



## City Council Special Work Session Agenda

**Date:** 6/11/2019  
**Time:** 5:00 p.m.  
**Location:** City Hall Council Chambers

- Mayor Matt Hall
  - Justin Baily
  - Diane Ballard
  - Jerry Fritz
  - Landon Greer
  - Glenn Nielson
  - Heidi Rasmussen
  - City Administrator, Barry Cook
  - Administrative Services Officer, Cindy Baker
  - City Attorney, Scott Kolpitcke
- 5:00 – 5:15 – Executive Session** (Pursuant to State Statute 16-4-405 (a)(ix) to consider or receive any information classified as confidential by law.
- 5:15 -5:25** – Informational Item - Introduction - Bo Secret – Black Hills Energy
- 5:25 – 5:35 Action Items**
- ORDINANCE 2019-05 – SECOND READING**  
AN ORDINANCE PROVIDING FOR THE AMOUNT OF TAX LEVY FOR THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2020.  
Staff Reference: Leslie Brumage, Finance Officer
- ORDINANCE 2019-06 - SECOND READING**  
AN ORDINANCE PROVIDING FOR THE ANNUAL APPROPRIATION OF MONEY FOR THE MAINTENANCE OF THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30 2020  
Staff Reference: Leslie Brumage, Finance Officer
- 5:35-5:45** – Discuss Request from Cody Regional Health – Crosswalk Signage/Signals
- Staff Reference: Phillip Bowman, Public Works Director
  - Spokesperson: Doug McMillan, CRH
- 5:45- 6:00** – Discuss/Review Pool Rates for Swim Club (CKATS) and/or Other Clubs Usage of Pool
- Staff Reference: Barry Cook, City Administrator, Leslie Brumage, Finance Officer and Rick Manchester, Parks & Rec Director
- 6:00 - 6:15** – Discuss/Review Ordinance 2019-03 and Contractor Licensing Requirements.
- Staff Reference: Barry Cook, City Administrator
- Updates – City Administrator
- Council Committee Reports
- Other Matters from Council
- Meeting Reminders:
- Tuesday, June 18, 2019** -- Regular Council Meeting 7:00 p.m. Council Chambers

**ORDINANCE 2019-05**

**AN ORDINANCE PROVIDING FOR THE AMOUNT OF TAX LEVY FOR THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2020.**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF CODY, WYOMING:**

SECTION 1: That the amount of General Tax for the fiscal year ending June 30, 2020 necessary to meet the current expenses for the City of Cody, together with and including the necessary tax for interest and indebtedness for said year, and the same is hereby fixed and determined to be eight (8) mills upon all assessable property to be within the City of Cody, Wyoming.

SECTION 2. That said levy is hereby declared to be distributed as follows:

General Fund .008

SECTION 3. That said Ordinance shall be in full force and effect from and after its passage and publications as provided by law.

PASSED ON FIRST READING June 4, 2019

PASSED ON SECOND READING:

PASSED, ADOPTED, AND ORDERED  
PUBLISHED ON THIRD AND FINAL READING:

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Matt Hall, Mayor

ATTEST:

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Cynthia Baker  
Administrative Services Officer

**ORDINANCE 2019-06**

**AN ORDINANCE PROVIDING FOR THE ANNUAL APPROPRIATION OF MONEY FOR THE MAINTENANCE OF THE CITY OF CODY, WYOMING FOR THE FISCAL YEAR ENDING JUNE 30, 2020.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING THAT:**

SECTION 1. There is hereby appropriated for the purpose of operating the City of Cody, Wyoming, and paying all expenses thereof, the sum of \$43,515,598.

SECTION 2. The City anticipates having \$39,172,736 available in revenue and \$26,996,073 in cash reserves during the coming year from the following sources and it is appropriated from the funds of said City for the ensuing year the sum of \$43,515,598 or as much as may be necessary for the following purposes, to wit:

	Total Estimated	Total Estimated	Estimated Total	Estimated Total
	Cash Available	Revenue	Cash Plus	Requirements for
Fund	For Budget	Available	Revenues	Appropriation
General Fund	\$ 7,455,100	\$ 9,316,292	\$ 16,771,392	\$ 9,982,782
Vehicle Replacement Fund	\$ 2,656,483	\$ 570,317	\$ 3,226,800	\$ 765,326
Lodging Tax Fund	\$ 17,799	\$ 126,750	\$ 144,549	\$ 128,144
Cody Public Arts Fund	\$ 2,721	\$ 5,000	\$ 7,721	\$ 880
Pass Through Grants Fund	\$ -	\$ 6,319,969	\$ 6,319,969	\$ 6,319,969
Specific Purpose Tax Fund	\$ 3,547,811	\$ 10,000	\$ 3,557,811	\$ 2,817,847
Solid Waste Fund	\$ 2,649,381	\$ 2,252,830	\$ 4,902,211	\$ 2,540,953
Water Fund	\$ 3,816,211	\$ 4,690,821	\$ 8,507,032	\$ 5,097,051
Wastewater Fund	\$ 2,810,828	\$ 3,408,307	\$ 6,219,135	\$ 3,607,862
Electric Fund	\$ 4,039,739	\$ 12,472,450	\$ 16,512,189	\$ 12,254,784
Total City Appropriation	\$ 26,996,073	\$ 39,172,736	\$ 66,168,809	\$ 43,515,598

PASSED ON FIRST READING: June 4, 2019

PASSED ON SECOND READING:  
PASSED, ADOPTED, AND ORDERED PUBLISHED  
ON THIRD AND FINAL READING:

\_\_\_\_\_  
Matt Hall, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Baker, Administrative Services Officer

### 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 prior to the Tuesday meeting. 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)

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Name of person to appear before the Council

Organization Represented

CODY REGIONAL HEALTH

Date you wish to appear before the Council

YES, IF NECESSARY

Mailing Address

Telephone

E-Mail Address

Preferred form of contact: Telephone

307-578-2489

E-

dmcmilken@codyregionalhealth.org

Names of all individuals who will speak on this topic

Mail

DONNA MALLIA, CEO DICK SMITH, HUMAN RESOURCE DIRECTOR

Event Title (if applicable)

CROSSWALK LIGHT GUARD SYSTEM INSTALLATION

Date(s) of Event (if applicable)

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary)

PLEASE REQUEST TO PARTIAL WORK CITY OF CODY TO PAY FOR AND INSTALL LIGHT GUARD SYSTEM AT 2 CROSSWALKS TO REDUCE PEDESTRIAN TRAFFIC ACCIDENTS.

Which City employee(s) have you spoken to about this issue?

PHILIP BOWMAN

CITY ENGINEER

Signature

*[Handwritten Signature]*

Date

4/29/19

## **SUMMARY REPORT**

### **Discussion of Pedestrian Crossing Improvements at the Cody Regional Health Center**

#### **ACTION TO BE TAKEN**

Discussion of proposal, and concurrence to move forward with request for Pedestrian Crossing Improvements including Rectangular Rapid Flashing Beacons and new signage at two locations adjacent to the Cody Regional Health Center.

#### **SUMMARY OF INFORMATION**

City Staff has received an Agenda Request Form from the Cody Regional Health Center (CRH) to consider the installation of flashing pedestrian crossing signs at two locations near the hospital. The first location is at the existing pedestrian cross walk at the west end of Sheridan Avenue near the Buffalo Bill monument, and the second location is at the existing pedestrian cross walk at the intersection of Stock Drive and Sheridan Avenue (crossing Stock Drive). The type of flashers originally proposed were not similar to the existing pedestrian crossing flashers installed within the City, specifically the 10<sup>th</sup> Street and Sheridan Avenue intersection cross walk that utilizes push button activated Rectangular Rapid Flashing Beacons (RRFBs). The Public Works Department has worked with CRH staff to revise the type of flashers proposed to be RRFBs and to develop a cost sharing scenario for the installation. The following is a summary of the cost sharing proposal:

1. CRH would purchase all of the flashing light equipment that includes the RRFB lights, solar panel power units, and push button activators.
2. The City of Cody would provide new pedestrian signs (to be manufactured in the City's sign shop), sign posts, and the labor to install the signs, posts, and RRFB flashing light equipment.

The quote for the RRFB flashing lights and equipment was not finalized at the time that this summary report was submitted, so information on the CRH cost involved and estimated cost of the signs, posts, and labor that the City would provide will be presented with handouts at the work session on June 11.

If it is agreeable to the City Council, Public Works will continue to work with CRH to finalize the purchase of the equipment needed and coordinate the installation of all signs and equipment by the Streets Crew. Public Works will also work with CRH staff and the City Attorney to develop a License Agreement (or similar type of agreement) between CRH and the City for the installation and maintenance of the RRFBs. The License Agreement would formally define the RRFBs as private improvements within the City's Right-of-Way, and would require any future maintenance and/or replacement of the RRFBs to be the responsibility of CRH. The License Agreement will require City Council approval, and would be scheduled for consideration at an upcoming Regular Meeting prior to installation of the RRFBs.

#### **FISCAL IMPACT**

The final estimates of the costs involved were not available when this summary report was submitted. It is estimated the the cost for CRH will be approximately \$9,500 for all RRFB equipment, and the cost for the City will be approximately \$1,500 for the sign and post materials and approximately 16 to 24 hours of labor for all set-up and installation. Handouts of the detailed cost estimates for CRH and the City will be provided at the work session meeting.

#### **ATTACHMENTS**

None with summary report.

**AGENDA ITEM NO. \_\_\_\_\_**

Proposed Aquatics Use Rates

CKATS		Practices-- Number of hours	Practices-- Number of practices	Practices-- Number of hours per practice	Practices-- Number of lanes used	Meets-- Number of hours	Meets-- Number of meets	Meets-- Number of hours per meet	Meets-- Number of lanes used per meet	Typical season mid September through mid March; may also practice in June & July
Practice - # hours and # lanes used		161			7		-	-	-	Lane use varies
Meets - # meets, # hours per meet, and # lanes used per meet		-			-	12	1	12	8	Splash each year. A Conference Swim Meet was also held in 2019.

**Proposed Rates**

	Rate	Practices	Meets	Total
Base Rate - per hour (includes 6 lanes)	\$ 100.00	\$ 16,100.00	\$ 1,200.00	\$ 17,300.00
Lane Rate - per hour	\$ 17.00	\$ 17.00	\$ 34.00	\$ 51.00
Exclusive Use Rate - per hour	\$ 75.00	\$ -	\$ 900.00	\$ 900.00
		<u>\$ 16,117.00</u>	<u>\$ 2,134.00</u>	<u>\$ 18,251.00</u>

Current Amount \$ 7,018.87

Increase \$ 11,232.13



RecTrac Live  
Inventory sales history

Date	Receipt #	User	Inventory Cod	Description	Quantity	Fee Amt	Full Name	Tax Amt	Net Fees
11/08/2018	755215	jer	100028	Vendor Permit	1	25.00	Ckats Ckats	0.00	25.00
	755275	cav	100035	Rec Facility Rental	127	527.05	Ckats Ckats	0.00	527.05
		cav	100035	Rec Facility Rental	31	127.61	Ckats	0.00	127.61
		cav	100035	Rec Facility Rental	28	116.20	Ckats Ckats	0.00	116.20
				187	795.86		0.00	795.86	
12/13/2018	769882	cav	100035	Rec Facility Rental	108	449.24	Ckats Ckats	0.00	449.24
					108	449.24		0.00	449.24
02/14/2019	802013	cav	100035	Rec Facility Rental	88	364.16	Ckats	0.00	364.16
					88	364.16		0.00	364.16
03/27/2019	822200	CAV	100007	Staff Hours Extended	1	125.00	Ckats Ckats	0.00	125.00
		CAV	100035	Rec Facility Rental	1	862.50	Ckats Ckats	0.00	862.50
		CAV	100120	Lifeguard fees	1	312.50	Ckats	0.00	312.50
		CAV	100120	Lifeguard fees	1	350.00	Ckats Ckats	0.00	350.00
				4	1,650.00		0.00	1,650.00	
04/11/2019	828789,8333	CAV	100035	Rec Facility Rental	1	1,406.25	Ckats Ckats	0.00	1,406.25
		CAV	100120	Lifeguard fees	1	1,395.75	Ckats Ckats	0.00	1,395.75
					2	2,802.00		0.00	2,802.00
05/08/2019	840186 840190	cav	100035	Rec Facility Rental	115	476.21	Ckats Ckats	0.00	476.21
		cav	100035	Rec Facility Rental	116	481.40	Ckats Ckats	0.00	481.40
					231	957.61		0.00	957.61
<b>Report Grand Totals</b>					<b>620</b>	<b>7,018.87</b>		<b>0.00</b>	<b>7,018.87</b>

Report Summary Totals

Total Transactions: 8  
Inventory Items with a Transaction: 4