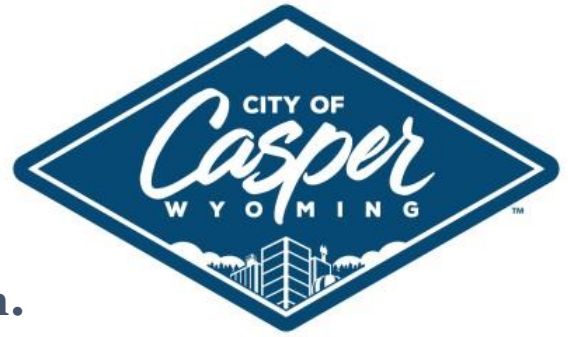


PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, October 15, 2019, 5:30 p.m.**






	Presentation	Allotted	Beginning Time
	Distribution of October 1 and October 8 Executive Session Minutes *Council – please initial by your name on the minutes to indicate your approval*		
1.	Casper Script Art Trademarking	10 min	5:30
2.	Former Plains Furniture Property Sale	10 min	5:40
3.	Christmas Parade Permit	5 min	5:50
4.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

We are **CASPER**

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

October 10, 2019

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, Assistant to the City Manager/City Clerk 
Carla Mills-Laatsch, Licensing Specialist 

SUBJECT: Request to waive parade fees for the Downtown Christmas Parade

Meeting Type & Date

Regular Council Pre-Meeting

October 15, 2019

Action type

Direction Requested

Recommendation

That Council consider the request to fund the associated fees and insurance requirements for the Downtown Christmas Parade.

Summary

In 2018, the Downtown Casper Business Association applied for Community Promotions funding in order to receive support for the City services required to hold a parade. However, in 2018, Council decided to refine what events would qualify as a Community Promotion. With Council's new directives on community promotions money, the parade was not funded. However, Council approved funding from another source of money for the parade. The in-kind requests were covered 100% instead of the 50% funded in the community promotions program. Departments impacted by this decision billed the city manager's office for true out of pocket expenses only. An example of an out of pocket expense is overtime.

This year the group did not apply for Community Promotions due to changes within the organization and a misunderstanding about what events would qualify. The DCBA is now requesting that we look at covering the City related costs and waiving the insurance requirement as Council did in 2018.

Financial Considerations

The parade will require sixteen police officers at \$60 per hour per officer for four hours as well as ten sanitation employees at \$45 per hour per person for four and a half hours and Traffic's assistance, which equates to \$7,485.00.

Oversight/Project Responsibility

City Manager's Office for funding.

Attachments

None