

WORK SESSION AGENDA



**Casper City Council
City Hall, Council Meeting Room
Tuesday, April 9, 2019, 4:30 p.m.**

Work Session Meeting Agenda Items		Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Council Meeting Follow-up		5 min	4:30
2.	CATC Funding Request	Direction Requested	10 min	4:35
3.	Food Trucks	Direction Requested	10 min	4:45
4.	Community Promotions	Direction Requested	10 min	4:55
5.	Legislative Review – WAM Resolutions	Move Forward for Approval	30 min	5:05
6.	Sidewalk Cafés	Direction Requested	20 min	5:35
7.	Capital Budget Discussion (Part Two)	Move Forward for Approval	30 min	5:55
8.	Annexation Recommendation	Move Forward for Approval	30 min	6:25
9.	Park Fees Resolution	Move Forward for Approval	20 min	6:55
10.	Grassy Park – Off Leash Zones	Direction Requested	20 min	7:15
11.	Agenda Setting		20 min	7:35
12.	Council Around the Table		10 min	7:55
Approximate Ending				8:05



Formerly  MSEC

November 9, 2018

Lou Grunewald, President
Marge Cole, Executive Director
Board of Directors
Casper Area Transportation Coalition
The Bus
1715 East 4th Street
Casper, WY 82601

Dear Lou, Marge and Members of the Board:

On behalf of the Employers Council organization, thank you for the opportunity to finalize the proposal to provide our Employers Council Executive Search Services for your Executive Director position.

Attached, please find the original proposal further revised to address the items discussed during the October 29th 2018 teleconference call with the Search Committee. As an accelerated search process, we will move quickly beginning with the posting of the position beginning Monday, November 5.

I look forward to conducting an efficient process and will work quickly towards a good outcome. Thank you once again for this opportunity.

Very Sincerely,

Mark Spiroff, MBA, SPHR
Human Resources Professional Services
Employers Council

Attachment: *Executive Search - accelerated option – final proposal*

Executive Search - accelerated option

Casper Area Transportation Coalition has inquired with Employers Council for assistance with recruiting its anticipated Executive Director position vacancy through an accelerated search process. From Employers Council's Human Resources Professional Services (HRPS), please consider the following schedule for assistance:

Expectations:

- The assigned HRPS Consultant will work with Casper Area Transportation Coalition's designated staff and the Board's Search Committee to determine the schedule for day-to-day activities and priorities with the project now having been awarded.
- The HRPS Consultant and designees will determine a mutually convenient communication avenue so that decisions can be made promptly and efficiently. The goal is for the project to proceed smoothly to avoid any unnecessary delays.
- Casper Area Transportation Coalition may continue to utilize the HRPS Consultant for all aspects of the search or may choose during the course of this process to do some of the work internally.
- The following outline is a best estimate, where future circumstances may require greater or less time and expenditures.
- All executive-level search / recruiting work performed by the HRPS consultant is billed at \$115 per hour of work.

Objective	Duration / Calendar	Estimated Cost
The Employers Council HR Professional Services Consultant will collect a detailed understanding of the job duties and expectations based on the Job Description to be provided. Employers Council HR Professional Services Consultant will present an initial proposal; and will work with a Search Committee of the Board to draft a Position Profile to clarify the expectations of the Executive Director role.	8 hours October 29 – November 4, 2018	\$920
Search Parameters and Logistics – The Employers Council HR Professional Services Consultant will take responsibility for placing all ads and job postings with applicable recruitment resources. Employers Council does not have candidates it desires to place but instead, will recruit for candidates that have the necessary job skills required and have the same philosophical goals as the organization.	6 – 8 hours Beginning November 5, 2018	\$690 - \$920

Review Responses

- Develop candidate analysis matrix based on Board of Director (BOD) priorities
- Review candidate resumes - Rank based on candidate analysis matrix

As applications are received, Employers Council HR Professional Services Consultant will review all resumes against the job description and the primary mission.

- Sort and rank candidates:
The HR Professional Services Consultant will create a list of candidates for interview in order to find the most qualified applicants. This list will be prioritized into three sections; those who meet the requirements of the position, those who may have some of the requirements, and those who do not qualify for the position.

Optional and Recommended - Written

Exercise The HR consultant will work with a subcommittee of the Search Committee to facilitate, collect, review and screen-forward responses from candidates who respond to a Written Exercise / Questionnaire. Semi-finalist candidates are then selected by the HR consultant from this group to move forward to the Telephone Interview phase.

Conduct First Phase Telephone Interviews

- Schedule & Conduct telephone and in-person interviews

The HR Consultant will conduct telephone screening interviews with the selected candidates using an agreed upon set of questions that are prepared by the Employers Council HR Professional Services Consultant.

-Summarize results of telephone interviews for the Search Committee

Employers Council HR Professional Services Consultant will prepare a summary report from the information content of these interviews as necessary to provide the top three-five qualified candidates for consideration. The resumes of these candidates and their telephone reports will be forwarded for review.

- **Design of Board Panel interview process**

Recruitment Period:
November 5 – December 7, 2018

Recruitment Closing deadline:
December 7, 2018

Based on 100 responses 15 – 20 hours \$1,725 - \$2,300

8 – 10 hours \$920 - \$1150

10 – 20 hours Telephone interviews with semi-finalists \$1,150 - \$2,300

Report due: Friday, December 14th 2018 3 hours prep \$345

4 – 5 hours \$460 - \$575

Participation in Board interview process	6 – 8 hours	\$690 - \$920
Employers Council HR Professional Services Consultant will coordinate and facilitate the finalist candidate interview process with the Board.	In-person interviews with CATC Board	

Held the first two weeks in January 2019

Total Estimated HRPS Consulting Time:	60 – 82 Hours	\$6,900 - \$9,430
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Recruiting Expenses:

Indeed.com	free
Community Trans Assoc of America (CTAA)	free
CASTA – Colo Assoc of Transit Agencies	free
WYTRANS –	free
Casper Star-Tribune	\$1,422
CATC Website:	free
Total	\$1,422

Additional Services Available Upon Request:

Optional and Recommended - Background Checks and Employment Verification - The Employers Council Pre-Employment Screening (PES) staff will conduct background checks and employment verifications.	Estimated, and varies depending on the candidate's location	\$400
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Optional Wrap-up Activities - Inform candidate finalists of the final results of the process, document the process for sharing as appropriate, and provide any post selection support as needed.	Upon Request	TBD
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Other expenses, as applicable	Rate	Cost
Mileage to and from primary work location to Casper, 600 miles RT	\$0.54 per mile	\$324
Travel Allowance >1 Hour (8 hours RT)	\$25 per hour	\$200
Lodging, 1 or 2 nights	\$120/night	\$240
Other project expenses incurred to HRPS consultant 2586	At cost with no mark-up	TBD

Total Estimated Costs:	<u>\$10,650 - \$12,016</u>
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Total billable time for the objectives will be based upon actual hours worked on- and off-site rather than the estimates quoted above. Any change of scope requested by CATC may require

an adjustment to projected costs. Invoices are issued on a monthly basis and due within 30 days of receipt.

All invoicing represented in this proposal will be through Employers Council Services (ECS) a wholly owned subsidiary of Employers Council. Employers Council and its employees understand the responsibility to respect the confidentiality of CATC and the information contained in its Human Resource files in order to protect privacy, and to perform in a professional manner. This preliminary service quotation includes information that shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal.

The following is a description of our Employers Council Human Resources Professional Services program we make available to members with similar needs:

Employers Council Human Resources Professional Services

Employers Council business members belong to the most powerful, proactive and cost-effective human resource service in the Western states. Highly-trained, experienced professionals are available to assess and address your day-to-day HR needs.

On behalf of myself and my fellow HRPS consultants, we are Employers Council employees who have the full resources of the Council at their fingertips. We are available to come to your location when you want, for as long as you want, to do what you want in a timely and cost-effective fashion. Employers Council Human Resources Professional Staff perform ongoing HR management and specialized projects in organizations large and small. HRPS consultants often team with our other Employers Council professionals on multidisciplinary projects, providing a highly-efficient way of delivering our services.

As a benefit of Employers Council membership, choosing HRPS requires no cumbersome, restrictive contracts. Our HRPS Services are billed on an hourly basis – you pay only for what you need, avoiding unnecessary overhead costs. We also make strides to match the most appropriate consultant with your organization’s culture and unique needs. When you need an HR partner, call Employers Council first to access our unparalleled advantage.

Summary:

Employers Council Human Resources Professional Services would be available to assist with any customization necessary to provide an Executive Search process successful to meet your needs. We look forward to assisting however possible.

March 8, 2019

To: J. Carter Napier, City Manager
Liz Becher, Community Development Director
Aaron Kloke, MPO

From: Carol Crump, CATC Board Vice President
CATC Board

Re: CATC Foundation Funding Expended on Executive Director Search and Employment

CATC's new Executive Director, John Jones will begin work on March 11, 2019. I hope you and the city council can formally meet him soon.

The CATC Board is confident that the national search process carried out with assistance from the Employers Council produced an excellent candidate to work with you to carry CATC forward. For your information, the contract with the Employers' Council is attached.

John is an experienced transit manager who will be an asset to CATC, the City of Casper and the MPO. He's well aware of the big shoes he has to fill as Marge Cole moves toward her well-deserved retirement by the end of the current fiscal year.

Per your request, attached is an outline of the costs borne by the CATC Foundation to search for and bring Marge's replacement on board. None of these costs were anticipated in the current CATC budget or contract.

The CATC Board was happy to step up and use the CATC Foundation interest income available to fund both the search and the extra budget expense of an additional employee through the end of the current fiscal year. During the next four months, Marge and John will share the executive director responsibilities. Marge's compensation is included in the current budget. John's negotiated salary and benefits will be paid by the CATC Foundation until June 30, 2019.

Our hope is that the City of Casper will be able to offset a portion of the \$67,558.43 total cost of replacing Marge with a new executive director for CATC. I'd be happy to visit with you to answer any questions.

CATC Executive Director
Funding Provided by Casper Area Transportation Coalition (CATC) Foundation

Search , Recruitment and Hiring Costs

Executive Director recruitment assistance per Employers' Council Contract:	
Employers Council consultant @ \$115 per hour	\$ 14,039.67
Consultant travel to Casper	
Advertising – Casper Star Tribune	\$ 1,338.00
National advertising in trade publications provided by Employers Council at no cost	
Finalist Candidates Travel to Casper for Interviews	\$ 2,265.01
Finalist candidate background check/employment verification	\$ 495.00
Miscellaneous (lunch for candidate interviews)	\$ <u>48.75</u>
<u>Total Recruitment Cost</u>	<u>\$ 18,186.43</u>


Budget Expense of New Executive Director



(from date of employment of March 11 through June 30, 2019 per negotiated employment agreement)

Relocation assistance (reimbursement of actual expenses will be approved up to this amount)	\$ 7,000.00
Salary @ \$105,000 annually	
4 months until end of current fiscal year	\$ 26,250.00
FICA, Unemployment, Workers' Comp	\$ 10,587.00
Employee Insurance (Blue Cross requires a 60 day waiting period)	
Employee @ 80% of monthly premium (2 months)	\$ 3,735.00
Employee's Spouse @ 50% of monthly premium (2 months)	\$ 1,800.00
<u>Total New Employee Budget Expense</u>	<u>\$ 49,372.00</u>

Total CATC Foundation Expense \$ 67,558.43

April 3, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk 
Carla Mills-Laatsch, Licensing Specialist 
Tom Solberg, Fire Chief
Mark Harshman, Deputy Chief

SUBJECT: Amendment to Mobile Vendor Parking Permit ordinance & Amendment to the 2018 International Fire Code

Meeting Type & Date

Work Session
April 9, 2019

Action type

Council Direction requested

Recommendation

That Council, move forward with the amendments to Municipal Code 10.36.031 and amend the 2018 International Fire Code, Section 319.1.

Summary

At the March 12, 2019 Council Meeting, Council asked if there was any feedback or follow-up needed with regard to the Mobile Vendors. At that time City Manager Napier indicated that there were some pending issues; Council asked that these items be presented at a following work session. The changes suggested are part of two different ordinances, which both regulate mobile vending.

Mobile Vendor Parking Permit

In June of 2018, City Council approved the Mobile Vendor Parking Permit. This ordinance provided the means and regulation to allow a mobile vendor to reserve public parking spaces for private use. One of the restrictions placed on the Mobile Vendor Parking Permit is that signs informing the public of the reserved spaces cannot be displayed until two hours before the start time of the permit.

During the week parking is restricted to a two-hour maximum per day. On Saturdays, there is no hourly time limit on parking which makes it hard to notify customers and business owners of the upcoming closure. By the time Frontier Staff can place the sign out to notify patrons of the upcoming closure, cars are already parked in the reserved spots. City Staff received a request from Shawn Houck of Frontier Brewing to amend this ordinance to allow signage to be placed on the curb or sidewalk the night before the requested closure.

Staff is seeking Council's direction on whether the amendment suggestion should go to Council for formal approval. If Council wishes to make changes Staff, including the City Attorney, will propose language to amend the ordinance, and it will go before Council for three readings.

Fire Code Amendment

Section 319 of the 2018 International Fire Code as adopted by the City of Casper, addresses Mobile Food Preparation Vehicles. The term "vehicles" in this case applies to motorized vehicles only. The proposed amendment brings food stands, pushcarts or trailers, which use the same type of cooking appliances, food preparation and cooking techniques under the same fire code requirements as Mobile Food Preparation Vehicles.

This amendment ensures that Mobile Food Preparation is conducted in a safe manner. All food preparation units would be inspected and permitted on an annual basis. The City of Casper Code Officials have inspected all food preparation units in years past with great success. The safety of our citizens and the vendor employees is our greatest obligation.

Staff suggest the following language change:

E. Section 319.1 General, amended as follows:

Section 319.1 General.

Mobile food preparation vehicles, **food stands, pushcarts or trailers** that are equipped with appliances that produce smoke or grease-laden vapors shall comply with this section.

Staff is seeking Council's direction on whether the amendment suggestion should go to Council for formal approval. If Council wishes to the ordinance it will go before Council for three readings.

Financial Considerations

No Financial Considerations

Oversight/Project Responsibility

MVPP-Carla Mills-Laatsch, Licensing Specialist

International Fire Code-Mark Harshman, Deputy Fire Chief

Attachments

Request from Frontier Brewery

Carla Mills-Laatsch

From: Shawn Houck <shawn@frontierbrewingcompany.com>
Sent: Monday, January 28, 2019 3:34 PM
To: Carla Mills-Laatsch
Cc: Todd Titus
Subject: Letter requesting MVPP Ordinance change

To Whom It May Concern,

Frontier Brewing Company respectfully requests that the Casper City Counsel consider modifying the Mobile Vendor Parking Permit ordinance to allow signage to be placed the night prior to the MVPP parking space closures.

While the permit process appears to be working well, one point of friction has been the signage portion of the ordinance. The ordinance allows us to put our signs out on Saturdays starting at 11 AM for the 1 PM parking space closures. Typically, there are cars already parked in the permitted spaces when we place these signs. Unfortunately, these cars belong to downtown business owners or their employees, who accustomed to no parking enforcement on the weekends. From what we can tell, they park their cars in the spaces between 8:00AM and 10:00AM, depending on the time that their shops open. Meaning, when we put our signs out at 11 AM, they are already occupying a space, and they don't see our signs.

Since the passage of the MVPP, we have had to go door to door at downtown businesses 100 percent of the Saturdays we have requested a permit. This process usually takes significant time (sometimes up to a few hours), delaying the ability for the food trucks to pull in to the spaces that we are paying for. It is also a big waste of labor. We believe a change in the ordinance to allow us to have our signs up before business owners arrive for the day would be the simplest solution for all involved. I don't foresee any downside to this request...downtown patrons and business owners would still be able to park in the spaces up until 1pm. It just improves our ability to communicate the expectation that the spot be vacant starting at 1pm.

Another possible solution would be to tow vehicles that are occupying spaces that we have paid to reserve. However, we have been informed by the police department that they will not enforce the ordinance in this manner.

I would be happy to attend an upcoming city council meeting or work session to answer any further questions you may have about this request. Thank you for your consideration.

Sincerely,

Shawn Houck
shawn@frontierbrewingcompany.com
307-337-1000 - Brewery
307-259-0287 - Cell

April 4, 2019

MEMO TO: J. Carter Napier, City Manager ^{JCN}
FROM: Fleur Tremel, Assistant to the City Manager/City Clerk
SUBJECT: Community Promotions--Preliminary Voting Results

Meeting Type & Date:

Work Session
April 9, 2019

Recommendation:

That Council review the attached voting results for the Community Promotions process to confirm that they accurately reflect the will of the Council and make any necessary changes that Council deems appropriate.

Summary:

The City of Casper received sixteen applications for Community Promotions funding this year. The attached voting sheet is a compilation of the Councilmembers' votes. At this time, Council does have the option to change their votes. Council previously set aside \$25,000.00 for the Community Promotions. At this time, Staff is seeking direction on how Council would like to proceed both in the form of which agencies to support and what budget figure is appropriate.

Financial Considerations:

Funding for this project will come from the general fund.

Oversight/Project Responsibility:

Fleur Tremel, Assistant to the City Manager

Attachments:

Voting Compilation

FY19 Community Promotions Compilation - Voting Results

	Organization	Event Name	Eligible?	Cash		In Kind		Facilities		Total Request	Final Result
				Cash Requested	Cash Result	In Kind Requested	In Kind Result (50%)	Facilities Requested	Facilities Result (50%)		
1	Casper Amateur Hockey Club	Season Events	Yes	\$15,600.00	\$2,714.29	\$0.00		\$25,300.00	\$0.00	\$40,900.00	\$2,714.29
2	Casper College T-Bird Trek	2019 T-Bird Trek	Yes	\$1,000.00	\$428.57	\$0.00		\$0.00		\$1,000.00	\$428.57
3	Casper Soccer Club	Casper Fall Classic 2019	Yes	\$0.00		\$203.00	\$101.50	\$1,000.00	\$500.00	\$1,203.00	\$601.50
4	Casper Soccer Club	KickIt 3v3	Yes	\$0.00		\$85.00	\$42.50	\$500.00	\$250.00	\$585.00	\$292.50
5	Casper Soccer Club	Spring Jamboree	Yes	\$0.00		\$203.00	\$101.50	\$1,000.00	\$500.00	\$1,203.00	\$601.50
6	Casper Soccer Club	Wyoming State Cup	Yes	\$0.00		\$203.00	\$101.50	\$1,120.00	\$560.00	\$1,323.00	\$661.50
7	Community Action Partnership	Financial Information Fair	Yes	\$3,900.00	\$1,500.00	\$0.00		\$0.00		\$3,900.00	\$1,500.00
8	Imitate the Image Min.	Juneteenth	Yes	\$500.00	\$214.29	\$340.00	\$170.00	\$30.00	\$15.00	\$870.00	\$399.29
9	Natrona County Fair	Central WY Fair & Rodeo	Yes	\$0.00		\$28,946.75	\$0.00	\$0.00		\$28,946.75	\$0.00
10	Natrona County Fair	CWFR Banner Downtown Advertising	Yes	\$0.00		\$243.24	\$121.62	\$0.00		\$243.24	\$121.62
11	Natrona County Fair	Downtown Sidewalk Chalk Art	Yes	\$5,000.00	\$1,178.57	\$0.00		\$0.00		\$5,000.00	\$1,178.57
12	Natrona County Fair	Downtown Parade	Yes	\$0.00		\$3,204.30	\$1,602.15	\$0.00		\$3,204.30	\$1,602.15
13	Serve Wyoming	2019 9-11 Memorial mural	Yes	\$3,000.00	\$785.71	\$0.00		\$0.00		\$785.71	\$785.71
14	Special Olympics	2019 Special Olympics Fall Tournament	Yes	\$2,500.00	\$1,214.29	\$2,812.04	\$1,406.02	\$1,000.00	\$500.00	\$6,312.04	\$3,120.31
15	The Table and Elevate Wyoming	Downtown Mural Revival Project	Yes	\$5,000.00	\$785.71	\$0.00		\$0.00		\$5,000.00	\$785.71

FY19 Community Promotions Compilation - Voting Results

			Cash		In Kind		Facilities				
	Organization	Event Name	Eligible?	<i>Cash Requested</i>	<i>Cash Result</i>	<i>In Kind Requested</i>	<i>In Kind Result (50%)</i>	<i>Facilities Requested</i>	<i>Facilities Result (50%)</i>	Total Request	Final Result
16	Windy City Wrestlers	Casper Showdown	Yes	\$0.00		\$4,694.80	\$0.00	\$5,000.00	\$2,500.00	\$9,694.80	\$2,500.00
					\$8,821.43	\$40,935.13	\$3,646.79	\$34,950.00	\$4,825.00	TOTAL	\$17,293.22
											\$17,293.22

March 22, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Fleur Tremel, City Clerk/Assistant to the City Manager *FT*
SUBJECT: FY20 Capital Projects

Meeting Type & Date

Council Work Session
April 9, 2019

Action Type

Move Forward for Approval

Recommendation

That Council review the responses from City Staff and review the Capital Budget suggestions and provide direction to Staff.

Summary

On March 26, 2019, Council met to discuss the Proposed Capital Budget. During this meeting, Council provided feedback and asked follow-up questions. Council then indicated that should there be more items for follow-up council should send those questions in and staff would compile and provide data back to Council. Several Councilmembers forwarded their questions to Staff. The data has been compiled into this memo for Council's review.

Code Enforcement Vehicles

This truck being requested is for Building Inspection. The building inspectors utilize trucks to navigate through construction areas, often when the roads are yet to be built. Previously, building inspectors drove electric, 2-wheel drive, Ford Escapes. However, these vehicles were prone to getting stuck in mud and snow and not starting. Community Development has slowly replaced the Escapes with trucks over the past 3 years. This truck purchase will complete the transition.

Metro Vehicles

A-TECH (Ameri-Tech), will not install the boxes on a half-ton chassis because the weight of the box, added required equipment, and additional animal weight exceeds WYDOT regulations as it relates to a half-ton truck rating.

Police Fleet Replacements

The Police Department is requesting to purchase two (2) F150 Ford Interceptor pick-ups, not the full supervisory fleet. The current fleet vehicle is a Ford Explorer and is not rated to tow the Crime Scene Trailer. The base cost estimate of the Police Interceptor is \$39,405.00 for an F150 it is \$40,453.00.

Police Station

The request is based on design fees only which is typically 15% of the project total.

Parking Citation Platform

This platform is a Tyler Module and will interface with Spillman RMS.

Hogadon Quad Lift

Quad lifts are the industry standard. Previously, Staff had researched a three chairs lift, but since that is not standard, it is considered to be "customized" and would cost more. The City could instead buy a two seat lift like the one the City has, but it seems that reduction in cost would not have enough value as there would be no increased capacity. Furthermore, the removal of the "red chairlift" created more demand on the single system

Park upgrades

Park Upgrades Project is for a new feature, structure, or amenity. Additionally, fall material replacement is something that has to be done every year to stay in compliance with Certified Playground Safety. However, the frequency is greatly diminished when using the synthetic (rubberized) material. Furthermore, gravel is not acceptable and the woodchips would have to be engineered to be fall material. The cost for the wood product is about 60% less than synthetic. However, the synthetic material stays in place to our harsh winters/wind and has a much longer life span. Weekly maintenance for this material has been reduced to nearly nothing. In an effort to reduce annual maintenance time and cost, the Parks Division would like to replace all wood material with synthetic over the next 10 years.

Parks Fleet Trucks

This truck will haul mowing crew and mowers. Some of the City mowers weigh in excess of Seven Thousand Pounds. Also, the trucks have to pull a 600 gallon, 4,800 pound, water tank regularly. A three-quarter ton is needed for this hauling capacity.

Events Center Parking Lot

This project has been broken down to address the deteriorating parking lots over the next 3 years. The total project is \$600,000. The streets division manager explained that the parking lots are a critical of issue and if it is not repaired at this time it will deteriorate more and cost much more to replace.

Hogadon Air Conditioning

As directed by Council, Hogadon was been expanding its use, year round. Accordingly, Hogadon is being used as a venue to hold weddings and receptions. The inside this past summer went as high as eighty-five degrees at weddings this summer. These events host people of all ages including children and elderly. In addition, staff is on-site, cooking. These conditions make heat related illness probable.

The City nets around \$2,000-\$3,000 for each wedding event. The cost of this project is \$104,250 divided by an average of \$2,500 per wedding is roughly 42 wedding to cover the cost. So far there have been thirteen weddings at Hogadon, with another nine booked for 2019 summer. Therefore, with this average, it will take about 4 years to earn the money for the project. There is potential for more events if there is air conditioning as Hogadon has lost a few events due to lack of air conditioning.

Zoll AutoPulse

The AutoPulse provides automated compressions to patients in cardiac arrest and has shown improved outcomes, over manual compressions, in clinical trials. Fire-EMS personnel are usually the first to a patient in cardiac arrest and having the AutoPulse on fire apparatus allows for the patient to receive more effective compressions sooner. In addition, the AutoPulse takes over the role of providing compressions allowing for a firefighter to begin other life-saving measures and procedures. The Fire-EMS Department did a two-month field evaluation of the AutoPulse and, after using the units on multiple cardiac arrests, determined them to be the most effective and efficient mechanical CPR device for a progressive agency providing pre-hospital emergency care to use. Many fire and EMS agencies around the country are using the Zoll AutoPulse and Casper Fire-EMS administration has determined that adding this equipment to the fleet will directly impact our service to the citizen by increasing their likelihood of survival and should be standard equipment available on first-response apparatus.

Fire Station 3 Roof

The roof on Fire Station 3 has chronic leaking issues. Working through the architect on the project, Fire-EMS Administration identified the first leaks were reported to the architect in February 2011, shortly after the station was opened. Unfortunately, we were not able to find anything documenting how the issue was resolved or if it ever was. Members involved with the project at the time have since retired so confirming details regarding the history and actions taken at the time have been difficult to identify. Buildings and Structures reports the leaking issues are due to the improper installation of the building skylights. This assessment was supported in March 2018 when Dave Loden Construction assessed the roof and performed a temporary fix to reseal the seams until a more permanent fix could be planned. The Installer's Warranty expired March 31, 2016 and the Attorney's Office advises that the contractor is no longer in business. This issue has been detailed and watched very closely, and we have not had leaking issues like this with stations two, six, or five.

Station 6 Concrete Improvements

The requested trench drain addition is due to a design flaw with one downspout on station 6. Most of the downspouts on this station were designed to shed water to a gutter system that drains water away from the station and avoid walkways to the station. This particular downspout drains on the sidewalk that leads to a side access door that primarily employees use. This water occasionally freezes and creates a slip hazard on the sidewalk.

The Fire-EMS department is requesting concrete poured around a hydrant that is currently located in native grasses. After working in the station for a couple years, we have discovered that the crews use this hydrant to fill their engine tank during and after training or an incident. In this process, the area around the hydrant can become muddy and firefighters stepping over the curb as they couple and uncouple hose is less than ideal. The frequency of use for this particular

hydrant was not considered during design as firefighters often fill engine tanks on scene or in the fire station. We are requesting this enhancement to reduce the slip and trip risks in this area.

Turnout Gear Request

The Turnout Gear Replacements project is an ongoing project that replaces eight sets of firefighter turnout gear a year. Firefighter turnout gear has a service life of ten years. The Fire-EMS department uses this project to replace eight sets of turnouts a year to keep members in current gear. The NFPA Recommended Turnout Gear purchases a second set of gear for each member. The National Fire Protection Association (NFPA) establishes industry standards and recommendations for the fire service. The NFPA recommends that agencies provide their members a second set of gear to reduce firefighter exposure to carcinogens and other toxins. Research has shown that firefighters are at a greater risk of contracting certain forms of cancer and this project is proposed to help reduce this risk. Providing a second set of gear allows members who soil their gear or wear it during a structure fire to use a clean set of gear while their soiled gear is decontaminated and inspected. By not having members wear soiled gear even just to finish out their work period, we are reducing their long-term exposure to contaminants. Additionally, if a member's gear is sent out for repair, the member has a properly-sized set of gear to use.

Poplar and 1st Street Project

This project is specifically for enhancements as part of WYDOT's 1st & Poplar Street Project and includes the reconstruction of the bridge over the North Platte River and roadway improvements along Poplar Street between Collins and 1st. The city will be replacing water and sewer mains as part of this project under a separate cooperative agreement with WYDOT. The cost to install pedestrian lighting along the bridge over the North Platte River, similar to what was recently installed over the railroad, is estimated at \$125,000. To install decorative street lights along the remainder of Poplar Street, to Collins, is estimated at \$400,000. The cost to install an irrigation system is estimated at \$60,000, with each tree costing \$750. Benches and bike racks are relatively inexpensive, costing approximately \$3,000 and \$1,000 each, respectively. To fully utilize the \$265,000 available in enhancement funds allocated through WYDOT, the minimum amount the city would have to obligate is \$27,850.

Financial Considerations

The impacts are outlined in the spreadsheet prepared by Tom Pitlick, Chief Financial Officer.

Oversight/Project Responsibility

Executive Team

Attachments

Capital Project Spreadsheet


	A	B	C	D	E	F	G	H	I
1	FY 20 CAPITAL FUNDING REQUESTS								
2				CAPITAL PROJECTS	CAPITAL EQUIPMENT	PERPETUAL CARE			OPPORTUNITY
3	CAPITAL FUNDING SOURCE	1% #15 PROJECTS	1% #16 Projects	FUND 30 EXCESS	FUND 31 EXCESS	SPENDABLE INTEREST	GRANTS/LOANS	RESERVES	FUND
4	Available Capital Funding	\$ 2,500,000	\$ 10,945,000	\$ 2,100,000	\$ 2,500,000	\$ 608,500	\$ 136,100	\$ 466,956	\$ 7,800,000
5									
6	PRIORITY "1" MUST HAVE" PROJECTS:								
7	CM- Hall Of Justice Detention Maint.			\$ 100,000					
8	FIN - Timeclocks			\$ 23,205					
9	Fire - Engine 3		\$ 600,000						
10	NFPA Turnout Gear		\$ 140,000						
11	Station 6 Concrete Improvements					\$ 7,000			
12	Turnout Gear Replacements		\$ 19,000						
13	Zoll Autopulse		\$ 110,000						
14	P&R - Misc. Park Improvements		\$ 100,000						
15	Repurpose Mike Sedar Tenn Ct	\$ 150,000							
16	HOGADON - Chairlift Bullwheels Rebuild					\$ 39,005			
17	CEC: Plumbing					\$ 80,000			
18	Roof Snow Guards					\$ 20,000			
19	Water and Fire Line					\$ 308,000			
20	PD: Police Dept. Construct (partial)								
21	Hand Held Parking Cite System			\$ 50,000					
22	Police Fleet Replacement		\$ 910,000						
23	PD Animal Control - G-TAC				\$ 145,200				
24	Fleet Replacement				\$ 140,631				
25	PD PSCC - 911 Phone System							\$ 398,956	
26	Smart 911							\$ 13,000	
27	PLANNING MAC -HVAC for kennels		\$ 75,000						
28	PLANNING: Body Armor Vests			\$ 5,000					
29	Fleet Replacements/BI			\$ 28,000					
30	STREETS: Capital Fleet Equip		\$ 650,000						
31	Traffic Misc.		\$ 100,000						
32	Ridgecrest		\$ 600,000						
33	1st and Poplar Enhancement		\$ 100,000						
34	IT: Network Infrastructure Replacement			\$ 100,000					
35	SEWER - Misc. Sewer Line Rehab		\$ 500,000						
36	WATER: Misc. Main Replacements		\$ 1,000,000						
37	Ridgecrest Zone II & III Waterlines		\$ 1,500,000						
38									
39									
40	TOTAL PRIORITY "1" PROJECTS	\$ 150,000	\$ 6,404,000	\$ 306,205	\$ 285,831	\$ 454,005	\$ -	\$ 411,956	\$ -
41									
42	FUNDING REMAINING	\$ 2,350,000	\$ 4,541,000	\$ 1,793,795	\$ 2,214,169	\$ 154,495	\$ 136,100	\$ 55,000	\$ 7,800,000

	A	B	C	D	E	F	G	H	I
1	FY 20 CAPITAL FUNDING REQUESTS								
2				CAPITAL PROJECTS	CAPITAL EQUIPMENT	PERPETUAL CARE			OPPORTUNITY
3	CAPITAL FUNDING SOURCE	1% #15 PROJECTS	1% #16 Projects	FUND 30 EXCESS	FUND 31 EXCESS	SPENDABLE INTEREST	GRANTS/LOANS	RESERVES	FUND
4	Available Capital Funding	\$ 2,500,000	\$ 10,945,000	\$ 2,100,000	\$ 2,500,000	\$ 608,500	\$ 136,100	\$ 466,956	\$ 7,800,000
5									
39									
40	TOTAL PRIORITY "1" PROJECTS	\$ 150,000	\$ 6,404,000	\$ 306,205	\$ 285,831	\$ 454,005	\$ -	\$ 411,956	\$ -
41									
42	FUNDING REMAINING	\$ 2,350,000	\$ 4,541,000	\$ 1,793,795	\$ 2,214,169	\$ 154,495	\$ 136,100	\$ 55,000	\$ 7,800,000
43	PRIORITY "2" HIGHLY NEEDED" PROJECTS:								
44	FIRE: Brush Truck Radios				\$ 15,000				
45	Fire Equipment Replacement				\$ 15,000				
46	Level A Hazmat Suits						\$ 36,100		
47	MDT/CAD Monitor Replacement				\$ 15,000				
48	Station 3 Roof Replacement				\$ 75,000				
49	P&R Acquatics - Non Slip Flooring	\$ 63,000							
50	Dehumidification/Heat Recovery	\$ 225,000							
51	Paradise Valley Pool Slide Recond	\$ 35,200							
52	Marion Kreiner Pool Liner	\$ 154,000							
53	P&R Cemetery - Office Window Replac	\$ 22,000							
54	P&R Golf - Clubhouse HVAC System	\$ 24,000							
55	1 Ton dump bed 4x4 w/plow			\$ 50,000					
56	P&R Parks - Painting Stuckenhoff Shooters	\$ 40,000							
57	Playground and Fall Material		\$ 125,000						
58	Ford 250 Crew Cab Replacement		\$ 35,000						
59	Mini Excavator		\$ 70,000						
60	Ford 350 Replacements (x3)		\$ 90,000						
61	P&R-CRC: Equip & Materials	\$ 80,000							
62	Fitness Equip					\$ 25,000			
63	Replace Hot Water Heater	\$ 12,000							
64	Replace HVAC Systems	\$ 220,000							
65	P&R Ice Arena - Replace Bleacher Stairs			\$ 6,000					
66	Replace Tables and Chairs	\$ 14,000							
67	Replace Rental Skates & Helmets	\$ 8,000							
68	CEC: - Asphalt Parking Lots	\$ 200,000							
69	Cooler Compressors	\$ 12,000							
70	Equip & Materials	\$ 45,000							
71	Theatrical Curtaining Repl/Repr	\$ 69,000							
72	Walk-in Coolers & Freezer Repl				\$ 150,000				
73	HOGADON - Air Conditioning					\$ 104,250			
74	Chairlift Cone Drive Repl/Rebuild	\$ 38,129							
75	Grooming Machine Replacement	\$ 360,000							
76	Pave Parking Lot	\$ 315,000							
77	Quad Chair Lift Design								\$ 250,000
78	Underground Slope Drainage	\$ 12,000							
79	WEED & PEST - Rough Terrain Mower							\$ 55,000	
80	PLANNING:								
81	LifeSteps Paving Project			\$ 327,635					
82	Fleet Replacement - Buses (x2)			\$ 60,000					
83	PD: Mobile Traffic Message/Radar			\$ 15,135					
84	STORM: Big Horn & Platte Rd Outfall		\$ -				\$ 100,000		
85	Eastdale Creek/Rails to Trails		\$ 100,000						
86	Golf Course Detention Ponds		\$ 25,000						

	A	B	C	D	E	F	G	H	I
1	FY 20 CAPITAL FUNDING REQUESTS								
2				CAPITAL PROJECTS	CAPITAL EQUIPMENT	PERPETUAL CARE			OPPORTUNITY
3	CAPITAL FUNDING SOURCE	1% #15 PROJECTS	1% #16 Projects	FUND 30 EXCESS	FUND 31 EXCESS	SPENDABLE INTEREST	GRANTS/LOANS	RESERVES	FUND
87									
88	STREET: Misc. Street Improvements		\$ 3,075,000						
89	Eastdale Creek/Rails to Trails		\$ 75,000						
90	TRAFFIC - Luminaire repl North Poplar			\$ 283,645					
91	BAS: City Center Sidewalk Replacement			\$ 25,000					
92	Leased Facility Capital Improve.			\$ 50,000					
93	HVAC Tech. Infrastructure			\$ 26,000					
94	SUPPORT SERVICES-GARAGE:								
95	Building Exterior Lighting			\$ 30,000					
96	Garage Concrete Floor Repairs			\$ 10,000					
97	IT: Email Phising Simulation/Training			\$ 8,000					
98	Network Security Equipment			\$ 28,000					
99	Server Equipment Upgrades			\$ 40,000					
100									
101	TOTAL PRIORITY "2" PROJECTS	\$ 1,948,329	\$ 3,595,000	\$ 959,415	\$ 270,000	\$ 129,250	\$ 136,100	\$ 55,000	\$ 250,000
102		\$ 2,098,329	\$ 9,999,000	\$ 1,265,620	\$ 555,831	\$ 583,255	\$ 136,100	\$ 466,956	\$ 250,000
103	FUNDING REMAINING	\$ 401,671	\$ 946,000	\$ 834,380	\$ 1,944,169	\$ 25,245	\$ -	\$ -	\$ 7,550,000

April 8, 2019

MEMO TO: The Honorable Mayor Powell and Members of City Council
J. Carter Napier, City Manager

FROM: John Henley, City Attorney 
Wallace Trembath, Deputy City Attorney W.T.

SUBJECT: A Resolution Establishing Annexation Policy for Providing City
Services to Outside Property

Meeting Type & Date

Council Work Session, April 9, 2019

Action type

Resolution

Recommendation

That Council approve a resolution to establish an annexation policy for providing City services to outside property.

Summary

The City of Casper provides water, sanitation, and/or sanitary sewer services ("City Services") to those within its corporate limits. Owners of real property outside the corporate limits of the City ("Outside Property) sometimes request the City to provide City Services. When the City agrees to provide City Services to Outside Property, it requires the execution of a contract therefor.

It is a substantial benefit to Outside Property owners to receive City Services. When a property is eligible for annexation under Wyoming Statutes, it may also benefit the City to annex the Outside Property. However, significant costs may be incurred in bringing the off-site improvements of a property into compliance with City codes and ordinances.

City Council has expressed interest in setting a basic policy about annexation requirements for receiving City Services for Outside Property. A resolution establishing a policy is attached for your consideration.

Financial Considerations

None, until Council decides to annex.

Oversight/Project Responsibility

Not applicable as this is a City Council policy determination by resolution

Attachments

Resolution

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING ANNEXATION POLICY
FOR PROVIDING CITY SERVICES TO OUTSIDE PROPERTY

WHEREAS, the City of Casper ("City") provides water, sanitation, and/or sanitary sewer services ("City Services") to those within its corporate limits; and,

WHEREAS, owners of real property outside the corporate limits of the City ("Outside Property), but within reach of City Services exist; and,

WHEREAS, it is sometimes more practical for Outside Property owners to provide their own water and/or sanitary services; and,

WHEREAS, other times, Outside Property owners request the City of Casper to provide City Services; and,

WHEREAS, when the City agrees to provide City Services to Outside Property, it requires the execution of a contract therefor ("Contract"); and,

WHEREAS, it is a substantial benefit to Outside Property Owners and their successors in interest ("Outside Property Owners") to receive City Services; and,

WHEREAS, when a property is eligible for annexation under Wyoming Statutes, it may benefit the City to annex the Outside Property; and,

WHEREAS, significant costs may be incurred in bringing the off-site improvements of a property into compliance with City codes and ordinances; and,

WHEREAS, City Council wants to set a basic policy about annexation requirements for receiving City Services for Outside Property.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following annexation policy for providing City Services to Outside Property is hereby established.

1. Before the City provides any City Services to Outside Property, it shall require the Outside Property Owner, on behalf of itself and its successors to execute a Contract that runs with the Outside Property and which addresses annexation requirements.

2. City staff shall include provisions in the Contract that address the following:

(a) The Outside Property Owner must annex its property to the City upon request of City Council in accordance with the Contract and Wyoming Statutes; and,

(b) Upon annexation and thereafter, off-site improvements (as defined by Casper Municipal Code Section 16.08.280) must be made and brought up to City Code, and Outside Property Owners must agree to pay for their and/or their pro-rata share of such improvements should Council require such; and,

(c) The costs referenced above for off-site improvements must be funded or paid by the Outside Property Owners, and/or where reasonable, by:

Recapture provisions; and/or,

Local Assessment Districts (LAD), for which Outside Property Owners shall not object or protest and hereby agree thereto; and/or,

Other method approved by City Council;

(d) Payment of reasonable attorneys' fees, court costs, and litigation costs if the City must enforce the provisions of this Agreement in a court of law; and, at the option of the City, discontinuance of City Services if the Outside Property Owner fails to meet the requirements of the Contract.

3. For good and significant cause, the City Manager may allow exceptions to provisions that are required in the Contract. By way of example, and not as a limitation, an exception to the requirement of an Outside Property Owner to annex its property upon request of City Council could be allowed if the Outside Property Owner provided an easement for a City public improvement project (e.g., provides a new easement in its property for a City water main) in exchange for receiving City Services to water its horses.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2019.

APPROVED AS TO FORM:

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Charles Powell
Mayor

April 5, 2019

MEMO TO: J. Carter Napier, City Manager *JW*
FROM: Liz Becher, Community Development Director *LB*
Craig Collins, AICP, City Planner *CC*
SUBJECT: Annexation Discussion

Meeting Type & Date:

Council Work Session, April 9, 2019.

Action Type:

Staff requests direction on the potential annexation of a residential property located on Robertson Road.

Summary:

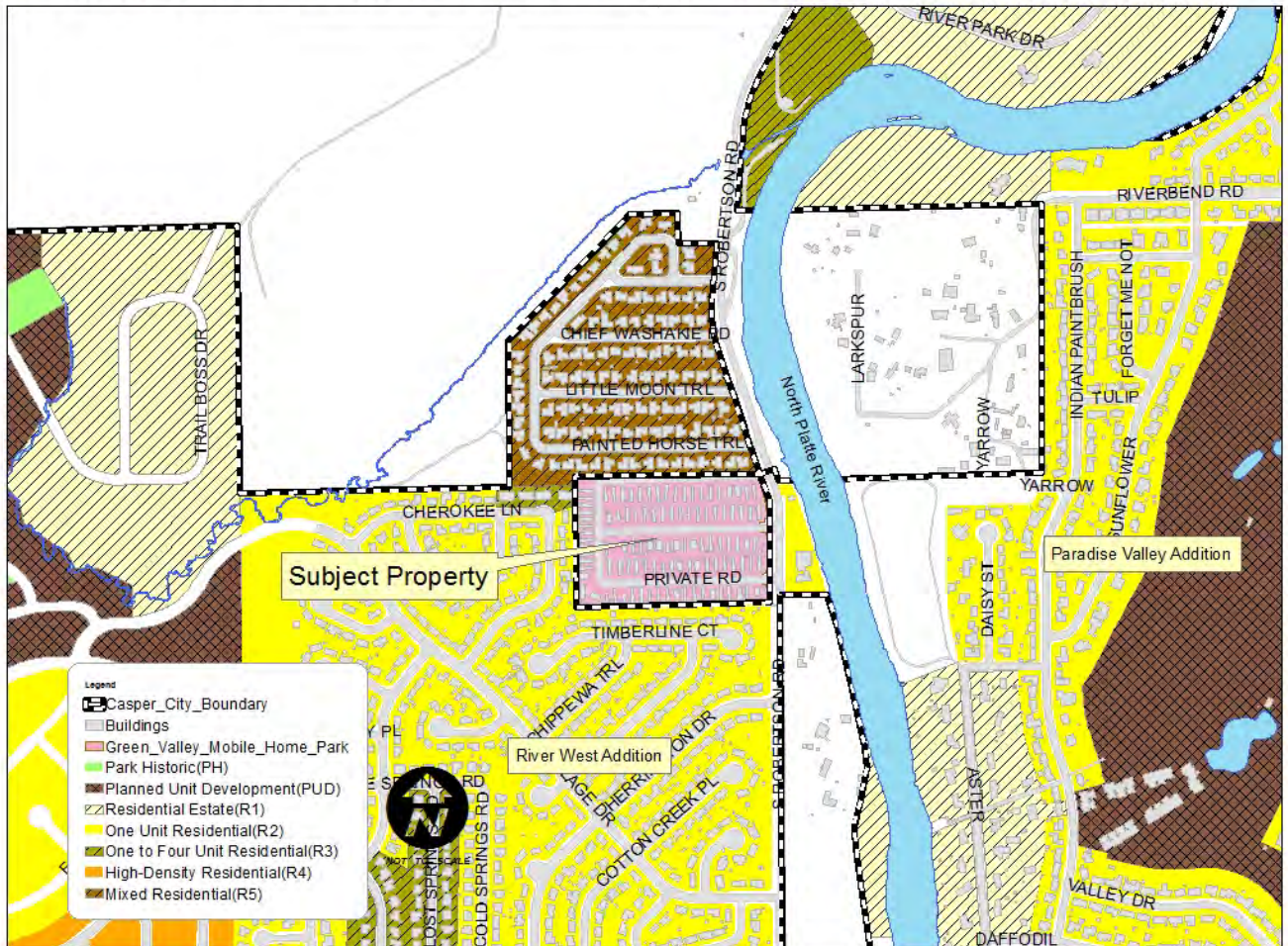
In February of this year the City Council held a work session to discuss the City's annexation policy. As a result of the discussion, staff was directed to bring forward analysis and examples of areas that are eligible for annexation, receiving City services, and are in proximity to, or surrounded by, currently-annexed properties. Although staff has looked at many different residential properties that are receiving outside-City services and are technically eligible for annexation, staff has only identified one that is clearly beneficial to the City if it were to be annexed at this time. All other sites that were analyzed require major public infrastructure construction/upgrades in order to bring the area into compliance with City standards, and would cost the City far in excess of the potential amount of sales tax revenue to be gained would justify. In a companion item, Council is being presented with a DRAFT resolution that attempts to memorialize the City's philosophy on the provision of City services, and the resulting requirements and conditions that should compel an annexation moving forward.

As a refresher of the February discussion, any residential growth that Casper can reflect during the 2020 Census process will result in an increase to the State sales tax revenue that the City receives, based on population (\$566 annually, per person, from sales tax and optional one-cent), property tax, franchise fees, as well as federal benefits that are based on population from the U.S. Census count, to the municipality over the next ten (10) years. For this reason, staff's immediate focus with regard to analyzing potential annexations is only on residential areas, given the short timeframe that is available to increase Casper's population before the 2020 Census count is undertaken. The annexation process must begin by June of 2019 in order to have the process completed in time.

Green Valley Mobile Home Park

This 14.5-acre property is located on the west side of Robertson Road (west Casper), and is surrounded on all four sides by properties currently in the City limits. The property is platted as a single parcel/lot, with 106 existing dwelling units/mobile homes.

Green Valley Mobile Home Park Potential Annexation Area



The Green Valley Mobile Home Park is connected to City of Casper water and sewer. The residents currently use a private contractor for trash collection. City emergency services resources are currently available to serve the area. The existing streets within the mobile home park are private, and would remain so upon annexation. No public improvements would be required if the area were to be annexed.

- Estimated Population 260
- Potential yearly sales tax revenue \$147,160
- Potential yearly property tax revenue \$362
- Area within designated Growth Boundary Yes
- Enterprise Departments Unaffected
- Potential building permit revenue Negligible, area is built-out
- Surveying requirements Unplatted, survey required
- Transit/Bus Area is not currently served
- Municipal Code Compliance No visually apparent issues

Long-Term Fiscal Impact:

Green Valley Mobile Home Park (Robertson Road)			
Description	Revenue	Expenditures/Costs	Notes
Sales Tax (Population increase of 260)	\$147,160 yearly		
Property Tax (Total Assessed Value = \$72,375)	\$362 yearly		
Building Permits (Area is currently fully built-out)	\$0		
Public Street/Improvements Construction (All streets are internal/private)			\$0
Public Street Maintenance over a 20 year period (No public streets)			\$0
Surveying, recording, public notice & administrative costs to process annexation		(\$3,000 - \$6,500)	
Total Yearly Revenue	\$147,522		
Total Expenditures/Costs		(\$3,000 - \$6,500)	
20-year projections	\$2,950,440	(\$3,000 - \$6,500)	
20-year projected Net	\$2,947,440 - \$2,943,940		(Positive)
Estimated Time to Break-Even (Revenues equal Expenditures)	Not Applicable		*Revenue exceeds costs immediately

Reference Photos:



Robertson Road frontage/entrance



Looking south on private internal drive



Looking west from Robertson Road

Appendix

- 2.45 persons per household in Casper. (*Source: US Census*)
- \$566 – Amount of sales revenue the City receives per person in Casper. Sales tax is distributed by the State based on population, NOT where the tax is collected. (*Source: Casper Financial Services Division*)
- 2,056 – Population density of Casper, per square mile. (*Source: US Census*)
- 27 square miles – current area of Casper. (*Source: City GIS Division*)
- 57,814 – Most-recent population estimate for Casper. (*Source: US Census, 2017*)
- 1% - Historical long-term growth rate of Casper. (*Source: Generation Casper Comprehensive Plan*)
- 8 mills – Property tax allocation for properties within the City. (*Source: Natrona County Assessor*)
- 9.5% - Assessed value is figured as 9.5% of the market value of properties. (*Source: Natrona County Assessor*)
- \$500-\$600 per lineal foot – Cost to build a standard City (local) street. Equates to \$2,640,000 - \$3,168,000 per mile, and includes curb, gutter, sidewalk, streetlights, asphalt, etc. (*Source: CEPI – Civil Engineering Professionals Inc.*)
- \$300,000 - \$591,000 per mile – Cost to maintain a local City Street (not collector or arterial) over a 20-year life-cycle. (*Source: City Engineering Division*)
 - Expected routine maintenance includes:
 - Year 2 – Crack Sealing
 - Year 5 – Chip Seal and Crack Seal
 - Year 7 – Crack Sealing
 - Year 10 – Major Repair/Patching
 - Year 13 – Crack Seal
 - Year 15 – Chip Seal and Crack Seal
 - Year 20 – Reconstruction
- \$300,000 - Average construction valuation of new home (*Source: City Building Division*)
- 150 – Average number of single-family homes constructed per year, over the last 20+ years. (*Source: City Building Division*)
- \$2,241 – Building permit fee/revenue (one time capture) on an average \$300,000 home in Casper. (*Source: Casper Building Division*)
- 30% - 40% of average - Estimated level of construction occurring currently in Casper. (*Source: Casper Building Division*)
- 5 – 6 months – time required to process an annexation. (*Source: Wyoming State Statutes*)
- \$1,500 – Cost of State mandated legal notice and recording fees for an annexation. (*Source: Community Development Department*)

February 22, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tim Cortez, Parks & Recreation Director *TC*
Randy Norvelle, Parks Manager *RN*
SUBJECT: Passing a Resolution to Change Fees for the Use of Parks.

Meeting Type & Date

Council Work Session

4/9/19

Action type

Resolution

Recommendation

That Council, by resolution, adjust fees for the use of parks.

Summary

Staff is recommending changes to the parks use fees and policies including:

- Eliminating the 4-hour block reservation time
- Combining most shelters into one class with one reservation fee with the exception of the Wells Park Pavilion and Highland Park Shelter #1.
- The elimination of deposits for the Wells Park Pavilion and the Crossroads Pavilion
- Increasing the fee for the Washington Park Band Shell stage extension when requested
- Adding fees for reservations of horse shoe pits and the sand volleyball court
- Clarifying that commercial activities part of special events do not need to pay the commercial activity fee even if that event had reduced or waived fees.
- Adding language that indicates when an applicant must contact the Licensing Specialist and aligning the insurance requirements to match the City of Casper Special Events Planning Guide and Policy

In 2017, Council passed a resolution which set reservations as 4 hour blocks. The requirement has caused issues with the online rental system. If a renter selects less than four hours or more than four hours; the system gives them an alert and they must restart the online process. Many renters, want to select less than four hours and are frustrated with the minimum rental time. To make rental easier for residents and provide better customer service, staff recommends removing the 4-hour block.

The resolution also combines most shelters into one class and reservation fee. These shelters are usually rented for small gatherings. Most of these shelters contain three or less picnic tables. The Wells Park Pavilion and the Highland Park Shelter #1 are normally used for large gatherings and

special events as they are much larger with more tables than other park shelters. Staff recommends keeping a higher fee for these shelters. Staff also recommends removing the damage deposit for the Wells Park Pavilion as the City is able to bill a renter for any damage. While Crossroads Pavilion is also used for special events, staff recommends that it remain at the lower shelter fee due to the lack of tables under the pavilion.

In 2017, a fee was added for the installation and removal of the Washington Park Band Shell stage extension. The stage extension is meant to house larger orchestras and bands and is generally not needed by most historic renters of the Band Shell. Staff recommends increasing the fee for the stage assembly and removal from \$400 to \$500. Staff originally estimated that it would take two parks employees two hours for set up and two hours for tear down of the stage. The actual time proved to be three hours with four employees for both set up and tear down.

Staff added fees to reserve the sand volleyball court at Washington Park and the horse shoe pits at Highland Park. As with tennis courts, these fees are only collected when a resident wants to reserve a specific time for sole use. The horse shoe pits were added to Highland in 2018 and the sand volleyball court at Washington is currently under refurbishment. Staff anticipates that both areas will be popular with residents, facilitating a need for a reservation system.

Staff clarified the section regarding commercial activities in parks. The resolution had stated events that had paid fees would have the vendor fee waived. This did not include charitable events which may have had fees waived. Staff's intent in 2017 was to make commercial activities part of any large special event free. This section was clarified by stating that any commercial activity part of an event that had completed the Special Events Permitting Process would not incur fees.

Staff also added and struck language to the resolution to align with the newly adopted City of Casper Special Events Planning Guide and Policy. The resolution indicates when an applicant must contact the Licensing Specialist and gain approval (all functions involving 50 people or which are open to the public must contact the specialist per the guide). The insurance requirements for reservations were also changed to align with the guide and policy.

Financial Considerations

Some fees are being eliminated. Deposit removals will be offset by allowing the City to bill renters for the true cost of repairs.

Oversight/Project Responsibility

Randy Norvelle, Parks Manager and Carolyn Griffith, Recreation Division Manager.

Attachments

A Resolution is attached.

RESOLUTION NO. _____

A RESOLUTION RESCINDING RESOLUTION NO. 17-70 AND ESTABLISHING FEES FOR THE USE OF PARKS AND COURTS.

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 substantial portion of the costs of servicing, maintaining, and improving these facilities; and,

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

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 parks and tennis courts, effective March 11, 2019.

STANDARD FEE STRUCTURE FOR PARK RESERVATIONS

These basic park fees guarantee exclusive use of the defined park area ~~in four hour blocks~~ providing written permit is approved and appropriate fees paid in full at least seven (7) BUSINESS days prior to the requested date(s). ~~Permits are available at City Hall, Monday – Friday, 8:00 a.m. – 5:00 p.m.~~ Group must have possession of the permit during the usage.

Category/ Facility	Per 4 Hour Block	REFUNDABLE DAMAGE DEPOSIT
Small Shelter	\$30.00	N/A
Large Shelter	\$60.00	N/A
SHELTERS	\$30.00	N/A
Open Tables	\$30.00	N/A
Green Space with Power*	\$35.00	N/A
Green Space without Power	\$25.00	N/A
Adams Park Bridge AND PERGOLA	\$25.00	N/A
Nancy English Park South Bridge	\$25.00	N/A
Crossroads Pavilion	\$30.00	\$50.00
HIGHLAND PARK SHELTER #1	\$60.00	N/A
Wells Park Pavilion	\$60.00	N/A\$50.00
Adventure Park Parking Lot (only available when renting all spaces-Shelter 1, Shelter 2, Shelter 3, Shelter 4, Green Space and Pavilion)	\$30.00	N/A
Washington Park Band Shell**	\$60.00	\$100.00
North Casper Clubhouse	\$60.00	\$100.00

*Power where available

****A fee of \$175 shall apply to the removal of risers from the Washington Park Band Shell if requested by renter.**

**** A fee of \$400 \$500 will be charged for installation/removal of the Washington Park Band Shell stage extension.**

Category	Location	Price per COURT PER hour time block	Deposit
Tennis	Tennis Court (any)	\$2.00	N/A
SAND VOLLEYBALL	WASHINGTON PARK	\$2.00	N/A
HORSE SHOE PIT	HIGHLAND PARK	\$2.00	N/A

Exceptions

1. City-sponsored and Supported Events – no charge.
2. School District Special Events – no charge.
3. Casper College Special Events – no charge.
4. Veterans' Park (for official Veterans' ceremonies) – no charge.
5. Commercial Activities- \$60 per eight hour period with permission of the Parks Manager. Commercial activities part of events which have FOLLOWED THE SPECIAL EVENTS PERMITTING PROCESS reserved space and paid fees for use are exempt.
6. Tennis Court reservations for the School District or for Casper College – no charge; however, City sponsored classes or tournaments have first priority.
7. Rental of green spaces and shelters does not include play structures.
8. ~~Rental of a space for two four hour blocks on the same day will not require a second damage deposit.~~
9. ~~Rental of shelters or special areas for time periods longer than four hours is allowable with the approval of the Parks Manager. The Parks Manager is authorized to determine appropriate additional fees for rentals that exceed the standard four hour time limit.~~

Park Reservation Permits:

1. ~~All reservations will require a permit. Permits will be initiated by the Finance Division, and copies will be sent to the Parks Division and the Police Department.~~
2. ~~Private functions involving up to 200 people must be approved by the Parks Division Manager.~~

3. ~~Private~~ FOR functions involving more than ~~200~~ 50 people, or functions which are open to the public, or functions which involve amplified music, THE APPLICANT must ~~be approved by both the Parks Division Manager and the Police Chief.~~ CONTACT THE CITY OF CASPER LICENSING SPECIALIST AND COMPLETE THE SPECIAL EVENT PERMITTING PROCESS.

Pre-function Meetings:

1. If a function involves the need to drive vehicles on a park, or the need to drive stakes into the ground, the applicant must meet with the Parks Division Manager or his/her representative for specific direction on where vehicles and stakes will be allowed.
2. Applicants may be required to meet with the Parks Division and/or the Police Department if a function has the potential for noise problems, parking problems, damage to the park, or disorderly conduct.

Insurance Certificates:

1. ~~Private~~ Functions involving more than ~~200~~ 100 people, and/or functions which are open to the public, require a certificate of insurance ~~for established organizations and businesses that carry liability insurance.~~
2. The certificate must list the City as an additional insured and be in the amount of \$250,000 per occurrence or \$500,000 aggregate.
3. ALL OTHER INSURANCE AND INDEMNIFICATION REQUIREMENTS SHALL MATCH THOSE SET FORTH IN THE MOST RECENT EDITION OF THE "CITY OF CASPER SPECIAL EVENTS PLANNING GUIDE AND POLICY."
4. FOR OTHER TYPES OF POTENTIALLY HAZARDOUS ACTIVITIES (E.G., BOUNCY HOUSES, WATER SLIDES), THE CITY MAY, AT ITS SOLE DISCRETION, REQUIRE SPECIAL EVENTS LIABILITY INSURANCE SPECIFIC THERETO.

Additional fees:

1. The City may require deposits or fees in addition to those listed above if unusual circumstances require additional direct expenses not herein provided. Example: Police security personnel.
2. The City may require an online convenience fee, in addition to any charges listed above, as might be applied through an online reservation system.
3. The City may bill a renter for repair expenses due to damage or breakages of park amenities, e.g. electrical outlets, tables, light fixtures, irrigation, or turf caused by rental activity.

Special rates:

The City Manager or authorized designate may authorize reductions in fees for charitable events, 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 No. 17-70 is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2019.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Charles Powell
Mayor

April 3, 2019

MEMO TO: J. Carter Napier, City Manager JCN (by AA)
FROM: Tim Cortez, Parks and Recreation Director TC
Randy Norvelle, Parks Manager

SUBJECT: Possible areas to provide dog owners additional facilities throughout Casper.

Meeting Type & Date
Council Work Session
April 9th, 2019

Action Type
Direction Requested

Recommendation:

Locations for possible expansion of services to dog owners in the community. Due to \$100,000 being earmarked for improvements on the area behind Rocky Mountain Oncology on East 2nd Street, staff has developed some basic costs that could improve it into an exclusive dog park. If Council so chooses, authorizing staff to scope the project with high priority amenities within the allocated funding. In addition, provide direction for additional dog park areas if needed.

Summary:

Staff has developed a list of possible locations that could facilitate an expansion to services to dog owners in the community. This list is broken down into three categories:

Designated Off Leash Areas – These areas would be treated much like Morad Park is now. Dogs would be allowed to be off leash in these areas but no significant infrastructure is in place to keep them from escaping. (Initial expense ~\$8,000) (Yearly upkeep ~ \$3,500).

Exclusive Dog Park Areas – These areas would be considered good candidates to install infrastructure that would allow pets to be contained in an area for off leash access. These areas would be much like Lake McKenzie Dog Park (totally fenced off, dog park amenities, etc.). These areas would involve a significant financial expenditure to provide. (Initial expense ~\$15,000) (Yearly upkeep ~ \$24,102)

Trail Park Areas – These areas would include any flat space next to a public trail within the city and could be considered a “pocket” dog park. They would consist of a small fenced off area that a dog walker could swing into to let their dog off leash in a contained area while they sit and take a break. These areas would require only fencing and dog waste bags. (Initial expense ~\$10,000) (Yearly upkeep ~ \$3,500).

At this time, staff is focusing on areas for exclusive dog park areas. Although Council and staff have the authority to place dog parks wherever it wishes on City property, staff has proposed areas where it is less likely to encounter complaints from citizens who are upset that the park space they used to use for programming and activities has been converted to a dog park.

The City of Raleigh, NC has established a guideline of having a dog park within a 10-minute drive. Currently, the City of Casper meets this standard. A more stringent standard may provide additional direction should Council wish.

Financial Considerations

No financial considerations unless Council would like to move forward with improving any of the provided areas.

Oversight/Project Responsibility

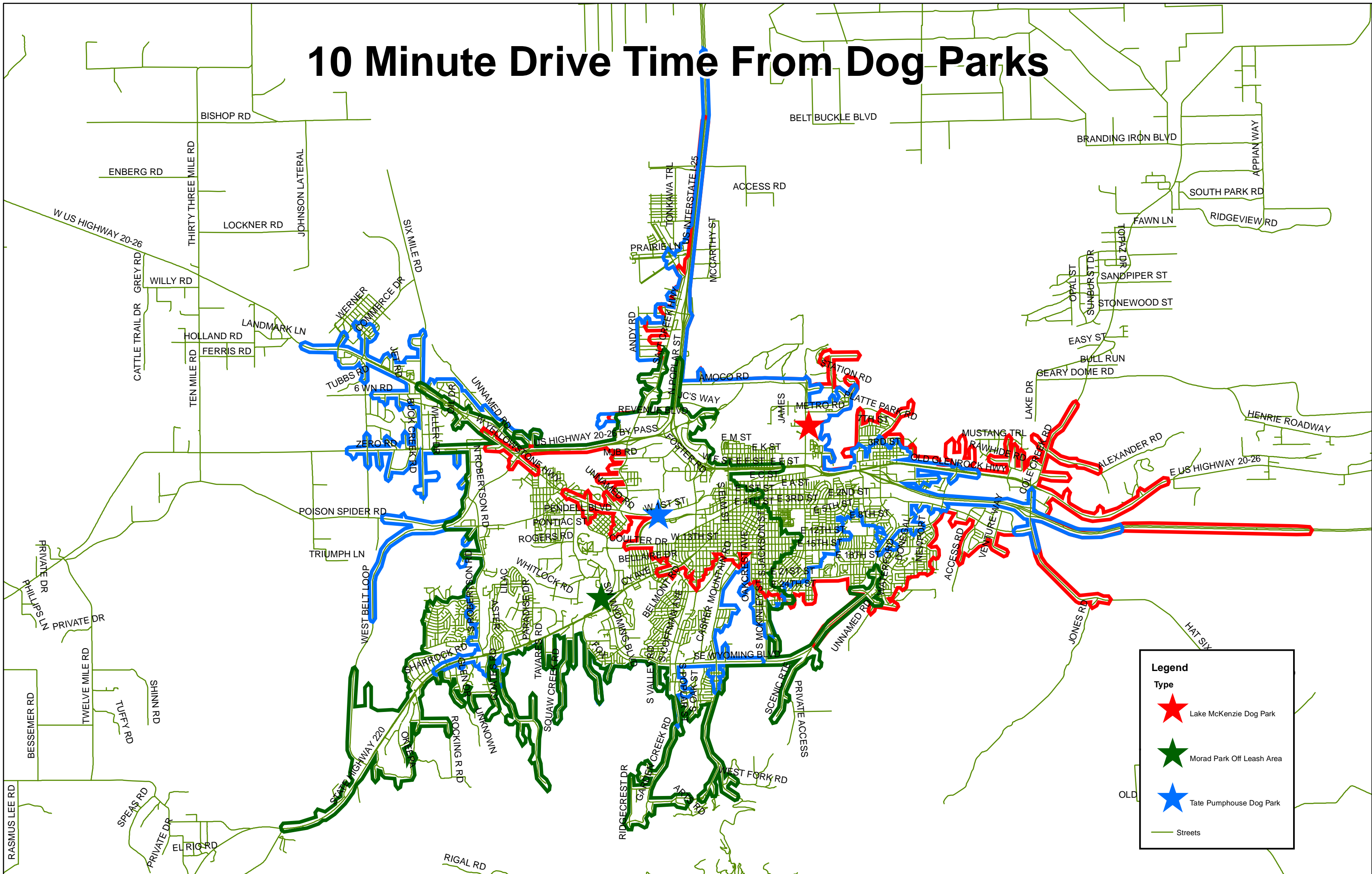
Tim Cortez, Parks and Recreation Director

Randy Norvelle, Parks Manager

Attachments

Proposed exclusive dog area exhibits

10 Minute Drive Time From Dog Parks





Description	Cost			Yearly Upkeep
	K9 Grass	Pea Gravel	Wood Chips	
Ground Cover	\$545,000	\$35,000	\$0	\$8,500
Shelter	\$40,000	\$40,000	\$40,000	\$1,000
Concrete Walk	\$10,000	\$10,000	\$10,000	\$2,000
Concrete Edge	\$5,000	\$5,000	\$5,000	\$1,000
Dogbone Pond	\$40,000	\$40,000	\$40,000	\$500
Fence	\$25,000	\$25,000	\$25,000	\$500
Water Tap & Plumbing	\$20,000	\$20,000	\$20,000	\$250
Amenities	\$20,000	\$20,000	\$20,000	\$2,000
Total	\$705,000	\$195,000	\$160,000	\$15,750

Shelter for Shade

Fence 834'

Concrete Walk

Concrete Edge

K9 Grass Artificial Turf
Pea Gravel 6" Deep
Wood Chips

Dogbone Pond

General Notes

No.	Revision/Issue	Date

CITY OF CASPER
PARKS & REC
1800 E. K
CASPER, WY
82601

PARADISE
VALLEY DOG
PARK

Date 4/2/19 Drawn JG Scale UNK	Sheet 1
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