriorating paneling.



Photo of deteriorating flooring in bathroom, which appears to be asbestos containing tile / mastic.

Cody Auditorium

Facility Condition Assessment | August 20, 2024



Photo of existing stage and open area. The stage rigging and curtain system is in disrepair and in need of replacement. The current A/V system is also dated and likely will need replaced, dependent on the event taking place.



Photo of side of auditorium space with existing built-in table and chair storage beneath the windows.

Item A010: Auditorium Space**Description:**

The main floor of the Cody Auditorium contains inadequate infrastructure for some of the events it hosts especially with respect to multiple vendors. Power for these events consists of multiple electrical boxes connected to each other with a 1" diameter power cable. These boxes and cables are strung along the main floor of the auditorium as shown below to deliver power to the vendors of a particular event.

The boxes and cords are a tripping hazard and are not compliant with ADA Accessibility Standards as the change in elevation is greater than 1/2". Also of note would be the number of cords a person would be required to navigate.

Doors, windows, wall finishes, ceilings, lights, hardwood floor, stage and associated sound and lighting systems and general finishes have exceeded their lifespan and are due to be replaced.

Recommendation A010:

As the space under the main auditorium floor is a crawlspace; floor boxes can easily be placed, and recessed within the floor in a pattern that would cater to the needs of the City of Cody and prospective vendors as part of an electrical upgrade. See electrical engineers report.

See Item 009: Interior Finishes for recommendations. Make necessary ADA Accessibility Upgrades, and replace doors and windows as identified in this report. See the attached M/E/P sections of this document for further recommendation.



Photo of cable and floor boxes.



Photo of cable and floor boxes extended across auditorium floor.

Budgetary Estimate: N/A – See Electrical Investigation Report.

Item A011: Basement

Description:

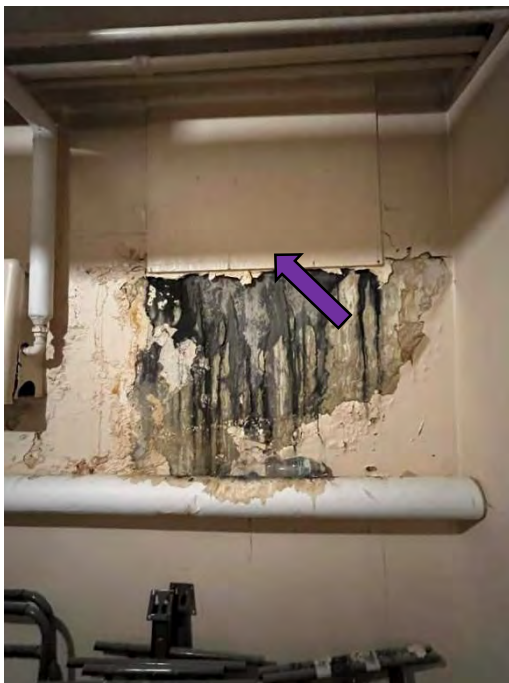
The images below depict water infiltration into the basement at the exterior windows depicted and described in Item A003.

As mentioned in the Executive Summary, the space under the 'Club Room' has been converted into a warren of separate rooms and offices, the result of the space being leased to various tenants in years past and is currently underutilized. In addition to the above, the Basement is also not accessible.

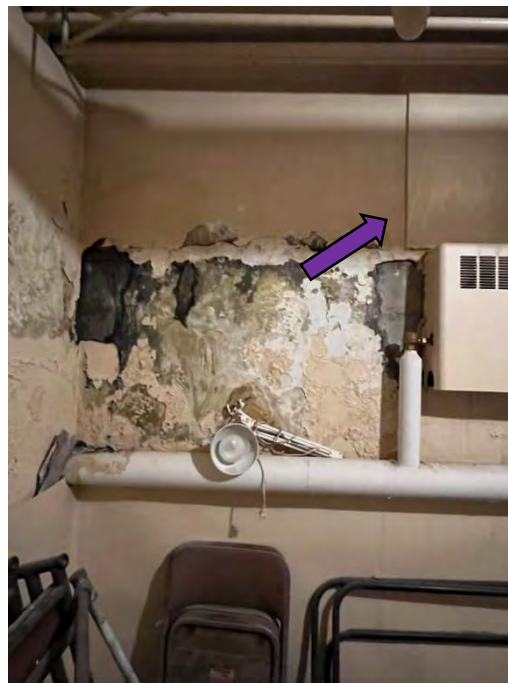
Recommendation A011:

As per Item A003, replace the gutters and downspouts in their entirety. Provide downspout extensions to divert water away from the exterior of the building. In addition, repave and slope the alley to drain toward the center line of the alley, thus encouraging water to drain away from the building.

In order to have a functional and usable space, the basement should be remodeled in its entirety. The first step would be to provide ADA access by means of an elevator, followed up by removing the existing partitions in their entirety and layout new spaces in a configuration, fit and finish that would benefit both the public and the City of Cody. Repair work to areas of the basement where evidence of water infiltration has occurred due to the existing condition of the roof gutters and downspouts would be further investigated and repaired; and the existing windows would be replaced with new modern functional windows.



a.



b.



c.

Image a. and Image b. – Both images depict water infiltration into the building at the exterior windows in the alley as shown and described in Item A003. Note in both images, that the windows are covered with plywood and are identified with a Purple arrow. **Image c.** - This image depicts damage to the ceiling in the mechanical room. The finish is in the process of peeling and it appears that portions of the ceiling have fallen as identified by the Purple arrow above.

Budgetary Estimate: \$80,000 - \$110,000

The City of Cody
The Cody Auditorium

3. CODE EVALUATION



2021 IBC Code Review Summary

The existing building is a single-story (with basement and mezzanine) structure. There is a second-floor level with a smaller Club Room (banquet), kitchen, and entry that is the same finish floor elevation as the stage in the main auditorium.

The original building was designed as a high school multipurpose gymnasium with a stage. The occupancy requirements when it was constructed was a different occupant load than is currently used. The following code specific noted apply to this facility.

- The building is Type V-B, non-rated construction.
- The building consists of a total square footage of 18,574 square feet. The main floor's square footage is 11,880 with a code allowable of 24,000 square feet per floor.
COMPLIES
- The primary occupancy is A-2, Assembly, with a total occupant load of 1,249 occupants, based on Table 1004.5 (see attached) concentrated use.
- The exiting in the building is deficient for the occupant load determined, based on existing widths for the primary spaces.
- The main auditorium north entry complies with the existing width; however, the occupant load requires 3 exit locations, each allowing for 4 ADA complying doors. The 3 exit locations must be distributed around the space equal to half the diagonal distance. The existing exit locations do comply with the distribution, not just the width of the doors. What could be considered the third required exit through the Club Room does not meet the stair or door width. Additionally, the doors in that location do not swing in the correct direction.
- The smaller Club Room does require a second exit, and the doors between the main auditorium and the Club Room could be used, however, these doors should be considered the third required exit from the main auditorium.
- The number of plumbing fixtures for the occupant load is deficient as well. The existing toilet rooms do not meet modern accessible requirements outlined in either the 2010 Americans with Disabilities Act or ANSI 117 codes.

See attached Code Evaluation Sheets CR1.1 & CR1.2

**TABLE 1004.5
MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT**

FUNCTION OF SPACE	OCCUPANT LOAD FACTOR^a
Accessory storage areas, mechanical equipment room	300 gross
Agricultural building	300 gross
Aircraft hangars	500 gross
Airport terminal	
Baggage claim	20 gross
Baggage handling	300 gross
Concourse	100 gross
Waiting areas	15 gross
Assembly	
Gaming floors (keno, slots, etc.)	11 gross
Exhibit gallery and museum	30 net
Assembly with fixed seats	See Section 1004.6
Assembly without fixed seats	
Concentrated (chairs only—not fixed)	7 net
Standing space	5 net
Unconcentrated (tables and chairs)	15 net
Bowling centers, allow 5 persons for each lane including 15 feet of runway, and for additional areas	7 net
Business areas	150 gross
Concentrated business use areas	See Section 1004.8
Courtrooms—other than fixed seating areas	40 net
Day care	35 net
Dormitories	50 gross
Educational	
Classroom area	20 net
Shops and other vocational room areas	50 net
Exercise rooms	50 gross
Group H-5 fabrication and manufacturing areas	200 gross
Industrial areas	100 gross
Institutional areas	
Inpatient treatment areas	240 gross
Outpatient areas	100 gross
Sleeping areas	120 gross
Kitchens, commercial	200 gross
Library	
Reading rooms	50 net
Stack area	100 gross
Locker rooms	50 gross
Mall buildings—covered and open	See Section 402.8.2
Mercantile	60 gross
Storage, stock, shipping areas	300 gross
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools	
Rink and pool	50 gross
Decks	15 gross
Stages and platforms	15 net
Warehouses	500 gross

For SI: 1 foot = 304.8 mm, 1 square foot = 0.0929 m².

a. Floor area in square feet per occupant.



1 BASEMENT
CR1.1 1/8" = 1'-0"

IBC 2021 - GENERAL CODE REQUIREMENTS
NEW CONSTRUCTION

PROJECT NUMBER: 2439	BUILDING CODE APPLICABLE: 2021 IBC
PROJECT NAME: CODY AUDITORIUM	
LOCATION: 1240 BECK AVENUE, CODY, WY 82414	
LOCAL ZONING: N/A	
DESCRIPTION: N/A	
OCCUPANCY: A-2	
TYPE OF CONSTRUCTION: V-B	

OCCUPANT LOAD FACTORS

CIRCULATION	0
TOILETS	0
ASSEMBLY:	7
KITCHEN:	200
STORAGE:	300
MEP:	300
OFFICE:	100
STAGE:	15
LOBBY:	7

ACTUAL OCCUPANT LOADS

BASEMENT OCCUPANT LOAD	= 16
1ST FLOOR OCCUPANT LOAD	= 1,227
SECOND FLOOR OCCUPANT LOAD	= 6
TOTAL OCCUPANT LOAD	= 1,249

LEGEND		PLUMBING REQUIREMENTS (CHAPTER 29, TABLE 2902.1) ASSEMBLY OCCUPANCIES			
COMMON PATH OF TRAVEL		OCCUPANT LOAD		REQUIRED	PROVIDED
EGRESS/EXIT				MALE/FEMALE	MALE/FEMALE
		WATER CLOSETS (1:125 MALE, 1:65 FEMALE)		625	5 10 4 7
		SINKS (1:200)		625	3 3 3 6
		NOTE: BOTH TOILET ROOMS IN THE CLUB ROOM ARE INCLUDED IN THE FIXTURE COUNT FOR FEMALE.			
		FIXTURE COUNTS ARE DEFICIENT CURRENTLY			
CODE REFERENCE		MAIN LEVEL		CORRIDORS (SECTION 709.1, 1018.1)	
ALLOWABLE AREA (SEPARATE OCCUPANCY) (SECTION 503 & TABLE 503)				REQUIRED FIRE-RESISTANCE RATING (SECTION 1018.1 & TABLE 1018.1)	
BASE ALLOWABLE AREA (PER FLOOR) PER A-2 (SECTION 506.1)		24,000 SF		MINIMUM CLEAR WIDTH (SECTION 1018.2, 1005.1)	
MAXIMUM AREA (ALLOWABLE AREA OF 1ST FLR x STORIES) PER 1006.4.1-1.2.3		24,000 SF		EXITS (SECTION 1005.1, TABLE 1005.1, SECTION 1021.2 & TABLE 1021.2)	
UNLIMITED AREA BUILDING (SECTION 507)		NO		AUTOMATIC SPRINKLER SYSTEMS (SECTION 903.3)	
SPECIAL PROVISION (SECTION 509)		N/A		FIRE PROTECTION SYSTEMS	
ACTUAL AREA		11,880 SF		FIRE SPRINKLER SYSTEM: ☒ YES ☐ NO	
ALLOWABLE HEIGHT (SECTION 503.504 & TABLE 503)		HEIGHT / STORIES		FIRE ALARM SYSTEM: ☒ YES ☐ NO	
NUMBER OF ALLOWABLE STORIES		2		CONSTRUCTION CLASSIFICATION (SECTION 602 & TABLE 601)	
ALLOWABLE HEIGHT		60 FT.		FIRE-RESISTANCE RATING - BUILDING ELEMENTS (TABLE 601)	
MEANS OF EGRESS (SECTION 1003)		1249		STRUCT FRAME, INCLUDING COLS, GIRDERS & TRUSSES	
EGRESS WIDTH (SECTION 1006.1)		2 STORY - 35 FEET		BEARING WALLS, EXTERIOR	
STAIRWAY WIDTH PER OCCUPANT		0.3"		BEARING WALLS, INTERIOR	
STAIRWAY WIDTH REQUIRED		0.3"		NONBEARING WALLS, EXTERIOR	
STAIRWAY WIDTH PROVIDED		0.3"		NONBEARING WALLS, INTERIOR	
OTHER EGRESS COMPONENT WIDTH PER OCCUPANT		0.20"		FLOOR CONST INCLUDING SUPPORT BEAMS AND JOISTS	
				ROOF CONST INCLUDING SUPPORT BEAMS AND JOISTS	

GOVERNING CODES

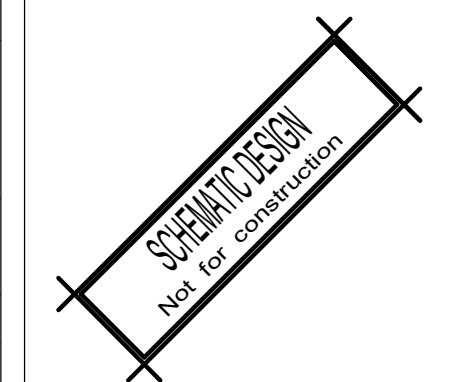
BUILDING:	2021 IBC
LIFE SAFETY:	2021 IBC
HVAC:	2021 IMC
PLUMBING:	2021 IPC
ELECTRICAL:	2023 NEC
VOLUNTARY COMPLIANCE WITH MODEL ENERGY CODE ANSI A117.1	

FIRE-RESISTANCE RATING - FIRE SEPARATION DIST		REQUIRED RATING	
(TABLE 601)			
< 5' (PARAPET REQUIRED PER SECTION 704.11.1)		1 HOUR	
>= 5' AND < 10'		1 HOUR	
>= 10' AND < 30'		0 HOUR	
>= 30'		0 HOUR	

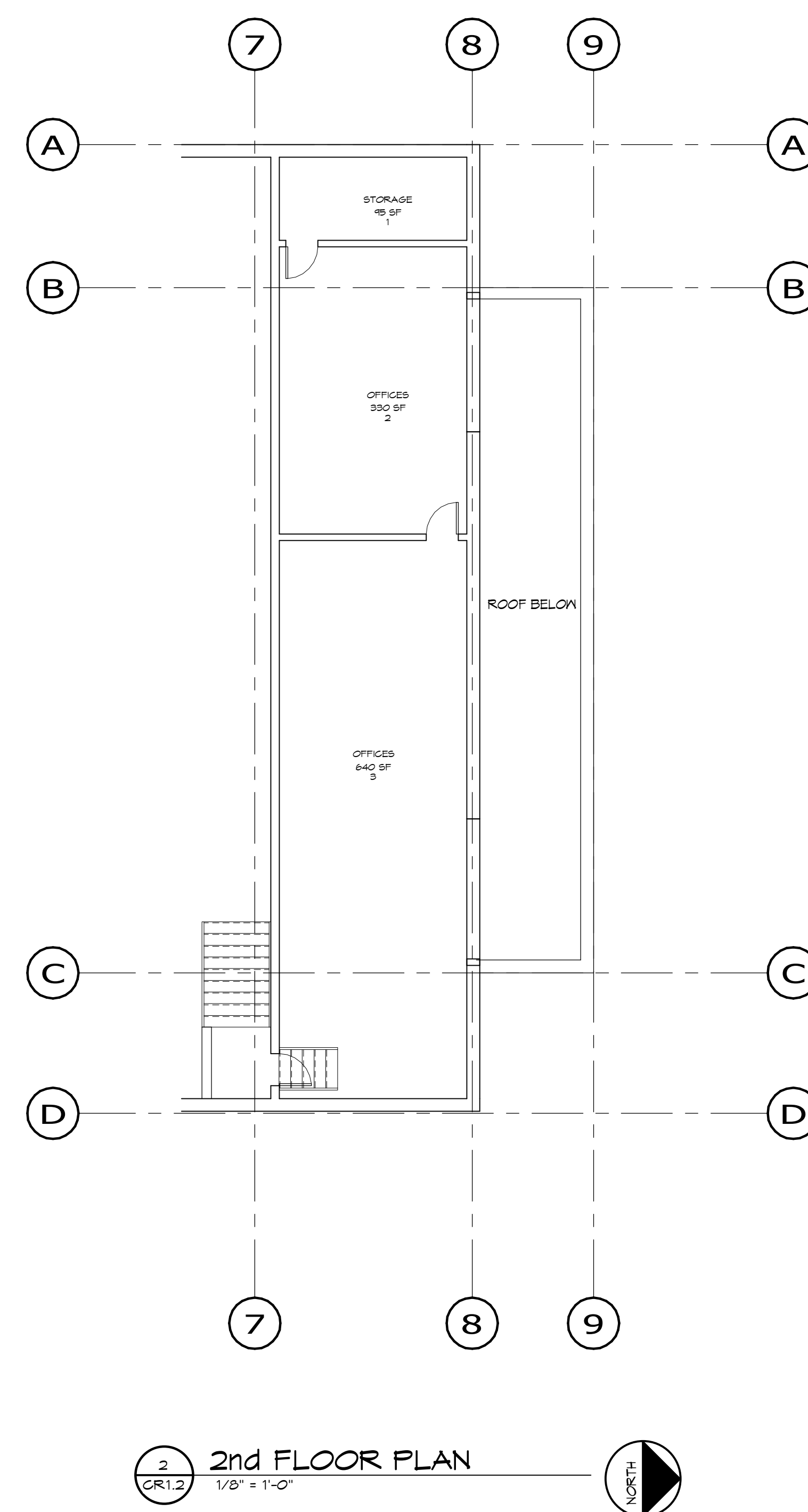
CITY OF CODY
CODY AUDITORIUM
PLAN ONE / ARCHITECTS



ARCHITECTS



project:	2429
date:	07/01/2024
revisions:	
CR1.1	



**CITY OF CODY
CODY AUDITORIUM
PLAN ONE / ARCHITECTS**

cody, wyoming, 225 w. vellosone ave., suite 4, 82414 | 307) 587-8646 — rock springs, wyoming, 4020 dewar dr., suite a, 82901 | 307) 352-2954 — cheyenne, wyoming, 325 west 18th st., suite #3, 82002 | 307) 514-4575 —



CORDERS (SECTION 1018.1)				
REQUIRED FIRE-RESISTANCE RATING (SECTION 1018.1 & TABLE 1018.1)		0.0-HOUR		
MINIMUM CLEAR WIDTH (SECTION 1018.2, 1005.1)		44" OR PER 1005.1		
EXITS (SECTION 1020.1, TABLE 1020.1, SECTION 1021.2 & TABLE 1021.2)		REQD. 3 ACTUAL 3		
AUTOMATIC SPRINKLER SYSTEMS (SECTION 903.3)		FULLY SPRINKLERED		
FIRE PROTECTION SYSTEMS				
FIRE SPRINKLER SYSTEM: ☐ X YES ☐ NO FIRE ALARM SYSTEM: ☐ X YES ☐ NO				
CONSTRUCTION CLASSIFICATION (SECTION 902 & TABLE 901)		TYPE V-B		
FIRE RESISTANCE RATING - BUILDING ELEMENTS (TABLE 901)		REQUIRED RATING UL LISTING		
STRUCT FRAME, INCLUDING COLS, GIRDERS & TRUSSES		0 HOUR		
BEARING WALLS, EXTERIOR		0 HOUR (SEE DWGS)		
BEARING WALLS, INTERIOR		0 HOUR (SEE DWGS)		
NONBEARING WALLS, EXTERIOR		0 HOUR		
NONBEARING WALLS, INTERIOR		0 HOUR		
FLOOR CONST INCLUDING SUPPORT BEAMS AND JOISTS		0 HOUR (SEE DWGS)		
ROOF CONST INCLUDING SUPPORT BEAMS AND JOISTS		0 HR / CLASS A (SEE DWGS)		

GOVERNING CODES		
BUILDING:	2021 IBC	
LIFE SAFETY:	2021 IBC	
HVAC:	2021 IMC	
PLUMBING:	2021 IPC	
ELECTRICAL:	2023 NEC	
VOLUNTARY COMPLIANCE WITH MODEL ENERGY CODE ANSI A117.1		

FIRE-RESISTANCE RATING - FIRE SEPARATION DIST (TABLE 602)	REQUIRED RATING	
< 5' (PARAPET REQUIRED PER SECTION 704.11.1)	1 HOUR	
>= 5' AND < 10'	1 HOUR	
>= 10' AND < 30'	0 HOUR	
>= 30'	0 HOUR	

IBC 2021 - GENERAL CODE REQUIREMENTS NEW CONSTRUCTION	
PROJECT NUMBER: 2439	BUILDING CODE APPLICABLE: 2021 IBC
PROJECT NAME: CODY AUDITORIUM	
LOCATION: 1240 BECK AVENUE, CODY, WY 82414	
LOCAL ZONING: N/A	
DESCRIPTION: N/A	
OCCUPANCY: A-2	
TYPE OF CONSTRUCTION: V-B	
OCCUPANT LOAD FACTORS	ACTUAL OCCUPANT LOADS
CIRCULATION _____ 0 TOILETS _____ 0 ASSEMBLY: _____ 7 KITCHEN: _____ 200 STORAGE: _____ 300 MEP: _____ 300 OFFICE: _____ 100 STAGE: _____ 15 LOBBY: _____ 7	BASEMENT OCCUPANT LOAD = 16 1ST FLOOR OCCUPANT LOAD = 1,227 SECOND FLOOR OCCUPANT LOAD = 6 <u>TOTAL OCCUPANT LOAD = 1,249</u>

CODE REFERENCE	MAIN LEVEL	
ALLOWABLE AREA (SEPARATE OCCUPANCY) (SECTION 903 & TABLE 503)		
BASE ALLOWABLE AREA (PER FLOOR) PER A-2 (SECTION 906.1)	24,000 SF	
MAXIMUM AREA [ALLOWABLE AREA OF 1ST FLR x STORIES] (SECTION 906.4 1-1.2.3)	24,000 SF	
UNLIMITED AREA BUILDING SPECIAL PROVISION (SECTION 507) (SECTION 509)	NO N/A	
ACTUAL AREA	11,880 SF	5,617 BASEMENT + 11,880 1ST + 1,080 2ND = 18,574 SF
ALLOWABLE HEIGHT (SECTION 903.504 & TABLE 503)	HEIGHT / STORIES	
NUMBER OF ALLOWABLE STORIES	2	
ALLOWABLE HEIGHT	60 FT.	2 STORY - 35 FEET
MEANS OF EGRESS (SECTION 1003)		
DESIGN OCCUPANT LOAD (SECTION 1004.1)	1249	
EGRESS WIDTH (SECTION 1006.1)		
STAIRWAY WIDTH PER OCCUPANT	0.3"	
STAIRWAY WIDTH REQUIRED	0.3"	
STAIRWAY WIDTH PROVIDED	0.3"	
OTHER EGRESS COMPONENT WIDTH PER OCCUPANT	0.20"	

CORDERS (SECTION 1018.1)				
REQUIRED FIRE-RESISTANCE RATING (SECTION 1018.1 & TABLE 1018.1)		0.0-HOUR		
MINIMUM CLEAR WIDTH (SECTION 1018.2, 1005.1)		44" OR PER 1005.1		
EXITS (SECTION 1020.1, TABLE 1020.1, SECTION 1021.2 & TABLE 1021.2)		REQD. 3 ACTUAL 3		
AUTOMATIC SPRINKLER SYSTEMS (SECTION 903.3)		FULLY SPRINKLERED		
FIRE PROTECTION SYSTEMS				
FIRE SPRINKLER SYSTEM: ☐ X YES ☐ NO FIRE ALARM SYSTEM: ☐ X YES ☐ NO				
CONSTRUCTION CLASSIFICATION (SECTION 902 & TABLE 901)		TYPE V-B		
FIRE RESISTANCE RATING - BUILDING ELEMENTS (TABLE 901)		REQUIRED RATING UL LISTING		
STRUCT FRAME, INCLUDING COLS, GIRDERS & TRUSSES		0 HOUR		
BEARING WALLS, EXTERIOR		0 HOUR (SEE DWGS)		
BEARING WALLS, INTERIOR		0 HOUR (SEE DWGS)		
NONBEARING WALLS, EXTERIOR		0 HOUR		
NONBEARING WALLS, INTERIOR		0 HOUR		
FLOOR CONST INCLUDING SUPPORT BEAMS AND JOISTS		0 HOUR (SEE DWGS)		
ROOF CONST INCLUDING SUPPORT BEAMS AND JOISTS		0 HR / CLASS A (SEE DWGS)		

P1
PLAN
plan one / architects

ARCHITECTS

The professional services of the architect are undertaken by, and are performed in the interest of, City of Cody. No contractual obligation is assumed by the architect for the benefit of any other person involved in the contract.

project:	2429
date:	07/01/2024
revisions:	

CR1.2

The City of Cody
The Cody Auditorium

4. STRUCTURAL EVALUATION



**City of Cody, Wyoming
Facility Condition Assessment
Cody Auditorium
Structural Assessment**

INTRODUCTION

In general, the building is in relatively good condition considering its age, and is currently well maintained. With continued proper care, the life of the structure can continue to be extended under normal loading conditions.

The following section documents these visual observations of the accessible building components during the visit to the site, and provides the opinions of the structural condition of the building:

STRUCTURAL OBSERVATIONS OF EXISTING CONSTRUCTION

The structure of the building consists of wood framed roof on glu-lam curved beam frames with triple-wythe brick bearing walls with wood framed floor framing sitting on concrete / brick foundation walls. The building element descriptions of conditions below are primarily based on observations of structural elements exposed to view during the site visit on May 3, 2024.



FOUNDATION & BASEMENT LEVEL

Descriptions & Conditions:

Item S1 - Foundation Walls: The exterior foundation walls appear to be concrete and some locations of masonry, which is likely original to the building. The walls, though much of the wall is below subgrade, appear to be in relatively good condition, with minimal cracking or deterioration where observed at the basement level

Item S2 - Footings: Footings under foundation wall were concealed and not observed at the time of the site visit. It is believed that the foundation system for the structure is currently adequate, for normal loading conditions. No notable settlement or foundation wall cracking was observed in the building.

Item S3 – Slab on Grade: The basement floors consist of a concrete slab on grade. The slab shows minimal signs of deterioration or settling and is in relatively good condition throughout the building.

Recommendations: Existing foundation systems appear to be holding up well and should continue to serve the building for the foreseeable future.

ROOF LEVEL

Description & Condition:

Item S4 – Roof Framing: The roof framing system of the original building appears to be wood framed dimensional lumber spanning between glu-lam curved roof beams and exterior masonry walls. It appears to be adequate to support the loads it has experienced in its lifetime.

Recommendations: Existing roof framing system appears to be holding up well and should continue to serve the building for the foreseeable future.

FLOOR FRAMING

Description & Condition:

Item S5 – Floor Framing: The floor framing system of the original building appears to be wood framed dimensional lumber spanning between wood floor beams and exterior foundation walls. It appears to be adequate to support the loads it has experienced in its lifetime.

Recommendations: Existing floor framing system appears to be holding up well and should continue to serve the building for the foreseeable future.

BEARING AND SHEAR WALLS

Description & Condition: Exterior Walls:

Item S6 – Exterior Walls: The exterior walls of the building appear to consist of triple-wythe brick wall with stone wainscot. Generally speaking, the existing condition of the brick and exposed mortared joints appears to be relatively sound with only a few minor cracks and deterioration of specific locations were observed. None require concern for structural stability. It also appears there have been previous repointing done in select areas that appear to be holding up well.

Recommendations: The exterior walls will need future repointing of key areas of the wall to ensure longevity of the building exterior. These areas are shown in the photos below at specific locations.

EXTERIOR SITE ITEMS

Description & Condition: Exterior Slabs:

Item S7 – Exterior Slabs: The exterior slabs appear to be generally in good shape. Some locations along the west side are showing signs of spalling and some slight settling at select locations

Recommendations: Select locations of uneven slab should be ground down or replaced to avoid tripping hazards. Monitor future spalling of slab to ensure it does not compromise integrity of slab.

STRUCTURAL EVALUATION PHOTOS



View of perimeter foundation walls (Items S1 & S2).



View of slab on grade (Item S3).



View of curved glu-lam beams (Item S4).



View of roof framing and decking (Item S4).



View of floor framing on footers (Item S5).



View existing Cody cobbles soils (Item S5).



View of deteriorating grout (Item S6).



View of deteriorating grout (Item S6).



View of uneven sidewalk and spalling (item S7).

The City of Cody
The Cody Auditorium

5. MECHANICAL & ELECTRICAL EVALUATION



Cody Auditorium

MECHANICAL AND ELECTRICAL INVESTIGATION REPORT

May 2024

ACE Job # 20BL5978



Facility Summary

The Cody Auditorium was built around 1941 (currently 83 years old). The facility houses a meeting hall, a commercial kitchen, a “club room”, storage areas, rest rooms, etc. The main floor is approximately 12,600 SF. There is a partial basement of approximately 6,000 SF of the main level and a small mezzanine of approximately 960 SF.

Space	Sq. FT
Basement	5560
Club Room	1600
Kitchen	483
Auditorium	7700
Foyer/entry/RR (2)	1575
Mezzanine	1065
Total	17,983

Owner:

City of Cody, Wyoming

Site Inspection

A site inspection was conducted May of 2024. The inspection was conducted by ACE representatives, Todd Meling and Bruce Hill.

History

The facility was built around 1941. Major renovations are noted as follows:

1960: The Dance and Banquet Room was remodeled into the “Club Room.”

1998: Boiler Plant Replacement

2022: Fire Sprinkler System Addition

Report Abbreviations

Throughout the report the following abbreviations are utilized for brevity to keep report length shortened

IBC: International Building Code

IMC: International Mechanical Code

IPC: International Plumbing Code

IFC: International Fire Code

IECC: International Energy Conservation Code

NEC: National Electrical Code

NFPA: National Fire Protection Association

IECC: International Energy Conservation Code

GFCI: Ground Fault Circuit Interrupting

TBB: Telephone Back Board

CCTV: Closed Circuit Television

MECHANICAL INVESTIGATION REPORT – CODY AUDITORIUM

Organization of Report:

The mechanical report is organized into two sections, the first section includes mechanical infrastructure. The first section titled “Mechanical Infrastructure” includes the boiler plant and the domestic hot water system.

The “Mechanical Analysis – Individual Areas” sections examines the facility by area and focuses on the specific mechanical devices serving the rooms and spaces of each building area. Throughout the report references are made to specific code sections that apply. Code abbreviations (e.g. IBC, IMC, UPC, and IFC) are used for brevity. Refer to the list of codes in the report introduction to understand each abbreviation.

Mechanical systems inspected include the following:

- Heating Ventilation and Air Conditioning (HVAC) systems.
- Temperature controls
- Plumbing systems including domestic water heating equipment, water and sewer.
- Fire Protection Systems

MECHANICAL ANALYSIS - INFRASTRUCTURE:

MI001 Central Heating and Cooling Plants

Description:

The HVAC system throughout the building consists of one central heating and ventilating unit that serves the original main hall, roof mounted evaporative “swamp” coolers, a kitchen hood with wall mounted exhaust fan, a boiler plant and many radiators with associated steam and condensate piping.

The heating plant consists of one low pressure (9psi) steam boiler located in a basement boiler room. The boiler provides heating water to radiators, a heating and ventilating unit, cabinet unit heaters and unit heaters.

The existing single atmospheric boiler is natural gas fired. The Weil-McLain brand boiler has a 1560 MBH input rating. The model is LGB-13. The age of the boiler is currently 26 years old, and was installed in 1998. There is no redundancy in the boiler plant. If the boiler is down due to a maintenance outage or other reasons, there is no heat to the building. This could quickly lead to an emergency situation with the potential to freeze the plumbing and fire suppression systems in the facility.

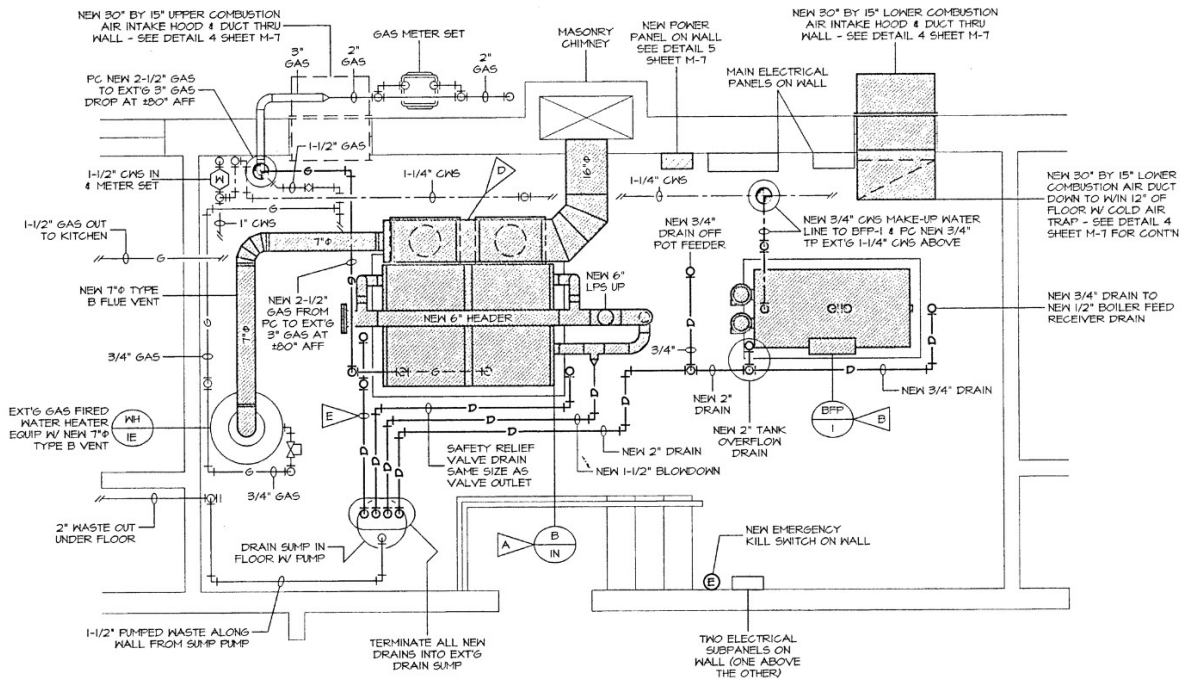
A condensate return system/pump/deaerator is installed (Shipco model CS-B) is in fair condition and due for replacement. It was installed in 1998.

An emergency boiler shut down switch is provided in the boiler room.

Venting: The boiler is vented up into a brick chimney. The chimney is not lined. This is currently required by code.

Combustion Air: Combustion air is provided by a pair of intake hoods in the exterior wall of the boiler room. One of the hoods is ducted to 12” above the floor with an “anti-dump” termination box. The second hood comes in within 12” of the ceiling and is open to the room. At the time of the inspection, one of the openings was blocked off entirely and the second was 90% blocked. This style of combustion air opening can lead to very cold boiler rooms that can lead to discomfort and potentially frozen water pipes. As a result, these openings are frequently blocked. However, lack of combustion air can be a serious safety

Emergency shut down. An emergency shut down switch is provided at the boiler room exit and appears to be code compliant.



Provide a backflow preventer to ensure compliance with the city's public works requirements. Confirm there is not a backflow device in the water meter.

Budget Cost: \$10,000

MI003 Piping and Valving

Description:

Piping throughout the facility appears is not appropriately insulated nor fire caulked, and is not labeled. Labeling allows accurate and quick determination of piping functions in emergency situations.

Recommendation MI003:

Insulate, fire caulk and label all piping in facility for function and flow direction. Labeling allows for quick determination of function and flow direction. This can aid maintenance personnel to make quick decisions in an emergency, such as a pipe break. This work should not be done if the boiler plant replacement/conversion to hot water is going to be done in the near future.

Budget Cost: \$40,000

MI004 Fire Protection/Fire Riser

Description:

This building is fully fire sprinklered. The sprinklers were added to the facility in the 2021-2022 timeframe. There is clear visual evidence (mud, water stains) of some basement flooding in this water riser room. Unsure if this was from water intrusion or backflow/piping issues.

Recommendation MI004:

None

Budget Cost: N/A

Item MI005 Domestic Water Heating Plant

Description:

Domestic water heating system consists of gas fired storage type water heater. A single water heater is located in the boiler room. The unit is a Bradford White 75 gallon gas-fired water heater with a 76,000 btu/hour input. It likely still has useful life remaining.

Recommendation MI005A:

Replace Domestic HW Heater for Laundry in the next 5 years

Budget Cost: \$5000



Boiler, venting and water heater.



Water Service into building



Fire Riser

Item MI006 Natural Gas Supply to Site

Description:

The natural gas meter is located in the alley. The natural gas delivery pressure is 7" WC to the building. Due to the location, this gas meter is subjected to close vehicle traffic. We would recommend some bollards around the assembly.

Recommendation MI006:

Add Bollards

Budget Cost: \$4500



Natural gas regulator with gas line to boiler room. Combustion air hood near ground level.

Item MI007 Roof Drainage

Description:

Roof drainage is handled via gutters and downspouts. The gutters and downspouts are old and many are dented and unsightly. See architectural report for more information.



Roof Gutter and downspout

Item MI008 Temperature Controls:

The temperature controls in the building are entirely stand-alone pneumatic.

Recommendation MI008: It is recommended that all new HVAC equipment be provided with electric controls and include a BACnet DDC Building Management System.

Budget Cost: \$120,000

Mechanical Analysis for Individual Areas:

Item M101: Kitchen HVAC

The kitchen in the facility is a heavily used commercial kitchen with a commercial range, oven, dishwasher, etc. The kitchen has 3-compartment sink, commercial dishwasher, pre-rinse station. The HVAC for this area includes a short circuit style Type 1 kitchen hood that has a chemical fire suppression system in place. There is no tempered make-up air for the kitchen exhaust. The lack of tempered fresh air is a code violation. There is no hood over the oven.

Drainage appears to be an issue with deterioration in the flooring material showing evidence of water damage. Some indirect drainage utilizes improper air gaps. Some direct drains are not code compliant. One of the sinks has a drain leak apparent from the partially full plastic tub under the sink.



View of kitchen



Kitchen equipment under the hood – no hood over oven

Recommendation M101A:

Provide type 2 hood over the oven.

Budget Cost: \$15,000

Recommendation M101B:

Provide code required tempered make up air for the kitchen exhaust.

Budget Cost: \$25,000

Recommendation M101B:

Provide code required hood over dishwasher.

Budget Cost: \$15,000

Item M102 Building HVAC Systems:

The building does not have conventional mechanical ventilation in most locations of the building other than the 8200 SF auditorium/stage area of the building and this HVAC system is due for full replacement.

There is no mechanical exhaust from the rest rooms.

Recommendation M102A:

Provide exhaust in the rest rooms.

Budget Cost: \$2500

The Auditorium and Banquet/Club rooms do have evaporative “swamp” coolers that can be used to ventilate and provide some comfort cooling in the summer.

Recommendation M102B:

Provide a code compliant mechanical system for building including the Club Room, main auditorium space, auxiliary first floor spaces, mezzanine and basement with appropriate ventilation per the IMC. The current building does not have code required ventilation except in the main hall. The main hall unit is due for replacement.

Budget Cost – Club Room: \$96,000

Budget Cost – Auditorium: \$462,000

Budget Cost – Ancillary First Floor Spaces: \$94,500

Budget Cost – Mezzanine: \$63,900

Budget Cost – Basement: \$200,000

Plumbing Analysis for Individual Areas:

Item P101: Plumbing Fixtures and Piping:

The existing plumbing fixtures are quite old and in poor condition. The piping supplying the fixtures is also dated. We recommend piping replacements throughout as funding allows. This would accommodate ADA modifications.





Odd- Urinal in basement mechanical room

Item P101: Plumbing Fixtures

The plumbing fixtures are dated and need to be replaced with new. We can re-use any newer components that are in good condition, such as flush valves.

Budget Cost – Club Room: \$60,000

Item P102: Piping Replacement

The plumbing piping is dated and recommend it be replaced with new to prevent future leaks, water and sewer damage.

Budget Cost – Club Room: \$60,000

Item P103: Piping In Exterior Wall

The piping in the exterior wall should be relocated to a heated space. This is typical of 1 location.

Budget Cost – Club Room: \$800

ELECTRICAL

Power Distribution:

- The power distribution system to the building is served from an overhead service. There are multiple service points that include 120/240 volt 1 phase and 120/240 volt 3 phase. The building has multiple service disconnects located in many different locations of the building. The number of disconnects exceeds the allowable number of disconnects per NEC Article 230.71 (no more than 6). Additionally, the disconnects are not properly labeled in accordance with NEC Article 110.22 (A).
- There are 2 electrical panels in the boiler room that are mounted too high, the circuit breaker handles do not comply with NEC Article 404.8 (A).
- There are multiple panels in the building that appear to be original panelboards that are manufactured by Federal Pacific. These panelboards have exceeded the end of their useful life and cannot be considered reliable.

Recommendations

- Upgrade the service to a new 120/208 volt 3 phase service with a single Disconnect. Estimated Cost \$40,000.
- Replace all Federal Pacific Electrical Panelboards with new panelboards. Estimated Cost \$20,000.
- Relocate the panel in the Boiler room so the circuit breaker is no more than 6'7" above the finished floor or build platform with working space requirements to comply with NEC 404.8 (A). Estimated Cost \$2,000.

Receptacles

- Receptacle outlets throughout the building are not Tamper Resistant receptacles. The installed receptacle outlets do comply with the code that they were installed under.

Lighting

- The existing luminaire system is primarily fluorescent lights. There are some specialty luminaires such as up lights in the Auditorium that have incandescent light bulbs. Storage and other miscellaneous spaces in the basement have incandescent luminaires.
- The main level appears to have adequate lighting levels in the spaces they serve. There are many spaces in the basement where the lighting is not functional and/or lamps are burned out.
- The exit signs are combination units with Exit and Flood Light luminaires with battery backup. There are few emergency luminaires that do not operate properly. Some areas do not comply with the emergency lighting level requirements per IBC 1008.3 that include interior exit access stairways, exit passageways, and exterior landing.

Recommendations

- Replace the emergency exit/ flood lighting with new combination LED type emergency exit/floodlight with battery backup luminaires. Estimated Cost \$2,500.
- Provide additional emergency lighting in the Egress travel areas to comply with IBC 1008.3. Estimated Cost \$2,000.

- Replace the incandescent luminaires with LED type luminaires. Estimated Cost \$3,000.

Fire alarm

- The fire alarm system is an Addressable Analog system manufactured by Potter, Model IPA-100 and appears to have been installed in 1998.
- At the time of our site visit, the Fire Alarm panels had trouble and a supervisory alarm.
- The Fire Alarm panel does not have a Fire Alarm Inspection sticker as required by NFPA 72.
- The Fire Alarm System monitors the Fire Sprinkler water flow and tamper switches.
- There is one Manual Fire Alarm pull station at the main entrance of the building.
- There is a Fire Alarm Annunciator on the main entrance of the building. The Fire Alarm Annunciator is not functioning.
- There are also Smoke detectors throughout the building in various spaces. The smoke detector coverage does not provide full coverage in the spaces they are installed in per NFPA 72.
- There are non-system fire alarm system smoke detectors in various spaces throughout the building that is a violation of NFPA 72. Where there is a Fire Alarm system in the building, they shall be connected to the fire alarm panel.
- Fire Alarm notification consists of Horn and Strobe in strategic locations in the building. Full coverage notification does not meet the requirements of IBC 907.2.1.

Recommendations

- Determine and correct the Trouble and Supervisory Alarms. Estimated Cost \$1,500.
- Provide additional Smoke Detectors in areas that lack the required coverage and add Smoke Detector in corridors and common spaces. Estimated Cost \$50,000.
- Provide notification throughout the building to comply with IBC 907.2.1 and NFPA 72.
- Repair or replace the Fire Alarm Annunciator. Estimate Cost \$60,000.
- Test the Fire Alarm System and install inspection sticker per NFPA 72. Estimate Cost \$5,000.

The City of Cody
The Cody Auditorium

6. ROOF EVALUATION





605 S. Adams
Laramie, WY 82070
(307)742-5706
fax (307) 721-2119

July 15th, 2024

Plan One Architects
2225 W. Yellowstone Ave.
Suite 4
Cody, WY 82414

ATTN: Taylor Lee

RE: Cody Auditorium Roof Evaluation

A roof inspection was performed at 1240 Beck Ave. on the Cody Auditorium. The roof areas are approx. 13,348 square feet in total. The roofing system is a mechanically fastened Firestone Ultra-Ply 78 PVC membrane installed over 3 inches of polyisocyanurate insulation secured to 1" thick plank decking. This roof system was installed in May of 1992 with its manufacturer warranty expiring in May of 2002.

Many areas of previously repaired damage were visible in the valley areas, several areas where heat welded patches were attempted have since been repaired with varying peel and stick materials indicating that the membrane is no longer in a "weldable" condition, making future repairs very limited. The sealants at all penetrations and atop termination bars has deteriorated along with the masonry joints, leaving many points for water to enter. It was also observed that all of the evaporative coolers were in service, and that the roof membrane and wall flashings were "pillowing" from positive pressure within the building. With the age of the roof being 32 years the overall condition of the membrane, detail work, and attachment remain in reasonably good repair.

It is our opinion that the roof be replaced within the next several years to protect the integrity of the building. With the moisture content from the evaporative cooling along with the over pressure of the building it is advised that another mechanically fastened roof assembly be installed with intermediate fastening for wall flashings to prevent wind loss.

Sincerely,

Jeremiah McAlpine

The City of Cody
The Cody Auditorium

7. COST ESTIMATE





Project: Cody Auditorium

Project No: 2429

Project Phase: Building Survey

Documents Dated: 08.20.2024

PROJECTED CONCEPTUAL COST ESTIMATE

CONSTRUCTION COSTS:

<i>General Conditions</i>	\$	106,000.00
<i>Architectural</i>	\$	745,220.00
<i>Structural</i>	\$	-
<i>Mechanical</i>	\$	1,644,200.00
<i>Electrical</i>	\$	306,700.00
Subtotal Construction Costs	\$	2,802,120.00
<i>7% General Contractors Overhead and Profit</i>	\$	196,148.40
Total Construction Costs	\$	2,998,268.40

PROJECT SOFT COSTS:

<i>Architectural/ Engineering Services</i>	9%	\$	269,844.16
<i>Asbestos</i>		\$	100,000.00
<i>Testing and Inspections</i>		\$	12,000.00
Total Projected Renovation Cost:		\$	3,380,112.56