

PRE-MEETING AGENDA

**Casper City Council
City Hall, Council Meeting Room
Tuesday, April 2, 2019, 5:30 p.m.**



	Presentation	Allotted	Beginning Time
1.	Distribution of March 19 Executive Session Minutes		
2.	CATC Executive Director Search Funding Request (City Manager Napier)	10 min	5:30
3.	Cell Phone Discussion (Tracey Belser, Wallace Trembath)	10 min	5:40
4.	Agenda Review	5 min	5:50
	Approximate Ending Time		5:55

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

March 8, 2019

To: J. Carter Napier, City Manager
Liz Becher, Community Development Director
Aaron Kloke, MPO

From: Carol Crump, CATC Board Vice President
CATC Board

Re: CATC Foundation Funding Expended on Executive Director Search and Employment

CATC's new Executive Director, John Jones will begin work on March 11, 2019. I hope you and the city council can formally meet him soon.

The CATC Board is confident that the national search process carried out with assistance from the Employers Council produced an excellent candidate to work with you to carry CATC forward. For your information, the contract with the Employers' Council is attached.

John is an experienced transit manager who will be an asset to CATC, the City of Casper and the MPO. He's well aware of the big shoes he has to fill as Marge Cole moves toward her well-deserved retirement by the end of the current fiscal year.

Per your request, attached is an outline of the costs borne by the CATC Foundation to search for and bring Marge's replacement on board. None of these costs were anticipated in the current CATC budget or contract.

The CATC Board was happy to step up and use the CATC Foundation interest income available to fund both the search and the extra budget expense of an additional employee through the end of the current fiscal year. During the next four months, Marge and John will share the executive director responsibilities. Marge's compensation is included in the current budget. John's negotiated salary and benefits will be paid by the CATC Foundation until June 30, 2019.

Our hope is that the City of Casper will be able to offset a portion of the \$67,558.43 total cost of replacing Marge with a new executive director for CATC. I'd be happy to visit with you to answer any questions.

CATC Executive Director
Funding Provided by Casper Area Transportation Coalition (CATC) Foundation

Search , Recruitment and Hiring Costs

Executive Director recruitment assistance per Employers' Council Contract:	
Employers Council consultant @ \$115 per hour	\$ 14,039.67
Consultant travel to Casper	
Advertising – Casper Star Tribune	\$ 1,338.00
National advertising in trade publications provided by Employers Council at no cost	
Finalist Candidates Travel to Casper for Interviews	\$ 2,265.01
Finalist candidate background check/employment verification	\$ 495.00
Miscellaneous (lunch for candidate interviews)	\$ 48.75
<u>Total Recruitment Cost</u>	<u>\$ 18,186.43</u>

Budget Expense of New Executive Director

(from date of employment of March 11 through June 30, 2019 per negotiated employment agreement)

Relocation assistance (reimbursement of actual expenses will be approved up to this amount)	\$ 7,000.00
Salary @ \$105,000 annually	
4 months until end of current fiscal year	\$ 26,250.00
FICA, Unemployment, Workers' Comp	\$ 10,587.00
Employee Insurance (Blue Cross requires a 60 day waiting period)	
Employee @ 80% of monthly premium (2 months)	\$ 3,735.00
Employee's Spouse @ 50% of monthly premium (2 months)	\$ 1,800.00
<u>Total New Employee Budget Expense</u>	<u>\$ 49,372.00</u>

Total CATC Foundation Expense \$ 67,558.43

3/19/2019

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tracey Belser, Support Services Director *TB*
Michael Szewczyk, IT Manager
SUBJECT: Phone Options for Council

Meeting Type & Date
Council Pre-Meeting
April 2, 2019

Action type
None

Recommendation
Information Only

Summary

As public sector employees/officials, business related communications are subject to public records requests (PRR) regardless of the device used. Similar to emails, text messages can also be considered a record. Below are pros and cons of solely using a personal cell phone versus carrying an additional device strictly for City related business:

- Dedicated City Phone
 - Pros
Provides separation between personal and City information, thus potentially limiting exposure for PRR on personal devices
 - Cons
Need to carry multiple devices
Personal device may still be requested for PRR if used to communicate City business
Additional cost
- Personal Phone Use
 - Pros
Only one device to carry
No additional cost
 - Cons
Personal device activity/messages may be requested for PRR purposes

As noted with both options, a personal phone can become subject to a PRR if it is used for City business even once. (For example, you share text messages regarding a matter on the

upcoming Council agenda with an individual who knows your personal cell number). While emails can be retrieved from an archive server, text messages are pulled from the actual cell phone. Refraining from using text messaging to communicate City business eliminates the creation of such a record.

As an added alternative, there is also an option to provide the public with a City phone number where they can leave voice mail messages for their councilmember. The councilmember can then listen to the message as an attachment in their City email or by calling into the City's voicemail server. This solution is designed to keep Council's personal cell numbers unpublished.

Financial Considerations

Average monthly service cost is \$52 per phone, which equates to \$5,616 per year for nine devices. Choosing the City phone number with voice mail option would incur a one-time fee of \$60 per number (\$540 for all nine councilmembers).

Oversight/Project Responsibility

Michael Szewczyk, IT Manager

Attachments

None