

# **WORK SESSION AGENDA**

**Casper City Council  
City Hall, Council Meeting Room  
Tuesday, August 13, 2019, 4:30 p.m.**



<b>Work Session Meeting Agenda</b>		Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-Up		5 min	4:30
2.	Offer for Bishop House Tour	Direction Requested	5 min	4:35
3.	Visit Casper (Brook Kaufman)	Information Only	20 min	4:40
4.	Businesses Affecting Public Health (Chapter 8.04)	Direction Requested	40 min	5:00
5.	Code of Ethics & Social Media Policy	Direction Requested	40 min	5:40
6.	Wayfinding Plan	Direction Requested	20 min	6:20
7.	Budget Amendment	Move Forward for Approval	20 min	6:40
8.	Re-allocation of 1%#15 for Waste Water Treatment Plant	Direction Requested	5 min	7:00
9.	Agenda Setting		20 min	7:05
10.	Legislative Review		10 min	7:25
11.	Council Around the Table		10 min	7:35
Approximate End Time:				7:45

**We are CASPER**

**Communication Accountability Stewardship Professionalism Efficiency Responsiveness**

Date: August 7, 2019

TO: His Honor, the Mayor, and Members of City Council

FROM: Brook Kaufman, CEO, Visit Casper

SUBJECT: Casper/Natrona County Tourism Update

Recommendation:

No Recommendation.

Summary:

This year marks the 30<sup>th</sup> Anniversary of the Joint Powers Board Agreement signed between the City of Casper, Natrona County, the Town of Mills, the Town of Bar Nunn, the Town of Evansville, and the Towns of Midwest and Edgerton to establish the Natrona County Travel & Tourism Council (“Council”).


The mission of the Council remains the same -- to be the driving force that draws visitors to Natrona County in support of our local economy and quality of life. The Council, also known as Visit Casper, continues to draw visitors to the area by deploying strategic marketing, advertising and sales efforts in targeted feeder markets, developing product for our visitors and facilitating events and experiences when they arrive and building support for tourism in the Casper area through education and effective development of advocates.

For the last 30 years, the Council has been solely focused on driving awareness for Casper/Natrona County as a destination. Moving forward, our organization will need to leverage infrastructure and development to continue to drive notable lift in the visitor economy.

Brook Kaufman, CEO of Visit Casper, will give a brief presentation on the economic impact of tourism in the area, key initiatives in the next 3 – 5 years and how our agency can best work with the City of Casper to drive strategic growth in the destination.

August 9, 2019

MEMO TO: Casper City Council  
J. Carter Napier, City Manager

FROM: John Henley, City Attorney 

SUBJECT: Businesses Affecting Public Health

Meeting Type & Date

Work Session  
August 13, 2019

Action Type

Informational and direction requested

Recommendation

That Council consider the proposed ordinance modifying the Chapter 8.04 of the Casper Municipal Code, and assist in drafting proposed amendments, if any, to the ordinance.

Summary

This memorandum is being submitted for review and consideration. It is drafted to answer questions which arose in the course of the public hearing on the proposed ordinance, which was conducted on August 6, 2019.

On the question of business licenses issued by the City of Casper, there are no general business licenses issued by Casper. There are license requirements for specific businesses (junk dealers, pawnshops, itinerant merchants/unsolicited salesmen, secondhand dealers, vehicles for hire-buses, vehicles for hire - taxicabs, sale of alcoholic beverages, and businesses that affect public health) and for certain skilled crafts, arborist, a variety of contractors (general, roofing, electrical, plumbing, etc.), but Casper has no general business license requirement. There is no requirement for a Casper license for hair salons or beauty shops, however there is a state required cosmetology license and for state required health inspections for tattoo and permanent cosmetic type of business operations.

The most analogous licenses that the City of Casper issues, to a business license, are licenses issued pursuant to Chapter 8.04 which addresses "businesses affecting public health" - the Chapter which this proposed ordinance addresses.

I don't know the motivation of the prior City Council, for the set of ordinances when they were adopted, but I believe, there may have been two reasons:

Cities often license businesses within the confines of their city limits. An earlier Council by creating a licensing requirement, for businesses "which affect public health" may have wanted to provide for a formal mechanism to validate that appropriate inspections from the public health department, the building department and potentially the fire department were completed.

The second reason, may have been to have a mechanism to obtain some information about these businesses, their existence, purpose, and critical contact information in the event of a public health emergency. For instance, if a tattoo provider or a food service business had a patron or customers which developed hepatitis or some other contagious or serious infection, and it was important to start making contact immediately with other customers or patrons of the same business, the City would have the necessary information to reach the business owner/manager. These individuals well may need to be contacted whether during business hours, after hours, holidays, or if the business owner/manager was on vacation or if the business has ceased operation.

However, the primary reason for amending the ordinance at this point was motivated by the desire to remove "mobile food vehicles and their operators" from the requirements of this provision.

In discussing the various inspections and how to coordinate the fire inspection with the health inspection, conducted by the Casper Natrona County Health Department (hereafter City County Health), City County Health advised that Casper's ordinance was inconsistent with the requirements of the state; various occupations that Casper had referenced in its ordinance, to be inspected by the health department, were not within the department's expertise nor would the City County Health employees know how to conduct such inspections. Conversely, other businesses, such as body art and permanent cosmetic establishments, campground facilities, hotels, and bed-and-breakfasts were businesses which City County Health did inspect, as businesses affecting the public health, pursuant to state requirements.

Businesses which City County Health does not inspect, or it is not required to inspect by the state, were withdrawn from the proposed ordinance but those that are required to be inspected were added.

Those businesses which were added will pay, as the proposed ordinance is currently worded, a \$25.00 fee per year for their licenses.

In thinking about the question which came up at the public hearing, involving "booth renters," it seems to me that if the business is the one who purchases the individual artists' health inspections (required by the state), and the business has the information available to it, in the event of a public health concern, then the controlling business is the only entity that need obtain a city license.

However, if the renter is operating on her/his own, and maintains the customer information and maintains their own hygienic standards, then it seems reasonable, as well as legally appropriate, that the individual renters should obtain their separate business licenses from the city - again at the \$25 level.

By legally appropriate I mean, if in fact "booth renters" are operating as independent contractors, then the owner of the salon, would have no control over the individuals' operations, including access to books, records or verifying that individuals providing services while engaged in a business affecting public health are in "good health." pursuant to Code section 8.04.060.

Additional discussion of the inspections that Community Development and Casper Fire-EMS, are attached as additional information to this memo.

Financial Consideration

None

Oversight/Responsibility

Fleur Tremel, City Clerk

Carla Mills-Laatsch, Licensing Specialist

Attachments

Proposed Ordinance

Casper Municipal Code section - 5.04.040

FACT SHEET – Building Codes, Fire Codes, Inspection Process, Food Trucks, Tattoo Parlors, Hair Salons

ORDINANCE NO. 25-19

AN ORDINANCE AMENDING CHAPTER 8.04  
OF THE CASPER MUNICIPAL CODE

WHEREAS, the current Casper Municipal Code regarding businesses affecting the public health requires an update to prevent duplication of effort and to promote efficiency and to accurately reflect the practices and duties of the City-County Health Department.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That Chapter 8.04 of the Casper Municipal Code, specifically, Code Sections 8.04.010, 8.04.020 and 8.04.060, are hereby amended as follows:

Paragraph B of Section 8.04.010 shall be amended to read:

B. "Businesses affecting the public health" means any business other than mobile food vehicles and their operators, within the city furnishing to the public any food and drink, lodging, ~~laundry or dry cleaning service, septic tank cleaning service,~~ amusements, public baths, ~~massage treatments~~ body art and permanent cosmetic establishments, supervision and care of children ~~or the aged, restroom facilities~~ and all like services or business, whether such services or businesses are on or off the premises."

Section 8.04.020 of the Casper Municipal Code, Paragraph A.1. is amended to read:

A. Every business affecting the public health shall, before beginning business, apply to the city for a license, and, after the business and premises are inspected and approved by the health officer and payment of the proper fee, such license shall be issued. The license fee shall be:

- ~~1.~~ Ten dollars for ~~public showers, laundries, dry cleaning establishments, places for the care of the aged, and temporary food establishments.~~ For the purpose of this subsection, ~~temporary food establishments are defined as those operating at a fixed location for a period of time not exceeding fourteen consecutive days and in conjunction with a single event or celebration.~~
21. Seventy-five dollars for swimming pools, food manufacturers, food distributors, food processors, groceries, bakeries, meat markets and delicatessens; provide, however, that groceries or supermarkets shall be charged a base license fee of seventy-five dollars, plus twenty-five dollars each for meat markets, bakeries and delicatessens;
32. Twenty-five dollars for ~~mobile home parks,~~ campground facilities, motels, hotels, bed and breakfasts and body art and permanent cosmetic establishments; ~~and roominghouses;~~

- 43. Fifty dollars for child day-care facilities;
- ~~5. One hundred twenty-five dollars for septic tank cleaning services;~~
- ~~6. Deleted.~~
- 74. One hundred dollars for bars. If a bar provides food, an additional license fee of twenty-five dollars is required;
- 85. One hundred dollars for restaurants. If a restaurant provides alcoholic liquor or malt beverages, an additional license fee of twenty-five dollars is required;
- ~~9. One hundred dollars for fountains;~~
- 106. No license fee shall be required for food service facilities on any parochial, private or public school property.

8.04.060 – Employee health conditions.

\_\_\_\_\_ Every person in contact directly or indirectly with the public while employed by or operating a business affecting the public health and mobile food vendor employees shall be in good health while so engaged. Any such person shall be deemed to be in “good health” when he or she is not suffering from a contagious disease or is not a carrier of a disease that is communicable in form.

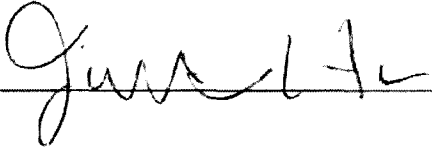
This Ordinance shall be effective \_\_\_\_\_, 2019.

PASSED on 1<sup>st</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2019

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2019

PASSED, APPROVED, AND ADOPTED on third and final reading the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:



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ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur D. Tremel  
City Clerk

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Charles Powell  
Mayor



5.04.040 - Licenses required for specific businesses.

Licenses shall be required for the following businesses and callings within the city:

- A. Junk dealers;
- B. Pawnshops;
- C. Itinerant merchants/unsolicited salesmen;
- D. Secondhand dealers;
- E. Vehicles for hire-buses;
- F. Vehicles for hire-taxicabs; and
- G. Sale of alcoholic beverages.

(Ord. 39-07 § 1, 2007; Ord. 8-01 § 1, 2001; Ord. 42-00 § 1 (part), 2000)



## CITY OF CASPER

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### COMMUNITY DEVELOPMENT DEPARTMENT

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August 9, 2019

TO: J. Carter Napier, City Manager

FROM: Liz Becher, Community Development Director *LB*  
Thomas Solberg, Fire Chief *MH For TS*  
Craig Collins, AICP, City Planner *CC*  
Dan Elston, City Building Official *DE*  
Mark Harshman, Deputy Fire Chief *MH*

SUBJECT: FACT SHEET – Building Codes, Fire Codes, Inspection Process, Food Trucks, Tattoo Parlors, Hair Salons

In response to questions that arose at the August 6, 2019 City Council meeting, staff offers the following information regarding building codes, inspection process, food trucks, tattoo parlors and hair salons.

#### **Building Codes**

1. The International Building Code (IBC) is a Model Code developed by the International Code Council (ICC). From the early 1900's to the 1990's there were three (3) regional model code groups. In the 1990's, it became obvious that the country needed a single coordinated set of national model building codes. In 1994 the three model code groups decided to combine their efforts, and they formed the International Code Council (ICC) to develop codes that would have no regional limitations. After three years of development, the first addition of the International Building Code was published in 1997.
2. The International Building Code (IBC) has been adopted by an overwhelming majority of jurisdictions in the United States. Model codes are adopted by local

governments because of the prohibitive expense and complexity of developing their own codes.

3. The word “international” in the names of the ICC and all three of its predecessors, as well as the IBC and other ICC products, reflects the fact that a number of other countries in the Caribbean and Latin America had already begun to rely on model building codes developed in the United States, rather than developing their own codes from scratch. All 18 members of the International Code Council’s board members are residents of the United States. The IBC is not a code that was created in other countries and adopted here, as is being portrayed. In Europe, the European Union uses the Eurocodes, not the IBC.
4. In 2002 there was an effort by the National Fire Protection Association (NFPA) to create an alternative set of codes called the Comprehensive Consensus Codes (C3). The NFPA’s move to introduce a competing building standard received strong opposition from the American Institute of Architects, the Building Owners and Managers Association, the National Association of Home Builders, and about two dozen commercial real estate associations. We are not aware of any jurisdictions that have adopted the C3 codes.
5. The State mandates that we adopt the same codes, or more stringent codes (can’t be less stringent) as the State adopts. The State adopts the IBC codes, so we are required to adopt the IBC codes or a higher standard. There really are no other models codes to choose from. The IBC is the “standard.”
6. There are 15 sections/books of the I-Codes, consisting of tens of thousands of pages of regulations. If you stacked the adopted codes in a pile, it would be approximately three feet in height. Hopefully this illustrates why it would be impractical to develop our own codes.
7. Having different building codes than other jurisdictions would unnecessarily complicate development in Casper, in that Architects and Builders know and understand the IBC because it is almost universally used everywhere in the country. It would be unreasonable to expect architects, designers, builders to get up to speed on our local codes, which would unnecessarily hinder development.
8. The City is permitted to do local amendments to the IBC. If there are specific things in the code that should be changed, based on local conditions, it would be much easier to do a local amendment than it would be to throw the entire code out and

start over. Again, the State would not allow us to create codes, or gut the IBC, so as to have less stringent codes than the State has adopted.

9. All IBC codes are updated every three years, the State adopts the current edition the same year that it is published. By State Statute the City of Casper adopts these codes with local amendments (if desired). These amendments and Ordinances are found in the City of Casper Muni-Code.
10. If you consider the IBC Codes in context with the City of Casper Municipal Code, with local amendments, the result actually is a locally adopted set of Building Codes that are tailored to reflect the local authority having jurisdiction (City of Casper).
11. The City of Casper Fire-EMS Department conducts fire inspections during the construction of new commercial buildings and remodels of existing commercial structures. Additionally, all known commercial occupancies are inspected on an annual, bi-annual or tri-annual basis, depending on the life safety hazards associated with the use of the building.
12. For example, assembly occupancies which have a high life safety hazard, are inspected on an annual basis. Assembly occupancies include restaurants, businesses with a liquor license, theaters, churches, gymnasiums, indoor swimming pools, libraries and museums, to name a few.
13. The purpose of a fire inspection is to work with the business owners to meet the minimum code requirements for providing a reasonable level of life safety and property protection from fire, explosions and other dangerous conditions in new and existing buildings.
14. Fire inspectors also receive concerns on a weekly basis from citizens regarding unsafe conditions that can prompt an inspection.
15. Casper Fire-EMS Department members have conducted fire inspections for decades, contributing greatly to the overall safety and wellbeing of our citizenry.

### **Code Cycles**

The International Code Council issues a revised set of codes (I-Codes) every three years. The codes address new construction, remodels, and additions to structures. An existing building or residence is not required to update to the new codes unless they remodel a portion of the structure, and then, only portions of the remodel have to be brought up to current code requirements. If the remodel is extensive, the total building or residence may be required to meet the adopted code in effect at the time of the remodel.

## **Inspections**

The Building Division (within the Community Development Department) has five (5) inspectors on staff, who perform inspections for building, electrical, mechanical and plumbing. Depending on the time that the inspection is called into the office, the majority of inspections are scheduled/completed the same day that they are called in. A report was recently completed which looked at average inspection turnaround times over a six-month period. The report found that inspections average less than two (2) hours, from the time they are called in, until they are completed. In most jurisdictions, the average turnaround time is days, not hours. In order to issue a Certificate of Occupancy (C/O), a final inspection must be scheduled, which involves multiple inspectors. We ask for 48 hours of notice for final commercial inspections in order to have adequate time to schedule multiple departments (Fire, Engineering, Planning, etc.).

## **Food Trucks**

Prior to the City's adoption of the 2018 Edition of the building codes, mobile food units were inspected by the City/County Health Department, the Fire Department, and the Building Division in the parking lot of City Hall between 8:00 and 9:00 in the morning, when requested by the vendor. In 2018 the ICC added *Section 319 – Mobile Food Preparation Vehicles* to the International Fire Code. Casper Fire-EMS has since taken authority of all mobile food unit inspections, under the authority given to them in the International Fire Code. The Building Division no longer participates in the inspection of mobile food units, or in the signing of grey slips for the Health Department.


## **Tattoo Parlors**


Tattoo parlors are inspected by the City/County Health Department, Casper Fire-EMS, and the Building Division, to include electrical, plumbing, and mechanical. Inspections are only required by the Building Division when requested, or when a remodel or addition triggers the need for a permit. Tattoo parlors are typically inspected after a consultation has been completed, prior to the work being done. The Building Division offers the consultation as a no-cost inspection of the building to provide the owner with guidance, up front, on necessary upgrades to meet current codes. The building codes have not significantly changed pertaining to tattoo parlors for many years. The cost to the applicant for renovations is solely dependent upon the condition of the structure.

## **Hair Salons**

Hair salons are processed the same way a tattoo parlor is. One significant code change that affected hair salons occurred in the 2015 code cycle. In 2015 a new requirement was added that requires a separate exhaust system for applying nail polish. This code does not affect existing hair/nail salons, only new, or salons undergoing a remodel.

July 25, 2019

MEMO TO: Casper City Council  
J. Carter Napier, City Manager 

FROM: John Henley, City Attorney 

SUBJECT: Code of Ethics Ordinance

Meeting Type & Date:  
Work Session  
August 13, 2019

Action Type  
Direction Requested

Recommendation  
That Council consider the proposal, and provide direction on scope and changes requested.

Summary  
Casper previously had a Code of Ethics; it was repealed in 2018. The repealed Code had some anachronistic language and was ambiguous in several provisions. At the time of its repeal, it was anticipated that it would be further discussed and potentially replaced. The proposed ordinance is based upon Title 9 Chapter 13 of the Wyoming Statutes – “Government Ethics.” At the state level, the Act is known as “The Ethics and Disclosure Act.”

The proposed ordinance is drafted for a municipality and expands the nepotism and conflict of interest provision to include not only family members or spouses, but also one who is co-habiting with an employee or Council member.

This provision, as stated in the first paragraph of the proposed ordinance, is an “addition to existing laws, rules and regulations providing direction and governing” Casper’s officials and employees.

Financial Considerations  
None anticipated

Oversight/Project Responsibility  
John Henley, City Attorney

Attachments  
Ch. 2.64 – Removal or Censure of Public Officials

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING CASPER MUNICIPAL  
CODE TO ESTABLISH A CODE OF ETHICS

WHEREAS, the members of the Casper City Council desire to conduct their business in a manner that is legally and ethically beyond reproach;

WHEREAS, the Casper City Council pursuant to Wyoming Statute § 15-1-103(a)(v) and (a) (xxxvii), is authorized to investigate “for cause” allegations, and potentially remove a person from office for “incompetency, neglect of duty or otherwise for cause,” provided an opportunity for hearing is established by ordinance - currently Code 2.64.

WHEREAS, the Casper City Council has determined that the principles in Title A Chapter 13 be incorporated as stated below into the Casper Municipal Code as a “Code of Ethics.”

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING that Section 2.60 Code of Ethics of the Casper Municipal Code is Created.

The Casper City Council, has determined that a code of ethics is an appropriate addition to existing laws, rules and regulations providing direction and governing Casper’s officials, public officers and employees; accordingly, this Code of Ethics for the City of Casper is established.

**SECTION 2.60.01. DEFINITION OF TERMS**

For the purpose of this Ordinance, the following terms, phrases, words and abbreviations shall have the meanings ascribed to them below. Words not defined shall be given their common and ordinary meaning.

AI. “Anything of value” means:

- (i) a pecuniary item, including money or a bank bill or note;
- (ii) a promissory note, bill of exchange, order, draft, warrant, check or bond given for the payment of money;
- (iii) a contract, agreement, promise or other obligation for an advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge or transfer of money;
- (iv) a stock, bond, note or other investment interest in an entity;
- (v) a right in action;



- (vi) a gift, tangible good, chattel or an interest in a gift, tangible good or chattel;
- (vii) a work of art, antiques or collectible;
- (viii) an automobile or other means of personal transportation;
- (ix) real property or an interest in real property, including title to realty, a fee simple or partial interest, present or future, contingent or vested within realty, a leasehold interest or other beneficial interest in realty;
- (x) an honorarium or compensation for services arising out of the person's service as a public official, official, or public employee;
- (xi) the sale or trade of anything of value for consideration that would ordinarily not be available to a member of the public; or with a rebate or at a discount in its price, unless the rebate or discount is made in the ordinary course of business to a member of the public, or any group or category thereof, but without regard to that person's status as a public official, official or public employee.
- (xii) a promise or offer of employment;
- (xiii) any other thing of value that is pecuniary or compensatory in value to a person.

**A2.** "Anything of value" does not mean a campaign contribution properly received and disclosed, as is necessary or required.

**B.** "Business" means a corporation, partnership, sole proprietorship, LLC, or other type of organization, entity, or association which may be engaged in the buying, selling, exchanging, of commodities, realty, services or anything of value.

**C1.** "Compensation" includes:

- (i). An advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge or transfer of money or anything of value; or
- (ii). A contract, agreement, promise or other obligation for an advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge or transfer of money or anything of value, for services rendered or to be rendered.

**C2.** "Compensation" does not include:

(i) Contractual salary or wage, hourly wage, employment benefits, reimbursement of expenses, if the reimbursement does not exceed the amount actually expended for the expenses, and if the reimbursement is substantiated by an itemization of expenses; or

(ii) *Per diem* payments or mileage and/or vehicle allowances paid by the employing government entity in accordance with applicable law;

D. "Confidential information" means information which is defined by Wyoming as confidential; in this regard attorney-client privilege between the City Council and its attorney is a privilege belonging to the Council, as an assembly, and shall not be waived unless a majority of the body so directs.

E. "Employee" means every appointed, classified or unclassified, full-time or part-time employee of the City of Casper who receives a salary or wage as remuneration for their time, service and efforts.

F. "Family member" means an individual, who is the spouse, parent, sibling, child, grandparent or grandchild;

G. "Financial interest" means anything of value which yields directly or indirectly a benefit-other than the authorized salary, wage and benefits and remuneration for services to the City, to the "employee" or "public official" or "official".

H. "Gift" does not include any loan, gift, gratuity, special discount or hospitality with a value of \$250 or less.

I. "Personal interest" is:

(i). With respect to a "public official," "official" or "employee" an interest which is direct and immediate as opposed to speculative and remote; and

(ii). An interest that provides the public official, official, or employee, a greater benefit or a lesser detriment than it does for a large or substantial group or class of persons who are similarly situated.

J. "Public official" or "official" means: every elected or appointed Casper City Council person, and every appointed board or commission member serving on a board or commission of the City of Casper, but not a board or commission member serving on a Joint Powers Board.

#### **SECTION 2.60.02- USE OF TITLE PRESTIGE OF PUBLIC OFFICE**

(a). No public official, official, or employee shall use his or her office or position for his or her private benefit.

(b). As used in this section, "private benefit" means the receipt by the public official, official, or employee of a gift which resulted from his/her holding that office or position.

#### **SECTION 2.60.03- NEPOTISM**

(a). No public official, official, or employee shall advocate or cause the employment, appointment, promotion, transfer or advancement of a family member or a person with whom they co-habitate to an office or position of the City of Casper. A public official, official, or employee shall not supervise or manage a family member or one with whom the supervisor or

manager co-habitate who is in an office or position or has employment with the City of Casper, Wyoming.

(b). A public official, official or employee, acting in his or her official capacity, shall not participate in his or her official responsibility or capacity regarding a matter relating to the employment or discipline of a family member or with one whom the public official, officer or employee co-habitates.

#### **SECTION 2.60.04- MISUSE OF OFFICE**

A public official, official, or employee shall not use public funds, time, personnel, facilities or equipment for his or her private benefit or that of another person or entity unless the use is authorized by law.

#### **SECTION 2.60.05- OFFICIAL DECISIONS AND VOTES**

(a). A public official, official, or employee shall not make an official decision or vote on an official decision if the public official, official, or employee has a personal interest in the matter. In determining whether he or she has a personal interest in a matter, the public official, official, or employee shall recognize the importance of his or her right to represent his or her constituency and shall abstain from voting only in clear cases of a personal interest, as defined in this subsection. A public official, official, or employee shall not vote to give money or any direct financial benefit to himself or herself except for tax reductions affecting the general public. For purposes of this section, a personal interest:

(i). Is, with respect to the public official, official, and employee an interest which is direct and immediate as opposed to speculative and remote; and (ii). Is an interest that provides the public official, official, or employee, a greater benefit or lesser detriment than it does for a large or substantial group or class of persons who are similarly situated.

(b). A public official, official, or employee described by subsection(a) of this section shall abstain from voting on the decision and from making any official decision in the matter. The public officials, officials, or employee's abstention from voting must be recorded in the City's, board's or committee's official records.

(c) This section shall not be construed to supersede W. S. 15-9-220, or 16-6-118. Those provisions shall control to the extent inconsistent with this section.

#### **SECTION 2.60.06-ACTIONS TAKEN WHILE NEGOTIATING FOR EMPLOYMENT**

A public official, official, or employee may not vote or take an official action in a matter affecting a person with whom the public official, official, or employee is negotiating for prospective employment.

**SECTION 2.60.07-CONSEQUENCES TO PUBLIC OFFICIALS, OFFICIALS AND EMPLOYEES**

Violation of any provision of this act may constitute sufficient cause for termination of an employee's employment or for the censure of the public officer or official or the removal of a public official or official from his office or position.

**SECTION 2.60.08- EFFECTIVE DATE:**

This Ordinance shall become effective 21 days after Council has approved the ordinance on third (3<sup>rd</sup>) reading.

PASSED on 1<sup>st</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED on 2<sup>nd</sup> reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED, APPROVED AND ADOPTED on 3<sup>rd</sup> and final reading the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED AS TO FORM:

\_\_\_\_\_

CITY OF CASPER, WYOMING


ATTEST:


A Municipal Corporation

\_\_\_\_\_  
Fleur D. Tremel  
City Clerk

\_\_\_\_\_  
Charles Powell  
Mayor

July 23, 2019

MEMO TO: Casper City Council  
J. Carter Napier, City Manager 

FROM: John Henley, City Attorney 

SUBJECT: Social Media Policy

Meeting Type & Date:

Work Session  
August 13, 2019

Action Type

Direction Requested

Recommendation

That Council consider the proposed policy and provide direction on the appropriateness of the policy's scope and needed changes to the policy.

Policy Summary

In looking at different codes of ethics and social media policies, a number of pithy sayings were used in support of adopting these types of codes/policies. They included "no public servant is better than the worst," "don't expect others to listen to your advice and ignore your example," and "the first great gift we can bestow on others is a good example."

Putting into words the norms for good behavior is always difficult. We all like to believe - probably do believe - that we know appropriate conduct versus inappropriate conduct. However, we have seen where social media has gotten something wrong and then it has been propagated over and over again. Because mistakes or bad conduct on social media can quickly get out of hand and cause real damage and real pain, entities have started to create social media policies to encourage good behavior and provide guidelines for appropriate usage. The attached proposed policy is such an effort.

Also, attached is the City of Casper's Social Media Policy, which addresses primarily the mechanics of social media content.

The proposed policy tries to discuss conduct which you may wish to deem inappropriate, while at the same time, stating that disagreement certainly can be voiced, but that the speaker must be speaking for him or herself and that the issue which is the genesis of the dispute should be the focus of the comments.

Some of these provisions are based upon Roberts Rules of Order - which the Council has previously referenced as guidelines for Council work. Specifically, the statements in Robert Rules of Order are:

**CONFINING REMARKS TO THE MERITS OF THE PENDING QUESTION.** In debate, a member's remarks must be germane to the question before the assembly—that is, his statements must have bearing on whether the pending motion should be adopted.

**REFRAINING FROM ATTACKING A MEMBER'S MOTIVES.** When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he must avoid personalities, and under no circumstances can he attack or question the motives of another member. The measure, not the member, is the subject of debate.

**REFRAINING FROM SPEAKING ADVERSELY ON A PRIOR ACTION NOT PENDING.** In debate, a member cannot reflect adversely on any prior act of the Council that is not then pending...

Financial Considerations

None anticipated

Oversight/Project Responsibility

Charles Powell, Mayor

Shawn Johnson, Vice President to Council

Attachment

Proposed policy

City Policy for Social Media

## **SOCIAL MEDIA POLICY OF THE CASPER CITY COUNCIL**

The City Council acts as a body. Policy is established by a majority vote. A decision of the majority binds the Council to a course of action and to governing policies and laws.

Council members shall support the maintenance of a positive and constructive environment for residents, businesses, and City employees.

To the best of their ability, Council members shall represent the official policies and positions of the City Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the City.

A Council member, on his or her social media platform, can condemn the nature or the projected consequence of a proposed or adopted measure in strong terms, but there should be no attack upon the motives of or disparagement of another Council member. It is the measure, not the member, which is the subject of public policy.

Similarly, Council members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of City boards, commissions, committees, staff, or the public.

<b>City of Casper Rules and Regulations</b>	
<b>Amendment "F" to Policy Section:</b> Job Performance	<b>Subject:</b> Social Media Accounts
<b>Effective:</b> 1/1/2019	<b>Category:</b> Technology
<b>Supersedes All Previous Policies Regarding The Subject</b>	

## I. Purpose and Scope

Social media has become a powerful means of communication. It should be used appropriately for those who act on behalf of the City and/or their specific department.

All official presences on social media sites are considered an extension of the City's information networks and are governed by the City's Information Security and Computer, Email, and Internet Usage policies. Likewise, social media posts are also subject to public records laws. Social media activity conducted on City-owned computers and/or mobile devices will be subject to the same monitoring guidelines as all other internet usage.

## II. Policy

Social media accounts representing the City of Casper are intended to be a tool to enhance communications with its citizenry. When using and posting on such accounts, staff must adhere the following standards:

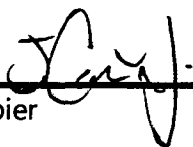
- a. All new social media accounts must be approved by the City Manager's Office, Information Technology (IT) Manager, and the Director of the requesting department.
- b. Only personnel authorized in writing by their department head, and copied to the City Manager's Office, are permitted to post to City social media accounts and speak on the department's behalf.
- c. Social media posts can be considered public records, and must adhere to State retention requirements. There is no expectation of privacy when using social media.
- d. Review and be familiar with its Terms of Service (TOS) agreements.
- e. Review and understand security documentation and privacy settings offered by the social media applications.
- f. Changes to security or privacy settings must be authorized by the IT Manager and City Manager's Office.
- g. Account must be regularly updated with current information relevant to City business.
- h. Account must be monitored at least twice each business day.
- i. A department representative should be available on weekends in the event of a hack or need for an immediate public posting. (Such a post would be deemed necessary by department head or City Manager's Office).
- j. Address issues only within the scope of the employee's specific authorization.
- k. Create profiles and related content that is professional, appropriate to the public trust.

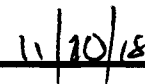


- l. Respect brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality and financial disclosure laws.
- m. Pause and think before posting, and reply to comments in a timely manner when a response is appropriate.
- n. Do not use the same logon credentials for City computer systems as on social media sites.
- o. Do not post or release proprietary, confidential, sensitive, or personally identifiable information on social media sites.
- p. Do not use off-topic, vulgar, denigrating or abusive language, or offensive terms targeting individuals or groups, or engage in personal attacks of any kind.
- q. Do not endorse commercial products, services, political parties, political candidates, groups or entities.
- r. Do not comment on anything related to legal matters or litigation without permission of department head or City Attorney's office in absence of department head.
- s. If reposting from an external source (ex. copy of artwork or an image), credit should be given by noting the origination in the post.
- t. Full access to all City social media accounts will be provided to the City Manager PIO and IT.

**Approved By:**

**Date:**

  
\_\_\_\_\_  
J. Carter Napier  
City Manager

  
\_\_\_\_\_  
11/10/18

July 31, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
Aaron Kloke, MPO Supervisor  
SUBJECT: Casper Area Wayfinding Master Plan

Meeting Type & Date:

Council Work Session, August 13, 2019

Action Type:

Information Only

Summary:

The motivation for the Casper Area Wayfinding Plan is the desire of the Casper Area to: 1.) Provide attractive and innovative wayfinding signage that meets the needs of residents and visitors of the Casper Area; 2.) Establish a high quality transportation-related brand identity that is cohesive but also reflective of the individual municipalities in the Casper Area; 3.) Promote and enhance key gateways and entrances into the Casper Area. This plan and ultimate designs will also lead to the fulfillment of numerous goals and priorities identified in the 2017 Casper Comprehensive Plan: Connecting Crossroads, the 2014 Long Range Transportation Plan, the Casper Area Trails, Path, and Bikeway Master Plan, and I-25 Entryways and Beautification Study.

The proposed project will include:

1. Incorporation and consideration of key Casper Area municipalities, community assets, and destinations into the geographic scope of the Master Plan.
2. Identification, inventory, and analysis of existing signage and locations.
3. Incorporation of public participation into the design process.
4. Design of framework for sign and wayfinding types for a wide range of users and environments.
5. Provision of construction and installation specifications and guides.
6. Development of implementation and capital plan.

A Request for Proposals (RFP) was released on May 3, 2019. Eight consulting firms responded with proposals by the June 7, 2019 deadline. The project selection committee reviewed firm proposals on June 19, 2019 and selected three consulting firms for a short list. Interviews, via online video conferencing, took place on July 30, 2019 with the three firms. RDG Planning & Design, of Des Moines, IA was ultimately chosen due to their meticulous process, experience in Wyoming and the region, knowledge of wayfinding and design, and proposed public

participation work plan. A detailed scope of work for the ultimate contract is currently being developed and negotiated. This contract is expected to be before the Council on August 20, 2019.

Scope development and procurement for this project involved MPO Staff along with volunteer project selection committee members Angela Emery, Kevin O'Hearn, Amanda Scherlin, Ruth Heald, and Jeff Bond. These volunteers gave a combined 35 hours of their time to develop the scope, review proposals, interview candidates, and thoughtfully select the project consultant.

The proposed project is expected to be complete by March 2020, in time for the City's annual capital planning and budgeting process.

Financial Considerations:

Funding for this project comes from the Casper Area Metropolitan Planning Organization (MPO), including federal monies and contributions from member agencies. The Casper Area Metropolitan Planning Organization Policy Committee approved the funding of \$100,000 of MPO Programs and Projects funds from the federal Consolidated Planning Grant for this project on March 14, 2019.




Oversight/Project Responsibility:

Aaron Kloke, MPO Supervisor has been tasked with overseeing this project.

Attachments:

None

August 7, 2019

MEMO TO: J. Carter Napier, City Manager   
FROM: Tom Pitlick, Financial Services Director   
Evan Condalario, Budget/Accounting Supervisor   
SUBJECT: Amendment to the Fiscal Year 2020 Budget

Meeting Type & Date:  
Council Work Session  
August 13, 2019

Action type:  
Information Only

Recommendation:  
Move Forward For Approval

Summary:

The Municipal Budget Act, Section 16-4-108, prohibits the expenditure or encumbrance of any money in excess of the amounts provided in the budget for each department. To comply with this requirement, City Council may authorize an adjustment of budgets.

The budget amendment being proposed would be the first amendment to the originally adopted Fiscal Year 2019-2020 budget. This amendment has the primary component of providing expenditure authority for purchases/projects budgeted in the Fiscal Year 2018-2019 budget but not contractually obligated as of June 30, 2019, at which time budgetary authority lapsed. It is now necessary to re-budget these planned expenditures in order to “carry over” the expenditure authority into the Fiscal Year 2019-2020 budget. To be clear, these “carry over” requests are for purchases/projects previously approved by Council to be paid by unspent Fiscal Year 2018-2019 dollars. The total amount of “carry over” requests equal \$18,706,244.

A second component of the budget amendment request is for expenditure authority to cover costs that were either unanticipated, misappropriated, or missed during the Fiscal Year 2019-2020 budget preparation. Some of these additional costs will be covered through unanticipated revenues while the remainder will come from budget transfers or available unassigned cash within the appropriate funds. The net impact of the supplemental funding needed equals \$1,033,217. The primary contributor to this amount is in the Capital Fund where \$375,000 is included for allocation of 1% #16 funds previously designated by Council but not budgeted, and approx. \$420,000 for prior year approved projects for which funding was not carried forward.

Financial Considerations:

“Carry Over” funding requests total \$18,706,244. Net impact to projected fund balances = \$0 as expenditures were accounted for in the previous budget cycle.

Supplemental budget requests total \$1,033,217. Net impact, after application of unanticipated revenues and budget transfers, to various funds are as follows:

General Fund	= \$ 78,058
Opportunity Fund	= \$315,000
Capital Fund	= \$ 26,562
Weed & Pest	= \$ 55,000
Water Fund	= \$ 9,542
Sewer Fund	= \$146,044
Refuse Fund	= \$ 32,247
Hogadon Fund	= \$ (68,006)
Recreation Fund	= \$ 20,814
Parking Garage Fund	= \$ 6,000
PSCC Fund	= \$411,956

Oversight/Project Responsibility:

Tom Pitlick, Financial Services Director  
Evan Condelario, Budget/Accounting Supervisor

Attachments:

Attachment A – Supplemental Funding Requests  
Attachment B – Carry Over Funding Requests  
Proposed Budget Amendment Resolution

# ATTACHMENT A

## FY 2020 BUDGET AMENDMENT #1 SUPPLEMENTAL FUNDING REQUESTS

	SUPPLEMENTAL FUNDING REQUESTED	DESCRIPTION	FUNDING SOURCE
<b>General Fund</b>			
Parks & Rec - Cemetery	\$ 12,000.00	two additional seasonals	Hogadon staff reduction svg
- Parks	\$ 5,000.00	contract to clean statutes	
Police	\$ 108,250.00	BowMac System and two new canines	Available Fund Balance
Meter Services	\$ 120,000.00	Water meter purchases omitted from budget	Offset thru Internal Service
Internal Services Revenue	\$ (120,000.00)		Revenue from Water Fund
Transfers Out	\$ (47,192.00)		
<b>Total General Fund</b>	<b>\$ 78,058.00</b>		
<b>Opportunity Fund</b>			
	\$ 315,000.00	Hogadon parking lot paving	Transfer from Capital Fund
<b>Total Opportunity Fund</b>	<b>\$ 315,000.00</b>		
<b>CDBG</b>			
	\$ 20,608.00	Federal Grant Expenses	Grant
	\$ (20,608.00)	Federal Grant Revenue	
<b>Total CDBG</b>	<b>\$ -</b>		
<b>Capital Fund</b>			
Revenue - Transfers In	\$ (315,000.00)	Funding for paving of Hogadon Pkg Lot	From Opportunity Fund
Light Equipment	\$ (55,000.00)	To move budgeted expenditure to W&P	Trans. budget to Weed&Pest
Technology Replacement	\$ (411,956.00)	To move budgeted expenditure to PSCC	Transfer budget to PSCC
	\$ 1,497,085.00	Platte River Restoration - 1st St. Reach	WWNRT Grant
	\$ (1,497,085.00)	Platte River Restoration - 1st St. Reach	WWNRT Grant
	\$ 10,000.00	Platte River Restoration - 1st St. Reach	Offset with grant revenue
1% - #16	\$ 375,000.00	Platte River Trails Trust 1st year allocation	1% #16 available funds
	\$ 5,000.00	Spay & Neuter Event funding	1% #16 available funds
1% - #15	\$ 418,518.00	Needed to complete approved projects	1% #15 available funds
<b>Total Capital Funds</b>	<b>\$ 26,562.00</b>		
<b>Weed &amp; Pest Fund</b>			
	\$ 55,000.00	Purchase of Mowing Equipment	Transfer from Capital Fund
<b>Total Weed &amp; Pest</b>	<b>\$ 55,000.00</b>		
<b>Water</b>			
	\$ (125,458.00)	Bulk Water	NA
	\$ 15,000.00	Bureau of Reclamation water contract	Available Fund Balance
	\$ 120,000.00	Internal Services - Meter Services	Available Fund Balance
<b>Total Water Fund</b>	<b>\$ 9,542.00</b>		
<b>Sewer</b>			
	\$ 146,044.00	Post budget adj. to personnel and IC's	Available Fund Balance
<b>Total Sewer Fund</b>	<b>\$ 146,044.00</b>		
<b>Refuse Fund</b>			
	\$ 1,683.00	Add'l funding needed for AVL replacement	Available Fund Balance
	\$ 13,664.00	Add'l funding needed for Street Sweeper	Available Fund Balance
	\$ 16,900.00	Street Sweeper extended maint X 2	Available Fund Balance
<b>Total Refuse Fund</b>	<b>\$ 32,247.00</b>		
<b>Hogadon</b>			
	\$ (68,006.00)	Elimination of P&R Worker IV	Staff reduction
<b>Total Hogadon</b>	<b>\$ (68,006.00)</b>		
<b>Recreation</b>			
	\$ 20,813.72	Asst. Rec Coordinator position from PT to FT	Hogadon staff reduction svg
<b>Total Recreation</b>	<b>\$ 20,813.72</b>		
<b>Parking Garage</b>			
	\$ 6,000.00	Ticket Machine at Parking Structure	Available Fund Balance
<b>Total Parking Garage</b>	<b>\$ 6,000.00</b>		
<b>PSCC Fund</b>			
	\$ 411,956.00	911 phone system and Smart 911	Transfer from Capital Fund
<b>Total PSCC Fund</b>	<b>\$ 411,956.00</b>		
<b>NET SUPPLEMENTAL FUNDING REQUESTED</b>	<b>\$ 1,033,216.72</b>		

# ATTACHMENT B

## FY 2020 BUDGET AMENDMENT #1

### CARRY OVER FUNDING REQUESTS

	<b>CARRY OVER FUNDING REQUESTED</b>	<b>DESCRIPTION</b>
<b>General Fund</b>		
Fire	\$ 10,000.00	Workstation Computer Replacement
Total Fire	\$ 10,000.00	
<b>Perpetual Care</b>		
	\$ 321,847.32	CEC Fire Protection System
	\$ 82,184.00	CEC LED Lights
	\$ 8,000.00	Ice Arena Rental Skates
	\$ 9,707.00	CEC Concrete Repairs
	\$ 45,000.00	CEC Roof Snow Guards
Total Perpetual Care	\$ 466,738.32	
<b>MPO</b>		
	\$ 80,000.00	Chamberlain Road Access Study
	\$ 20,000.00	Bike/Ped Plan Update
	\$ 100,000.00	Wayfinding Master Plan
	\$ 60,163.03	Evansville Traffic Studies
	\$ 43,580.03	Aerial Flight
	\$ 30,163.03	Westwinds Land Use
	\$ 100,163.03	Casper Transportation Study
	\$ 60,163.04	Bar Nunn and County Corridor Study
	\$ 55,163.04	Mill Main St. Corridor Study & Plan
Total MPO	\$ 549,395.20	
<b>Capital Projects</b>		
	\$ 53,759.00	GE Orbit Radios - traffic network
	\$ 112,409.93	Platte River Revival
	\$ 432,137.50	Traffic Striper
	\$ 726,168.28	North Platte River Restoration
	\$ 206,963.48	North Platte River Restoration
	\$ 442,235.85	Misc. Concrete Repairs
	\$ 2,347,152.24	Midwest Ave - David to Poplar
	\$ 250,206.01	Paradise Valley Pool Improvements
	\$ 101,774.16	Residential Crack Sealing Project
	\$ 38,340.19	Small Equipment Purchases - Streets
	\$ 120,109.79	Highland Park Cemetery Irrigation Improve.
	\$ 211,008.15	Platte River Revival
	\$ 24,458.45	Park Improvements - Fall Material
	\$ 12,831.89	Tyler Equipment Funding
	\$ 23,310.04	CEC Box Office Compliance
	\$ 9,255.02	Fire Station #5 Equipment Needs
	\$ 200,000.00	Ash St. HVAC Improvements
	\$ 12,619.92	City Hall Sewer Rehab

	\$ 116,895.00	Mid Size Police Utility Vehicle X3
	\$ 70,048.00	1/2 Ton Pickup X2
	\$ 20,000.00	Educ. & Gov't Access Cable Channel
	\$ 67,901.49	Platte River Trails Trust Funding
	\$ 1,844.00	Golf Course Bldg. Maint.
	\$ 1,328,667.49	Ice Arena Ice Chiller
	\$ 15,000.00	Senior Center Entry Doors and Flooring
	\$ 1,324.91	Copier, Computer, Truck Hardware (Code Enf.)
	\$ 11,693.28	FY18 Park Lighting Upgrades
	\$ 57,000.00	Vehicle and Plow Purchase
	\$ 792,222.70	FY 16 Lake MacKensie Pathway
	\$ 22,938.00	Golf Course Aerator
	\$ 65,000.00	Mini Skid Steer - Weed and Pest
	\$ 256,905.17	Community Projects 1% #15
<b>Total Capital Projects</b>	<b>\$ 8,152,179.94</b>	
<b>Water</b>	\$ 230,000.00	Water Master Plan
	\$ 24,649.00	3/4 Ton Pickup
	\$ 47,063.00	One Ton Pickup
	\$ 912,502.58	West Casper Zone II Water Line
	\$ 997,169.50	CY Booster Station
	\$ 3,394,367.98	10 MG Reservoir Renovations
<b>Total Water</b>	<b>\$ 5,605,752.06</b>	
<b>Sewer</b>	\$ 9,258.00	Sunflower Pump Panel Replacement
	\$ 439.68	Tyler Equipment Funding
<b>Total Sewer</b>	<b>\$ 9,697.68</b>	
<b>Wastewater Treatment Plant</b>	\$ 630,000.00	MCC Replacement Projectg
	\$ 1,199,984.00	Secondary Rehabilitation Project
	\$ 50,000.00	PW1 Strainer Replacement
	\$ 20,000.00	Utility Cart Replacement
	\$ 41,000.00	UV Disinfection System Equip.
	\$ 60,000.00	Primary Sludge Pump Replacement
	\$ 743.88	Tyler Equipment Funding
<b>Total Wastewater Treatment Plant</b>	<b>\$ 2,001,727.88</b>	
<b>Refuse</b>	\$ 157,209.16	Crane Truck Replacement
	\$ 49,800.00	Zonar Installation
	\$ 300,539.40	Street Sweeper Replacement
	\$ 210,000.00	Asphalt Improvements
	\$ 53,541.50	FY 19 River Restoration - Cleanup/Const. Adm
	\$ 1,115.82	Tyler Equipment Funding
<b>Total Refuse</b>	<b>\$ 772,205.88</b>	
<b>Balefill</b>	\$ 214,067.00	Ejection Ram System Extension
	\$ 26,000.00	Biosolids Facility Infrastructure Improve
	\$ 60,000.00	Thermal Monitors for Compost Yards
	\$ 7,170.00	Fiber Optic Cable Install-Security Gates/Doors
	\$ 309,040.00	Litter Fence Improvements



	\$ 743.88	Tyler Equipment Funding
	\$ 41,573.93	Zonar Installation
	\$ 270,000.00	Asphalt Improvements
Total Balefill	\$ 928,594.81	
<b>Parking Garage</b>	\$ 19,025.22	Lighting and Security Cameras
Total Parking Garage	\$ 19,025.22	
<b>Health Fund</b>	\$ 1,804.50	Wellness Programs (paid by CIGNA)
	\$ (1,804.50)	Revenue anticipated from CIGNA
Total Health Fund	\$ -	
<b>Metro Animal Shelter</b>	\$ 190,926.80	Shelter Improvements
Total Animal Shelter	\$ 190,926.80	
<b>TOTAL CARRY OVER REQUESTED</b>	<b>\$ 18,706,243.79</b>	

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2020**  
**(FIRST AMENDMENT TO THE ORIGINAL ADOPTED BUDGET)**  
**Be it Resolved by the Council of the City of Casper, Wyoming**  
 Section 1. Following notice published August 7, 2019, and the public hearing held August 20, 2019, the originally adopted Fiscal Year 2020 budget is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment BA #1	Total Budget after Current Amendment	Amendment Funding Source(s)
<b>Revenues &amp; Other Financing Sources</b>				
Taxes	101 22,833,535	0	22,833,535	
Licenses & Permits	101 6,238,998	0	6,238,998	
Intergovernmental	101 12,835,866	0	12,835,866	
Fines and Forfeits	101 1,129,118	0	1,129,118	
Charges for Services	101 5,196,957	120,000	5,316,957	Meter reimb. from Water Fund
Interest	101 359,542	0	359,542	
Miscellaneous	101 334,651	0	334,651	
Operating Transfers	101 0	0	0	
<b>Total Revenues and Other Sources</b>	<b>101 48,928,667</b>	<b>120,000</b>	<b>49,048,667</b>	
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	101 26,105,452	118,250	26,223,702	\$108,250 unassign. cash; bal. c/o
Public Works	101 4,684,179	0	4,684,179	
Health and Social Services	101 1,139,094	0	1,139,094	
Culture and Recreation	101 2,909,414	17,000	2,926,414	Hogadon savings
General Government	101 9,171,412	120,000	9,291,412	Meters - reimb. from Water Fund
Transfers Out	101 5,269,940	(47,192)	5,222,748	Hogadon staff reduction impact
<b>Total Government Activities Expenditures</b>	<b>101 49,279,491</b>	<b>208,058</b>	<b>49,487,549</b>	
<b>Business Type / Enterprises</b>				
Weed & Pest	110 588,677	55,000	643,677	Reduction in Capital Fund Budget
CDBG	111 37,000	0	37,000	
Revolving Land Fund	113 25,294	0	25,294	
Perpetual Care	103 646,375	466,738	1,113,113	budget carry over
Police Grants	114 261,888	0	261,888	
Special Fire Assistance	112 156,100	0	156,100	
CATC	115 2,029,966	0	2,029,966	
MPO	116 1,416,913	549,395	1,966,308	carry over grant \$\$
Local Assessment Districts	104 3,001	0	3,001	
Capital Projects	150 17,205,313	8,168,742	25,374,055	\$798,518 unassign. cash; bal c/o
Opportunities Fund	102 10,962	315,000	325,962	Reduction in Capital Fund Budget
Water	201 15,444,660	5,615,294	21,059,954	\$9,542 unassign. cash; bal. c/o
Sewer	203 7,582,969	155,742	7,738,711	\$146,044 unassign. cash; bal. c/o
WWTP	204 14,245,176	2,001,728	16,246,904	budget carry over
Refuse Collection	205 7,612,499	804,453	8,416,952	\$32,247 unassign. cash; bal. c/o
Balefill	206 9,725,790	928,595	10,654,385	budget carry over
Aquatics	221 1,175,066	0	1,175,066	
Golf Course	222 751,049	0	751,049	
Ice Arena	223 643,201	0	643,201	
Hogadon	225 926,349	(68,006)	858,343	staff reduction
Casper Events Center	226 1,109,535	0	1,109,535	
Parking	227 35,418	25,025	60,443	\$6k unassigned cash; bal. c/o
PSCC	117 2,685,085	411,956	3,097,041	Reduction in Capital Fund Budget
CWR Water System	202 3,349,604	0	3,349,604	
Casper Recreation Center	224 1,418,068	20,814	1,438,882	Hogadon staff reduction svgs
Redevelop Loan Fund	130 67,000	0	67,000	
Fleet Maintenance	251 2,460,784	0	2,460,784	
Buildings & Structures	252 965,061	0	965,061	
Employee Health Insurance	253 8,280,958	0	8,280,958	
Property and Liability Insurance	254 2,132,806	0	2,132,806	
Metro Animal Shelter	105 753,157	190,927	944,084	budget carry over
CWR Water System Agency	300 0	0	0	
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>153,025,215</b>	<b>19,849,460</b>	<b>172,874,675</b>	

Passed this \_\_\_\_\_ day of \_\_\_\_\_  
(Day) (Month/Year)

APPROVED AS TO FORM:


ATTEST:

CITY OF CASPER, WYOMING  
 A Municipal Corporation

\_\_\_\_\_  
 Fleur D. Tremel  
 City Clerk

\_\_\_\_\_  
 Charles Powell  
 Mayor

August 7, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director  
Bruce Martin, Public Utilities Manager

SUBJECT: Reallocation of Wastewater Treatment Plant (WWTP) Capital Funds

Meeting Type & Date:  
Council Work Session  
August 13, 2019

Action Type:  
Direction Requested

Recommendation:  
That Council reallocate \$1.13 Million of WWTP capital funds from the Motor Control Center (MCC) Replacement Project to the Secondary Treatment Rehabilitation Project.

Summary:  
At its February 5, 2019 Regular Meeting, Council authorized a contract for professional services in the amount of \$254,985 with CH2M Hill Engineers. The contract is to provide engineering design, bidding, construction administration, and warranty inspections for construction of the aeration basin isolation gates, RAS room piping and valve replacement, and for performing nondestructive inspection of piping in the secondary treatment process. Upon completion, the piping inspection revealed additional critical components of the treatment process that are in need of replacement. As a result, Amendment No. 1 to the contract in the amount of \$30,031 was approved at the May 7, 2019 Regular Council meeting. The amendment expanded CH2M Hill's scope of work to include engineering services related to the replacement of a 48-inch steel mixed liquor pipe, an 8-inch dewatering pipe, and a 60-inch biofilter effluent pipe tee.

Based on the increased scope of the project and updated estimates obtained at the 90% design level, the construction cost estimate has increased from \$1.4 Million to \$2.3 Million. Currently, \$1.2 Million in funds have been encumbered from the FY19 to the FY20 budget for this project, leaving a deficit of \$1.1 Million. The FY20 budget includes \$1.13 Million for the WWTP MCC Replacement Project. Staff proposes reallocating the MCC project funds to the secondary rehabilitation project, bringing the total funds available for that project to \$2.33 Million.

While the MCC project remains as an important project, staff firmly believes that the secondary rehabilitation project is of a much higher priority at this time. Construction costs for the already designed MCC project will be budgeted in the FY21 budget.

Financial Considerations

Reallocate \$1.13 Million from the WWTP MCC Replacement Project to the Secondary Rehabilitation Project.

Oversight/Project Responsibility

Bruce Martin, Public Utilities Manager

Attachments

None