



## City Council Special Meeting Agenda

**Date:** 1/12/2021  
**Time:** 5:00 p.m.  
**Location:** City Hall Council Chambers

- Mayor Matt Hall
- Justin Baily
- Diane Ballard
- Jerry Fritz
- Andy Quick
- Heidi Rasmussen
- Emily Swett
- City Administrator, Barry Cook
- Administrative Services Officer, Cindy Baker
- City Attorney, Scott Kolpitcke

- 5:00 – 5:15 – Action Item – Approve Resolution 2021-01 – Budget Amendment
  - Staff Reference: Leslie Brumage, Finance Officer
- 5:15 – 5:25 – Direction on extending benefits provided under the Coronavirus Relief Package.
  - Staff Reference: Cindy Baker, Administrative Services Officer
- 5:25 – 5:35 – YRA Board Vacancy Discussion
  - Staff Reference: Mayor Hall
- 5:35-5:45 – Development Review Process
  - Staff Reference: Todd Stowell, City Planner
- 5:45 – 5:55 – Overview of Urban Systems and Traffic Committees –reorganization into one committee
  - Staff Reference: Phillip Bowman, Public Works Director
- 5:55 – 6:10 - Storm Water Utility
  - Staff Reference: Phillip Bowman, Public Works Director
- Updates – City Administrator
- Meeting Reminders:
  - Tuesday, January 19, 2021** - Regular Council Meeting 7:00 p.m. Council Chambers
  - Friday, January 22, 2022** — Annual Leadership Summit 8:00 a.m. Cody Club Room
  - Tuesday, January 26, 2021** – WAM Regional III - Zoom Meeting 5:00 p.m.

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

MEETING DATE: JANUARY 12, 2021

DEPARTMENT: FINANCE

PRESENTED BY: LESLIE BRUMAGE

## **AGENDA ITEM SUMMARY REPORT**

### **Resolution 2021-01 Budget Amendment**

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

Approve the Resolution amending the FY20-21 budget.

#### **SUMMARY OF INFORMATION:**

The City of Cody adopted the budget for FY20-21 on June 16, 2020. Per State Statute, budgets may be amended through Resolution by the City Council. This budget amendment request includes carry overs of unexpended previously appropriated funds and adjustments to budgeted revenue and expenses for FY20-21.

This amendment contains the following:

COVID Grant – The City of Cody was awarded \$1,662,780 from the State Lands and Investments Board for expenses related to responding to the COVID emergency. This is a 100% grant so the City will be reimbursed for the full expense amount of \$1,662,780.

Police Ballistic Vest Grant – The City of Cody was awarded \$1,600 from the Department of Justice for the purchase of ballistic vest grants. The City's match for this grant is \$1,600, for a total expense of \$3,200.

Homeland Security Grant – The City of Cody was awarded \$157,710 from the Department of Homeland Security for the purchase of a new bomb robot.

Electric Fund Projects – Some previously approved electric projects and purchases experienced increased costs due to plan changes and materials cost increases. These include the electric service at the new coroner's building \$9,185, increased cost for a 3-reel trailer \$7,063, change in the number of lights planned at the YRA parking lot \$24,570, increased materials cost for the electrical service at the school bus barn \$7,106, increase in project costs for the electrical service at the Landing Subdivision \$31,182. There is offsetting customer revenue for these projects in the amount of \$72,043.

Mid-Year Review Items - During the budget process, requested items were put on hold until after the Mid-year finances were reviewed to determine if funding would be available. Council reconsidered the following items:

General Fund – Improvements to the evidence room at the law enforcement center in the amount of \$3,600.

Solid Waste Fund – Purchase of additional dumpsters & rollout containers in the amount of \$41,100 and construction of a newspaper storage building & loading dock at the recycling center in the amount of \$40,000.

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

Water/Wastewater Funds – Purchase of a new mini excavator to be shared with the between the two funds in the amount of \$100,000.

Electric Fund – Purchase of a new skid steer tilt trailer in the amount of \$12,000.

Merit Increases – A 2.5% merit increase for eligible employees retroactive to July 1, 2020 based on employees' anniversary dates in the amount of \$77,705. In conjunction with the merit increase, some employees were eligible for additional pay due to a change in their position level or completion of an apprentice level in the amount of \$11,627.

A detailed listing of the individual carry overs, transfers, and adjustments is attached to this agenda summary.

**FISCAL IMPACT**

Increased revenue of \$1,894,133  
Increased expenses of \$2,188,828

General Fund – net decrease to cash reserves in the amount of \$71,198  
COVID Grant Fund – no impact to cash reserves  
Solid Waste Fund – net decrease to cash reserves in the amount of \$91,406  
Water Fund – net decrease to cash reserves in the amount of \$52,783  
Wastewater Fund – net decrease to cash reserves in the amount of \$51,683  
Electric Fund – net decrease to cash reserves in the amount of \$27,625

**ATTACHMENTS**

1. Amendment Detail
2. Resolution 2021-01

Budget Carry Overs and Amendments  
FY20-21

GL Account	Fund	Dept	Category	Type	DR	CR	Comments
32-xx-073-xxx-x	COVID Grant	Emergency Management	Expense	Amendment	\$ 1,662,780		Add budget for COVID grant award
32-xx-073-xxx-x	COVID Grant	Emergency Management	Revenue	Amendment		\$ 1,662,780	Add budget for COVID grant award
55-74-066-552-0	Electric	Electric	Expense	Amendment	\$ 9,185		Electric service install for new coroner's building
55-70-066-472-0	Electric	Electric	Revenue	Amendment		\$ 9,185	Customer reimbursement for coroner's building electrical install
55-74-730-056-0	Electric	Electric	Expense	Amendment	\$ 7,063		Increased cost of 3-reel trailer purchase
55-74-740-069-0	Electric	Electric	Expense	Amendment	\$ 24,570		Increase in project cost due to change in number of lights at the YRA parking lot project
55-70-640-069-0	Electric	Electric	Revenue	Amendment		\$ 24,570	Customer reimbursement for YRA parking lot lights
55-74-066-552-0	Electric	Electric	Expense	Amendment	\$ 7,106		Increased materials cost for bus barn project
55-70-066-472-0	Electric	Electric	Revenue	Amendment		\$ 7,106	Customer reimbursement for bus barn project
55-74-740-067-0	Electric	Electric	Expense	Amendment	\$ 31,182		Increase in project cost for the Landing Subdivision
55-70-640-067-0	Electric	Electric	Revenue	Amendment		\$ 31,182	Customer reimbursement for Landing Subdivision
55-74-730-057-0	Electric	Electric	Expense	Amendment	\$ 12,000		Add budget for skidsteer tilt trailer
55-xx-xxx-xxx-xx	Electric	Electric	Expense	Amendment	\$ 8,560		Merit increases
10-31-018-570-0	General	Police	Expense	Amendment	\$ 3,200		Award of 2020 ballistic vest grant - match of 50%
10-30-018-470-0	General	Police	Revenue	Amendment		\$ 1,600	Award of 2020 ballistic vest grant
10-31-020-550-0	General	Police	Expense	Amendment	\$ 3,600		Use of forfeiture funds for upgrades to evidence room at LEC
10-31-630-001-0	General	Police	Revenue	Amendment		\$ 157,710	Award of 2020 state homeland security grant
10-31-730-001-0	General	Police	Expense	Amendment	\$ 157,710		Award of 2020 state homeland security grant
10-xx-xxx-xxx-xx	General Fund	Various	Expense	Amendment	\$ 66,000		Merit increases
52-71-730-059-0	Solid Waste	Solid Waste	Expense	Amendment	\$ 16,440		Increase budget for additional roll out purchases
52-71-730-058-0	Solid Waste	Solid Waste	Expense	Amendment	\$ 24,660		Increase budget for additional dumpster purchases
52-71-720-003-0	Solid Waste	Solid Waste	Expense	Amendment	\$ 40,000		Add budget for newspaper storage building/loading dock
52-xx-xxx-xxx-xx	Solid Waste	Solid Waste	Expense	Amendment	\$ 10,306		Merit increases
54-73-730-055-0	Wastewater	Wastewater	Expense	Amendment	\$ 50,000		Add budget for new mini-excavator to be shared by water/wastewater
54-xx-xxx-xxx-xx	Wastewater	Wastewater	Expense	Amendment	\$ 1,683		Merit increases
53-72-730-055-0	Water	Water	Expense	Amendment	\$ 50,000		water/wastewater
53-xx-xxx-xxx-xx	Water	Water	Expense	Amendment	\$ 2,783		Merit increases
					<b>\$ 2,188,828</b>	<b>\$ 1,894,133</b>	

Budget Carry Overs and Amendments  
FY20-21

GL Account	Fund	Dept	Category	Type	DR	CR	Comments
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**RESOLUTION 2020-20**

**A RESOLUTION AMENDING THE CITY OF CODY FINAL BUDGET FOR FISCAL YEAR 2020-2021**

WITNESSETH:

WHEREAS, the final budget for Fiscal Year 2020-2021 was duly adopted by the City of Cody with Ordinance No 2020-12 on June 16, 2020 in accordance with the State of Wyoming Statutes; and

WHEREAS, the City of Cody Council has determined it is appropriate to amend the final budget, in accordance with proper governmental accounting and financial reporting practices; and

WHEREAS, funds are available to cover such amendments as designated in the requested action.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Cody, Amendment Number 2 is authorized by the City of Cody Council:

	Original Budget	Amendment 1 09/2020	Amendment 2 01/2021	Amended Budget
<b>REVENUES</b>				
General Fund	\$8,777,089	(\$13,730)	\$159,310	\$8,922,669
COVID Grant Fund	\$0		\$1,662,780	\$1,662,780
Vehicle Replacement Fund	\$664,515	\$225,146		\$889,661
Lodging Tax Fund	\$0			\$0
Cody Public Arts Fund	\$0			\$0
Pass Through Grants Fund	\$0	\$115,023		\$115,023
Specific Purpose Tax Fund	\$224,257			\$224,257
Solid Waste Fund	\$2,292,781			\$2,292,781
Water Fund	\$4,820,919	\$678,435		\$5,499,354
Wastewater Fund	\$2,487,437	\$192,820		\$2,680,257
Electric Fund	\$12,415,518	\$33,558	\$72,043	\$12,521,119
<b>TOTAL REVENUE</b>	<b>\$31,682,516</b>	<b>\$1,231,252</b>	<b>\$1,894,133</b>	<b>\$34,807,901</b>
<b>EXPENSES</b>				
General Government	\$852,546	\$40	\$5,022	\$857,608
Police	\$3,524,181	\$4,001	\$191,024	\$3,719,206
Parks	\$739,471	\$502	\$2,906	\$742,879
City Facilities	\$320,265	\$40	\$3,703	\$324,008
Community Development	\$445,680	\$60	\$5,032	\$450,772
Public Works	\$1,256,483	\$43,908	\$7,440	\$1,307,831
Recreation	\$1,162,705	(\$35,230)	\$10,471	\$1,137,946
Aquatics	\$767,518	(\$1,000)	\$3,676	\$770,194
Athletics	\$219,499	(\$1,500)	\$1,234	\$219,233
COVID Grant Fund	\$0		\$1,662,780	\$1,662,780
Vehicle Replacement	\$1,266,476	\$374,463		\$1,640,939
Lodging Tax	\$48,048	\$9,494		\$57,542
Cody Public Arts Fund	\$450			\$450
Pass Through Grants Fund	\$0	\$115,023		\$115,023
Specific Purpose Tax Fund	\$1,841,978	\$227,087		\$2,069,065
Solid Waste Fund	\$2,625,716	\$246,385	\$91,406	\$2,963,507
Water Fund	\$5,531,046	\$1,002,767	\$52,783	\$6,586,596
Wastewater Fund	\$3,224,628	\$273,517	\$51,683	\$3,549,828
Electric Fund	\$12,557,493	\$52,743	\$99,668	\$12,709,904
<b>TOTAL EXPENSES</b>	<b>\$36,384,183</b>	<b>\$2,312,300</b>	<b>\$2,188,828</b>	<b>\$40,885,311</b>

PASSED, APPROVED AND ADOPTED THE 12<sup>th</sup> day of January 2021

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Matt Hall, Mayor

Attest:

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Cynthia Baker, Administrative Services Officer

MEETING DATE: 1/12/2021

DEPARTMENT: ADMINISTRATION

PREPARED BY: CINDY BAKER

PRESENTED BY: CINDY BAKER

## **AGENDA ITEM SUMMARY REPORT**

### **First Family Coronavirus Response Act (FFCRA)**

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

Obtain council direction on extending the benefits provided under the expired FFCRA.

#### **SUMMARY OF INFORMATION:**

In March of 2020 the Federal Government provided a Coronavirus Relief Package (CRP) that included a variety of workplace provisions. One of those provisions within the FFCRA required employers to provide paid sick leave time for six specific reasons. This was known at the Emergency Paid Sick Leave Act (EPSLA). Full Time employees were entitled up to 80 hours and part time employees the number of hours equal to the average number of hours the employee worked. Though the Federal Government extended several of the provisions in the CRP on December 27<sup>th</sup>, the Emergency Paid Sick Leave Act was not one of the items that was extended.

As of now there is no requirement to extend leave under the FFCRA or EPSLA into 2021 however the City Council may want to consider voluntarily extending the EPSLA as a policy in an effort to encourage employees who are ill to stay home, and minimize the risk of spreading this virus.

In 2020 the City had roughly 30% of the employees utilize some leave under the EPSLA due to the following reasons:

1. Employee was advised by health care provider to self-quarantine due to COVID-19 exposure.
2. The employee was experiencing symptoms of COVID and was seeking medical diagnosis
3. The employee was caring for an individual who was subject to a quarantine order or was advised to self-quarantine.

Of those employees who utilized this time 25% have utilized the full 80 hours or a substantial portion of those hours.

The Leadership Team is requesting the Council to consider, via action at a future council meeting, to extend the EPSLA to allow an employee to receive paid leave for the following reasons:

1. Employee was advised by health care provider to self-quarantine due to COVID-19 exposure.
2. The employee was experiencing symptoms and was seeking medical diagnosis.
3. The employee was caring for a family member who was advised to self-quarantine or individual family member has tested positive, or is experiencing symptoms.

If the Council advises staff to bring the extension of the EPSLA with the specific criteria listed, staff would be requesting this extension be retroactive to January 1, 2021 and continue through June 30, 2021.

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