

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, March 21, 2023, 5:30 p.m.**




Please silence cell phones during the City Council meeting


	Presentation	Beginning Time	Allotted
1.	Teams Demonstration	5:30	5 min
2.	NAPA IBS	5:35	5 min
3.	Liquor Ordinance Changes	5:40	5 min
4.	Grid Addendum Item Status	5:45	10 min
5.	Agenda Review	5:55	5 min
	Approximate Ending Time		6:00 p.m.

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

March 9, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Tracey Belser, Support Services Director
Dan Coryell, Fleet Manager 

SUBJECT: Continuance with NAPA Integrated Business Solutions (IBS) Service

Recommendation:

That the City of Casper continue the partnership by way of amending the Contract with NAPA Integrated Business Solutions (IBS) for the Management of the Fleet Division's Parts Inventory and add in language to expand to other city services as needed.

Summary:

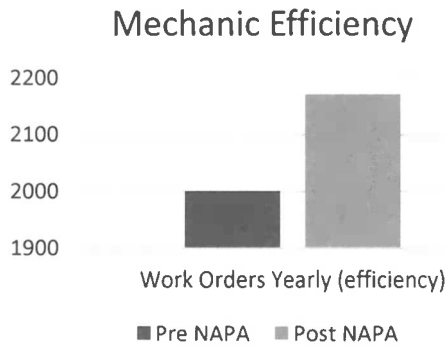
The concept of having NAPA IBS manage the Fleet Division's parts inventory was first presented to City Council during a work session on December 12, 2017. At that time, Council gave approval for staff to move forward with contract negotiation. A contract was entered into between the City of Casper and NAPA IBS with the term beginning on May 2, 2018 to continue through May 1, 2021. The agreement automatically renewed for two (2) successive, annual renewal terms under the same terms and conditions. The contract is now set to expire on May 1, 2023 unless an amendment lengthening the term is attained.

Key improvements that the City expected, and received, from this contract were improvements in mechanic efficiency and fleet readiness, reduction in freight charges, reduction in invoice processing time, and reduction in parts obsolescence. Also, there was a gradual reduction in City owned parts inventory since the inception of NAPA IBS bringing the amount of City owned inventory to zero (0). Additionally, NAPA IBS partnered with the City during the COVID19 pandemic to purchase, inventory, and distribute accordingly all PPE.

The additional tasks that NAPA IBS was willing to take on demonstrates the positive partnership and support that they are able to provide the City of Casper. After developing this partnership over the past five years, the city is exploring other areas within the City that might also benefit from having the centralized parts purchasing and warehouse much like Fleet has. Recent discussions have taken place with the Parks, Recreation, and Public Facilities Department to incorporate either buildings and structures, or parks irrigation, or both in the near future to assist in cost savings and produce higher efficiency within those divisions.

The following are charts related to the efficiency and inventory control since the contract began:

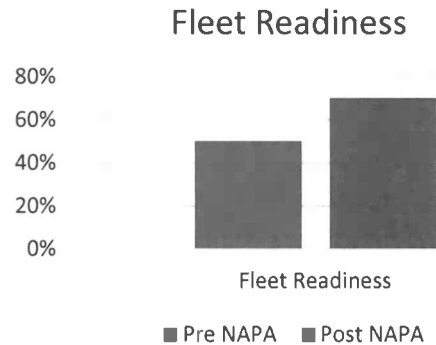
Efficiency:



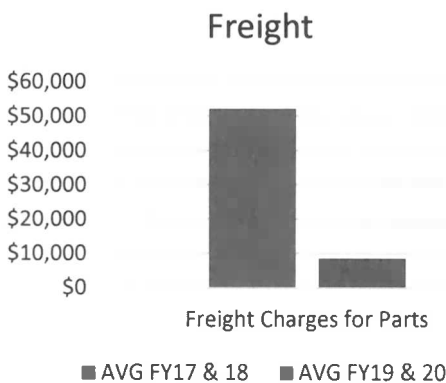
- Each time a piece of equipment or vehicle is serviced or has maintenance performed to it a work order is generated. Due to NAPA IBS doing all parts look up, ordering, and delivering, an average of 200 more work orders were completed each year.
- The efficiency since NAPA IBS is twofold as generated and completed work orders are greater and staffing levels were 1 position lower than pre-NAPA IBS.

Readiness:

- Fleet Readiness is calculated by availability of in-house parts. The City has been able to have the fleet more readily available within the last 5 years than pre NAPA IBS.
- In FY17/18 (Pre NAPA), the average number of service/repairs workorders completed in 0-5 days was 1,600. That number grew to average 1,750 following the NAPA IBS implementation.



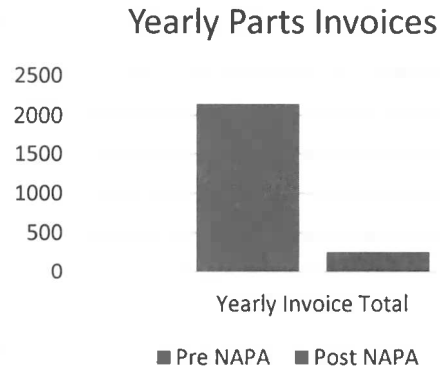
Freight:



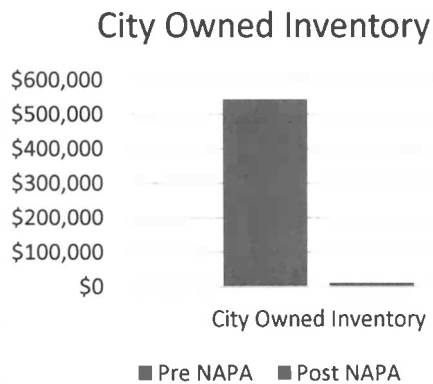
- Due to NAPA IBS’s ability to buy in bulk and have diverse agreements with vendors, freight charges have been reduced over 80% since the NAPA IBS contract.
- 80% equates to an average of \$45,000 savings annually. Prior to NAPA IBS, freight charges grew to over \$50,000 for the City. Now, freight charges average \$7,000.00 yearly.

Invoicing:

- City Staff processed nearly 2,000 parts invoices each year prior to NAPA IBS. Invoicing is more likely around 250 per year. This significant reduction is a more efficient use of City staff time.
- NAPA IBS increased their yearly parts invoice totals to an average of 6,500, which demonstrates how the structure that NAPA IBS brings results in efficiency for our organization as a whole by transferring that task to them.



Part Obsolescence:



- Part obsolescence for the City of Casper’s warehouse prior to NAPA IBS implementation ranged from 15% to 20%. This means that many of our parts on the shelves were for outdated equipment that the City no longer owned. NAPA IBS has been able to deplete our City owned Inventory to zero (0) by their ability to utilize trades, different vendors, and an efficient parts software system.

Below is a list of the top local vendors, and totals paid, for parts purchased through NAPA IBS throughout their contract with the City:

- Wyoming Machinery \$551,743.00
- Goodyear Tire \$ 475,965.00
- CMI Teco \$ 256,278.00
- Ameri-Tech Equipment \$ 210,329.00
- Homax \$ 180,824.00 (Does not include fuel purchases, only oils)
- Casper Tire \$ 170,235.00
- Greiner (Lithia) Ford \$ 167,526.00
- Stotz Equipment \$ 137,294.00
- Central Truck and Diesel \$ 115,970.00
- Honnen Equipment \$ 101,898.00

- Floyds Truck \$ 90,246.00

Substantial savings obtained through the discounts available with the NAPA IBS network include:

- Approximately \$100,000.00 in parts purchased annually
- A 30% savings in tire purchases annually

Fleet Services went to a fee for service model in January 2022. This was another step to accurately account for services provided to each City fund that utilizes Fleet Services. Keeping a partnership with NAPA IBS will demonstrate the commitment by Fleet Services to ensure the best pricing available for parts and services. There is no doubt that the City would have significant increases to all operational budgets that use Fleet Services with automotive parts having steep inflation on steel, shipping, and parts availability. The purchasing power of NAPA IBS far outweighs the discounts given to city governments.

Below are three (3) options that we'd like direction on to move forward after the conclusion of this contract:

1. Amend current contract dates to include an additional five (5) years with no additional changes.
2. Amend current contract dates an additional five (5) years and also add language to include other city services such as Buildings and Structures and Parks Irrigation to participate along with Fleet in cooperation with NAPA IBS.
3. Not continue the partnership with NAPA-IBS. The City would need to purchase parts to build and inventory, since the city no longer owns any parts, which is estimated to be about \$450,000 which would also increase the City's asset liability, an increase of \$150,000 in wages and benefits for two additional full-time staff positions to allocate to the warehouse, and the estimated \$100,000.00 annually to cover the loss of discounts available through NAPA IBS contracts and agreements for tire and parts purchases. This would be an initial investment of a minimum of \$650,000 that would need to be budgeted with the FY24 proposed budget. Future years would have anticipated growth in the budget purely based on the loss of the buying power that is demonstrated by the NAPA IBS program which helps cities and counties avoid steep inflation rates on steel, shipping, and part availability. This figure doesn't include the loss of efficiency of Fleet staff that would need to be factored in with purchasing parts versus doing repair and maintenance work on vehicles and equipment.

It is staff's recommendation to proceed with the second option of amending the current contacts dates and adding verbiage to include other areas of the city to join the NAPA-IBS contract.

March 13, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*

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

SUBJECT: Approving Amendments to the Liquor License Code Sections, 5.08.150,
and 5.08.390.

Meeting Type & Date

Pre-meeting
March 21, 2023

Action type

Minute action, establishing date of public hearing and first reading as April 4, 2023.

Recommendation

Information Only.

Summary

In July of 2017, the restrictions for the hours of operations for liquor licenses was eliminated from the State Statute, leaving each municipality to determine the hours of operations. Because of this change, City Council was able to set the hours of operation for liquor license holders. With the exception of limited retail liquor establishments, all other liquor establishments may commence liquor sales at six a.m. and must end sales at two a.m. In section 5.08.390(2) it states clubs holding limited retail liquor licenses may commence the selling, serving or dispensing of alcohol beverage at nine a.m. At this time Staff would like to make all liquor licenses the same and allow clubs to serve before nine a.m., which would allow golf clubs to serve during early tee times.

In July of 2021, Wyoming Legislature updated and amended the Wyoming liquor laws. The City amended our Ordinances to align with State Statute where applicable. However, one change that was inadvertently excluded was allowing any one person to hold more than one license or permit. This amendment would change municipal code to reflect state statute.

Financial Considerations

None

Oversight/Project Responsibility

Carla Mills-Laatsch, Licensing Specialist

Attachments
None