

COUNCIL WORK SESSION

Tuesday, June 27, 4:30 p.m.

Casper City Hall

Council Meeting Room

AGENDA

1. County-wide Eclipse Update (Stew Anderson; Audrey Gray)
2. Joshua's Storehouse Update (Kim Perez)
3. Victim Services Presentation (Leslie Fritzler, Sgt. Mike Ogden)
4. Metro Road Extension to Evansville (Shane Porter)
5. Downtown Parking Study (Aaron Kloke)
6. Sole Source Purchases for Breathing Apparatus, Masks & Cylinders (Chief Kenneth King)
7. Sole Source Purchases for Smiths Detection Gas ID System (Chief Kenneth King)
8. Sole Source Purchase & Installation of Police Vehicle Equipment (Interim Chief Steve Schulz)
9. Council Discussion Regarding Public Comment Process at End of Council Meetings
10. City Manager Report
11. Future Agenda Review
12. Council Around the Table

Vice Mayor Pacheco called the meeting to order at 4:32 p.m. with the following Councilmembers present: Morgan, Johnson, Laird, Huckabay, Powell, Walsh, and Hopkins. Mayor Humphrey was absent. Vice Mayor Pacheco made welcoming remarks to Casper's new City Manager, Mr. Carter Napier.

Next, Lt. Stew Anderson, from Natrona County Emergency Management, updated Council on the County-wide efforts for the eclipse festivities in August. Lt. Anderson explained some of the factors that have gone into Casper being a desired location to view the eclipse. He then reviewed some of the events that are being planned for the week of the eclipse and gave an update of accommodations for visitors. He stated that most of the hotels and campsites are approaching capacity, and visitors will be spreading out around Casper to neighboring communities and counties. He then reviewed the command system and incident action plan that is being implemented for the week of the eclipse as well as some logistics including medical/health issues, traffic control, dispatch, housing/feeding, and airport issues. He explained some of the contingency plans for possible issues including traffic blockage, surge in medical calls, severe weather, overwhelmed radio system, wild fires, terror threats, language barriers, and weather. He described some of the tactics that will be implemented to help preemptively address some

expected issues including walking/bike patrols, first aid stations, fire patrols, pre-positioned ambulances, triage, and watering stations. He then described some of the Emergency Support Function groups that will be used.

He then introduced Audrey Gray, Casper-Natrona County Health Department (CHCHD) Health Preparedness Program Manager, to further discuss the overall medical planning for the events. She described the strategies being used to protect the hospital emergency rooms, including first aid stations in major locations. She described a triage and care matrix system that will include private agencies such as urgent care and Casper Orthopedics that will take walk-ins for medical issues that do not require emergency room care. She stated that other departments and agencies will also be helping with medical clearances for intoxicated individuals as well as mental health holds. She described concerns about disease outbreak and how the Health Department is trying to prevent this through food inspections and syndrome surveillance. Lt. Anderson stated that they are planning on 50,000 people coming to Natrona County for the event.

Next, Kim Perez, CEO of Joshua's Storehouse, updated Council on the services being provided by Joshua's Storehouse and some of the events that they are working on. She stated that they are now in compliance with Feed America and all of their volunteers and employees are now ServSafe certified and receive civil rights training. She described the security system that their building has and how they work with the Casper Police Department (CPD), allowing the CPD to access those cameras. She then described some of the budget constraints Joshua's Storehouse is facing and the fundraisers and thrift store that they are implementing to try to raise funds. She described several of their programs including a Senior Feed Program and the Pampers and Grampers Program that help provide food and supplies to elderly individuals. Joshua's Storehouse also works with agencies such as Department of Family Services and Seton House to provide food and snacks to children and families in emergency situations. She explained that their resources are stretched due to the increasing number of food pantries in Casper. She stated that Joshua's Storehouse is also preparing for increased visitors for the eclipse festivities by stocking up on water and sunscreen.

Ms. Perez stated that she was planning to ask for \$90,000 from the City to help cover costs, and stated that she missed the Community Action Partnership (CAP) application deadline for one cent funds. Assistant City Manager Becher explained that CAP still has one year left on their contract for distributing one cent funds, although their agency administration funding was cut from this year's City of Casper budget. She stated that the City will provide oversight of CAP and may have the opportunity to oversee their \$200,000 allocations for this year. Councilmember Laird asked about funds from dissolving the Economic Development Joint Powers Board being redistributed to organizations like Joshua's Storehouse. Council discussed that they cannot necessarily favor one food pantry over another, and discussed with Ms. Perez other ways that the City can support Joshua's Storehouse.

Next, Leslie Fritzler, Victim Services Specialist, presented on the Victim Services Department. She began by explaining what the department does and how it is funded. She described some of the services the Department provides including protection orders, protective housing, referrals, and victims compensation. She stated that part of the budget comes from the Wyoming Attorney

General's office and certain things are required from that funding such as funding dedicated to sexual assault issues and an emergency fund for victims. This year the money spent on sexual assault issues was used for the "Start by Believing" campaign and police officer training. She described how the unit is supported by a team of volunteer victim advocates and explained the training they receive. She then described the different types and quantities of victims and crimes that the Victim Services Department serves.

She then updated Council on the ELERV (Enhanced Law Enforcement Response to Victims) grant that the Victim Services Department received from the IACP (International Association of Chiefs of Police) and stated that there was recently a site visit for that study. Full recommendations will be received by the end of the month and the implementation phase will begin once the results are received with an estimated end date of December 2018. She summarized some of the training that will be offered to officers as a result of the grant and how it will benefit victims and the Police Department.

Ms. Fritzler explained some of the qualifiers necessary for victim's compensation to be awarded including victim cooperation and officer validation of a crime. She added that certain types of crimes cannot be compensated due to state statute and is not usually awarded until after an investigation has concluded. The unit tries to refer them to agencies that will work with victims until compensation is awarded, such as counselors and Wyoming Medical Center. Councilmember Huckabay expressed concern that the Victim Services Department is within the Police Department and how the location could be intimidating for victims who may face a suspect while being interviewed. Sergeant Mike Ogden explained the benefits of the new "soft room" that will be used for interviewing purposes. He stated that the room will help to separate victims of crimes from suspects and help to create a safe environment. Ms. Fritzler explained that their goal is to work with police officers for the benefit of the victim and their placement allows for access to information on victims' cases.

Councilmember Powell asked what the biggest misconception is about the Victim Services Department, and Ms. Fritzler responded that the unit is a crisis response unit whose goal is to help victims through the immediate crisis moment after a traumatic event; their main focus is not ongoing support. She stated that they do follow-up on victims, especially during a pending investigation. Councilmember Huckabay stated that she would like to see the Victim Services unit apply restorative justice. Ms. Fritzler explained that that piece would be handled by the DA's office, because it involves sentencing and changes would need to be made at the county level in order for pre-sentence restorative justice to occur.

Next, Shane Porter, Town of Evansville Engineer, discussed the proposed Metro Road extension into Evansville. Mr. Porter explained that the current accesses into Evansville are sometimes blocked due to stopped trains, which can cause problems for emergency vehicles. Evansville would like to create an access route that would connect to Metro Road in Casper. The Town of Evansville have received permission to utilize the VA Cemetery Bridge for this additional route to cross the river and is applying for funding to construct the rest of the access road. In order to receive State of Wyoming funding, Evansville must show confirmation that they have received the necessary easements and right of ways. Mr. Porter stated that Evansville has submitted and

easement application to the State of Wyoming because part of the road crosses State land. The State is requiring confirmation that all other rights of ways have been obtained. Part of the road will cross a parcel owned by Casper, so they need a letter of support from the City of Casper supporting the project and agreeing to a potential right of way across the parcel. Mr. Porter stated that the road will be paved, unless they do not obtain the necessary funding, in which case it will be graveled. He also stated that the road will most likely not become a main access road into Evansville based on a traffic analysis. City Manager Napier asked if paving the road is not feasible, if Evansville would pave the City of Casper's portion of the road and construct it according to Casper's regulations. Mr. Porter replied that they would agree to that. Council gave their thumbs up for the project moving forward and agreed to provide a letter of support for the Town of Evansville to the State of Wyoming.

Next, Aaron Kloke, City Planner, asked Council for direction on a proposed downtown parking study. He began by explaining why parking is important to citizens and stated that many of the statistics used for parking regulations are based on data that is dated. The result of this is oversupply of parking in some areas and lack of parking in others. He stated that the Casper Area MPO (Metropolitan Planning Organization) allocated \$80,000 to be used for parking related studies and the MPO Technical and Planning Committees have identified the need for a parking study in Casper.

He then explained the options for the scope of a parking study, which included a study focused on the urban center (downtown Casper and Old Yellowstone District) or a city-wide study. Council discussed the option of installing downtown parking meters which could help to encourage parking in the parking garage. Mr. Kloke stated that this could be addressed in a downtown parking study. Councilmember Laird asked if the effects of Wonder Bar's proposal for removing parking spaces could also be included in the study and Mr. Kloke responded that it could. Councilmember Laird then asked if parkway parking could be included in the study, and Mr. Kloke responded that that would be something that could be addressed, but more likely in a city-wide study as opposed to the urban center study. He explained the study would take anywhere from four months to a year, and that a very good in-depth downtown study or a less in-depth city-wide study could be done with the allocated funds.

Council discussed whether to utilize the MPO grant. Mr. Kloke stated that the City will only be required to pay around \$7,000 for the study, and the other \$72,000 will come from the grant. Council asked if the parking study could be done after some of the upcoming downtown development takes place, especially the construction of the State office building, because those developments will change the parking needs. Pamela Jones, Casper Area MPO Administrative Technician, explained that the money was allocated for the purpose of a parking study and would need to be used this fiscal year. If it is not used this year, it will be rolled over to be used for another purpose next year. She explained that any grant money must be used for transportation planning projects and is already budgeted. Mr. Kloke explained that the value of having a consultant do this study as opposed to staff is that it is very time-intensive work.

Council decided that since the vast majority of the money will not come out of the City's budget, the City should utilize the funds granted by the Casper-Area MPO, and should utilize them this

year so that Casper does not lose the grant money. Council agreed to move forward with a parking study focused on the urban center, and asked that the consultant hired considers the large upcoming projects when doing the study. Councilmember Laird asked if parkway parking could also be included, and Council discussed that the Planning and Zoning Commission unanimously opposed allowing parking on the parkways and this issue will be discussed on August 1.

Next, Fire Chief Kenneth King presented on the sole source purchase of breathing apparatus, masks, and cylinders. He stated that the funding comes from a grant awarded by the Wyoming Department of Homeland Security. The new equipment will allow the same equipment to be used for regional and local responses and will allow utilization of the equipment by law enforcement and outside agencies. Chief King then presented on the sole source purchase of a Smiths Detection Gas ID System. He explained that this purchase is also funded by a Wyoming Department of Homeland Security grant and this system will be consistent with other Regional Response Teams across the State, all of which operate using the same system. Council gave their thumbs up to move both sole source purchases forward to be officially voted on at the next Regular Council Meeting.

Next, Interim Chief Schulz introduced Robin Tuma, Fleet Manager, to present on the sole source purchase and installation of police vehicle equipment. He explained that Communication Technologies is the only installer in Wyoming that is certified to install the Coban system being used in the Casper police vehicles. The next closest installer is located in Colorado and utilizing that company would require shipping or transporting the vehicles to Colorado. Council agreed to move the sole source purchase forward to the next Regular Council Meeting to be formally voted on.

Council decided to table the discussion regarding the public comment process at the end of Council meetings to the next work session so that Mayor Humphrey could be involved in the discussion.

Next, City Manager Napier gave the City Manager's Report. He asked what Council's preference would be on having Andrew Beamer, Public Services Director, present tonight on information regarding outsourcing of public services work, for example pothole maintenance. Mr. Beamer stated that the City's crew has 25% less staff and cannot handle the same workload. Councilmember Morgan discussed concerns he has received from a contractor about the City not bidding out projects and doing them in-house. Council asked for the information that Mr. Beamer was going to present to be emailed to them, and agreed that they will discuss the topic at a later date. Assistant City Manager Becher asked if Council would like hard copies of the Generation Casper Comprehensive Plan that is on the agenda for next week's meeting. Council agreed that they would like copies and will pick them up in the City Manager's office. City Manager Napier stated that he is meeting with employees and is being updated on the budget this week. He hopes to have recommendations for budget amendments for Council this quarter.

City Manager Napier decided to forgo the future agenda review and focus on this at Thursday's Council Leadership Lunch.

Next, Council went around the table to discuss issues related to their respective boards and committees. Councilmember Huckabay stated that she has been contacted by several downtown businesses opposed to allowing the removal of public parking spaces by the Wonder Bar. Councilmember Morgan asked if Council could receive updates from staff and the Mayor when they follow up with citizens about issues brought up during the public comment period. He also asked about the status of the North Casper splash pad, and Mr. Beamer responded that the design is being completed now and the splash pad will be installed next year. Councilmember Morgan also discussed the need for wayfinding signage, a National League of Cities prescription cost reduction card for citizens, and a workshop for small businesses to familiarize them with the City's bidding process.

Councilmember Laird discussed that there was a mediation for the Hedquist lawsuit and requested an executive session to update Council on the status of the lawsuit. He stated that Council should be informed when a settlement offer is made. He stated that he talked with WARM (Wyoming Association of Risk Management) and that they can come update Council, but not until mediation is over.

The meeting was adjourned at 7:41 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Tracey L. Belser
City Clerk

Kenyne Humphrey
Mayor