

# **PRE-MEETING AGENDA**

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**Casper City Council  
 City Hall, Council Meeting Room  
 Tuesday, September 3, 2019, 5:30 p.m.**



	<b>Presentation</b>	<b>Allotted</b>	<b>Beginning Time</b>
	Distribution of August 27, 2019 Executive Session Minutes *Council – please initial by your name on the minutes to indicate your approval*		
1.	Property Management LifeSteps Phase II	10 min	5:30
2.	Agenda Review	5 min	5:40
	Approximate Ending Time		5:45

We are CASPER

**Communication    Accountability    Stewardship    Professionalism    Efficiency    Responsiveness**

August 15, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*  
FROM: Liz Becher, Community Development Director *LB*  
SUBJECT: Life Steps Property Management Update

**Meeting Type & Date:** Council Pre-Meeting, September 3, 2019.

**Action Type:** Direction requested.

**Summary:**

The Casper Housing Authority (CHA) has managed the Life Steps Campus for the City of Casper since December 2014. The current Contract expires December 15, 2019. The CHA presented their accomplishments on the Campus over the past five (5) years to the City Council at the pre-session on August 6th. In accordance with the terms of the Property Management Contract, the CHA may put a written request before Council for renewal of the Contract, provided that request is submitted before September 15<sup>th</sup> of the current term. In order to continue with the programs they have instituted on the Life Steps Campus, the CHA does want to renew the Contract for another 5-year term, beginning December 15, 2019 and continuing until December 15, 2024.

The CHA works in continual partnership with the Community Development office.

**Financial Considerations:** The CHA does not receive any compensation from the City for the Campus management; they receive One Cent funds for investment into the Campus facilities.

**Oversight/Project Responsibility:** Liz Becher, Community Development Director

**Attachments:** Letter of Request from the CHA to renew their Property Management Contract



## Healthy Homes Healthy Families

August 15, 2019

City Council of the City of Casper  
200 N. David  
Casper, WY 82601

Dear Council Members,

Thank you for the opportunity to provide property management services for the Life Steps Campus from November 2014 to date. It has been a privilege to serve both our community and those who reside on the Campus.

We especially appreciate your time and attention, on August 6, 2019, to the update of the amazing transformation that has happened on Life Steps Campus during our tenure there. The Campus has truly become a place of hope for many who reside or visit the Campus each year.

In order to continue this important work on the Campus, Casper Housing Authority respectfully requests renewal of the Contract for Property Management for oversight of the Life Steps Campus for a term beginning December 15, 2019 and expiring on December 15, 2024.

Thank you again for the opportunity to work with the City of Casper on this important asset to our community.

If you need anything further, please let me know. Thank you for your consideration.

Respectfully Submitted,

Kim Summerall-Wright  
Executive Director



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