

City of Cody City Council
Work Session
Tuesday, April 14, 2026-5:30 PM
Meeting Place: City of Cody Council Chambers

Meeting Called to Order

Roll Call

Discussion/Informational Items

- a. Committee/Board/Project Updates
Staff Reference: Lee Ann Reiter
- b. Ordinance 2026-07 – An Ordinance amending Title 9, Chapter 2, Section 1 (C) of the City of Cody Code as it Pertains to Adoption of the National Electrical Code.
Staff Reference: Utana Dye
- c. Review proposed reserves policy
Staff Reference: Leslie Brumage
- d. Second Extension of Quote 2024-0501 Fuel
Staff Reference: Phillip Bowman
- e. Bid 2026-01 (1) New 1 Ton 4X4 Cab and Chassis
Staff Reference: Phillip Bowman
- f. Bid 2026-03 (1) New 2026 AWD Police Utility Vehicle
Staff Reference: Phillip Bowman
- g. Bid Results and Recommendation for Award of the Pressure Reducing Valve Replacement and Upgrade Project
Staff Reference: Phillip Bowman, Jake Moyer
- h. Task Order No. 26-01 with Bowen Collins and Associates for the Wastewater Treatment and Collection Master Plan
Staff Reference: Phillip Bowman, Kris Bruxvoort
- i. Agreement for Encroachment License with three (3) separate property owners at specified locations within the City of Cody
Staff Reference: Phillip Bowman, Kris Bruxvoort
- j. Mobile Vendor Discussion
Staff Reference: Tony Tolstedt

Conduct of Business

Adjournment

Meeting Date: April 14, 2026 Department: Community Development Staff Reference: Utana Dye
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AGENDA ITEM SUMMARY REPORT

Ordinance 2026-07 – An Ordinance amending Title 9, Chapter 2, Section 1 (C) of the City of Cody Code as it Pertains to Adoption of the National Electrical Code.

PROPOSED ACTION:

Approve Ordinance 2026-07 to amend Title 9, Chapter 2, Section 1(C) of the Cody City Code, which amendment has the effect of adopting the 2026 Edition of the NFPA 70 National Electrical Code.

SUMMARY OF INFORMATION:

In order for the City of Cody to maintain home rule/sole authority for the purpose of conducting electrical inspections, in accordance with W.S. 35-9-121, we are required by the State of Wyoming to adopt and enforce the most recent edition of the National Electrical Code. The 2026 Edition is in publication and is being enforced by the State of Wyoming. The proposed ordinance would clearly establish that the City of Cody has adopted and is enforcing the 2026 edition of the NEC.

FISCAL IMPACT:

No change to current budget.

ATTACHMENTS:

1. Ordinance Amendment Ord. 2026-07 2026 NEC

ORDINANCE NO. 2026-07

AN ORDINANCE TO AMEND TITLE 9, CHAPTER 2, SECTION 1(C) OF THE CITY OF CODY CODE AS IT PERTAINS TO ADOPTION OF THE NATIONAL ELECTRIC CODE.

WHEREAS, the governing body has determined that it is in the public interest to amend Section 9-2-1(C) of the City of Cody Code, which amendment has the effect of adopting the 2026 Edition of the NFPA 70 National Electrical Code.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

SECTION 1: Title 9, Chapter 2, Section 1(C), Adoption by Reference; Copies to Be Kept on File, is hereby amended as follows:

9-2-1: ADOPTION BY REFERENCE; COPIES TO BE KEPT ON FILE:

C. The City of Cody hereby adopts the 2026 Edition of the NFPA 70 National Electrical Code, as published by the National Fire Protection Association and adopted by the State of Wyoming, which code is made a part hereof by this reference, the same as though incorporated herein at length.

One copy of this adopted code shall be kept on file by the City, and shall be marked with the words "Property of the City of Cody, Official Copy".

SECTION 2: EFFECTIVE DATE. This Ordinance shall become effective immediately after final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

PASSED ON THIRD READING: _____

Attest:

LeeAnn Reiter, Mayor

Tina Gail, Administrative Services Director

Meeting Date: April 14, 2026 Department: Finance Staff Reference: Leslie Brumage

AGENDA ITEM SUMMARY REPORT
Review proposed reserves policy

PROPOSED ACTION:

Review and discuss the proposed reserves policy.

SUMMARY OF INFORMATION:

The City's current reserve framework, which has historically been based on days of operations, does not fully account for long-term capital infrastructure needs or differentiate between operating liquidity and capital funding requirements.

The proposed reserve policy introduces a structured framework that separates reserves into three categories: operating reserves, capital reserves, and working capital. This approach aligns reserve levels with the specific financial and operational risks faced by each fund and improves transparency in how reserves are evaluated and used.

The proposed policy was developed after completing a comprehensive reserves analysis that evaluated each fund's exposure to risk. Based on this evaluation, recommended operating reserve and capital targets were established.

The analysis identifies that while current resources are generally sufficient to meet recommended operating reserve levels, there is a significant long-term funding gap relative to capital reserve targets. The proposed policy outlines a phased approach to addressing this gap through a combination of reserve reclassification, annual contributions, utility rate adjustments, capital planning, grants, and strategic use of debt.

This item is presented for discussion and direction only. No formal action is requested at this time. Staff is seeking feedback from the Council on the proposed reserve structure, reserve targets, and implementation approach prior to bringing forward a formal reserve policy for consideration and adoption via Resolution at a future meeting.

FISCAL IMPACT:

ATTACHMENTS:

1. Proposed Reserves Policy Summary
2. Proposed Reserves Policy
3. Comprehensive Reserve Analysis

Proposed Reserve Policy Changes Overview

Why This Matters for the City

- This change is not addressing a deficiency in reserves. Instead, the proposed policy:
 - Builds on an already strong financial position
 - Provides a framework to manage and use reserves more strategically
 - Recognizes that infrastructure represents one of the City's largest financial obligations and capital needs must be planned over time, not addressed reactively

Current Reserve Approach

- The City's reserve framework is based on a "months of operating expenditures" model developed in 2007. This method focuses on short-term liquidity only and:
 - Does not account for long-term infrastructure needs
 - Does not differentiate between types of financial risk
 - Can make reserves appear excessive when they are actually needed for future capital investment

Current Financial Position

- The City's reserves exceed typical benchmarks used by auditors and peer communities. However, current reserves are:
 - Not formally structured by purpose
 - Not directly aligned with long-term capital obligations

Key Findings from the Analysis

- Total reserves are strong, but not strategically allocated
- A significant long-term capital funding gap (~\$106 million) has been identified
- Existing reserves do not fully reflect:
 - Revenue volatility
 - Economic risk exposure
 - Infrastructure replacement needs

What the Proposed Policy Does

- Establishes a structured reserve framework with three categories:
 - Budget Stabilization (operations)
 - Emergency / Disaster (unexpected events)
 - Capital (infrastructure investment)
- Introduces a risk-based methodology for determining reserve levels
- Implements target-based ranges instead of a single benchmark
- Aligns reserves directly with the Capital Improvement Plan (CIP)

POLICY 2.0 RESERVES

Version	Revision Date	Approval

2.1 General Provisions

1. RESERVE BALANCE CATEGORIES AND CLASSIFICATIONS:

- a. **GASB 54 Categories:** The City classifies reserves in accordance with GASB Statement No. 54, which establishes categories based on the nature and extent of constraints on the use of resources. While GASB 54 defines how fund balance must be reported in the City's financial statements, it does not prescribe how the City should manage liquidity, financial risk, or long-term fiscal sustainability. The State of Wyoming requires cities to classify cash and investment balances using the GASB fund balance categories on the annual F-66 report. To ensure continuity in reporting, the City shall apply the same categories to cash and investment reserves in its financial records.
- b. **Internal Classifications:** To support prudent financial management, transparency, and policy compliance, the City further classifies reserves internally by purpose and intent. These classifications allow the City to distinguish between resources that are legally unavailable, held for long-term purposes, intended for specific or one-time uses, and resources available for operating flexibility.

2. REPORTING AND OVERSIGHT:

- a. All reserve uses and replenishment plans shall be clearly documented in the budget, which shall include:
 - i. Reserve balances by category
 - ii. Compliance with adopted targets
 - iii. Outstanding replenishment obligations

3. EXCEPTIONS: The City Council retains authority to deviate from replenishment timeframes in extraordinary circumstances; however, any deviation shall:

- a. Be formally documented
- b. Include a revised replenishment plan
- c. Be limited in duration

4. ADMINISTRATIVE PROCEDURES: The Finance Director shall maintain written administrative procedures to implement this policy. Procedures may be updated administratively provided they remain consistent with this policy and applicable law.

2.2 Reserve Categories

NONSPENDABLE: Resources that are not in a spendable form, such as inventory, prepaid items, or long-term receivables. Because these amounts cannot be readily converted to cash, they are excluded from reserve calculations and financial capacity assessments.

Policy Treatment

1. No internal classifications are applied
2. Excluded from liquidity or reserve sufficiency metrics

COMMITTED: Resources which are subject to limitations the government imposes upon itself at its highest level of decision-making, and that remain binding unless removed in the same manner.

1. Policy Treatment

- a. Established, modified, or used only by Council action. Each committed reserve includes:
 - i. A defined purpose
 - ii. A target level or methodology
 - iii. Authorized uses
 - iv. Replenishment requirements

2. Internal Classifications

- a. Budget Stabilization Reserve
- b. Emergency/Disaster Reserve
- c. Future capital investments

RESTRICTED: Resources whose use is externally constrained by statute, grant agreement, bond covenant, or voter approval. These restrictions are outside the City's control and therefore cannot be redirected to address operating volatility or emergencies.

Policy Treatment

1. No internal classifications applied
2. Balance driven by legal requirements, not policy target
3. Excluded from discretionary reserve calculations

Assigned: Resources that are intended for a specific purpose but do not rise to the level of a formal, long-term commitment. Assigned balances provide operational flexibility and allow the City to clearly communicate management intent without permanently restricting resources. Assigned balances are typically short-term, one-time, or timing-related and are not intended to function as reserves unless explicitly stated.

1. Policy Treatment

- a. Excluded from reserve sufficiency ratios
- b. Provides transparency without limiting future Council discretion

2. Internal Classifications

- a. Known contingencies
- b. One-time initiatives
- c. Subsequent year encumbrances

Unassigned: Represents the City's primary source of financial flexibility. It serves as working capital to manage cash-flow timing differences, absorb minor revenue or expenditure variances, and address unforeseen needs that do not meet the threshold for emergency or stabilization reserves. Although reported as a single category under GASB 54, the City internally monitors unassigned fund balance to ensure adequate liquidity.

1. Policy Treatment

- a. No minimum threshold
- b. Included in reserve sufficiency analysis
- c. Not used to support recurring structural deficits

2. Internal Classifications

- a. Working capital / cash-flow coverage

2.3 Reserve Requirements

1. **METHODOLOGY:** The City allocates available cash and investments among reserve categories and classifications using a structured methodology designed to balance operational stability, emergency preparedness, liquidity, and long-term capital sustainability. Reserve levels are established as percentages of annual operating expenses for operating-risk categories, with remaining resources designated for capital replacement.
- a. **Budget Stabilization Reserve:** maintained to mitigate the impact of economic downturns, revenue volatility, and other non-emergency financial disruptions. This reserve is intended to provide short-term financial flexibility and to reduce the need for abrupt service adjustments during periods of fiscal stress. Use of this reserve requires formal action by the governing body and is subject to replenishment requirements.
 - b. **Emergency / Disaster Reserve:** maintained to ensure sufficient liquidity to respond to major unforeseen events, including natural disasters, infrastructure failures, regulatory emergencies, or other extraordinary circumstances that threaten public health, safety, or continuity of operations. This higher threshold reflects the City's potential need for significant immediate cash demands following an emergency.
 - c. **Capital Replacement:** Capital reserves shall be classified as Committed reserves and shall not be considered as an unassigned fund balance. The Capital Reserve Target shall be calculated annually as part of the budget process using the Capital Improvements Plan.
 - i. Step 1: Identify total cash-funded capital expenditures for the upcoming ten fiscal years.
 - ii. Step 2: Calculate the Ten-Year Total Capital Need.
 - iii. Step 3: Determine the Annual Average Capital Requirement
 - iv. Step 4: Establish the Capital Reserve Target as follows:
 - A. · Minimum Target: Three (3) years of the Annual Average Capital Requirement.
 - B. · Preferred Target: Five (5) years of the Annual Average Capital Requirement.
 - d. **Unassigned Working Capital:** maintained to support routine cash-flow needs, timing differences between revenues and expenditures, and minor operational variances. This balance provides day-to-day financial flexibility and ensures uninterrupted operations without reliance on short-term borrowing.

GENERAL FUND RESERVES

Category	Classification	Basis	Percentage
Committed	Budget Stabilization	Operating Expenses	30%
	Emergency / Disaster	Operating Expenses	15%
Unassigned	Working Capital	Residual Cash & Investments	N/A

**The General Fund does not maintain a Capital Reserve. Capital funds designated for General Fund purposes are accounted for in the Capital Acquisition Fund.*

SOLID WASTE FUND RESERVES

Category	Classification	Basis	Percentage
Committed	Budget Stabilization	Operating Expenses	10%
	Emergency / Disaster	Operating Expenses	20%
	Capital Replacement	Reserve Target	Calculated
Unassigned	Working Capital	Residual Cash & Investments	N/A

WATER FUND RESERVES

Category	Classification	Basis	Percentage
Committed	Budget Stabilization	Operating Expenses	15%
	Emergency / Disaster	Operating Expenses	35%
	Capital Replacement	Reserve Target	Calculated
Unassigned	Working Capital	Residual Cash & Investments	N/A

WASTEWATER FUND RESERVES

Category	Classification	Basis	Percentage
Committed	Budget Stabilization	Operating Expenses	15%
	Emergency / Disaster	Operating Expenses	40%
	Capital Replacement	Reserve Target	Calculated
Unassigned	Working Capital	Residual Cash & Investments	N/A

ELECTRIC FUND RESERVES

Category	Classification	Basis	Percentage
Committed	Budget Stabilization	Operating Expenses	20%
	Emergency / Disaster	Operating Expenses	32%
	Capital Replacement	Reserve Target	Calculated
Unassigned	Working Capital	Residual Cash & Investments	N/A

STORM DRAINAGE FUND RESERVES

Category	Classification	Basis	Percentage
Committed	Budget Stabilization	Operating Expenses	15%
	Emergency / Disaster	Operating Expenses	15%
	Capital Replacement	Reserve Target	Calculated
Unassigned	Working Capital	Residual Cash & Investments	N/A

2.4 Reserve Use

1. **Budget Stabilization Reserves** may be used to:

- a. Address temporary revenue shortfalls caused by economic downturns, legislative changes, or other external factors
 - b. Offset one-time or short-term expenditure increases
 - c. Provide transition funding while permanent budget solutions are implemented
 - d. Limitations
 - i. May not be used to support recurring expenditures without a defined exit strategy
 - ii. Use requires formal governing body action
-

2. **Emergency / Disaster Reserves** may be used for:

- a. Natural disasters
 - b. Major infrastructure or system failures
 - c. Public health or safety emergencies
 - d. Regulatory or environmental compliance emergencies
 - e. Other extraordinary, unforeseen events requiring an immediate response
 - f. Limitations
 - i. Routine maintenance, deferred capital, or operating overruns do not constitute an emergency
 - ii. Use shall be limited to costs directly related to the emergency event.
-

3. **Unassigned working capital** may be used to:

- a. Manage cash-flow timing differences
 - b. Address minor, short-term operating variances
 - c. Provide interim liquidity pending revenue receipt
 - d. Limitations
 - i. May not be used to mask recurring structural imbalances.
 - ii. Persistent reliance on unassigned working capital shall trigger a financial review.
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4. **Capital Replacement Reserves** may be used to:

- a. Fund capital replacement and renewal projects included in the adopted Capital Improvement Plan
- b. Address emergency capital failures when other funding is unavailable
- c. Limitations
 - i. Not available for operating expenditures.
 - ii. Use should align with adopted capital priorities.

2.5 Replenishment Requirements

1. **TIMEFRAMES:** Unless otherwise approved by the City Council, reserves shall be replenished as follows:
 - a. Budget Stabilization Reserves: within twelve months
 - b. Emergency / Disaster Reserves: within three to five fiscal years, depending on event magnitude
 - c. Working Capital: restored as part of normal budget planning
 - d. Capital Replacement Reserves: replenished in accordance with the Capital Improvement Plan and long-range financial forecasts

2. **REPLENISHMENT METHODS:** Replenishment may occur through one or more of the following:
 - a. Annual operating surpluses
 - b. One-time revenues
 - c. Planned rate or fee adjustments
 - d. Reallocation of excess reserves
 - e. Dedicated budget appropriations

PROPOSED

Comprehensive Reserves Analysis

INTRODUCTION

The City’s current reserve policy has been in place since 2007 and is primarily focused on the number of days of operations available in each fund. Although the policy has undergone several revisions over the years, the basic reserve model has stayed consistent. Focusing solely on “days of operations” as a reserve metric can be misleading because it measures liquidity for short-term operating needs but does not account for long-term capital infrastructure risks.

When capital needs are not clearly separated from operating reserves, it can create the perception that a fund is carrying excessive reserves, particularly in enterprise utility systems where large cash balances may actually be intended to support future infrastructure replacement. This perception can lead to pressure to reduce reserves or delay necessary rate adjustments because reserves appear to exceed commonly referenced liquidity benchmarks. In reality, those balances may represent prudent financial planning for long-term infrastructure needs. Over time, this can lead to underfunding of capital replacement and deferred maintenance, increasing the likelihood of more significant financial pressures in the future through emergency repairs, regulatory compliance costs, or sudden rate increases. For these reasons, it is important to periodically reassess how reserves are evaluated and structured. Reviewing risk exposure and reserve levels now is important because the City’s financial and infrastructure environment continues to evolve. As operating costs, infrastructure needs, and economic conditions change over time, reserve policies that were appropriate in prior years may no longer fully reflect the City’s current risk profile. Evaluating reserves now allows the City to incorporate these changing conditions into a more structured reserve policy that clearly distinguishes between operating reserves, capital reserves, and working capital.

The purpose of this analysis is to evaluate the adequacy of the City’s financial reserves and to develop a more structured framework for managing financial risk and long-term infrastructure needs. Maintaining appropriate reserve levels is a fundamental component of sound financial management. This analysis recommends restructuring the City’s reserve framework to separate operating reserves, capital reserves, and working capital. The new structure aligns reserve levels with the specific financial risks faced by each fund and establishes long-term capital reserve targets designed to support infrastructure investment.

METHODOLOGY AND PROFESSIONAL GUIDANCE

The recommended reserve risk model is based on a structured methodology incorporating guidance from professional government finance organizations, municipal credit rating agency criteria, and reserve practices commonly used by local governments. The model provides a consistent framework for evaluating the relative financial risk exposure of each fund and estimating appropriate reserve levels.

Professional organizations such as the Government Finance Officers Association (GFOA) emphasize that reserve levels should be evaluated based on the specific financial risks faced by a government rather than relying solely on fixed percentage benchmarks.¹

Municipal credit rating agencies use similar criteria when evaluating the financial strength and resilience of local governments. Agencies such as Moody’s, S&P Global Ratings, and Fitch consider reserve levels, liquidity, economic exposure, revenue predictability, and long-term capital planning when assessing municipal credit quality. Strong reserve policies and long-term infrastructure planning are viewed favorably because they demonstrate proactive financial management and reduce fiscal risk associated with infrastructure replacement and economic volatility².

¹ Shayne Kavanagh, Vincent Reitano PhD, Peter A. Jacobs, PhD, “Should we Rethink Reserves”, GFOA.Org, May 2023, <https://www.gfoa.org/materials/rethinkingreserves>

²Moody’s Investors Service. (2021). *US Local Government General Obligation Rating Methodology*.

S&P Global Ratings. (2013). *U.S. Local Government General Obligation Ratings Methodology and Assumptions*.

Fitch Ratings. (2023). *U.S. Public Finance Local Government Rating Criteria*.

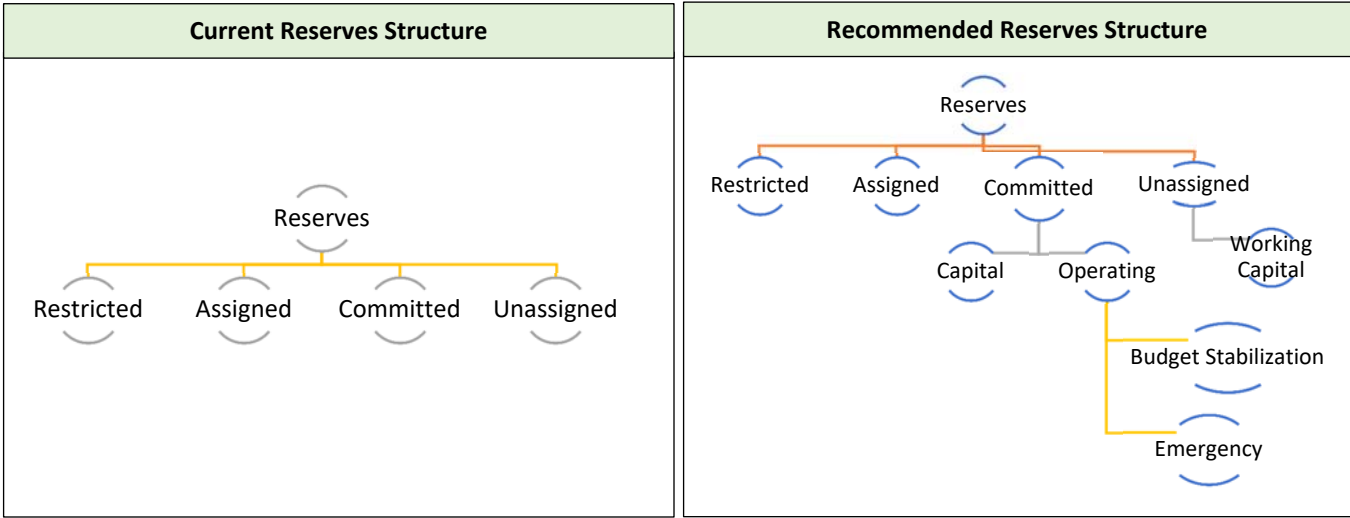
Comprehensive Reserves Analysis

In addition to professional guidance and rating agency methodologies, many local governments have adopted reserve frameworks that incorporate financial risk considerations when determining appropriate reserve levels. For example, the City of Laramie evaluates reserve levels based on a “days of operations” financial resilience metric and maintains reserves equal to three to six months of expenditures (City of Laramie Financial Outlook Report). The City of Gillette similarly requires approximately 150 days of operating reserves for the General Fund and establishes reserve requirements for enterprise funds (City of Gillette Adopted Budget). Laramie County’s fund balance policy also emphasizes maintaining reserves to address economic downturns, emergencies, and other fiscal risks (Laramie County Budget Book). These approaches demonstrate the broader use of structured reserve frameworks that evaluate operational risk, revenue stability, and financial resilience when establishing reserve targets.

RESERVE STRUCTURE

Establishing adequate operating reserves is a critical first step because these reserves provide the financial liquidity needed to maintain service continuity. Without sufficient operating reserves, funds may need to rely on capital reserves or other restricted resources to address short-term financial challenges, which can undermine long-term infrastructure planning. After operating reserve requirements are established, capital reserve needs can be evaluated.

The following charts illustrate the differences between the City’s current reserve structure and the recommended reserve framework. The comparison highlights how reserves are reorganized to clearly distinguish between reserve categories and working capital.



RISK ASSESSMENT MODEL FRAMEWORK

Each fund was evaluated across several categories of financial and operational exposure that capture both short-term operational risk and long-term infrastructure risk. For operating reserves, a weighted score is used to estimate appropriate ranges for budget stabilization reserves and emergency reserves, expressed as a percentage of annual operating expenditures. For capital reserves, a weighted score is used to determine the appropriate risk buffer applied to the base capital reserve target, which is derived from the City’s long-term capital improvement planning and expected infrastructure replacement needs.

Comprehensive Reserves Analysis

Risk Assessment Factors

The reserve risk model evaluates several factors that influence the level of operating and capital reserves for each fund. The following table summarizes the primary risk factors considered in the reserve assessment model.

Risk Factor	Description
<i>Operating Risk Model</i>	
Revenue Volatility (15%)	Evaluates the stability and predictability of revenue sources and the degree to which revenues are influenced by economic conditions or consumption patterns. Funds with stable or contractual revenue sources present lower financial risk, while funds dependent on economically sensitive or consumption-driven revenues present greater volatility and therefore require stronger reserve capacity.
Expenditure Rigidity (20%)	Evaluates how easily operating expenditures can be adjusted during periods of financial stress. Funds with high personnel costs, contractual obligations, or essential service requirements have limited ability to reduce expenditures in the short term and therefore require stronger operating reserve protection.
Economic Sensitivity (15%)	Measures the degree to which a fund’s revenues or operating conditions are influenced by broader economic trends. Funds tied to tourism, regional economic activity, or cyclical industries may experience greater financial fluctuations during economic downturns.
Catastrophic Event Exposure (20%)	Evaluates exposure to low-probability but high-impact events that could disrupt operations or require immediate financial response. Examples include natural disasters, major infrastructure failures, environmental incidents, or system outages. Funds responsible for critical infrastructure or public safety services typically require higher reserve levels to respond to these risks.
Financial Flexibility (15%)	Measures the ability of a fund to respond to financial pressure through rate adjustments, revenue changes, expenditure reductions, or other financial management tools. Funds with strong rate-setting authority or diversified revenue sources generally have greater financial flexibility and therefore may require smaller operating reserve buffers.
<i>Capital Risk Model</i>	
Infrastructure Failure Consequence (30%)	Evaluates the potential operational, public safety, environmental, or service delivery consequences of major infrastructure failure. Systems that provide essential services such as water, wastewater, electric power, or drainage typically have higher risk exposure because service interruptions can have significant community impacts.
Regulatory and Compliance Exposure (25%)	Evaluates the potential financial risk associated with regulatory or compliance requirements. Utility systems subject to environmental, public health, or safety regulations may face significant financial exposure if infrastructure systems fail to meet regulatory standards.
Capital Timing Volatility (15%)	Evaluates the variability and timing of capital expenditures. Infrastructure systems often experience irregular capital investment cycles where large replacement projects occur periodically rather than evenly over time. Funds exposed to these large capital spikes require stronger capital reserves to manage project timing.
Financial Sensitivity to Capital Investment (15%)	Evaluates a fund’s ability to absorb large capital expenditures without creating significant financial strain. Funds that would require substantial rate increases or outside financing to fund major infrastructure projects have higher financial sensitivity and therefore require stronger capital reserve planning.

Comprehensive Reserves Analysis

OPERATING RESERVE ANALYSIS³

With the reserve framework clearly separating operating reserves, capital reserves, and working capital, the next step in the analysis evaluates the level of operating reserves needed in each fund to support day-to-day financial stability. Operating reserves are divided into two categories:

1. The Budget Stabilization reserve is intended to protect the City from short-term financial stress caused by revenue fluctuations or changes in operating costs. The target for this reserve is calculated as a percentage of annual operating expenditures.
2. The Emergency/Disaster reserve is designed to provide immediate financial capacity to respond to unexpected events that could disrupt operations or require rapid response. The target for this reserve is also calculated as a percentage of annual operating expenditures, but the percentage is determined based on catastrophic event exposure and the fund’s overall financial flexibility.

Together, these two reserve categories provide complementary financial protection. The following table summarizes how operating reserve targets are calculated and how different types of financial risks influence the structure of those reserves.

Classification	Assessment	Formula
Budget Stabilization	Annual Operating Expenditures Revenue Volatility Expenditure Rigidity Economic Sensitivity	Annual Operating Expenditures × Stabilization %
Emergency/Disaster	Catastrophic Exposure Financial Flexibility	Annual Operating Expenditures × Emergency %

After establishing the operating reserve methodology, the next step in the analysis applies this framework to each of the City’s major operating funds. Each fund has a unique financial structure, revenue profile, operational responsibilities, and risk exposure. As a result, the appropriate reserve levels vary depending on the specific financial and operational characteristics of the fund.

Using the risk assessment framework described above, each fund was evaluated across the key operating risk factors. The resulting risk scores were then used to estimate appropriate reserve ranges for both the budget stabilization and emergency reserve categories.

The following sections summarize the results of this evaluation for each fund and explain how the recommended reserve levels align with the operational risks, revenue structure, and service responsibilities associated with each system. In several cases, the final policy recommendations differ modestly from the model-generated results to reflect practical financial considerations, operational experience, and the City’s overall reserve strategy.

General Fund

The General Fund demonstrates high revenue volatility risk due to its reliance on sales tax and exposure to economic concentration. Although property tax provides a degree of stability, a significant portion of revenues remains economically sensitive to tourism and regional economic conditions. Expenditure rigidity risk is also high because personnel costs and public safety operations represent a large share of expenditures and are difficult to reduce during economic downturns. Catastrophic exposure risk is moderate, as the City maintains insurance coverage for many risks; however, deductibles, coverage limits, exclusions, and reimbursement timelines may require the General Fund

³ See Appendix A, Operating Inputs

Comprehensive Reserves Analysis

to initially absorb certain emergency response costs until insurance or external assistance becomes available. Financial flexibility risk is moderate because, while the City retains discretion over some spending and revenue decisions, many General Fund revenues are economically dependent or subject to statutory limitations and voter approval requirements.

- Policy Alignment to Risk Model:** The recommended policy allocates a higher stabilization reserve (30%) but a lower emergency reserve (15%) compared to the model. This structure reflects the City's exposure to economic volatility driven by tourism and sales tax revenues, while recognizing that catastrophic infrastructure risks are more concentrated in enterprise utility systems. Applying the higher emergency reserve percentages produced by the analytical model would result in a substantial increase in committed reserves. Maintaining reserves at that level would likely be financially unsustainable and could require unnecessary service reductions.

	Budget Stabilization	Emergency/Disaster	Total Operating Reserves
Risk Model	\$3,253,679	\$4,555,151	\$7,808,830
Policy Recommendation	\$3,904,415	\$1,952,208	\$5,856,623
Difference	\$650,736	(\$2,602,943)	(1,952,507)

Solid Waste Fund

Revenue volatility risk is moderate, as Solid waste revenues are fee-based and relatively stable. Expenditure rigidity risk is moderate due to contractual disposal costs and operational staffing requirements. Economic sensitivity risk is limited, as solid waste services remain essential regardless of economic cycles. Catastrophic exposure risk is moderate. While operations are essential, system-wide failure risk is lower than utility infrastructure systems. Financial flexibility risk is low, as rates can be adjusted.

- Policy Alignment to Risk Model:** The operating risk assessment model for the Solid Waste Fund produced a recommended reserve distribution that allocated operating reserves evenly between budget stabilization and emergency preparedness. While revenue volatility is relatively moderate due to stable user fee collections, the system remains exposed to operational disruptions such as equipment failures or disposal facility interruptions that may require immediate response. Shifting a portion of the stabilization reserve to the emergency reserve category better aligns the reserve structure with these operational risks while maintaining the same overall level of operating reserves.

	Budget Stabilization	Emergency/Disaster	Total Operating Reserves
Risk Model	\$355,756	\$355,746	\$711,513
Policy Recommendation	\$237,171	\$474,342	\$711,513
Difference	(\$118,585)	\$118,596	\$0

Water Fund

Revenue volatility risk is moderate, as water revenues are stable but subject to consumption variability and seasonal fluctuations. Expenditure rigidity risk is high due to distribution system operations, and regulatory compliance requirements. Economic sensitivity risk is low because water service demand remains stable across economic cycles. Catastrophic exposure risk is very high. System failure poses public health and environmental risks, requiring rapid response capability. Financial flexibility risk is low since rates can be adjusted.

- Policy Alignment to Risk Model:** The operating risk assessment model for the Water Fund produced a recommended reserve allocation of \$782,972 for Budget Stabilization and \$978,715 for Emergency/Disaster reserves, totaling \$1,761,687 in operating reserves. During policy development, these results were reviewed alongside the operational risks of the water system. Because water utilities must maintain continuous service to protect public health and meet regulatory requirements, system failures, infrastructure disruptions, and

Comprehensive Reserves Analysis

emergency events represent a greater financial risk than revenue volatility. As a result, the policy reallocates a portion of the stabilization reserve to the emergency reserve and modestly increases the overall operating reserve target to better support emergency response and infrastructure reliability.

	Budget Stabilization	Emergency/Disaster	Total Operating Reserves
Risk Model	\$782,972	\$978,715	\$1,761,687
Policy Recommendation	\$587,229	\$1,370,201	\$1,957,431
Difference	(\$195,743)	\$391,486	\$195,744

Wastewater Fund

Revenue volatility risk is moderate due to being tied to water usage levels. Expenditure rigidity risk is high due to treatment plant operations and regulatory compliance. Economic sensitivity risk is low, as wastewater demand is consistent. Catastrophic exposure risk is very high. Failure poses environmental compliance risk and potential regulatory penalties. Financial flexibility risk is low since rates can be adjusted.

- Policy Alignment to Risk Model: The operating risk assessment model for the Wastewater Fund recommended \$277,901 for Budget Stabilization and \$347,376 for Emergency/Disaster reserves, totaling \$625,277 in operating reserves. Because system failures, treatment disruptions, and regulatory compliance events can require immediate response and may create environmental or public health risks, stronger emergency reserves would be more appropriate. The recommended policy therefore reallocates a portion of the stabilization reserve to the emergency reserve and increases the overall operating reserve target to better support system reliability and regulatory response.

	Budget Stabilization Reserve	Emergency Reserve	Total Operating Reserves
Risk Model	\$277,901	\$347,376	\$625,277
Policy Recommendation	\$208,426	\$555,802	\$764,228
Difference	(\$69,475)	\$208,426	\$138,951

Electric Fund

Revenue volatility risk is moderate due to consumption variability. Expenditure rigidity risk is very high because of wholesale power costs, personnel, and distribution system operations. Economic sensitivity risk is moderate; commercial consumption may fluctuate during downturns. Catastrophic exposure risk is very high. System-wide outage risk and infrastructure vulnerability require significant liquidity. Financial flexibility risk is low since rates can be adjusted.

- Policy Alignment to Risk Model: The operating risk assessment model for the Electric Fund recommended \$3,193,511 for Budget Stabilization and \$4,470,916 for Emergency/Disaster reserves, totaling \$7,025,725 in operating reserves. The electric utility benefits from relatively stable revenue, strong rate-setting authority, and the ability to recover costs through utility rates, which reduces the need for higher operating reserves identified by the model. As a result, the recommended policy modestly reduces both stabilization and emergency reserves while maintaining substantial liquidity for system outages, equipment failures, or other emergency events and freeing up additional funds for capital improvements.

	Budget Stabilization Reserve	Emergency Reserve	Total Operating Reserves
Risk Model	\$3,193,511	\$4,470,916	\$7,664,427
Policy Recommendation	\$2,554,809	\$4,087,694	\$6,642,503
Difference	(\$638,702)	(\$383,222)	(\$1,021,924)

Comprehensive Reserves Analysis

Storm Drainage Fund

The Storm Drainage Fund was created in 2022, and formal reserve targets were not established during the initial years of operation while the City implemented the program and developed a financial history. With operational data now available, the City can begin to evaluate the fund's risk profile and establish reserve targets consistent with the City's broader reserve framework. Because stormwater infrastructure is exposed to weather-related events and significant deferred maintenance, the fund's greatest financial exposure relates to long-term capital investment rather than short-term operating volatility. As a result, the reserve strategy for the Storm Drainage Fund places greater emphasis on capital reserves than operating reserves.

- Policy Alignment to Risk Model: There are no policy adjustments to the risk model. The calculated targets represent the first formal reserve structure for the Storm Drainage Fund and will be reviewed periodically as the program matures and additional financial and operational data becomes available.

	Budget Stabilization Reserve	Emergency Reserve	Total Operating Reserves
Risk Model	\$76,089	\$76,089	\$152,178
Policy	\$76,089	\$76,089	\$152,178
Difference	\$0	\$0	\$0

CAPITAL RESERVE ANALYSIS⁴

Capital reserve targets are typically much larger than operating reserves because infrastructure systems represent some of the City's most expensive and long-lived assets. For this reason, the capital reserve targets developed in this analysis represent long-term funding objectives rather than amounts that are expected to be fully funded immediately.

Each fund was evaluated using a weighted capital risk score for based on factors such as infrastructure criticality, regulatory exposure, capital timing volatility, and financial sensitivity to large capital investments. These risk scores determined the recommended risk buffer percentage, which is applied to the base capital target. Funds with higher infrastructure risk or regulatory exposure receive larger buffers, while funds with more predictable capital needs receive smaller adjustments. The table below summarizes the methodology used to determine the City's capital reserve targets for each enterprise and infrastructure-related fund.

Classification	Assessment	Formula
Base Capital Target	Ten-year CIP Total Average Annual Cash-Funded Needs Five-Year Coverage Factor	10-year Average Annual CIP × 5
Risk Buffer	Additional percentage applied to the base target to account for uncertainty, exposure, and variability.	Low Risk Funds: 5-10% Moderate-Risk Funds: 10-15% High-Risk Funds: 15-30%

Based on the risk analysis, each fund is assigned a capital reserve buffer that reflects its infrastructure exposure and financial risk profile. The Solid Waste Fund has the lowest risk score and therefore receives a 10 percent buffer due to its relatively predictable capital needs and stable operations. The Water Fund carries a higher risk score because of the critical nature of water infrastructure and regulatory compliance requirements, resulting in a larger buffer. The Wastewater Fund has the highest risk score due to its significant regulatory and environmental exposure, leading to the largest buffer among the utility funds. The Electric Fund has a moderate risk score; while it benefits

⁴ See Appendix B Capital Inputs

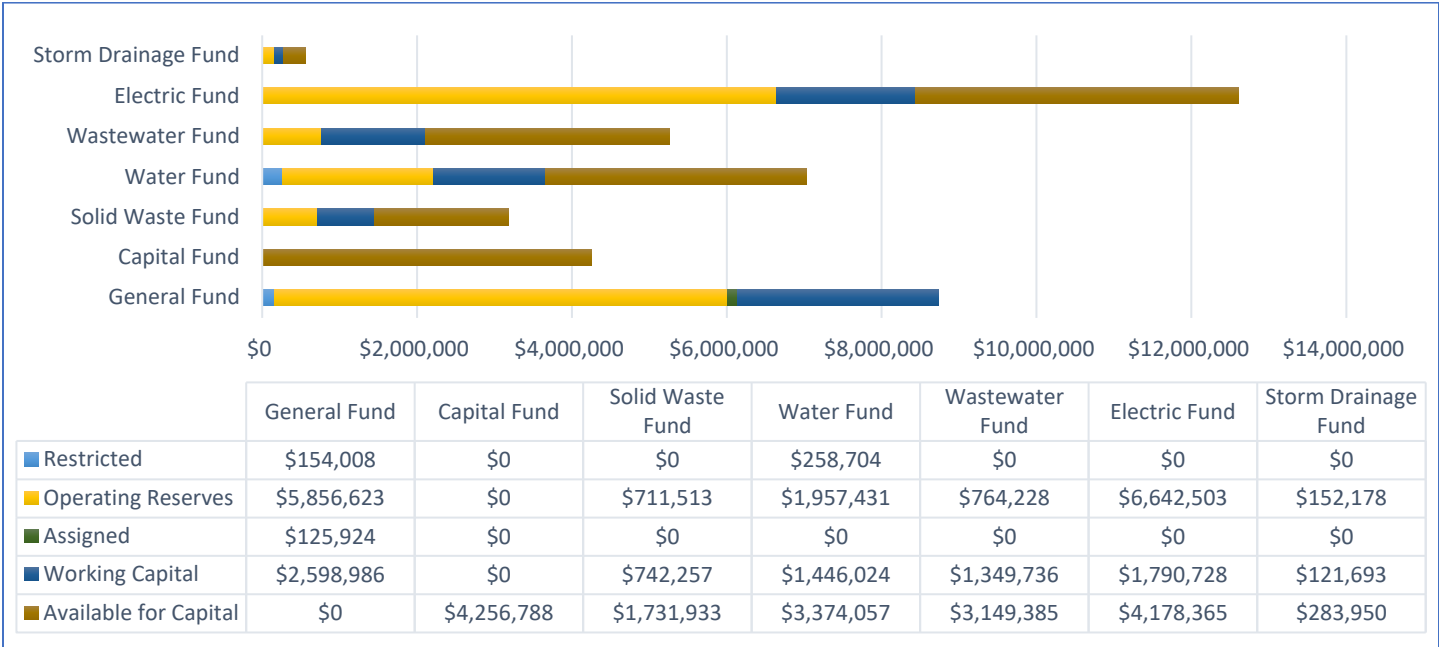
Comprehensive Reserves Analysis

from stable revenues and rate-setting flexibility, outage risks and equipment replacement needs justify a moderate buffer. The Storm Drainage Fund supports a large and historically underfunded infrastructure network with significant long-term capital needs and therefore receives a moderate buffer. The Capital Acquisition Fund carries a lower risk score because projects are typically planned through the City’s capital improvement program and can be phased over time, resulting in a smaller buffer. The resulting capital reserve targets for each fund are summarized in the chart below.

Fund Name	Weighted Risk Score	Recommended Buffer %	10-Year Average CIP	Base Capital Target	Total Capital Reserve Target
Solid Waste	1.6	10.0%	\$233,450	\$1,167,250	\$1,283,975
Water	2.7	18.0%	\$3,333,400	\$16,667,000	\$19,667,060
Wastewater	3.1	22.0%	\$2,138,500	\$10,692,500	\$13,044,850
Electric	2.45	15.0%	\$1,855,000	\$9,275,000	\$10,666,250
Storm Drainage	2.05	15.0%	\$9,221,500	\$46,107,500	\$53,023,625
Capital Acquisition Fund	1.9	10.0%	\$4,630,734	\$23,153,669	\$25,469,036
Total			\$21,412,584	\$107,062,919	\$123,154,796

Reclassification of Unassigned Reserves

In addition to restructuring committed reserves, the analysis also evaluates the use of unassigned fund balance. Under the recommended framework, a portion of unassigned reserves is preserved as working capital to support liquidity, cash flow management, and short-term operational flexibility. The remaining portion is reclassified to support capital outlay and long-term infrastructure funding. Separating operating reserves from capital reserves allows the City to more clearly match reserve levels with the risks they are intended to address. Under the recommended reserve structure, 70% of existing unassigned balances (approximately \$16.9 million) are reclassified as capital reserves. This leaves approximately \$8.4 million as working capital. The following table reflects cash balances by reserve category and the amount available for reclassification to capital reserves.



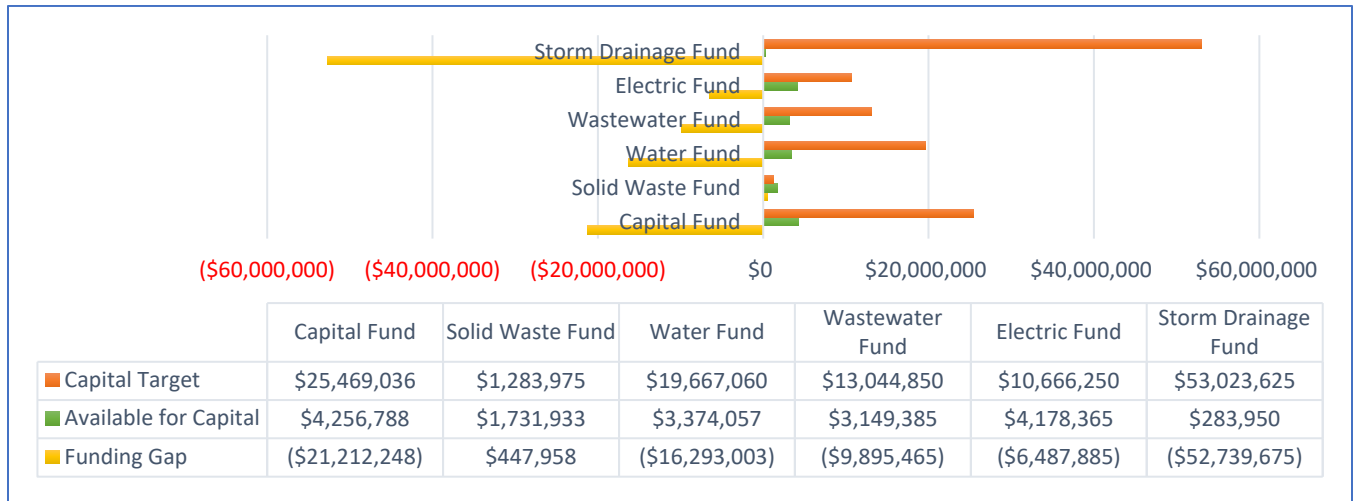
Comprehensive Reserves Analysis

FUNDING GAP ANALYSIS

The recommended operating reserve targets across all funds total approximately \$16.1 million, while the long-term capital reserve targets total approximately \$123.2 million. When these reserve targets are compared to the City’s current financial resources, the analysis indicates that although the City has sufficient resources to support the recommended operating reserve structure there is a significant long-term funding gap relative to the capital reserve targets in most funds.

In total, approximately \$17.0 million in resources could potentially be directed toward capital investment, resulting in an overall funding gap of about \$106.2 million. Some funds are closer to meeting their capital targets than others. The Solid Waste Fund currently has resources available that exceed its capital reserve target, indicating that the fund is well positioned to support anticipated equipment replacement and system needs. In contrast, the Water, Wastewater, Electric, and Storm Drainage funds show significant capital funding gaps due to the substantial long-term investment required to maintain and expand these infrastructure systems. The Storm Drainage Fund reflects the largest gap, which is consistent with the significant deferred maintenance and expansion needs associated with the City’s stormwater system.

The following table compares reserves currently available within each fund to the capital targets established under the recommended policy.



Addressing the Capital Reserve Funding Gap

While the reclassification of unassigned balances provides an important starting point for implementing the recommended capital reserve framework, it represents only a portion of the total long-term funding required to meet the capital reserve targets. Addressing the funding gap will require a combination of long-term financial strategies, including annual capital contributions, utility rate adjustments, strategic use of voter-approved tax funding, grants, and other financing tools. The City can address these gaps over time through a combination of financial planning strategies.

Strategy	Description	Implementation Strategy
Gradual Reserve Funding Through Annual Contributions	Capital reserves can be built gradually through annual budget contributions of approximately 3%–5% of operating revenue incorporated into the City’s multi-year financial plan.	Include annual reserve contributions in the budget process and multi-year capital plan.
Utility Rate Adjustments	For enterprise funds such as water, wastewater, electric, and storm drainage, capital reserve	Implement small, predictable adjustments over time to maintain

Comprehensive Reserves Analysis

	funding gaps can be addressed through periodic utility rate adjustments.	system sustainability and avoid large future rate increases.
Use of Grants and External Funding	State and federal grants, revolving loan programs, and other external funding sources can significantly reduce the amount of capital reserves required from local revenues.	Integrate grant opportunities into the Capital Improvement Plan and long-term financial planning.
Strategic Use of Debt Financing	Debt financing can be appropriate when infrastructure assets provide benefits over many years.	Use debt financing selectively for major infrastructure projects with long service lives.
Reprioritization of Capital Projects	Deferring lower-priority projects or spreading large projects across multiple phases can reduce immediate funding needs and allow reserves to accumulate before major expenditures occur.	Phase projects when appropriate to align expenditures with available funding.

CONCLUSION

This analysis establishes a structured framework for managing the City’s financial reserves and supporting long-term infrastructure sustainability. The recommended reserve policy separates reserves into three distinct categories: operating reserves, capital reserves, and working capital. This structure improves financial transparency and ensures that reserve levels align with the specific risks faced by each fund.

It also establishes long-term capital reserve targets that reflect the scale of investment required to maintain and replace the City’s infrastructure systems. Although these targets exceed currently available resources, they represent long-term financial planning benchmarks rather than immediate funding requirements. By identifying the full scope of infrastructure replacement exposure, the City can proactively plan for future capital needs rather than responding to infrastructure failures on an ad hoc basis.

Initial implementation of the reserve framework can begin through the reclassification of existing resources and the establishment of dedicated capital reserve balances. Over time, the remaining capital funding gap can be addressed through a combination of annual reserve contributions, utility rate adjustments, strategic use of grants and external funding, voter-approved revenues, and prudent use of long-term debt for major infrastructure investments.

Operating Reserve Template (Budget Stabilization + Emergency)

Operating Risk Weights		Operating Risk Scores	
Revenue Volatility	30.0%	Low	1
Expenditure Rigidity	20.0%	Moderate	2
Economic Sensitivity	15.0%	High	3
Catastrophic Exposure	20.0%	Very High	4
Financial Flexibility	15.0%		

Fund Name	Annual Operating Expenditures	Revenue Volatility	Expenditure Rigidity	Economic Sensitivity	Catastrophic Exposure	Financial Flexibility	Weighted Risk Score	Stabilization Reserve		Emergency Reserve			Total Operating Reserves \$	
								Calculated Stabilization %	Adjustment	Recommended Stabilization Reserve \$	Calculated Emergency %	Adjustment2		Recommended Emergency Reserve \$
General Fund	\$13,014,717	3	3	3	2	2	2.65	25.0%	5.0%	\$3,904,415	35.0%	-20.0%	\$1,952,208	\$5,856,623
Solid Waste	\$2,371,709	2	2	1	2	1	1.7	15.0%	-5.0%	\$237,171	15.0%	5.0%	\$474,342	\$711,513
Water	\$3,914,861	2	3	1	4	2	2.45	20.0%	-5.0%	\$587,229	25.0%	10.0%	\$1,370,201	\$1,957,431
Wastewater	\$1,389,505	2	3	1	4	1	2.3	20.0%	-5.0%	\$208,426	25.0%	15.0%	\$555,802	\$764,228
Electric	\$12,774,045	3	4	2	4	1	2.95	25.0%	-5.0%	\$2,554,809	35.0%	-3.0%	\$4,087,694	\$6,642,503
Storm Drainage	\$507,260	1	2	1	4	2	1.95	15.0%	0.0%	\$76,089	15.0%	0.0%	\$76,089	\$152,178

Appendix B
Capital Inputs

Capital Reserve Template (10-Year CIP Average + 5-Year Coverage + Risk Buffer)

Capital Risk Weights		Capital Risk Scores	
Infrastructure Failure Consequence	30.0%	Low	1
Regulatory / Compliance Exposure	25.0%	Moderate	2
Capital Timing Volatility	15.0%	High	3
Catastrophic Event Exposure	15.0%	Very High	4
Financial / Rate Shock Sensitivity	15.0%		

Fund Name	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	10-Year Avg Annual CIP
Solid Waste	\$269,000	\$155,000	\$171,000	\$187,000	\$203,000	\$224,500	\$245,500	\$267,000	\$293,000	\$319,500	\$233,450
Water	\$3,070,000	\$2,181,000	\$4,197,000	\$4,339,000	\$4,196,000	\$2,563,000	\$2,786,000	\$2,544,000	\$3,012,000	\$4,446,000	\$3,333,400
Wastewater	\$800,000	\$2,150,000	\$1,200,000	\$790,000	\$3,475,000	\$2,070,000	\$2,690,000	\$2,300,000	\$2,960,000	\$2,950,000	\$2,138,500
Electric	\$1,070,000	\$2,495,000	\$3,250,000	\$605,000	\$1,855,000	\$1,855,000	\$1,855,000	\$1,855,000	\$1,855,000	\$1,855,000	\$1,855,000
Storm Drainage	\$1,050,000	\$1,170,000	\$1,770,000	\$1,100,000	\$1,650,000	\$4,000,000	\$69,000,000	\$5,275,000	\$4,125,000	\$3,075,000	\$9,221,500
Capital Acquisition Fund	\$2,533,981	\$2,673,013	\$6,683,918	\$7,133,918	\$3,479,918	\$5,536,918	\$8,255,918	\$1,760,918	\$4,082,918	\$4,165,918	\$4,630,734
											\$ 21,412,584

Fund Name	5-Year Coverage	Base Capital Target	Infrastructure	Regulatory	Timing	Catastrophic	Financial Sensitivity	Weighted Risk Score	Recommended Buffer %	Buffer Amount \$	Capital Reserve Target \$	
Solid Waste	\$1,167,250	\$1,167,250	2		1	2	1	2	1.6	10.0%	\$116,725	\$1,283,975
Water	\$16,667,000	\$16,667,000	3		3	3	2	2	2.7	18.0%	\$3,000,060	\$19,667,060
Wastewater	\$10,692,500	\$10,692,500	3		4	3	3	2	3.1	22.0%	\$2,352,350	\$13,044,850
Electric	\$9,275,000	\$9,275,000	3		2	2	3	2	2.45	15.0%	\$1,391,250	\$10,666,250
Storm Drainage	\$46,107,500	\$46,107,500	2		1	2	4	2	2.05	15.0%	\$6,916,125	\$53,023,625
Capital Acquisition Fund	\$23,153,669	\$23,153,669	2		1	2	2	3	1.9	10.0%	\$2,315,367	\$25,469,036
	\$107,062,919	\$107,062,919									\$16,091,877	\$123,154,796

Meeting Date: April 14, 2026 Department: Public Works Staff Reference: Phillip Bowman
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AGENDA ITEM SUMMARY REPORT
Second Extension of Quote 2024-0501 Fuel

PROPOSED ACTION:

Informational only — Discussion regarding the extension of Quote 2024-0501 Fuel with Bailey Enterprises Inc. for a period of one year beginning on July 1, 2026.

SUMMARY OF INFORMATION:

In June 2024, the City Council approved the award of Quote 2024-0501 Fuel to Bailey Enterprises Inc. Quote packets were sent to Bailey Enterprises Inc. and Homax Oil partnering with Conoco Country Store. Bailey Enterprises Inc. was the only provider to submit a quote and was awarded the fuel contract for FY2025. This quote has a provision allowing the City to extend the agreement for two additional one-year periods. The City Council previously approved the first extension of this quote for the period of July 1, 2025–June 30, 2026.

Bailey Enterprises Inc. has been the City's fuel supplier since 2015, and has been the only company to submit a quote since 2019.

Mike Bailey, President/CEO of Bailey Enterprises Inc., has been contacted and Bailey Enterprises Inc. would agree to extend the current agreement for one year beginning on July 1, 2026.

FISCAL IMPACT:

Funds for the purchase of fuel are being budgeted within the FY2027 Budget.

ATTACHMENTS:

1. Fuel Quote 2024-0501 Submitted by Bailey Enterprises Inc.



REQUEST FOR QUOTATION
Quote # 2024-0501

The City of Cody will accept quotes until 2:00 p.m., May 20, 2024 at City Hall, 1338 Rumsey Ave. for the following fuels:

- Unleaded Gasoline
- Mid-Grade Gasoline
- Premium Grade Gasoline
- Diesel Fuel

Matt Hall
Mayor

Jerry Fritz
Andrew Quick
Lee Ann Reiter
Don F. Shreve Jr.
Emily Swett
Kelly Tamblyn
COUNCIL MEMBERS

Thomas P. Keegan
MUNICIPAL JUDGE

Barry A. Cook
City Administrator

1338 Rumsey Avenue
P.O. Box 2200
Cody, WY 82414

(307) 527-7511
Fax (307) 527-6532

It is estimated that the City utilizes approximately 90,000 gallons of fuel per year, approximately half of this use being diesel fuel. Quantities do vary by product and are not guaranteed. Quantities should not be construed to represent either a maximum or minimum quantity to be used during the contract term.

SUPPLIER must have at least two stations within the municipal bounds of Cody. Fuel is to be dispensed by a Card System. Cards are to be set for a single vehicle or equipment allowing one card to be locked out without exchanging all of the cards. Must be able to provide PINs for each card. Fuel entry must be able to accommodate mileage and hours. On a weekly basis the SUPPLIER must be able to email the mileage and usage of any vehicles or equipment to fleet@codywy.gov. On a monthly basis, concurrent with billing, SUPPLIER must be able to deliver all usage and billing information to the City of Cody in a comma delimited by field ASCII file or other acceptable format (preferably Microsoft Excel). The SUPPLIER must provide proof of rack prices at the end of each month.

Quotes are to be per gallon price with state tax included. Quotes must delineate separately the "Rack", "Freight", "Overhead", "Profit", "State Tax" and "Total Quote" (as a local government entity, the City of Cody is exempt from Federal Excise Tax).

Date of price to be as of May 10, 2024. The successful supplier will begin dispensing fuels for the City of Cody on July 1, 2024. This agreement is to extend for a period of one (1) year with the City retaining the option to extend the agreement for two additional one (1) year periods.

Submit quotes to City of Cody, 1338 Rumsey Avenue, PO Box 2200, Cody, WY 82414 and mark on the outside of the envelope "2024-0501 FUEL QUOTE". All quotes must be submitted on an official quote form (attached). Additional copies can be obtained by emailing kylieh@codywy.gov.

In accordance with the provisions of Section 16-6-101 through Section 16-6-106 of the Wyoming Statutes, 1997 republished edition, preference is hereby given to materials, supplies, equipment, machinery, and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by the competitors outside the state. ***Any supplier claiming preference must submit evidence of Wyoming residency as defined in Wyoming Statute 16-6-101.***

The City reserves the right to reject any and/or all quotes and further reserves the right to waive any informalities if deemed in the best interest of the City.

Rob Kramer

City of Cody
Streets, Fleet and Grounds Superintendent

Meeting Date: April 14, 2026 Department: Public Works Staff Reference: Phillip Bowman
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AGENDA ITEM SUMMARY REPORT
Bid 2026-01 (1) New 1 Ton 4X4 Cab and Chassis

PROPOSED ACTION:

Informational only — Discussion regarding the award of Bid 2026-01 (1) New 1 Ton 4X4 Cab and Chassis

SUMMARY OF INFORMATION:

Resolution 2026-02 approved a Budget Amendment for the FY 2026 Budget and included funding for the replacement of the cab and chassis of vehicle A06, the Code Enforcement Officer vehicle. This replacement is due to the age of the vehicle and recent mechanical problems. The budget amendment allows for replacement of the cab and chassis, and the cost to remount the existing Deer Skin Animal Control body to the new cab and chassis.

To facilitate the transfer of the existing Deer Skin Animal Control body, certain specifications are required and were included in the cab and chassis bid. Along with the body transfer, a new air conditioning unit will be installed on the body. Specifications were also included to accommodate the new air conditioner.

Four bidders submitted five bids. These bids were opened at City Hall on March 19, 2026.

Denny Menholt Chevrolet GMC submitted one bid for a 2026 Chevrolet Silverado 3500HD 4WD Double Cab in the amount of \$48,598. This bid does not meet the required specifications.

Fremont Motor Company submitted two bids:

One bid for a 2026 Ford F350 4X4 Supercab in the amount of \$54,230.68. This bid meets the required specifications, and includes the dealer removing the box.

One bid for a 2026 Dodge 3500 Tradesman Crew Cab 4X4 in the amount of \$48,529. This bid does not meet the required specifications.

Fremont Motors Powell submitted one bid for a 2026 Ford F350 4X4 Supercab Chassis Cab in the amount of \$59,745. This bid does not meet the required specifications.

Greiner Ford of Casper submitted one bid for a 2026 Ford F350 4X4 Supercab in the amount of \$53,265. This bid meets the required specifications, except for a box delete. This would require in-house removal of the unit's box.

Subject to discussion with the City Council and direction received, City Staff proposes to award Bid 2026-01 to Greiner Ford of Casper for the purchase of a 2026 Ford F350 4X4 Supercab in the amount of \$53,265 with approval at the City Council Regular Meeting on April 14, 2026.

FISCAL IMPACT:

The purchase of this vehicle was funded with the FY 2026 Budget Amendment approved by Resolution 2026-02 in the amount of \$70,000.

ATTACHMENTS:

None

Meeting Date: April 14, 2026 Department: Public Works Staff Reference: Phillip Bowman
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AGENDA ITEM SUMMARY REPORT
Bid 2026-03 (1) New 2026 AWD Police Utility Vehicle

PROPOSED ACTION:

Informational only — Discussion regarding Bid 2026-03 for (1) New 2026 AWD Police Utility Vehicle

SUMMARY OF INFORMATION:

A request is being made in the FY 2027 Budget for the purchase of a new AWD Police Utility Vehicle to replace an existing Police Department patrol vehicle due to age and mileage.

Generally, replacement vehicles would be bid following the start of the new fiscal year, allowing for ordering during the 1st quarter of the model year. Information received from Ford Motor Companies Government Sales Manager shows that the soonest a 2027 model year Police Interceptor Utility with a 3.3L gasoline engine (our standard patrol unit) will go into production is the 4th quarter of the model year (start of FY 2028). Given the delay in receiving a 2027 model year, staff inquired about the production of a 2026 model year vehicle. It is anticipated that the 2026 model year units can be ordered through May 1, 2026, with production occurring during the 4th quarter of this model year.

Historically, delivery of the unfitted units has taken five or more months, putting the actual purchase of the unit currently being bid into FY 2027.

Bid 2026-03 for (1) New 2026 AWD Police Utility Vehicle was publicly advertised in the Cody Enterprise on March 31 and April 7, and bids will be opened at City Hall on the morning of April 14. Subject to discussion with the City Council and direction received, City Staff will review the submitted bids and present a recommendation for award of Bid 2026-03 at the City Council Regular Meeting on April 21, 2026.

FISCAL IMPACT:

The purchase of this vehicle is funded in the proposed FY 2027 Budget in the amount of \$89,323. If awarded, the cost for this vehicle purchase will be incurred after July 1, 2026, in FY 2027.

ATTACHMENTS:

None

Meeting Date: April 14, 2026
Department: Public Works
Staff Reference: Phillip Bowman, Jake Moyer

AGENDA ITEM SUMMARY REPORT

Bid Results and Recommendation for Award of the Pressure Reducing Valve Replacement and Upgrade Project

PROPOSED ACTION:

Informational only — Bid Results and Recommendation to issue Notice of Award for the Pressure Reducing Valve Replacement and Upgrade Project

SUMMARY OF INFORMATION:

The Pressure Reducing Valve Replacement and Upgrade Project (Project) is funded by a Drinking Water State Revolving Fund (DWSRF) Loan approved by City Council on January 21, 2025, which provides a total funding amount of \$2.0 million for design and construction of the Project. This funding was programmed for expenditure as a multi-year project, with the first \$1.0 million included in the approved FY 2026 Budget and the second \$1.0 million proposed in the FY 2027 Budget (yet to be approved). To have flexibility in awarding the Project construction contract based on the bids received, City Staff have increased the proposed FY 2027 Budget amount to \$1.3 million, with the additional \$300,000 being drawn from the Water Enterprise Fund unassigned cash and investments balance.

The Project was advertised for public bidding in the Cody Enterprise on February 24, March 3, March 10, and March 17, 2026, and bids were received by the City and publicly opened at City Hall on March 26, 2026. Three (3) bids were received for the Project and the City's engineering consultant, Ardurra, has checked and tabulated the bids and confirmed that all required documents were submitted. As summarized in the attached letter for the Engineer's Recommendation of Award, Ardurra has determined that Great Basin Development and Construction, LLC (GBDC) is the responsive low bidder. GBDC does not hold a Wyoming Residency Certificate and with the addition of 5% to the submitted bid amount required by Wyoming State Statute, GBDC was still the low bidder. As summarized in Ardurra's letter, it is recommended that the Project be awarded to GBDC in the amount of \$1,772,916.

Based on the total funding amount of \$2.3 million for the Project included in the approved FY 2026 Budget and proposed FY 2027 Budget for all engineering and construction, the estimated Project costs are summarized as follows:

- Engineering design and bid document preparation = \$218,913 under contract with Ardurra
- Construction cost = \$1,772,916 recommended for award to GBDC
- Construction administration and support = \$200,000 to be placed under contract with Ardurra (estimated amount, currently under negotiation)
- **Total Estimated Project Cost = \$2,181,829**

Therefore, the Total Estimated Project Cost is within and below the total project funding amount of \$2.3 million. Subject to discussion with the City Council and direction received, City Staff

proposes to present the Notice of Award to GBDC in the amount of \$1,772,916 for approval at the City Council Regular Meeting on April 21, 2026.

FISCAL IMPACT:

The project funding is described in detail above. The approved FY 2026 Budget and proposed FY 2027 Budget (yet to be approved) will fund the recommended Project award to Great Basin Development and Construction in the amount of \$1,772,916.

ATTACHMENTS:

1. Ardurra Recommendation of Award and Bid Tabulation - Cody PRV Replacement Project



March 27, 2026

Phillip Bowman
 Public Works Director/City Engineer
 City of Cody
 1338 Rumsey Ave, Cody, WY 82414
 Cody, Wyoming 82414

SUBJECT: City of Cody PRV Replacement Project – Engineer’s Recommendation of Award

Dear Mr. Bowman,

Bids for the above-mentioned project were due at 1:00 PM on March 26th, 2026. Three bids were received, publicly opened, and read aloud at that time. Bids are summarized as follows:

Bidder	Engineer’s Estimate	Great Basin Development & Construction, LLC	WyoDak Energy Services, LLC	COP Construction
Bid Schedule A	\$1,511,217.97	\$1,310,963.00	\$1,946,109.19	\$1,309,790.00
Bid Schedule B	\$270,300.00	\$173,169.00	\$250,990.58	\$207,590.00
Bid Schedule C	\$431,050.00	\$288,784.00	\$481,183.62	\$303,320.00
Total All Schedules	\$2,212,567.97	\$1,772,916.00	\$2,678,283.39	\$1,820,700.00

After review of the bid documents, Ardurra found one math error in WyoDak Energy Services bid that lowered their Bid Schedule 1 price by \$41.48. No other errors or irregularities were found.

Great Basin Development and Construction, L.L.C. was the lowest responsive bidder for all schedules combined. WyoDak was the only bidder to submit a Wyoming Residency Certificate. Even after applying the 5% preference, Great Basin Development is still the low bidder for all combined schedules.

The low bid has been reviewed for compliance with conditions set forth in the contract documents. Provided this amount fits into the City’s overall budget, Ardurra recommends all schedules be awarded to Great Basin Development and Construction, L.L.C., in the amount of \$1,772,916.00 provided the City of Cody and the Wyoming SRF Program concur. Additionally, we recommend you consult your legal counsel for concurrence.

Attached is the bid tabulation for your files. Please do not hesitate to contact me with any questions regarding this recommendation.



Sincerely,

Wesley Werbelow, PE
Senior Project Manager

CC: Riley Otto - WWDO Project Manager

Enclosures: Bid Tabulation

City of Cody, WY
City of Cody PRV Replacement Project
Bid Tabulation

Bid Schedule A - Site A, Site B, Site D, Site E - Base Bid Schedule														
Item No.	Description	Quantity	Unit	Engineer's Estimate		1			2			3		
				Unit Cost	Cost	Great Basin		%	WyoDak Energy		%	COP Construction		%
1	Traffic Control	1	LS	\$45,000.00	\$45,000.00	\$63,498.00	\$63,498.00	41.11%	\$119,304.62	\$119,304.62	165.12%	\$24,500.00	\$24,500.00	-45.56%
2	Sediment, Erosion Control, and Storm Water Management	1	LS	\$9,000.00	\$9,000.00	\$4,500.00	\$4,500.00	-50.00%	\$19,890.99	\$19,890.99	121.01%	\$6,200.00	\$6,200.00	-31.11%
3	Mobilization	1	LS	\$220,000.00	\$220,000.00	\$193,616.00	\$193,616.00	-11.99%	\$44,877.92	\$44,877.92	-79.60%	\$178,000.00	\$178,000.00	-19.09%
4	Removal of Existing Structures & Obstructions	1	LS	\$55,000.00	\$55,000.00	\$30,776.00	\$30,776.00	-44.04%	\$82,976.28	\$82,976.28	50.87%	\$23,000.00	\$23,000.00	-58.18%
5	Removal of Asphalt Pavement	425	SY	\$30.00	\$12,750.00	\$27.00	\$11,475.00	-10.00%	\$81.00	\$34,425.00	170.00%	\$18.00	\$7,650.00	-40.00%
6	Removal of Concrete Pavement	80	SY	\$35.00	\$2,800.00	\$84.00	\$6,720.00	140.00%	\$282.46	\$22,596.80	707.03%	\$20.00	\$1,600.00	-42.86%
7	Removal of Concrete Curb and Gutter	25	LF	\$30.00	\$750.00	\$20.00	\$500.00	-33.33%	\$75.37	\$1,884.25	151.23%	\$22.00	\$550.00	-26.67%
8	Clearing and Grubbing	1	LS	\$2,500.00	\$2,500.00	\$6,000.00	\$6,000.00	140.00%	\$555.63	\$555.63	-77.77%	\$3,900.00	\$3,900.00	56.00%
9	Grading 'W' Crushed Base	90	CY	\$75.00	\$6,750.00	\$55.00	\$4,950.00	-26.67%	\$643.59	\$57,923.10	758.12%	\$60.00	\$5,400.00	-20.00%
10	Plant Mix Bituminous Pavement, 4" Thickness (1/2" NMA Size)	425	SY	\$45.00	\$19,125.00	\$99.00	\$42,075.00	120.00%	\$178.62	\$75,913.50	296.93%	\$100.00	\$42,500.00	122.22%
11	Concrete Pavement, 8" Thickness	20	SY	\$175.00	\$3,500.00	\$245.00	\$4,900.00	40.00%	\$568.69	\$11,373.80	224.97%	\$145.00	\$2,900.00	-17.14%
12	Concrete Curb and Gutter	25	LF	\$85.00	\$2,125.00	\$93.00	\$2,325.00	9.41%	\$137.69	\$3,442.25	61.99%	\$90.00	\$2,250.00	5.88%
13	Tack Coat	0.4	TON	\$5,800.00	\$2,466.97	\$950.00	\$380.00	-83.62%	\$1,639.50	\$655.80	-71.73%	\$2,200.00	\$880.00	-62.07%
14	Water Main, 4" C900 DR-14 PVC	30	LF	\$110.00	\$3,300.00	\$134.00	\$4,020.00	21.82%	\$239.41	\$7,182.30	117.65%	\$100.00	\$3,000.00	-9.09%
15	Water Main, 6" C900 DR-14 PVC	110	LF	\$137.50	\$15,125.00	\$162.50	\$17,875.00	18.18%	\$187.38	\$20,611.80	36.28%	\$200.00	\$22,000.00	45.45%
16	Water Main, 8" C900 DR-14 PVC	120	LF	\$165.00	\$19,800.00	\$170.25	\$20,430.00	3.18%	\$349.10	\$41,892.00	111.58%	\$380.00	\$45,600.00	130.30%
17	Water Main, 12" C900 DR-14 PVC	35	LF	\$190.00	\$6,650.00	\$256.00	\$8,960.00	34.74%	\$527.13	\$18,449.55	177.44%	\$620.00	\$21,700.00	226.32%
18	Water Main, 6" Class 52 DIP	6	LF	\$330.00	\$1,980.00	\$555.00	\$3,330.00	68.18%	\$713.13	\$4,278.78	116.10%	\$700.00	\$4,200.00	112.12%
19	Water Main, 8" Class 52 DIP	10	LF	\$360.00	\$3,600.00	\$746.00	\$7,460.00	107.22%	\$526.36	\$5,263.60	46.21%	\$1,100.00	\$11,000.00	205.56%
20	Water Main Fittings, 6"x6"x6", Stainless Steel Tapping Sleeve	2	EA	\$5,000.00	\$10,000.00	\$1,792.00	\$3,584.00	-64.16%	\$6,449.19	\$12,898.38	28.98%	\$2,100.00	\$4,200.00	-58.00%
21	Water Main Fittings, 8"x8"x8", DI MJ Tee	2	EA	\$3,500.00	\$7,000.00	\$2,137.00	\$4,274.00	-38.94%	\$4,184.03	\$8,368.06	19.54%	\$2,800.00	\$5,600.00	-20.00%
22	Water Main Fittings, 12"x12"x8", DI MJ Tee	2	EA	\$4,500.00	\$9,000.00	\$2,707.00	\$5,414.00	-39.84%	\$6,977.44	\$13,954.88	55.05%	\$3,000.00	\$6,000.00	-33.33%
23	Water Main Fittings, 8"x4" DI MJ Reducer	2	EA	\$2,700.00	\$5,400.00	\$1,106.00	\$2,212.00	-59.04%	\$2,895.00	\$5,790.00	7.22%	\$2,100.00	\$4,200.00	-22.22%
24	Water Main Fittings, 12"x4" DI MJ Reducer	2	EA	\$3,800.00	\$7,600.00	\$1,720.00	\$3,440.00	-54.74%	\$4,442.04	\$8,884.08	16.90%	\$3,600.00	\$7,200.00	-5.26%
25	Water Main Fittings, 16"x8" DI MJ Reducer	2	EA	\$5,000.00	\$10,000.00	\$2,867.00	\$5,734.00	-42.66%	\$8,849.10	\$17,698.20	76.98%	\$5,400.00	\$10,800.00	8.00%
26	Water Main Fittings, 6" 90° DI MJ Bend	2	EA	\$2,500.00	\$5,000.00	\$1,165.00	\$2,330.00	-53.40%	\$3,097.11	\$6,194.22	23.88%	\$1,800.00	\$3,600.00	-28.00%
27	Water Main Fittings, 8" 22.5° DI MJ Bend	2	EA	\$2,700.00	\$5,400.00	\$1,309.00	\$2,618.00	-51.52%	\$3,225.86	\$6,451.72	19.48%	\$1,900.00	\$3,800.00	-29.63%
28	Water Main Fittings, 8" 90° DI MJ Bend	4	EA	\$2,800.00	\$11,200.00	\$1,397.00	\$5,588.00	-50.11%	\$3,432.46	\$13,729.84	22.59%	\$2,000.00	\$8,000.00	-28.57%
29	Gate Valve, 4" DI MJ	2	EA	\$4,000.00	\$8,000.00	\$3,832.00	\$7,664.00	-4.20%	\$4,329.25	\$8,658.50	8.23%	\$4,000.00	\$8,000.00	0.00%
30	Gate Valve, 6" DI MJ	4	EA	\$5,700.00	\$22,800.00	\$4,378.00	\$17,512.00	-23.19%	\$5,184.11	\$20,736.44	-9.05%	\$4,200.00	\$16,800.00	-26.32%
31	Gate Valve, 8" DI MJ	4	EA	\$6,600.00	\$26,400.00	\$5,214.00	\$20,856.00	-21.00%	\$6,188.69	\$24,754.76	-6.23%	\$5,300.00	\$21,200.00	-19.70%
32	Gate Valve, 12" DI MJ	1	EA	\$12,500.00	\$12,500.00	\$13,103.00	\$13,103.00	4.82%	\$55,571.00	\$55,571.00	344.57%	\$15,000.00	\$15,000.00	20.00%
33	Residential Service Line PRV, 3/4"	4	EA	\$1,050.00	\$4,200.00	\$1,559.00	\$6,236.00	48.48%	\$1,631.00	\$6,524.00	55.33%	\$2,400.00	\$9,600.00	128.57%
34	Residential Service Line PRV, 1-1/2"	1	EA	\$2,400.00	\$2,400.00	\$3,024.00	\$3,024.00	26.00%	\$3,304.99	\$3,304.99	37.71%	\$3,900.00	\$3,900.00	62.50%
35	Valve Restraint Block, 12" Main	1	EA	\$2,000.00	\$2,000.00	\$6,249.00	\$6,249.00	212.45%	\$28,631.48	\$28,631.48	1331.57%	\$3,300.00	\$3,300.00	65.00%
36	Valve Restraint Block, 16" Main	1	EA	\$2,500.00	\$2,500.00	\$7,818.00	\$7,818.00	212.72%	\$34,717.98	\$34,717.98	1288.72%	\$4,300.00	\$4,300.00	72.00%
37	Fitting Thrust Block	26	EA	\$500.00	\$13,000.00	\$330.00	\$8,580.00	-34.00%	\$1,972.69	\$51,289.94	294.54%	\$240.00	\$6,240.00	-52.00%
38	Penetration Seals, 6" ID Pipe	2	EA	\$1,650.00	\$3,300.00	\$718.00	\$1,436.00	-56.48%	\$591.07	\$1,182.14	-64.18%	\$2,100.00	\$4,200.00	27.27%
39	Penetration Seals, 8" ID Pipe	4	EA	\$2,650.00	\$10,600.00	\$823.00	\$3,292.00	-68.94%	\$591.06	\$2,364.24	-77.70%	\$2,300.00	\$9,200.00	-13.21%
40	Singer 206-PR Pressure Reducing Valves, 6", SRD, BABA Compliant	1	EA	\$20,000.00	\$20,000.00	\$21,395.00	\$21,395.00	6.98%	\$30,048.55	\$30,048.55	50.24%	\$19,000.00	\$19,000.00	-5.00%
41	Singer 206-PR Pressure Reducing Valves, 8", SRD, BABA Compliant	2	EA	\$25,000.00	\$50,000.00	\$29,947.00	\$59,894.00	19.79%	\$40,483.58	\$80,967.16	61.93%	\$27,000.00	\$54,000.00	8.00%
42	Dismantling Joint, 6"	1	EA	\$3,750.00	\$3,750.00	\$4,448.00	\$4,448.00	18.61%	\$4,881.71	\$4,881.71	30.18%	\$4,800.00	\$4,800.00	28.00%
43	Dismantling Joint, 8"	2	EA	\$5,000.00	\$10,000.00	\$5,363.00	\$10,726.00	7.26%	\$5,140.70	\$10,281.40	2.81%	\$5,400.00	\$10,800.00	8.00%
44	Concrete Valley Pan, 8" Depth	540	SF	\$30.00	\$16,200.00	\$27.00	\$14,580.00	-10.00%	\$3.84	\$2,073.60	-87.20%	\$38.00	\$20,520.00	26.67%
45	Seeding	1	LS	\$3,000.00	\$3,000.00	\$4,248.00	\$4,248.00	41.60%	\$1,849.73	\$1,849.73	-38.34%	\$700.00	\$700.00	-76.67%
46	Pre-Cast Vault, 8'x9' Interior, Traffic Rated	3	EA	\$110,000.00	\$330,000.00	\$71,364.00	\$214,092.00	-35.12%	\$138,993.37	\$416,980.11	26.36%	\$60,000.00	\$180,000.00	-45.45%
47	Instrumentation and Controls Integration	1	LS	\$208,000.00	\$208,000.00	\$239,665.00	\$239,665.00	15.22%	\$315,903.55	\$315,903.55	51.88%	\$245,000.00	\$245,000.00	17.79%
48	Electrical Integration	1	LS	\$265,500.00	\$265,500.00	\$177,161.00	\$177,161.00	-33.27%	\$177,920.56	\$177,920.56	-32.99%	\$213,000.00	\$213,000.00	-19.77%
				\$1,511,271.97		\$1,310,963.00		-13.25%	\$1,946,109.19		28.77%	\$1,309,790.00		-13.33%

BID IRREGULARITIES
Great Basin
No Irregularities

BID IRREGULARITIES
WyoDak Energy
Math Error

BID IRREGULARITIES
COP Construction
No Irregularities

Bid Schedule	Engineer's Estimate	Great Basin	%	WyoDak Energy	%	COP Construction	%
A- Base Bid	\$1,511,271.97	\$1,310,963.00	-13.25%	\$1,946,109.19	28.77%	\$1,309,790.00	-13.33%
B - Add Alt #1	\$270,300.00	\$173,169.00	-35.93%	\$250,990.58	-7.14%	\$207,590.00	-23.20%
C - Add Alt #2	\$431,050.00	\$288,784.00	-33.00%	\$481,183.62	11.63%	\$303,320.00	-29.63%
A+B+C (total)	\$2,212,621.97	\$1,772,916.00	-19.87%	\$2,678,283.39	21.05%	\$1,820,700.00	-17.71%

City of Cody, WY

City of Cody PRV Replacement Project

Bid Tabulation

				1			2			3					
Bid Schedule B - Site F - Add Alternate #1				Engineer's Estimate			Great Basin			Wyodak Energy			COP Construction		
Item No.	Description	Quantity	Unit	Unit Cost	Cost	%	Unit Cost	Cost	%	Unit Cost	Cost	%			
1	Traffic Control	1	LS	\$2,500.00	\$2,500.00		\$590.00	\$590.00	-76.40%	\$20,719.69	\$20,719.69	728.79%	\$1,000.00	\$1,000.00	-60.00%
2	Sediment, Erosion Control, and Storm Water Management	1	LS	\$3,000.00	\$3,000.00		\$950.00	\$950.00	-68.33%	\$5,122.46	\$5,122.46	70.75%	\$1,500.00	\$1,500.00	-50.00%
3	Mobilization	1	LS	\$40,000.00	\$40,000.00		\$4,485.00	\$4,485.00	-88.79%	\$8,055.89	\$8,055.89	-79.86%	\$20,000.00	\$20,000.00	-50.00%
4	Removal & Disposal of Existing Structures & Obstructions	1	LS	\$7,500.00	\$7,500.00		\$3,760.00	\$3,760.00	-49.87%	\$14,825.91	\$14,825.91	97.68%	\$6,400.00	\$6,400.00	-14.67%
5	Clearing and Grubbing	1	LS	\$1,500.00	\$1,500.00		\$900.00	\$900.00	-40.00%	\$555.63	\$555.63	-62.96%	\$790.00	\$790.00	-47.33%
6	Gravel Surfacing, Grading "W" Crushed Base, 4" Thickness	2	CY	\$450.00	\$900.00		\$131.00	\$262.00	-70.89%	\$615.39	\$1,230.78	36.75%	\$300.00	\$600.00	-33.33%
7	Adjust Water Valve Boxes & Install New Concrete Valve Collar	1	EA	\$1,500.00	\$3,000.00		\$1,335.00	\$1,335.00	-11.00%	\$2,324.39	\$2,324.39	54.96%	\$5,400.00	\$5,400.00	260.00%
8	Singer 206-PR Pressure Reducing Valves, 8", SRD, BABA Compliant	1	EA	\$25,000.00	\$25,000.00		\$35,245.00	\$35,245.00	40.98%	\$35,141.10	\$35,141.10	40.56%	\$33,000.00	\$33,000.00	32.00%
9	Dismantling Joint, 8"	1	EA	\$6,000.00	\$6,000.00		\$6,512.00	\$6,512.00	8.53%	\$5,140.70	\$5,140.70	-14.32%	\$5,400.00	\$5,400.00	-10.00%
10	Water Main Fittings, 10"x8" DI FLG Eccentric Reducer	2	EA	\$2,000.00	\$4,000.00		\$3,205.00	\$6,410.00	60.25%	\$4,630.17	\$9,260.34	131.51%	\$2,500.00	\$5,000.00	25.00%
11	Retrofit Locking Lid	1	EA	\$5,000.00	\$5,000.00		\$1,173.00	\$1,173.00	-76.54%	\$892.24	\$892.24	-82.16%	\$3,400.00	\$3,400.00	-32.00%
12	Seeding	1	LS	\$400.00	\$400.00		\$805.00	\$805.00	101.25%	\$1,849.73	\$1,849.73	362.43%	\$1,100.00	\$1,100.00	175.00%
13	Instrumentation and Controls Integration	1	LS	\$75,000.00	\$75,000.00		\$56,587.00	\$56,587.00	-24.55%	\$75,432.82	\$75,432.82	0.58%	\$58,000.00	\$58,000.00	-22.67%
14	Electrical Integration	1	LS	\$93,000.00	\$93,000.00		\$54,155.00	\$54,155.00	-41.77%	\$70,438.90	\$70,438.90	-24.26%	\$66,000.00	\$66,000.00	-29.03%
				\$266,800.00			\$173,169.00		-35.09%	\$250,990.58		-5.93%	\$207,590.00		-22.19%

BID IRREGULARITIES
Great Basin
No Irregularities

BID IRREGULARITIES
Wyodak Energy
No Irregularities

BID IRREGULARITIES
COP Construction
No Irregularities

City of Cody, WY
City of Cody PRV Replacement Project
Bid Tabulation

				1			2			3				
Bid Schedule C - Site C - Add Alternate #2				Engineer's Estimate		Great Basin			WyoDak Energy			COP Construction		
Item No.	Description	Quantity	Unit	Unit Cost	Cost	Unit Cost	Cost	%	Unit Cost	Cost	%	Unit Cost	Cost	%
1	Traffic Control	1	LS	\$2,500.00	\$2,500.00	\$1,495.00	\$1,495.00	-40.20%	\$20,719.69	\$20,719.69	728.79%	\$1,600.00	\$1,600.00	-36.00%
2	Sediment, Erosion Control, and Storm Water Management	1	LS	\$3,000.00	\$3,000.00	\$950.00	\$950.00	-68.33%	\$5,122.46	\$5,122.46	70.75%	\$1,500.00	\$1,500.00	-50.00%
3	Mobilization	1	LS	\$63,000.00	\$63,000.00	\$12,420.00	\$12,420.00	-80.29%	\$11,976.42	\$11,976.42	-80.99%	\$22,000.00	\$22,000.00	-65.08%
4	Removal & Disposal of Existing Structures & Obstructions	1	LS	\$12,000.00	\$12,000.00	\$10,262.00	\$10,262.00	-14.48%	\$12,283.61	\$12,283.61	2.36%	\$7,800.00	\$7,800.00	-35.00%
5	Clearing and Grubbing	1	LS	\$3,750.00	\$3,750.00	\$900.00	\$900.00	-76.00%	\$2,808.40	\$2,808.40	-25.11%	\$400.00	\$400.00	-89.33%
6	Gravel Surfacing, Grading "W" Crushed Base, 4" Thickness	2	CY	\$450.00	\$900.00	\$131.00	\$262.00	-70.89%	\$641.87	\$1,283.74	42.64%	\$300.00	\$600.00	-33.33%
7	Water Main, 8" Class 52 DIF	4	LF	\$300.00	\$1,200.00	\$790.00	\$3,160.00	163.33%	\$526.19	\$2,104.76	75.40%	\$1,100.00	\$4,400.00	266.67%
8	Water Main, 4" C900 DR-14 PVC	30	LF	\$150.00	\$4,500.00	\$133.50	\$4,005.00	-11.00%	\$239.41	\$7,182.30	59.61%	\$60.00	\$1,800.00	-60.00%
9	Water Main, 16" C900 DR-14 PVC	30	LF	\$150.00	\$4,500.00	\$330.00	\$9,900.00	120.00%	\$375.92	\$11,277.60	150.61%	\$240.00	\$7,200.00	60.00%
10	Water Main Fittings, 8"x8"x4" DI MJ Tee	2	EA	\$2,700.00	\$5,400.00	\$1,861.00	\$3,722.00	-31.07%	\$4,184.03	\$8,368.06	54.96%	\$2,400.00	\$4,800.00	-11.11%
11	Water Main Fittings, 16"x8" DI MJ Reducer	2	EA	\$5,000.00	\$10,000.00	\$2,909.00	\$5,818.00	-41.82%	\$4,184.03	\$8,368.06	-16.32%	\$5,400.00	\$10,800.00	8.00%
12	Water Main Fittings, 4" 90° DI MJ Benc	2	EA	\$1,500.00	\$3,000.00	\$908.00	\$1,816.00	-39.47%	\$4,184.03	\$8,368.06	178.94%	\$1,800.00	\$3,600.00	20.00%
13	Gate Valve, 4" DI MJ	1	EA	\$4,500.00	\$4,500.00	\$3,832.00	\$3,832.00	-14.84%	\$4,329.26	\$4,329.26	-3.79%	\$4,000.00	\$4,000.00	-11.11%
14	Gate Valve, 8" DI MJ	1	EA	\$6,000.00	\$12,000.00	\$5,214.00	\$5,214.00	-13.10%	\$6,188.70	\$6,188.70	3.15%	\$5,300.00	\$5,300.00	-11.67%
15	Valve Restraint Block, 16" Main	1	EA	\$2,500.00	\$5,000.00	\$6,554.00	\$6,554.00	162.16%	\$34,717.98	\$34,717.98	1288.72%	\$19,000.00	\$19,000.00	660.00%
16	Fitting Thrust Block	8	EA	\$500.00	\$4,000.00	\$330.00	\$2,640.00	-34.00%	\$1,972.65	\$15,781.20	294.53%	\$240.00	\$1,920.00	-52.00%
17	Penetration Seals, 8" ID Pipe	2	EA	\$3,000.00	\$6,000.00	\$823.00	\$1,646.00	-72.57%	\$591.07	\$1,182.14	-80.30%	\$2,300.00	\$4,600.00	-23.33%
18	Singer 206-PR Pressure Reducing Valves, 8", SRD, BABA Compliant	1	EA	\$25,000.00	\$25,000.00	\$27,797.00	\$27,797.00	11.19%	\$35,141.10	\$35,141.10	40.56%	\$27,000.00	\$27,000.00	8.00%
19	Dismantling Joint, 8"	1	EA	\$6,000.00	\$6,000.00	\$5,363.00	\$5,363.00	-10.62%	\$5,140.70	\$5,140.70	-14.32%	\$5,400.00	\$5,400.00	-10.00%
20	Concrete Bollards	4	EA	\$1,000.00	\$4,000.00	\$999.00	\$3,996.00	-0.10%	\$1,719.24	\$6,876.96	71.92%	\$2,200.00	\$8,800.00	120.00%
21	Seeding	1	LS	\$3,500.00	\$3,500.00	\$805.00	\$805.00	-77.00%	\$1,849.73	\$1,849.73	-47.15%	\$1,800.00	\$1,800.00	-48.57%
22	Pre-Cast Vault, 8'x9' Interior, Non-Traffic Ratec	1	EA	\$95,000.00	\$95,000.00	\$68,529.00	\$68,529.00	-27.86%	\$133,790.13	\$133,790.13	40.83%	\$44,000.00	\$44,000.00	-53.68%
23	Instrumentation and Controls Integration	1	LS	\$75,000.00	\$75,000.00	\$56,587.00	\$56,587.00	-24.55%	\$75,432.82	\$75,432.82	0.58%	\$57,000.00	\$57,000.00	-24.00%
24	Electrical Integration	1	LS	\$80,000.00	\$80,000.00	\$51,111.00	\$51,111.00	-36.11%	\$60,889.74	\$60,889.74	-23.89%	\$58,000.00	\$58,000.00	-27.50%
				\$431,050.00		\$288,784.00		-33.00%		\$481,183.62	11.63%		\$303,320.00	-29.63%

BID IRREGULARITIES
Great Basin
No irregularities

BID IRREGULARITIES
WyoDak Energy
No irregularities

BID IRREGULARITIES
COP Construction
No irregularities

<p>Meeting Date: April 14, 2026 Department: Public Works Staff Reference: Phillip Bowman, Kris Bruxvoort</p>

AGENDA ITEM SUMMARY REPORT

Task Order No. 26-01 with Bowen Collins and Associates for the Wastewater Treatment and Collection Master Plan

PROPOSED ACTION:

Informational only — review and discuss Task Order No. 2026-01 with Bowen Collins and Associates for continuation of work on the Wastewater Treatment and Collection Master Plan

SUMMARY OF INFORMATION:

The City of Cody last completed a Wastewater Master Plan in 2002. With growth of population in the City, new subdivisions adding new areas of service to the wastewater collection system, and modifications to the City’s Wastewater Treatment Facility (WWTF) over the past two decades, the previous Master Plan needs to be updated. A new Wastewater Collection and Treatment Master Plan (WWMP) was originally funded in the approved FY 2025 Budget in the amount of \$350,000 as a multi-year project, and funding has been carried over into the approved FY 2026 Budget and the proposed FY 2027 Budget.

The consultant team of Bowen Collins and Associates (BCA) and Engineering Associates (EA) was placed under contract with approval of the Master Agreement for Professional Services and Task Order No. 25-01 by the City Council on May 20, 2025, and the first phase of the project has a not-to-exceed fee amount of \$94,735.20. BCA is nearing completion of the first phase of work, and City Staff have negotiated the scope of work and proposed fee for the second phase of the project including Capital Improvement Plan (CIP) project scoping and cost estimates, WWTF capacity analysis and long-term improvement needs, and preparation of the WWMP Final Report. Task Order No. 26-01 defines the next phase of work to be completed at a not-to-exceed fee amount of \$119,417. With the combination of Task Order No. 25-01 and Task Order No. 26-01, the total amount under contract with BCA will be \$214,152.20 and will remain within the original project budget of \$350,000.

It is anticipated that the second phase of work defined in Task Order No. 26-01 will be completed within four to six months, and the WWMP Final Report will be presented to the City Council for review and adoption in late 2026.

Subject to discussion with the City Council and direction received, City Staff proposes to present Task Order No. 26-01 with BCA for approval at the City Council Regular Meeting on April 21, 2026.

FISCAL IMPACT:

Funding for WWMP in the amount of \$350,000 was included in the approved FY 2025 Budget in the Wastewater Enterprise Fund. As a multi-year project, funding has been carried over to

the approved FY 2026 Budget and the proposed FY 2027 budget. With approval of Task Order No. 26-01 with BCA at a not-to-exceed fee amount of \$119,417, the total amount under contract with BCA will be \$214,152.20 and will remain within the original project budget.

ATTACHMENTS:

1. Bowen Collins and Associates Task Order No. 26-01 - Wastewater Master Plan

Attachment A – Standard Task Order Form

**TASK ORDER NO. 26-01
TO
MASTER AGREEMENT FOR PROFESSIONAL SERVICES**

OWNER: City of Cody

Effective Date of Master Agreement: May 9, 2025

THIS TASK ORDER NO. 26-01 TO THE MASTER AGREEMENT FOR PROFESSIONAL SERVICES (this “TASK ORDER”) is made and entered into as of the 2nd day of April, 2026, by and between OWNER and Bowen, Collins and Associates, Inc., a Utah Corporation (herein called ENGINEER) who agree as follows:

1. **PROJECT.** The PROJECT associated with this TASK ORDER is described as follows: Phase 2 of the Wastewater Collection and Treatment Master Plan.
2. **SCOPE OF SERVICES.** The SCOPE OF SERVICES and deliverables associated with this TASK ORDER is attached hereto as Exhibit A.
3. **FEES.** OWNER shall reimburse for services provided under this TASK ORDER on a time and expense basis not to exceed \$119,417.00. Payment shall be in accordance with the FEE SCHEDULE attached hereto as Exhibit B and in accordance with the MASTER AGREEMENT FOR PROFESSIONAL SERVICES.
4. **SCHEDULE.** The SERVICES associated with this TASK ORDER are anticipated to be completed within 6 months following written authorization from the OWNER to proceed.
5. **ATTACHMENTS AND EXHIBITS.** Both parties have read and understood all attachments and exhibits referenced in or attached to this TASK ORDER and agree that such items are hereby incorporated into and made a part of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES.

IN WITNESS WHEREOF, OWNER and ENGINEER have executed this TASK ORDER as of the date first above written.

OWNER:

ENGINEER:

By: _____

By: _____

Printed Name: _____

Printed Name: Keith Larson

Its: _____

Its: Vice President

Exhibit A

Scope of Work Phase 2 Wastewater Collection and Treatment Master Plan

Bowen Collins & Associates

SCOPE OF SERVICES

Phase 2 – WWTF Analysis and Wastewater Master Plan

Task 2-0 – Phase Kickoff, Overview Meeting, and Progress Meetings.

Objective: Review the project objectives and schedule, develop project and data coordination procedures, and discuss questions regarding information provided by the City.

Activities:

- Prepare for and attend monthly progress meetings through the duration of the phase.

Task 2-1 – Develop a Capital Improvement Project List for the Collection System.

Objective: Evaluate alternative system improvements that, if implemented, would resolve the identified sewer system deficiencies (both existing and projected). Use the identified improvements to develop a Capital Improvement Project List.

Activities:

- Utilize the developed computer model to evaluate alternative sewer system improvements.
- With City personnel, identify the recommended sewer system capital improvement projects that will best resolve the identified system deficiencies.
- Develop cost estimates for the recommended system improvements, including both capacity and maintenance related projects.
- Develop ranking criteria to determine capital improvement plan project order. First ranking of projects will be by the projected timing of the deficiency followed by the additional ranking criteria identified.
- Based on the projected flow timeline and with City personnel, create a prioritized list of improvements. This will include a division of required projects into 5-year, 10-year, and 20-year planning horizons.
- Develop a recommended timing for needed improvements based on the critical nature of needed improvements or funding/timing limitations.

Deliverables:

1. A prioritized list of alternative capital improvement projects with cost estimates that can be implemented to resolve the identified sewer system deficiencies.
2. Digital Copy of the developed wastewater collection model including simulations for the existing, future, and improved conditions.

Task 2-2 – Evaluate the Hydraulic Capacity of Existing WWTF.

Objective: Determine the hydraulic capacity of the existing treatment facility and its ability to treat projected flows.

Activities:

- Collect and review WWTF data including design criteria used for the current treatment process, historical flow data, design drawings, plant operations logs, etc.
- Identify hydraulic capacity of existing plant based upon provided data and hydraulic calculations of existing facilities.
- Establish future influent flow projections based upon data collected and developed in Phase I of this project.
- Identify hydraulic limitations and ultimate hydraulic treatment capacity of existing WWTF.

Task 2-3 – Evaluate Loading Capacity of Existing WWTF Based Upon Current Discharge Requirements

Objective: Determine the biologic and solids loading capacity of the existing treatment facility and its ability to treat projected loading.

Activities:

- Collect and review WWTF data including design criteria used for the current treatment process, historical flow data, design drawings, plant operations logs, etc. Note: Any additional testing necessary for process evaluation will be coordinated and paid by the City.
- Collect and review historical septage loading from Park Count records (for anticipated load for the operational septage facility).
- Review current discharge requirements.
- Identify historical loading to the WWTF including BOD, TSS, NH₃, TP, and TIN.
- Establish future loading projections based upon ERU projections established in Phase I including future septage loading.
- Identify loading capacity of the existing facility based upon process design criteria, typical design criteria for extending aerated lagoons, and discharge permit requirements.
- Identify hydraulic limitations and ultimate hydraulic treatment capacity of existing WWTF.
- Review current operation and control strategy of the WWTF in effort to identify operation improvements that may result in decreased operational costs.

Deliverables:

1. Projected maximum number of ERU's that can be treated by the existing Wastewater Treatment Facility. This will include a value for both treatment and hydraulic flow capacities.

Task 2-4 – Evaluate Treatment Capacity with Potential Effluent Nutrient Limits

Objective: Identify potential future nutrient limits for discharge and the existing WWTF ability to meet the potential limits.

Activities:

- With city personnel, identify potential nutrient limits that may be implemented by the Wyoming Department of Environmental Quality (WDEQ).
- Evaluate existing WWTF ability to meet future potential limits.
- Identify potential capital improvements necessary to meet potential requirements.
- Develop short list of alternatives including planning level cost estimates.

Task 2-5 – Recommendations and Implementation Schedule

Objective: Establish timeline for when improvements are required.

Activities:

- Develop timeline for improvements including preliminary design, final design and construction.
- Identify trigger points to monitor to verify schedule in the future.

Task 2-6 – Develop a WWTF Capital Improvement Plan

Objective: Use the identified improvements to develop a Capital Improvement Project List.

Activities:

- Develop a 10-year budget plan for WWTF capital improvements.
- Prioritize the list of capital improvements with City personnel.

Task 2-7 – Prepare the Wastewater Collection and Treatment Master Plan Report

Objective: Prepare the report to document the Wastewater Collection and Treatment Master Plan

Activities:

- Document the processes, analysis, and findings of this study.
- Compile technical appendices including the collected data from Phase 1 and the findings from Phase 2.
- Develop a detailed 10-year wastewater system capital facilities plan and budget for the existing collection and treatment systems.
- Prepare a draft report that summarizes the results of the study and presents the recommended capital improvements plan.
- Meet with City personnel to review comments on draft report.
- Incorporate City comments into the final report.

Deliverables:

1. 10-year budget plan for capital improvements
2. Prioritized list of all capital improvements with cost estimates
3. Master Plan document to be presented to and adopted by the City Council.

4. One electronic copy of the draft Wastewater Collection and Treatment Master Plan report.
5. Detailed Project Scoping Sheets for the Capital Improvement Plan projects.

Task 2-8 – Present Information to City Council and the Public

Objective: Obtain Cody City Council and public comments by presenting the results to the Council and the public. Answer questions regarding this study.

Activities:

- Provide a draft presentation for a City Council work session to present the results of this study to City staff for review.
- Incorporate City comments into the presentation.
- Present to the Cody City Council at a work session.
- Respond to questions, if any, via a short response format letter.

Deliverables:

1. Draft PowerPoint presentation for the City Council and public on the Wastewater Collection and Treatment report.
2. Final version of the PowerPoint presentation.
3. One electronic copy of the final Wastewater Collection and Treatment Master Plan report
4. One print version of the final Wastewater Collection and Treatment Master Plan report in a 3 ring binder.
5. Digital copies of the final sewer models; one electronically delivered and one via physical flash drive.

ASSUMPTIONS

For this scope and associated fee we have made the following assumptions:

1. We will prepare and attend monthly progress meetings for a total of 6 meetings over the duration of the project (Phase 2 only). Remote meetings will be sufficient in most cases. EA will be available in person if needed.
2. If additional data is necessary to evaluate the WWTF, the City will provide the data or the scope of work and fee will be modified.

SCHEDULE

Upon delivery of the signed task order, phase 2 work shall be completed in 4 months.

BUDGET

This scope and fee will be performed on a time and material basis. The scope and fee for Phase 2 will be authorized for a total fee not to exceed \$119,417 without prior authorization. This includes \$8,360.00 fee associated with work in Phase 1 task order not included in the Phase 1 task order (e.g. Phase 2 is \$111,057 + \$8,360 not in Phase 1 task order).

Wastewater Collection and Treatment Master Plan

City of Cody

Engineering Fee Estimate

LAST UPDATED: February 2026

		BC&A										EA	Subtotal Hours	Subtotal Labor	Total Cost	
Labor Category		Editor	Office	Engineer 1	Engineer 1	Engineer 3	Engineer 5	Engineer 6	Engineer 6	Engineer 10	Engineer 10 PIC	Project Manager 1				
Staff		G. Johnson	J. Snow	S. Oldham	B. McCullough	T. Jorgensen	N. Rogers	K. Ballentine	A. McKinnon	J. Beckman	K. Larson	I. Morrison				
Labor Rate		\$92	\$106	\$144	\$144	\$167	\$188	\$199	\$199	\$251	\$251	\$209				
Task No.	Task Description															
2	WWTF Analysis and Wastewater Master Plan															
2-0	Phase Kickoff, Overview Meeting, and Progress Meetings			15		25.5		10.5		6	6	6	69	\$ 12,774.00	\$ 12,774.00	
2-1	Develop a Capital Improvement Project List for the Collection System			36		10		4			2		52	\$ 8,152.00	\$ 8,152.00	
2-2	Evaluate the Hydraulic Capacity of the WWTF				40		16			16		6	78	\$ 14,038.00	\$ 14,038.00	
2-3	Evaluate the Loading Capacity of the WWTF				48	8	20			16		6	98	\$ 17,278.00	\$ 17,278.00	
2-4	Evaluate the Treatment Capacity with Potential Effluent Nutrient Limits				40		16			16		6	78	\$ 14,038.00	\$ 14,038.00	
2-5	WWTP Recommendations and Implementation Schedule				40		16			12			68	\$ 11,780.00	\$ 11,780.00	
2-6	Develop a WWTF Capital Improvement Plan			10		10		2		2			24	\$ 4,010.00	\$ 4,010.00	
2-7	Prepare the Wastewater Collection and Treatment Master Plan Report	4	4	60		34	20	15		4	4	4	149	\$ 24,699.00	\$ 24,699.00	
2-8	Present Information to City Council and the Public			8		8		4			4		24	\$ 4,288.00	\$ 4,288.00	
													0	\$ -	\$ -	
	Phase 2 Sub-Total	4	4	129	168	95.5	88	35.5	0	72	16	28	640	\$ 111,057.00	\$ 111,057.00	
	Total Hours	4	4	129	168	95.5	88	35.5	0	72	16		640			
1-9	Phase 1 Task Order Rollover Sub-Total													\$ 8,360.00	\$ 8,360.00	
	Total Cost													\$ 119,417.00	\$ 119,417.00	

Expenses include:

Mileage reimbursement at \$0.75/mile

10% Markup on other project related expenses

See attached scope of work for budgetary assumptions

<p>Meeting Date: April 14, 2026 Department: Public Works Staff Reference: Phillip Bowman, Kris Bruxvoort</p>

AGENDA ITEM SUMMARY REPORT

Agreement for Encroachment License with three (3) separate property owners at specified locations within the City of Cody

PROPOSED ACTION:

Informational only — review and discuss the proposed Agreement for Encroachment License with three (3) separate property owners at specified locations within the City of Cody

SUMMARY OF INFORMATION:

The City of Cody has utilized an Agreement for Encroachment License (Agreement) prepared by the City Attorney to allow individual property owners to utilize a portion of existing City Right-of-Way (ROW) for private improvements. The Agreement outlines the terms and conditions that apply to each specific encroachment situation, and formally allows an existing building or structure encroachment to remain in place or a proposed encroachment to be constructed. The Agreement is revocable, so if the City or another public utility provider is required to perform work within the ROW in the future that will be in conflict with the building or structure encroachment, then the property owner must remove the encroachment at their cost within one hundred twenty (120) days upon receiving written notice from the City. In addition, the Agreement defines an annual payment amount for the use of the ROW based on the encroachment area (typically a dollar amount per square foot of encroachment area per year).

City Staff have worked with three (3) separate property owners to develop Agreements at the locations summarized below:

1. 1737 Alger Avenue: Hinein Minhah, LLC (property owner of record) inadvertently built decorative planter boxes on this residential lot that encroach into the City ROW of Alger Avenue. City Staff met with the property owner after the encroachment was identified, and modifications to the planter boxes were made by the property owner to reduce the total encroachment area. The remaining encroachment area is 168 square feet, and the Agreement specifies an annual payment of \$33.60 (\$0.20 per square foot per year based on residential zoning) for use of the City ROW.
2. 1901 Mountain View Drive: Amadeus Square LLC (property owner of record) purchased this commercial property with an existing sign in place that partially encroaches into the City ROW of Mountain View Drive. The property owner recently received a Sign Permit approval from the City's Planning, Zoning, and Adjustment Board to make modifications to the existing sign for a new business, and a condition of that approval was to enter into a formal Agreement for the existing sign encroachment area. The encroachment area is 38.5 square feet, and the Agreement specifies an annual payment of \$19.25 (\$0.50 per square foot per year based on commercial zoning) for use of the City ROW.
3. 944 Simpson Avenue: Collier, Laura I.U. 2013 Management Trust (property owner of record) is improving the existing home on this residential lot, and has requested to build a new

decorative fence that will encroach into the City ROW along Simpson Avenue and Park Avenue. City Staff have reviewed the proposed encroachment in detail with the property owner's representative, and confirmed that the proposed fence will not be in conflict with any existing City utilities or other public utilities within the ROW. The proposed encroachment area is 2,187 square feet, and the Agreement specifies an annual payment of \$437.40 (\$0.20 per square foot per year based on residential zoning) for use of the City ROW.

Subject to discussion with the City Council and direction received, City Staff proposes to present each Agreement as a separate item for approval on the Consent Agenda at the City Council Regular Meeting on April 21, 2026.

FISCAL IMPACT:

There is no direct cost incurred by the City with approval and execution of these Agreements. There will be a total of \$490.25 of revenue collected per year (as specified with each individual Agreement amount described above) which would be allocated to the General Fund.

ATTACHMENTS:

- 1. 1737 Alger Ave - Agreement for Encroachment License (signed)
- 2. 1901 Mtn View Dr - Agreement for Encroachment License
- 3. 944 Simpson Ave - Agreement for Encroachment License

AGREEMENT FOR ENCROACHMENT LICENSE

The parties to this Agreement for Encroachment License (Agreement) are the City of Cody, Wyoming, (hereinafter CITY), a municipal corporation in Park County, Wyoming, and Hineini Minhah, LLC, a Wyoming Limited Liability Company (hereinafter OWNER). This Agreement is made and entered into as of the date last signed by the parties to this agreement.

WITNESSETH:

WHEREAS, OWNER is the owner of certain real property located at 1737 Alger Avenue, Cody, Wyoming 82414, described as follows:

LOTS 23 and 24, BLOCK 45, Original Town (Now City) of Cody, as located in Book "E" of plats, Page 58, according the records of the County Clerk and Recorder of Park County, State of Wyoming.

WHEREAS, a portion of the Owner's personal property and improvements, measuring 8 feet by 12 feet adjacent to the west boundary of the above-described property, and 6 feet by 12 feet adjacent to the east boundary of the above-described property, totaling 168 square feet encroaches on a public right-of-way dedicated to the public and the City of Cody,

WHEREAS, the OWNER and the CITY wish to enter into this Agreement to accommodate the OWNER's improvements, and protect the rights of the CITY and the public to use the right-of-way,

NOW, THEREFORE, in consideration of the mutual covenants and promises described herein, the parties agree as follows:

1. CITY hereby grants to OWNER a revocable encroachment license for the portion of OWNER's improvements which encroach on the CITY right-of-way. The area where the OWNER's improvements encroach on the public right-of-way shall be referred to as the Encroachment Area.

2. OWNER shall pay to the CITY the sum of thirty-three dollars and sixty cents (\$33.60) annually for the use of the Encroachment Area. OWNER shall make the first payment to the CITY on or before May 1, 2026, and subsequent payments shall be due on or before the first day of May each year thereafter.

3. This encroachment license is given as a matter of convenience and the same may be revoked by the CITY at any time for any reason whatsoever, by providing written notice to the OWNER at least sixty (60) days prior to the effective date of the revocation. OWNER shall have one hundred twenty (120) days from the date of such written notice to remove the improvements and other encroachments from the right-of-way, and to restore the right-of-way to its original condition prior to the Owner's improvements, to the satisfaction of the CITY, at the sole cost and expense of OWNER.

4. In the event that the CITY or a utility provider is required to install, repair, modify, replace, upgrade, add to, excavate, work on, or otherwise access the Encroachment Area, the CITY or other utility provider performing the work shall not be responsible for any costs, expenses or fees for damage or loss to OWNER's improvements, and shall not be responsible for the repair, replacement, restoration, reclamation or improvement of OWNER's building, improvements, landscaping, fencing or any other damage or loss caused by CITY's or utility's use of or access to the Encroachment Area. OWNER shall be solely responsible for all expenses of such removal and/or replacement, and OWNER accepts the risk associated with having OWNER's improvements in the public right-of-way.

5. OWNER, for themselves, their lessees, agents, representatives, employees, guests, and invitees, releases, indemnifies and holds harmless the CITY, its agents,

representatives, employees, officers, elected officials, and agents from any and all claims, actions, lawsuits, disputes and controversies regarding OWNER's use of the public right-of-way pursuant to this agreement. This release and indemnification shall include but not be limited to claims and actions for personal injury, property damage, economic loss, death and all other liabilities and losses to the extent arising in any way under this Agreement or from the use of the CITY right-of-way by OWNER, their lessees, agents, representatives, employees or officers. This indemnification shall include reasonable attorney's fees incurred by CITY in defense of any action brought by any party against CITY to the extent arising out of this Agreement or OWNER's use of the public right-of-way.

6. This Agreement shall be binding upon the parties, their heirs, successors, assigns, transferees and grantees, unless this license is revoked or terminated by the CITY as described in paragraph 3 above.

7. Nothing in this Agreement shall be construed to waive or the CITY's governmental immunity pursuant to W. S. § 1-39-101, et seq. By entering into this agreement, CITY does not waive its sovereign immunity or governmental immunity, or any of the immunities, defenses or limitations available to it under the Wyoming Constitution and Wyoming Governmental Claims Act.

8. No provision of this agreement is intended or shall be construed to confer upon or give to any person or entity other than the signatories to this agreement any rights, remedies or other benefits under or by reason of this agreement.

9. This Agreement contains the entire understanding of the parties and there are no other promises, covenants or understandings beyond the scope of this written Agreement pertaining to these items. This Agreement can only be amended in writing, approved and signed by both parties.

CITY OF CODY, WYOMING:

By: _____ Dated this ____ day of _____, 2026.
Lee Ann Reiter, Mayor

Attest: _____
Tina Gail, City Clerk

Hineini Minhah, LLC,
a Wyoming Limited Liability Company:

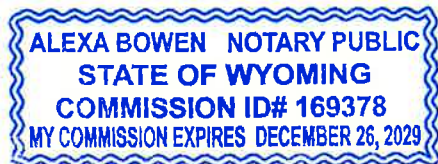
By: Eshaia Kimani Dated this 1st day of April, 2026.
Eshaia Kimani, Manager

STATE OF WYOMING)
) SS.
COUNTY OF Park)

The foregoing instrument was acknowledged before me this 1st day of April, 2026, by Eshaia Kimani, Manager of Hineini Minhah, LLC.

WITNESS my hand and official seal.

Alexa Bowen
Notary Public
My commission expires 12/26/29



AGREEMENT FOR ENCROACHMENT LICENSE

The parties to this Agreement for Encroachment License (Agreement) are the City of Cody, Wyoming, (hereinafter CITY), a municipal corporation in Park County, Wyoming, and Amadeus Square, a Wyoming Limited Liability Company (hereinafter OWNER). This Agreement is made and entered into as of the date last signed by the parties to this agreement.

WITNESSETH:

WHEREAS, Owner is the owner of certain real property located at 1901 Mountain View Drive, Cody, Wyoming 82414, described as follows:

DACKEN SUB. (REVISED WEST PLAT) LOT 16, BLK 6 & THAT PT. OF MOUNTAIN VIEW DRIVE LYING S. OF LOT 16, BLK 6 & N. OF OLD U.S. 14 & 20 (EX. THE E. 215' THEREOF) T52 R101 (37,451 SF)

WHEREAS, a portion of the sign owned by OWNER on the above property encroaches on a public right-of-way dedicated to the public and the City of Cody, and which described and depicted on the attached Exhibit A; and

WHEREAS, the Owner and the City wish to enter into this Agreement to accommodate the Owner's sign and improvements, and protect the rights of the City and the public to use the right-of-way,

NOW, THEREFORE, in consideration of the mutual covenants and promises described herein, the parties agree as follows:

1. City hereby grants to Owner a revocable encroachment license for the portion of Owner's sign and improvements which encroach on the City right-of-way, as described and depicted by the attached Exhibit A, which is incorporated as part of this Agreement. The area where the Owner's sign and improvements encroach on the public right-of-way shall be referred to as the Encroachment Area.
2. Owner shall pay to the City the sum of nineteen dollars and twenty-five cents (\$19.25) annually for the use of the Encroachment Area. OWNER shall make the first payment to the CITY on or before May 1, 2026, and subsequent payments shall be due on or before the first day of May each year thereafter.
3. This encroachment license is given as a matter of convenience and the same may be revoked by the City at any time for any reason whatsoever, by providing written notice to the Owner at least sixty (60) days prior to the effective date of the revocation. Owner shall have one hundred twenty (120) days from the date of such written notice to remove the improvements, buildings, infrastructure and other encroachments from the right-of-way to the satisfaction of the CITY, at the sole cost and expense of Owner.
4. In the event that the City or a utility provider is required to install, repair, modify, replace, upgrade, add to, excavate or otherwise access the Encroachment Area, the City or other utility provider performing the work shall not be responsible for any costs, expenses or fees for damage or loss to Owner's building and improvements, and shall not be responsible for the repair, replacement, restoration, reclamation or improvement of Owner's sign, building, improvements, landscaping, fencing or any other damage or loss caused by City's or utility's use of or access to the Encroachment Area. Owner shall be solely responsible for all expenses of such removal and/or replacement, and Owner accepts the risk associated with having Owner's building and improvements in the public right-of-way. The City, or other utility provider, as applicable to the party performing the work, shall restore any trench areas to the original ground surface.
5. Owner, for themselves, their lessees, agents, representatives, employees, guests, and invitees, releases, indemnifies and holds harmless the City, its agents, representatives,

employees, officers, elected officials, and agents from any and all claims, actions, lawsuits, disputes and controversies regarding Owner's use of the public right-of-way pursuant to this agreement. This release and indemnification shall include but not be limited to claims and actions for personal injury, property damage, economic loss, death and all other liabilities and losses to the extent arising in any way under this Agreement or from the use of the public right-of-way by Owner, their lessees, agents, representatives, employees or officers. This indemnification shall include reasonable attorney's fees incurred by CITY in defense of any action brought by any party against CITY to the extent arising out of this Agreement or Owner's use of the public right-of-way.

6. This Agreement shall be binding upon the parties, their heirs, successors, assigns, transferees and grantees, unless this license is revoked or terminated by the CITY as described in paragraph 3 above.

7. Nothing in this Agreement shall be construed to extend the CITY's governmental liability established under Wyo. Stat. Ann. § 1-39-118. By entering into this agreement, CITY does not waive its sovereign immunity or governmental immunity, or any of the immunities, defenses or limitations available to it under the Wyoming Constitution and Wyoming law.

8. No provision of this agreement is intended or shall be construed to confer upon or give to any person or entity other than the signatories to this agreement any rights, remedies or other benefits under or by reason of this agreement.

9. This Agreement contains the entire understanding of the parties and there are no other promises, covenants or understandings beyond the scope of this written Agreement pertaining to these items. This Agreement can only be amended in writing, approved and signed by both parties.

CITY OF CODY, WYOMING:

By: _____
Lee Ann Reiter, Mayor

Attest: _____
Tina Gail, City Clerk

Amadeus Square,
a Wyoming Limited Liability Company:

By: _____
Patricia Wormington, Owner

STATE OF WYOMING)
) SS.
COUNTY OF Park)

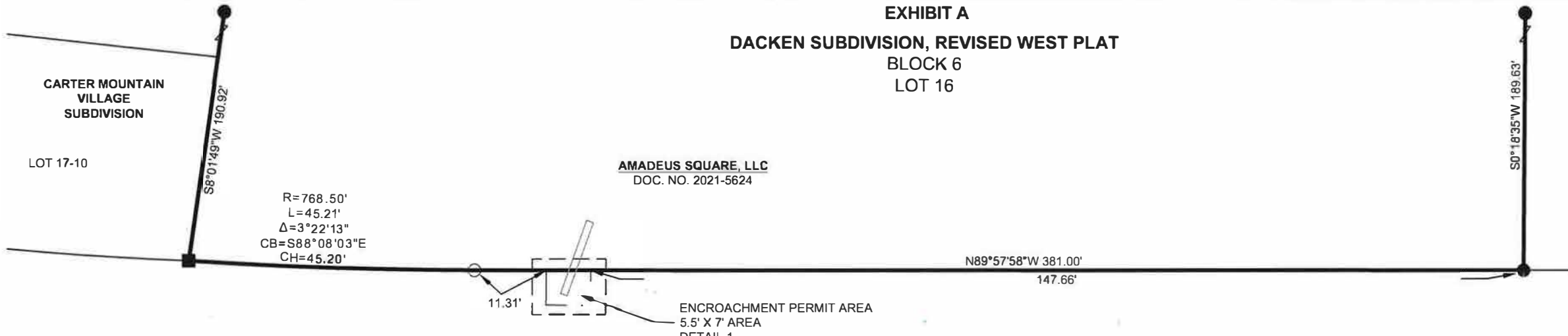
The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Patricia Wormington, Owner, Amadeus Square.

WITNESS my hand and official seal.

Notary Public
My commission expires _____

EXHIBIT A

**DACKEN SUBDIVISION, REVISED WEST PLAT
BLOCK 6
LOT 16**



R=768.50'
L=45.21'
Δ=3°22'13"
CB=S88°08'03"E
CH=45.20'

N89°57'58"W 381.00'
147.66'

S0°18'35"W 189.63'

11.31'
ENCROACHMENT PERMIT AREA
5.5' X 7' AREA
DETAIL 1

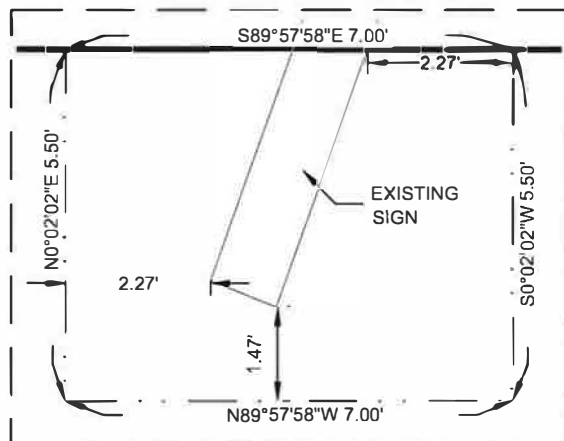


MOUNTAIN VIEW DRIVE

NOTE:

THIS DRAWING IS NOT INTENDED TO SHOW ALL RIGHTS OF WAY, EASEMENTS, PUBLIC OR PRIVATE UTILITIES, IRRIGATION FACILITIES, OTHER IMPROVEMENTS OR FLOOD PLAIN AREAS UPON THE PARCEL OR PARCELS DELINEATED HEREON. THIS SURVEYOR DID NOT CONDUCT A COMPLETE TITLE SEARCH, ABSTRACT STUDY OR HAZARD INQUIRY FOR THE LANDS SHOWN HEREON.

THE BASIS OF BEARINGS IS CITY OF CODY DATUM.



DETAIL 1



DESCRIPTION OF ENCROACHMENT PARCEL:

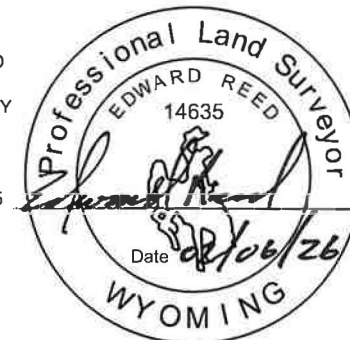
BEGINNING AT A POINT ON THE SOUTH LINE OF LOT 16, OF BLOCK 6 OF THE REVISED WEST PLAT OF DACKEN SUBDIVISION, RECORD IN PLAT CABINET E AT PAGE 31 IN THE RECORDS OF THE PARK COUNTY CLERK AND RECORDER, PARK COUNTY, WYOMING, ALSO BEING THE SOUTH LINE OF A PARCEL OF LAND CONVEYED TO AMADEUS SQUARE, LLC IN WARRANTY DEED RECORDED AS DOC. NO. 2021-5624 IN THE RECORDS OF SAID CLERK AND RECORDER, SAID POINT BEING NORTH 89°57'58" WEST, A DISTANCE OF 147.66 FEET FROM THE SOUTHEAST CORNER OF SAID AMADEUS SQUARE, LLC PARCEL; SAID POINT ALSO BEING THE NORTHEAST CORNER OF PARCEL OF LAND NOW BEING DESCRIBED AS THIS ENCROACHMENT PARCEL; THENCE SOUTH 00°02'02" WEST, A DISTANCE OF 5.50 FEET; THENCE NORTH 89°57'58" WEST, A DISTANCE 7.00 FEET; THENCE NORTH 00°02'02" EAST, A DISTANCE OF 5.50 FEET TO A POINT ON THE SOUTH LINE OF SAID AMADEUS SQUARE, LLC PARCEL; THENCE SOUTH 89°57'58" EAST ON AND ALONG SAID SOUTH LINE OF AMADEUS SQUARE, LLC PARCEL, A DISTANCE OF 7.00 FEET TO THE POINT OF BEGINNING, CONTAINING 38.5 FT², MORE OR LESS.

CERTIFICATE OF SURVEYOR

STATE OF WYOMING }
COUNTY OF PARK } ss

I, EDWARD REED ON BEHALF OF MORRISON-MAIERLE, INC. OF CODY, WYOMING DO HEREBY CERTIFY THAT THIS MAP WAS PREPARED FROM FIELD NOTES TAKEN DURING AN ACTUAL SURVEY MADE BY ME IN MAY AND JUNE OF 2025 AND JANUARY 31, 2026. THAT THIS MAP CORRECTLY SHOWS THE RESULTS OF SAID SURVEY AND THAT THE MONUMENTS FOUND OR SET ARE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF.

WYOMING L.S. REGISTRATION NO. 14635
MORRISON MAIERLE
BY: EDWARD REED (AGENT)



LEGEND

- ————— 6mm REBAR WITH 2 1/2" AL. CAP SET
- ————— REBAR & ALUM. CAP FOUND
- ⚡ ————— INDICATES BREAK IN LINE
- PERMIT BORDER

<p>Morrison Maierle engineers • surveyors • planners • scientists 1402 Stampede Avenue Cody, WY 82414 Phone: 307.587.6281 www.m-m-.net COPYRIGHT © MORRISON-MAIERLE, INC. 3358</p>	DRAWN BY: ECR FLD WK BY: ECR CHK BY: DATE: 01/2026	AMADEUS SQUARE, LLC WYOMING	PROJECT NO. WORMINGTON
	CODY MAP OF ENCROACHMENT PARCEL LOT 16, BLOCK 6, DACKEN SUBDIVISION, REVISED WEST PLAT CITY OF CODY, PARK COUNTY, WYOMING	SHEE TNUM BER EXHIBIT A	

J:\Agreements\Pending\2025 Pending\Wormington\ACAD\WORMINGTON ROS.dwg

AGREEMENT FOR ENCROACHMENT LICENSE

The parties to this Agreement for Encroachment License (Agreement) are the City of Cody, Wyoming, (hereinafter CITY), a municipal corporation in Park County, Wyoming, and Collier, Laura I.U. 2013 Management Trust (hereinafter OWNER). This Agreement is made and entered into as of the date last signed by the parties to this agreement.

WITNESSETH:

WHEREAS, Owner is the owner of certain real property located at 944 Simpson Avenue, Cody, Wyoming 82414, described as follows:

CANYON VIEW SUB. LOTS 1 & 2, BLK 6

WHEREAS, a portion of the fence columns, fence, and landscaping curb owned by OWNER on the above property encroaches on a public right-of-way dedicated to the public and the City of Cody, and which described and depicted on the attached Exhibit A; and

WHEREAS, the Owner and the City wish to enter into this Agreement to accommodate the Owner's improvements, and protect the rights of the City and the public to use the right-of-way,

NOW, THEREFORE, in consideration of the mutual covenants and promises described herein, the parties agree as follows:

1. City hereby grants to Owner a revocable encroachment license for the portion of improvements which encroach on the City right-of-way, as described and depicted by the attached Exhibit A, which is incorporated as part of this Agreement. The area where the Owner's improvements encroach on the public right-of-way shall be referred to as the Encroachment Area.

2. Owner shall pay to the City the sum of four-hundred thirty-seven dollars and forty cents (\$437.40) annually for the use of the Encroachment Area. OWNER shall make the first payment to the CITY on or before May 1, 2026, and subsequent payments shall be due on or before the first day of May each year thereafter.

3. This encroachment license is given as a matter of convenience and the same may be revoked by the City at any time for any reason whatsoever, by providing written notice to the Owner at least sixty (60) days prior to the effective date of the revocation. Owner shall have one hundred twenty (120) days from the date of such written notice to remove the improvements, buildings, infrastructure and other encroachments from the right-of-way to the satisfaction of the CITY, at the sole cost and expense of Owner.

4. In the event that the City or a utility provider is required to install, repair, modify, replace, upgrade, add to, excavate or otherwise access the Encroachment Area, the City or other utility provider performing the work shall not be responsible for any costs, expenses or fees for damage or loss to Owner's building and improvements, and shall not be responsible for the repair, replacement, restoration, reclamation or improvement of fencing, building, improvements, landscaping or any other damage or loss caused by City's or utility's use of or access to the Encroachment Area. Owner shall be solely responsible for all expenses of such removal and/or replacement, and Owner accepts the risk associated with having Owner's building and improvements in the public right-of-way. The City, or other utility provider, as applicable to the party performing the work, shall restore any trench areas to the original ground surface.

5. Owner, for themselves, their lessees, agents, representatives, employees, guests, and invitees, releases, indemnifies and holds harmless the City, its agents, representatives, employees, officers, elected officials, and agents from any and all claims, actions, lawsuits, disputes and controversies regarding Owner's use of the public

right-of-way pursuant to this agreement. This release and indemnification shall include but not be limited to claims and actions for personal injury, property damage, economic loss, death and all other liabilities and losses to the extent arising in any way under this Agreement or from the use of the public right-of-way by Owner, their lessees, agents, representatives, employees or officers. This indemnification shall include reasonable attorney's fees incurred by CITY in defense of any action brought by any party against CITY to the extent arising out of this Agreement or Owner's use of the public right-of-way.

6. This Agreement shall be binding upon the parties, their heirs, successors, assigns, transferees and grantees, unless this license is revoked or terminated by the CITY as described in paragraph 3 above.

7. Nothing in this Agreement shall be construed to extend the CITY's governmental liability established under Wyo. Stat. Ann. § 1-39-118. By entering into this agreement, CITY does not waive its sovereign immunity or governmental immunity, or any of the immunities, defenses or limitations available to it under the Wyoming Constitution and Wyoming law.

8. No provision of this agreement is intended or shall be construed to confer upon or give to any person or entity other than the signatories to this agreement any rights, remedies or other benefits under or by reason of this agreement.

9. This Agreement contains the entire understanding of the parties and there are no other promises, covenants or understandings beyond the scope of this written Agreement pertaining to these items. This Agreement can only be amended in writing, approved and signed by both parties.

CITY OF CODY, WYOMING:

By: _____
Lee Ann Reiter, Mayor

Attest: _____
Tina Gail, City Clerk

Collier, Laura I.U. 2013 Management Trust

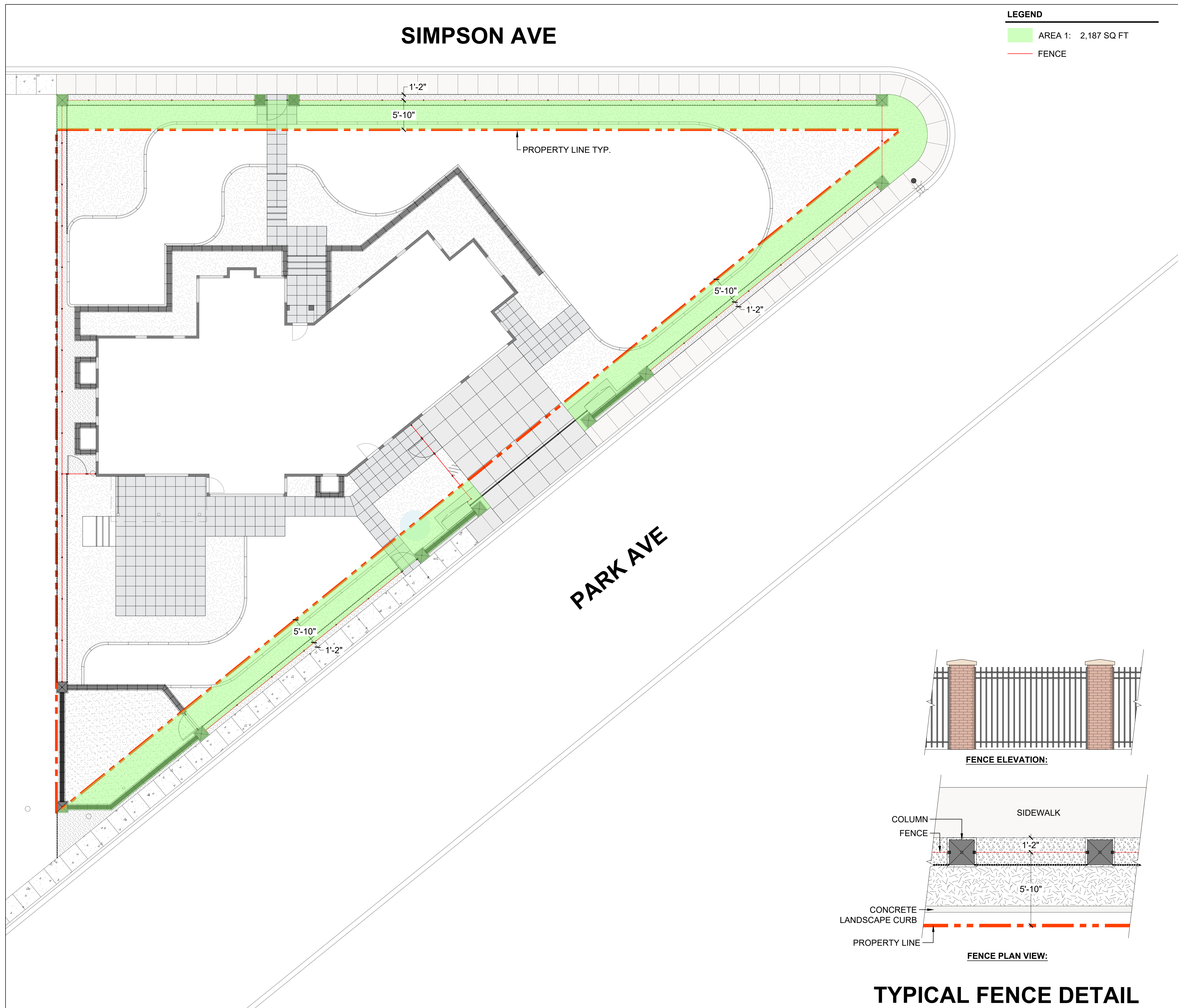
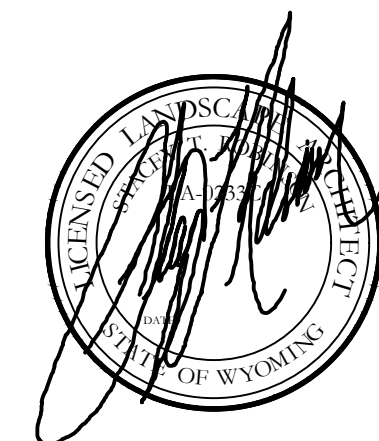
By: _____
Frank Givens, Trust Manager

STATE OF WYOMING)
) SS.
COUNTY OF Park)

The foregoing instrument was acknowledged before me this _____ day of _____, 2026, by Frank Givens, Trust manager, Collier, Laura I.U. 2013 Management Trust,

WITNESS my hand and official seal.

Notary Public
My commission expires _____



CITY EASEMENT REVIEW

944 SIMPSON
CODY, WYOMING 82414

Issue Date: 01.21.2026

Revision	Date

Drawn By: BK
Checked By: SR
Job Code: 2414

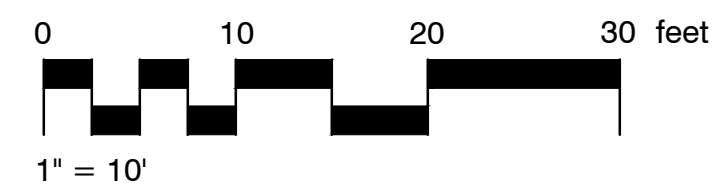
LAND DESIGN

landscape architecture • land planning
www.landdesigninc.net • 406.655.3550
1670 S 48th St. West Billings, MT 59106

L1.0

CITY EASEMENT REVIEW

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AGENDA ITEM SUMMARY REPORT

Mobile Vendors Discussion

ACTION TO BE TAKEN:

No action is requested at this time but discussion and direction is requested as to how Council would like to proceed in the future.

SUMMARY OF INFORMATION:

Background / Existing Code Framework

The City's current mobile vending regulations establish two distinct authorization pathways depending on the nature and location of the activity. Under Section 3-5-8, the City Administrator (or designee) is responsible for the review, approval, denial, and enforcement of mobile vending permits for vendors operating under standard conditions, typically on private property and in compliance with zoning and operational requirements.

Separately, the Code provides that mobile vendors may operate as part of a "special event," which is defined as an event authorized by either the governing body or the City Administrator (or designee). However, when such events involve the use of public property—including streets, sidewalks, parks, rights-of-way, or other City-owned facilities—Section 3-5-11 requires approval by the governing body. In these instances, the governing body may also waive standard permitting requirements and impose conditions as deemed appropriate.

As a result, the current structure places day-to-day vendor permitting authority with the City Administrator, while reserving authority to approve mobile vending activity on public property, particularly in conjunction with special events, to the City Council.

Discussion

The distinction between administrative permitting and governing body authorization has generally functioned as intended; however, situations have arisen where mobile vending requests—particularly those associated with events or short-term opportunities—are submitted on short notice. Under the current framework, any request involving the use of City property requires governing body approval, which may limit the City's ability to respond efficiently to time-sensitive or last-minute applications. This would include attempting to gather a quorum of the Council and provide the required public notice for such a meeting.

The intent of this discussion is to provide the Council with an opportunity to consider whether adjustments to the current process are warranted to improve responsiveness, while maintaining appropriate oversight of the use of public property.

FISCAL IMPACT

There is no inherent cost impact to any of the provided decisions.

AGENDA ITEM NO. _____

ALTERNATIVES

- **Option 1: Administrative Authorization via Resolution**

Direct staff to prepare a resolution delegating authority to the City Administrator to approve mobile vending activities on City property under defined conditions. This approach would maintain the existing ordinance structure while providing administrative flexibility for timely approvals, particularly for minor or short-duration requests.

- **Option 2: Ordinance Amendment**

Direct staff to prepare an amendment to the existing mobile vending ordinance to explicitly authorize the City Administrator to approve mobile vendors on City property in connection with authorized special events, subject to defined standards or limitations. This option would codify administrative authority within the municipal code and provide clearer long-term direction.

- **Option 3: Maintain Existing Process**

Retain the current structure, under which the City Council remains the sole authorizing authority for mobile vending activities occurring on City property. This approach maintains maximum governing body oversight but may continue to limit flexibility in addressing time-sensitive requests.