

## **COUNCIL WORK SESSION**

Tuesday, December 12, 2017 at 4:30 p.m.

Casper City Hall  
Council Chambers

### **AGENDA**

1. Conference Center Consortium Financial Data (Brook Kaufman)
2. CAEDA (Mark Pepper)
3. NAPA Integrated Business Solutions for Fleet Inventory (Tracey Belser, Zulima Lopez)
4. Legislative Agenda and Funding (Jolene Martinez)
5. Straw Poll for Selection of Council Leadership for 2018 (Will Chambers)
6. Council Around the Table
7. Executive Session – Personnel

Mayor Humphrey called the meeting to order at 4:45 p.m. with the following Councilmembers present: Pacheco, Johnson, Laird, Huckabay, Powell, Walsh, Hopkins, and Mayor Humphrey. Councilmember Morgan was absent.

Vice Mayor Pacheco introduced Brandon Daigle of the Downtown Development Authority and Brook Kaufman, CEO of Casper Visitors Bureau, to review the financial analysis for a possible conference center. Mr. Daigle gave an overview of the conference center project, stating that it would include a hotel and parking in addition to the conference center. He stated that site one has been deemed as the preferred site out of the three sites that were evaluated, although all three were similar in many ways. He stated that site two would be used for the financial analysis tonight. He stated that the total cost of the project would be \$70M, and \$43M would need to be sourced from public/gap financing. He reviewed potential sources for this financing including tax credits, tax increment financing, etc. He then went over some case studies where similar conference centers were used to invest in downtowns. He stated that the next steps for this project would include a market demand study, looking into public financing, and gauging private sector interest. The study would take 40 to 60 days to complete and would answer some questions about the types of events that would be held at the center as well as room occupancies and rates. He stated that before any formal considerations can be made, the study needs to be conducted to give a better idea of the gap.

Councilmember Laird asked when the project would potentially be complete, and Mr. Daigle responded the opening would be in 2021. Mr. Daigle stated that six months would be a reasonable amount of time to answer some of the lingering questions before deciding to either move forward or move on from the project. Councilmember Walsh asked what would happen with the Ash Street proposals if site one was to be considered and Interim City Attorney Chambers stated that Council will be deciding at the next formal meeting whether to accept or reject those bids. Mr. Daigle stated that tonight's presentation was informational only, and nothing is being formally asked of Council at this time.

Next, City Manager Napier introduced Mark Pepper of the EDJPB (Economic Development Joint Powers Board) and Charles Walsh, CEO of CAEDA (Casper Area Economic Development Alliance), to discuss some questions regarding how tax dollars are being spent by CAEDA. Mr. Pepper began by explaining that the EDJPB is transparent and their financial information is public and in comprehensive financial reports. Mr. Walsh then reviewed CAEDA's line item budget and reviewed each line item that is paid for by public funding. He reviewed the line item for staff salaries and disclosed his individual salary, but stated that he did not wish to disclose the individual salaries of the other employees. He then went over highlights of CAEDA's 2017 achievements. Councilmembers Laird and Huckabay stated that they would like to see the individual salaries of employees in the spirit of transparency. City Manager Napier asked if public funding is used for economic development. Mr. Walsh responded that money received from the City is not intermingled at all with money used for economic development.

Next, City Manager Napier introduced Zulima Lopez, Assistant Support Services Director, to discuss NAPA Integrated Business Solutions (NAPA IBS) for fleet inventory maintenance. Ms. Lopez began by explaining what the Fleet Division currently manages and some of the limitations the current system has including identifying obsolescence, managing warranties, and limited trending and reporting. In order to make management of Fleet maintenance more efficient, staff would like to consider using NAPA IBS to manage inventory. There would be an on-site store and inventory would be reorganized based on frequency of purchases and specialization of the parts. Warranty parts would also be tracked and training would be offered for mechanics. The estimated net savings to the City would be \$256K, which would include the reduction of one staff position. Staff contacted references for cities of similar size that have utilized NAPA IBS, and comments were positive. Ms. Lopez explained that the City could negotiate a contract through the National Joint Powers Alliance, of which it is already a member. Council gave their thumbs up to move forward with contract negotiations with NAPA IBS.

Next, City Manager Napier reviewed the legislative agenda for the upcoming Wyoming legislative session. The agenda included strengthening extraterritorial jurisdiction, allowing cities to implement a storm water utility without a vote, encouraging the building of the state office building, supporting the direct distribution formula, and supporting ideas that would bring stability to local budgets. These ideas for creating a stable budget include the state increasing the cap instituted for cities and town, allowing voters in municipalities to increase taxes, and decreasing exemptions. Councilmembers Laird and Walsh expressed concern about implementing a food tax, and City Manager Napier stated that in regards to the legislative agenda, it does not necessarily support a renewed tax of groceries and food. Council gave their thumbs up in support of the legislative agenda that staff prepared.

Next, City Clerk Fleur Tremel handed out ballots for the straw poll for Mayor and Vice Mayor for 2018. The sealed envelopes containing the ballots were then collected by Ms. Tremel. Ballots were already filled out and collected for those Councilmembers absent at the work session. Interim City Attorney Chambers and Ms. Tremel then went into the Council Meeting Room to open the ballots and count the votes. Interim City Attorney Chambers announced the results of Council's straw poll, which indicated a majority of votes for Councilmember Pacheco as Mayor

and Councilmember Powell as Vice Mayor. City Manager Napier stated that the positions of Mayor and Vice Mayor would be formally voted on at the first regular Council meeting in January.

City Manager Napier introduced Council to the new City of Casper Police Chief, Keith McPheeters.

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.

At 7:17 p.m., it was moved by Councilmember Hopkins, seconded by Councilmember Huckabay, to adjourn into executive session to discuss personnel. Motion passed.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur D. Tremel  
City Clerk

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Kenyne Humphrey  
Mayor