

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, August 6, 2019, 5:30 p.m.**



| | Presentation | Allotted | Beginning Time |
|----|---|-----------------|-----------------------|
| 1. | LifeSteps Property Management – Part 1 | 10 min | 5:30 |
| 2. | Sole Source Purchase of 2 Mowers | 5 min | 5:40 |
| 3. | Natrona County School District MOU – School Resource Officers | 10 min | 5:45 |
| 4. | Agenda Review | 5 min | 5:55 |
| | Approximate Ending Time | | 6:00 |

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August 1, 2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Liz Becher, Community Development Director *LB*
SUBJECT: Life Steps Property Management Update

Meeting Type & Date: Council Pre-Meeting, August 6, 2019.

Action Type: Information Purposes Only.

Summary:

The Casper Housing Authority (CHA) has managed the Life Steps Campus for the City of Casper since December 2014. For this Pre-Meeting, the CHA will be sharing the highlights of their accomplishments on the Campus, the current program occupants, the multi-discipline property management team they employ, the use of One Cent funds on building and maintenance projects, such as roofing, flooring, doors, windows, and lighting, and the use of HUD funds for boiler, fire suppression, housing unit upgrades, and handicapped access additions. The CHA works in continual partnership with the Community Development office.

The CHA does not receive any compensation from the City for the Campus management; they receive One Cent funds for investment into the Campus facilities. The Contract for Property Management of Life Steps Campus is up for renewal this year. The CHA is interested in continuing their work on the Campus and do plan to apply.

Financial Considerations: None.

Oversight/Project Responsibility: Liz Becher, Community Development

Attachments: None.

July 11, 2019

MEMO TO: J. Carter Napier, City Manager JCN
FROM: Tim Cortez, Parks and Recreation Director TC
Randy Norvelle, Parks Manager
Jim Gerhart, Parks Supervisor II
SUBJECT: Purchase of equipment with Weed & Pest Reserve funds

Recommendation:

Staff recommends purchasing additional rough mowing equipment to increase the effectiveness of the Weed & Pest mechanical weed control program.

Summary:

City of Casper Weed & Pest is responsible for the manicure of 90 rough mowing areas throughout Casper's city limits. These areas total 495 acres of unirrigated rough terrain in which the vegetation must be maintained to city code 8.44.015 standards at below 8" height.

Weed & Pest currently attempts to cover this expanse with three (3) pieces of mowing equipment. A tractor and rotary cutter with a 10' cut is used for large areas and rights of way; this piece of equipment is currently rented from Stotz Equipment. A DewEze slope mower with a 72" deck is used for medium size and smaller areas as well as trimming around obstacles and slopes the rotary cutter cannot navigate; this unit is owned by the city and was purchased in 2012 making it 7 years old. A slope pro remote mower with a 52" deck is used mainly on I-25 and any extreme slopes; this piece of equipment is also owned by the city and was purchased in 2016.

With only three (3) pieces of mowing equipment it becomes vital that they are in operable condition every day. One break down will decrease the rough mowing fleet by 33%. With this in mind it becomes reasonable to assume that additional mowing units will help mitigate the down time involved for repairs by allowing staff to possess backup units in the event this occurs.

The extreme environments these mowers are asked to maintain take a toll on them. These areas are rough with native vegetation that at times can be 3-4 feet high disguising obstacles that may be unseen to the operators. Each day spent in these areas degrade bushings and bearings on the equipment and need to be maintained to the highest level by the capable staff of the Fleet Maintenance Division to ensure continual operation.

Staff has had the opportunity to demo a Ventrac unit from Stotz Equipment when the DewEze mower was in the service center getting repaired. Staff was impressed with the capabilities of the mower and have discovered that two (2) units are available to be purchased at an extremely discounted price due to a store closure in Arizona. This is a good opportunity to acquire the much needed mowing units for a lower cost.

Financial Considerations:

The Weed & Pest reserve account currently has \$399,623. Funds for the equipment would come from this fund as it is earmarked for weed & pest activities. The equipment cost is \$50,000 for two (2) mowers. With the addition of mowers to the fleet, staff also requests purchasing a trailer to be able to haul these mowers for an additional \$5,000. Impact to the Weed & Pest reserve account would total \$55,000.

Oversight/Project Responsibility:

Randy Norvelle, Parks Manager
Jim Gerhart, Parks Supervisor II