

WORK SESSION AGENDA



**Casper City Council
City Hall, Council Chambers
Tuesday, June 9, 2020, 4:30 p.m.**

This meeting will not be open to the public, per the order issued by Governor Gordon and the Natrona County Public Health Officer.

Work Sessions are always available for citizens to watch live on the City’s website (casperwy.gov) via YouTube and on cable channel 192. There is no public comment at work sessions, but citizens are welcome to email City Council with any questions or concerns at councilcomments@casperwy.gov before the work session.

Work Session Meeting Agenda		Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-up		5 min	4:30
2.	Meeting Follow-up: Aquatics Facilities Reopening	Direction Requested	5 min	4:35
3.	Community Greenhouse Project	Direction Requested	30 min	4:40
4.	Health Fund Residual Balance	Direction Requested	30 min	5:10
5.	Budget Amendment #3	Direction Requested	30 min	5:40
6.	Golf Course Update	Information Only	20 min	6:10
7.	Sole Source Purchase – Links Pump Station	Direction Requested	10 min	6:30
8.	Agenda Review		20 min	6:40
9.	Legislative Review		10 min	7:00
10.	Council Around the Table		10 min	7:10
Approximate End Time:				7:20

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6/5/2020

MEMO TO: J. Carter Napier, City Manager *YMCAP 307*

FROM: Tim Cortez, Parks and Recreation Director
Phil Moya, Recreation Manager

SUBJECT: Aquatics Facilities Opening Operations Plan – COVID 19 Closure
(Casper Family Aquatics Center, Mike Sedar Aqua Park and Marion Kreiner Park Pool)

Meeting Type & Date

City Council Work Session: Tuesday, June 9, 2020

Action type

Direction requested from City Council and the Health Department on how to proceed on the proposed opening of City aquatics facilities.

Recommendation

City Council to provide recommendations on opening of aquatics facilities per the State and Local Health Department Guidelines.

Summary

The Parks and Recreation department is seeking direction and guidance on the opening of the Casper Family Aquatics Center, Mike Sedar Aqua Park, and Marion Kreiner Park Pool. Due to COVID-19 the Parks and Recreation Department has been under strict guidelines on facility and program operational procedures. The many factors that we have taken into consideration is the 6' distancing, the participant/spectator indoor capacity, and our fiscal responsibility in operating the aquatics facilities.

The proposed new plans are presented in accordance with Fifth Continuation, and Modification, of Statewide Public Health Order #2

We are proposing a modified operational plan in accordance with recommendations from our local health department. The facility will be increasing our level of service in cleaning and disinfecting in order to accommodate the Fifth Continuation our Local Health Department guidelines.

We are prepared to staff the Casper Family Aquatics Center and Mike Sedar Aqua Park. We would need to hire staff to open Marion Kreiner Park Pool.

Proposed Opening Timeline:

1. Open Casper Family Aquatics Center: Capable of opening within a couple days. The pool is ready and would need the time to schedule staff to open.
2. Mike Sedar Aqua Park: Would need two weeks to open. The pool would require de-winterization, cleaning and scheduling of staff.

3. Marion Kreiner Park Pool: Would need three weeks to open due to the need to hire staff, de-winterization, cleaning and scheduling and training of staff.
 - a. The Splash Park would need one week to open to heat and balance chemicals.

Financial Considerations

The charts below reflect two options, one at half capacity and one and full capacity. The financial estimates and based on opening late in the season, but reflect the anticipated revenue and expenses for 2020. The Grand Total will reflect the amount that would need to be subsidized.

Casper Family Aquatic Center	70 People	140 People
	Half Capacity	Full Capacity
Grand Total Revenue:	(\$60,998.66)	(\$121,175.32)
Grand Total Expenses:	\$145,711.68	\$172,928.28
June, July, and August Grand Total:	\$84,713.02	\$51,752.96

Mike Sedar Aqua Park	100 People	200 People
	Half Capacity	Full Capacity
Grand Total Revenue:	(\$77,996.55)	(\$137,461.67)
Grand Total Expenses:	\$174,585.61	\$225,566.64
June, July, and August Grand Total:	\$96,589.06	\$88,104.97

Marion Kriener Pool/ Splash Pad	55 People	110 People
	Half Capacity	Full Capacity
Grand Total Revenue:	(\$3,667.29)	(\$4,556.25)
Grand Total Expenses:	\$39,208.60	\$44,347.30
June, July, and August Grand Total:	\$35,541.30	\$39,791.05

Oversight/Project Responsibility

Tim Cortez: Parks and Recreation Director
 Phil Moya: Recreation Manager
 Edwin Luers: Recreation Supervisor (Aquatics)

Attachments

June 3, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tom Pitlick, Financial Services Director *TP*
Tracey Belser, Support Services Director
SUBJECT: Health Fund Residual Balance

Meeting Type & Date

Council Work Session
June 9, 2020

Action Type

Information Only

Summary

The City of Casper has historically provided health insurance benefits to employees through a self-funded insurance plan. The Employee Health Fund was created to account for the financial activity of the plan. In recent years the Health Fund experienced operating deficits caused by premium revenues not keeping pace with the claims expense. These shortfalls were primarily made up through monetary transfers from other City operated Funds.

In January, 2020, the City joined the State of Wyoming's health plan in an attempt to reduce risk exposure and stabilize rates. This change has greatly reduced the role of the Health Fund in that premium revenues and claim expenses are no longer managed by the City. The financial obligation of the Health Fund is primarily now to cover the cost of run out claims that remain a liability of our self-funded plan. Eligible claims may be submitted up to one year from the termination date of the plan.

The Health Fund currently has a cash fund balance of approx. \$4.4M. This is in large part due to contributions in excess of \$2.3M made from other funds over the past two fiscal years. Remaining liabilities include the repayment of \$350,000 to CIGNA for the pre-funding of a claims payment account and \$1.7M to cover potential run out claims. The remaining \$2.35M is considered a residual balance to be utilized at the discretion of Council.

Financial Considerations

None

Oversight/Project Responsibility

Tom Pitlick, Financial Services Director

Attachments

None

May 29, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tom Pitlick, Financial Services Director *TP*
SUBJECT: Amendment to the Fiscal Year 2020 Budget

Meeting Type & Date:
Council Work Session
June 9, 2020

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 third amendment to the originally adopted Fiscal Year 2019-2020 budget. If approved, this amendment would add \$4,734,847 of expenditure authority to the current budget. Of this amount, \$2,698,678 consists of fund transfers which have the effect of increasing expense in one fund while being recorded as a revenue in another fund, thus having no impact in the City's overall financial position. The remaining \$2,036,169 would need to be covered through the use of unassigned cash/reserves from the various funds.

Major contributing factors impacting the need for the additional \$2,036,169 funding include:

- Health Insurance expenditure increase - \$563,566
- Fleet Vehicle Maintenance budget shortfall - \$250,000
- Refuse unanticipated equipment repairs - \$103,000
- Streets additional snow event related costs - \$100,177
- Finance unanticipated accounting services - \$82,000

The proposed budget amendment also suggests distribution of \$2,383,678 residing in the Employee Health Fund. The City joined the State health plan in January, 2020, thus limiting the exposure of the Employee Health Fund to primarily cover the costs of run-out claims. The \$2,383,678 represents 75% of the total amount contributed to the Health Fund by various other Funds over the fiscal year 2019-2020 period. This amendment, if approved, would transfer this amount from the Employee Health Fund and redistribute to the contributing funds on a proportionate basis. It is anticipated that such a transfer would leave the Employee Health Fund with approx. \$1.65M to cover run-out claims which may extend through the end of calendar year 2020. The amendment also proposes a transfer of \$250,000 from the Property and Liability Fund

to the Fleet Maintenance Fund and a \$65,000 transfer from the LAD Fund to the Capital Fund to cover costs of a street related project, for total fund transfers of \$2,698,678.

Financial Considerations:

The net impact to the Fiscal Year 2019-2020 annual budget would be \$2,036,169 as summarized below:

General Fund	\$ 1,109,689
Local Assessment District	\$ 65,000
Metro Animal Shelter	\$ 42,561
Weed & Pest Fund	\$ (13,044)
MPO Fund	\$ (3,444)
Capital Fund	\$(1,154,674)
Hogadon Fund	\$ 1,000
Water Fund	\$ (113,523)
WTP Fund	\$ (38,885)
Sewer Fund	\$ (44,322)
WWTP Fund	\$ (70,835)
Refuse Fund	\$ 20,102
Balefill Fund	\$ (81,384)
Fleet Maintenance Fund	\$ -0-
Property Insurance Fund	\$ (65,750)
Health Insurance Fund	\$ 2,383,678

A detailed listing of the budget adjustments is attached.

Oversight/Project Responsibility:

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

Attachments:

Budget Amendment Detail


FY '20 BUDGET AMENDMENT #3 DETAIL				
	FUNDING	NEW OR		
	REQUESTED	OFFSETTING	DESCRIPTION	FUNDING SOURCE
		REVENUES		
GENERAL FUND (101)				
General Government				
Municipal Court - Supplemental Pay	\$ 4,900		Add'l needed to cover Dec. '19 one time payment	Unassigned Cash
Municipal Court - Postage and Printing	\$ 1,200		Mailing out juror summons for the upcoming year	Unassigned Cash
Municipal Court - Health Insurance	\$ 4,415		Health Insurance underbudgeted	Unassigned Cash
Marathon Building - Electricity	\$ 2,500		Expense exceeding budget	Unassigned Cash
Marathon Building - Natural Gas	\$ 2,000		Expense exceeding budget	Unassigned Cash
Marathon Building - Water	\$ 150		Expense exceeding budget	Unassigned Cash
City Hall/Campus Buildings - Internal Services	\$ 27,000		Internal Services allocation under estimated	Unassigned Cash
Human Resources - Health Insurance	\$ 10,219		Health Insurance underbudgeted	Unassigned Cash
Information Services - Health Insurance	\$ 47,326		Health Insurance underbudgeted	Unassigned Cash
Finance - Internal Services	\$ 5,680		Expense not budgeted	Unassigned Cash
Finance - Accounting-Audit Services	\$ 82,000		unanticipated accounting services	Unassigned Cash
Finance - Other Employee Compensation	\$ (3,400)		budget reduction	Unassigned Cash
Finance - Health Insurance	\$ 42,953		Health Insurance underbudgeted	Unassigned Cash
Engineering - Health Insurance	\$ 58,544		Health Insurance underbudgeted	Unassigned Cash
Transfer In		\$ (439,673)	Health Fund redistribution	
Total General Government	\$ 285,487	\$ (439,673)		
Culture & Recreation				
Parks - Health Insurance	\$ 26,014		Health Insurance underbudgeted	Unassigned Cash
Parks Special Areas - Water	\$ 3,000		Expense exceeding budget	Unassigned Cash
Total Culture & Recreation	\$ 29,014			
Public Safety				
Fire Administration - Supplemental Pay	\$ 26,275		Add'l needed to cover Dec. '19 one time payment	Unassigned Cash
Fire Administration - Health Insurance	\$ 255,148		Health Insurance underbudgeted	Unassigned Cash
Fire EMS - Disability Buyback	\$ 750,000		Buy back per union contract	Unassigned Cash
Fire EMS - FICA/MC	\$ 10,875		Buy back per union contract (taxes on buyback amount)	Unassigned Cash
Total Public Safety	\$ 1,042,298			
Public Works				
Streets - Salary/Wages	\$ 45,000		Salary costs exceeding budget	Unassigned Cash
Overtime	\$ 4,350		Snow events	Unassigned Cash
Health Insurance	\$ 92,386		Health Insurance underbudgeted	Unassigned Cash
Gas/Fuel	\$ 50,827		Needed funds were transferred to mat.&suppl to cover ice slicer	Unassigned Cash
	\$ 192,563			
LAD Fund (104)				
Transfer Out	\$ 65,000		Transfer to Capital Fund for street projects	Fund Available Cash
Metro Animal Shelter (105)				
Health Insurance	\$ 25,561		Health Insurance underbudgeted	Fund Reserves
Internal Services	\$ 17,000		Internal Services allocation under estimated	Fund Reserves
	\$ 42,561			

FY '20 BUDGET AMENDMENT #3 DETAIL (Page 2)				
	<u>FUNDING REQUESTED</u>	<u>NEW OR OFFSETTING REVENUES</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
Weed & Pest Fund (110)				
Transfer In		\$ (13,044)	Health Fund redistribution	
MPO Fund (116)				
Transfer In		\$ (3,444)	Health Fund redistribution	
Capital Fund (150)				
Improvements other than buildings	\$ 12,485		To restore full funding of 1% #15 to Platte River Trails Trust award	Prior Designated Funds
Transfer In		\$ (1,167,159)	Health Fund redistribution	
Improvements other than buildings	\$ 26,700		LAD 157 Construct	Transfer from LAD Fund
Improvements other than buildings	\$ 38,300		LAD 157 - Other	Transfer from LAD Fund
Transfer In		\$ (65,000)	Transfer to cover LAD 157 project costs	
	\$ 77,485	\$ (1,232,159)		
Hogadon Fund (225)				
Health Insurance	\$ 1,000		Health Insurance underbudgeted	Fund Available Cash
Water Fund (201)				
Transfer In		\$ (113,523)	Health Fund redistribution	
WTP (202)				
Transfer In		\$ (38,885)	Health Fund redistribution	
Sewer Fund (203)				
Transfer In		\$ (44,322)	Health Fund redistribution	
WWTP Fund (204)				
Transfer In		\$ (82,996)	Health Fund redistribution	Fund Available Cash
Salaries & Wages	\$ 10,000		Expense Line underbudgeted	Fund Available Cash
Supplemental Pay	\$ 130		Expense Line underbudgeted	Fund Available Cash
Other Employee Withholdings	\$ 31		Expense Line underbudgeted	Fund Available Cash
FICA	\$ 1,000		Expense Line underbudgeted	Fund Available Cash
Retirement Contributions	\$ 1,000		Expense Line underbudgeted	Fund Available Cash
	\$ 12,161	\$ (82,996)		
Refuse Fund (205)				
Transfer In		\$ (83,498)	Health Fund redistribution	
Other Contractual	\$ 103,600		Unanticipated additional expenditures	Fund Reserves
	\$ 103,600	\$ (83,498)		
Baalefill Fund (206)				
Transfer In		\$ (81,384)	Health Fund redistribution	

FY '20 BUDGET AMENDMENT #3 DETAIL (Page 3)

	<u>FUNDING REQUESTED</u>	<u>NEW OR OFFSETTING REVENUES</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
Fleet Maintenance (251)				
Vehicle Maintenance	\$ 250,000		Budget line overexpenditure	Transfer from Prop. & Liability Fund
Transfer In		\$ (250,000)	Transfer from Prop. & Liability Fund	
	\$ 250,000	\$ (250,000)		
Property Insurance Fund (254)				
Transfer In		\$ (315,750)	Health Fund redistribution	
Transfer Out	\$ 250,000		Transfer to Fleet Maintenance to cover shortage	Fund available cash
	\$ 250,000	\$ (315,750)		
Employee Health Insurance (Fund 253)				
Transfers Out	\$ 2,383,678		Allocation of 75% of FY '19 & '20 subsidy contributions	Fund available cash
Total All Funds	\$ 4,734,847	\$ (2,698,678)		

May 27, 2020

MEMO TO: J. Carter Napier, City Manager 

FROM: Tim Cortez, Parks and Recreation Director
Randy Norvelle, Parks Manager

SUBJECT: Casper Municipal Golf Course Update

Meeting Type & Date

Council Work Session
June 9, 2020

Action type

Information Only

Recommendation

That Council provide any input as they see fit.

Summary

The City of Casper has hired a new golf professional and modified the revenue streams at the Municipal Golf Course.

Due to Covid-19, a late start to the golfing season, and a new arena of operations for the City of Casper, some revenue streams will be down and some start up investments will be increased. Delaying season pass sales and start up, until May 1st, and not providing carts until May 4th has led to a projected loss of \$40,000 for the 2020 golf season.

The startup cost for the driving range included a ball picker, range ball washer, range balls, and miscellaneous items at a cost of \$9,815.90. In the first two weeks of its opening, the driving range has taken in approximately \$4,000; resulting in a projected profit for the season of \$25,000 (\$35,000 revenue, minus \$10,000 expenses). A conservative projection for FY21/22 is \$40,000 profit.

Revenue streams for this FY20/21 will be slightly lower, due to slowly phasing in different programs. Projections for FY21/22 indicate increase revenue due to a normal operational season and institutional experience by the Head Golf Professional.

New revenue streams moving forward:

- Driving Range \$40,000
- Lessons, Clinics, Jr. Programs w/proper staffing \$25,000
- Retail & Club Repair \$15,000

- Rental Clubs and Push Carts \$6,000
- Locker Room Rental \$2,000

Financial Considerations

None

Oversight/Project Responsibility

Randy Norvelle, Parks Manager

Todd Schafersman, Head Golf Professional

Attachments

None.

June 4, 2020

MEMO TO: J. Carter Napier, City Manager *KMCP 307*
FROM: Tim Cortez, Director of Parks and Recreation
Randy Norvelle, Parks Manager
SUBJECT: Sole Source – Links Pump Station

Meeting Type & Date

Council Work Session
June 9, 2020

Action type

Approval Requested

Recommendation

That Council approve a sole source request to replace the pump station for the Links at the Municipal Golf Course.

Summary

On June 3, the pump station for the Links Course suffered a catastrophic failure. Replacement of this pump station is listed as a top priority for the FY21 budget and is in the process of final approval.

The Parks and Recreation Department is requesting a sole source for replacement for two reasons.

The first reason is to minimize strain on the Highlands/ Park course pumps and limit interruptions to course play. While the Links pump is down, these pumps are watering all three courses and watering time has been extended by four hours. This creates more strain on the pumps and is not recommended for long periods of time. The increase of watering time may also impact play on the course as the irrigation will need to come on earlier in the evening and stay on later in the morning. Additionally, staff will need to manually water the course during the day to supplement the inadequate irrigation.

The second reason is the new pump station will need to be compatible with the Toro National Support Network. This irrigation system is in use for the rest of the course at this time. Furthermore, an electronic butterfly valve is required to prevent water hammer and control water flow.

Therefore, a Watertronics pump station is the only product that will meet the City's needs.

Financial Considerations

Watertronics Pump Station	\$115,800
Pump Station Building Modifications	<u>\$ 9,200</u>
Total Project Budget	\$125,000

Oversight/Project Responsibility

Randy Norvelle, Parks Manager
Jason Ostlund, Golf Course Superintendent

Attachments

None