

City of Rock Springs)
County of Sweetwater)
State of Wyoming)

City Council met for a Council Retreat on February 15, 2019 at the Broadway Theater. Mayor Timothy A. Kaumo called the meeting to order at 2:05 p.m. Members present included Councilors Jeannie Demas, Keaton West, Tim Savage, David Halter, Billy Shalata, Glennise Wendorf, and Rob Zotti. Councilor David Tate was absent from the meeting. Department heads present included Richard Beckwith, Paul Kauchich, Dave Lansang, Jim Wamsley, Dwane Pacheco, Scott Nelson, and Matt McBurnett. Staff present included Alex Visser and Kristyn Muniz.

Mayor Kaumo addressed the group and clarified that this Retreat was called to allow departments to discuss budget, along with non-budget issues. Council President Savage addressed the group to clarify the process for this retreat. Councilor Zotti added that he requested this in order to have a dialogue regarding each department's request

DEPARTMENT PRESENTATIONS

FINANCE & ADMINISTRATION

Councilor Savage asked about clarification regarding outside agency requests and what the funding available will look like for those. Matthew McBurnett, Director of Administrative Services, stated that he needs to know what projections look like for outside agency requests in order to provide amounts that would be available for each entity's request. Councilor Savage asked what to tell the members of the joint powers boards regarding budget requests for the upcoming year, and Rick Beckwith, City Attorney, clarified that the agreements, we are required to grant what is requested, which was what was decided after a recent lawsuit. Through negotiation, it is possible to come to an agreement to reduce the amount requested. Mr. Beckwith stated that the cost is the cost and we have to pay our portion, according to the agreement. Councilor Zotti inquired as to recourse of the cost, do we have a way to verify the actual cost. Mr. Beckwith stated that we can only do this through the board members appointed to the joint powers boards. Mr. McBurnett clarified that outside agencies are given a month to submit budgets or requests, which should leave plenty of time to open up dialogue regarding the amounts with each agency. Mayor Kaumo added that there are wants, needs, and requirements for each agency, which helps to identify priorities. Councilor Wendorf added that there is a meeting next week and that she can find out what the numbers look like for the Airport – Mayor Kaumo stated that he hopes that the Airport will approach the County Commissioners to provide a second request regarding the terminal remodel and to get reimbursement for the City's second approval of funding for this. Mr. McBurnett clarified that the City has not yet expended funds for this project. He added that we may see the Fuel Farm for the Airport added to their request this year. Councilor Halter stated that there are no rate increases, so there should not be much added to their request this year.

Mr. McBurnett stated that the overall goal is to balance the budget each year, as well as meet the cash carryover requirement. Regarding revenue, December activity was \$1.98 million, which is the best for this fiscal year. The City is close to last year's amounts for sales tax. The City is 4% above last year, to-date. Sales tax makes up about 50% of the City's revenue. Other sources are stable from last year, to-date. The Historic Horse Racing and Lottery performed well, about \$460,000 ahead of last year. CD's are providing good rates, currently, being about \$100,000 ahead of last year. Water use fees are up by \$240,000, alternately, with flows being down. It is expected to see some excess funding from 6th penny money. Mayor Kaumo added that House Bill 95 was passed, which allows us to use excess funds from 6th penny money for other reasons than listed on the ballot. Expenditures are up from last year in the amount of \$200,000.

Councilor Zotti asked about the revenue regarding the Historic Horse Racing and Lottery and what the split is between Historic Horse Racing and the Lottery, because the Sweetwater Events Complex may ask for more funding because they are bringing horse racing into the area. Mr. McBurnett stated that he would provide those numbers for Councilor Zotti.

Mr. McBurnett stated that for his divisions, he has prepared a year-in-review for each, with the exception to the URA and Museum, since they are new divisions to the Finance & Administration department.

Finance – with changes made to this division, with new human resources and Mayor’s Administrative Assistant duties and absorbing those duties, we are looking to utilize Elwood or Manpower for long-term seasonal employees. By going through a temporary agency, we can utilize the employees for more time, without having to work about ACA compliance. One need in Finance Department is training for all staff in Human Resources. Health insurance – working on stop loss renewal and looking at a 4% increase in premiums for both City and Employee shares. Stop loss increased by 15%. Willis Towers Watson has been a huge help in the health insurance process.

Information Technology – considering moving away from Microsoft Exchange to Google Suite, which is cloud-oriented with storage, and reduces reliance on servers. IT is also working on replacement PC’s, moving all of them from Windows 7 to Windows 10. Councilor Zotti asked whether Microsoft was going to stop supporting PC’s with Windows 7, which is correct and will happen in 2020. Replacement equipment for the Council Chambers is also another project that is underway currently.

Water/Sewer Administration – working on customer portals, to allow for customers to see usage and set-up recurring payments.

Housing – working to stay up to code with HUD requirements, and replace playground equipment.

Museum – in desperate need of new rain gutters, and hoping to get a grant for the assessment of the Museum building, in the amount of about \$500,000.

URA – would like to make a decision on the part-time marketing position, whether it will be hired on as a regular part-time position and how it will be funded.

Councilor Wendorf added that regarding the Council Chambers equipment, her microphone worked well at the last Council Meeting. Mayor Kaumo added that it works better internally than on video and that it is a work in progress. Mr. McBurnett stated that his IT Supervisor got a quote for AV services out of Salt Lake City and the hard thing about testing, is that it is hard to test on an empty room and that testing and troubleshooting can only be done successfully during a meeting. Councilor Wendorf asked about the Housing division’s playground equipment, whether it is currently ADA compliant, and whether it would qualify for a Larson Family Grant. Dave Lansang, Parks and Recreation Director, added that it needs upgraded at some point. Councilor Halter asked whether we have considered replacing the whole microphone system in the Council Chambers, and Mr. McBurnett replied that it would need to go out to bid again. Councilor Halter stated that he would like to see it fully replaced. He also asked whether there was movement on the mesh replacement, which costs \$20 – 40,000 per year to maintain, along with time spent on it. Halter indicated that using Verizon hotspots would be a better option, and that he would like to see a ticket system installed for the IT support requests that come in, to help keep track of high vs. low priorities. Mayor Kaumo added that there could be a lack of communication with the IT department, which includes prioritizing and that a ticket system would be helpful.

DEPARTMENT OF ENGINEERING/OPERATIONS & PUBLIC SERVICES

Paul Kauchich, Director of Engineering/Operations & Public Services, addressed the group regarding the following divisions:

Streets – Interchange Road Project with WYDOT is a connector road between Interstate 80 and Blair Road will require a City match, and that WYDOT is looking for grant funding. Mr. Kauchich stated that Councilor Shalata has asked about Alder regarding the erosion and drainage issues, and there is a storm sewer project and water line slated to take place, which is estimated at \$560,000.00. It was also stated that Councilor West had voiced concerns from a citizen regarding street light replacement, which will cost about \$65-100,000.00 to convert to LED lighting, on an annual basis and has been removed from the budget for quite some time – revamping the program is requested. The sign replacement program is requested to be continued and costs \$20,000 for blank signs and vinyl. Equipment requested for the Streets Division is ice-breaking equipment in the cost of \$40-85,000 per piece. A new plow, one of the plows is beyond repair, with a broken frame, which a new one will cost \$200,000. The City's Brine Plant is obsolete, the control system is non-functioning and the cost to fix it will be \$36,000.

Engineering – A 2020 aerial photography update and an update to the FEMA floodplain map need to be done, which will cost approximately \$85-100,000.

Cemetery – No new requests.

City Building – Need to paint City Hall and the Police Department, having a hard time getting quotes.

Building Department – No new requests.

City Garage – Need new heaters and a new mobile vehicle lift to be able to better utilize shop space, which will cost \$87,000.

Water – Valve Maintenance Program – involves operating the valves regularly, which has never been done. This program will provide preventative maintenance and will cost between \$270-540,000. Councilor Halter inquired as to whether that would be an annual cost. Mr. Kauchich clarified that this would be the initial cost and that it will go down over time. Mr. Kauchich stated that he would like to meet with the Water Committee regarding the possibility of taking over the service lines, which would require additional manpower and equipment. The rates would increase by approximately \$6.29 per month per customer, which would have a \$634,000 annual cost. The City would take ownership of the service line from the main to the property line, or the curb-stop, whichever comes first. Mayor Kaumo asked how the current insurance program would be affected, and Mr. Kauchich estimates that this will significantly reduce water service line premiums.

Water Reclamation Facility – Would like to address odors, and requires a large project to address, which involves a facility that would allow staff to handle the sludge and dry it all year round. Mr. Kauchich suggested a special purpose project to fund a building for drying sludge, thereby preventing odors. It is estimated to cost over \$2 million. Councilor Shalata asked about using the 6th penny overage funding to build a capture building for odors. Mayor Kaumo indicated that this could be considered, but must be prioritized with two other proposals – the Bitter Creek and First Security Bank. Mr. Kauchich also indicated that the current Water Reclamation Facility needs roofing repairs in the amount of \$150,000, as well as lighting upgrades, in the amount of \$200,000. The facility also needs new shop and lab buildings with a proper conference room, lockers, and showers.

Planning & Zoning – An Ordinance Review needs to be conducted to resolve conflicting ordinances on the Zoning and Subdivision articles, as well as updating streamlining processes to condense times for Planning & Zoning.

Councilor Wendorf asked about the \$20,000 for blanks regarding what that included. Mr. Kauchich indicated that this would include 600 street signs as well as vinyl. Councilor Wendorf also asked if the plow that is in disrepair could be sold, and Mr. Kauchich replied that no, we could sell for scraps, is all. Councilor Shalata inquired about street sweepers, and Mr. Kauchich stated that the City just purchased a new one and that there is no extra personnel to run the sweepers. Councilor Shalata also asked about the Valve Maintenance Program and the cost, to which Mr. Kauchich specified that it will replace all manual valves. Councilor Savage asked about the creek by Overland, and Mr. Kauchich replied that he looked, and not much could be done. It could have some signage, but not a fence and would not be a significant cost.

PARKS & RECREATION

Dave Lansang, Director of Parks & Recreation, addressed the group and stated that the main goal of the Parks & Recreation Department is to restore man-hours lost due to department cuts over the past 3 years, which has taken 33,703 man-hours, equal to 16.2 full time equivalents. Would like to request to fill one full-time position that was vacated 2 years ago in the Parks Department. Services haven't changed; however, from an operational standpoint, not having the same number of staff to operate is concerning. The second priority for Parks & Recreation is start an equipment replacement program again, which hasn't been taking place for the past 3 or 4 budget years to include cardio machines, mowers, and vehicles. The following requests were addressed for each division:

Parks – Refill one maintenance worker position, replace 2 pieces of equipment totaling \$40,000, and update 2 playgrounds, Bunning Park and Palisades Park, which will cost \$50-60,000 each.

Golf – Equipment in the amount of \$60,000 and 3-4 building items, including HVAC in the Clubhouse, totaling, \$40,000 and small equipment in the amount of \$15,000, as well as Clubhouse repairs in the amount of \$32,000.

Family Recreation Center – the eventual change-out of the cooling system for the Ice Arena, which will cost \$333,000. A portion of the repair will need to be done and will cost \$30,000. As with other divisions, one of the main goals for this division is to restore lifeguards that were lost over recent years to keep portions of the pool open, as well as to allow events to take place. Equipment needs to be replaced, some of it is not in good shape for patron use. Carpet replacement is needed for both the Civic Center and the Recreation Center. Councilor Zotti stated that we have had to cut outside agency requests in order to recapture the funds that have been cut in the past, and that he would rather focus on City departments to get them back on track. He asked whether the influx of gyms opening in the area has affected the Recreation Center's membership, and Mr. Lansang stated that membership was at 1,120 in December and in January, membership increased to 1,220. The Family Recreation Center and Civic Center offer a more diverse environment compared to other fitness facilities. Mayor Kaumo added that we must start regular replacement programs for equipment and concentrate on prioritizing regular schedules for maintenance. Councilor Wendorf stated that the Parks & Recreation Advisory Board has decided not to raise rates. Councilor Shalata asked about information regarding current subsidies, and Mr. Lansang clarified that the Golf subsidy is at 53%, Civic Center subsidy is at 14% and the Recreation Center subsidy is at 25%. Mr. McBurnett stated that Park Maintenance Worker would have an annual cost of \$84,000, which includes wages, insurance, and retirement. Councilor West informed the group that a newly created Beautification Committee is on its way, and Mayor Kaumo added that we gave more than 20 acres away to the Sweetwater Events Complex for RV parking with no benefit to the City, and with no Memorandum of Understanding.

POLICE DEPARTMENT

Dwane Pacheco, Police Chief, stated that the first priority for his department is setting up a manageable vehicle replacement plan. To replace 5-6 police vehicles per year would have an annual cost of \$415,000. The department hopes to utilize hotspots with a 5G solution, which would help address the wireless mesh issue previously mentioned by Councilor Halter. Second priority is staffing and the Police Department would like to request to fill a Career Service Specialist position, which the job description is modeled after other agencies. The Career Service Specialist will market the agency, keep in constant contact with police candidates, and attend job fairs and expos to recruit for the agency. Much staff has been lost due to retirements and involuntary separations. Another request to fill a Public Safety IT Specialist, which would be a person from IT staff 100% dedicated to public safety needs. Third priority is portable radios, which will be WyoLink and would have a cost of \$20-25,000. Fourth priority is a 20th century building to get a needs assessment for \$20-25,000. Councilor Zotti asked about a building that would be central to Fire and Police and how it would look for the different fire stations. Jim Wamsley, Fire Chief, stated that we would need to do a needs assessment to see where we are, and where we can reposition. Mayor Kaumo asked if a feasibility study was done for Fire, and Zotti clarified that a needs assessment would be more comprehensive to combine police and fire. Councilor Zotti asked about the estimated cost for the study, and it was stated to be around \$20-30,000. Discussion took place regarding Councilors supporting the study.

FIRE DEPARTMENT

Jim Wamsley, Fire Chief, stated that Headquarters was finished in 1982, and that it is in need of an update to accommodate mixed genders working at the Fire Department. Currently, there is a single locker room, which must be passed through to get to the bay. Mr. Wamsley handed out plans, which included Option A in the amount of \$171,208 and Option B in the amount of \$232,362.60. Another request is to purchase a pumper truck, which could be used as a fourth response truck in place of the aerial, to improve ISO ratings. The cost of a new pumper truck is estimated to be \$630,000 total, which would cost the City a match \$315,000 of that total. Self-Contained Breathing Apparatuses will cost \$10,500 for the equipment and with training to use them, total is \$16,800. Ten person minimum staffing needs to be addressed, as the call volume has increased from 269 calls in 1990 to 2,042 calls in 2018. The Staffing for Adequate Fire and Emergency Response (SAFER) grant was discussed, which would pay 75% of wages for the first 2 years, and 25% for the third year. After the third year, wages would be the responsibility of the City. Discussion took place regarding the ISO rating and the ten person minimum staffing.

CITY ATTORNEY

Rick Beckwith, City Attorney, stated that he would like to maintain the same level of access to research materials that he has currently, and that he would like to request to re-fund his part time Assistant City Attorney position, since he is handling more Human Resources matters. A need for a full time Assistant City Attorney was also expressed for succession planning purposes. The estimated cost for the part time position is \$80,108.14 and full time is estimated at \$142,791.38.

Staff was dismissed from the Retreat at this time.

CITY COUNCIL DISCUSSION

Councilor Savage discussed that working together is important. Discussion regarding best practices of the Governing Body took place. Discussion took place regarding communication and sharing of resources

among departments, which needs to improve. Mayor Kaumo discussed the process of utilizing the chain of command to address issues, concerns or complaints. Personnel Policies were discussed.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:56 p.m.

By: _____
Council President

ATTEST:

City Clerk

Mayor