

WORK SESSION AGENDA



Casper City Council

The Lyric

Tuesday, December 12, 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		4:30	5 min
2.	PTO Program	Information Only	4:35	10 min
3.	Utility Rate Model Review	Direction Requested	4:45	60 min
4.	Utility Billing Ordinance Updates	Move Forward for Approval	5:45	40 min
5.	Community Projects Process Debrief	Direction Requested	6:25	30 min
6.	Employee One-Time Payment	Direction Requested	6:55	30 min
7.	Agenda Review		7:25	10 min
8.	Council Around the Table		7:35	20 min
Approximate End Time:				7:55

*** Reminder ***

Please silence cell phones during the City Council meeting.

December 7, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tracey Belser, Support Services Director
Nicole Carlson, Human Resources Manager
SUBJECT: Paid Time Off (PTO) Program for City Employees

Meeting Type & Date

Work Session, December 12, 2023

Action type

Information Only

Summary

Human Resources led a sub-committee of the Work-Life Perks Task Force, which is made up of employees from various departments who volunteered to work on a proposal that would change the way the City of Casper offers paid time off to full-time employees allowing more flexibility with how employees can take time off. This process took 18 months.

The sub-committee presented their initial proposal to the Executive Team in February 2023. After applying the feedback, they received from the Executive Team, the sub-committee presented an improved proposal again to the Executive Team in April 2023. The Executive Team supported the proposal to implement a PTO program in January 2024, which aligns with the effective date of new short-term disability coverage enrollees. The sub-committee rolled out the education of the program to work groups at the City's Health Fair in October to answer questions for employees. Human Resources has drafted a PTO Program Policy that will be included in the City's Rules and Regulations and replace/supersede all previous policies on vacation and disability leave.

Financial Considerations

None.

Oversight/Project Responsibility

Nicole Carlson, Human Resources Manager
Tracey Belser, Support Services Director

Attachments

Handout for City Employees on PTO Program



Paid Time Off (PTO)

General Employees

Effective January 1, 2024

Current

PTO

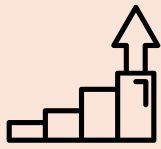


Banks

Vacation: Max 220 hours
Disability: Max 500 hours

Vacation and Disability time combined into one bank with max of 720 hours

Use of more than 2 consecutive weeks of PTO requires pre-approval by the Department Director



Accruals

Vacation:

1-4 Years	2 weeks
5-9 Years	3 weeks
10-14 Years	4 weeks
15-19 Years	4.4 weeks
20+ Years	5 weeks

PTO:

1-4 Years	5 weeks
5-9 Years	5.5 weeks
10-14 Years	6.5 weeks
15-19 Years	7 weeks
20+ Years	7.5 weeks

Disability: **2.4 Weeks**

New employees will start with 80 hours and will not accrue for their first 10 pay periods.



Payout

Vacation up to 220 hours

Remains at 220 hours



Bereavement

After 6 months of service, 24 hours used consecutively for the death of an immediate family member

From date of hire:

In extraordinary circumstances, employees may use up to 5 additional days of Disability

Upon the imminent death or death of a family member, employees may use up to 40 hours Bereavement Leave

An additional 80 hours of Bereavement Leave can be used for the death of a spouse or child (including miscarriage or still birth)

The definition of family has been extended beyond immediate family



Donated Leave

Donated leave can be requested for employees who are out of leave time if they have a qualifying reason

Employees away from work for a qualifying reason may take Unpaid Leave for the duration of the absence that exceeds their banked PTO time.

Short-Term Disability (STD) may be purchased during Open Enrollment (Oct-Nov) to cover the income gap.

Donated leave will be phased out on June 30, 2024

December 7, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Brauer, Chief Operations Officer
Cynthia Langston, Solid Waste Division Manager

SUBJECT: Establishing New Resolution for Residential and Commercial Solid Waste Collection, Recycling and Disposal at the Casper Solid Waste Facility and rescinding Resolution No. 21-179 pertaining to establishing rates for residential and Commercial Solid Waste Collection, Recycling and Disposal at the Casper Solid Waste Facility.

Meeting Type & Date
Council Work Session
December 12, 2023

Action Type
Direction Requested

Recommendation:

That Council revise the current residential and commercial solid waste collection, recycling, and disposal fees at the Casper Solid Waste Facility, to become effective January 1, 2024, and January 1, 2025, and rescind Resolution No. 21-179.

Summary:

Staff met several times in November 2023 to discuss user rates for commercial trash collection, residential trash collection, and balefill tipping fees. During these meetings, the continued increasing costs for refuse collection and balefill operations were discussed. The continued cost increases are due primarily to inflation and the costs of equipment and parts. Since 2020 equipment and parts costs including trash trucks and landfill and transfer station equipment increased on average by 60-percent.

The forecasted cash flow assumptions for the next ten (10) and five (5) years for city of Casper's balefill and refuse collection enterprise funds, include:

1. A 0.5-percent rate of growth in Natrona County.
2. A 6.00-percent rate of inflation for operations and maintenance and capital expenses.

After discussing funding scenarios for capital improvement and various cash flow assumptions, staff recommends to Council the following:

1. Increase the balefill tipping fee from \$55.00 per ton to \$75.00 per ton effective January 1, 2024, and from \$75.00 per ton to \$88.00 effective January 1, 2025. City staff conducted a survey of Wyoming landfill owners in November 2023 revealing a state average tip fee of \$90.23, see Attachment A. The State of Wyoming average tip fee is approximately \$96 per ton as estimated by the Wyoming Department of Environmental Quality staff. It is

important to note that several of the facilities identified are supported by solid waste districts that provide Mill Levy funding to subsidize operations and capital.

2. Increase monthly residential trash collection fee from \$25.50 per month to \$28.30 per month (\$2.80/month) effective January 1, 2024, and \$28.30 per month to \$31.40 per month (\$3.10/month) effective January 1, 2025. City staff conducted a survey of Wyoming communities in November 2023 revealing a state-wide average monthly cost for weekly residential trash collection of \$29.48, see Attachment B.
3. Increase commercial trash collection by an average of 8-percent effective January 1, 2024, and 8-percent effective January 1, 2025.

In addition to rate increases, staff have included several revised miscellaneous charges within the attached rate resolution, Attachment C with change strike throughs and Attachment D with no strike throughs. Rate changes are noted via line strikeout notations. A summary of the proposed changes follows:

Residential Collection Summary:

(Refer to attached rate resolution – Attachment C and D)

Paragraph A.1. Residential Weekly Collection Pickup Service Fees

A \$2.80 per month and \$3.10 per month residential collection increase for Casper residents is proposed over the next two (2) years. The monthly residential rate increases are effective January 1, 2024, and January 1, 2025. The residential fee includes automated weekly collection and disposal (cost of baling and burying) of 90 gallons of garbage. Additionally, every resident receives 22 extra collection service days, household hazardous waste disposal services, community recycling depot expenses, one free Solid Waste Facility pass per month, street sweeping, and City Park trash collection, as part of this monthly fee.

Several miscellaneous fees include a second trash container at a low cost of \$12.00 per month, one-time scheduled collection at \$75.00 (Special Collection), door to truck to door service for residents physically unable to transport their trash container to the curb at \$6.00 per month, habitually late fee, and extremely heavy waste fee. The miscellaneous fees are proposed to change similarly to the residential weekly collection fees.

Paragraph A.2. “On Call” Collection Fees

The fees associated with residential, on-call metal bins remain with no increase due to competition with local commercial haulers. This service provides residential customers with the option of having a commercial on-call metal trash container placed at their residence for items such as remodeling, spring cleaning, etc.

In addition, the City Manager has the authority to impose fees for residents who do not comply with City regulation associated with solid waste management, primarily requiring bagging garbage prior to placement in trash containers and not overfilling City provided trash containers. It is important to note that typically residents respond to notifications of non-compliance before a fee is assessed.

Paragraph B. Commercial Trash Collection Fees

The monthly rates for weekly pickup of commercial trash containers sizes are raised as reflected in rate tables presented in Attachment C rate resolution. These increases represent raised commercial rates by an average of 8-percent effective January 1, 2024, and 8-percent effective January 1, 2025.

Paragraph D.1.a. and c. Residential and Commercial Landfill Fees

The current tipping fee for most solid waste delivered to the Casper Solid Waste Facility is \$55.00 per ton. A 30-percent surcharge fee applies to customers outside Natrona County; communities with solid waste agreements are excepted from this surcharge. Staff recommend raising this fee to \$75.00 per ton on January 1, 2024, and to \$88.00 per ton on January 1, 2025. This new fee will assist in covering the costs associated with replacement capital, future capital construction of lined cells and closing full cells, and an average 6-percent inflation for all expenses.

In addition, the City Manager has the authority to impose fees for Solid Waste Facility customers who do not comply with City regulation associated with transporting loads securely. Fees are recommended to increase due primarily to inflation for cleanup activities and providing customers with a tarp.

Paragraph D.1.b. and d. Residential & Commercial Garbage Exceptions (including Yard Waste)

Casper residents receive a monthly Solid Waste Facility pass through their trash collection fee (i.e., Water Bill Pass) with a one (1) year expiration date from the date of the monthly invoice. In addition, City residents are not charged for disposal of household hazardous waste, electronics, fluorescent bulbs, and yard waste. Most solid waste transfer stations and landfills throughout the United States charge for yard waste. Wyoming solid waste facilities have not charged for yard waste until recently. Campbell County landfill began charging for yard waste within the last decade and charges the same rate at the garbage tipping fee of \$75.00 per ton. Following Campbell County's lead several other Wyoming communities started charging for yard waste to reduce or eliminate landfill tipping fees subsidizing yard waste disposal or recycling into compost. The Casper Solid Waste Facility compost yard does not generate enough revenue to cover all compost yard expenditures; thus, landfill tipping fees subsidize the annual compost yard operations and capital costs on average approximately \$300,000. Implementing a rate of \$20.00 per load of yard waste for commercial

customers and \$5.00 per load for residential customers reduces the annual subsidy by one third (1/3) or to approximately \$100,000 per year within the next five (5) years.

Paragraph D.1.d. Commercial Garbage Exceptions

Construction to expand the compost yard by five (5) acres was completed a few years ago. Part of the expansion included a fenced, gated controlled drop off yard for commercial customers to use from Dawn to Dusk, seven (7) days per week. Staff plans to open the Dawn to Dusk drop off area by April 2024 to commercial customers who will be provided an access card for the gate. They will be informed that if any material other than yard waste is dropped off, they will lose their privileges to the yard. The fenced, gated drop off area has lighting and a camera. This new area was constructed in an effort to reduce wait times for all customers.

With this new service, staff will no longer be able to charge for commercial yard waste coming into the compost yard via the scale house; therefore, a monthly service fee for the use of the Dawn to Dusk drop off yard of \$600.00 per month replaces the \$20.00 per load fee.

Paragraph D.2. Other Solid Waste

The current tipping fees for other solid waste, such as petroleum contaminated soil require special handling as required by WDEQ in our landfill permit, has an established rate of \$68.00 per ton. Staff recommends a rate increase to \$85.00 per ton and increasing laboratory fees, inert wastes, and mixed waste as illustrated in Attachment C.

Paragraph H. Compost Yard Products

Fees associated with the sale of products produced in the Casper Solid Waste Composting Yard are recommended to increase to offset the costs of inflation.

Staff recommends fees become effective on January 1, 2024, and January 1, 2025, as noted.

Financial Considerations

Rate fee increases as adopted by City Council at the December 19th, 2023, Council meeting.

Oversight/Project Responsibility

Cynthia Langston, Solid Waste Manager

Attachments

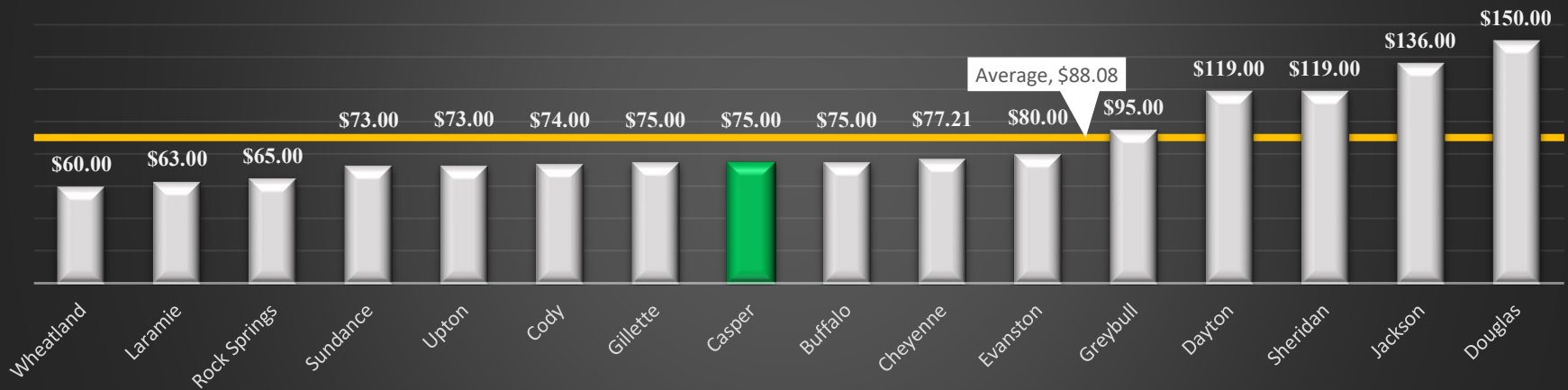
Attachment A – Landfill Tip Fee Survey

Attachment B – Monthly Trash Collection Fee Survey

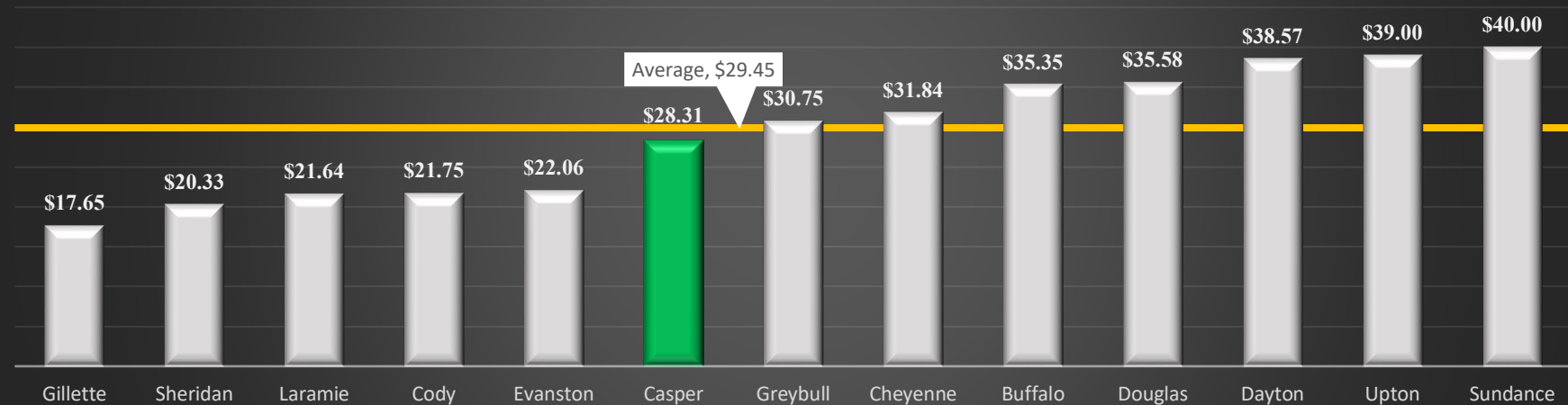
Attachment C – Proposed Rate Resolution with Change Strike Throughs

Attachment D – Proposed Rate Resolution with No Strike Throughs

Landfill Tip Fee Per Ton



Residential Monthly Trash Collection Fee



RESOLUTION NO. ~~21-179~~-23-XXX

A RESOLUTION ESTABLISHING RATES FOR RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION, RECYCLING AND DISPOSAL AT THE CASPER REGIONAL SOLID WASTE FACILITY, AND RESCINDING RESOLUTION NO. ~~20-137~~-21-179.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the following rates are hereby established for the collection, recycling and disposal of garbage, recyclables and refuse effective January 1, ~~2022~~,2024 except where noted otherwise.

A. RESIDENTIAL SOLID WASTE COLLECTION SERVICES

(Includes: Garbage Collection, Special Collection, Extra Collection, House to Curb Service, Penalty Fees, On Call Bin Service, Recycle Depot Drop Off, Christmas Tree Collection, and Household Hazardous Waste Drop Off)

1. Single-Family Residence and Multi-Family Residence

Description	Rate
Garbage Collection - Monthly (Per Unit Charge) Effective January 1, 2022 -2024	\$24 - \$28.30
Garbage Collection - Monthly (Per Unit Charge) Effective January 1, 2023 -2025	\$25.5 - \$31.40
Additional 90-gal Cart	\$12.00
Additional Requested Pickup Service per 90 gallon Roll Out Container	\$15 -\$16.00
Additional Requested Pickup Service per 300-gallon <u>300-gallon</u> Shared Alley Container	\$45 -\$48.00
Special Collection - First Five Minutes of Load Time - Minimum Charge	\$75.00
Special Collection - Each Additional Minute of Load Time - per minute	\$15 - \$16.00
Extra Collection - Up to Five (5) Bags, Boxes or Large Items	Included in A.I.
Extra Collection - Each Additional Minute of Load Time - per minute	\$15
House to Curb Service - Monthly Fee **Requires a Doctor's Verification	\$6.00
Habitual Late Set Out Penalty Fee - per incident	\$22 -\$25.00
Extremely Dense or Heavy Waste** Per 90-100 Gal Roll out Container	Double Fee
Extremely Dense or Heavy Waste** Per 300 Gal Roll Out Container	Double Fee
Extremely Dense or Heavy Waste** Per 400 Gal Roll Out Container	Double Fee

**concrete, dirt, sand, sludge, or garbage contents weighing more than 500 pounds

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2. Residential “On Call” Bins

- a. See the following:

Effective January 1, 2023

Bin Size	Delivery and Removal	One Normal M SW Dump
4 Cubic Yard	\$40.00	\$80.00
6 Cubic Yard	\$40.00	\$86.00

- b. Container Rental Per-Day Rate after Two Weeks of Non-Use \$6.00
- c. Container Emptied and/or Removed Before Two Weeks of Non-Use No Rental Fee
- d. Extremely Dense or Heavy Waste* Double Fees
 (*concrete, dirt, sand, sludge or garbage contents weighing more than 500 pounds)

The City Manager or his/her designee shall impose a fee of \$25.00, \$50.00 or \$100.00 per incident for residential or commercial customers not complying with City regulations defined in Sections 8.32.040(a) and 8.32.050 of the Casper Municipal Code, in addition to any other charges otherwise due the City by residential customers.

B. COMMERCIAL SOLID WASTE COLLECTION SERVICES

(Includes: Regular Commercial Collection, Additional Requested Collection, On Call Collection, Special Collection, Overfilled Bins, Commercial Penalty Fees, Roll-Off Container Services, and Commercial Customers Outside City Limits)

1. Commercial Collection Fees*

*NOTE: The monthly charges are linear for number of trash pickup services per week; therefore, charges for multiple pickups are multiplied by the monthly charges indicated for each size of container, i.e. two (2) pickups per week for a 4 Yard Bin would be \$145.00 X 2 = \$290.00.

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a. Effective January 1, 2022-2024

No. of Trash Pickup Services per Week	1 Yard Bin Monthly Charge	2 Yard Bin Monthly Charge	3 Yard Bin 3 Yard Bin Monthly Charge	4 Yard Bin Monthly Charge	6 Yard Bin Monthly Charge	8 Yard Bin Monthly Charge
1	68 73.00	89 96.00	110 118.00	134 145.00	182 197.00	235 254.00
2	136 146.00	178 192.00	220 236.00	268 290.00	364 394.00	470 508.00
3	204 219.00	267 288.00	330 357.00	402 435.00	546 591.00	705 762.00
4	272 292.00	356 384.00	440 476.00	536 580.00	728 788.00	940 1016.00
5	340 365.00	445 480.00	550 595.00	670 725.00	910 985.00	1175 1270.00
6	408 438.00	534 576.00	660 714.00	804 870.00	1092 1182.00	1410 1524.00

If a commercial customer provides trash container, a 7% reduction is applied to the rate.

b. Effective January 1, 2025

No. of Trash Pickup Services per Week	1 Yard Bin Monthly Charge	2 Yard Bin Monthly Charge	3 Yard Bin 3 Yard Bin Monthly Charge	4 Yard Bin Monthly Charge	6 Yard Bin Monthly Charge	8 Yard Bin Monthly Charge
1	73 79.00	96 104.00	118 127.00	145 157.00	197 213.00	254 274.00
2	146 158.00	192 207.00	236 255.00	290 313.00	394 425.00	508 549.00
3	219 236.00	288 311.00	357 382.00	435 470.00	591 638.00	762 823.00
4	292 315.00	384 415.00	476 510.00	580 626.00	788 851.00	1016 1097.00
5	365 394.00	480 518.00	595 637.00	725 783.00	985 1064.00	1270 1372.00
6	438 473.00	576 622.00	714 765.00	870 940.00	1182 1277.00	1524 1646.00

2. Special Collection

- a. First Five Minutes of Load Time – Minimum Charge ~~\$70.00~~ **\$75.00**
- b. Each Additional Minute of Load Time – Per Minute ~~\$15.00~~ **\$16.00**

3. Commercial Penalty Fees

- a. Overfilled Bins – Per Yard Fee \$15.00
 - b. Habitual Customer Call Back Fee ~~\$22.00~~ **\$25.00**
 - c. Extremely Dense or Heavy Waste* Double Fees
- (*concrete, dirt, sand, sludge or garbage contents weighing more than 5 pounds)

4. Additional Requested Collection Fees

(Must provide request for additional collection one day prior to requested date) See Chart Below

a. Effective January 1, 2022-2024

Bin Size	One Additional Dump
2 Yard	60 65.00
3 Yard	67 72.00
4 Yard	75 81.00
6 Yard	81 87.00
8 Yard	104 112.00

b. Effective January 1, 2023-2025

Bin Size	One Additional Dump
2 Yard	65 70.00
3 Yard	72.00 78.00
4 Yard	81 87.00
6 Yard	87 94.00
8 Yard	112.00 121.00

5. Commercial “On-Call” Bins – See A.2.a., A.2.b., & A.2.c. Residential “On-Call” Bins

6. Roll-Off Container Services

Roll-Off Service Fees	Inside City	Pre Delivery Fee	Outside City (**X 1.30%)	Pre Delivery Fee**
Delivery Fee	\$105.00	\$370.00	\$105.00	\$450.00
Collection (Only) Service Fee	\$265.00		\$345.00	
Disposal Fee (Current Rate X Tonnage)	Current		Current	
Container Rental (per day)	\$5.00		\$5.00	

7. **Customers Located outside the City of Casper City Limits and Within a Two-Mile Perimeter are subject to a 30% Surcharge for Solid Waste Collection Fees.

The City Manager or his/her designee shall impose a fee of \$25.00, \$50.00 or \$100.00 per incident for residential or commercial customers not complying with City regulations defined in Sections 8.32.040(a) and 8.32.050 of the Casper Municipal Code, in addition to any other charges otherwise due the City by residential customers.

C. COMMERCIAL COLLECTION RECYCLING SERVICES

1. Commercial recycling service charges for City and non-City sanitation customers are determined by applying a multiplier to change the solid waste rate schedule fees found in B.1.

- a. OCC – Old Corrugated Containers (Cardboard) 0.50 OR 50%
- b. OWP – Old White Paper or Office Pack 0.50 OR 50%
- c. UBC – Used Aluminum Beverage Cans Free
- Collection

D. DISPOSAL CHARGES AT CASPER REGIONAL SOLID WASTE FACILITY

1. Municipal Solid Waste (MSW) Disposal Charges for Residents of Natrona County. See Chart Below.

NOTE: An additional 30% fee will be assessed for individuals residing outside of Natrona County, with the exception of those individuals residing within jurisdictions having written agreements with the City of Casper.

a. Residential Fees

Description	Quantity	Natrona County	Outside Natrona County Businesses
Residential Municipal Solid Waste Garbage Effective Date 01/01/ 2022 2024	Per Ton	\$54 <u>\$75.00</u>	<u>\$97.50</u>
Residential Municipal Solid Waste Garbage Effective Date 01/01/ 2023 2025	Per Ton	\$75 <u>\$88.00</u>	<u>\$114.40</u>
8-foot or less Pickup Bed	Per Bed	\$20.00	\$26.00
Commercial Recyclables (Corrugated Cardboard, Paperboard, Aluminum, Tin Cans, Newspaper, Magazines, White Office Paper, #1 Plastics and #2 Plastics)	Per Ton	\$35 <u>\$48.00</u>	<u>\$48.00</u>
Appliances containing Freon	Per Item	\$40.00 <u>\$45.00</u>	<u>\$45.00</u>
Passenger Car & Pickup Tires (de-rimmed, limit 30)	Per Tire	\$3.25 <u>\$4.00</u>	<u>\$4.00</u>
Heavy Truck/Semi Tires (de-rimmed, limit 30)	Per Tire	\$6.50 <u>\$8.00</u>	<u>\$8.00</u>
Bulk Tires (de-rimmed, 30 or more)	Per Ton	\$145 <u>\$160.00</u>	<u>\$160.00</u>

Electronics/ <u>Metals</u>	Per Pound	No Charge	No Charge
Fluorescent Bulbs	Per Bulb	No Charge	No Charge

b. Residential Garbage Exceptions

Description	Natrona County Residents and Other Residents Residing within Jurisdictions having written Agreements within the City of Casper	Outside - Natrona County Residents
Water Bill Punch Pass	Included in Monthly Rate	N/A
Household Hazardous Waste	No Charge	No Charge
Clean Yard or Green Waste	No Charge	No Charge
<u>Effective 01/01/2025</u>	No Charge \$5.00	No Charge <u>\$5.00</u>

The City Manager or his/her designee shall impose a fee of \$25.00 per load, in addition to any other charges otherwise due to the City by residential customers transporting unsecured loads, as defined in Sections 8.40.100(a) and 8.32.140(±) of the Casper Municipal Code, to the solid waste facility. Upon payment of the additional \$25.00 fee for unsecured loads, the City may, based upon available supplies, provide such user a tarp with four (4) mess cords, or other device to prevent material from blowing or otherwise falling out of any such vehicle.

c. Commercial Fees

Description	Quantity	Natrona County	Outside Natrona County Businesses
Commercial Municipal Solid Waste Garbage Effective Date 01/01/ 2022 2024 <u>2022-2024</u>	Per Ton	54 <u>\$75.00</u>	66.3 <u>\$97.50</u>
Commercial Municipal Solid Waste Garbage Effective Date 01/01/ 2023 2025 <u>2023-2025</u>	Per Ton	55 <u>\$88.00</u>	71.5 <u>\$114.40</u>
8-foot or less Pickup Bed	Per Bed	\$20.00	\$25.00
Commercial Recyclables (Corrugated Cardboard, Paperboard, Aluminum, Tin	Per Ton	35 <u>\$48.00</u>	<u>\$48.00</u>

Cans, Newspaper, Magazines, White Office Paper, #1 Plastics and #2 Plastics)

Appliances containing Freon	Per Item	40-\$45.00	<u>\$45.00</u>
Passenger Car & Pickup Tires (de-rimmed, limit 30)	Per Tire	3.25-\$4.00	<u>\$4.00</u>
Heavy Truck/Semi Tires (de-rimmed, limit 30)	Per Tire	6.5-\$8.00	<u>\$8.00</u>
Bulk Tires (de-rimmed, 30 or more)	Per Ton	145-\$160.00	<u>\$160.00</u>
Electronics	Per Pound	\$0.40	\$0.52
Fluorescent Bulbs	Per Bulb	\$2.00	\$2.60

d. Commercial Garbage Exceptions

Description	Quantity	Natrona County	Outside-Natrona County Businesses
Clean Yard or Green Waste other Than Grass (Check in at Scale House)	Per Load	No Charge \$20.00	No Charge \$20.00
Clean Yard or Green Waste (Check-in at Dawn to Dusk Compost Yard)	Per Week	100-\$600.	100-\$600.
Grass (Check in at Scale House) May 1 thru October 31	Per Truck Load	\$20.00	\$23.40
Clean Metals or Appliances (Non-CFC)	Per Item	No Charge	No Charge

The City Manager or his/her designee shall impose a fee of \$85.00 per load, in addition to any other charges otherwise due the City by commercial customers transporting unsecured loads, as defined in Sections 8.40(a) and 8.32.140(t) of the Casper Municipal Code, to the solid waste facility.

2. Other Solid Waste

Description	Quantity/Unit	Rate/Quantity or Unit
Minimum Charge - Unless specified	Per Ton	\$68 <u>\$85.00</u>
Waste Used as Alternate Daily Cover (ADC or Clean Untreated Wood)	Per Ton	\$35- <u>\$40.00</u>
Petroleum Contaminated Soils (PCS) with TPH DRO/GRO 8015 Test Results *After 300 tons disposed per project a reduced rate of \$37.00 <u>\$45.00</u> may apply.	Per Ton*	\$68.00 <u>\$85.00</u>
PCS Lab Surcharge (0-10,000 PPM TPH)	0-10,000 PPM TPH	\$0.00

PCS Lab Surcharge (10,000 - 15,000 PPM TPH) Plus any required additional Laboratory or Disposal costs over the surcharge	10,000-15,000 PPM TPH	\$250 -\$500.00
PCS Lab Surcharge (15,000 + PPM TPH) Plus any required additional Laboratory or Disposal costs over the surcharge.	15,000 + PPM TPH	\$500 \$1,000
Note: Laboratory Work must be from a Local EPA Certified Laboratory		
Friable Asbestos or Other Waste *After one ton disposed per project a reduced rate of \$63.00 -70.00 may apply	Per Ton*	\$85.00
Trailers or Mobile Homes too large for Scale (Minimum additional special handling or cell development fee may apply)	Per Mobile Home	\$1,500.00
Inert Wastes (Construction and Demolition Waste that cannot be baled)	Per Ton	\$35 -\$40.00
Mixed Wastes	Per Ton	\$105 -\$125.00
Wind Turbine Blades* and Motor Housing	Per Ton	\$75.00
*Special Handling Fee	Per Turbine Blade	\$90.00

E. CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG) HAZARDOUS WASTE

Rates will cover actual disposal costs. Disposal costs vary with market pricing and a current rate sheet will be available at the City's solid waste facility.

F. COMMUNITY CLEANUP PROGRAM

Landfill Disposal Fees are waived. The Solid Waste Division in cooperation with the Keep Casper Beautiful program may issue certificates.

G. NON-PROFIT THRIFT STORES

B.6. Fees Apply (Roll-off Container Fees), with B.6. Landfill Disposal Fees and Rental Fees Waived.
D.1.c. Fees Apply with Electronic Fees Waived

H. COMPOST YARD PRODUCTS

Compost Yard Product	Description	Retail Price per Cubic Yard or Per 5-Gal	Wholesale Price per Cubic Yard*
4" Natural	Single Ground Tree Branches or Clean Wood.	\$13.50	9 \$10.00
4" Natural 5-gallons	In reusable 5-gallon bucket.	\$0.50 \$1.00	No Available
2" Natural	Double Ground Tree Branches or Clean Wood.	\$18.00	\$14.00
2" Natural 5-gallons	In reusable 5-gallon bucket.	\$1.00	Not Available
2" Composted WoodChips	Screened wood chips from compost – black colored	\$10.00	\$6.00

Wood Fines	Wood Fines from screened double ground tree branches or clean wood.	\$10.00	\$6.00
Wood Fines 5-gallons	In a reusable 5-gallon bucket.	\$2.00	Not Available
Colored Mulch***	Double Ground Tree Branches or Clean wood that has been dyed Red, Black, Gold Brown or other color.	\$35.00	\$32.00
Colored Mulch 5-gallons	In a reusable 5-gallon bucket.	\$3.00 <u>\$5.00</u>	Not Available
Compost	Composted Yard Waste.	\$22 <u>\$25.00</u>	20 -\$22.00
Compost 5-Gallons	Composted Yard Waste in reusable 5-gallon bucket	\$2.00 <u>\$5.00</u>	Not Available
Horse & Cow Manure	When surplus Available	\$22.00	\$20.00
Screened Topsoil	Sod dirt or topsoil that has been through a ½" screen.	\$27.00	Not Available
Amended Topsoil	A combination of topsoil, sand, fine mulch and compost.	\$40.00 <u>\$55.00</u>	Not Available
Sand	By the Pickup Truck or Trailer Load.	FREE <u>\$5.00</u>	Not Available
Sand 5-gallons	By the bucket	\$0.50 <u>\$1.00</u>	Not Available
Wood Pallet	When Available	FREE	FREE
5-Gallon Bucket**	A 5-gallon bucket with no lid to carry product.	Not Available	Not Available
Loading (Per Load Fee)	Loading of material to customer vehicle.	\$10.00	Not Available
Loading with Yard Waste			
Incentive Voucher (Per Load Fee)	Loading of material to customer vehicle if the customer is utilizing yard waste incentive vouchers for free Product.	\$15.00	Not Available

*Commercial companies pre-ordered purchases only.

**Price for 5-gallon bucket may vary with market costs.

***Price may vary with current market costs to purchase the colorizer.

I. COMPOST YARD PRODUCTS -- PROMOTIONAL SALES EVENTS

Promotional sales events and pricing may occur seasonally with wholesale pricing and free loading.

J. COMMERCIAL EVENTS AND ACCIDENT SCENE STREET SWEEPING SERVICES

Commercial events and accident scene street sweeping services for special business events and accident scenes with responsible parties are determined by applying an hourly rate to the time to perform the service. An hourly rate of \$200 per hour is assessed Monday through Friday from 7 a.m. to 3 p.m. (normal operational hours) and an hourly rate of \$250 per hour is assessed during non-normal operational hours.

K. RESIDENTIAL YARD WASTE INCENTIVE PROGRAM

Natrona County residents may receive a voucher with a specific dollar value to use towards the purchase of compost or natural (non-colored) wood chips when they bring their yard waste to the compost yard. Only grass, leaves, twigs, and branches are eligible. One half (1/2) of a Pickup Truck Bed (a few bags or branches) equals \$2.00 voucher. A level Pickup Truck Bed equals a \$5.00 voucher. A Heaping Pickup Truck Bed equals a \$10.00

voucher. Vouchers cannot be exchanged for currency, they are not transferrable, and all vouchers expire one year from the issue date. Loading Fee with this program is \$15 per Load.

BE IT FURTHER RESOLVED: That Resolution No. ~~20-137~~-23-XXXX pertaining to fees for the collection, disposal or recycling of solid waste is hereby rescinded.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, ~~2021~~-2023

APPROVED AS TO FORM:

(Solid Waste Rates ~~2022/2023~~)(2024/2025)


ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation:

~~Fleur Tremel~~ Amanda Ainsworth
City Clerk

~~Steven K. Freel~~ Ray Pacheco
Mayor

December 6, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Brauer, Chief Operating Officer
Bruce Martin, Public Utilities Manager

SUBJECT: Establishing Rates for Retail and Wholesale Water and Sewer Service

Meeting Type & Date

Council Work Session
December 12, 2023

Action Type

Direction Requested

Recommendation

That Council revise the current water and sanitary sewer rates, to become effective January 1, 2024, and January 1, 2025, and rescind Resolution No. 21-178.

Summary

City of Casper retail and wholesale water and sanitary sewer rates are considered and approved by Council on a biennial basis. Resolution 21-178, approved December 21, 2021, set water and sewer rates for calendar years 2022 and 2023 respectively. The water and sewer fund proforma and rate analyses have been analyzed and updated to recommend established water and sanitary sewer rates necessary to maintain the effective operation of the funds for calendar years 2024 and 2025.

The updated proforma for the water fund contains the following information and assumptions:

- 1) A 5-percent rate of inflation for operation and maintenance costs for FY24 to FY25 and a 4-percent rate of inflation for FY25 to FY26. This includes personnel, materials, supplies, and contractual services.
- 2) A 5-percent rate of inflation for Central Wyoming Regional Water expenses for FY25 and 4-percent for FY26.
- 3) A zero percent rate of growth has been applied to the rate model. This is consistent with water production trends over the past ten years. While slow growth is expected (0.5-percent per year), water usage continues a slight downward trend.
- 4) The model assumes that \$12 million in grant and/or loan funding will be obtained for the City Reservoir replacement project in FY25.
- 5) The model includes the use of \$2.175 million of 1-percent No.17 funds each year for FY25, FY26, and FY27 and \$1.45 million in FY28.

- 6) Rates developed and recommended with the model include rate adjustments needed for new and replacement capital facilities in accordance with the Capital Improvement Plan (CIP), considering those funds obtained from system development charges, depreciation, reserves, 1-percent money, and outside grants/loans.

The updated proforma for the sewer fund contains the following information and assumptions:

- 1) A 5-percent rate of inflation for operation and maintenance costs for FY24 to FY25 and a 4-percent rate of inflation for FY25 to FY26. This includes personnel, materials, supplies, and contractual services.
- 2) A 5-percent rate of inflation for Regional Wastewater System (RWWS) expenses in FY25 and 4-percent in FY26. The model assumes that approximately 84-percent of the wholesale wastewater operational charges are paid by the City Casper in accordance with historical flow rates and projections. The remainder is from other wholesale users of the RWWS.
- 3) A 0.5-percent rate of growth in Natrona County based on the recent water and wastewater facility plans.
- 4) The model includes the continued use of \$425,000 of 1-percent No.17 funds each year for FY25, FY26, and FY27 and \$283,000 in FY28.
- 5) Rates developed and recommended with the model include rate adjustments needed for new and replacement capital facilities in accordance with the Capital Improvement Plan (CIP), considering those funds obtained from system development charges, depreciation, reserves, 1-percent money, and outside grants/loans.

Based on the detailed proforma and rate analysis, the following rate increases for the water and sanitary sewer funds are provided:

- Water Fund
 - January 1, 2024 – 5-percent rate increase
 - January 1, 2025 – 5-percent rate increase
- Sewer Fund
 - January 1, 2024 – 6-percent rate increase
 - January 1, 2025 – 6-percent rate increase

The proposed water and sanitary sewer rates are summarized below:

RETAIL WATER SERVICE RATE SCHEDULE

January 1, 2024

The existing retail water minimum charge of \$9.69 would increase to \$10.17. The minimum usage volume of 1,500 gallons will remain unchanged. The existing volume charge of \$4.56 per thousand gallons would increase to \$4.79 per thousand gallons.

This would add an additional \$2.11 or 5.0-percent increase to the average monthly residential customer who uses 8,600 gallons of water per month.

January 1, 2025

The January 1, 2025 retail water minimum charge of \$10.17 would increase to \$10.68. The minimum usage volume of 1,500 gallons will remain unchanged. The existing volume charge of \$4.79 per thousand gallons would increase to \$5.03 per thousand gallons.

This would add an additional \$2.21 or 5.0-percent increase to the average monthly residential customer who uses 8,600 gallons of water per month.

RETAIL SEWER SERVICE RATE SCHEDULE

January 1, 2024

The existing retail sewer rate minimum charge would increase from \$12.03 per month to \$12.75 per month. The minimum usage volume of 2,000 gallons would remain unchanged. The volume rate would increase from \$4.89 per thousand gallons to \$5.18 per thousand gallons.

This would add an additional \$1.44 or 6.0- percent increase to the average sewer residential customer who uses 4,500 gallons of sewer per month.

January 1, 2025

The January 1, 2025 retail sewer rate minimum charge would increase from \$12.75 per month to \$13.52 per month. The minimum usage volume of 2,000 gallons would remain unchanged. The volume rate would increase from \$5.18 per thousand gallons to \$5.49 per thousand gallons.

This would add an additional \$1.55 or 6.0- percent increase to the average sewer residential customer who uses 4,500 gallons of sewer per month.

Casper's average retail residential water and sewer bills are very favorable in comparison with other entities in the region. It needs to be emphasized that many of the comparable entities have utilized other funding sources, including general funds, fifth cent sales taxes, and optional Sixth Cent Capital Facilities Taxes to help finance and subsidize rates for water and wastewater systems.

WHOLESALE WATER RATES AND OUTSIDE-CITY RETAIL WATER RATES

Updated and increased wholesale water rates and outside-City retail water rates are also proposed for January 1, 2024 and January 1, 2025. The projected increase in the wholesale water rate for customers connected to Regional Water transmission lines is from \$2.85 per thousand gallons to \$2.99 per thousand gallons on January 1, 2024 and to \$3.14 per thousand gallons on January 1, 2025. The projected increase in the wholesale water rate for customers connected to Casper Water Transmission Lines is from \$3.85 per thousand gallons to \$4.04 per thousand gallons on January 1, 2024 and to \$4.24 per thousand gallons on January 1, 2025. The cost of wholesale Regional water increased from \$2.24 per thousand gallons to \$2.32 per thousand gallons on July 1, 2023.

Financial Considerations

Rate fee increases as adopted by City Council at the December 19th, 2023, Council meeting.

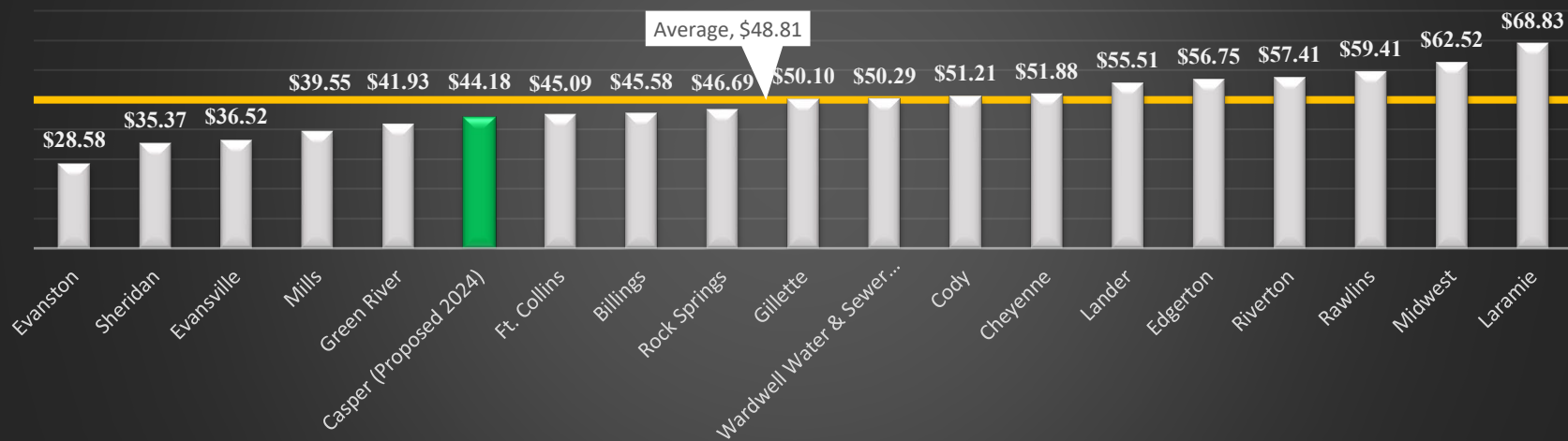
Oversight/Project Responsibility

Tom Brauer, Chief Operating Officer
Bruce Martin, Public Utilities Manager

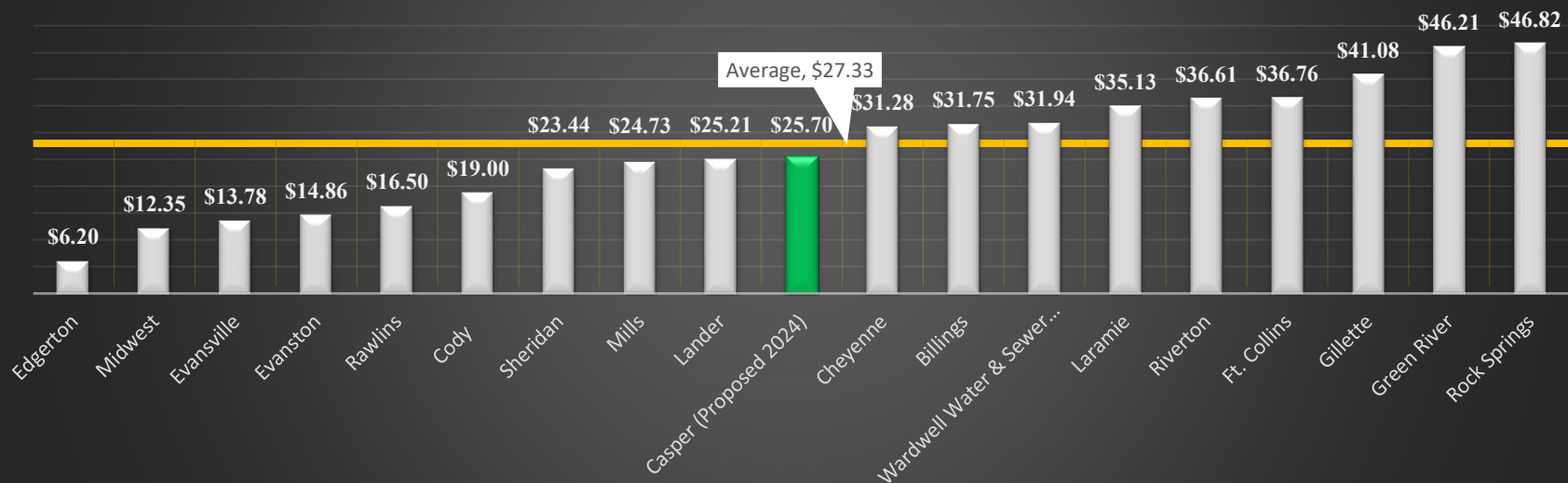
Attachments

EXHIBIT A - Average Water and Sewer Bill Comparison Graphs


Water Rate Comparison 8,600 Gallon Average

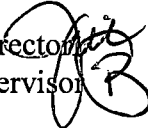


Sewer Rate Comparison 4,500 Gallon Average



November 14, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Jill Johnson, CPA, Financial Services Director 
Brandy Coyle, Accounts Receivable Supervisor

SUBJECT: An Ordinance Updating and Amending Chapter 13.03 Utility Billing and Collection of Casper Municipal Code

Meeting Type & Date:

Council Worksession
December 12, 2023

Action Type

Move Forward for Approval

Recommendation:

That Council moves the proposed changes to amend Chapter 13.03 Utility Billing and Collection forward to a public hearing.

Summary:

On September 26, 2023, the City Council reviewed the proposed changes to Chapter 13.03 Utility Billing and Collection and requested two changes to the proposal.

Grace Period for ACH Return

- Originally it was proposed services be disconnected and payment of the partially waived deposit would be required immediately in the event the ACH payment was returned by the bank for a customer who received a partial waiver on their new account deposit. At the council's request, this section has been rewritten to allow a seven-day grace period and outlines the number of times a customer can take advantage of the seven-day grace period before the ACH is canceled and further action will be taken by the city.

Electronic Billing Incentive/Fee

- New customers would be transitioned, as of July 1, 2024, to electronic billing by applying for services and not selecting the paper bill opt in.
- Options for transitioning existing customers to electronic billing:
 - Option 1: Incentive per month (reduction of \$1.00 on each bill for 1 year). Would require customer to sign up and remain on electronic billing for 1 year.
 - Option 2: One-time incentive (reduction of \$12.00 on first bill after sign up). Would require customer to sign up and remain on electronic billing for 1 year.
 - Option 3: Fee for paper statement (increase of \$1.00 on each bill).

In addition to the above requests by the City Council, it became evident that the appeal process needed to be reviewed and revised.

Appeals

The utility billing process is administrative in nature and as such, appeals to the financial services director would be reviewed and affirmed or denied by the city manager whose decision would be final.

Financial Considerations:

The changes to the ordinance should increase our ability to collect on utility accounts and reduce the expense of printing and mailing paper bills.

Attachments:

Proposed Updated Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 13.03 OF THE
CASPER MUNICIPAL CODE REGARDING UTILITY BILLING
AND COLLECTION.

WHEREAS, the governing body of the City of Casper has the authority to adopt ordinances and resolutions necessary for the health, safety, and welfare of the City of Casper and its citizenry pursuant to Wyoming State Statute § 15-1-103(a)(xli); and,

WHEREAS, the governing body of the City of Casper may perform all acts in relation to concerns of the City necessary to exercise its corporate powers; and,

WHEREAS, the Casper Municipal Code needs updated from time to time.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: that the following sections of Chapter 13.03 of the Municipal Code are amended and shall be replaced and codified as follows:

13.03.010 Purpose.

The city supplies municipal utility services for the citizens of Casper. This chapter will provide the procedures for initiating, discontinuing, billing and collection of these services.

13.03.020 Scope.

This chapter shall apply to all property within the city of Casper or any property outside the city that has retail municipal utilities furnished by the city. This chapter does not apply to wholesale water and sewer customers or to customers with specific contractual arrangements.

This chapter shall compliment other chapters of the Casper municipal code, and city rules and regulations regarding water and sewer service.

13.03.030 Definitions.

- A. "Business office" means the business office of the Financial Services Department, Casper City Hall, 200 North David Street, Casper, Wyoming.
- B. "Commercial" means property as defined in the Casper municipal code, Chapter 17 for business enterprises as retailers, wholesale facilities, hotels, motels, restaurants, travel-trailer parks, hospitals and other similar business establishments. This does not imply a specific rate.
- C. "Domestic septage" means the mixed liquid and solids' contents pumped from septic tanks used for receiving domestic wastewater (definition in Chapter 13.20) or wastes from sanitary convenience units.
- D. "New construction" means a building, structure, facility or installation constructed at a site that will generate new water and sewer demand.

- E. "Non-hazardous industrial sump waste" means the liquid and solids contents pumped from sumps, oil and sand interceptors, or grease interceptors receiving industrial wastes (definition in Chapter 13.20) considered non-hazardous in accordance to any state or federal criteria, guidelines or regulations developed pursuant to the Solid Waste Disposal Act, the Clean Water Act, the Resource Conservation and Recovery Act, and state statutes.
- F. "Rate description" means the amount of money that will be charged for a certain service, dependent upon the kind of service received, rather than the property designation. All rates and fees shall be established by resolution of the city council.
- G. "Residential" means a property designation as listed in the Casper municipal code, Chapter 17 including, but not limited to, single-family dwellings; moveable mobile homes; modular homes; multi-family dwelling units, such as duplexes; townhouses; condominiums; apartments; churches; schools; day care (adult, family and group); parks; playgrounds; historical sites; golf course; and, other similar recreational facilities used during daylight hours. This does not imply a specific rate.
- H. "Temporary fire hydrant usage" means a fire hydrant used for delivering water needed for public or private works or new building construction purposes (compaction, dust control, etc.)
- I. "Paperless Billing" means a customer receives an electronic version of their bill and no paper statement will be mailed to the customer.
- J. "Active Account" means the account has not been closed by request of the customer or by the city due non-payment, or customer refusal to comply with any federal, state or municipal regulations governing municipal utility service. Disconnection of service does not close or deactivate the account.
- K. "Good Payment History" means no late payments for a twelve-month rolling period.

13.03.040 New construction.

- A. Applications for new construction installations for water and sewer service shall be made to the Engineering Department, 200 North David Street, Casper, Wyoming. All applicable charges for new services, including, but not limited to, system investment charges for new services, will be assessed at the time of application in accordance ~~to~~with other chapters of this Casper municipal code and city rules and regulations regarding water and sewer service.
- B. Upon application, the minimum charge for services will be billed until the meter is installed. If water is used for landscaping before the meter is installed, the customer will be charged for twenty-five thousand gallons of water for the billing period.

13.03.050 Connection or change of service.

- A. The property owner, tenant or agent of the owner may request changes in existing services. If a tenant occupies the property, the property owner or agent of the owner may only request changes in existing services ~~with the written approval of the tenant. when the tenant is in a delinquent status. All prior charges related to the service address must be paid in full prior to new services being established.~~

- B. Service can be obtained by ~~contacting the~~completing a service application with the City's Customer Service Division of the Financial Services Department at 200 North David Street, between the~~during normal business~~ hours ~~of eight a.m. to five p.m., Monday through Friday (except holidays); calling the Financial Services Department Customer Service Division between the hours of eight a.m. to five p.m., Monday through Friday (except holidays);~~; or, by utilizing the ~~city's~~City's website, ~~if available.~~ The request for service will include the name of occupant, the tenant(s) and property owner(s) (or agent of the property owner), physical address, mailing address, social security number, day and night time telephone number, employer and requested date of service, and where applicable, a lease agreement with the names of all occupants. All adult tenants are required to have current accounts with the city and co-sign for the new service. Business entities are required to provide the name of the business occupying the property, physical address, mailing address, tax identification number, a day and nighttime telephone number, and articles of organization or substantially similar business entity documents. The request must be made at least three working days prior to the requested starting date. Incomplete ~~website~~ requests will be returned to the customer for additional information.
- C. ~~Tenants~~Owners, businesses, and tenants of rental properties will be required to make a deposit using collected funds unless:
1. They have one year of previous service with the city indicating good ~~credit~~payment history.
 2. There is a co-signor who is currently serviced by the city, with good ~~credit~~payment history, and who is willing to sign for any ~~be the primary account holder and share responsibility for~~ delinquent amounts.
 3. They can provide a letter ~~of credit~~ from another utility indicating good ~~credit~~payment history for at least one year.
- D. ~~Any new occupant, owner or agency~~Business entities responsible for multi-family residential buildings will be required to make a deposit calculated by multiplying the deposit amount by the number of units within the building unless:
1. They have one year of previous service with the city indicating good payment history.
 2. There is a co-signor who is currently serviced by the city, with good payment history, and who is willing to be the primary account holder and share responsibility for delinquent amounts.
- E. Applicant can provide a letter of credit from another utility indicating good payment history for at least one year. A partial waiver of the deposit may be granted if the account holder sets up an automatic (ACH) payment from its bank account.
1. The ACH must remain in effect for 12 months to continue with the partial waiver; otherwise, the waived amount will be required at the time the ACH is discontinued to avoid service interruption.
 2. If an ACH is returned as an account closed or an invalid account, payment of the amount due and establishment of a new account must be made within seven days of the attempted ACH payment. If the next ACH payment is again returned due to a closed or

invalid account, the ACH will be discontinued and the waived deposit amount and current charges will be due within seven days of the most recent payment attempt or the account is subject to disconnect and payment of the waived deposit amount, current charges, and all fees associated with delinquency and reconnection.

3. ACH payments returned for insufficient funds must be paid within seven days of the initial attempt to avoid paying the waived deposit amount and disconnection.

4. In the event the ACH is returned three times for any reason, in the twelve months following account opening, the ACH will be discontinued. The current charges and waived deposit amount will become due within seven days of the attempt, otherwise, the account is subject to disconnection, payment of the waived deposit amount, payment of current charges, and payment of any fees associated with delinquency and reconnection.

F. When the current occupant notifies the city they are vacating the property, the city will post a seventy-two hour notice before services will be disconnected to allow the new customer time to transfer the utilities to their name without a break in service.

G. If a tenant(s) is delinquent and refuses to pay for services used at the property, the property owner is responsible for payment to the city for services provided at the owner's property. The property owner(s) shall pay the city all delinquent amounts owed within thirty days of written demand by the city manager or city finance director. If the owner refuses to pay the bill for service(s), the city may disconnect service(s) to the property. The owner is also responsible for paying the city all fees, expenses and commission charged by a collection agency.

13.03.060 Refusal of service.

The city reserves the ~~rights~~right to refuse service to any customer until all federal, state and municipal regulations governing municipal utility service have been complied with by the applicant.

13.03.070 Discontinuance of service.

A. Service may be discontinued for nonpayment. In order to re-establish service, a delinquent turn-on fee and a deposit ~~may be~~are required before service is restored. Service will not be provided if there are any outstanding bills or fees or any violations of this chapter.

B. Customers will be charged a fee if an insufficient funds check or a returned ACH is received by the city. The bank automatically redeposits insufficient funds checks. If an insufficient funds check has been redeposited ~~and is~~or an ACH payment has been returned to the city, the amount will be automatically reversed and applied to the customer's account. The customer will be responsible for any additional charges; interest or penalties accrued to the account. The unpaid balance will be subject to any interest or penalty charges associated with a past due amount. The account will be subject to the city general billing and collection policy, ~~adopted by resolution of the city council.~~

- C. If water service is disconnected because of any misrepresentation, deliberate meter tampering, curb stop tampering or unauthorized connections, service may be restored after the city has received payment for water used, damages to materials, reconnection charges, proper system investment charges and other fees and costs incurred by the city.
- D. A property owner and property managers may ~~have water service transferred~~request to ~~their name automatically when a tenant discontinues services or is shut off~~receive copies of delinquent notices, by completing a landlord agreement form. The landlord agreement will remain in effect until a new property owner requests service, or the landlord who sold the property notifies the city to terminate the landlord agreement.
- E. When water service is temporarily shut-off at the request of the customer and turned on at a later date at the request of the customer, a ~~reconnect~~water turn-on fee shall be charged to the customer. ~~There~~However, there will be no reconnect fee when the water service is shut off for less than twenty-four hours for repairs to the customer's plumbing system.

13.03.080 Billing.

- A. All bills and notices mailed by the city will be mailed to the street addresses of the property, unless the customer has provided a different mailing address.
- B. All utility billing will be based upon a rate definition rather than a property definition. Property may be designated as commercial in this code; however, they may be charged a residential rate for any of the utilities.
- C. Water billing will be based on meter readings. The bills shall indicate the consumption in one thousand-gallon increments.
- D. Sewer billing for new residential and commercial customers will be based on a usage of ~~six~~seven thousand ~~five hundred~~ gallons per month. If a customer has established usage at a previous address, the new sewer rate will be based on the same usage as the previous address until the next annual re-evaluation.
- E. Residential and commercial sewer billing will be reevaluated each year, based on the average of the actual water usage during ~~the billing period starting after~~ January 1, February, and March.
- F. Each and every property location will receive a separate bill.
- G. Water and sewer minimum charges are not prorated with the billing period is shorter than thirty days.
- H. Customers with an active account will be charged any applicable minimum charges for all utility services during billing periods with no water usage. Minimum charges will be established by resolution.
- I. There may be charges for additional unsubstantiated re-reads. If the meter test reveals that the customer has been over-billed by three percent or more, the customer's bill may be adjusted. If the customer has been billed correctly, or has been underbilled, the city will bill the customer for the meter test. The amount billed will be determined by resolution.

J. Sanitation charges are required on all active residential accounts where the residential service address is located within an area in which collection is serviced by the city. If the account is active with the city, it will incur sanitation charges, along with water and sewer charges. The property will be provided with access to the appropriate container needed for the disposal of solid waste, as set forth in Municipal Code 8.32.040 A.

K. Starting July 1, 2024, Customers will be required to complete an application for services, which allows them to opt in or out of paperless billing at time of application.

13.03.090 Adjustments.

- A. Sewer adjustments may be given if a leak occurred during the sewer evaluation periods.
- B. A bill may be adjusted for a water leak if the following condition applies. The usage on the customer's bill with the leak exceeds by three times the usage amount on the customer's bill for the same period one year previous. The leak adjustment is calculated at ~~forty percent of the difference between the current period usage and the usage billed for the same time period one year previous.~~ 30 % of the total water charges on the qualified bill(s) reflecting the leak. For new accounts with less than 12 months of history, leak adjustments may be completed when the customer's bill shows usage that is 21,000 gallons or more. The new account leak adjustment is calculated at 30% the total water charges on the qualified bill(s) reflecting the leak.
- C. Leak adjustments will only be completed for the three bills prior to the leak being repaired.

13.03.100 Credit, payment terms and collection efforts.

- A. Bills ~~will be~~ considered delinquent if not paid thirty days after the bill date. Authorized interest and penalty charges will start accruing on this date. A delinquent notice will be mailed to the customer on or shortly after the thirty-first day after the bill date. If the bill remains unpaid forty-five days after the bill date, all utility services will be disconnected.
- B. If the customer's service is disconnected due to lack of payment, and remains unpaid for sixty days; the account shall be closed and turned over for collection.

13.03.110 Temporary fire hydrant usage.

- A. A fire hydrant usage permit must be obtained from the city.
- B. At the time the fire hydrant usage permit is obtained, a hydrant deposit shall be paid for an auxiliary valve, wrench, meter and hose. Upon return of the valve, wrench, meter, and hose, in good condition, the hydrant deposit will be credited toward the amount due for water usage from the hydrant. If equipment is lost or damaged due to customer neglect, appropriate fees shall be charged. The city manager or his designee reserves the right to rescind this privilege at any time.
- C. A fire hydrant operation charge for use of the fire hydrant shall be established by resolution of the city council. Charges will continue until the auxiliary valve, wrench, meter and hose are returned.

- D. All water will be metered. Hydrant meters may be rented from the city at a price set by resolution of the city council. Hydrant meters provided by the user and approved for use by the city may be used. The current city of Casper water transmission line wholesale water rate will be charged for erosion control, reinstatement of vegetation of disturbed areas, compaction water, and flushing water used by developers, contractors, and others in addition to the hydrant permit and hydrant operations changes.

The current retail water rate (dependent upon hydrant location) will be charged in addition to the hydrant permit and hydrant operational charges for all other uses, including, but not limited to, sod watering and parking lot washing. Payment and collection policies as listed in Section 13.03.090 will apply.

13.03.120 Domestic septage and non-hazardous industrial sump waste service.

Customers may use the regional wastewater treatment plan for disposing of domestic septage and non-hazardous industrial sump waste. The hauler of the domestic septage or sump waste will be billed on a monthly basis. Customers receiving bills for this service will adhere to the payment and collection policy for non-utility billing customers.

The customer will be responsible for paying the applicable sump waste testing fees directly to the laboratory.

13.03.130 Appeals.

Bills and adjustments may be appealed to the financial services director or his/her designee within thirty days of the bill date or adjustment date. If satisfactory settlement is not reached within thirty days, the customer may appeal to the ~~Casper utilities advisory board~~ City Manager by submitting a written request to the financial services department. ~~If satisfactory settlement is not reached within thirty days with the Casper utilities advisory board, the customer may appeal to the city council by submitting a written request.~~ All decisions made by the ~~city council~~ City Manager will be final.

13.03.131 Payment Arrangements.

Payment arrangements may be granted if a customer is unable to pay their past due balance before their disconnection date. If made, the arrangement would allow the customer to skip the current shut-off period for the service address that is delinquent or at risk of being shut-off. The account must be brought current by the due date of the current bill, which is not yet delinquent. This may allow up to, but will not exceed, thirty days to bring the account current, depending on when they contact the city. Customers must meet the following criteria to be eligible for a payment arrangement on their account.

A. The customer must contact the city prior to their week of shut off.

B. The bill causing delinquency is not the first bill on the account.

- C. Payment arrangements are not allowed on deposits. All deposits must be paid in full before water, sewer and sanitation services will begin.
- D. The customer has had four months of good payment history.
- E. All previous payment arrangements have been paid as agreed.
- F. No more than one previous payment arrangement in the previous twelve-month rolling period is permitted; a total of two payment arrangements in the twelve-month rolling period are allowed, including the one being requested.
- F. A one-time exception may be made for a customer whose water has been disconnected when they have a good payment history on the disconnected account.

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PASSED on 1st reading the ____ day of _____, 2023.

PASSED on 2nd reading the ____ day of _____, 2024.

PASSED, APPROVED, AND ADOPTED on third and final reading the ____ day of _____, 2024.

APPROVED AS TO FORM:


ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Amanda Ainsworth
City Clerk

Ray Pacheco
Mayor

December 7, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Fleur Tremel, Chief of Staff
SUBJECT: Community Projects Process Debrief

Meeting Type & Date

Council Work Session
December 12, 2023

Action type

Direction Requested

Recommendation:

Staff is requesting direction from the City Council to improve the process of funding community nonprofit organizations.

Summary:

From 1% #17 City Council agreed to set aside \$2.25 million to fund community projects. Per state statutes, public funds can only be used for: 1.) General government support; 2.) Improvements to publicly-owned facilities (the City can spend funds to make improvements to facilities that are owned by the City or by another governmental unit); 3.) Necessary support of the poor - all of the benefits of the project would go to income-qualifying clients or individuals; 4.) Support economic development for the community; and, 5.) Promote the community. Because of the nature of One Cent funding needs Staff tried to include many agencies that provide or supplement a City service into the City's One Cent distribution, and the rest would apply to Council for funding.

For 1% #17 Council decided that in order to best distribute the One Cent funds they should restrict the funding to agencies and programs that either directly aided or supplemented a city service or that address one of Council's current goals. Staff developed an application which included the Council's Goals and descriptions of each goal. The applications were then released.

After the open period of roughly a month, applications were received, and Staff compiled applications. \$5.85 million was requested from the one cent funds at the time the applications were presented to Council. However, a few applications or total funding asks were not included. For example, the Youth Crisis Center submitted an application for what looked like \$100,000, but on further analysis and information for the director, they had applied for \$100,000 per year, so \$400,000 total. Casper Salvation Army had sent in an application from a grant writer with many unidentified attachments, so it was caught in the security filter and went to the junk mail. Casper Speedway submitted their application late. If the total requested included these applications the total was actually almost \$7 million of one cent funds requested.

After staff compiled all the information, Council filled out sheets on how much to allocate, then met to discuss and set amounts. Once Council had agreed on how to award the available \$2.25 million, Council passed a resolution allocating the funds. Staff then drafted contracts with each organization. Council then passed resolutions authorizing the completed contracts.

Unresolved Items

There were a few items Staff would also like to bring to Council's attention at this time.

1. Wyoming Food for Thought went through a change of Executive Director right after the funding was allocated. When staff reached out to draft the contract, they were notified that the projects that Council selected from their application, the fire doors and a tractor, were no longer needed and they wanted to amend what the funds could be spent on. A copy of their new request is attached for Council's review. If Council decides to fund this, they were allocated \$85,975.97. No contract has yet been passed as they informed the City prior to the contract going to Council.
2. Central Wyoming Senior Services, dba the Senior Center, applied for funding for food. Their contract was drafted and passed, however they reached out to ask for a contract amendment to change the insurance requirement in the contract. Their contract was never signed, but Council would need to pass the new contract, and the City Attorney would need to approve the new language, in order to make this change.

Considerations for Future Cycles

Because of the limited amount of funds available and the vast amount of need, it may be in the best interest of the City if Council looked at how organizations supplement a City service or directly furthered a Council Goal. Council could also place additional restriction or categories of funding that will be awarded to non-profits to help them narrow down the applications. Council could also set maximum amounts that could be applied for depending on the category. Staff could also look into an online submittal rather than relying on emails.

Financial Considerations

None at this time.

Oversight/Project Responsibility

Fleur Tremel, Chief of Staff

Attachments

Wyoming Food for Thought New Application

One Cent #17 Community Projects Funding Request

*Type or print clearly, form is available in electronic format
Please, DO NOT submit any additional documentation unless requested.*

				<i>Todays Date:</i>	03/27/23
Organization Requesting Funding					
<i>Name:</i>	Wyoming Food for Thought Project				
<i>Address:</i>	420 W 1st Street/PO Box 942/Casper, WY 82602				
<i>Phone #:</i>	(307) 337-1703	<i>Fax:</i>		<i>Date Organized:</i>	11/01/12

Organization Contact Person(s)			
<i>Name and Title :</i>	Brandy Teague, Executive Director	<i>Phone # :</i>	(307) 337-1703
<i>Email:</i>	brandy@wyomingfoodforthoughtproject.org		
<i>Name and Title :</i>		<i>Phone # :</i>	
<i>Email:</i>			

Organization Board Members (if applicable)					
<i>Name :</i>	Stephanie Sprecher	<i>Office Held:</i>	Board Chair	<i>Term:</i>	
<i>Name :</i>	Rachel Chadderdon	<i>Office Held:</i>	Vice Chair	<i>Term:</i>	
<i>Name :</i>	Shannon Rigali	<i>Office Held:</i>	Treasurer	<i>Term:</i>	
<i>Name :</i>	Kate McNally	<i>Office Held:</i>	Secretary	<i>Term:</i>	
<i>Name :</i>	Leah Reeb-Varella	<i>Office Held:</i>	Member-At-Large	<i>Term:</i>	
<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	
<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	
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<i>Name :</i>		<i>Office Held:</i>		<i>Term:</i>	

Funding History and Amount Requested (if not applicable, list N/A)

Fiscal Year	City	
1%16	78,333	
1%15	31,739	

Please Attach an Agency Organizational Chart

1. How does your program or organization meet the City Council Goals or provide a service to the City of Casper?

1. Livability. Over the past 10 years Wyoming Food for Thought has been "cultivating community" where our intentions are centered on making our community a better place to live. We seek to accomplish this goal through our free community gardens, corner venue space, our weekend food bag program - and we seek to create ways for community members to contribute through days of service and weekly volunteer opportunities. Our work continues with partnerships that provide service learning to all ages of students - from preschool through college levels. Finally, our work is centered on the desire to create a community where every single person feels seen, and appreciated.

2. What geographical area & populations are being served by your organization?

We serve all of Natrona County as well as parts of Converse County through our Weekend Food Bags. Our headquarters are currently located in the Sandbar District of downtown Casper at 420 W 1st Street where our offices, commercial kitchens, and food hall is located.

3. What programs/services are currently offered by your organization and how do they affect or serve the City of Casper or City Council Goals?

Weekend Food Bags - a kid friendly bag of food distributed by volunteers to homes and schools. Each bag holds Breakfast, Lunch, and Dinner for each day a child is away from school (typically 2 days but more food is packed for long weekends and breaks like winter, Spring, etc.) - Currently serving 1,100 local children weekly with 100 volunteers each week (bag packers, drivers, bag distributors) **Community Gardens** located in James Reeb Park, Dallason Park (in partnership with Friends of Dallason Park), Lifesteps Campus, and RavenCrest Apartments. This program provides free locally grown produce to anyone at all - another component of our cultivation of community. We partner with other community groups like the parishoners of Shepherd of the Hills Church - who help tend the garden at RavenCrest Apartments and Friends of Dallason Park who help tend the garden at Dallason Park and also work to expand the offerings at the park like a new pavillion, trees, a bench, handicap accessibility, and playground equipment. **Food Business Incubation** at 420 W 1st Street with a shared use commercial kitchen for food businesses looking to scale up. We have already seen businesses outgrow the space and move into their own storefronts (True Bakery, Queen B Charcuterie) and seen some business owners decide that a food business was not the direction they wanted to go. However, without our program they may have gone deep into debt and sacrificed far more than necessary to determine that (Holy Guacamole Food Truck, Squeeze the Day, Bear Bonz BBQ).

4. Describe how any past one cent funding was used.

One Cent #15 was used to pay staff costs and food bag food.
One Cent#16 was used to pay staff costs, food bag food, and building costs for the shared use commercial kitchens & food hall.

5. Describe how funds requested from One Cent #17 will be used.

We are requesting funds to purchase a tractor that will be used year-round. We are also requesting funds to install 3 sets of Fire Doors in the former North Casper School for Fire-Life-Safety. First, for the new development of gardens on the grounds of the former North Casper School at 1014 Glenarm. This property is located on 2.3 acres and we are going to develop all of the land into space that grows food and fosters community gathering.

Due to organizational developments, we have decided not to proceed with the purchase of the North Casper School and are hoping to revise our proposal. Our new leadership team is focusing on strengthening and expanding our existing programs to better serve the community. Specifically, we will be concentrating our efforts on our Weekend Food Bag Program, Community Gardens initiative, and Food Business Incubation Program.

Our Weekend Food Bag Program plays a crucial role in addressing food insecurity among children in our community. Approximately 1,200 children rely on these weekend food bags to sustain them with breakfast, lunch, and dinner during weekends and extended breaks when they do not have access to school meals. Over the past three years, our program has incurred an average annual cost of \$95,000 for food purchases alone, not including operational expenses associated with program management.

We heavily depend on the support of generous donors, as well as grants, volunteers, and food donations, to keep this program running effectively. Your financial contribution will directly impact the lives of these children by ensuring they have access to nutritious meals even when school is not in session.

Thank you for considering our request. Your support will make a significant difference in the lives of the children we serve.

6. If your total grant request is more than the previous cycle's award, please explain why.

Initially, we had requested \$165,000 to expand our program at the North Casper location, and we were approved for a generous grant of \$85,975.97. However, with our new direction and priorities, we now find that \$75,000 would greatly alleviate the costs associated with running the Weekend Food Bag Program, allowing us to continue providing nutritious meals to children in need during weekends and extended breaks.

7. How will it affect your program if you do not receive this funding?

The Weekend Food Bag Program is a lifeline for approximately 1,200 children in our community who face food insecurity during weekends and extended breaks. These children rely on the nutritious meals provided in the weekend food bags to meet their basic dietary needs when school meals are unavailable. Without funding, several adverse consequences are likely to occur with the primary impact being a significant reduction in the quantity and variety of food we can provide in the weekend food bags. This may force us to limit the number of bags distributed or decrease the quality and nutritional value of the contents.

8. How does your organization evaluate itself and programs for effectiveness?

Our core values mean we remove barriers to access - this means we aren't tracking who benefit from our services - at least not directly. But we do track how many people access our help with food bags, Thanksgiving baskets, and toys. We also track the number of garden beds planted, number of community partners, volunteers, and sponsors we have. Our aim is to Cultivate Community and remove barriers to access. So, the less food we pick from the gardens means more people are picking food. We see so many neighbors who share the story that our gardens have given them access to food they would never otherwise have because of barriers (financial, transportation, refrigeration, etc.)

9. What other funding opportunities has your organization applied for?

We currently have grant funding from Collective Health Trust, but do not currently have any other grant funding for this specific project. We are actively engaged with various community entities to schedule food drives, which will help supplement our resources. Additionally, we are diligently pursuing other grant opportunities as they arise, and we have plans in place to explore various fundraising initiatives.

REQUESTED BUDGET DETAIL

Outline in the table below specifically how your request will be used.

Example: \$5,000.00 to pay director's salary, which is 6% of total funding request.

ITEM	AMOUNT OF FUNDING	% OF TOTAL REQUESTED
<i>EXAMPLE: Director's Salary</i>	\$5,000.00	6%
Food Purchases	\$40,000.00	53%
Assistant Director Salary	\$35,000.00	47%
		0%
		0%

Executive Director	Full-Time	\$63,000.00	\$9,600.00	
Horticulture Director	Full-Time	\$57,500.00	\$540.00	
Executive Assistant	Full-Time	\$50,000.00	\$9,600.00	

	TOTALS			

PROGRAM EXPENDITURE DETAIL

Prior Fiscal Year **Current** Fiscal Year Next Fiscal Year Operating Budget (Actual) Operating Budget
 (Projected) Operating Budget (Projected)

Jul-21	Jul-22	Jul-23
Jun-22	Jun-23	Jun-24

Month / Year: Month / Year: Month / Year:
 to Month / Year: to Month / Year: to Month / Year:

Personnel			
Full-Time			
Regular Wages	\$246,200.00	\$256,200.00	\$296,200.00
Overtime Wages	\$0.00	\$0.00	\$0.00
Part-Time			
Regular Wages	\$46,440.00	\$61,200.00	\$66,200.00
Overtime Wages	\$0.00	\$0.00	\$0.00
Employer Contributions			
Taxes	\$34,238.00	\$37,135.00	\$42,400.00
Benefits	\$19,200.00	\$19,200.00	\$22,000.00

Other (please list below)			
Subtotal Personnel	\$346,078.00	\$373,735.00	\$426,800.00

General Administration			
Postage & Freight	\$2,500.00	\$2,500.00	\$2,500.00
Telephone	\$2,400.00	\$2,400.00	\$2,400.00
Printing / Duplication	\$1,000.00	\$1,000.00	\$1,000.00
Publicity, Dues / Subscriptions	\$2,400.00	\$2,400.00	\$2,400.00
Utility Services	\$31,800.00	\$31,800.00	\$33,000.00
Professional Services	\$5,000.00	\$5,000.00	\$5,000.00
Maintenance Agreements			
Travel			
Employees			
Other (please list below)			
Subtotal General Administration	\$45,100.00	\$45,100.00	\$46,300.00

PROGRAM EXPENDITURE DETAIL

Supplies			
Office			

Operating	\$1,000.00	\$1,000.00	\$1,000.00
Repairs / Maintenance	\$5,000.00	\$5,000.00	\$5,000.00
Materials			
Other (please list below)			
Subtotal Supplies	\$6,000.00	\$6,000.00	\$6,000.00

Fixed Charges			
Insurance	\$25,000.00	\$25,000.00	\$30,000.00
Rent/Lease			
Other (please list below)			
Subtotal Fixed Charges	\$25,000.00	\$25,000.00	\$30,000.00

Other Expenditures			
Fundraising Expenses			
Debt Service			
Other (please list below)			
Food Bag Food	\$90,000.00	\$95,000.00	\$100,000.00
Transportation/Trucks	\$5,000.00	\$5,000.00	\$5,500.00
Architect fees for School	\$25,000.00	\$50,000.00	\$0.00
Lighting	\$15,000.00		

Subtotal Other Expenditures	\$135,000.00	\$150,000.00	\$105,500.00

TOTAL FOR ALL

EXPENDITURES \$557,178.00 \$599,835.00 \$614,600.00 Page 8

REVENUE DETAIL

Prior Operating Budget Year Actual Revenue Month / Year: Jul-21 to Month / Year: Jun-22	Current Operating Budget Year Projected Revenue Month / Year: Jul-22 to Month / Year: Jun-23	Next Operating Budget Year Projected Revenue Month / Year: Jul-23 to Month / Year: Jun-24
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Program Fees	\$20,000.00	\$26,400.00	\$26,400.00
United Way	\$0.00	\$0.00	\$0.00
Donations	\$233,688.00	\$250,000.00	\$250,000.00
Grants - State	\$5,000.00	\$25,000.00	\$15,000.00
Grants - Federal	\$0.00	\$0.00	\$0.00
Grants - Private	\$61,700.00	\$75,000.00	\$75,000.00
Interest Income	\$450.00	\$450.00	\$450.00
Other Fundraisers	\$39,500.00	\$40,000.00	\$40,000.00
Foundations	\$100,000.00	\$140,000.00	\$140,000.00
Corporations	\$74,000.00	\$60,000.00	\$60,000.00

County Funding	\$0.00	\$0.00	\$0.00
City Funding 1%	\$54,833.00	\$19,800.00	\$40,000.00
City Funding Community Promotions			
City Other			
Other (please list below)			
CDBG			\$700,000.00
SUMMARY OF REVENUES	\$589,171.00	\$636,650.00	\$1,346,850.00

DEBT DETAIL - CAPITAL OUTLAY

List all debts owed by your organization.		
Debtor	Amount Owed	Anticipated Pay-off Date

TOTAL DEBT	\$0.00	

Capital Outlay

	Prior Operating Budget Year Actual	Current Operating Budget Year Projected	Next Operating Budget Year Projected
	Month / Year: to Month / Year:	1 Month / Year: 2 to Month / Year:	2 Month / Year: Jul-23 Jun-23 to n / Year: Jun-24
Land			
Buildings			
Machinery & Equipment			
Other (List Below)			
North Casper School			\$700,000.00

Capital Outlay Summary	\$0.00	\$0.00	\$700,000.00

REVENUE VS. EXPENDITURE SUMMARY

(Please Fill in Blue Shaded Boxes)

Prior Budget Year Actual Values Month / Year: Jul-21 to Month / Year: Jun-22	Current Budget Year Projected Values Month / Year: Jul-22 to Month / Year: Jun-23	Next Budgeted Year Projected Values Month / Year: Jul-23 Month / Year: Jun-24
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1	Revenue (Line 15 Revenue Detail)	\$589,171.00	\$636,650.00	\$1,346,850.00
2	Expenditure Summary (Total from Expenditure Detail)	\$557,178.00	\$599,835.00	\$614,600.00
3	Capital Outlay Summary (Total from Capital Outlay Detail)	\$0.00	\$0.00	\$700,000.00
4	Total Expenditures (Line #2 plus line #3 from above)	\$557,178.00	\$599,835.00	\$1,314,600.00
5	Over/Under Revenues (Subtract line #4 from line#1 above)	\$31,993.00	\$36,815.00	\$32,250.00
Total Reserve Breakdown				
6	Operating Reserves From Prior Year (see below for definition)	\$0.00	\$31,993.00	\$68,808.00
7	Change in Operating Reserve (line #5 from above)	\$31,993.00	\$36,815.00	\$32,250.00
8	New Operating Reserve (line #6 (+ or -) line #7 from above)	\$31,993.00	\$68,808.00	\$101,058.00
9	Capital Reserves From Prior Year (see definition below)	\$0.00	\$0.00	\$0.00

1 0	Change in Capital Reserve (any additions or uses of capital reserves)	\$0.00	\$0.00	\$0.00
1 1	New Capital Reserve (line #9 (+ or -) line #10 from above)	\$0.00	\$0.00	\$0.00
TOTAL RESERVES		\$31,993.00	\$68,808.00	\$101,058.00

Please identify the purpose of all reserves being held by your agency:
Operating (unrestricted, available for use) vs. Capital (restricted for a particular purpose or project)

Operating and for capital repairs (roof, HVAC, etc.).

Below are the definitions for Reserves:

*Operating Reserves - these are the funds necessary for the organization to cover operating costs. Usually these funds are needed to cover gaps between funding periods, or to cover shortages in revenue.

** Capital Reserves - Funds restricted for a specific purpose such as for long-term capital investment projects or any other large and anticipated expense(s) that will be made in the future

Wyoming Food for Thought Project Organizational Chart - 2023 Departments

Administration
Board of Directors
Food Bags/Programs
Executive Director
Gardens
Executive Assistant
Good Food Hub



Kitchen Manager
Director of Horticulture Programs Coordinator

Tenants

Volunteers
Garden Intern Volunteers

Volunteers

December 5, 2024

MEMO TO: J. Carter Napier, City Manager 
FROM: Jill Johnson, Financial Services Director 
SUBJECT: Employee One-Time Payment

Meeting Type & Date
Council Work Session
December 12, 2023

Action type
Direction Requested

Recommendation

That Council approve a one-time payment of \$1,000 to full time employees and \$500 to part time employees who have worked at least 1040 hours in the past year from the unappropriated funds, in excess of reserves, realized from FY23.

Summary

With the FY24 budget, Council approved a 3.5% pay increase. The increase was due in part to continued high inflation levels seen in 2022 and into 2023 which ranged from 9.71% in the first half of 2022, 8.96% in the second half of 2022, ending at 5.7% at the end of the first half of 2023 (US inflation for the mountain region, all items, US Bureau of Labor Statistics). By not increasing employees' wages to offset the economic impacts of inflation, employees' families could experience financial hardships as their wages are not able to buy household necessities.

The budget presentation to Council on May 23, 2023 showed an estimated unassigned cash balance of \$1,519,648, based on the FY23 budget. This is over and above the required reserves. Now that FY23 is complete, based on actual revenue and expenses, the results of operations in the General Fund show an increase in actual revenues compared to budget of \$2,203,156 (collected 104.07% of budget) and there was a reduction of actual expenditures compared to budget of \$2,842,799 (expended 95.46% of budget). The City's books for the year closed on August 31, 2023 so these figures are final. The cash balance available to fund the proposed one-time payment is \$5,094,050.

Financial Considerations

One-time payments are not an ongoing expense of future budgets therefore, using the additional unassigned cash balance, which is a one-time revenue, to fund the one-time payments would be appropriate.

One-time payments can be calculated in 2 ways:

1. The employee is given a lump-sum payment, then the employee's portion of taxes is deducted and the employee receives the net amount. For example, employee receives a \$500 lump-sum payment, then 22% federal tax is withheld and 7.65% SS/MCR is

withheld. The net the employee would receive is \$352.00. The expense to the City is the \$500 plus the employer's taxes of SS/MCR and workers comp or \$558.22.

2. The employee is given a lump-sum payment, then the City pays the employees taxes (both federal and SS/MCR). The employee would then receive the full lump sum. For example, employee receives a \$500 lump-sum payment, then the City pays 22% federal tax, 15.3% SS/MCR and 2.78% workers comp. The net the employee would receive is \$500. The expense to the City is the \$500 plus all taxes or \$834.45.

Public Safety employees do not pay into social security so the public safety employees would see an increase in their net pay if they pay the taxes or the City's expense, if the taxes are absorbed, would be less than for a general City employee.

Finally, the General Fund would also need to support recreation, grant funds, Metro & PSCC, and the internal service funds through a transfer to those funds. The only funds which would not be supported from the General Fund is Weed & Pest and the Utility/Solid Waste Enterprises.

An interactive tool has been developed for the Council to see the impact of one-time payments on the general fund assuming an excess unassigned cash balance from FY24 of \$5,094,050.

Based on a \$1,000 payment to all full time City, Fire and PD staff and a \$500 payment to 20 part time staff who have worked at least 1040 hours in the year, the total impact to the General Fund would be approximately \$645,448.

Oversight/Project Responsibility

Jill Johnson, Financial Services Director