

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, March 02, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Jim Brown, Chairman; Mike Luna, Scott Roybal, and Jimmy Valdez.

CITY STAFF: Lois Huff, City Treasurer; Vicki Nemecek, Public Works Director; Bob Bradshaw, Special Projects Director; Scott Smith, Projects Information Officer; Nathan Beauheim, Acting City Engineer; Lt. Nate Buseck, Leslie Burch, and Greg Smith, Police Department; Dan White, City Attorney; Matt Ashby, Planning Services Director; Kristy Anderson, Deputy City Clerk; Theresa Snyder, IT Director; Lynn Thiel, IT Department; Todd Feezer, Assistant Parks & Recreation Director; Rick Parish, Parks & Recreation Director; and Craig LaVoy and Moniet Flores, Public Works Department.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Councilman, Ward III; Lucas High, WTE; and Kevin Pulis, SEH.

AGENDA ITEMS

8. a)
Renewal applications for existing City liquor licenses (retail, restaurant, limited retail, resort, bar and grill licenses, and microbrewery permits) filed with the City Clerk's Office.

Mr. Roybal moved to approve, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Kristy Anderson, Deputy City Clerk, provided a staff report and advised all required documentation has been submitted and reviewed by the appropriate agencies. Ms. Anderson reported there are a total of 77 annual liquor license applications, two restaurants did not file for renewal; confirmed that no winery permit have been applied for, and that there are three retail licenses currently in "parked" status as allowed by State Statute. She noted that the renewal retail liquor license application filed by Lambousis Revocable Trust includes a letter by the licensee requesting an additional one year extension of the "parked" status, and the renewal bar and grill liquor license application filed by The Suite, LLC, includes a request for an additional dispensing room.

23. RESOLUTION - Re-appropriating the Fiscal Year 2015 budget of the City of Cheyenne according to the provisions of W.S. §16-4-112 and 16-4-113. (SPONSOR - JIM BROWN)

Mr. Valdez moved to adopt, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Lois Huff, City Treasurer, provided a staff report and advised the proposed re-appropriation includes: General fund allocations of \$2,000.00 for additional advertising expenses as required by State Statute; \$217,000.00 increase to Aquatic budget for FY 2014; \$2,000,000.00 for FY 2015 pavement management program, and grant funding. Upon inquiry, Nathan Beauheim, Assistant City Engineer, provided information relating to the pavement management program involving necessary funding for projected maintenance. Upon inquiry, Rick Parish, Parks & Recreation Director, provided information relating to recent Aquatic Center renovation that has created additional services and maintenance needs, therefore, increasing operational expenses.

24. RESOLUTION - Authorizing the Cheyenne Police Department to apply for the Wyoming Department of Transportation, Highway Safety Program, Grant Funding for the City's Mobile D.U.I. Command Post. (SPONSOR - JIM BROWN)

Mr. Luna moved to adopt, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Lt. Nate Buseck, Police Department, provided a staff report and advised staff supports approval, provided information relating to the mobile command post operations and reported there have been requests by other agencies to utilize the mobile command post, noting the proposed grant request would fund the operational expenses.

26. RESOLUTION - Authorizing the Cheyenne Police Department to apply for Office on Violence Against Women OVW-2015-4031 Grants to encourage arrest policies and enforcement of protection orders program. (SPONSOR - JIM BROWN)

Mr. Roybal moved to adopt, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Leslie Burch, Police Department, provided a staff report and advised the proposed grant funding would provide for additional enforcement involving protection orders and violent crimes against women.

27. LEASES/CONTRACTS/LEGAL:

- b) Lease Agreement between the City of Cheyenne, Information Technology Division, and Xerox by Xerox Agent XESI for 11 copiers for various City Departments.

Mr. Roybal moved to approve, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Theresa Snyder, IT Director, provided a staff report and advised staff supports approval of the proposed lease agreement, noting an overall cost decrease. Upon inquiry, Ms. Snyder provided information relating to available functions of the proposed copiers.

- c) Cooperative Agreement between the City of Cheyenne, Laramie County, Wyoming, and United Way of Laramie County to jointly create a Human

Services Advisory Council (HSAC) for the purpose of coordinating human services funding and delivery systems.

Mr. Luna moved to approve, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval and provided agreement details involving funding amounts and project management services.

28. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- e) Contract Modification No. 2 to Contract No. 6137 between the City of Cheyenne, Parks and Recreation Department, Greenway Division, and Reiman Corporation for reduction in retainage from 10% to 5% as allowed by Wyo. Stat. §16-6-702 (Greenway funds).

Mr. Roybal moved to approve, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Rick Parish, Parks & Recreation Director, provided a staff report and advised staff supports approval and explained minimal punch list items remain for the project.

- f) Amendment No. 4 to Contract No. 4173 between the City of Cheyenne, Cheyenne Police Department, and New World Systems Corporation, adding BOLOS, Web Briefing Notes, Automatic Vehicle Location Cad Interface, AVL Mobile In-Car Mapping, and G.I.S. Interface (1% Specific Purpose Sales & Use Tax).

Mr. Valdez moved to approve in an amount not to exceed \$88,226.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Lt. Nate Buseck, Police Department, provided a staff report and advised staff supports approval and reported the amendment would provide for additional software and services relating to information sharing capabilities.

29. CONSIDERATION OF BIDS:

- c) Consideration of Bid #M-13-15 for a contract between the City of Cheyenne, Parks and Recreation Department, and American Contracting of Wyoming, LLC., Cheyenne, Wyoming, for David R. Romero, South Cheyenne Community Park, Public Restroom Infrastructure Installation Project (CDBG Funds).

Mr. Valdez moved to accept the bid from American Contracting of Wyoming, LLC, Cheyenne, in an amount not to exceed \$118,320.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Todd Feezer, Assistant Parks & Recreation Director, provided a staff report and advised staff supports approval and reported one bid was received and that the contract would provide for project installation infrastructure.

- d) Consideration of Bid #M-14-15 for a contract between the City of Cheyenne, Engineering Department, and Reiman Corporation and Subsidiary, Cheyenne, Wyoming, for the 19th Street Rehabilitation, Phase I Project (2011 - 2014 1% Sales Tax).

Mr. Roybal moved to accept the bid from Reiman Corp. & Subsidiary, Cheyenne, in an amount not to exceed \$3,423,141.55, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Nathan Beauheim, Acting City Engineer, provided a staff report and advised staff supports approval and reported the project phases currently involve water, sewer, storm sewer work, and repaving 19th Street between Warren Avenue and Morrie Avenue for FY 2015, noting plans include the same work in FY 2016 for 19th Street from downtown to Crowcreek.

- e) Consideration of Bid #M-15-15 for a contract between the City of Cheyenne, 1% Construction Division, and Mechanical Systems, Inc., Cheyenne, Wyoming, for the Fiscal Year 2015 Drainage Improvements Project (2011 - 2014 1% Sales Tax).

Mr. Roybal moved to accept the bid from Mechanical Systems, Inc., Cheyenne, in an amount not to exceed \$262,817.23, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Nathan Beauheim, Acting City Engineer, provided a staff report and advised staff supports approval and reported the project involves drainage improvements at the intersection of Melton and Weaver and Carbon and 16th Street. Upon inquiry, Mr. Beauheim provided information relating to use and necessity of miscellaneous force accounts and reported he could provide information relating to the cost discrepancy involving submitted bids and the engineer's cost estimate prior to the 03-09-15 meeting of the Governing Body.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:34 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council

xc Mayor Rick Kaysen

Carol Intlekofer - City Clerk
Kristy Anderson – Deputy City Clerk
Dan White – City Attorney
John Ridge - Deputy City Attorney
Lara White – Attorney’s Office
Vicki Nemecek – Public Works Director
Lisa Pafford-Assistant Development Director
Matt Ashby – Planning Services Director
Nathan Beauheim – Acting City Engineer
Lois Huff – City Treasurer
Tom Mason - MPO Director
Rick Parish – Parks & Recreation Director
Jim Martin – Fire Chief