

PRE-MEETING AGENDA



Casper City Council
City Hall, Council Chambers
Tuesday, December 15, 2020, 5:30 p.m.

Please silence cell phones during the City Council meeting.



COVID-19 precautions are in effect at Council meetings. All Council meetings including Work Sessions are held in Chambers. Entrance to the meetings is the east door off David Street. Upon entry you will be asked to sign-in for contact tracing purposes. Face coverings are encouraged. Seating has been gridded into six feet distances. Seating capacity for the public is fifteen seats. Media will be given priority for seating. Public input via email is encouraged: CouncilComments@casperwy.gov

	Presentation	Allotted	Beginning Time
	Roberts Rules of Order Orientation – for Council-Elect - Optional		5:00
1.	Fiscal Year 2022 Budget Calendar	5 min	5:30
2.	Baseball Fields Update – Rental & Lease Agreement	10 min	5:35
3.	Conwell Park Background	5 min	5:45
4.	CEC Fire Alarm System Change Order	5 min	5:50
5.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

December 2, 2020

MEMO TO: J. Carter Napier, City Manager 
FROM: Tom Pitlick, Financial Services Director 
SUBJECT: Fiscal Year 2022 Budget Calendar

Meeting Type & Date:
Council Pre-Meeting
December 15, 2020

Action Type:
Information Only

Recommendation:
That Council acknowledge the proposed calendar in regard to the preparation of the fiscal year 2021-2022 annual budget.

Summary:
Wyoming Statute 16-4-109 stipulates that a public hearing for consideration and adoption of the annual City budget must be held no later than the third Tuesday in June. Prior to presenting the budget document for adoption, numerous steps must take place to ensure the document has been prepared with proper input from staff and Council. The attached "FY 2022 Budget Calendar" has been developed to set timelines for completion of the various required processes. Items highlighted in red represent topics which will require scheduling of Council time while those in black are for staff reference.

Financial Considerations:
None

Oversight/Project Responsibility:
Tom Pitlick, Financial Services Director

Attachments:
FY 2022 Budget Calendar

FY 2022 BUDGET CALENDAR

Budgetary Preparation

Dec. 7th	Capital Improvement Plan (CIP) process begins, includes capital projects and capital equipment for next five years.
Jan. 15th	New Position/Reclassification requests submitted to HR
Jan 22nd	CIP requests due to Finance
Jan. 25th to Jan. 29th	City Manager/Dept. Head/HR/Fin discussions on requested staffing requests
Jan. 26th	Council Work Session Topic - Utility Rate Model Review Council Work Session Topic - Council Goals Status Update
Feb. 1st to Feb 12th	Capital Review (Finance, City Manager, Dept Heads, and Managers)
Feb. 1st to Feb. 22nd	Department budgets entered into system
March 9th	Council Work Session - Capital Budget Review Council Work Session - Community Promotion Funding
March 23th	Council Work Session Topic - Community Promotion Funding
Mar. 22nd to Apr. 9th	Budget review (City Manager, Dept. Heads, Div. Supervisors & Finance)
May 11th	Tentative budget to Council (to be published in Minutes)
May 17th & 19th	Council Budget Review Work Sessions (Monday & Wed.)
June 1st	Summary of Proposed Budget Submitted To Council (published in minutes) Set Public Hearing Date of June 15, 2021 For City Budget
June 15th	Public Hearing on FY 22 Budget Adoption/Action on Resolution/Publication

December 4, 2020

MEMO TO: J. Carter Napier, City Manager 77 for JCN
FROM: Tim Cortez, Director of Parks and Recreation
Phil Moya, Recreation Manager
SUBJECT: Baseball Fields Update – Rental and Lease Agreements

Meeting Type & Date

City Council Pre-Meeting
December 15, 2020

Action type

Direction Requested

Recommendation

City Council review the requested information along with providing any direction regarding this process.

Summary

Pursuant to a request for proposals from the public for the exclusive use of Washington, Crossroads #4, and George Tani baseball fields, City staff has reached a recommendation.

A lease agreement could be offered to Casper Youth Baseball club for Washington Park Ballfield. The City would also offer a lease agreement to Casper Baseball Club (Legion Baseball) for the use of Crossroads 4 Baseball Field.

The Parks and Recreation Department recommends City staff manage and rent George Tani Baseball Field. George Tani Baseball Field is currently being used by two user groups. Casper Baseball Club utilizes the space for practices and games. Casper Youth Baseball utilizes the space for overflow games for tournaments. The management and rental of George Tani Ballfield can assist in creating a balanced schedule for all users. This will also provide opportunities for additional user groups to utilize this space if requested. Rental rates will be prorated for two years at a 20 and 10 percent subsidy.

This direction would align with the current direction the City is going with Mike Lansing Field. The agreements would run for three years which would allow the City to determine the success of this direction and determine which model would be most beneficial to users as well as the overall public.

Financial Considerations

None at this time

Oversight/Project Responsibility

Phil Moya, Recreation Manager

Paul Zowada, Athletics Supervisor

Attachments

- George Tani Baseball Field – Usage Report
- George Tani Baseball Field Rental Pro-Forma

**City of Casper
Parks and Recreation Department
George Tani Baseball Field
Field Use Report**

2018

Organization	Complex	Field	Sport	# of Pratices	# of games
Casper Youth Baseball	North Casper	Tani Field	Baseball	0	20
Casper Crush	North Casper	Tani Field	Baseball	34	79

2019

Organization	Complex	Field	Sport	# of Pratices	# of games
Casper Youth Baseball	North Casper	Tani Field	Baseball	0	12
Casper Crush	North Casper	Tani Field	Baseball	90	36

2020(Covid Year)

Organization	Complex	Field	Sport	# of Pratices	# of games
Casper Youth Baseball	North Casper	Tani Field	Baseball	0	
Casper Crush	North Casper	Tani Field	Baseball	90	39

City of Casper
Parks and Recreation Department
George Tani Baseball Field

Rates and Fees

City of Casper	2021	2022
Pro-forma	Rates and Fees	Rates and Fees
	Pro rated 1st Year	10% Subsidy
	20% off Rental Fee	10% off Rental Fee

Daily Field Rental per Game

	Fee Per Game	2021	2022
Field Rental per Game (2hr min.)		\$105.00	\$84.00
Lights per hr (2 hr. min.) -	As Needed	\$50.00	\$50.00

Practice Rentals

	Fee Per Practice	2021	2022
Field Rental per hr (2 hr. min.)		\$20.00	\$16.00
Lights per hr (2 hr. min.)	As Needed	\$50.00	\$50.00

Tournament Rental Fees

Deposit for the Complex: Deductions will be taken out based on damages and cleaning.	Deposit Refundable	\$200.00	\$200.00	\$200.00
Field Rental with a 4-game max. usage per day	Per Tournament	\$420.00	\$336.00	\$378.00
Lights per hr (2 hr. min.)	As Needed	\$50.00	\$50.00	\$50.00

Cleaning Fee

Per staff member, and supplies	Per Hour	\$25.00	\$25.00	\$25.00
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Sponsorship/Banners/Signage

	Per Banner	5 percent	5 percent	5 percent
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Material and Clay Value

Mound and Home Plate Clay (Depends on the damage per game to repair) (on average 2-3 super sacks will get you through a season on the game mound and home plate only)	\$475/ Per Super Sack 2,000 Lbs	\$1,425.00	\$950.00	\$950.00
Infield Conditioner Turface (Depends on Weather for the Season & amount of use) Typically 1-2 pallets of conditioner per year for lower level play	\$20/ Bag	\$1,600.00	\$1,600.00	\$1,600.00
Infield Mix (30 Tons a year)	\$76/ Ton	\$2,280.00	\$2,280.00	\$2,280.00
			\$4,830.00	\$4,830.00
Split: CYB and Crush - Per team			\$2,415.00	\$2,415.00

Material and Clay costs if provided will be deducted from the rent at the end of the season.

December 9, 2020

MEMO TO: J. Carter Napier, City Manager 77 for JCN
FROM: Tim Cortez, Director of Parks and Recreation
SUBJECT: Change Order for Casper Events Center Fire Alarm System

Meeting Type & Date

Council Pre-Meeting
December 15, 2020

Action type

Approval Requested

Recommendation

That Council approve the Casper Events Center (CEC) Fire Alarm change order in the Regular Council Meeting on January 5, 2021.

Summary

In the FY20 capital budget, Council approved \$321,847 for assessment and repairs need to start to bring the existing fire alarm and fire sprinkler system up to code. The original intent was to do the project in at least two phases. The first phase, which is currently underway, was to install a new fire alarm panel, identify the issues with the entire fire protection system, and determine the total cost to fix all the issues and make the appropriate phasing decisions after that information was obtained. Casper Electric, Inc., provided a low bid for the first phase in the amount of \$210,000.00, and Council authorized a contingency amount of \$31,500.00, for a total project amount of \$241,000.00. Change Order No. 1 was authorized for the project to remove and replace the existing fire pump in the amount of \$67,590.00. The change order utilized all of the contingency funds for the project in addition \$36,090.00 from the Perpetual fund allocated to the CEC Fire Alarm Replacement. The project budget allocated to the CEC Fire Alarm Replacement currently has \$32,217 remaining.

An unforeseen issue has been identified with the flow switches on the sprinkler system side that are effecting the new fire alarm panel. To get further information on the sprinkler zones and know what flow switches may need to be replaced, the engineers on the project are requesting a change order in the amount of \$4,000 and additional time to finish the project.

Staff sees this as an opportune time to get this done since the current contractor has intimate knowledge of the alarm system and how it relates to the needed work.

Financial Considerations

The \$4,000 change order is within the budgeted amount remaining of \$32,217 from the Perpetual fund allocated to CEC Fire Alarm Replacement.

Oversight/Project Responsibility

Tim Cortez, Director of Parks and Recreation

Attachments

None.