



City Council Special Meeting Agenda

Date: 3/15/2012
Time: 4:15 p.m.
Location: City Hall Council Chambers

- Mayor Nancy Tia Brown
- Donny Anderson
- Charles Cloud
- Bryan Edwards
- Jerry Fritz
- Steve Miller
- Stan Wolz
- City Administrator, Jenni Rosencranse
- Administrative Services Officer, Cindy Baker
- City Attorney, Scott Kolpitcke
- Discuss special funding interviews.
 - Staff Reference: Leslie Brumage, Finance Officer
- Appoint a Council committee to discuss the development of a new Purchasing Policy.
 - Staff Reference: Leslie Brumage, Finance Officer
- Discuss ordinance drafts for “Payment of Bills” and “Utility Deposit”.
 - Staff Reference: Leslie Brumage, Finance Officer
- Discuss Bob Moore Parking Lot.
 - Staff Reference: Steve Payne, Public Works Director
- Discuss parking at Paul Stock Aquatic Center & Recreation – Drop Off Zone.
 - Staff Reference: Steve Payne, Public Works Director
- Discuss Wyoming Assessment Risk Management Driving Criteria
 - Staff Reference: Jenni Rosencranse, City Administrator
- Discuss agenda for March 20, 2012 Council Meeting
- Staff Updates
- Council Updates
- Executive Session - to discuss personnel matters pursuant to Wyoming State Statute 16-4-405.
- Meeting Reminders:
 - Tuesday, March 20, 2012 – Regular Council Meeting – 7:00 p.m. City Auditorium (Pre-meeting 6:30 p.m.)
 - Thursday, March 29, 2012 - Special Council Work Session – 4:15 p.m. – Council Chambers

Time Adjourned: _____

ORDINANCE 2012-XX

AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 1 ARTICLE II, OF THE CODY CITY CODE TO MODIFY METER AND SERVICE DEPOSITS.

Article II, Section 8-1-9 shall be hereby amended as follows:

Sec. 8-1-9 Meter and Service Deposits

A. All customers establishing utility service at any location shall pay a deposit before power may be supplied. All residential customers shall pay in advance a deposit of two hundred dollars (\$200.00) per account and commercial customers shall pay in advance a deposit of five hundred dollars (\$500.00) per account. Customers having prior utility accounts with the City of Cody that were turned over to a collection agency shall pay in advance a deposit of four hundred dollars (\$400.00) per account for each residential service and one thousand dollars (\$1,000) per account for each commercial service.

B. In lieu of a service deposit, utility customers may provide either a co-signer who has an active City of Cody utility account which shows good credit history OR a letter of credit from a prior utility company for service in the name of the customer which shows good credit history. For the purpose of this section good credit history is defined as: the most recent twelve (12) consecutive months of utility payments during which there have been no late payments, no insufficient funds checks, no non-pay disconnect letters or disconnections and that all final bills (if applicable) were paid on time. A letter of credit from a utility company will not be accepted if the customer has had any late payments, insufficient funds payments, disconnections for nonpayment, or any prior utility accounts with the City of Cody that were turned over for collection. A co-signer will not be accepted in lieu of the service deposit for customers having any prior utility accounts with the City of Cody that were turned over to a collection agency.

C. Service deposits shall be applied to the customer's utility account(s) after twelve (12) consecutive months if all city utility bills are paid on time. If not already applied, service deposits shall be used at the termination of service to cover any amounts owed to the City by the customer. A customer receiving service at a new location must pay any and all outstanding utility debts he/she may have accrued in the city before a new service may be started. As per Wyoming Statutes section 15-7-409, interest will not be paid to customers who post a service deposit.

D. In the case of rental property, the deposit shall be made either by the owner of the property, by his/her agent on his/her behalf or by the party renting the property as they may agree. In the event that service is to be discontinued as a result of the failure of the utility customer to pay the utility bills, notice of the impending disconnect shall be given to the owner if the owner has requested in writing that he/she be notified in the event his/her renter fails to pay utility bills. Service will be rendered for periods in which the property is vacant for any reason and the owner of the property will be assessed all utility charges incurred at the particular property. The property owner shall be responsible for paying all utility charges incurred during the time a property is vacant or in-between tenants. If these charges become delinquent the utility account will remain in the property owner's name and service will not be provided to a tenant until any and all delinquent charges for that property are paid in full.

E. Customers with City of Cody utility accounts in bankruptcy protection may be required to provide a deposit or other "assurance of payment" as outlined in U.S. Code Title 11>Chapter 3>Subchapter IV> § 366 to continue receiving utility service.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING;

PASSED ON FIRST READING

PASSED ON SECOND READING

PASSED, APPROVED AND ADOPTED
ON THIRD AND FINAL READING.

Nancy Tia Brown, Mayor

ATTEST:

Cynthia Baker
Administrative Services Officer

ORDINANCE 2012-XX

AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 1 ARTICLE III, OF THE CODY CITY CODE TO MODIFY PAYMENT OF BILLS.

Article III, Section 8-1-14 shall be hereby amended as follows:

Sec. 8-1-14 Payment of Bills

B. In the event that a bill becomes delinquent, the city shall initiate the delinquent turn off procedures and the following charges shall be assessed:

Charge for the delivery of the final turn off notice	\$20 .00
Disconnection of service at meter	25 .00
Disconnection other than meter	40 .00

Any customer who is sent 3 or more shut off notices in a 12-month period and who does not already have a service deposit on the delinquent account shall be required to pay a deposit of four hundred dollars (\$400.00) for residential service per account or one thousand dollars (\$1,000) for commercial service per account in order to continue receiving utility services. Customers with existing deposits on the delinquent account who are sent 3 or more shut off notices in a 12-month period shall pay an amount sufficient enough to increase the deposit total on the account to \$400 for residential customers per account or \$1000 for commercial customers per account.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING;

PASSED ON FIRST READING _____

PASSED ON SECOND READING _____

PASSED, APPROVED AND ADOPTED ON THIRD AND FINAL READING. _____

Nancy Tia Brown, Mayor

ATTEST:

Cynthia Baker
Administrative Services Officer

MEETING DATE:	MARCH 15, 2012
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	STEPHEN PAYNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE

**AGENDA ITEM SUMMARY REPORT
BOB MOORE PARKING LOT IMPROVEMENTS**

ACTION:

No action is necessary, but staff wanted to advise the Council of the planned improvements to Bob Moore Parking Lot.

SUMMARY:

The Mayor and Council approved the expenditure of \$74,500 in the FY 2011-2012 budget for improvements to the parking lot. The project was to be grant funded by Consensus SLIB funding in the amount of \$67,050 and \$7,450 from the City of Cody General Fund.

Later in the year, the City of Cody developed the formal grant application to SLIB. At the time when the grant was developed staff had the advantage of working with the Lions Club. They indicated that they were willing to fund \$4,081 to the project with a possibility of up to \$5,000. The Grant application to the SLIB indicated that budget for the project was projected to cost \$78,581 with \$67,050 to come from the SLIB, \$7,450 from the General Fund and \$4,081 to come from the Lions. Initially, the planned improvements to Bob Moore Parking included roto-milling of the parking lot, installation of a storm drainage system, concrete replacement and the installation of the new paved surface. After consulting further with the Lions Club, they indicated that they would also like to install a new sign on the property; they would like the ability to hook onto various locations for power instead of stringing wires/cord on the ground and they would like to be able to install some new tree plantings along Beck Ave. Please see the attached map and letter of correspondence from the Lions Club. As part of their desires for improvements, the Lions Club is willing to pay the City of Cody \$5000 to assist with the improvements.

The City cannot install the electrical improvements with internal crews due to some NEC regulations regarding electrical facilities after the meter. Staff has asked for some cost estimates from some electrical contractors to get a firm idea of the fiscal impact to the City.

FISCAL IMPACT

We are working on the final cost estimates and believe we have the monies necessary to accommodate the project and complete the plans desired by the Lions Club, but may have to transfer some monies from other line items.

ALTERNATIVES

1. Authorize to move forward.
2. Authorize to move forward with conditions.
3. Delay the project.

RECOMMENDATION

Authorize the project to move forward.

ATTACHMENTS

1. Lions Club Map and Correspondence

AGENDA & SUMMARY REPORT TO:

N/A



Cody Lions Club

P. O. Box 786
Cody, Wyoming 82414

March 12, 2012

Steve Payne, PE
City of Cody
Director of Public Works
PO Box 2200
Cody, WY 82414

RE: Bob Moore Park – Paving & Landscaping

Dear Steve,

Per the discussions with City Staff and members of the Cody Lions Club regarding the proposed paving and landscaping project for the Bob Moore Park Parking Lot. The Cody Lions Club agrees to provide the following

1. Funds in the amount of five thousand dollars (\$5,000.00) once the paving is completed.
2. One (1) new tree to replace the existing weeping birch, that is not doing well, in the memorial area.
3. Up to 4 new trees to be installed in tree areas as indicated on the "Proposed Drawing".
4. 2 Bollards for new sign.
5. Bollards or posts to mount 110 multi-weather outlets.
6. Posts for the new sign, City to install.

The City of Cody will include in the project, following the attached proposed drawing, for use by the Cody Lions Club:

1. 220 volt underground power from the existing power pole.
2. Attach the power via a 4 plex all weather outlet to a new sign as shown.
3. 110 underground power as shown.
4. New sign, with bollards to be installed, as shown. The sign to be similar to the existing City sign. The proposed sign shall be a joint project sign and indicating the past and future contributions of the Cody Lions Club for the Bob Moore Park. Details of the sign to be worked out at a later date and approved by both parties.
5. The existing bollards in the NW corner of the lot will be removed or made so they can be removed.



Home of "Old Yeller"

As the Cody Lions Club has invested significantly in the Bob Moore Park, the Cody Lions Club hopes in the future we can be consulted prior to major actions which affect the use of this park. We appreciate the opportunity to assist with this worthwhile community project.

Should you have any questions or concerns regarding the project please feel free to contact us.

Sincerely,



Loren Tope
Director



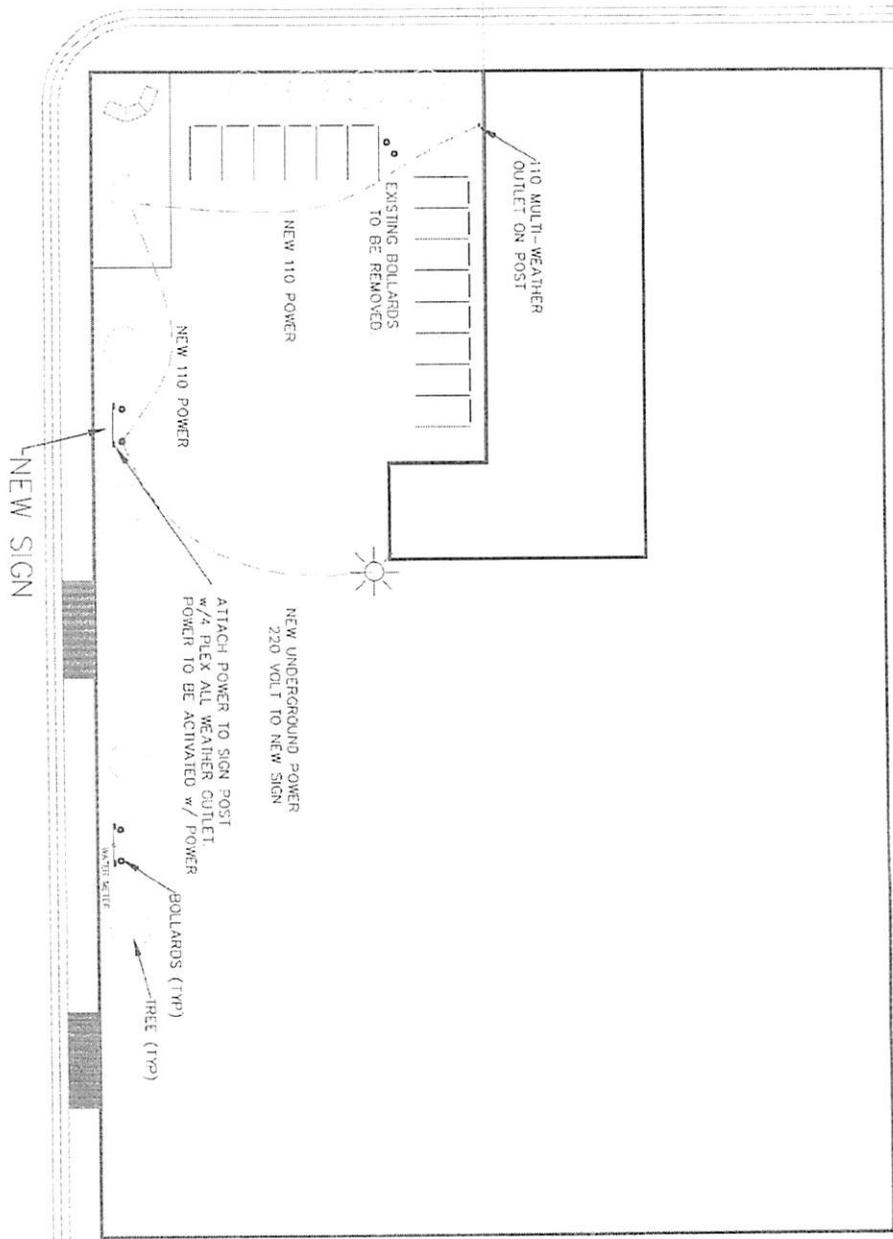
Kim B. Nelson
Director

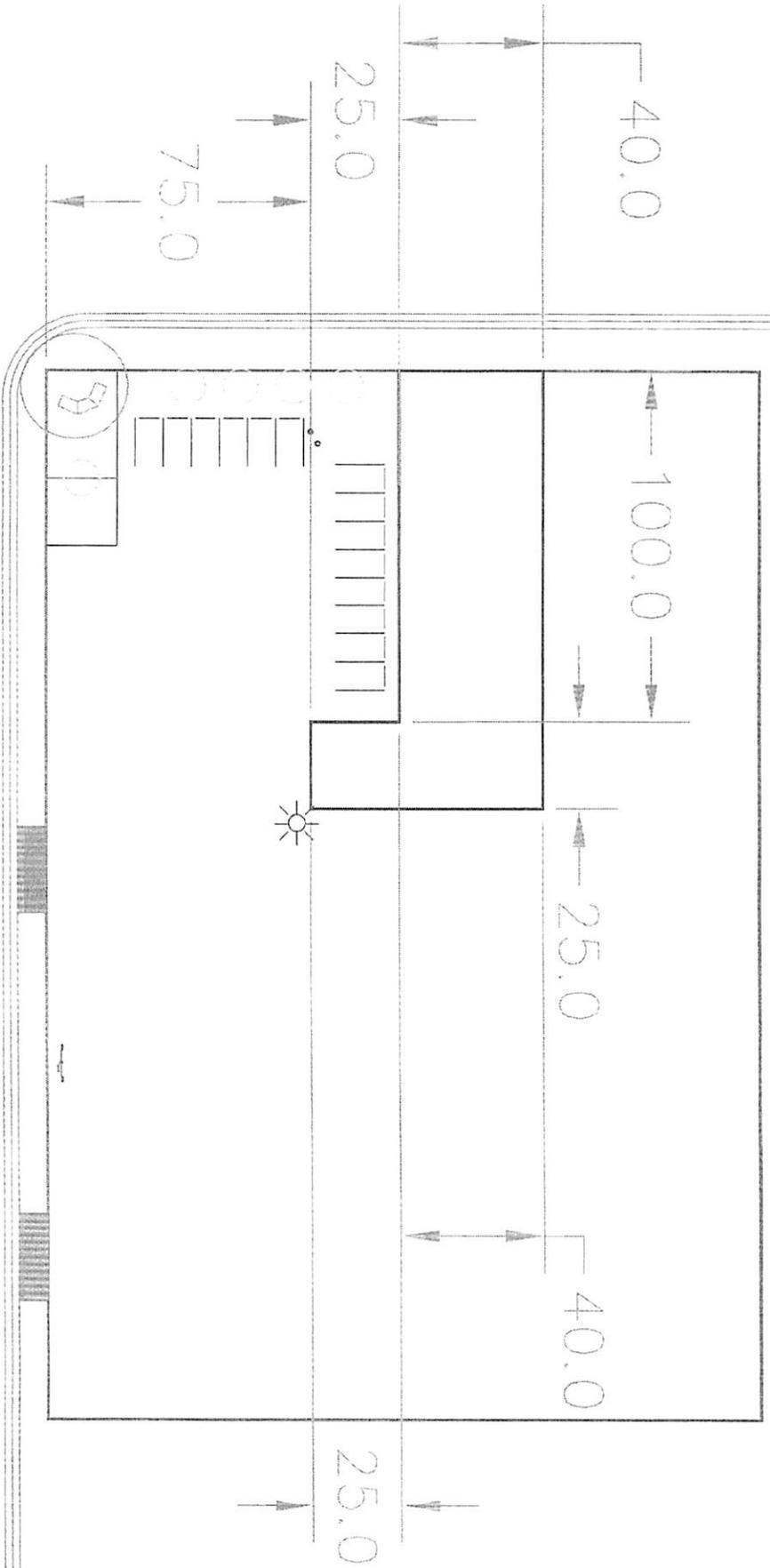


Frank Page
Director

PROPOSED

CITY OF CODY &
CODY LIONS CLUB
JOINT PROJECT





EXISTING

MEETING DATE:	APRIL 3, 2012 MARCH 15, 2012
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	STEPHEN PAYNE
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEPHEN W. PAYNE

AGENDA ITEM SUMMARY REPORT REC CENTER PARKING CONCERNS

ACTION:

The Rec Center was recently the beneficiary of some parking enforcement actions. The enforcement actions and the resulting public response to those actions led to a request from the Council for some assistance from the Traffic Committee. Specifically, the Traffic Committee was asked to meet with city staff and Recreation Center employees to provide some recommendations to address clarity of signage and safety regarding the front Drop-off Parking section at the Rec Center.

SUMMARY:

The Traffic Committee met on March 7, 2012. The recreation center parking issue was discussed. Outlined below are the minutes from that discussion.

The Committee was fortunate to have two representatives from the Rec Center to discuss the parking issues that have occurred in the front entrance. Apparently, citizens have been cited for parking their vehicles in a "No Parking" zone and there have been increased problems with citizens leaving their vehicles unattended in front of the center for differing periods of time.

During discussion, it became clear that the overriding concern was safety and fire access. Clearly, if vehicles are parked in front of the center, no emergency vehicle access could occur if needed. Additionally the safety concern of impaired vision for citizen safety occurs when vehicles are parked and attempts are made to cross in the cross walk.

It was determined by the Committee that a recommendation be made to the City Council that the front of the Rec Center should only be used as a drop and pick-up zone, with no vehicle being left unattended for any period of time. Additionally, it is recommended that there be designated parking stalls in the parking lot for 15 minute parking. Such stalls to be up to six in number. This would allow a short term parking spot in reasonably close proximity and clearly enhance the above public safety concerns.

The Committee also suggested one additional sign be installed within the drop-off area clearly identifying the area as a drop-off zone with no parking allowed and further, the curb and gutter not currently painted with orange paint to be painted with red paint (the drop-off zone color).

FISCAL IMPACT

There is no significant cost to the City to install the additional signage and complete the painting as recommended.

ALTERNATIVES

1. Authorize the work as recommended by the Traffic Committee.
2. Authorize the work as recommended by the Traffic Committee with modifications.
3. Deny authorization.

RECOMMENDATION

1. Staff recommends that the Council authorize the work as recommended by the Traffic Committee.

AGENDA ITEM NO. _____

ATTACHMENTS

1. Map showing intended improvements.

AGENDA & SUMMARY REPORT TO:

N/A

