

COUNCIL WORK SESSION
Tuesday, May 26, 2020 at 4:30 p.m.
City Hall – Council Chambers

AGENDA

1. Meeting Follow-up: Whitney Road
2. Meeting Follow-up: Reserved Parking Spot
3. Meeting Follow-up: Liquor Code Amendments
4. Additional Meeting Follow-up Items
5. Class & Comp Final Report
6. Recycling Options Follow-up
7. Capital Budget Follow-up
8. Partner Agency Funding Follow-up
9. Budget Session Follow-up
10. Reopening of City Facilities
11. Council Around the Table

Mayor Freel called the work session to order at 4:30 p.m. with Councilmember Pacheco and Mayor Freel present and Councilmembers Lutz, Hopkins, Huber, Cathey, Bates, Johnson, and Powell videoconferencing into the meeting.

City Manager Napier began the meeting by discussing a public access issue off of Whitney Road in the Wolf Creek area. He showed an exhibit of the location south of 46th Street at the end of Whitney Road. Council discussed the issue and gave their thumbs up to mark and sign the public access route from the end West 46th St., just east of Shasta Dr., to Whitney Dr. and the access to the public lands to the south.

City Manager Napier then discussed the recent temporary permit process that allowed downtown businesses to apply for permits to reserve parking spots outside of their businesses for curbside service during the pandemic. He stated that staff is proposing a change to this temporary policy to only allow this permit for businesses that are not allowed to be open at this time. For those businesses that can open their doors, staff is proposing allowing them to serve customers outside on the sidewalk, allowing reasonable space for passersby. City Manager Napier also stated that parking enforcement will begin again now that the Police Department is staffed to do so. Council gave their thumbs up to move forward with staff's recommendations for the temporary parking permits.

Next, City Manager Napier discussed the proposed liquor ordinance. He explained that the ordinance will be going to third reading at the next regular Council meeting and staff would like direction before that meeting on any potential amendments. Council discussed several topics including liquor license operational hours, open container laws, and delivery of alcohol. City Attorney Henley discussed the City Clerk's office recommendations for a \$1000 fee for an annual special malt beverage permit and a \$25-\$50 fee for manufacturer off-premise permits. Council gave their thumbs up to move forward on open container hours Friday, Saturday, and one other

day of the week ending at 11 p.m., for the clerk's office special permit fee recommendations, and for the proposed ordinance's retail hours as-is.

Next, City Manager Napier introduced Tracey Belser, Support Services Director, to discuss the Comp & Class study final report. Ms. Belser began by giving some highlights of the report, including the fact that City is competitive overall with salaries and benefits. She then reviewed the recommendations from the report, including that the City move from a step-based system to an open range system for general employees (but not for the Police Department); increase vacation to 12 days per year for employees who have been employed by the City for 1-4 years; increase the employer contribution to the law enforcement pension; consolidate administrative titles; look at supervisory level non-exempt position classification; differentiate titles for the Assistants to the City Manager; add experience equivalency for education requirements; and review internal equivalencies. She then reviewed the phases of implementation, with Phase 1 taking affect for the FY21 budget, which would include increasing paid time off for employees who have been with the City for 1-4 years. The next Phase would take effect July 1, 2021 and would include implementation of both pay structures, with option 2 for the Police Department step system and increases to the law enforcement employer pension contribution by 1%. She stated that the first phase will have minimal costs associated with its implementation, while the second phase will have an increased cost. She also discussed compression of the pay scale, and stated that this could also be dealt with in the next couple of years. Council asked questions about the report and gave their thumbs up to move forward with the plan and with phase 1 this year.

Next, City Manager Napier discussed the recycling options survey. He explained that there was an extremely high response rate for the survey with 1746 respondents, the vast majority who are Casper residents and split equally between the three wards. He then introduced Jolene Martinez, Assistant to the City Manager, to discuss the results in further detail. Ms. Martinez explained the statistical breakout of the survey results and respondents, and showed that 67.34% of the respondents chose option 3 as the most preferable recycling option, which included keeping the recycling depots and opening the MRF facility to assure 0% contamination of the recycled products. This option would cost an additional \$1.70 per residential household. Cindy Langston, Solid Waste Manager, explained that the other communities who currently utilize the City's recycling services do not pay for these services, and if they decided to continue their recycling services and paid for that service, it would decrease the \$1.70 cost by \$0.18. She also stated that staff would recommend the City start taking paper board in place of glass as a recycled product, as this was indicated on many of the survey responses as a product that citizens would like to recycle. She also indicated that the recycling depots could be opened in two weeks or less if Council gave that direction. Council discussed their opinions on the different options and the survey, and discussed the cost and possibilities of curbside pickup for recycling. The majority of Councilmembers gave a thumbs up to move forward with option 3 to open recycling depots and open the MRF, as well as requiring surrounding communities to pay for their share of recycling services. They also directed staff to open the depots as soon as they can within the next two weeks.

City Manager Napier asked Council if they would like to weigh-in further on the Capital agenda, and Council said they had no further questions or concerns on this matter.

Next, City Manager Napier discussed the funding of partner agencies, specifically those that are not social service agencies but still receive funding through the City with one percent or special programming general funds. He discussed the arrangements that have been discussed with Advance Casper and the City-County Health Department. Council asked how the other social service agencies have responded to the City's funding cuts, and City Manager Napier said the feedback has been positive and in the spirit of working together. City Attorney Henley discussed the contract with UW Extension and stated that the current contract concludes at the end of June and the partnership going forward is unknown at this time, depending on contract negotiations.

Next, City Manager Napier followed up on the budget session from last week and asked if there were any lingering questions. Councilmember Bates asked about closing the pools and many of the other Councilmembers discussed that it may not be economically feasible to open the pools at a limited capacity even if the governor's orders changed and did allow pools to be open. Council also asked questions regarding the City's health insurance premium increase. City Manager Napier also discussed that staff is looking at more draconian measures for cutting costs if the shortfall is worse than projected, and if that does happen City Council will help staff decide which measures are most appropriate. He also discussed beginning the wage freeze on June 1, 2020 as opposed to July 1, 2020, which would save the City an additional \$121K. Council discussed waiting until next week's pre-meeting to make a decision on this, but ultimately the majority of Councilmembers gave their thumbs up to begin the wage freeze starting June 1st. Council also asked if employees will be able to choose their furlough days, and City Manager Napier stated that he would be open to allowing employees to pick days that are most advantageous to them as long as it does not interfere with each department's work.

Next City Manager Napier discussed the reopening of City facilities. He began by discussing the established criteria for reopening facilities in three phases. Phase 1 includes opening special service facilities that must be open in order to provide their services, including special waste, solid waste, municipal court, cemetery, and Fort Caspar Museum. When reopening, these facilities would emphasize social distancing protocols and face coverings and good hygiene for all employees. There would be additional specific mitigation strategies for each facility to undertake before reopening. Phase 2 includes reopening general service facilities that do not have to be open in order to provide services. The same protocols would be in place as phase 1, but the amount of people allowed in a group setting would increase. Phase 3 would include the opening of public safety facilities including the water treatment plant, utilities, PSCC, Fire Department, and Police Department. City Manager Napier explained that these criteria are based on Centers for Disease Control guidelines, as well as OSHA and Natrona County Health Department guidelines and best practices. Moving from one phase to the next will depend on the State's direction and risk level. Phase 1 could be implemented now, and the other phases would depend on that risk level. Council gave their thumbs up to move forward with the established criteria.

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. Councilmember Powell stated that the Wyoming Association of Municipalities convention has been rescheduled for next summer.

He also stated that there have been some conversations in the legislature about possible aid money for cities and towns.

The meeting was adjourned at 8:15 p.m.

ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Steven K. Freel
Mayor