

# INFORMATION PACKET

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Friday, September 7, 2018



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A.C.E.S.

Accountable

Communicate

Effective & Efficient

Stewards

**The Grid**  
A working draft of Council Meeting Agendas

**September 11, 2018**                      **Councilmembers Absent:**

Meeting to be held at the <b>Life Steps Campus at 4:00 p.m.</b>			
<b>Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
LifeSteps Campus Tour	Information Only	30 min	4:00
Sales Tax Issue Explanation (Dan Noble)	Information Only	40 min	4:30
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan (Lt. John Harlin)	Move Forward for Approval	20 min	5:10
Health Fund Update (Tom Pitlick, Tracey Belser)	Information Only	20 min	5:30
Smart Water Meters (Darren Mizokami, Tom Pitlick)	Direction Requested	40 min	5:50
Agenda Review		10 min	6:30
Legislative Update		10 min	6:40
Council Around the Table		20 min	6:50
Approximate Ending Time			7:10

**September 18, 2018**                      **Councilmembers Absent: Morgan**

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Establish October 2, 2018, as the Public Hearing Date for a New Microbrewery Liquor License No. 5 fo Gruner Brothers Brewing Corp, d/b/a Gruner Brothers Brewing, Located at 1301 Wilkins Circle.	C				
Hotel Guest Registration Ordinance. First Reading/Public Hearing		N			
Fiscal Year 2017-2018 Community Development Block Grant Consolidated Annual Performance and Evaluation Report.		N			
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential). 2nd Reading			N		
Authorizing Amendment No. 1 to the contract for professional services with CH2M Hill Engineers, Inc., in the amount of \$93,811, for the Sam H. Hobbs WWTP Motor Control Center Replacement Project.				C	
Authorizing an Agreement with Western States Fire Protection in the amount of \$237,240, for the LifeSteps Campus Building "F" Fire Suppression and Campus Fire Alarm System Replacement Project.				C	
Authorizing Contract for Outside-City Water Service with Marguerite Hardy and Tim Hardy Joint Revocable Living Trust.				C	
Authorizing an Agreement with Andreen Hunt Construction, Inc., in the amount of \$32,960, for the Coulter Drive Alley Drainage Improvements Project.				C	
Authorizing a Contract for Professional Services with Big West Landscaping, LLC, in the amount of \$86,909, for the Heritage Hills Subdivisions Reclamation Project.				C	
Authorizing a Natrona County Road License for Installation of a New 12-inch Water Transmission Main for the West Casper Zone II Water System Improvements Project.				C	
Authorizing a Contract for Outside-City Water Service with C.E. Swinney, LLC.				C	
Authorizing the Execution of an M-54 Utility License with the Wyoming Department of Transportation for the Installation of a 3-inch HDPE Casing and 1.5-inch Water Service Line to Provide Water Service to 7475 Highway 220.				C	
Accepting Natrona County Hazard Mitigation Plan & Emergency Response Plan (tentative)				C	
Court Appointed Attorney				C	
Agency Fundging Agreements (Youth Crisis Center, Mercer House, etc.)				C	

**The Grid**  
A working draft of Council Meeting Agendas

**September 25, 2018** Councilmembers Absent: **Morgan**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Casper Area Convention & Visitors Bureau Update (Brook Kaufman)		20 min	4:30
Non-Motorized Transportation Plan (Bike/Pedestrian Plan Update)		20 min	4:50
Summer Pool Usage Discussion		20 min	5:10
Soil Compaction in Residential Areas - Draft Ordinance		40 min	5:30
Agenda Review		20 min	6:10
Legislative Update		10 min	6:30
Council Around the Table		20 min	6:40
Approximate Ending Time			7:00

**October 2, 2018** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
New Microbrewery Liquor License No. 5 fo Gruner Brothers Brewing Corp, d/b/a Gruner Brothers Brewing, Located at 1301 Wilkins Circle.		N			
Hotel Guest Registration Ordinance. Second Reading			N		
Zone Change of Lots 1-8 Inclusive, Block 1, North Burlington Addition, Located at 143, 145, 159, 169 West K Street, from R-3 (One to Four Unit Residential) to R-5 (Mixed Residential). Third Reading			N		
One Cent Allocation				C	
Authorizing the Sole Source purchase of three (3) Control Panel Enclosure Air Conditioning Units from Andritz Separation Inc., in the Amount of \$28,474.53, for use at the Wastewater Treatment Plant.				C	

**October 9, 2018** Councilmembers Absent:

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

**October 16, 2018** Councilmembers Absent:

<b>Regular Council Meeting Agenda Items</b>	<b>Est. Public Hearing</b>	<b>Public Hearing</b>	<b>Ordinances</b>	<b>Resolutions</b>	<b>Minute Action</b>
<b>C = Item is on Consent</b> <b>N = Item is <u>not</u> on Consent</b>					
Establish date of Public Hearing for Consideration of an Ordinance Annexing, Platting, and Zoning as November 6, 2018. (State Office Building Annexation)	C				

**The Grid**

A working draft of Council Meeting Agendas

**October 23, 2018**

**Councilmembers Absent:**

<b>Work Session Meeting Agenda Items</b>	<b>Recommendation</b>	<b>Allotted Time</b>	<b>Beginning Time</b>
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review		20 min	5:50
Legislative Update		10 min	6:10
Council Around the Table		20 min	6:20
Approximate Ending Time			6:40

<b>Upcoming Work Session Agenda Items</b>
Hogadon & Golf Debrief
Casper Mountain Biathlon Club-Crushing Operations
Spay & Neuter Code Discussion - Review of Needs
Pre-Annexation & Island Annexation
City of Casper App/Citizen Engagement
Liquor Ordinance, Part II
Demerit Point Revisions (Chief McPheeters) Alcohol Demerit Structure: What is the public position? Do you want us to be proactive like we are going or are we ok with the current state?
Dog Attacks/Bites - Penalites for Impound
Downtown Parking Study Implementation
Goodstein Lot Lease (Long Term Plan)
6th Cent Funding Study
Wyoming Business Council Grant for Midwest
Property Code Revisions
Event Guide
Bar Hours on Sunday

----- Original message -----

On Aug 31, 2018, at 10:58 AM, Farivar, Dustin (DN) (FBI) <[dfarivar@fbi.gov](mailto:dfarivar@fbi.gov)> wrote:

Hi Rick,

My name is Dustin Farivar and I work with the FBI Denver Division, which includes Wyoming as part of our area of responsibility. I wanted to reach out because we are co-hosting a cyber security training for candidates, elected, and public officials in Cheyenne on September 14th in partnership with the Wyoming Secretary of State's Office.

We have invited every candidate and elected official in the state and worked through a number of organizations to make sure everyone is included. Though as I am sure you can imagine, pulling all these lits together leaves some gaps. Just in case this hasn't come across your desk, I wanted to send it your way. If your organization is able to distribute it to mayors, city managers, and city councils it would go a long way providing the opportunity to everyone.

I am happy to chat in greater detail about the event if you like and you can reach me at 303-895-1855.

Dustin

Dustin Farivar  
Public Affairs  
FBI Denver Division

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**From:** Saunier, Amanda K. (DN) (FBI)  
**Sent:** Tuesday, August 21, 2018 3:51 PM  
**To:** Farivar, Dustin (DN) (FBI); Saunier, Amanda K. (DN) (FBI)  
**Subject:** SAVE THE DATE: FBI Cyber Security Training Invitation

SAVE-THE-DATE

Wyoming Government Employees, Candidates, and Elected Officials:

The FBI Denver Division and the Wyoming Secretary of State's Office cordially invite you to attend a cyber security instructional course to be held in Cheyenne, WY on September 14th, 2018 from 8:00 AM – 12:00 PM (7:30 AM check-in). Training will be led by FBI Denver Chief Security Officer Mike Mercer, Supervisory Special Agents Chad Alvarado and Brian Maloney, and Special Agent Chris Calarco.

WHAT:

Identifying, Investigating, and Interrupting Targeted Cyber Attacks: An Instructional Course for Government Employees

WHEN:

Friday, September 14th, 2018  
8:00 AM – 12:00 PM

WHERE:

Emerson Building Auditorium  
Cheyenne, WY

COST:

Free

WHO:

Current general election candidates for federal, state, and local office and presently serving officeholders, party leadership, in addition to pertinent senior staff. Training is open to affiliated and unaffiliated candidates and officeholders.

The interactive training will provide a comprehensive picture of cyber and counterintelligence threats, security best practices for protecting oneself, and the role of federal and state law enforcement after an attack.

Please e-mail FBI Denver Public Affairs Officer Amy Meyer ([aemeyer@fbi.gov](mailto:aemeyer@fbi.gov)) by September 5th, 2018 if interested in attending this course with the below information:

Name of Attendee(s):

Position held and/or sought:

E-Mail address(es) for attendees:

Limited space is available. Please RSVP as early as feasible if you plan to attend.

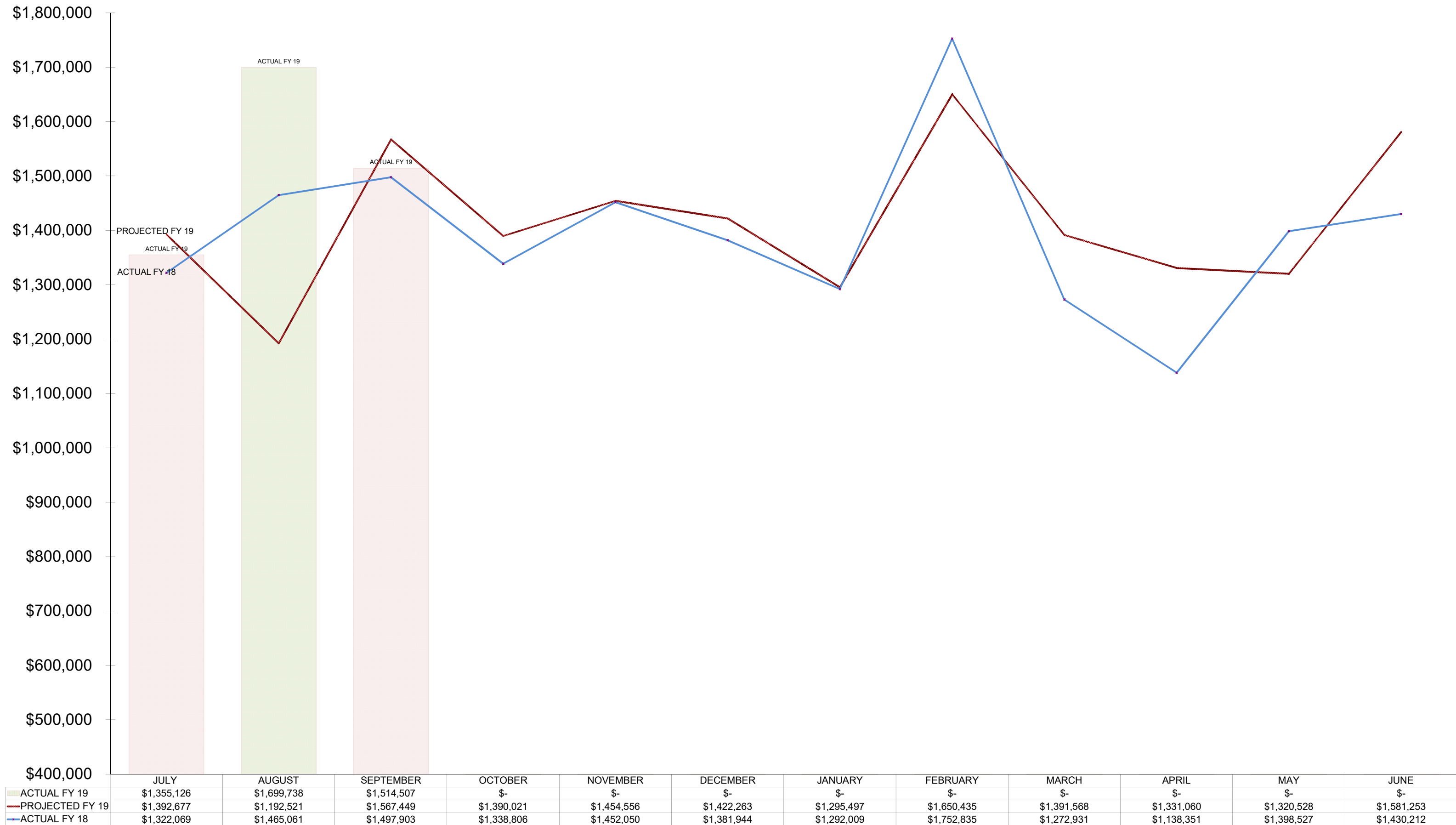
Calvin A. Shivers  
Special Agent in Charge  
FBI-Denver Division  
303-630-6002 - Office

**City of Casper**  
**Optional 1% and State Shared Sales Tax Receipts**  
**25% of Fiscal Year 2019 has Lapsed**

Attached is the optional Sales tax report for FY19 we are currently at 25% of the budget year.  
 General Fund is up 10.04% from projected year to date which is at 26.94% of budget.  
 1%15 is up 8.83% from projected year to date which is at 38.87% of budget.

<b>State Shared Sales Tax</b>						
	<b>Date</b>	<b>Amount</b>	<b>Amount</b>		<b>Percent of Annual</b>	
	<b>Received</b>	<b>Received</b>	<b>Budgeted</b>	<b>Actual-Budget</b>	<b>Budget</b>	
<b>FY 2019 General Fund</b>	7/11/2018	\$ 1,355,126	\$ 1,392,677	\$ (37,551)	7.99%	
	8/10/2018	1,699,738	1,192,521	507,217	18.01%	
	9/7/2018	1,514,507	1,567,449	(52,942)	26.94%	
	October		1,390,021			
	November		1,424,556			
	December		1,422,263			
	January		1,295,497			
	February		1,650,435			
	March		1,391,568			
	April		1,331,060			
	May		1,320,528			
	June		1,581,253			
	<b>Total FY 2019</b>	<b>\$</b>	<b>4,569,371</b>	<b>\$ 16,959,827</b>	<b>\$ 416,724</b>	
<b>Optional One Cent 15% Tax</b>						
<b>FY 2019 1%15</b>	7/11/2018	\$ 1,155,657	\$ 1,185,430	(29,773)	11.98%	
	8/10/2018	1,420,883	1,015,060	405,823	26.70%	
	9/7/2018	1,270,238	1,334,193	(63,955)	39.87%	
	October		1,183,169			
	November		1,212,564			
	December		1,210,613			
	January		1,102,712			
	February		1,404,830			
	<b>Total FY 2019</b>	<b>\$</b>	<b>3,846,778</b>	<b>\$ 9,648,571</b>	<b>\$ 312,095</b>	
	<b>Optional One Cent 16% Tax</b>					
<b>FY 2019 1%16</b>	March		1,184,486			
	April		1,132,982			
	May		1,124,017			
	June		1,345,943			
	<b>Total FY 2019</b>	<b>\$</b>	<b>-</b>	<b>\$ 4,787,429</b>	<b>\$ -</b>	
<b>Total</b>	<b>\$</b>	<b>8,416,149</b>	<b>\$ 31,395,827</b>	<b>\$ 728,820</b>		

# Sales Tax FY 2019 Versus Projection and Prior Year



	ACTUAL FY 18	PROJECTED FY 19	ACTUAL FY 19
YTD TOTAL	\$ 4,285,033	\$ 4,152,647	\$ 4,569,371
YTD VARIANCE	\$ 284,338	\$ (132,386)	\$ 416,724
		<b>% Difference</b>	<b>In Dollars</b>
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-SAME MONTH		-3.38%	-\$52,942
CHANGE FROM FY19 PROJECTED TO FY19 ACTUAL-YEAR TO DATE		10.04%	\$416,724
CHANGE FROM FY19 ACTUAL TO FY19 ACTUAL-SAME MONTH		1.11%	\$16,604
CHANGE FROM FY18 ACTUAL TO FY19 ACTUAL-YEAR TO DATE		6.64%	\$284,338



**From:** Sarah Stacy Fitz-Gerald (WBC) <[sarah.fitz-gerald@wyo.gov](mailto:sarah.fitz-gerald@wyo.gov)>

**Sent:** Wednesday, September 5, 2018 1:00 PM

**To:** Pete Obermueller <[pobermueller@wyo-wcca.org](mailto:pobermueller@wyo-wcca.org)>; Rick Kaysen <[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)>; Heidi@wyotax.org; Brittany Ashby <[ashby@thealignteam.org](mailto:ashby@thealignteam.org)>; [sandra.caldwell@wyo.gov](mailto:sandra.caldwell@wyo.gov)

**Cc:** Shawn Reese <[shawn.reese@wyo.gov](mailto:shawn.reese@wyo.gov)>; Ron Gullberg <[ron.gullberg@wyo.gov](mailto:ron.gullberg@wyo.gov)>; Brandon Marshall <[brandon.marshall@wyo.gov](mailto:brandon.marshall@wyo.gov)>; WBC-All-Regional Email <[wbc-allregional@wyo.gov](mailto:wbc-allregional@wyo.gov)>; Jeremiah Rieman <[jeremiah.rieman@wyo.gov](mailto:jeremiah.rieman@wyo.gov)>

**Subject:** Kickstart:Wyoming and SBIR Matching Program Rules and Materials

Hi all,

Will you please distribute the following message and attached materials to your membership?  
Thank you so much!

Hello WBC Partners,

The Wyoming Business Council board will consider adoption of rules for the Kickstart:Wyoming program and SBIR Matching Program, as provided for in [Senate File 0118](#), Thursday at their quarterly meeting in Cody.

Please find attached draft rules and materials relating to these programs, which were developed in collaboration with members from the WBC board and the ENDOW Executive Council, and in close partnership with the Wyoming AG's office.

Included are:

- An overview of the programs combining information from statute, rules, and allocation plan and supplemental procedures. This also details the actions the WBC board will consider in Cody.
- Rules, initially reviewed by AG
  - Kickstart:Wyoming Program
  - SBIR Matching Program
- Allocation plan and supplemental procedures

The WBC is currently working on application materials for both the Kickstart:Wyoming Program and SBIR Matching Program, and we hope to begin accepting applications for these programs October 1st.

It is important to get the programs up and running as soon as possible to allow businesses to start using them. To accomplish this, we have used the WBC exemption from public comment period for rules.

However--in true startup style--we are looking at the launch of these programs as a beta test. We are excited to get the programs off the ground, and the procedures here are a great start. But, we also expect changes as we start running the programs, and will adjust at the pace of business to ensure that these work for Wyoming entrepreneurs.

As such, we would greatly appreciate your input, comments and suggestions on the materials attached, and on the programs as they move into implementation in the coming months. Please don't hesitate to reach out to myself or others at the WBC with questions or comments.

As always, we thank you for the great work you do and appreciate your collaboration!

--

**Sarah Fitz-Gerald**

*Chief Strategy Officer*

[sarah.fitz-gerald@wyo.gov](mailto:sarah.fitz-gerald@wyo.gov) | Office: [307.777.6319](tel:307.777.6319) | Cell: [307.214.2015](tel:307.214.2015)

Wyoming Business Council | 214 W. 15th Street | Cheyenne, WY 82002

*Wyoming's economic development agency*

# Rules and Procedures Overview

Kickstart:Wyoming Program

SBIR Phase I and II Matching Program



# Rules and Procedures Overview

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Background: SF0118 Programs

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Documentation

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Kickstart: Wyoming Program Overview

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SBIR Matching Program Overview

## Background

# SF0118 Startup Wyoming Programs

The Startup:Wyoming Program requires the WBC, in partnership with ENDOW and UW to:

### Build an Entrepreneurial Ecosystem

- Foster connectivity of entrepreneurs
- Provide services including mentoring, marketing, legal and other services

### Create Innovation Centers

- Develop incubators, accelerators, co-working spaces, makerspaces, etc.

### Implement Kickstart Grants

### Administer SBIR Phase I and II matching grants

## Other SF0118 Sections

- Wyoming Research and Innovation Program
- Proposal for State investment in startups
- Coordination of Business Permits Proposal

# Documentation Providing for Flexibility and Transparency

Wyoming Statute §9-12-105 (c,d)

## Rules

- Kickstart: Wyoming Program
- Small Business Innovation Research Program

Startup: Wyoming Allocation Plan and Supplemental Procedures

Applications

## Website

- Provide summary of all documents as a resource for applicants and others

# KICKSTART: WYOMING PROGRAM



# Application Requirements and Program Eligibility

- Kickstart: Wyoming grants may be awarded to:
  - Individuals who reside in Wyoming
  - Business entities which are, or agree in writing to be, headquartered in Wyoming and organized under the laws of the state of Wyoming and which
- To be eligible, companies/individuals must:
  - Have committed to maintaining a meaningful nexus to the state of Wyoming
  - Propose a concept/product that
    - Relates to one of the five Next Generation Engines identified in the ENDOW 20-Year Economic Diversification Strategy
    - Has a probability of providing an economic return to the state of Wyoming through creation of jobs, expanded tax base and diversification of the state's economy
  - Agree to provide a report to the council
  - Employ 50 individuals or less
  - Be a high-growth-potential company
  - Commit to seeking additional nonstate investment funding



# Application Content

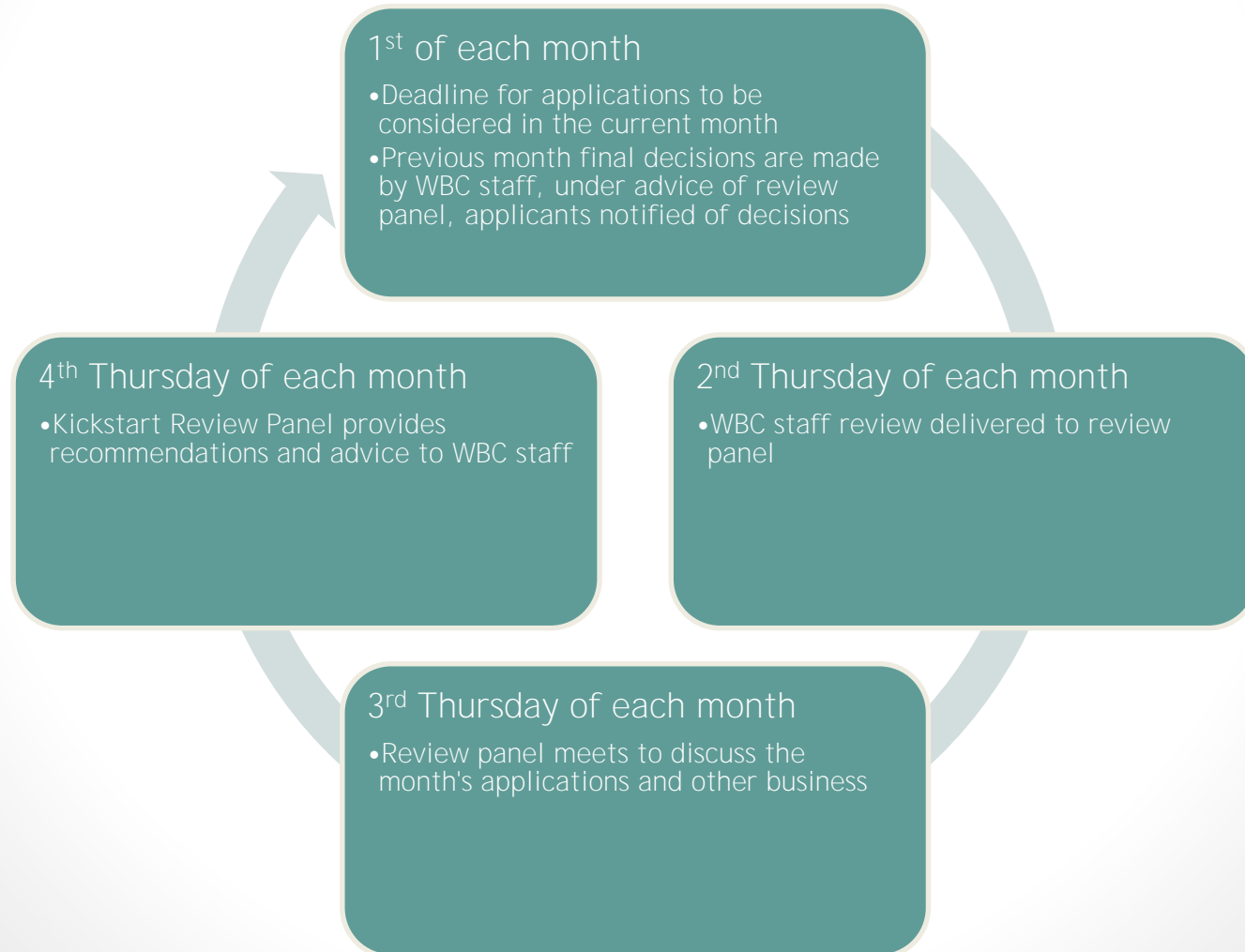
- Online, easy to use
- Generates materials that are easy to consider
- Includes:
  - Executive Summary of company/concept
  - Milestones to be accomplished with Kickstart funds
  - Strategy, product, technology
  - Funding to date
  - Budget for Kickstart funds
  - Company Management
  - Benefits to Wyoming
  - Additional uploads
    - Pitch deck
    - Videos, etc.
  - Approved State of Wyoming vendor application (fillable pdf)

# Prioritization Criteria

- Awards will be prioritized based on the following main criteria
  - **Applicant's ability to lead to scalable, commercially successful product, concept** or design within a reasonable period of time;
  - **Applicant's potential for stimulating innovation**-driven economic growth within Wyoming; and
  - The amount of funds applicant has requested and its demonstrated need for those funds.
- The following may be used to determine applicants fulfillment of main criteria:
  - Commercialization potential
  - Technology, funding, commercialization, and exit strategy;
  - Prior commercialization or funding
  - Ability to attract follow-on funding
  - Potential and experience of management team
  - Likely public benefit to Wyoming

# Application Process

## Kickstart:Wyoming Program and SBIR Matching Program



# Entities Involved in Grant Review

- WBC Staff
  - The staff of the Wyoming Business Council, including the Entrepreneurial Services Coordinator and her colleagues and supervisors
    - Responsible for initial review of applications and final approval of funding decisions.
- Review panel
  - Entrepreneurial experts
    - WBC board members
    - ENDOW executive council members
    - Others as necessary or useful

# Administrative Efficiencies

- Contracts
  - Approved template
- State Vendor Process
  - Integration with application

# Amount of Awards, Disbursement

- Award amounts between \$5,000 and \$50,000
  - Determined based on budget and funding requests included in the application
  - An amount that differs from the request may be awarded
- All awarded funds will be disbursed immediately upon:
  - Execution of a contract that allows the WBC to do so and
  - **State vendor approval by the State Auditor's Office**

# Reporting

- Awardees must provide a report between 12 and 15 months after the award is granted
  - Progress toward commercialization
  - Progress toward seeking and receiving additional funding
  - Plans for the upcoming year
  - Proof of proper use of funds in the form of receipts or invoices;
  - Suggestions for continuous improvement to state programs for startups;
  - Maintenance of nexus in Wyoming that is substantial and continuous
    - Documentation proving that a majority of employees work in Wyoming; and
    - A multimedia narrative of the Wyoming lifestyle of its employees, leveraging social media resources.
- Awardees must provide material for purposes of promoting **Wyoming's entrepreneurial ecosystem and lifestyle**

# SBIR MATCHING PROGRAM



# SBIR and STTR

- Small Business Innovation Research (SBIR) program
  - US program intended to help small businesses conduct research and development (R&D) in specific areas defined by federal agencies that has potential for commercialization
  - Coordinated by SBA, with 11 participating federal agencies
- Small Business Technology Transfer (STTR) program
  - small business must formally collaborate with a research institution in Phase I and Phase II
- Phases
  - Phase I | Feasibility Study or Prototype
    - ~\$150 thousand and 6 months
  - Phase II | Full Research and Development Effort
    - ~\$1 million and 24 months
  - Phase III | Commercialization Effort
    - Private and Non-SBIR Allocated financing

# Application Requirements and Program Eligibility

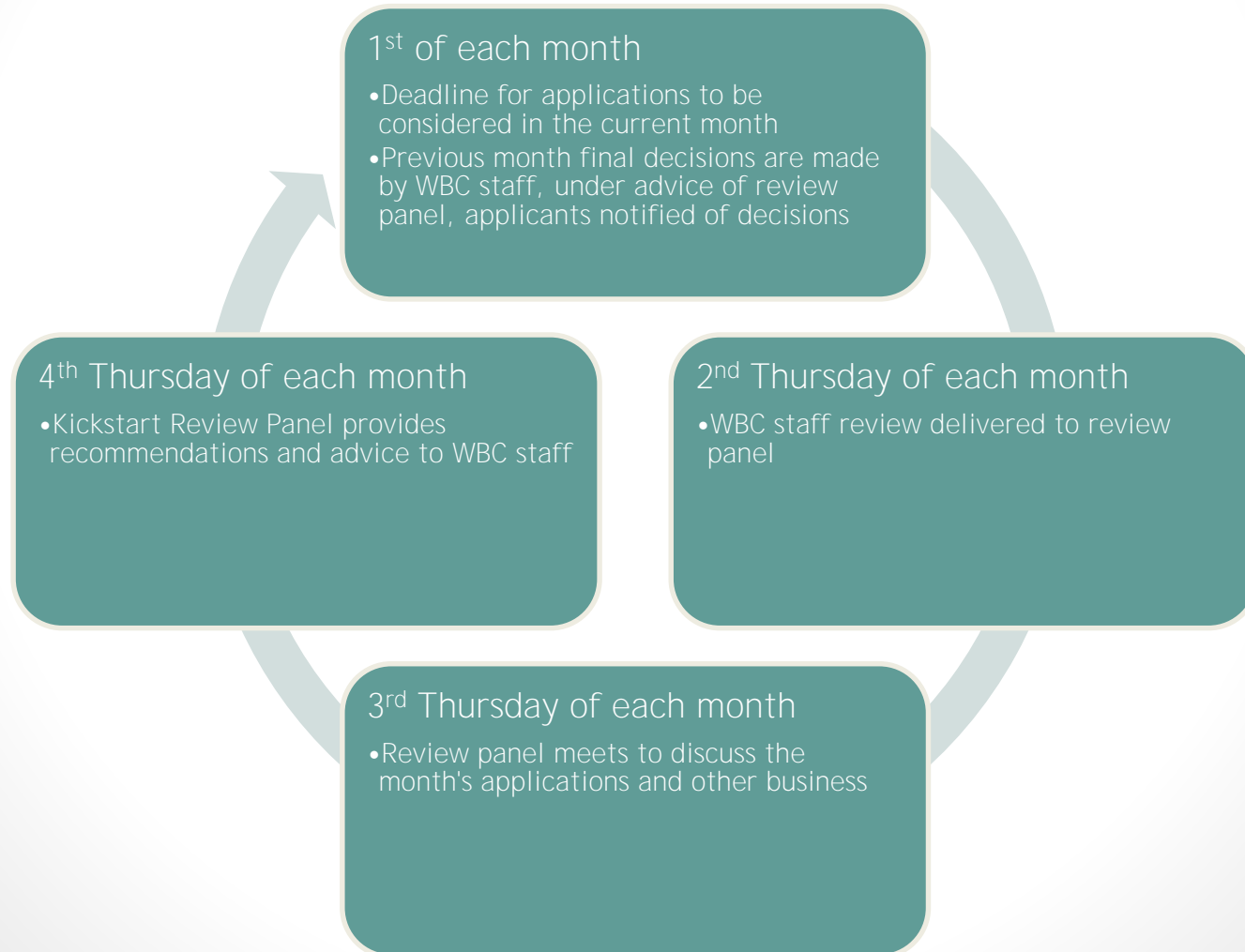
- To be eligible for SBIR phase I and II match, companies/individuals must:
  - Have received an SBIR or STTR Phase I or II award on or after July 1, 2018
  - Be an entity registered with the Wyoming Secretary of State, headquartered in Wyoming
  - Have fewer than 50 employees
  - Produce or propose to produce product/concept that
    - Relates to one of the five Next Generation Engines identified in the ENDOW 20-Year Economic Diversification Strategy
    - has a probability of providing an economic return to the state of Wyoming through creation of jobs, expanded tax base and diversification of the state's economy
  - Commit to remain in Wyoming for three (3) years after commercialization
  - Certify that, to the extent practical, all of the research will be conducted in Wyoming
  - Commit to seeking additional nonstate investment funding investment funding
  - Agree to provide annual reports to the Council
- Awardees are limited to:
  - 1 award per phase per fiscal year, for a maximum of 2 SBIR awards per year
  - 4 SBIR awards over the life of the company

# Application

- Online, easy to use
- Generates materials that are easy to consider
- Includes:
  - Description of the work plan/specific aims for the Matching Grant funds in non-technical terms
  - Timeline for deliverables
  - Projected impact of the Matching Grant funds on the scope and success of the project
  - Description of the benefits that the company may provide to Wyoming
  - Description of funds the company is contributing to the project in addition to the Federal award
  - Detailed budget for the Matching Grant funds

# Application Process

## Kickstart:Wyoming Program and SBIR Matching Program



# Amount of Awards, Disbursement

- Award amounts
  - Phase I Matches
    - \$100,000 for first-time SBIR Phase I awardees
    - \$70,000 for repeating SBIR Phase I awardees
  - Phase II Matches
    - \$200,000
- Disbursement Schedule
  - SBIR Phase I awards:
    - Stage 1- 75% of the total match award will be paid upon proof of Phase 1 award
    - Stage 2- 25% of the total match award will be paid upon submission and acceptance of the Phase 1 report by the Federal Agency described in the federal application
  - For SBIR Phase 2 awards:
    - Stage 1- 50% of the total match award will be paid upon proof of Phase 2 award
    - Stage 2- 25% of the total match award will be paid one year from the Stage 1 payment, upon documentation of satisfactory progress towards the Phase 2 goals, as submitted in application for Phase II match
    - Stage 3- 25% of the total match award will be paid upon submission and acceptance of the Phase 2 report by the Federal Agency described in the federal application

# Reporting

- Awardees must provide a report on or before July 1 of each year for 2 years after award is granted prior to commercialization, and for 3 years after commercialization, for a maximum of 5 years.
- The report will address:
  - Progress toward seeking and receiving additional funding, whether from State, federal or private sources;
  - Suggestions for continuous improvement to state programs for startups
  - Plans for growth, market, commercialization and capitalization for the upcoming year; and
  - Maintenance of nexus in Wyoming that is substantial and continuous. To prove nexus, awardee must provide the following:
    - **Documentary evidence showing the majority of the awardee's employees work in Wyoming; and**
    - A multimedia narrative of the Wyoming lifestyle of its employees leveraging social media resources.
- If the entity commercializes a product/concept, the entity must report for 3 years on:
  - The number of jobs the entity has created;
  - A salary range per job;
  - The taxable assets of the entity;
  - All revenues from sales of the service, product, concept, design or any other marketable asset of the entity.
- **Awardees must provide material for purposes of promoting Wyoming's entrepreneurial ecosystem and lifestyle**

# STARTUP: WYOMING ALLOCATION

# startup:Wyoming Allocation FY2019

Innovation Centers (incubators) <i>Hubs for the services and infrastructure that help entrepreneurs succeed in Wyoming</i>	\$250,000
Building an Entrepreneurial Ecosystem <i>Including a website, events, services, mentorship</i>	\$750,000
Kickstart:Wyoming Grants <i>\$5,000-\$50,0000 Grants for early-stage high-growth entrepreneurs</i>	\$1,000,000
SBIR Phase I and II Matching Grants <i>Matching funds for federal SBIR and STTR grant recipients</i>	\$1,000,000
Total Allocation	\$3,000,000



# startup:Wyoming Allocation FY2018

- Conservative allocation for Innovation Centers in year 1, with room to grow
- Significant early costs for building an entrepreneurial ecosystem
- Most of year-1 funds are allocated to directly funding entrepreneurs
- This may change as individual programs are developed

# NEXT STEPS

# Next Steps

## Kickstart:Wyoming Program and SBIR Matching Program

- Council adopts Rules, Allocation Plan and Procedures
- Council designates staff to approval of applications and make award decision making
- Complete rules process
  - Formal AG Approval
  - LSO Approval
  - Governor Approval
- Applications published online
- First grant cycle
- Ongoing public feedback, improvement
- WYRIP program rules process

# COUNCIL ACTIONS

# Council Actions

- ❑ Adopt substance of Rules for Kickstart: Wyoming Program and SBIR Matching Program
  - Allowing for formatting and other non-substantial changes **by staff, AG, LSO, governor's office**
  - Initial review by AG has been performed
- ❑ Adopt substance of Allocation Plan and Supplemental Procedures
  - Allowing for:
    - Non-substantial changes by staff
    - Discussed edits relating to efficiencies in administrative processes
- ❑ Designate staff to approve applications and make award decisions



[Wyomingbusiness.org](http://Wyomingbusiness.org)

**Chapter 1**  
**Kickstart:Wyoming Program**

**Section 1. Authority.** The Wyoming Business Council, pursuant to Wyoming Statute § 9-12-105(c), is required to promulgate such rules as are necessary to administer a “kickstart:Wyoming” program to provide funding to early stage ventures of Wyoming based entrepreneurs.

**Section 2. Purpose.** These rules are promulgated for the purpose of providing a regulatory framework for providing funding to early-stage high-growth ventures of Wyoming based entrepreneurs to commercialize services, products, concepts, designs or other marketable assets.

**Section 3. Definitions.**

(a) As used in this chapter:

(i) “Council” means the Wyoming Business Council Board of Directors.

(ii) “Council Staff” the staff of the Wyoming Business Council assigned to administer the “kickstart:Wyoming” program.

(iii) “High-growth potential company” means a company with a globally differentiated concept, scalable product and business model, defined value proposition, large target addressable market and potential for exit via initial public offering or acquisition.

(iv) “Applicant” means a business entity or individual who applies for funding under the “kickstart:Wyoming” program.

(v) “Awardee” means a business entity or individual who has been awarded funds under the “kickstart:Wyoming” program.

**Section 4. Application Requirements and Program Eligibility.**

(a) In addition to the statutory requirements under W.S. § 9-12-105(c), to be eligible, an applicant must:

(i) Employ fifty (50) individuals or less;

(ii) Produce or propose to produce a service, product, concept, design or any other marketable asset that relates to or fulfills one of the five Next Generation Engines identified in the ENDOW 20-Year Economic Diversification Strategy;

(iii) Provide a good faith declaration of intent to remain in Wyoming;

(iv) Be, own or manage a high-growth-potential company;

(ix) Agree to provide a report, as described in Section 5(g), describing in detail its efforts to and success in commercializing the service, product, concept, design or other marketable asset to be developed with the assistance of State funds;

(x) Commit to seeking additional nonstate investment funding, whether from federal or private sources.

(b) Awardees are limited to one (1) award under this chapter per fiscal year (July 1 through June 30).

**Section 5. Application process.**

(a) Prioritization criteria.

(i) The Council will prioritize awards under this chapter based on the following criteria:

(A) Applicant's ability to lead to scalable, commercially successful product, concept or design within a reasonable period of time;

(B) Applicant's potential for stimulating innovation-driven economic growth within Wyoming; and

(C) The amount of funds applicant has requested and its demonstrated need for those funds.

(ii) In addition to the criteria listed under Section 5(a)(i) of this chapter, the Council may, in its sole discretion, consider the following additional criteria to prioritize awards:

(A) The commercialization potential of the proposed service, product, concept, design or other marketable asset;

(B) The viability and thoughtfulness of the individual or business entity's technology, funding, commercialization, and exit strategy;

(C) The degree of success in prior commercialization, if any, of an existing service, product, concept, design or other marketable asset supported by previous funding and the return on investment for that funding;

(D) The individual or business entity's ability to attract follow-on funding;

(E) The management quality, potential and experience of the individual or the business entity's management team; and



(F) Likely public benefit to Wyoming were the individual or business entity to receive the requested funds and develop the service, product, concept, design or other marketable asset as proposed.

(b) Application.

(i) The Council shall provide a “Kickstart:Wyoming” application online that includes a requirement to provide information relevant for funding decisions, including but not limited to information that establishes the applicant’s eligibility for a grant under the “kickstart:Wyoming” Program.

(ii) Each applicant shall file its application for “kickstart:Wyoming” funds with the Council online at a website provided by the Council.

(c) Application process, procedure and approval. Applications are received on a rolling basis and will be reviewed in the month following the month of application submission in the following manner:

(i) Council staff reviews to ensure accuracy, eligibility and completeness, and provides a recommendation based upon these rules and W.S. § 9-12-105(c).

(ii) The Council, or Council Staff as designated by the Council, has the sole discretion to make award decisions based upon these rules and W.S. § 9-12-105(c). The Council, or Council Staff as designated by the Council, may consult with subject matter experts for assistance and advice in making funding decisions.

(iii) Following the Council’s decision, or the decision of Council Staff if so designated by the Council, requests for funding will be routed through the Governor or the Governor’s designee for approval. The Council will thereafter submit the invoice for payment to the State Auditor’s Office.

(d) Agreement template. In consultation with the Attorney General’s Office, the Council shall prepare a template for all agreements between itself and potential awardees of “kickstart:Wyoming” funds and shall submit the template to the Attorney General’s Office for approval. Following approval by the Attorney General’s Office, the Council shall use this template for all such agreements, and shall not deviate from the template without approval from the Attorney General’s Office. The Council shall, on an annual basis, resubmit the template to the Attorney General’s Office for updates and approval.

(e) Amount of award; annual allocations. Applicants may seek funding between \$5,000 and \$50,000 per application. Annual allocations to this program are detailed in the startup:Wyoming Subaccount Allocation Plan.

(f) Reporting.

(i) Awardees shall provide a report to the Wyoming Business Council between twelve (12) and fifteen (15) months after award is granted. The report should address the company's:

(A) Progress toward commercialization of service, product, concept, design, or other marketable asset;

(B) Progress toward seeking and receiving additional funding, whether from State, federal or private sources;

(C) Plans for growth, market, commercialization and capitalization in the upcoming year;

(D) Proof of proper use of funds in the form of receipts or invoices;

(E) Suggestions for continuous improvement to State programs for startups;

(F) Maintenance of nexus in Wyoming that is substantial and continuous. To prove nexus, awardee must provide the following:

(I) Documentary evidence showing the majority of the awardee's employees work in Wyoming; and

(II) A multimedia narrative of the Wyoming lifestyle of its employees, leveraging social media resources.

(ii) Awardees must provide material to the Council, or Council Staff as designated by the Council, as requested for purposes of promoting Wyoming's entrepreneurial ecosystem and lifestyle.

(g) Allowable use of funds; consequence for misuse of funds and repayment.

(i) Funds may be spent on materials or activities that facilitate development or commercialization of a company's service, product, concept, design or any other marketable asset.

(ii) Any other use of "Kickstart:Wyoming" funds is prohibited. Business Council will conduct an audit between thirteen (13) and sixteen (16) months of the award date for the purpose of verifying that "Kickstart:Wyoming" funds are spent on appropriate materials and activities. The Council may seek return of the disbursed funds if it at any time determines that an awardee has failed to submit any part of the required annual report, has made a prohibited use of the funds, or has breached the agreement between itself and the Council. In that instance, the awardee shall repay all funds provided under this chapter plus interest at the rate of four percent (4%) per annum compounded annually from the date the funds were granted. This

provision is in addition to, and does not replace, any other potential cause of action the Council may have against the awardee based on its conduct.

**Section 6. Program administration.** The Council may designate Council Staff to approve applications and make award decisions. If the Council chooses to designate Council Staff with this responsibility, Council Staff shall make a quarterly report to the Council on the number of applications approved, the status of the approved applications, and the amount of funds distributed to awardees.

DRAFT

**Chapter 1**  
**Small Business Innovation Research Matching Program**

**Section 1. Authority.** The Wyoming Business Council, pursuant to Wyoming Statute § 9-12-105(d), is required to promulgate such rules as are necessary to administer a Small Business Innovation Research (SBIR) program to match federal funds approved for Wyoming companies conducting research and development activity in the State.

**Section 2. Purpose.** These rules are promulgated for the purpose of establishing a regulatory framework for providing matching funding to small businesses headquartered in and organized under the laws of Wyoming that have received federal funds for the purpose of research and development.

**Section 3. Definitions.**

(a) As used in this chapter:

(i) “Council” means the Wyoming Business Council Board of Directors.

(ii) “Council Staff” the staff of the Wyoming Business Council assigned to administer the SBIR program.

(iii) “Applicant” means a Wyoming based company that applies for funding under the SBIR program.

(iv) “Awardee” means a business entity or individual who has been awarded funds under the SBIR program.

(v) “Phase I award” means an award where the federal government has made a grant under 15 U.S.C. § 638(e)(4)(A).

(vi) “Phase II award” means an award where the federal government has made a grant under 15 U.S.C. § 638(e)(4)(B)(i)–(iv).

**Section 4. Application requirements and program eligibility.**

(a) In addition to the statutory requirements under W.S. § 9-12-105(c), to be eligible, an applicant must:

(i) Have received an SBIR or Small Business Technology Transfer (STTR) Phase I or II award from a federal agency targeted at the development of qualified research or technologies on or after July 1, 2018;

(ii) Be a for-profit sole proprietorship, partnership, limited liability company, limited liability partnership, or corporation registered with the Wyoming Secretary of State;

(vi) Agree to provide a report, as described in Section 4(e), describing in detail its efforts to and success in commercializing the service, product, concept, design or other marketable asset to be developed with the assistance of State funds;

(vii) Employ fifty (50) individuals or less;

(viii) Produce or propose to produce a service, product, concept, design or any other marketable asset that relates to or fulfills one of the five Next Generation Engines identified in the ENDOW 20-Year Economic Diversification Strategy;

(ix) Provide a good faith declaration of intent to remain in Wyoming for three (3) years after commercialization of service, product, concept, design or other marketable asset to be developed with the assistance of State funds;

(x) Certify that, to the extent practical, all of the research described in any proposal for Phase I or Phase II funding will be conducted in Wyoming; and

(xi) Commit to seeking additional nonstate investment funding investment funding, whether from federal or private sources.

(b) Awardees are limited to one (1) award per phase under this chapter per fiscal year (July 1 through June 30), for a maximum of two (2) SBIR awards per year, and four (4) SBIR awards over the life of the company.

## **Section 5. Application process.**

### **(a) Application.**

(i) The Council shall provide an SBIR application online that includes a requirement to provide information relevant for funding decisions, including but not limited to information that establishes the applicant's eligibility for SBIR funding.

(ii) Each applicant shall file its application for SBIR funds with the Council online at a website provided by the Council.

(b) Application process, procedure and approval. Applications are received on a rolling basis and will be reviewed in the month following the month of application submission in the following manner:

(i) Council Staff reviews to ensure accuracy, eligibility and completeness, and provides a recommendation based upon these rules and W.S. § 9-12-105(d).

(ii) The Council, or Council Staff as designated by the Council, has the sole discretion to make award decisions based upon these rules and W.S. § 9-12-105(d). The Council, or Council Staff as designated by the Council, may consult with subject matter experts for assistance and advice in making funding decisions.

(iii) Following the Council’s decision, or the decision of Council Staff if so designated by the Council, requests for funding will be routed through the Governor or the Governor’s designee for approval. The Council will thereafter submit the invoice for payment to the State Auditor’s Office. Payments shall be made to awardees within forty-five (45) days after submission of the invoice per W.S. § 16-6-602 and shall follow the disbursement schedule provided in the startup:Wyoming Subaccount Allocation Plan and Supplemental Procedures adopted by the Council.

(c) Agreement template. In consultation with the Attorney General’s Office, the Council shall prepare a template for all agreements between itself and potential awardees of SBIR funds and shall submit the template to the Attorney General’s Office for approval. Following approval by the Attorney General’s Office, the Council shall use this template for all such agreements, and shall not deviate from the template without approval from the Attorney General’s Office. The Council shall, on an annual basis, resubmit the template to the Attorney General’s Office for updates and approval.

(d) Award amounts, disbursement schedules, and annual allocations.

(i) Number of awards.

(A) The Council, in its sole discretion, may make up to twenty (20) Phase I awards per fiscal year.

(B) The Council, in its sole discretion, may make up to twenty (20) Phase II awards per fiscal year.

(C) The Council, in its sole discretion, may award up to five million dollars (\$5,000,000.00) in total SBIR awards per fiscal year.

(ii) Disbursement schedules and annual allocations to this program are detailed in the startup:Wyoming Subaccount Allocation Plan and Procedures adopted by the Council.

(e) Reporting.

(i) Awardees shall provide a report on or before July 1 of each year for two (2) years after an award is granted prior to commercialization, and for three (3) years after commercialization, for a maximum of five (5) years.

(ii) In addition to the elements required under Wyoming Statute § 9-12-105(d)(i)(E), the required annual report to the Council must address the awardee’s:

(A) Development of the proposed service, product, concept, design or other marketable asset in sufficient detail to allow Council Staff to review the awardee’s progress towards commercialization;

(B) Progress toward seeking and receiving additional funding, whether from State, federal or private sources;

(C) Plans for growth, market, commercialization and capitalization for the upcoming year;

(D) Proof of proper use of funds in the form of receipts or invoices;

(E) Suggestions for continuous improvement to State programs for startups ; and

(F) Maintenance of nexus in Wyoming that is substantial and continuous. To prove nexus, awardee must provide the following:

(I) Documentary evidence showing the majority of the awardee's employees work in Wyoming; and

(II) A multimedia narrative of the Wyoming lifestyle of its employees leveraging social media resources.

(iii) An awardee must provide material to the Council, or Council Staff as designated by the Council, as requested for purposes of promoting Wyoming's entrepreneurial ecosystem and lifestyle.

(f) Allowable use of funds; consequence for misuse of funds and repayment.

(i) Funds may be spent on materials or activities that facilitate development or commercialization of a company's service, product, concept, design or any other marketable asset. Any other use of State-provided SBIR funds is prohibited.

(ii) In addition to the repayment requirement under W.S. § 9-12-105(d)(iv), the Council may seek return of the disbursed funds if it at any time determines that an awardee has failed to submit any part of the required annual report, including disclosure of its efforts to seek additional nonstate investment funding; has made a prohibited use of the funds; or has breached the agreement between itself and the Council. In that instance, the grant recipient shall repay all funds provided under this chapter plus interest at the rate of four percent (4%) per annum compounded annually from the date the funds were granted. This provision is in addition to, and does not replace, any other potential cause of action the Council may have against the awardee based on its conduct.

**Section 6. Program administration.** The Council may designate Council Staff to approve applications and make award decisions. If the Council chooses to designate Council Staff with this responsibility, Council Staff shall make a quarterly report to the Council on the number of applications approved, the status of the approved applications, and the amount of funds distributed to awardees.

# startup:Wyoming Allocation Plan and Supplemental Procedures

The startup:Wyoming subaccount was created by Senate File 0118. Funds within this account may be expended to provide funding for startup:Wyoming programs, including fostering connectivity in the entrepreneurial ecosystem, providing entrepreneurs with services, developing incubators, and administering Kickstart Grants and SBIR matching grants. \$5 million was allocated to this subaccount in the 2018 budget session. This document outlines the allocation from that subaccount for fiscal year 2018, and provides detail about Kickstart:Wyoming and Small Business Innovation Research (SBIR) Phase I and II matching program procedures and grant amounts. Please refer to Wyoming Business Council rules on these programs for more information.

## startup:Wyoming Allocation Plan FY2019

<b>Innovation Centers (incubators)</b> Hubs for the services and infrastructure that help entrepreneurs succeed in Wyoming	\$250,000
<b>Building an Entrepreneurial Ecosystem</b> Including a website, events, services, mentorship	\$750,000
<b>Kickstart:Wyoming Grants</b> \$5,000-\$50,000 Grants for early-stage high-growth entrepreneurs	\$1,000,000
<b>SBIR Phase I and II Matching Grants</b> Matching funds for federal SBIR and STTR grant recipients	\$1,000,000
<b>Total Allocation</b>	<b>\$3,000,000</b>

## Procedures

For the Kickstart:Wyoming Program and SBIR Phase I and II Matching Program

This is a supplement to rules adopted for these programs by the Wyoming Business Council. Please refer to Wyoming Business Council rules for additional requirements and procedures.

## Eligibility

In addition to meeting the requirements described in Wyoming Business Council Rules, the following guidelines may be used to determine whether an applicant qualifies as a “High-growth-potential company.”

- An applicant is generally considered to be a “High-growth-potential company” if it has a
  - Globally unique, differentiated product or service
  - Clear, compelling value proposition
  - Scalable product and business model
  - Large target addressable market
  - Knowledgeable, coachable founding team
  - Exit potential

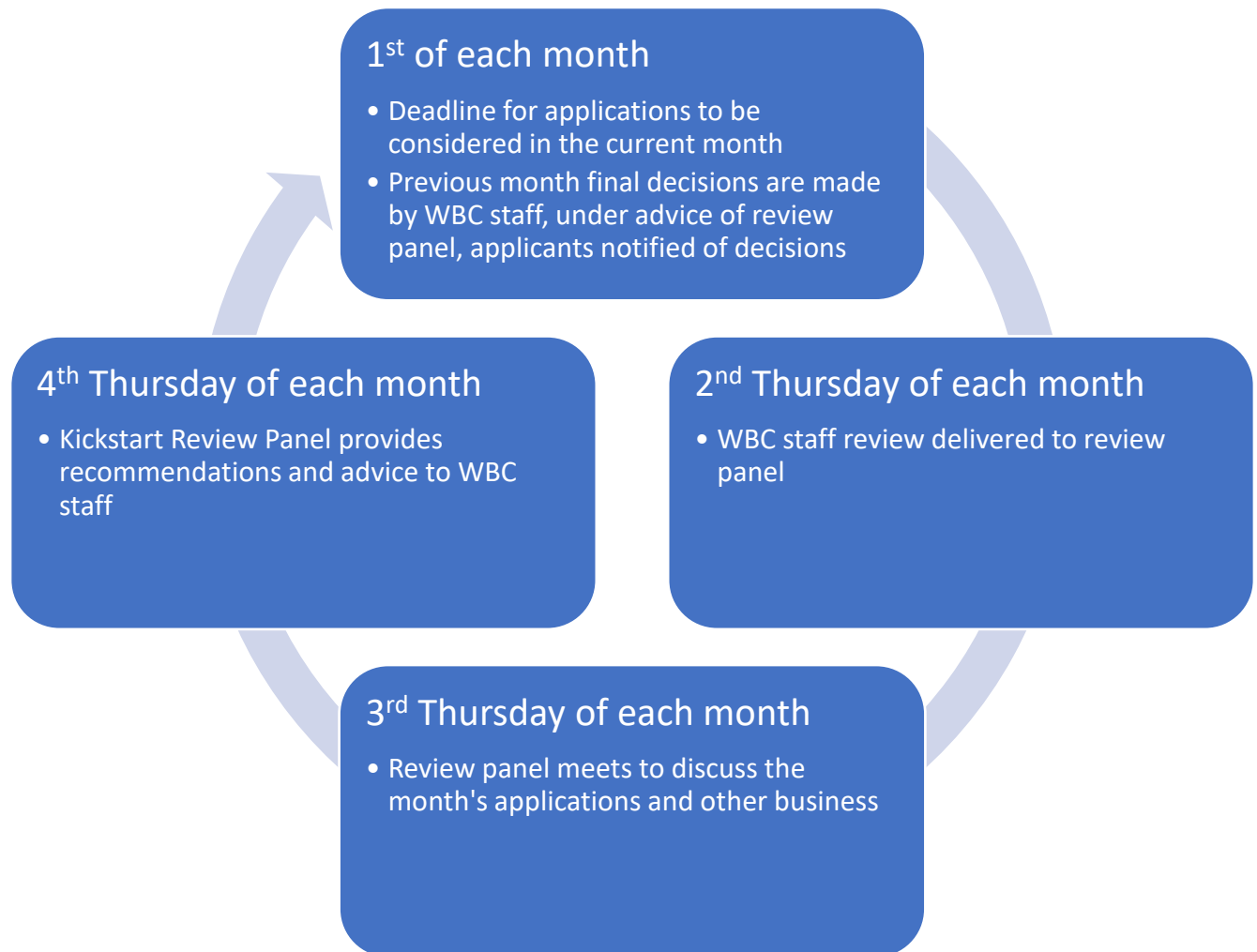


High-growth-potential companies are generally focused primarily on top-line revenue and future growth, rather than profitability and long-term stability.

An example of a high-growth potential company is Firehole Composites. Its intellectual property was the only of its kind in the world when it was developed, and it served to create efficiency and innovation in industry, presenting a clear, compelling value proposition. Once that IP was in place, the technology and business model scaled to large markets. The knowledgeable and coachable management team grew their business in Wyoming and made a successful exit when it was acquired by Autodesk.

Alternatively, an example of a small business or lifestyle business is the fictional Emily's Auto Repair Shop. This shop supports its owner, her family, her employees and their families. It's an institution in the town and provides an attractive amenity to people in the area. While it is the best auto repair shop in town, it is not significantly differentiated in global markets. To scale to new markets or locations, the business model would need to be replicated or changed, with additional replicated capital. The addressable market is limited to the town and passersby. Emily is more interested in the profitability and long-term stability of the shop, rather than growth potential and exit potential.

## Grant Cycle



## Applications

Applications for the SBIR Matching Program and Kickstart:Wyoming Program are available online at \_\_\_\_\_.

## Entities Involved in Grant Review

- **WBC Staff**  
The staff of the Wyoming Business Council, including the Entrepreneurial Services Coordinator, Regional Directors, and their colleagues and supervisors, are responsible for initial review of applications and final approval of funding decisions.
- **Review panel**  
To make the most effective and informed funding decisions, Kickstart:Wyoming and SBIR applications may be reviewed by entrepreneurial experts from across Wyoming, including those

on the WBC board, representatives from the ENDOW executive council, and others as necessary or useful. This group of experts is referred to as the “review panel” in this document. The membership of this body may change through time. They will follow the Wyoming Ethics and Disclosure Act.

## Individual Award Amounts

### Kickstart:Wyoming

Award amounts between \$5,000.00 and \$50,000.00 will be determined based on budget and funding requests included in the application. An amount that differs from the request may be awarded.

### SBIR Matching

- Phase I Matches
  - \$100,000 for first-time SBIR Phase I awardees
  - \$70,000 for repeating SBIR Phase I awardees
- Phase II Matches
  - \$200,000

## Disbursement of Funds

### Kickstart:Wyoming

All awarded funds will be disbursed immediately upon:

- Execution of a contract that allows the WBC to do so and
- State vendor approval by the State Auditor’s Office

### SBIR Matching

Awarded funds will be disbursed in stages:

- For SBIR Phase I awards:
  - Stage 1- 75% of the total match award will be paid upon proof of Phase 1 award
  - Stage 2- 25% of the total match award will be paid upon submission and acceptance of the Phase 1 report by the Federal Agency described in the federal application
- For SBIR Phase 2 awards:
  - Stage 1- 50% of the total match award will be paid upon proof of Phase 2 award
  - Stage 2- 25% of the total match award will be paid one year from the Stage 1 payment, upon documentation of satisfactory progress towards the Phase 2 goals, as submitted in application for Phase II match
  - Stage 3- 25% of the total match award will be paid upon submission and acceptance of the Phase 2 report by the Federal Agency described in the federal application

**[Staff is currently working with State partners to improve efficiencies in contracts and vendor processes. When those are final, procedures will be edited.]**

### Contracts

Once an application is submitted, WBC staff notifies AG of upcoming contract, providing them with full contract, except for funding amounts within one week of receiving application. Upon final funding decisions, complete contract is submitted to AG, with expected turnaround in <2 weeks.

State Vendor

A state vendor approval request is required along with each application. To help ensure accuracy and expediency, \_\_\_\_\_.

**From:** Rick Kaysen [mailto:[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)]  
**Sent:** Wednesday, September 05, 2018 1:49 PM  
**Subject:** FW: Wyo Main Street offering grants to historic property owners

Please share with your municipality as applicable—thank you.

**Rick Kaysen**, Executive Director  
Wyoming Association of Municipalities  
315 West 27th Street  
Cheyenne, WY 82001  
307-632-0398  
[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)  
[www.wyomuni.org](http://www.wyomuni.org)

**From:** Wyoming Business Council <[WY-Business-Council@public.govdelivery.com](mailto:WY-Business-Council@public.govdelivery.com)>  
**Sent:** Wednesday, September 5, 2018 1:41 PM  
**To:** Rick Kaysen <[rkaysen@wyomuni.org](mailto:rkaysen@wyomuni.org)>  
**Subject:** Wyo Main Street offering grants to historic property owners

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*For release Sept. 5, 2018*

## **Wyoming Main Street offering grants to historic property owners**

Wyoming Main Street is offering \$20,000 in grants to assist with the costs of architectural assessment and design work for the rehabilitation of historic properties.

Private, nonprofit and government property owners are invited to apply for the Historic Architecture Assistance Fund money by Sept. 15.

Wyoming Main Street is a program of the Wyoming Business Council, the state's economic development agency. The program assists its member communities with downtown revitalization efforts through technical assistance and grant funding.

Each Main Street community leverages the power of the National Main Street Center's four-point approach to revitalization.

Applications can be found at [wyomingbusiness.org/content/applications](http://wyomingbusiness.org/content/applications).

For more information, call Historic Preservation Architect Linda Kiisk, historic preservation architect for the State Historic Preservation Office, at 307-777-7566, or Desiree Brothe, community development coordinator for the Wyoming Business Council, at 307-631-6137.

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**From:** Earla [mailto:checcchi@wyomuni.org]  
**Sent:** Friday, September 07, 2018 12:05 AM  
**To:** Renee Jordan-Smith <rjordansmith@casperwy.gov>  
**Subject:** Word from WAM



Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

## *Word from WAM!*

*A Weekly Message*

**WAMCAT Institute**

### **2018 WAMCAT INSTITUTE AT CASPER COLLEGE SEPTEMBER 11-14, 2018**

The WYOMING ASSOCIATION OF MUNICIPAL CLERKS AND TREASURERS is an organization dedicated to the continuing growth and education of all Wyoming clerks, deputy clerks, treasurers, and support staff through associations, workshops, and conferences.

The Wyoming Association of Municipal Clerks and Treasurers and Casper College are collaborating for the Wyoming Municipal

Institute for the next three years, including treasurer specific training. The three-year institute is composed of 120 hours of training specifically for municipal clerks and treasurers. The coursework includes topics such as public administration and organization, social and interpersonal issues, management, and technology related training. Attendees pursuing their Certified Municipal Clerks or Master Municipal Clerk certifications at the end of this three-year institute will receive the points to apply to those certifications.

REGISTER:

<http://bit.ly/2LnSVpgcaspercollegeconferences>

Member full conference - \$300

Nonmember full conference - \$365

One day only - \$130

Banquet only - \$25

**WAM's New Training Videos are Here!**

**WAM in cooperation with Leadership Training Services (LTS) is pleased to bring you Seven NEW Training Videos. They are available on the WAM Website home page at [www.wyomuni.org](http://www.wyomuni.org).**

**The topics are:**

- **Fundamentals of Municipal Budgeting [Click here](#)**
- **Guidelines for the Conduct of Elected Officials [Click Here](#)**
- **Basic Responsibilities of the Governing Body [Click Here](#)**
- **Ethics and Conflict of Interest [Click Here](#)**
- **Wyoming Open Meetings Law [Click Here](#)**
- **Legal Framework for Municipal Government [Click Here](#)**
- **Wyoming Public Records Act [Click Here](#)**

## **We received many comments back on our training video.**

**Kelley Millar - Upton clerk - "These are great! I wish email had a love button! Thanks guys!"**

**Cheryl Schneider Clerk/Treasurer Moorcroft - "Thank you to WAM for providing these videos. It will be very beneficial for those who cannot attend the training's."**

**Tammy Taylor - Glenrock Clerk - "Thank you! I am super excited to watch these videos and I think they will be great to share with current and future council members as well as the mayor. I rarely get a chance to attend any conferences. I truly appreciate that you all listened to the feedback and now are offering this option."**

**Judy Johnstone - Burns Council Member - "Hallelujah!"**

**We would appreciate your comments, please [click here](#) to complete the WAM Training Video Questionnaire.**

## **FALL REGION MEETINGS**





**The crisp mornings and cool evenings remind us that the beautiful season of Fall in Wyoming is just around the corner.**

**Fall Region Meetings are scheduled for the following days and locations.**

**Region 2, To be Rescheduled in October  
Region 4, Wednesday September 12, Lander  
Region 5, Thursday, September 13, Jackson  
Region 6, Monday, September 24, Rawlins**

**Watch for future communications for more details, and thanks to our host communities.**

## **WAM's Fall Workshop in Lander, WY**



**WAM's Fall Workshop for Administrators/Manager and Finance Directors will be held October 31 - November 2, in Lander, WY.**

**WAM has a group rate for lodging accommodations at The Inn at Lander. Rooms rates are ranging from \$93-\$103/night. Please call 307-332-2847 before October 19th to insure the group rate. Ask for the WAM Block.**

**See you in Lander!**

## 2018 City Summit National League of Cities



The City Summit is for local leaders to convene and collaborate on solutions to the common challenges facing America's cities. Each year, the conference is hosted in a different U.S. city - offering fresh and new best practices for government officials to improve the conditions back home.

Learn more at [citysummit.nlc.org](http://citysummit.nlc.org).

The beautiful Los Angeles, California will be the 2018 host.

## 2019 WAM Winter Conference Coming Soon to Cheyenne

**Come join us for the WAM Winter Conference to be held  
February 20-22, 2019 at Little America in Cheyenne.**



**Gregg Piburn - WAM General Session Speaker**

More details to come!

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## Legislative Interim Committee Meetings

### **Appropriations**

9/18/2018 - 9/19/2018, 8:30 AM

Bomber Mountain Civic Center

63 N. Burritt Ave.

Buffalo, Wyoming

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

### **Corporations, Elections & Political Subdivisions**

9/18/2018 - 9/19/2018 - 8:00 AM

Days Inn, 115 E. Park Street, Thermopolis, WY

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

### **Revenue**

9/20/2018 - 9/21/2018, 8:30 AM

Buffalo, Wyoming

### **Judiciary Committee**

9/20/2018 - 9/21/2018 - 8:00 AM

University of Wyoming, Coe Library, 1000 E. University Ave., Laramie, WY

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

### **Blockchain Task Force**

9/24/2018 - 9/25/2018, 8:30 AM

Teton County Library, Ordway Auditorium

Jackson Hole, Wyoming

### **Agriculture, State and Public Lands & Water Resources**

9/27/2018 - 9/28/2018 - 8:00 AM

Northwest College, Yellowstone Conference Center, 331 W. 7th Street, Powell, WY

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

### **Education Committee**

9/27/2018 - 9/28/2018 - 8:30 AM

UW at Casper College, UU 322, 125 College Drive, Casper, WY

Livestream available on the Legislature's website at [www.wyoleg.gov](http://www.wyoleg.gov)

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Wyoming  
Association of  
Municipalities  
Building Strong Communities

**WAM Region Meeting - Region 4**  
**September 12, 2018**  
**Lander Community Center**  
**950 Buena Vista, Lander**  
**5:30 pm – 7:30 pm**

*Presiding: Charlie Powell*

*Current Board Members: Buck King, Charlie Powell*

*Current LLC Member: Joel Highsmith*

**I. Opening, 5:30 pm – 5:35 pm**  
1. Welcome & Introductions

**II. WAM Board Member Elections 5:35 pm – 5:40 pm (Rick)**

1. Explanation of Board of Directors election and status
2. Action Item: Elect a Representative to complete term of Holly Jibben, (City) - June 2019

**II. Legislative Updates, 5:35 pm-6:00 pm (Rick)**

1. WAM's 2019 Legislative Draft Agenda
2. Approved Resolutions from WAM Business Meeting during WAM Summer Conference
3. Legislative Interim Topics
4. Member Comments/Questions

**III. Legislative Conversation (Legislative Leadership Committee Members) 6:00 pm – 7:00 pm**

- a. Discussion from Legislators on current issues relative to Wyoming Municipalities and to discuss issues that may be forth coming into the 2019 General Legislative Session.
  - i. What is your experience with local government?
  - ii. What is your opinion on increasing the ability of local government control over taxes?
  - iii. Would you change the state funding allocations to cities/towns? How and why?
  - iv. Are you familiar with the requirements and expectations from an incorporated municipality?
  - v. Generally speaking, if elected, how would you support local government in the upcoming legislative session?

**IV. WAM Member 7:00 pm – 7:30 pm (WAM Members)**

1. Update from cities and towns to WAM Board Members on what is happening in their municipalities and issues specific to them.

*Wyoming Association of Municipalities mission is to advocate for cities' and towns' common interests and provide educational opportunities for WAM members.*

#### **V. Upcoming WAM Events**

1. WAM Board Meeting September 27, Riverton
2. WAM Fall Workshop, October 31 - November 2, Lander
3. WAM Winter Conference, February 20-22, 2019, Cheyenne
4. WAM Summer Conference, June 12-14, 2019 Sheridan

**Next Region 4 meeting will be in conjunction with 2019 WAM Winter Conference.**