SPECIAL COUNCIL MEETING
Tuesday, April 12, 2016, 4:30 p.m.
Casper City Hall
Council Chambers

AGENDA

A. Authorize a Revised Memoradum of Understanding Between the **Casper Downtown Development Authority** and the City of Casper, Wyoming for the **Development of the Downtown Plaza**.

B. Authorize a Parking Space Lease with **Wold Bros., Inc**. for the Leasing of **Parking Spaces located on Lot 6, Block 1**, of the City of Casper.

C. Authorize a Lease Agreement Between the City of Casper, as Lessor, and the **Casper Downtown Development Authority** as Lessee for the Leasing of Real Property for the **Development of the Downtown Plaza**.

COUNCIL WORK SESSION
Tuesday, April 12, 2016, Immediately Following Special Council Meeting
Casper City Hall
Council Meeting Room

AGENDA

1. Restorative Justice Presentation

2. Aquatic and Ice Arena Fee Changes

3. WAM Resolutions

4. CDBG Annual Action Plan 2016-2017

5. Agency Funding

6. Parking Lot Swap for Downtown Plaza

7. City Manager Report

8. Future Agenda Review

9. Council Around the Table

CASPER POLICE DEPARTMENT
City of Casper, Wyoming

JAMES L. WETZEL
Chief of Police

201 North David Street
1st Floor
Casper, Wyoming 82601

MEMO

Date: March 31, 2016

To: Mayor Daniel Sandoval
Council Members

From: Jen Miner, Adult & Youth Community Service Program Coordinator
Public Safety Chief Mike Butler, Longmont, CO
Deb Witzel, Colorado Coordinating Council on Restorative Justice

Subject: Restorative Justice

Recommendation:
No recommendation.

Summary:
Thank you for allowing Ms. Deb Witzel and Chief Mike Butler the opportunity to present at the Council Work Session coming up on April 12th. Attached you will find several documents describing the philosophy of restorative justice and the various modalities in which restorative principles and practices can take form. Ms. Witzel and Chief Butler will actually be in Casper during this time to present at the annual Meth – Substance Abuse Conference on April 13th. Both were invited to be presenters at my request as some exciting things are happening in Casper, as well as across the state, with regard to restorative justice. Recently, a Wyoming Restorative Justice Council has been formed with the intent of fostering restorative principles within Wyoming. Locally, a group of invested individuals have begun meeting to explore how and where restorative justice may play a role in our community. Ms. Witzel and Chief Butler's presentation will serve simply as an educational piece with the hope of sparking questions and interest. Again, we appreciate your time.

Restorative Justice Factsheet

In the face of crime and conflict, RJ is a philosophy and an approach that views crime and conflict principally as harm done to people and relationships. It strives to provide support and safe opportunities for the voluntary participation and communication between those affected (victims, offenders, and community) to encourage accountability, reparation, and a movement towards understanding, feelings of satisfaction, healing, safety and a sense of closure.

RJ is a non-adversarial, non-retributive approach to justice that emphasizes healing in victims, meaningful accountability of offenders, and the involvement of citizens in creating healthier, safer communities.

The RJ approach is based on values and principles that emphasize:

- Recognition of Harm
- Inclusion
- Accountability
- Facilitated Dialogue
- Truth
- Voluntary Participation
- Safety
- Choice
- Holism
- Humanism
- Reparation

How is Restorative Justice Applied?

RJ views crime as a violation of people and relationships. RJ is an approach that seeks to determine who has been hurt, what their needs are, and how these needs can be addressed. RJ uses processes that are collaborative and inclusive to all parties affected - victim, offender and community.

RJ processes include but are not limited to:

- Victim-Offender Dialogue
- Restorative Conferencing
- Circle Processes

What are the Benefits of RJ Processes?

Victims can tell their story; be certain the offender understands the impact; find answers to questions; hold the offender accountable; and if possible, identify what can be done to repair the harm.

Offenders can tell their story; accept responsibility for and acknowledge the harm caused; hear how their behaviour affected others; and participate in determining how to repair the harm.

Communities can be empowered to gain a better understanding of the root causes of crime, engage in a process to express and reduce their fears, and contribute to an understanding of the wider impacts of crime.

Date modified : 2012-08-07
http://www.csc-scc.gc.ca/restorative-justice/003005-0004-eng.shtml

Retributive Justice	Restorative Justice
Offense is thought to be a violation of law.	Offense is thought to be harmful to another person or community.
The criminal justice system sets controls.	The community sets controls.
Offense is considered an individual act.	Offense is regarded as harm done to many.
Approach is based upon debate and opposition.	Approach is based on dialogue and negotiation.
Goal is to give pain and punishment.	Goal is to restore all parties to harmony.
Community is represented by the courts.	Community facilitates the process.
Offender is punished and often does not take responsibility for harmful actions.	Offender accepts responsibility for harm done and takes action to repair the harm.
Focused on offender's past behaviors.	Focused on harmful effects of offense with intent to guide future choices.
Depends on professionals for outcome.	Depends upon participation by all involved – a partnership.
Punishment is used to: - Stop more offenses in the future - Change offender's behavior	Punishment is considered to: - Break down human dignity and be disruptive to community relations - Make no real difference in future behaviors
Victims' concerns are considered last.	Victims are central to the repair plan.
The offender's weak points are identified.	The offender's strengths are identified and used to repair the harm.

THREE QUESTIONS FOR RESTORATIVE JUSTICE

--- HOWARD ZEHR

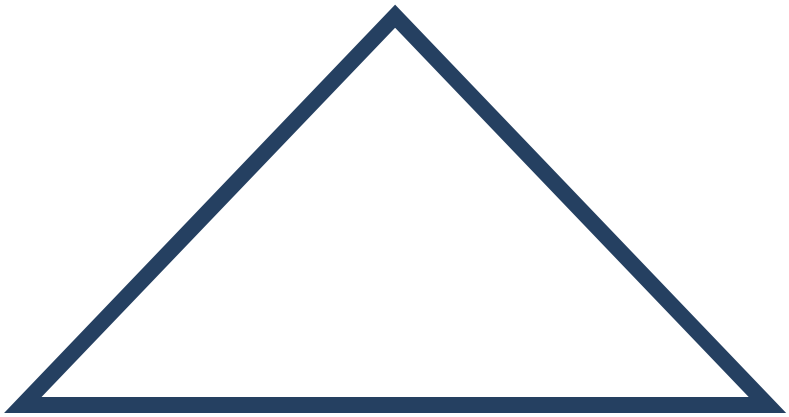
In the conventional criminal justice system approach, when a crime is committed, three questions are typically asked:

- Who did it?
- What laws were broken?
- How will we punish the offender?

Howard Zehr has proposed that if we are to shift to a restorative way of thinking, three rather different questions should be asked when a crime is committed:

- What is the harm?
- What needs to be done to repair the harm?
- Who is responsible for this repair?

Harmed Parties/Victims



Parties Responsible for Harm/Offenders

Community Members

March 14, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Doug Follick, Leisure Services Director DF

SUBJECT: Casper Family Aquatic Center and Outdoor Pool Fees

Recommendation:

That Council, by resolution, rescind Resolution Nos. 14-72 and 14-73 and establish fees for the use of the Casper Family Aquatic Center and the Outdoor Pools.

Summary:

Staff reviews fees and charges for aquatics facilities annually and makes recommended changes, if necessary, in February. If possible, incremental increases in pass fees are made in even numbered years and single daily admission increases are suggested during odd numbered years. Making relatively small adjustments in this manner has prevented the need to suggest significantly larger fee escalations to align with increases being realized in normal operating expenses such as utility fees and personnel costs.

Aquatics Center - Staff is recommending an increase of $10 to all annual and 6 month Aquatic passes. The punch pass should be increased by $.50/punch to match other punch card values/practices. Based on last year's data, an additional $11,000 in pass revenue will be generated as a result of implementing suggested changes in pass prices.

Outdoor Pools - Staff is recommending an increase of $.50 for daily admission to Paradise Valley and Mike Sedar aquatics facilities bringing a daily admission price to $5. Based on 2015 data from Paradise Valley Pool, staff is estimating an increase in revenues of $9,750 resulting from this suggested change in daily admission fees for Paradise Valley Pool and Mike Sedar Aquatics facility.

Staff is recommending that passes for the Casper Family Aquatic Center and the Outdoor Pools be combined into one Aquatics pass that would be valid at all City operated swimming facilities. A 3 month Aquatics Pass would be good for admission to both the Casper Family Aquatic Center and any outdoor aquatics facility. Three month Aquatics Center prices are $85 for adults, $65 for youth ages 13-18, and $50 for children 5-12 years old. Outdoor pool passes were most recently available for $55, $50, and $45 respectively. Staff has estimated $4,500 additional revenue will be generated from this change based on past participation data.

The suggested fee changes reflect a 5.7% reduction in the subsidy associated with aquatics operations based on FY15 figures. The impact of these recommendations to the public for suggested fees are as follows:

1. Aquatics Annual & 6 Month Pass Options

		Current Fee	Proposed Fee
A.	Adult (Ages 19 and Over)	$220/yr.	$230/ yr.
B.	Youth (Ages 13-18)	$170/ yr.	$180/ yr.
C.	Child (Ages 5-12)	$120/ yr.	$130/yr.
D.	Adult (Ages 19 and Over)	$135/6 mo.	$145/6 mo.
E.	Youth (Ages 13-18)	$105/6 mo.	$115/6 mo.
F.	Child (Ages 5-12)	$75/6 mo.	$85/6 mo.

Notes: Children aged 4 years and under are free. There is no proposed increase in the price of 3 month Casper Family Aquatics Center passes.

2. Multi-Facility Pass Options

Aquatics Pass / Recreation Center Pass

		Current Fee	Proposed	Current Fee	Proposed
A.	Adult (Ages 19 and Over)	$255/yr.	$270/yr.	$160/6 mo.	$170/6 mo.
B.	Youth (Ages 13-18)	$190/yr.	$205/yr.	$120/6 mo.	$135/6 mo.
C.	Child (Ages 5-12)	$135/yr.	$145/yr.	$ 75/6 mo.	$95/6 mo.

Aquatics Pass / Ice Arena Pass

		Current Fee	Proposed Fee
A.	Adult (Ages 19 and Over)	$260/yr.	$265/yr.
B.	Youth (Ages 13-18)	$205/yr.	$210/yr.
C.	Child (Ages 5-12)	$150/yr.	$155/yr.

All Recreation Facility Pass

		Current Fee	Proposed Fee
A.	Adult (Ages 19 and Over)	$325/yr.	$340/yr.
B.	Youth (Ages 13-18)	$250/yr.	$260/yr.
C.	Child (Ages 5-12)	$185/yr.	$190/yr.

3. Daily Admission Fees

	Current Fee	Proposed Fee
A. Aquatics Center Punch Passes	$5	$5.50
B. Paradise Valley and Mike Sedar Pools	$4.50	$5

4. Facility Rentals

Casper Family Aquatic Center Party Room - Include the $35/hour rate charged for Sunday parties in the Resolution. The existing rate of $50 for 1 ½ hours remains for Saturday parties.

This recommendation has been approved by the Leisure Services Advisory Board at its March 10, 2016 meeting. A resolution is prepared for Council's consideration.

RESOLUTION NO. _____

A RESOLUTION RESCINDING RESOLUTION NOS. 14-72 AND 14-73, AND ESTABLISHING FEES FOR THE USE OF THE CASPER FAMILY AQUATIC CENTER AND THE OUTDOOR SWIMMING POOLS.

WHEREAS, the Casper City Council has established a policy that individuals, groups, or organizations who desire the use of various recreational facilities shall bear a portion of the costs of servicing, maintaining, and improving these facilities; and,

WHEREAS, it is necessary to review these fees, and revise if necessary, on a regular basis.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following fees are hereby established for the use of the Casper Family Aquatic Center and the Outdoor Swimming Pools, effective April 28, 2016.

1. Facility Pass (Good for 3, 6, or 12 months from date of purchase)

   A. Adult (Ages 19 and Over)
   $230- Annual; $145- 6 months; $80- 3 months

   B. Youth (Ages 13-18)
   $180- Annual; $115- 6 months; $65- 3 months

   C. Child (Ages 5-12)
   $130- Annual; $85- 6 months; $50- 3 months

   D. Group/Corporate Discount for legally recognized businesses or organizations:

   - Group - 20 or more passes purchased at one time. 15% Discount
   - Corporate - 20 or more passes committed to in advance. 15% Discount
     (Employees must produce proof of employment)

2. Multi-Facility Pass - Annual passes allowing access to more than one facility in the Recreation Division (no other discounts apply to these discounted prices):

   A. Aquatic Center/Recreation Center Pass
   Adult - $270; Youth - $205; Child - $145
   6 Month Pass Option (from date of purchase): Adult - $170; Youth - $135; Child - $95

B. Aquatic Center/Ice Arena Pass
Adult - $265; Youth - $210; Child - $155

C. All-Complex Pass (Aquatic Center, Recreation Center, Ice Arena)
Adult - $340; Youth - $260; Child - $190

D. There will be a $5 replacement fee for any facility pass which is lost but still valid.

3. Daily Admission

A. Casper Family Aquatic Center

a. $6 – Children under 5 years free (maximum of 2 children per adult), when accompanied by a paid admission.

b. Punch pass with minimum purchase of 10 admissions - $5.50 per punch.

B. Outdoor Swimming Pools

a. $3.50 – Marion Kreiner and Washington Pools

b. $5 – Mike Sedar and Paradise Valley Pools

4. Facility Rentals

Casper Family Aquatic Center

A. Party Room – Capacity of 25 people	$50 for one and one half hours or $35 for one hour (option on Sundays only). Swimmer admission is not included.
B. Conference Room	$20 per hour (Maximum of $135 per day) – Does not include swimming pool access.
C. Entire Facility	$375 (Maximum of three hours)
D. Schools (for recognized public or private schools, Monday-Friday before 3:00 p.m.)	
Basic Rate	$2.75 per student per hour (minimum of six)
Adapted Physical Education	$20 per hour (for up to 10 swimmers) – for Leisure Pool without play features

E.	Therapy Providers	Regular admission fees apply to all clients and providers (maximum of 3 clients per therapy provider for non-exclusive use of the aquatic facility). Therapy providers must sign a hold harmless and indemnification form provided by the City of Casper.
F.	Personnel Fee	$15 per hour per staff member (required if a conference room rental occurs when the facility is not normally open, or if additional staff is required for set up.

Outdoor Pool Private Rentals

Basic Rates (all pools, maximum three hours)
Up to 60 people, 3 lifeguards - $75/hour
61-90 people, 4 lifeguards - $90/hour
91-120 people, 5 lifeguards - $105/hour
121 and more people, 6+ lifeguards - $120/hour

Additional Rates
Wading Pool, 1 extra lifeguard - $20/hour
PV Waterslide, 2 extra lifeguards - $35/hour

*A $5 administrative fee will be assessed for revisions to already processed permits.

5. Exceptions

A. Commercial Activities

- Private Instruction - 10% of gross revenues: Instructor must sign a hold harmless and indemnification form provided by the City of Casper.
- Facility Rental - $10/day in addition to rental fee

B. City of Casper activities - fee waived.

C. Groups providing resources, financial or in-kind, to the City of Casper - fees waived or negotiated.

6. Lockers

$.25 per use or annual rental fee: $50 full size locker; $40 half size locker

7. Classes

Registration fees will be established for classes to recover the direct costs of the instructor and any supplies needed, plus 35% of the direct costs for administrative overhead for any participant with a current Aquatic Center Pass at the time of registration. An additional $10 will be added to the class fee for those participants without an Aquatic Center Pass at the time of registration.

8. Daily Fitness Class Fee

$7 drop-in registration for any aquatic fitness class offered (includes Aquatic Center Pass privileges for that day). Punch pass with minimum purchase of 10 classes - $6.50/punch (good for 12 months from date of purchase).

9. Special Rates

The Leisure Services Director or authorized designee may authorize reductions in fees for special promotions, unique situations or emergencies, if such reductions would be in the best interests of the City of Casper.

BE IT FURTHER RESOLVED: That Resolution Nos. 14-72 and 14-73 are hereby rescinded.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2016.

APPROVED AS TO FORM:

_____

CITY OF CASPER, WYOMING
A Municipal Corporation

ATTEST:

_____
Tracey L. Belser
City Clerk

_____
Daniel Sandoval
Mayor

March 14, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Doug Follick, Leisure Services Director DF

SUBJECT: Casper Ice Arena Fees

Recommendation:

That Council, by resolution, rescind Resolution No. 14-75 and establish fees for the use of the Casper Ice Arena.

Summary:

Due to an increase in processing fees at the ice arena, staff recommends increasing the User Group rental rate by 3.3%. This increase to $124 per hour ($62 per hour non-prime rate) will recover the cost of fees associated with the recently implemented software used by the Recreation Division. User Group fees were last increased in 2013.

1. User Groups - for organized hockey, figure skating or curling groups with appropriate insurance coverage. Skate rental included. Ice maintenance time requested during scheduled events or individual games will be charged to the User Group as ice time used.

	Current Fee	Recommended Fee
A. Exclusive Group Time	$ 120/hour	$ 124/hour
B. Ice Preparation Time for Curling	$ 60/hour	$ 62/hour
C. Weekdays Labor Day to Memorial Day, Opening until 1:30pm	$ 60/hour	$ 62/hour

2. Staff recommends increasing the Birthday Party fee to offset the rising cost of food. On average, the Ice Arena hosts nearly 100 birthday parties annually. Birthday parties include admission, skate rental, reserved table, food and party supplies. The following are Birthday Party fees:

	Current Fee	Recommended Fee
A. 10 people or less	$ 95	$ 110
B. Each additional person after 10	$ 10/person	$ 11/person

3. Staff recommends increasing the Private Birthday Party Skybox rental to $25.00 per party.

	Current Fee	Recommended Fee
Private Birthday Party Skybox	$15 per party	$25 per party

Staff is not recommending other fee increases at this time as the Ice Arena will not be available from mid-March 2017 until early fall due to the ice making system replacement.

This recommendation has been approved by the Leisure Services Advisory Board at its March 10, 2016 meeting. A resolution is prepared for Council's consideration.

RESOLUTION NO. _____

A RESOLUTION RESCINDING RESOLUTION NO. 14-75, AND ESTABLISHING FEES FOR USE OF THE CASPER ICE ARENA.

WHEREAS, the Casper City Council has established a policy that individuals, groups or organizations who desire the use of various recreational facilities shall bear a portion of the costs of servicing, maintaining and improving these facilities; and,

WHEREAS, it is necessary to review these fees, and revise if necessary, on a regular basis.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following fees are hereby established for the use of the Casper Ice Arena, effective April 28, 2016.

1. Public Skating Sessions

   A. Daily Admission - $4.50, child under 5 years free when accompanied by a paid admission. Punch pass with minimum purchase of 10 admissions - $4 per punch (good for 12 months from date of purchase).

   B. Skate Rental - $2.50, child under 5 years free when accompanied by a paid admission.

   C. Walker/Trainer Rental - $3

2. Facility Passes - includes skate rental and valid for 12 months from date of purchase

A. Adult (Ages 19 and over)	$85
B. Youth (Ages 13-18)	$65
C. Child (Ages 12 and Under)	$50

   D. Group/Corporate Pass Discount – For legally recognized businesses or organizations:

*Group – 20 or more passes purchased at one time	15% discount
*Corporate – 20 or more passes committed to in advance	15% discount

   (Employees must produce proof of employment)

   E. Multi-Facility Pass – Annual passes allowing access to more than one facility in the Recreation Division (no other discounts apply to these discounted prices):

   F. Ice Arena/Recreation Center Annual Pass (All other combinations of multi-facility passes are addressed within the Casper Family Aquatic Center Resolution)
   Adult - $135; Youth - $100; Child - $75

3. Specialized Skating Sessions

A. Adult Drop-In Hockey Admission -

a. Daily Drop-In	$8 per session
b. Punch Pass (minimum purchase of 10)	$7 per session

B. Special Dedicated Skating Sessions (such as Freestyle, Stick & Puck, etc.) –

a. Daily Drop-In	$6 per session
b. Skater's Punch Pass (minimum purchase of 10)	$5 per session
c. ½ Season Skater's Pass	$425
d. Full Season Skater's Pass	$750

C. Exceptions - Private coaches are required to either provide the Daily Drop-In fee, Punch Pass or Coaches Pass prior to taking the ice.

a. ½ Season Coach's Pass	$212.50
b. Full Season Coach's Pass	$375

c. Private coaches are required to pay 10% of gross revenues payable per terms defined in agreement. Private coaches must sign a hold harmless and indemnification form provided by the City of Casper.

D. Group Instruction - $15 per instructor, 30 minutes for groups of 8 or more during sessions when ample space is available.

4. Skating Classes

Registration fees will be established for classes to recover the direct costs of the instructor and any supplies needed, plus $20 for ice time for any participant with a current Ice Arena Pass at the time of registration. An additional $5 will be added to the class fee for those participants without an Ice Arena Pass at the time of registration.

5. Ice Rentals

A. User Groups - for organized hockey, figure skating or curling groups with appropriate insurance coverage. Skate rental included. Ice maintenance time requested during scheduled events or individual games will be charged to the User Group as ice time used.

a. Exclusive Group Time	$124 per hour
b. Ice Preparation Time for Curling	$62 per hour
c. Weekdays Labor Day to Memorial Day, opening to 1:30pm	$62 per hour

B. Schools - for recognized public or private schools, Monday through Friday before 3:00 p.m., skate rental included

a. Basic Rate	$2 per student, per hour (Minimum of 6)
b. Instructor	$15 per instructor, 30 minutes

C. Other Groups (for exclusive use, skate rental included)

a. Under 100	$145 – October through March $135 – April through September
b. 100 – 149	$180 – October through March $170 – April through September
c. 150 – 199	$225 – October through March $215 – April through September
d. 200 or more	$270 – October through March $260 – April through September

6. Miscellaneous Services

A. Skate Services

a. Sharpening (next day or later)	$6.50
Skates Sharpening for Skates Requiring Blade Removal	$8.50
b. Sharpening (same day)	$8.50
Skates Sharpening for Skates Requiring Blade Removal	$10.50
c. Blade Profiling	$12
d. Skate Repairs	$12 per hour ($12 minimum charge)
e. Skate Riveting	$6 plus $1 per rivet replaced

B. Lockers

a. Per Use	$.25
b. Annual Rental	$60

C. Birthday Parties - includes admission, skate rental, reserved table, food and party supplies

a. 10 people or less	$110
b. 11 people or more	$110
Each Additional Person	$11
c. Use of Meeting Room (Optional)	$25

D. Meeting Room Rental	$25 per hour (Maximum $150/day)

Ice Arena user groups will be permitted to utilize the Ice Arena Meeting Room at no charge, provided usage is reserved at least three days in advance and the usage will not conflict with other Ice Arena opportunities for usage. All other room rental policies of the Casper Recreation Division will apply.

7. Special Rates

The Leisure Services Director, or authorized designee, may authorize reductions in fees for special promotions, unique situations or emergencies, if such reductions would be in the best interest of the City of Casper.

BE IT FURTHER RESOLVED: That Resolution No. 14-75 is hereby rescinded.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2016.

APPROVED AS TO FORM:

_____

CITY OF CASPER, WYOMING
A Municipal Corporation

ATTEST:

_____
Tracey L. Belser
City Clerk

_____
Daniel Sandoval
Mayor

April 8, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Liz Becher, Assistant City Manager / Community Development Director

SUBJECT: List of Potential Legislative Issues for Spring WAM Board meeting

Recommendation:

Staff is seeking Council's direction on legislative issues pertinent to the City of Casper for discussion at the Spring Wyoming Association of Municipalities (WAM) Board meeting.

Summary:

City staff has assembled the following list of ideas that they believe are relevant for discussion, and consideration, at WAM's Board meeting in late April. Other ideas may be generated at the work session.

- The increase in the number of bar and grill licenses issued to individual municipalities
- The formation of a Storm Water utility
- Unemployment changes
- The amendment of the property lien statute related to abatement of dangerous buildings
- Amendments to Wyoming Public Records Act, specific to Body Worn Cameras and other video capturing devices
- The development of a Skier's Liability Code (uniform with neighboring states)
- The removal of the sales tax exemption on candy
- The ongoing support for the Wyoming Business Council's economic development funding initiatives – grant and loan programs

In addition, Councilman Hopkins had identified the following two issues:

- The establishment of a Vertical Assessment District
- The creation of a 1% matching fund for community projects

With Council's direction, a finalized list of legislative issues will be prepared for the April 19, 2016 regular Council meeting, and a Resolution prepared for approval.

April 4, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Liz Becher, Assistant City Manager/Community Development Director lb
Joy Clark, Community Development Technician

SUBJECT: Proposed Uses of Program Year 2016/2017 Community Development Block Grant Funds

Summary:

As a recipient of entitlement Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), the City wishes to solicit community opinion in its submission of an Annual Action Plan outlining its proposed use of CDBG funds. After taking into account community input, the Housing and Community Development Division will prepare and publish a draft of the Annual Action Plan (AAP) to be available for a 15-day comment period. The CDBG allocation for FY2016/2017 is **$287,280** with an expected Program Income amount of **$1,963** for a total available to expend of **$289,243.**

Staff is seeking Council's comments and questions about the following list of proposed projects before finalizing the draft AAP.

- Transportation Programs: **$35,000** for ridership tokens to low income individuals for The Bus and CATC.
- Housing Rehabilitation Assistance Program: **$44,931** for assistance to low-moderate income (LMI) homeowners with rehabilitation and emergency repairs.
- LifeSteps Campus Care: **$82,000** for necessary repairs and capital improvements.
- General Administration Costs: **$57,312** to provide for salary and benefits for one full-time employee.
- Sidewalk replacements: **$40,000** to address the needs in Casper for replacement of severely damaged or deteriorated sidewalks in low-income census tracts.
- City Core Revitalization Activities: **$30,000** for matching façade grants.

The projects must meet one of three national objectives of the CDBG program: benefiting the low income population of Casper, addressing slum and blight, and/or urgent need. To ensure the public hearing is meaningful to the citizens, law requires that it be held in the presence of the Mayor and City Council members. The public hearing will be held on May 3, 2016 where a draft of the Program Year 2016/17 Annual Action Plan will be presented, and comments solicited, before the Plan is finalized and forwarded to HUD by the May 15th federal deadline.

CITY OF CASPER ANNUAL ACTION PLAN
CDBG FY2016/2017

Executive Summary

The City of Casper is pleased to present its Fiscal Year 2016/17 Annual Action Plan to the U. S. Department of Housing and Urban Development (HUD). These projects are an effort to work toward achievement of the larger accomplishments set forth in the Five Year Consolidated Plan for 2015-2019, which include providing safe, decent housing, suitable living environments, city-wide transportation assistance and economic opportunity. The City's allocation of Community Development Block Grant funds (CDBG) for the upcoming year is $287,280. In addition, $1,963 of program income is estimated for FY16/17 and is derived from loan interest and principal repayments by homeowners whom have borrowed from the City to make needed repairs on their homes. Carryover funds of $65,903 are estimated from the prior year HUD allocation. The following is the estimated breakdown of CDBG funds to allocate for FY16/17:

HUD Allocation	$287,280
Program Income	$1,963
Carryover Funds from Prior Year	$65,903
Total	$328,042

CDBG funds will be directed toward projects that support the community transit systems, rehabilitation and emergency repairs for low and low-to-moderate income homeowners, rehabilitation of public housing buildings at Life Steps Campus, program administration, replacement of deteriorated or damaged sidewalks in eligible census tracts, and redevelopment in the Old Yellowstone District and the City core, and. The proposed projects for this program year based on the estimated HUD allocation of $287,280 plus the estimated Program Income of $1,963 are:

- Transportation Programs: **$35,000** for ridership tokens to low income individuals for The Bus and CATC.
- Housing Rehabilitation Assistance Program: **$44,931** providing assistance for low to low-to-moderate income (LMI) homeowners with rehabilitation and emergency repairs.
- LifeSteps Campus Care: **$82,000** for necessary repairs and capital improvements.
- General Administration Costs: **$57,312** to provide for salary and benefits for one full-time employee.
- Sidewalk replacements: **$40,000** to address the needs in Casper for replacement of severely damaged or deteriorated sidewalks in low-income census tracts.
- City Core Revitalization Activities: **$30,000** for matching façade grants.

The City's 2016-2017 Annual Action Plan is written with hopes of continuing to support the successful projects from past program years, as well as introducing new projects to support the LMI population to a greater extent.

April 4, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Liz Becher, Assistant City Manager / Community Development Director
Fleur Tremel, Deputy Assistant City Manager

SUBJECT: Council Update about the Agency Funding programs in the City

Recommendation:

Staff is seeking Council's direction on protocols and reporting recommendations for the various Agency Funding programs within the City of Casper.

Summary:

The City of Casper has four (4) agency funding programs of great significance to the community:

- Specific Entity Funding – direct funding from the City
- Optional One Cent Funding – direct funding from the City
- Community Promotions – direct funding from the City
- City Branch Agencies

Specific Entity funding supports Council-approved entities within the City of Casper with operating costs. They were funded $1,297,166 in the FY2016 budget. The entities are contracted with the City, on an annual basis, to provide professional services under a Council-approved contract.

Optional One Cent funding, re-approved by the voters in November 2014 for the four-year period (FY2016 – FY2019), allocated $8.0 million to 33 outside agencies for that four-year period. The funding provides financial resources for contracted services in the areas of health, social, and human services in our community. Funding is used for such expenses as facility projects, equipment, programs, and administrative costs. Interested agencies presented their funding proposals to the City Council last year for consideration, and, after approval, Funding Agreements were prepared between the agency and the City of Casper outlining the approved expenses.

Community Promotions funding is budgeted within the Health, Social, and Community Services section of the City Council cost center. For FY2016, that amount is $115,000 for forty (40) community events. The funds are allocated through cash, in-kind services by City departments, City facilities, or any combination of the three, for events which promote our community and provide enjoyment to our citizens. The application process typically opens in June, with funding awarded in July of each year.

City Branch Agencies are agencies created through State statute with the City, in existence as extensions of the City, or established as special community project entities. These agencies have, and will, receive funding for programs, operations, and facilities by special request to the City Council.

Proposed Changes:

City staff, in partnership with the Casper City Council, has developed application protocols and reporting requirements for the three (3) directly-funded agency programs over the past several years and are recommending these same requirements for the City Branch agencies. As funding requests have increased, and program use needs have changed with community growth, societal trends, and the economic climate, City staff has recognized the need for more "outcomes-based" reporting to the City Council and Casper citizens. Staff's recommended changes are:

- Quarterly and Final Reporting requirements – requesting additional quantifiable and qualifiable outcomes on program significance, service delivery, impacts to the targeted populations, event and program attendance figures, and recommended correctables for the upcoming year.
- Administrative expenses, separated from Program expenses, quantified in a written, annual report to the City Council.
- A new "categorization" identifier, which will require agencies to identify their services, for analysis and reporting purposes, in the areas of:
    - **Youth** (pre-K through high school)
    - **Basic Needs** (food, shelter, health, and wellness)
    - **Literacy** (programs for adults and children, to include library services)
    - **Human services** (assistance programs for domestic, addiction, societal, and financial needs)
    - **Senior Services** (55+ programming)
    - **Arts** (visual and performing)
- A "mandatory" training session to be hosted by City staff for all agencies who receive funds about the new protocol and reporting processes. This training will be patterned after the United Way model. Information packets will be distributed with the required forms relevant to each program, report submittal processes and deadlines, and contact information at the City.
- The establishment of criteria for *eligibility* so Council knows what types of entities to which they can *legally* contribute funding.

In summary, staff recognizes the importance of these Agency funding programs to the City and welcomes Council's input on the suggested protocol and reporting improvements outlined in this memo and presented during the work session.

April 5, 2016

MEMO TO: V.H. McDonald, City Manager

FROM: Liz Becher, Assistant City Manager/Community Development Director lb

SUBJECT: Consideration of a Real Estate Trade Agreement to trade real property owned by the City of Casper for real property owned by Fire Station Limited Partnership.

Recommendation:

That Council provide staff with direction regarding a proposed real estate trade to facilitate the downtown plaza/David Street Station project.

Summary:

The City of Casper is working with the Downtown Development Authority (DDA) on land assemblage for the proposed downtown plaza project. Fire Station Limited Partnership owns a parking lot located just north of the old Fire Station on David Street, described as Lot 39, Block 1, Casper Subdivision. The City owns a parking lot formerly leased to the Iris Movie Theater described as Lot 8, Block 1, Casper Subdivision. To accommodate the development of the plaza, it has been proposed that the City and Fire Station Limited Partnership trade parking lots.

Pursuant to State Law, prior to trading property the City is required to hold a public hearing, and to publish legal notice for three (3) consecutive weeks prior to the public hearing. Should the City Council provide direction to move forward with the land trade, legal notice will published in the Casper Star Tribune on three (3) consecutive weeks, in anticipation of a May 3, 2016 public hearing. The appraised value of the City's property is fifty two thousand five hundred and no/100ths Dollars ($52,500) and the appraised value of Fire Station Limited Partnership's property is fifty two thousand five hundred and no/100ths Dollars ($52,500). Given that the properties are of equal value, no additional monies would be exchanged.

A map showing the two (2) subject properties is attached for the Council's reference. Staff has prepared a Real Estate Trade should the City Council provide direction to move forward with the property trade.

David Street Station - Parking Agreement