

INFORMATION PACKET

Friday, August 25, 2023



TABLE OF CONTENTS

CITY OF CASPER DOCUMENTS & INFORMATION

The Grid - Schedule of Council Meetings & Addendum	2
Council memo Nuisance Animal Policy.....	5
City of Casper Progress Report July 2023.....	9

BOARD MEETINGS AND AGENDAS

LGBTQ Draft Minutes 08.18.23	14
LGBTQ Draft Agenda 09.15.23	17
CPU Minutes 04.26.23	18

C.A.S.P.E.R.

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

The Grid**Working Draft of Council Meeting Agendas**

September 5, 2023 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Judge's Quarterly Report					
Approval of 8/15 Minutes					C
Approval of 8/15 Exec Session Minutes					C
Bright Spot: Childhood Cancer Awareness Month.					
Bright Spot: National Suicide Prevention Awareness Month					
Est PH - Budget Amendment #1 FY24	C				
PH - Bar and Grill		N			N
PH - TNR & 1st Reading		N	N		
PH - Resolution Certifying Annexation to Create JTL Group Inc. Addition Subdivision		N		N	
PH - Resolution Certifying Annexation to be Incorporated into the Proposed Elkhorn Village Addition No. 3 Subdivision.		N		N	
3rd Reading Annexation, Plat, and Zoning Request Creating the JTL Group Inc. Addition Subdivision and the Associated Subdivision Agreement.			N		
3rd Reading Annexation, Plat, and Zoning Request to Create the Elkhorn Village Addition No. 3 Subdivision and the Associated Subdivision Agreement.			N		
Approval and Adoption of the North Platte River Park No 2 Simple Master Plan				C	
OVG - Sponsorship & Naming Rights Global Spectrum				C	
Authorizing a Contract for Professional Services with Raftelis Financial Consultants, Inc. for a Water and Sewer Utility Rate Study.				C	
Authorizing Purchase of 504 Residential Trash Containers from Ameri-Tech Equipment Company for Use in the Casper Solid Waste Division.					C

September 12, 2023 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Aquatics Business Plans	Direction Requested	4:35	30 min
Hogadon Rate Discussion	Direction Requested	5:05	30 min
General Business Licenses	Information Only	5:35	40 min
Unpaid Utility Ordinance Amendment	Move Forward for Approval	6:15	20 min
Budget Amendment #1 FY24	Move Forward for Approval	6:35	10 min
WAM Resolutions	Move Forward for Approval	6:45	20 min
Agenda Review		7:05	20 min
Council Around the Table		7:25	20 min
Approximate Ending Time:			7:45

September 19, 2023 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 9/5 Minutes					C
PH - Budget Amendment #1 FY24		N			
2nd Reading: TNR			N		
Authorizing the Re-Appointment of Kermit Willie to the City of Casper Investment Advisory Committee.					C
Credit Card Fees for Cemetery and Rec					

WAM Resolutions				C	
Executive Session: Personnel					

September 26, 2023 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Ford Wyo Center Part 2		4:35	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

October 3, 2023 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 9/19 Minutes					C
Approval of 9/19 Executive Session Minutes					C
Bright Spot: Fire Prevention Week					
3rd Reading: TNR			N		

October 10, 2023 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
City Inspectors Authority/Oversight of Licensed Contractors	Direction Requested	4:35	30 min
		5:05	
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

October 17, 2023 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 10/3 Minutes					C

October 24, 2023 Councilors Absent:			
Work Session Meeting Agenda Items	Recommendation	Begin Time	Allotted Time
	Recommendations = Information Only, Move Forward for Approval, Direction Requested		
Meeting Follow-up		4:30	5 min
LGBTQ Advisory Board Update	Information Only	4:35	20 min
Agenda Review			20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

Future Agenda Items

Council Items:

Item	Date	Estimated Time	Notes
Formation of Additional Advisory Committees			
Graffiti Abatement & Alternatives			
Livability/Marketing Follow-up			
Special Event Permitting Process			
One Cent Funding Application Process Debrief			November
Funding for Sidewalk Repairs/Homeowner			
Naming City Garbage Trucks			
Liquor License Incentive and Responsible Sales Program			
Judge's Quarterly Update	12/5/23 3/5/24	15 minutes	Rekurs Quarterly
9-8-8 Stickers			

Staff Items:

Fire Station 1			
CBC Public Safety Design			October
Downtown Parking Kiosks			November
Code Enforcement Follow-up Part 2 (Time Frame for Addressing Violations)			
Code Enforcement Follow-up Part 3 (Assessment of Administrative Fees)			
Code Enforcement Follow-up Part 1 (Assessment of Vehicle Towing Fees)			
Code Enforcement Follow-up (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)			
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)			
Council goal update: Business Incentive Options			October
Business Self Fire Inspection Program			October

Potential Topics-- Council Thumbs to be Added:

Future Regular Council Meeting Items:

Executive Session: Personnel	9/19/2023		
------------------------------	-----------	--	--

Retreat Items:

Economic Development and City Building Strategy

August 22, 2023

MEMO TO: J. Carter Napier, City Manager

FROM: Keith McPheeters, Police Chief *Kelly P 307*

SUBJECT: Nuisance Animals Policy of Metro Animal Services and the Casper Police Department

Meeting Type & Date

Information Packet

Action type

Information Only

Recommendation

That Council have a better understanding of the complexity of conflicts between humans and wildlife and thus be better able to respond to constituents' concerns regarding the proper handling and disposition of nuisance, non-domesticated wildlife.

Summary

Recent efforts to create greater efficiency of operations at the Metro Animal Shelter as well as with Metro's Animal Protection Services, has led to significant research into the proper care and handling of nuisance, non-domesticated wildlife and the calls for services associated with these wild animals.

These calls for service often revolve around the intrusion of raccoons and skunks into inhabited areas, whether in the urban, residential and commercial areas of Casper, or in the ranching and farming operations spread throughout Natrona County. Our research revealed that most animal services and sheltering operations refrain from delving into wildlife-involved situations where there is no appreciable risk of danger to humans, or where the wild animal is otherwise healthy and uninjured. The recommended best practice is that nuisance animals are best responded to by private business operations who are trained and equipped to deal with such situations.

To that end, the Casper Police Department and Metro Animal Services have adopted a policy of assistance, referral, and education when responding to nuisance, non-domesticated wildlife. Where these animals represent an immediate danger to the health and safety of humans, or when the animal is noticeably sick or injured, Metro Animal Services will take the appropriate steps to safely and humanely resolve the matter.

Attached is the formal policy adopted by the Police Department and Metro Animal Services.

Financial Considerations

None.

Oversight/Project Responsibility




Keith McPheeters, Chief of Police
Scott Jones, Special Operations Lieutenant

Attachments

CPD Policy 501-04, Response to Wildlife Complaints

METRO ANIMAL SERVICES

POLICY AND PROCEDURE

	POLICY NUMBER: 501-04	EFFECTIVE DATE: May 30, 2023	
	SUBJECT: Response to Wildlife Complaints		
	APPROVED BY:  Keith McPheeters, CHIEF OF POLICE		

PURPOSE:

The purpose of this policy is to provide guidelines related to Metro Animal Services' response to complaints related to wildlife, including feral, non-domestic animals, invasive animals, and common nuisance animals.

POLICY:

Metro Animal Services (MAS) acknowledges that wildlife is an important part of our ecosystem and plays a vital role in maintaining the balance of nature. However, it is important to recognize that wildlife can sometimes cause problems for humans, particularly when wildlife comes into contact with residential areas. The Metro Animal Services also has a duty to protect, where reasonably possible and appropriate, the natural ecosystem of our jurisdiction from the unlawful intrusion of feral or invasive species of animals which constitute a threat to the local ecosystem.

At Metro Animal Services, our primary responsibility is to ensure the safety and welfare of domestic animals and humans within our jurisdiction. Where animal interaction with the citizens within our jurisdiction constitutes a threat to human health and safety, the protection of human health and life rises to the highest priority. Where adverse animal intrusion into the interests of the lawful rights of the citizens of our jurisdiction causes significant property loss, the maintenance of the lawful property rights of our citizens constitutes a higher priority than the interests of the wild animal.

As such, MAS does not have the obligation to always interact with or manage wildlife directly. However, we recognize that wildlife complaints are a common concern for residents, and we are committed to providing education and guidance on how to prevent and resolve conflicts with wildlife.

Metro Animal Services may receive calls concerning wildlife and will strive to be helpful to citizens, either through response, or through referral of the citizen to the appropriate agency or private industry.

Metro Animals Services will respond to calls involving wildlife that pose an immediate public safety risk.

PROCEDURE:

1. Calls from the Public

- A. MAS personnel will endeavor to be a resource to the public by concentrating on what Metro Animal Services can do, and on how the citizen can attain any help with their request, where possible.

1. MAS personnel will familiarize themselves with The Humane Society's *Human Wildlife Conflict Resolution Guide* and be able to answer basic questions related to how to respond to public concerns and questions related to wildlife issues.
 2. MAS personnel can also refer citizens to the MAS website where citizens can obtain a copy of the *Wildlife Conflict Resolution Guide*.
- B. In many cases, MAS personnel may be able to resolve the concern with one of the following options:
1. If the animal is simply on the property, encourage the caller to leave the animal alone;
 2. Provide information on resources related to wildlife deterrents; and,
 3. Make appropriate referrals.
- C. Referral to Appropriate Authorities
1. If a resident contacts MAS regarding a wildlife issue, we will direct them to the appropriate authorities such as the Wyoming Game and Fish, a licensed wildlife rehabilitator, or a licensed wildlife/nuisance animal control business. We will provide the resident with guidance on how to safely and responsibly interact with wildlife until they arrive.

2. Education and Prevention

- A. MAS will prioritize education and prevention efforts to reduce the likelihood of conflicts with wildlife. In order to best discourage wildlife from entering residential areas, we will provide educational materials and resources to residents on how to properly secure their property and how to dispose of, or mitigate, food sources which tend to attract wild animals. Additionally, we will reasonably work with local organizations and government agencies to promote habitat conservation and preservation efforts that benefit wildlife and which reduce conflicts.

3. Animal Protection Officer (APO) Response

- A. When an APO encounters a wild, or feral, invasive species, animal in a trap, it is permissible for the employee to release the animal or to humanely dispatch the animal, where lawful and appropriate, and in accordance with this policy. This applies to *non-targeted* animals, (an unintended, wild animal(s) caught in a trap intentionally set for dogs or cats). Animals to be released may only be released in the immediate area in which they were trapped.
1. If a wild, trapped animal in the city limits is determined to be a nuisance animal, including feral, invasive species inconsistent with our local, natural habitat, the APO may humanely dispatch the animal when safe to do. The APO will use their Department issued pellet rifle in accordance with their training and the MAS field euthanasia policy.
- B. APOs will respond to situations involving a public safety risk, including possible human exposure to rabies. This means that a human has been bitten, scratched, or has had saliva contact with a high-risk rabies suspect mammal.
1. The high-risk suspect mammals are bats, raccoons, and skunks. This will include bats that are found in common rooms of a home.
 2. If a citizen has been bitten, scratched or has had saliva contact with a high risk mammal, that citizen will be directed to contact the Natrona County Health Department (NCHD) for further information and/or instruction.

3. The APO will ship the rabies specimen subject to the Wyoming State Vet Laboratory for proper rabies testing in accordance with Department policy.
- C. APOs will respond, when requested, to calls related to wildlife that are sick or injured within the jurisdictional area of MAS.
1. The APO may humanely dispatch any sick or injured wild, nuisance, or feral, invasive species animal, using their Department issued pellet rifle, in accordance with their training and the MAS field euthanasia policy.
 2. If a wild animal is not a nuisance animal and is sick or injured, APOs will refer the incident to the law enforcement agency with jurisdiction over the animal, or the Wyoming Game and Fish, so that the animal may be humanly dispatched or otherwise cared for in accordance with the appropriate agency's procedures.

The Casper Police Department is dedicated to the protection and safety of **our community** through the highest standards of professionalism in police services.

our community

community · protection · safety · professionalism





FY 2020 General Agency Funding Biannual Report

Please file this form biannually. Failure to complete and send in this form could result in a denial of payment for any current or future funding.

Organization: Youth Crisis Center, Inc. Program: Crisis Shelter and Group Home Programs

Contact Person: David Hulshizer Phone Number: 307-577-5718 Date: 07/01/2023

Email address: dhulshizer@casperycc.org

Please Select One: 1st Reporting Period 2nd Reporting Period X
 July 1 – December 31 January 1 – June 30
 Due on January 10 Due on July 10

1. Mission

Please state the agency's mission/vision.

To provide emergency shelter, crisis intervention, and group home services to youth and their families.

2. Financial Information

Please attach a one (1) page summary of the revenue and expenses for this program. Please include the amount you were allocated from One Cent funding.

*Our organization has been working diligently towards grant writing and fundraising to address funding needs. The \$69,000 provided by the City of Casper is vital to our continued operations. We are seeing more at-risk youth and expanding our funded beds to accommodate the increase. To meet the needs we have added clinical services and therapy services to address youth substance abuse and mental health needs. This has shown to have a huge positive impact on our youth programs.

3. Program Significance

a. Using bullets describe the individuals who are the focus of your work and are influenced by your activities.

- Crisis Shelter
 - Parents, foster parents, grandparents, and other guardians
 - Youth and children who are:
 - 0-17 years of age
 - Homeless or have nowhere else to go
 - Suffering from abuse/neglect
 - Struggling with behavior issues
 - Dealing with family conflict
 - Awaiting other placement (jail, psychiatric treatment, etc.)
 - Suspended from school
- Group Home
 - Parents, foster parents, grandparents, and other guardians
 - Youth and children who are:
 - 12-17 years of age
 - Court ordered/appointed
 - In need of structure and support

b. What impact did the program have on the specified target population and community?

- Crisis Shelter
 - Our crisis shelter provides safety, protection, support, food/shelter, family support, crisis planning to youth in crisis due to:
 - Abuse/Neglect
 - Family Conflict
 - Behavior Challenges
 - Homelessness
 - Placement difficulties/Nowhere else to go
 - Probation and other legal support/as an alternative to juvenile detention
 - Offering this care gives families a safe place for their children when they cannot be safe at home
 - Additionally, this service provides support to many youth who have nowhere else to go, who have been abused/neglected/abandoned, and who need additional support to help them be successful
 - Group Home
 - Our group home program provides services to youth and their families after youth have been court ordered out of their home. The group home program works with the youth and family to provide stability, structure, education, support, counseling services, and other unique services that assist the youth to successfully reunify with their family or to transition to independent living.
 - The YCC Group Home
 - prevents out of community placement (out of community placement can be difficult for most families due to a lack of access to support services when the youth returns home)
 - keeps kids from being placed into a higher level of care, such as juvenile detention, boys or girls school, and residential or psychiatric treatment (serving youth at the group home level can prevent future need for higher level care which is more expensive, often out of our community, and provides less support for the family)
 - serves as a step-down program when youth are reentering the community after they have been placed in a higher level of care; which supports the family and youth to achieve success
- c. Have there been significant trends over the past months regarding your target population?
- Crisis Shelter
 - The past 6 months we have seen an increase in behavioral health concerns for youth. The level of need continues to increase. Youth are struggling to balance home, school, social, and other life expectations; we are seeing more youth struggling with substance abuse, extreme negative/unhealthy behaviors, history of trauma, and higher level of challenging behaviors that can often become unmanageable in the home.
 - Group Home
 - Over the past 6 months we have seen an increase in Juvenile Delinquency. Including the level and number of court violations youth have. Many youth we are working with have had upwards of 5-7 violations at varying levels of severity.

*This trend seems to fit with juveniles in the County at this time. YCC staff serve on several community juvenile serving boards and many juvenile serving agencies are reporting the same.

4. Results

- a. Please describe the outcomes/outputs.
- Crisis Shelter
 - 97% of families report satisfaction with services
 - 73% of families received referrals to other community supports
 - 92% of youth successfully transitioned home (to foster home or family home)
 - Group Home
 - 100% of group home residents participate in weekly life skills groups which focus on career and skill building, healthy relationships and boundaries, and nutrition and cooking

- 100% of group home residents' case plans had specific educational goals which are supported by the center staff
 - 75% of group home residents returned home, or to a lower level of care
- b. Please describe the method of measurement.
All tracking is done through intake process, case manager reporting, grade and attendance tracking, depart surveys and processes, and monthly tracking attendance for meals, case plans, and groups.
- c. Please describe the performance results.
 - Crisis Shelter
 - The highest priority for the YCC crisis shelter is to be available to provide a safe place for any youth who needs it. By having a high satisfaction rate, we know parents and youth are more likely to utilize this service again when youth need safety. Additionally, this means that through our crisis shelter services we are meeting the needs of the youth and families we are serving
 - It is also important for our crisis shelter to provide support to youth and their families; we seek to identify the needs of the youth and their family, so we are better able to support a successful reunification. After identifying the needs of the family and youth we provide referrals and other access to community resources that can support the youth and their families. This assists us to help youth to return home safely and successfully
 - Group Home
 - It is imperative for youth in our group home to learn many of the most basic living, educational, and relationship skills. The priority of the group home is to provide stability, support, and training that helps youth and their families be successful in their future living. Every youth in our group home program must attend weekly life skills group or work on other life skills, for example: some youth may be participating in outpatient substance abuse treatment, working their own job, or working with another program to build their life skills. These skills are essential to success as youth transition home. Youth are also required to set educational goals. Research shows that youth who are in school, with passing grades, are less likely to engage in criminal or other unhealthy activities
 - Another priority of the group home program is to assist youth to be successful in returning home to their families. This past fiscal year, 6 of 7 youth who have departed from the group home program have returned to their home or a lower level of care. This is significant as most of the youth and families we work have had dysfunctional behavior patterns that result in the youth being placed out home. Successfully returning home means the families and the youth have worked to establish healthy boundaries, improve relationships, build structure in their home, and work other case plan goals that assist them in having a successful family unit.

5. Program Results/Impacts (use bullets)

- a. Explain how much (quantity) service the program delivered.
 - Crisis Shelter Jan 1, 2023 - June 30, 2023
 - 193 youth served
 - 33 – 8-12 years of age
 - 160 – 13-17 years of age
 - 94 Male
 - 99 Female
 - 15 reports of homelessness
 - Average age 14.63
 - 852 nights of service
 - Average length of stay 8.9 days
 - 2945 meals served
 - 538.5 hours of homework help provided

- Group Home Jan 1, 2023 - June 30, 2023
 - 7 youth served
 - 3 Male
 - 4 Female
 - 0 – 8-12 years of age
 - 7 -13-17 years of age
 - Average age 15
 - 1,988 nights of service
 - Average length of stay 133 days
 - 1990 meals
 - 150+ hours of group counseling
 - 438 hours of homework help
 - 4 safety plans developed
- b. How well (quality) the services were delivered. For example, describe how individuals were better because of the service the program delivered.
 - Crisis Shelter
 - We asked: “What services provided by YCC did you find most helpful?” Here are a few responses:
 - “Family Meetings”
 - “Case Management, Amanda was great”
 - “Safe place”
 - “Very informative and supportive. I was getting a child from YCC as a foster and they have been helpful with any questions I had.
 - “The program and things explained, options available, etc. ... were very helpful. We are leaving with hope and excited to have resources available to help us. Thank you.”
 - Group Home
 - Reported improvements from youth
 - Set goals and achieved them
 - Helped to return home
 - Gained credits for school
 - Learned to handle anger
- c. What does your analysis of the past year’s data tell you about what is happening to the impacted target population?
 - Though most of what we see when working with youth are the challenges, disruptions, and negative impacts of trauma, substance abuse/use, and mental health. We also get the opportunity to work with youth who are resilient, hardworking, determined, and more than capable to be successful. Our data over the past year tells us that Youth in our community are facing even more challenges than ever before. The social isolation, economic challenges of COVID-19, economic challenges of Wyoming’s current economy, substance abuse, mental health, and family dysfunction is a pandemic for the youth in our community. This shows us that Crisis Shelter and Group Home services we provide are essential for our Community; without these services youth and families would not have the support they need to obtain safety, access resources, and find success.
 - As State, Federal, and Local funding is cut we continue to receive decreases in the amount of financial support we receive. This reduction in funding impacts the level of services, the amount of service, and the programs we are able to provide to youth and families in a time when our services are more important than ever. This is of extreme concern as we continue into the new year; and we worry about the loss of supportive resources for youth and families throughout our community.

6. Results Analysis

- a. How could the program have worked better?
 - Due to the increase of needs for youth and families, over the next 6 months we are working to improve our case management services for both group home and crisis shelter services.
- b. How will you address this?
 - Crisis Shelter

- Providing clinical case management
 - Both of our crisis shelter case managers are (or will be) Certified Social Workers. This enables us to utilize clinical skill sets that assist us in providing a richer/more in-depth service plan. This level of care can identify clinical needs, family challenges, and additional support.
- Group Home
 - Continue to build our strength-based program:
 - Our Program providers continue to receive training and support to increase their skill sets. Additionally, we are currently in the process of adding additional life skills services so we can continue to increase the overall success of the youth as they depart our programming.

7. Population Served

In order to gauge the impact that your program has had on the community, it is important that we know how many people use your program. Please describe the method used to determine the number of individuals served with this funding.

- All individuals served by the Youth Crisis Center, Inc. complete an intake packet and consent for services.



CITY OF CASPER LGBTQ ADVISORY COMMITTEE MEETING

August 18, 2023, 3:30 p.m.

Casper Business Center and Microsoft Teams Online

MINUTES

The meeting began at 3:30 p.m. with the attendance of Councilor Pollock; Natrona County School District Representative, Vickie Skates; City of Casper staff member, Heidi Rood; guest from Casper Pride, Intern Veronica Ratigan; and the following committee members: Alex Petrino, Christy Jourgensen, Darrell Wagner, David Esposito, Gage Williams, Kate Allen, Kelly Stiefvater, Riley Jourgensen, and Skylar Cooper.

Absent: Councilor Pacheco; Casper Police Department Liaisons, Sergeant Stedillie and Sergeant Broneck; committee members: Brooke Ostrander, and Hollie Brogan

Approve July 21, 2023 Meeting Minutes

Motion to approve July 21, 2023, meeting minutes made by Darrell Wagner and seconded by Skylar Cooper with no objections.

LGBTQ Advisory Committee Terms

Five (5) terms expire at the end of October. Each of the following committee members expressed interest in an additional term: Gage Williams, Christy Jourgensen, Darrell Wagner, Kate Allen, and Riley Jourgensen. Since there is no waiting list of interested persons and at least two (2) current vacancies, the committee supported the term renewals. Gage will reach out to Brooke and Hollie. Christy and Kate volunteered to step down in the future should there be new member interest.

Action items:

1. Direction to staff to send a press release announcing the application period open through September 14, 2023. Application link:
https://www.casperwy.gov/residents/community_and_culture/advisory_boards_and_committees/lgbtq/lgbtq_advisory_committee_applications
2. Direction to staff to inquire about a social media page to assist with recruiting committee members and public engagement.

Presentation to City Council

Councilor Pollock will request the committee update to be added to the October 24th work session for a 20-minute update. David, Alex, and Skylar volunteered to present.

Presentation topics: Pride survey results, long-term plan for the county-wide non-discrimination ordinance, the announcement of new members, and an update on future planning for Casper Cares.



Human Rights Municipal Equality Index (MEI) 2023

Heidi submitted the MEI data and has received confirmation back from MEI with a request for additional documentation as proof for the items listed by 8/31/2023. Heidi has a meeting with MEI Thursday, August 21st for clarification on any pending items.

Leadership's Public Position on LGBTQ+ Equality (0-5 points). This section grades, on a sliding scale from zero to five points, how pro-equality the city leadership is in its public statements. City leadership includes the city executive, city council, and other government officials. These statements may include joining a pro-equality association such as Mayors Against LGBTQ+ Discrimination, coming out publicly in favor of LGBTQ+ rights, supporting LGBTQ+ community organizations publicly, attending a pride parade, speaking out against anti-LGBTQ+ legislation, partnering with LGBTQ+ groups to create solutions to city problems, etc. It also includes comments made during city council meetings or at other public events.

- **Required Documentation:** Links to recent news articles, photographs of city leadership at LGBTQ+ events, op-eds, Facebook posts, tweets, etc.

LGBTQ+ Police Liaison or Task Force (10 points). To get credit in this category, the city must have an officially designated liaison from the police department to the LGBTQ+ community (or a police task force charged with addressing LGBTQ+ issues) whose designation as LGBTQ+ liaison and contact information is posted on the police department's website. An LGBTQ+ police liaison serves as an accessible and friendly ear to the city's LGBTQ community and elevates LGBTQ-related concerns to the police chief and other city officials. LGBTQ+ police officers, including high-ranking officers, do not qualify for credit in this category unless their service as liaison is part of their official job and the required information is published online. Partial credit will be awarded if the entire police force was recently trained on LGBTQ+ issues.

- **Required Documentation:** A link to the police department website displaying the LGBTQ+ police liaison's title and contact information.

Flex: Openly LGBTQ+ Elected or Appointed Municipal Officials (2 flex points). Appointed or elected city officials who are openly LGBTQ+ will qualify the city for two flex points in this category. While the city should seek to employ LGBTQ+ persons at all levels of government, this criterion specifically addresses city officials who are well-known in the public eye like the mayor, vice mayor, city manager, vice city manager, and members of the city council. A state or a federal elected representative from the city does not qualify.

- **Required Documentation:** Links to relevant news articles, for example.

Action Items:

1. Councilor Pollock provided Leadership's Public Position links to articles for Heidi to submit to MEI.
2. Heidi will follow up with Casper Police Sergeant Stedillie and Sergeant Broneck on permission and if granted request for Chief McPheeters to approve and implement on the Casper Police Department website by 8/30/2023.
3. Heidi will clarify with MEI on LGBTQ Elected Officials what type of proof is needed.



County-wide Non-Discrimination Ordinance Initiative

David, Alex, and Gage are actively communicating with Evansville and Mills to encourage non-discrimination ordinances in their towns. Councilor Pollock sent the City of Casper's language to the Mayor in Mills. The goal is to have at least one other town adopt a non-discrimination ordinance prior to taking it to the County for consideration.

Action items:

1. LGBTQ Committee: Seek out/meet with business owners/residents of Mills and Evansville to encourage them to speak in support of a non-discrimination ordinance initiative for their council members.
2. Gage will schedule a meeting with Candice from Evansville's council.

Natrona County School District Partnership

Vickie will continue to be the representative until her position is replaced. The committee wanted to follow up to see if the training initiatives implemented last year are effective and to open the door for any other components that may need to be addressed. David said he has a Natrona County High School student interested in the advisory committee, who could have direct input as well.

Action items:

1. Vickie emailed Dirk to verify the number of LGBTQ training programs being offered to staff and the number attending.
2. David will provide LGBTQ Advisory Committee [application details](#) to the interested student.

Superintendent of Public Instruction Cabinet Updates

Councilor Pollock discussed making progress with a document that offers guidance for the library to select materials such as: involving the librarian, considerations, model process, and assistance in facilitating conversations productively. As for the student health records update, a survey has been developed and conversations continue.

The meeting was adjourned at 4:47 p.m.

Next Meeting Date

September 15, 2023, 3:30 p.m.

Casper Business Center

123 W. 1st St

5th Floor Large Meeting Room (near Suite 555 – HR/City Clerk Offices)

AGENDA

LGBTQ ADVISORY COMMITTEE

Friday, September 15, 2023 - 3:30 p.m. – 4:30 p.m.

Casper Business Center – 123 W 1st St. – 5th Floor Large Meeting Room

OR

Virtually

[Click here to join the meeting](#)

Meeting ID: 214 883 930 863

Passcode: xgirKu

1. Approve August 18, Meeting Minutes
2. New Business
 - Application Review - Two (2) Seats LGBTQ Advisory Committee
 - Casper Cares
3. October 24th LGBTQ Advisory Committee Presentation to City Council
 - When scheduled, what initiatives to report, who are the presenters
4. MEI Scorecard update – Heidi
5. Social Media – Heidi
6. Sub-Committee Initiative Updates
 - County-wide Non-Discrimination Ordinance Initiative Updates
 - Evansville
 - Mills
7. Partner Updates:
 - Natrona County School Partnership – Vickie Skates
 - Casper Police Department – Sgt. Stedillie/Sgt. Broneck
 - Superintendent of Public Instruction Cabinet - Councilor Pollock
8. Other Business
9. Adjourn

Next Meeting: October 20, 3:30 p.m.

Casper Business Center

123 W. 1st St

5th Floor Large Meeting Room (near Suite 555 – HR/City Clerk Offices)

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

**CASPER PUBLIC UTILITIES ADVISORY BOARD
CITY OF CASPER**

MEETING PROCEEDINGS

April 26, 2023

7:00 a.m.

A regular meeting of the Casper Public Utilities Advisory Board was held on Wednesday, April 26, 2023 at 7:00 a.m. in the Downstairs Meeting Room of City Hall.

Present: President Michael Bell
 Vice President Jim Jones
 Secretary John Lawson
 Member Richard Jay
 Member Bruce English

Absent: Council Liaison Steve Cathey

Staff Present: Public Services Director, Andrew Beamer
 Public Utilities Manager, Bruce Martin
 Administrative Assistant III, Janette Brown
 Accounts Receivable Supervisor, Brandy Coyle
 Meter Services Utility Supervisor, Mike Dean

Others:

The regular meeting was called to order at 6:58 a.m. by President Bell.

1. President Bell asked for a motion to approve the minutes from the March 22, 2023 meeting.

A motion was made by Secretary Lawson and seconded by Board Member English to approve the minutes from the March 22, 2023 meeting as presented. Motion passed.

2. Mr. Martin asked the Board to reference the March 2023 Statistical Report shown on the screen. Mr. Martin stated that the Total Gallons Purchased are 155 MG, which is 7 MG more than the five-year average of 148 MG. Mr. Martin stated that Fiscal Year to Date Gallons Purchased is 2.66 BG which 185 MG more the five-year average of 2.47 BG.

Mr. Martin stated that there was one Water Main Break in March, with a total of 17 Water Main Breaks year to date compared to 20 Water Main Breaks the same time one year ago.

Mr. Martin stated there were four Service Line Breaks in March, with a total of 17 year to date compared to 18 one year ago.

Mr. Martin stated there were two Sewer Main Stoppages in March, with a year to date total of 13 compared to a total of 11 one year ago.

Mr. Martin stated the current number of Active Accounts is 22,502 compared to 22,390 one year ago.

President Bell asked why there are fewer accounts this month. Mr. Martin stated that the number of active accounts fluctuates in the winter due to snowbirds or people moving.

3. Mr. Martin asked the Board to reference the proposed Utility Billing and Water Metering Fees memo on the screen. Mr. Martin stated that these fees have not been updated in 30 years. Mr. Martin stated that a fee schedule update was discussed in 2015, but did not go before Council for consideration. Mr. Martin stated that Mr. Dean, Meter Services Supervisor, and Ms. Coyle, Accounts Receivable Supervisor, are in attendance today for this discussion on Utility Billing and Water Metering fees.

Mr. Martin reviewed the following fee table with the Board:

Service	Municipal Code Reference	Current Fee	Proposed Fee	Impact
Utility Refundable Deposit	13.03.050 (C)	\$75	\$200	Increase of \$125
Insufficient Funds Check Fee	13.03.070 (B)	\$30	\$30	No Change
Delinquent Late Fee – at 31 st day	13.03.070 (A) 13.03.100 (A)	No Charge	\$20	Increase of \$20
Delinquent Late Fee – at 45 th day	13.03.070 (A) 13.03.100 (A)	\$20	\$35	Increase of \$15
Water Turn On Fee (excluding new accounts, transfers, and emergency turn ons after being off for less than 24 hours)	13.03.070 (E)	\$10	\$35	Increase of \$25
Unsubstantiated Re-Read of a Water Meter	13.05.070(C) 13.03.080 (I)	\$20	\$102	Increase of \$82
Frozen Meter	13.05.070 (B)	\$145	\$66 plus meter cost	
Hydrant Meter Deposit	13.03.110 (B)	\$85	\$155 ¾-Inch Meter \$288 1-Inch Meter \$1,350 3-Inch Meter	Increase of \$70 (for ¾ meter)
Hydrant Meter Rent	13.03.110 (D)	\$25	\$25	No Change
Hydrant Meter Misuse – No Read	13.03.110 (D)	No Charge	\$300	Increase of \$300

Mr. Martin stated that the increase to the Utility Refundable Deposit is based on the average of summertime and wintertime usages. Mr. Martin stated that there are usually two months of unpaid charges when the customer goes to close the account. Mr. Martin stated that this refundable deposit is collected when the account is opened, and when the account is closed, this deposit is returned minus any outstanding balance.

President Bell asked how many deposits are refunded each month. Ms. Coyle stated that it's very few each month.

Vice President Jones asked how many times the deposits are forfeited. Ms. Coyle stated that there have been quite a few deposits forfeited in the last year due to water being shut off after COVID shut off policies were stopped.

Board Member Jay asked if a customer moved, would a new deposit be required. Ms. Coyle stated that a new deposit is not required, as the existing deposit would be moved to the new account. Ms. Coyle stated that if a new customer supplies a letter of recommendation from a previous utility, no deposit is required.

Mr. Martin stated that the proposed Delinquent Late Fee at 45th day of \$35 is the average personnel and equipment time to do a shut off.

Mr. Martin stated that the hope with the new fees is that they will encourage customers to pay their bills on time.

Vice President Jones asked if new customers are made aware of all the fees when they sign up for service. Ms. Coyle stated that they do not. Mr. Martin stated that would be a good thing to do. President Bell stated that it would be a good idea to print the fees to hand out, and to put them on the website and on social media.

Mr. Martin stated that the Unsubstantiated Re-Read of a Water Meter fee is for a high bill complaint. Mr. Martin stated that this is to cover staff time to remove and replace the meter and test it. Mr. Martin stated that if the meter is found to be not working correctly, the fee is not charged. Mr. Dean stated that if possible, the meter is tested in the field with the test meter in the warmer months. Mr. Dean stated that if the meter is not due for replacement, they don't like to pull them. Mr. Dean stated that if the meter is due for replacement, it is pulled automatically. Secretary Lawson asked how long meters are left in service. Mr. Dean stated that meters are usually left in service for 20 – 25 years before they are replaced.

President Bell asked if the fee is charged if it is found that the meter is in error. Ms. Coyle stated that the fee is not charged, and by City Ordinance, an adjustment is made to the water bill.

Vice President Jones asked what the tolerance for meter testing is. Mr. Dean stated that on the ¾-inch meter it needs to be within 96% accuracy. Mr. Dean stated that most meters slow down with age.

Mr. Martin stated that the Frozen Meter fee is \$66 plus the cost of a replacement meter.

Mr. Martin stated that the Hydrant Meter Deposit is broken out by meter size, and covers the replacement of the meter.

Mr. Martin stated that the Hydrant Meter Misuse – No Read fee is for meters that are rented, but not used when getting water from the hydrant. Mr. Martin stated that this fee of \$300 would be charged if the customer is caught. Mr. Dean stated that a carnival came to town up at the mall and one of his staff went up there and found that the hydrant was connected to all the trailers, but the meter was laying on the ground not being used.

Mr. Martin stated that there is one more fee that is not included on the list as an ordinance change will be required to put it in place. Mr. Martin stated that a Paper Statement Fee in the amount of \$1 is requested by Customer Service staff.

Mr. Martin stated that when looking at these fees, the cost should be recovered from the customer who is delinquent or requests a specific service, not paid for by all customers. Mr. Martin stated that with these fees put in place, a revenue increase of \$230,000 annually is anticipated. Mr. Martin stated that the direct cost recovery received from these activities minimizes needed rate increases by roughly 1.5%.

Board Member English asked if an incentive has been considered for autopay. Board Member English stated that autopays are becoming quite common.

Board Member Jay stated that the refundable deposit could be adjusted for an autopay setup instead of a regular billing. Mr. Martin asked if Board Member Jay is talking about a discount on the refundable deposit if autopay is setup. Board Member Jay stated that is correct. Ms. Coyle stated that when they decided that customers would be paying the credit card fees, the amount of autopay accounts increased.

Board Member English asked if the benefit of the refundable deposit is worth it. Mr. Beamer stated that it is worth it when someone leaves town without paying their final bill. Ms. Coyle stated that it as part of the final bill process, the deposit is applied to the balance due.

Board Member Jay stated that if the account is set up on autopay, ACH through the bank, the deposit should be discounted to \$75. Ms. Coyle stated that ACH through the bank doesn't cost the City or the customer anything to do.

A motion was made by Board Member Jay and seconded by Vice President Jones to amend the refundable deposit fee to \$75 if the customer signs up for ACH autopay, and \$200 if they do not sign up for autopay.

A motion was made by Board Member English and seconded by Secretary Lawson to amend the motion to \$100 if the customer signs up for ACH autopay, and \$200 if they do not sign up for autopay. Motion passed.

A motion was made by Board Member English and seconded by Vice President Jones to submit the amended updated fee schedule to Council with a do pass recommendation. Motion passed.

4. Mr. Martin stated that the Board reviewed the Preliminary Capital Budget last month. Mr. Martin stated that the Preliminary FY24 operations budgets will be reviewed with the Board today.

Mr. Martin stated that the Water Distribution Budget, Wastewater Collection Budget, and the Wastewater Treatment Plant (WWTP) Budget for FY2024 will be reviewed. Mr. Martin stated that the Water Treatment Plant Operations Budget and the Regional Water System Agency Budget are not included as they are reviewed and approved by the Regional Water System Joint Powers Board.

Mr. Martin stated that the Water, Sewer, and WWTP Budgets are driven by new and replacement capital projects much more than by operational expenditures. Mr. Martin stated that the new and replacement capital expenditures generally follow the Water Fund, Sewer Fund, and WWTP Fund Capital Improvement Plans.

Mr. Martin reviewed the following FY24 Preliminary Budgets by Fund:

Water Fund

Revenue

- a) User Fees - \$13,644,784 – This is an increase of \$951,962 and incorporates the January 2023 7% rate increase and 0.5% growth that were included in the most recent rate model.
- b) Other Revenue - \$749,250 – This is an increase of \$337,046 from the FY23 budget and includes Lease Fees (from cell towers on water tank sites), Wholesale Water Sales, Hydrant Usage, Service Reconnections, Meter Sales and Installation, Construction Connections, and Miscellaneous Revenue. Increases are anticipated for wholesale water sales and service reconnections. Mr. Martin stated that revenue from the Meter Service fees that were just discussed are accounted for in Other Revenue.
- c) Interdepartmental Services - \$190,901 – This amount is an increase of \$190,901 – This amount is an increase of \$6,288 from the FY23 budget. This line item covers the salary and benefits for two Utility Workers assigned to Water Distribution but paid by the Water Treatment Plant Operations Budget.
- d) Interest Earned - \$454,113 – This is the amount anticipated to be received from investments and is an increase of \$286,021 from FY23. Mr. Martin stated that this is a significant increase to Interest Earned as the City is now using the WyoStar Investments.

Board Member Jay asked to reference Transfers In, and asked if there is a decrease in the amount of One Cent funds. Mr. Martin stated that 1%#17 funds will be received over a five-year period, so the amount did go down to \$2.1 M. Mr. Beamer stated that there will be some roll-over from 1%#16. Board Member Jay asked why the

allocation of 1%#17 was changed to five years. Mr. Beamer stated that the City Manager decided to move to cash on hand instead of front loading.

Personnel Services

- a) Personnel Costs - \$2,545,023 – This represents a decrease of \$193,597 from the FY23 budget. While there is an increase in salaries and wages, the overall personnel line is less due to newer employees starting lower on the pay scale. Mr. Martin stated that there has been substantial turnover in personnel in the last couple of years.

Board Member Jay asked why salaries went up 16% in the current fiscal year. Mr. Beamer stated that there could have been some vacancies that were filled. Mr. Beamer stated that Council also approved an 8.5% increase plus a 3% COLA this fiscal year. Mr. Martin stated that there was also a Utility Worker III position added to Meter Services this fiscal year.

Materials and Supplies

- a) General Supplies and Materials - \$521,300 – This is an increase of \$221,500 over the FY23 budget. The increase is mainly attributable to a large increase to the number of planned water meter and meter component purchases. General supplies and materials include the following:

- \$ 48,500 – Miscellaneous materials and supplies (\$4,000 increase)
- \$140,000 – Meter repair parts (\$20,000 increase)
- \$300,000 – New Meters and ERT's (\$200,000 increase)
- \$ 4,800 – Building supplies – (no change)
- \$ 4,000 – Vehicle supplies (\$2,000 decrease)
- \$ 4,000 – Signs and Barricades (no change)
- \$ 0 – Engineering Supplies (\$500 decrease)
- \$ 10,000 – Meter Service Workstations (no change)
- \$ 10,000 – Small Tools and Supplies (new)

- b) Postage and Printing - \$3,150 – This is a decrease of \$250 from FY23.

- c) Bulk Water - \$7,924,107 – This represents an increase of \$389,056 from the FY23 budget. The RWS rate model uses average water production over a five-year cycle. This budgetary figure represents the wholesale water charges to Casper from the Regional Water System and anticipates a 5% rate increase. Mr. Martin stated that the RWS will discuss the wholesale rate in May.

- d) Electricity - \$385,000 – This is an increase of \$7,500 from the FY23 budget. Electrical usage is greatly dependent upon summertime water sales.

- e) Natural Gas - \$20,000 – This is a \$5,000 increase from the FY23 budget.

- f) Gas/Fuel - \$95,000 – This is an increase of \$25,000 from the FY23 budget. This line item was decreased a couple of years ago.
- g) Water/Sewer Line Materials - \$112,000 – This is a \$8,500 increase from the FY23 budget.
- h) Booster Station Supplies - \$10,000 – This amount is unchanged from last year.
- i) Technology Supplies - \$3,000 – This is for monitors, keyboards, etc. This is a decrease of \$11,000 from the FY23 budget. Computer replacements are now included in IT Interdepartmental Charges. Rather than paying for specific computer replacements, divisions are now paying for all around IT services.
- j) Maintenance/Repair Non-Contract - \$26,000 – This is an increase of \$22,500 from the FY23 budget. The \$22,500 is for replacement of overhead door operators and hardware. This is being done in phases and is a maintenance item, not a capital expenditure. This is a one-time purchase.
- k) Clothing Allowance - \$4,500 – This amount is unchanged from the FY23 budget.

Contractual Services

- a) Investment Services - \$22,866 – This is a \$10,880 increase from the FY23 budget.
- b) Other Contractual - \$376,000 – This line item increased by \$72,300 from the FY23 budget. Other Contractual contains the following:
 - \$ 20,000 – Other Contractual – CCRs, yearly license fees, etc. (\$2,250 increase)
 - \$ 50,000 – Laboratory Testing – Lab Test Fees (unchanged) – Outside labs. Board Member Jay asked if outside labs have to be used. Mr. Martin stated that outside labs do have to be used for EPA compliance.
 - \$ 80,000 – Water Rights Contracts (\$5,000 increase) – used to be CAID. Still anticipate having a charge – could be Bureau of Reclamation in the future. Secretary Lawson stated there are no new water rights.
 - \$ 5,000 – NCCD Funding (no change)
 - \$ 20,000 – PMP Readiness – Pathfinder Water Standby Charges (unchanged)
 - \$ 3,500 – AVL Support Services (\$500 increase) Vehicle Tracking
 - \$ 0 – Dispatch Services – (moved, \$2,000 decrease)
 - \$ 5,500 – Locate Services – Charge for Locate Service (One-Call) (unchanged)
 - \$ 3,000 – Public Outreach – Public Education and Outreach (\$300 increase)
 - \$ 0 – Meter Services – Misc Fees (\$750 decrease)
 - \$100,000 – Water Rights Analysis – Water Rights Consultant (\$25,000 increase) – Water Rights are complex and an outside Consultant is needed. This is for looking at an Upper Rock Creek Reservoir exchange petition, Bureau of Reclamation renegotiations, and water rights administration and are used as needed.

- \$ 0 – Standard Specifications Update (remove, \$40,000 decrease)
 - \$ 7,000 – Bad Debt (no change) Collection charges
 - \$ 75,000 – Cost of Service Study (one time) Focus on setting up tiered water rates
 - \$ 5,000 – URCR Wetlands Monitoring (\$5,000 increase) Not done every year. President Bell asked if the monitoring is completed by a consultant or by staff. Mr. Martin stated that the monitoring is completed by the Army Corp of Engineers. Vice President Jones asked how often staff goes to URCR. Mr. Martin stated that staff goes to URCR several times a year.
 - \$ 2,000 – Annual Fire Extinguisher Inspection (new, \$2,000 increase) This was pulled from Other Contractual.
- c) Interdepartmental Services - \$925,288 – This represents an increase of \$74,447 from the FY23 budget. Charges from the General Fund are based on work orders or number of employees. This line item represents the following transfers to the General Fund for services provided:
- \$ 61,608 – Information Technology (\$2,349 decrease)
 - \$ 95,077 – Finance (\$4,461 increase)
 - \$342,708 – Customer Service (\$47,771 increase) Employees added
 - \$ 42,493 – Human Resources (\$3,182 decrease)
 - \$ 25,449 – City Council (\$7,072 decrease)
 - \$ 76,267 – City Manager (\$28,510 decrease)
 - \$ 70,474 – City Attorney (\$4,167 increase)
 - \$ 80,612 – Building and Structures (\$37,966 increase)
 - \$130,600 – Central Garage (21,195 increase) Fleet maintenance
- d) Professional Services - \$225,000 – This is an increase of \$20,000 from the FY23 budget. This line is for the following:
- \$210,000 – Street Repairs – Street repairs from main breaks and internal main replacements (\$20,000 increase)
 - \$ 8,000 – Compaction testing (no change)
 - \$ 7,000 – Instrumentation – Repair of instrumentation items (no change)
- e) Maintenance Agreements - \$41,000 – This is unchanged from the FY23 budget and is mainly for software licenses and maintenance.
- f) Laundry and Towel Service - \$1,000 – This amount is unchanged from the FY23 budget.

Debt Service

- a) Principal Payments - \$587,074 – This reflects the Principal for the various DWSRF loans per the amortization schedules. One loan will be paid off in FY23.
- SRF Loan #025 (2003 Mains) - \$ 91,585

- SRF Loan #036 (2004 Mains) - \$ 89,350
- SRF Loan #046 (Downtown Mains) - \$ 87,171
- SRF Loan #051 (Meter Replacements) - \$ 32,951
- SRF Loan #055 (2006 Mains) - \$ 85,045
- SRF Loan #062 (Zone II-Phase II) - \$ 65,218
- SRF Loan #089 (2.5% Area Wide Water) - \$129,146
- SRF Loan #089 (0% Area Wide Water) - \$ 6,608

b) Interest Expense - \$69,640 – This reflects the interest expense for the various DWSRF loans per the amortization schedules:

- SRF Loan #025 (2003 Mains) - \$ 2,347
- SRF Loan #036 (2004 Mains) - \$ 6,871
- SRF Loan #046 (Downtown Mains) - \$ 9,049
- SRF Loan #051 (Meter Replacements) - \$ 3,421
- SRF Loan #055 (2006 Mains) - \$11,176
- SRF Loan #062 (Zone II-Phase II) - \$ 8,571
- SRF Loan #089 (0% Area Wide Water) - \$28,205

Other Costs

- a) Travel/Training - \$32,500 – This represents a decrease of \$4,000 from the FY23 budget. Training costs have been reduced from the previous year based on actual CDL training expenses.
- b) Insurance and Bonds - \$165,121 – This represents an increase of \$94,077 from the FY23 budget. The increased cost is mainly due to the addition of facilities to the insurance policy. Water Distribution pays for water facilities now that the schedule of values have been updated.
- c) Dues and Subscriptions - \$6,500 – This is an increase of \$500 over the FY23 budget. This covers dues for organizations such as AWWA and Rural Water, which include decreased training costs and materials, and keep staff up to date on industry standards.

Utility Expense

- a) Communication - \$24,700 – This is a \$300 decrease from the FY23 budget.
- b) Refuse Collection - \$2,500 – Unchanged from the FY23 budget.

Capital Revenue

- a) System Development Charges - \$154,000 – This fee, charged to all new connections, is unchanged from the FY23 budget.

b) Operating Transfers In - \$706,368 – This is 1%#17 monies.

Capital Projects

Capital Projects were reviewed last month.

Summary

Budget operating revenue for the Water Distribution Fund is anticipated to increase by \$1,581,317 from the FY23 budget. The majority of the increase is seen in User Fees, Service Reconnections, and Earned Interest. The FY24 Water Distribution operations expenses are 6.1% above the FY23 budget. The majority of this increase is anticipated from the purchase of Bulk Water. Smaller increases are seen in Materials and Supplies, Fuel, Maintenance Repair (non-contract), Other Contractual, Interdepartmental Costs, Street Repairs, and Insurance.

Major Capital Projects for FY24 include Water Main Replacements, additional funding for the Water Garage Meter Services building, and the Sun I water tank repairs. At \$4,254,364, the FY24 Capital Budget is \$279,136 less than last year and is in line with the most recent rate model.

The FY24 total Water Fund budget indicates a deficit of approximately \$2.5 M. This deficit was anticipated and is the spending down of Water Fund reserves. Close attention will need to be paid to cash flow projections, and capital projects may have to be adjusted accordingly.

Board Member Jay stated that reserves are being used faster, and asked if enough is being done with water main replacements so as not to have future issues. Mr. Martin stated that the water mains are not being replaced quickly, as it is a balancing act with the rates. Mr. Martin stated that he would like to be more aggressive with main replacements, but it impacts the rates; it would be a significant rate increase. Mr. Martin stated that across the industry there is a push to look at the “true cost” of running water and sewer systems, and the rates are not covering the “true cost”. Board Member Jay stated that shrinking the reserve funds is not a good idea.

President Bell turned the meeting over to Vice President Jones and left the meeting at 8:33 a.m.

Sewer Fund

Revenue

a) User Fees - \$7,569,126 – This is an increase of \$780,672 and incorporates the January 2023 11% rate increase and 0.5% growth that were included in the most recent rate model.

- b) Administrative Fees - \$209,747 – This fee (Sewer Collection Charges and Sewer Administration Charges), are calculated and allocated out to the Wholesale Wastewater System Customers per the Regional Wastewater System “Interagency Agreement.” These fees are expended out of the Wastewater Treatment Plant Fund and serve as Revenue for the Sewer Fund.

Personnel Services

- a) Personnel Costs - \$933,563 – This represents an increase of \$33,302 from the FY23 budget and includes a 3.5% pay increase yet to be considered by City Council. There has been quite a bit of turnover in employees in the last couple of years.

Materials and Supplies

- a) General Supplies and Materials - \$44,000 – This amount is unchanged from the FY23 budget. General Supplies and Materials includes the following:
- \$ 1,150 – Miscellaneous materials and supplies (\$500 increase)
 - \$ 900 – Vehicle supplies (unchanged)
 - \$ 3,050 – Office Supplies (unchanged)
 - \$ 3,000 – Safety Supplies (unchanged)
 - \$ 4,100 – Small Tools and Supplies (unchanged)
 - \$ 800 – Postage and Shipping (unchanged)
 - \$ 1,000 – Chemicals (unchanged)
 - \$ 0 – Engineering Supplies (moved to Miscellaneous, \$500 decrease)
 - \$20,000 – Programs and Projects – Storm Water (unchanged)
 - \$10,000 – Vactor Supplies (nozzles, hoses, etc.) (unchanged)
- b) Printing - \$1,000 – This amount is unchanged from the FY23 budget.
- c) Electricity - \$7,000 – This is an increase of \$500 from the FY23 budget.
- d) Natural Gas - \$500 – This is a \$100 increase from the FY23 budget.
- e) Gas/Fuel - \$25,000 – This amount is an increase of \$7,000 from the FY23 budget.
- f) Water and Sewer Line Materials - \$4,000 – This amount is unchanged from the FY23 budget.
- g) Lift Station Supplies - \$7,000 – This amount is an increase of \$800 from the FY23 budget.
- h) Maintenance/Repair - \$6,500 – This is unchanged from the FY23 budget.
- i) Clothing Allowance - \$3,600 – This is an increase of \$1,800 from FY23. Laundry service is shifting to more in-house rather than by an outside vendor.

- j) Technology Supplies - \$1,000 – This is a decrease of \$11,000 from FY23. Computer replacements are now coming out of IT interdepartmental.

Contractual Services

- a) Investment Services - \$7,306 – This is an increase of \$3,395 from the FY23 budget.
- b) Other Contractual - \$51,650 – This amount is a decrease of \$10,850 from FY23. Other Contractual contains the following:
- \$ 1,500 – Other Contractual – Monies for yearly CCRs, yearly license fees, etc.
 - \$ 3,500 – Railroad Easements (no change)
 - \$ 1,800 – AVL – Charge for automated vehicle location (no change)
 - \$ 5,500 – Software Support – Sewer Model, Pipelogix, etc. (no change)
 - \$ 2,000 – Dispatch Services – Sewer Fund share of PSCC (no change)
 - \$ 5,000 – Locate Service – Charge for Locate Services (One-Call) (no change)
 - \$ 2,700 – Public Education/Outreach (no change)
 - \$ 1,500 – 33 Mile Flushing – Sewer System Flushing (no change)
 - \$ 0 – Standard Specifications Update (removed)
 - \$25,000 – Cost of Services Study (new, one time)
 - \$ 2,500 – Collection Services (no change)
 - \$ 600 – Izaak Walton Generator Service (new, one time)
- c) Interdepartmental Services - \$411,807 – This represents an increase of \$75,861 from the FY23 budget. This line item represents the following transfers to the General Fund for services provided:
- \$ 33,644 – Information Technology (\$4,887 increase)
 - \$ 49,869 – Finance (\$9,530 increase – now includes Ms. Johnson’s salary)
 - \$179,755 – Customer Service (\$48,433 increase – additional employees)
 - \$ 13,189 – Human Resources (\$1,009 increase)
 - \$ 13,348 – City Council (\$1,129 decrease)
 - \$ 40,003 – City Manager (\$6,640 decrease)
 - \$ 36,964 – City Attorney (\$7,347 increase)
 - \$ 45,035 – Central Garage (\$12,424 increase – Fleet Services)
- d) Laundry and Towel Service - \$1,600 – This amount is a decrease of \$1,800 from the FY23 budget. More uniforms will be purchased and laundered in-house rather than through a vendor.

Other Costs

- a) Travel/Training - \$15,000 – This represents a decrease of \$3,000 from the FY23 budget. The decrease is reduced CDL training costs based on actual costs.

- b) Insurance and Bonds - \$21,794 – This represents a decrease of \$9,512 from the FY23 budget. The Sewer Fund is the only one to see a decrease.
- c) Dues and Subscriptions - \$1,400 – This is unchanged from the FY23 budget.
- d) Stormwater Operations & Education - \$16,000 – This amount is unchanged from the FY23 budget. This is required by the MS4 permit.

Utility Expense

- a) Communication - \$5,000 – This amount is unchanged from the FY23 budget.
- b) Sewer Treatment - \$5,835,445 – This is an increase of \$472,944 from the FY23 budget. This is the City’s budgeted wholesale cost for sewer treatment services from the Regional Wastewater system. The budgeted expense is based upon the “Interagency Agreement” cost accounting formula.

Capital Revenue

- a) System Development Charge - \$40,000 – This fee, charged to all new connections, is unchanged from the FY23 budget.
- b) Transfers In - \$160,299 – This is 1%#17 monies. This is based on a 5-year schedule, and has been decreased.

Capital Projects

Capital projects were discussed in detail at the last meeting.

Summary

Budgeted operating revenue for the Sewer Fund is anticipated to increase by \$859,727 from the FY23 budget. The majority of the increase comes from User Fees and Earned Interest. The FY24 Sewer Fund operations expenses are 8.0% above the FY23 budget. Increases are seen in Sewer Treatment Charges, Personnel Services, Fuel, and Interdepartmental Service costs.

The major Capital Project expense in FY24 will be the \$1 M Miscellaneous Sewer Main Rehabilitation/Replacement Project. At \$1,161,000, the FY24 Capital Sewer Fund budget is \$11,000 more than last year and is in line with the most recent rate model.

The FY24 total Sewer Fund Budget indicates a deficit of \$427,000. This deficit was anticipated and is the spending down of Sewer Fund reserves. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly. The same amount of replacements will be done less the One Cent funds.

WWTP Fund

Revenue

- a) Septic Tank/Commercial Sump Waste Charges - \$360,000 and \$80,000 – The total amount is unchanged from the FY23 budget and represents the Septic Tank Waste Charge and Sump Waste Charge revenue.
- b) Intergovernmental User Charges - \$6,889,035 – This represents an increase of \$611,230 from the FY23 Budget. These revenues are budgeted for wholesale sewer usage of the Regional Wastewater System in accordance to the cost accounting formula in the “Interagency Agreement”. There are eleven wholesale customers of the Regional Wastewater System. Casper is 84% of the system.

Personnel Services

- a) Personnel Costs - \$1,694,252 – This is an increase of \$6,015 from the FY23 budget. The increase anticipates a 3.5% pay increase; however, newer operators starting out lower on the pay scale offsets some of the overall personnel cost increase. The turnover of employees jumped from 5% to 26% in the last few years.

Materials and Supplies

- a) General Supplies and Materials - \$140,000 – This is an increase of \$11,000 from the FY23 budget. Slight increases were seen in lubricants, machinery supplies, and other structures/building supplies. General supplies and materials includes the following:
 - \$ 3,000 – Office Supplies (unchanged)
 - \$15,000 – Misc Supplies (increase of \$10,000)
 - \$10,000 – Safety Equipment and Supplies (unchanged)
 - \$10,000 – Lubricants (increase of \$1,000)
 - \$85,000 – Machinery Supplies (increase of \$20,000)
 - \$ 5,000 – Small Tools and Supplies (unchanged)
 - \$12,000 – Lab Supplies (unchanged)
 - \$ 0 – Other Structures/Building Supplies (decrease of \$20,000 – moved to Machinery Supplies)
- b) Postage and Printing - \$2,200 – This amount is a decrease of \$800 from the FY23 budget.
- c) Electricity - \$360,000 – This amount is unchanged from the FY23 budget.
- d) Natural Gas - \$82,000 – This is an increase of \$10,000 from the FY23 budget.
- e) Gas/Fuel - \$20,000 – This is an increase of \$5,000 from the FY23 budget. This is fuel for the emergency generator.

- f) Chemicals - \$625,000 – This is an increase of \$269,000 from the FY23 budget. Ferrous chloride has been used for Indian Springs corrosion control, but it is getting difficult to get. A switch to Ferric chloride is possible. This is for the North Platte Sanitary Sewer chemical feed. All the chemical prices have increased.
- g) Lift Station Supplies - \$10,000 – This amount is a \$4,000 decrease from the FY23 budget.
- h) Technology Supplies - \$1,000 – This is for small electronics such as monitors, keyboard, etc. This amount is a decrease of \$6,500 from the FY23 budget. Computer replacements are now included in Interdepartmental Services.
- i) Maintenance/Repair - \$192,000 – This is an increase of \$22,000 from the FY23 budget. Included are:
 - \$75,000 – UV Disinfection Equipment (unchanged)
 - \$12,000 – Meter Station Components (\$2,000 increase)
 - \$75,000 – Plant Valves and Piping (unchanged)
 - \$10,000 – Lighting System Components (unchanged)
 - \$20,000 – Machinery Repair (new, \$20,000 increase for outside-vendor repairs on the aging equipment)
- j) Clothing Allowance - \$2,000 – This is unchanged from FY23.

Contractual Services

- a) Professional Services - \$30,000 – This amount is an increase of \$5,000 from the FY23 budget. This line is for instrumentation repair.
- b) Investment Services - \$12,079 – This is an increase of \$5,958 from the FY23 budget.
- c) Maintenance Agreements - \$54,200 – This is an increase of \$8,200 from the FY23 budget. This line includes the following items:
 - \$ 6,200 – CMMS Software (\$200 increase)
 - \$ 3,000 – Operations Data Tracking Software (unchanged) – Lab results
 - \$ 1,500 – Laser Alignment Tool Calibration (\$500 increase) – Pump and motor alignment done in-house
 - \$ 2,500 – Fire Sprinkler System Inspection (\$500 increase) – OSHA requirement
 - \$ 2,500 – Fire Extinguisher Inspection/Exchange (\$500 increase)
 - \$ 3,000 – HVAC Service (unchanged)
 - \$ 4,000 – Crane Inspections (unchanged) OSHA requirement
 - \$ 2,500 – Copier Maintenance/Lease (\$500 increase)
 - \$ 1,000 – Lab Equipment Certification (unchanged) Required
 - \$ 2,000 – Instrumentation – Contractual (unchanged)

- \$20,000 – Professional Cleaning Services (unchanged) This is for the administration buildings.
 - \$ 6,000 – IPP Linko Software – New Annual fee – More organized than a spreadsheet, and better understood.
- d) Other Contractual - \$56,000 – This is a \$10,000 increase from FY23. Other Contractual contains the following:
- \$ 1,000 – Legal Services (unchanged)
 - \$45,000 – NCCD Funding Agreements (\$10,000 increase) – Not spent if not approved – anticipate increase to the NCCD funding request
 - \$ 2,000 – Railroad Easements (unchanged)
 - \$ 5,000 – Other Misc. Contractual (unchanged)
 - \$ 3,000 – Public Outreach (unchanged) – may increase in all Funds
- e) Interdepartmental Services - \$309,452 – This represents a decrease of \$25,147 from the FY23 budget. This line item represents the following transfers to the General Fund for services provided that are based on workorders and/or number of employees:
- \$ 46,910 – Information Technology (\$9,214 increase)
 - \$ 33,641 – Finance (\$3,052 decrease)
 - \$121,261 – Customer Service (\$1,123 decrease)
 - \$ 23,444 – Human Resources (\$2,239 decrease)
 - \$ 9,005 – City Council (\$4,487 decrease)
 - \$ 26,986 – City Manager (\$16,482 decrease)
 - \$ 24,936 – City Attorney (\$2,572 decrease)
 - \$ 18,014 – Central Garage (\$4,795 increase) – Fleet Services
 - \$ 5,255 – Building and Structures (\$389 increase)
- f) Laundry and Towel Service - \$9,000 – This is an increase of \$800 over the FY23 budget. Don't want dirty uniforms to go home with employees due to contamination risk.
- g) Testing - \$40,000 – This is unchanged from the FY23 budget and is for DEQ/EPA lab testing requirements. A large portion of testing is done at the WWTP.

Other Costs

- a) Travel/Training - \$8,500 – This is a \$500 increase from the FY23 budget. The increased amount is for new operator training. A DEQ certification is required for all Operators.
- b) Insurance and Bonds - \$227,707 – This represents an increase of \$172,905 from the FY23 budget. Building and equipment costs were adjusted as well as facilities added to the insurance policy. The schedule of values was also revised.

Utility Expense

- a) Communication - \$27,000 – This is a decrease of \$1,000 from the FY23 budget. The decrease is from converting some remote stations to radio from CenturyLink.
- b) Refuse - \$50,000 – This amount is unchanged from the FY23 budget. This line item is used for trash and for the WWTP sludge that is hauled to Solid Waste.

Debt Service

- a) Principal Payment - \$709,114 – This reflects the Principal amounts for three CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) - \$595,315
 - CWSRF Loan #128 (Biosolids Turner) - \$ 13,768
 - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$100,031
- b) Interest Expense - \$137,183 – This reflects the Interest expense for CWSRF loans per the amortization schedules.
 - CWSRF Loan #27 (2008 WWTP Imp.) - \$ 78,229
 - CWSRF Loan #127 (Phase 1 WWTP Imp.) - \$ 58,954

Capital Revenues

- a) System Development Charges - \$190,000 – This amount is unchanged from the FY23 budget.
- b) ARPA Funding - \$2,000,000 – WWTP MCC Project.

Capital Projects

Capital Projects were reviewed in detail at the last meeting.

Summary

Budgeted Operating Revenue for the WWTP Fund is anticipated to increase by \$765,278 from the FY23 budget. The increases are expected to come from User Fees and Earned Interest. The FY24 WWTP Fund operations expenses are 13.2% above the FY23 budget. The majority of the increase is coming from chemicals and insurance with smaller increases seen in materials, fuel, and maintenance repair.

Major capital projects for FY24 include the MCC replacement project, HVAC unit replacement, emergency generator replacement, and RWWS interceptor rehabilitation. At \$4,257,000 the FY24 WWTP Fund Capital budget is \$1,555,000 more than last fiscal year and is in line with the most recent rate model. This is due to the MCC project.

The total FY24 WWTP budget shows a gain of \$500,000. This is mainly due to the receipt of ARPA funding, much of which will be seen in FY24. Close attention will need to be paid to cash flow projections and capital projects may have to be adjusted accordingly.

Board Member Jay asked if the Customer Service increase for employees is mostly processing utility bills. Mr. Martin stated that it is as Utilities and Solid Waste pay 100% of the Customer Service budget.

Secretary Lawson asked if there is a substantial increase in delinquent accounts from ten years ago. Mr. Martin stated that it is more trying to get a handle on delinquents after COVID. Mr. Martin stated that there are people struggling to pay their water bill, which is a reason to look at block rates.

Vice President Jones asked if the last rate increase was for two years. Mr. Martin stated that was correct, and the Board will look at rates this fall for the next two years.

5. In Other Business:

- a. Mr. Martin asked the Board to reference the One Cent Tax chart on the screen. Mr. Martin stated that the amount of One Cent Tax received in April is above projections. Mr. Martin stated that it is a total of \$1.6 M above projections for the year.
- b. Mr. Martin stated that today is Administrative Professionals Day and thanked Ms. Brown for all the work she does for the Board. The Board also expressed their thanks to Ms. Brown.
- c. Mr. Martin informed the Board that Project Safe for the City Hall remodel is going forth and offices will be moving out of City Hall to the Casper Business Center. Mr. Martin stated that additional information on meeting location will be included in the email for the next meeting. Mr. Martin stated that City Hall will be under construction for the next year.

Secretary Lawson asked where the Council meetings will be held. Mr. Martin stated that he heard they are looking at the Lyric, and other places for Council meetings.

A motion was made by Board Member Jay and seconded by Board Member English to adjourn the meeting at 9:17 a.m. Motion passed.



Secretary