

WORK SESSION AGENDA



Casper City Council

The Lyric



Tuesday, February 27, 2024 at 4:30 p.m.

Work Session Meeting Agenda		Recommendation	Beginning Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Meeting Follow-up		4:30	5 min
2.	Parks and Recreation Master Plan Update	Information Only	4:35	30 min
3.	1% #17 Reallocation of \$85k Funding Options	Direction Requested	5:05	45 min
4.	Code Enforcement Follow-up: <i>Abatement Responsibility for Sidewalk and Street Vegetation Obstructions</i>	Direction Requested	5:50	40 min
5.	Code Enforcement Follow-up: <i>Assessment of Administrative Fees</i>	Direction Requested	6:30	30 min
6.	Waste Water Treatment Plant Capital Budget Amendment	Move Forward for Approval	7:00	30 min
7.	Metro Animal Shelter: Emergency Purchase & Needs Assessment	Direction Requested	7:30	20 min
8.	Agenda Review		7:50	20 min
9.	Council Around the Table		8:10	20 min
Approximate End Time:				8:30

*** Reminder ***

Please silence cell phones during the City Council meeting.

February 20, 2024

MEMO TO: J. Carter Napier, City Manager 
FROM: Tom Brauer, Chief Operating Officer
Zulima Lopez, Parks, Recreation and Public Facilities Director 
SUBJECT: Casper Area Parks and Recreation Master Plan Update

Meeting Type & Date

Work Session
February 27, 2024

Action type

Information Only

Recommendation

That Council and other participating agencies partake in the mid-project update from RDG Planning and Design regarding the Casper Area Parks and Recreation Master Plan and encourage public engagement needed to complete the master plan.

Summary

A parks and recreation master plan is a comprehensive, long range strategy for the creation, optimization, and maintenance of a community's leisure assets, programs, and services. Understanding the value of such a plan for Casper and the surrounding area, representatives from the City of Casper, City of Mills, Natrona County, Natrona County School District, Town of Evansville, Town of Bar Nunn, and Visit Casper worked collaboratively throughout much of 2023 to develop a scope of work for a Casper Area Parks and Recreation Master Plan and, through the execution of a multi-agency MOU, committed to contribute time and funds to the project.

In October 2023, RDG Planning and Design (RDG) was contracted to complete the master plan on behalf of the participating agencies. Since that time, the consultants have worked to inventory and assess the condition of the area's parks and recreation assets and completed a market analysis, which evaluates the suitability of the current amenities, programs, and services offered relative to community benchmarks and trends. The RDG team has also engaged numerous stakeholders and user groups in meetings and through surveys to collect data regarding current conditions and needs for the parks and recreation system that spans Casper, Mills, Evansville, Bar Nunn and Casper Mountain and includes municipal, county, and school district properties.

With this work completed, RDG Planning and Design is now ready to present preliminary findings and move on to the next phase of the master planning project. This phase requires public engagement in order to be successful. As such, RDG staff, as well as representatives from the participating agencies, request that Councilors encourage participation among constituents. The first opportunity for public engagement will be at an open house immediately following the

Council Work Session presentation on February 27. There will also be an online option to view open house materials and submit comments for those who cannot attend in person. Additionally, a public survey will be available for three weeks, from February 27 through March 19, that citizens are also encouraged to take. Data collected from this phase of public engagement, coupled with analysis done to date, will be used to develop a long-range plan and proposed implementation strategy for the area's parks and recreation system.

RDG Planning and Design will return in early summer to present their draft master plan to Council and the participating agencies. The draft plan will be put out for a 30-day public comment period, followed by revisions to incorporate final public input. Formal adoption of the plan by all entities will be requested after the final plan is complete.

Financial Considerations

The budget of the Casper Area Master Plan is Two Hundred Thousand Dollars (\$200,000). Per the MOU, the City of Casper has executed and is administering the contract for the consultant. Each participating entity is contributing to the cost of the master plan as follows:

- Natrona County – 7.5%, \$15,000
- Visit Casper – 5%, \$10,000
- City of Mills – 5%, \$10,000
- Natrona County School District – 5%, \$10,000
- Town of Bar Nunn – 1.5%, \$3,000
- Town of Evansville – 1%, \$2,000

A Natrona County Recreation Joint Powers Board grant provided One Hundred Thousand Dollars (\$100,000) toward the project and is included as part of the City of Casper's Seventy Five Percent (75%), or One Hundred Fifty Thousand Dollar (\$150,000) contribution to the master plan. The Fifty Thousand Dollar (\$50,000) balance of the City's contribution is approved in the FY24 budget as a one-time expense from the Direct Distribution Fund.


Oversight/Project Responsibility

Zulima Lopez, City of Casper (Project Manager)
Michael Brown, Natrona County
Sabrina Kemper, City of Mills,
Steve Ellbogen, Natrona County School District
Tyler Daugherty, Visit Casper
Tyler Martin, Town of Bar Nunn
Robert Lewallen, Town of Evansville

Attachments

None

February 21, 2024

MEMO TO: J. Carter Napier, City Manager 
FROM: Fleur Tremel, Chief of Staff
SUBJECT: Funding Options for Reallocation of \$85,000 from Food for Thought

Meeting Type & Date
Work Session
February 27, 2024

Action Type
Direction Requested

Recommendation

That Council review the full recommendation below and provide feedback to Staff.

Summary

After consideration and the suggestions from Council, Staff has formulated a recommendation for how to proceed with this reallocation.

Based on the feedback and ideas shared by Council, the following recommendations have been proposed:

1. No organizations that have been previously awarded funds will be eligible to reapply for this reallocated funding.
2. The reallocated funds will be opened up to organizations such as Food for Thought, Salvation Army, Interfaith, and Casper Legion Post 2. These organizations were previously discussed by Council for potential funding but were not awarded grants. Council suggested these organizations be allowed to reapply.
 - a. Food for Thought was originally awarded the \$85,000 but decided the project applied for was not a priority, and they asked if they could change the funding to other items. Council suggested they would need to reapply, and may only receive a portion.
 - b. Salvation Army emailed their application in *on time* however it was caught by a spam filter, possibly because it was sent by a grant writer and had various attachments. Council had already allocated the funds by the time Salvation Army contacted the City. Therefore, they were not funded.
 - c. Interfaith was sent an application, but somehow did not receive it on their side and therefore did not apply. Again, they did not realize until after Council had awarded the funds.
 - d. Casper Legion Post 2 was cut from funding after a lengthy discussion due to lack of funding.
3. The application process will utilize the same application form as before.
4. There will be no cap on the amount that organizations can request, up to the total of \$85,000.
5. The application period will be open for a couple of weeks to allow sufficient time for organizations to apply.

This approach aims to address Council's interest in supporting these organizations and suggestions made previously while maintaining transparency and fairness in the allocation process. Staff feels it is not in the best interest of these organizations or Council to open this process up completely. This could create double dipping issues with organizations that have already received funding. Because this is a much smaller pool of funding--\$85,000 vs. \$2.25 million -- it would be very difficult to allow any agency to apply as-was done originally with the total allocation. By opening up the reallocated funds to organizations that were not funded for the aforementioned reasons, we hope to provide opportunities for impactful projects and initiatives in our community.

Financial Considerations

1%#17 will provide \$85,000.00 of funding to the awarded applicants.

Oversight/Project Responsibility

Fleur Tremel, Chief of Staff

Attachments

None

February 14, 2024

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

FROM: Liz Becher, Community Development Director *LB*
Zulima Lopez, Parks, Recreation, and Public Facilities Director
Katy Hallock, Parks Supervisor/Weed and Pest/Urban Forestry *KH*
Craig Collins, AICP, City Planner/Code Enforcement Div. Mgr. *CC*
Amber Jividen, Code Enforcement Supervisor *AJ*

SUBJECT: Potential Municipal Code text amendments and/or policy changes related to the abatement of sidewalk, street and traffic/visibility obstructions

Meeting Type and Date:

Council Work Session, February 27, 2024

Action Type:

Direction requested

Summary:

In July of 2023 the Code Enforcement Division presented concepts for several proposed Municipal Code text amendments and/or policy changes meant to increase efficiency and timeliness in obtaining compliance with code violations, which pertains to Council's livability goal. This memorandum serves as a follow-up to the issue of sidewalk, street and traffic/visibility obstructions.

Code Enforcement addresses trees and other vegetation that physically obstruct sidewalks, streets and alleys, and cause sight obstructions of traffic signals, signs and intersection visibility. When the vegetation is located/growing on private property, it is clearly, per existing code, the responsibility of the property owner to abate the violation. However, many times these obstructions are an imminent danger, and must be abated more quickly than the approximate thirty (30) day timeframe it takes to work through the statutory notification/due process timeline. In addition, many property owners are not able to do the necessary work themselves, and must hire an arborist, which can add another 6-8 weeks to the process. Because of the time necessary to obtain compliance, an unacceptable period of time may elapse while the safety issue goes unresolved. In many cases, Code Enforcement steps in to abate the violation/safety issue, either by hiring an arborist, or with the assistance of the Parks Department personnel and equipment. It must be noted that the costs for vegetation/tree abatements can be significant, and are often a barrier to gaining compliance from property owners, as many simply cannot afford to have the work done.

When originally presented, three (3) recommendations were developed by Code Enforcement staff. They were:

1. Explore the option of entering into an annual contract for tree/vegetation abatements with licensed arborists, similar to how Code Enforcement currently contracts with lawn mowing/landscaping companies for litter and weed/mowing abatements.

Follow-up: The services of arborists are in demand, and unfortunately, the City's needs will not take precedence over their other customers. Contracting with arborists could work when a project can be reasonably foreseen and scheduled ahead of time, but will not be adequate to address safety issues, where time is of the essence.

The only real solution to deal with imminently dangerous obstructions is to utilize the City of Casper's arborists. Current Parks Department staffing and funding are not adequate.

2. The Code should be clarified with respect to property owners' responsibilities for trimming and maintaining trees located in the adjacent City-owned landscaped parkways. Cost sharing for parkway tree maintenance may be an option that the City should explore.

Follow-up: If Council agrees with the concept, staff proposes clarifying the Municipal Code with respect to trees located in City-owned parkways, so that the adjacent property owner be financially responsible for one-half the cost (1/2) of abating dangerous vegetation/trees, with the City covering the other one-half of the cost (1/2).

3. Costs for City performed vegetation/tree removal should be billed to the responsible property owner, along with a justifiable administrative fee. This would encourage property owners to proactively address violations.

Follow-up: In a companion item, Code Enforcement presenting the concept of adopting ordinance amendments to allow the City to pass along abatement fees and administrative costs to responsible property owners for several types of abatements. If Council agrees with the concept, staff proposes the inclusion of vegetation/tree abatements in the ordinance amendments and fee resolution.

Code Enforcement's concerns related to vegetation/trees are rooted in public safety only. The City's Parks Division will be affected by the proposals above, and in addition has broader concerns related to maintaining the urban forest.

The Parks Division recognizes that there have been/are deficiencies in code compliance on City property and parkways. In response to these concerns, Parks has focused efforts in the following areas:

- Prioritizing Hazard Mitigation – In the past five years, Urban Forestry has averaged only 20 tree plantings per year, with the majority of available time spent on pruning hazardous trees within city parks and public facilities. Removing hazardous trees and conditions remains a high priority.
- Staffing – In October 2022, the City hired a Certified Arborist who has spent 80% of his time dedicated to tree work. During this time, pruning and hazardous tree removal has increased significantly, by an estimated 50% to 60%. Other staff throughout the Parks Division have been certified as arborists to provide assistance where possible; however, those employees spend most of their time engaged in other tasks such as Weed and Pest control, irrigation, formal turf mowing, and parks and playground maintenance.
- Grant funding – The City of Casper Parks Division has recently been awarded an Urban & Community Forestry Inflation Reduction Act grant, in the amount of \$699,900 over five years. This funding will be used for tree planting, pruning hazardous (including non-compliant) trees, dead tree removals, and public education. While this award will have a significant impact, the grant requires 100% of the funding to be used only in disadvantaged areas, which limits the reach. These areas are displayed on the Climate and Economic Screening Tool map (see Exhibit A).

Despite improvements made with this focus, without additional funding and staffing, the Parks Division believes it would be difficult to implement the recommendations to have the City staff perform code compliance work or fund one half (1/2) the cost of abating the dangerous vegetation/trees in the parkways.

Financial Considerations:

Parks Department funding/staffing are not adequate to absorb the additional work necessary to implement the recommendations provided in this memo.

Oversight/Project Responsibility:

Code Enforcement Division
Parks Division


Attachments:



Exhibit A

Exhibit A



February 23, 2024

MEMO TO: J. Carter Napier, City Manager 

FROM: Liz Becher, Community Development Director 
Craig Collins, AICP, City Planner/Code Enforcement Div. Mgr. 
Amber Jividen, Code Enforcement Supervisor 

SUBJECT: Potential Municipal Code amendments and/or policy changes related to the imposition of administrative fees for abating code violations.

Meeting Type and Date:

Council Work Session, February 27, 2024

Action Type:

Direction Requested

Summary:

In July of 2023, the Code Enforcement Division presented concepts for several proposed Municipal Code amendments and/or policy changes with the goal of increasing efficiency and timeliness in obtaining compliance with Municipal Code violations. This memorandum serves as a follow-up to the issue of administrative fees.

The Code Enforcement Division addresses different types of Municipal Code violations and is able to obtain compliance in a majority of cases without going through a forced abatement process. In situations where code violations are not addressed by property owners, and the public nuisance poses a risk to the public, the City uses private contractors to mow properties, remove junk and litter, tow abandoned/junk vehicles, and demolish structures. The City is billed by private contractors, and in turn, bills property owners the same cost that was charged to the City. Staff has found that there is no incentive for property owners to abate their violations because the cost is the same whether the property owner hires a contractor, or the City does on their behalf.

Staff is recommending administrative fees be added to the property owner's invoice for the City's costs which include staff time, postage, printing, etc. The hope is that by the City adding the additional fee, it will incentivize property owners to resolve violations themselves. In addition, charging violators for the services they are using is good stewardship of public funds.

When originally presented, two (2) recommendations were developed by Code Enforcement staff. They were:

1. Begin assessing administrative fees, on top of actual abatement costs, in order to incentivize property owners to correct their own violations, rather than deferring to the City to do it on their behalf.

Findings: The Municipal Code currently allows the imposition of administrative fees for junk/litter abatement and for towing vehicles. However, the Code does not currently address administrative fees for other types of abatements, such as mowing/weeds. Although the Municipal Code has the language necessary to charge administrative fees for some (not all) abatements, staff could not determine if the City had ever utilized the tool in the past.

2. Begin consolidating and billing total costs for multiple, repeat violations, rather than treating each one separately. Once the total unpaid costs for a property reach a certain threshold, enhanced collection methods could be employed, such as placing liens on the property.

Findings: The Municipal Code does not address collection methods or philosophies. It is staff's opinion that this is a policy call, rather than a legal matter.

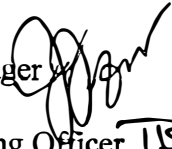

Proposal:

Staff proposes the following, and is requesting Council direction at this time:

1. An ordinance be drafted for City Council review/approval to add the ability to charge administrative fees for abatements not currently covered by the Municipal Code.
2. A resolution be drafted for City Council review/approval to establish a fee schedule for abatements currently covered by the Municipal Code. Based on previous feedback from the Council, staff proposes that the fee schedule have the following characteristics:
 - a. Base administrative fees should be assessed based on justifiable, actual costs incurred by the City for the abatement of a standard violation. Staff recommends a base fee of \$40 be added to each abatement.
 - b. Administrative fees would be base percentage-based, rather than a flat fee for abatements that cost over \$300. Staff recommends 30% of the actual cost of the abatement as an add-on.
 - c. To address repeated violations and abatements at the same property, and to more adequately cover the increased staff time and resources being devoted to the property, staff recommends that yearly costs be considered cumulatively, and once the property has incurred total abatement costs in excess of \$300, the administrative fee should switch from being assessed as a base fee for each violation, to a percentage-based fee.

3. Once cumulative unpaid fees reach a certain threshold, enhanced fee collection methods may be employed by the City, above and beyond standard collection practices. Collections may include placing a lien on a property or holding a property owner personally for the costs.

February 23, 2024

MEMO TO: J. Carter Napier, City Manager 
FROM: Tom Brauer, Chief Operating Officer 
Bruce Martin, Public Utilities Manager
Alex Sveda, City Engineer

SUBJECT: WWTP Secondary Rehabilitation Project - Change Order for the Return Activated Sludge replacement

Meeting Type:

Work Session
February 27, 2024

Action Type:

Move Forward for Approval

Recommendation:

That the City Council approve a Change Order in the amount of \$3,032,360 for the completion of the Return Activated Sludge (RAS) piping included in the original bid of the WWTP Secondary Rehabilitation Project – Phase 2.

Summary:

The WWTP that serves the region is nearly 40-years old. Rotating equipment, electrical equipment, valves, controls, fittings, and metallic piping have useful lives ranging from 15-years for rotating mechanical equipment up to 40-years for pipe, valves and fittings. The corrosive environment in a wastewater treatment setting expedites the corrosion and shortens the life cycle for materials subject to corrosion.

Most of the wastewater treatment occurs in the secondary reactor (aeration basins). The nutrients in the wastewater are consumed by the active bacteria (“bugs”) in the reactor. The return activated sludge pumps and piping recycle activated and “hungry” bacteria to the primary “food” source in the reactor allowing for the consumption and decomposition of the wastewater nutrients in the wastewater flow stream. The Return Activated Sludge (RAS) system is essential for the removal of nutrients from the wastewater stream and to meet the discharge requirements that allow for the disposal of the treated wastewater (effluent) into the North Platte River.

A Facilities Plan for the WWTP completed in 2017 identified five high priority projects at the WWTP related to the secondary treatment facilities. The WWTP Secondary Rehabilitation Project recommended in the Facilities Plan included installing gates at the Bioreactor and the four aeration basins and replacing failing large diameter steel piping and associated valves in the Secondary Treatment Building at the WWTP. The project was broken into five specific work items; three were completed in 2021; the remaining three were bid as part of a second project in June 2023. The project components included in the Facilities Plan and two projects bid include:

- Work Item No. 1: Gate installation at bioreactors (Completed in 2021)

- Work Item No. 2: Demo and installation of RAS/DEW piping to 60” BFE (Completed 2021)
- Work Item No. 3: RAS Pump Station piping replacement
- Work Item No. 4: 48” ML piping and 36” valve replacements
- Work Item No. 5: New gate and two isolation walls at the Biofilter Pump Station (Completed 2021)

In 2019, all components of the project were put out to bid three consecutive times. The attached Exhibit A provides the dates for the bids and the bid prices received. The third and final bid included alternates and language that allowed for awarding a portion of the project that was within the available budget at the time. The bypass pumping costs for the work completed in 2021 was approximately \$500,000.

Work Items 3 and 4 were put out to bid in June 2023. The low, and only bid, was in the amount of \$4.75 million. Due to budget constraints, Council approved a contract with Myers and Sons Construction for Work Item 4 in the amount of \$1,042,000. The bid price for Work Item 3 included in the bid was \$3,757,000; \$2 million of that cost was for the necessary bypass pumping to complete the work.

Not completing the RAS Pump Station piping replacement portion of the work under the current bid project will not only delay the project further, but will result in increased costs, particularly bypass pumping costs which, as noted above, continue to increase. Each time the bypass pumping is installed and commissioned it is expensive, temporary, and includes some risk to the operation of the WWTP. If the last components of the project are delayed, the bypass pumping system will have to be paid for a third time.

The final component of the project, Work Item 3, includes the replacement of failed valves and piping in the Return Activated Sludge (RAS) pump room. The RAS system is critical to the successful operation of the WWTP as it allows for recirculating the necessary biological treatment component (activated sludge) in the secondary treatment process. The quality of the treated effluent discharged to the North Platte River, and ultimately the ability to meet the Wyoming DEQ discharge permit parameters, rely on the operation of the RAS system. If the RAS system fails, the wastewater stream is not fully treated before discharge to the river, which will result in the following: permit violations, public health risk, and environmental degradation of the river and surrounding ecosystems.

Exhibit A summarizes the budget issues associated with completing the necessary repairs to the RAS system. The current cost is above the bid price received in June 2023. These cost increases are due to materials price increases for piping; the contractor held their prices and fees for labor and bypass pumping.

Council Goals

Goal #2: Sustainability; Task 6: Wastewater Treatment Plant Improvements; Task 10: Maintain City Buildings

Financial Considerations

A proposed Change Order in the amount of \$3,032,360 will increase the expense in project number 2040023008. The funding for this request will come from cash reserves available in the WWTP fund, and will create the need for a budget amendment to be addressed in Budget Amendment No. 3 in May 2024.

Oversight/Project Responsibility

Tom Brauer, Chief Operating Officer
Bruce Martin, Public Utilities Manager

Attachments

Exhibit A - Bidding, Construction, and Cost History for Secondary Treatment Improvement Projects

EXHIBIT A

Sam H. Hobbs Regional Wastewater Treatment Facility

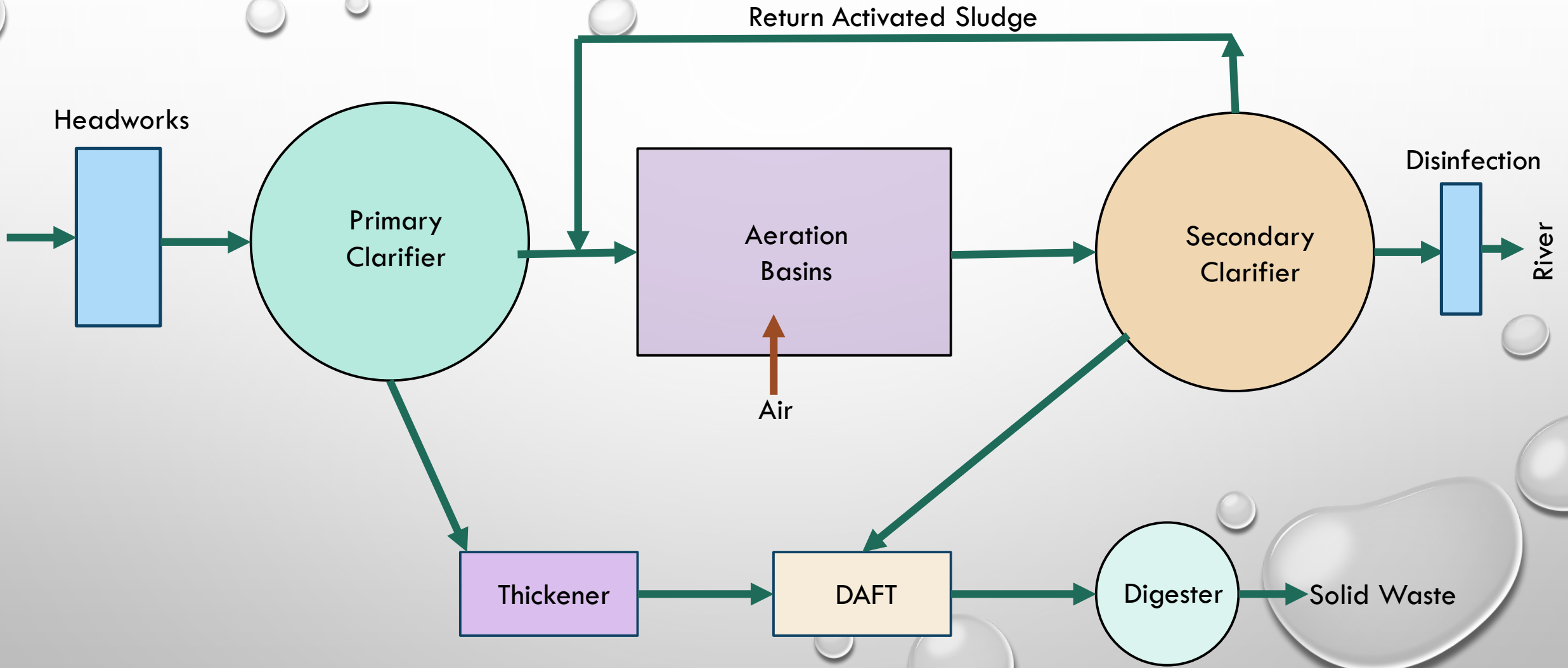
Bidding, Construction, and Cost History for Secondary Treatment Improvement Projects

Date	BID ITEMS					Total Bid	Items Awarded	Notes
	1. Gates in Bioreactors	2. RAS/DEW 60" Piping	3. RAS Piping and Valves	4. 48" ML Pipe and 36" Valves	5. Biofilter PS Improvements			
9/19/2019	\$ 674,000	\$ 172,000	\$ 1,154,000	\$ 1,993,000	\$ 4,900	\$ 3,997,900	Rejected	One bid received; over budget.
12/5/2019	\$ 675,000	\$ 566,000	\$ 1,100,000	\$ 499,000	\$ 35,000	\$ 2,875,000	Rejected	Two bids received; over budget.
3/19/2019	\$ 1,575,000	\$ 385,000	\$ 359,000	\$ 485,000	\$ 40,000	\$ 2,844,000	1, 2, and 5 - Myers	\$2,000,000 Contract Awarded
6/6/2023	Completed	Completed	\$ 3,757,000	\$ 1,731,000	Completed	\$ 5,488,000		One bid received; over budget.
6/6/2023				\$ 988,000		\$ 988,000	Awarded alternate.	\$1,042,000 Contract Awarded.
2/20/2024			\$ 4,019,626				Recommended	Revised Price for item 3.
Total Cost	\$ 1,575,000	\$ 385,000	\$ 4,019,626	\$ 1,042,000	\$ 40,000	\$ 7,061,626		Total Cost of Completed Project

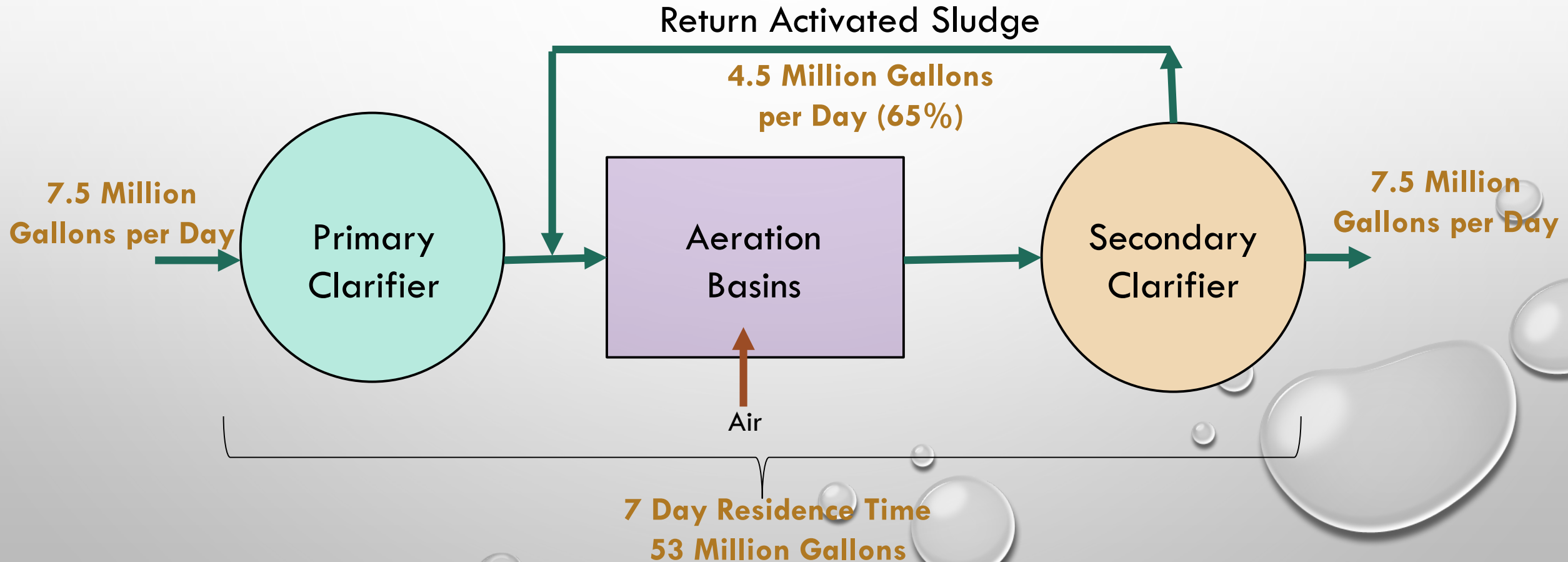
Total Project Budget When Bid (June 2023)	\$ 2,500,000
Awarded Contract to Myers	\$ (1,042,000)
Engineering Services: Design, Bidding, and Construction Administration	\$ (220,734)
RAS Change Order Recommended (Myers)	\$ (4,019,626)
Contingency Recommended for Project	\$ (250,000)
Total Project Budget Shortfall	\$ (3,032,360)

SAM H. HOBBS REGIONAL WASTEWATER TREATMENT FACILITY SECONDARY TREATMENT IMPROVEMENT PROJECTS

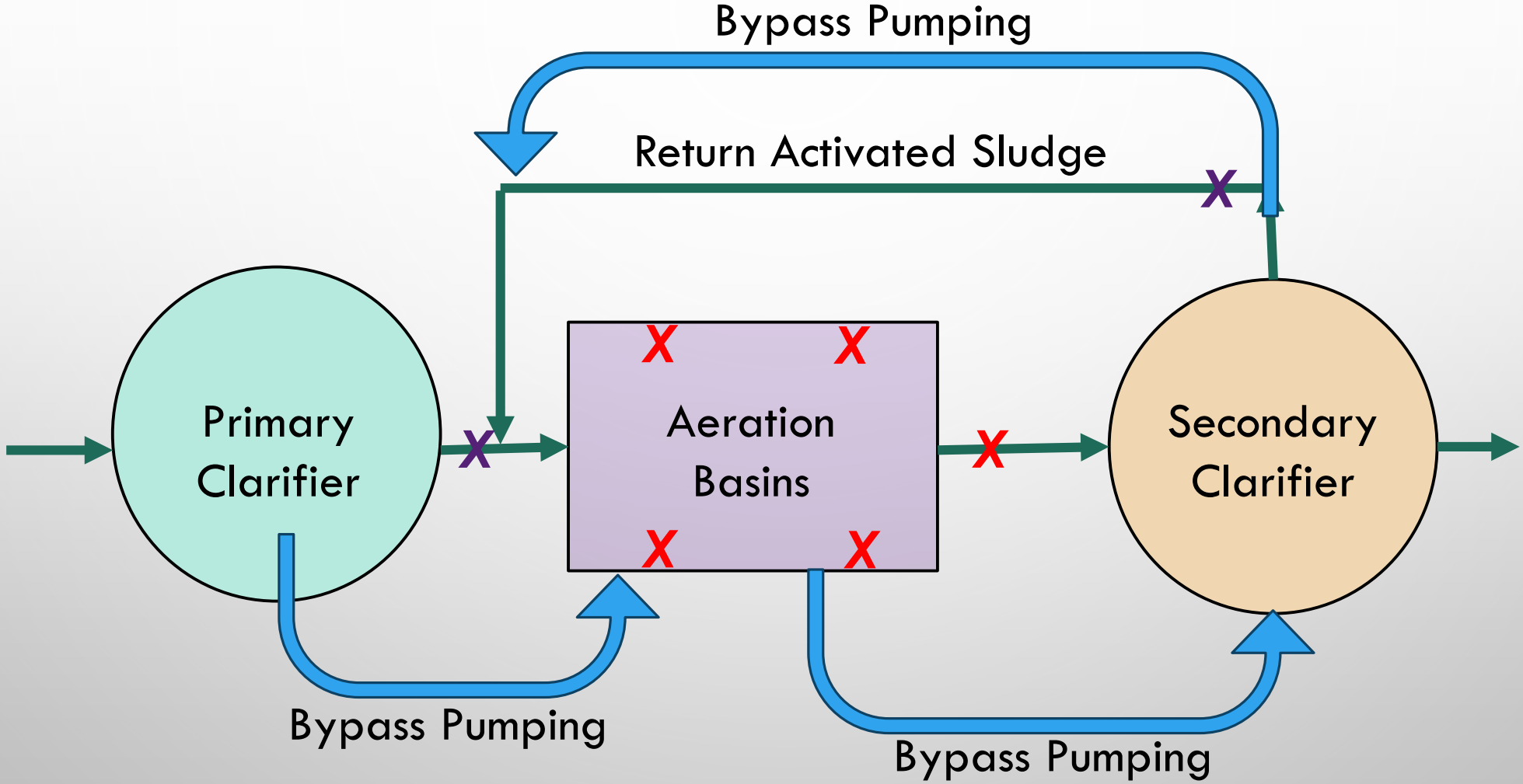
- 1958 – ORIGINAL WASTEWATER TREATMENT PLANT CONSTRUCTED
- LATE 1970'S – 201 WASTEWATER STUDY
- 1986 – WASTEWATER TREATMENT PLANT COMPLETED
- 2017 – FACILITIES PLAN COMPLETED FOR SECONDARY TREATMENT
- WHERE ARE WE TODAY?
 - 40-YEAR OLD PLANT
 - THE GOOD – CONCRETE STRUCTURES, TREATMENT SYSTEM
 - THE BAD – METALLIC PIPE AND FITTINGS, ROTATING EQUIPMENT, ELECTRICAL GEAR



SECONDARY TREATMENT COMPONENTS



PROJECTS COMPLETED AND PENDING



HISTORY OF BIDDING AND COSTS

Bidding, Construction, and Cost History for Secondary Treatment improvement Projects

Date	BID ITEMS					Total Bid	Items Awarded	Notes
	1. Gates in Bioreactors	2. RAS/DEW 60" Piping	3. RAS Piping and Valves	4. 48" ML Pipe and 36" Valves	5. Biofilter PS Improvements			
9/19/2019	\$ 674,000	\$ 172,000	\$ 1,154,000	\$ 1,993,000	\$ 4,900	\$ 3,997,900	Rejected	One bid received; over budget.
12/5/2019	\$ 675,000	\$ 566,000	\$ 1,100,000	\$ 499,000	\$ 35,000	\$ 2,875,000	Rejected	Two bids received; over budget.
3/19/2019	\$ 1,575,000	\$ 385,000	\$ 359,000	\$ 485,000	\$ 40,000	\$ 2,844,000	1, 2, and 5 - Myers	\$2,000,000 Contract Awarded
6/6/2023	Completed	Completed	\$ 3,757,000	\$ 1,731,000	Completed	\$ 5,488,000		One bid received; over budget.
6/6/2023				\$ 988,000		\$ 988,000	Awarded alternate.	\$1,042,000 Contract Awarded.
2/20/2024			\$ 4,019,626				Recommended	Revised Price for item 3.
Total Cost	\$ 1,575,000	\$ 385,000	\$ 4,019,626	\$ 1,042,000	\$ 40,000	\$ 7,061,626		Total Cost of Completed Project

WHY NOW AND WHAT ARE THE OPTIONS?

RAS PUMPING, PIPING, AND CONTROL SYSTEM IS FAILING, AND IS ESSENTIAL FOR THE EFFECTIVE TREATMENT OF WASTEWATER FLOWS THAT DISCHARGE TO THE NORTH PLATTE RIVER.

Option 1 – Change Order to Myers Contract

- Original Bid Price - \$ 3,757,000 (6/2023)
- Proposed Price for Work - \$ 4,019,626
- Cost Difference - \$ 262,626
- Bypass pumping costs and labor costs held
- Additional costs for increase in materials cost

Option 2 – Rebid RAS Piping and Equipment

- Only one bidder on previous two projects
- Additional Engineering \$ 80,000 to \$ 100,000
- Costs for mobilization, bonds, insurance
- Costs for Bypass Pumping
- ***Rebidding later will NOT reduce the cost of the work***

RECOMMENDATION – BUDGET AMENDMENT FOR COMPLETION OF RAS WORK; FUNDING FROM RESERVES

Total Project Budget When Bid (June 2023)	\$ 2,500,000
Awarded Contract to Myers	\$ (1,042,000)
Engineering Services: Design, Bidding, and Construction Administration	\$ (220,734)
RAS Change Order Recommended (Myers)	\$ (4,019,626)
Contingency Recommended for Project	\$ (250,000)
Total Project Budget Shortfall	\$ (3,032,360)

February 14, 2024

MEMO TO: J. Carter Napier, City Manager
FROM: Keith McPheeters, Police Chief *KMcP 307*
SUBJECT: Metro Animal Shelter Emergency Exterior Shelter Extension

Meeting Type & Date
Council Work Session
February 27, 2024

Action Type
Approval for emergency purchase of an exterior animal kennel for quarantine and animal shelter overflow.

Recommendation
That the City Manager authorize a phased implementation for future capital improvement needs for the Metro Animal Shelter. Phase One would consist of the purchase and installation of an exterior Animal Kennel to house quarantined animals or accommodate overflow for large confiscations, shelter overflow, and quarantine of infectious animals. Phase One would need to be implemented immediately due to the lack of a proper quarantine area and over capacity of animals at the shelter.

Summary
The Casper Metro Animal Shelter was built in 1984 and has exceeded its viability and lifespan to accommodate our growing community and to safely house animals in the care of the shelter. The shelter is often at or over capacity for dogs and cats, along with caring for domesticated animals such as guinea pigs, ferrets, chickens, snakes, and birds. During hoarding cases, which occur two or three times per year, the need to move animals around with the current shelter capacity is no longer an option due to the overcrowding of animals already in the shelter. The criminal process for hoarding, vicious, or animal neglect often takes several months to come to fruition, with some animals becoming unadoptable during this time due to prolonged shelter stays and current facility conditions. Phase One would require the purchase of an exterior shelter which can serve as temporary animal housing to accommodate quarantine and overflow and support the incoming animals' need for isolation from the general population to prevent the spread of disease. The exterior shelter would also provide an area to temporarily place animals to complete disinfection and deep cleaning or repair of interior kennels. The next phases may include a needs assessment, build site location, architectural design, RFP, and potentially the construction of a new Metro Animal Shelter.

Financial Considerations
The Metro Animal Shelter User Agency Fund will be used to supply the funds needed for exterior shelter purchase and installation, not to exceed \$200,000.

12x32 (10 stall) Outdoor Kennel: Guillotine dog doors, stainless steel channel drain, wash tub, mini-split heat/AC system, and electrical package. Outdoor kennels that will meet the current needs of the shelter range in price from \$65,000 to \$200,000. This does not include a concrete pad and running electricity, septic, and water to the structure.

Oversight Responsibility
Ryan Dabney, Operations Captain

Attachments

Commercial Kennel Design



COMMERCIAL Dog Kennel Pricing

SIDING CHOICES: LP SmartSide - Pine Board & Batten - Pine Tongue & Groove

Size	Dog Capacity	Model	Kennel Price	Metal Roof	Vinyl Siding	Metal Siding
24x60	16	Includes 4' wide feed alley & 12x20 lobby	\$ 128,430	\$2,015	\$10,645	\$13,840
20x60	12	Includes 5' wide feed alley	\$ 135,740	\$1,680	\$10,190	\$13,250
10x28 20x28 Footprint	5	Includes 5' wide feed alley, 8x10 lobby and (5) 4x10 exterior dog runs	\$ 62,595	\$550	\$4,740	\$6,160
14x54	12	Includes 4' wide feed alley & 6x14 storage area	\$ 93,045	\$1,060	\$7,105	\$9,240
14x34	6	Includes 3'-6" Aisle, 14x6 wash room & 14x6 Office	\$ 75,980	\$665	\$5,740	\$7,460
14x32	8	Available in 2 floor plans	\$ 65,640	\$625	\$4,790	\$6,225
14x30	6	Includes 32" wide feed alley & 8x14 lobby	\$ 65,275	\$590	\$4,835	\$6,285
14x28	7	Includes 5' wide feed alley	\$ 60,630	\$550	\$4,455	\$5,795
14x24	6	Includes 3'-6" Aisle	\$ 56,430	\$470	\$4,120	\$5,355
12x42	8	Includes 3' wide feed alley & 10x12 lobby	\$ 70,490	\$705	\$5,360	\$6,965
12x36	6	Includes 6' center aisle	\$ 55,680	\$605	\$4,045	\$5,260
12x32	8	Includes 3' wide aisle	\$ 60,725	\$540	\$4,635	\$6,025
12x32	6	Includes 3' center aisle & 10x12 lobby	\$ 58,865	\$540	\$4,450	\$5,785
12x24	6	Includes 4' center aisle	\$ 45,080	\$405	\$3,240	\$4,210
	4		\$ 42,645	\$405	\$2,995	\$3,895
12x26	7	Includes 3' feed alley	\$ 51,355	\$435	\$3,865	\$5,025
12x22	6	Includes 3' feed alley	\$ 46,835	\$370	\$3,460	\$4,495
12x18	3	Includes 3' feed alley	\$ 33,720	\$300	\$2,275	\$2,955
12x16	4	Includes 3' feed alley	\$ 34,730	\$270	\$2,460	\$3,195
10x16	4	Each box and run accessed individually from outside	\$ 28,945	\$225	\$2,175	\$2,830



Commercial Kennel Options / Upgrades

DOG DOORS: *Standard Door: 17" x 20" / No Credit for Smaller Door*

Upgrade to a Standard 17" x 24" Dog Door	\$50
Upgrade to a Standard 17" x 30" Dog Door	\$60
Upgrade to Deluxe 20" Dog Door	\$90
Upgrade to Deluxe 24" Dog Door	\$100
Upgrade to Deluxe 30" Dog Door	\$160
Upgrade to 10x16 Pet Safe Dog Door	\$100
Upgrade to 13x23 Pet Safe Dog Door	\$135
Guillotine Dog Door (lock dogs in or out)	\$250

WINDOWS & VENTS

Upgrade to 24" x 36" DOUBLE HUNG	\$140
Upgrade to 36" x 36" Slider	\$210
Octagon Window	\$125
Slat Shutters (pair)	\$60
Z Shutters (pair)	\$60
Vinyl Raised Panel Shutters (pair)	\$60
Gable Vent (each)	\$60
Elite Gable Vent (each)	\$80

EXTERIOR

Painted Trim on B&B or T&G	\$190
Black Weathervane (Choice: eagle, horse or rooster)	\$140
Copper Weathervane (Choice: eagle, horse or rooster)	\$270
Cupola	\$310
B&B Cupola with Cooper Roof	\$410
Vinyl Siding	Add 11%
Metal Siding	Add 13%
URETHANE Stain (Teak/Butternut/Redwood/Chestnut)	CALL FOR PRICING
Gutters (\$15/linear ft of building)	

FLOOR & INTERIOR

Sloped Floor (per sq ft)	\$5.50
Interior Raised Floor (per sq ft)	\$7
Exterior Raised Floor (per sq/ft)	\$6
Interior Chainlink Door (behind 'man' door)	\$390
Continuous Stainless Floor Drain - <i>per linear ft</i> (includes pipe)	\$58
Upgrade to R-21 Insulation Includes double floor w/styrafoam insulation	CALL FOR PRICING
Unfinished Interior	-25%

MAN DOORS	Basic	Prehung
6 Panel		\$270
9 Lite	\$150	\$380
11 Lite	\$150	\$410
Vent Lite	\$390	\$590

ELECTRICAL

Electrical Package with Breaker Box / 100 amp (includes: light, switch & receptacle)		\$1,740
Additional Light Fixture, Receptacle or Switch (each)		\$195
Exterior Flood Light		\$280
Exterior Entrance Light		\$360
110-Volt Ceiling Fan		\$520
110-Volt Exhaust Fan w/Thermostat (Electrical package w/breaker box required)		\$690
Air Conditioner (installed)	5,000 BTU	\$1,550
Air Conditioner (installed)	10,000 BTU	\$1,675
Mini Split Unit Heat/AC - 400 sq ft	12,000 BTU	\$5,940
Mini Split Unit Heat/AC - 800 sq ft / 220 volt	24,000 BTU	\$7,380
Radiant Floor Heat (per sq ft)		\$15
Components for Installation / Hook Up		\$4,220

FEED & WATER

Stainless Steel Feeder Bowls (pair)	\$220
Stainless Steel Automatic Water Bowl	\$450
Wall Mount Bowl Holder	\$130
Hose Port	\$210
Stainless Steel Automatic Nibble	\$180
Wash Tub Installed	\$590

DOG RUN

9 Gauge Chainlink	8%
6 Gauge Welded Wire	Add 11%
Vinyl Coated Chainlink	Add 20%
Solid Kennel Divider (4' high) - <i>per linear foot</i>	\$55
Solid Kennel Divider (to ceiling) - <i>per linear foot</i>	\$75
Tenderfoot Run Floor - <i>per square foot</i>	\$20
Polyurea Run Floor - <i>per square foot</i>	\$5.50
Wash Down (per linear foot) <i>*MUST have raised floor</i>	\$30
4' high Glasbord (per linear foot) <i>*Standard' with metal and vinly siding</i>	\$32

February 26, 2024

MEMO TO: J. Carter Napier, City Manager
FROM: Keith McPheeters, Police Chief *Allop 307*
SUBJECT: Metro Animal Shelter: Request for a Need's Assessment

Meeting Type & Date
Council Work Session
February 27, 2024

Action Type
Metro Animal Shelter Needs Assessment

Recommendation

That the City Council authorize Casper Police Department to conduct a needs assessment for the Metro Animal Shelter located at 2392 Metro Road, Casper, WY, 82601.

Summary

The Metro Animal Shelter likely requires the construction of a new building to facilitate future shelter operations. The shelter was built in 1984 with the use of One Cent funds and has not had any considerable upgrades or renovations since its initial construction. In the last four years, the shelter has made repairs to (or replaced) almost every major operational component integral to shelter operations. To adequately serve the community and humanely care for the more than six thousand animals that pass through or are housed at the shelter each year, new construction is likely needed. The shelter requires more interior space to properly care for the incoming animals that may need to be quarantined or separated from the other animals.

During cleaning and maintenance, the shelter requires additional kennel space in which to temporarily house animals. To thoroughly disinfect, clean urine and feces, and allow for drying time after washing the kennel area, more interior and exterior space is needed. A larger space would provide for overflow during large hoarding cases and allow the shelter to conduct a deep clean of the animal area on a regular basis. Additional equipment such as a larger industrial dishwasher for washing items used for animal care, automated floor cleaners, upgraded secure storage for medication, employee uniform washer and dryer, and proper storage areas for animal food. The air recycling in the shelter is not adequate for the number of animals housed and does not provide for an environment conducive to the health and safety of shelter employees.

The drainage system is no longer adequate and requires constant maintenance to keep it functional for daily operations. The amount of waste entering the system often clogs the pipes to the septic and causes issues with the septic system. To meet the shelter's operational needs, the drainage system would require a significant upgrade or replacement. The pet washing and grooming area is not sufficient for the daily intake of animals that need this service and has significant impact on the drainage from the pet hair washed down the drain.

Employees' spaces and working conditions are not adequate to accommodate the daily needs of the Kennel Technicians and APO staff. There are no employee locker rooms for changing, showering, or designated break room to meet the needs of the current employees. Employees are often subject to contact with animal

waste and unkempt animals with a variety of health problems. Shelter employees are at an extreme risk of carrying back to their homes (and their personal pets), the contagions that frequently impact sheltered animals at Metro Animal Shelter.

This lack of workspace for existing staffing is the condition in which our limited and inadequate staffing carries out their responsibilities today. If the shelter were fully staffed in such a manner so as to allow for the proper care and maintenance of *thriving*, adoptable shelter animals, substantially more staffing space would be required. Current staffing for the care of the animals and maintenance of the facility is not sufficient to manage the animal population. Generally accepted guidelines for staffing are one Kennel Technicians on duty per fifteen animals to ensure the proper care is given to shelter animals' needs. Currently there is one Kennel Technician for every thirty to thirty-five animals, a ratio which does not allow for needed employee breaks or consistent care of the animals and shelter/kennel maintenance. Proper staffing will allow the Kennel Technicians time to clean and sanitize kennels, walk animals, vaccinate if needed, assist potential candidates for adoption in viewing/interacting with animals, grooming animals, and facilitate employee breaks. The shelter is currently staffed with four Kennel Technicians who are tasked with the care and maintenance of the animal population housed at the shelter. This is not adequate to provide the proper care for the number of animals in the shelter and degrades the work-life balance of the employees.

Community resources have been sought out in the interest of assisting in the housing of animals when numbers climb over what the shelter can handle. Lieutenant Jones has searched buildings that are city-owned, or which are vacant, and which may provide relief. To date, no building has been able to accommodate the needs of housing animals. A location that suits the demands of shelter operations, including the critical ability to provide adequate drainage of waste, proper air return to reduce and mitigate the transfer of airborne contagions, adequate security, and adequate space for the housing of animals has yet to be identified. Further, separation of shelter locations further exacerbates the already understaffed Kennel Technicians as they would have to split time between two locations.

Currently the shelter takes animals from the entire county for issues arising from hoarding cases, along with court ordered holds to animals running at large. Often the shelter is at or over capacity which causes less than adequate care for the animals housed at the shelter.

The needs assessment will provide a meaningful evaluation of the existing building, both interior and exterior spaces, as well as identifying technological and operational needs, adequate space for animals, and employee welfare which would best suit our community's needs. A phased approach to improving the shelter and its operation is proposed that would begin with this need's assessment. Upon completion of the assessment, the shelter will begin the process of securing a funding mechanism through the City of Casper City Council and meeting with the User Agencies to determine the best path forward to a more robust, adequately staffed, humane shelter operation that aligns with the core values of the City of Casper and which is capable of fulfilling the Mission and purpose of the Metro Animal Shelter.

Financial Considerations:

Operational budget increase of \$150,000 to complete the needs assessment.

Oversight Responsibility

Ryan Dabney, Operations Captain

Attachments

Design/Shelter Photographs

Current Metro Animal Shelter



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org

Leaking roof/Water damage



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity
protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org



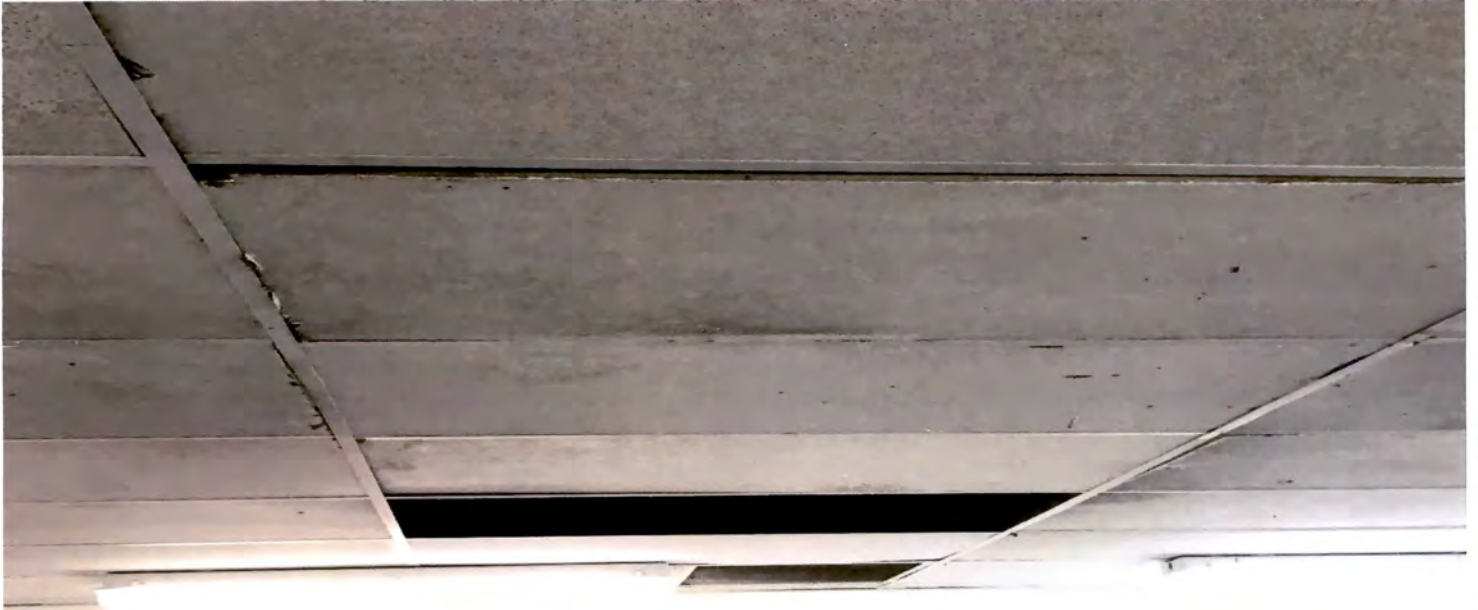
The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

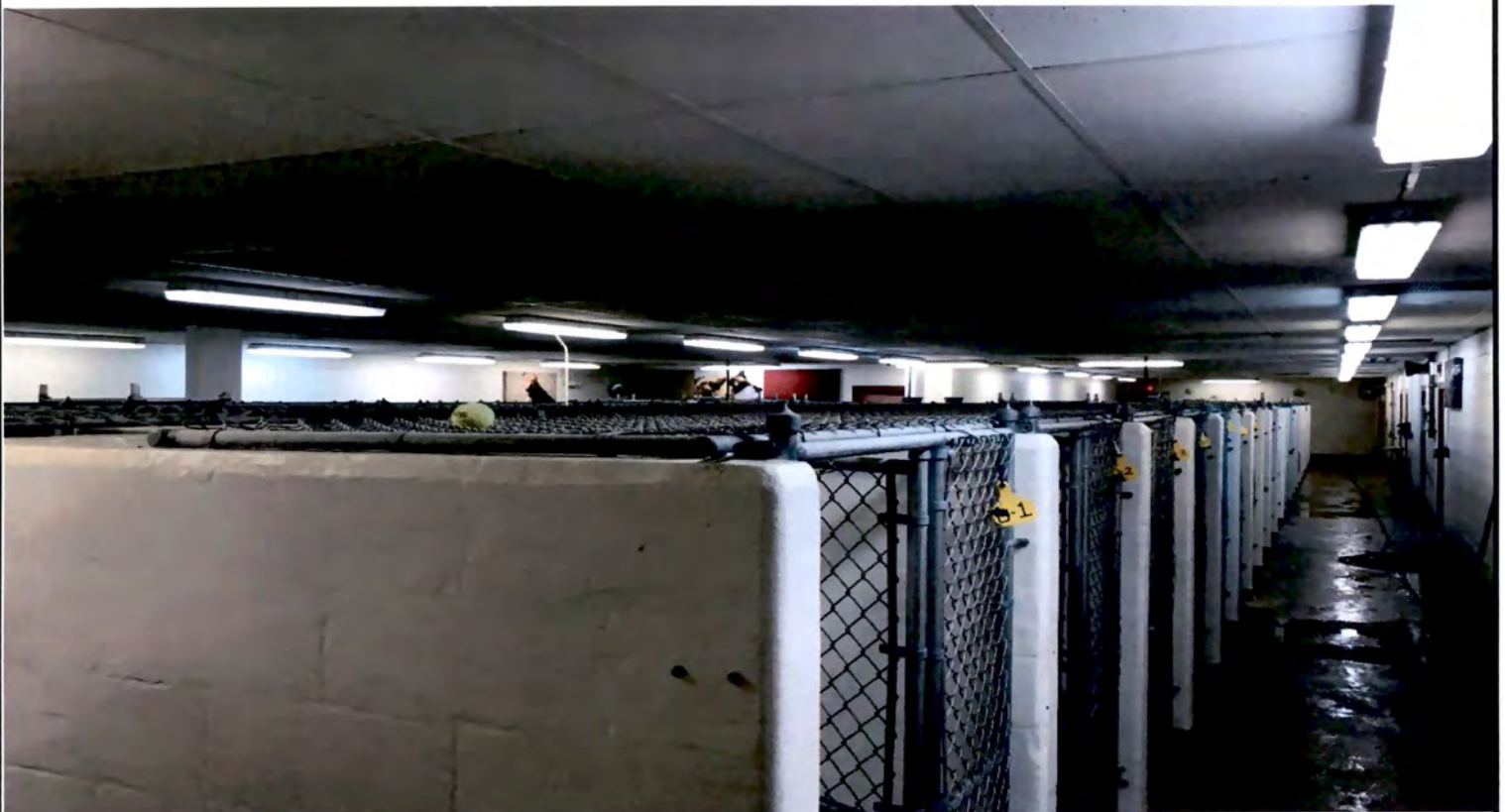
protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org

Possible mold from roof leakage



Surfaces are wet due to constant cleaning, improper drainage, and inadequate airflow.



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity
protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org

Constant repair of damaged kennels from use and agitated



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org

Storage area turned into office space.



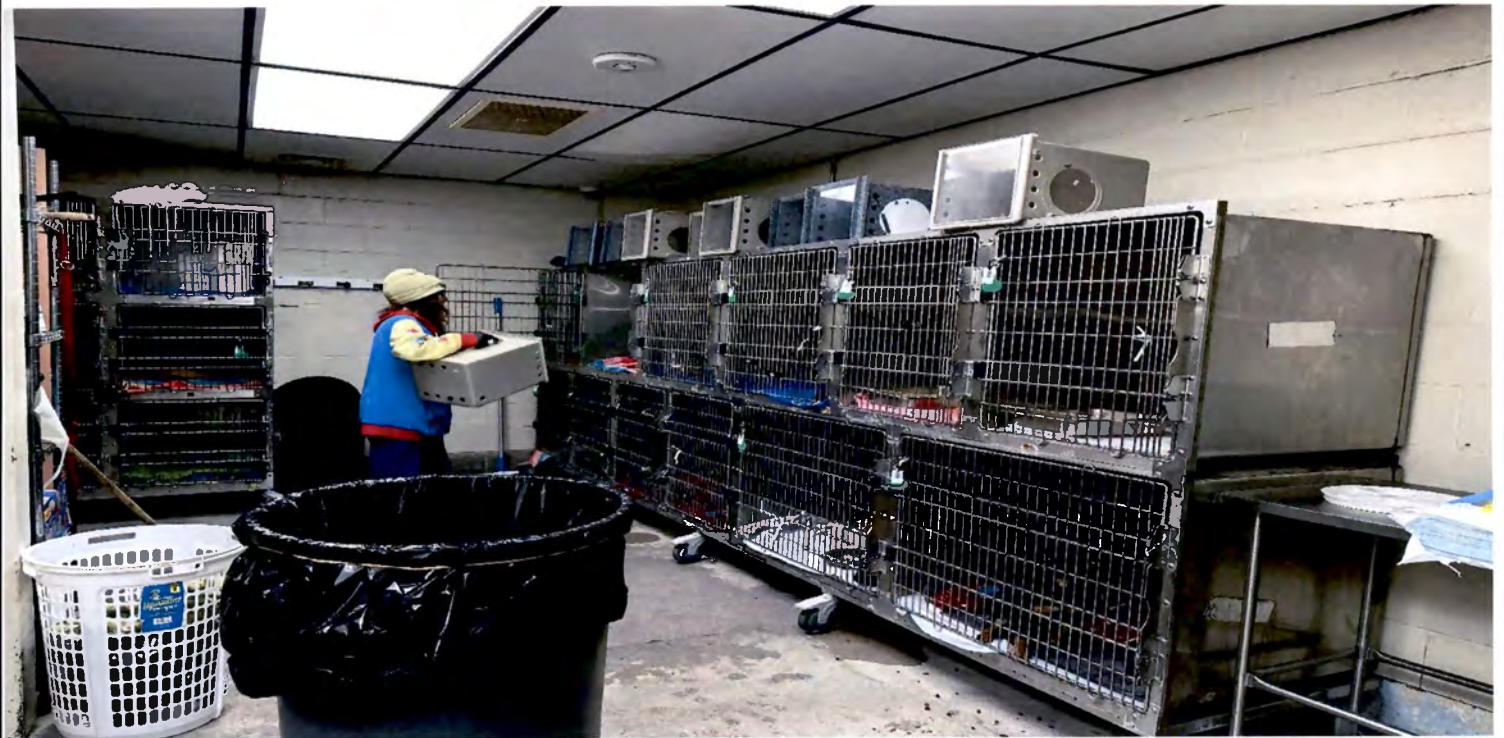
The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org

Feline area is adjacent to the Canine area.



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org



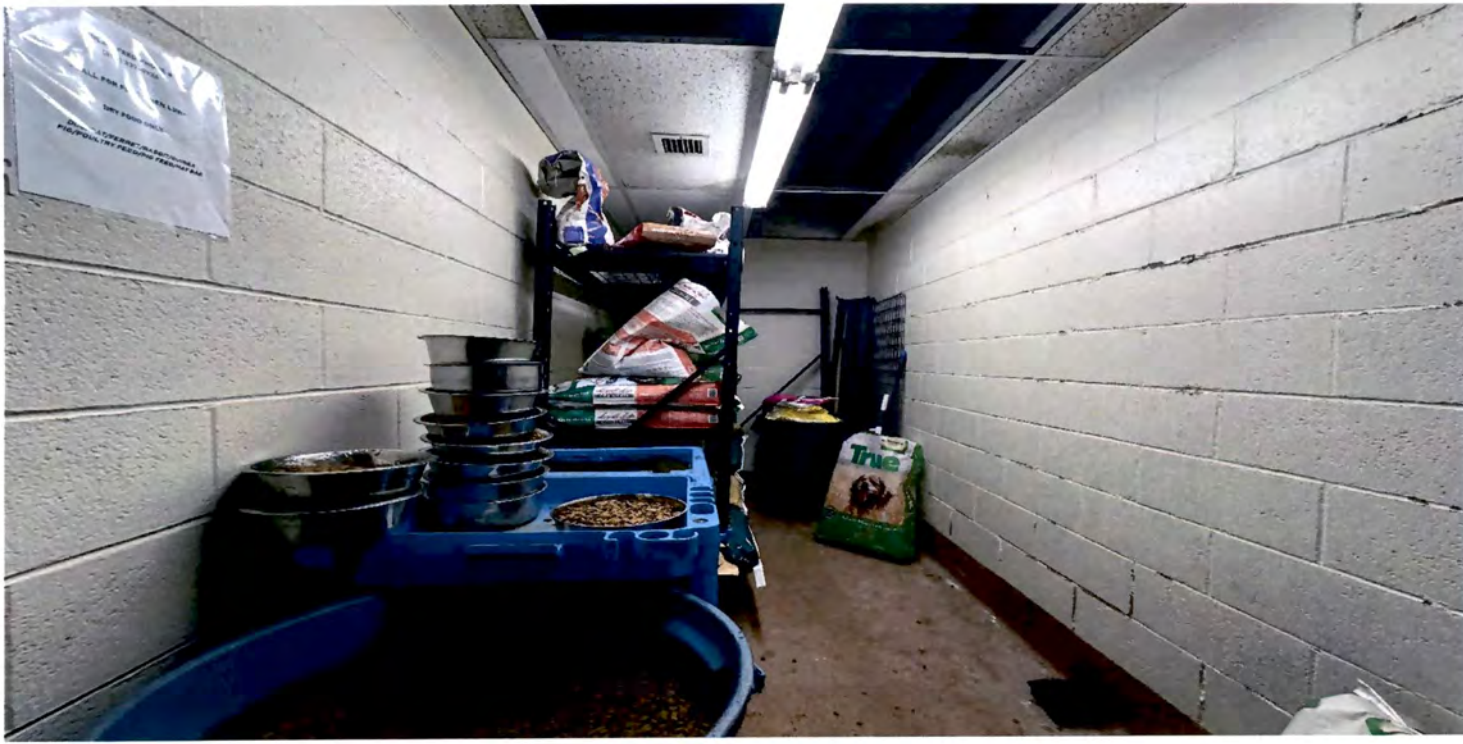
The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org

Inadequate ventilation



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org

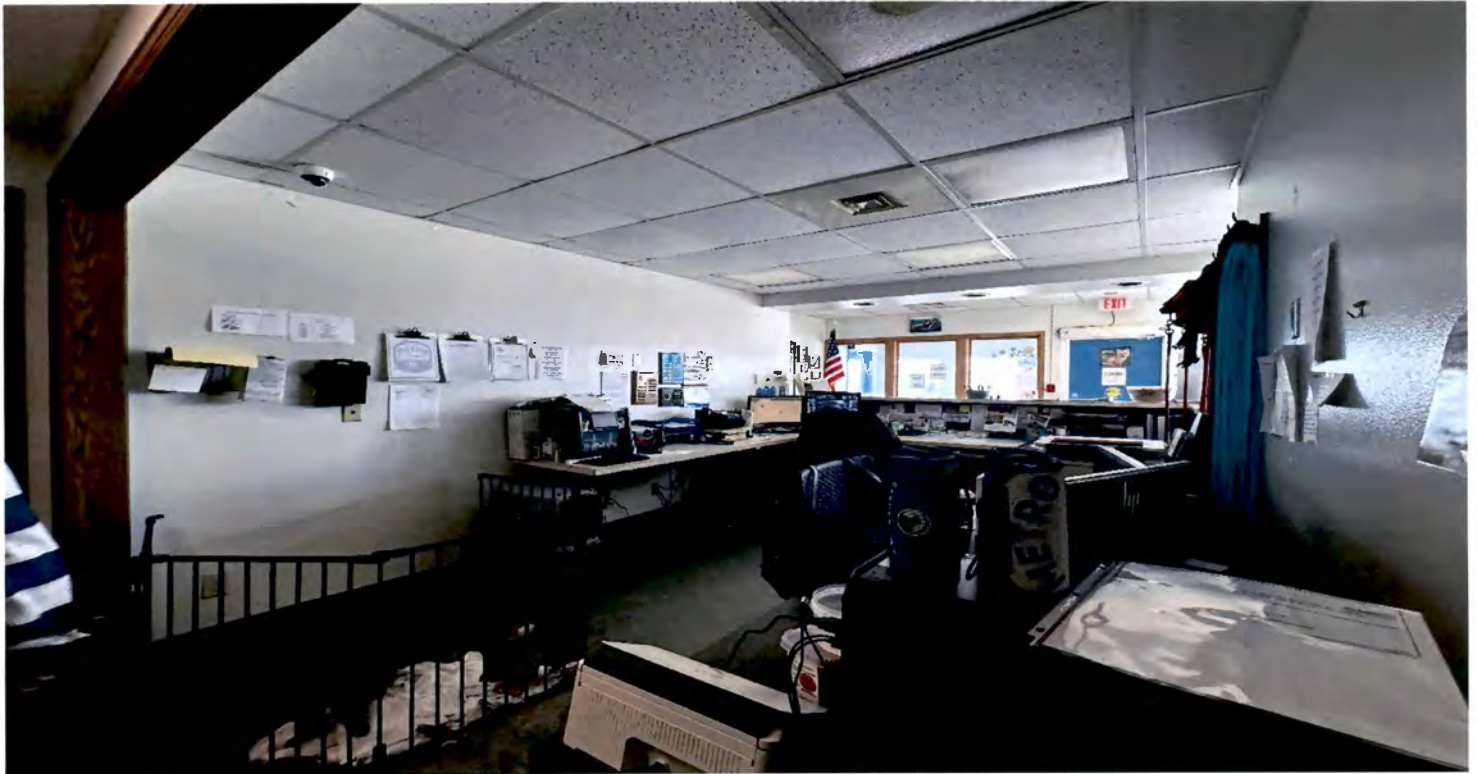
Dish washing station



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity
protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org



The Casper Police Department is dedicated to the protection and safety of our **community** through the highest standards of professionalism in police services.

ourcommunity

protection • safety • professionalism

Chief of Police Keith McPheeters 201 North David Street Casper, Wyoming 82601 (307) 235-8278 casperpolice.org