

WORK SESSION AGENDA

Casper City Council

The Lyric

Tuesday, June 13, 2023 at 4:30 p.m.



Work Session Meeting Agenda		Recommendation	Beginning Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	Meeting Follow-up • Student Council Scholarship • Citizens' Proposed Resolution	Direction Requested	4:30	15 min
2.	Transit Electric Fleet Conversion Study Update	Information Only	4:45	30 min
3.	Casper Mountain Property Easement Request	Direction Requested	5:15	20 min
4.	Fiscal Year 2023 Budget Amendment #3	Move Forward for Approval	5:35	20 min
5.	Public Officer Training	Information Only	5:55	5 min
6.	WYDOT I-25 Casper Marginal Enhancements	Direction Requested	6:00	20 min
7.	Agenda Review	Move Forward for Approval	6:20	10 min
8.	Legislative Review		6:30	10 min
9.	Council Around the Table		6:40	20 min
Approximate End Time:				7:00

*** Reminder ***

Please silence cell phones during the City Council meeting.

May 17, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Liz Becher, Community Development
Director Beth Andress, MPO Supervisor

SUBJECT: Casper Area Transit Electric Fleet Conversion Study Update

Meeting Type & Date:

Council Work Session, June 13, 2023.

Action Type:

Information Only

Recommendation:

None

Summary:

In December 2022, the Casper Area MPO (through its fiscal agent the City of Casper) entered into a contract with HDR Engineering, Inc. to perform the Casper Area Transit Electric Fleet Conversion Study. The HDR Engineering consultant team has completed the feasibility study and is ready to release the draft report for public comment. The Casper Area MPO asked the consultant to give the council an informational presentation regarding the study's findings and recommendations.

The goal of the Casper Area Transit Electric Fleet Conversion Study is to provide information and planning-level details to the MPO and Casper Area Transit on the feasibility of the electrification of the Casper Area Transit fleet. The Federal Transit Administration is promoting the conversion of fossil fuel transit fleets, and this study will position the MPO and Casper Area Transit to take advantage of federal electric fleet conversion funding if the council elects to pursue an EV fleet. The study will provide the City of Casper and Casper Area Transit a road map for integrating electric vehicles as well as an understanding of what advancements in electric vehicle technology and power infrastructure need to take place prior to integration.

The Casper Area Metropolitan Planning Organization (MPO) is composed of the City of Casper, the Towns of Bar Nunn and Evansville, the City of Mills, and Natrona County. The MPO along with the member jurisdictions guided by the Long Range Transportation Plan identifies projects and programs they wish to complete each federal year. These programs and projects are presented by the MPO each year in the Unified Planning Work Program (UPWP) which is voted on and approved by representatives from all the MPO member jurisdictions on both the Technical and Policy Committees. The Fiscal Year 2023 UPWP included \$100,000.00 of matched federal funding for the Casper Area Transit Electric Fleet Conversion Study.

The final Casper Area Transit Electric Fleet Conversion Study will be presented to the Casper City Council for review and approval in July 2023.

Financial Considerations:

Funding for this project comes from the Casper Area MPO, including federal monies and contributions from member agencies.

Oversight/Project Responsibility:

Beth Andress, MPO Supervisor

Attachments:

None

June 9, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Eric Nelson - City Attorney *E.N.*
Liz Becher - Community Development Director *L.B.*
Craig Collins, AICP - City Planner *C.C.*
SUBJECT: Request for an Easement

Meeting Type & Date:

Council Work Session, June 13, 2023

Action Type:

Direction Requested

Summary:

The City has been contacted by a gentleman named Travis McDaniel who either owns, or wishes to purchase a 40 acre parcel adjacent to a 120-acre parcel of City-owned land on the east end of Casper Mountain. Mr. McDaniel's property currently lacks legally enforceable access to a public road, the closest of which is through the City owned property. Mr. McDaniel has requested an easement or right-of way through the City owned property. The easement would be used to gain access to his parcel of land located at the southwest corner of the City's parcel. According to Mr. McDaniel, the basic alignment shown on the attached map is the most convenient access point to his property, given distance and topographical features. City staff has not discussed any of the details or particulars about the easement with Mr. McDaniel, and is, at this time, simply requesting direction from the City Council as to whether the request should be entertained.

Wyoming Statute 24-9-101 provides a process by which landlocked owners can establish a private road through a petition in the district court. Once the Court has determined that the petition satisfies the requirements of the statute, three viewers and appraisers are appointed. They are tasked with the following:

- Mark out a private road and alternatives as they deem appropriate
- Proposed roads should be the most convenient, following section and boundary lines where possible
- Recommend specific conditions on the road such as maintenance and use
- Any road shall not exceed 30 feet in width
- Assess any damages to the property

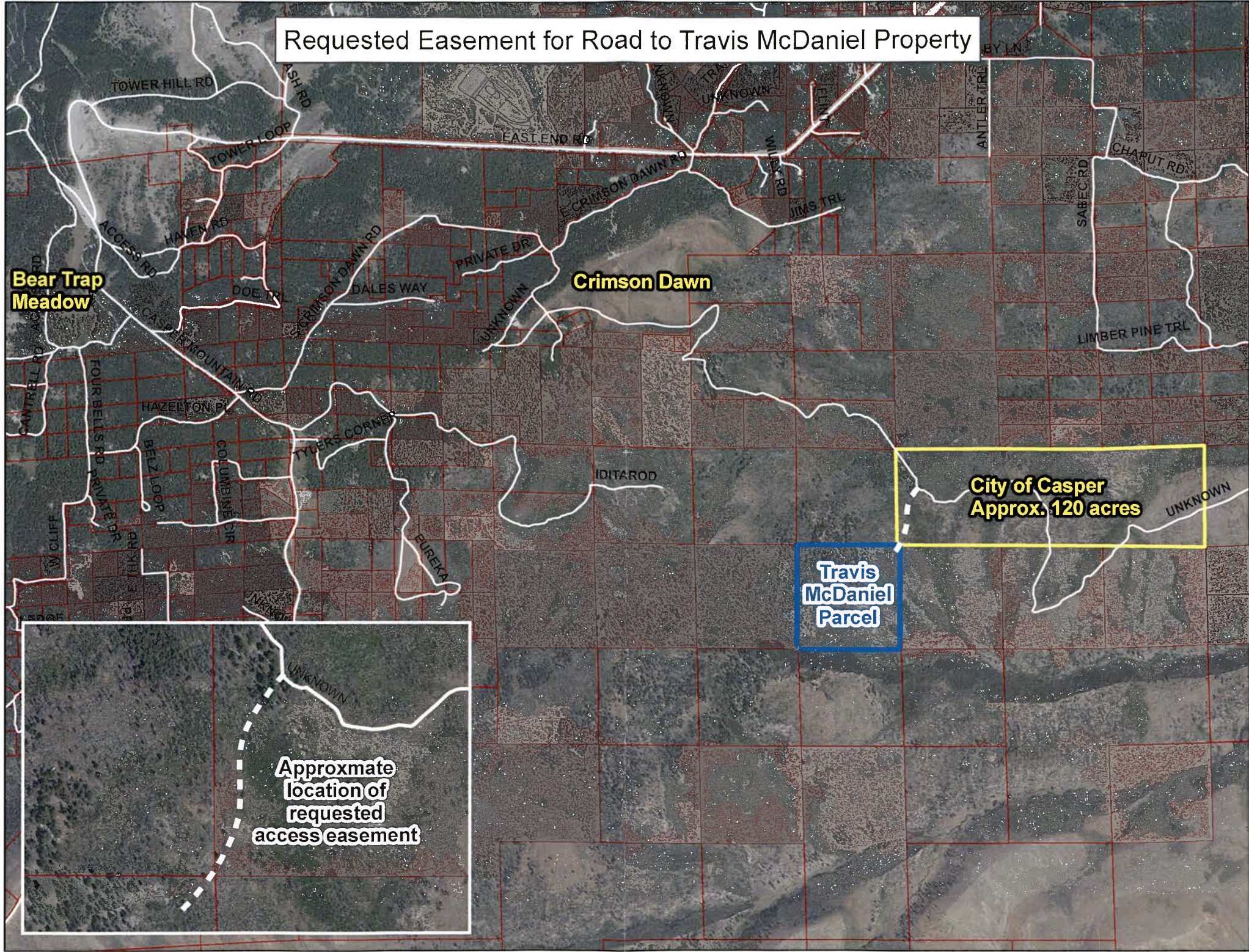
The City could enter negotiations with Mr. McDaniel regarding an access easement or right-of-way. Below is a list of details that will need to be considered if Council directs staff to move forward with the request.

- What is the size and configuration of the requested easement?
- Will it be a public or private easement?
- What is the value of the easement? How will it be determined (appraisal?)
- What are the specific construction and maintenance obligations of the grantee?
- Has there been the necessary coordination with the adjacent landowner(s) who also must grant access.
- A surveyor would need to be hired to create a legal description/survey of the easement.

Attachments:

Vicinity Map

Requested Easement for Road to Travis McDaniel Property



June 1, 2023

MEMO TO: J. Carter Napier, City Manager
FROM: Jill Johnson, Financial Services Director
Nicholas Gassman, Accounting Supervisor
SUBJECT: Amendment to the Fiscal Year 2023 Budget

Meeting Type & Date

Council Work Session
June 13, 2023

Action Type

Information Only

Recommendation

Move Forward for Approval

Summary

The Municipal Budget Act, Section 16-4-108, prohibits the expenditure or encumbrance of any money in excess of the amounts provided in the budget for each department. To comply with this requirement, City Council may authorize an adjustment of budgets.

The budget amendment being proposed would be the third amendment to the originally adopted Fiscal Year 2022-2023 budget. If approved, this amendment would add \$23,449,340 of additional expenditure authority to the budget. For the purposes of a summary analysis, the proposed amendment is divided into the following categories.

Transfers

\$16,655,457 of this is related to transferring money between funds.

- \$7,686,585 is the amount of One Cent 16 money collected over what was originally allocated. This is being moved into the Opportunity Fund.
- \$3,128,552 is related to Project SAFE. This is being moved to the Capital Fund.
- \$1,474,083 is the remaining One Cent 16 allocation designated for the Water Fund. Prior year transfers were originally reduced with COVID.
- \$1,171,751 is related to the Transit Fund. This corrects the original budget to properly reflect the revenue sources and bring the fund in balance.
- \$1,113,618 is transferring money from the General Fund to the Capital Fund. This is related to the Mountain West Fiber Project.
- \$769,398 is related to FY22 transfers that were missed or made at the wrong time. New processes have been developed to properly track needed transfers going forward.
- \$589,183 is the remaining One Cent 15 and 16 designated for the River Fund.
- \$287,500 is the remaining One Cent 16 allocation designated for the Sewer Fund. Prior year transfers were originally reduced with COVID.

- \$115,000 is related to the Highland Park pickleball resurfacing. This is being moved to the Capital Fund.
- \$75,673 is related to the Aquatics subsidy.
- \$63,511 is related to Fire Station 1 Flooring project costs coming in over budget. This is transferring to the Capital Fund.
- \$50,000 is related to the 40th anniversary Celebration at the Ford Wyoming Center.
- \$34,846 is related to the Hogadon Lodge Settling project. This is transferring to the Hogadon Fund.
- \$34,800 This is related to moving operational expenses to capital expenses. This is transferring to the Capital Fund.
- \$27,314 is related to Server Upgrades at City Hall. This is transferred to the Capital Fund.
- \$12,616 is related to a matching requirement for a fire grant. This is being transferred to the Fire Grants Fund.
- \$10,630 is related to a mower and backhoe purchase over original budgeted. This is used by Parks and Weed and Pest. This is transferring the money from Weed and Pest to the Capital Fund.
- \$5,397 is related to a the purchase of a new freezer and oven at the golf course. This is being moved to the Golf Fund.
- \$5,000 is related to a Safety Improvements Grant. This is being transferred to the Capital Fund.

Council authorized projects/disbursements

\$3,233,188 is required to cover the costs of projects and disbursements for which Council direction has previously been given and budget expenditure authority is needed. Items and recommended funding source, in this category are:

- \$3,128,552 is related to expenses for Project SAFE. This is funded from the Capital Fund, Opportunity Fund, and the One Cent 17 Fund.
- \$104,636 is related to additional design costs for the new police facility at the Casper Business Center. This is being funded with One Cent 16.

New Appropriations with offsetting revenues adjustment

\$2,559,517 is for expenditures that are either partially or fully funded by offsetting revenue.

- \$852,000 is related to increased costs associated with the Fleet Fund. This includes fuel, supplies, and outside services. This is reimbursed by other funds that utilize fleet services.
- \$500,000 is related to increased costs in the Property and Liability Insurance Fund. This is associated with increased insurance costs along with an increase in claims. Funding is provided by insurance reimbursements and Insurance Fund reserves.
- \$350,000 is related to increased chemical costs at the Water Treatment Plant. This is reimbursed by CWRWS.
- \$285,830 is related to Police Grants and are 100% grant reimbursed.
- \$156,500 is related to a grant received by the Recreation Center for the adventure camp program. This is 100% reimbursed.
- \$153,950 is related to Fire Grants. \$12,616 is a matching requirement paid by the General Fund. The remaining \$141,334 is reimbursed by the grants.

- \$79,519 is related to increased costs over budgeted in the Customer Service Department. This is reimbursed by the CPU and Solid Waste Funds.
- \$66,680 is related to the 1st St Reach River Restoration Project. Funding is provided by outside entity contributions.
- \$60,000 is related to increased natural gas costs at the Casper Business Center. This is partially offset by increased rental and lease revenue with the remaining coming from General Fund Reserves.
- \$25,038 is related to increased costs at the Ice Arena. This is partially funded by increased revenues and the remainder is funded by an increased subsidy from the General Fund.
- \$25,000 is related to skate park repairs. This is reimbursed by the Rotary Club.
- \$5,000 is related to expenses for a safety improvement grant. This is 100% reimbursed.

New Appropriations

\$1,950,804 are additional expenditures requested that do not have any offsetting revenue.

- \$500,000 is related to increased callback costs in the Fire Department. Funding is provided by General Fund reserves.
- \$470,000 is related to increased prisoner care costs in the Police Department. Funding is provided by General Fund reserves.
- \$155,000 is related to increased salary costs in the Police Department. Funding is provided by General Fund reserves.
- \$115,000 is related to the Highland Park pickleball court resurfacing. Funding is provided by General Fund reserves and Opportunity Fund reserves.
- \$100,000 is related to the purchase of a generator for the Metro Animal Shelter. Funding is provided by Metro Fund reserves.
- \$82,981 is related to the property taxes owed for the Casper Business Center. Property tax is owed because the building was not utilized by the government for the full year.
- \$79,519 is related to increased costs in the CPU and Solid Waste Funds to reimburse the extra costs in the Customer Service Department. Funding is provided by the CPU and Solid Waste Funds reserves.
- \$61,621 is related to additional costs associated with the Fire Station 1 Flooring project. Funding is provided by the Opportunity Fund.
- \$60,000 is related to increased chemical costs at the Waste Water Treatment plant. Funding is provided by WWTP reserves.
- \$54,062 is related to increased costs over budgeted for the Golf Fund. This includes supplies purchased for resale, golf cart leases, and general supplies and materials. Funding is provided by Golf reserves.
- \$50,261 is related to the Poplar St. and 1st Enhancements project. This was not fully budgeted in the past due to the cash on hand rule. Funding is provided by One Cent 16.
- \$50,000 is related to increased meter costs in the Water Fund. Funding is provided by Water reserves.
- \$37,500 is related to the I25 Casper Marginal project. This was not fully budgeted in the past due to the cash on hand rule. Funding is provided by One Cent 16.
- \$34,846 is related to Hogadon lodge settling repairs. This is funded from Capital reserves.

- \$34,800 is related to the purchase of Spectrometers for the Police Department. Funding is provided by General Fund reserves.
- \$27,973 is related to the Ford Wyoming Center locker room remodel. The City is reimbursing the management company for a portion of this cost. This is funded by One Cent 16.
- \$24,000 is related to increased costs with the Marathon Impound Lot Fencing project. Funding is provided by Capital reserves.
- \$10,630 is related to increased costs associated with the purchase of a mower and backhoe for use by Parks and Weed and Pests funds. This is funded by Weed and Pest reserves.
- \$2,611 is related to increased costs for a freezer purchased by the Golf Fund. Funding is provided by the Buildings and Structures, One Cent 16, and Golf reserves.

Un-Appropriation

(\$949,626) un-appropriation:

- (\$886,382) cost came in under budget on Mountain West Fiber project. This is reducing the current budget to the new expected costs.
- (\$34,800) reduces operational budget for capital purchase of spectrometers for the Police Department.
- (\$14,970) reduces expenses for the Ford Wyoming Center feasibility study. This was originally budgeted to have the City pay and be reimbursed. Visit Casper paid the bill and the City reimbursed them resulting in a reduction of revenue and expenses to the City.
- (\$11,548) reduces expenses related to the golf freezer and oven. These are instead being moved to the Golf Fund for the purchase.
- (\$1,926) reduce budget to match actual expenses for Courthouse Safety project.

Financial Considerations

Total net impact (after application of unanticipated revenues and transfers) to various funds is (\$5,735,284) shown as follows:

General Fund	(\$ 2,330,920)
Opportunity Fund	\$ 5,359,072
Perpetual Care Fund:	(\$ 61,833)
Metro Fund:	(\$ 100,000)
River Fund:	\$ 589,183
CARES Fund:	\$ 55,681
Weed and Pest Fund:	(\$ 2,730)
Public Transit Fund:	\$ 949,636
Capital Fund:	(\$ 17,414,944)
One Cent 17 Fund:	\$ 5,935,813
Water Fund:	\$ 1,396,410
Sewer Fund:	\$ 275,175
WWTP Fund:	(\$ 71,530)
Refuse Fund:	(\$ 75,188)
Balefill Fund:	\$ 47,197
Golf Fund:	(\$ 51,276)

Event Center Fund:	\$	64,970
Fleet Maint. Fund:	\$	35,000
Property and Liability Insurance Fund:	(\$	335,000)

A detailed listing of all transactions comprising the proposed amendment can be found in Attachment A.

Oversight/Project Responsibility

Jill Johnson, Financial Services Director
Nicholas Gassman, Accounting Supervisor

Attachments

Budget Amendment Detail

Attachment FY '23 BUDGET AMENDMENT #3 DETAIL		FUNDING REQUESTED	NEW OR OFFSETTING REVENUES	DESCRIPTION	FUNDING SOURCE
GENERAL FUND (101)					
Revenues					
Contributions		(494,070)	Record budgeted revenue for opioid settlement received	Opioid settlement	
Service Fees		(332,953)	Increased revenue received over budgeted	Increased revenue	
Interest Earned		(164,360)	Increased revenue received over budgeted	Increased revenue	
Interdepartmental Charges		(79,519)	Charges related to increased customer services budget	Interdepartmental billings	
Automobile Tax		(57,139)	Increased revenue received over budgeted	Increased revenue	
Gaming Revenue		(39,008)	Increased revenue received over budgeted	Increased revenue	
Transfer In		(31,000)	Transfer from Capital - Fort Caspar museum carpet replacement	One Cent 16	
Rentals and Leases		(25,291)	Increased rental revenue over originally budgeted	Increased revenue	
Transfer in		(16,000)	Transfer from Capital - related to Police Mobile Cameras budgeted in FY22	Perpetual Care unassigned cash	
Intergovernmental User Charges		(4,276)	Increased revenue received over budgeted	Increased revenue	
Restitution		(4,033)	Increased revenue received over budgeted	Increased revenue	
Parking Fines		(690)	Increased revenue received over budgeted	Increased revenue	
Total GF Revenues		-	(1,248,339)		
General Government (501)					
Natural Gas	60,000		Increased costs over budgeted at the Casper Business Center	Unassigned cash	
Other Contractual	58,000		Increased costs over budgeted for customer service. Reimbursed by other funds	Interdepartmental billings	
Health Insurance	20,448		Increased costs over budgeted for customer service. Reimbursed by other funds	Interdepartmental billings	
Technology Supplies	1,071		Increased costs over budgeted for customer service. Reimbursed by other funds	Interdepartmental billings	
Property Tax	82,981		Casper Business Center Property Tax	Unassigned cash	
Total General Government	222,500	-			
Public Safety (502)					
Salaries and Wages	500,000		increased costs over budgeted - Fire Department	Unassigned cash	
Prisoner Care	470,000		Increased costs over budgeted	Unassigned cash	
Salaries and Wages	155,000		Increased costs over budgeted - Police Department	Unassigned cash	
General Supplies and Materials	(34,800)		Capital expense originally budgeted in General Fund	Expense reduction	
Total Public Safety	1,090,200	-			
General fund (transfer out)					
Transfer out	1,113,618		Transfer to Capital - Fiber project	Unassigned cash	
Transfer out	891,596		Transfer to Transit - bring fund into balance for revenues and expenses	Unassigned cash	
Transfer Out	118,725		Transfer to Cares Fund - Correct incorrect transfer from FY22	General Fund unassigned cash	
Transfer out	67,500		Transfer to Capital - Highland Park Pickleball	Unassigned cash	
Transfer Out	34,800		Transfer to Capital Fund - Capital expense originally budgeted in General Fund	Expense reduction	
Transfer out	14,667		Transfer to Capital - related to Police Mobile Cameras budgeted in FY22	Unassigned cash	
Transfer out	13,037		Transfer to Aquatics - increase subsidy for costs over budgeted	Unassigned cash	
Transfer out	12,616		Transfer to Fire Grants - regional response grant match	Unassigned cash	
Total General Fund transfer out	2,266,559	-			
Opportunity (102)					
Transfer Out	2,126,552		Transfer to Capital - project safe	Unassigned cash	
Transfer out	63,511		Transfer to Capital Fund - Fire station 1 flooring	Unassigned cash	
Transfer out	62,636		Transfer to Capital Fund - Aquatics Subsidy over one cent 16 allocation	Unassigned cash	
Transfer out	47,500		Transfer to Capital Fund - Highland Park Pickleball	Unassigned cash	
Transfer out	27,314		Transfer to Capital Fund - Server upgrades over one cent 16 allocation	Unassigned cash	
Transfer in		(7,686,585)	Transfer from Capital - transfer One Cent 16 collected over allocated	One Cent 16	
Total Opportunity Fund	2,327,513	(7,686,585)			

FY '23 BUDGET AMENDMENT #3 DETAIL - Page 2

	FUNDING REQUESTED	NEW OR OFFSETTING REVENUES	DESCRIPTION	FUNDING SOURCE
Perpetual Care (103)				
Transfers	185,000	(169,583)	Transfer to Capital - related to aquatics slide tower budgeted in FY22	Unassigned cash
Transfers	39,101	(20,518)	Transfer to Capital - related to aquatics roof replacement budgeted in FY22	Unassigned cash
Transfers	25,000	(22,917)	Transfer to Capital- related to aquatics starburst budgeted in FY22	Unassigned cash
Transfer Out	16,667		Transfer to Capital - related to field 5 lights budgeted in FY22	Unassigned cash
Transfers	16,000	(14,667)	Transfer to General Fund - related to Police Mobile Cameras budgeted in FY22	Unassigned cash
Transfers	15,000	(13,750)	Transfer to Capital - related to Hogadon snowmaker budgeted in FY22	Unassigned cash
Transfer Out	6,500		Transfer to Capital - related to fire station 1 flooring budgeted in FY22	Unassigned cash
Total Perpetual Care Fund	303,268	(241,435)		
Metro Animal Shelter (105)				
Light Equipment	100,000		Backup Generator for Metro animal shelter	Unassigned cash
Total Metro Animal Shelter Fund	100,000	-		
River (106)				
Other Contractual	66,680	(66,680)	1st St reach river restoration project	Grant reimbursed
Transfer in		(589,183)	Transfer from Capital - transfer remaining one cent 15 & 16	One Cent 15 & 16
Total River Fund	66,680	(655,863)		
Cares (107)				
Transfer out	50,000		Transfer to Event Center for 40th Anniversary Celebration	Unassigned cash
Transfer out	14,970		Transfer to Event Center for Feasibility Study	Unassigned cash
Technology Supplies	(1,926)		Reduce budgeted expense to actual expenses	Expense reduction
Transfer in		(118,725)	Transfer from General Fund - Correct incorrect transfer from FY22	General Fund unassigned cash
Total Cares Fund	63,044	(118,725)		
Weed and Pest (110)				
Transfer Out	7,900		Switch expense to transfer to Capital Fund - Mower	Expense reduction and Transfer out
Transfer Out	2,730		Transfer to Capital - Cover overage on backhoe purchase	Unassigned cash
Light Equipment	(7,900)		Switch expense to transfer to Capital Fund - Mower	Expense reduction and Transfer out
Total Weed and Pest Fund	2,730	-		
Special Fire Assistants (112)				
Light Equipment	63,082	(63,082)	Regional response grant awarded	50,466 grant funded and remainder from General Fund
General Supplies and Materials	51,400	(51,400)	Regional response grant awarded	100% grant funded
Travel and Training	37,998	(37,998)	Regional response grant awarded	100% grant funded
Salaries and Wages	1,470	(1,470)	Regional response deployment - grant reimbursed	100% grant funded
Total Special Fire Assistance Fund	153,950	(153,950)		
Police Grants Fund (114)				
General Supplies and Materials	99,175	(99,175)	Budgeting for grant related expenses	100% grant funded
Other Contractual	93,000	(93,000)	Budgeting for grant related expenses	100% grant funded
Salaries and Wages	63,655	(63,655)	Budgeting for grant related expenses	100% grant funded
Other Contractual	30,000	(30,000)	Budget for revenue and expenses of seizure money	Funded by police seizures
Total Police Grants Fund	285,830	(285,830)		
Public Transit (115)				
State Revenue		177,115	Reduce state revenue for FY22 accruals	N/A
Transfer in		(1,126,751)	Transfer from GF and Capital - bring fund into balance for revenues and expenses	Transfer in from General Fund and Capital Fund
Total Transit Fund	-	(949,636)		

FY '23 BUDGET AMENDMENT #3 DETAIL - Page 3



	FUNDING REQUESTED	NEW OR OFFSETTING REVENUES	DESCRIPTION	FUNDING SOURCE
Capital Fund (150)				
Transfer Out	7,686,585		Transfer to Opportunity - transfer One Cent 16 collected over allocated	One Cent 16
Improvements to Buildings	3,128,552	(3,128,552)	Project Safe expenses	One Cent 17 and Opportunity unassigned cash
Transfer Out	1,474,083		Transfer to Water - remaining allocation of One Cent 16	One Cent 16
Transfer Out	589,183		Transfer to River - transfer remaining one cent 15 & 16	One Cent 15 & 16
Transfer Out	287,500		Transfer to Sewer - remaining allocation of One Cent 16	One Cent 16
Transfer Out	280,155		Transfer to Transit - bring fund into balance for revenues and expenses	One Cent 16
Transfers	169,583	(185,000)	Transfer from Perp Care - related to aquatics slide tower budgeted in FY22	Perpetual Care unassigned cash
Improvements other than building	115,000	(115,000)	Highland Park Pickleball Court Resurfacing	Opportunity Fund and General Fund - unassigned cash
Buildings	104,636		Police Building Design over original budget	One Cent 16
Improvements Buildings	61,621	(70,011)	Increased costs related to fire station 1 flooring- originally budgeted in FY22	Perpetual Care and Opportunity unassigned cash
Improvements other than building	50,261		Poplar St. and 1st Enhancements - not fully budgeted	One Cent 16
Improvements other than building	37,500		I25 Casper Marginal Project - not fully budgeted	One Cent 16
Transfer Out	34,846		Transfer to Hogadon - Lodge repairs	Capital reserves
Light Equipment	34,800	(34,800)	Purchase light equipment for Police Department	Transfer from General Fund
Transfer Out	31,000		Transfer to General Fund - Fort Caspar museum carpet replacement	One Cent 16
Maintenance/Repair	27,973		Reimburse Ford Wyoming Center for Locker room renovation project	One Cent 16
Improvements other than building	25,000	(25,000)	Skate Park Repairs	Reimbursed by Rotary Club
Improvements other than building	24,000		Increased costs related to Marathon Impound Lot	Unassigned cash
Transfers	22,917	(25,000)	Transfer from Perp Care - related to aquatics starburst budgeted in FY22	Perpetual Care unassigned cash
Transfers	20,518	(39,101)	Transfer from Perp Care - related to aquatics roof replacement budgeted in FY22	Perpetual Care unassigned cash
Transfers	13,750	(15,000)	Transfer from Perp Care - related to Hogadon snowmaker budgeted in FY22	Perpetual Care unassigned cash
Light Equipment	7,900	(7,900)	Mower purchased	Weed and pest unassigned cash
Improvements to Buildings	5,000	(5,000)	Safety improvements reimbursed by grant	Grant reimbursed
Light Equipment	2,730	(2,730)	Increased costs related to backhoe purchase	Weed and pest unassigned cash
Transfer Out	1,749		Transfer to Golf fund for oven replacement	One Cent 16
Transfer Out	1,037		Move expense to Golf and Transfer money - Freezer	Expense Reduction
Light Equipment	(1,037)		Move expense to Golf and Transfer money - Freezer	Expense Reduction
Technology Capital	(886,382)	(1,113,618)	Fiber Project - reduce budgeted expenses to revised costs	General Fund unassigned cash
Transfer In		(62,636)	Transfer from Opportunity - Aquatics Subsidy over one cent 16 allocation	Opportunity unassigned cash
Transfer In		(27,314)	Transfer from Opportunity - Server upgrades over one cent 16 allocation	Opportunity unassigned cash
Transfer In		(16,667)	Transfer from Perp Care - related to field 5 lights budgeted in FY22	Perpetual Care unassigned cash
Local Option Sales Tax		6,937,813	Move budgeted revenue from Capital to new One Cent 17 Fund	One Cent 17
Federal Revenue		2,000,000	Fiber Project - unable to secure federal grant. Now paid with General Fund	General Fund unassigned cash
Total Capital Fund	13,350,460	4,064,484		
One Cent 17 (151)				
Transfer Out	1,002,000		Transfer to Capital - project safe	One Cent 17
Local Option Sales Tax		(6,937,813)	Move budgeted revenue from Capital to new One Cent 17 Fund	One Cent 17
Total One Cent 17 Fund	1,002,000	(6,937,813)		
Water (201)				
General Materials and Supplies	50,000		Increased costs over originally budgeted	Unassigned cash
Internal Services	27,673		Increased costs over budgeted for customer service. Reimbursed by other funds	Unassigned cash
Transfer In		(1,474,083)	Transfer from Capital - remaining allocation of One Cent 16	One Cent 16
Total Water Fund	77,673	(1,474,083)		

	FUNDING <u>REQUESTED</u>	NEW OR OFFSETTING <u>REVENUES</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
CWR Water System (202)				
Chemicals	350,000	(350,000)	Increase costs of chemicals over budgeted	Reimbursement from CWRWS
Total CWR Water System Fund	350,000	(350,000)		
Sewer (203)				
Internal Services	12,325		Increased costs over budgeted for customer service. Reimbursed by other funds	Unassigned cash
Transfer in		(287,500)	Transfer from Capital - remaining allocation of One Cent 16	One Cent 16
Total Sewer Fund	12,325	(287,500)		
Waste Water Treatment Plant (204)				
Chemicals	60,000		Increased costs over budgeted	Unassigned cash
Internal Services	11,530		Increased costs over budgeted for customer service. Reimbursed by other funds	Unassigned cash
Total Waste Water Treatment Plant Fund	71,530			
Refuse (205)				
Transfer Out	60,000		Transfer to Balefill - Refund Balefill for vehicle purchased. Cost split	Unassigned cash
Internal Services	15,188		Increased costs over budgeted for customer service. Reimbursed by other funds	Unassigned cash
Total Refuse Fund	75,188			
Balefill (206)				
Internal Services	12,803		Increased costs over budgeted for customer service. Reimbursed by other funds	Unassigned cash
Transfer in		(60,000)	Transfer from Refuse - Refund Balefill for vehicle purchased. Cost split	Refuse unassigned cash
Total Balefill Fund	12,803	(60,000)		
Golf (222)				
Supplies Purchased for Resale	35,000		Increased costs over budgeted	Unassigned cash
Other Contractual	14,725		Increased costs over budgeted	Unassigned cash
General Supplies and Materials	4,337	(1,749)	Replace oven at 19th Hole	One Cent 16 and unassigned cash
Light Equipment	2,611	(3,648)	Move expense to Golf and Transfer money - Freezer	Transfer from Buildings and Structures and Capital
Total Golf Fund	56,673	(5,397)		
Ice Arena (223)				
Natural Gas	9,350	(9,350)	Increased costs over budgeted	Increased revenue and Transfer from General Fund
Supplies purchased for resale	8,488	(8,488)	Increased costs over budgeted	Increased revenue and Transfer from General Fund
Electricity	3,190	(3,190)	Increased costs over budgeted	Increased revenue and Transfer from General Fund
Other Contractual	2,617	(2,617)	Increased costs over budgeted	Increased revenue and Transfer from General Fund
General Supplies and Materials	1,393	(1,393)	Increased costs over budgeted	Increased revenue and Transfer from General Fund
Total Ice Arena Fund	25,038	(25,038)		
Casper Recreation Center (224)				
General Supplies and Materials	156,500	(156,500)	Adventure Camp program expenses related to new grant	100% grant funded
Total Casper Recreation Center	156,500	(156,500)		
Hogadon (225)				
Maintenance and repair	34,846	(34,846)	Hogadon lodge repairs	Capital fund unassigned cash
Total Hogadon	34,846	(34,846)		
Casper Events Center (226)				
Other Contractual	(14,970)	-	Event Center Feasibility Study - Reimbursed to visit Casper - budgeted change	Transfer in from Cares Fund
Transfer in	-	(50,000)	Transfer for 40th Anniversary Celebration not carried over from FY22	Transfer in from Cares Fund
Total Casper Events Center	(14,970)	(50,000)		

FY '23 BUDGET AMENDMENT #3 DETAIL - Page 5

	FUNDING REQUESTED	NEW OR OFFSETTING REVENUES	DESCRIPTION	FUNDING SOURCE
Fleet Maintenance Center (251)				
Bulk Fuel Expense	350,000	(385,000)	Increased bulk fuel expense over budgeted	Interdepartmental billings
Vehicle Supplies	300,000	(300,000)	Increase vehicle supplies expense over budgeted	Interdepartmental billings
Outside Services	180,000	(180,000)	Increase outside services costs over budgeted	Interdepartmental billings
Natural Gas	20,000	(20,000)	Increase natural gas costs over budgeted	Interdepartmental billings
General Supplies and Materials	2,000	(2,000)	Increase supplies costs over budgeted	Interdepartmental billings
Total Fleet Maintenance Center Fund	852,000	(887,000)		
Buildings and Structures (252)				
Transfer Out	2,611		Move expense to Golf and Transfer money - Freezer	Expense Reduction
Light Equipment	(2,611)		Move expense to Golf and Transfer money - Freezer	Expense Reduction
Total Buildings and Structures Fund	-	-		
Property and Liability Insurance (254)				
Insurance/bonds	290,000		Increase insurance costs over budgeted	Unassigned cash
Maintenance and Repairs	210,000	(170,000)	Increase insured losses over budgeted	Insurance reimbursements and unassigned cash
Transfer out	5,000		Transfer to Capital - Safety Improvement Grants	100% grant funded
Total Property and Liability Insurance Fund	505,000	(170,000)		
Total All Funds	23,449,340	(17,714,056)		
Revenue (Over)/Under	5,735,284			

June 7, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Jill Johnson, Financial Services Director 
SUBJECT: Public Officer Training

Meeting Type & Date

Council Work Session
June 13, 2023

Action type

Information Only

Summary

The Wyoming Legislature has authorized the Wyoming Department of Audit, W.S. 9-1-510(a) to establish training requirements for public officers. The term “Public Officer” is defined as anyone who handles the “accounts of their office”. As Councilors for the City of Casper who are responsible for the governance and oversight of the financial condition of the City, the Council would be required to attend these trainings. The training requirement becomes effective July 1, 2023 and must be completed by July 1, 2024. Any Public Officers who start service after July 1, 2023 would have 1 year from their start of service date to complete the training.

Currently the Wyoming Department of Audit is developing the trainings. The format is 5-6 modules for a total of 4-1/2 to 5 hours of training which would cover the topics listed in the attachment.

The Wyoming Department of Audit will be offering these trainings starting the first part of July and will be available through Zoom or in person in Cheyenne. Once the training modules are ready for distribution, notification of exact dates and times will be emailed out in coordination with WAM.

Once the training has been completed, there is not a recurring requirement. Additionally, if the training is completed and then the councilor is elected to additional years of service or service with another governmental entity, the training would not be required to be repeated.

Reminders when the training is available will be provided. When the training is completed, a certificate of completion will be provided to the participant. Please provide the information to the Financial Services Director, including the date and time of the course, course content and the course length. An affidavit may also be required. The Financial Services Director will report to the Department of Audit within 90 days of completion the Public Officers who are compliant with Statute.

Any Public Officer with the following graduate degrees or professional certification programs is considered to have completed the requirement without attending the trainings: Bachelors degree in accounting or finance, Masters degree in accounting or finance, Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA) or Certified Governmental Financial Manager (CGFM). If you have any of these degrees or certification, please provide your certificate to be exempt from the Public Officer Training requirement.

Financial Considerations

At this time, the cost of attending the required training is not known.

Oversight/Project Responsibility

Jill Johnson, Financial Services Director

Attachments

Chapter 10 – Public Officer Training
Required Topics

Wyoming Administrative Rules

Audit, Dept. of

Public Funds

Chapter 10: Public Officer Training

Effective Date: 01/04/2023 to Current

Rule Type: Current Rules & Regulations

Reference Number: 021.0005.10.01042023

CHAPTER 10
PUBLIC OFFICER TRAINING

Section 1. Application. As prescribed by Wyoming Statute 9-1-510(a), the Department of Audit shall establish minimum training requirements for public officers. These rules apply to all public officers as the term is defined in W.S. 9-1-510(a).

Section 2. Training deadline. All public officers shall receive instruction in accordance with the minimum training requirements set forth herein within one (1) year of assuming office or assuming responsibility for handling the accounts of their office.

Section 3. Training requirements. Required training shall be dependent on the role a public official has in the governmental entity.

(a) A list of the minimum training requirements for certain specified roles shall be published on the Wyoming Department of Audit, Public Funds, website (<https://audit.wyo.gov/public-funds>). The Wyoming Department of Audit, Public Funds shall also publish a separate list that include organizations, courses, and professional memberships offering related training content. The list of training requirements may include items related to government which are not specifically covered in certain graduate or professional certification programs. These lists establish a minimum level of competency related to the financial management of a governmental entity.

(b) Notwithstanding subsection (a) of this Section of this Chapter of these Rules, a public officer having obtained one or more of the following graduate degrees or professional certification programs shall be considered by the Department of Audit as having met the minimum training requirements:

- (i) Bachelors degree in accounting or finance;
- (ii) Masters degree in accounting or finance;
- (iii) Certified Public Accountant (CPA);
- (iv) Certified Internal Auditor (CIA);
- (v) Certified Management Accountant (CMA); and
- (vi) Certified Government Financial Manager (CGFM);

Section 4. Alternate Considerations. If the public officer has an educational background not listed in Section 3 of this Chapter of these Rules they feel meets the minimum training requirements, the public officer may request consideration by the Department of Audit of that educational background as being sufficient to meet the intent of the minimum training requirements of these rules. To be considered, the public officer shall prepare a written summary of the educational background to be considered and explanation as to how that background meets the

training requirements identified in Section 3 of this Chapter. The request shall be submitted to the Department of Audit, Public Funds Division which will be addressed within thirty (30) days of receipt.

Section 5. Training Waiver. A public officer may make a written request for waiver or modification of the requirements for the public officer to receive instruction within one (1) year of assuming office or taking responsibility for handling accounts. Such request shall include the name and title of the public officer as well as the reason(s) for the request. Written requests shall be submitted to the Director of the Department of Audit. The Director of the Department of Audit may waive or modify any requirement of this Chapter if he or she finds that: (1) no approved courses exist in either a virtual format or within the state, or (2) if available courses are cost prohibitive. If approved, waivers may be valid for up to one (1) year from the approval date. Entities shall be notified in writing as to the status of the request. Upon expiration of the waiver, the public officer shall provide proof that training requirements have been met or approval of a new waiver in place.

Section 6. Maintaining Training Documentation After Completion. To the extent required to maintain the qualifying certification held by the public officer, participation of public officers in approved training may be evidenced by at least one of the following items and shall be maintained in the employee file for the duration of their employment. Additionally, documentation demonstrating proof of training, for each public officer, shall be provided to the Department of Audit within 90 days of completion:

(a) Certificate of completion. Certificate shall include date and time, course content, and course length;

(b) Affidavit. A signed affidavit under oath of penalty of perjury. The affidavit shall include date and time, course content, course length, location, and instructor.

Section 7. Supplemental training. Under certain circumstances the Director of the Department of Audit may deem further training necessary to address issues discovered in the Department's oversight of the public officer. If weaknesses are found to exist, additional training may be required. The following are non-exclusive examples of such weaknesses:

(a) An audit of the public officer's entity identifies lack of adequate internal controls related to the accounts of the office;

(b) An audit of the public officer's entity identifies a lack of aggregate understanding or compliance with the minimum training requirements;

(c) Significant errors or discrepancies exist within the entity's reports that are annually required to be submitted to the Department of Audit, such as those described in Department of Audit, Public Funds Division rules, Chapter 1, Section 7; and

(d) Non-compliance with due dates as set by Department of Audit and Wyoming statute.

Topics	Description
Fiscal responsibilities	<ul style="list-style-type: none"> Understanding Public Officer roles --Clerk Responsibilities --Treasurer Responsibilities --Board/Council Responsibilities (President, Treasurer, Secretary) --Bonding --Understanding of Board and Council Election Process
Depositories	<ul style="list-style-type: none"> Authorized depositories and organizational responsibilities, selection, managing --Application Process --Governing Body Approval along with annual evaluation --Authorized Depositories (Treasurers Website) --Signatories and Bonding --Pledging
Meeting minutes	<ul style="list-style-type: none"> What are meeting minutes and what should be maintained in meeting minutes. --Publishing --Publishing requirements --Content (Attendees, Detail expenditures, Discussions, and Decision Results)
Records management	<ul style="list-style-type: none"> What records should be maintained, retention, and what is public --State Retention schedules --Public Records Request
Reporting Requirements	<ul style="list-style-type: none"> All reporting requirement for state along with due dates. --Census Reports --Follow-up paperwork --Budget Submissions for Special Districts (Format) --Budget Hearing Notices --Public Officer Proof of Training
Internal Controls	<ul style="list-style-type: none"> Controls established by the board/council, policies, procedures, Segregation of Duties, etc. --Control Environment --Risk Assessment (Self-Audit Procedures) --Control Activities --Monitoring --Information Sharing/Communication
Investments	Authorized Investments, Investment Policies
Payroll	<ul style="list-style-type: none"> What Payroll documents are needed and maintaining them, How to determine contract labor versus an employee. W-4s, I-9s, 1099, 941s etc. --Council members and Mayor Pay locked by statute --Supporting documentation (Contract, Timesheet, Pay rates, pay tables, overtime, payraises, Policies) --Informational Resources (Contacts, Websites, IRS, Workforce Services, etc.)
Grants	<ul style="list-style-type: none"> State and Federal Grants, how to track, what would require CPA audits --Reporting Requirements --Accounting --Thresholds
Public Meetings Req's	<ul style="list-style-type: none"> --How to run a public meeting --What should the board or council expect in financial reports and how to evaluate them --How often public meetings are held
Specific bid requirements	Understand the bidding process, advertising, closed bid, open bid, public openings, selection, etc.
Ethics	W.S. 9-13-101 et seq.

June 5, 2023

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

FROM: Andrew Beamer, P.E., Public Services Director *AB*
Alex Sveda, P.E., City Engineer *AS*

SUBJECT: Wyoming Department of Transportation Interstate 25 Casper Marginal Enhancements

Meeting Type & Date
Council Work Session
June 13, 2023

Action Type
Direction Requested

Recommendation:

That Council authorize the revised scope of work to meet the available budget in relation to the Wyoming Department of Transportation (WYDOT) Interstate 25 Marginal Enhancements.

Summary:

In February 2023, WYDOT opened bids for the reconstruction of I-25 between the Poplar Street interchange and McKinley Street. The bids received for the Phase 1 Enhancements included a total cost of approximately \$600,000 for associated electrical for a welcome to Casper sign, wayfinding signage, pedestrian and street lighting and associated electrical, precast concrete and brick retaining walls, streetscape planters, and irrigation modifications. \$364,000 was budgeted from Federal Surface Transportation On-System Enhancement funds, administered by WYDOT, creating a shortfall of approximately \$236,000.

Civil Engineering Professionals, Inc. (CEPI) and City Staff met with WYDOT to value engineer a revised scope of work to fit the allotted budget. The revised scope includes removals of the following items: electrical for a welcome to Casper sign, precast concrete and brick retaining walls, streetscape planters, and irrigation modifications. WYDOT elected to cover a portion of the proposed irrigation modifications at Interstate Park and for wayfinding signage. It is understood that the revised scope will meet the budgeted amount of \$364,000.

Financial Considerations

Funding in the amount of \$364,000 is available for construction from Federal Surface Transportation On-System Enhancement funds.

Oversight/Project Responsibility

Alex Sveda, P.E., City Engineer

Attachments

None.