

## COUNCIL WORK SESSION

Tuesday, May 10, 2016, 4:30 p.m.  
Casper City Hall  
Council Meeting Room

### AGENDA

1. Sewer Line Warranty Program (Andrew Beamer)
2. Casper Housing Authority Update (Kim Summerall-Wright)
3. Agency Funding – Part II (Liz Becher, Fleur Tremel)
4. Issuance of Additional Retail Liquor License (Tracey Belser)
5. City Manager Report
6. Future Agenda Review
7. Council Around the Table

Mayor Sandoval called the meeting to order at 4:31 p.m. with the following Councilmembers present: Councilman Cathey, Johnson, Heili, Pacheco, Schlager, Hopkins, Powell, and Sandoval. Councilman Miller was absent.

Mayor Sandoval addressed the issue of public comments during Council Work Sessions. He stated that the normal format of City Council Work Sessions does not allow for comments from the public, and in the future this will not be permitted.

Bruce Martin, Waste Water Treatment Plant Manager, discussed the Sewer Line Warranty Program from Service Line Warranties of America. He began by giving a background of how the warranty program works and what it covers. The warranty company must seek endorsement from the City before they can move forward with offering the program to Casper homeowners. The endorsement includes using the City's name and logo on the mailed materials, which in turn give reputability to the program. The City has the option of renewing the agreement for one year or ending it if they choose.

Mr. Martin stated that last year there were 2,564 Casper customers who bought the warranty and 105 claims were filed. Mayor Sandoval asked how many of those claims were actually paid out. Mr. Martin responded that they did not have that number, but that they can find out. He added that the City has not received any complaints about claims not being paid. Councilman Heili asked if the City receives anything in return for its endorsement. Mr. Martin responded that the City has the option to receive a 10% royalty for the premiums paid, but in the past the City has chosen instead to not receive the royalty and give it back to the customers in the form of lower premium costs. Council then discussed the form in which the program is presented to customers. Councilman Cathey stated that he does not want customers to think they must purchase this warranty and that it is a City program. Councilman Heili stated that it is evident when reading the actual letter that it is not required. Councilman Schlager asked if Council could receive number of claims that were paid before making a decision about renewing the agreement. Mr. Martin stated that Council must make a decision 90 days before the renewal date, and this is the last work session

before that deadline, therefore Council must make a decision today. Council voted to renew the Sewer Line Warranty Program agreement.

Next, Kim Summerall Wright, Director of the Casper Housing Authority (C.H.A.), updated Council on the C.H.A. She began by giving background on C.H.A.'s purpose and goals. She then updated Council on some of their recent projects, which included: installing mailboxes and voicemails for citizens would do not have a permanent address or phone; implementing housing vouchers; modernizing systems including computerizing rent payments; implementing veteran's vouchers. She gave an overview of the different housing units that C.H.A. operates and the related programs available to citizens. She also described the recent development projects C.H.A. have undertaken including the Star Apartment Renovation Project, the Centrepont Parking Lot, the LifeSteps Campus renovations, and the Community Garden. She also described their funding sources and their new nonprofit arm, C.H.A. Cares, which is eligible for social service funding.

Councilman Powell asked how long the individuals who use the program will be in supported housing. Ms. Summerall Wright responded that the average amount of time is three to five years. Councilman Powell then asked what the biggest barrier is for C.H.A. Ms. Summerall Wright responded that they need to develop more subsidies for low income individuals. She then described some of the rent to own options that will be available to low income individuals through C.H.A.'s programs.

Next, Liz Becher, Community Development Director/Assistant City Manager, and Fleur Tremel, Deputy Assistant City Manager, gave the second part of their presentation on agency funding. Ms. Becher began by updating Council on the financial progress of the agencies. Then, she summarized each agency's spending of city money, and how much they spent on administrative costs compared program costs. She noted that some agencies utilize city money for administrative costs, because many other grants can only be used on program costs. On average, about 48% of the total money coming from the City is used for programs. She then reviewed a chart showing the percentage of agencies that fit into different category identifiers that were discussed during part one of the presentation that was given at a previous work session. She suggested putting the miscellaneous agencies into a new category labeled as "Quality of Life". City Manager McDonald suggested labeling this other category "Advertising & Recreations", and Council agreed on this label.

Ms. Tremel then reviewed one cent and community promotions spending on program/capital dollars vs. operations costs. Community promotions can only be used for events, so no funds are spent on operations. She then went through the one cent and community promotions workbooks and showed how the funds and programs are tracked. Agencies will now be required to give quarterly reports in order to continue to receive funding. This will allow Staff to track the agencies and collect data. Agencies will also be required to check off what other funding they are receiving from the City on their applications, so that Council is aware of this when making decisions.

Councilman Heili asked how much money is given to these outside agencies. Mayor Sandoval responded that Council will discuss this during budget discussion and will decide how much will be dispersed. This is also based on the anticipated one cent money to be used for capital projects. Because of the financial deficit, these projects are being prioritized. Those projects that have

existing contracts are being given priority, and the agency funding is included in this, because they have contracts with the City.

Next, Tracey Belser, Support Services Director/Assistant City Manager, discussed the issuance of an additional retail liquor license that was awarded to the City last year. She summarized Staff's recommendations, which included having an application submission window open for 30 days and restricting applicants to those who plan to use the license in the Old Yellowstone District (O.Y.D.). The concept behind restricting the license is to use the license to spur economic development to benefit the City and its citizens. The license can be tied to a location so that it cannot be sold to another business who would use it in an area that does not need development. Preventing the transfer of new licenses will not change the marketability of the licenses that are already held.

Councilman Hopkins stated that he agrees with restricting the license, because this license is one of the few economic development tools that the City has. Councilman Cathey asked what tools we have to release parked licenses that are not being used. City Attorney Bill Luben responded that the City can deny the transfer. In the future, as people apply for a license that they plan to park, the City can require them to show how they are going to use the license in the future. The City can also shorten the period of time that a license can be parked from three years to one and a half years.

City Manager McDonald asked Council how they would like to hear the proposals. Council decided they will wait to see how many applications are submitted and then decide this. Councilman Heili stated that he thinks all locations should be open for the submittal process, and applicants' plans should not be restricted to the O.Y.D. He stated that there are other underdeveloped locations in town, and those applicants who would like to spur economic development in other locations should be given the opportunity to present their ideas. Councilman Powell stated that Council should only look at O.Y.D. applications, because that is in line with Council's goals. He added that a lot of work goes into these applications, so Council should not accept applications from development outside of the O.Y.D. if those applicants do not have a real shot at being chosen for the license. Council voted to restrict the applications and accept Staff's recommendations.

Next, City Manager McDonald stated that Staff is wrapping up the proposed budget, and it will be sent out to Council this week and will be release to the public the following day.

City Manager McDonald reviewed the agenda for the Regular Council Meeting on May 17, 2016.

Council went around the table to discuss their respective board meetings. Sandoval stated that he read a proclamation from the Governor's Abate program without first notifying the City Manager's Office or Council. In the future, Council should always notify Council and the City Manager's Office beforehand. Council discussed adding a discussion topic for a future work session concerning opening Council meetings with prayer. Council voted to not discuss this issue at a future work session.

Mayor Sandoval adjourned the meeting at 7:02 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Tracey L. Belser  
City Clerk

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Daniel Sandoval  
Mayor