

COUNCIL WORK SESSION

Tuesday, July 28, 4:30 p.m.

Casper City Hall

Council Meeting Room

AGENDA

1. P-Card Program
2. Point in Time and the Needs Assessment
3. Concert Promotion
4. Tax Credit Application for Former Star Apartments
5. Sale of Surplus Hogadon Equipment
6. Trail Project Manager Contract
7. Future Agenda Review
8. Around the Table
9. Executive Session: Property Acquisition

COUNCIL WORK SESSION – July 28, 2015

Mayor Powell called the meeting to order at 4:30 p.m. with the following Councilmembers present: Councilmen Cathey, Hopkins, Johnson, Mundell, Pacheco, Sandoval and Schlager.

Mayor Powell began the meeting by addressing two outstanding issues. First, to fill the vacancy in Ward 2 created by the resignation of Councilman Hedquist. Mayor Powell clarified the process with the assistance of City Attorney Luben, which would involve announcing the vacancy to the public and seeking applicants, then interviewing candidates, selection of a replacement and the appointment of that person. The person filling the vacancy would fulfill the remainder of the term. It was decided that this process should begin immediately with the goal of filling the position in roughly a month.

Second, Mayor Powell requested input from the Council regarding the filling of the City Manager position. The process could be accelerated to allow the new City Manager to shadow or work directly with City Manager Patterson before his retirement. If the original schedule is carried out, the new City Manager would start fresh, after City Manager Patterson has retired. Council discussed the advantages and concerns with each of these approaches and indicated that the hiring firm should pursue the accelerated schedule, keeping things flexible should the right candidate need to start after City Manager Patterson retires.

City Manager Patterson introduced V.H. McDonald, Assistant City Manager to provide an overview of the City's p-card program. Mr. McDonald outlined the implementation of the program, described the growth and stabilizing of use, and the advantages of the process. He addressed the associated costs, and provided an explanation of the offsets that paid for these costs. He also gave detailed information on the security steps in place and the data available with these cards that provides better monitoring than was possible with individual vendors. He stated that new internal processes are being considered accordingly, as well as sending a request

for proposals for a new card vendor. There had been an issue with the current vendor, and it is possible another business could offer more responsive service at a competitive rate.

Next, City Manager Patterson introduced Brenda Eickhoff-Johnson and Marilyn Diamond-Wagner to Council. Brenda Eickhoff-Johnson, Executive Director of Community Action Partnership presented point-in-time information on the homeless as well as the current community needs assessment. Ms. Eickhoff-Johnson described the process used to gather the point-in-time information, the trends seen in the report, as well as plans for improving the event next year. She addressed questions presented by Council about the challenges the homeless face. Council discussed the challenges that face the homeless, as well as the successes that have occurred. Ms. Eickhoff-Johnson also listed the top concerns, as ranked by the homeless, and described how these things have changed since last year. She also described some of the actions her organization intends to take to address these concerns. City Manager Patterson thanked them for the presentation.

Doug Follick, Leisure Services Director, and Bud Dovala, Manager-Casper Events Center presented information about promoters, booking shows, and the regional market. Mr. Follick also stated that previously there had been funding set aside for buying shows, which was a sort of revolving fund, and requested that Council consider re-establishing this fund. Mr. Dovala and Mr. Follick addressed many questions from Council. City Manager Patterson clarified that profits from shows would be added back to this fund, then spent as needed, and would allow staff the flexibility to buy profitable shows when available. He also suggested that staff identify and recommend a funding source for this. Mayor Powell requested that some method of reporting or review be put in place to ensure this money isn't spent away. Council asked that more details be presented for further consideration.

City Manager Patterson began an overview of the next item on the agenda, which was the tax credit application for the former Star Apartments. Kim Summerall-Wright, Executive Director of the Casper Housing Authority (CHA) described the proposed project to turn the former Star Apartments into the CentrePointe Apartments. This project will require an abatement portion costing \$480,000 followed by construction which will cost approximately \$9,000,000. The City of Casper has dedicated money from unallocated optional 1% funding for the abatement component. CHA is pursuing tax credits to fund the remainder of the project, and due to the structuring of the program, will require the permission of the City of Casper to do so. Ms. Summerall-Wright addressed questions from the Council about the cost/type of the rentals and how the tax credits work. Council also discussed other projects of this nature and the need for affordable housing. Council indicated support for the CHA to pursue the project, and to bring forward the necessary materials to a Council meeting in August.

Doug Follick, Leisure Services Director, and Chris Smith, Hogadon Ski Area Superintendent presented Council with information and answered questions about removing the red chair lift at Hogadon. This lift has limited service, takes up skiable terrain, and is rarely used. Staff could prepare a bid package, and accept bids to have this equipment sold and removed. Council supported this process.

The next item on the agenda, the trail project manager contract, was presented by City Manager Patterson. He stated that the comprehensive trails master plan had been completed a year ago and needs to be implemented, and could be better staffed by an outside business. Civil Engineering Professionals Inc., has the experience and background knowledge that makes them a logical choice to carry out the implementation, and have prepared a written proposal for consideration. Council indicated their support.

City Manager Patterson reviewed the future agenda. Council did not remove any items from consent.

Council reported updates for each of their respective board meetings and news. Councilman Hopkins attended the Developer's Forum on July 23, 2015, and asked Liz Becher, Community Development Director, to elaborate. Ms. Becher stated that the purpose of the forum was to get feedback and to begin a dialog to make improvements that would expedite development. Five main topics were discussed and Ms. Becher outlined these. Staff would request that the City Council, the Planning and Zoning Commission, and members of the community involved in development, hold a forum on September 8, 2015, to begin a dialog, to further educate those involved about the policies, codes and practices required for development, and to evaluate ways to improve processes. Council agreed that the forum would be the only agenda item for that work session.

At 6:39 p.m. it was moved by Councilman Hopkins, seconded by Councilman Johnson, to adjourn into Executive Session to discuss property acquisition.

At 7:59 p.m. it was moved by Councilman Hopkins, seconded by Councilman Cathey, to adjourn the Executive Session.

There being no further business the meeting was adjourned.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

V. H. McDonald
City Clerk

Charlie Powell
Mayor