

## City Council Special Meeting Agenda

**Date:** 9-26-13  
**Time:** 4:15 p.m.  
**Location:** City Hall Council Chambers

- Mayor Nancy Tia Brown
  - Donny Anderson
  - Bryan Edwards
  - Jerry Fritz
  - Landon Greer
  - Steve Miller
  - Stan Wolz
  - City Administrator, Jenni Rosencranse
  - City Attorney, Scott Kolpitcke
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- Informational Item-Buffalo Bill's Derby Darlings (Roller Derby) and Provide staff with direction on considering rental of City property for practice time and "bouts" per request.
    - Staff Reference: Rick Manchester, Parks, Public Facilities and Recreation Director
    - Spokesperson: April Holman, Buffalo Bill's Derby Darlings
  - Discuss Yellowstone Regional Airport (YRA) Budget
    - Staff Reference: Jenni Rosencranse, City Administrator
  - Update Council on Phase I and Phase II Olive Glenn Subdivision Electrical Re-work.
    - Staff Reference: Steve Payne, Public Works Director
  - Discuss Downtown Parking Restrictions
    - Staff Reference: Steve Payne, Public Works Director
  - Discuss City Hall Business Hours
    - Staff Reference: Jenni Rosencranse, City Administrator
  - Review Council Agenda for October 1, 2013.
  - Staff Updates
  - Council Updates.
  - Meeting Reminders:
    - Tuesday, October 1, 2013 –Regular Council Meeting 7:00 p.m. City Council Chambers (pre-meeting 6:30 p.m.)
    - Thursday, October 10, 2013 – Council Work Session 4:15 p.m. City Council Chambers

Time Adjourned: \_\_\_\_\_

# 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 April Holman

Organization Represented Buffalo Bill's Derby - Parlin's - Cody Roller Derby League

Date you wish to appear before the Council Sept 17th or Oct 1st - 2013

Mailing Address 1227 Blue Water Court Telephone 307-202-1454

E-Mail Address change.wyomingnow@gmail.com

Preferred form of contact: Telephone \_\_\_\_\_ E-Mail

Names of all individuals who will speak on this topic April Holman

Event Title (if applicable) \_\_\_\_\_

Date(s) of Event (if applicable) \_\_\_\_\_

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) Introduce current Roller Derby to our area. Explain Adult & Youth leagues - Share our vision of our league helping our community. Empowering women & our youth. Express our need for area to practice & have our games.

Which City employee(s) have you spoken to about this issue? Phil Manchester and Doyle Stout - Sept 5th 6th - 2013

Signature April Holman Date Sept 9th - 2013

MEETING DATE: SEPTEMBER 26, 2013  
DEPARTMENT: PUBLIC WORKS  
PREPARED BY: STEPHEN PAYNE, PE  
DEPT. DIR. APPROVAL: \_\_\_\_\_  
CITY ADM. APPROVAL: \_\_\_\_\_  
PRESENTED BY: STEPHEN W. PAYNE, PE

## AGENDA ITEM SUMMARY REPORT OLIVE GLENN PHASE I AND PHASE II UPDATE

### ACTION:

Direction/approval to expend monies allocated to the Beacon Hill Tie Line Phase I to the Olive Glenn Phase I and Phase II project.

### SUMMARY:

During the 2013-2014 budget process the Council approved a budget amendment that allocated \$62,364 for the completion of Olive Glenn Phase I. The breakdown at the time was \$55,544 in materials and the remaining to cover costs for seeding and some asphalt. The bill for the seeding was as predicted and the cost for the materials is as predicted, but there were unanticipated costs; relocation of a fence at Livingston School, additional seeding, significant costs for asphalt repairs, damages to sprinklers (not marked or easily distinguished). Overall, the costs to complete the project are anticipated to be **\$29,128.26 more than anticipated**. Due to an error, asphalt repair cost was not estimated and make up \$18,124.84 of the increased costs.

Olive Glenn Phase II - During the 2013-2014 budget process the Council approved a budget that allocated \$205,746.60 for the completion of Olive Glenn Phase II. The cost breakdown was for materials, installation, asphalt repair, concrete replacement, transformers, cable, etc. The asphalt repair cost was way underestimated due to a couple of issues. One is the change in policy for repairs for trenches. Previously, the streets department would allow for 4' wide trenches if parallel or perpendicular to the road. Currently, due to challenges with pavement repairs, the streets department now requires 4' wide trenches if perpendicular to a street (street crossings) and 8' wide trenches if parallel to the alignment of a street. Most of the Olive Glenn Project entails trenching parallel to the Skyline Drive and thus a considerable cost increase. The other issue was that the asphalt repairs were underestimated for the work involved. Overall, the cost to complete the Olive Glen Phase II project is now estimated at \$219,939.12 or about **\$13,502 over budget**.

**Total over budget costs are anticipated to be \$42,630.26.**

What now? The City of Cody Electrical Division has had some personnel changes and due to the changes ( two apprentice employees took the place of previously existing Lineman). The division is not as well positioned as anticipated to complete all the work outlined in the budget. Staff proposes that the Council approve the elimination of the Capital Improvement Project listed in the budget as the Beacon Hill Tie Line Phase I. **This will save \$56,346 dollars in the budget that could be transferred to cover the overages in the projects listed above.**

Additional information that the Council might like to know is as follows. Both phases of the Olive Glenn Projects are partially funded by grants. Phase I funding has been explored with the Council previously, but we believe that some of the asphalt costs will be reimbursed as well. Phase II is grant funded to amount of \$205,812. It appears that we will be receiving approximately \$112,181 more in revenue than projected in the budget. We under budgeted monies received by \$86,853 in comparison to last year, Hardware Hanks will likely (based on current monthly bills) bring in another \$8,328 and Riversbend Mobile Home Park will bring in another \$17,000.00.

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

**FISCAL IMPACT**

Phase I of the Beacon Hill Tie Line will be delayed by a year and monies will have to be transferred as outlined.

**ALTERNATIVES**

1. Provide direction not thought of by staff.
2. Approve the request.
3. Deny the request.

**RECOMMENDATION**

Staff respectfully request that the Mayor and Council agree with the direction as presented and allow the projects to proceed as outlined.

**ATTACHMENTS**

Spread sheets

**AGENDA & SUMMARY REPORT TO:**

N/A



**City of Cody Electrical Division**

Estimated Charges for: Olive Glenn Phase 2

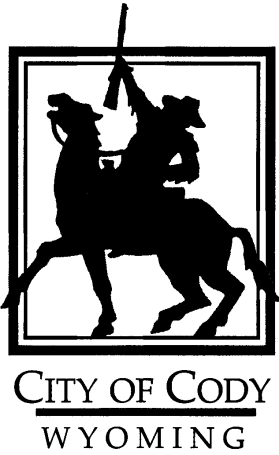
Bill To: City of Cody

Date: 9/13/13

Job Description:

Bill: \_\_\_ Estimate: X

Material					Labor			
Description	QTY	Unit Price	Per	Amount	QTY	Rate	Per	Amount
3 Ph 600 amp fuse cabinets	2	\$4,900.00	ea	\$9,800.00				\$0.00
FG ground sleeve for 600 amp fuse cab	2	\$895.00	ea	\$1,790.00				\$0.00
3 Ph 600 amp sectionalizing cabinet	5	\$444.00	ea	\$2,220.00				\$0.00
FG ground sleeve for 3 Ph section cab	4	\$312.00	ea	\$1,248.00				\$0.00
1 Ph 200 amp sectionalizing cabinet	1	\$225.00	ea	\$225.00				\$0.00
FG ground sleeve for 1 Ph section cab	0	\$112.00	ea	\$0.00				\$0.00
padmounted 25 kVA 7.2 kV transformer	12	\$1,995.00	ea	\$23,940.00				\$0.00
FG box pad for 1 Ph transformer	14	\$241.00	ea	\$3,374.00				\$0.00
padmount 37 kVA 7.2 kV transformer	1	\$2,300.00	ea	\$2,300.00				\$0.00
3Ph 75 kVA padmt 7.2 x 208Y/120 xfmr	2	\$6,900.00	ea	\$13,800.00				\$0.00
FG xfmr small 3 ph box pad	4	\$896.00	ea	\$3,584.00				\$0.00
3 Ph API Secondary Pedestal	1	\$240.00	ea	\$240.00				\$0.00
1 Ph API Secondary Pedestal	4	\$170.00	ea	\$680.00				\$0.00
4-way 200 amp modules	0	\$132.00	ea	\$0.00				\$0.00
Okonite 260 mil 500 MCM strandfil cable	5500	\$6.49	ft	\$35,695.00				\$0.00
Okonite 260 mil 4/0 strandfil cable	1500	\$3.50	ft	\$5,250.00				\$0.00
Okonite 260 mil 1/0 strandfil cable	0	\$3.00	ft	\$0.00				\$0.00
6" Schedule 40 PVC Cellular Core Conduit	4800	\$2.50	ft	\$12,000.00				\$0.00
4" Schedule 40 PVC Cellular Core Conduit	0	\$1.45	ft	\$0.00				\$0.00
4" Schedule 80 Red Duct	750	\$2.50	ft	\$1,875.00				\$0.00
6" Schedule 40 PVC 90 degree sweeps	26	\$34.50	ea	\$897.00				\$0.00
4" Schedule 40 PVC 90 degree sweeps	24	\$18.50	ea	\$444.00				\$0.00
LEJ215DD06T Elbows - 4/0	10	\$30.05	ea	\$300.50				\$0.00
LEJ215CC06T Elbows - 1/0	36	\$30.05	ea	\$1,081.80				\$0.00
TP615G22TC TOP-II Elbows (15 kV)	8	\$300.00	ea	\$2,400.00				\$0.00
Fault Indicators - small cable	27	\$130.00	ea	\$3,510.00				\$0.00
Fault Indicators - large cable	3	\$150.00	ea	\$450.00				\$0.00
LRTP - Load Reducing Tap Plug	3	\$150.00	ea	\$450.00				\$0.00
				\$0.00				\$0.00
<b>Estimated</b>				\$0.00				\$0.00
<b>Equipment &amp; Labor Charges</b>				\$0.00				\$0.00
manhours labor - ( men - hrs)				\$0.00		\$41.45		\$0.00
OT manhours labor - ( men - hrs)				\$0.00		\$62.18		\$0.00
eqpt charge - backhoe ( hrs)				\$0.00		\$55.00		\$0.00
eqpt charge - digger derrick ( hrs)				\$0.00		\$60.00		\$0.00
eqpt charge - bucket truck ( hrs)				\$0.00		\$50.00		\$0.00
eapt charge - service truck ( hrs)				\$0.00		\$25.00		\$0.00
eqpt charge - cable puller ( hrs)				\$0.00		\$55.00		\$0.00
				\$0.00				\$0.00
<b>Contractor Charges</b>				\$0.00				\$0.00
Bore Work	600	\$13.50	ft	\$8,100.00				\$0.00
Pavement Repair & Laydown	642.73	\$87.00	ton	\$55,917.51				\$0.00
Pavement Preparation	33532.5	\$0.50	sf	\$16,766.25				\$0.00
Concrete Repair - curb cuts	100	\$21.10	lf	\$2,110.00				\$0.00
Concrete Repair - Valley Gutters	720	\$4.52	sf	\$3,254.40				\$0.00
Reseeding Work	1	\$2,850.00	lot	\$2,850.00				\$0.00
Water Cost	3	\$1.34	kgal	\$4.02				\$0.00
Concrete Prep - Curbs	85	\$4.01	lf	\$340.85				\$0.00
Concrete Prep - Valley Gutter/Sidwalk	223.5	\$2.09	sf	\$467.79				\$0.00
Easement Acquisition	4475	\$0.24	sf	\$1,074.00				\$0.00
Surveying and Staking	1	\$1,500.00	lot	\$1,500.00				\$0.00
				\$0.00				\$0.00
<b>TOTAL INSTALLED COST</b>		<b>Material:</b>		<b>\$219,939.12</b>	<b>Labor:</b>			<b>\$0.00</b>
Customer's Cost Allocation	100.00%			\$219,939.12				\$0.00
Total Estimated Cost To Customer								\$219,939.12
<b>Estimate Only - Actual material cost at time of order and hours worked shall be passed on to the Customer.</b>								
<b>Customer's Estimated Cost</b>								<b>\$219,939.12</b>



## MEMORANDUM

September 25, 2013

**TO: City of Cody Council Member**  
**FROM: Cindy Baker, Administrative Services Officer; Leslie Brumage, Finance Officer & Sara Wead, Assistant Administrative Services Officer**  
**RE: City Hall Business Hours**

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Nancy Tia Brown  
**MAYOR**

Donny Anderson  
Bryan Edwards  
Jerry Fritz  
Landon Greer  
Steve Miller  
Stan Wolz  
**COUNCIL MEMBERS**

C. Edward Webster II  
**MUNICIPAL JUDGE**

Jennifer R Rosencranse  
**CITY ADMINISTRATOR**

1338 Rumsey Avenue  
P.O. Box 2200  
Cody, Wyoming 82414

**(307) 527-7511**  
**FAX (307) 527-6532**

During the past 5+ years the City of Cody Administrative Staff has offered citizens the capability of doing City business during the hours of 7:30 am to 5:00 pm. During this same time frame, Administrative Services has decreased the number of staff by 4 employees through attrition. In order for the Administrative Services to accommodate the current hours, employees have been weekly flexing the hours they work.

In order to continue to accommodate citizens and maintain an efficient and effective work force, the Administrative Services Supervisors would like the Council to consider the change in hours of business for City Hall from 7:30 am – 5:00 pm back to 8:00 am – 5:00 pm.

We are finding it is becoming more cumbersome with less available staff to maintain coverage at front desk area during times such as illnesses, vacation or when other tasks away from the front desk, such as assistance in meter reading, are required.

Over a 5 week period, the number of calls and walk-in customers were tracked from 7:30 am – 8:00 am to determine the impact a change in business hours would have. During that time period, staff reported a daily average of .63 phone calls and 1.75 walk-in customers per day. Thus, it appears changing the opening of City Hall by 30 minutes would have a very low impact on citizens.

To notify citizens of this change, Administrative staff would post the new hours on the entrance of City Hall, as well as, have an informational slide on Channel 16 (Charter) and Channel 849 (TCT) and a message on billing statements.

If the Council agrees to this change, the hours of 8:00am – 5:00pm are being proposed to be in effect starting Monday, September 29<sup>th</sup>.