

## COUNCIL WORK SESSION

Tuesday, November 14, 2023, at 4:30 p.m.

The Lyric

1. Introduction of Executive Assistant
2. Meeting Follow-up
3. Code Enforcement Follow-up Part 1: Assessment of Vehicle Towing Fees
4. Transit Bus Pass Program
5. Leadership Selection & Removal Process
6. Agenda Review
7. Legislative Review
8. Council Around the Table

Mayor Pacheco called the work session to order at 4:36 p.m. with the following Councilors present: Bond, Haskins, Jensen, Cathey, Gamroth, Pollock, Vice Mayor Engebretsen, and Mayor Pacheco. Councilor Bond was absent.

### 1. Introduction of Executive Assistant

City Manager Napier introduced Jacci Mahoney, the City Manager's Office's new executive assistant, replacing Renee Jordan-Smith, who retired last summer. Council welcomed Ms. Mahoney.

### 2. Council Meeting Follow-up

There were no follow-up items.

### 3. Code Enforcement Follow-up Part 1: Assessment of Vehicle Towing Fees

City Attorney Nelson stated that this has become a much more complicated issue than initially anticipated. There are some statutory provisions that need to be further investigated before bringing changes forward, but staff does believe that there are some changes that can be made to create efficiencies within these vehicle towing processes.

### 4. Transit Bus Pass Program

City Manager Napier discussed how the City's transit buses are in the process of transitioning to a pass program instead of utilizing hard tokens. With the transition, the City will be able to more effectively collect and report data. He then introduced Liz Becher, Community Development Director, to discuss the program further.

Ms. Becher began by giving Council a brief history on transit operations and discussed the vital partnership the City has with the FTA (Federal Transportation Agency) and WYDOT (Wyoming Department of Transportation). The City has focused on rebranding and upgrading to improve service in FY23, and is in the process of utilizing a scan pass system that works in conjunction with the new dispatch software system. This system will help transit to keep track of subsidies and receive valuable data on who is utilizing the transit system in Natrona County. She then discussed the communication plan and proposed roll out of the new system to riders and agencies. The plan is to cut off the plastic tokens on March 4<sup>th</sup>, giving an ample amount of time for transit to communicate with riders and agencies. Scott Drescher, Public Transit Manager, discussed fares and eligibility for agencies and riders to received reduced fares. He also discussed the ability to anonymize the passes. He also discussed

how the new pass system will save on the purchasing and cleaning costs that comes with the physical tokens. The new pass will be a scannable card, and will not require the drivers to provide manual logs for each rider every day, as much of that data will be automatically scanned into the national database reporting system through the driver's iPads. This will allow for better record keeping and will also provide information on which stops are highly utilized and which stops could be phased out. That information will be useful for the route analysis that is required every five years. Ms. Becher discussed ways that individuals or organizations can donate transit rides for those that are underprivileged. She also discussed how the card system will help with individual accountability for riders to the agencies that may be providing them transit passes. She also discussed the process for anonymizing the passes and still receive a reduced fare by assigning the individual a number. This would be useful for individuals that are provided passes from an agency such as Central Wyoming Counseling Center. Councilor Haskins asked about single rides, and Mr. Drescher responded that they have not figured out a good way to address this yet, but cash may be the best way to pay for single rides. Council gave their thumbs up to move forward with the proposed pass system, and to end the physical token on March 4<sup>th</sup>. Ms. Becher stated that staff is aiming to begin the transition and training for drivers in December to allow three months for the transition.

#### 5. Leadership Selection & Removal Process

City Manager Napier stated that staff has a proposal based on Council comments for leadership selection and removal. The basic idea is that Council will need a supermajority to make a leadership change, and a leader will have the opportunity to have a public hearing on the matter before a vote is taken for removal. Whatever changes are decided upon will be memorialized in an ordinance for formal consideration by City Council.

Fleur Tremel, Chief of Staff, discussed the proposed process for leadership selection, as discussed and decided upon by Council earlier this year. She outlined the process in which Council will submit nominations to the City Clerk who will compile the ballot based on those willing to accept their nomination. Councilors on the ballot will be given five minutes to provide an explanation in a public meeting as to why they feel they should be chosen for the position for which they are nominated. Council will then conduct a straw poll in executive session, using ranked choice voting, by secret ballot. The City Clerk and City Attorney will count the votes privately and announce the winner of each leadership position to Council. Staff is recommending this process, which was previously agreed upon by Council, be memorialized in a formal resolution. Council asked questions and discussed the pros and cons regarding ranked choice voting and nominee speeches.

City Manager Napier explained that any changes to the process in the past few years were not staff-mandated and were requested by Council, likely due to the changing dynamics with who and how many people wanted to be in a leadership position. Council discussed that the purpose of the Mayor is to facilitate the democratic process as chair of the board of Councilors. City operations are managed by the City Manager, not the Mayor, in a City Manager form of government. After debate, Council directed staff to draft a resolution to be formally considered that includes the nomination and ballot process outlined by staff; five-minute nominee speeches in a public meeting; straw poll in an executive

session; ranked-choice voting (with no winners who only receive 2<sup>nd</sup> place votes); and vote counts by the City Clerk and City Attorney. Councilor Cathey asked if Councilors would be able to run for both vice mayor and mayor, and Council gave their thumbs up to allow this.

City Manager Napier then discussed the options for the leadership removal process, including the requirement of a supermajority of Council to remove a Councilor from a leadership position, allowing a public hearing if requested by the leader, the Vice Mayor automatically taking the Mayor's seat in a transitional capacity as interim mayor until the next leadership selection, and a simple majority requirement for the public hearing phase of the process. Council discussed that they did not want the Vice Mayor to automatically transition to Mayor, and want there to be a formal appointment. They agreed that the Vice Mayor should continue to serve as acting Mayor until there is a formal appointment within two weeks of the removal. Council discussed that any member of Council can ask for a vote of no confidence to be added to an agenda and voted on in a regular Council meeting. City Attorney Nelson reminded Council that they should contact staff and not each other in order to not break public meeting laws. Council gave their thumbs up for staff to draft an ordinance based on the discussion tonight for Council to formally consider at a regular Council meeting.

6. Agenda Review

Next, Council reviewed the agendas for upcoming Council meetings and work sessions. Councilor Gamroth stated that the Tech Advisory Committee item can be removed from the future agenda items on the grid. Council agreed that the nominee speeches and straw poll can take place on December 12<sup>th</sup> and that the work session on December 26<sup>th</sup> will be cancelled.

7. Legislative Review

City Manager Napier informed Council he had nothing for the legislative review.

8. Council Around the Table

Council went around the table to discuss their respective board and committee meetings as well as matters of public interest.

The work session was adjourned at 7:00 p.m.

ATTEST:

CITY OF CASPER, WYOMING  
A Municipal Corporation

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Fleur Tremel  
City Clerk

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Ray Pacheco  
Mayor