
INFORMATION PACKET

Friday, February 2, 2024



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Future Agenda Items

Council Items:			
Item	Date	Estimated Time	Notes
Livability/Marketing Follow-up			
Funding for Sidewalk Repairs/Homeowner Responsibilities			
Naming City Garbage Trucks			
Community Project Funding Process Part 2			March
Recycling & Composting Options			March
Passenger Railway Support Letter			
Potential USPS Processing Move			
Staff Items:			
FWC Study Update			April
Downtown Parking Kiosks			Spring
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 (Abatement Responsibility for Sidewalk and Street Vegetation Obstructions)			
Code Enforcement Follow-up (Funding Source for Condemnations, Dangerous Buildings, and Demolitions)			
Dangerous Building Processes			23-Apr-24
Utility Rate Model			May
Capital Budget Review	March 12, 2024		
Tentative Budget to Council	May 7, 2024		
Budget Review Sessions	5/20/24 & 5/22/24		
Summary Proposed Budget to Council	June 4, 2024		
Fort Caspar Feasibility Study			Fall
Master Plan			Summer
Business Self Inspection Ordinance			March
Potential Topics-- Council Thumbs to be Added:			
City Facility Retention & Subsidization			
Future Regular Council Meeting Items:			
Establish Public Hearing: FY25 Budget	6/4/2024		
Public Hearing: FY25 Budget Adoption	6/18/2024		
Urban Forestry Grant			
Retreat Items:			
Economic Development and City Building Strategy			

The Grid


Working Draft of Council Meeting Agendas

February 6, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting: Noise Ordinance Review					
Approval of 1/16 Minutes					C
Approval of 1/16 Exec Minutes					C
Proclamation: Random Acts of Kindness					
Est Public Hearing: Consideration of an Ordinance Vacating a Segment of Alley Abutting Lots 5, 6 and 7, Kenwood Addition to the City of Casper.	C				
Est Public Hearing: Annexation, plat & zoning for Izaak Walton Addition	C				
Est Public Hearing: Resolution Certifying Annexation, plat & zoning for Izaak Walton Addition (April 2)	C				
Est Public Hearing Consideration of an ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper (tentative)	C				
Public Hearing: Budget Amendment #2		N			
Public Hearing: LAD 160 Chinook		N			
PH/1st Reading: Consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.		N			
PH/1st Reading: Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 6, "Bryan Subdivision."		N			
Public Hearing - Transfer of Ownership Interest for Retail License No. 15 - Wyoming Liquor LLC (Wy Discount Liquor)		N			
Public Hearing - Transfer of Ownership Interest for Retail License No. 22 - 2nd Street Liquor		N			
2nd Reading- Utility Billing (postponed from 1/16)			N		
Approving and Adopting the Westwinds Land Use and Extension Study for the Casper Metropolitan Area.				C	
Contract for Professional Services between Nelson/Nygaard Consulting Associates, Inc. and the Casper Area MPO in the amount of \$399,904.35 for the long range transportation plan.				C	
Contract for Professional Services between Nelson/Nygaard Consulting Associates, Inc. and the Casper Area MPO in the amount of \$29,809.05 for the Casper Area Transit Fare Study.				C	
Authorize a Contract for Professional Services with Frontier Precision, Inc., in the amount of \$42,976.64, for the City Surveying Equipment Upgrade, Project No. 23-004. (tentative)				C	
Consideration of a Resolution approving a final plat of the "Natrona County Health Addition" subdivision, and the associated Subdivision Agreement (tentative)				C	
Professional Services Agreement for the Conservation Fund				C	
Authorizing the Purchase of One (1) New or Used Hydraulic 36-Ton Excavator, in the Total Amount of \$329,931.66, to be Used in the Balefill Division of the Public Services Department.					C
Authorizing the Purchase of Two (2) New Side-Loading 27-Yard Sanitation Trucks, in the Total Amount of \$660,998.00, After Trade, for Use by the Sanitation Division of the Public Services Department.					C
Authorizing the Purchase of One (1) New Trailered Hydro Excavator, in the Total Amount of \$67,414.03, for Use by Water Distribution of the Public Services Department.					C
Appointing 2 New Members to Parks and Rec Advisory Board					C
Executive Session: Personnel					
February 13, 2024 Councilors Absent:					

Work Session Meeting Agenda Items	Recommendation	Page 4 of 10 Begin Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Meeting Follow-up		4:30	5 min
Liquor Report, Liquor Incentive Program, and Liquor Overserving	Move Forward and Direction	4:35	60 min
Council Goals Update	Information Only	5:35	30 min
Waste Water Treatment Plant Capital Budget Amendment	Move Forward for Approval	6:05	30 min
Vector Database for Fire Operations and Equipment(tentative)	Move Forward for Approval	6:35	20 min
Agenda Review		6:55	20 min
Council Around the Table		7:15	20 min
Approximate Ending Time:			7:35

February 20, 2024 Councilors Absent:					
Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
Pre-Meeting:					
Approval of 2/6 Minutes					C
Approval of 2/6 Exec Session Minutes					C
Public Hearing: Annexation, plat & zoning for Izaak Walton Addition		N			
Public Hearing Consideration of an ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper (tentative)		N			
2nd Reading: Consideration of an Ordinance approving a zone change of multiple properties located north of East 12th Street, between South Conwell and South Lowell Streets.			N		
2nd Reading: Consideration of an Annexation and Zoning Request for 0.51-acres, more or less, described as Lot 6, "Bryan Subdivision."			N		
2nd Reading: Consideration of an ordinance vacating the segment of alley abutting Lot 5, 6 and 7, Kenwood Addition to the City of Casper			N		
3rd Reading - Utility Billing			N		
Consideration of a Resolution approving a final plat of the "Morado Cove" subdivision, and the associated Subdivision Agreement. (tentative)				C	

February 27, 2024 Councilors Absent:		Page 5 of 10	
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
1% #17 Reallocation of \$85k Funding Options	Direction Requested	4:35	45 min
Parks and Rec Master Plan Update	Information Only	5:20	30 min
Agenda Review		5:50	20 min
Legislative Review			20 min
Council Around the Table			20 min
Approximate Ending Time:			

FEBRUARY 2024							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
28	29	30	31	1 Bert Kreischer 7:00 pm- 10:00 pm	2 Load-In Boys & Girls Club 8:00 am - 5:00 pm	3 Boys & Girls Club Reverse Raffle & Auction 5:00 pm - 11:00 pm	
4	5 CPD Testing 7:30 am- 11:00 am	6	7	8 HF Sinclair Training 8:00 am- 5:00 pm State Legislators' Dinner 4:00 pm-8:00 pm	9 Load-In API Chili Cook-Off & Calcutta (6:00-9:30 pm) 8:00 am- 10:00 pm	10 API Chili Cook-Off 11:00 am- 2:00 pm	
11	12 HF Sinclair Training 8:00 am-5:00 pm	13	14	15 Postmodern Jukebox 7:00 pm- 10:00 pm	16	17	
18 Broadway at the Ford Hairspray 6:00 pm- 10:00 pm	19 <i>Presidents' Day</i> <i>FWC Offices Closed</i>	20 Dropkick Murphys 6:00 pm- 10:00 pm	21 Load-in WHSAA State Wrestling 8:00 am-5:00 pm	22 WHSAA State Wrestling 7:00 am-9:00 pm	23 WHSAA State Wrestling 7:00 am- 9:00 pm	24 WHSAA State Wrestling 8:00 am-9:00 pm	
25 Casper Showdown 7:00 am- 7:00 pm	26	27	28	29 WHSAA State High School 1/A 2/A Basketball 9:00 am- 9:00 pm	1 WHSAA State High School 1/A 2/A Basketball 9:00 am - 9:00 pm	2 WHSAA State High School 1/A 2/A Basketball 8:30 am - 9:00 pm	

CASPER YOUTH COUNCIL MINUTES
Casper Area Chamber of Commerce
January 21, 2024

1. **ROLL CALL** Casper Youth Council met at 4:30 p.m., Sunday, January 21, 2024, at the Casper Area Chamber of Commerce
Present: Zoe Johnson, Caitlynn Johnson, Sara Loghry, Finn McCoul, Anna Koehmstedt, Massimino Nania, Councilor Kyle Gamroth, and Advisor Elissa Campbell
Absent: Allie Scroggins
Guest: Tom Van Kleef, Executive Vice President Oil Mountain Energy
2. **Guest Discussion:**
 - Discussion centered on Oil & Gas Industry in Wyoming
 - ~ 478 small oil producers in Wyoming, each having less than 15 wells
 - ~ Those 478 produce 95% of the oil in Wyoming
 - ~ Provide 15% of City, County, and State budgets
 - ~ Taxation and Revenue produced from Oil & Gas Industry
 - ~ How land leases and easements work
 - ~ How permitting works
 - ~ How production and distribution works
3. **Old Business**
 - No new business discussed
4. Next CYC meeting will be Sunday, February 11th from 4:30-5:30p
5. **Adjourned** 5:43pm

Submitted by ECampbell



Casper Finance Committee – Regular Meeting
 Tuesday, January 23, 2024 9:30 AM
 Casper Business Center, City Manager’s Conference Room
 123 1st Street
 Casper, WY 82601

Agenda

Interest Income – Jill Johnson

Investment Portfolio – Jill Johnson

FY24 Q2 Financial Presentation -Pete Meyers & Jill Johnson

Audit Presentation 10:30 AM Jeff Yennie, Ketel Thorstenson

Follow Up and Adjourn

In Attendance: Steve Cathey

Brandy Haskins

Lisa Engebretsen

Jai-Ayla Sutherland

Staff Present: City Manager, Carter Napier

Financial Services Director, Jill Johnson

Management Analyst, Pete Meyers

Accountant, Steve Fagnant

Ketel Thorstenson – CPA, Jeff Yennie – Partner

Grant Specialist, Christa Wiggs

Absent: None

1. Interest Income – Jill Johnson

Ms. Johnson explained that the City’s interest income is performing well and is exceeding projections by over \$500,000. Board members had questions about specific changes to the income, as shown in the interest income graph from the meeting packet. Ms. Johnson shared that some of the changes were due to funds maturing and then being reinvested, the intentional rebalancing of a portfolio because of the City having too high of a percentage of the fund balance, and shifting of funds as rates change.

2. Investment Portfolio – Jill Johnson

Ms. Johnson stated that the First Interstate Bank investment portfolio information, in the meeting packet, allows for the review of the performance of the City’s investments and gives information on the market in general. She explained that the return on equities is currently high, around the 10-15% return rate, but unfortunately the City can not currently participate until the State provides guidelines. The group discussed working with legislators to remove this restriction as well as the reasons such restrictions are currently in place. Ms. Johnson reminded the group that there is specifically an Investment Advisory Committee that would guide the City’s investments should the statutes become less restrictive.

Ms. Johnson spoke about the graphic regarding inflation and pointed out that while inflation is currently in the 3% range, that it is on top of previously high 11-12% rates, which is having an impact on everyone.

Ms. Johnson explained that the corporate bond threshold per policy is 20%, however, as the investments are reported at market value; the corporate bond portion is above 20%. In reviewing costs of the corporate bonds in the portfolio as a percentage of the total portfolio, the percentage is 19.98%. In May, when some bonds will mature, the percent of corporate bonds in the portfolio based on market value will drop back below the policy requirement. There was a brief discussion about the current and likely future performance of corporate bonds. The group had no further questions and ended the review of the investment portfolio.

3. FY24 Q2 Financial Presentation – Pete Meyers & Jill Johnson

Mr. Meyers began by sharing that his focus today would be on the general fund and utility funds and that this report is on an accrual basis, so it covers through December 2023. He stated that sales tax is paid to the City with a two-month lag; compared to last year's income, it is 5% over the projected amount. He then explained other City revenue sources and the group discussed the timing of the receipt of property taxes. The group also discussed the timing of receipt of revenue for vehicle registration and the projected revenue for gaming taxes.

Mr. Meyers provided an overview of expenditures and transfers out, then moved on to describe the water distribution fund. He shared that revenue for the fund is ahead of schedule likely because increased rates better match expenses and because the big capital outlay for two projects will not occur until spring.

Ms. Johnson stated that our debt service outlay is currently high because of payment schedules and the timing of the loan payments.

Mr. Meyers shared that the sewer fund year-to-date revenue is up 15% and in better than compared to this time last year. He also said that the wastewater treatment plant revenue is exceeding expenses this year likely due to lower expenses and the initial delay in new projects.

Mr. Meyers then spoke about the refuse collection fund, which is currently in good shape. Ms. Johnson said that this fund had not been well funded previously. Board members had questions about this shift and Ms. Johnson suggested that user rates were not previously high enough to pay for expenses, possibly in part due to high vehicle expenses. The group discussed the refuse fleet and the reserves needed to keep the fleet funded/maintained.

Mr. Meyers stated that the balefill revenue is not quite exceeding expenses, described circumstances that are impacting this fund, and shared that there are not concerns about the fund at this time.

Next, staff took questions from the board. The group discussed projected sales tax revenue, some police department equipment and the City's policy and related State Statute for invoice payment.

4. Audit Presentation 10:30 AM Jeff Yennie, Ketel Thorstenson

Mr. Yennie began by sharing that the audit this year was very similar to and consistent with the previous year. He then pointed out the clean opinion of the City's financial statements and described the purpose and value of the Management's Discussion and Analysis (known as the MD&A). He then described each section of the report, providing reference information and explaining applicable accounting standards. He described major costs or other significant considerations for different funds as he systematically reviewed the report for the group. He explained that our OPEB (Other Post-Employment Benefits) liability is now being reported and that while this is new on the report (not previously reported) it is not concerning for budgetary purposes as it is not something the City would ever be expected to pay for at any one time, rather it is for reporting purposes. He pointed out several places where OPEB is addressed in the report. He fielded questions from the board about fiduciary funds and component units.

Mr. Yennie indicated that a new accounting standard pertaining to compensated absences will be applicable in the future and he will ensure that City staff receives notice of training opportunities.

Mr. Yennie explained the importance of the SEFA (Schedule of Expenditures of Federal Awards) and the sampling process used to test transit this year. Ms. Sutherland asked about auditing requirements and Mr. Yennie explained the standard used to determine the scope of the testing/auditing.

Then Mr. Yennie addressed the two internal control findings reported in the audit. He shared that Ketel Thorstenson prepared the financial statements for the City, which automatically results in a finding. And then he spoke about audit adjustments that were late client entries. He also explained that the number audit adjustments had dropped significantly since last year.

Staff asked when the audit adjustment finding could be cleared and Mr. Yennie shared that this finding was more about a set auditing standard rather than a hard correction of the City's performance. He also said that Ketel Thorstenson is also audited and in good conscience, must address the audit adjustment finding and would discuss the finding with the other partner handling the City's account. Ms. Johnson shared the specifics of the significant decline in audit adjustments since 2021 and stated that the City's processes and project management are working much better at this time.

Mr. Yennie concluded by explaining the purpose and significance of the governance letter as well as the key points included in the document. He also said that per the management response, the City intends to prepare the financial statements in-house for fiscal year 2024.

The group had no further questions or comments and the meeting was adjourned at 11:35.