

COUNCIL WORK SESSION
Tuesday, March 10, 2020 at 4:30 p.m.
City Hall - Council Meeting Room

AGENDA

1. 6th Cent Survey Results
2. Capital Budget Review
3. Community Promotions – Part 1
4. Unsafe Structure and Equipment Ordinance
5. Staffing Requests
6. Agenda Review (& Liquor Resolutions)
7. Legislative Review
8. Council Around the Table

Mayor Freel called the work session to order at 4:38 p.m. with the following Councilmembers present: Lutz, Powell, Bates, Huber, and Mayor Freel. Councilmember Johnson called into the meeting. Councilmembers Cathey and Pacheco were absent.

City Manager Napier asked that the agenda review include a discussion of liquor resolutions, and Council agreed. Mayor Freel brought up the comment that was made regarding the Downtown Development Authority's timeliness with responses and stated that they provided evidence that they had in fact responded to the complaint within 48 hours.

Next, City Manager discussed the survey results from the county-wide optional 6th cent survey. He stated that this was a randomized survey done by a third party and that the tax is a specific purpose excise tax that will disappear once the funds for the projects are collected. He then reviewed the data which showed voter support for a new police station and the finishing phase of the Midwest Avenue project. He then reviewed the next steps which included gathering support from at least two-thirds of the other municipalities in Natrona County for these projects, along with other projects that were strongly supported through the survey. Then they would prepare a request to be voted on by the County commissioners to put the optional 6th cent on the ballot for the specified projects. Council discussed that any residual balance from the quarter that the tax ends could go to a reserve put together to service the projects. City Manager Napier also explained that, much like the 5th cent tax, the City would be able to educate voters about the tax but would be unable to promote the tax. A private entity would need to come forward to promote the tax, because that must be an effort independent of the government. The majority of Council gave their thumbs up to move forward with discussing the tax with the other entities and possibly bringing it forward to the County Commissioners.

Next, Council reviewed the Capital Budget that they had received previously. These projects include projects funded from 1%#16, enterprise funds, opportunity funds, and other existing funding sources such as the perpetual care fund and unencumbered residual project funds. He explained that if tax revenue is not as high as projected, staff will bring forward recommendations to Council for certain projects to be postponed so that higher priority projects can be completed. He also explained that the most recent budget amendment included most of the rollover projects

that were discussed last year. He then asked the different department heads to go over their corresponding capital budget projects.

Public Services Director, Andrew Beamer, discussed funding for projects at the Waste Water Treatment Plant, Solid Waste Facility, and equipment for the Streets Division; and routine street, water, and sewer maintenance. He also discussed utility-funded projects at the Balefill. Council discussed making streets a higher priority for the potential 1%#17 in lieu of the recent road condition report from a consultant. Mr. Beamer stated that his department is prioritizing the road projects and utilizing that report with their current funding to the best of their ability. He also addressed a question concerning the purchase of a plasma table and explained that this purchase will drive down annual costs for the City. Parks and Recreation Director, Tim Cortez, then reviewed the projects proposed for his department including light poles around the game fields, maintenance for historic buildings at Fort Caspar, security cameras at the Events Center, sealant at Hogadon, mowers at the golf course, and emergency batteries for the ice arena. He also discussed rolling over \$250K that was dedicated for the design of a ski lift last year. The City did not receive any proposals for that design, possibly because the design groups are usually within the company that sells the lift. He stated that current lift is safe, but the City will need to decide what the next steps are for replacing that lift.

Fire Chief Solberg then reviewed the Fire Department's requests in the Capital Budget, which includes a fire engine, thermal imaging cameras, an alerting station, turnout gear replacements, second set of gear, a turnout gear extractor, a vent for Station #2, and backboard replacement. Support Services Director, Tracey Belser, then reviewed her department's requests in the capital budget, including audio visual equipment in the Council chambers; server and equipment upgrades; SQL database; UPS batteries; fiber optic networks at solid waste, waste water treatment plant and in the second phase, metro animal shelter; AED replacements; decking at Lansing Field; and flooring and HVAC at the senior center. Council discussed options at the senior center for HVAC, and staff recommended replacing the compressors and voltage regulators immediately and looking at overhauling the entire HVAC next year. Community Development Director, Liz Becher, then reviewed her proposals for the capital budget, which included a drainage project at Life Steps, a CATC conversion bus/van, and a 1 mile path around metro animal shelter for dog walkers. Police Chief McPheeters then reviewed his primary capital budget requests which included a large fleet request, design and land acquisition for the police facility, a Spillman arrest module, and a license plate reader system. Council discussed the reason for the large fleet request, and Chief McPheeters discussed that the department currently has no spare vehicles and the vehicles are now being retained until they need to be replaced as opposed to being traded in when they hit a target mileage. City Manager Napier also discussed capital funding projects at Municipal Court, including a Tyler Software implementation. Some of the projects discussed by many of the departments also included possible grant funding that would help to alleviate the City's portion of the cost of some of the projects.

Next, Fleur Tremel, Assistant to the City Manager/City Clerk, discussed the community promotions allocations. She stated that the City received 21 applications with a total request for \$112K in funding. She then showed Council the spreadsheet they will use to allocate funding for

each request. Mayor Freel asked that Council keep the allocation total at \$25K, because that was the total from last year. Council asked that the spreadsheet be changed so that in-kind and facility funding can be entered into the spreadsheet manually to allow for partial funding instead of only being able to allocate all or nothing. Council also discussed asking for consistency with requestors asking for funding for either specific events or per agency. Council decided they will discuss this next year and make a final decision at a later date on how to accept future requests. Council agreed to have their completed spreadsheets turned into Ms. Tremel by next Wednesday.

Next, City Manager Napier discussed the proposed unsafe structure and equipment ordinance. He stated that the City has received many complaints about living conditions that do not provide appropriate heating, structural and sanitary conditions. He stated that staff would like the tools to be able to correct these basic life condition issues. He then reviewed photos exhibiting the unsafe and poor conditions that have been related to some of these complaints. Council then reviewed some of the proposed language that would help compel a property owner to deal with the issues after a complaint is received. Dan Elston, Building Supervisor, explained that currently the City has no means to address these complaints, and members of the Health Department and Fire Department explained that they are only able to see and deal with these issues if they are invited into a home for an alternate reason. The new ordinance would allow for a complaint-based system, where an investigation could be conducted if there is a complaint filed with the City. If a violation was found, the process would first include a notice of violation and would give sufficient time for the property owner to correct the issue. If the issue was not corrected, the property owner could face fines. If the conditions were not safe enough to continue housing individuals, the City could refer them to emergency housing with the Casper Housing Authority. Council gave their thumbs up to move forward with the ordinance as is and to ask for citizen comment on the website before formally considering the ordinance in a Council meeting. Council also asked that staff look into actionable items and retaliation protection.

Next, City Manager Napier discussed additional staffing requests. The Parks and Recreation Department is requesting an additional employee to assist with getting the irrigation system in working order before the summer season. Last year, there were irrigation issues due to a lack of staff. This staffing request would not impact the current fiscal year's general fund, but will be an additional cost that is included in future fiscal year budgets. The second staffing request is for a public information officer (PIO) and a part time administrative assistant for the City Manager's Office. The PIO would be a combination position that would be shared with the Public Services Department, and would assist with revenue driven activity for public services. The two positions would be revenue neutral for the general fund, due to a current vacancy in the City Manager's Office. The other portion of the PIO's salary would come from the utilities' enterprise funds, and the rate models will be able to absorb that investment. Council gave their thumbs up to move forward with fulfilling these staffing requests.

Next, City Manager Napier reviewed the proposed liquor resolution. He explained that staff had met with stakeholders as well as the State Liquor Division to help develop appropriate language for the resolution. This is time sensitive, as staff would like to mail the new requirements with the licenses that are being distributed later this month so they are given plenty of notice. The resolution

included guidelines for appropriate use of bar and grill and retail liquor licenses and operational hours of eight hours per day, five days per week for fifty weeks a year for a retail license, and operational hours of five hours per day, five days per week for fifty weeks per year for bar and grill licenses. The resolution also included requirements for a physical bar for bar and grill license holders. Council also discussed relaxing open container laws in the downtown area during the summer. The sanctions for late applications were also discussed but will be discussed in more detail later for incorporation into the liquor ordinance. Council gave their thumbs up for the resolution regarding operational hours and physical requirements for bar and grill properties.

Council then reviewed the agenda for next week's regular Council meeting. Councilmembers Powell and Hopkins stated that they will be absent from the March 24th work session.

City Manager Napier then reviewed the results from this legislative session, including passing of optional municipal tax legislation and direct distribution funding for at least the next two years. Legislation preventing municipalities from being included on the state health insurance plan died, as well as proposals to tax government property.

Next, Council went around the table to discuss their respective board and committee meetings and share ideas and concerns related to public matters of interest.

City Manager Napier recommended deferring the executive session to next week after the regular Council meeting, and Council agreed. Therefore, the work session was adjourned at 8:20 p.m. and the special meeting was not required.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor