

WORK SESSION AGENDA

Casper City Council
City Hall, Council Meeting Room
Tuesday, April 26, 2022
Following Special Meeting beginning at 4:30 p.m.



| Work Session Meeting Agenda | | Recommendation | Beginning Time | Allotted Time |
|--|---|---------------------|----------------|---------------|
| Recommendations = Information Only, Move Forward for Approval, Direction Requested | | | | |
| 1. | Council Meeting Follow-up | | 4:30 | 5 min |
| 2. | Benefits of Wayfinding Signs | Information Only | 4:35 | 20 min |
| 3. | I-25 Beautification Follow-up | Direction Requested | 4:55 | 30 min |
| 4. | Parkway Parking Update | Direction Requested | 5:25 | 30 min |
| 5. | Perpetual Care Corpus | Direction Requested | 5:55 | 30 min |
| 6. | Funding Considerations for Fire Pension A | Direction Requested | 6:25 | 15 min |
| 7. | Agenda Review | | 6:40 | 20 min |
| 8. | Legislative Review | | 7:00 | 20 min |
| 9. | Council Around the Table | | 7:20 | 20 min |
| Approximate End Time: | | | | 7:40 |

Please silence cell phones during the meeting

April 15, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Liz Becher, Community Development Director *LB*
SUBJECT: Benefits of Wayfinding Signs

Meeting Type & Date:

Council Work Session, April 26, 2022.

Action Type:

Information Only

Recommendation:

That Council consider the benefits of Wayfinding signage for our community and support the inclusion of signage in City street and infrastructure projects, thereby phasing the costs of fabrication and installation over a broader time frame.

Summary:

The Metropolitan Planning Organization (MPO) project kicked off the Casper Area Wayfinding Plan project in September 2019, with its partners in Evansville, Bar Nunn, Mills, and the County. Council formally adopted the Plan, by resolution, on April 21, 2020. The Plan is a system, by which each municipalities' signs will work in coordination with one another to give residents and visitors a holistic experience. Each municipality has adopted the Plan, and are funding their own signs.

One of the goals of the City Council is to enhance the attractiveness of the community for business and workforce development. A corresponding focus area for that goal is marketing Casper as a great community, and communicating Casper's amenities. The 2021 Tourism Master Plan also identified this goal. Wayfinding signage assists in accomplishing those goals. While many citizens have phone apps that can get them to requested destinations, wayfinding signage is critical for directing residents or guests to destinations they may not be aware of, and providing information about the destination.

Many reports, studies, and best practices manuals have been written about Wayfinding signs. Here is a synopsis of their benefits.

Benefits

- Providing Community Branding that defines the area.
- Providing a Sense of Place, making the community welcoming and attractive.

- Enhancing Mobility and the Efficiency/Safety of Traffic. Fewer lost drivers and pedestrians.
- The ability to direct traffic to the most efficient routes. “A new community utility.”
- Increased Traffic to Attractions for both first time and repeat visitation. People find the attractions they are seeking so they can enjoy the attraction and spend money.
- Reduced Visitor Frustration. Encourages longer visits and exploration of the community.
- Is expandable to new venues (i.e. transit stops)

Research on the Benefits

- In a summary of wayfinding benefits in *Land Use Journal*, the author states that a wayfinding sign system “making the parking and walking experience pleasant and attractive increases the appeal of the location and can increase repeat visits to primary and secondary destinations by as much as 30%.”
- Ashville, NC Visitor Survey about Wayfinding:
70% of visitors would consider extending their visit and 11% would definitely extend their visit by one additional night if new or additional attractions were discovered via wayfinding signs.
- Existing wayfinding studies point to improved visitor experiences, reduced frustration and wasted time, increased visitations to signed attractions (10-30%), and possible extended stays.
- Measurements of community pride and quality of place are harder to quantify. However, Cheyenne could be a useful comparison to Casper. Phase 1 of Cheyenne’s wayfinding system was quite well received by the community, so much so that Cheyenne completed a Phase 2 and is now investigating a Phase 3 expansion.

Financial Considerations:

Individual signs cost between \$2,500 - \$6,500 depending on the size and fabrication specifications for the four (4) destination designs featured in the Wayfinding Master Plan. Funding would be included in the specific project budgets during the annual capital planning process. There were 189 signs identified for the City of Casper.

Oversight/Project Responsibility: MPO Staff in the Community Development Department will oversee this project, with assistance from Public Services and Parks.

Attachments:

RDG Wayfinding Plan highlights (2020) – Exhibit A

Excerpts from the Sustainable City Network webinar on Wayfinding Systems (2013) – Exhibit B

Project Updates – Sign Marks



Vehicular Directional
25 MPH or less

Vehicular Directional
25 MPH or less
with District Identifier

Vehicular Directional
35 MPH or more

Vehicular Directional
35 MPH or more
with District Identifier

Vehicular Directional
25 MPH or less

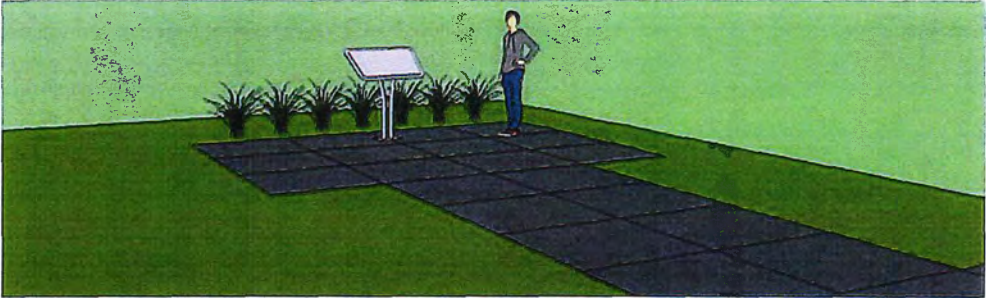
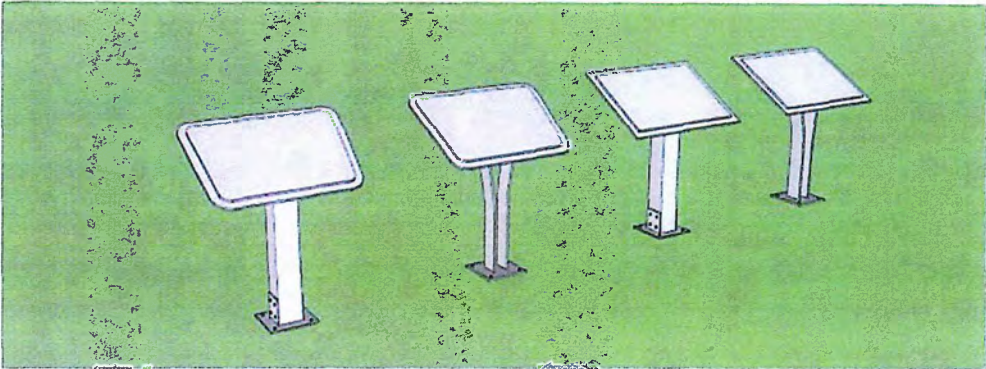
Destination



Project Updates – Gateways



Project Updates – Gateways



What is Wayfinding?

NATIONAL SIGN PLAZAS



“Wayfinding encompasses all of the ways in which people and animals orient themselves in physical space and navigate from place to place” (Wikipedia)

“Wayfinding is a consistent use and organization of definite sensory cues from the external environment” (Kevin A. Lynch)

“Wayfinding is the practice of orientating people within their environment while developing a predictable user experience” (NSP)

Primary objectives of Wayfinding:

- Establish a sense of place within your community
- Orient vehicular and pedestrian traffic with a logical and intuitive system
- Enhance the best and most frequently used areas within your civic environment



Why Do It?

- An attractive, well-planned directional signage program makes a city a destination and increases tourism traffic
- Signage united with mapping offers a complete package to help visitors and residents alike to navigate around town
- Presents a unified image of a city's many attractions and historic districts

Why Develop the System?

Safety

- Create easy-to-follow user friendly system
- Direct visitors from highway to inner city
- Keep visitors from getting lost
- Eliminate frustration
- Eliminate visual distractions

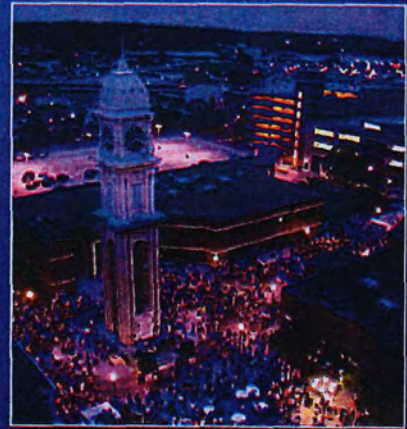
Why Develop the System?

Create Positive Visitor/Guest Experience

- Find more attractions and stay longer
- Navigate with ease through the area
- Project a positive image
- Increase safety of the traveler

Wayfinding Helps Visitors

- Easily locate local attractions
- Become aware of attractions they would have otherwise not known about
- Find what they're looking for and businesses see more traffic



Finding Their Way Around Town

- Each year, millions of people travel to new destinations -- across the state, region or country
- Frustrating for many travelers who cannot find their way around to local attractions
- If tourists can't find their way around, local attractions may be missed and dollars lost

April 26, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, P.E., Public Services Director *AB*
Alex Sveda, P.E., City Engineer *AS*

SUBJECT: Council direction for enhancement options, with Staff Recommendations, for the Interstate 25 & Casper Marginal Combined Beautification Project – Poplar to East Yellowstone, No. 21-027, and Center Street.

Meeting Type & Date:
Council Work Session
April 26, 2022

Action Type:
Direction Requested

Recommendation:
That Council provide direction for selection of enhancement options and consider Staff Recommendations for the Interstate 25 & Casper Marginal Combined Beautification Project – Poplar to East Yellowstone, No. 21-027, and Center Street.

Summary:
The Wyoming Department of Transportation (WYDOT) is preparing to reconstruct the Interstate 25 & Casper Marginal from Poplar Street to East Yellowstone Highway (US-26). WYDOT currently has this project separated into two phases, the first phase planned from Poplar Street to McKinley Street and the second phase planned from McKinley Street to East Yellowstone Highway. Phases one and two are tentatively scheduled to begin in 2023 and 2025, respectively. The City of Casper is also looking to enhance Center Street between B Street and the Interstate in 2022.

Civil Engineering Professionals (CEPI) is the landscape architect under contract for design and coordination with WYDOT for both phases of the interstate project as well as Center Street. On the January 11 and February 22 Council Work Sessions, Jared Fehringer with CEPI presented enhancement options and related costs for City Council's consideration. Based on Council feedback, recommendations were made which include the following:

Table A – I-25 & Poplar St. Project Improvements (Phase 1)

| Beautification | Estimated Cost Funding from WYDOT Cooperative Agreement Enhancement Funds | Option Designation |
|---|---|---------------------------|
| RGB Lighting | \$120,000 | A-1 |
| Wayfinding Signage | \$20,000 | A-2 |
| Terraced Retaining Walls (WYDOT funds) with Landscaping | \$10,000 | A-3 |
| Form Liners for Vertical Concrete Walls | \$0 ⁿ | A-4 |

ⁿfor no cost standard form liner options Diamond, Fractured Granite, and V-Wave.

Table B – I-25 & Center St Project Improvements (Phase 1)

| Beautification | Estimated Cost Funding from WYDOT Cooperative Agreement Enhancement Funds | Option Designation |
|---|---|---------------------------|
| RGB Lighting | \$120,000 | B-1 |
| Wayfinding Signage | \$5,000 | B-2 |
| Terraced Retaining Walls (WYDOT funds) with Landscaping | \$10,000 | B-3 |
| Form Liners for Vertical Concrete Walls | \$0 ⁿ | B-4 |

ⁿfor no cost standard form liner options Diamond, Fractured Granite, and V-Wave.

Table C – McKinley St Underpass Project Improvements (Phase 2)

| Beautification | Estimated Cost Funding from WYDOT Cooperative Agreement Enhancement Funds | Option Designation |
|---|---|---------------------------|
| RGB Lighting | \$95,000 | C-1 |
| Wayfinding Signage | \$15,000 | C-2 |
| Terraced Retaining Walls (WYDOT funds) with Landscaping | \$10,000 | C-3 |
| Form Liners for Vertical Concrete Walls | \$0 ⁿ | C-4 |

ⁿfor no cost standard form liner options Diamond, Fractured Granite, and V-Wave.

Table D - Center Street at Railroad Improvements

| Beautification | Estimated Cost Funding from City: \$462,500 for the Center Street Enhancements Funds | Option Designation |
|--|---|---------------------------|
| Replace Slope Paving on South Side of Railroad with Slope Paving or Vertical Walls | \$115,000 | D-1 |
| Replace Slope Paving on North Side of Railroad with Slope Paving or Vertical Walls | \$125,000 | D-2 |
| Form Liners on Slope Paving or Vertical Walls | \$60,000 | D-3 |
| Accent Lighting and Improved LED lighting under Railroad | \$90,000 | D-8 |

Table E - Center Street Beautification

| Beautification | Estimated Cost Funding from \$462,500 for the Center Street Enhancements Funds unless noted otherwise | Option Designation |
|--|---|---------------------------|
| Welcome to Casper Sign | \$50,000* | E-1 |
| Replace and Reset Pavers & Replace Missing Trees | \$25,000 | E-2 |
| Wayfinding Signage | \$20,000 | E-5 |
| Streetscaping on D Street | \$25,000 | E-6 |

*Funding from WYDOT Cooperative Agreement Enhancement Funds

Table F – F Street Bridge Improvements (Phase 1)

| Beautification | Estimated Cost Funding from WYDOT Cooperative Agreement Enhancement Funds | Option Designation |
|-----------------------|--|---------------------------|
| Pedestrian Lighting | \$65,000 | F-1 |

The following standard form liner options have been confirmed by WYDOT to be no-cost options:

- Diamond (similar to form liners currently installed for Walsh Dr. underpass)
- Fractured Granite
- V-Wave

Selection of one or more of the standard form liner options above would not require any funding to apply as an enhancement feature with the portions of this project related receiving WYDOT Cooperative Agreement Enhancement Funds.

With the Form Liners on Slope Paving or Vertical Walls (Option Designation D-3 for the Center

Street at Railroad Improvements), the standard form liner options above or other pattern options may be selected. It should be noted that form liners on vertical walls tend to emphasize greater detail than ones on sloped paving.

Federal Surface Transportation On-System Enhancement funds, administered by WYDOT, are allocated to the project, in the amount of \$400,000 for the first phase from Poplar Street to McKinley Street and \$400,000 for the second phase from McKinley Street to East Yellowstone Highway. The City also has an additional \$462,500 for the Center Street enhancements.

City Staff recommends the following:

- Beautification options for the WYDOT and Railroad Center Street Underpasses, which include the above Tables D and E, excluding Option Designation E-1, in the amount of \$462,500.
- Beautification options for Phase 1 of the Federal Surface Transportation On-System Enhancement funds, which includes the above Tables A, B, and F, including Option Designation E-1, in the amount of \$400,000.
- Beautification options for Phase 2 of the Federal Surface Transportation On-System Enhancement funds, which includes Table C, in the amount of \$120,000. An additional \$280,000 of these funds will be available for other Phase 2 enhancements along the I-25 and Casper marginal corridor.

Financial Considerations

Funding will come from:

- \$400,000 from Phase 1 of Federal Surface Transportation On-System Enhancement funds for Tables A, B, and F, including Option Designation E-1. There is no cost associated with Option Designation A-4 and B-4.
- \$462,500 from budgeted FY22 Capital Projects Fund - Improvements Other Than Bldgs allocated to the Center Street Underpass for Tables D and E, excluding Option Designation E-1.
- \$400,000 from the second phase of Federal Surface Transportation On-System Enhancement funds for Table C. There is no cost associated with Option Designation C-4.

Oversight/Project Responsibility

Jared Fehringer, R.L.A., A.S.L.A., CEPI

Alex Sveda, P.E., City Engineer

Attachments:

- Feb. 22, 2022 CEPI presentation with options and estimated costs
- Three (3) No-Cost Form standard form liner option samples.

Diamond-2



Fractured Granite-1



Forming The Future™

PATTERN 16987 Fractured Granite

Random rock

GrayLastic™

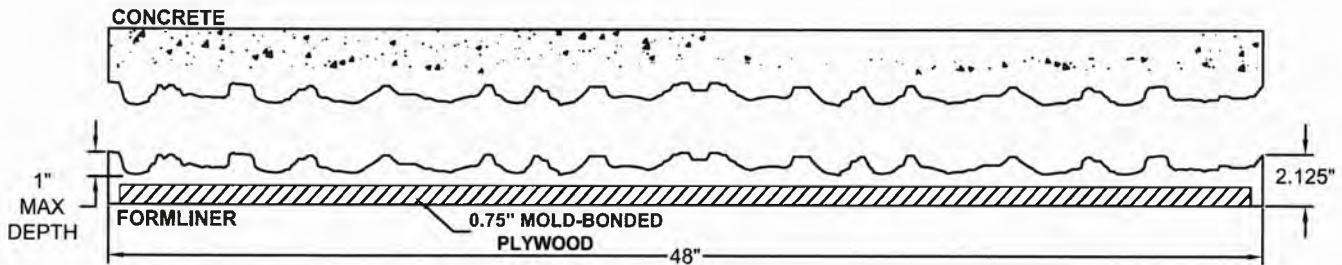
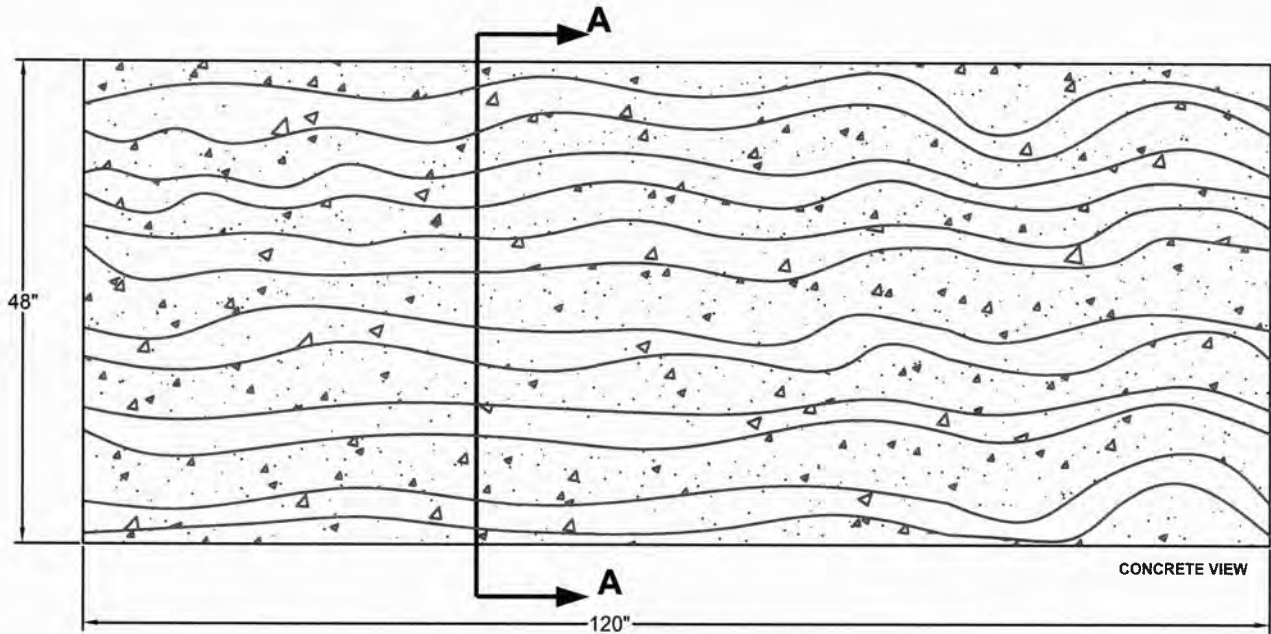
Elastomeric Urethane - up to 100 uses.
Mold bonded to 0.75" plywood. Add 1.125" to liner thickness.

Stone & Rock

Part Size: 120"W x 48"H

Max Depth: 1.0"

Pattern matched four sides



SECTION A-A
FORMLINER DETAIL

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Page 1 of 1

Fractured Granite -2



V-Wave - 1



**FITZGERALD
FORMLINERS**

Forming The Future™

PATTERN 17942 March Lane 'V' Wave

V- Wave

Vac-U-Form™

Styrene - Single Use.
ABS Plastic - Up to 15 reuses.

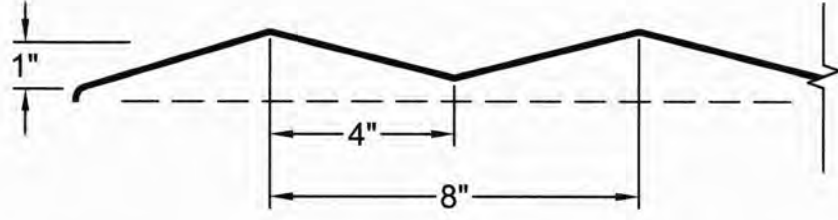
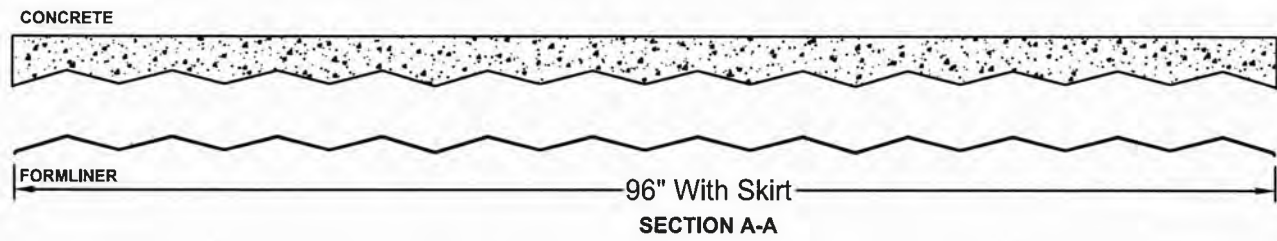
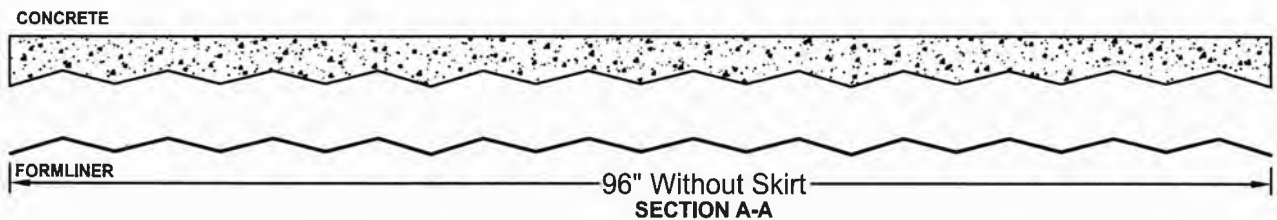
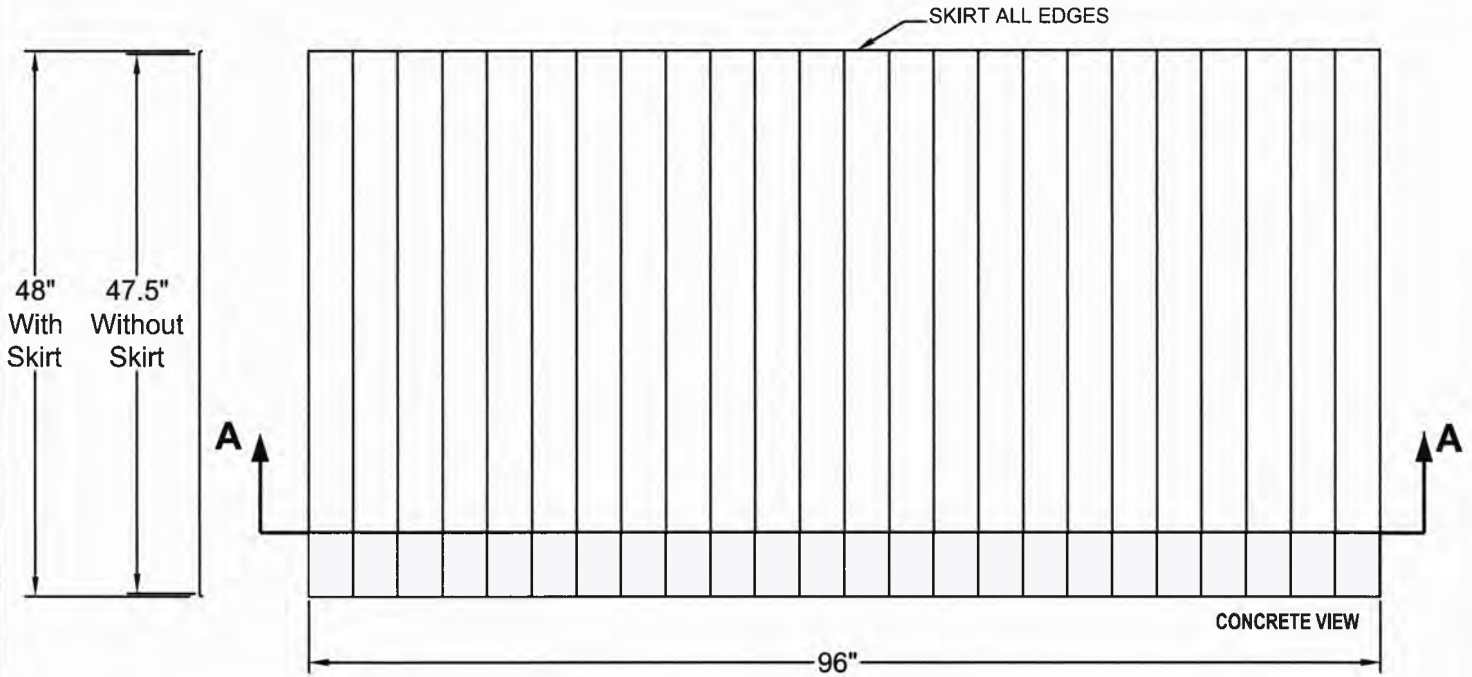
Geometric

Part Size: 96" W x 47.5" H
With Skirt 96.5" W x 48" H

Max Peak: 1.0"

Skirt around perimeter of panel

Foam Backing Can Be
Supplied For Support



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Page 1 of 1

V-wave - 2



I-25 & Casper Marginal Combined Beautification Project: Poplar to East Yellowstone

City of Casper

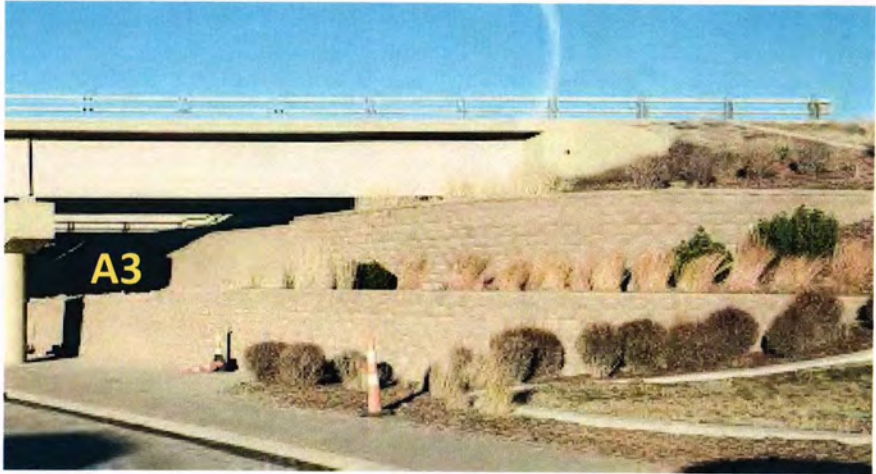
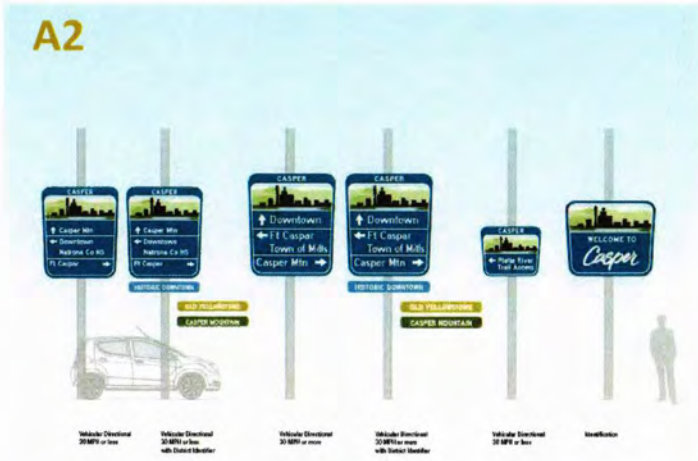
February 22, 2022

The logo for CEPI (Casper Eastern Piedmont Intermodal) is displayed in a stylized, orange and white font with a drop shadow effect.

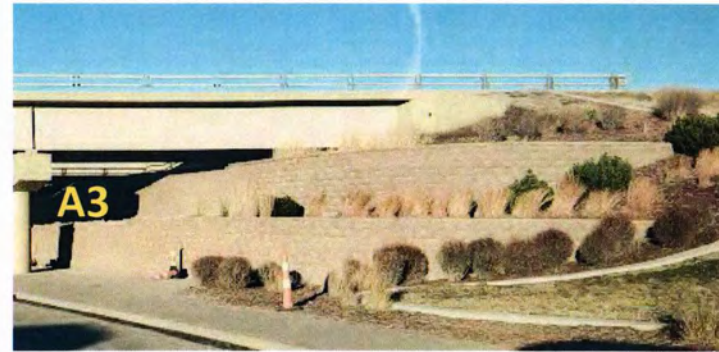
Poplar Street Existing Conditions



(A) Poplar Underpass Project Improvements



(A) Poplar Underpass Project Improvements



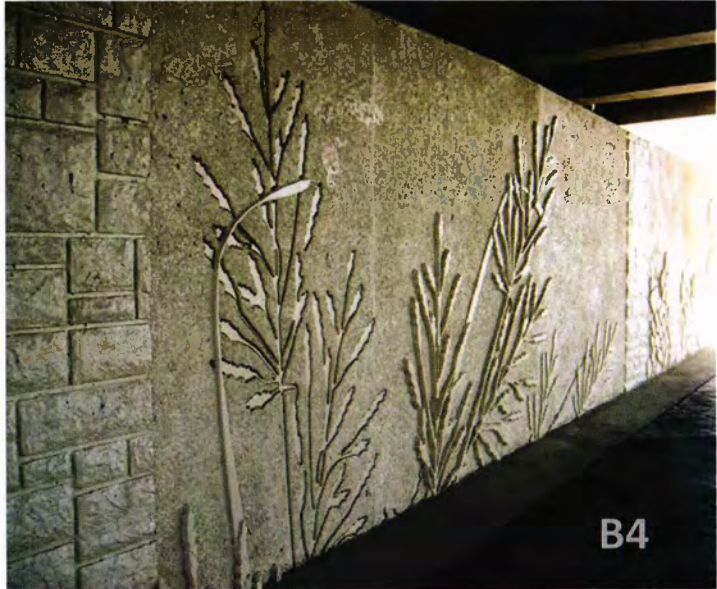
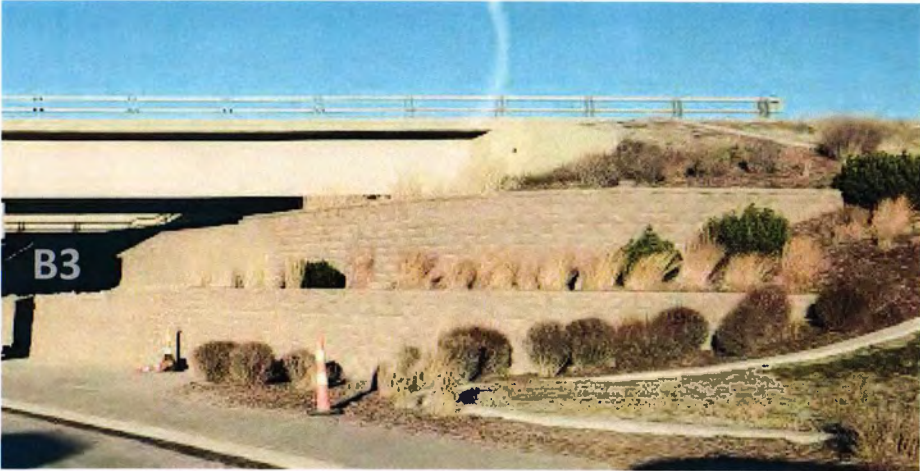
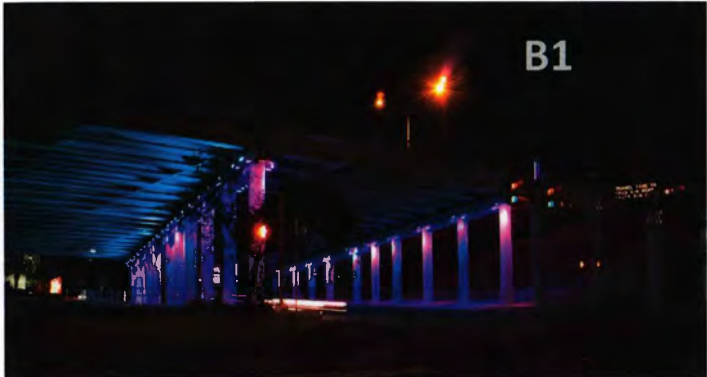
| A | | I-25 at Poplar(WYDOT Enhancement Funds) | |
|---|---|---|--|
| 1 | RGB Lighting | \$ 120,000.00 | Per underpass |
| 2 | Wayfinding Signage | \$ 20,000.00 | 2020 MPO Wayfinding Study (4 signs) |
| 3 | Terraced Retaining Walls (WYDOT funds) with Landscaping | \$ 10,000.00 | Enhancement funds for landscape/irrigation |
| 4 | Form Liners for Vertical Concrete Walls | \$ 50,000.00 | |
| 5 | Murals | \$ - | Pursue grants and teaming opportunities |



Center Street Underpass Existing Conditions



(B) Center St Underpass Project Improvements



(B) Center St Underpass Project Improvements



B1



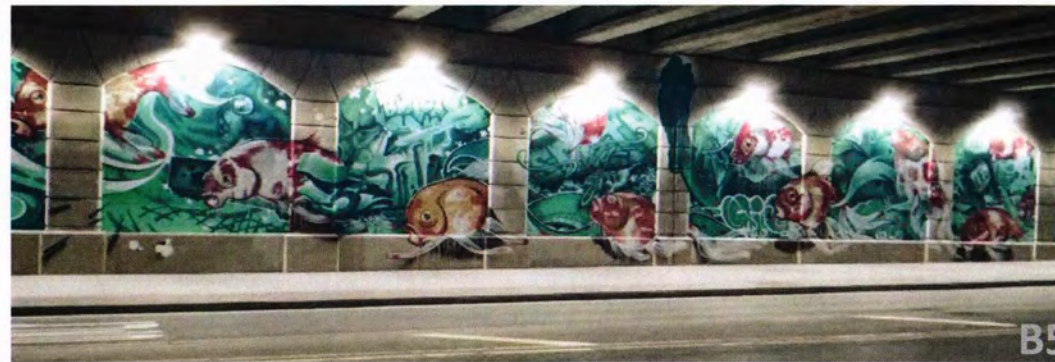
B2



B3



B4

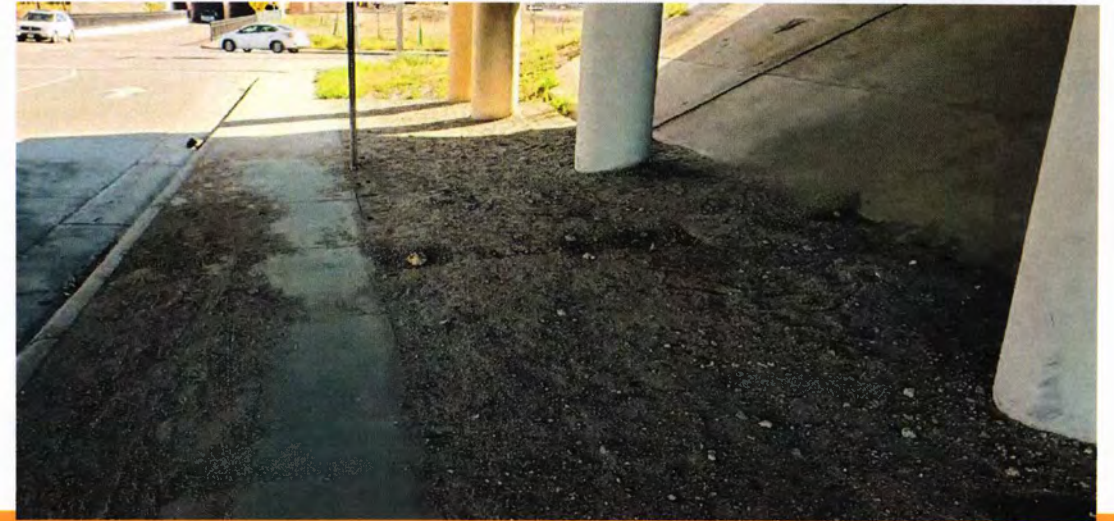


B5

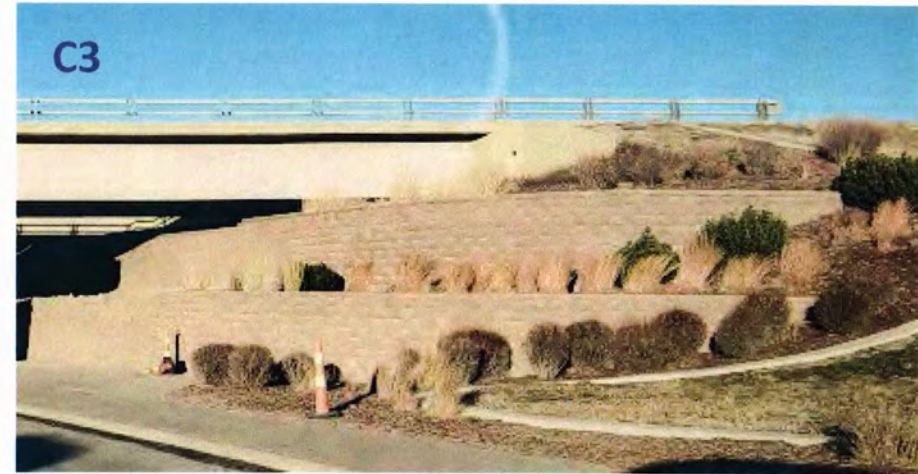
| I-25 at Center (WYDOT Enhancement Funds) | | | |
|--|---|---------------|--|
| B | | | |
| 1 | RGB Lighting | \$ 120,000.00 | Per underpass |
| 2 | Wayfinding Signage | \$ 5,000.00 | 2020 MPO Wayfinding Study (1 sign) |
| 3 | Terraced Retaining Walls (WYDOT funds) with Landscaping | \$ 10,000.00 | Enhancement funds for landscape/irrigation |
| 4 | Form Liners for Vertical Concrete Walls | \$ 50,000.00 | |
| 5 | Murals | \$ - | Pursue grants and teaming opportunities |



McKinley Street Existing Conditions



(C) McKinley St Underpass Project Improvements



(C) McKinley St Underpass Project Improvements



| C | | I-25 at Mckinley (WYDOT Enhancement Funds) | |
|---|---|--|--|
| 1 | RGB Lighting | \$ 120,000.00 | Per underpass |
| 2 | Wayfinding Signage | \$ 15,000.00 | 2020 MPO Wayfinding Study (3 signs) |
| 3 | Terraced Retaining Walls (WYDOT funds) with Landscaping | \$ 10,000.00 | Enhancement funds for landscape/irrigation |
| 4 | Form Liners for Vertical Concrete Walls | \$ 50,000.00 | |
| 5 | Murals | \$ - | Pursue grants and teaming opportunities |



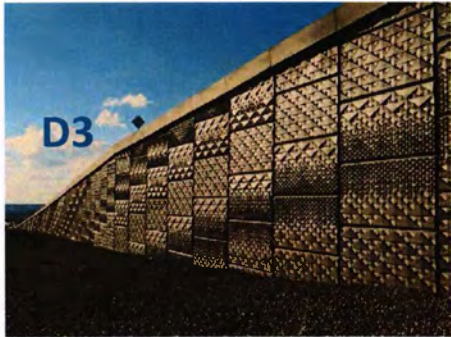
Center RR Underpass to B St. Existing Conditions



(D) Center Street at Railroad Improvements



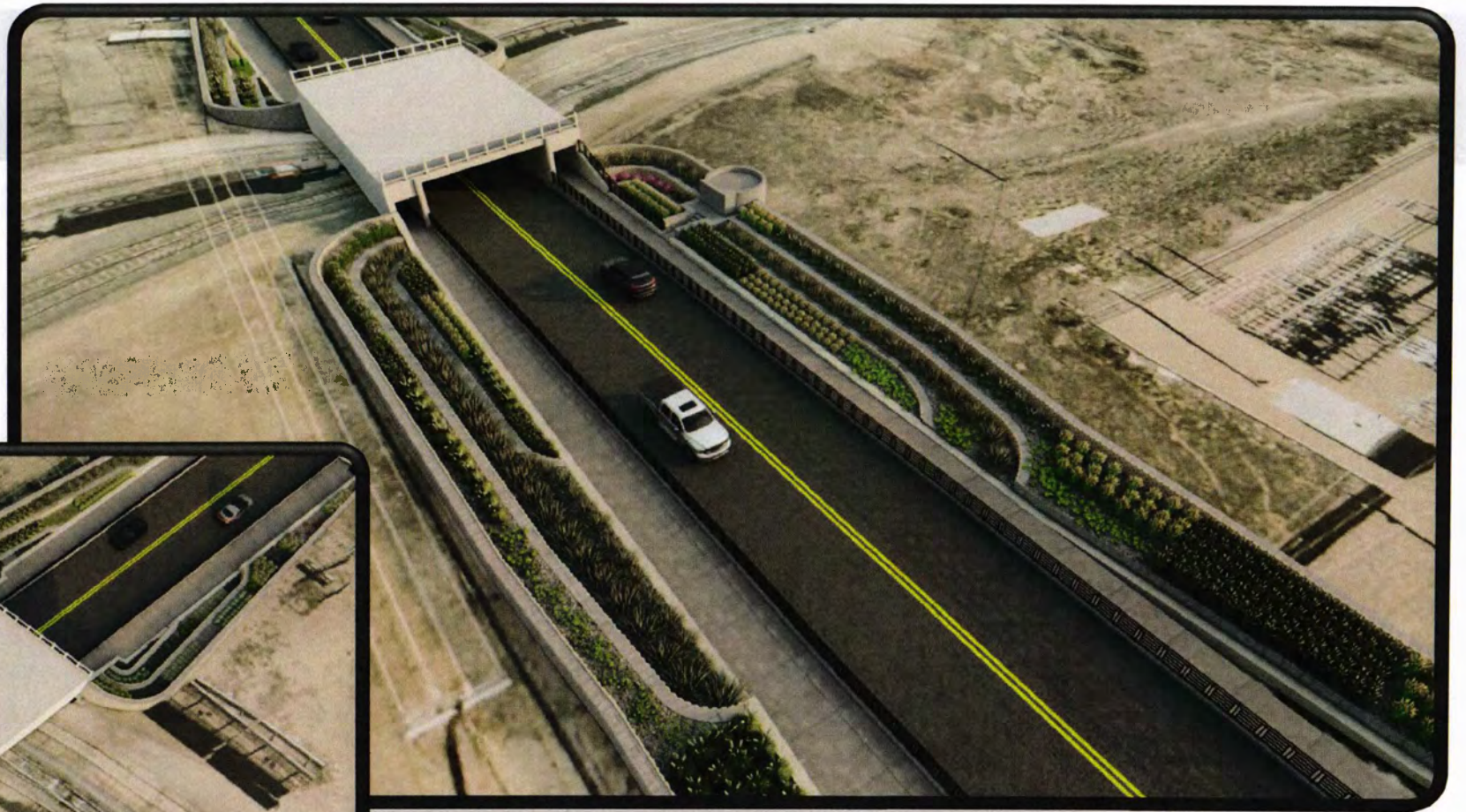
(D) Center Street at Railroad Improvements



| Center Street & RR Bridge (City Funds) | | | |
|--|--|---------------|---|
| D | | | |
| 1 | Replace Slope Paving on South Side of RR | \$ 115,000.00 | |
| 2 | Replace Slope Paving on North Side of RR | \$ 125,000.00 | |
| 3 | Form Liners on Slope Paving | \$ 60,000.00 | |
| 4 | Mural on Slope Paving | \$ - | Pursue grants and teaming opportunities |
| 5 | Terraced Retaining Walls on South Side of RR | \$ 150,000.00 | Same as Curtis Street |
| 6 | Terraced Retaining Walls on North Side of RR | \$ 210,000.00 | Same as Curtis Street |
| 7 | Decorative Fencing | \$ 100,000.00 | |
| 8 | Accent Lighting and Improved LED lighting under RR | \$ 90,000.00 | |
| 9 | Painting of Railroad Bridge | \$ 150,000.00 | |
| | | | 21 |



D5-D6



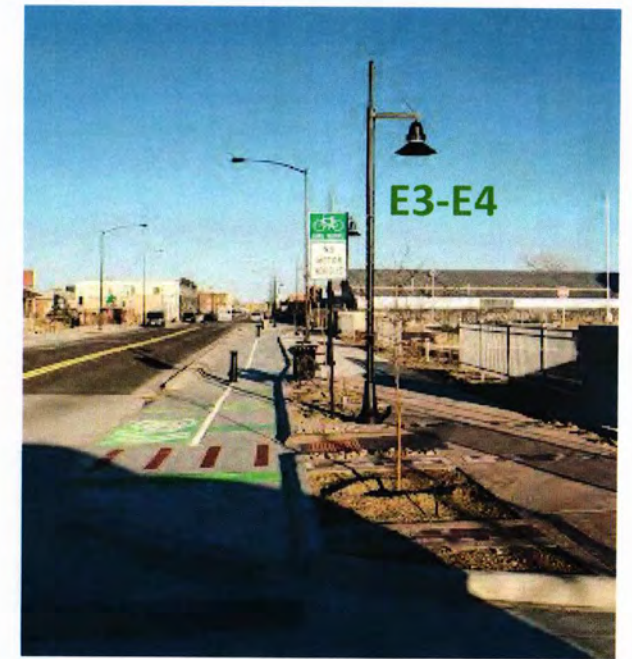
D5-D6



Center: E St. to D St. Existing Conditions



(E) Center Street Beautification



| E | | Center Street Beautification (City Funds) | |
|---|--|---|--|
| 1 | Welcome to Casper Sign | \$ 50,000.00 | |
| 2 | Replace and Reset Pavers & Replace Missing Trees | \$ 25,000.00 | |
| 3 | Decorative Pedestrian Level Lighting | \$ 315,000.00 | Both sides from E St. to the D St. |
| 4 | Decorative Pedestrian Level Lighting | \$ 150,000.00 | Both sides from C St. to Cheney Building |
| 5 | Wayfinding Signage | \$ 20,000.00 | 2020 MPO Wayfinding Study (3 signs) |
| 6 | Streetscaping on D Street | \$ 25,000.00 | |



(F) F Street Bridge Improvements

▶ WYDOT to install 10-foot attached sidewalk with decorative fencing



F

F Street Bridge (WYDOT Enhancement Funds)

1

Pedestrian Lighting

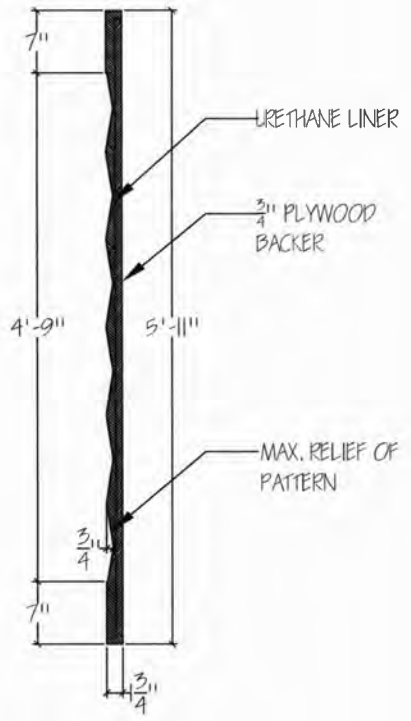
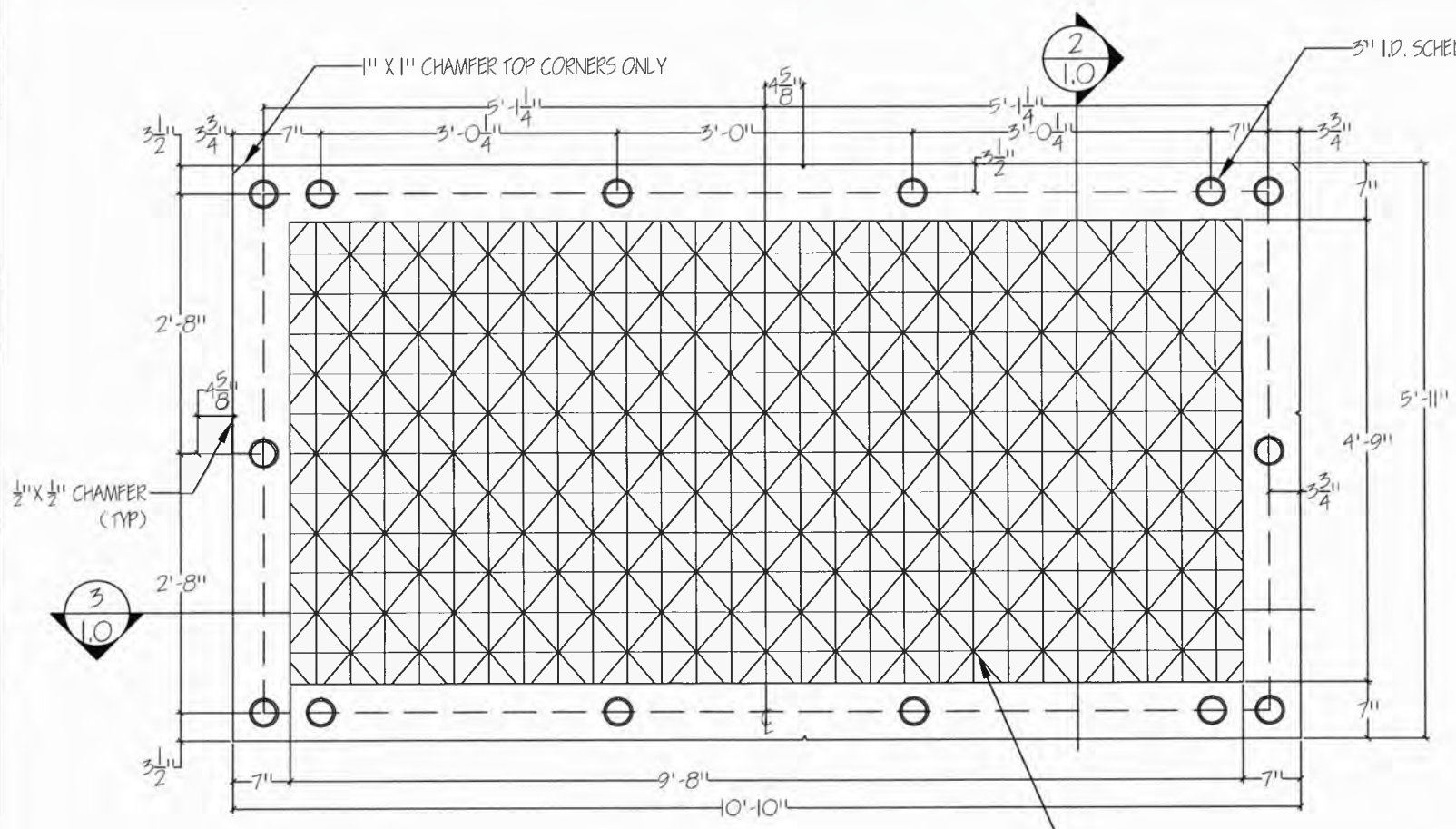
\$ 65,000.00

One side of bridge

26

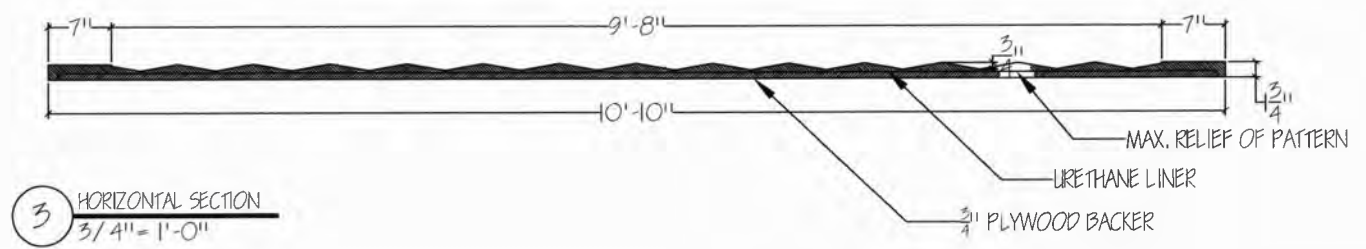


Diamond - 1



1 RLA ARCHITECTURAL "A" LINER ELEVATION
3/4" = 1'-0"

2 VERTICAL SECTION
3/4" = 1'-0"



3 HORIZONTAL SECTION
3/4" = 1'-0"

* FOR CROSSHATCH PYRAMID PATTERN
SEE DETAIL PLATE 3.0

CUSTOM ROCK
FORMLINER

2020 West 7th Street
St. Paul, MN 55116
P. 651-699-1345
F. 651-699-1830
www.custom-rock.com

Representatives:
James Kluck (MN)
Gary Batt (CA)

CONTRACTOR
Reinforced Earth
12001 Sunrise Valley
Suite 400
Reston, VA 20191
703-547-8797

ARCHITECTURAL RLA "A" AND "N" LINER
SHOP FABRICATION

RLA "A" FORMLINER
ELEVATION & SECTION

scale: 3/4" = 1'-0"
drawn by: CWT
date: 7/22/21

April 18, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Keith McPheeters, Police Chief *Killer 307*
SUBJECT: Parkway Parking and Parking Enforcement Update

Meeting Type & Date

Work Session
April 26, 2022

Action type

Information Only

Recommendation

None

Summary

In 2021, Council introduced changes in the City's Parking Manual to allow for the permitting of parkway parking on 12th and 13th Streets. At the same time, Council endorsed enforcement of the prohibition of parkway parking at all other locations within the City of Casper.

The Casper Police Department embarked on an educational, marketing effort to reduce parkway parking violations and to inform the citizens on 12th and 13th Streets regarding the permitting process. The primary goal of these efforts was to facilitate compliance with parking ordinances.

Despite the considerable time and effort on the part of Council to make parking on the parkway palatable to the citizens residing on 12th and 13th Streets, only one residence has, to date, begun the permitting process.

Since March, the Casper Police Department has issued approximately 50 notices on improperly parked vehicles on the parkway, issued eight (8) written warnings, and issued four (4) citations to illegally parked vehicles on the parkway.

There is insufficient data by which to judge the success, or lack thereof, of the parking on the parkway program.

Financial Considerations

None

Oversight/Project Responsibility

Keith McPheeters, Chief of Police

Attachments

Statistical Parking Report



April 13, 2021

The City of Casper updated the Parking Manual in 2021, with clear direction for parkway parking, downtown overtime parking, and Recreational Vehicle parking enforcement from the Casper City Council. Here is an update of the enforcement efforts that have been conducted from May of 2021 through present.

Parkway Parking Enforcement:

In May of 2021, an educational “sticker campaign” began with Community Service Officers placing pink, clean-release vinyl stickers on violator vehicles found parked on the parkway. This sticker campaign coincided with news releases and social media campaigns with the goal of educating our community on what the parkway area was, what the law said, and what the permitting process (when applicable) was.

In July of 2021, the CSO’s began attempting to make face-to-face contact with property and vehicle owners, with the goal of having those direct-contact encounters to ensure the appropriate message and information was being relayed to those parties.

In September 2021 the CSO’s began issuing written warnings to vehicle owners who were still parked on the parkway. Anecdotally, the CSO’s noted that many of those with whom we had face-to-face contact voluntarily complied with moving vehicles off of the parkway.

In December 2021, a coding issue was discovered that caused errors between the CPD *Brazos* e-ticket solution and the Municipal Court *InCode* which prevented citations being issued through the *Brazos* system. Upon repair of the coding issue, the issuance of citations for Parkway Parking began again in March, 2022.

The Casper Police Department utilizes a variety of programs to track contact with parkway parking violators, including warnings. Since March, 2022, any person who has received a citation should have encountered all of the educational steps in the process detailed earlier in this memorandum. As of the writing of this memorandum, since the beginning of March 2022, approximately 50 pink dots have been placed on vehicles, 8 written warnings were issued, and 4 citations were issued.

The focus of the Community Service Officer Division has been, and will continue to be, education of vehicle and property owners, in order to gain voluntary compliance in regards to parkway parking.

Downtown Overtime Parking:

The Community Service Officers are primarily responsible for downtown parking enforcement. Between April 5, 2021 and April 5, 2022, CSO’s patrolled the downtown area 2-3 times per week for overtime parking enforcement. During that time frame 144 citations for overtime parking were issued. Thirteen (13) citations were issued for second offenses. No citations were issued for 3rd or subsequent, violations.

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Our current CSO staffing levels, coupled with a growing work load, prevents them from doing much more than the downtown parking efforts described above. Downtown overtime parking is extremely time intensive, taking 1.5 – 2 hours for one CSO to complete one sweep of the downtown parking areas, and document the vehicles that are parked there for tracking purposes. If citations are being issued, it can take considerably longer to complete a sweep. If an emergent call for service is dispatched that a CSO must respond to, they must abandon the downtown parking sweep to assist with that call.

In 2019 the Casper Police Department began investigating Electronic License Plate Readers (ELPR's) in an effort to streamline and considerably shorten the time it takes to complete a downtown parking "sweep". COVID, supply chain, and other issues have slowed down our acquisition of an ELPR system (and a platform to mount it to) considerably.

The CSO's remain dedicated to enforcing overtime parking in the downtown area, and the Casper Police Department will continue to search for ways to make that process more streamlined and effective.

Recreational Vehicle Parking:

The RV parking guidelines were also updated in the 2021 parking manual revision. As a result, the CSO division has also gone on an educational campaign, contacting vehicle owners, and notifying them of the updated ordinance. Again, through the educational efforts, a vast majority of RV owners storing their RV on the street have voluntarily complied, and removed the vehicles from the street.

Through escalating efforts, 48 RV owners were issued citations, and 5 owners were issued second offense citations in the last year. In 2021, only three people secured the required RV parking permit for long-term storage of an RV on the street. So far this year, only one person has applied for and received an RV parking permit.

Community Service Officer Parking Enforcement Study

The Casper Police Department Community Service Officer Division is responsible for most of the parking enforcement in the city of Casper. The following information comes from the *Brazos* e-citation program which was implemented in March 2021. The following is a study of the data collected by that system, in regards to the enforcement of various parking ordinances in the City of Casper. The officers involved in the study are identified by badge number (H-proceeded by a number).

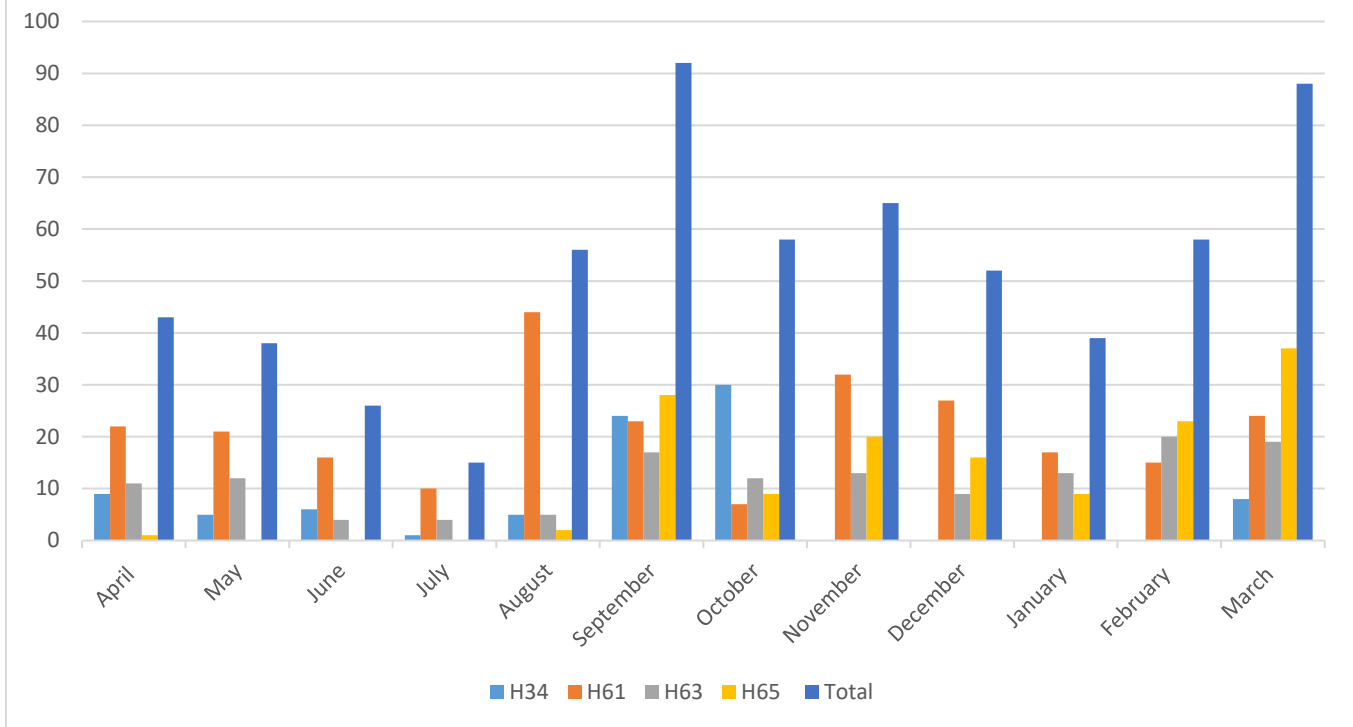
Parking Study Conclusion

- 1) The CSO division should endeavor to find ways to be more consistent in parking enforcement efforts, across all months of the year, and across all CSO's.
- 2) More emphasis should be placed on enforcement of the downtown parking/overtime parking areas, during summer months, when the impact on our community from tourism is the highest.
- 3) More emphasis should be placed on consistent efforts across all days of the week, but especially on Friday's when the tourist impact on the downtown area is the highest.
- 4) More emphasis should be placed on overtime parking.
- 5) Following the parking manual update in 2021, more emphasis should also be placed on parkway parking and RV parking, to educate our community and step up enforcement on habitual offenders.
- 6) The Casper PD should renew their efforts in researching ELPR and UTV technology to increase CSO efficiency.
- 7) The Casper PD should continue to consider an additional full time CSO and a part time CSO to increase time spent on parking enforcement activities, as well as officer support services.

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Parking Citations by Month Total and by CSO:
4/5/2021 through 4/5/2022

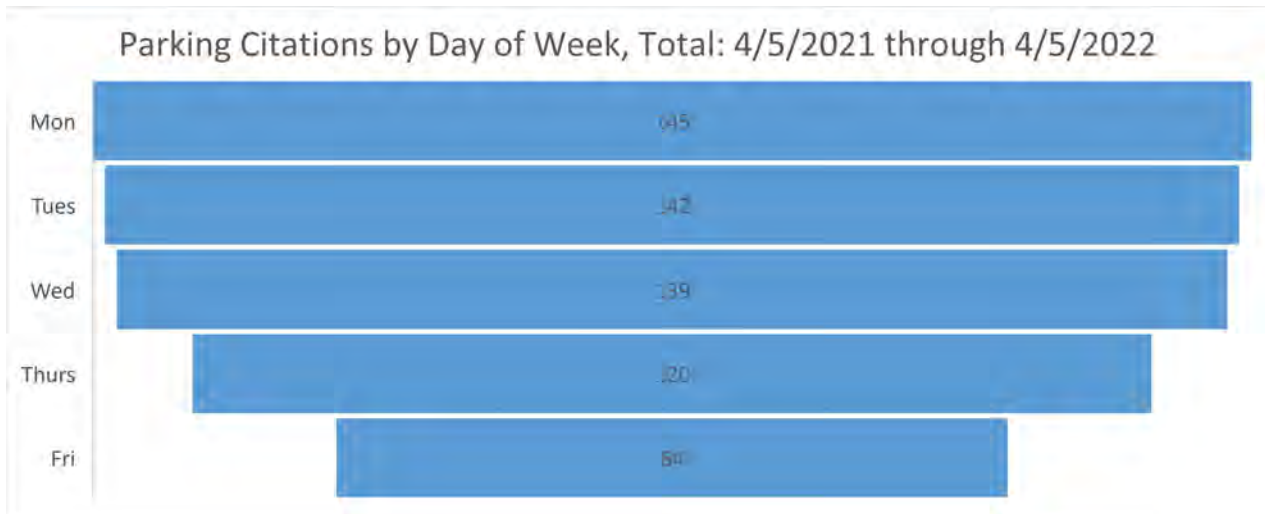


- This information does not contain written warnings
- Citations were lowest during the summer months, when parking is impacted the most by tourists.
- Citations were highest during spring and fall, when the weather is the nicest
- More focus should be given to citations during the summer months to prevent parking issues when the need for parking is the highest
- H61 issued the most citations, overall, most consistently

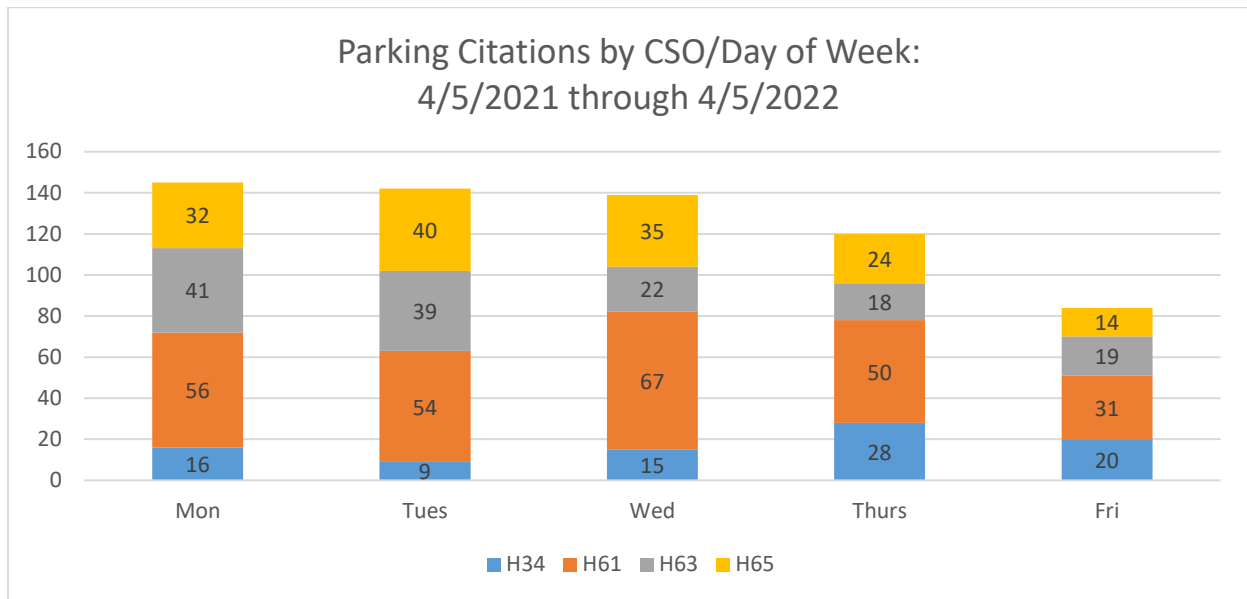
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- This information does not contain written warnings
- More citations were issued on Monday, tapering off through the week
- More emphasis should be placed on enforcement on Fridays, when more tourists are in Casper (typically).

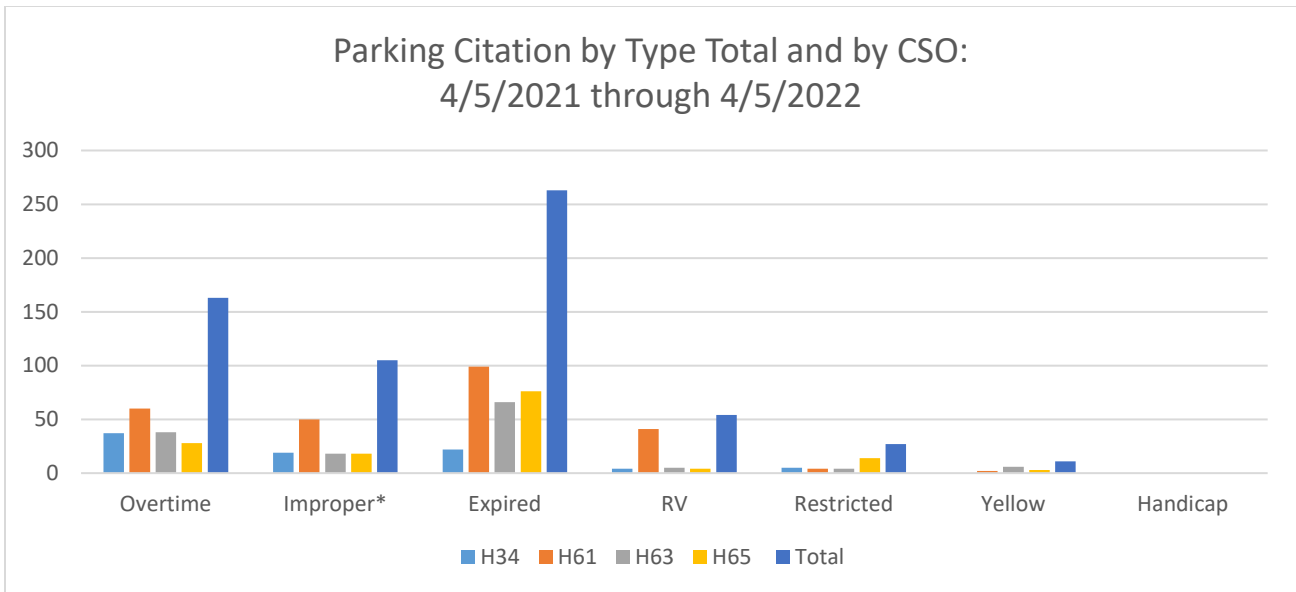


- Above is for ALL (629) parking citations written in BRAZOS for the last year
- This information does not contain written warnings
- H61 wrote the most citations, every day of the week = 258 (41%)
- H65 wrote the 2nd largest amount of citations, mostly on Tuesday = 145 (23%)
- H63 wrote the 3rd number of citations, mostly on Monday = 139 (22%)
- H34 wrote the 4th number of citations, mostly on Thursday = 88 (13%)
- More parking citations are written on Monday, Tuesday and Wednesday than on Thursday and Friday

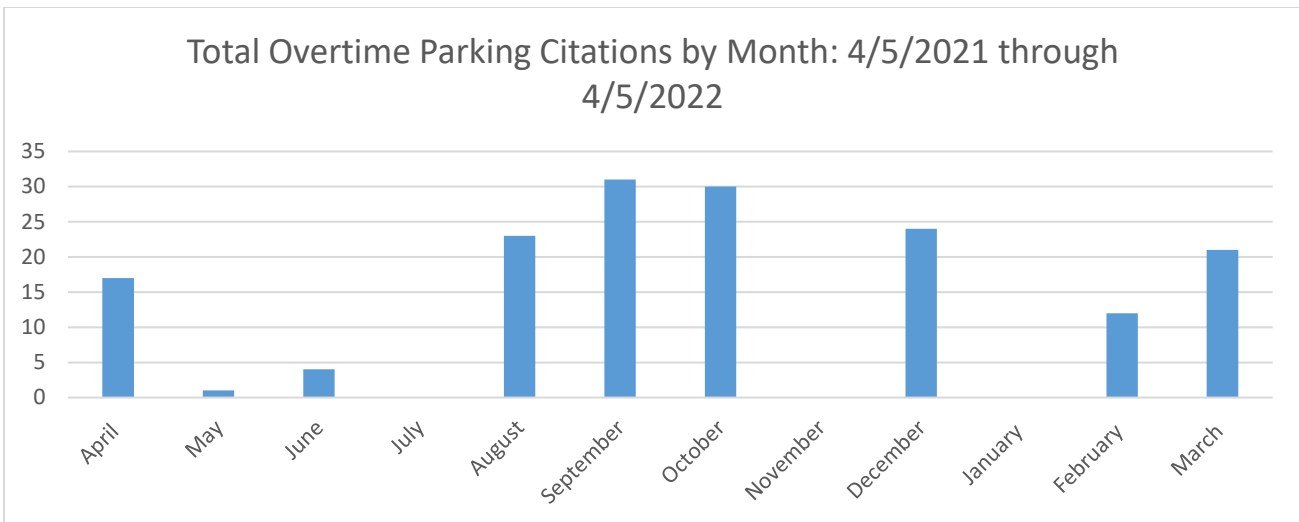
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- *Improper parking includes parkway parking violations
- This information does not contain written warnings
- Expired registrations were, by far, the most issued parking citations
- More emphasis should be placed on Overtime and Parkway Parking violations
- No handicap parking violations were captured in Brazos during this time frame

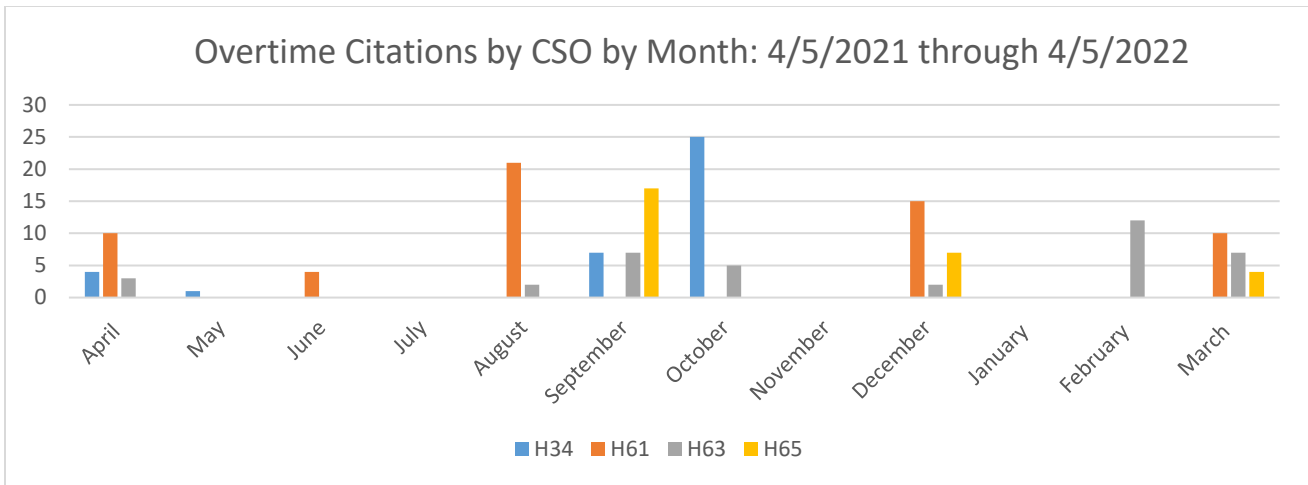


- This information does not contain written warnings
- There were three months in 2021/2022 where no downtown overtime parking citations were issued.
- There were 2 months in 2021/2022 when less than 10 overtime parking citations were issued.
- There was less overtime parking enforcement in the early summer months than there was in the spring or fall, when weather is nice.

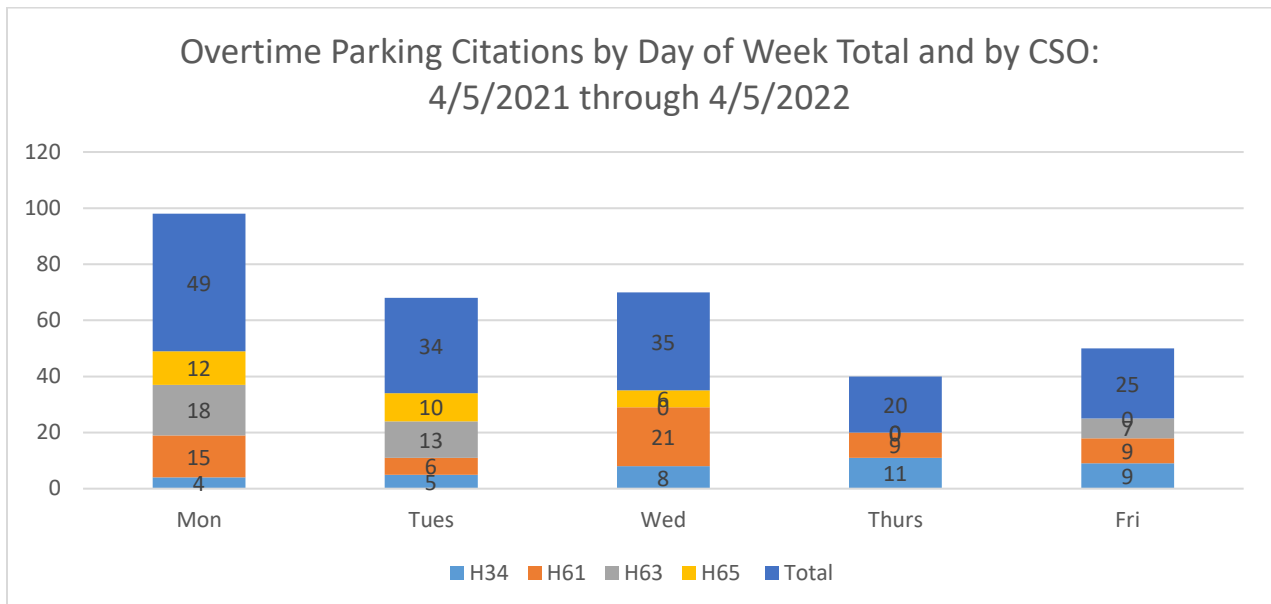
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- This information does not contain written warnings
- H34 wrote the most overtime parking citations in one month (October)
- Overall, H61 wrote the most overtime parking citations on a consistent basis
- There were 8 months that H34 did not issue any overtime parking citations in 2021/2022 time frame*
 - *on leave 3 months
- There were 5 months that H63 did not issue any overtime parking citations in 2021/2022 time frame
- There needs to be more consistent overtime parking enforcement in the downtown area
- There needs to be a higher emphasis on overtime parking during summer months, when tourists visit our City.



- This information does not contain written warnings
- More overtime parking citations were issued on Monday, Tuesday & Wednesday than on Thursday and Friday
- More tourists visit our community on the back end of the week than the front end of the week

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April 11, 2022

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Jill Johnson, CPA, Financial Services Director *JJ*
Nicholas Gassman, Accounting Supervisor *NOG*
SUBJECT: Perpetual Care Direction

Meeting Type & Date

Work Session
April 26, 2022

Action type

Direction Requested

Recommendation

That the City Council provide direction of what the interest earned from the Perpetual Care Fund corpus can be spent on and what the corpus balance should be for the fund.

Summary

The Perpetual Care Fund was created by Council directive; restricting Optional 1% Sales Tax funds. The current corpus balance of the fund has not been clearly documented and was instead verbally discussed to be around 30 (thirty) million dollars. The current fund balance as of April 8, 2022 is \$30,616,874.

The interest gained from the corpus was designated by Council to provide support for four categories:

1. Operations Trust: To be used for operations and maintenance of facilities originally constructed or improved with Optional 1% Sales Tax funds.
2. Building Trust: To be used for repairs of buildings and replacement of furnishings in all City Facilities constructed or improved with Optional 1% Sales Tax funds.
3. North Platte Park Trust: To be used for improvements in the original North Platte Poplar Park area.
4. Urban Forestry Trust: To be used for Casper Urban Forests, which includes the purchase of new trees and maintenance of existing trees.

Included in the Urban Forestry Trust is a donation from the estate of William McNamara of \$75,000 received in 1998 and is permanently restricted. See exhibit A.

Over the years, the corpus, as well as the purpose, has been discussed and revised by Council. Now is the time for this Council to determine the corpus balance and provide guidance on the acceptable uses of the earnings.

Financial Considerations

Per the FY18 budget, the most recent documented corpus balance, the total corpus balance was 33,074,915. Of which 82% or 27,245,960 was for the Operations Trust, 13% or 4,347,295 for the Buildings Trust, 4% or 1,202,215 for the North Platte Park Trust, and 1% or 279,445 for the Urban Forestry Trust. See exhibit B.

Based on the FY18 budget numbers the fund is not fully funded. If the FY18 corpus balances are used going forward the interest earned on this fund would not be able to be spent until the fund is fully funded. If the corpus balance reduced back to the verbal discussed 30 (thirty) million dollars, the interest earned would be able to reduce the subsidy of the general fund based on the designations determined by Council. The estimated FY23 interest earnings is \$524,673.

Oversight/Project Responsibility

Jill Johnson, Financial Services Director
Nicholas Gassman, Accounting Supervisor

Attachments

Exhibit A: Resolution 98-195 summary
Exhibit B: FY 2018 Budget

Exhibit A

There being no others to speak for or against the issuance of the Special Use Permit, the public hearing was closed at 6:11 p.m..

Moved by Councilman Follick, seconded by Councilman Monroe, to, by minute action, authorize the issuance of a Special Use Permit to Patty Taggart. Motion passed unanimously.

Following ordinance read:

AN ORDINANCE AMENDING CERTAIN SECTIONS OF THE CASPER MUNICIPAL CODE, PERTAINING TO VICIOUS ANIMALS.

Councilman Monroe presented the foregoing ordinance for approval, on first reading. Seconded by Councilman Jones.

City Manager Forslund pointed out that staff recommends approval of the ordinance, and cited two recent incidents that have highlighted the need to amend the existing regulations concerning vicious animals.

Councilman Jones urged Council's favorable consideration of the ordinance.

Councilman Bertoglio expressed concern with the requirements regarding construction of security pens or run areas on private property.

All voted aye to approve, on first reading, the ordinance pertaining to vicious animals. Passed.

Following resolution read:

RESOLUTION NO. 98-195

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN URBAN FORESTRY ACCOUNT WITHIN THE PERPETUAL CARE FUND.

Councilman Monroe presented the foregoing resolution for adoption. Seconded by Councilman Crump.

The City is in receipt of \$75,000 from the estate of William McNamara, stated City Manager Forslund. The intent of the gift was to benefit the City's parks system. It is proposed that this money be set aside in the perpetual care fund, and the interest earning be used for the maintenance of Casper's urban forest, which would include the purchase of new trees and maintenance of existing trees.

All voted aye to adopt the resolution pertaining to the Urban Forestry Account. Passed.

Following resolution read:

Exhibit B

Perpetual Care Fund

Function: The Perpetual Care Fund was established to account for funds set aside to support certain City facilities and operations. The principal dollars set aside are not to be expended, only the interest earnings are to be used. There are four sub-accounts in this fund: the North Platte Park Trust, Buildings Trust, Operations Trust, and the Urban Forestry Trust.

Perpetual Care Highlights

Building Trust- The interest earnings from this account are used for repairs of buildings and replacement of furnishings in all City facilities constructed or improved with Optional One Cent Sales Tax funds. On June 30, 2017, the projected balances will be \$4,347,295 of principal and \$183,015 of spendable interest in this account. The budget includes the following expenditures for facility repair and improvements:

FY 2018

| | |
|---|-----------|
| Fire Station #1 Maintenance | 41,000 |
| Co-Ray-Vacuum Replacement | 28,000 |
| Casper Events Center Concrete Repair | 10,000 |
| Casper Recreation Center-Replace Hot Water Heater | 5,000 |
| | <hr/> |
| | \$ 84,000 |

The amount budgeted for Programs & Projects (\$45,259) is not designated for any specific building, but is set aside for emergency and unanticipated building expenses.

North Platte Park Trust - The interest earnings from this account are used for improvements in the original North Platte Poplar Park area. This area includes the exterior of the Events Center, Crossroads Park, Casper Speedway, Skeet Range, Casper Air-Modelers' Facility and other vacant lands to the north and east of the Casper Events Center. The motocross area and horseback riding area are excluded due to provisions in those organizations' lease agreements. On June 30, 2017, the projected balances will be \$1,202,215 principal balance and \$206,460 of spendable interest in this account.

Urban Forestry Trust - An initial \$75,000 was donated to the City in 1998 by the William McNamara estate for use in the parks. This account was established using those funds. Since the initial donation, additional funds have been contributed. The interest earnings from this donation are used for the planting and maintenance of City-owned trees. On June 30, 2017, the projected balances will be \$279,445 principal balance, and \$14,815 spendable interest in this account. This budget includes proceeds and costs associated with the City's Payments In-Lieu of Landscaping program.

Florence S. Richman Trust - A \$10,000 donation was received on October 31, 2013. These funds are to be used for the Central Wyoming Senior Services Center.

Exhibit B

Perpetual Care Fund

Perpetual Care Highlights

Operations Trust - The interest earnings from this account are used for operations and maintenance of facilities originally constructed or improved with Optional One Cent Sales Tax funds. On June 30, 2017, projected balances will be \$27,245,960 principal balance with \$69,788 spendable interest balance.

A \$1,852,671 transfer in FY 2017 from the General Fund to the Operations Account was budgeted to supplement the interest earnings needed to support the operations in facilities that were constructed with Optional Sales Tax revenue. The current interest earnings do not generate enough income to fully fund the requirements of the Operations Account. Ideally with higher principal and interest earnings, the Ice Arena, Aquatics, Recreation Center, Casper Events Center, City Campus, and Buildings & Grounds could be fully funded by Perpetual Care. However for FY 2017, Perpetual Care interest earnings are projected to be only able to fund 18.6% of the total cost of these operations. The budget includes the following transfers and operating expenditures:

| | FY 2017 Budgeted Revenue | % of Total Revenue | FY 2018 Projected Revenue | % of Total Revenue |
|---|--------------------------------|-----------------------|---------------------------------|-----------------------|
| Operations Trust Operating Revenues | | | | |
| Operations Trust Interest Earnings & Debt Repayments | 465,558 | 20.1% | 457,852 | 18.6% |
| General Fund Transfer In | 1,852,671 | 79.9% | 2,005,356 | 81.4% |
| Total | \$ 2,318,229 | | \$ 2,463,208 | |



| | FY 2017 Estimated Expenses | FY 2018 Projected Expenses | % Supported By Perpetual Care Interest Earnings | % Supported by General Fund Transfer In |
|--|----------------------------------|----------------------------------|--|--|
| Operations Trust Operating Expenses | | | | |
| Casper Events Center | \$ 924,526 | \$ 994,919 | 18.6% | 81.4% |
| Ice Arena | 271,249 | 278,772 | 18.6% | 81.4% |
| Aquatics | 144,017 | 106,537 | 18.6% | 81.4% |
| Recreation Center | 488,319 | 500,174 | 18.6% | 81.4% |
| City Campus | 274,141 | 287,043 | 18.6% | 81.4% |
| Buildings & Structures | 265,530 | 277,000 | 18.6% | 81.4% |
| Investment Fees | 17,965 | 18,763 | | |
| | \$ 2,385,747 | \$ 2,463,208 | | |

| | | |
|---|--------------|--------------|
| Interest Earnings To Fund 100% of These Operations | \$ 2,318,229 | \$ 2,463,208 |
|---|--------------|--------------|

| | | |
|---|--------------|--------------|
| Current Interest Earnings & Revenue Short Fall | \$ 465,558 | \$ 457,852 |
| | \$ 1,852,671 | \$ 2,005,356 |

| | | |
|---|---------------|---------------|
| | 6/30/2016 | 6/30/2017 |
| Current Operations Trust Principal Balance | \$ 27,245,960 | \$ 27,245,960 |

April 19, 2022

MEMO TO: J. Carter Napier, City Manager 
FROM: Jill Johnson, Financial Services Director 
SUBJECT: Funding Considerations for Fire A Pension Obligation

Meeting Type & Date

Council Work Session
April 26, 2022

Action type

Direction Requested

Recommendation

That Council provide direction on funding the Fire A pension obligation.

Summary

Fire A pension fund was established in 1935 and restructured in 1981. Upon suggestions from the Wyoming Retirement System (WRS) and consulting actuaries, the Legislature adopted a bill to cease contributions to the plan on April 1, 1997. Between 1997 and 2001, the Legislature increased the benefits to the pensioners. The actuarial report from January 1, 2002 highlighted a deteriorated funded position. The Legislature was unsuccessful in resolving the unfunded liability of the pension fund in 2014.

In this past Legislative session, Senate File 0039 provided for a \$75 million cash infusion to the Fire A Reserve of which \$20 million would be repaid by the nine legacy employers which includes the City of Casper. A census was completed by March 14, 2022, which showed there were 255 total pensioners. 93 (36.47%) of the total pensioners were retired from the City of Casper and subject to receive benefits.

Wyoming statute W.S. 15-5-203 section (h) creates an assessment to the legacy employers based on the percent of pensioners in the plan. Of the \$20 million, 36.47% (rounded) would be \$7,294,118; paid over 20 years at 0% interest for a payment of \$364,705.88 per year.

Staff believes the best vehicle for ensuring funding of this liability, not only now but throughout the life of the obligation, is to set up a sinking fund. Based on the 2021 audit, the City has realized unappropriated cash which could be used to set up the fund. The beginning balance of the fund would be the present value (\$4,956,472) of the future amount needed (\$7,294,118). While interest rates are currently low, it is expected that the interest rates will not remain so and will increase over the 20 years of the obligation; the estimated rate of return is 4%. The interest gained on the balance in the fund each year would be used, in addition to a portion of the corpus, to make the payments. After the 20th payment, the fund balance will be \$0.

Financial Considerations

Initial funding for this proposal would be from unappropriated cash balances in the General Fund; \$4,956,472 would be transferred to a Debt Service Fund and no longer be available for appropriation in the General Fund. After the initial funding, the rate of return should be sufficient to make all the payments throughout the 20 years of the obligation. If, in the future, the rate of return is not realized, there is a potential that additional funding may be needed to complete the payment schedule.

Oversight/Project Responsibility

Jill Johnson, Financial Services Director

FIRE A PENSION OBLIGATION

Solution for Fire A Insolvency

- Senate File 0039 (Fire A Solution) adopted by Legislature – Wyoming statute W.S. 15-5-203 section (h)
- City of Casper obligation \$7,294,117.60
- Interest free, 20 year payments; \$364,705.88 per year
- Payments begin June 1, 2023

Funding Proposal

- Set up a sinking fund in the Debt Service Fund
- Present value contribution to the sinking fund \$4,956,472 from General Fund unappropriated cash on hand
- Average rate of return estimate 4% over 20 years
- Will provide funding for all payments for the 20 years and at the end of 20 years the sinking fund will be \$0

| YEAR | INTEREST @ 4% | PAYMENT | BALANCE |
|------|---------------|---------|-----------|
| 0 | | | 4,956,472 |
| 1 | 198,259 | 364,706 | 4,790,025 |
| 2 | 191,601 | 364,706 | 4,616,920 |
| 3 | 184,677 | 364,706 | 4,436,891 |
| 4 | 177,476 | 364,706 | 4,249,661 |
| 5 | 169,986 | 364,706 | 4,054,941 |
| 6 | 162,198 | 364,706 | 3,852,433 |
| 7 | 154,097 | 364,706 | 3,641,825 |
| 8 | 145,673 | 364,706 | 3,422,792 |
| 9 | 136,912 | 364,706 | 3,194,997 |
| 10 | 127,800 | 364,706 | 2,958,091 |
| 11 | 118,324 | 364,706 | 2,711,709 |
| 12 | 108,468 | 364,706 | 2,455,472 |
| 13 | 98,219 | 364,706 | 2,188,985 |
| 14 | 87,559 | 364,706 | 1,911,838 |
| 15 | 76,474 | 364,706 | 1,623,606 |
| 16 | 64,944 | 364,706 | 1,323,844 |
| 17 | 52,954 | 364,706 | 1,012,092 |
| 18 | 40,484 | 364,706 | 687,870 |
| 19 | 27,515 | 364,706 | 350,679 |
| 20 | 14,027 | 364,706 | 0 |

