

PRE-MEETING AGENDA



Casper City Council
City Hall, Council Chambers
Tuesday, November 17, 2020, 5:00 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
1.	Budget Amendment	15 min	5:00
2.	Community Relations Spec Update	20 min	5:15
3.	Health of Community Status Report	20 min	5:35
4.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

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Communication Accountability Stewardship Professionalism Efficiency Responsiveness

November 4, 2020

MEMO TO: J. Carter Napier, City Manager 
FROM: Andrew Beamer, P.E., Public Services Director 
SUBJECT: Resident Communication Update

Meeting Type & Date:
Council Pre-Meeting
November 17, 2020

Action Type:
Information Only

Summary:

Last spring the City Engineering Division worked with local contractors and a local engineering consultant to develop a Resident Communication Specification to include in City Projects. The specification outlined what is expected from contractors working on city projects, with the intent to improve communication with residents as well as create consistency among contractors working on city projects.

Some of the items required of the Contractor by the specification are as follows:

- Provide a resident communication plan for approval.
- Identify 'Key Personnel' for communication with the public.
- Provide identifying clothing or badge for all employees with Company name and logo.
- Have an approach to conflict resolution included in the communication plan.
- Host a project Kick-off meeting to the public for residents that will be affected.
- Provide project signs that include project name, contractor company, and contact information.

This specification has been included in the larger capital improvement projects, including Ridgecrest Zone II & III Waterline Replacements Project and the Midwest Avenue Reconstruction – Walnut Street to Elm Street. COVID restrictions have mandated some modifications to the plan. Pamphlets with project information were distributed to the Ridgecrest property owners in lieu of an in-person kick-off meeting; while a social distancing meeting was held in the City Hall lobby for the Midwest Avenue Project. Creating consistency between the contractors that work for the City of Casper will help with public relations, customer service, and reduce conflict.

Oversight/Project Responsibility
Andrew Beamer, P.E., Public Services Director

Attachments
Special Provision for Resident Communication Plan

SPECIAL PROVISION
FOR
RESIDENT COMMUNICATION PLAN

01 Description

The contractor is required to create a resident communication plan to properly interact with all residents impacted by the construction site. The resident owner communication plan must be applicable to general contractors and all sub-contractors performing work on the project. The plan must be provided to the Owner for review prior to the Pre-Construction meeting. Failure to adhere to the communication plan by the contractor or subcontractor employees could result in the employee's removal from the jobsite until the employee is in compliance.

02 Resident Communication Plan

A. Identifying Clothing

1. The communication plan must designate identifying clothing to be worn by all workers throughout the project.
2. Identifying clothing can include, at a minimum, safety vests and hard hats with the contractor's logo.

B. Identification of Key Personnel

1. The communication plan must identify key personnel designated to communicate directly with property owners using a communication flow chart or list of contacts.
2. Contact list must be made available to all contractor personnel and residents. The project engineers are to be included on list of contacts.
3. All contractor employees must be able to identify the key personnel, where they are located and how to contact them.
4. Key personnel must be identified for all contractors and sub-contractors working on this project.
5. A member of the key personnel group must be onsite any time that there is work taking place.

C. Conflict Resolution

1. Communication plan must include contractors' approach to address and resolve each concerned resident's comments or issues.
2. Conflicts must be addressed on-site daily by the contractor's representative during working hours.
3. Contractor is required to notify property owners of upcoming disruptions to their property including ingress and egress to property and disruptions in utility service.

D. Project Kick-off Meeting

1. Contractor is to host a project kick off meeting for all residents affected by the project after the preconstruction meeting and prior to beginning of work on the project.
2. Contractor will be required to provide residents with a work schedule, contact information, communication protocols and dates and times of progress meetings.
3. Contractor at the meeting must provide residents with examples of identifying clothing that will be worn by workers while on the project site.
4. Property owners shall be notified of the meeting using a digital message board placed at the beginning and end of the project.
 - i. The message board shall display meeting date, meeting location and contact information.
 - ii. The message board shall be displayed a minimum of 5 working days in advance of meeting date.
 - iii. Message board display text must be approved by the City prior to activation.

E. Project Signs

1. Contractor must provide project signs that indicate, at a minimum, the project name, Key Personal information (name and phone number) for; the

Contractor, Engineer, and City Representative. City of Casper to approve project sign mockup in writing prior to ordering materials.

2. Project signs are to be placed on major access points that are disrupted by the work. Project sign locations shall be identified in traffic control plans that are submitted for approval.

The following is input from Council and Staff on steps to help manage the surging COVID-19 spread. Several people acknowledged that some of the ideas are not within City Council's authority and those that are, if not done county-wide, are not effective. A city-wide mandate on closing times and mandates only impact city businesses, like the Halloween bar closures.

- Get recommendations from Anna Kinder and her staff and consider them.
- Encourage schools to shut down from Thanksgiving break to the end of Christmas break, and move SRO's to help enforce mask requirements at businesses, which will include citations.
- Contact the managers of all local grocery stores to determine what the city can do to assist them in the enforcement of their mask "mandate," offering only the delivery of groceries to those who claim they cannot wear a mask due to medical restrictions.
- Compile a list of all businesses that require all employees and customers to wear masks, and help enforce this requirement - then make the list public.
- Withhold approval for event permits that encourage mass gatherings/larger events.
- Limit amount of group events within the city: Hogadon, Events Center, Rec Center, etc.
- Close bars and restaurants at 10 p.m.
- Drastic steps are in order, regardless of the pushback--will we be forced into restricting movement in the community?
- Should we hit it harder with more PSA's?
- Find out what the big box stores can do to help us get masking done in public places.
- Find out what churches can do to help us with their members in pushing for masking in public places.
- Implement city facility mandatory masking order, including Council meetings. Enforcement will be needed.
- If city facility mandates do not work, close facilities and suspend selected services in order to preserve health.
- Enforce spectator masking at Rec Center. Reduce the numbers of those in attendance.
- Reduce staff in offices/buildings by rotating schedules for those working in office or at home, where possible.