CITY of GREEN RIVER

FISH IT. FLOAT IT. LIVE IT.

WYOMING

OFFICE OF THE MAYOR

NATIONAL DISABILITY EMPLOYMENT AWARENESS PROCLAMATION

WHEREAS, October is National Disability Employment Awareness Month (NDEAM) in the State of Wyoming; and

WHEREAS, Wyoming has many citizens with disabilities who work and contribute to our society and to the overall economy; and

WHEREAS, people with disabilities have the same rights and responsibilities to live and work in our community; and

WHEREAS, people with disabilities must be accepted as being no different than others and offered substantial equal employment opportunities; and

WHEREAS, participants celebrating this month's activities will honor people with disabilities and their outstanding work efforts as well as the businesses who hire people with disabilities; they will gain new perspective on the accomplishments of the men and women with disabilities whose work helps keep Wyoming's economy strong and continue their commitment to ensure equal employment opportunities for all of our citizens; and

WHEREAS, participants celebrating National Disability Employment Awareness Month will support active efforts in the progress and implementation of the Americans with Disabilities Act to more fully integrate men and women with disabilities into the workplace and all aspects of life; and

WHEREAS, in partnership with community Chambers of Commerce, the Wyoming Division of Vocational Rehabilitation, and Wyoming business and community leaders, the Wyoming Business Leadership Network's annual Mayors' Leadership Awards celebration on October 26th will recognize businesses that have demonstrated outstanding commitment and outreach by employing and supporting people with disabilities as well as those employees with a disability who have demonstrated exceptional work efforts:

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Hank Castillon, do hereby declare **October 2011**

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

In Green River and urge all citizens to support the efforts of the Wyoming Business Leadership Network and other organizations as we celebrate and recognize all people with disabilities for their outstanding efforts as contributing Wyoming citizens.

IN WITNESS WHEREOF I have hereunto set my hand this 4th day of October, 2011.

MAYOR HANK CASTILLON

CITY of GREEN RIVER

FISH IT. FLOAT IT. LIVE IT.

WYOMING

OFFICE OF THE MAYOR

DOMESTIC VIOLENCE AWARENESS PROCLAMATION

WHEREAS, the YWCA of Sweetwater County recognizes and participates in a public awareness campaign to support National Domestic Violence Awareness Month; and

WHEREAS, acts of domestic violence occur every 18 seconds in the United States and are a primary cause of injury to women; and

WHEREAS, the victims of domestic violence crimes suffer financial, physical, and emotional harm as a result of the crime, harm that is often compounded by minimizing the seriousness of these acts as crimes; and

WHEREAS, domestic violence victims and their children often need practical and financial support and personal advocacy as soon as possible; and

WHEREAS, there is a critical need for strong victim restitution programs and victim assistance programs throughout the United States and in Green River; and

WHEREAS, in recognition of these stated needs, as well as any unmet needs, domestic violence victims and their advocates in Green River have rallied to the cause of victim justice; and

WHEREAS, the government and citizens of Green River fully recognize the need to treat victims with dignity and compassion:

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Hank Castillon, do hereby declare **OCTOBER 2011**

DOMESTIC VIOLENCE AWARENESS MONTH

in Green River and call upon our citizens to participate in domestic violence awareness activities and signify awareness by wearing a purple ribbon.

IN WITNESS WHEREOF I have hereunto set my hand this 4th day of October, 2011.

MAYOR HANK CASTILLON

CITY of GREEN RIVER

FISH IT. FLOAT IT. LIVE IT.

WYOMING

OFFICE OF THE MAYOR

FIRE PREVENTION WEEK PROCLAMATION

WHEREAS, the Great Chicago Fire of October 9, 1871 killed more than 250 people, left 100,000 homeless, destroyed more than 17,000 structures and burned more than 2,000 acres; and

WHEREAS, on the same day the Great Chicago Fire started, the most devastating forest fire in American history roared through northeast Wisconsin, burning 16 towns, killing 1,152 people and scorching 1.2 million acres; and

WHEREAS, 100 years ago on the 40th anniversary of the Great Chicago Fire, the Fire Marshals Association of North America determined that the anniversary should henceforth be commemorated in ways to keep the public aware of the importance of fire prevention; and

WHEREAS, Fire Prevention Week is the longest running public health and safety observance on record and is held annually the week in which October 9th falls; and

WHEREAS, homes are the locations where people are at greatest risk from fire, and the Green River Fire Department is dedicated to reducing the occurrence of home fires by providing fire prevention education and protection; and

WHEREAS, cooking equipment is the leading cause of home structure fires, and smoking materials remain the leading cause of all reported home fire deaths; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires by half, and automatic fire sprinkler systems reduce the risk by 80%; and

WHEREAS, the National Fire Protection Association reports that less than one-fourth of Americans surveyed have both developed and practiced a home fire escape plan; and

WHEREAS, the 2011 Fire Prevention Week theme, "Protect your Family from Fire", focuses on planning ahead and integrating simple things into your everyday life:

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Hank Castillon, do hereby proclaim the week of October 9 - 15, 2011

FIRE PREVENTION WEEK

in Green River and urge all people to take personal steps to increase their safety from fire and to protect their homes and families all year long by heeding the important safety messages of Fire Prevention Week.

IN WITNESS WHEREOF I have hereunto set my hand this 4th day of October, 2011.

MAYOR HANK CASTILLON

NATIONAL 4-H WEEK

OCTOBER 2-8, 2011

Proclamation

WHEREAS, 4-H is a community where young people learn leadership, citizenship and life skills; and,

WHEREAS, 4-H is one of the largest youth development organizations in Wyoming, and the largest in the nation with six million young people; and,

WHEREAS, 4-H in Wyoming claims 8000 youth members and 3000 adult volunteers, while Sweetwater County's 4-H program numbers over 300 members and over 100 volunteers; and,

WHEREAS, 4-H as part of the University of Wyoming Cooperative Extension Service, is a program where youth learn through opportunities that provide them hands-on experiences in the 4-H mission mandates of science, engineering and technology; healthy living; and citizenship; and,

WHEREAS, 4-H is connecting youth and their communities with the innovative research and resources from our nation's 106 land-grant universities and colleges and has for more than 100 years;

NOW, THEREFORE, I, Hank Castillon, Mayor of the City of Green River, do hereby proclaim October 2-8, 2011 as National 4-H Week in Green River, WY. I urge the people of this city to take advantage of the opportunity to become more aware of this special program that enhances our young people's interests in their futures as part of Sweetwater County 4-H and to join us in recognizing the unique partnership between Sweetwater County and our University System.

_____

Hank Castillon, Mayor
City of Green River

_____

Date

JOIN | THE REVOLUTION OF RESPONSIBILITY

CITY OF GREEN RIVER
CITY COUNCIL MEETING
AGENDA DOCUMENTATION

Preparation Date: August 29, 2011	Submitting Department: Finance
Meeting Date: October 4, 2011	Department Director: Jeff Nieters
	Requested by: Deputy City Clerk, Zaundra Hamilton

SUBJECT: Public Hearing to Transfer the Retail Liquor License from Ardent Green River LLC to Green River Hospitality LLC doing business as Green River Hampton Inn and Suites

PURPOSE STATEMENT

To give the public the opportunity to voice their concerns about the transfer of the Retail Liquor License from Ardent Green River LLC to Green River Hospitality LLC.

BACKGROUND/ALTERNATIVES

The application was incomplete as it was submitted on August 29, 2011. The Wyoming Liquor Division staff and city staff have been working with the manager at the Hampton Inn to get the incomplete portions of the application completed.

Staff hopes they will have obtained their sales tax license number under Ardent Green River LLC, as required by state statute Title 39, within a week or so. Once they have the sales tax license number the application can be withdrawn as the transfer will no longer be needed.

ATTACHMENTS: Notice of Public Hearing

FISCAL IMPACT: None

STAFF IMPACT: None

LEGAL REVIEW: n/a

RECOMMENDATION : None

PUBLIC NOTICE

NOTICE OF APPLICATION FOR THE TRANSFER A RETAIL LIQUOR LICENSE

Notice is hereby given that on the 29th day of August, 2011, Green River Hospitality LLC dba Green River Hampton Inn and Suites, Green River, Wyoming, filed an application to transfer the Retail Liquor License from Ardent Green River LLC, dba Green River Hampton Inn and Suites, Green River, Wyoming; and protest, if any there be, against the transfer of this retail liquor license will be heard before the Governing Body of the City of Green River at the hour of 7 p.m. on the 4th day of October, 2011, in Council Chambers at City Hall, 50 East 2nd North, Green River, Wyoming.

Publish: August 31, September 7, 14, 21, 2011

(s)Jeff Nieters
City Clerk

City Council Meeting
Agenda Documentation

Preparation Date:	9/14/11	Submitting Department:	Legal
Meeting Date:	10/04/11	Department Director:	Mayor Castillon
		Presenter:	Legal

SUBJECT **ORDINANCE TO UPDATE TRAFFIC CODE – SECOND READING**

PURPOSE STATEMENT
Amend the Green River Code of Ordinances to incorporate the statutory amendments to state law regulating traffic on streets and highways.

BACKGROUND - ALTERNATIVES
Amendments are required periodically to include statutory updates.

ATTACHMENTS
Ordinance

FISCAL IMPACT
None

STAFF IMPACT
None

LEGAL REVIEW
Legal counsel has reviewed

RECOMMENDATION
Pass the Ordinance amending the Green River Traffic Code on Second Reading.

SUGGESTED MOTION
I MOVE to approve on Second Reading the Ordinance updating the Green River Traffic Code, found in Chapter 24, to conform to current state law regulating traffic.

ORDINANCE NO. 11-__

AN ORDINANCE AMENDING SECTION 1 OF GREEN RIVER ORDINANCE 00-02, AND SECTION 24-1 OF THE GREEN RIVER CODE OF ORDINANCES, CITY OF GREEN RIVER, STATE OF WYOMING, TO INCORPORATE AMENDMENTS TO THE UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GREEN RIVER, STATE OF WYOMING,

Section 1: That Section 1 of Green River Ordinance No. 00-02 and Section 24-1 of the Green River Code of Ordinances, City of Green River, Wyoming, is hereby amended to read as follows:

Section 24-1. Adoption of Uniform Act Regulating Traffic on Highways.

Pursuant to the authority set forth in Wyoming Statutes Annotated Section 15-1-119 (LexisNexis 2011), the Uniform Act Regulating Traffic on Highways (Wyoming Statutes sections 31-5-101 through 31-5-1214), be and hereby is adopted by reference by the City of Green River, Wyoming, with the exception of the following sections:

(1) § 31-5-112
(2) § 31-5-118
(3) § 31-5-225(b)
(4) § 31-5-233 through 237
(5) § 31-5-502
(6) § 31-5-930
(7) § 31-5-959
(8) § 31-5-1101
(9) § 31-5-1108(d)
(10) § 31-5-1112
(11) § 31-5-1201
(12) § 31-5-1206(c)

PASSED, ADOPTED AND APPROVED this ____ day of _____, 2011.

_____
H. Castillon, Mayor

ATTEST:

_____
Jeffrey V. Nieters, City Clerk

First Reading:
Second Reading:
Third Reading:

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: 09/20/11	Submitting Department: Finance
Meeting Date: 10/04/11	Department Director: Jeff Nieters
	Presenter: Jeff Nieters

Subject: ORDINANCE TO REPEAL TREE ADVISORY BOARD

Purpose Statement

To repeal Ordinance 84-2 and Chapter 2, Article V, Sections 2-91 through 2-96, of the Green River Code of Ordinances, titled "Tree Advisory Board".

Background/Alternatives

The Tree Advisory Board ordinance was adopted in January 17, 1984. The city established the City Tree Board by Ordinance 06-05 on June 6, 2006 under Chapter 19 – Parks and Recreation of the Green River Code of Ordinances, without repealing Ordinance 84-2 and Chapter 2, Article V, Sections 2-91 through 2-96, titled "Tree Advisory Board".

Adoption of this ordinance will clean up the ordinances and the code book.

Attachments: Ordinance

Fiscal Impact: none

Staff Impact: none

Legal Review:

Recommendation: approval

Suggested Motion

I move to approve, on first reading, an ordinance repealing Ordinance 84-2 and Chapter 2, Article V, Sections 2-91 through 2-96, of the Green River Code of Ordinances, titled "Tree Advisory Board"

ORDINANCE NO. 11-_____

AN ORDINANCE REPEALING ORDINANCE 84-2; AND CHAPTER 2, ARTICLE V, SECTIONS 2-91 THROUGH 2-96, TITLED "TREE ADVISORY BOARD", OF THE GREEN RIVER CODE OF ORDINANCES

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GREEN RIVER, STATE OF WYOMING;

Section 1: That Ordinance 84-2; and Chapter 2, Article V, Sections 2-91 through 2-96, titled "Tree Advisory Board", of the Green River Code of Ordinances, City of Green River, State of Wyoming, be and hereby are repealed in their entirety.

PASSED, ADOPTED AND APPROVED ON this _____ day of October, 2011.

_____
H. Castillon, Mayor

Attest:

_____
Jeffrey V. Nieters, City Clerk

First Reading:

Second Reading:

Third Reading:

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: 9/23/2011	Submitting Departments: Community Development and Public Works
Meeting Date: 10/4/2011	Department Directors: Laura Hansen and Mike Nelson
	Presenter: Laura Hansen

Subject: ORDINANCE PROHIBITING OBSTRUCTIONS WITHIN STREETS, SIDEWALKS AND OTHER PUBLIC PLACES – 1ST READING.

Purpose Statement:
Consideration of an Ordinance on first reading amending Section 22-1 of the Green River Code of Ordinances, City of Green River, State of Wyoming, to prohibit obstructions within streets, sidewalks and other public places.

Background/Alternatives:

The Governing Body held a workshop on September 13, 2011 to discuss multiple issues relating to streets, sidewalks, curb and gutters. Of the items discussed was the issue of obstructions within street right-of-ways. Throughout the City of Green River, property owners have placed ramps in the gutters to provide better access points into their properties. This, however, creates problems relative to drainage along the gutter which in turn lends to deterioration of the street itself.

In addition to these ramps, other obstructions that can found within the rights-of-way include fences, signs, vegetation, and building materials.

Issues resulting from obstructions include safety (pedestrian traffic obstacles, ice buildup, ponding, children and visibility), appearance, drainage and the durability of the concrete and asphalt.

The existing language in Section 22-1 of the Green River Code of Ordinances titled "Obstructions" does not address obstructions. The ordinance will amend the language by creating a new paragraph addressing this issue.

Attachments:
Draft Ordinance for 1st Reading – clean copy
Draft Ordinance – redlined copy showing changes.

Fiscal Impact:
Enforcement cost associated with new law if passed. Savings of costs associated with replacing deteriorated concrete and asphalt due to the obstructions.

Staff Impact: Same as above.

Legal Review: Pending legal review

Recommendation: Pass on first reading.

Suggested Motion: I MOVE to approve on first reading, an ordinance amending Section 22-1 of the Green River Code of Ordinances, City of Green River, State of Wyoming, to prohibit obstructions within streets, sidewalks and other public places.

ORDINANCE NO. 11-_____

AN ORDINANCE AMENDING SECTION 22-1 OF THE GREEN RIVER CODE OF ORDINANCES, CITY OF GREEN RIVER, STATE OF WYOMING, AMENDING SECTION 22-1, TITLED "OBSTRUCTIONS" AND PERTAINING TO OBSTRUCTIONS WITHIN STREETS, SIDEWALKS AND OTHER PUBLIC PLACES.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GREEN RIVER, STATE OF WYOMING,

Section 1: That Chapter 22, Article 1, Section 22-1 of the Green River Code of Ordinances, City of Green River, Wyoming, be and hereby is amended to read as follows:

Section 22-1. Obstructions.

(a) It shall be unlawful for any person to erect, build, set up or maintain, in whole or in part, any fence, sign, vegetation, shop, building materials, or any building or obstruction of any kind in or upon any street, avenue, alley, curb, gutter or sidewalk or other public ground within this City; nor shall any sign, awning or other obstruction be suspended from any building, or in any other manner, into or over any sidewalk or street or alley, so as to obstruct in any manner the free passage of drainage, people, or in any manner obstruct travel.

(b) It shall be unlawful for any person to make any excavation or dig any ditch in any improved or unimproved right-of-way dedicated for street or alley purposes in the city without first obtaining an excavation permit from the community development department.

Section 2: That this ordinance shall take effect immediately upon passage and publication as required by law.

PASSED, adopted and approved this _____ day of _____ 2011.

_____
Hank Castillon, Mayor

ATTEST:

_____
Jeffery V. Nieters, City Clerk

1st Reading:
2nd Reading:
3rd Reading:

ORDINANCE NO. 11-_____

AN ORDINANCE AMENDING SECTION 22-1 OF THE GREEN RIVER CODE OF ORDINANCES, CITY OF GREEN RIVER, STATE OF WYOMING, AMENDING SECTION 22-1, TITLED "OBSTRUCTIONS" AND PERTAINING TO OBSTRUCTIONS WITHIN STREETS, SIDEWALKS AND OTHER PUBLIC PLACES.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GREEN RIVER, STATE OF WYOMING,

Section 1: That Chapter 22, Article 1, Section 22-1 of the Green River Code of Ordinances, City of Green River, Wyoming, be and hereby is amended to read as follows:

Section 22-1. Obstructions.

(a) It shall be unlawful for any person to erect, build, set up or maintain, in whole or in part, any fence, sign, vegetation, shop, building materials, or any building or obstruction of any kind in or upon any street, avenue, alley, curb, gutter or sidewalk or other public ground within this City; nor shall any sign, awning or other obstruction be suspended from any building, or in any other manner, into or over any sidewalk or street or alley, so as to obstruct in any manner the free passage of drainage, people, or in any manner obstruct travel.

(b) It shall be unlawful for any person to make any excavation or dig any ditch in any ~~paved, oiled, graveled,~~ improved or unimproved right-of-way dedicated for street or alley purposes in the city without first obtaining an excavation permit from the community development department.

Section 2: That this ordinance shall take effect immediately upon passage and publication as required by law.

PASSED, adopted and approved this _____ day of _____ 2011.

_____
Hank Castillon, Mayor

ATTEST:

_____
Jeffery V. Nieters, City Clerk

1st Reading:
2nd Reading:
3rd Reading:

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: September 23, 2011	Submitting Department: Finance
Meeting Date: October 4, 2011	Department Director: Jeff Nieters
	Presenter: Jeff Nieters

Subject:
Adjustments of citywide reserve accounts in all funds

Purpose Statement
To approve the 2011 adjustments to the reserve accounts in the General Fund for $89,319.89

Background/Alternatives
Every year the City adjusts the reserve accounts for all funds during the budget process. This year, it is being done separately by the attached resolution. Reserve monies are donator restricted on how the money can be spent. All donations received are authorized and accepted by the Governing Body. This year, after all the reserve accounts were reconciled and adjusted, the City will have $89,319.89 more money to allocate as deemed necessary.

Attachments
Resolution and spreadsheet of reserves

Fiscal Impact
A net increase in the un-appropriated Fund Balance account of $89,319.89

Staff Impact
None

Legal Review
Not applicable

Recommendation
Approve Resolution

Suggested Motion
I move to approve the resolution for the Governing Body of the City of Green River, Wyoming, to increase the un-appropriated Fund Balance in the General Fund for the reserve accounts adjustments in the amount of $89,319.89

Resolution No. R11-

A RESOLUTION FOR THE GOVERNING BODY OF THE CITY OF GREEN RIVER, WYOMING, TO APPROVE AN INCREASE IN THE UN-APPROPRIATED FUND BALANCE IN THE GENERAL FUND FOR RESERVE ACCOUNT ADJUSTMENTS IN THE AMOUNT OF $89,319.89

Whereas, to increase the expenditure budget authority in the General Fund: line item 10-260-6999 (Small Assets) in the amount of $1,167.04

And whereas, to decrease the un-appropriated Fund Balance in the General Fund in the amount of $1,167.04

And whereas, to decrease the expenditure budget authority in the General Fund: line item 10-265-6860 (D.A.R.E. Special Projects) in the amount of $7,195.01

And whereas, to decrease the Reserve for D.A.R.E. Fund Balance in the General Fund in the amount of $19,802.02

And whereas, to increase the un-appropriated Fund Balance in the General Fund in the amount of $26,997.03

And whereas, to decrease the Reserve for Drug Seizure Program in the General Fund in the amount of $20,821.90

And whereas, to increase the un-appropriated Fund Balance in the General Fund in the amount of $20,821.90

And whereas, to increase the Reserve for Camp Postcard Program in the General Fund in the amount of $950

And whereas, to decrease the un-appropriated Fund Balance in the General Fund in the amount of $950

And whereas, to decrease the Reserve for Law Enforcement Grant in the General Fund in the amount of $43,218

And whereas, to increase the un-appropriated Fund Balance in the General Fund in the amount of $43,218

And whereas, to decrease the Reserve for Special Response Team Donations in the General Fund in the amount of $400

And whereas, to increase the un-appropriated Fund Balance in the General Fund in the amount of $400

NOW, THEREFORE BE IT RESOLVED THAT THE CITY ADMINISTRATOR AND CITY TREASURER ARE HEREBY AUTHORIZED TO MAKE THE ABOVE CHANGE TO THE CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2012.

PASSED, APPROVED AND ADOPTED THIS 4th DAY OF OCTOBER, 2011.

SIGNED:

_____

ATTEST: H. Castillon, Mayor

_____

Jeffrey Nieters, City Clerk

City of Green River

Restricted Funds

9/20/2011

	DARE	Drug Seizure	Animal Control	Dispatch Grant	Special Response Team	Camp POSTCARD	Total Reserves
Beg. Fund Balance 7/1/2010	$19,608.51	$21,284.12	$285.04	$0.00	$0.00	$0.00	$41,177.67
Revenues	$7,665.38	$5,994.98	$882.00	$174,761.00	$0.00	$950.00	$190,253.36
Expenditures	$10,131.91	$0.00	$0.00	$0.00	$0.00	$0.00	$10,131.91
Radio		$4,700.00					$4,700.00
Radio Maint		$3,007.00					$3,007.00
Winters Building		$3,450.00					$3,450.00
Consoles Prg Pay				$61,166.00			$61,166.00
Ending Fund Balance 6/30/11	$17,141.98	$16,122.10	$1,167.04	$113,595.00	$0.00	$950.00	$148,976.12
Reserve Accts at 6/30/11							
Per Budget 2012	$36,944.00	$36,944.00	$0.00	$43,218.00	$400.00	$0.00	$117,506.00
In 10-265-6860	$7,195.01						$7,195.01
In 15-900-9820				$113,595.00			$113,595.00
Adjustment Required	($26,997.03)	($20,821.90)	$1,167.04	($43,218.00)	($400.00)	$950.00	($89,319.89)

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: Sept. 26, 2011	Submitting Department: Fleet Committee
Meeting Date: Oct. 4, 2011	Department Director:
	Presenter: Barry Cook

SUBJECT: Vehicle Purchase

PURPOSE STATEMENT

Award bids for the purchase of two (2) new vehicles for various departments within the city.

BACKGROUND/ALTERNATIVES

The Governing Body appropriated a total of $200,000 for the purchase of replacement vehicles. The Fleet Committee chaired by City Administrator Barry Cook met to determine the vehicles to be replaced for this fiscal year. There were two (2) vehicles that met the criteria for replacement with new vehicles. A total of five (5) bids were received.

ATTACHMENT

Bid Tabulation

RECOMMENDATION

Staff recommendation is to award the bid to the lowest bidder meeting specifications.

SUGGESTED MOTION

I move to award the bid for the two (2) vehicles to the lowest bidder, Wolf Sales of Pinedale, Wyoming in the total amount of $49,658.00.

BID TABULATION - 4-Wheel Drive 3/4 Ton Extended Cab Pickup

Bid Open Date: September 13, 2011 2:00pm

Amount Budgeted:

Account Number: 15-900-9902

BIDDER	Unit Cost	Extended Cost	Residency Certificate	Delivery	Bond
Spradley Barr Motor Cheyenne, WY	26,354.00	52,708.00	NONE	60-120 DAYS	CASHIER'S CHECK
Fremont Motor Rock Springs, WY	29,565.00	59,130.00	NONE	60 - DAYS	NONE
First Choice Ford Rock Springs, WY	26,607.00	53,214.00	NONE	120 DAYS	CASHIER'S CHECK
Greiner Schmidt Motor Casper, WY	26,534.00	53,068.00	NONE	60 DAYS	BID BOND
Wolf Sales Pinedale, WY	24,829.00	49,658.00	NONE	DEC'11 - JAN'12	BID BOND
Present at Bid Opening:					
Trish Mansfield					
Jeff Nieters					
~~Eddie Miller~~ ALLAN WILSON					

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date:	9/28/11	Submitting Department:	Legislative
Meeting Date:	10/04/11	Department Director:	Mayor Castillon
		Presenter:	Mayor Castillon

SUBJECT: **APPOINTMENT TO THE GREEN RIVER ARTS COUNCIL**

PURPOSE STATEMENT
Confirm the Mayor's appointment of Donna Ragsdale to the Green River Arts Council (GRAC) for a 2-year term.

BACKGROUND/ALTERNATIVES
Donna Ragsdale has volunteered to serve on the Green River Arts Council. Current GRAC members recommended Ms. Ragsdale to the Mayor for appointment to a two-year term expiring October 2013.

ATTACHMENTS
Boards & Commissions Volunteer form

FISCAL IMPACT
None

STAFF IMPACT
None

LEGAL REVIEW
None

RECOMMENDATION
Confirm the Mayor's appointment of Donna Ragsdale to the Green River Arts Council for a two-year term.

SUGGESTED MOTION
I MOVE to confirm the Mayor's appointment of Donna Ragsdale to the Green River Arts Council for a two-year term.

CITY of GREEN RIVER
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WYOMING

BOARDS – COMMISSIONS – COMMITTEES

VOLUNTEER APPLICATION

YOUR CONTACT INFORMATION

NAME Donna Ragsdale

MAILING ADDRESS 475 Ironwood St.

STREET ADDRESS 475 Ironwood St

CITY & ZIP CODE Green River WY 82935

PHONE(S) 307-875-4464

E-MAIL ADDRESS ~~Donna Rags~~ Donna@theragsdales.net

AVAILABILITY

Indicate your availability for volunteer service

___ Weekday mornings ___ Weekend mornings

_X_ Weekday afternoons _X_ Weekend afternoons

_X_ Weekday evenings _X_ Weekend evenings

AREAS OF INTERESTS

___ BOARD OF ADJUSTMENT

___ BUILDING CODE BOARD OF APPEALS

___ COMMUNITIES PROTECTING THE GREEN RIVER

___ GOLDEN GENERATION ADVISORY BOARD

_X_ GREEN RIVER ARTS COUNCIL

___ GREEN RIVER MAIN STREET

___ HISTORIC PRESERVATION COMMISSION

___ JOINT POWERS TELECOMMUNICATIONS BOARD

___ JOINT POWERS TRAVEL AND TOURISM BOARD

___ JOINT POWERS WATER BOARD

___ PARKS AND RECREATION ADVISORY BOARD

___ PLANNING AND ZONING COMMISSION

___ SWEETWATER COUNTY BOARD OF HEALTH

___ TREE ADVISORY BOARD

___ URBAN RENEWAL AUTHORITY

___ UTILITY BILLING REVIEW COMMITTEE

SPECIAL SKILLS OR QUALIFICATIONS

Summarize the special skills and qualifications you have acquired from employment, previous volunteer work, and other activities including hobbies or sports. Optional: attach letter and résumé.

I have been interested in the arts since I was a child, I studied interior design at UWant Art History, painting, print making and pottery at WYCC. I was a founding member of the Local Color gallery in Rock Springs. Two years ago I decided to retire from Local Color and pottery. I began to work with fused glass.

SIGNATURE Donna Ragsdale

DATE 9-26-2011
(Applications held for 6 months)

For Office Use Only

Appointment Date _____

Board _____

Rev. 06/10

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: September 16, 2011	Submitting Department: Parks & Recreation
Meeting Date: October 4, 2011	Department Director: Allan Wilson
	Presenter: Kevin Sadler

Subject: **2011 Pee Wee Basketball Contract**
(Note: all sections must be completed for this report to be placed on the city council meeting agenda)

Purpose Statement
To approve the contract between the City of Green River and the Green River High School Boys Basketball program (Head Coach, Rick Carroll).

Background/Alternatives
This is the twelfth year of the Pee Wee basketball program collaborating with the Green River High School Boys Basketball team to provide instructors. The Pee Wee basketball program is for 1st and 2nd grade levels. It is designed to increase the interest and participation in the sport of basketball.

Attachments
Two copies of the contract letter between the City of Green River and Rick Carroll, Green River High School Boys Varsity Basketball Coach

Fiscal Impact
$500.00 from budgeted funds in the Parks & Recreation Department

Staff Impact
None

Legal Review
The city attorney has approved this city council report and its attachment on……..

Recommendation
Staff recommends the Governing Body approve the contract with the Green River High School Boys Varsity Basketball Coach (Rick Carroll) to collaborate on the twelfth Annual Pee Wee Basketball Program.

Suggested Motion
I move to approve the contract between the City of Green River and the Green River High School Boys Varsity basketball coach Rick Carroll, in behalf of Sweetwater County School District #2 for $500.00 to provide instruction and staffing for the 2011 Pee Wee Youth Basketball Program.

CITY of GREEN RIVER
FISH IT. FLOAT IT. LIVE IT.
WYOMING

Parks & Recreation Department

DATE: October 4, 2011

SUBJECT: **2011 Pee Wee Boys Basketball Program – Green River Parks and Recreation**

This contract letter shall serve as confirmation between Rick Carroll, Boys Varsity Basketball Coach at Green River High School signing on behalf of Sweetwater County School District #2, and the City of Green River.

The City of Green River Parks and Recreation Department has agreed to pay the Green River High School Boys Basketball Program $500.00 to provide staffing and instruction for the 2011 Pee Wee Basketball Program.

The $500.00 fee covers payment for a minimum of six instructors to be provided by Rick Carroll, to facilitate one session of the 2011 Pee Wee Basketball Program. This session of the Pee Wee Basketball program is scheduled for three evenings for approximately 1.5 hours per evening. A minimum of (20) participant's is required to be enrolled in this program for it to be implemented.

I, the undersigned, agree to the above terms and figures.

Signed:

_____ Date:_____

Rick Carroll

Signed:

_____ Date:_____

Hank Castillon, Mayor

cc: Allan Wilson, Director of Parks and Recreation
Kevin Sadler, Recreation Supervisor

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: September 15, 2011	Submitting Department: Parks and Recreation
Meeting Date: October 4, 2011	Department Director: Allan Wilson, Director
	Presenter: Consent Agenda Item

SUBJECT: **Horse Corral Lease Agreement approval for Glen Ekker for corrals # 62 & # 63.**

(NOTE: All sections must be completed for this city council report to be placed on the meeting agenda)

PURPOSE STATEMENT:
To approve the following horse corral lease agreement:

Glen Ekker, Corrals #62 & #63

BACKGROUND/ALTERNATIVES*:*
The Horse Corral Committee has already approved this lease agreement.

ATTACHMENTS:
No attachments *(i.e. requests are kept on file in the Parks and Recreation Department).*

FISCAL IMPACT:
The City of Green River receives $159.00 per corral / per year

STAFF IMPACT:
Administration of the lease and maintenance includes but is not limited to: thawing frozen water lines/spigots, grading the roads, manure removal, etc.

LEGAL REVIEW:
The lease agreement was adopted in April 1997 and is valid until April 14, 2022.

RECOMMENDATION:
Staff recommends the Governing Body approve this lease agreement.

SUGGESTED MOTION:
I move to approve the lease agreement between the City of Green River and Glen Ekker for horse corrals #62 & #63.

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: September 15, 2011	Submitting Department: Parks and Recreation
Meeting Date: October 4, 2011	Department Director: Allan Wilson, Director
	Presenter: Consent Agenda Item

SUBJECT: **Horse Corral Lease Agreement approval for Alex Flores Sr. and Alex Flores Jr. for corral # 82.**

(NOTE: All sections must be completed for this city council report to be placed on the meeting agenda)

PURPOSE STATEMENT:
To approve the following horse corral lease agreement:

Alex Flores Sr. and Alex Flores Jr., Corral # 82

BACKGROUND/ALTERNATIVES:
The Horse Corral Committee has already approved this lease agreement.

ATTACHMENTS:
No attachments *(i.e. requests are kept on file in the Parks and Recreation Department).*

FISCAL IMPACT:
The City of Green River receives $159.00 per corral / per year

STAFF IMPACT:
Administration of the lease and maintenance includes but is not limited to: thawing frozen water lines/spigots, grading the roads, manure removal, etc.

LEGAL REVIEW:
The lease agreement was adopted in April 1997 and is valid until April 14, 2022.

RECOMMENDATION:
Staff recommends the Governing Body approve this lease agreement.

SUGGESTED MOTION:
I move to approve the lease agreement between the City of Green River and Alex Flores Sr. and Alex Flores Jr. for horse corral # 82.

CITY of GREEN RIVER
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WYOMING

City Council Meeting Agenda Documentation

Preparation Date:	9/15/11	Submitting Department:	Legislative
Meeting Date:	10/04/11	Department Director:	Mayor Hank Castillon
		CONSENT AGENDA	

SUBJECT **APPOINT VOTING DELEGATE - 2011 NLC BUSINESS MEETING**

PURPOSE STATEMENT
Appoint Councilman Gene Smith as the official voting delegate for the City of Green River at the National League of Cities (NLC) Annual Business Meeting on Saturday, November 12, 2011 in Phoenix.

BACKGROUND - ALTERNATIVES
The voting delegate is the only one allowed to vote on any action on behalf of the City of Green River at the National League of Cities Annual Business Meeting. Councilman Smith is the sole attendee of this year's NLC Congress of Cities and Exposition in Phoenix, AZ.

ATTACHMENTS
NLC Letter to Mayor Castillon
Voting Delegate Credentials Form
Number of Votes chart

FISCAL IMPACT
N/A

STAFF IMPACT
N/A

LEGAL REVIEW
N/A

RECOMMENDATION
Appoint Councilman Gene Smith as the voting delegate at the National League of Cities Annual Business Meeting.

SUGGESTED MOTION
I MOVE to appoint Councilman Gene Smith as the voting delegate at the National League of Cities 2011 Annual Business Meeting.

NATIONAL LEAGUE of CITIES

2011 Officers

President
James E. Mitchell, Jr.
Council Member
Charlotte, North Carolina

First Vice President
Ted Ellis
Mayor
Bluffton, Indiana

Second Vice President
Marie Lopez Rogers
Mayor
Avondale, Arizona

Immediate Past President
Ronald O. Loveridge
Mayor
Riverside, California

Executive Director
Donald J. Borut

August 19, 2011

Hank Castillon
Mayor
City of Green River
50 E 2nd North St
Green River, WY 82935-4206

Dear Mayor Castillon:

The National League of Cities (NLC) Annual Business Meeting will be held on Saturday, November 12, 2011 from 2:30 to 4:30pm, at the conclusion of the Congress of Cities and Exposition in Phoenix, AZ. As a direct member city, your city is entitled to vote at this meeting. Based on the population as of the 2000 Census, each member city casts between one and twenty votes. The number of votes for each population range can be found on the table on the reverse of the credentials form.

To be eligible to cast a city's vote, a voting delegate and alternate must be officially designated by the city using the enclosed credentials form. This form will be forwarded to NLC Credentials Committee. NLC bylaws expressly prohibit voting by proxy. City elected officials should be made aware of this request so that decisions can be made as to who will be the voting delegate and alternate(s).

At the Congress of Cities, the voting delegate must pick up the city's voting card at the Credentials Booth before the Annual Business Meeting and must be present at the Annual Business Meeting to cast the city's vote. The Credentials Booth will be open during scheduled times throughout the Congress of Cities.

Please return the completed form to NLC by fax 202-626-3109 on or before October 28, 2011. If you have any questions, please contact Tata Sidibe, sidibe@nlc.org or 202-626-3188 or Mae Davis, mdavis@nlc.org, 202-626-3150.

Thank you,

Donald J. Borut
Executive Director

Enclosure: Credential Form & Population Chart

NATIONAL LEAGUE of CITIES

CREDENTIALS FORM

NATIONAL LEAGUE OF CITIES · 2011 CONGRESS OF CITIES · PHOENIX, ARIZONA

At the Annual Business Meeting on Saturday, November 12, 2011, from 2:30 to 4:30pm, each direct member city of NLC is entitled to cast from one to 20 votes based upon the city's population per the 2000 census, through its designated voting delegate. Please indicate below your city and state, voting delegate and alternate(s), and sign and date the form. The form should be faxed to NLC at 202-626-3109, by the October 28, 2011, deadline.

The official voting delegate and alternate(s) for the city/town of:

City of Green River WY 11808 (1)

(Name of your city/town/village, state, pop & vote)

FOR OFFICE USE ONLY
(DO NOT WRITE IN THIS SPACE)
Voting card issued to:

_____
(signature)

Votes: _____

1 _____ 2 _____ 3 _____

VOTING DELEGATE:

1. _____
NAME

_____
TITLE

ALTERNATE VOTING DELEGATE(S):

2. _____ _____
NAME TITLE

3. _____ _____
NAME TITLE

PLEASE SIGN AND FAX THIS FORM TO NLC BY OCTOBER 30, 2010
ATTENTION: TATA SIDIBE, MEMBERSHIP RELATIONS ASSISTANT
FAX: 202-626-3109

Signature (city representative): _____

Title: _____ Date: _____

NATIONAL LEAGUE of CITIES

NATIONAL LEAGUE OF CITIES

2011 CONGRESS OF CITIES
PHOENIX, ARIZONA

Number of Votes – Annual Business Meeting

Direct Member Cities

Article IV, Section 2 of the National League of Cities bylaws specifies the number of votes that each NLC direct member city is entitled to cast at the Annual Business Meeting at the Congress of Cities. Member cities are required by the bylaws to cast unanimous votes.

CITY POPULATION (per 2000 Census)	NUMBER OF VOTES
Under 50,000	1 vote
50,000 – 99,999	2 votes
100,000 – 199,999	4 votes
200,000 – 299,999	6 votes
300,000 – 399,999	8 votes
400,000 – 499,999	10 votes
500,000 – 599,999	12 votes
600,000 – 699,999	14 votes
700,000 – 799,999	16 votes
800,000 – 899,999	18 votes
900,000 and above	20 votes

City Council Meeting
Agenda Documentation

Preparation Date:	09/21/11	Submitting Department:	Administration
Meeting Date:	10/04/11	Department Director:	Barry Cook
		Presenter:	Barry Cook

SUBJECT **CONTRACT FOR SERVICES - PRIORITY BASED BUDGETING**

PURPOSE STATEMENT
Enter into a contract for services with National Environmental Health Association to prepare the 2012-2013 budget using the Priority Based Budgeting (PBB) process.

BACKGROUND - ALTERNATIVES
Staff has been reviewing various budget methods in order to better prioritize both City services to citizens and resource allocation decisions. The Priority Based Budgeting process accomplishes this, and it also provides a way to link budget decisions to our strategic plan.

ATTACHMENTS
Contract for Professional Services
Exhibit A Scope of Services
Resources for more information on PBB

FISCAL IMPACT
$23,500

STAFF IMPACT
All departments will be required to present their budget to the City Administrator using the new Priority Based Budgeting format.

LEGAL REVIEW
Legal counsel has reviewed the contract.

RECOMMENDATION
Approve the contract

SUGGESTED MOTION
I MOVE to authorize the Mayor to sign on behalf of the City of Green River to enter into a contract with National Environmental Health Association for the new budget process.

CONTRACT FOR PROFESSIONAL SERVICES

AGREEMENT WITH
The National Environmental Health Association d/b/a the
CENTER FOR PRIORITY BASED BUDGETING
For FISCAL ADVISORY SERVICES

THIS AGREEMENT is made and effective as of _____, 20___, between the ***CITY of GREEN RIVER, WY,*** hereafter "***City***", a municipal corporation of the State of Wyoming and the ***National Environmental Health Association,*** for the purpose of this Agreement***, d/b/a the Center for Priority Based Budgeting,*** hereafter "***Consultant***", a non-profit corporation registered in the State of Colorado. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM. This Agreement shall commence on _____, 20_____, and shall remain and continue in effect until services described herein are completed, but in no event later than _____, 20_____, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES. ***Consultant*** shall perform the services described and set forth in **Exhibit A**, attached hereto and incorporated herein as though set forth in full. The project and final deliverables shall be completed in accordance with the timeline mutually agreed upon by the ***City*** and the ***Consultant***.

3. PERFORMANCE. ***Consultant*** shall at all times faithfully, competently and to the best of its ability, experience, and talent, perform all services described herein. ***Consultant*** represents to the ***City*** that it has the qualifications necessary to perform the services described herein. ***Consultant*** shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of ***Consultant*** hereunder in meeting its obligations under this Agreement.

4. PAYMENT.

a. The ***City*** agrees to pay ***Consultant*** in accordance with the payment rates and terms set forth in **Exhibit A**, attached hereto and incorporated herein by this reference as though set forth in full, based upon periodic invoices submitted by the ***Consultant*** to the ***City***. This amount shall not exceed **Twenty Three Thousand Five Hundred Dollars (*$23,500*)**, exclusive of travel reimbursements or other previously agreed upon expense reimbursements to be billed separately, for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

b. ***Consultant*** shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the ***City***. ***Consultant*** shall be compensated for any additional services in the amounts and in the manner as agreed to by the ***City*** at the time the ***City's*** written authorization is given to ***Consultant*** for the performance of said services.

c. ***Consultant*** shall submit periodic invoices to the ***City*** during the term of this Agreement for actual services performed. Payment shall be made within thirty (30) days of receipt of each invoice as to all nondisputed fees. If the ***City*** disputes any of the ***Consultant's*** fees, the ***City***

shall give written notice to the ***Consultant*** within 15 days of receipt of an invoice of any disputed fees set forth on that invoice.

5. <u>AVAILABILITY OF FUNDS</u> The ***City*** has appropriated and encumbered sufficient funds from its operating budget for the cost of the work to be performed to satisfy the payment terms of this agreement with the ***Consultant***. Funds will be made available to the ***Consultant*** upon the completion of agreed upon work and the receipt of a proper invoice.

6. <u>SUSPENSION OR TERMINATION OF AGREEMENT</u>.

a. The ***City*** may at any time suspend or terminate this Agreement, or any portion hereof, by serving upon the ***Consultant,*** at least thirty (30) days prior, written notice of termination. Upon receipt of said notice, the ***Consultant*** shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the ***City*** suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

b. In the event this Agreement is terminated pursuant to this Section, the ***City*** shall pay to ***Consultant*** the actual value of the work performed up to the time of termination. Upon termination of the Agreement pursuant to this Section, the ***Consultant*** will submit an invoice to the ***City*** pursuant to Section 3. City shall pay any and all travel or other related ancillary expenses that were incurred by the Consultant prior to the notice of termination, in fulfillment of obligations associated with this agreement.

7. <u>INDEMNIFICATION</u>. The ***Consultant*** agrees to defend, indemnify, protect and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind or nature which the ***City***, its officers, officials, employees, and volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of ***Consultant's*** negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement, excepting only liability arising out of the negligence of the ***City*** or that of any elected official, employee, or agent of the ***City***.

8. <u>INDEPENDENT CONTRACTOR</u>.

a. ***Consultant*** is and shall at all times remain as to the ***City*** a wholly independent contractor. The personnel performing the services under this Agreement on behalf of ***Consultant*** shall at all times be under ***Consultant's*** exclusive direction and control. Neither the ***City*** nor any of its officers, employees or agents shall have control over the conduct of ***Consultant*** or any of ***Consultant's*** officers, employees or agents, except as set forth in this Agreement. ***Consultant*** shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the ***City***. ***Consultant*** shall not incur or have the power to incur any debt, obligation or liability whatever against ***City***, or bind ***City*** in any manner.

b. ***Consultant*** represents that it has or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the ***City***, nor shall such personnel be entitled to any benefits of the ***City*** including, but not limited to, pension, health and/or workers' compensation benefits. The ***City*** shall not be liable for compensation or indemnification to ***Consultant*** for injury or sickness arising out of performing services hereunder.

c. ***Consultan***t warrants that all services shall be performed by skilled and competent personnel consistent with applicable technical and professional standards in the field as determined by the ***Consultant.***

9. <u>GOVERNING LAW</u>. ***Consultant*** agrees that in the performance of this Agreement it will reasonably comply with all applicable State, Federal and local laws and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of _____ and the City of _____. In case of a dispute regarding the interpretation of any part of this Agreement, the parties shall use their best faith efforts to arrive at a mutually acceptable resolution. Unless it has received a termination notice from the ***City***, the ***Consultant*** shall proceed diligently with its performance of the work under this Agreement pending the final resolution of any dispute arising from or relating to this Agreement and the ***City*** shall continue to pay the ***Consultant for*** such performance.

10. <u>DISCLOSURE AND OWNERSHIP OF DOCUMENTS</u>

a. All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the ***City*** or at its expense, will be kept confidential by the ***Consultant*** and will not be disclosed to any other party without the ***City's*** prior written consent.

b. The materials used by the ***Consultant*** for work performed under this Agreement are specific and unique methods of fiscal management and budget prioritization. As such, these materials are protected by copyright. The ***City*** agrees and understands that these materials and all methods, models and applications resulting from the use of said materials are the sole, complete and absolute property of the ***Consultant***. As such, any use, future use or application or any publication (either oral or written) of these materials by the ***City*** will be at the discretion of the ***Consultant*** and in any event will not occur without the express and prior written permission of the ***Consultant***. All legal rights and protections afforded by copyright and the ***Consultant's*** ownership of all the underlying intellectual property associated with these fiscal management and budget prioritization materials are retained and reserved exclusively by the ***Consultant***, reserving all legal rights and remedies incident to its ownership of these materials. It is understood that the ***City*** may utilize these methods, models and applications for their own specific use but are not free to share these methods, models and applications with other individuals or entities.

11. <u>INSURANCE REQUIREMENTS</u> ***Consultant*** agrees to procure and maintain in force during the term of this Agreement, at its own cost, the following minimum coverages:

a. Workers Compensation and Employer's Liability	
Workers Compensation	as required by State of Colorado
Employer's Liability	$100,000 each accident
b. Commercial General Liability	
Bodily Injury and Property Damage	$1,000,000 aggregate limit
Personal Injury Limit	$1,000,000
Each Occurrence Limit	$1,000,000
c. Professional Liability Errors and Omissions	
Errors and Omissions	$1,000,000 aggregate limit

The ***Consultant*** shall forward Certificates of Insurance to the City as requested in writing. The ***Consultant*** will give the ***City*** written notice of not less than thirty (30) days prior to cancellation or change in coverage.

10. NOTICES. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice:

To City: City of Green River
_____
_____
Attention: _____

To Consultant: Jon Johnson, Senior Manager
Center for Priority Based Budgeting
% National Environmental Health Association
720 S. Colorado Blvd., Suite 1000-N
Denver, CO 80246

11. ASSIGNMENT. The obligations and duties under this Agreement shall not be assignable, delegable or transferable unless such assignment is reduced to writing and signed by both parties. Any purported assignment, delegation or transfer by any other means will constitute a material breach of the Agreement and will be grounds to terminate the agreement as outlined in Section 5.

12. LICENSES. At all times during the term of this Agreement, ***Consultant*** shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

13. SEVERABILITY. If any term of provision of this Agreement shall to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

14. CONFLICT OF INTEREST. ***Consultant*** represents that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.

15. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

16. **MODIFICATION**. No term, obligation or provision of this Agreement can be modified unless that modification is in written form, signed and agreed to by both parties.

17. AUTHORITY TO EXECUTE THIS AGREEMENT. The person or persons executing this Agreement on behalf of ***Consultant*** warrants and represents that he or she has the authority to execute this Agreement on behalf of the ***Consultan***t and has the authority to bind ***Consultant*** to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CONSULTANT	**CITY OF GREEN RIVER**
_____	_____
By: Jon Johnson	By: _____
Title: Senior Manager	Title: _____
_____	_____
By: Chris Fabian	By: _____
Title: Senior Manager	Title: _____

EXHIBIT A

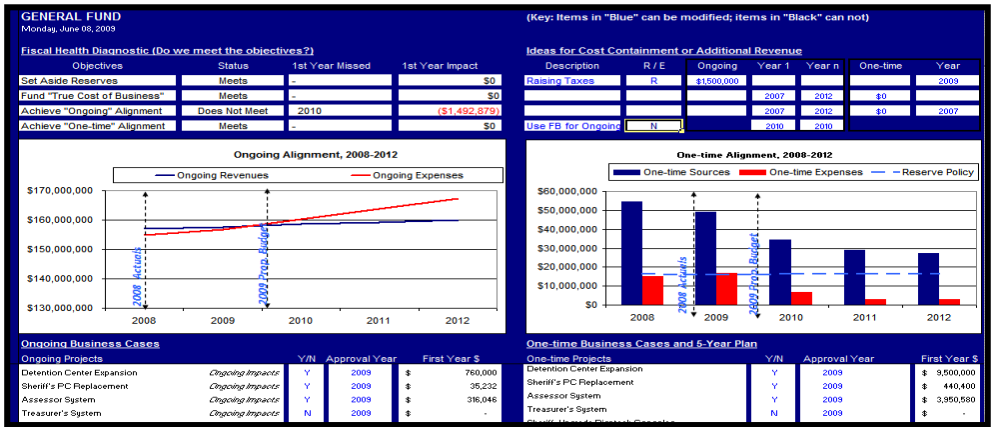
SCOPE OF SERVICES

SEE ATTACHED DOCUMENT (NOTE: Attachment will be the original proposal submitted July 25, 2011)

Implementing Priority Based Budgeting

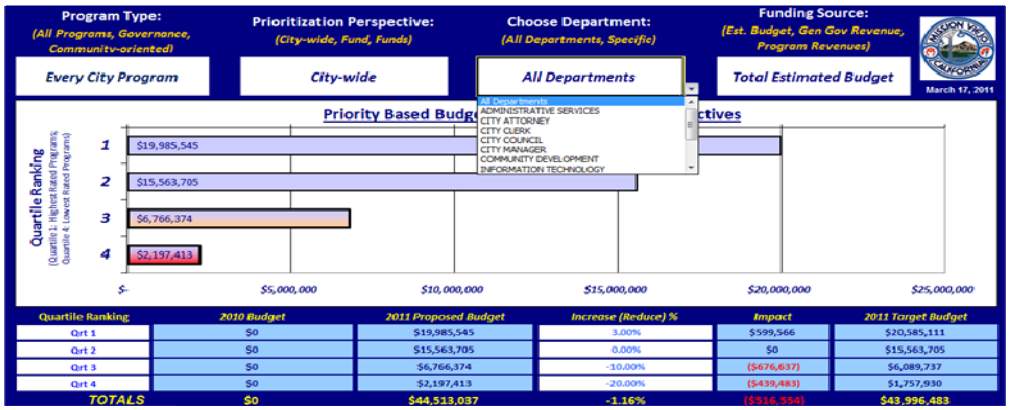
A Proposal for the
City of Green River, Wyoming

Achieve Fiscal Health through our "Diagnostic" Approach



©

Achieve Fiscal Wellness through "Priority Based Budgeting"



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CENTER FOR PRIORITY BASED BUDGETING

"Leading Communities to Fiscal Health and Wellness"

July 25, 2011

Mr. Barry Cook
City Administrator
City of Green River
50 East 2nd North
Green River, WY 82935

Re: Implementation of Priority Based Budgeting

Dear Barry:

The ***Center for Priority Based Budgeting*** is extremely pleased to provide this proposal in response to the City of Green River's request for advisory, analytical and facilitation assistance in the development and implementation of our ***Priority Based Budgeting*** process. We believe that this unique and timely results-based approach to resource allocation addresses the needs of local governments everywhere as they struggle to deal with unprecedented budgetary constraints as well as strive to achieve long-term financial sustainability.

We are truly excited to offer this creative and innovative process to the City of Green River. As you are aware, while serving as local government practitioners, we developed the ***Priority Based Budgeting*** model to address our belief that there needed to be a process that would successfully link the stated strategic results that an organization strives to accomplish with the way resource allocation decisions are made through the budget process. Because of its specific relevance to local governments needing to address their immediate short-term budgetary distress, our ***Priority Based Budgeting*** process has gained nationwide recognition and has been promoted by the International City/County Management Association (ICMA), the Government Finance Officers Association (GFOA) and the Alliance for Innovation. In the 18 local governments that have implemented ***Priority Based Budgeting,*** we have seen that this process not only provides a way in which an organization can make better short-term resource allocation decisions based on the relative priority of the various programs and services it offers, but also provides a new way to link budget decisions to the strategic results and outcomes that the organization wishes to achieve for the long-term.

It is gratifying and rewarding for the ***Center*** to be able to offer its assistance to the City of Green River. It will be an honor and a pleasure to work with your organization to help it achieve all the benefits and outcomes of this process, which we believe will lead local governments to more open, transparent and sustainable decision-making for years to come.

Best Regards,

Jon Johnson Chris Fabian

Center for Priority Based Budgeting
720 S. Colorado Blvd., Suite 1000-N
Denver, CO 80426-1926
Jon - 303-909-9052 *or* jjohnson@pbbcenter.org
Chris - 303-520-1356 *or* cfabian@pbbcenter.org

The Center for Priority Based Budgeting

How Can My Organization Achieve Fiscal Health and Wellness?

The ***Center for Priority Based Budgeting*** proudly offers its services in helping local government organizations address their fiscal realities both in the short-term and long-term through a new and creative process that is actively being implemented across the country. These "hands-on" practitioners have developed the ***Fiscal Health and Wellness*** process to help cities counties, school districts, special districts and non-profit agencies find the answers to the most relevant questions of the day:

- *How do we **"stop the bleeding**?"*
- *How can our organization "**spend within its means**?"*
- *How do we allocate scarce resources to **"top priority"** programs?*
- *How can we link our budget with our strategic goals/objectives and then "**measure**" their performance?*
- *How does our organization head down a path of long-term "**financial sustainability**?"*

Traditional responses to a financial crisis such as "***across-the-board cuts," employee furloughs, pay freezes, selling assets,*** *or mere cosmetic "**accounting gimmicks**"* are typically ***not*** the most effective treatments to turn to when trying to close an ongoing "gap" between ongoing revenues and ongoing costs to provide programs and services. Local governments choosing to implement ***Fiscal Health and Wellness*** as a treatment regimen are making substantial progress because they are doing the analytical work required to more accurately diagnosis the reasons behind their fiscal issues and then determining the best treatments that lead to a viable cure.

Fiscal Health can only be achieved by properly diagnosing the symptoms and causes of your organization's budget issues, allowing you to "*prescribe*" the correct treatments that can alleviate your fiscal distress. Applying the wrong treatment will not "*cure what ails you*" and may even make matters worse. Once your organization is fiscally healthy, it can then become financially sustainable in the long term by implementing a ***Fiscal Wellness*** regimen that revolves around the principles of ***Priority Based Budgeting***. Through this process, Jon Johnson and Chris Fabian have already helped dozens of local governments achieve ***Fiscal Health and Wellness*** in this tough and unprecedented economic climate. Additionally, by implementing ***Priority Based Budgeting***, cities and counties alike have now found a way to link their strategic goals and objectives with the budget process and with their performance measurements.

The ***Center for Priority Based Budgeting*** offers the professional expertise, analytical skills and diagnostic tools needed to help your jurisdiction turn these tough times around. For the short-term we can provide you with the tools and techniques you need to assess and monitor your organization's ***picture of Fiscal Health***. For the long-term, we can assist your organization in clearly defining its goals and objectives and lead you in a process that prioritizes your spending to align with these goals. Our objective is to help you:

- Diagnose the root cause of your fiscal problems
- Identify effective treatment options
- Establish clearly defined goals for your organization
- Prioritize resource allocation to your most valuable programs and services
- Engage the community in determining what they highly value and expect
- Provide decision-makers with better information about the impacts of their decisions
- Develop the tools you need to see things more clearly through a "*new lens*" with our unique "***Fiscal Health Diagnostic Tool***" and our "***Resource Allocation Tool***"

The ***Center for Priority Based Budgeting*** offer several levels of services to meet the individual needs of your organization as it addresses its short-term and long-term fiscal concerns. These flexible and attainable approaches can be tailored to work with any level of engagement your organization is ready to embark upon. Many approaches are available to your organization depending on what suits your needs most effectively. Jon and Chris are available to talk through these alternative approaches and find the best one that meets your particular needs. Our main objective is to find the best way to assist your organization in dealing with its fiscal stress and reaching a stable and sustainable level of ***Fiscal Health and Wellness***.

Please visit our website: www.pbbcenter.org

Among the wide range of services available through the
Center for Priority Based Budgeting:

==========

- ***Priority Based Budgeting***" Process Implementation
- Fiscal Health Diagnostic Assessments
- "***Fiscal Health Diagnostic Tool***" Development
- Utility Rate Modeling (*using our "Fiscal Health Diagnostic Tool"*)
- Facilitated Goal-Setting / Strategic Planning Retreats *and* Workshops
- Citizen Engagement Facilitation
- "***Fiscal Health and Wellness***" Workshops
- Financial Policy Development
- Revenue Forecasting Support
- Revenue Manual *and* Program Inventory Development
- "***Capital Improvement Plan***" *(CIP*) Development *and* Prioritization
- Performance Measures *and* Metrics Assessments
- Internal Service Fund Analysis *and* Development
- Program Costing Support (*direct, indirect and overhead components*)

The Center for Priority Based Budgeting

How We Propose to Assist the City of Green River

The ***Center for Priority Based Budgeting*** believes that the City of Green River has accomplished a great deal towards effectively implementing the initial steps involved in the ***Priority Based Budgeting*** process developed by the ***Center***. Our process is based entirely on the philosophy that the identified *Results* of any community need to be clearly aligned with the resource allocation decisions that are made during the budget process. This proposal details how the City can leverage and take advantage of the work they've completed to date and then continue forward with the full implementation of ***Priority Based Budgeting***.

The ***Center*** strongly believes that the process needs to be integrated into the organization's culture for the long term and to that end, as a first step, would recommend that staff and elected officials gain a complete perspective on the process in an on-site workshop. The workshop would engage them as participants from the outset of the process and help define their roles and responsibilities so it is clear what is expected of them. The ***Fiscal Health and Wellness Orientation Workshop*** would "kick-off" the project and would consist of:

- Conducting a half-day, on-site workshop with elected officials, executive administration, managers, supervisors, employees, and/or citizens to achieve "*buy-in*" from these stakeholders that ***Fiscal Health and Wellness***, especially ***Priority Based Budgeting,*** continues to be the appropriate solution for the City.

- Providing specific training to elected officials, executive administration, managers and/or supervisors on the elements of the ***Fiscal Health and Wellness*** model to achieve a greater understanding of what will be involved in the full implementation of the process, how ***Priority Based Budgeting*** works, and how it can be used to achieve the objectives the City is seeking.

Following the orientation workshop, the ***Center*** would lead the organization through a process to leverage what the City has already completed to date, in order to completely accomplish the five steps of ***Priority Based Budgeting***, with an approach to achieve the following key objectives:

- Implement a holistic process that will align strategic planning with resource allocation decisions (*budget process*) as well as performance measurement and management
- Leverage the work already in place related to the City's efforts in their "***2009 Strategic Plan***" to identify and define the strategic *Results* that the organization seeks to achieve
- Through the construction of ***"Results Maps***," clearly define and articulate the "meaning" of the City's *Results* to internal as well as external stakeholders, thus providing a "roadmap" that guides the City in the direction of results-oriented resource allocation and decision-making
- *(Discuss as a future initiative*) Strategize a framework for involvement of community stakeholders in validating and/or helping to define the City's *Results*
- Develop a comprehensive list of programs and services offered by the organization and identify the costs of those services in order to fully implement the ***Priority Based Budgeting*** process
- Evaluate and determine the degree to which those programs and services contribute to the achievement of the identified *Results*
- Prioritize those services which highly achieve those identified *Results* as compared with those programs that are less of a priority in terms of their impact on *Results*
- Align resource allocation decisions with higher priority programs

- Develop the ***Center's*** unique "***Resource Allocation Model***" for the City – providing an entirely "*new lens*" through which the City can clearly see where opportunities exist to refocus attention on programs that are of the highest priority to the community and shift resources away from those programs that are not highly relevant in terms of achieving the City's *Results* for the community
- Lead the organization in the development of measures and metrics that demonstrate how a program achieves the identified *Results*
- Undertake a strategic process that will achieve these stated objectives without requiring the City to move at a faster pace than desired, ensuring a successful and permanent shift in direction and philosophy
- Demonstrate how this process can be adapted to evaluate significant capital projects and other one-time initiatives order to identify those that are of the highest priority in terms of accomplishing the City's overall *Results*

Based on these key objectives, the ***Center*** recommends the following methodology and approach to assist the City of Green River in undertaking the implementation of ***Priority Based Budgeting.***

1. DETERMINE RESULTS

Accurate prioritization of programs, reflecting the City's stated purpose, depends on the comprehensive identification of the Results it exits to achieve.

The City of Green River's ***2009 Strategic Plan*** will be used as the basis for identifying the City's "*Results*." The work already accomplished by the City Council in developing this ***Strategic Plan*** establishes the fundamental reasons that define "why" the City provides services. Using this plan as a foundation for the work to be undertaken will ensure that a direct link exists between the Council's stated objectives and the process through which all programs will be prioritized and City resources will be allocated through the budget process.

Specifically, the City's ***Strategic Plan*** contains the City Vision, complete with Principles and Means to help define that stated Vision. Based on our review, it appears that these are closely aligned with what we consider to be appropriate "*Community-oriented Results*" and a "*Governance Result*" as utilized in the ***Priority Based Budgeting*** process. These appear to be high-level goals, as opposed to specific projects or one-time initiatives. They also appear to be more overarching in nature that will "*stand the test of time*," as opposed to more short-term needs or tasks which normally have a targeted *"finish-line*." And finally, they appear to be unique to the City of Green River, in that they attempt to represent why your local government exists and why it offers the types of unique services it does to the community. For those reasons, we believe that the work accomplished in the City's ***Strategic Plan*** can successfully be leveraged in accomplishing the initial step of "*Determining Results*" inherent in our ***Priority Based Budgeting*** process.

In late August or early September, depending on the start date of the project, the ***Center*** will facilitate a *Results* "validation" exercise with the City to review the City's *Results* (*and subsequently establish Results Definitions as described in Step 2: "Clarify Result Definitions" below).* The City Council has spent considerable time providing their input for the development of the City's ***Strategic Plan,*** which will serve as the basis for the City's *Results*, and therefore have provided sufficient input to move ahead in the process without revisiting this issue with them. This facilitated "validation" exercise with the City staff is specifically designed to engage staff to ensure that the *Results* are sufficiently comprehensive and clearly understood before continuing with the implementation of the process.

Specifically, to help the City of Green River ***DETERMINE RESULTS***, the ***Center*** will offer the following services:

- Leverage the strategic planning efforts already completed by the City as it works to articulate its stated *Results* for the purposes of ***Priority Based Budgeting***.
- Develop a list of recommended *Results* from the "***2009 Strategic Plan***" to confirm that the City's current *Results* are complete, and engage in dialogue to address any *Results* that may not have been identified.
- Work with the City to finalize a comprehensive list of *Results* to be used in the ***Priority Based Budgeting*** process.

2. CLARIFY RESULT DEFINITIONS

Precision in Priority Based Budgeting depends on the clear articulation of the cause and effect relationship between a program and a defined Result. With clearly defined Result Maps, detailing the factors that influence the Results the City is in business to achieve, it can seek to minimize subjectivity in the process of linking those Results to programs or services offered to the community.

In our review of the "***2009 Strategic Plan,***" it is also clear that the City has a head-start on the concept of developing "***Result Definitions***" – articulating in terms unique to the organization how specifically the identified *Results* can be accomplished. To ensure a common understanding of what the Result "means" and to eliminate a degree of subjectivity in interpretation, it's vitally important that the City defines each *Result* as completely and comprehensively as possible. This step ensures that the organization can demonstrate all of the ways in which a particular *Result* can be accomplished. This is especially critical when program scoring (Step 4) begins – without clear and comprehensive *Result* definitions it will be difficult for departments to objectively and consistently make key linkages between programs and their ability to help influence the City's *Results*. The approach that the City has already begun to define their *Results* is consistent with the ***Center's*** approach to creating *Result* definitions. Much, if not all of the work that the City has done in the ***Strategic Plan*** can be leveraged and included in the process of developing *Result* definitions.

Prior to the initial kick-off presentation with the City Council, the ***Center*** will conduct a validation exercise to ensure that *Results* are properly identified and defined. The ***Center*** will provide its *"$500 Exercise*" template that each Council member can complete on their own, and submit back to the ***Center*** for data compilation. The exercise allows each individual Council member to allocate a fictitious sum of $500 to the *Result* definitions, allocating a larger portion of the $500 to those definitions that they feel are most relevant and important to the City, and allocating less to those definitions that are of lesser value. They may also chose to allocate $0 to any of the *Result* definitions that they believe are no longer relevant as well as have the opportunity to write in "new" *Result* definitions and allocate dollars to those additional areas where they believe a major concept is missing.

At the initial workshop, the ***Center*** will present to Council the results of the*"$500 Exercise*" and facilitate discussion based on the Council's responses. That discussion will focus on the following questions:

- are the City's existing *Results* still the right *Results* to use for the process,
- are there "new" *Results* that weren't identified in the first year that need to be included in program scoring,
- are there any *Results* that are no longer valid and shouldn't be included in program scoring,
- and for the *Results* that are validated, are there new elements to the Result definitions that should be included

This exercise will also be used in the program scoring process to "weight" the various City *Results* against which programs are being evaluated. Based on how the $500 is allocated, there may be *Results* that receive in the aggregate more of the allocated "dollars," indicating that these *Results* are viewed as being of a higher importance. This weighting element will allow programs that highly influence *Results* that are deemed to be of a higher priority to be elevated in the scoring process.

Based on the facilitated discussion with the Council and City staff, the ***Center*** will prepare a recommendation as to how the City's *Result* definitions may need refinement or updating to be current for the program scoring process.

The *"$500 Exercise*" that Council completes can also be given to staff, if the City desires to have their input on updating the *Result* definitions. If Staff's input in the *Result* definitions is not being desired, they could still complete the "*500 Exercise*" in order to provide additional input in the "weighting" of *Results*. It is our recommendation that staff participate fully in this exercise to increase their "buy-in" into the scoring process as well as the chance to appropriately have input in defining the *Results* of the City.

Specifically to help the City of Green River ***CLARIFY RESULT DEFINITIONS,*** the ***Center*** will offer the following services:

- Lead the organization through a *Results* definition "validation" exercise, using its ***"$500 Exercise"*** process to determine if the recommended *Result* definitions are an accurate reflection of the strategic planning work already undertaken and to allow for additional *Result* definitions to be created if appropriate.
- Develop appropriate *Result* definitions for the newly established "*Governance Result*" against which the City's internally focused programs will be evaluated.
- Develop "***Result Maps"*** for each of the determined *Results* for approval by elected officials and/or City staff, leveraging any work already completed to articulate the associated definitions ***("sub-results"***) for each of the stated *Results.*
- Coach staff on how to facilitate an exercise with citizens or other identified external stakeholders to "weight" the relative importance of the City stated *Results*, which establishes the result weighting factors utilized in the calculation of program scores. This is another effective exercise proven to engage community stakeholders in the process of validating the City's *Result* definitions.

The graphic that follows illustrates a "Result Map" from the City of Boulder, Colorado that clearly defines their Result of achieving a "Safe Community."

3. IDENTIFY ONGOING PROGRAMS and SERVICES

Differentiating programs and services offered by the City to the community, as opposed to drawing only a comparison between each of the individual departments that provide services to the community, builds a common understanding of exactly what the overall City organization offers to its citizens and leads to a more effective means of making discrete resource allocation decisions through the Priority Based Budgeting process.

The City of Green River is underway with a "***Workforce Analysis***" which will go far in terms of producing a ***Program Inventory*** for use in the ***Priority Based Budgeting*** process. From our initial discussion, it appears that the City is going down the right path in terms of identifying discrete programs within the departments, even including service levels. In review of the RFP issued for the Workforce Analysis initiative, the ***Center*** is hopeful that programs will be "*not too big*" (smaller than a division within the department), and "*not too small*" (larger than a single task).

As part of its work, the ***Center*** will conduct a more comprehensive review of the City's entire program inventory listing, once the ***Workforce Analysis*** is completed, and offer additional comments and guidance with respect to specific programs. This will allow the City to benefit from the data collected from all of the organization's that have worked with the ***Center*** to develop program inventories to gain the assurance that the City has a complete listing of its activities at a level discrete enough to give the City the full benefit of the prioritization process. The City will be provided an illustrative listing of program examples gathered from other organizations for its review and use in refinement of its program inventory. The ***Center*** will also evaluate the program inventory listing to

ensure that it reflects only programs and services of an ongoing nature as opposed to one-time initiatives or capital-related projects.

In the area of program costing, the ***Center*** will work with the City to develop both direct and indirect costs for the programs indentified in the inventory – this is critical to the development of the final "***Resource Allocation Tool***". The ***Center*** will provide additional guidance and coaching to the City on techniques and methodologies used in calculating indirect program costs and identifying the number of staff associated with each program offered.

Specifically to help the City of Green River ***IDENTIFY ONGOING PROGRAMS and SERVICES***, the ***Center*** will offer the following services:

- Review the programs identified in the City's Workforce Analysis to help department heads and other identified staff gain a better understanding of how to define and identify the individual programs and services that are offered by each individual department and to provide guidance in distinguishing between a task (*too small to be considered a program*) and a department/division *(too large to be a program*).
- Offer quality control in support of the City's overall efforts in developing program inventories
- Provide guidance and coaching to the City on techniques and methodologies used in calculating program costs (*including direct and indirect costs*) and identifying the number of staff associated with each program offered *(if desired)*
- Assist in analyzing and utilizing appropriate tools to efficiently and effectively identify program costs

4. VALUE ONGOING PROGRAMS BASED ON RESULTS

With the right Results, and with clear definitions of those Results, the City is then ready to more accurately place a value on individual ongoing programs relative to its influence on achieving the organization's stated Results.

In program scoring, it is essential to give departments the opportunity to first score their own programs, relative to the City's *Results* and demonstrate why they believe their programs are influential in achieving those *Results*. This gives departments the chance to provide their own unique intelligence on their own programs which no one else but the program providers would have known. Again, not only does this help solidify organizational buy-in but at the same time provides a more thorough and complete understanding about everything the organization does and how those programs help achieve the identified *Results* (i.*e. "why" we offer the program*).

The ***Peer Review*** process then provides for an authentication process to validate the department's belief that their programs indeed are relevant to the City's *Results*. Several organizations have commented that, unlike other more conventional approaches to performance measures, ***Peer Review*** provides a forum for a better discussion leading to a clearer understanding of how programs truly influence *Results*. Furthermore, as was the case in the City of Boulder, Colorado, departments gain an organization-wide perspective about programs being offered across the City, which has led to the uncovering of program redundancies. This has led to cross-departmental collaboration, as departments find out that they provide similar programs to other departments. This process has also contributed to changes in organizational culture as departments are tasked with the duty of objectively analyzing programs that aren't their own (i.*e. a "jury of their peers").*

The effect of ***Peer Review*** has been remarkable, not only for the purposes of ***Priority Based Budgeting***, but for bringing an organization together to look at the programs they offer in the context of how they collectively achieve the *Results* that citizens find meaningful. In a sense, ***Peer Review*** begins to break down the old departmental "*silos*" and lets staff see the world from a more global perspective. Ultimately, it is through this step that more accurate program scores emerge, that a better understanding of programs is developed, and an assurance that the outcome of the entire process is objective and valid.

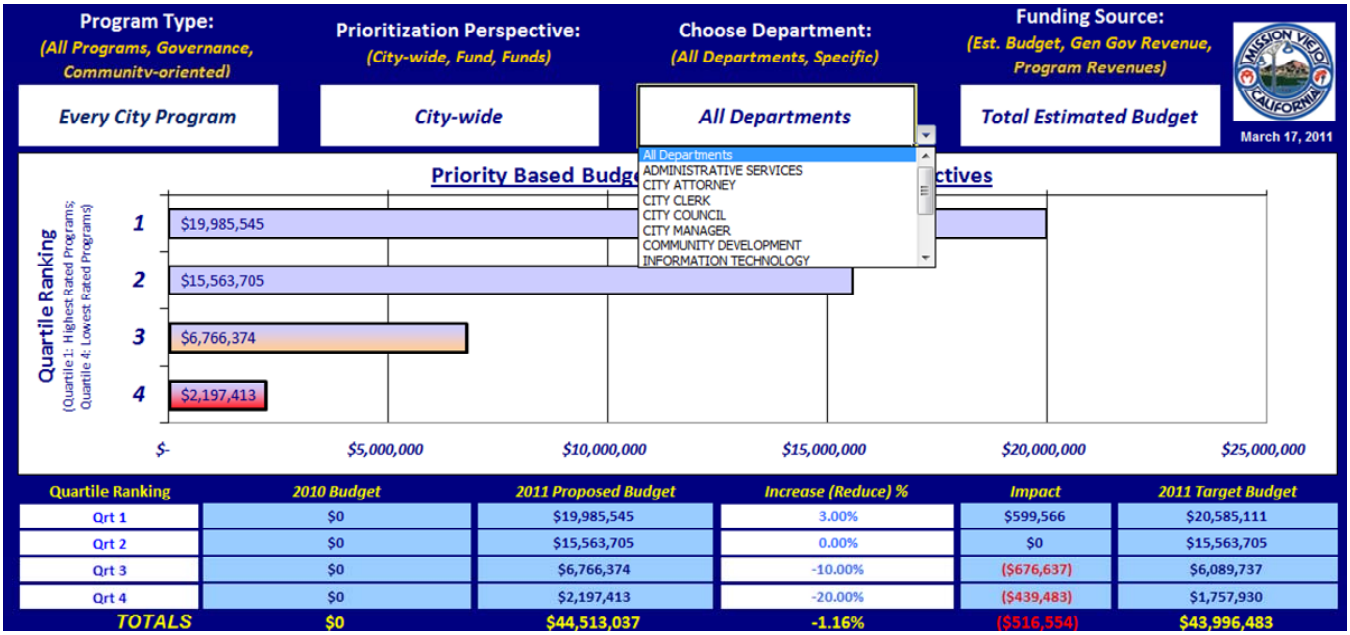
Specifically to help the City of Green River ***VALUE ONGOING PROGRAMS BASED ON RESULTS***, the ***Center*** will offer the following services:

- Facilitate a discussion to identify "***Basic Program Attributes***" with executive staff to determine what characteristics make a program in the community a high priority.
- Develop and create "***Program Scorecards***" that facilitate the City effort to score programs based on the program's influence on *Results*, and based on the Basic Program Attributes.
- Develop and support the ***Peer Review*** process to engage the City's internal stakeholders (*and potentially external stakeholders*) in evaluating program scores, interviewing program managers to hear evidence to justify program scores, and then recommending program score adjustments where appropriate value programs based on the organization's stated *Results* (*as defined by the "**Results Maps**"*).
- Calculate and apply the "weighting factor" to each Result as determined by the responses from the $500 *Results* Weighting Exercise.
- Calculate final program scores and develop the quartile rankings for all the City's programs and services based on their relative score.

5. ALLOCATE RESOURCES BASED ON PRIORITIES

Ultimately, the Results identified and defined by the City and the programs that achieve those Results become clearly articulated in the budget through a process in which resource allocation decisions are linked to the prioritization of those individual programs and services.

Once programs have been scored against the *Results* and a relative value determined, the entire list of the City's offered services can be arranged in order of "*highest priority*" (those programs most relevant in achieving the City's stated *Results*) to "*lowest priority*" (those programs that are less relevant in achieving those *Results*). The programs are then grouped into four "***Quartiles***" based on the similarity of the scoring ranges, with Quartile 1 representing those programs of the highest priority and Quartile 4 including those programs of the lowest priority. Individual program costs are then associated with each program in order to develop a final "*Spending Array by Quartile*." The ***Center*** takes this information and develops a customized "***Resource Allocation Tool"*** that can be utilized by the organization in 1) assessing its spending profile in terms of aligning resources with identified priorities; 2) developing "target budgets" for departments based on their individual prioritized spending profile and 3) analyzing programs using the "***Resource Allocation Tool's"*** unique filtering capabilities.



Quartile Ranking	2010 Budget	2011 Proposed Budget	Increase (Reduce) %	Impact	2011 Target Budget
Qrt 1	$0	$19,985,545	3.00%	$599,566	$20,585,111
Qrt 2	$0	$15,563,705	0.00%	$0	$15,563,705
Qrt 3	$0	$6,766,374	-10.00%	($676,637)	$6,089,737
Qrt 4	$0	$2,197,413	-20.00%	($439,483)	$1,757,930
TOTALS	$0	$44,513,037	-1.16%	($516,554)	$43,996,483

The screen capture above demonstrates the front panel of the Resource Allocation Tool for the City of Mission Viejo, California.

With the "***Resource Allocation Tool"***, the City will have a "unique window" to see their programs not only in terms of their relevance to *Results*, but also in light of mandates, fee structures, citizens' reliance and community partnerships. This unique "*lens*" allows staff to efficiently analyze programs and gain insights into areas such as:

- *Direct **VS**. indirect costs for services*
- *Programs supported by specific user-fees **VS**. those funded through general government revenues (taxes)*
- *Stringently mandated services **VS** programs without any legislative requirement*
- *Programs that the community depends exclusively upon the City to provide **VS** programs offered by other entities in the community (private, non-profit, etc)*
- *Programs that highly achieve one or more of the City's stated Results **VS** those programs that do not help to achieve any of those Results.*

In addition, the "***Resource Allocation Tool"*** provides staff with a way to engage in more powerful and meaningful discussions that address questions such as:

- *What services are truly mandated to be provided by the City, and how much does it cost to fulfill those mandates?*
- *What programs are most appropriate to consider a discussion about establishing or increasing user-fees?*
- *What programs are most appropriate for discussions about partnerships with other service providers in the community?*
- *What services might the City consider "getting out of" the business of providing altogether?*
- *Where are there apparent duplications in services offered across the organization that might lead to a meaningful efficiency discussion?*
- *How can succession planning be incorporated to focus on training staff providing lower priority programs to fill the positions left vacant in higher priority programs?*

The appendix of this document includes a graphic depiction of the "***Resource Allocation Tool"*** to help illustrate how the *Results* of the City's ***Priority Based Budgeting*** work can be used to derive departmental resource allocation targets.

Specifically to help the City of Green River ***ALLOCATE RESOURCES BASED ON PRIORITIES***, the ***Center*** will offer the following services:

- Provide recommendations on ways to integrate the outcomes of the ***Priority Based Budgeting*** process into discussions regarding resource allocation strategies for the upcoming budget cycle.
- Facilitate resource allocation discussions related to ongoing revenues to guide priority-driven budget decisions and ensuring that resource allocation starts with available revenues, as separated into ongoing and one-time sources.
- Develop a customized, interactive "***Resource Allocation Tool"*** that will guide all resource allocation calculations based on the prioritization of programs and the amount of revenue available (*allowing allocations to be summarized by Fund, by Departments, etc.*).
- Provide user training on the full functionality of the "***Resource Allocation Tool".***
- Prepare a high level interpretative analysis of the data available in the "***Resource Allocation Tool"*** and identify opportunity areas for discussion related to programs and their continued relevance to the organization.

In addition to the development of the Resource Allocation Model, the ***Center*** will utilize its "***12-Point Diagnostic Questionnaire***" in order to assess the overall ***Fiscal Health*** of City of Green River. For this step the ***Cente***r will:

- Perform an off-site, high-level review of readily available financial data, records, budget documents and/or annual financial reports (*CAFR*)
- Facilitate the completion of the ***Center's*** "*12-Point Diagnostic Questionnaire*" which addresses the five points of good ***Fiscal Health***
    - *"Spend within your means"*
    - *Establish and maintain reserves*
    - *Understand variances*
    - *Be transparent about the true cost of doing business*
    - *Incorporate economic analysis and long-term planning into decision-making*
- Provide key observations based on the high-level "check-up" performed, including:
    - Highlighting and validating practices that demonstrate good ***Fiscal Health***
    - Identifying areas where improvements could help strengthen the City's overall fiscal condition
    - Recommend initiatives that could alleviate immediate short-term budget challenges
    - Identify opportunities for the City to consider that will lead to more long-term sustainability

PROPOSED BUDGET

Given the initial work that the City of Green River has already accomplished by way of establishing *Results* that can be leveraged directly for the implementation of this process, as well as the work that will be produced from the City's Workforce Analysis which will likely be used directly for the Program Inventory, ***the total proposed budget for this project is $23,500***, exclusive of travel-related expenses (*at least two on-site visits, and possibly a third, are anticipated but additional visits can be arranged at the discretion of the City*). Travel expenses, billed at cost, will include all reasonable and necessary charges related to airfare, lodging, ground transportation (*including rental car fees, shuttles, taxis and airport parking*) and meal per diem expenses (*based on a per person rate of $60 per day*). These travel-related reimbursable costs are estimated at approximately $1,000 to $1,500 per visit.

The City may be asked to provide certain office supply items for use in onsite workshops such as paper, markers, white boards, and other needs as requested by the project team and agreed upon by the City. These items are estimated to cost no more than $300.

The quotation of fees and compensation shall remain firm for a period of 120 days from this proposal submission. Travel costs will be billed separately on an occurrence basis. The ***Center*** agrees to work cooperatively with the City in order to reduce travel costs to the greatest extent possible while still meeting the requirements specified in this proposal.

The Center for Priority Based Budgeting

Who Are We?

The ***Center for Priority Based Budgeting*** prides itself in providing creative solutions to local governments struggling to address their own fiscal realities. Our mission is to share our experience and technical knowledge of government financial operations and budget development with organizations that are seeking to achieve "***Fiscal Health and Wellness"*** that is sustainable for the long-term. Above all, the ***Center*** strives to be viewed as a trusted advisor and a dependable, objective resource that assists local governments who are seeking service excellence, transparency to their stakeholders and a strong desire to achieve the *Results* that are important to their community. In particular, our experience in dealing with finance-related issues combined with our backgrounds in performance measurement, achievement of efficiencies, and genuine community engagement, makes the ***Center for Priority Based Budgeting*** a truly unique and beneficial partner in dealing with fiscal issues and budgetary concerns, especially in these unprecedented and turbulent times.

The ***Center for Priority Based Budgeting ("Center")*** was formed in 2010 by Jon Johnson and Chris Fabian to further the initiative of "***Fiscal Health and Wellness,"*** a methodology they developed while serving as local government practitioners for the largest county government in Colorado. The ***Center*** operates as an incubator project of the National Environmental Health Association ("*NEHA*"), a non-profit corporation located in Denver Colorado. The ***Center*** shares office space with NEHA, located at 720 S. Colorado Blvd., Suite 1000-N, Denver, Colorado, 80246, and functions as a division within that organization.

Prior to the creation of the ***Center*****,** Jon and Chris were independent local government advisors during 2009 after leaving their positions with Jefferson County, Colorado. During that time they were associated with the International City/County Management Association (*ICMA*) as consulting contractors as well as serving as trainers and speakers for the Government Finance Officers Association (*GFOA*) and the Alliance for Innovation. Before becoming local government advisors, Jon served local governments as a finance/budget practitioner for 28 years and Chris also served as both a local government budget professional and a finance/budget consultant to government organizations, specializing in costing analysis and outcomes-based budgeting initiatives.

Please visit our website: www.pbbcenter.org

The Center for Priority Based Budgeting

Meet Our Team

JON JOHNSON

Jon is currently serving as Senior Manager with the ***Center for Priority Based Budgeting***, a newly established non-profit Denver-based organization whose mission is to help local governments achieve "*fiscal health and wellness*" during these challenging economic times. Jon has more than 25 years of experience as a practitioner in financial administration for municipalities, counties, school districts and public universities. Throughout his career as a finance/budget director, he has been responsible for the management of all aspects of local government finance operations for both small and large organizations. Jon brings with him not only the "hands-on" technical skills associated with the day-to-day financial operations of local governments, but also the ability to apply a diagnostic approach to the analysis needed to assess the fiscal health of an organization and the management experience to implement the resulting solutions from that diagnostic analysis.

Most recently, Jon served as the Director of Budget and Management Analysis for Jefferson County, Colorado. Previous to that position, he was Assistant Director of Finance for Douglas County, Colorado. Prior to moving to Colorado in 2002, Jon served as the Director of Finance for several municipalities in Missouri, including the City of Blue Springs, the City of Joplin, and the City of Kansas City (MO) Aviation Department. He has also been associated with ICMA as a Senior Management Advisor and with GFOA as a regional trainer and workshop presenter. Jon holds a B.A. in political science and a B.S. in accounting from Missouri Southern State University, as well as a master's degree in College Administration from Pittsburg (KS) State University.

CHRIS FABIAN

Chris holds the position of Senior Manager for Research and Advisory Services with the ***Center for Priority Based Budgeting,*** an incubator project with the National Environmental Health Association (*NEHA*) located in Denver, CO. During his career, Chris has provided consulting and advisory services to numerous local governments across the country. His consulting experience has focused on public entities at all levels, advising top municipal managers, department heads and program directors from over 30 organizations concerning the fundamental business issues of local government. Of most significance, his work has centered on the budget process as a lever to produce results, accountability and change; performance and outcome-based management; purpose, productivity, and efficiency in operations; and rigorous financial analysis and strategy. Pursing the objectives of "*Budgeting for Outcomes*" (*BFO*), Chris was a partner of the consulting team that implemented BFO in Ft. Collins, Colorado, one of the leading organizations using this approach and is now assisting with their conversion to the ***Priority Based Budgeting*** model he developed in partnership with Jon.

Most recently Chris has served as a budget practitioner with Jefferson County, Colorado, where he incorporated the lessons learned from BFO into the development of the ***Priority Based Budgeting*** process. He holds a B.S. in engineering from the Colorado School of Mines.

Jon and Chris have been featured speakers at numerous national and regional conferences webinars, and workshops sponsored by the ***Government Finance Officers Association*** (GFOA), the ***International City/County Management Association*** (ICMA), the ***National Association of Counties*** (NACo) and the ***Alliance for Innovation***. They have co-authored several articles describing their approach to "*Fiscal Health and Wellness"* for local governments including:

- ***"Getting Your Priorities Straight"*** published by ICMA in the June 2008 issue of ***PM*** magazine

- ***"Leading the Way to Fiscal Health"*** published by Government Finance Officers Association (*GFOA*) in their December 2008 issue of the "***Government Finance Review"***

- ***"It's All in the Questions: The Manager's Role in Achieving Fiscal Health"*** a two-part article appearing in the September and October 2009 issues of ***PM*** magazine

- ***"Anatomy of a Priority Based Budget Process,"*** co-authored with Shayne Kavanagh of GFOA, published in the May, 2010 issue of the "***Government Finance Review"***

- ***"Anatomy of a Priority Based Budget Process,"*** a white paper on "*Priority Based Budgeting*" as a best practice, published by GFOA in March 2011, co-authored with Shayne Kavanagh

The Center for Priority Based Budgeting

*Who Has Embraced "*Fiscal Health and Wellness*"……*

The ***Priority Based Budgeting*** process was first developed by Jon Johnson and Chris Fabian for Jefferson County, Colorado, where both of them served prior to April, 2009. After publishing an article in ICMA's professional journal "***Public Management***" ("***PM")*** magazine, Jon and Chris were contacted by several organizations seeking assistance in implementing their ***Fiscal Health and Wellness*** initiative. We are honored to be working with some of the most notable local governments in the country to implement and integrate our process and have learned so much because of the work we have accomplished together. Non-profit associations such as the Alliance for Innovation, the International City/County Management Association (*ICMA*) the Government Finance Officers Association (*GFOA*), the National Association of Counties (NACo) and most recently the Institute for Local Government (*ILG*) in California are among the most prominent organizations endorsing ***Priority Based Budgeting*** as a best practice – publishing case studies, journal articles and hosting seminars and conferences to promote the accomplishment of cities and counties implementing this work. Among those local governments that have worked with Jon and Chris to introduce ***Priority Based Budgeting*** to their organization are:

City of Boulder, Colorado
City of Fort Collins, Colorado
City of Thornton, Colorado (Fiscal Health Only)
City of Fairfield, California
City of Mission Viejo, California
City of Monterey, California
City of San Jose, California
City of Seaside, California
City of Walnut Creek, California
City of Delray Beach, Florida
City of Lakeland, Florida
Pasco County, Florida
City of Grand Island, Nebraska
City of Blue Ash, Ohio
City of Tualatin, Oregon (Fiscal Health Only)
City of Plano, Texas
City of Chesapeake, Virginia
City of Christiansburg, Virginia

Currently, the cities of Boulder, Colorado, Seaside, California, Walnut Creek, California, Grand Island, Nebraska and Chesapeake, Virginia are working with the ***Center*** in their second budget cycle using our ***Priority Based Budgeting*** process. The ***Center*** is also beginning work with the City of Delray Beach, Florida and the City of Thornton, Colorado***.*** Jon and Chris are currently in conversations with several other city and county organizations that are interested in implementing a ***Priority Based Budgeting*** model, which will be used to guide their budget development process for the upcoming fiscal year. In addition, Jon and Chris continue to be invited to speak about their process by ICMA, GFOA and the Alliance for Innovations at various conferences and workshops. They led two pre-conference workshops at ICMA's Annual Conference in San Jose, CA in October 2010 and participated in a national press conference discussing the fiscal crisis facing local governments at the present time. They will again be presenting at ICMA's 2011 annual conference in Milwaukee, WI in September. Along with Shayne Kavanagh from GFOA, they conducted a two-day training session on "*Achieving Financial Resiliency*," featuring the principles of their ***Fiscal Health and Wellness*** initiative. During 2011, they will have presented several audio conferences on the topic of achieving ***Fiscal Health and Wellness*** for ICMA, the Alliance for Innovations, Illinois/Wisconsin City/County Management and the New Hampshire Municipal Managers Association, as well as being featured at the annual conferences of the National Environmental Health Association (*NEHA*) and the Colorado GFOA.

The following examples of engagements with local government entities are meant to be illustrative of the types of advisory services offered by the ***Cente***r. While we pride ourselves in tailoring the process to the needs of each organization, the work done with all of our organizations is of a similar nature. Based on the number of

local governments that have introduced our process into their culture, we feel we have the technical and creative skill set to work with any entity that wishes to embrace the concepts of ***Priority Based Budgeting.***

- **City of Lakeland, Florida** (*December 2008 to June 2009*) - For this engagement, Jon and Chris conducted several workshops for both management staff and Council; facilitated the process by which the Council, executive staff, department heads and community stakeholders identified organizational-wide goals and then defined them through the result mapping process. Throughout the process, Jon and Chris provided offsite coaching, guidance and technical assistance as well as providing assistance in the development of the templates needed for the process to unfold. For specific information about how the City of Lakeland implemented ***Priority Based Budgeting,*** please contact Mr. Stanley Hawthorne, Assistant City Manager, at 863-834-6006 or at Stanley.Hawthorne@lakelandgov.net. The city's mailing address is 228 S. Massachusetts Ave., Lakeland, FL 33801

- **City of Walnut Creek, California** (*June 2009 to February 2010*) - Similar to their work with the City of Lakeland, Jon and Chris were engaged to provide the Walnut Creek with an overall ***Fiscal Health*** assessment and then to implement their ***Priority Based Budgeting*** model for the City's FY 2010-2011 biennial budget development process. A workshop for department managers and a workshop for Council were provided as well as coaching workshops on developing program inventories and establishing basic attributes. Jon and Chris also facilitated a Result-setting workshop with the City Council and trained City staff in the techniques of facilitating a Result Definition workshop with citizens. Additionally, Jon and Chris provided templates, process development and advisory assistance in the program scoring process as well as the Peer Review process. They also provided assistance in estimated program costs that were used to develop the final Resource Allocation Tool that provided the City with their list of prioritized programs. For specific information about how the City of Walnut Creek implemented ***Priority Based Budgeting***, please contact Ms. Lorie Tinfow, Assistant City Manager, at 925-943-5899 or Tinfow@walnut-creek.org. The city's mailing address is 1666 N. Main Street, Walnut Creek, CA 94596.

- **City of Grand Island, Nebraska** (*May 2009 to present*) - This is an ongoing engagement with the City of Grand Island to implement the concepts of ***Fiscal Health and Wellness***. For the first year of implementation, Jon and Chris were engaged to assist the City with the identification and definition of its strategic *Results,* conducting an orientation workshop for department directors and on for the City Council. The project called for the ***Center*** to develop and provide "***Result Maps***" for each of the identified strategic goals established by the Council and then to assist the City in preparing its program inventory listing. Upon completion of the first phase, the City moved on to the next phase of the work where Jon and Chris facilitated and coordinated the completion of the program scoring process, conducted a Peer Review process and finally developed the program prioritization arrays by score and by cost for utilization in the City's budget process. The ***Center*** is now working with the City to develop a "Fiscal Health Diagnostic" tool to depict its current and project financial picture. In addition, Jon and Chris are advising the City as to the steps required for the continued utilization of the ***Priority Based Budgeting*** process for the second budget cycle. For specific information about this engagement with the City of Grand Island, please contact Ms. Mary Lou Brown, City Administrator, at 308-385-5444, ext 169 or maryloub@grand-island.com. The city's mailing address is 100 E. First St., Grand Island, NE 68802

- **City of Boulder, Colorado** (*December, 2009 to present*) – Now entering its second budget cycle using the ***Priority Based Budgeting*** process, the City of Boulder continues to work with the ***Center*** in using this process to link resource allocation decisions with their strategic goals and objectives. During the first year, Jon and Chris worked with the City to develop Results definitions and "***Result Maps***" involving not only staff but citizens, conducting several public workshops to solicit the community's input. They worked with the City to develop a comprehensive list of programs, coached departments through the program scoring process and

were on-site to coordinate and advise the City through their "*Peer Review*" process. This later process was successful in involving middle management and rising leaders within the organization to support this phase. The ***Center*** then developed a "***Resource Allocation Model***" for the City that was used extensively in making leading decision-makers in new conversations around difficult budget choices. Requests for new programs or enhancements to existing services were also evaluating against the priorities established to determine if those request would be brought forward for further consideration. Now in year two, the ***Center*** continues to provide advisory assistance as the "***Resource Allocation Model***" is utilized in making new choices about resource allocation. For specific information about the engagement with the City of Boulder, please contact Mr. Bob Eichem, Chief Financial Officer, at 303-441-1819 or Eichemb@bouldercolorado.gov. The city's mailing address is 1777 Broadway, Boulder, CO 80302.

- **City of Monterey, California** (*June 2010 to April, 2011*) - For this engagement, the City of Monterey Island chose a two-year implementation process. For the first year, Jon and Chris were engaged to assist the City in reviewing their strategic *Results* in the form of "value drivers" and then developing definitions of those value drivers and creating "***Result Maps***", conducting an orientation workshop for department directors and one for Council. The project also called for the project team to coach the City as it developed program inventory listings. Upon completion of this first phase, the City moved on to the next phase where Jon and Chris assisted the City in the completion of the scoring of programs, conducting a Peer Review process, assisted and facilitated a robust Citizen Engagement process and finally developing the program prioritization arrays by score and by cost for utilization in the City's upcoming budget process. For specific information about the engagement with the City of Monterey, please contact Mr. Don Rhoads, Director of Finance, at 831-646-3940 or rhoads@ci.monterey.ca.us or Mr. Mike McCann, Assistant Director of Finance at 831- 646-3947 or McCann@ci.monterey.ca.us. The city's mailing address is 735 Pacific Street, Suite A, Monterey, CA 93940.

Additionally, the following individuals may also be contacted for more information about the implementation of the ***Priority Based Budgeting*** model in their communities:

- **City of Chesapeake, Virginia** – Mr. William Harrell, City Manager at 757-382-6166 weharrell@cityofchesapeake.net
- **City of Blue Ash, Ohio** – Mr. David Waltz, City Manager at 513-745-8538 or DWaltz@BlueAsh.com, or Ms. Kelly Osler, Assistant City Manager at 513-745-8503 or kosler@blueash.com
- **City of Fairfield, California** – Mr. David White, Assistant City Manager at 707-428-7398 or dwhite@fairfield.ca.gov
- **Town of Christiansburg, Virginia –** Mr. Barry Helms, Interim Town Manager at 540-382-6128 or bhelms@christiansburg.org or Ms. Valerie Tweedie, Town Treasurer at 540-382-9519 or vtweedie@christiansburg.org
- **City of San Jose, California** – Ms. Kim Walesh, Chief Strategist at 408-535-8177 or Kim.Walesh@sanjoseca.gov
- **City of Fort Collins, Colorado** – Mr. Mike Freeman, Chief Financial Officer at 970-481-1866 or mfreeman@fcgov.com

The Center for Priority Based Budgeting

… and What are they Saying About It!!

"Councilmen Larry Carney and Scott Dugan praised Pederson and Brown for the prioritization process. They called it a logical and understandable method of making some difficult decisions to come."

- ***Grand Island(Nebraska) Independent Newspaper***

Using ROI for City Budgeting: Business Planning Meets Government Spending - the city of Boulder is going about this full spectrum analysis of the highest ROI where "return on investment" is the return of City programs on the results our citizens expect in the community.

- ***"Boulder Tomorrow" – Colorado Business Association on Priority Based Budgeting process***

Budget process requires clear priorities, vision - By examining each of the 365 programs that are directed out of City Hall, the administration, mayor and city council are looking under every rock for ways to save taxpayer dollars and keep core services intact. It is a ***responsible and rational way*** to control expense growth on programs that may be well intended, but do not significantly support the community in the four core areas.

- ***Grand Island (Nebraska) Independent Newspaper***

"I read with both pleasure and envy the recent article on the city's (*Grand Island*) new Program Prioritization process. Pleasure because a discerning approach like this is the type of focused decision making model that successful businesses use. I am glad to see its use in our city's governance. I am envious because it is the type of approach the Unicameral is moving toward with our recently initiated planning committee process. In this instance, the city of Grand Island is well ahead of the state of Nebraska."

- ***Nebraska State Senator Mike Gloor on the Priority Based Budgeting Process***

Walnut Creek, California, which must close a $20m (€14m, £12.5m) deficit for the 2010 financial year, is polling citizens on what services they value most, so it can make targeted cuts. Lorie Tinfow, assistant city manager, also expects the expansion of volunteer programmes such as checking on the elderly at home. "*We are rethinking what services the city provides, what we are paying for them and what we are expecting as American taxpayers to get for that dollar*," Ms Tinfow said.

- ***Financial Times, quoting Lorie Tinfow, City of Walnut Creek, California***

The City of Monterey is launching a public review of its budget priorities this fall and your participation is vital to the success of the Priority-based Budgeting project. In good times, the City allocated its resources to a wide range of programs and services. Now, the City needs to adjust to "the new normal" of reduced revenues. In Monterey, revenue from hotel, sales and property taxes have fallen to levels not seen in years. Significant recovery is unlikely for the next several years. So, the City needs to tighten its belt just like other municipalities, businesses and citizens have done.

- ***Press Release -City of Monterey, California***

"The process is called Priority-based Budgeting and it recasts the budget into programs instead of line items."

- ***Monterey County (California) Herald Newspaper***

The city of Boulder is looking to change the way it manages its annual budget. Under the new model, the programs that best help the city achieve the community's goals of having a safe, economically sustainable and socially vibrant place to live will receive top priority for funding. *Those programs that are duplicated, waste money or don't meet the community's goals could be cut.*

- ***Boulder(Colorado) Daily Camera Newspaper***

"Although Boulder is in a better financial condition than many of its peer cities, the economic outlook continues to be uncertain," said City Manager Jane Brautigam. "In response, we're taking a prudent and strategic approach to the 2011 recommended budget by focusing on achieving greater efficiencies in how services are delivered to the Boulder community. In many cases we have been able to reallocate staff and funding to those areas most likely to achieve community goals, and are reducing duplication of services to hold the line on spending at 2010 levels."

- ***Boulder (Colorado) Daily Camera Newspaper***

The new list divides the city's 443 programs into four categories, ranking them from highest to lowest priority, based on whether they help meet the community's general goals of cultivating a safe, economically sustainable and socially thriving community.

- ***Boulder (Colorado) Daily Camera Newspaper***

With budgets getting tighter across the country, more cities are turning to Prioritization. "I just feel like we need to begin to put proactive steps in place so we can prepare the organization for what is ahead," said William Harrell, City Manager. "Sure, we can just start eliminating things. But then is that what the citizens are saying? Is that what council is saying to us? This is a more disciplined and analytical approach."

- ***(Chesapeake) Virginia Pilot Newspaper***

"It sounds intuitive but what we found was there was no real methodology to connect all of the things that government does" to what policymakers want to see for their cities."

- ***(Chesapeake) Virginia Pilot Newspaper***

Recent information from Moody's (the nation's largest bond rating agency) confirms that prioritization processes such as what Blue Ash is going through demonstrate a strategic approach to managing the current fiscal environment. So where do we go from here? The local government advisors developed a unique tool that Blue Ash can utilize for years to come as a part of the city's annual budgetary planning process. This tool will be valuable in assisting the council and administration in determining what services and programs contribute directly to the city's overall objectives, including the evaluation of any future new programs or services being considered.

- ***Press Release - City of Blue Ash, Ohio***

Even cities with a relatively well-off population are facing difficult choices due to falling revenues. In the eastern San Francisco bay area city of Walnut Creek, as in many other cities around the state, local officials faced the unpleasant task of cutting programs in 2009 due to budget shortfalls, and the more unpleasant task of explaining this to the public. Building on an ongoing tradition of collaboration with residents and community building programs, city staff and officials worked with consultants and adopted a multi-stage public engagement Fiscal Health and Wellness prioritization process to educate and gather informed input from hundreds of residents.

- ***Institute for Local Government on Priority Based Budgeting process***

"PBB is attractive to the City because it relies on community input and the work of employees to be successful. In contrast to past years, decisions on potential funding reductions are expected to occur at the program level rather than at the level of individual budget line items that run across multiple programs. The results of this process are anticipated to enable decision makers to reallocate funding between programs based upon changing needs and priorities."

- ***Internal Memo - City of Fairfield, California***

San Jose Outcomes of Prioritization Approach:

• Increased connection of budget to City's Priority Results
• Stakeholder engagement in program priorities
• Rationale for reducing or eliminating programs that have the least impact on achieving the City's Priority Results

- ***City Manager's Budget Message, City of San Jose, California***

The Program Prioritization effort will inform the development of the City's 2010-2011 Proposed Budget and serve as a tool to identify potential service reductions and eliminations. The evaluation of programs as part of this process may also identify potential duplication of efforts or opportunities to consolidate similar programs and/or services that can delivered through partnership with other governmental agencies, non-profit agencies, or the private sector.

It is important to note that a high rating of a program will not guarantee that a program will be retained; nor does it guarantee that a lower-ranking program will be proposed for elimination. Also, the rankings do not reflect whether a program is being delivered in the most efficient manner. The prioritization process will provide valuable information for budget proposal development and City Council deliberation. It will not be the "only answer" to how best to rectify the City's budget shortfall.

- ***City Manager's Budget Message, City of San Jose, California***

CITY OF GREEN RIVER
CITY COUNCIL MEETING
Agenda Documentation

Preparation Date: September 6, 2011	Submitting Department: Parks and Recreation
Meeting Date: October 4, 2011	Department Director: Allan Wilson
	Consent Agenda Item

SUBJECT: 2011-2012 Middle School New Years Eve Party/Public New Years Eve Bus Rides
(NOTE: All sections must be completed for report to be placed on a Council Meeting Agenda)

PURPOSE STATEMENT
To obtain approval from the Governing Body for payment of STAR Transit bus rides on New Years Eve, on Saturday, December 31, 2011.

BACKGROUND/ALTERNATIVES
The Middle School New Years Eve party is a major annual event for the Leisure Programs Division staff. It is held at the Recreation Center annually and is well attended by area youth. The 2010 event had 243 attendees. Offering our youth a safe ride home from this event at no charge is a convenient service for them and their parents.

Except for the hours of 12:00 midnight to 1:30AM (approximately) when the children are being transported, these buses are available to the adult citizens of Green River. The fee is a nominal $2.00 per rider and helps eliminate the drinking and driving danger on this night. All fees that are collected from adult riders go to offset the cost that the City is paying.

Last year, 85 children and 18 adults were safely transported to their destinations. This public service sends a message to our citizens that we care about their safety. The Governing Body has approved and provided monies for this service for the last ten years.

ATTACHMENTS
Attachment A – memorandum from staff

FISCAL IMPACT
The fee for bus service from 8:00 PM to 5:30 AM will be approximately $1,600, minus any fees collected from adult riders. The STAR Bus rate is the same as last year at $65/hour. The account number that has been used for the last twelve years has been 10-110-6860 (Legislative Body-Special Projects and Programs).

STAFF IMPACT
Recreation Center Front Desk Staff will collect Bus Ride permission slips from the Middle School youth attendees. No City staff is involved in the transportation on the buses.

LEGAL REVIEW
This city council report and attachment was approved by the City Attorney on September 23, 2011.

RECOMMENDATION
Staff recommends that the Governing Body approve $1,600 for STAR Transit to give rides home to the Middle School Party-goers at the Recreation Center and the Adult Citizens of Green River on New Years Eve, on Saturday, December 31, 2011.

SUGGESTED MOTION
I move to approve $1,600 for STAR Transit buses on New Years Eve 2011 to be deducted from budget account # 10-110-6860 (Legislative Body, Special Projects and Programs).

Attachment A

Parks & Recreation Department Memorandum

DATE: September 6, 2011

TO: Allan Wilson, Director of Parks & Recreation

FROM: Sherry Schumacher, CPRP, AFO, Recreation Supervisor

SUBJECT: 2011-2012 Middle School New Years Eve Party – Transportation Services

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The 2011-2012 Middle School New Years Eve Party is scheduled for 9:30pm to 12:30am on Saturday, December 31, 2011 at the Recreation Center. This will be the 13th annual event for area youth. Based upon discussions with Judy Owens (STAR Transportation), this expenditure needs to be submitted to the Governing Body for approval.

The fee for bus service from 8:00pm to 5:30am is approximately $1,600, minus any fees collected from adult riders. Middle School youth do not have to pay a fee for this service.

The $1,600 calculation is based on the last four years of the event and the increase from $36/hour to $65/hour in 2008. In 2007 (at the $36/hour rate) the fee was $824; 2008 (at the increased rate of $65/hour) the fee was $1,482; $1,518 in 2009; and in 2010 it was:

24 hours @ $65 per hour = (coverage from 8:00pm - 5:30 am)	$ 1,560.00
Less: fares & donations received	- 36.00
	TOTAL = $1,524.00

In 2010, 85 youth and 18 adults were safely transported to their destinations. This public service sends a message to our citizens that we care about their safety on this potentially dangerous night.

Staff requests that the Governing Body pay the cost of the buses for the 2011-2012 Middle School New Years Eve Party. This expenditure has been charged to account # 10-110-6860 (Legislative Body/Special Projects & Programs) for the past 12 years per authorization of the Governing Body.

APPROVED ON _____, 2011.

CHARGE TO ACCOUNT NUMBER: **10-110-6860 (Legislative Body/Special Projects and Programs)**

cc: Judy Owens, STAR Transportation

CITY OF GREEN RIVER
CITY COUNCIL MEETING
Agenda Documentation

Preparation Date: September 6, 2011	Submitting: Department: Parks and Recreation
Meeting Date: October 4, 2011	Department Director: Allan Wilson
	Presenter: Brenda Roosa

SUBJECT: 2011 Tough Turkey Annual Co-ed Volleyball Tournament Officials Agreement
(NOTE: All sections must be completed for report to be placed on a Council Meeting Agenda)

PURPOSE STATEMENT
To obtain approval from the Governing Body for payment to volleyball officials for the final matches of the 2011 Tough Turkey Volleyball Tournament to be held November 19-20, 2011.

BACKGROUND/ALTERNATIVES
The Tough Turkey Volleyball Tournament is an annual event held at the Recreation Center. Teams from the surrounding area as well as teams from out-of-state attend the event. Offering professional officiating for the semi-final and final matches of the tournament is an essential component of this competition

ATTACHMENTS
Attachment A - Volleyball Officials Agreement

FISCAL IMPACT
The rate per match per official is $25.00 and it is anticipated that the total fee will not exceed $750.00. This expense has been budgeted in the Leisure Programs Division FY 2011-2012 budget.

STAFF IMPACT
Staff will schedule, promote, organize and conduct the tournament.

LEGAL REVIEW
The City Attorney reviewed the agreement on September 23, 2011 and found it acceptable for review and consideration by the Governing Body.

RECOMMENDATION
Staff recommends that the Governing Body approve $750 for volleyball officials for the final matches of the 2011 Tough Turkey Volleyball Tournament.

SUGGESTED MOTION
I move to approve the Volleyball Officials Agreement for up to $750 for officials for the 2011 Tough Turkey Volleyball Tournament.

Attachment A

CITY of GREEN RIVER
FISH IT. FLOAT IT. LIVE IT.
WYOMING
PARKS & RECREATION

Memorandum

DATE: September 6, 2011

TO: Allan Wilson, APRP, Director of Parks and Recreation

FROM: Brenda Roosa, CPRP, Recreation Supervisor

SUBJECT: **2011 Tough Turkey Volleyball Tournament Official Agreement**

This agreement is to provide volleyball officiating services for the City of Green River, Parks and Recreation Department, Tough Turkey Volleyball Tournament. The tournament date is set for November 19-20, 2011. Volleyball officials are required for the semi-final and final matches of the tournament.

These matches will take place on Sunday and we will adhere to the USA (United States of America) Volleyball Rules. Volleyball officials will be contacted on Friday, November 18, 2011, with a definitive schedule for Sunday, November 20, 2011.

The City of Green River agrees to pay $25.00 per match/per volleyball official. It is estimated that there will be approximately 4-7 matches per volleyball official, depending on the number of teams entered in each division.

If you agree with the above terms, please sign both copies and return one to us for processing of payment.

_____
Hank Castillon **Mayor, City of Green River**

_____
Referee

_____
Referee

_____
Referee

_____
Referee

_____
Referee

City of Green River
City Council Meeting
Agenda Documentation

Preparation Date: September 26, 2011	Submitting Department: Administration
Meeting Date: October 4, 2011	Department Director: Barry Cook
	Presenter: Barry Cook

Subject: Utility Review Recommendation
(NOTE: all sections must be completed for this report to be placed on the city council meeting agenda)

Purpose Statement
Approval from the Governing Body to waive fees based on the Utility Review Committee's Recommendation

Background/Alternatives
The Utility Review Committee was established to give citizens the ability to dispute their utility bill. The committee is designed to run in a hearing process so the citizen can discuss their concerns and the City staff can discuss their concerns to a more independent group. The committee is made up of the City Administrator, Finance Director, Public Works Director and two citizen volunteers (one is currently vacant).

Customer 2119.02 requested a utility review as they were back billed for waste water and solid waste services. After holding a utility review the committee recommended to bill the customer for 6 months of unbilled services and offer payment arrangement for the remaining $176.06.

Attachments
Utility review committed cover letter and letter to customer to describe the findings.

Fiscal Impact
Credit to the customer

Staff Impact
Minimal

Legal Review
Not Applicable

Recommendation
Staff recommends the Governing Body approve billing the customer for 6 months of unbilled utility services in the amount of $176.06 and waive any additional amounts.

Suggested Motion
I move to bill customer 2119.02 for 6 months of unbilled utility services in the amount of $176.06 and waive any additional unbilled fees.

Utility Review Committee

August 31, 2011

Disputed Billing:

Customer Name: Oscar Flores

Account #: 2119.02

Mailing Address: 65 East Railroad Avenue

Service Address: Same

Phone #:

Date Letter Received: January 2011

City of Green River Initial Response:

Meter Reader - Initial meter read and follow-up.
Attached

Billing Dept - Increase factors (rate increases, seasonal usage increase). Customer contact/notes:
None

Supervisor - Investigate or delegate follow up to determine cause of complaint:
Attached

Meter Test - Meter history including install date & last meter test date:
Not Applicable

Other Factors to Consider:

Copy of letter

Copy of disputed bill

Two year history (if available)

Number of Requests for Utility Review (per customer)

Committee Requests for Other Information:

Follow up:

Interviews: city employee(s), customer(s):

Other:

Conclusion and Recommendation(s):

Bill for 6 months of incorrect usage and waive the remaining fees. Amount to Bill: $59.84 for Wastewater and $116.22 for Garbage Services

Committee Members:

Barry Cook ==> Barry Cook

Orman Tripp ==> _____

Mike Nelson ==> M Nelson

Jeff Nieters ==> _____

Copies of the customer's letter and all other related information
shall be forwarded to the Utility Review Committee

CITY of GREEN RIVER

FISH IT. FLOAT IT. LIVE IT.

WYOMING

COPY

September 19, 2011

Oscar Flores
65 E Railroad Ave
Green River, WY 82935

Dear Mr. Flores.

The Utility Review committee recently met concerning your request to waive $191.65 in wastewater fees. I would like to thank you for patience with this matter. I know it has been several months since you had submitted your utility review request.

When we received your request and reviewed our billing policies we found, the City's fee schedule did not address commercial and residential mixed use at one property location. The issue that came up is, if we billed you according to our fee structure in place at the time we would have billed you for commercial and residential wastewater service at the same time, essentially billing you twice for the same service. We did not feel this was fair to you as our customer, thus we have spent the last several months establishing a mixed use fee. After establishing the new mixed use fee we found the wastewater services which had not been properly billed from November, 2008 to November, 2010 would calculate to your original disputed amount of $191.65

While researching the above issue we also discovered that solid waste services had not been billed correctly at your 65 E Railroad property, because of discrepancies in our understanding of the property's occupancy permit. We found solid waste services had not been properly billed from November, 2008 to December, 2010 in the amount of $738.03.

During the utility review the committee agreed services had been provided to you at the service address but also felt the City should take some ownership in the incorrect billing. The committee felt it was fair to bill you for 6 months of the incorrect billing and the City take responsibility for the remaining 20 months. The committee is recommending you pay a total of $176.06 ($59.84 for wastewater and $116.22 for solid waste) and the City waive $753.62 of the remaining unbilled fees. Thus your original disputed amount of $191.65 will be reduced by $15.59 and you will be responsible to pay the City $176.06.

50 E 2nd North, Green River, WY 82935

COPY

The committee is also recommending extending payment arrangements up to 6 months to pay the additional balance if you so choose. If you choose to make payment arrangements no interest, penalties or additional fees will be assessed on the payment of the $176.06.

The committee's recommendation will be presented to the City Council at the October 4, 2011 council meeting for their final approval. You are more than welcome to attend the City Council meeting if you would like to.

If you have any questions or comments please do not hesitate to call me at (307-872-6125).

Sincerely,

Barry Cook

Barry Cook
City Administrator

BC:cm