

## WORK SESSION AGENDA

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**Casper City Council**  
**City Hall, Council Meeting Room**  
**Tuesday, January 29, 2019, 4:30 p.m.**

<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				
1.	CNFR Ticket Sales	Direction Requested	20 min	4:30
2.	Community Promotions (Fleur Tremel)	Move Forward for Approval	30 min	4:50
3.	Budget Calendar (Tom Pitlick)	Information Only	10 min	5:20
4.	CATC Route Modification Update (Aaron Kloke)	Direction Requested	30 min	5:30
5.	State Liquor Liability – Overserving (John Henley)	Information Only	5 min	6:00
6.	Council Goal Discussion (Carter Napier)	Direction Requested	30 min	6:05
7.	Agenda Review		30 min	6:35
8.	Legislative Update		10 min	7:05
9.	Council Around the Table		20 min	7:15
Approximate Ending				7:35

January 29, 2019

TO: Honorable Mayor, and Members of the Casper City Council

FROM: Brook Kaufman, CEO, Visit Casper, Kristina Olson, Casper Event Center

SUBJECT: College National Finals Rodeo Ticket Sales

**Meeting Type & Date**

Work Session, January 29, 2018

**Summary**

Casper, Wyoming has been home to the College National Finals Rodeo (CNFR) for 20 years. In 2018, Visit Casper commissioned Dean Runyan and Associates to calculate the economic impact of the event. In addition to economic impact, the study also determined how many people attended CNFR in 2018, where they travel from, where they stay, attractions they visit, the amount of money they spend in market, etc. The full report can be viewed at: <https://visitcasper.com/wp-content/uploads/2018/09/2018-Economic-Impact-Study-.pdf>.

In 2018, CNFR attracted approximately 6,722 attendees, most of whom traveled from outside Natrona County. The total number of tickets sold was 24,750. Based on the number of seats available at the Casper Event Center, there is capacity to sell an additional 16,290 tickets for the event. Visit Casper believes increasing ticket sales will be an important factor in Casper retaining CNFR when the contract expires in 2022.

The number of tickets available to sell by night is outlined below:

- Sunday
  - Balcony: 0
  - Premium Seating: 970
  - GA: 2380
  - Club 13: 40
- Tuesday
  - Balcony: 0
  - Premium Seating: 910
  - GA: 2330
  - Club 13: 40
- Wednesday
  - Balcony: 0
  - Premium Seating: 880
  - GA: 2110
  - Club 13: 40
- Thursday
  - Balcony: 0
  - Premium Seating: 680
  - GA: 1700
  - Club 13: 40
- Friday
  - Balcony: 0
  - Premium Seating: 540
  - GA: 2050
  - Club 13: 40
- Saturday
  - Balcony: 0
  - Premium Seating: 0
  - Reserved Curve & Upper: 1500
  - Club 13: 40

Visit Casper is proposing the City of Casper, Natrona County, the Economic Development Joint Powers Board and Visit Casper co-fund a temporary groups sales position. The contractor would be responsible for selling packages or groups tickets to employers in Natrona County and in surrounding communities. A direct sales effort has the potential to offer the highest return [on ticket sales] for the investment.

Visit Casper would be responsible for contract administration and for engaging the contractor. It is anticipated the contract would begin in February/March 2019 and expire June 30, 2019. The contractor will receive a small base + commission on each ticket sold. Success of this effort will be measured by the increase in ticket sales each night of the event.

The proposed funding structure includes:

- \$10,000 – City of Casper
- \$10,000 – Natrona County
- \$10,000 – Economic Development Joint Powers Board
- \$5 - \$10k – Visit Casper

Visit Casper will absorb all administrative and overhead costs including office space, copies, phone, access to the internet, laptop, contract administration, payments and office support.

**Recommendation**

Visit Casper is asking the City of Casper to consider a \$10,000 investment to assist with offsetting the cost of a CNFR Group Sales Manager [contract] position. We have asked for similar contributions from Natrona County, (they are agreeable to the terms) and the Economic Development Joint Powers Board, (they are waiting for City/County appointments before making a final decision). Should this effort prove successful, Visit Casper's recommendation will be for all parties to continue to fund the position through CNFR contract renewal in 2022.

January 25, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Fleur Tremel, Assistant to the City Manager  
SUBJECT: Community Promotions –Preliminary Voting Results

Meeting Type & Date:

Work Session  
January 29, 2019

Recommendation:

That Council review the attached voting results for the Community Promotions process to confirm that they accurately reflect the will of the Council and make any necessary changes that Council deems appropriate.

Summary:

The City of Casper received thirteen applications for Community Promotions funding this year. The attached voting sheet is a compilation of the Councilmembers' votes. Also included are the sheets used to compile all the results and average the total. At this time, Council does have the option to change their votes, so they could choose to vote on this application.

Council previously set aside \$21,900.00 for the Community Promotions. From the submitted vote sheets the results indicate that **\$26,113.04** of Community Promotions funding should be awarded this year, including the averaged total of **\$9,222.06** in cash, **\$8,980.98** for in-kind services (not averaged), and **\$7,910.00** for facility rentals (not averaged). As a reminder, groups are required to match 50% of in-kind and facilities costs; the totals in this memo represent the Council's 50% contribution only.

	Cash	In-Kind	Facilities	Total
Results	\$9,222.06	\$8,980.98	\$7,910.00	\$26,113.04

Council has several options. Some suggestions are listed below.

1. Council could provide Staff with direction to amend the budget to allow for the additional \$4,213.04 necessary to provide to the awarded applicants.
2. Council could change their votes to reduce the total amount to equal the budgeted amount.
  - a. For example, Council could direct staff to reduce the cash result of each applicant, proportionately, to lower the total to \$21,900.00. This option is displayed on the cash sheet in the column titled "With Reduction Factor."

3. Council could, similar to the option used on the last funding opportunity, remove any of the cash award that did not receive at least 5 votes for any funding. However, this would only reduce the funding by \$611.11.
4. Council could use any combination of these options.

At this time, Staff is seeking direction on how Council would like to proceed.

Financial Considerations:

Funding for this project will come from the general fund.

Oversight/Project Responsibility:

Fleur Tremel, Assistant to the City Manager

Attachments:

Voting Compilation and worksheets

FY19 Community Promotions Compilation - Voting Results

	Organization	Event Name	Eligible?	Cash		In Kind		Facilities		Total Request	Final Result
				Cash Requested	Cash Result	In Kind Requested	In Kind Result (50%)	Facilities Requested	Facilities Result (50%)		
1	Casper Amateur Hockey Club	Season Events	Yes	\$5,740.00	\$642.83			\$10,312.50	\$5,156.25	\$16,052.50	\$5,799.08
2	Casper Children's Chorale	40th Mother's Day Concert	Yes	\$500.00	\$388.89					\$500.00	\$388.89
3	Casper Figure Skating Club	2019 Casper Invitational Competition	Yes					\$2,887.50	\$1,443.75	\$2,887.50	\$1,443.75
4	Casper Soccer Club	Spring Jamboree	Yes			\$197.00	\$98.50	\$1,000.00	\$500.00	\$1,197.00	\$598.50
5	Casper Soccer Club	Wyoming State Cup	Yes			\$197.00	\$98.50	\$1,620.00	\$810.00	\$1,817.00	\$908.50
6	Casper Sports Alliance	Oil City Street Slam	Yes	\$5,370.01	\$1,153.23	\$136.00	\$68.00			\$5,506.01	\$1,221.23
7	Natrona County Library	Famous Author Book Signing	Yes	\$15,000.00	\$277.78					\$15,000.00	\$277.78
8	Nicolaysen Art Museum	Nic Fest 2019	Yes	\$15,000.00	\$1,472.22	\$12,292.96	\$6,146.48			\$27,292.96	\$7,618.70
9	Proud to Host the Best	State High School Culminating Events	Yes	\$20,000.00	\$3,342.67					\$20,000.00	\$3,342.67
10	Special Olympics	2018-2019 Winter Games Practice	Yes			\$3,150.00	\$1,575.00			\$3,150.00	\$1,575.00
11	USA Softball of Wyoming	State Final Tournament	Yes	\$5,000.00	\$333.33	\$1,989.00	\$994.50			\$6,989.00	\$1,327.83
12	Visit Casper	2020 International Roundup	Yes	\$4,000.00	\$888.89					\$4,000.00	\$888.89
13	Visit Casper	Ski for Light	Yes	\$8,275.00	\$722.22					\$8,275.00	\$722.22
Totals				\$78,885.01	\$9,222.06	\$17,961.96	\$8,980.98	\$15,820.00	\$7,910.00	\$112,666.97	\$26,113.04

FY19 Community Promotions Compilation - Cash Requests Voting Results

	Organization Name	Event Name	Cash Requested	Cash Result	Lutz	Johnson	Hopkins	Freel	Pacheco	Walsh	Powell	Bates	Huber	Blank Cells	With Reduction Factor
1	Casper Amateur Hockey Club	Season Events	\$5,740.00	\$642.83	\$500.00	\$1,000.00	\$0.00	\$1,285.49	\$2,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	0	\$349.16
2	Casper Children's Chorale	40th Mother's Day Concert	\$500.00	\$388.89	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	0	\$211.23
3	Casper Figure Skating Club	2019 Casper Invitational Competition													\$0.00
4	Casper Soccer Club	Spring Jamboree													\$0.00
5	Casper Soccer Club	Wyoming State Cup													\$0.00
6	Casper Sports Alliance	Oil City Street Slam	\$5,370.01	\$1,153.23	\$500.00	\$0.00	\$0.00	\$5,370.01	\$2,000.00	\$500.00	\$1,500.00	\$509.02	\$0.00	0	\$626.38
7	Natrona County Library	Famous Author Book Signing	\$15,000.00	\$277.78	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$500.00	\$0.00	\$0.00	\$0.00	0	\$150.88
8	Nicolaysen Art Museum	Nic Fest 2019	\$15,000.00	\$1,472.22	\$500.00	\$0.00	\$8,750.00	\$0.00	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0	\$799.65
9	Proud to Host the Best	State High School Culminating Events	\$20,000.00	\$3,342.67	\$2,509.02	\$1,000.00	\$11,575.00	\$0.00	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00	\$10,000.00	0	\$1,815.59
10	Special Olympics	2018-2019 Winter Games Practice													\$0.00
11	USA Softball of Wyoming	State Final Tournament	\$5,000.00	\$333.33	\$500.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$500.00	\$0.00	\$1,000.00	\$0.00	0	\$181.05
12	Visit Casper	2020 International Roundup	\$4,000.00	\$888.89	\$0.00	\$1,000.00	\$0.00	\$4,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$0.00	0	\$482.81
13	Visit Casper	Ski for Light	\$8,275.00	\$722.22	\$500.00	\$1,500.00	\$0.00	\$0.00	\$1,000.00	\$500.00	\$500.00	\$0.00	\$2,500.00	0	\$392.28
Total				\$9,222.06										Total	\$5,009.02

FY19 Community Promotions Compilation - In-Kind Requests Voting Results



#	Organization Name	Event Name	<i>In Kind Requested</i>	<b>In Kind Result</b>	<b>Count of Yes Votes</b>	<b>Count of No Votes</b>	<b>Lutz</b>	<b>Johnson</b>	<b>Freel</b>	<b>Huber</b>	<b>Bates</b>	<b>Hopkins</b>	<b>Powell</b>	<b>Walsh</b>	<b>Pacheco</b>	<i>Blank Cells</i>
1	Casper Amateur Hockey Club	Season Events	\$0.00													
2	Casper Children's Chorale	40th Mother's Day Concert	\$0.00													
3	Casper Figure Skating Club	2019 Casper Invitational Competition	\$0.00													
4	Casper Soccer Club	Spring Jamboree	\$197.00	\$98.50	7	2	Yes	Yes	Yes	Yes	Yes	No	yes	no	Yes	0
5	Casper Soccer Club	Wyoming State Cup	\$197.00	\$98.50	6	3	Yes	Yes	Yes	Yes	Yes	No	yes	no	no	0
6	Casper Sports Alliance	Oil City Street Slam	\$136.00	\$68.00	8	1	Yes	Yes	Yes	Yes	Yes	No	yes	yes	yes	0
7	Natrona County Library	Famous Author Book Signing	\$0.00													
8	Nicolaysen Art Museum	Nic Fest 2019	\$12,292.96	\$6,146.48	5	4	Yes	Yes	No	No	Yes	No	yes	yes	no	0
9	Proud to Host the Best	State High School Culminating Events	\$0.00													
10	Special Olympics	2018-2019 Winter Games Practice	\$3,150.00	\$1,575.00	8	1	Yes	Yes	Yes	Yes	Yes	yes	yes	yes	no	0
11	USA Softball of Wyoming	State Final Tournament	\$1,989.00	\$994.50	6	3	Yes	Yes	Yes	No	Yes	No	yes	yes	no	0







January 11, 2019

MEMO TO: J. Carter Napier, City Manager   
FROM: Tom Pitlick, Financial Services Director   
SUBJECT: Fiscal Year 2019-2020 Budget Calendar

Meeting Type & Date  
Council Work Session  
January 29, 2019

Recommendation  
That Council accept the FY 2019/20 Budget Calendar as presented.

Summary  
The annual budgetary process involves three phases: preparation, adoption, and execution. To aid in the preparation phase, a budget calendar is created to assist both staff and Council to ensure key elements are identified and associated timelines are met. A well designed budget calendar will help in the development of a quality budget document that is well understood when presented for adoption. The attached proposed Budget Calendar has been prepared with this goal in mind. We would welcome any comments or suggested changes Council may wish to make to the Calendar as we move forward in this process.

Financial Considerations  
No financial considerations

Oversight/Project Responsibility  
Tom Pitlick, Financial Services Director

Attachments  
Proposed Fiscal Year 2019/2020 Budget Calendar


## FY 2020 BUDGET CALENDAR

### Budgetary Preparation

Dec. 3	Capital Improvement Plan (CIP) process begins, includes capital projects and capital equipment for next five years.
Dec. 11	Council Work Session Topic - Utility Rate Model Review
Jan. 1 - Feb. 1	City Manager/Dept. Head discussions on requested staffing level changes
Jan. 29	Council Work Session Topic - Council Goals
Jan. 27	CIP requests due to Finance
Feb. 1-22	Department budgets entered into system
Feb. 12	Council Work Session Topic - Health Fund Review
Mar. 26	Council Work Session - Capital Budget Review
Early April	Budget review (City Manager, Dept. Heads, Div. Supervisors)
March (ck w/Fleur)	Council Work Session Topic - Community Promotion fundiing
May 14	Requested summary budget to Council (to be published in Minutes)
May 21-22	Council Budget Review Work Sessions
June 4	Summary of Proposed Budget Submitted To Council (published in minutes) Set Public Hearing Date of June 18 For City Budget
Jun. 18	Public Hearing on FY 20 Budget Adoption/Action/Publication

January 16, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Liz Becher, Community Development Director   
Aaron Kloke, MPO Supervisor 

SUBJECT: Consideration of Proposed Bus Route Changes Following Public Comment Period

Meeting Type & Date:

Regular Council Work Session, January 29, 2019.

Action Type:

Council Direction Requested

Recommendation:

That Council consider proposed bus route changes following a forty-five (45) day public comment period.

Summary:

The future of Casper's bus transit system was heavily discussed in 2018. After reviewing detailed budget options and potential route modifications in June and July, Council eventually declined to significantly reduce the general fund contributions that are made to Casper's transit system or significantly reduce service of the existing bus transit system in any way. Yet, Council along with the City Manager laid out expectations for Casper Area Transportation Coalition (CATC) and Metropolitan Planning Organization (MPO) staff to explore efficiencies that may be implemented to achieve a more productive bus transit system.

Modifications have been explored by CATC, MPO staff and users, and the process of receiving public feedback on a series of initially proposed bus route changes was completed as of January 10, 2019. This public feedback took place through a widely distributed survey, at a series of meetings and open houses, and finalized with a public hearing. This public feedback process was critical in determining the best recommendations for Casper's bus routes. While many of the originally proposed bus route recommendations are being maintained, several changes were made based on what was learned throughout the public feedback process. A detailed report on the Public Comment Period feedback is attached.

Staff is now presenting final proposals for bus route changes to achieve bus system efficiencies and looking for feedback from Council. Final route change proposals are detailed below:

*Proposed changes that have been modified based on public feedback during the Public Comment Period are detailed and explained in italics.*

### **Red Route**

- Remove 8 stops
  - Ash & 7th, Ash & CY, Ash & 14th (South Bound)
  - Ash & 7th, Ash & 10th, and Ash & 14th (North Bound)
  - 15th & Ivy and 15th & Illinois
- Move Collins & Wolcott stop to 6th & Wolcott.

### **Yellow Route**

- Currently, Paradise Valley/CY runs on Even Hours; Poplar St runs on Odd Hours. Combine Poplar St and CY Ave legs to be driven in a single hour.
- Remove 9 stops.
  - Paradise Valley stops: 291 Indian Paintbrush, Jonquil & Riverbend, Riverbend & Begonia, Paradise Valley Park.
  - 5000 CY Ave.
  - Poplar St corridor stops: 3411 S Coffman, Adams Park, and 1233 W 25th, and 555 S Wolcott.
  - Deviation will be available by special request.
- Move 669 CY to Green Route

*555 S Wolcott would be removed from Yellow Route rather than moved to Green. Intersection will be serviced by Red Route. This change is recommended as it was recognized that multiple stops at this intersection would be duplicative.*

### **Green Route**

- Remove 5 stops on Saturdays ONLY.
  - Central Wyoming Counseling Center, Gastroenterology Center, Dept. of Workforce Services (Werner Ct), and Boys & Girls Club.
  - Deviation will be available by request.
- Remove 2 stops
  - City Park and 13th & Elm.
- Add stops at 669 CY and Grace Lutheran Church.
- Removal of Smith's stop.
  - Need to coordinate a request to WYDOT for a longer pedestrian signal phase across CY and other pedestrian safety improvements.

*The Boys & Girls Club stop will also be included on stops that will be removed on Saturday only, based on positive survey results and bus driver input. The addition of a*

*stop at Grace Lutheran Church is recommended to serve NCHS, as requested by riders in response to the removal of the Red Route's Ash & CY stop. Staff intends to coordinate with WYDOT to ensure a safer pedestrian environment to better serve those that make Smiths their final destination.*

Blue Route

- Remove west bound stop at 610 S Walsh

Financial Considerations:

It is estimated the proposed changes would reduce CATC's bus service and repair costs by roughly \$7,083. A detailed analysis is attached.

Oversight/Project Responsibility:

Aaron Kloke, MPO Supervisor, is tasked with overseeing the Casper Area's transit system.

Attachments:

Maps detailing and illustrating existing and proposed changes to Casper bus routes.  
Casper Transit Public Comment Period Report  
Cost Savings Analysis

# Casper Transit Public Comment Period Report

November 27, 2018 – January 10, 2019

## PUBLIC COMMENT PROCESS OVERVIEW

- 151 surveys completed
- 2 Open Houses (11/27/18 and 12/19/18)
- 2 Bus Driver Input Meetings (12/11)
- 1 Informational Meeting with Friends of CATC (12/28)
- 1 Public Hearing (1/8)
- 1 Working Meeting with Friends of CATC to review Public Comment Period findings (1/14)

## INITIAL PROPOSED CHANGES

### **Red Route**

- Remove 6 stops along Ash Street.
  - Ash & 7th, Ash & CY, Ash & 14th (South Bound)
  - Ash & 7th, Ash & 10th, and Ash & 14th (North Bound)
- Move Collins & Wolcott to 6th & Wolcott.
- Remove 2 stops at 15th & Ivy and 15th & Illinois.

*Modifications identified due to low ridership at particular bus stops. Goal will be to speed up Red and better serve more popular bus stops.*

### **Yellow Route**

- Currently, Paradise Valley/CY runs on [klEven Hours; Poplar St runs on Odd Hours.
- Combine Poplar St and CY Ave legs to b0e driven in a single hour.
- Remove 4 Paradise Valley stops.
  - 291 Indian Paintbrush, Jonquil & Riverbend, Riverbend & Begonia, Paradise Valley Park.
- Remove stops at 5000 CY Ave.
- Remove stops at 3411 S Coffman, Adams Park, and 1233 W 25th.
- Move 669 CY and 555 S Wolcott to Green Route

*Modification goals are intended to decrease confusion, increase ridership, and provide greater coverage every hour. Stops chosen due to low ridership and the assumption that hourly service is preferred over greater geographic coverage.*



### **Green Route**

- Remove 4 stops on Saturdays ONLY because these destinations are not open on Saturdays.
  - Deviation would be available by request.
- Remove City Park and 13th & Elm.
  - Near Park Elementary and Dean Morgan Junior High
- Add 669 CY and 555 S Wolcott
  - Near Family Dollar and 12/24 Club.
- Removal of Smith's stop.

*Modifications chosen due to low ridership at particular stops, to increase speed of the route, to decrease mileage and costs, and achieve clear efficiencies.*

### **Blue Route**

- Remove west bound stop at 610 S Walsh

*To avoid making left turns onto 2<sup>nd</sup> St, with the goal to improve safety on the Blue Route.*

### SURVEY RESULTS SUMMARY

*If percentages add up to less than 100%, it is due to individuals not answering the question. Percentages are based on total surveys taken.*

1. 70% are supportive of removing the Green Route Smith's stop as they are willing to use the Yellow or Purple Routes to access Smiths, or already use the Yellow or Purple Routes.
2. City Park (35%) and 13th & Elm (34%) are the most popular choices which received support for removal.
3. 16% are NOT supportive of removing Wilkins Circle stops and Boys & Girls Club from Green Route on Saturdays ONLY.
  - 56% are in support.
  - 28% have no opinion.
4. 21% are NOT supportive of moving 669 CY and Wolcott & 6th from Yellow Route to Green Route.
  - 44% are in support.
  - 31% have no opinion
5. 57% are supportive of running the Yellow Route every hour as opposed to every other hour.
6. Average question respondent (95 total) selected 2 locations that they were supportive of removing on Yellow. Most popular are:
  1. 5000 CY (Rhino Linings)
  2. Paradise Dr & Gardenia (Paradise Valley Park)
  3. Riverbend & Begonia

*Chosen stops are generally even across the board for Yellow. Pattern not identified. Comments do not provide any additional direction.*

7. Average question respondent (125) selected 2 locations that they were supportive of removing on Red. Most popular are:
1. Ash & 7th (E)
  2. Ash & 7th (W)
  3. Ash & 10th
  4. 15th and Illinois
  5. 15th and Ivy

*Selection generally even, except Ash & CY was clearly the least popular for elimination on Red. Comments suggest this may be due to proximity to NCHS. There is clear demand to ensure service of NCHS.*

8. Only 16% were opposed to removal of the Blue Route westbound stop at 610 Walsh Drive.

#### SELECT SURVEY & PUBLIC COMMENT PERIOD COMMENTS

*These selected survey and public comments are copied verbatim.*

"I'm concerned about Green bus not going to Smiths parking lot. The crossing from CY & Kit Carson to Smith's could be unsafe." - Survey Comment

"I live in PV and I depend on the Yellow route to go to work and to run errands in town. Please don't ever remove all Yellow routes permanently in PV. It means so much to me to be able to use the City transportation." - Survey Comment

"My son is planning NCHS and will be riding the bus. We would like to see at one stop near the school kept if at all possible." - Survey Comment

"Please leave Yellow as is." - Survey Comment

"I'd like to reach sunrise every hour, not every other hour." - Survey Comment

"Some of these removals would endanger people who would then have to cross the street." - Survey Comment

"Okay with Yellow changes as long as deviation is provided." - Friends of CATC Meeting

"Need to eliminate a lot of doubling back. Red hits nearly every stop 2x." - Survey Comment

"I am not interested in increasing the speed at which the route is traversed. The routes I use seem to run pretty close to schedule." – Survey Comment

"I use the Red route on a regular basis. The stops near NCHS, 15th & McKinley, 12th & Bretton are all vital stops for me. I hope those won't change." - Survey Comment

"I think the bus system is efficient for the most part. Good drivers" – Survey Comment

"I shop exclusively at smiths, the addition of smiths to the green route was most beneficial to me. It took away the need to cross 4 lanes of CY ave..." - Facebook Comment

"Good job Thanks!" – Survey Comment

"I use the Red route on a regular basis. The stops near NCHS, 15th & McKinley, 12th & Bretton are all vital stops for me. I hope those won't change." – Survey Comment

"Definitely do not remove 3411 S Coffman or Adams Park stops on Yellow Route" - Survey Comment

## BUS DRIVER COMMENTS

### **Green Route**

- Are supportive of removing Smiths Stop due to safety issues and lack of use. Feel comfortable with coverage since Purple and Yellow stop at Smiths.
- Only concern with removal of Saturday stops are Event Center and Hotel workers.
- But, overall felt that a deviation would be able to accommodate.
- Need to have notice of deviation availability on Saturdays for these areas.
- Ed's recommendation is to not stop at Wolcott & 6<sup>th</sup>. Instead, go down Ash after 669 CY. Red could go to Wolcott & 6<sup>th</sup>.
- Consider removing Boys & Girls Club on Saturdays as well. Can turn around on K Street @ Legacy apartments on H Street.

### **Yellow Route**

- Driver suggested removing 19<sup>th</sup> & Poplar northbound.
- Concerned that we may lose riders from Paradise Valley changes.
- Concerned with icy and narrow road between Valley & Iris and Honeysuckle.
- Please ensure we have enough time for bathroom breaks!
- Support the combined odd/even hours. This will relieve a lot of confusion.
- Issues with Poplar and Boulder stops.

### **Red Route**

- Very supportive of moving route from Ash to Wolcott
- Need to provide bus stop for NCHS students. Many come from along 12<sup>th</sup> or 15<sup>th</sup> and ride Red to Ash currently.
- Concerned about tight right turn onto 15<sup>th</sup> from Wolcott.

### **Blue Route**

- Very supportive of change. Much safer

JANUARY 14, 2019 – FRIENDS OF CATC WORKING MEETING

Concern that Springhill apartment residents on Blue route now must wait to go the entire route before going back to residence. +50 minutes wait time.

Green Route discussion: bus stop labels should be oriented in a way that is intuitive so you know which stops are north bound, which are south bound, etc.

Green changes should be a lot more effective and safer. - John Wall

Red stop at 12/24 Club should be called 6th and Wolcott. Stop will not be directly in front of 12/24 Club as requested by 12/24 Club staff.

How will Yellow changes affect Paradise Valley riders? Big concern. Are deviations available? Time is tight.

- Deviations need to be available to make this work for PV riders.
- Deviations available for Coffman people?
- Aaron will double check to see that deviations are available to all Yellow route riders.

## Appendix A

### Survey Comments

*The following comments are copied verbatim unless otherwise stated.*

I'm concerned about the green bus not going to Smiths parking lot. The crossing from CY & Kit Carson to Smith's could be unsafe.

If there is a bus stop, a bus should be able to stop at the stop. Stop at 12th and Bretton should be snow ploughed.

Putting a stop outside of Grab n Go (the old 12 24 club) is bad for business. too many drunks now barfing on the tables. It will be worse with a stop outside.

I live out in PV and I depend on the Yellow route to go to work and to run errands in town. Please don't ever remove all Yellow routes permanently in PV. It means so much to me to be able to use the city transportation.

My Son is planning Natrona County High School Next year and will be riding the bus. We would like to see at one stop near the school kept if at all possible. Thank you.

Driver chat stop on all stop no crow is have unless he is early or all phone

People who claim to have bus passes to show them. More control on foul language maybe a three strike rule for the more unruly passengers. Less thefts on the routes of things that are dropped or left behind in the buses.

Expansion of routes to Robertson Rd and into Barr Nunn. Longer passes than monthly (eg. Quarterly). or refillable swipe cards utilization of PA to call out stops.

N/A

Add a sign at Center and J St since there is no sign there.

I would like to see help for the Blue Bus due to its overloading most of the time., I've ridden in it when there are 2 wheelchairs, grocery carts, people standing holding on to overhead railing. Most of the time the bus is full so I don't ride it much anymore.

The Routes ARE good NOW.

here (K & ?????) & (????? & Ivy)

Please leave Yellow as is.

Stops closer to recued treasures (In from of) and Hobby Lobby - going to & from.

Would you have the bus run on sunday

Have blue and red routes join up some where near the mall or walmart

The buses run later during the week and Saturdays and 8 to 4 on Sundays

The more stops, the more people would ride the bus. More people would leave their cars home. Many people can not drive, The city council needs to step in and not leave people destitute. They shop at stores paying sales tax to the city! The man at City Hall needs to apply for Grants! Over & over money is wasted by council decisions which I will go into later. Leaving us destitute is NOT AN OPTION!

The radio is ok and nice to have on the bus...please don't let it be taken off.

Need to eliminate a lot of doubling back Red hits nearly every stop 2x

would like to see bus stops cleared of ice an snow to be safer

I do not believe any cuts on the Bus should be changed. For those effected most by these the solution is not to use CATC. That is an expensive option for riders that can only afford the low priced fixed routes.

Definitely, do not remove 3411 S Coffman or Adams Park stops on Yellow Route - (comment noted by Q6, summarized by Aaron)

Longer times the bus run during the week for people who work past 6:30 pm.

I am not as interested in increasing the speed at which the route is traversed. The routes I use seem to run pretty close to the schedule. One suggestion, people need to be ready to exit the bus to cut down on time at stops!

Would like to see Routes go to every Half Hour during the winder spring seasons.

For the Blue route stop at 610 Walsh Dr. They could move the stop onto the street that it turns on after the 610 Walsh Dr. stop.

Good Job Thanks!

None

I THINK THE BUS SYSTEM IS EFFICIENT FOR THE MOST PART. GOOD DRIVERS.

None at this time

It be nice if you guys could run on Sundays.

I use the Red route on a regular basis. The stops near NCHS, 15th & McKinley, 12th & Bretton are all vital stops for me. I hope those won't change.

same route no odd cuz if anybody need ride at Paradise valley what important is

the Question is what I see as pretty good so far but one thing only straight of yellow bus odd (?) to tough for me

- blue good stay straight
- purple- stay straight
- orange- stay straight
- green-
- red- no change
- yellow- stay straight

w.r.t. #4- move 669 CY only

PCR-7

Only if you replace it in the vicinity of the present stop. This is the only stop I would use to take the blue route, which is the usual route I use if only on occasion.

I would like to see a good city transportation

I'd like to reach sunrise every hour, not every other hour

removing a bus stop means someone may not be able to get where they need to go!

we appreciate you

thank you for your service

it's all good

Personally - your bus system has been a blessing in my life

I use the 610 Walsh Dr to go to work & work no other bus route

[w.r.t. #8] Absolutely not - my work stop Thank you

[w.r.t. #5] This route should add on some stops like Shepard of the Valley, etc.

[w.r.t. #8] But, then make a compromise

Clear ice away from major bus stops (like transfer stations). If stop is near a facility like Walmart (get on their case to clear walks). We need more bus cleaning (like inside and outside). We need more incentives (ozone day (free buses??) Perhaps, do not remove routes but apply for more funding to get more routes) - if you don't use it you lose it. And, the bus drivers should not have to bear this responsibility [w.r.t. to cleaning]

Later hours!

we want to keep our bus system as is please, as usual it's the poor and needy that get screwed

Due to lack of passenger pickups at stops in area said stops in areas above, in the Questions asked :)

Some of these removals would endanger people who would then have to cross the street.

I get off at the Walsh stop to walk home . It saves me time.

keep bus running Because it needed

I would like to see more bus shelters for the busiest stops & more benches at bus stops.

Making more bus depot spots.

what about the orange route? Do not need to change anything.

The REACT C

I have 2 jobs I use the green and yellow busses to go to work I go from 15th & Willow to Werner Court and Westridge & CY to Walmart I work at these 2 locations so please leave those stops the way they are. Also know several people who use the 610 Walsh Stop. Thank you.

PCR-8

**Comments from Facebook:**

Can a pedestrian stop light like what is on Beverly next to CCA be added at the 2nd and Pennsylvania stop on the blue route for pedestrian safety? Many people rush across 4 lanes of traffic.

I shop exclusively at Smiths, the addition of Smiths to the green route was most beneficial to me. It took away the need to cross 4 lanes of CY ave. In the winter pulling my cart. I have heart issues that make travel a challenge. I am not willing to use the yellow and purple routes, as that adds transfers and additional time on my shopping trip.

Don't eliminate the lower part of PV. I always see riders waiting for the bus down there in the mornings.



## Appendix B

### Public Hearing Comments – January 8, 2019, Council Chambers, 6 PM

Mary Price: spoke during open comment period, comments were in support of changes but generalized

Councilman Freel: asked Aaron about automatically putting stops back in to Green Route on Saturdays for events at Casper Events Center

Councilman Bates: asked about extra cost for route deviations. Marge Cole: answered- rides cost double if route is deviated, \$1.00 for elderly/handicap and \$2.00 for everyone else

Carol Crump- spoke during hearing, talked about how the yellow route was once the most used route but ridership dropped off significantly when route split; talked about the CATC staff process they went through and how they address the financial burden; she mentioned that all the staff, Marge, riders and the board are comfortable with the proposed changes; said that there are a lot more CATC riders now than when The Bus was put in place due to aging population mostly

Ms. Crump: This has been a process. We have looked at each and every stop. Goal is safety and making it more convenient for Yellow routes. The alternate hours have never worked. We are covering the areas of the community that need to be served. Staff is comfortable, Ms. Cole, and CATC board are comfortable with changes. There is an uptick in CATC rides. There is now a consistent wait list.

Ms. Price spoke again during hearing- she is OK with changes and hasn't heard a lot of opposition from others; she asked if we could do something about the over-crowded buses on the blue route.

Ms. Price - These are OK changes and have not heard anyone say it is not okay. Blue bus is very popular, would like to see another bus. It is very crowded sometimes. Need to do something so it is not crowded.

Val: also spoke about blue bus crowding but was grateful that it existed. It is not just for the elderly and disabled. See more and more low income individuals.

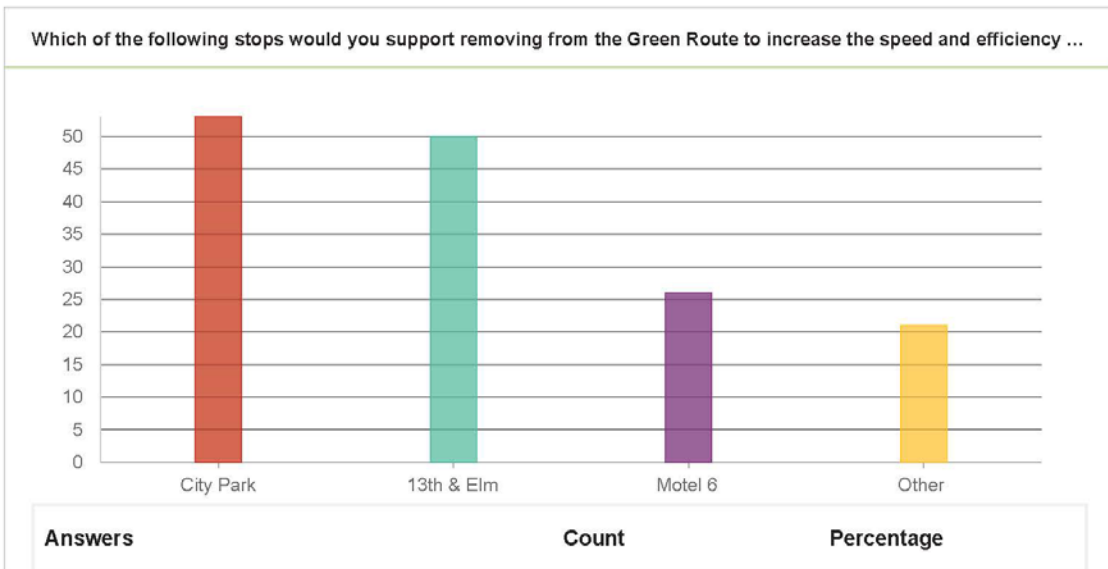
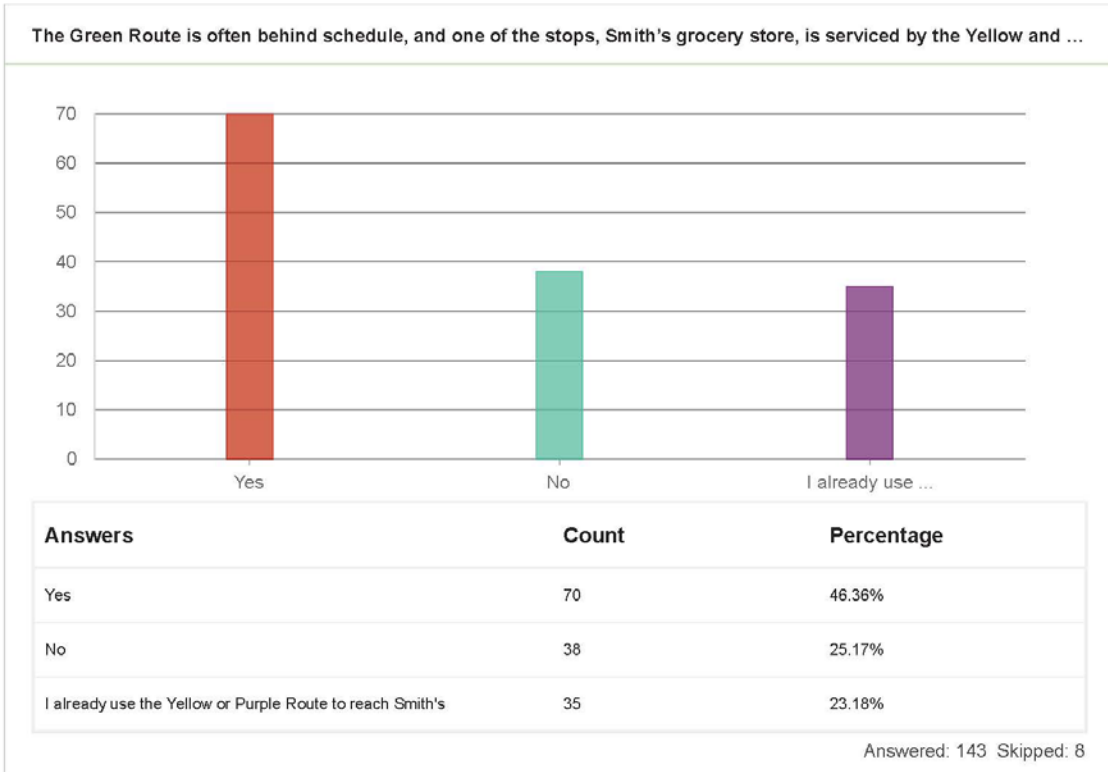
# Appendix C

## Detailed Survey Results

1/14/2019

Bus Route Changes

### Bus Route Changes



<https://survey123.arcgis.com/surveys/a8d5d55bef8d458d9eccdc0124cbd9fe9/analyze>

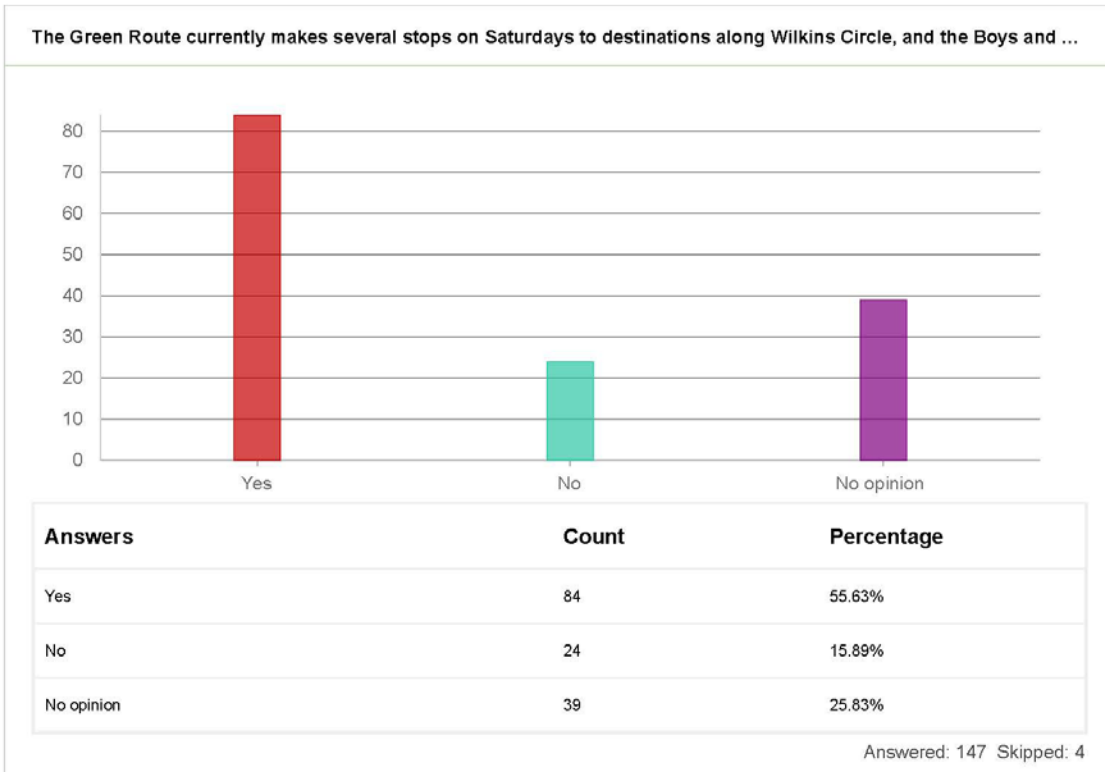
1/6

1/14/2019

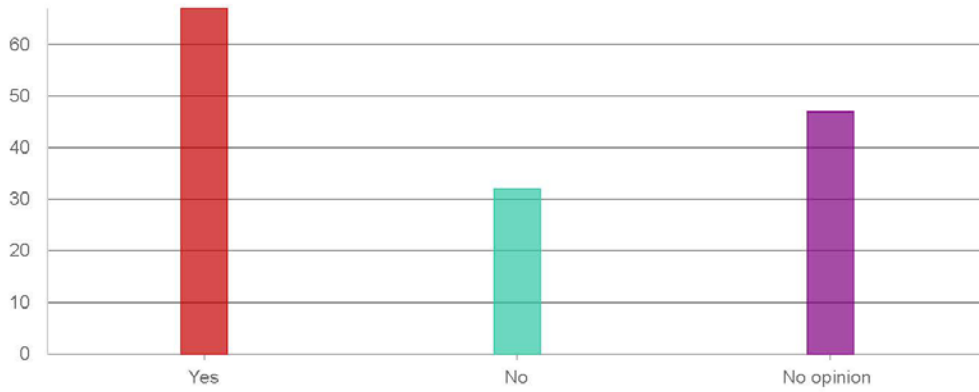
Bus Route Changes

Answers	Count	Percentage
13th & Elm	50	33.11%
Motel 6	26	17.22%
Other	21	13.91%

Answered: 133 Skipped: 18



Moving two stops from the Yellow Route to another route would increase the speed and efficiency of this route. Do yo...



**Answers**

**Count**

**Percentage**

Yes

67

44.37%

No

32

21.19%

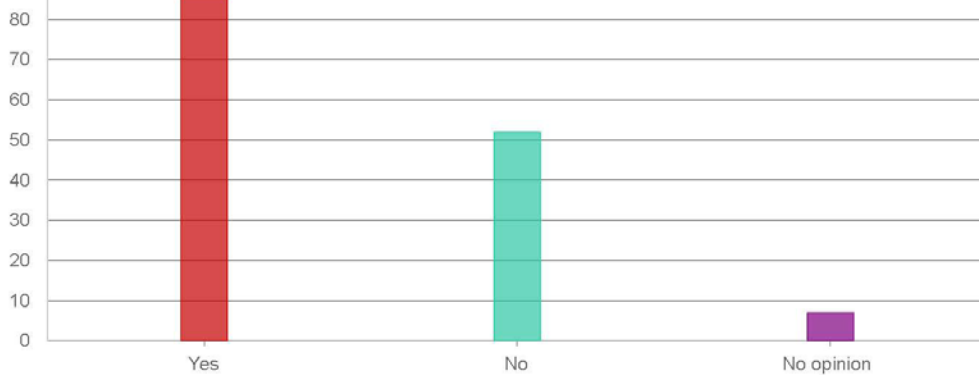
No opinion

47

31.13%

Answered: 146 Skipped: 5

Currently the Yellow Route runs different routes on even and odd hours. Combining these routes would also increase...



**Answers**

**Count**

**Percentage**

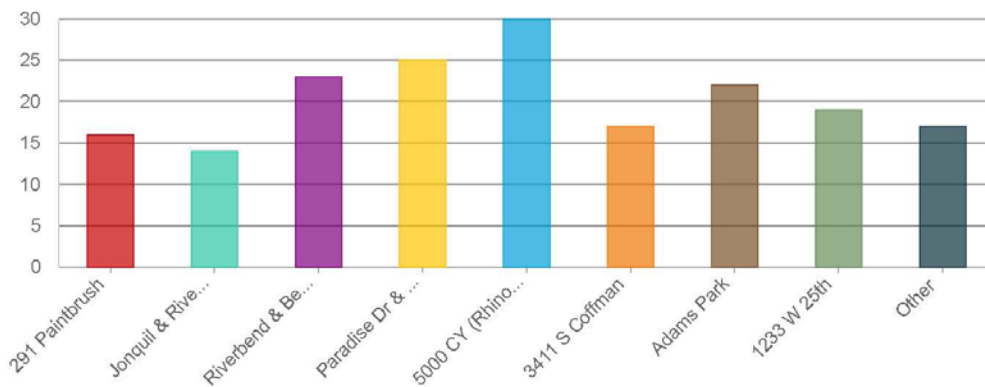
1/14/2019

Bus Route Changes

Answers	Count	Percentage
Yes	86	56.95%
No	52	34.44%
No opinion	7	4.64%

Answered: 145 Skipped: 6

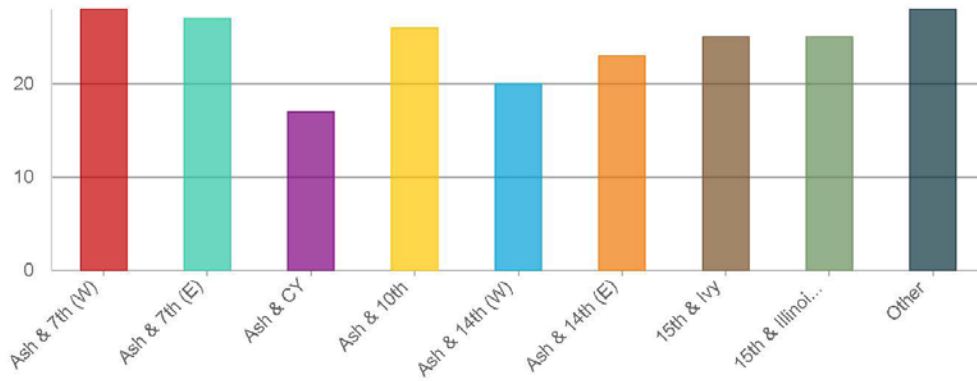
If you answered yes to question 5, which, if any, of the following stops on the Yellow Route would you support removi...



Answers	Count	Percentage
291 Paintbrush	16	10.60%
Jonquil & Riverbend	14	9.27%
Riverbend & Begonia	23	15.23%
Paradise Dr & Gardenia	25	16.56%
5000 CY (Rhino Linings)	30	19.87%
3411 S Coffman	17	11.26%
Adams Park	22	14.57%
1233 W 25th	19	12.58%
Other	17	11.26%

Answered: 95 Skipped: 56

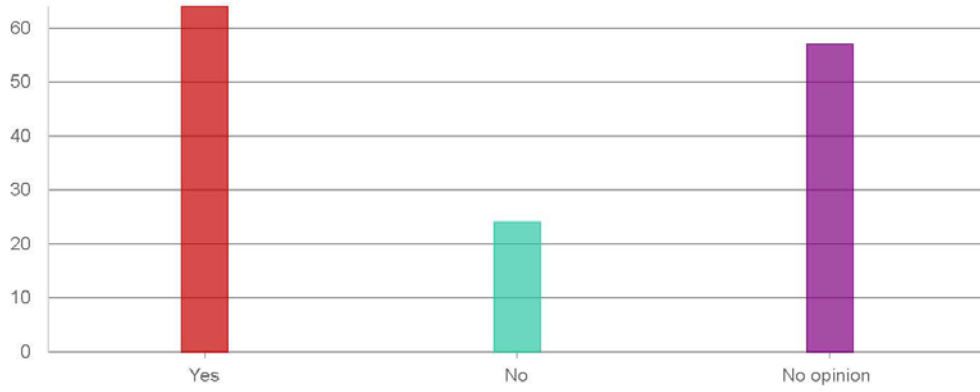
Which, if any, of the following stops would you support removing on the Red Line to increase the speed and efficienc...



Answers	Count	Percentage
Ash & 7th (W)	28	18.54%
Ash & 7th (E)	27	17.88%
Ash & CY	17	11.26%
Ash & 10th	26	17.22%
Ash & 14th (W)	20	13.25%
Ash & 14th (E)	23	15.23%
15th & Ivy	25	16.56%
15th & Illinois	25	16.56%
Other	28	18.54%

Answered: 125 Skipped: 26

Would you support removing the Blue Route stop at 610 Walsh Dr (west side of road) to increase the overall safety of ...



Answers	Count	Percentage
Yes	64	42.38%
No	24	15.89%
No opinion	57	37.75%

Answered: 145 Skipped: 6

# Proposed Bus Route Changes

## Cost Savings Analysis

November 27, 2018 – January 10, 2019

What % of total operating costs would be affected by reduced miles?

- Total Bus Operating Cost in 2018 (estimated) = \$792,345
- Total Service & Repair Costs in 2018 (estimated) = \$183,296
  - Service & Repair costs are defined as costs that fluctuate in relation to total service hours or miles, in other words, variable. Costs that are NOT variable costs include salaries, insurance, rent, etc.
- % of total operating costs affected by Service & Repair costs: 23.1%
- Average Cost per Mile in 2018 = \$3.30
- Service & Repair Costs per Mile = \$0.762

### Yellow

- PV: 2 miles reduced \* 34 times a week = 68 miles a week
- Coffman: 1.2 miles reduced \* 34 times a week = 40.8 miles a week
- 108.8 miles per week \* 52 weeks per year = 5,658 miles a year
- **Cost Reduction = 5,658 miles \* \$0.762 = \$4,311 per year**

### Red

- No change in total miles driven

### Blue

- Walsh Dr Change: .71 miles reduced \* 68 = 48.3 miles a week
- 48.3 miles per week \* 52 weeks per year = 2,510.6 miles a year
- **Cost Reduction = 2,510.6 \* \$0.762 = \$1,913 per year**

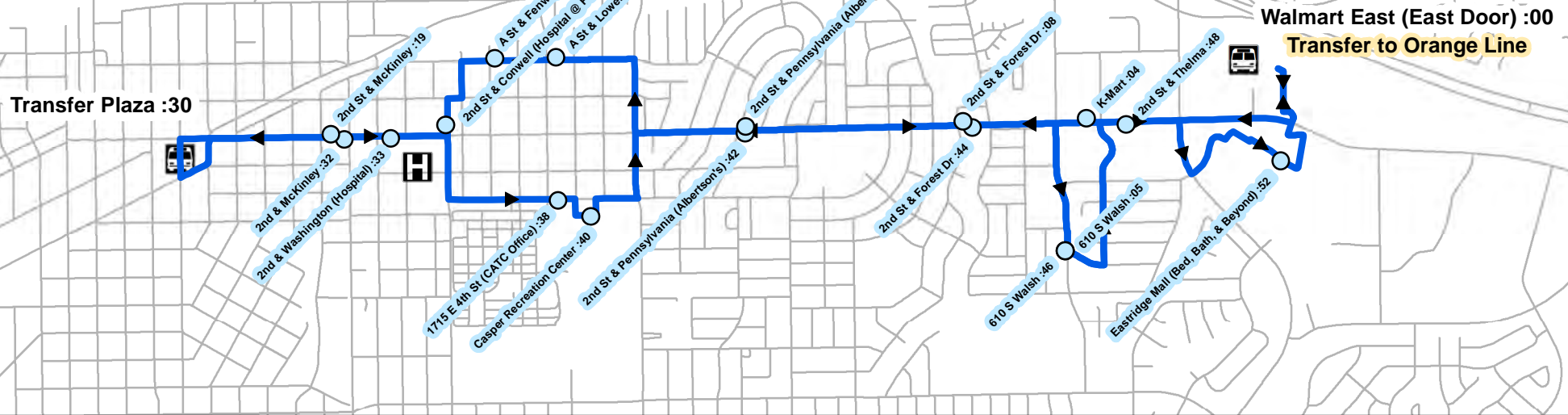
### Green

- Saturday Changes = 2.71 miles reduced \* 8 times a week = 21.68 miles a week
- Other changes are negligible in reducing mileage.
- 21.68 miles per week \* 52 weeks per year = 1,127 miles a year
- **Cost Reduction = 1,127 miles \* \$0.762 = \$859 per year**

**Total Cost Reduction: Annual savings of \$7,083**



# Existing Blue Route



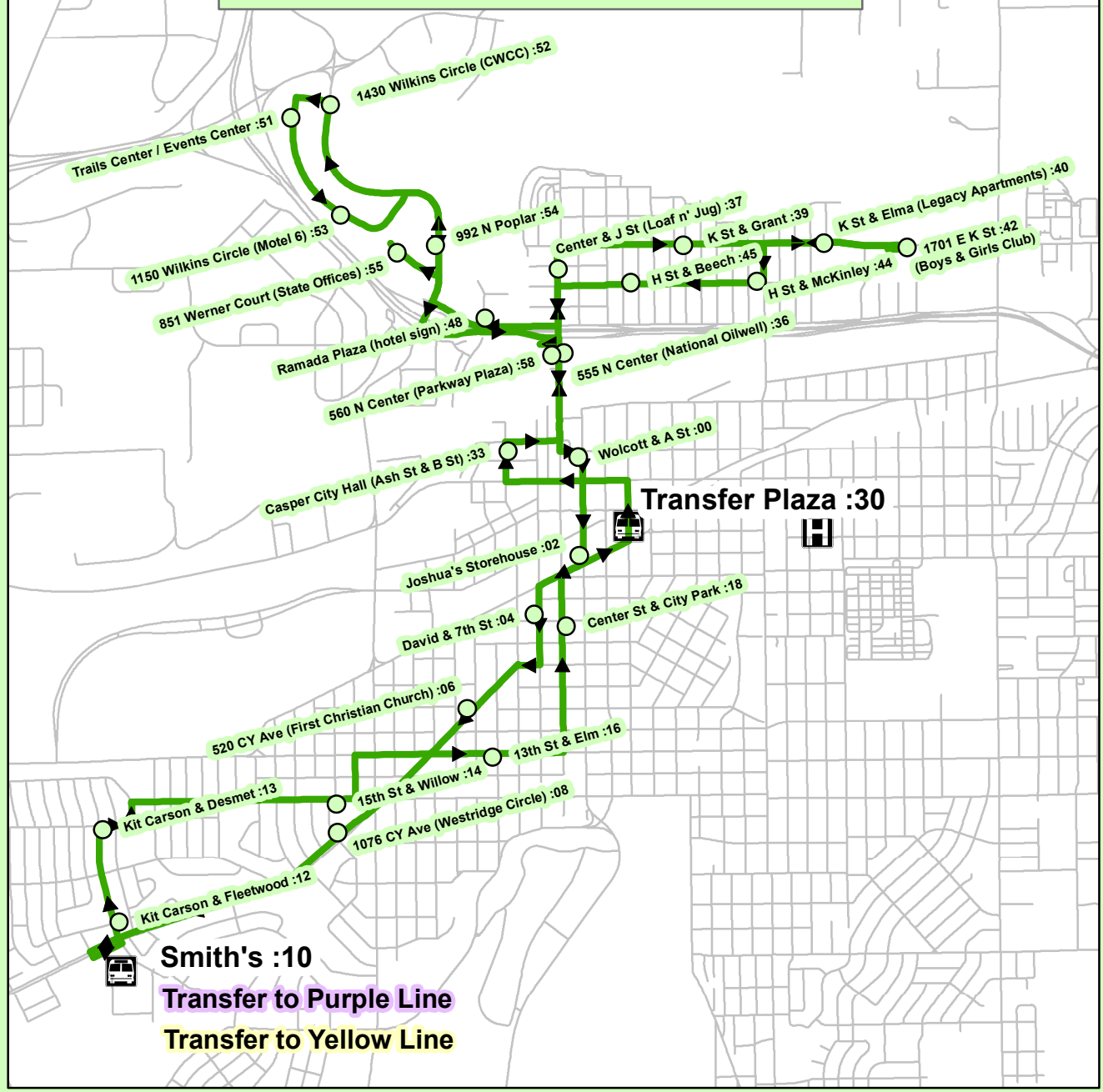
## Key Blue Route Information

One stop is proposed for removal from the Blue Route to eliminate a safety issue. Please submit the survey and give us your opinion on this and other modifications to the route system.

# Blue Route Proposed Changes



## Existing Green Route



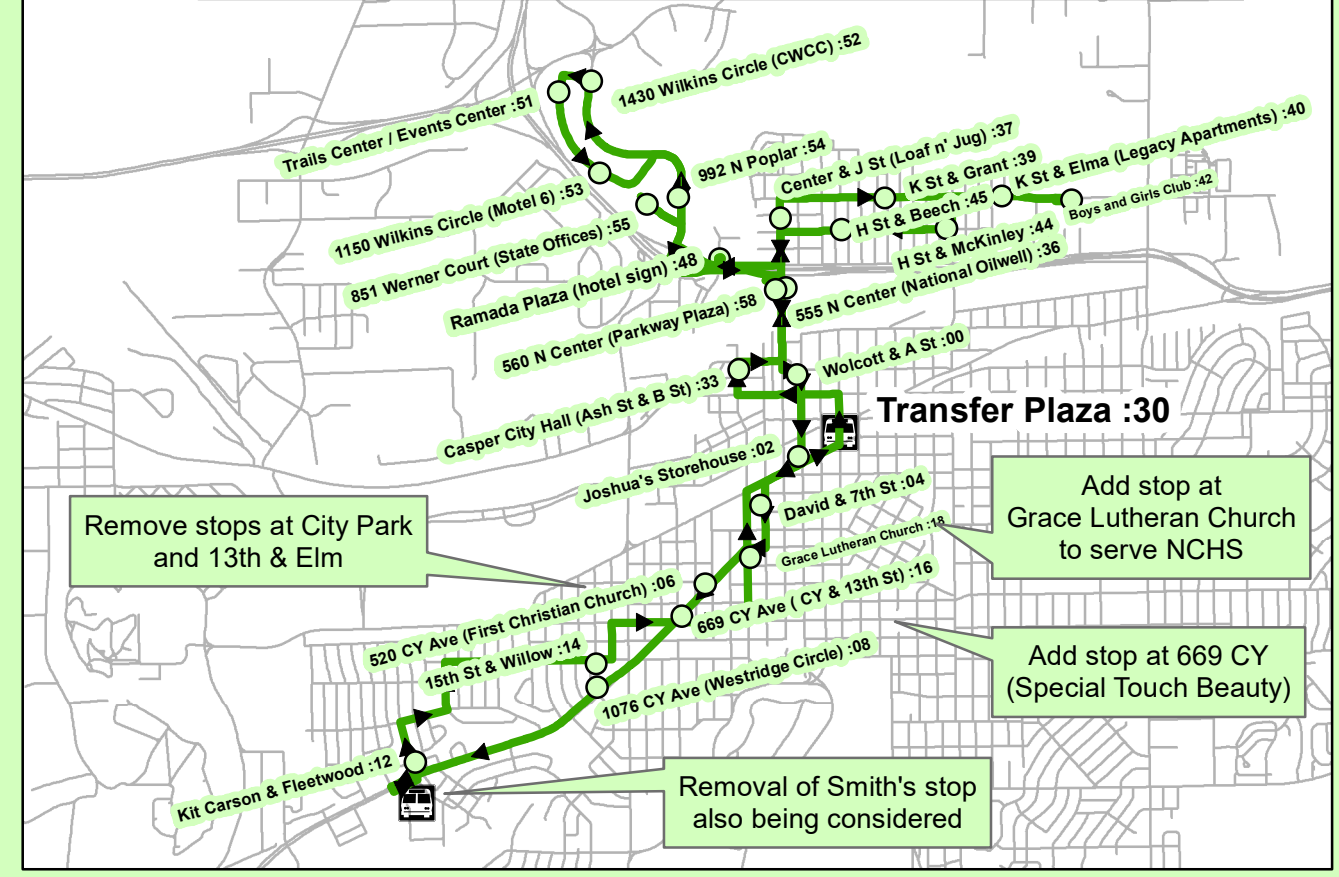
## Key Green Route Information

Currently, the Green Route is often behind schedule. Many of these proposed changes would increase the speed and efficiency along the route.

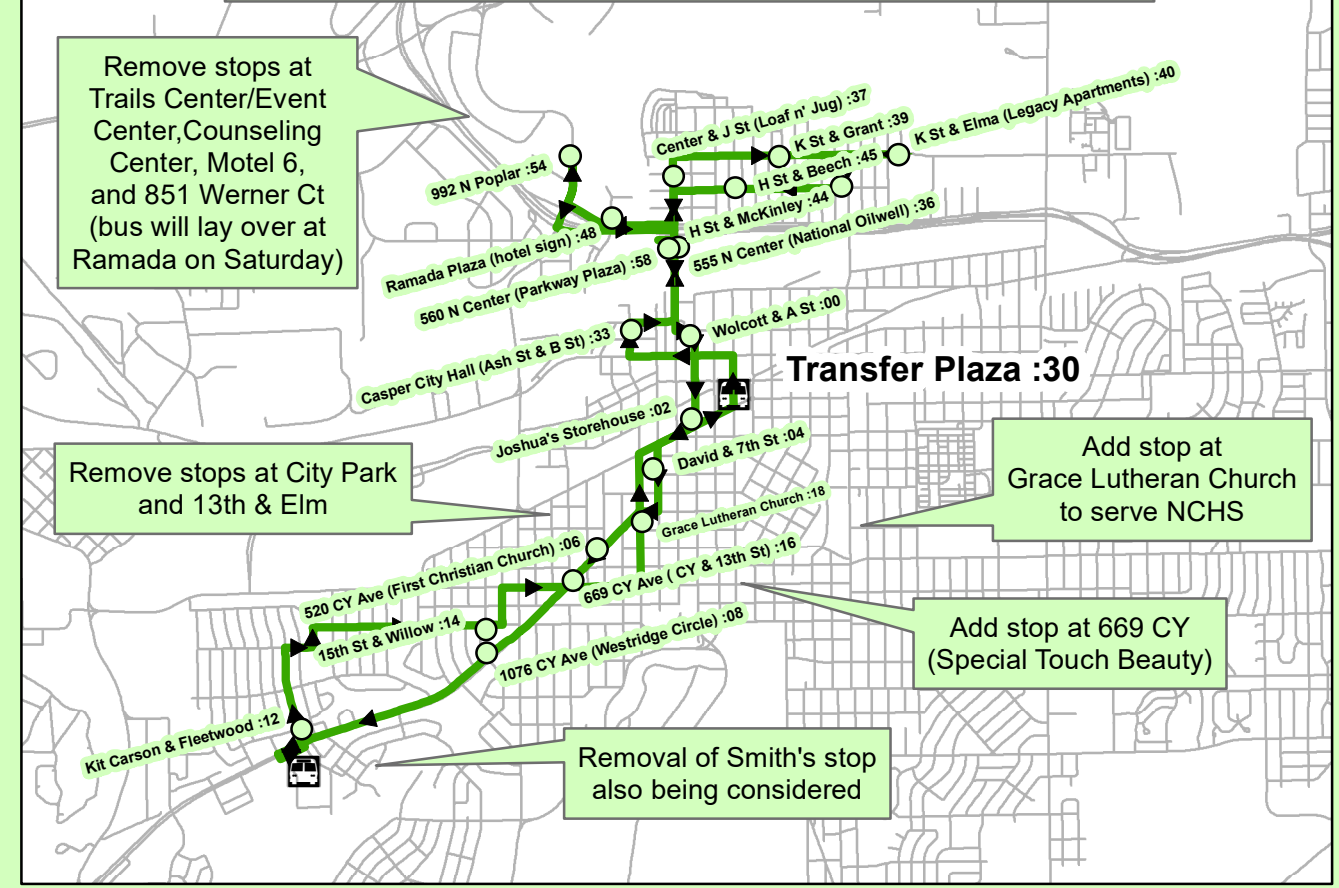
To improve timing on the Green Route we are also considering removing the stop at Smith's grocery store since it is serviced by the Yellow-Purple Routes.

Please submit the survey and give us your opinion on this and other proposed modifications to the route system.

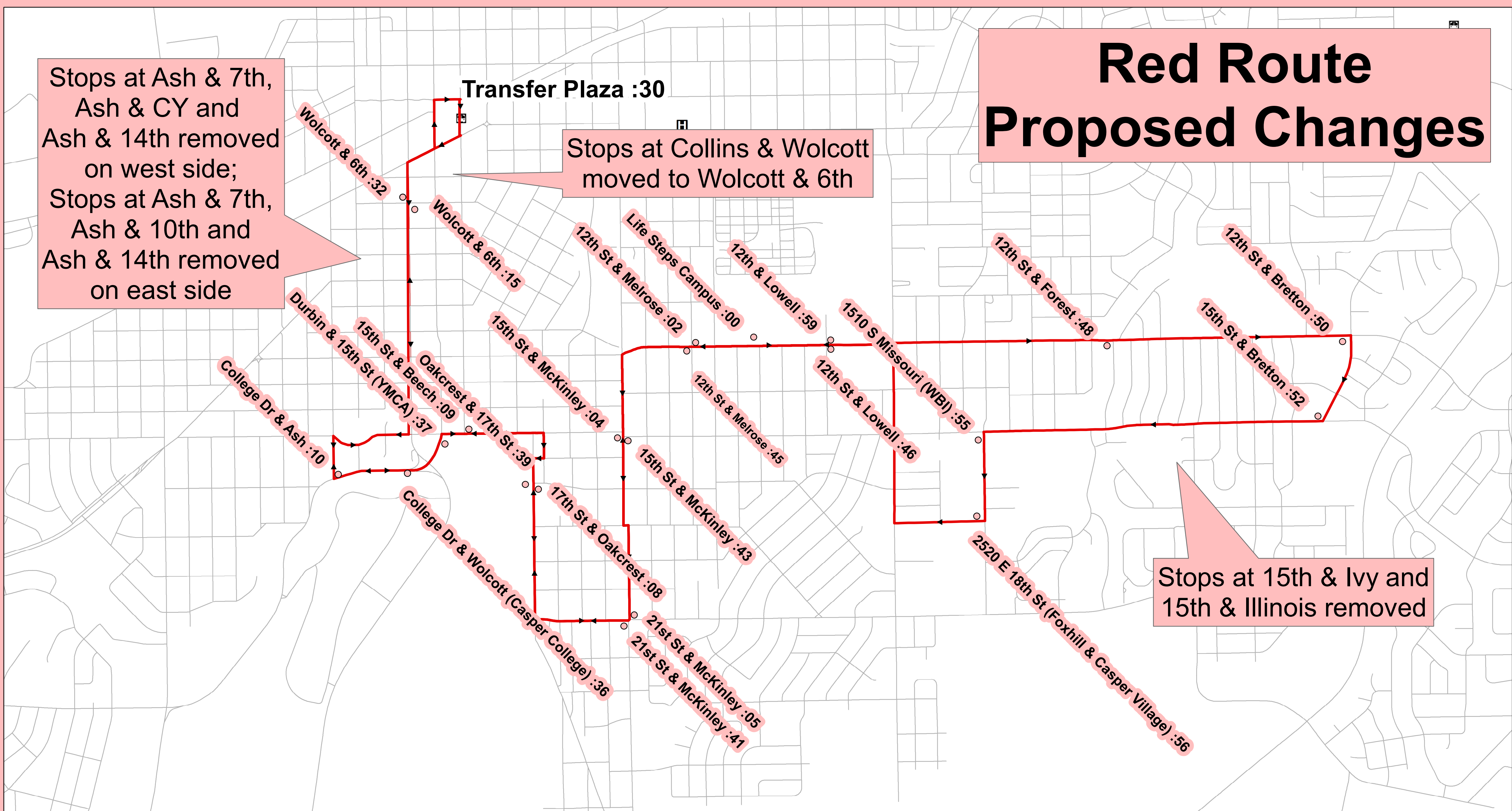
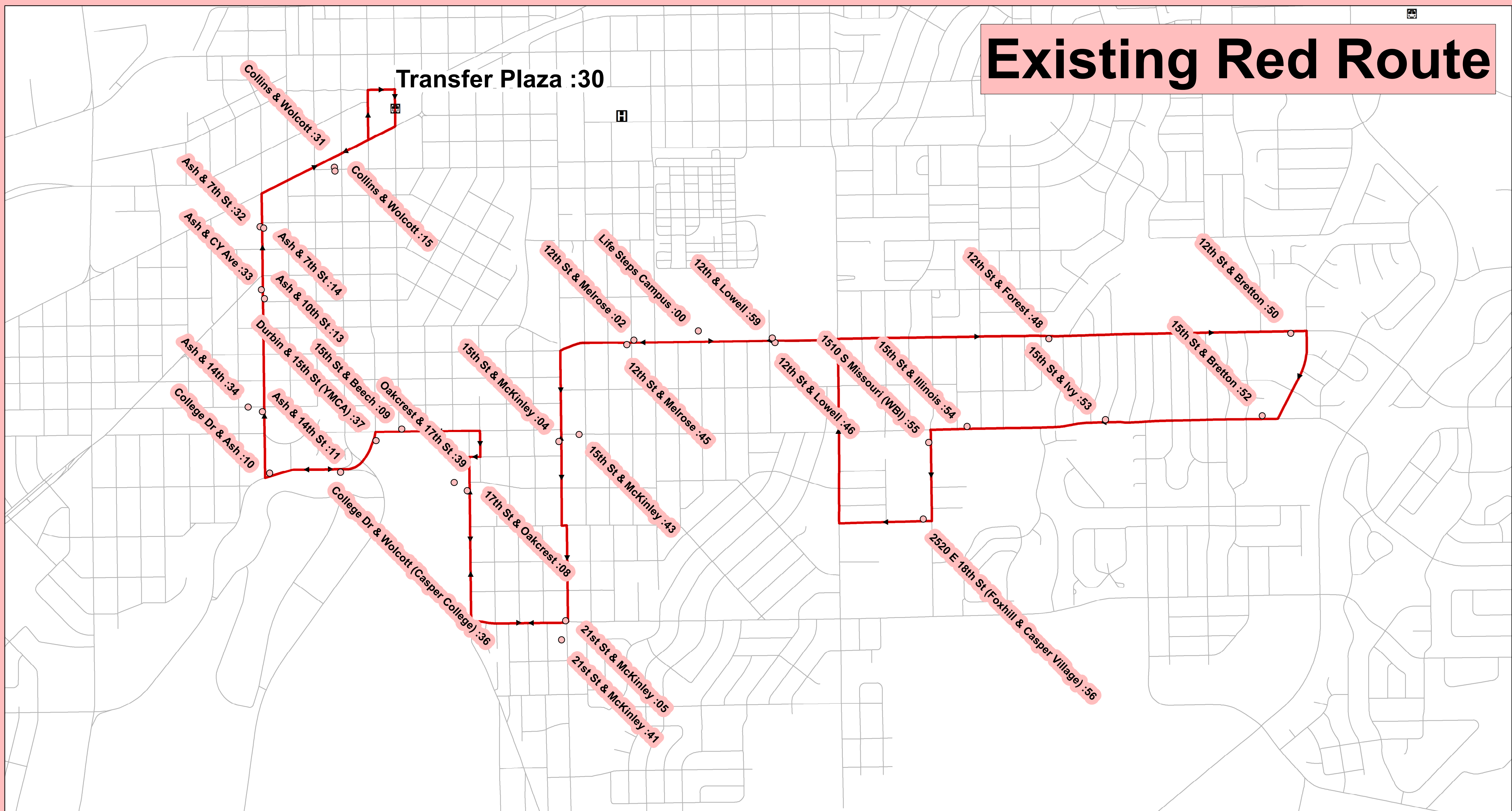
## Proposed Changes Monday - Friday



## Proposed Changes Saturday Only







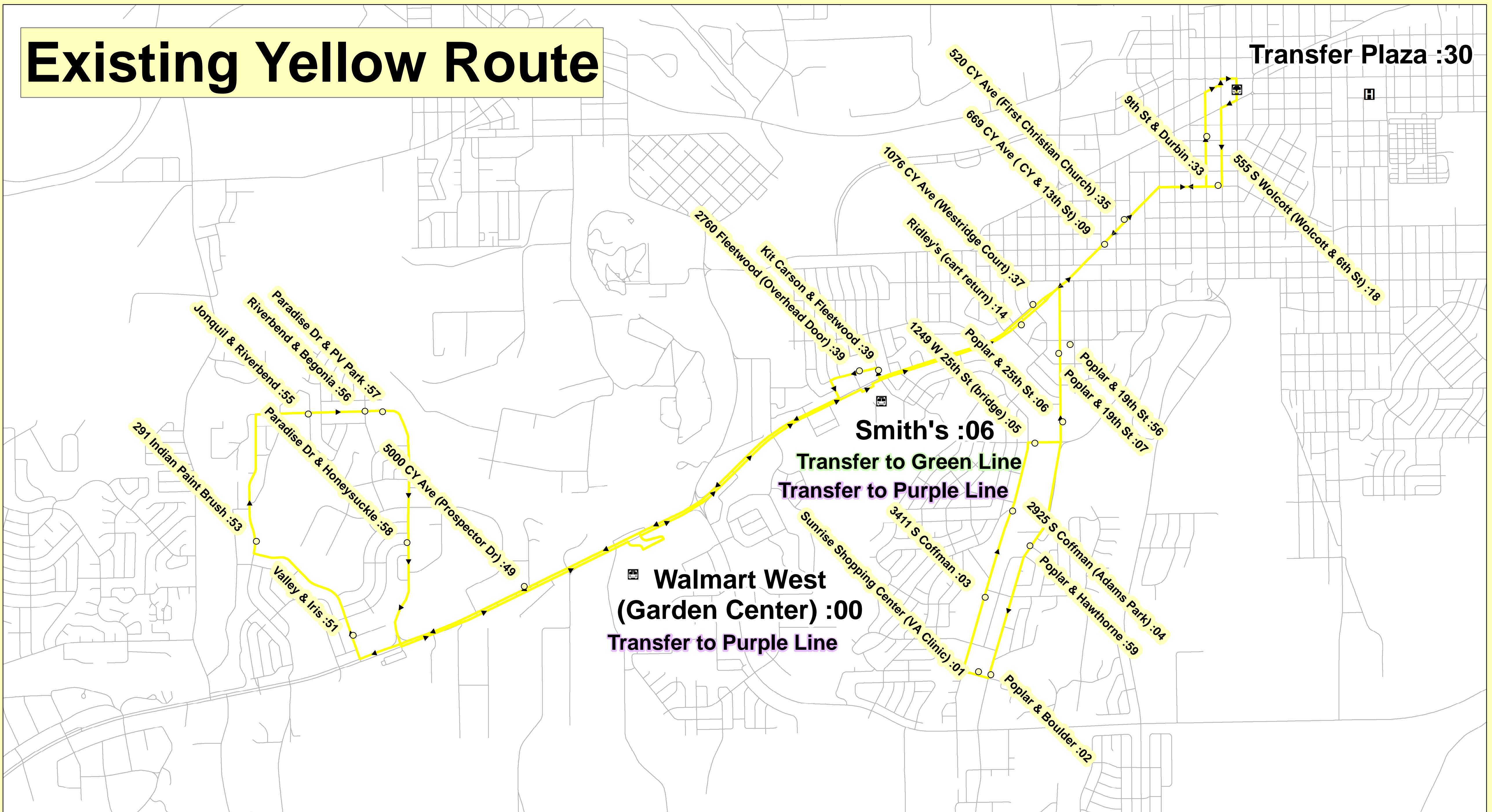
## Key Red Route Information

Currently the Red Route is often behind schedule. These changes would increase the speed and efficiency of the route. There are two main areas where changes are proposed- along Ash Street and along 15th Street.

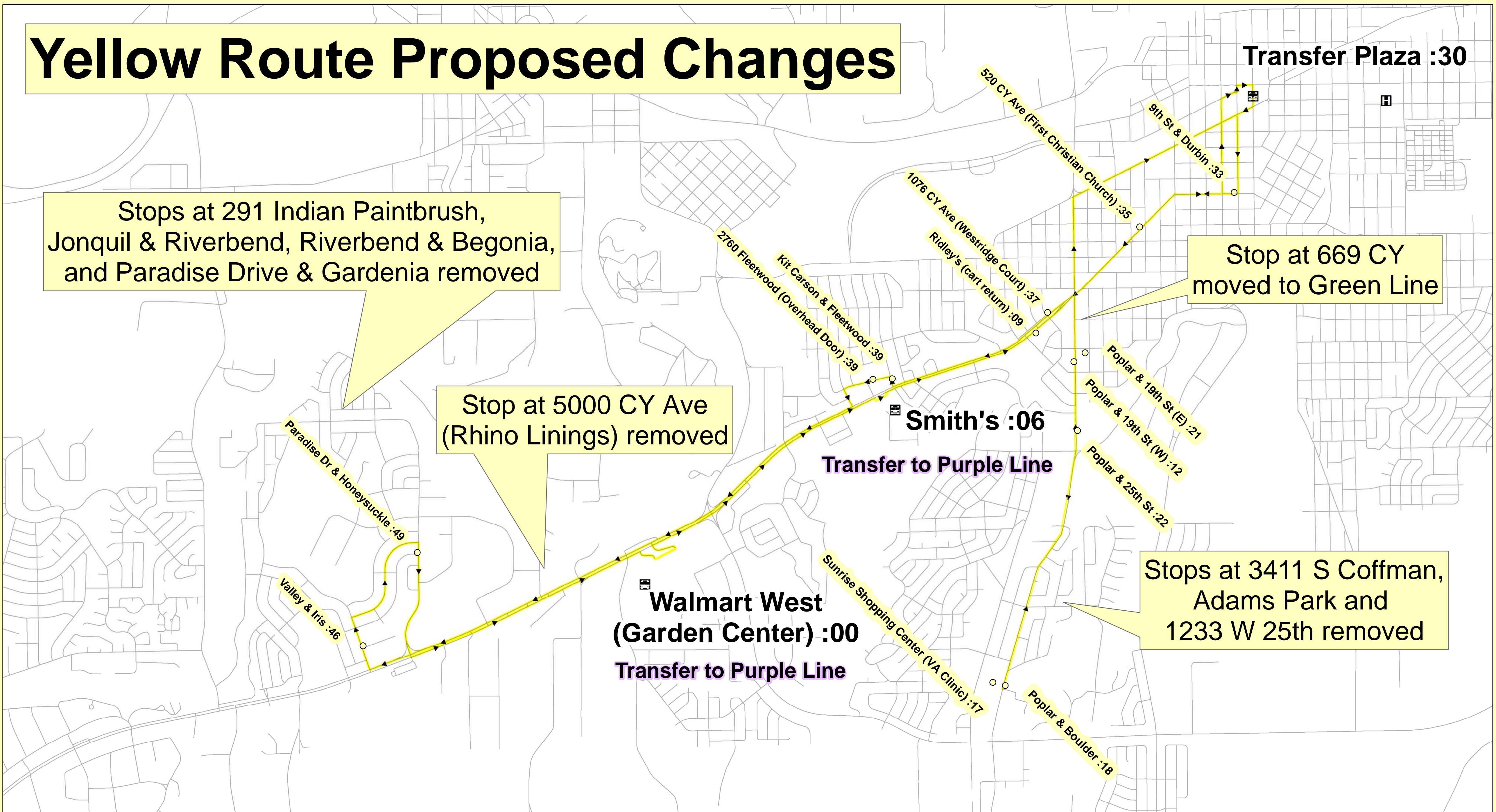
Please submit the survey and give us your opinion on this and other proposed modifications to the route system.



# Existing Yellow Route



# Yellow Route Proposed Changes





## Key Yellow Route Information

To facilitate the combining of the even and odd routes of the Yellow Route many stops are proposed for removal from the routes. The major areas that will be affected are Paradise Valley and the Sunrise area of Poplar Street. In addition, two downtown stops may be moved to the Green Route.

Please submit the survey and give us your opinion on these and other proposed modifications to the route system.



January 23, 2019

**MEMO TO:** J. Carter Napier, City Manager   
**FROM:**  Elene Martinez, Assistant to the City Manager  
**SUBJECT:** Council Goals 2018

**Meeting Type & Date**

Council Work Session January 29, 2019

**Action Type**

Direction

**Recommendation**

That Council direct staff on establishing its 2019 goals and objectives.

**Summary**

In 2018, Council held two planning sessions to outline its strategic goals and directed staff to develop objectives and tasks to meet the goals. The four strategic goals were: Improve Public Safety and Enhance the Efficiency of Police and Fire Operations; Coordinate and Prioritize Infrastructure Development for Long-term Sustainability; Educate City of Casper Employees and Citizens about One Cent Optional Sales Tax; and Increase Opportunities for Public Engagement. Staff worked within their area of responsibility and drafted objectives and tasks for Council consideration. At their April 17, 2018 meeting, Council adopted, by resolution, the 2018 plan. Staff has completed the plan directed by Council.

Some of the accomplishments included a plan for school resource officers; a selection on the consultant for the new police station/possible fire station; new ordinance for alcohol vendors; coordination between the City's capital plan and comprehensive plan; a successful One Cent Optional Sales Tax public education process; additional programs to enhance the focus on social media outreach; a city website refresh; and a City app implementation.

Staff is asking for direction on how Council wants to proceed with outlining and establishing its 2019 goals and objectives.

**Financial Considerations**

Council goals will drive budget priorities.

**Oversight/Project Responsibility**

Carter Napier, City Manager

**Attachments**

No attachments