WORK SESSION AGENDA

Casper City Council
City Hall Council Meeting Room
Tuesday, September 8, 2026, 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.	Repeal & Replacement of Title 15 - Buildings & Construction	Direction Requested	4:35	45 min
3.	Tiered Water Rates – Part 3	Direction Requested	5:20	45 min
4.	Agenda Review		6:05	10 min
5.	Council Around the Table		6:15	10 min
			Approximate End Time:	6:25

*** Reminder ***

Please silence cell phones during the City Council meeting.

August 26, 2026

MEMO TO: Janine Jordan, City Manager

FROM: Liz Becher, Community Development Director
Justin Scott, Chief Building Official JS
Shawn Barrett, Deputy Building Official SB
Jacob Black, Fire Chief
Kevin Ross, Deputy Chief KHR
Brad Adels, Battalion Chief

CC: Eric Nelson, City Attorney

SUBJECT: Repeal and Replacement of Title 15 – Buildings and Construction

Meeting Type & Date:
September 8, 2026, Work Session

Action Type:
Ordinance Repeal and Replacement

Recommendation:
Information Only

Summary:
The City of Casper Building Inspection and Casper Fire Community Risk Reduction Divisions oversee all construction activity within the City of Casper which includes contractor licensing, building/fire code adoption and enforcement, project permitting, and building/life-safety inspections. Over the years Title 15 of the Casper Municipal Code has been amended on numerous occasions with multiple code adoptions which are required by the State of Wyoming every 3 years. These revisions have led to an unorganized out-of-date document that is often difficult to follow and has several grammatical errors. Additionally, there are several sections that are no longer applicable as they have either been replaced by newer methods/technologies or current codes have caught up to our local amendments. Industry standards, interpretations, and practices have also changed throughout the years and need to be accounted for in our local ordinances.

Because of this, the Building Inspection and Casper Fire Community Risk Reduction Divisions have developed an updated Title 15 which accounts for current code interpretations, requirements, and practices and includes updated licensing categories, contractor continuing education requirements, the deletion of outdated sections, and updated permit and plan review fee schedules.

Financial Considerations:
The proposed updated permit fee schedule is based off of the City of Casper's highest grossing permit fee revenue year (FY25).

Council Adopted Goals:

☐ Infrastructure

☒ Fiscal Stability

☐ Communication & Public Responsibility

Oversight/Project Responsibility:

The City of Casper Building and Casper Fire Community Risk Reduction Divisions are responsible for enforcing the City of Casper's municipal and building codes, and performing all inspections required by municipal code and the International Codes.

Attachments:

Power Point Slide Packet

Updated Title 15 Redline Version

Updated Title 15 Clean Version

Current Fee Schedule

Updated Fee Schedule

Casper Municipal Code Title 15 Updates

JUSTIN SCOTT

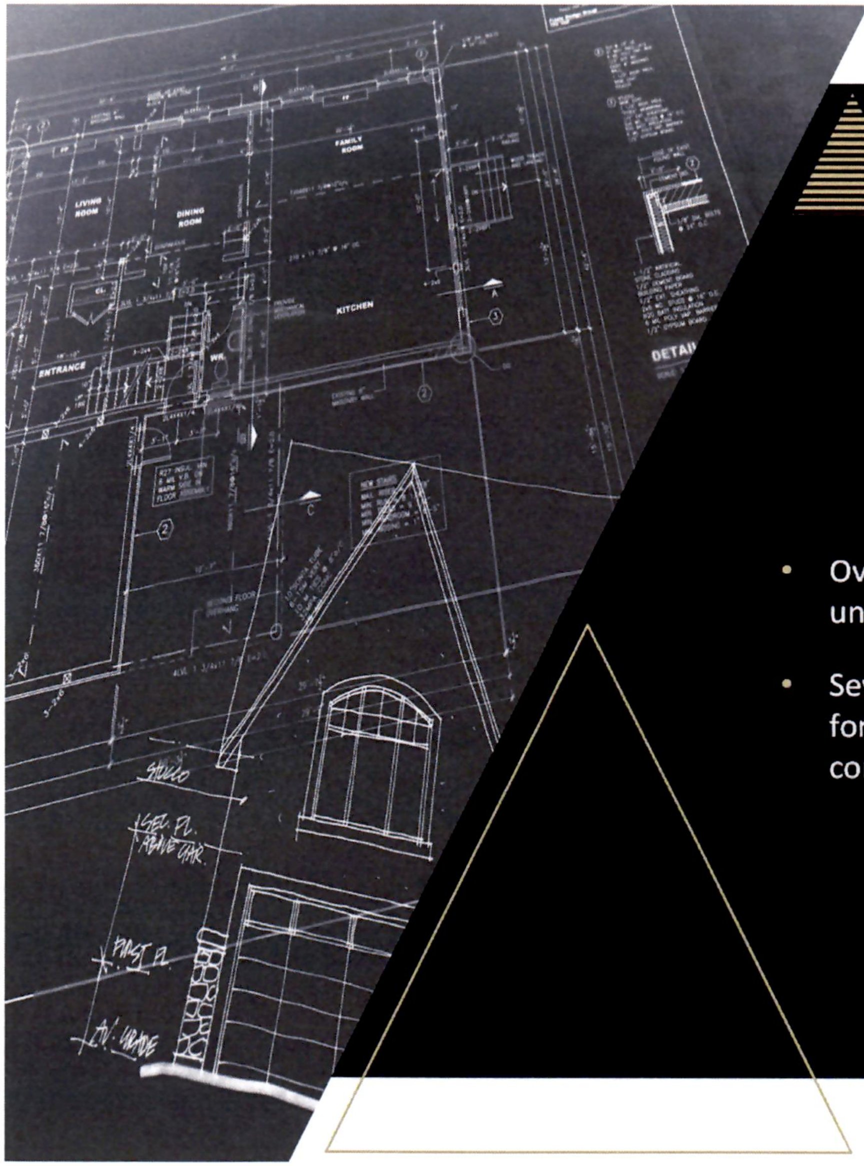
CHIEF BUILDING OFFICIAL –BUILDING INSPECTION DIVISION

KEVIN ROSS

DEPUTY CHIEF – COMMUNITY RISK REDUCTION DIVISION

Key Significant Changes

- Organized Chapter Sections for improved readability.
- Corrected and clarified Sections with errors and frequent misinterpretations.
- Deleted Sections that were no longer applicable.
- Expanded on Section 15.08 pertaining to renewable energy systems.
- Added additional contractor and sub-contractor license classifications.
- Added continuing education requirements for contractor license holders.
- Added permit, inspection, and license requirements for fire protection related systems and contractors.
- Amended Section 15.14.030 to adopt the 1997 Edition of the Uniform Code for the Abatement of Dangerous Buildings.
- Plan Review Fee Update.



Chapter Organization

- Over the years, amendments to Chapter 15 have created a document that is unorganized and does not flow well in its current state.
- Several Sections within the Chapter have been relocated and re-numbered for better flow and readability for the public, design professionals, and contractors to maneuver through.

Corrections/Clarifications

Chapter 15 has several grammar and spelling issues that have been corrected.

We have made changes to several Sections throughout the Chapter to ensure consistency between the adopted Codes such as failure to obtain permit fees, smoke and carbon monoxide alarm requirements, as well as additional definitions to correct mis-interpretations, etc.

Deleted Sections

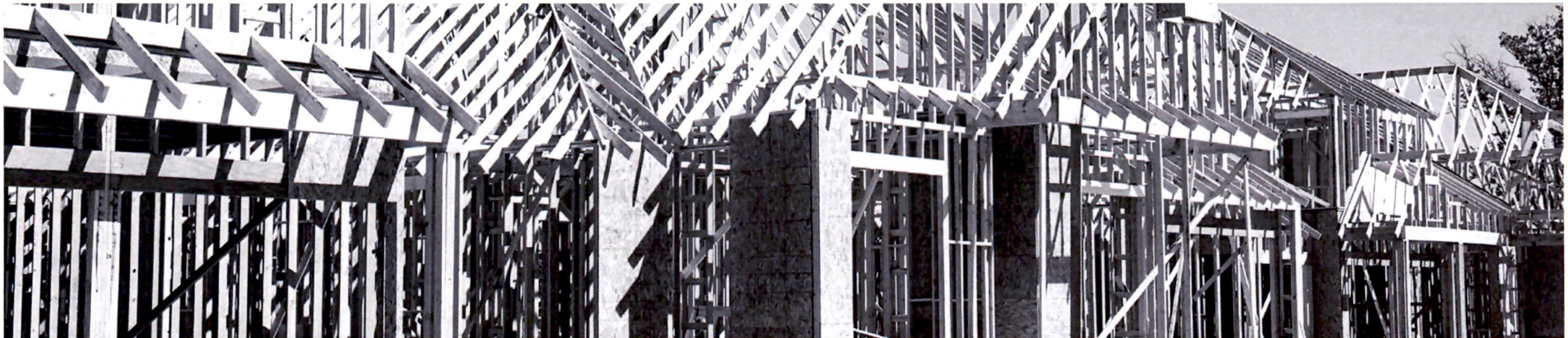
Certain Amendments to the National Electrical Code (NEC) have been deleted. These include **Sections 15.07.215, 15.07.340, 15.07.370, and 15.07.440.** The primary reason for this is due to the State adopting the 2026 NEC, which has ultimately caught up to our local amendments. The City of Casper seems to be one step ahead of the game so to speak in this area of our code adoptions and has been throughout the years.

Section 15.08.060 was deleted in its entirety. This is because it was a section that became null and void on August 21, 2007, and is no longer enforceable.

License classifications such as high- and low-pressure boiler operator, and gasfitter have been removed. This is because these classifications can either be captured under another license category or are no longer needed due to technological advancements and have become obsolete.

Section 15.08 – Solar and Wind Energy

- This section was expanded to include wind energy systems.
- Additional elements were added to solar installations (Section 15.08.220) to account for additional plan review and inspection time that staff has encountered with the increased demand for renewable energy systems. This includes permit, plan submittal, and plan review fee requirements.
- Additionally, this Section was edited to reflect current Division processes along with the deletion of Sections 15.08.120 and 15.08.180.



Additional License Classifications

There has been interest expressed to the Building Inspection Division, by the contracting community, that additional contractor license categories be added to the Municipal Code. To address these requests Sections 15.11.020, 15.11.050, 15.11.060, 15.11.070, and 15.11.120 were amended to include the following additional license classifications, experience, and examination requirements:

- Cellular Communications Contractor
- Concrete Contractor, Flatwork
- Concrete Contractor, General
- Framing Contractor
- Insulation Contractor
- Drywall Contractor

Continuing Education

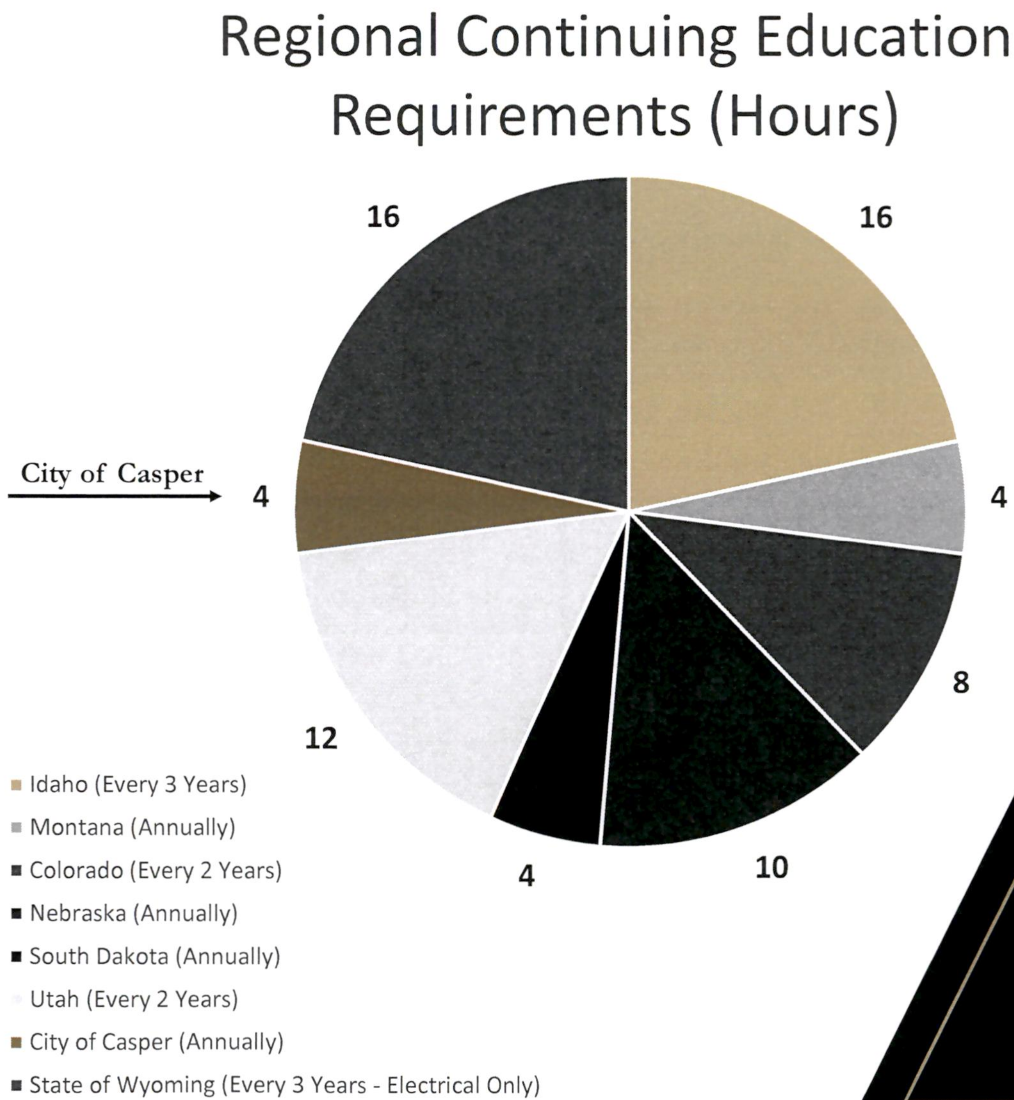
Wyoming is surrounded by States which require continuing education for licensed contractors. Currently, Wyoming and the City of Casper only requires licensed electrical contractors to obtain CEU's to renew their licenses annually. The Building Division is proposing the requirement for continuing education for all licensed contractors to ensure that construction professionals working within our jurisdiction are qualified and up to date on the most current construction materials, installation methods, and code updates.

- Continuing education is required for just about every profession requiring licensure or certification.

- Other states and jurisdictions around the region, such as Colorado, Montana, South Dakota, etc., require continuing education for license holders in the construction industry which include electrical, mechanical, plumbing, and general contractors.

- The continuing education requirements that have been proposed in Section 15.11.120 are minimal and should not be burdensome for license holders to obtain annually. CEU's can be obtained through manufacturers, the International Code Council, and many online sources. On average surrounding states require anywhere from 1-4 hours annually to 20-24 hours every two to three years. We are proposing 4 hours annually across the board for all contractor licenses.

- Continuing education means that consumers will be working with professional contractors working within our jurisdiction that are knowledgeable and up to date with current construction regulations , materials, and practices.



Regional Continuing Education Requirements

Fire Protection Permits, Inspections, and Licenses

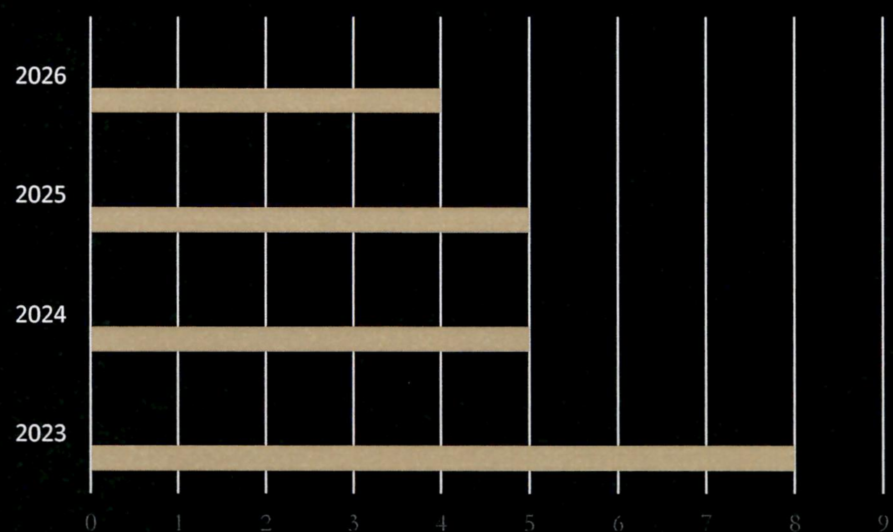
- Contractors working in the fire protection related trades such as fire alarm and fire suppression (sprinkler system) industries have had little regulation regarding the contractors performing the tasks and the installation methods being utilized during construction.
- Several jurisdictions (i.e. Cheyenne, Natrona County, and other regional entities) are now implementing permitting, licensing, and inspection requirements to begin regulating these individuals and companies involved with fire protection industry.
- Sections 15.09.040, 15.09.050, 15.09.060, and 15.09.070, 15.09.080 were added and mirror those already in place pertaining to the Building Inspection Division as it relates to permitting, plan requirements, and fees.
- Chapter 15.11 Sections 15.11.020, 15.11.050, 15.11.060, and 15.11.120, were amended to include the required license classifications, experience requirements, examination criteria, and continuing education requirements needed for all license classifications needed to adequately regulate the fire protection industry and trades within the City of Casper.

Dangerous Buildings

Section 15.14.020 was amended to adopt the 1997 edition of the Uniform Code for the Abatement of Dangerous Buildings. As part of this Section 15.14.030 was also amended to streamline the established City processes and aid in the recouperation of expenses incurred by the City of Casper in dealing with these properties.

Dangerous Buildings by the Numbers

Number of Dangerous Buildings Posted Annually Since 2023



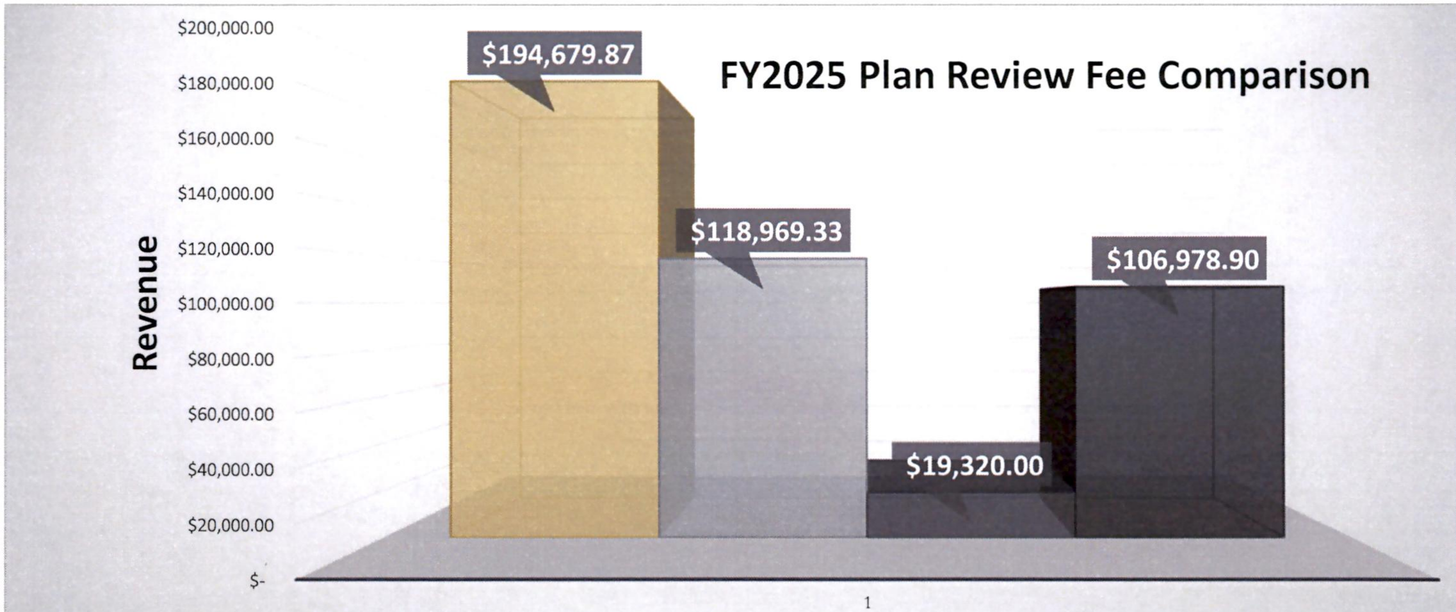
Key Takeaways

- 22 dangerous buildings addressed since 2023
- 14 properties successfully resolved
- 9 structures removed through demolition
- 6 properties renovated and returned to productive use
- $57,270 spent abating Dangerous Buildings to date
- $29,265 recovered through liens and cost recovery efforts
- Only 5 active dangerous building cases remain

Fee Schedule Plan Review Fee Update

- The City of Casper currently has an inconsistent fee schedule with a $280 plan review fee associated with residential single family new home construction, and a plan review fee of 65% of the building permit fee for commercial construction for projects with a valuation of $25,000 and over.
- The City of Casper's residential permit fees fall amongst the lowest in the state.
- The City of Casper's commercial permit fees fall amongst the highest in the state.
- The following slides indicate a proposed update to the fee schedule to place a consistent plan review fee of 40% of the building permit fee across both residential and commercial projects with project valuations of $25,000 and over.
- The fee schedule has also been adjusted to increase in consistent increments.

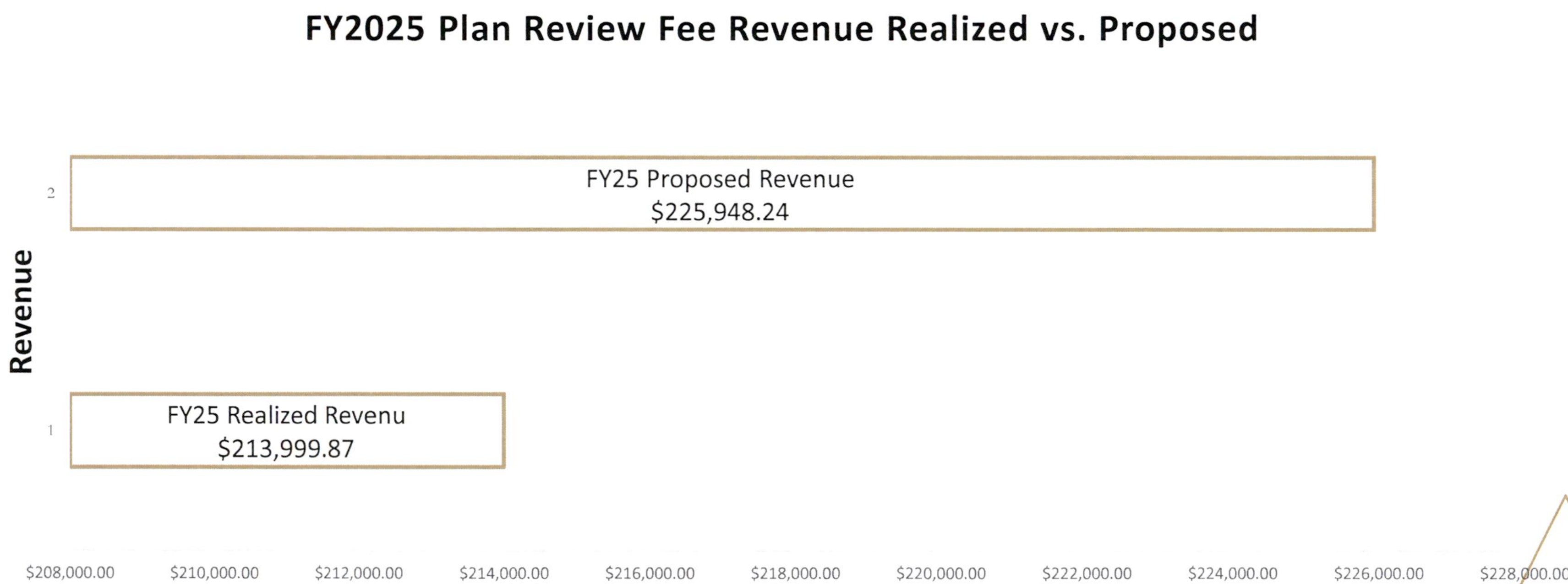
FY25 Plan Review Fee Revenue



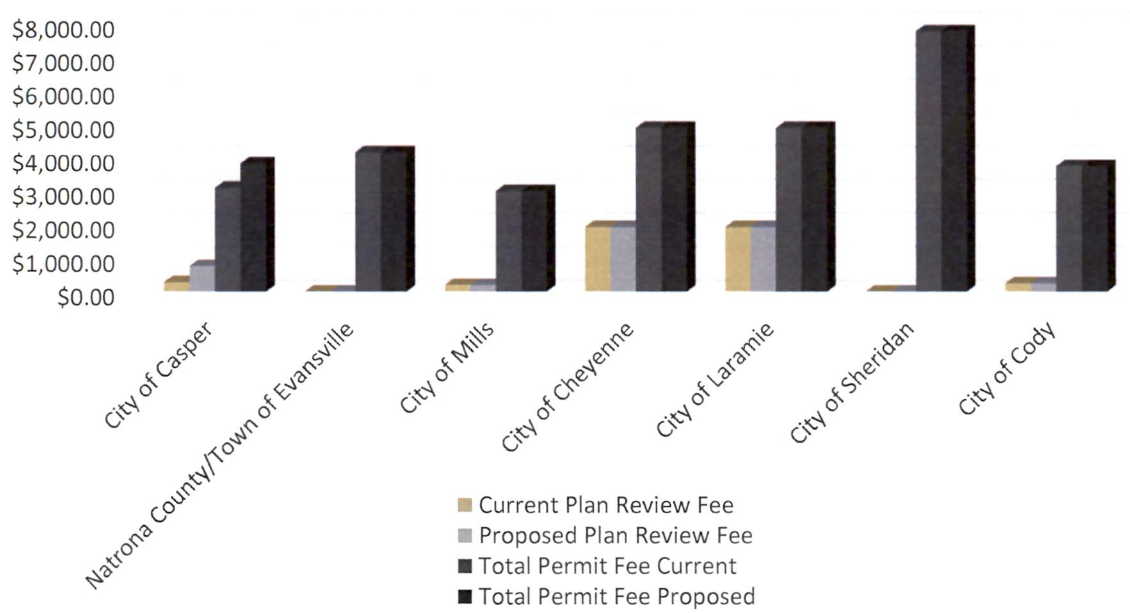
	1
2025 Commercial Plan Review Fees Collected (65%)	$194,679.87
2025 Commercial Plan Review Fees Proposed (40%)	$118,969.33
2025 Residential Plan Review Fees Collected ($280)	$19,320.00
2025 Residential Plan Review Fees (40% $25,000 and over)	$106,978.90

Fee Source

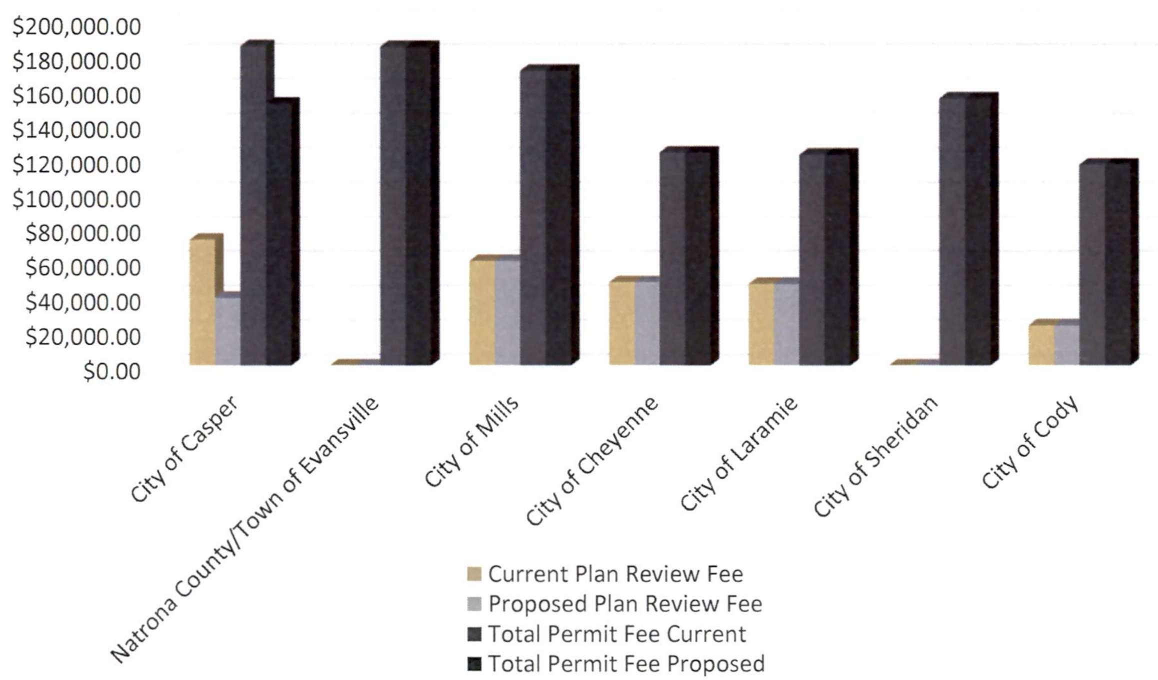
Permit Fee Schedule Change to FY25 Revenue



Municipality Residential Plan Review Fee Comparison ($450,000 Valuation)

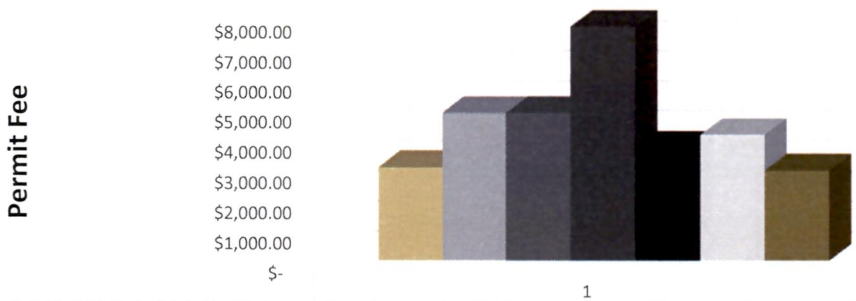


Municipality Commercial Plan Review Fee Comparison ($20M)



Municipality Residential Permit Fee Comparison

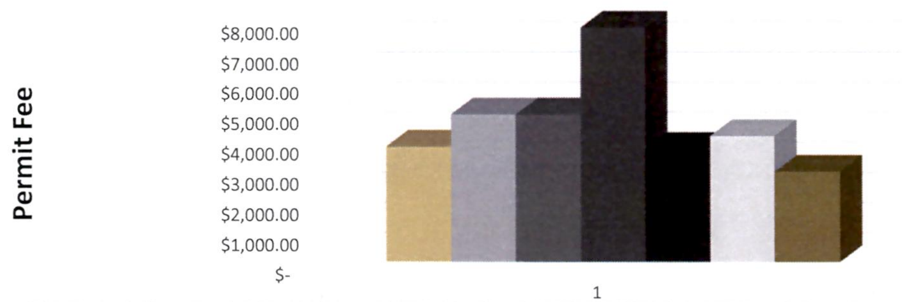
Current Residential Total Permit Fee Comparison ($450,000)



City of Casper	$3,081.00
City of Cheyenne	$4,873.69
City of Laramie	$4,873.69
City of Sheridan	$7,760.00
City of Cody	$3,727.00
Natrona County/Town of Evansville	$4,157.00
City of Mills	$2,980.00

Municipality

Proposed Residential Total Permit Fee Comparison ($450,000)

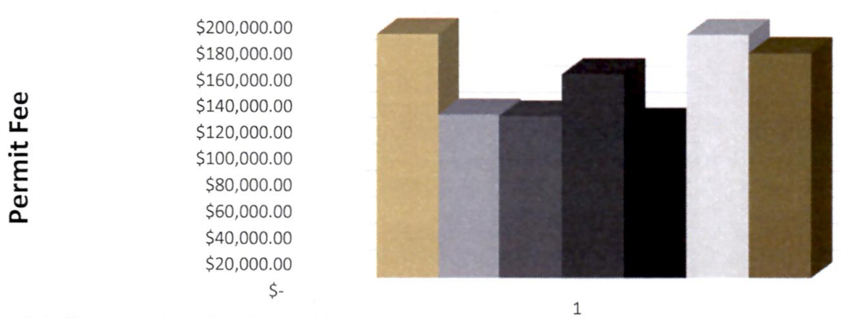


City of Casper	$3,812.50
City of Cheyenne	$4,873.69
City of Laramie	$4,873.69
City of Sheridan	$7,760.00
City of Cody	$3,727.00
Natrona County/Town of Evansville	$4,157.00
City of Mills	$2,980.00

Municipality

Municipality Commercial Permit Fee Comparison

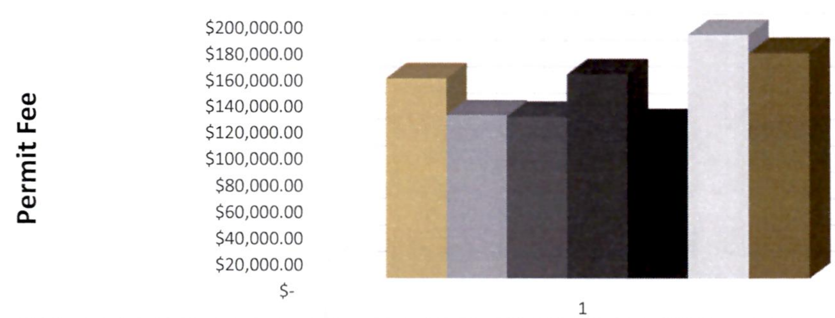
Current Commercial Total Permit Fee Comparison ($20M)



City of Casper	$185,263.65
City of Cheyenne	$123,681.94
City of Laramie	$122,304.44
City of Sheridan	$154,840.00
City of Cody	$116,658.74
Natrona County/Town of Evansville	$184,799.48
City of Mills	$170,972.75

Municipality

Proposed Commercial Total Permit Fee Comparison ($20M)



City of Casper	$151,915.50
City of Cheyenne	$123,681.94
City of Laramie	$122,304.44
City of Sheridan	$154,840.00
City of Cody	$116,658.74
Natrona County/Town of Evansville	$184,799.48
City of Mills	$170,972.75

Municipality

Questions?

COMBINED BUILDING, ELECTRICAL, PLUMBING AND MECHANICAL PERMIT FEE SCHEDULE.
("BUILDING PERMIT FEE") THIS INCLUDES INITIAL PERMIT FEE.

VALUATION		PERMIT FEE
$1	$1,000	$70
$1,001	$1,200	$72
$1,201	$1,300	$74
$1,301	$1,400	$75
$1,401	$1,500	$81
$1,501	$1,600	$85
$1,601	$1,700	$88
$1,701	$1,800	$89
$1,801	$1,900	$92
$1,901	$2,000	$95
$2,001	$3,000	$104
$3,001	$4,000	$118
$4,001	$5,000	$130
$5,001	$6,000	$140
$6,001	$7,000	$152
$7,001	$8,000	$162
$8,001	$9,000	$174
$9,001	$10,000	$184
$10,001	$11,000	$197
$11,001	$12,000	$207
$12,001	$13,000	$220
$13,001	$14,000	$230
$14,001	$15,000	$242
$15,001	$16,000	$252
$16,001	$17,000	$263
$17,001	$18,000	$274
$18,001	$19,000	$286
$19,001	$20,000	$298
$20,001	$21,000	$316
$21,001	$22,000	$320
$22,001	$23,000	$330
$23,001	$24,000	$343
$24,001	$25,000	$353
$25,001	$26,000	$326
$26,001	$27,000	$370
$27,001	$28,000	$377
$28,001	$29,000	$385
$29,001	$30,000	$395
$30,001	$31,000	$405
$31,001	$32,000	$410
$32,001	$33,000	$421
$33,001	$34,000	$428

$34,001	$35,000	$435
$35,001	$36,000	$445
$36,001	$37,000	$452
$37,001	$38,000	$462
$38,001	$39,000	$470
$39,001	$40,000	$479
$40,001	$41,000	$486
$41,001	$42,000	$494
$42,001	$43,000	$503
$43,001	$44,000	$512
$44,001	$45,000	$520
$45,001	$46,000	$529
$46,001	$47,000	$535
$47,001	$48,000	$543
$48,001	$49,000	$552
$49,001	$50,000	$561
$50,000	$51,000	$568
$51,001	$52,000	$574
$52,001	$53,000	$580
$53,001	$54,000	$584
$54,001	$55,000	$590
$55,001	$56,000	$597
$56,001	$57,000	$601
$57,001	$58,000	$608
$58,001	$59,000	$613
$59,001	$60,000	$617
$60,001	$61,000	$624
$61,001	$62,000	$629
$62,001	$63,000	$636
$63,001	$64,000	$640
$64,001	$65,000	$647
$65,001	$66,000	$651
$66,001	$67,000	$655
$67,001	$68,000	$662
$68,001	$69,000	$669
$69,001	$70,000	$674
$70,001	$71,000	$682
$71,001	$72,000	$686
$72,001	$73,000	$691
$73,001	$74,000	$697
$74,001	$75,000	$703
$75,001	$76,000	$708
$76,001	$77,000	$711
$77,001	$78,000	$718
$78,001	$79,000	$725
$79,001	$80,000	$729

$80,001	$81,000	$736
$81,001	$82,000	$742
$82,001	$83,000	$746
$83,001	$84,000	$751
$84,001	$85,000	$759
$85,001	$86,000	$763
$86,001	$87,000	$768
$87,001	$88,000	$774
$88,001	$89,000	$780
$89,001	$90,000	$787
$90,001	$91,000	$792
$91,001	$92,000	$797
$92,001	$93,000	$802
$93,001	$94,000	$807
$94,001	$95,000	$815
$95,001	$96,000	$819
$96,001	$97,000	$826
$97,001	$98,000	$832
$98,001	$99,000	$836
$99,001	$100,000	$841

- For valuations exceeding $100,000.00, the building permit fee shall be $806 for the first $100,000.00, plus $5.60 for each additional $1,000.00, or fraction thereof.
- A plan check fee is assessed on building permits that exceed $25,000.00 in valuation for multi-family, commercial and industrial buildings. This is calculated at 65% of the building permit fee.
- A plan check fee of $280.00 is assessed on all new one (1) and two (2) family residential buildings.
- After- the – fact permits (*construction initiated before review and approval of a complete building permit application)* shall be assessed double the building permit fee.

TYPE	APPLICATION FEE
Residential Demolition Permit	$200, plus Erosion Control Permit if Applicable
Commercial Demolition Permit	$300, plus Erosion Control Permit if Applicable
Erosion Control Permit	$50 per acre, plus bond/surety
Code Compliance Inspection	$75 – Residential, $150 – Commercial
Re-Inspections	$75 per re-inspection
Research	$50/hour
Initial Building Permit	$35
Sewer Permit	$35
Water Permit	$35

PLANNING/ENGINEERING DIVISION(S)
DEVELOPMENT REVIEW
FEE SCHEDULE

TYPE OF REVIEW	APPLICATION FEE
Preliminary Plat	$1,000
Final Plat/Re-Plat *(25 lots or less)*	$1,200
Final Plat/Re-Plat *(26 lots or less)*	$1,800
Minor Boundary Adjustment	$200
Right – of – Way Vacation	$400
Zone Change	$750
Conditional Use Permit	$600
Variance/Exception	$600
Site Plan *(up to 20,000 square feet)*	$600
Site Plan *(20,001-43,560 square feet)*	$1,200
Site Plan *(43,561 square feet or more)*	$2,000
Old Yellowstone District Architectural Design Review	Free *(Other fees may apply I.E. site plan, plat, etc.)*
PUD Guidelines/Site Plan *(Initial Review)*	$2,300
PUD Amendment	$1,000
Annexation	$1,000 *(Other fees may apply I.E. plat, zone change, etc.)*
Zoning Research	$50/hour
City-Owned Property License/Lease Application	$250

- After – the – fact permits *(development initiated before review and approval of a complete application)* may be assessed double the initial fee.
- County Clerk Recording fees are included in applicable application fees.

August 26, 2026

COMMUNITY DEVELOPMENT BUILDING PERMIT FEE SCHEDULE:

(BUILDING, ELECTRICAL, PLUMING, AND MECHANICAL PERMITS)

PROJECT VALUATION *(SHOULD INCLUDE ALL MATERIALS AND LABOR ASSOCIATED WITH THE PERMIT TYPE)*	**PERMIT FEE** **(Building, Plumbing, Mechanical, and Electrical)**
$1 to $500	$60.00
$501 to $1,000	$65.00
$1,001 to $1,100	$70.00
$1,101 to $1,200	$75.00
$1,201 to $1,300	$80.00
$1,301 to $1,400	$85.00
$1,401 to $1,500	$90.00
$1,501 to $1,600	$95.00
$1,601 to $1,700	$100.00
$1,701 to $1,800	$105.00
$1,801 to $1,900	$110.00
$1,901 to $2,000	$115.00
$2,001 to $3,000	$120.00
$3,001 to $4,000	$130.00
$4,001 to $5,000	$140.00
$5,001 to $6,000	$150.00
$6,001 to $7,000	$160.00
$7,001 to $8,000	$170.00
$8,001 to $9,000	$180.00
$9,001 to $10,000	$190.00
$10,001 to $11,000	$200.00
$11,001 to $12,000	$210.00
$12,001 to $13,000	$220.00
$13,001 to $14,000	$230.00
$14,001 to $15,000	$240.00
$15,001 to $16,000	$250.00
$16,001 to $17,000	$260.00
$17,001 to $18,000	$270.00
$18,001 to $19,000	$280.00
$19,001 to $20,000	$290.00
$20,001 to $21,000	$300.00
$21,001 to $22,000	$310.00
$22,001 to $23,000	$320.00
$23,001 to $24,000	$330.00
$24,001 to $25,000	$340.00
$25,001 to $26,000	$350.00
$26,001 to $27,000	$360.00
$27,001 to $28,000	$370.00
$28,001 to $29,000	$380.00
$29,001 to $30,000	$390.00
$30,001 to $31,000	$400.00
$31,001 to $32,000	$410.00

August 26, 2026

$32,001 to $33,000	$420.00
$33,001 to $34,000	$430.00
$34,001 to $35,000	$440.00
$35,001 to $36,000	$450.00
$36,001 to $37,000	$460.00
$37,001 to $38,000	$470.00
$38,001 to $39,000	$480.00
$39,001 to $40,000	$490.00
$40,001 to $41,000	$500.00
$41,001 to $42,000	$510.00
$42,001 to $43,000	$520.00
$43,001 to $44,000	$530.00
$44,001 to $45,000	$540.00
$45,001 to $46,000	$550.00
$46,001 to $47,000	$560.00
$47,001 to $48,000	$570.00
$48,001 to $49,000	$580.00
$49,001 to $50,000	$590.00
$50,001 to $51,000	$600.00
$51,001 to $52,000	$610.00
$52,001 to $53,000	$620.00
$53,001 to $54,000	$630.00
$54,001 to $55,000	$640.00
$55,001 to $56,000	$650.00
$56,001 to $57,000	$660.00
$57,001 to $58,000	$670.00
$58,001 to $59,000	$680.00
$59,001 to $60,000	$690.00
$60,001 to $61,000	$700.00
$61,001 to $62,000	$710.00
$62,001 to $63,000	$720.00
$63,001 to $64,000	$730.00
$64,001 to $65,000	$740.00
$65,001 to $66,000	$750.00
$66,001 to $67,000	$760.00
$67.001 to $68,000	$770.00
$68,001 to $69,000	$780.00
$69,001 to $70,000	$790.00
$70,001 to $71,000	$800.00
$71,001 to $72,000	$810.00
$72,001 to $73,000	$820.00
$73,001 to $74,000	$830.00
$74,001 to $75,000	$840.00
$75,001 to $76,000	$850.00
$76,001 to $77,000	$860.00
$77,001 to $78,000	$870.00
$78,001 to $79,000	$880.00
$79,001 to $80,000	$890.00
$80,001 to $81,000	$900.00

$81,001 to $82,000	$910.00
$82,001 to $83,000	$920.00
$83,001 to $84,000	$930.00
$84,001 to $85,000	$940.00
$85,001 to $86,000	$950.00
$86,001 to $87,000	$960.00
$87,001 to $88,000	$970.00
$88,001 to $89,000	$980.00
$89,001 to $90,000	$990.00
$90,001 to $91,000	$1000.00
$91,001 to $92,000	$1,010.00
$92,001 to $93,000	$1,020.00
$93,001 to $94,000	$1,030.00
$94,001 to $95,000	$1,040.00
$95,001 to $96,000	$1,050.00
$96,001 to $97,000	$1,060.00
$97,001 to $98,000	$1,070.00
$98,001 to $99,000	$1,080.00
$99,001 to $100,000	$1,090.00

- For valuations exceeding $100,000.00, the building permit fee shall be $1,090.00 for the first $100,000.00, plus $5.60 for each additional $1,000.00, or fraction thereof.
- A plan check fee of 35% of the building permit fee is assessed on ***all*** building permits for multi-family, commercial, and industrial projects whose valuations exceed $25,000.00.
- A plan check fee of 25% of the building permit fee is assessed on ***all*** residential building permits whose valuations exceed $25,000.00.
- A plan check fee of $50.00 will be assessed on all residential solar permits.
- A plan check fee of 35% of the solar permit fee will be assessed on all commercial solar permits.
- After-the-fact permits *(construction initiated before submittal, review, and approval of a complete building permit application)* shall be assessed at double the building permit fee not to exceed $750.00.
- Permit renewal fees (permits exceeding 180 days since last inspection) shall be $60 or 10% of the original permit fee, whichever is higher.

ADDITIONAL BUILDING PERMIT AND INSPECTION FEES:

PERMIT/INSPECTION TYPE	FEE AMOUNT
Residential Demolition Permit	$200.00, plus Erosion Control Permit if applicable.
Commercial Demolition Permit	$300,00, plus Erosion Control Permit if applicable.
Erosion Control Permit/Bond	Based on acreage. See Erosion Control Permit Application
Mobile Home Set Permit	$70.00

Residential Tank Style Water Heater Replacement Permit	$40.00
Residential Furnace Replacement Permit	$40.00
Electrical Code Compliance Inspection	$75.00 Residential, $150.00 Commercial
Re-Inspection Fees *(More than 2 inspections for the same inspection)*	$75.00 per re-inspection
Permit/Code Research	$50.00/hour
Pre-permit/Occupancy Walkthrough Consult	$75.00 Residential, $150.00 Commercial

PLANNING/ENGINEERING DIVISION(S) DEVELOPMENT REVIEW FEE SCHEDULE:

APPLICATION/REVIEW TYPE	FEE AMOUNT
Preliminary Plat	$1,000.00
Final Plat/Re-Plat *(25 lots or less)*	$1,200.00
Final Plat/Re-Plat *(26 lots or more)*	$1,800.00
Minor Boundary Adjustment	$200.00
Right-of-Way Vacation	$400.00
Zone Change	$750.00
Conditional Use Permit	$600.00
Variance/Exception	$600.00
Site Plan *(up to 20,000 square feet)*	$600.00
Site Plan *(20,001 to 43,560 square feet)*	$1,200.00
Site Plan *(43,561 square feet or more)*	$2,000.00
Old Yellowstone District Architectural Design Review	FREE *(Other fees may apply i.e. plat, zone change, etc.)*
PUD Guidelines/Site Plan *(Initial Review)*	$2,300.00
PUD Amendment	$1,000.00
Annexation	$1,000.00 *(Other fees may apply i.e. plat, zone change, etc.)*
Zoning Research	$50.00/hour
City-Owned Property License/Lease Application	$250.00

- After -the-fact permits *(development initiated before submittal, review and approval of a complete application)* shall be assessed at double the initial fee.
- County Clerk Recording Fees are included in the applicable application fees.

September 4, 2026

MEMO TO: Janine Jordan, City Manager At for JJ

FROM: Krista Johnston, P.E. Public Services Director KJ
Ethan Yonker, P.E., Water Operations Officer EY

SUBJECT: Tiered Water Rates for Multifamily

Meeting Type & Date
Council Work Session, September 8, 2026

Action Type
Direction Requested

Recommendation
That Council authorize staff to proceed with either Alternative 2 or Alternative 3 for Multifamily customers identified in the memo prepared by Raftelis, Inc., or provide alternative direction for Staff to proceed.

Summary
The proposed water rate changes work to accomplish two goals:

1. Group customers based on their usage patterns, allowing the City to determine the cost to serve customers with different usage characteristics.
2. Promote affordability for essential water usage by shifting a portion of revenue recovery to discretionary usage through tiered rates.

Raftelis has continued to work with City Staff to develop water rate options that help to ensure an adequate amount of revenue from water sales is received to ensure continued maintenance and operation of the infrastructure while ensuring the affordability of these life-essential services for all our customers. Additionally, rate structures have been developed to appropriately recover revenue from each customer class based on the cost-of-service analysis performed by Raftelis.

At the Work Sessions on July 28th, 2026, and August 25th, 2026, Raftelis, Inc. presented the rate structures and data to City Council. The rate structures proposed were developed based on the cost of service and industry best practices through the analysis performed by Raftelis. Ensuring that rate structures are reflective of our costs to serve each customer class was a primary goal of the work that Raftelis performed and helps ensure that rates that Council approves are fair and defensible.

Following a Work Session presentation on August 25th, Council has expressed ongoing concern regarding the equity of tiered rates for multifamily customers. Staff, along with Raftelis, has provided some additional rate impact analysis for larger multifamily customers for Council's review. In addition, a flat rate structure for multifamily has been developed for consideration.

The Flat Rate structure proposed would include the service charge based on meter size and a flat rate per every thousand gallons of water used. The Multifamily Flat Rate will not include any free (or included) water; this allows the flat rate to be kept as low as possible while still recovering appropriate revenue and does not create an inequity between smaller and larger multifamily customers. In practice, due to the service fee and no included water, this will create some minor monthly increases for small water users, specifically customers with 8 or less units. As the per-thousand-gallon rate is less than the existing rates this structure will lead to savings as more water is used.

There was discussion during the August 25th Work Session around a per-unit rate structure that would allow tiered rates to be developed on a per-unit basis. The data required to establish a per-unit rate structure does not currently exist in our customer data. Due to the variability of how each facility obtains water service through the municipal system, an extensive amount of field verification would need to be completed by City Staff. All meters serving a Multifamily customer would need to be field verified by City Staff to determine how many units are being served by each meter to establish the needed data required for a per-unit rate structure. Additionally, maintenance of this data by recording changes and adding new customers would be an ongoing obligation that City Staff does not currently have the capacity to administer.

Council Adopted Goals

☒ Infrastructure

☒ Fiscal Stability

☒ Communication & Public Education

Financial Considerations

The proposed Rate Structures were designed to generate the same amount of revenue as was estimated in the Proforma model for FY28 based on an 8% increase to existing rates on January 1, 2027.

Oversight/Project Responsibility

Ethan Yonker, P.E., Water Operations Officer

Attachments

Memo from Raftelis, Inc.

Water Rate Design Study

DATE: September 4, 2026
TO: Krista Johnston
Wastewater Operations Officer
FROM: Todd Cristiano
Vice President
SUBJECT: Water Rate Design Study – City Council Follow-Up Memorandum

Introduction

Raftelis presented the proposed changes to the water rate structures to the City Council on August 25, 2026. This memo includes additional information requested by City Council members. These requests primarily focused on:

- Detailed billing information for single family residential customers
- Additional bill impacts for the multifamily class, along with a slightly modified rate structure to further promote essential use affordability

Single Family Residential

The proposed single family rate structure includes a service charge by meter size and a 3-tiered volume rate. The monthly service charge includes a minimum volume allowance of 2,000 gallons. Table 1 shows the proposed volume structure and the percentage of bills in each tier. Tier 0 covers essential water usage between 0 and 2,000 gallons and accounts for 25% of total bills. Essential water use refers to the basic water needs for cooking, cleaning, and personal hygiene.

Tier 2 also captures a component of indoor water use, as well as usage for regular outdoor discretionary use. Tier 2 accounts for approximately 49.4% of bills. Tier 3 and 4 capture average outdoor use and above outdoor water, respectively. Tiers 3 and 4 capture 15.4% and 10.2% of bills, respectively

Table 1: % of Bills in Each Tier
Proposed Residential Rate Structure

Threshold	% of Bills by Tier
Tier 0: 0 – 2,000 gallons	25.0%
Tier 1: 2,001 – 15,000 gallons	49.4%
Tier 2: 15,001 – 30,000 gallons	15.4%
Tier 3: > 30,000 gallons	10.2%
Total	**100.0%**

Multifamily

Raftelis reviewed the multifamily customer class to determine whether adjustments to the tier thresholds could assist in providing essential water use at a lower rate. We re-analyzed the data by linking Natrona County assessor data with the City's billing data to get a more accurate representation of the number of multifamily customers and the distribution of the complexes by number of units. That information allowed us to refine the rate structure by adjusting the tier 2 threshold and modifying the volume rates. This new alternative recovers the cost to provide service as identified in the cost of service analysis, this is shown in Table 4. Along with this, Raftelis analyzed what a uniform multi-family rate would be, this is shown in Table 5. The monthly service charge remains unchanged.

Table 2: Existing Minimum Charge and Proposed Service Charge

Description	Existing Inside City [1]	Proposed Inside City[1,2]
5/8 inch	$11.54	$11.54
3/4 inch	$11.54	$11.54
1 inch	$11.54	$18.32
1.5 inch	$11.54	$35.27
2 inch	$11.54	$55.61
3 inch	$11.54	$109.85
4 inch	$11.54	$170.86
6 inch	$11.54	$340.35
[1] Outside City rates are 1.35 times inside City		
[2] Includes 6,000 gallon volume allowance		

Table 3: Existing Water Volume Rates

Threshold	Volume	Inside city [1]
Tier 1	0 – 1.5 Kgal	$-
Tier 2	1.5 - 2 Kgal	$2.52
Tier 3	Over 2 Kgal	$5.03

[1] Outside City rates are 1.35 times inside City

Table 4: Proposed Multifamily Tiered Water Rates

	Threshold	Alternative 1	Threshold	Alternative 2
Residential				
Tier 0	0 - 6 Kgal	$- [2]	0 - 6 Kgal	$- [2]
Tier 1	7 - 50 Kgal	$5.42	7 - 70 Kgal	$5.50
Tier 2	51 - 140 Kgal	$6.78	71 - 140 Kgal	$6.87
Tier 3	Over 140 Kgal	$10.84	Over 140 Kgal	$10.99

[1] Outside City rates are 1.35 times inside City
[2] 6,000 gallons are included in the service charge in alternatives 1 and 2.

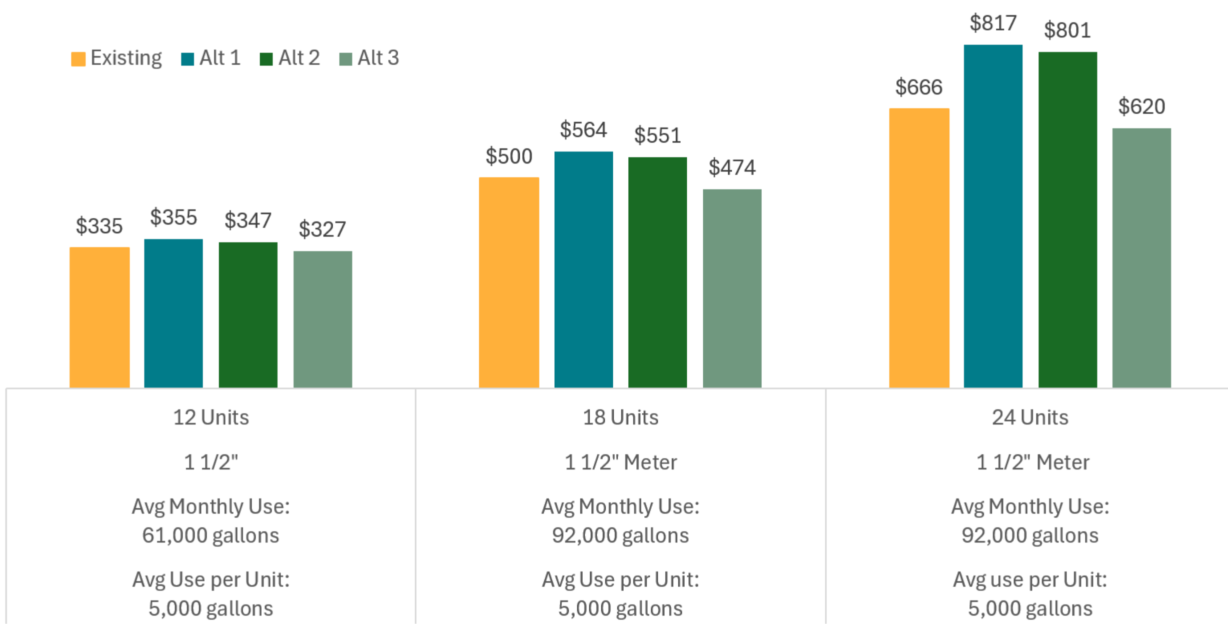
Table 5: Proposed Multifamily Uniform Water Rate

	Threshold	Alternative 3
Residential		
Uniform	All Usage	4.79
[1] Outside City rates are 1.35 times inside City		

Multifamily average monthly bill comparison

Figure 1 shows the average monthly bill for three common complex sizes: 12-unit, 18-unit, and 24-unit. The usage patterns for each of these are similar. The average winter water use per unit is 3,000 gallons, and the average summer use is approximately 6,000 gallons per unit. The comparison assumes that all irrigation is through the customer account's domestic meter.

Figure 1: Average Monthly Bill Comparison
Various Complex Sizes



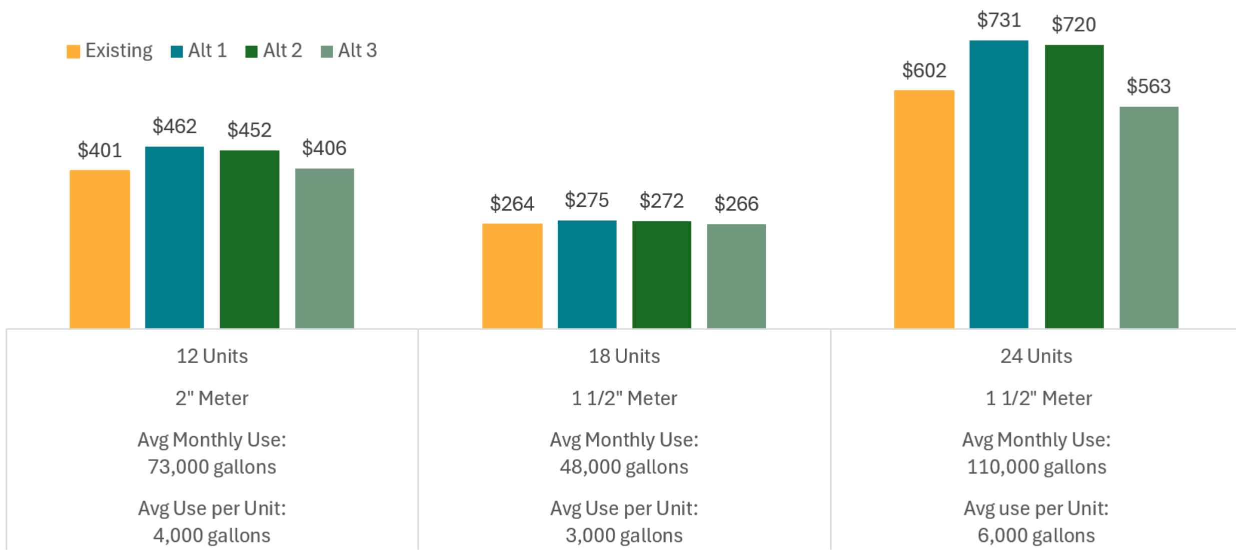
Alternative 2 rates are slightly lower than Alternative 1 because the Tier 2 threshold expands to 70,000 gallons. Customers using between 50,000 and 70,000 gallons benefit from a reduced volume rate on that specific usage.

Updated multifamily bill comparison

We have updated the multifamily bill comparison chart presented at the July 2026 City Council workshop to include bills under Alternative 2 rates. The chart displays average monthly bills for the existing, Alternative 1, Alternative 2 and Alternative 3 rates, based on actual multifamily customer accounts and their annual usage data.

Bill variances among complexes result from differences in meter sizes and water-use types. For example, the sampled 12-unit complex uses a 2-inch meter, while the 18-unit complex uses a smaller 1.5-inch meter. This suggests the 12-unit complex may irrigate through its domestic meter, whereas the 18-unit complex likely relies on a dedicated irrigation meter.

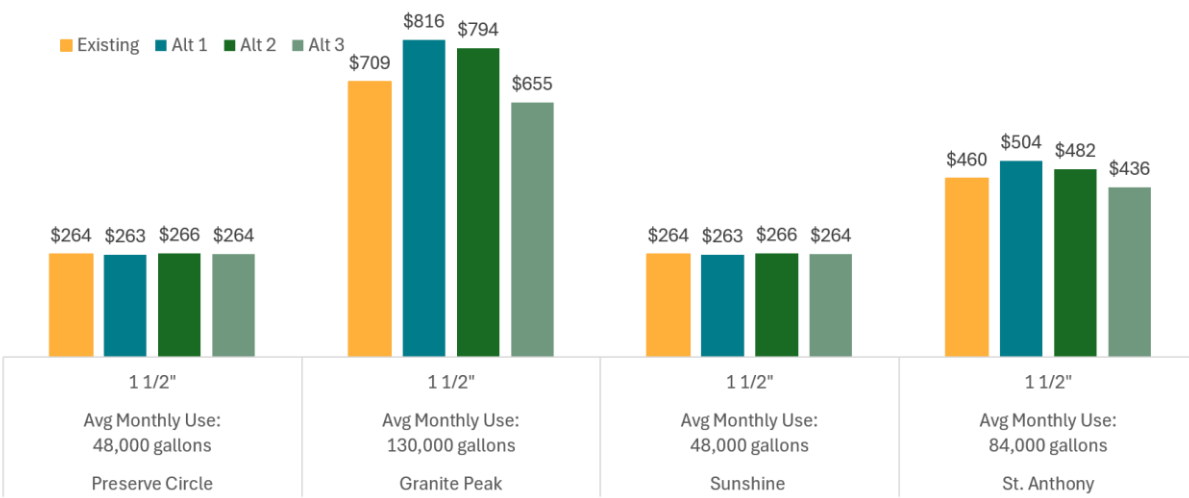
Figure 2: Updated Multifamily Bill Comparison



Consequently, properties with the exact same number of units can demonstrate vastly different demand profiles. These differences are driven by multiple variables, such as meter size, whether landscaping is irrigated through a domestic meter or a separate irrigation meter, number of units, size of units, and/or on-site amenities like communal laundry facilities.

Raftelis also looked at various high-income vs low-income apartments and their average usage and bills. Preserve Circle and Granite park are considered high-income, while Sunshine apartments and St. Anthony are the low-income apartments. You can see this comparison in Figure 3.

Figure 3: High-Income vs Low-Income Bill Comparison



Customer account impacts

Raftelis linked Natrona County assessor data to the City's customer account data to determine the number of units associated with multifamily customer accounts[1]. We calculated the annual bills for each of these accounts under the existing, Alternative 1, Alternative 2, and Alternative 3 rate structure alternatives, and the average monthly bill change for each[2]. Figure 4 compares the average monthly change in bills under Alternative 1 and 2. For example, approximately 47 accounts will see an average monthly bill *decrease* between $0.00 and $5.00 under Alternative 1 and 48 accounts under Alternative 2. Similarly, 9 accounts will see an average month bill increase between $5.00 and $10.00 under Alternative 1 and 9 accounts under Alternative 2.

Figure 5 compares the average monthly change in bills between Alternative 2 and Alternative 3. For example, approximately 371 accounts will see an average monthly bill *decrease* by less than $10.00 under Alternative 2 and 79 accounts under Alternative 3. Similarly, 24 accounts will see an increase between $15.00 and $35.00 under Alternative 2 and 452 accounts under Alternative 3.

[1] Raftelis collected a sample of 700 accounts. This may not be representative of all of the potential accounts in the City. Further analysis is recommended to ensure all customer accounts are classified correctly.
[2] The average monthly bill change: Annual bill at Alternative 1 rates less annual bill under existing rates divided by 12. Similar equation for Alternative 2.

Figure 4: Change in Monthly Bills
All Multifamily Accounts

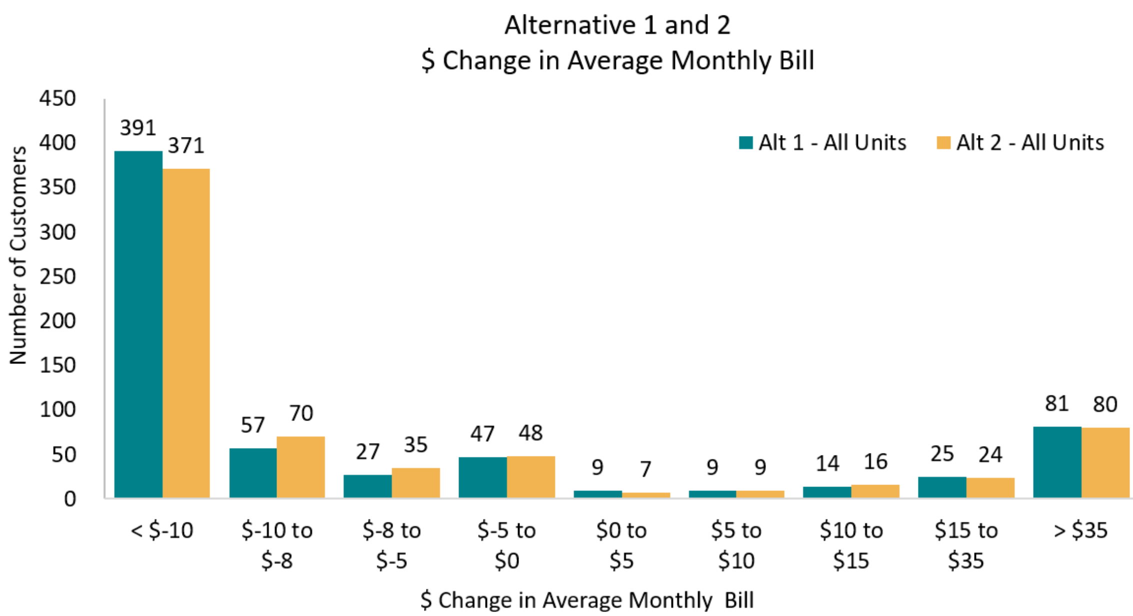
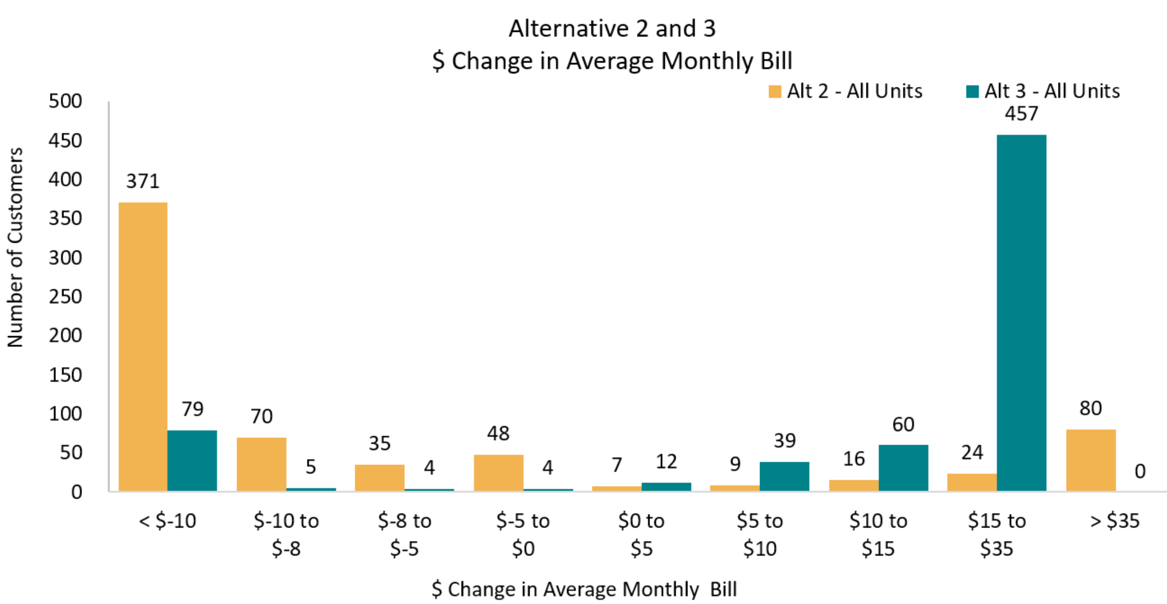
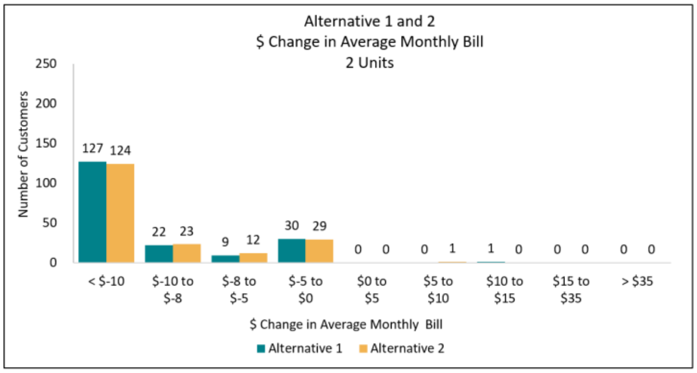


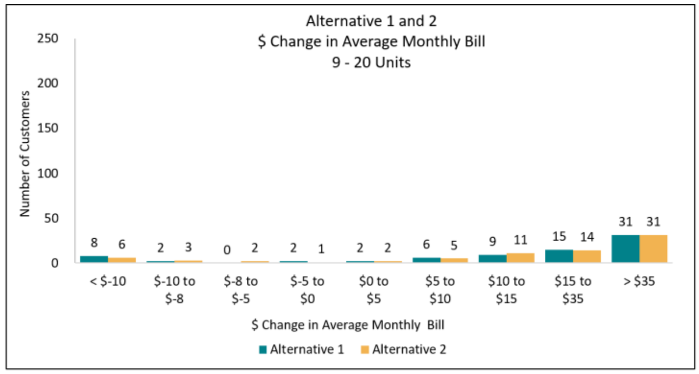
Figure 5: Change in Monthly Bills
All Multifamily Accounts

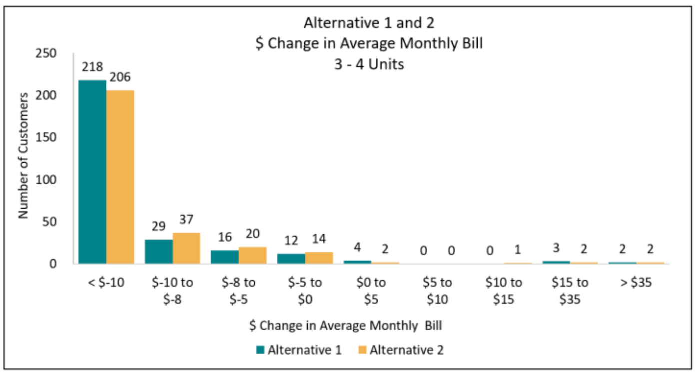


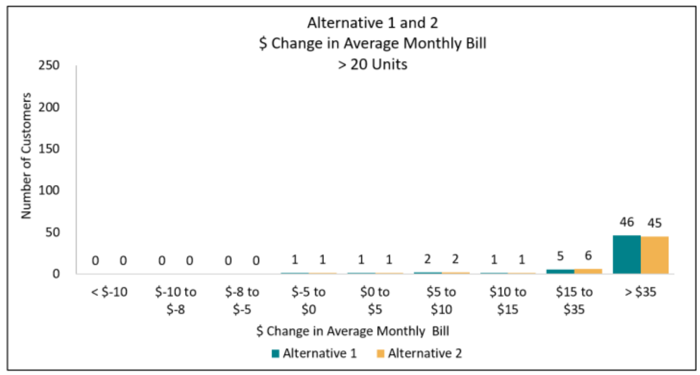
Appendix – Bill Impacts by Complex Size (in Units)

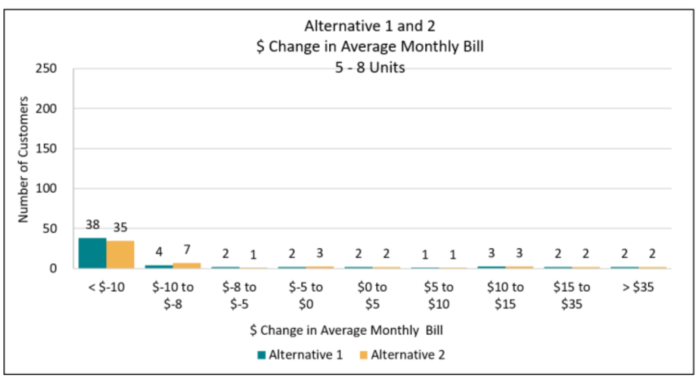
The appendix shows the average monthly bill change for the multifamily accounts separated by grouping the complex sizes by the number of units.

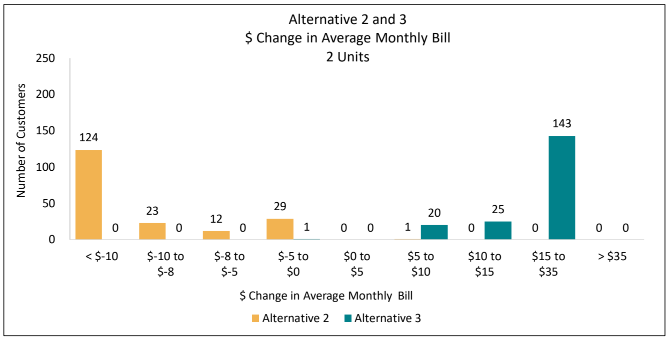


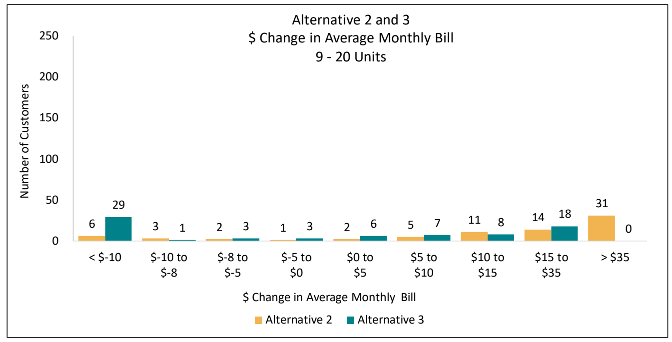


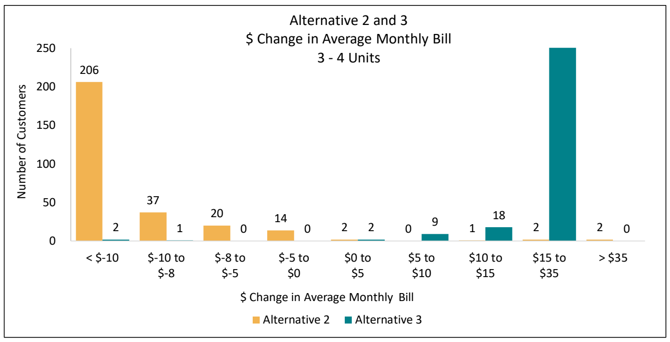


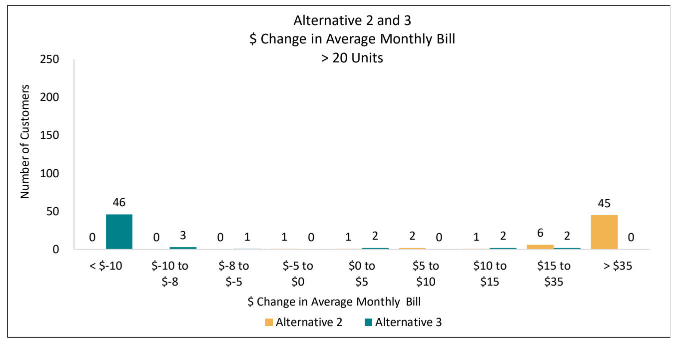


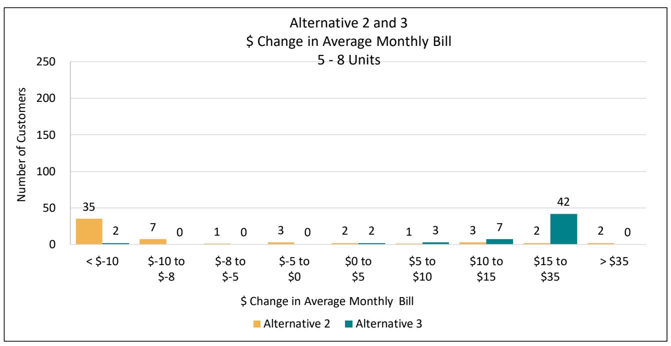



Alternative 2 and 3
$ Change in Average Monthly Bill
2 Units
Number of Customers
124
23
12
29
143
20
25
< $-10
$-10 to $-8
$-8 to $-5
$-5 to $0
$0 to $5
$5 to $10
$10 to $15
$15 to $35
> $35
$ Change in Average Monthly Bill
Alternative 2
Alternative 3


Alternative 2 and 3
$ Change in Average Monthly Bill
9 - 20 Units
Number of Customers
< $-10
$-10 to $-8
$-8 to $-5
$-5 to $0
$0 to $5
$5 to $10
$10 to $15
$15 to $35
> $35
$ Change in Average Monthly Bill
Alternative 2
Alternative 3


Alternative 2 and 3
$ Change in Average Monthly Bill
3 - 4 Units
Number of Customers
< $-10
$-10 to $-8
$-8 to $-5
$-5 to $0
$0 to $5
$5 to $10
$10 to $15
$15 to $35
> $35
$ Change in Average Monthly Bill
Alternative 2
Alternative 3


Alternative 2 and 3
$ Change in Average Monthly Bill
> 20 Units
Number of Customers
< $-10
$-10 to $-8
$-8 to $-5
$-5 to $0
$0 to $5
$5 to $10
$10 to $15
$15 to $35
> $35
$ Change in Average Monthly Bill
Alternative 2
Alternative 3


Alternative 2 and 3
$ Change in Average Monthly Bill
5 - 8 Units
Number of Customers
< $-10
$-10 to $-8
$-8 to $-5
$-5 to $0
$0 to $5
$5 to $10
$10 to $15
$15 to $35
> $35
$ Change in Average Monthly Bill
Alternative 2
Alternative 3