

## COUNCIL WORK SESSION

Tuesday, August 22, 2017 at 4:30 p.m.

Casper City Hall

Council Meeting Room

### AGENDA

1. Community Action Partnership (Brenda Eickhoff)
2. Continue Discussion Downtown Sidewalk Café Protocols (Carter Napier)
3. Maintenance Activities Performed by the City of Casper (Carter Napier, Andrew Beamer)
4. Council Chambers and Meeting Room Broadcasting (Tanya Johnson & Michael Szewczyk)
5. City Manager Report
6. Future Agenda Review
7. Council Around the Table

Mayor Humphrey called the meeting to order at 4:30 p.m. with the following Councilmembers present: Pacheco, Morgan, Johnson, Laird, Huckabay, Powell, Walsh, Hopkins, and Mayor Humphrey.

City Manager Napier discussed a proposal that the Community Action Partnership (CAP) asked to present to Council. He stated that Council had decided to remove general fund agency funding for CAP for the Fiscal Year 2018 budget. CAP would like Council to consider allowing them to use \$32,000 from their 1%15 funding to offset this cost. He then introduced Brenda Eickhoff, Director of CAP, to elaborate on this request. Ms. Eickhoff began by reviewing the agency's funding sources and stated that many grants for agencies that CAP serves require matching local funds. She then explained that programs and projects that help low income and homeless individuals would be cut if the agency did not receive the requested funding. Councilmember Huckabay explained that she has heard concerns expressed at the State level about funding not being used properly by CAP. Ms. Eickhoff stated that CAP is audited by the State as well as Housing and Urban Development, and there have been no findings from those audits.

Councilmember Huckabay asked how difficult it would be for the City to internally distribute one cent funds as opposed to having CAP do this, and Community Development Director Liz Becher stated that this would be fairly easy to do within her department. City Manager Napier explained that the City has an existing one cent contract with CAP, and that contract does not currently allow for shifting of funds from one cent to the general fund. Mayor Humphrey stated that she is concerned about citizen and agency complaints regarding CAP. Council discussed the ramifications of shifting money allotted for programming to general fund administrative costs, and decided against supporting CAP's proposal.

Next, City Manager Napier continued discussions regarding the sidewalk café protocol. He showed Council two exhibits: the first was a map illustrating possible patio district boundaries and the second was a map that showed possible sidewalk adjustments. He described the possible impact on parking spaces with an estimated loss of 16 parking spaces in the downtown district. He stated that if Council decides to pursue this then the first step would be to adopt or amend a zoning ordinance for the district boundaries. This would allow for a public hearing on the issue. Council then discussed using temporary bump outs as opposed to permanent bump outs so that parking spaces can still be utilized during the winter months. Council directed staff to research possible options for a sidewalk protocol as well as boundary options, and to bring these options back to Council. Several members stated that they would not support the proposal if many businesses object to it during a future public hearing.

Next, City Manager Napier discussed maintenance activities performed by the City of Casper. He explained that Council has posed questions regarding City staff performing too many construction activities in-house. He then reviewed the cost of these services which included concrete repairs, crack sealing, mill/overlay, asphalt patching, pavement striping/markings, alley grading, and sweeping. The total material and equipment cost for the City to perform these services is \$526,400; this total does not include labor costs because the City employees who perform these services have many other duties. He then presented some recommendations for Council including outsourcing concrete repair and mill/overlay and transferring sweeping operations to Solid Waste, for a total savings of \$415,000 to the general fund. The recommendation would be for the City to continue performing services that are more maintenance-based, such as pothole repair, striping/painting, crack seal, and alley grading. He stated that the proposed changes would cause no loss in jobs, as the Streets Department is already low in staff. Two positions would be transferred to the Solid Waste Department.

Councilmember Walsh expressed concern that outsourcing these projects will end up costing the City more money due to extra labor costs which do not have to be paid when the City is doing the projects in-house. City Manager Napier explained that the savings would be to the general fund which would reduce the reserve burden. The cost burden would be transferred to other areas that are less vulnerable, such as one cent funds. Councilmember Powell expressed concern that projects that are on the Capital Improvements Plan would be stalled if these services were to be paid out of one cent funding. Council gave a thumbs up for staff to move forward with the recommendations.

Next, City Manager Napier introduced Michael Szewczyk, IT Division Manager, and Tanya Johnson, Special Projects Coordinator, to discuss Council Chambers and Meeting Room Broadcasting. Mr. Szewczyk explained that the current system includes live cable broadcasting and Granicus video streaming of the meetings that are posted on the City's webpage. He then presented several options on ways to improve the broadcasting. The first and second options would be to connect the Council meeting room to the Council chambers broadcasting in order to broadcast work sessions in addition to regular Council meetings. The first option would include audio only and would cost \$1,500 and the second option would include audio and video would cost \$7,000. The third option presented included broadcasting Council meetings to social media

instead of Granicus, which would have no associated cost but would mean the loss of indexing the Council meetings. This would be a more cumbersome process for Staff as well and utilizing Facebook Live or YouTube would present challenges. The fourth option would be to broadcast to social media and Granicus which would cost \$5,000 for additional encoding. City Manager Napier stated that Granicus costs \$11,000 per year and that staff can look into cheaper options. Council directed staff to move forward with the second and fourth options and to look into cheaper alternatives to Granicus.

Next, City Manager Napier gave the City Manager Report. He stated that decisions on the bids for City properties will take place at the regular Council meeting on September 12, 2017. He asked for direction from Council regarding automatically taking all change orders off of consent at Council meetings. Council decided to not change the process, as they can always pull an item off consent if they so choose.

Council had no questions regarding the future agenda, so City Manager Napier did not review the regular Council meeting agenda for September 5, 2017.

Next, Council went around the table to discuss their respective board and committee meetings and share ideas and concerns related to public matters of interest. Several Councilmembers praised citizens and staff for the success of the Eclipse Festival. Councilmember Laird discussed an issue involving the punitive damage clause in employee contracts. City Attorney Luben stated that because that clause is in his contract he would advise Council to seek outside counsel. Councilmember Laird then discussed Council receiving city-issued cell phones so that they can keep City-related calls, emails, and texts separate from their private phones. Council directed staff to research and present different pricing options for Council cell phones at a future work session. Councilmember Morgan asked if he could receive the Leisure Services Board fees, and City Manager Napier responded that that information will be sent out. Councilmember Huckabay asked what is expected for the Police Department community forum tomorrow night. City Manager Napier explained that this is the public outreach piece of the study that began a few months ago, and staff is recommending that Councilmembers not attend the forum so as not to quash public comment. Councilmember Powell stated that the Wyoming Association of Municipalities is currently developing legislative priorities and asked that this issue be put on the next work session agenda.

The work session was adjourned at 7:05 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Tracey L. Belser  
City Clerk

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Kenyne Humphrey  
Mayor