

WORK SESSION AGENDA



Casper City Council

The Lyric

Tuesday, September 26, 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	15 min
2.	Neighborhood Help Program	Direction Requested	4:45	20 min
3.	Aquatics Business Plans	Direction Requested	5:05	30 min
4.	Unpaid Utility Ordinance Amendment	Move Forward for Approval	5:35	20 min
5.	Ward I Vacancy Process	Direction Requested	5:55	20 min
6.	Agenda Review		6:15	20 min
7.	Legislative Review		6:35	20 min
8.	Council Around the Table		6:55	20 min
			Approximate End Time:	7:15

*** Reminder ***

Please silence cell phones during the City Council meeting.

Neighbors Helping Neighbors Fund

Proposed by Ross Schriftman

Tel. 307-333-4040

Email: rfs270@aol.com

Purpose: Assist low-income, elderly and disabled Casper residents struggling to maintain their properties.

Goal: Improve quality of life for residence and their neighbors

Services: Grass, trees and shrubbery maintenance. Junk removal. Safety hazard removal.

Providers: Local businesses that provide these kinds of services with potential for lower costs and donated time. Volunteers. Consideration of participation of high school and college students.


Qualifications: Applicants eligibility would need to be verified as needing assistance through a process determined by the city.

Reports and reviews: Periodic reviews of the effectiveness of the program.

Additional opportunities: Assist these residents in applying for and qualifying for other available programs in the community such as job training and placement, financial assistance, counseling, medical and mental programs.

Funding: Residents would be eligible for tax deductible contributions to help their neighbors. The City Attorney should explore the potential for establishing a federally qualified non-profit with a restricted account administered by the city.

September 19, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Zulima Lopez, Parks, Recreation, & Public Facilities Director

SUBJECT: Recreation Enterprise Business Plan Approval – Aquatics

Meeting Type & Date

Council Work Session
September 26, 2023

Action type

Move Forward for Approval

Recommendation

That Council approves the five-year business plan for the City of Casper’s Aquatics operations.

Summary

The 2021-2023 Casper City Council Goals instructed an evaluation of the City of Casper’s recreation operations with the intention of reducing the general fund investment required to subsidize each enterprise. On October 11, 2022, the Casper City Council was presented with information regarding the performance of our Aquatics Fund. The presentation provided a recap of the FY22 budget year, reviewed the FY23 budget and forecasted performance through various rate models, and requested Council approval to further evaluate and pursue a number of strategies to improve the subsidy position of the pool operations.

City Council was supportive of staff’s proposed strategies for Aquatics. Thereafter, staff began work to explore proposed strategies in more detail with one of the following outcomes: eliminate the strategy if not feasible, develop an implementation plan for longer-term strategies, or begin the process of implementation if possible to do so with available resources.

As the final step in completing the goals and objectives set forth by the 2021-2023 Casper City Council Goals, while also ensuring that future plans align with established 2023-2025 goals, staff is seeking approval of an updated business plan for Aquatics that details the strategies and estimated impact that each will have on the operational subsidy.

The following chart summarizes the proposed subsidy-improving strategies for Aquatics, including the expected implementation dates and associated 2023-2025 Council Goal.

Subsidy-improving Strategies for Aquatics	Implementation	2023-2025 Council Goal(s)
Purchase backup equipment to reduce down time/closures	FY23-28	Sustainability
Refine open swim hours at outdoor pools	FY23-28	Livability, Sustainability
Maximize swim lessons, including expanding outdoor pool	FY23-28	Livability, Sustainability
Create and host new events	FY23-28	Livability, Sustainability
Eliminate credit card fees	FY24	Sustainability
Secure sponsorships and naming rights for facilities	FY24-28	Sustainability
Increase pass sales through marketing	FY24-28	Sustainability, Citizen Engagement
Increase swim lesson participation through marketing	FY24-28	Sustainability, Citizen Engagement
Increase rentals through marketing	FY24-28	Sustainability, Citizen Engagement
Evaluate and increase lesson rates	FY24-28	Sustainability
Evaluate and increase admission and pass rates	FY25, 27	Sustainability
Add/modify amenities at various pools	FY26-28	Livability, Sustainability

Financial Considerations

Each subsidy-reducing strategy for Aquatics will yield various results. Bold entries indicate strategies that require capital investment. Impacts will be reviewed in detail with the City Council.


Oversight/Project Responsibility



Edwin Luers, Aquatics Supervisor
 Zulima Lopez, Parks, Recreation, & Public Facilities Director

Attachments

None

August 31, 2023

MEMO TO: J. Carter Napier City Manager 

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

SUBJECT: Authorizing changes to Chapter 13.03 Utility Billing and Collection of city ordinance.

Meeting Type & Date:

Council Work Session Meeting
 September 26, 2023

Action Type

Ordinance

Recommendation:

That Council, by ordinance, authorizes changes to Chapter 13.03 Utility Billing and Collection of city ordinance.

Summary:

The changes proposed to Chapter 13.03 Utility Billing and Collection are necessary for the following reasons:

- Landlords will be responsible for delinquent accounts if the city is unable to collect from the tenant. All prior charges related to a service address must be paid in full prior to new services being established. This will help reduce collections and write-offs. At the end of Fiscal Year 2023, the city had 2877 accounts placed with the Collections Center of Wyoming, which totaled \$681,888. The city pays a twenty-four (24) percent commission to the Collection Center of Wyoming for any standard collections made.

FY22 Collections				
Relationship	Count of Relationship	Tenant vs. Owner Count by Percentage	Sum of Unpaid Balance	Tenant vs Owner Balance Owed by Percentage
Tenant	The reports required for sending accounts to collections were not available until FY23, therefore no accounts were sent to collections in until January 2023.			
Owner				
Grand Total				
FY22 Write-offs				
Relationship	Count of Relationship	Tenant vs. Owner Count by Percentage	Sum of Unpaid Balance	Tenant vs Owner Balance Owed by Percentage
Tenant	762	72%	111,858.30	61%
Owner	300	28%	72,695.63	39%
Grand Total	1062		184,553.93	
FY 23 Collections				
Relationship	Count of Relationship	Tenant vs. Owner Count by Percentage	Sum of Unpaid Balance	Tenant vs Owner Balance Owed by Percentage
Tenant	1976	54%	406,019.80	52%
Owner	1663	46%	378,459.02	48%
Grand Total	3639		784,478.82	

FY23 Write-offs				
Relationship	Count of Relationship	Tenant vs. Owner Count by Percentage	Sum of Unpaid Balance	Tenant vs Owner Balance Owed by Percentage
Tenant	327	68%	52,246.75	67%
Owner	153	32%	26,196.22	33%
Grand Total	480		78,442.97	

- A service application will be required for each new account customer. This extends the number of years we can collect on an account and provides vital information used for the collections process, which will give us a higher probability of collecting funds owed.
- To reduce collections and write-offs all new account holders will be subject to a deposit. Deposits for multi-family structures are calculated for each unit. These changes ensure the city collects funds to cover unpaid bills from every new account holder.
- A partial waiver of the required new account deposit is allowed by signing up for automatic payments via bank draft (ACH). The ACH payment must now remain in effect for a minimum of one year, otherwise, payment of the remaining deposit amount must be made. This deters dishonesty and allows the city to collect the remaining deposit when necessary.
- Sewer will be set to seven thousand gallons for new accounts which aligns with current average usage and the system will not allow a setting less than a thousand-gallon increment. Language regarding annual sewer resets has been updated.
- Sanitation services are required for all active residential accounts within the city service area. This is already established in Municipal Code 8.32.040 A but was not outlined in Chapter 13.03. This aligns with current practices and ensures sanitation is properly disposed of.
- The city will be able to charge a paper bill fee to help offset the ever-increasing costs of printing and mailing bills to customers. A waiver of this fee will be allowed if the customer signs up for paperless billing through their online account.

Utility Billing (UB) Printing and Mailing (P&M) Costs

FY22 UB P&M Costs: \$188,000

FY23 UB P&M Costs: \$212,000 (12.8% increase over FY22)

FY24 Budgeted UB P&M Costs: \$259,000 (22.2% anticipated increase over FY23)

*Dollars are rounded to the nearest thousand

- The leak adjustment calculations have been changed to a percentage of the water bill for those who qualify for an adjustment. This change simplifies the calculation for city staff in an equitable way for the citizens while making it easier to explain and understand. It also establishes a maximum number of bills that will be adjusted. This will ensure customers address any leaks quickly and will reduce lost revenue for the city when the leak is not repaired, and water is not requested to be disconnected for more than three months.
- Criteria for payment arrangements will be established based on current practices. This ensures equitable arrangement options for all customers.

Financial Considerations:

The changes to the ordinance should increase our ability to collect on utility accounts.

Attachments:

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.

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- 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.)
 - J. "Paperless Billing" means a customer has signed up to receive electronic notification to view an electronic version of their bill and no paper statement will be mailed to the customer.
 - K. "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.
 - L. "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 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.

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- B. Service can be obtained by ~~contacting~~ completing a service application with the Customer Service Division of the Financial Services Department at 200 North David Street, between the hours of eight a.m. to five p.m., Monday, Tuesday, Wednesday, and Friday through Friday (except holidays) and between the hours of nine a.m. to five p.m., Thursday (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 website, if available. The request for service will include ~~name of occupant,~~ the name of the occupant ~~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, as well as and where applicable, as a lease agreement showing with the names of all tenants ~~occupants. All adult tenant~~ tenants will be ~~required to have current accounts with the city and co-be a party to the~~ sign for the new services. Business entities ~~will be~~ required to provide the name of the business occupying the property, physical address, mailing address, tax identification number, a day and night time ~~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. ~~Owners, businesses, as well as and T~~ 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 delinquent amounts ~~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. Business entities responsible for multi-family residential buildings will be required to make a deposit using collected funds ~~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 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 be the primary account holder and share responsibility for delinquent amounts.
 - 3E. They can provide a letter of credit from another utility indicating good credit payment history for at least one year.
- ~~E. A partial waiver of the deposit may be granted if the account holder sets up an automatic (ACH) payment from their~~ 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.
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2. Notification from the bank indicating that the payment is unsuccessful for any reason within 12 months of the account being opened, will result in disconnection of services. To reconnect or restore services, the being disconnected as well as the requirement to pay the waived amount of the deposit, any delinquent charges, and the turn-on fees must be paid to the city, before services will be reconnected.

F.D. When the current occupant notifies the city they are vacating the property, the city will post a Any new occupant, owner or agency is granted 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 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 will beare required before service is restored. Service will not be provided if there are any outstanding bills or fees or any violations of this chapter.

BB. 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 or an ACH payment has been returned and is 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 to their name automatically when a tenant discontinues services or is shut-off may request to receive copies of bills and delinquent notices, by completing a landlord statement agreement form. All statement fees will apply. 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. 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 January, 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 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, regardless of whether the water has been shut off. The property will be provided with access to the appropriate container needed for the disposal of solid waste, as indicated set forth in Municipal Code 8.32.040 A.
- K. —Customers will be charged a fee each time a paper statement is produced and mailed by the city. New account customers will have one billing cycle to sign-up for a paperless statement before the paper statement fee will begin.

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 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 three times seven thousand gallons of usage. 21,000 gallons or more. The new account leak adjustment is calculated at forty percent 30% of the difference between the current period usage and the usage billed for the same time period one year previous 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 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 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 delinquent 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, thirty30 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 the 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 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. ~~They have had a~~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.

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

PASSED on 2nd reading the ___ day of _____, 2023.

PASSED, APPROVED, AND ADOPTED on third and final reading the _____ day of _____, 2023.

APPROVED AS TO FORM:


ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Ray Pacheco
Mayor

September 22, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Fleur Tremel, City Clerk
Amanda Ainsworth, Records Technician II

SUBJECT: Process to Fill Ward I Vacancy

Meeting Type & Date

Work Session
September 26, 2023

Action Type

Direction Requested

Recommendation

That Council review and provide input on the proposed timeline, interview questions and process for filling the current Casper City Council Ward I vacancy.

Summary

Due to the recent resignation of Bruce Knell, Ward I Councilor, the Casper City Council currently has a vacancy for a Ward I City Council seat. Wyoming State Statute 15-1-107 (c) states that when a vacancy occurs on Council, “the governing body shall appoint an eligible person to the office who shall serve until a successor is elected at the next general municipal election”. The new Councilor’s term will end on January 7, 2025, and their successor will be voted on at the next general municipal election in November 2024.

In the past, pre-determined questions have been sent to candidates to answer during a scheduled ten-minute interview with City Council during a public meeting. Staff is proposing the following questions be sent to candidates.

Proposed Interview Questions

1. Explain why you want to serve on the City Council.
2. Describe your qualifications and how they will benefit the City of Casper.
3. What is your relevant experience serving on City Council or a similar board?
4. How have you been following Council’s activity lately? Please explain the current issues that the City Council is facing at this time.
5. Tell us about your availability to serve the time commitments of Council meetings and board meetings throughout the week/month.

Staff is proposing the following timeline for accepting applications; interviewing and selecting a candidate; and appointing a new Councilor.

Proposed Timeline:

- September 27: Applications available on City’s website
- October 12: Applications due to City Clerk’s Office
- October 17 Pre-Meeting: Candidate Interviews
- October 17 Regular Meeting: Executive Session and Appointment/Oath of New Councilor at beginning of meeting

Description of Ward I:

Ward 1 comprises all that portion of the city within its corporate limits lying within the following described boundary:

The center line of Poplar Street is the west/east boundary separating Ward 1 and Ward 2; Ward 1 is all of the city's corporate limits lying to the east of Poplar St and to the west of the boundary that separates Ward 1 and Ward 3 as follows: Bryan Stock Trail which becomes S Beverly St, to E 21st St then west on E 21st St to the intersection of S McKinley St., then south on S. McKinley St. to the municipal boundary.

Financial Considerations

None

Oversight/Project Responsibility

Fleur Tremel, City Clerk

Amanda Ainsworth, Records Technician II

Attachments

None