

City Council Special Meeting Agenda

Date: 10-1-2015
Time: 4:15 p.m.
Location: City Hall Council Chambers

- | | | |
|--|---|---|
| <input type="checkbox"/> Mayor Nancy Tia Brown | <input type="checkbox"/> Steve Miller | <input type="checkbox"/> Administrative Services Officer, Cindy Baker |
| <input type="checkbox"/> Donny Anderson | <input type="checkbox"/> Stan Wolz | <input type="checkbox"/> City Attorney, Scott Kolpitcke |
| <input type="checkbox"/> Karen Ballinger | <input type="checkbox"/> City Administrator, Barry Cook | |
| <input type="checkbox"/> Jerry Fritz | | |
| <input type="checkbox"/> Landon Greer | | |

- 4:15 – 4:35 – Presentation Park County Animal Shelter Renovation & Expansion Proposal
 - Spokesperson: Ken Market, PCAS
- 4:35 – 4:55 – Cody Riverfront Improvement
 - Spokesperson: Katherine & Tommy Thompson, Nature Conservancy & Trout Unlimited
- 4:55-5:15 - City Hall Projects
 - Spokesperson: Cindy Baker, Administrative Services Officer
- Large Item Collection – Jubys Trailer Park
 - Spokesperson: Steve Payne, Public Works Director
- Appoint Council Members to Audit Review Committee (11/18/15 Noon-1:30)
 - Staff Reference: Cindy Baker, Administrative Services Officer
- Review October 6, 2015 Agenda
- Staff Updates
- Council Updates

Time Adjourned: _____



PCAS SHELTER RENOVATION AND EXPANSION

Lease Site Reconfiguration Proposal – September 28, 2015

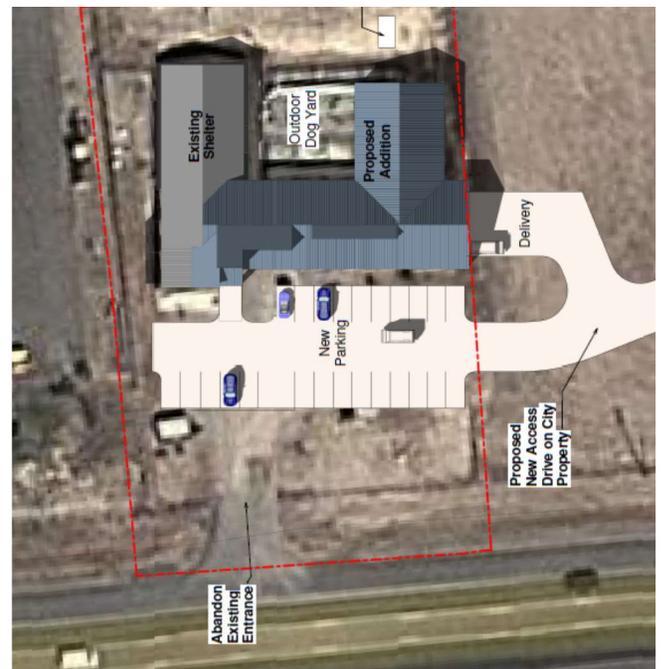
PCAS rents its current site from the City pursuant to a 1998 lease with a 25 year term at the rate of \$25 per year. PCAS would like to reconfigure the lease site, extending it to the east and giving up the northern part of the current site. Current shelter is about 4,000 square feet. Addition proposed is about 7,000 square feet.

Project Objectives include:

- Replacing the dog kennels – there is mold in the walls and we need to improve the quality of our canine housing.
- Expanding the area apportioned to cats – currently over half the feline population is housing in substandard cages and there is no room for larger units.
- Constructing separate isolation and observation areas to control the spread of infectious diseases. Medical isolation is non-existent at the current facility. Disease outbreaks, when they occur, impair our ability to take in and adopt out animals.
- Leveling parking lot and building a new entrance of Arrow Drive – to replace the steep drive way and sloping parking lot with safer facilities.

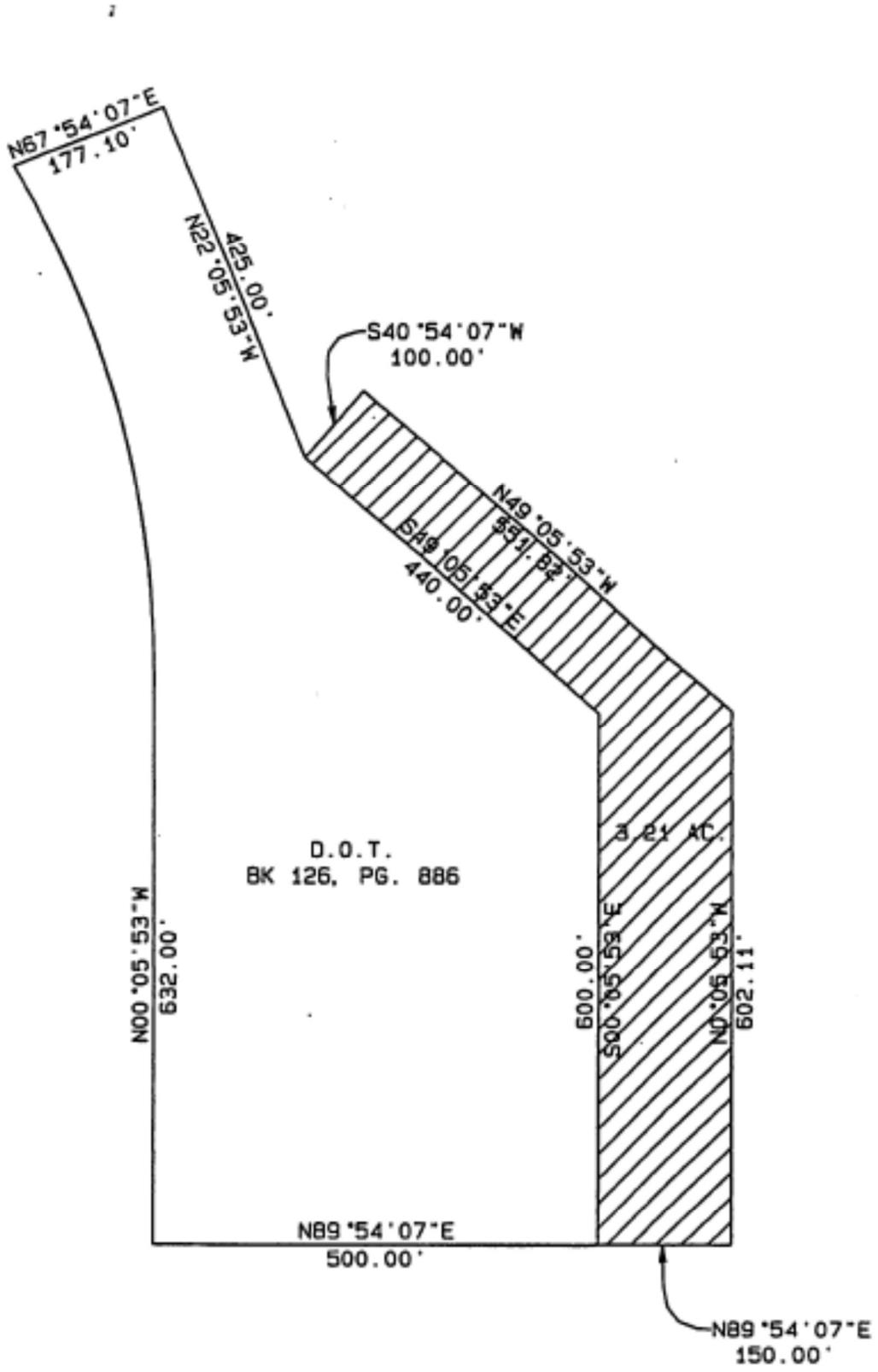


Current site and nearby areas



Proposed site layout (preliminary)

CURRENT PCAS LEASE SITE



City of Cody Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

Name of person to appear before the Council Katherine and Tommy Thompson

Organization Represented The Nature Conservancy and Trout Unlimited

Date you wish to appear before the Council September 10, although September 24 could also work.

Mailing Address 1302 Beck Ave, Ste E, Cody Telephone 307-587-1655

E-Mail Address katherine_thompson@tnc.org

Preferred form of contact: Telephone _____ E-Mail XX

Names of all individuals who will speak on this topic Katherine and Tommy Thompson

Event Title (if applicable) NA

Date(s) of Event (if applicable) _____

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) We would like to discuss the possibility of improving the Cody riverfront on City land below the ball fields (on the site of the old sewage settling ponds). The project would improve water quality, public access, and wildlife habitat while reducing maintenance costs to the City. The end result would be a destination natural area with amenities for a number of different user groups.

Which City employee(s) have you spoken to about this issue? Mayor Nancy Brown, Steve Payne Barry Cook, Rick Manchester, and Donny Anderson

Signature _____ Date _____

MEETING DATE: SEPTEMBER 24, 2015
DEPARTMENT: ADMIN
PREPARED BY: CINDY BAKER
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____
PRESENTED BY: BARRY COOK, STEVE PAYNE,
PERRY ROCKVAM AND/OR SCOTT KITCHEN

**AGENDA ITEM SUMMARY REPORT
CITY HALL PROJECTS**

ACTION:

Staff requests direction from the Mayor and Council as to the priority of three (3) projects involving City Hall, Council Chambers and Parking Lot Security and direction on potential FY15/16 funding, FY16/17 or not fund/proceed with a project(s).

SUMMARY:

- 1) **Council Chambers Audio/Video Upgrade** – The current components utilized to broadcast and record the Council and P&Z Meetings are 6-8 years old and consist of outdated analog equipment. Due to the age of this equipment over the past 5+ years staff has experienced a variety of issues which have resulted in citizen’s complaints, as well as, the inability to broadcast or record meetings. Several components have been sent in for repair multiple times over the years with no guarantee from the manufacture that the equipment can be repaired to a working condition. This concern continues to trouble staff as there are no backup options for these services. In 2012, the City received funds in the amount of \$12,000 with the restrictions that it would be utilized to purchase components associated with the audio/video broadcasting and recording of meetings. Due to the interface/interaction of these components, functionality and benefit of upgrading the component the entire system should be upgraded at the same time. Staff has consulted with AVI Systems, and audiovisual design company, they have provided a range of \$25,000-\$35,000, as well as, a \$2,000 estimate for design/specification plan.
- 2) **City Hall Parking Lot/Alley Security System** – In 2005 the City installed a security camera on the South East Corner of City Hall to monitor activity in the alley during the Hells Angel Event in Cody. Since then this video has been used as an aid to a variety of crimes and/or activities that have occurred in this area. The recorder for this camera only record for a period of 10 days which has been a deterrent to the usefulness and effectiveness of the camera, as well as, the quality of the recording. Recently a City Vehicle was damaged in the parking lot and due to the quality of the video the PD was unable to utilize to assist in this case. Another issue with the current system is that it does only cover the back alley of City Hall and frequently the camera gets stuck in a position that it is recording the brick wall. Due to the frequent malfunction monitoring needs to occur on a daily basis to try to avoid this issue. With the addition of parking spaces at City Hall there is concern of a higher need for more cameras, recording capability of a minimum of 30 days and higher quality video. Staff had contacted TCT, who set up a system for testing and viewing purposes. The IT and Police staff that reviewed this video found this to be acceptable, with greater clarity and access than the current system. TCT has provided a quote of \$3,286.93 which includes one camera; staff recommends a minimum of three (3) cameras should be utilized to obtain monitoring of the desired area which would include both direction of the alley and the majority of the parking lot at City Hall. Additional cameras would be a cost of \$974.93/ea. plus additional labor to install.
- 3) **City Hall Covered Stairs Project** – In May the City of Cody experienced a record breaking rainstorm which resulted in the stairwell flooding in to the basement area. Though the drain in the basement is

AGENDA ITEM NO. _____

cleared on a regular basis it can easily be clogged with leaves or other debris which can result in the inability for water to drain, as well as, in rare occasions the amount of water can exceed the capacity to drain in a timely fashion resulting in flooding. Though the documents are stored on shelving units approximately 3” above the floor there is the potential of flooding exceeding this height, as well as, damage to the carpet, potential mold producing etc. Option A would be to construct a cover over the stairway, with an estimated cost of \$10,000. Option B would be to install a sump pump (at this time a contact has been made to obtain a cost but has not been provided).

FISCAL IMPACT

Fiscal impact will depend on the Council’s priority and direction and whether funds from FY15/16 are utilized of budgeted in FY16/17. See recommendations.

ALTERNATIVES

City Hall Covered Stairs Project

Option A – Build Structure – approximate cost \$10,000

Option B – Install Sump Pump -

RECOMMENDATION

Staff has prioritized the three projects with potential funding as follows:

#1 Council Chambers Audio/Visual Upgrade FY15/16 – utilize the \$12,000 PEG Grant and reallocate \$23,000 from the Draw Street Project. (Total Draw Street Project budget item was \$28,000).

#2 City Hall Parking Lot /Alley Security System FY15/16 – utilize/reallocate remainder of Draw Street Project Funds \$5,000 plus up to \$500 from Council Contingency Funds. (Total Draw Street Project budget item was \$28,000)

#3 City Hall Covered Stairs Project – Budget for FY16/17 utilizing Option A or Option B utilizing funds from Council Contingency Funds FY15/16.

ATTACHMENTS

Detailed information each project.

AGENDA & SUMMARY REPORT TO:

N/A

AGENDA ITEM NO. _____

Council Chambers Audio/Video Upgrade Proposal

SEPTEMBER 24, 2015



This document outlines the proposal to upgrade the audio and visual components in Council Chambers that capture and produce the live Council Meetings and Planning and Zoning Meetings.

There are a number of technology components involved, which will be highlighted in this proposal. It is important to consider that these components must be compatible with one another to achieve an improved system and, ultimately, a higher-quality media broadcast. For that reason, it is necessary that the replacement of *all* involved components be considered.

Current Equipment and Technologies: Analog

Our current audio/video recording and broadcast infrastructure consists of all analog equipment (as opposed to HD). New HD equipment would significantly improve both the quality of the video and audio being recorded and broadcasted to our television channels and our website.

Video Mixer (TriCaster)

This component is the most expensive in the system, and is responsible for handling the video multiple inputs, mixing/switching the video content, and pushing the video output to multiple sources (i.e., Charter TV, TCT TV). This TriCaster only supports analog data.

Estimated age of equipment: 6-8 years

Audio Mixer (PreSonus soundboard)

This component is responsible for mixing the audio inputs (i.e., microphones, music, Chambers speakers).

Estimated age of equipment: 6-8 years

Video Encoder (Granicus server)

This component is responsible for encoding the video input, recording the encoded video content, and broadcasting that content to our website. This encoder only supports analog data.

Further, this encoder is running an old, unsupported, unpatched version of Windows (Microsoft Windows Server 2003). Beyond being a general network security threat, because it is no longer supported by Microsoft, the support that Granicus has been capable of offering in recent years has been limited because they have so few customers with as old of a server as we have.

Estimated age of equipment: 5-7 years

Cameras (Panasonic PTZ cameras)

These components are responsible for capturing the live video in Council Chambers. These are analog PTZ (pan-tilt-zoom) cameras that include manual joystick and button controllers. Because they are analog, they capture very low-quality video.

Estimated age of equipment: 7-9 years

For example, if we decided it was in our best interest to replace the cameras with some HD cameras, and hold off on the other items until a later time, those new cameras would not be usable with our other analog components. Same goes for any and all of the components in our audio/video production system for Council Chambers.

Each of these components would need replaced with a modern, HD piece of equipment.

Justification for Upgrade to High-Definition (HD) Systems

Quality

The most obvious and substantial improvement will be the audio and video content quality. The comparison of analog and HD video quality is striking (see photo). With the upgrade to HD equipment, our TV channels would go from looking blurry and bland to looking sharp, like we're accustomed to seeing high-definition TV channels look today.

Reliability

The other notable improvement that will be achieved by upgrading our audio/video infrastructure to modern, HD equipment would be the overall system reliability. Due to the increasing age of the equipment still in use, support and maintenance (both internal and on behalf of vendors) of the equipment has been an ongoing challenge. We occasionally suffer from outages and issues, most of which are caused by age-related reliability of the equipment.

Upgrade Project

Systems Planning and Design

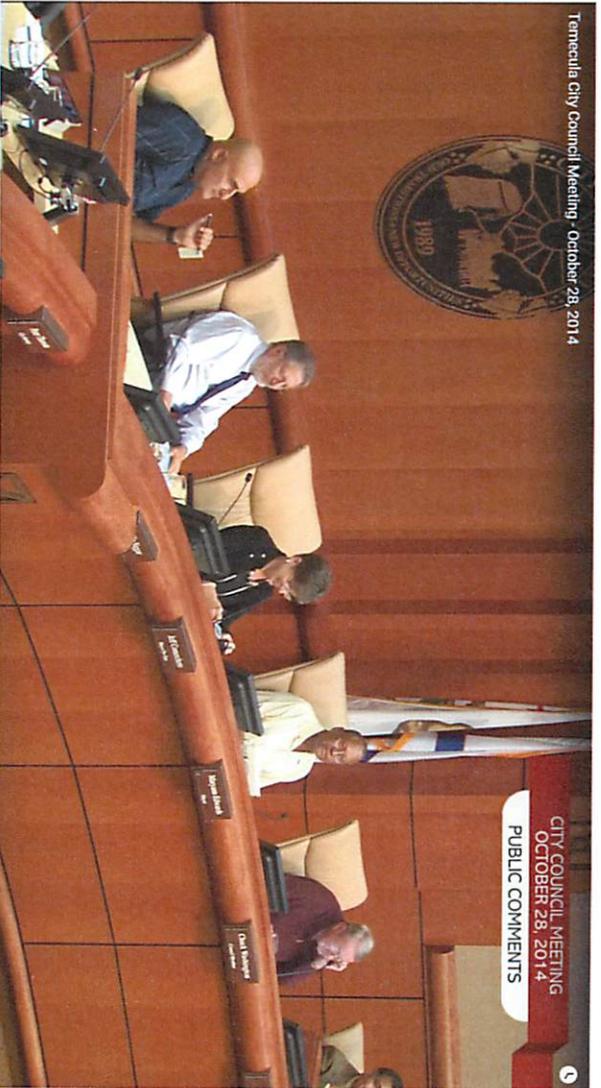
A complete overhaul project of this scale would require extensive planning before implementation. Both the planning and implementation stages of this project would require labor and assistance from an audio/video solutions provider.

AVI Systems

AVI Systems is an “audiovisual design, integration, and support” solutions provider we have identified as a potential partner in this project. They have nationwide offices, the closest of those offices being in Billings, MT. They specialize in audio/video solutions for a variety of industries. They’ve done work for entities as large as the Chicago Cubs right down to small municipalities (they just finished redesigning the City of Gillette’s Council Chambers audio/video equipment).

I met with a sales representative from Billings who came down to Cody for a site visit at City Hall. He collected some initial information about our setup, and some noted some general ideas for the most optimal way to design the new audio/video systems.

To proceed with the actual systems planning and design, which would give us an exact cost for the entire project, we would need to spend approximately \$2,000 for a couple of their audio/video systems engineers to come down to Cody and plan everything out.





CITY OF CODY
WYOMING

Cody Parks, Recreation and Public Facilities

1402 Heart Mountain Street

PO Box 2200

Cody WY 82414

Phone (307) 587-0400

Fax (307) 587-2565

www.cityofcody-wy.com

For Your Information

Action Necessary

Response Requested

MEMO—15-041

Date: August 31, 2015

To: Barry Cook, City Administrator
Steve Payne, Public Works Director

From: Rick Manchester, Director
Parks, Recreation, and Public Facilities

Subject: City Hall Covered Stairs Outside

CC: Mike Fink, Facility Supervisor
Eric Asay, Parks and Pathways Supervisor

During the record breaking rainstorm in May, the stairwell flooded into the basement. The drain in the basement is cleared on a regular basis, however when the drain is clogged with leaves and debris the water level exceeds the drain and we get water under the door. This is the first time in seven years it has flooded, but there are no guarantees it won't happen again. The cover will reduce the amount of water that could go down to the basement. It matters because there are archive documents in the basement.

We hired Precision Plan and Design to draw something that will reduce the amount of rain able to enter the stairway. The estimate to construct a cover is \$23, 750. A second estimate was obtained and included for close to \$10,000.

Architect Summary and Probable cost estimate

See Attached

Attached

1. Scope and cost
2. Sketch and elevation view

Options

- 1. Status Quo—Ask staff to cleanup stairwell and surrounding area more often than weekly.**
- 2. Contract with Precision Plan and Design to do a design—Bid—Build project and ask Council to take cost out of Contingency or other City fund identified by finance officer.**
- 3. Budget for the project in 2016/17 budget**
- 4. Find a different location to store documents.**

PRECISION PLAN AND DESIGN

930 12th Street
Cody, Wyoming 82414

Phone: 307-587-6227
Cell: 307-272-5709

Date: August 24, 2015

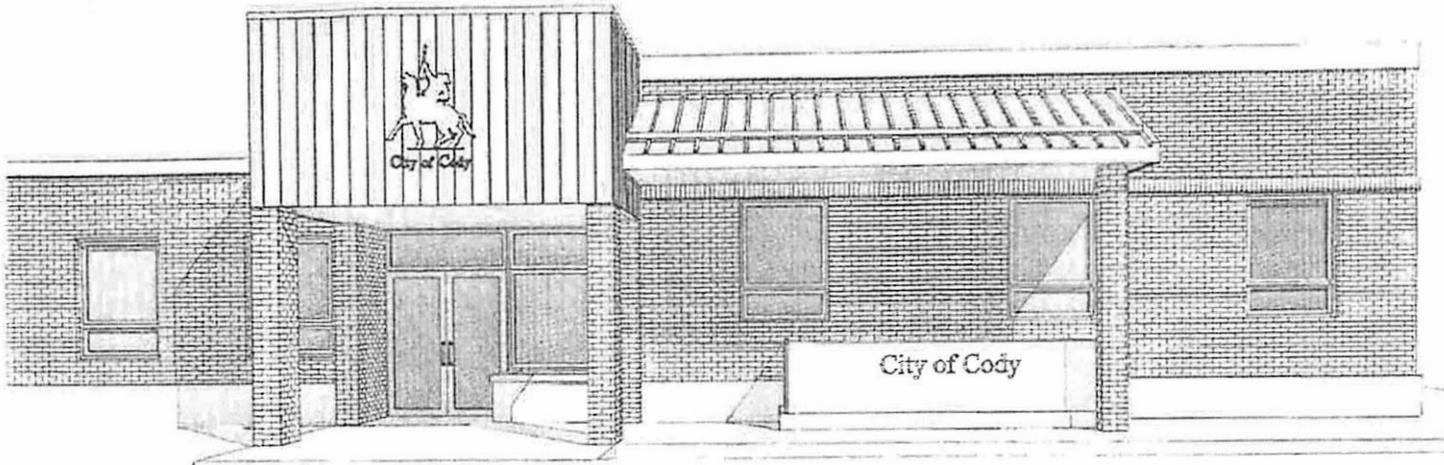
Probable Opinion of Costs: Regarding City Hall covered stairs, located
1338 Rumsey Avenue Cody Wyoming 82414

Scope of project:

Add a covered roof over basement stairwell. Roof is to be a metal awning style approximately 21' long and shall project out from the building 5'-6" to incorporate the existing stairwell to basement. Supporting the north end of the new roof will be one brick column to match existing. Roof has a 6:12 pitch, is attached to the existing brick wall and the adjacent metal entry roof. New roof will have an enclosed metal soffit and shall include rain gutters and a downspout. Power will be supplied from the existing mounted wall light to provide soffit down lighting for the new covered area.

1.) Excavation	\$1,350.00
2.) Concrete work and side walk repair.	\$1,500.00
3.) Roofing	\$2,500.00
4.) Gutters and soffit.	\$2,000.00
5.) Electrical	\$1,500.00
6.) Building materials and labor.	\$8,500.00
7.) Masonry (brick)	\$1,200.00
8.) General Contracting Fee.	\$3,000.00
8.) Building permit	\$400.00
9.) Professional Services, Plans/ Structural, P & Z	\$1,800.00

Probable cost total = \$23,750.00



EAST PERSPECTIVE SKETCH
SCALE: N.T.S.



NORTH EAST PERSPECTIVE SKETCH
SCALE: N.T.S.

City Hall
Roof Addition
Project # 1174

City of Cody
1338 Ramsay Avenue
Cody, WY 82414

Mike Fink: (307) 527-7511

NOTE:
THIS PROJECT WAS DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE CITY OF CODY PLANNING DEPARTMENT'S DESIGN STANDARDS. THE CITY OF CODY PLANNING DEPARTMENT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS SKETCH. THE CITY OF CODY PLANNING DEPARTMENT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS SKETCH. THE CITY OF CODY PLANNING DEPARTMENT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS SKETCH.

PRECISION PLAN AND DESIGN
CUSTOM PLAN SERVICE
1420 N. 15th Street
Cheyenne, WY 82001
307.634.1222
307.634.1223
307.634.1224
307.634.1225
307.634.1226
307.634.1227
307.634.1228
307.634.1229
307.634.1230
307.634.1231
307.634.1232
307.634.1233
307.634.1234
307.634.1235
307.634.1236
307.634.1237
307.634.1238
307.634.1239
307.634.1240
307.634.1241
307.634.1242
307.634.1243
307.634.1244
307.634.1245
307.634.1246
307.634.1247
307.634.1248
307.634.1249
307.634.1250
307.634.1251
307.634.1252
307.634.1253
307.634.1254
307.634.1255
307.634.1256
307.634.1257
307.634.1258
307.634.1259
307.634.1260
307.634.1261
307.634.1262
307.634.1263
307.634.1264
307.634.1265
307.634.1266
307.634.1267
307.634.1268
307.634.1269
307.634.1270
307.634.1271
307.634.1272
307.634.1273
307.634.1274
307.634.1275
307.634.1276
307.634.1277
307.634.1278
307.634.1279
307.634.1280
307.634.1281
307.634.1282
307.634.1283
307.634.1284
307.634.1285
307.634.1286
307.634.1287
307.634.1288
307.634.1289
307.634.1290
307.634.1291
307.634.1292
307.634.1293
307.634.1294
307.634.1295
307.634.1296
307.634.1297
307.634.1298
307.634.1299
307.634.1300

SHEET #
A2.0
SKETCHES
SCALE: AS NOTED

Date	Item	Base Bid/Altern:	Cost Type	Price
	Building Permit	Base Bid	Material	\$300.00
	Cut & Break Concrete for New Colur	Base Bid	Labor	\$168.00
	Pour New Concrete Base 12"X12"X1'	Base Bid	Labor	\$84.00
	Pour New Concrete Base 12"X12"X1'	Base Bid	Material	\$24.00
	New 4" Tube Steel Coumn	Base Bid	Material	\$240.00
	Gluelam Header	Base Bid	Material	\$422.40
	GlueLam Hanger	Base Bid	Material	\$78.00
	Pre Engineered Truss	Base Bid	Material	\$480.00
	2X6 Treated Ledger	Base Bid	Material	\$63.36
	Anchors	Base Bid	Material	\$78.00
	Carpet Protection	Base Bid	Material	\$78.00
	2X4X16 Bracing	Base Bid	Material	\$48.00
	4X8X5/8 OSB Decking	Base Bid	Material	\$115.20
	Fasteners	Base Bid	Material	\$48.00
	Framing Labor	Base Bid	Labor	\$1,680.00
	Sheet Metal	Base Bid	SubContract	\$4,200.00
	New Brick Column	Base Bid	SubContract	\$1,800.00
	Scaffolding	Base Bid	Equipment	\$72.00

\$9,978.96

MEETING DATE: SEPTEMBER
DEPARTMENT: PUBLIC WORKS
PREPARED BY: STEPHEN PAYNE, PE *SP*
DEPT. DIR. APPROVAL: _____
CITY ADM. APPROVAL: _____
PRESENTED BY: STEPHEN W. PAYNE, PE

**AGENDA ITEM SUMMARY REPORT
LARGE ITEM COLLECTION AT JUBY'S**

ACTION:

Staff requests direction from the Mayor and Council as to how to proceed for Large Item Pickup at Juby's.

Options: Utilize an outside company with roll-offs
Utilize City Crews and Equipment

SUMMARY:

Juby's has a total of 77 residents for which solid waste collection is provided. As part of the City service offered to residential customers, the City provides Large Item Pick-up on an as-requested and once a month basis.

The Harvest Church has offered to help Juby's clean up the entire property. They have indicated that they are planning a Juby Trailer Park Work Day on October 17, 2015. They are estimating about 50 cubic yards of water to be collected.

Normally, the City of Cody LIP program does not start until the 1st of November.

If the City of Cody would collect the materials we would have to use 10 yard trucks and it would take about 5 loads. The fee is typically \$80/hr for the truck and we would also have a loader (\$125/hr) for about 5 hours. The City fee would be about \$1,025 just for collection and then there would be a landfill fee.

City Engineering staff have prepared two (2) options for the Mayor and Councils consideration.

The Option most supported by staff would be to utilize an outside collection company.

FISCAL IMPACT

See above

ALTERNATIVES

1. Two (2) Options outlined above.

RECOMMENDATION

The Option most supported by staff would be to utilize an outside collection company.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

N/A