

PRE-MEETING AGENDA

Casper City Council
Video Conference Call
Tuesday, April 7, 2020, 5:30 p.m.




Please silence cell phones during the City Council meeting.


	Presentation	Allotted	Beginning Time
	Distribution of March 17, 2020 Executive Session Minutes *Council – please initial by your name on the minutes to indicate your approval*		
1.	WAM Voting Delegate		
2.	Community Relations Spec Update	10 min	5:30
3.	Audit Review	5 min	5:40
4.	Goodstein Parking Area Lease	10 min	5:45
5.	Agenda Review ● Draft of Text Amendment – Chapter 8.40 Litter Control (schedule)	5 min	5:55
	Approximate Ending Time		6:00

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Communication Accountability Stewardship Professionalism Efficiency Responsiveness

March 23, 2020

MEMO TO: J. Carter Napier, City Manager 

FROM: Andrew Beamer, P.E., Public Services Director 
Ethan Yonker, P.E., Associate Engineer

SUBJECT: Proposed Special Provision for Resident Communication.

Meeting Type & Date:

Council Pre-Meeting

April 7, 2020

Action Type:

Information Only

Summary:

The City Engineering Division has been working with local contractors and a local engineering consultant to develop a Resident Communication Specification to include in City Projects. The specification will be used to outline what is expected from a contractor working on a city project. The specification will improve communication with residents as well as create consistency among contractors working on city projects. Failure to comply with the specification could result in removal of individuals from the job site until compliant.

Some of the items that will be required of the Contractor by the specification are as follows:

- Provide a resident communication plan for approval.
- Identify 'Key Personnel' for communication with the public.
- Provide identifying clothing or badge for all employees with Company name and logo.
- Have an approach to conflict resolution included in the communication plan.
- Host a project Kick-off meeting to the public for residents that will be affected.
- Provide project signs that include project name, contractor company, and contact information.

City Staff would like to use this specification on all City of Casper projects that it is reasonable to do so starting this season. Creating consistency between the contractors that work for the City of Casper will help with public relations, customer service, and reduce conflict.

Oversight/Project Responsibility

Ethan Yonker, P.E., Associate Engineer

Attachments

Special Provision for Resident Communication Plan

SPECIAL PROVISION
FOR
RESIDENT COMMUNICATION PLAN

01 Description

The contractor is required to create a resident communication plan to properly interact with all residents impacted by the construction site. The resident owner communication plan must be applicable to general contractors and all sub-contractors performing work on the project. The plan must be provided to the Owner for review prior to the Pre-Construction meeting. Failure to adhere to the communication plan by the contractor or subcontractor employees will result in the employee's removal from the jobsite until the employee is in compliance.

02 Resident Communication Plan

A. Identifying Clothing

1. The communication plan must designate identifying clothing to be worn by all workers throughout the project.
2. Identifying clothing can include, at a minimum, safety vests and hard hats with the contractor's logo.

B. Identification of Key Personnel

1. The communication plan must identify key personnel designated to communicate directly with property owners using a communication flow chart or list of contacts.
2. Contact list must be made available to all contractor personnel and residents. The project engineers are to be included on list of contacts.
3. All contractor employees must be able to identify the key personnel, where they are located and how to contact them.
4. Key personnel must be identified for all contractors and sub-contractors working on this project.
5. A member of the key personnel group must be onsite any time that there is work taking place.

C. Conflict Resolution

1. Communication plan must include contractors' approach to address and resolve each concerned resident's comments or issues.
2. Conflicts must be addressed on-site daily by the contractor's representative during working hours.
3. Contractor is required to notify property owners of upcoming disruptions to their property including ingress and egress to property and disruptions in utility service.

D. Project Kick-off Meeting

1. Contractor is to host a project kick off meeting for all residents affected by the project after the preconstruction meeting and prior to beginning of work on the project.
2. Contractor will be required to provide residents with a work schedule, contact information, communication protocols and dates and times of progress meetings.
3. Contractor at the meeting must provide residents with examples of identifying clothing that will be worn by workers while on the project site.
4. Property owners shall be notified of the meeting using a digital message board placed at the beginning and end of the project.
 - i. The message board shall display meeting date, meeting location and contact information.
 - ii. The message board shall be displayed a minimum of 5 working days in advance of meeting date.
 - iii. Message board display text must be approved by the City prior to activation.

E. Project Signs

1. Contractor must provide project signs that indicate, at a minimum, the project name, Key Personal information (name and phone number) for; the

Contractor, Engineer, and City Representative. City of Casper to approve project sign mockup in writing prior to ordering materials.

2. Project signs are to be placed on major access points that are disrupted by the work. Project sign locations shall be identified in traffic control plans that are submitted for approval.

March 26, 2020

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tom Pitlick, Financial Services Director *TP*
SUBJECT: City of Casper Fiscal Year Ended June 30, 2019 Audit.

Meeting Type & Date
Council Pre-Meeting
April 7, 2020

Action Type
Information Only

Summary

In accordance with Wyoming Statute 16-4-121, municipalities shall cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the municipality each fiscal year. The City of Casper engaged the firm of Porter, Muirhead, Cornia & Howard (PMCH), Certified Public Accountants, to conduct the fiscal year ended June 30, 2019, annual audit in accordance with this statutory requirement.

The official Independent Auditor's Report was issued by the auditing firm on March 25 2020. The report included an "Unqualified Opinion" meaning the auditors had no reservation in declaring that the City presented fairly its financial position, results of operation, and changes in cash flows and that our financial statements are in conformity with generally accepted accounting principles. The audit report, in draft form, was reviewed with the City of Casper Finance Committee on March 24, 2020. Cindy Larralde, CPA, with PMCH, presented at this meeting to discuss the audit in detail. The report did include three areas that, in the opinion of the auditor's, were considered a "Material Weakness". These are identified in the audit report beginning on page 138. Steps are currently underway to address these findings.

Financial Considerations
None

Oversight/Project Responsibility
Tom Pitlick, Financial Services Director

Attachments:
Audit Report for Fiscal Year Ended June 30, 2019 (will be made available in advance of pre-meeting).