

COUNCIL WORK SESSION
Tuesday, March 13, 2018 at 4:30 p.m.
Casper City Hall
Council Chambers

AGENDA

1. Food Truck Policy (Carter Napier)
2. Fort Caspar Museum (Tim Cortez)
3. Hogadon Lighting (Tim Cortez)
4. Spectra Debrief (Tom Pitlick)
5. Agenda Review
6. Legislative Update
7. Council Around the Table

Mayor Pacheco called the meeting to order at 4:30 p.m. with the following Councilmembers present: Powell, Laird, Humphrey, Hopkins, and Walsh. Councilmembers Johnson and Morgan were absent.

City Manager Napier stated that Council has directed staff to bring back a policy proposal that would help with managing mobile vendors in the community more effectively. He stated that he has met with several stakeholders about this issue including mobile vendors and brick and mortar businesses. Staff has put together a middle of the road approach to handling this issue. He then reviewed some of the key elements of the policy proposal including limiting the number of permits to four in any thirty-day period for any block face in the downtown area; hours of 6:00 p.m. to 3:00 a.m. for the life of that permit; maximum of three spaces used for each permit; and a fee of \$25 per day per space in the downtown area. There would be a \$10 permit fee for events held on city-owned properties for areas outside of the downtown area such as parks and parking lots. Public areas that are currently leased by other entities, such as the Lansing Field, would be managed by the entity leasing from the City and this policy would not apply to those properties. The current policy recommends that an advanced notice of ten days be given to the City as well as the Downtown Development Authority (DDA) so that the public has several means of determining which types of permitting activities are taking place. The DDA is willing to disseminate this information to the public. Staff suggests that the policy be adopted by ordinance, and there should be a penalty for those who use public space without a permit. This policy applies only to the use of public space and does not address similar use on private property.

Councilmember Walsh asked about the limit on the number of permits being per block face or per vendor, and City Manager Napier responded that it would be per block face and would be pursuant to a business on that block requesting the permit; it will be first come first serve in applying for the permits. He also stated that the fees for mobile vendors on the David Street Station are set up by the DDA and would not count against the block face limit. Councilmember Laird suggested this be done by resolution as opposed to being done by ordinance. City Manager Napier stated that the suggestion is to pass this by ordinance because this would be an amendment to the current parking code ordinance. He also stated that making it an ordinance allows for enforcement. Council gave their thumbs up to move the proposed policy forward for formal consideration at a

regular Council meeting with an amendment to change the maximum limit on the policy to eight instead of four permits per month and to change the required notice to five days instead of ten days. City Manager Napier stated that language can be added to the policy to help in preventing one business from buying up all of the permits for an entire year.

Next, City Manager Napier discussed adjusting the operating hours at Fort Caspar Museum. The general pattern of visitor consumption shows that there is a seasonal pattern, therefore staff would like to align expenses with visitor use. He stated that staff is asking that Fort Caspar hours be adjusted on a seasonal basis, which would allow for those employees to be used in other positions throughout the City during the off season. Making this change would save the City \$167K in human resource and utility costs. Council discussed conducting fundraisers and endowments to help fund Fort Caspar. They also discussed the Casper Area Convention and Visitor's Bureau (CACVB) room tax. City Manager Napier stated that the City has not pursued recovering the percent it is allowed of this tax. Council rejected the idea of closing Fort Caspar seasonally but asked staff to work on ways to keep Fort Caspar open during the off-season months, and to look into fundraising and grant opportunities to help decrease the subsidy.

Next, City Manager Napier discussed Hogadon lighting. He stated that a user group has come forward with a proposal to install lights at Hogadon and pay for evening operations for three years to allow for night skiing. The cost to the group would be \$60K. The City does anticipate that increased use would allow for a \$3K-\$6K increase in revenue from Hogadon. Mr. Cortez, Parks and Recreation Director, stated that there is student support for this and the user group was told that if they cannot pay for this after three years, the lights will not continue to be used. Mr. Lutz, from the potential funding user group, spoke to Council about how installing these lights would be beneficial to kids in the community and would introduce a positive activity for kids to do after school. He added that it would also help increase utilization of Hogadon. He stated that the goal would be to have the money raised by May 31, 2018. Council gave their thumbs up to allow the user group to do fundraising for lighting Hogadon.

Next, City Manager Napier debriefed Council on the City's relationship with Spectra at the Casper Events Center (CEC). He stated that during the first year of using Spectra there was a higher subsidy rate for the CEC from the City. However, this current fiscal year has a 13% decrease in the subsidy rate, which could mean an 80% savings in the subsidy at the end of the year. He then discussed audit that came back for Spectra was not stellar. Mr. Murphy, Events Center Manager, discussed the poor audit results with Council. There was a lack of reporting that caused the poor results, and due to this the Finance Director was let go and a new director, Jessica Dickson, was hired. He reviewed some of the steps being taken to reconcile these mistakes including more trainings for staff. Ms. Dickson reviewed the mistakes that were made and what caused the issues that came up in the audit including sponsorships, duties, and coding. Mr. Murphy stated that Spectra is expecting to be \$100K to \$125K under budget for FY18. City Manager Napier stated that the poor audit will not count against the City's list of findings and the City will not incur additional cost for the audit or to do the field testing. He added that there will be a plan if there is repetitive occurrence of bad audits.

City Manager Napier reviewed the agenda grid with Council. He stated that a number of the upcoming topics are related to Council goals and the budget and staff would like to get Council's direction on many of these related issues. He asked for direction on the interview process to fill former Councilmember Huckabay's seat which is scheduled for March 21, 2018. Council decided that they would like to interview everyone who is eligible if there are not more than fifteen candidates, the interviews will have a five-minute time limit, the questions from the last interview process will be used, Councilmembers will go into Executive Session to discuss the candidates after the interviews, and Council will announce their decision on the floor after the Executive Session. There will not be follow up questions from Council during the interview process. The chosen candidate will be sworn in on March 27, 2018. Council stated that they would still be willing to discuss work session items after the interviews if there are not a high number of candidates being interviewed. Councilmember Walsh gave direction on questions he would like answered with regards to the full-time judge issue scheduled for March 27.

Councilmember Powell gave a legislative update. He stated that the Legislative Leadership team is now having monthly calls as opposed to weekly phone call updates. The direct distribution funding was approved and there are ongoing negotiations in relation to the State office building. He also stated that the extra territorial jurisdiction did not go the way the City wanted it to go.

Next, Council went around the table to discuss their respective board and committee meetings and share ideas and concerns related to public matters of interest. Council discussed Councilmember Laird's resolution regarding school safety. Council directed staff to put this issue on the work session agenda for March 21.

The meeting was adjourned at 7:14 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur D. Tremel
City Clerk

Ray Pacheco
Mayor