

# **PRE-MEETING AGENDA**

---

**Casper City Council  
City Hall, Council Chambers  
Tuesday, December 7, 2021, 5:15 p.m.**



*\*Please silence cell phones during the City Council meeting.\**



**Entrance to the meetings is the east door off David Street. Face coverings are encouraged for those individuals who have not been fully vaccinated against COVID-19. Public input via email is encouraged: [CouncilComments@casperwv.gov](mailto:CouncilComments@casperwv.gov).**

	<b>Presentation</b>	<b>Beginning Time</b>	<b>Allotted</b>
1.	Budget Calendar	5:15	10 min
2.	Baseball Club	5:25	10 min
3.	Health Department's Use of SourceGas Property	5:35	10 min
4.	Municipal Court Staffing	5:45	10 min
5.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00

We are CASPER

Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness

November 24, 2021

MEMO TO: J. Carter Napier, City Manager   
FROM: Jill Johnson, Financial Services Director   
SUBJECT: Fiscal Year 2023 Budget Calendar

Meeting Type & Date:  
Council Pre-Meeting  
December 7, 2021

Action Type:  
Information Only

Recommendation:  
That Council acknowledge the proposed calendar in regard to the preparation of the fiscal year 2022-2023 annual budget.

Summary:  
Wyoming Statute 16-4-109 stipulates that a public hearing for consideration and adoption of the annual City budget must be held no later than the third Tuesday in June. Prior to presenting the budget document for adoption, numerous steps must take place to ensure the document has been prepared with proper input from staff and Council. The attached "FY 2023 Budget Calendar" has been developed to set timelines for completion of the various required processes. Items highlighted in red represent topics which will require scheduling of Council time while those in black are for staff reference.

Financial Considerations:  
None

Oversight/Project Responsibility:  
Jill Johnson, Financial Services Director



Attachments:  
FY 2023 Budget Calendar

# CITY OF CASPER

## FY 2023 Budget Calendar

November 15 <sup>th</sup>	Capital Improvement Plan (CIP) process begins, includes capital projects and capital equipment for next five (5) years
November 29 <sup>th</sup>	Position requests to Department Heads
December 6 <sup>th</sup> & December 8 <sup>th</sup>	Capital Budget Class, Instructions to departments, other classes TBD – Instructor Pete
December 14 <sup>th</sup>	Council Work Session Topic – Utility Rate Model Review
December 27 <sup>th</sup>	Position requests to HR
January 3 <sup>rd</sup> to January 31 <sup>st</sup>	City Manager/Department Head discussions on requested staffing level changes
January 21 <sup>st</sup>	CIP requests due to Finance
February 1 <sup>st</sup> to February 28 <sup>th</sup>	Department operating budgets entered into system
February 1 <sup>st</sup> to February 11 <sup>th</sup>	Capital Review (City Manager, Department Heads, Division Supervisors, Finance)
February 21 <sup>st</sup> to February 25 <sup>th</sup>	Tentative (City Manager, Analyst, Finance)
March 8 <sup>th</sup>	Council Work Session – Capital Budget Review
March 28 <sup>th</sup> to April 11 <sup>th</sup>	Budget review (City Manager, Department Heads, Division Supervisors, Finance)
May 10 <sup>th</sup>	Tentative budget to Council (to be published in the Minutes)
May 16 <sup>th</sup> and May 18 <sup>th</sup>	Council Budget Review Work Sessions (Monday & Wednesday)
June 7 <sup>th</sup>	Summary of Proposed Budget Submitted to Council (published in the minutes) Set Public Hearing Date of June 21 <sup>st</sup> 2022 for City Budget
June 21 <sup>st</sup>	Public Hearing on FY23 Budget Adoption/Action on Resolution /Publication

November 24, 2021

MEMO TO: J. Carter Napier, City Manager   
FROM: Zulima Lopez, Parks, Recreation, & Public Facilities Director   
SUBJECT: Casper Baseball Club Partnership

**Meeting Type & Date**

Pre-Meeting  
December 7, 2021

**Action type**

Direction Requested

**Recommendation**

That Council direct staff regarding their interest, if any, and the desired method by which the City could consider a multi-year partnership for the use and/or management of City-owned athletic fields.

**Summary**

The long term agreement with Casper Legion Baseball for the lease of the Mike Lansing ballfield expired on December 31, 2020. After consideration of options and proposals for the 3<sup>rd</sup> party management of the facility, the decision was made to have the City Recreation Division manage the daily operations of the ballfield, including rental to our various user groups.

On October 26, 2021, the Casper City Council was briefed on the City's experience in managing Mike Lansing during the 2021 season. The City achieved significant subsidy decreases related to Lansing Field, reducing the subsidy from an average of just over 98% between 2018 and 2020 to approximately 46% in 2021. When established rate structures over the next three years are applied, the subsidy rate is estimated to reduce to just under 8% by 2024. This reduction assumes that facility rentals remain similar to those experienced in 2021.

On November 12, 2021, City staff met with Casper Baseball Club, regarding the Club's desire to enter in to multi-year leases or alternate longer-term partnerships for Mike Lansing Field and Crossroads. Casper Baseball Club is currently in a one year lease agreement with the City, with automatic extension for up to two additional years, for Crossroads #4 Baseball Field. The Club is also one of three primary users/renters of Mike Lansing Field. The Club's interest in establishing a longer-term partnership with the City is driven by their desire to invest in infrastructure and programming that will enhance and grow youth baseball opportunities in Casper. The Club feels strongly that multi-year partnerships will give donors the confidence to invest knowing that their investment will benefit Casper Baseball Club and its members into the future.

**Financial Considerations**

Casper Baseball Club understands that the City is not likely to consider a partnership that creates or perpetuates an operational loss for City-owned athletic fields.

**Oversight/Project Responsibility**

Zulima Lopez, Parks, Recreation, & Public Facilities Director

Phil Moya, Recreation Manager

Paul Zowada, Athletics Supervisor

**Attachments**

None

December 1, 2021

**MEMO TO:** J. Carter Napier, City Manager *JCN*  
**FROM:** Nicole Hatfield, Clerk of Municipal Court  
**SUBJECT:** Municipal Court Bailiff

**Meeting Type & Date**

Council Pre-Meeting  
December 7, 2021

**Action type**

Direction Requested

**Recommendation**

Municipal Court recommends addressing concerns with regard to staffing and public safety by splitting a full-time Police Officer position with Casper Police Department to work as a Court Bailiff and provide court security for all court sessions and court facilities. With the agreement of the Casper Police Department, the Court recommends that this split position could also provide needed services to the Casper Police Department as a Compliance Officer when there is no need for court security.

**Summary**

Prior to 2018, the Court had previously employed two (2) full-time Court Bailiffs that performed administrative duties in addition to providing court security. From 2018 to present, the Court has struggled to consistently maintain staffing and provide proper court security with the part-time Court Bailiff position.

Inability to retain consistent security creates safety, efficiency, and constitutional concerns, which are of significant importance. It is the duty of the City to ensure the safety of both staff and citizens when dealing with criminal matters in Municipal Court. This includes appropriate screening for weapons, cell phones, bags and other contraband, in addition to ensuring proper law enforcement procedure is followed with regard to detention of individuals and use of force. For these reasons, it is vital for the individual providing these services to be a certified law enforcement officer.

It is common practice in State Court security that the law enforcement agency being served by the court provides court security and our recommendations follow that model. For example, the Natrona County Sheriff's Office assigns certified deputies to provide court security for both Natrona County District Court and the Natrona County Circuit Court.

The Wyoming Rules of Criminal Procedure dictates how and when a criminal defendant shall be seen before a judicial officer. Therefore, when a criminal defendant is in jail, they are routinely seen by video conferencing. The City of Casper maintains a courtroom for this purpose shared by other courts at the Natrona County Detention Center (NCDC). The individual that enters the jail and transports defendants to the courtroom must be certified law enforcement (or have intentions within the statutory period to

become a certified law enforcement officer). If either of these two conditions are not met, they are not allowed in the jail pursuant to NCDC's policies and procedures.

Splitting a full-time, certified Police Officer position with the Casper Police Department will fulfill all of the staffing and security needs of the court, as well as allow a designated employee to serve as a Compliance Officer and focus on additional community needs.

**Financial Considerations**

The Court would supplement the Casper Police Department's personnel budget with \$38,327 for approximately twenty (20) hours per week for bailiff and court security duties for FY23 and \$19,163 for the remainder of FY22.

**Oversight/Project Responsibility**

Nicole Hatfield, Clerk of Municipal Court  
Keith McPheeters, Police Chief

**Attachments**

None.