

**COUNCIL WORK SESSION**  
Tuesday, April 14, 2015, 4:30 p.m.  
Casper City Hall  
Council Meeting Room

AGENDA

1. Flood Plain Ordinance Amendment
2. Council's Appeal of Begonia Park P/Z Decision
3. City Hall Security
4. Wastewater Treatment Plant Equipment Replacements
5. Potential Settlement Agreement for Hogadon Reservoir Membrane
6. Future Agenda Review
7. Council Around the Table
8. Executive Session – Personnel Matter

April 2, 2015

MEMO TO: Charlie Powell, Mayor  
FROM: Zulima Lopez, Risk Manager   
SUBJECT: City Hall Security Presentation

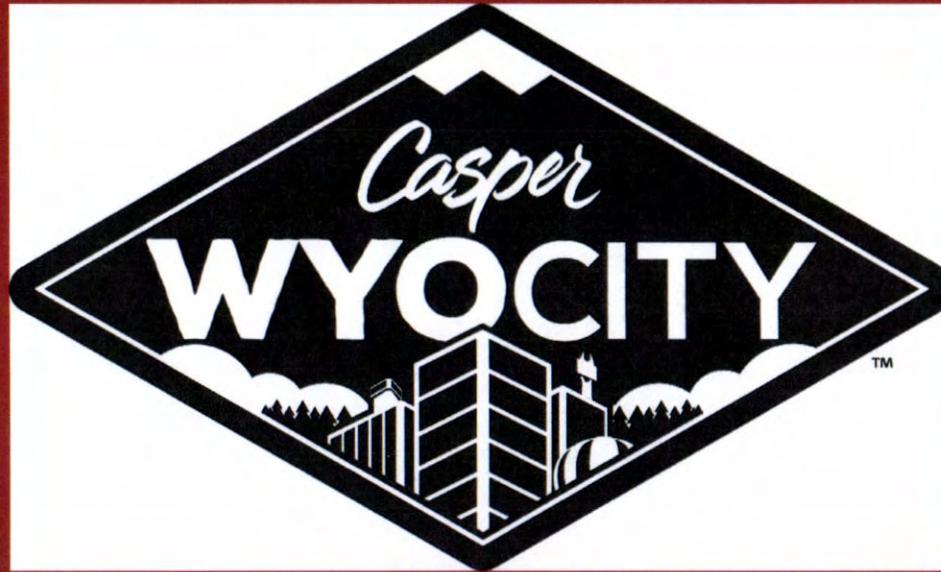
Summary:

In 2014, The City of Casper surveyed employees to determine their level of job satisfaction. Survey results were favorable and indicated that employees are generally satisfied with City employment. However, a few employees stated that improved security at City Hall would help them feel safer at work.

In response, Management assigned a committee of employees to identify City Hall security concerns and solutions. The group met throughout January and February, 2015, developing recommendations to improve City Hall security and emergency preparedness utilizing a three phase approach.

Phase I focuses on employee education and drilling in emergency preparedness and response; staff is already working on these items. Phase II proposes minor structural and operational modifications to City Hall to improve security and customer service. Phase III assumes that between the years 2025 and 2035, City Hall will need to be expanded to accommodate enhanced services and that additional building security improvements should be designed and built at that time.

The committee is requesting the Council's direction regarding Phase II components. Once we have identified acceptable solutions, the taskforce will develop a proposal that will thoroughly evaluate budget, operational, and customer service impacts of each recommendation. The proposal will be completed by July 30, 2015.



# City Hall Security

Casper City Council Work Session Presentation

April 14, 2015

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## TASKFORCE CREATED TO REVIEW SAFETY/SECURITY:

- Zulima Lopez, Risk Manager
- Murray MacDonald, BASs Manager and Brad Menzel, BASs Supervisor II
- Doug Barrett, Building Inspections Manager
- Jason Knopp, City Engineer
- Michael Szewczyk, Information Technologies Manager
- Sgt. Joe Nickerson, Casper PD Subject Matter Expert
- Biweekly Meetings throughout January and February
  - Discussed concerns and solutions
  - All ideas heard no matter how extreme
  - Phased approach developed

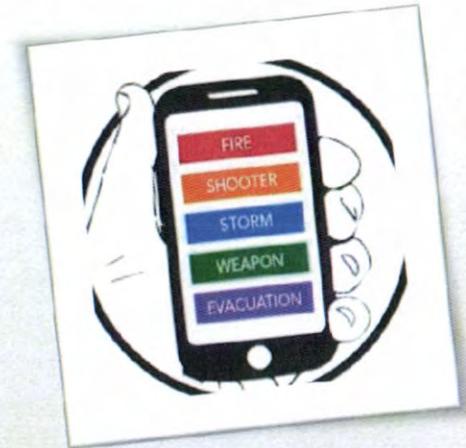


# Project Approach

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## WHAT WE ARE DOING NOW:

- Immediate, low cost solutions to improve employee preparedness and sense of security
  - Emergency response policy and procedure review and update
  - Create resource documents
  - Train employees
  - Conduct facility drills
  - Increase police presence in the building
  - Close doors to main office areas not subject to public visits
  - Open office window blinds (to hallway) to increase visibility
  - Improve building control for after hours meetings



## WHAT WE ANTICIPATE FOR THE FUTURE:

- Between 2025-2035 a City Hall expansion will be needed to accommodate enhanced services
  - Expansion an/or remodel designed for security
  - Fire alarm system as platform for security
  - Bullet proof glass barriers in high vulnerability areas

# Phases I & III

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## WHAT WE NEED DIRECTION ON:

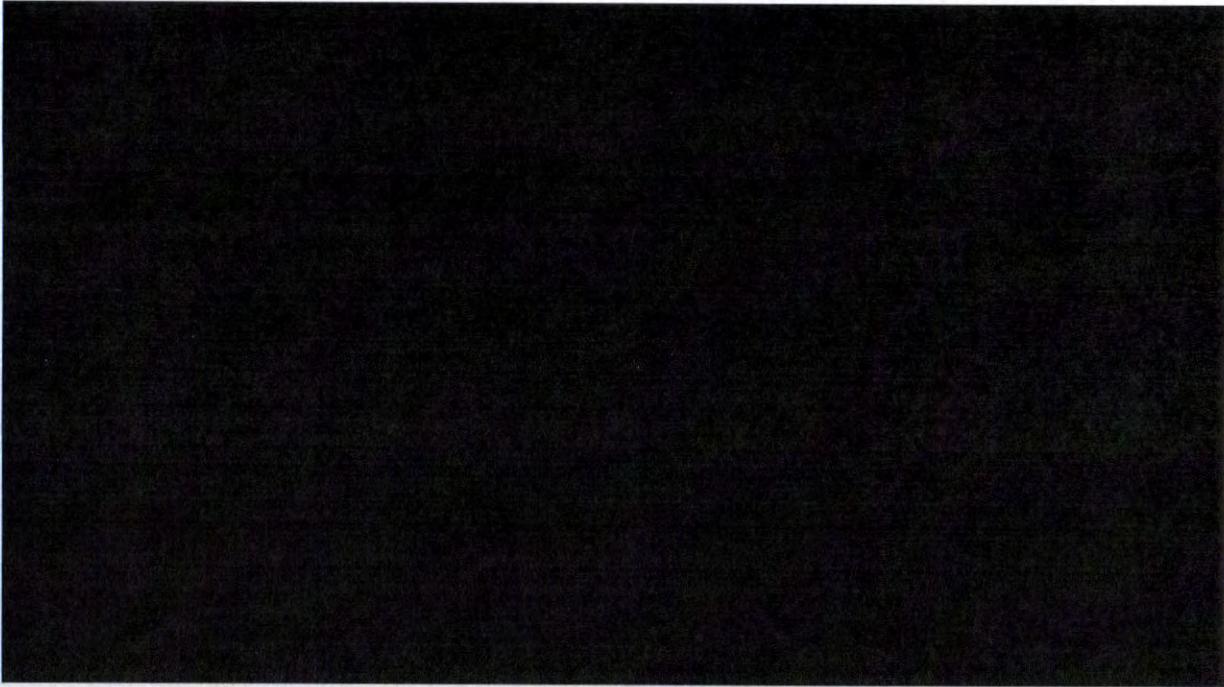
Balancing employees feeling safe/secure with equal or improved customer service

- Repurpose the atrium with a highly visible centralized welcome desk
- Restructure customer services mainly to first floor
- Rearrange offices to achieve single point of entry
- Proximity card entry system
- Implement visitor check-in system



# Phase II

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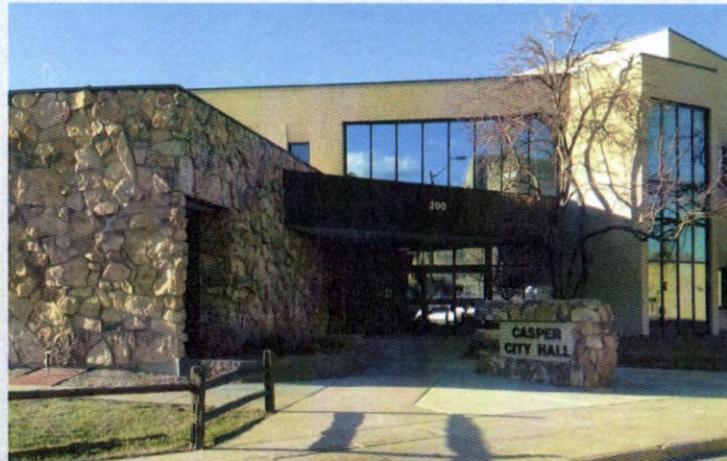
**Our goal is to prevent  
incidents like this...**

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## What is Council's vision for a safe and secure City Hall?

Which Phase II solutions would Council like to examine further?

- Committee to develop proposal that evaluates budget, operational, and customer service impacts
- Complete proposal by July 30, 2015



# Where do we go from here?

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March 27, 2015

MEMO TO: John C. Patterson, City Manager   
FROM: Andrew Beamer, P.E., Public Services Director  
David W. Hill, P.E. Public Utilities Manager  
Bruce Martin, Wastewater Treatment Plant Manager

SUBJECT: Excess 1% Funding for Wastewater Treatment Plant Equipment Replacements

Recommendation:

That up to \$2,000,000 of Excess 1% No. 14 funds be allocated for the replacement of equipment at the Regional Wastewater Treatment Plant (WWTP)

Summary:

Until Optional 1% No. 15 monies in the amount of \$3.0 M was authorized in fall 2014, no 5<sup>th</sup> cent optional 1% monies for WWTP Improvements have been used since 1982.

Because of the age of much of the equipment and unit processes at the WWTP, there is a need for major dollar unit and equipment replacements and this will only increase in the future. The WWTP has a substantial amount of old equipment from the 1976-78 and 1982-86 WWTP expansions. A 2012 WWTP Equipment Condition Assessment Study and Ten year CIP have been completed for equipment replacements at the WWTP.

It has been determined that many of the equipment replacement cost assumptions made in the WWTP Condition Assessment Study were underestimated. Two examples are the centrifuge installation and the PLC (SCADA) equipment replacements both of which are or will be \$300,000-\$500,000 over the original estimate. It appears that the WWTP Emergency Power Project will exceed the original estimate by a substantial amount. Smaller dollar equipment, which was not included in the 2012 Equipment Condition Assessment Study, also needs replaced which adds up to a substantial amount. In addition, portions of the secondary treatment piping, much of which probably cannot be reused after the major modifications planned in the future, will need to be replaced and/or rehabilitated in the future.

The requested excess No. 14 monies would be used as follows:

- Emergency Power Project - \$1.5 M added to the existing \$2.0 M SRF Loan
- PLC (SCADA) Equipment Replacement Project - \$500,000 added to use of WWTP reserves for the project

The use of excess 1% No. 14 monies to supplement the above projects would alleviate the need for an additional State Revolving Fund loan for the Emergency Power Project and would reduce the amount acquired from WWTP Fund reserves for the PLC (SCADA) Equipment Replacement

Project. The WWTP Fund reserves are of concern as the reserves will be close to or below the fund's minimum required reserve in the next year if the entire PLC (SCADA) project is taken from reserves.

There continues to be regulatory uncertainty concerning future regulatory requirements concerning WWTP improvements for selenium and/or nutrient removal. The best guess is that major dollar improvements to the WWTP will not be required before 2023-25 at the earliest. These improvements will require tens of millions of dollars of improvements possibly financed by revenue bonds and/or Sixth Cent Capital Facilities Tax or some combination.

However, in order to cover needed WWTP equipment/unit process replacements needed for the WWTP to remain in compliance with all existing regulatory requirements, additional outside capital funding is requested. The \$3.0 M of 1% No. 15 monies, kindly authorized by the citizens of Casper, Natrona County, and the Casper City Council, will provide substantial monies towards WWTP equipment/unit process replacements in FY17 and FY18. However, an additional allocation would be appreciated. All of these equipment replacements by outside 1% financing would reduce the amount of sewer rate increases for Casper.

The equipment/unit process replacements to take place, with the possible exception of secondary treatment piping replacements, should not have to be abandoned or removed during the major WWTP upgrades (selenium and/or nutrient removal) anticipated in the future.

The Wastewater Treatment Plant is a regional facility treating wastewater from throughout central Natrona County. Casper represents approximately 85% of the total wastewater treated at the WWTP. There is a mechanism in the 1981 "Interagency Agreement" with amendments to allocate capital costs or facilities contributed by one agency (Casper ~85% of flow) to the other wholesale agencies (~15% of flow) of the WWTP over a twenty year period in the cost allocation formula (wholesale charges to other agencies.)

In addition, rehabilitation of the North Platte Sanitary Sewer (\$8.0 M) will have to be accomplished in the future. Its funding source has yet to be identified but is hoped that 2018 County Consensus monies can be allocated towards this project. If County Consensus monies are not available, a State Revolving Loan would be obtained.

Thank you for your time and consideration. Please contact me for questions.

April 10, 2015

MEMO TO: John C. Patterson, City Manager

FROM: William C. Luben, City Attorney *W.C.L.*  
Wallace E. Trembath, Assistant City Attorney *W.E.T.*

SUBJECT: Potential Settlement Agreement regarding the Hogadon Reservoir Membrane Replacement, Project No. 13-12

Summary:

On June 26, 2014, City of Casper ("City") entered into a contract with CR Concrete & Excavation, Inc. ("CRC") for the Hogadon Reservoir Membrane Replacement; Project No. 13-12 (the "project"). A dispute arose among the parties about the project, including, but not limited to: amounts due and owing for the project; change order amounts and approvals; timely and proper completion of work; payment of subcontractors, schedule/extended overhead, liquidated damages and retainage (the "dispute").

Several subcontractors of CRC notified the City that they have not been paid for work performed on the project including: Northwest Linings & Geotextile Products, Inc., who provided the bonding and liner for the project; Honnen Equipment, and Larry's Excavation.

Since the beginning of this year, the parties have been working diligently to resolve the dispute without a lawsuit. Yesterday, our office received word that a proposed Settlement Agreement ("Agreement") is acceptable to parties. However, it is not executed or final yet. We expect that the Agreement will be finalized and returned to the City before the City Council work session on April 14, 2015. If so, we anticipate sharing it with you at that time for your consideration.