

WORK SESSION AGENDA



Casper City Council

The Lyric


Tuesday, January 9, 2024 at 4:30 p.m.

Work Session Meeting Agenda		Recommendation	Beginning Time	Allotted Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested				
1.	SkyWest & Fly Casper Alliance	Information Only	4:30	40 min
2.	Weed & Pest MOU	Move Forward for Approval	5:10	20 min
3.	Shooter's Complex	Move Forward for Approval	5:30	25 min
4.	Meeting Follow-up • Utility Billing	Information Only	5:55	30 min
5.	Agenda Review		6:25	10 min
6.	Legislative Review		6:35	10 min
7.	Council Around the Table		6:45	20 min
Approximate End Time:				7:05

*** Reminder ***

Please silence cell phones during the City Council meeting.

December 27, 2023

MEMO TO: J. Carter Napier, City Manager 

FROM: Tom Brauer, Chief Operating Officer
Zulima Lopez, Parks, Recreation and Public Facilities Director
Randy Norvelle, Parks Manager
Katy Hallock, Parks Supervisor – Weed & Pest and Urban Forestry

SUBJECT: Authorizing a Memorandum of Understanding between Natrona County Weed and Pest Control District and the City of Casper for the control of state-designated and county-declared noxious weeds and pests and City of Casper mosquito abatement.

Meeting Type & Date

Work Session
January 9, 2024

Action type

Move Forward for Approval

Recommendation

That Council move forward for formal approval a resolution and a Memorandum of Understanding between Natrona County Weed and Pest Control District and the City of Casper for the control of state-designated and county-declared noxious weeds and pests and City of Casper mosquito abatement.

Summary

On April 15, 1974, the Casper City Council passed a Resolution authorizing a City-County mosquito abatement contract between the City of Casper and Natrona County for a term of six (6) years, to be approved and budgeted annually. This collaboration has remained in place since that time, yet we have not been able to locate record of a contract renewal.

On August 17, 1976, the City of Casper and Natrona County Weed and Pest Control District entered into a separate Cooperative Agreement. The purpose of the agreement was to develop and implement a coordinated weed and pest control program for Area One (1) of Natrona County, which is the area within the City of Casper corporate limits. There was no expiration to the 1976 Cooperative Agreement, and there has not been an update to the agreement since 1976.

While these partnerships have been mutually beneficial, both parties agree that an update and periodic reviews of the partnership in the future are prudent. The proposed Memorandum of Understanding (MOU) defines the responsibilities of each party to aid in the control of noxious weeds and pests and conduct mosquito abatement within the Casper city limits. The

term of the new MOU is from March 1, 2024, to February 28, 2025. Unless terminated, the MOU will automatically renew for successive one-year terms on February 28th of each year.

The City of Casper Weed and Pest Section does not have the equipment or staff with certifications and biological background to capture and test for vector, or disease causing, mosquitos or to fog within the City of Casper municipal limits where vector mosquitos are identified. The Natrona County Weed and Pest Control District will provide this service for an annual fee of Sixty-Five Thousand Dollars (\$65,000). This fee has remained unchanged for at least five (5) years, and an increase is not proposed at this time. With four human cases of West Nile virus occurring within Wyoming in 2023, this service remains essential for the health and safety of the citizenry and staff recommends continued outsourcing of this specialized program to Natrona County Weed and Pest Control District.

If Council supports the new MOU, it will be brought forward to a future business meeting for formal approval.

Financial Considerations

Natrona County Weed and Pest District funds the City of Casper Weed and Pest Fund through a mill levy. Budgeted annually from the Weed and Pest Fund, the City of Casper will pay the Natrona County Weed and Pest District an amount not to exceed Sixty-Five Thousand Dollars (\$65,000.00) per year for mosquito abatement within the City of Casper municipal limits during the term of this agreement, and any automatic renewals under the same terms.

Oversight/Project Responsibility

Randy Norvelle, Parks Manager

Katy Hallock, Parks Supervisor – Weed & Pest and Urban Forestry

Attachments

Existing Cooperative Agreement

Prior Resolution

Draft MOU

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN NATRONA COUNTY WEED AND PEST CONTROL DISTRICT AND THE CITY OF CASPER FOR THE CONTROL OF STATE-DESIGNATED AND COUNTY-DECLARED NOXIOUS WEEDS AND PESTS AND A CITY OF CASPER MOSQUITO ABATEMENT PROGRAM WITHIN THE CASPER CITY LIMITS.

WHEREAS, the City of Casper and Natrona County Weed and Pest Control District have cooperatively worked to control state-designated and county-declared noxious weeds and pests and recognize the value of continuing work to eradicate noxious weeds and pests and perform mosquito abatement; and,

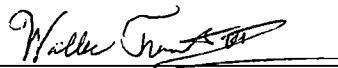
WHEREAS, both organizations desire to formally ratify an updated collaborative program and define the roles and responsibilities of each entity related to the program; and,

WHEREAS, the City of Casper and the Natrona County Weed and Pest Control District have agreed to the responsibilities and terms outlined in the Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the Mayor is hereby authorized and directed to execute, and the City Clerk to attest, a Memorandum of Understanding between the City of Casper and Natrona County Weed and Pest Control District, for the cooperative efforts of controlling state-designated and county-designated noxious weeds and pests and performing mosquito abatement.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2024.

APPROVED AS TO FORM:



ATTEST:

Amanda Ainsworth
City Clerk

CITY OF CASPER, WYOMING
A Municipal Corporation

Stephen Cathey
Mayor

COOPERATIVE AGREEMENT BETWEEN CITY OF CASPER

And

NATRONA COUNTY WEED AND PEST CONTROL DISTRICT.

This Agreement with attachments entered into this 17th day of August, 1976, between the above-named City and County pursuant to provisions of Wyoming Statute 11-69.1 through 11-69.21, inclusive, entitled, "The Wyoming Weed and Pest Control Act of 1973".

The purpose of this Agreement is to develop and implement a coordinated Weed and Pest Control Program for all of Natrona, County.

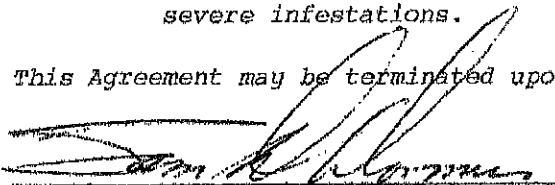
The City agrees as follows to:

1. Submit an annual budget to the County Weed and Pest Control District by May 15 of each year.
2. Submit Weed and Pest Control Summary to Weed and Pest Control District in January of each year.
3. When possible, attend the monthly meeting of District Board of Directors.
4. Coordinate city and suburban program with Weed and Pest Supervisor.
5. Draft short and long-range programs.

Weed and Pest Control District Agrees To:

1. Render technical assistance to the city or town.
2. Coordinate District Program in suburban areas with the City Program.
3. Make available chemicals on designated weed and pest control at bid prices.
4. Cooperate on educational programs.
5. Notify and advise the city of all Board of Directors meetings.
6. Corrdinate emergency control programs upon request for control of severe infestations.

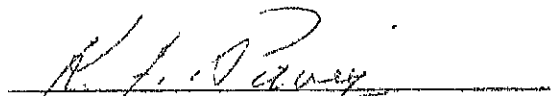
This Agreement may be terminated upon mutual consent of both parties.



Signature

August 17, 1976

Date



Signature

August 25, 1976

Date

RESOLUTION No. 74-6

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
AND THE CITY CLERK TO ATTEST A CITY COUNTY
MOSQUITO ABATEMENT CONTRACT.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER,
WYOMING:

RESOLVED, that the Mayor is hereby authorized to execute and
the City Clerk to attest an agreement between the City of Casper, Wyoming
and the County of Natrona, relating to a City County Mosquito Abatement
Program for a term of six (6) years to be approved and budgeted annually
a copy of which agreement has been submitted to and approved by the governing
body.

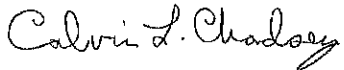
PASSED, APPROVED AND ADOPTED THIS 15th DAY OF APRIL, 1974.

CITY OF CASPER, WYOMING
A Municipal Corporation


By: 

CHARLES S. ASPINWALL - Mayor

ATTEST:


CALVIN L. CHADSEY, City Clerk

January 5, 2023

MEMO TO: J. Carter Napier, City Manager 
FROM: Tom Brauer, Chief Operating Officer
Zulima Lopez, Parks, Recreation and Public Facilities Director
Keith McPheeters, Chief of Police
Liz Becher, Community Development Director
SUBJECT: Wyoming State Shooting Complex

Meeting Type & Date

Work Session
January 9, 2024

Action type

Move Forward for Approval

Recommendation

That Council provide a letter of support for inclusion with a letter of interest for the Wyoming State Shooting Complex to be located in Natrona County and that the City of Casper contribute a proportionate share for a study to help assess the expected economic impact if the Wyoming State Shooting Complex were located in Natrona County.

Summary

Senate File 169 (SF0169) was enacted during the 2023 Wyoming Legislative session. The Act created a State shooting complex development and oversight task force to develop the framework and request for proposals that would be utilized for selecting a location for the Wyoming State Shooting Complex. The Act also appropriated Ten Million Dollars (\$10,000,000) to help fund the construction of the complex in the selected location.

The task force is comprised of representatives from the Wyoming Legislature; Wyoming Game and Fish Department; Wyoming State Parks and Cultural Resources; Wyoming Travel and Tourism; firearm, archery, or accessory manufacturers; shooting sports organizations; and hunting or wildlife conservation organizations. Since its creation, the task force has conducted a survey regarding desired amenities, researched and toured existing facilities comparable to what is desired in Wyoming, and developed a pre-proposal process to gauge interest and see what various communities have to offer for a “world-class” facility.

In November 2023, the task force published an outline for the submission of letters of interest from cities, towns, counties, entities, groups, or any combination thereof that are interested in being the site of the Wyoming State Shooting Complex. Letters of interest will be received from November 13, 2023 to March 1, 2024. The pre-proposal is to include information on the proposed sites’

offerings including land, road and air access, utilities, dining and lodging, economic development, and other information that may set the community apart from others as the potential location for the complex.

Representatives from interested agencies and groups in Casper and the surrounding area, including Visit Casper, Advance Casper, Natrona County, City of Casper, Casper College, and several local shooting clubs have been meeting since August to learn more about the opportunity and follow the work of the State's shooting complex development and oversight task force. Now that the State task force has released the pre-selection outline, these and other representatives from the region are better positioned to more aggressively and purposefully pursue the data necessary to verify that a shooting complex of this nature makes sense for our area and develop a letter of interest aimed to locate the facility in central Wyoming. Staff recommends that the Casper City Council provide a letter of support to accompany a group letter of interest for the complex, as well as to fund a proportionate share of a study to measure the expected economic impact of such a facility in Natrona County.

Financial Considerations

The study is estimated to cost \$20,000. The City's goal is to share this cost with at least two to three other stakeholder entities so that the City of Casper's contribution will not exceed \$5,000 to \$6,600.

Oversight/Project Responsibility

Tom Brauer, Chief Operating Officer
Zulima Lopez, Parks, Recreation and Public Facilities Director
Jeremy Tremel, Police Captain
Craig Collins, City Planner

Attachments

Senate File 169
Wyoming LSO Survey Results Memo
Letter of Interest Submission Outline

SENATE FILE NO. SF0169

State shooting complex task force.

Sponsored by: Senator(s) Hicks, Kinskey, Kolb and Salazar
and Representative(s) Burkhart, Chadwick,
Haroldson, Larson, JT, Niemiec, O'Hearn,
Washut, Western and Wylie

A BILL

for

1 AN ACT relating to the administration of government;
2 creating the state shooting complex development and
3 oversight task force; providing duties of the task force;
4 requiring reports; creating the state shooting complex
5 account; providing appropriations; and providing for an
6 effective date.

7

8 *Be It Enacted by the Legislature of the State of Wyoming:*

9

10 **Section 1.**

11

12 (a) There is created the state shooting complex
13 development and oversight task force to consist of the
14 following members:

1

2 (i) The governor or his designee;

3

4 (ii) The director of the Wyoming game and fish
5 department or his designee;

6

7 (iii) The director of the department of state
8 parks and cultural resources or his designee;

9

10 (iv) The director of the department of tourism
11 or his designee;

12

13 (v) Two (2) members representing firearm,
14 archery or firearm accessory manufacturing companies in
15 Wyoming, appointed by the governor;

16

17 (vi) One (1) member of the public representing a
18 shooting sports organization that has representation in
19 Wyoming, appointed by the governor;

20

21 (vii) One (1) member of the public representing
22 a hunting or wildlife conservation organization that is

1 headquartered in Wyoming or that has an active chapter in
2 Wyoming, appointed by the governor;

3

4 (viii) Two (2) members of the Wyoming house of
5 representatives, appointed by the speaker of the house. The
6 speaker of the house shall designate a co-chairman of the
7 task force;

8

9 (ix) Two (2) members of the Wyoming senate,
10 appointed by the president of the senate. The president of
11 the senate shall designate a co-chairman of the task force.

12

13 (b) Any vacancy in the task force shall be filled in
14 the same manner as members are appointed under subsection
15 (a) of this section.

16

17 (c) The task force shall:

18

19 (i) Develop a framework for the selection of a
20 location for the Wyoming state shooting complex;

21

1 (ii) Review other shooting facilities in the
2 region and develop preliminary specifications, plans and
3 features for the Wyoming state shooting complex;

4
5 (iii) Develop a request for proposals so that
6 local governments, private sector entities or a combination
7 of both may submit proposals to be considered for the
8 location of the Wyoming state shooting complex;

9
10 (iv) Make recommendations for the development,
11 location and administrative structure of the Wyoming state
12 shooting complex to the governor, the joint appropriations
13 committee and the joint travel, recreation, wildlife and
14 cultural resources interim committee.

15
16 (d) Not later than October 1 of each year the task
17 force shall report to the governor, the joint
18 appropriations committee and the joint travel, recreation,
19 wildlife and cultural resources interim committee on the
20 activities of the task force under this section.

21
22 (e) The legislative members of the task force shall
23 receive compensation, per diem and travel expenses in the

1 manner and amount prescribed by W.S. 28-5-101. Task force
2 members who are not legislators and are not state employees
3 shall receive the compensation, per diem and mileage paid
4 to members of the Wyoming legislature under W.S. 28-5-101.

5

6 (f) The task force shall be staffed by the
7 legislative service office.

8

9 (g) The task force shall terminate June 30, 2026.

10

11 **Section 2.**

12

13 (a) There is appropriated forty thousand dollars
14 (\$40,000.00) from the general fund to the governor's office
15 to pay compensation, mileage and per diem for
16 nonlegislative members of the task force. This
17 appropriation shall be for the period beginning with the
18 effective date of this act and ending June 30, 2026. This
19 appropriation shall not be transferred or expended for any
20 other purpose and any unexpended, unobligated funds
21 remaining from this appropriation shall revert as provided
22 by law on June 30, 2026.

23

1 (b) There is appropriated forty-five thousand dollars
2 (\$45,000.00) from the general fund to the legislative
3 service office to pay for salary, mileage and per diem of
4 legislative members appointed to the task force. This
5 appropriation shall be for the period beginning with the
6 effective date of this act and ending June 30, 2026. This
7 appropriation shall not be transferred or expended for any
8 other purpose and any unexpended, unobligated funds
9 remaining from this appropriation shall revert as provided
10 by law on June 30, 2026.

11

12 **Section 3.**

13

14 (a) There is appropriated the following amounts from
15 any unexpended, unobligated funds in the following accounts
16 to the state shooting complex account, which is hereby
17 created:

18

19 (i) Five million dollars (\$5,000,000.00) ARPA,
20 except as otherwise provided in this paragraph. If it is
21 determined that the purposes in subsection (b) of this
22 section are not permissible uses of ARPA funds or if
23 sufficient unexpended, unobligated ARPA funds are not

1 available for this appropriation, then there is
2 appropriated five million dollars (\$5,000,000.00) from the
3 general fund to the state shooting complex account;

4

5 (ii) Two million five hundred thousand dollars
6 (\$2,500,000.00) from the Wyoming tourism reserve and
7 projects account;

8

9 (iii) Two million five hundred thousand dollars
10 (\$2,500,000.00) may be allocated from the game and fish
11 fund upon approval from the Wyoming game and fish
12 commission.

13

14 (b) The amounts appropriated under subsection (a) of
15 this section to the state shooting complex account shall
16 only be expended through additional action of the
17 legislature for the siting and construction of the Wyoming
18 state shooting complex. This appropriation shall not be
19 transferred or expended for any other purpose. Any
20 unexpended, unobligated funds remaining in the account
21 shall revert to the accounts from which they were
22 appropriated, unless otherwise provided, on June 30, 2026.

23

1 (c) As used in this section, "ARPA" means American
2 Rescue Plan Act funds for expenditures authorized under the
3 American Rescue Plan Act of 2021, P.L. 117-2, section
4 602(c)(1)(C) for revenue replacement for the provision of
5 government services to the extent of the state of Wyoming's
6 reduction in revenue.

7

8 **Section 4.** This act is effective immediately upon
9 completion of all acts necessary for a bill to become law
10 as provided by Article 4, Section 8 of the Wyoming
11 Constitution.

12

13

(END)

DATE September 25, 2023
TO Wyoming State Shooting Complex Oversight Task Force
FROM Karen Vaughn, Legislative Editor/Associate Fiscal Analyst
SUBJECT Wyoming State Shooting Complex Survey Results

The Wyoming State Shooting Complex Public Survey was placed on LSO's website on August 3 and was open for public comment through September 15. In that period 369 unique responses were received. In addition to providing contact information, the survey asked participants to qualify their shooting experience and provide:

- Suggestions for specific shooting sports and facilities important for consideration, and
- Suggestions for non-shooting amenities.

Survey participants are identified as recreational shooters, competitive shooters, educators, law enforcement/military and industry affiliated based on the shooting experience information provided by participants. More than half of the responses indicate recreational shooting experience and at least one in four indicates competitive shooting experience. Many of the survey participants check multiple boxes in their background as a competitive shooter that has a background in law enforcement and serves as a 4-H instructor is noted as a competitive shooter, a member of law enforcement and an educator. Most of the responses indicate multiple shooting experiences.

Geographically, survey participants represent 22 of Wyoming's 23 counties plus Nevada, Florida, Texas, North Dakota and Utah. The largest number of responses originate from Fremont County and Sweetwater County participants and account for 37.8 percent of the total responses. Participants in Laramie, Campbell, Natrona, Park, Sheridan and Hot Springs counties combined account for an additional 39.8 percent of the responses. There is no participant response from Weston County. Table 1 lists the locations provided by participants.

Table 1: Survey Participant Location Responses

Wyoming City/Town		Wyoming City/Town		Wyoming City/Town		Wyoming City/Town	
Alpine	1	Gillette	22	Pine Bluffs	1	Torrington	2
Bar Nunn	1	Glendo	2	Pinedale	2	Wapiti	1
Basin	1	Glenrock	1	Powell	8	Washam	1
Bondurant	1	Green River	14	Rawlins	7	Wheatland	1
Buffalo	4	Greybull	2	Reliance	1	Wilson	1
Burlington	1	Hanna	1	Riverton	47	Worland	8
Carpenter	1	Hudson	2	Rock River	1	Wright	2
Casper	21	Jackson	4	Rock Springs	38		
Cheyenne	31	Kemmerer	2	Rozet	1		
Cody	15	Kinnear	1	Saratoga	1	Outside Wyoming	
Cora	1	LaBarge	1	Sheridan	19	Florida	2
Devil's Tower	1	Lander	22	Shoshoni	8	Nevada	3
Douglas	5	Laramie	7	Smoot	1	North Dakota	1
Dubois	2	Lovell	1	Star Valley Ranch	1	Texas	1
Evanston	4	Lusk	1	Sundance	1	Utah	1
Evansville	1	Lyman	1	Superior	1		
Farson	1	Meeteetse	1	Thayne	1		
Freedom	1	Pavillion	2	Thermopolis	13	Mt Sterling (?)	1

Source: LSO Analysis of Survey Responses

Survey participants were asked to list up to 10 shooting sports and activities important to have at the facility. On average respondents provide five responses to the question. Responses are recognized by keyword frequency rather than by an order of precedence. This is due to the fact that many responses do not specify a “sport” but rather list “rifle,” “pistol” and “archery.” Further there are varied descriptions of the same discipline. Where a specific sport is listed, it is captured.

Of the shooting sports specifically listed, the top five are 1,000 yard and longer, 3 Gun, 5 Stand, various .22 disciplines, and Cowboy Challenge. In general, the term rifle is used 297 times, pistol 270 times, trap 190 times, archery 165 times, and skeet 145 times. In addition, the term indoor is used 195 times and outdoor is used 99 times. Shooting facility amenities favor an onsite pro-shop and gunsmith. There also appears to be a strong interest in having classrooms and spaces for meetings and banquets/awards ceremonies.

Survey participants were also asked to list up to 10 non-shooting amenities important to have at the facility. Again, responses are noted by keyword frequency rather than order of precedence. This is again due to the fact that participants use several terms to describe comparable amenities. For example, food and beverage service is described as food, snacks, cafeteria, vending, eating, picnic, meals, concessions, etc. The top non-shooting amenities are access to modern bathrooms, RV and camping lodging, food and beverage, and ample, paved parking.

Location is also a focus for many responses. Several participants indicate a desire for the location to have local support. Nearby lodging and restaurants are often cited as is interstate roads, airports, and year-round access.

Letter of Interest Submission Outline

The State Shooting Complex Oversight Task Force (Task Force) is requesting submissions of letters of interest from any city, town, county, entity, group or any combination of those that is interested in being considered as the location of the Wyoming State Shooting Complex. The Task Force is particularly looking for proposed sites for a large complex that would be like other major facilities in the region including the Cameo Shooting and Education Complex in Colorado, the Ben Avery Shooting Facility in Arizona or the NRA Whittington Center in New Mexico.

Submissions will be accepted beginning **November 13, 2023** and ending on **March 1, 2024**.

Submissions should be emailed to Shootingcomplex@wyoleg.gov in accordance with this Outline.

The Task Force intends to use letters of interest submitted prior to March 1, 2024 as both an expression of interest of being selected as the site of the Wyoming Shooting Complex and to gather information on the different potential sites around the state. A letter of interest is required for further participation in the site selection process.

A letter of interest shall include information in six categories as noted below, to the extent available. The lack of information, facilities or programs described below will not exclude any submission from further consideration by the Task Force. If more than one location is under consideration for the location of the shooting complex, please include the information below for each of the alternative locations.

Land

1. Acreage of the proposed site or sites for the complex. The Task Force has suggested a minimum amount of 800 acres and a preference for sites consisting of 2500 acres or more.
2. Ownership of the proposed site. If any portion of the proposed site is owned by the Federal Government, a description of the likelihood that any transfer or approval of use of the site for the complex would be approved within a timeframe that would allow construction on the complex to begin in 2025.
3. Description of the topography and vegetation of the site.
4. The orientation of the site including the location and availability of a hill or other backstop in relation to the site.
5. Description of buffer zones surrounding the proposed complex.
6. Zoning issues or other regulations that may impact the construction or operation of the complex.
7. The impact of utility corridors on the construction and operation of the complex.
8. Topographical maps of the proposed site, to the extent available.

Access

1. Distance and travel time of the proposed location to the nearest highway.
2. Describe the type of road that will be used to access the complex (paved, gravel, etc.)
 - a. Include information on the entity who is responsible to maintain the road that will be used to access the complex.
 - b. Include information on whether access to the complex will be available in all seasons.
3. Distance and travel time to the nearest regional airport.
4. Distance and travel time to the nearest in-state airport.
 - a. Capacity of the in-state airport including information on the number of flights and seats on those flights.
 - b. Rental car availability at the airport.
5. Any alternative transportation options available for transportation to the proposed site.

Utilities

1. Water and Sewer: Proximity to the site. A description of the capacity and ability to expand if necessary.
2. Electricity: Proximity to the site and type of service available.
3. High speed internet access: Proximity to the site and type of service available.
4. Natural gas or propane service availability at the site.
5. Other support available at the site: Including the potential availability City or County staff, Volunteers and others to assist in staffing the shooting complex, especially during matches.

Dining and Lodging

1. Number of restaurants in the area around the site.
 - a. A description of the size of the area where those restaurants are located including the distance and travel time.
 - b. The type (e.g fast food or sit-down) and capacity of restaurants.
 - c. Availability of other dining options such as food trucks.
2. Number of hotel rooms in the area around the site, including average occupancy rates to the extent available.
 - a. A description of the size of the area where those hotel rooms are located including the distance and travel time.
 - b. Capacity for expansion of hotel room inventory in the area if necessary.
3. Number of RV camping sites in the area around the site.
 - a. A description of the size of the area where the RV camping sites are located including distance and travel time.
 - b. The number of RV sites should be broken down by type of site including full hookup sites that have sewer, water and electricity at the site, sites that offer some hookups like electricity, and sites that do not offer hookups or electricity.
 - c. Whether the RV camping facilities are publicly or privately owned.

Economic Development


1. Does the community have an economic development organization or other economic development plan.
2. The availability of economic development funding.

Other Information

1. A description of other amenities available in the area around the site. The Task Force is interested in any amenities or activities in the area that may bring people to the area or keep people in the area before, during or after a visit to the shooting complex. This description should also include amenities and activities for family members travelling with competitors visiting the complex. The description should include the distance and driving time from the proposed site to the amenities.
2. Unique characteristics of the proposed location. The Task Force is interested in learning about potential "wow" factors.
3. To the extent identified, the proposed governance of the facility including who would own the facility and who would operate the facility.
4. The letter of interest may include any additional information or proposals for Task Force consideration.

January 8, 2024

MEMO TO: J. Carter Napier, City Manager

FROM: Brandy Coyle, Acting Financial Services Director 

SUBJECT: Outline of Collections and Write-off History and the Explanation of the Utility Billing and Collection Process.

Meeting Type & Date:

Council Work Session
January 9, 2024

Action Type

Information Only

Summary:

On January 2, 2024, the City Council completed the first reading of the proposed changes to Chapter 13.03 Utility Billing and Collection. This memo addresses some questions discussed during the first reading.

- Utilities follow the property for the City of Mills, Town of Bar Nunn, and Town of Evansville. This means that regardless of who owes the fund, owner or tenant, new services will not be established until previously owed funds are paid. For example, if an owner owed funds and sold the property, the new owner would not be able to establish services before all funds were paid.
- In Fiscal Year 2020 and Fiscal Year 2021, the City of Casper began and completed a transition to new software, and at the same time, it was tackling the effects of the COVID pandemic. This affected additional collection efforts and write-offs, as outlined below.

The table below shows the total number of accounts and the sum of unpaid balances sent to collections each fiscal year. Collections efforts continued through most of Fiscal Year 2020 but then took a hiatus. Normal collection efforts resumed in the third quarter of Fiscal Year 2023. The average amount sent collections for the three fiscal years before COVID was \$129,000, as shown in the table below. Due to COVID the average amount sent in the three fiscal years after COVID was \$262,000.

Collection totals by Fiscal Year		
Fiscal Year	DELQ Accounts Count	Sum of Unpaid Balance
FY17	848	134,578.99
FY18	711	134,986.01
FY19	668	117,491.96
FY20	635	99,561.26
FY21	0	-
FY22	0	-
FY23	3639	784,478.82
Grand Total	6501	1,271,097.04

After five years of collection efforts by the City of Casper and the contracted collection company, the city deems the funds uncollectable and writes off the balances. Fiscal Year 2020 is considerably lower than the three years previous. Again, this is due to the COVID pandemic and the switch to new software causing write-offs to halt for most of Fiscal Year 2020 and the entirety of Fiscal Year 2021. Write-offs resumed as normal in Fiscal Year 2022. The table shown below notes the sum of all write-offs. The average write-off amount before COVID was \$72,000. The average write-off after COVID was \$67,000.

Write-offs by Fiscal Year	
Fiscal Year	Sum of Amount Discharged
FY17	34,656.64
FY18	82,089.73
FY19	98,284.77
FY20	8,969.00
FY21	-
FY22	184,553.93
FY23	78,442.97
Grand Total	486,997.04

- The attached Utility Billing and Collection Process Timeline document has been included to show our current vs proposed process for billing and collection of funds owed on utility bills. This demonstrates what a typical billing scenario might look like if a tenant stops paying their utility bills. The table below gives a snapshot of current practices vs the proposed practices related to billing and collecting on a utility account held by a tenant.

Current	vs Proposed
Landlord(Property Manager) has no rights to information account status or balance	Landlord (Property Manager) can determine if the account is delinquent
Landlords receive no notification of delinquency	Landlord will receive a copy of the delinquent notice(s)
Landlords can make no changes to services without written authorization from tenant	Landlord may request changes to the existing services on a delinquent account, which could include shutting off water and closing the account
Charges continue to accumulate	Landlord can prevent accumulation of additional charges
\$221.82- Likely sum of the unpaid balance, assuming typical usage as shown in the timeline	\$78.48 - The sum of the unpaid balance, assuming typical usage and assuming landlord intervention as shown in the timeline
Tenant is sent to collection for the balance of all unpaid bills.	Tenant is sent to collection for the balance of all unpaid bills. (No Change)
New Tenant can obtain services without interruption	New tenant will be refused services until all unpaid delinquent bills have been collected

Utility Billing and Collection Process Timeline As of 01/08/2024 vs Proposed

Utility Billing Scenario

Typical Monthly Bill (Estimated):	Water Min	\$	10.17
	Sewer Min	\$	10.27
	Solid Waste Min	\$	28.31
	Water Use	\$	26.35
	Sewer Use	\$	24.15
Total:		\$	99.25

CUSTOMER STAYS IN THE UNIT BUT STOPS PAYING IN JANUARY; LANDLORD CLOSES ACCOUNT AS SOON AS POSSIBLE

Billing Events (Current System)	Date	Day of Week	Days Since First Bill Issued	Current System, No Payments from Customer	New System, No Payments from Customer	New/Modified Steps to the Process
Bill 1 Issued (January, for December usage)	1/5/2024	Friday	0	\$ 99.25	\$ 99.25	
Bill 1 Due Date Reminder Call	1/31/2024	Wednesday	26	\$ -	\$ -	
Bill 1 Due Date (printed)	2/1/2024	Thursday	27	\$ -	\$ -	
Bill 2 Issued (February, for January usage)	2/2/2024	Friday	28	\$ 99.25	\$ 99.25	
Bill 1 Due Date Grace Period	2/4/2024	Sunday	30	\$ -	\$ -	
Bill 1 Late Fee Applied to Account	2/4/2024	Sunday	30	\$ 20.00	\$ 20.00	
Bill 1 - Tenant Sent Delinquent Notice	2/5/2024	Monday	31	\$ -	\$ -	
	2/5/2024	Monday	31	\$ -	\$ -	Landlord Sent Delinquent Notice
	2/12/2024	Monday	38	\$ -	\$ -	Landlord Directs City to Shut Off Water (Assumes One Week to Receipt)
	2/12/2024	Monday	38	\$ -	\$ -	Landlord Directs City to Close Tenant's Account
	2/13/2024	Tuesday	39	\$ -	\$ -	Expected Shut Off Date
	2/13/2024	Tuesday	39	\$ -	\$ -	Customer Account is Closed
Bill 1 - Delinquent Shutoff Call	2/13/2024	Tuesday	39	\$ -	\$ -	
	2/19/2024	Monday	45	\$ -	\$ (200.00)	Apply Utility Deposit
	2/19/2024	Monday	45	\$ -	\$ 60.99	Bill 3 New Charges Added to Account (for Month to Date February Usage)
	2/19/2024	Monday	45	\$ -	\$ -	Final Bill Issued to Both Parties / Demand Letter sent to Landlord
Added to Shut Off List	2/19/2024	Monday	45	\$ -	\$ -	
Bill 1 - 45 Day Late Fee Applied to Account	2/19/2024	Monday	45	\$ 35.00	\$ -	
Expected Shut Off Date	2/20/2024	Tuesday	46	\$ -	\$ -	
	2/26/2024	Monday	52	\$ -	\$ -	Landlord and Tenant Each Receive a Final Bill
Bill 2 Reminder Call	2/28/2024	Wednesday	54	\$ -	\$ -	
Bill 2 Due Date	2/29/2024	Thursday	55	\$ -	\$ -	
Bill 3 Issued (March, for February Usage)	3/1/2024	Friday	56	\$ 89.59	\$ -	
Bill 2 Grace Period	3/3/2024	Sunday	58	\$ -	\$ -	
Bill 2 Tenant Sent Delinquent Notice	3/4/2024	Monday	59	\$ -	\$ -	
Bill 2 Late Fee	3/4/2024	Monday	59	\$ 20.00	\$ -	
Account Closed	3/5/2024	Tuesday	60	\$ -	\$ -	
Bill 4 New Charges Added to Account (for Month to Date March Usage)	3/11/2024	Monday	66	\$ 58.75	\$ -	
Utility Deposit Applied	3/11/2024	Monday	66	\$ (200.00)	\$ -	
Bill 4 - Final Bill Produced	3/11/2024	Monday	66	\$ -	\$ -	
Account Added to Collection Agency List	3/11/2024	Monday	66	\$ -	\$ -	
	3/19/2024	Tuesday	74	\$ -	\$ -	Balance Due from Landlord
Bill Written Off	3/10/2029	Saturday	1891	\$ -	\$ -	

Amount Sent to Collections, Assuming No Payments from Anyone, ONE CUSTOMER:

Current System	New System
\$ 221.82	\$ 79.48
\$ 219,158.32	\$ 78,522.78

Amount Sent to Collections, Assuming No Payments from Anyone, CITYWIDE (988 Customers):

Savings Per Customer:	\$ 142.34
Annual Savings Citywide:	\$ 140,635.54