

**COUNCIL WORK SESSION**  
Tuesday, May 9, 2023 at 4:30 p.m.  
City Hall – Council Meeting Room

AGENDA

***Lyric Council Meeting Relocation Tour – 4:30 p.m.***

1. Council Meeting Follow-up
  - One Cent Community Project Follow-up
2. FY2023-2024 Proposed Budget Summary
3. Classification & Compensation Study Follow-up
4. Low Income Home Water Assistance Program
5. Urban Forestry Grant
6. Agenda Review
  - Open Container Area
7. Legislative Review
8. Council Around the Table

City Council met at City Hall and took a bus over to the Lyric for a tour of the facility. In attendance were Mayor Knell, Vice Mayor Pacheco, and Councilors Gamroth, Jensen, Haskins, Cathey Engebretsen, and Pollock. Lyric staff showed Council around the building and where the Council meetings will be held for the months that City Hall is being renovated. Councilors asked questions regarding the set-up of tables, lighting, audio, and technology assistance.

Council returned to City Hall on the bus at 5:00 p.m.

Mayor Knell reconvened the work session at 5:06 p.m. with the following Councilors present: Pollock, Engebretsen, Haskins, Jensen, Cathey, Gamroth, Vice Mayor Pacheco and Mayor Knell. Councilor Bond attended the meeting virtually.

1. Council Meeting Follow-up

Mayor Knell stated that it had already been decided that there will be audio during the Council meetings at the Lyric, and more white lighting will be added as well.

Council then discussed One Cent #17 Community Project allocations. Council discussed that after talking with the Youth Crisis Center (YCC), they meant to ask for \$100K per year, not in total. Therefore, the current allocation is not sufficient, but they have explained that they can get by with a \$269K allocation. Mayor Knell stated that there was \$89K leftover at the end of allocations that was provisionally allocated to the Natrona County Library. Council discussed all of this at last week's pre-meeting but did not make any decisions because so many Councilors were not present at that meeting. Chief McPheeters explained that the Youth Crisis Center is a valuable resource for the Police Department and there are limited options that provide these types of resources in the community. Therefore, the Police Department is reliant on this organization to assist with juveniles. Councilor Gamroth stated that as far as he knows, YCC is the only facility that has residential housing for boys. Mayor Knell and Vice Mayor Pacheco stated that this organization's goals are in line with Council goals, and they feel that Council needs to find the funding for them.

Council asked if the organizations that were supposed to provide missing information from the applications had done that. Fleur Tremel, Assistant to the City Manager/City Clerk, responded that some had sent in missing financials but that she had not reached out to the organizations, because Council had not made final allocations yet.

Council discussed modifying the previous provisional allocations to make up the difference for YCC. They also discussed funding for the Salvation Army, whose application was inadvertently not included in the original allocation discussion due to a technical error. Council discussed that Salvation Army's services do align with Council goals, but that they also have duplication of services which is causing similar services in Casper to be less efficient. Council gave their thumbs up to allocate the leftover \$87,514 plus another \$81K to YCC by subtracting 4% from each of the other allocations across the board, except the library allocation. YCC will still receive their original \$100K allocation, which will make their total about \$269K. Council decided to not allocate any one cent money to Salvation Army.

## 2. FY2023-2024 Proposed Budget Summary

City Manager Napier explained that providing the budget summary is a statutory obligation, so this summary has been provided in tonight's work session packet. He reminded Council that discussion of the entire budget will take place at the next work session.

## 3. Classification & Compensation Study Follow-up

City Manager Napier stated that Council had some questions about the Grave's Compensation Study, so this item is meant as a debrief of that study and the implementation of the classification/compensation plan. He then introduced Tracey Belser, Support Services Director, to update Council on the implementation of the plan. Ms. Belser reviewed an overview of the RFP process for finding a consultant, the old system/pay structure, and the new system/pay structure. She explained that the new structure is more sustainable and offers more of an upside to employees. She stated that the Police Department and Fire Department are still on step systems. The Graves Study is a statistically validated study. In FY25, the City will do another compensation study, but it will likely be on a much smaller scale and will be more of a maintenance type of effort.

## 4. Low Income Home Water Assistance Program (LIHWAP)

City Attorney Nelson reviewed the LIHWAP program, and explained that it is a Department of Family Services program that utilizes ARPA dollars to aid low-income residents with water and wastewater bills. Currently, Wyoming has \$1.7M allocated to the program. He noted that there were some items of concern in the current application, including an affirmative notification duty, reimbursement issues, document destruction issues, identifying information release, indemnification issues, and issues if the money was to dry up. He stated that Staff has addressed these concerns with the State, and despite the problems in the application, he feels the City is taking on very minor residual risk by entering into the program, and he feels that the benefits to Casper's low-income citizens may be worth this low risk. He also stated that many other communities throughout Wyoming are participating in the program. City Manager Napier stated that there is a narrow band of people who would be eligible for the program, and it would offer some much-needed help to those individuals, therefore he recommended moving forward with the program. Council asked if information about the program would be provided with water bills, and

Jill Johnson, Finance Director, responded that it is not in the bill, but customer service representatives will provide the customer with resources if they are having problems paying their bills. Council gave their thumbs up to move forward with the application process and consideration of a resolution to approve the application in a future regular Council meeting.

#### 5. Urban Forestry Grant

City Manager Napier introduced City Arborist, Katy Hallock, to discuss an urban forestry grant application. Ms. Hallock explained that this application will help the City meet urban forestry requirements. She explained that this would include funding for things like diversification, planting of new trees, removal of dangerous trees, and expanding education. Staff recommends requesting \$500K from USDA Forest Service. This grant is a one to one match, so the total investment would be \$1M, half from the grant and half from the City. Staff believes the City can use existing staff and funds to meet the match, and the FY24 Budget already includes funding for inventory of current trees which can be used for the matching funds. The funding agreement would be for five years. City Manager Napier stated that the City has liberty with how it provides the match, including staff time, budgeted funds, etc., therefore, the out-of-pocket expense would be fairly minimal. Council gave their thumbs up to move forward with the grant application.

#### 6. Agenda Review

Next, Council reviewed the agendas for upcoming regular Council meetings and work sessions. City Manager Napier discussed the option for Council to discuss declaring an open container area for the summer season in the downtown/Old Yellowstone District area. Councilor Pollock asked if she should leave the room for this discussion, and Mayor Knell stated she was fine to stay. She did not participate in the discussion. Staff recommends keeping the stipulations the same as last year as far as area and hours. Chief McPheeters stated that the Police Department did not have any issues related to the expansion of the open container area last year. He did say that the police may not be able to fully staff this area as much as they would like this year due to staffing shortages. Council gave their thumbs up to move forward with the open container area, but directed staff to remove the area around Stalk-up's RV from the map, as that location does not have regular business hours anymore and can apply for special event and open container permits when they do hold events. They asked that the Yellowstone Garage remain part of the open container area.

#### 7. Legislative Review

Next, City Manager Napier discussed interim legislative topics and Wyoming Association of Municipalities (WAM) resolutions. He stated that all seven of the sponsored submitted topics were cut by the legislature. Staff is not proposing to submit more WAM resolutions except those during the summer convention. This year is a budget session, so staff is recommending holding back this year so as not to lose the gains that municipalities made last year.

#### 8. Council Around the Table

Next, Council went around the table to discuss their respective board and committee meetings as well as matters of public interest. Councilor Engebretsen expressed interest in postponing the Westridge LAD third reading on May 16<sup>th</sup> due to confusion and concerns by property owners.

The work session was adjourned at 6:57 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur Tremel  
City Clerk

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Bruce Knell  
Mayor