

COUNCIL WORK SESSION

Tuesday, February 13, 2018 at 4:30 p.m.

Casper City Hall

Council Chambers

AGENDA

1. Play Street Permit for Food Trucks (Fleur Tremel)
2. Downtown Parking Study Update (Dennis Burns, Vanessa Solesbee of Kimley-Horn)
3. Liquor License Report (Chief McPheeters)
4. Center for Public Safety Management (CPSM) Implementation (Chief McPheeters)
5. One Cent Education Process Timeline (Fleur Tremel)
6. Agenda Review
7. Legislative Update
8. Council Around the Table

Mayor Pacheco called the work session to order at 4:32 p.m. with the following Councilmembers present: Powell, Laird, Humphrey, Morgan, Johnson, Hopkins, Walsh, and Mayor Pacheco. Councilmember Huckabay was absent.

City Manager Napier began a discussion on the play street permits, specifically with regards to food trucks. He asked for Council's direction regarding placing a moratorium on the permits until there are regulations in place. Council asked what staff has come up with so far regarding a policy. City Manager Napier responded that staff has been working on a proposal and they have met with stakeholders to receive feedback on the potential regulations. Some of the key tenants under consideration in the proposal include limits on permit allocations within a 30 day period, fees per parking spot, neighbor notification requirements, and limits on the number of parking spaces used. Councilmembers expressed that the City is considering regulations for mobile vendors, including food trucks, but that they are not considering a prohibitive policy across town. Council discussed changing the temporary policy to include a the start time for reserving parking spaces to 6:00 p.m. with cones being set out at 5:30 p.m. Councilmember Morgan stated that he would like signs set up before 4:00 p.m. to avoid a towing situation. They also discussed including a fee. Interim City Attorney Chambers suggested including a fee in the permanent policy as opposed to imposing a fee in the temporary regulations. Council also discussed including a requirement in the final policy that food trucks be sponsored by a brick and mortar business in order to operate downtown. Council also discussed that this issue may be tied to the sidewalk café issue. Chief McPheeters provided information to Council on the towing events that took place recently. City Manager Napier stated that he had the direction he needed from Council for a temporary policy. He stated that a draft permanent policy proposal could be prepared within 30 days for Council two work sessions from now.

Next, Aaron Kloke, MPO Supervisor, introduced representatives Dennis Burns and Vanessa Solesbee of Kimley-Horn to update Council on the Downtown Parking Study. Mr. Burns and Ms. Solesbee reviewed the work they have accomplished to date including a focus on community engagement which has involved community open houses, meeting with stakeholders,

and launching a website. They stated that community opinion is very important and will be integrated into the results. They also reviewed data collection and analysis that indicated that there is not a parking supply problem but rather a parking utilization problem. They then reviewed the next steps for the study which will include a stakeholder feedback assessment; best practice research and analysis; issues identification and refinement; finalization of parking needs assessment; ongoing stakeholder outreach; and the final report. They explained that the City needs an effective parking management program in order to better utilize the existing parking downtown. They also discussed some ideas that could help to increase the utilization of the parking garage including painting it white, replacing all the lighting, and installing security cameras.

Councilmembers asked if the parking study had looked into the food truck issue. The representatives stated that they had provided staff with some examples of how other communities had handled this and stated that they could provide additional feedback within the next 30 days for the permanent policy as this issue would fall under the right of way management piece of their contract. Council asked about changing one-way streets back to two-way streets downtown, and the representatives responded that this is usually better for downtown vibrancy but can be very costly.

Next, City Manager Napier introduced Chief McPheeters to update Council on liquor licenses and ways to improve the demerit program. Chief McPheeters began by explaining that the existing demerit system is not working to its potential and does not provide data that is in the best interest of the community. He stated that currently there are sixteen facilities that have demerit points but none require any Council action due to the current demerit formula, and that it would be very difficult for anyone's liquor license to be in jeopardy even with serious violations and multiple demerits. He explained that the Casper Police Department (CPD) currently receives grant money in order to do liquor license compliance check, but this only occurs during a small window of the year and there is no dedicated effort to do follow up throughout the rest of the calendar year. He stated that the current demerit system offers no incentive for change. He asked that Council recognize that overserving is a problem for the CPD and the community. He would recommend convening stakeholders from all sides to agree on how these alcohol issues poorly reflect on the City as a whole. He stated that his goal is to establish a process that provides incentive to follow laws and implement civil ramifications through the demerit program. He added that the CPD is implementing a program that provides training to businesses and their employees.

Chief McPheeters then answered questions regarding how the CPD conducts sting operations for selling to minors, and stated that he is comfortable with the sting techniques used. He also added that there was a transcription error that showed Karen & Jim's as having a demerit but this should have been listed as Frosty's instead.

Chief McPheeters then reviewed the CPSM (Center for Public Safety Management) analysis and steps that are being taken to complete the recommendations. He stated that there were a total of 75 recommendations and that the CPD prioritized timelines to complete them. All employees were asked to read the recommendations as well and provide feedback on how to move forward.

Twenty-four recommendations were labeled as high priority, with 12 being command top priorities and 12 being labeled top priorities. He then reviewed the command top priorities and steps that are being taken to complete those priorities. He stated that there is more detail on each in the packet and that he looks forward to using the analysis as a blueprint to improve the CPD and customer service.

Councilmember Laird asked if Chief McPheeters supports hiring a fulltime judge for the Municipal Court, and he responded that he would support that. Councilmember Morgan asked about outsourcing victims' services to an off-site facility for certain types of crimes like sexual assaults. Chief McPheeters stated that he would be comfortable with that type of process, and that process was used and worked well in his former jurisdiction.

Next, City Manager Napier updated Council on the timeline for the One Cent Education process. He stated that there is a plan underway to identify timelines and deadlines for the City's effort as part of the One Percent initiative which is relegated to an education role. He added that the best time to discuss Council's preferences for One Cent priorities would be during the Capital Plan meeting.

Next, City Manager Napier reviewed the grid that shows what agenda items will appear on upcoming Council agendas. The budget calendar is also incorporated into the grid.

Next, Councilmember Powell gave a legislative update. He stated that there is a weekly conference call with WAM (Wyoming Association of Municipalities) and that twenty bills are currently being monitored. He reviewed some of the bills that are being monitored and stated that he will give another report next week to update Council.

Next, Council went around the table to discuss their respective board and committee meetings and share ideas and concerns related to public matters of interest. Councilmember Walsh discussed improving communication between Council and staff and stated that he would like agenda items sponsored and for Council to be assertive and have majority support on whether something should be put on a future agenda. He also asked that an item be put on the agenda to look into the increasing number of animal attacks within the City. Council agreed to put this item on a future work session agenda and to put communication with staff on the Strategic Planning Session agenda. Councilmember Morgan reviewed Environmental Protection Agency standards that may affect the City's water system as part of his committee for the National League of Cities. Councilmember Laird expressed that he would like there to be a Chief Judge appointed in the Municipal Court and that he would like it to be Judge Hand. Council decided to discuss the full time judge issue, including a Chief Judge topic, during the scheduled work session and strategic planning session times that have been dedicated to this topic. Councilmember Laird also asked that employees be sworn in at Council meetings and Council agreed that they would like some oaths of office to be taken at Council meetings. Councilmembers Laird and Morgan also expressed interest in sponsoring an item that would limit the length of contracts that Council approves, specifically with regards to the CAEDA (Casper Area Economic Development Alliance) contract. City Manager Napier stated that staff could look into the terms of the

CAEDA contract as well as other similar contracts and this can be added to a work session agenda.

Mayor Pacheco stated that the municipal court judges have recused themselves from discussions related to the minor in possession policy. City Manager Napier stated that the City Attorney's Office will instead be tasked with spearheading that policy with input from other departments.

The meeting was adjourned at 7:34 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor