

REVISED
FINANCE COMMITTEE
MINUTES

A meeting of the Finance Committee was held on Monday, April 20, 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; Bob Bradshaw, Special Projects Director; Nathan Beauheim, Acting City Engineer; Brian Kozak, Police Chief; Dan White, City Attorney; Matt Ashby, Planning Services Director; Sara Vasquez, Purchasing; Cindy Schneider, Grants Manager; Tom Mason, MPO Director; Alessandra McCoy, Assistant City Attorney; Joe Dougherty, Transit Director; and Craig LaVoy, Public Works Department.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Councilman, Ward III; Lucas High, WTE; and Gene MacDonald, Ayres Associates.

AGENDA ITEMS

13. RESOLUTION - Supporting the submission of an application by the City of Cheyenne to the Wyoming Business Council's Business Ready Community, Community Enhancement Grant Program, to assist in funding the West Edge Streetscape and Civic Center Commons. (SPONSOR - JIM BROWN)

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

DISCUSSION: Cindy Schneider, Grants Manager, provided a staff report and advised a resolution of support is a requirement of the Wyoming Business Council. Ms. Schneider provided a brief overview regarding the proposed West Edge Streetscape and Civic Center Commons Projects. Upon inquiry, Ms. Schneider provided previous grant submittal history. Upon inquiry, Matt Ashby, Planning Services Director, reported parking options relating to the West Edge Streetscape Project include: Cox Parking Structure, parking at the Downtown Fire Department Headquarters Station, and proposal of area on street parking re-design to diagonal.

14. 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. Luna 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 re-appropriation includes Union Wireless Funds allocated to Parks Project Fund, state and local grant revenues, and optional one percent overage funds to the following: Energy efficiency

projects, Human Services agencies, Logan Avenue Project, and 19th Street Project. Upon inquiry, Ms. Huff advised United Way of Laramie County manages allocation of the Human Services funding.

15. RESOLUTION - Certifying that the Governing Body of the City of Cheyenne is in agreement on a project to be submitted by the Town of Pine Bluffs to the State Loan and Investment Board for funding the Main Street Lighting Project through the 2015 - 2016 Countywide Consensus Block Grant. (SPONSOR - JIM BROWN)

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

DISCUSSION: Cindy Schneider, Grants Manager, provided a staff report and advised a resolution of support is a requirement of the State Loan and Investment Board. Ms. Schneider reported the proposed project involves lighting replacement and upgrades.

16. RESOLUTION - Certifying that the Governing Body of the City of Cheyenne is in agreement on two projects to be submitted by the Town of Albin to the State Loan and Investment Board; 2013 - 2014 Countywide Consensus Block Grant funding for a Curb, Gutter and Concrete Rehab Project, 2015 - 2016 Countywide Consensus Block Grant for the Larson Road Reconstruction Project. (SPONSOR - JIM BROWN)

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

DISCUSSION: Cindy Schneider, Grants Manager, provided a staff report and advised a resolution of support is a requirement of the State Loan and Investment Board. Ms. Schneider reported the proposed projects include curb, gutter and concrete rehabilitation and the Larson Road Reconstruction Project.

18. LEASES/CONTRACTS/LEGAL:

- b) Memorandum of Understanding between the City of Cheyenne, Transit Division, and Laramie County, Wyoming, to provide public transportation services to Laramie County Community College, City/County Health Department, and an area of Laramie County adjacent to the City.

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

DISCUSSION: Joe Dougherty, Transit Director, provided a staff report and advised staff supports approval of the annual Memorandum of Understanding (MOU) that provides revenue to the City in the amount of \$77,500.00. Mr. Dougherty advised that although the City's request for a 5% increase was denied at this time, Laramie County Commissioners advised future additional discussion could take place regarding the request following their FY 2016 budget review. Upon inquiry, Mr. Dougherty reported that although the revenue received does not cover all of the associated expenses associated with the MOU, the transportation services provide overall community benefits.

- c) Contract between the City of Cheyenne, Police Department, and Laramie County School District No.1 for School Resource Officers for summer school 2015.

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

DISCUSSION: Brian Kozak, Police Chief, provided a staff report and advised that staff supports approval of the annual contract. Chief Kozak reported the revenue received (\$4,245.83) covers the officer's salary for 5 contract service hours per day, noting remainder of the officer's salary is covered through the Police Department's budget.

19. CONSIDERATION OF BIDS:

- d) Consideration of Bid #M-22-15 for a contract between the City of Cheyenne, Engineering Department, and Quality Electric, Cheyenne, Wyoming, for the Cobra LED Lighting Upgrade Project (2011 - 2014 1% Sales Tax).

Mr. Roybal moved to accept the bid from Quality Electric, Cheyenne, in an amount not to exceed \$73,428.00, 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. Mr. Beauheim reported the project involves replacing approximately 170 aging lighting fixtures with energy efficient fixtures. Upon inquiry, Mr. Beauheim confirmed the bid includes materials and installation, and advised the engineer's estimate was based on recent WYDOT pricing, noting bids came in substantially lower than anticipated.

- e) Consideration of Bid #R-25-15 for furnishing front end load containers for the City's Sanitation Division (Solid Waste Management).

Mr. Roybal moved to accept the bid from Wastequip Mfg. Co., LLC, of Statesville, NC, in an amount not to exceed \$66,490.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Public Works Department, provided a staff report and advised staff supports approval. Upon inquiry, Mr. LaVoy reported language in the bid documents provided for the addition or subtraction of the number of containers depending on budget availability and confirmed 14 additional containers are included in the proposed bid.

21. ANNOUNCEMENTS/REPORTS/MOTIONS:

- b) Designation of Official Voting Delegate and Alternate Delegate for the City of Cheyenne at the June 13, 2015 Wyoming Association of Municipalities Business Meeting.

Mr. Roybal moved to designate Mayor Rick Kaysen as the Official Voting Delegate and Carol Intlekofer, City Clerk as the Alternate Voting Delegate, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Mayor Rick Kaysen requested that he be named as the Official Voting Delegate and Carol Intlekofer, City Clerk, be named as the Alternate Voting Delegate. Mayor Kaysen advised they are both WAM Board members and will be attending the 2015 Summer Convention Board meetings, noting the City of Cheyenne is hosting the 2015 Summer WAM Convention.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:20 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