

Council Information Packet  
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Friday, May 11, 2018

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**The Grid**

A working draft of Council Meeting Agendas

**May 6, 2018 - Position for a full-time Municipal Judge closes.**

**May 8, 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			
Draft Parking Study Presentation (Aaron Kloke)	Information Only	20 min	4:30
MVPP Discussion (Fleur Tremel)	Direction Requested	20 min	4:50
Hogadon, Fort Caspar, Ice Arena Rates Discussion (Tim Cortez)	Information Only	20 min	5:10
Metro Animal Fees (Liz Becher)	Move Forward for Approval	20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
<b>Executive Session (Personnel- Determine who will be interviewed for full-time judge)</b>			<b>7:15</b>
Approximate Ending Time			

**May 15, 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      N = Item is <u>not</u> on Consent</b>					
Pre-meeting: Agenda Review					
Pre-meeting: Budget Materials Handed Out					
Pre-meeting: Metro Animal Fees					
Approve May 1 Regular, May 1 Executive, & May 8 Special Session minutes					
Establish June 5, 2018, as the Public Hearing Date for Consideration of: Wireless Communication Ordinance Amendments.	C		C		
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 3rd reading ordinance			NC		
MVPP 2nd reading ordinance			NC		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370. 2nd reading ordinance			NC		
Authorizing a Procurement Agreement with Veolia Water Technologies Canada, Inc., in the Amount of \$47,492, for the Purchase of One Grit Removal Mechanism for the Wastewater Treatment Plant.				C	
Authorizing a Procurement Agreement with Water Technology Group, in the Amount of \$26,930, for the Purchase of Two Flygt Submersible Pumps and Appurtenances for Use at the Begonia Lift Station.				C	
Authorizing an Agreement with Veris Environmental LLC, in the amount of \$67,700, for the Waste Water Treatment Plant Digester #3 Cleaning Project.				C	

**The Grid**

A working draft of Council Meeting Agendas

Authorizing a Funding Agreement in the amount of \$85,000 with the Natrona County Conservation District.				C	
Authorizing an Agreement with Andreen Hunt Construction, Inc., in the amount of \$395,500, for the Rotary Park Pathway-Phase II Project.				C	
Authorizing an Agreement with Treto Construction LLC, in the amount of \$155,325, for the 2018 Begonia Lift Station Upgrades Project.				C	
Authorizing an Agreement with Knife River in the amount of \$156,476, for the Platte River Trails Replacements Project.				C	
Approving the Agreement for Responsibilities in Adopting and Reporting Federal Transportation Performance Targets.				C	
Revoking Prior Amendments to City Contract Employees' Employment Agreements and Rescinding Resolution No. 15-111.				C	
Declaring Designated City-owned Equipment as Surplus Property, and Authorizing the Sale of Said Property to the Highest Bidder.				C	
Authorizing the Mayor to Execute a Letter for the Voluntary Relinquishment or Termination of Multiple Hedquist Construction Contracts.				C	
Authorizing an Agreement with Western Plains Landscaping, LLC, dba 3-Cord Construction, in the amount of \$349,000.00, for the Marion Kreiner Splash Pad, Project No. 14-70.				C	
Acknowledging the Receipt of Financial Disclosure Information from Councilman Huber.					C
Authorize the Purchase of Two (2) New (or Used) Trailer Mounted Air Compressors, from Jack's Truck and Equipment, Casper, Wyoming, in the Total Amount of \$47,192, Before the Trade-in Allowance, for Use by the Streets Division of the Public Services Department.					C
Authorize the Purchase of One (1) New Single Axle Truck with Dump Body, from Peterbilt of Wyoming, Casper, Wyoming, in the Total Amount of \$110,467, Before the Trade-in Allowance, for Use by the Parks Division of the Parks and Recreation Department.					C
Executive Session - Judges Interviews or hold a special Work Session					

**May 16th - May 18th: Mayor makes an offer and Support Services Director will assist with negotiating/writing employment agreement.**

**May 22, 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			
Budget Review Session		20 min	4:30
** All Department Heads to Attend**		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30

**The Grid**

A working draft of Council Meeting Agendas

Approximate Ending Time	7:15
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**May 23, 2018**

**Councilmembers Absent:**

<b>Special Work Session Meeting Agenda Items</b>	Recommendation	Allotted Time	Beginning Time
Budget Review Session		20 min	4:30
Hogadon, Fort Caspar, Ice Arena Rates Discussion (Tim Cortez)		20 min	4:50
Plains Furniture RFP		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

**June 5, 2018**

**Councilmembers Absent:**

<b>Regular Council Meeting Agenda Items</b>	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
<b>C = Item is on Consent      N = Item is <u>not</u> on Consent</b>					
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - May 15 Personnel					
Approve May 15 Regular Meeting & Executive Session minutes					
Bright Spot in Reverse: CNFR presenting plaque to City Council for 20th Anniversary (Dave Park and Roger Walters)					
Establish Public Hearing on FY18 Budget Amendments.	C				C
Establish Public Hearing on FY19 Budget Adoption	C				C
Wireless Communication Ordinance Amendments.		C	C		
MVPP 3rd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370 (Minors-Possession of Alcohol or Public Intoxication). 3rd reading			C		
Approving a Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., for the Long Range Transportation Plan, in an Amount not to Exceed \$318,249.			C		
Authorizing a Procurement Agreement with KROHNE, Inc., in the Amount of \$45,098, for the Purchase of Magnetic Flow Meters to be Installed in the Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.			C		
Municipal Court Judge Contract				C	
Authorizing a Collective Bargaining Agreement for 2018-2020 between the City of Casper and the Fire Fighters Local Union 904, I.A.F.F., AFL-CIO.				C	
Establishing Fees for the Metropolitan Animal Control Facility and Rescinding Resolution No. 13-236.				C	
Wyoming Smart Capital Network Amendment. (tentative)				C	
Cost of Service/Rate Design. (tentative)				C	

**The Grid**

A working draft of Council Meeting Agendas

Authorize the Purchase of Three (3) New Mid-Size Police Utility Vehicles, in the Total Amount of \$110,785.38, Before the Trade-in Allowance, for Use by the Casper Police Department.					C
Target date for approval of full-time Municipal Court Judge with official start date beginning of pay period being <b>June 25th</b> . Swearing in on what date? * If internal candidate is selected, the timeline may be shorter than what has been suggested.					

**June 12, 2018** Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
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	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

**June 19, 2018** Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent      N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Public Hearing on FY18 Budget Amendments.		C		C	
Public Hearing on FY19 Budget Adoption		C		C	

**June 26, 2018** Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10



April 30, 2018

TO: J. Carter Napier, City Manager *JCN*

FROM: Tim Cortez, Parks and Recreation Director *TC*  
Carolyn Griffith, Recreation Manager  
Blaise Grant, Aquatic Supervisor

RE: Free Swimming at Marion Kreiner Pool

Staff is recommending offering free swimming for individuals and families at Marion Kreiner Pool for summer of 2018 with the possibility of extending this option into future years. Participation at Marion Kreiner typically averages 16 participants per hour. Staff expects that marketing free admission at Marion Kreiner Pool will improve participation numbers by making it financially accessible.

The budget impact of offering free swimming at Marion Kreiner Pool is somewhat predictable. Annually, Marion Kreiner Pool receives an average of \$3,800 in revenues through admissions and concessions sales while being impacted by nearly \$23,000 in expenses to include utilities, staffing and chemicals used. Although free swimming is being recommended, a small percentage of revenue through the sales of concessions exists.

Limited revenue-producing opportunities would be maintained through the sales of concession and swim-specific items. Last season, \$650 of concessions-related revenue was received. This amount may increase if participants have more expendable cash that may have been spent on admissions otherwise.

Staff does not anticipate that additional staff will be required if free swimming is offered to individuals and families; however, if groups such as daycares or summer camp participants choose to attend Marion Kreiner Pool, additional lifeguards will be necessary and the pool capacity of 202 people may be met which eliminates the availability of the facility to "neighborhood" individuals and families. As a result, staff is recommending that groups of 5 or more people reserve admissions one week in advance to receive a discounted admission rate of \$2 each or choose to pay the \$3.50 admission price otherwise. Group pricing policies will be written and forthcoming.

Finally, if aquatics were to offer free swimming at Marion Kreiner it could help address the question about what to do with Marion Kreiner. In the past, aquatic staff were told the new splash pad's purpose was to offer a low cost aquatic opportunity for the community. As the last bids for the splash pad came in nearly \$50,000 over allocated capital funds (\$334,305.42), offering free swimming at Marion Kreiner would be a way to provide a low cost aquatic opportunity.



JOSHUA'S STOREHOUSE  
334 South Wolcott Street  
Casper, Wyoming  
Phone: 265-0242

Dear City Council Members,

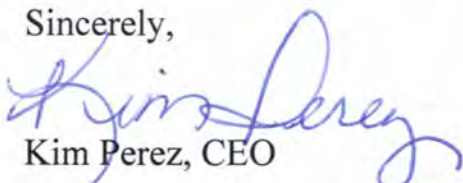
The staff and volunteers of Joshua's Storehouse and Distribution Center are giving you these blue stars to put in your vehicle windows to show support for the "Stars" that serve and protect our city.

We will be selling the stars at the fundraisers and all proceeds will go to the family of Officer Carlson. We hope to sell 1000 stars at \$5.00 each. If we can sell them all and have a good response we will get more and continue raising money for the family.

Please accept the stars and be some of the first in Casper to have the "Support our Stars" in your vehicle window to show how Casper supports our officers.

Thank you for you all you do,

Sincerely,



Kim Perez, CEO



**Timeline for hiring a Full Time Municipal Judge (as of 5/9/18):**

**May 15, 2018** – Executive Session at City Council Meeting to determine which applicants will be interviewed

**May 23, 2018** – Executive Session Work Session to conduct interviews

**May 24 – June 1, 2018** – Mayor makes an offer and Support Services Director will assist with initiating executive level background check, negotiating/writing employment agreement

**June 19, 2018** – Target date for approval at City Council meeting with official start date beginning of pay period being **June 25**



State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
**Building Department**  
 April 2018 Reports



Type of Permit	Number of Permits	Fees	Valuations
Add-Commercial	2	\$54,758.65	\$5,875,000.00
New-Commercial	1	\$20,791.65	\$2,200,000.00
Rem-Residential	13	\$3,351.00	\$227,036.00
Rem-Kitchen	6	\$1,228.00	\$72,500.00
Rep-Re-Roof	59	\$9,596.40	\$489,216.00
New-Residential	8	\$20,375.20	\$2,837,000.00
Dem-Commercial	1	\$300.00	\$0.00
Add-Deck	9	\$1,406.00	\$67,350.00
Add-Enclosed Patio	1	\$95.00	\$2,000.00
Rem-Commercial	9	\$5,558.05	\$387,088.44
Rep-Res Misc	8	\$1,453.00	\$77,382.97
Dem-Residential	1	\$200.00	\$0.00
Retaining Wall	2	\$404.00	\$23,000.00
Add-Other	2	\$288.00	\$12,500.00
Add-Garage	5	\$2,219.40	\$223,556.00
Add-Residential	2	\$1,227.00	\$137,280.00
Rem-Basement	8	\$1,959.00	\$138,495.00
New-Detached Garage	1	\$152.00	\$6,800.00
Rep-Deck	1	\$104.00	\$2,800.00
Rep-Comm Misc	2	\$832.30	\$39,000.00
New-Sign	1	\$118.00	\$3,240.00
	142	\$126,416.65	\$12,821,244.41

Electrical Permits Issued	Fees Invoiced
67	\$8,826.00

Mechanical Permits Issued	Fees Invoiced
59	\$8,359.00

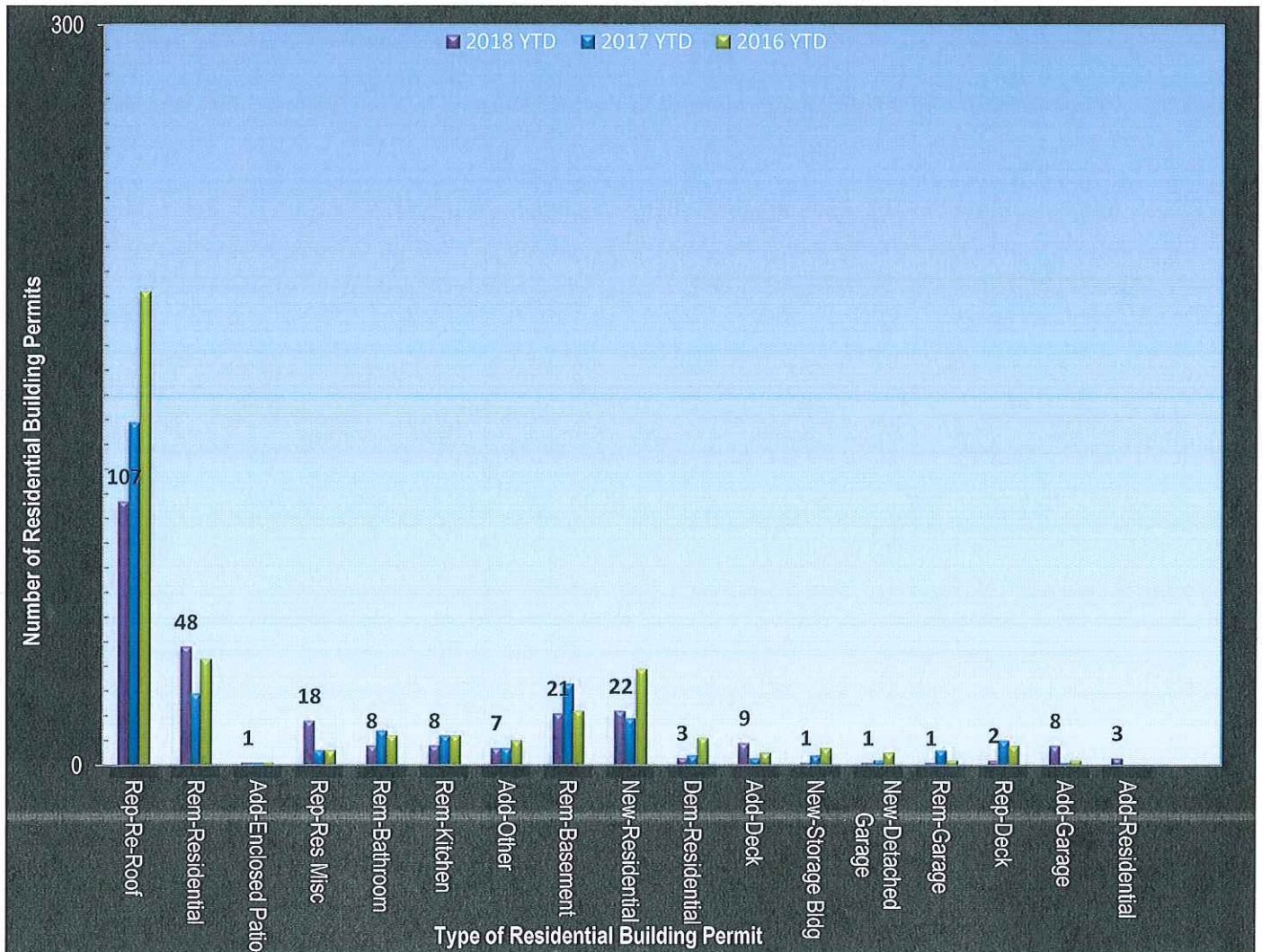
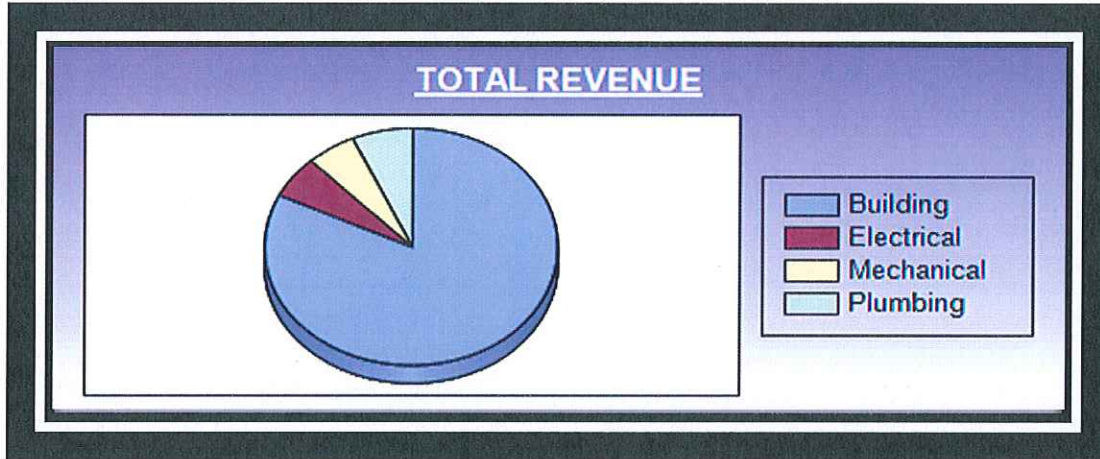
Plumbing Permits Issued	Fees Invoiced
111	\$10,193.00

Single Family Houses YTD:			April Single Family Houses	
2017	19		2017	4
2018	22		2018	8



COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
**City of Casper**  
 200 N David St Phone: (307) 235-8264  
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 April 2018 Reports





COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming

# City of Casper

200 N David St Phone: (307) 235-8264

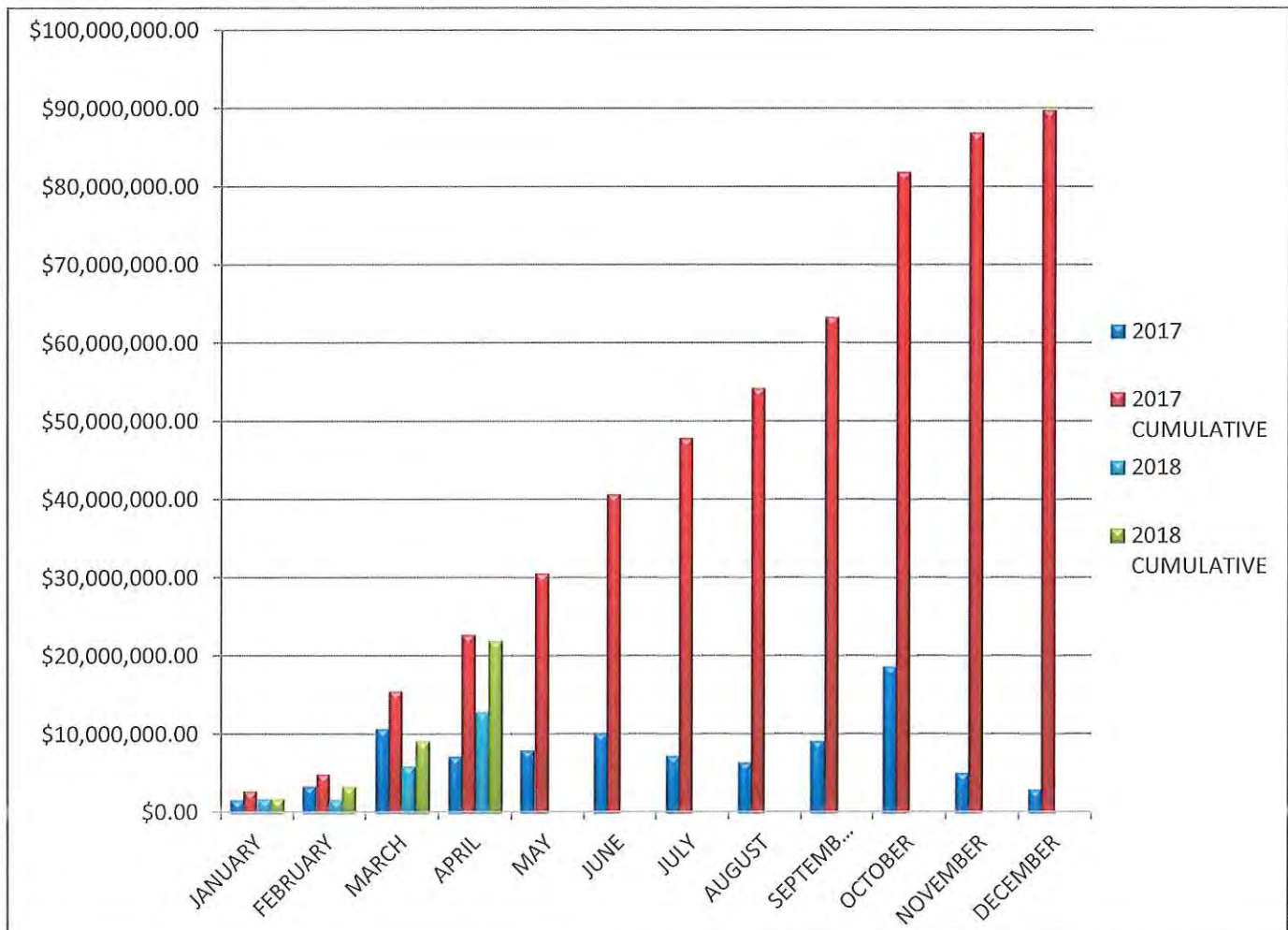
## Building Department

April 2018 Reports



MONTH	2017 Valuation	2017 Cumulative Valuation	2018 Valuation	2018 Cumulative Valuation
JANUARY	\$1,530,744.20	\$2,659,149.99	\$1,662,039.40	\$1,662,039.40
FEBRUARY	\$3,271,856.76	\$4,802,600.96	\$1,551,977.75	\$3,214,017.15
MARCH	\$10,662,750.45	\$15,465,351.41	\$5,842,701.00	\$9,056,718.15
APRIL	\$7,162,724.38	\$22,628,075.79	\$12,821,244.41	\$21,877,962.56
MAY	\$7,907,350.15	\$30,535,425.94		
JUNE	\$10,111,043.55	\$40,646,469.49		
JULY	\$7,183,820.80	\$47,830,290.29		
AUGUST	\$6,342,767.77	\$54,173,058.06		
SEPTEMBER	\$9,109,861.61	\$63,282,919.67		
OCTOBER	\$18,606,798.53	\$81,889,718.20		
NOVEMBER	\$5,007,976.20	\$86,897,694.40		
DECEMBER	\$2,850,440.36	\$89,748,134.76		
	\$89,748,134.76		\$21,877,962.56	\$21,877,962.56

**LARGE VALUATIONS:**





COMMUNITY DEVELOPMENT  
DEPARTMENT

State of Wyoming  
City of Casper  
200 N David St Phone: (307) 235-8264

Building Department  
Fees Collected  
April 2018 Report



BUILDING PERMITS	\$ 51,824.35
ELECTRICAL PERMITS	\$ 9,094.00
MECHANICAL PERMITS	\$ 8,635.00
PLUMBING PERMITS	\$ 10,477.00
ELECTRICAL LICENSES	\$ 1,030.00
PLUMBING LICENSES	\$ 3.00
MOBILE HOME LICENSES	\$ -
MECHANICAL LICENSES	\$ 706.00
UTILITY LICENSES	\$ -
GENERAL CONTRACTORS LICENSES	\$ 825.00
SIGN PERMITS	\$ 219.00
C-CAN PERMITS	\$ 25.00
MOBILE HOME PERMITS	\$ 75.00
PLAN CHECK FEES	\$ 10,692.25
PLANNING FEES	\$ -
DEMO PERMITS	\$ -

**Totals: \$ 93,605.60**

MONTHLY INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
194	166	157	40

CONSULTS	PLAN REVIEW	FIRE
34	60	0

YTD INSPECTIONS:

BUILDING	ELECTRIC	PLUMBING	MECHANICAL
703	620	478	179

CONSULTS	PLAN REVIEW	FIRE
76	135	21

2018 Monthly Inspections  
April 2018

Inspector	Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections	Plan Reviews	Fire Training/ Inspections	Consults, Gray Slips, Miscellaneous	Total Inspections and Plan Reviews
Jim Bowden	0	0	94	31	0	0	0	125
Justin Scott	140	0	1	1	35	0	0	177
Shawn Barrett	5	100	0	0	4	0	9	118
Dan Elston	42	0	62	8	16	0	8	136
Bill McCloy	7	66	0	0	5	0	17	95
								0
<b>Monthly Total</b>	<b>194</b>	<b>166</b>	<b>157</b>	<b>40</b>	<b>60</b>	<b>0</b>	<b>34</b>	<b>651</b>

<b>YTD Totals</b>	<b>703</b>	<b>620</b>	<b>478</b>	<b>179</b>	<b>135</b>	<b>21</b>	<b>76</b>	<b>2212</b>
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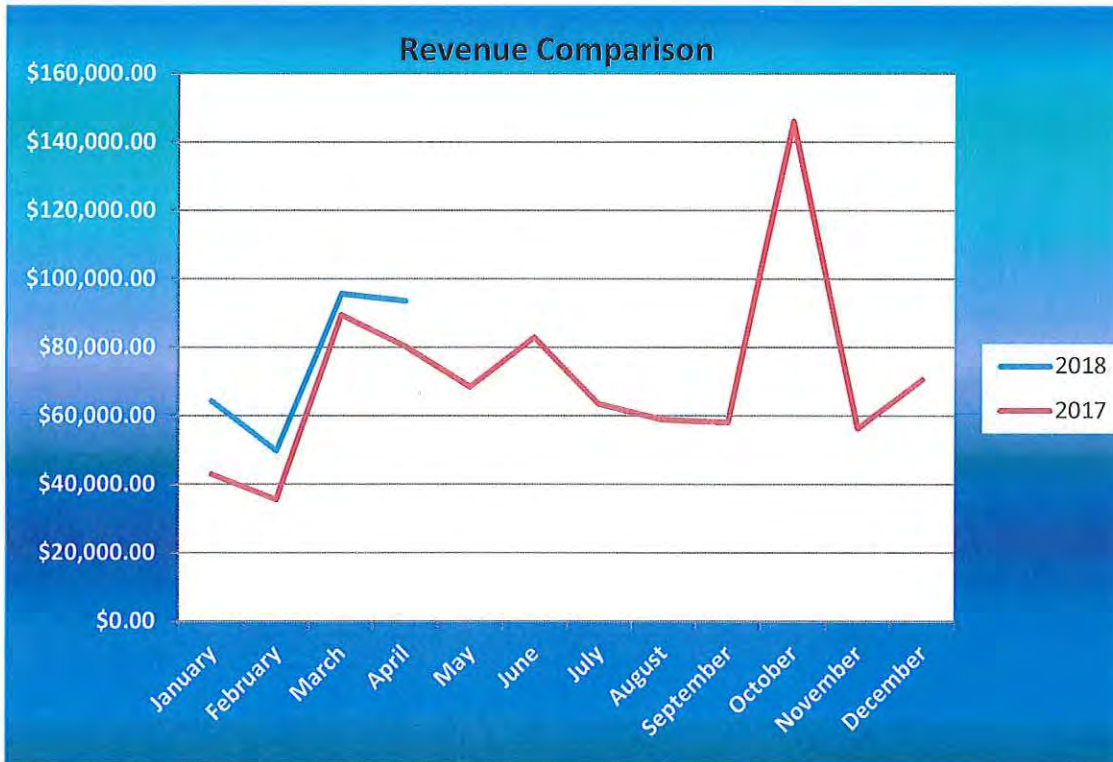
COMMUNITY DEVELOPMENT DEPARTMENT

State of Wyoming  
City of Casper  
200 N David St Phone: (307) 235-8264



Building Department  
Revenue Collected  
April 2018 Report

Month	TOTAL REVENUE FOR 2017	TOTAL REVENUE FOR 2018
January	\$42,948.76	\$64,406.94
February	\$35,564.22	\$49,910.69
March	\$89,533.66	\$95,661.23
April	\$80,340.27	\$93,605.60
May	\$68,451.29	
June	\$82,939.45	
July	\$63,462.70	
August	\$58,880.15	
September	\$58,098.97	
October	\$146,173.92	
November	\$56,338.25	
December	\$70,664.59	
	\$853,396.23	\$303,584.46



Dan Elston: Building Official