

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, May 18, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

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

CITY STAFF: Lois Huff, City Treasurer; Nathan Beauheim, Acting City Engineer; Brian Kozak, Police Chief; John Ridge, Deputy City Attorney; Sara Vasquez, Purchasing; Kim Stevens, 1% Construction; Rich Wiederspahn, Human Resources Director; Vicki Nemecek, Public Works Director; Carol Intlekofer, City Clerk; Cyndi Sullivan, Recreation Department; Karen Kisicki, Human Resources; Randy Hays, Lynn Gaer, Clint Bassett, and Frank Strong, BOPU; Tom Mason, MPO Director; Joe Dougherty, Transit Director; Bob Bradshaw Special Projects Director; Scott Smith, Public Information Officer; Dru Rohla, Civic Center Director; and Craig LaVoy, Public Works Department.

OTHERS PRESENT: Mayor Rick Kaysen; Lucas High, WTE; Doug Randall, KGAB; William Bennett; Patti Guzman, Delta Dental; Stephen Goldstone and Tanr Tempel, WinHealth; Landon Brown; Elizabeth McGuire, Cheyenne Symphony; and Darren Rudloff and Jim Walter, Visit Cheyenne.

AGENDA ITEMS

10. **ORDINANCE – 3rd READING - Amending the City of Cheyenne’s Solid Waste Fee Schedule.**

No motion to recommend approval was made by the Finance Committee members.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval. Ms. Nemecek reported that the ordinance was amended by reducing the rate increase from 8% to 5% at the 05-11-15 meeting of the Governing Body. Ms. Nemecek provided detailed information involving dumpster rental fees and maintenance, transfer station expansion, and landfill options relating to costs and requirements.

14. **ORDINANCE – 2nd READING - Approving and establishing revised water rates, sewer rates, tap and system development fees, administrative fees, service charges and penalties and septic and commercial waste dump rates, as recommended by the Board of Public Utilities. (SPONSOR - JIM BROWN)**

Mr. Johnson moved to approve on 2nd reading, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Randy Hays, BOPU, provided a staff report and advised staff supports approval and provided a detailed report of the proposed rate increases that include maintenance and administration expenses. Upon inquiry, Mr. Hays reported that the BOPU generally follows the City's employees wage increase recommendations.

22. 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. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Lois Huff, City Treasurer, provided a staff report and advised staff supports approval and reported the re-appropriation includes: Grant funding, carryover funding, miscellaneous revenue, and FY 2014 Tax Increment Payment to DDA from the general fund.

24. RESOLUTION - Instructing the City Clerk to defer acceptance of applications for any additional liquor licenses, as authorized to the City pursuant to provisions of Wyo. Stat. §12-4-101, until a time frame in which to submit applications has been determined by the Governing Body of the City of Cheyenne. (SPONSOR - JIM BROWN)

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

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised the proposed resolution is in anticipation that the city may receive authorization from the Wyoming Liquor Division to receive an additional retail liquor license based upon results of the midterm state population census. She explained that it has been past practice of the Governing Body, when it anticipates the City may receive another liquor license based on the population formula contained in State Statute, to adopt a resolution to instruct the City Clerk to defer accepting applications and that the purpose of deferring is to provide public notification to inform the public of the available licenses. She reported 30 days has been the typical time frame to accept applications and that the Governing Body can then review and evaluate all applications at one time, noting if this resolution is adopted, a subsequent resolution will come before the Governing Body after the census results are received. She also provided information on the current numbers and type's liquor licenses information and availability, the population numbers needed for the City to receive any additional retail and bar and grill licenses.

25. RESOLUTION - Supporting the submittal of an application for grant funding under the Transportation Investment Generating Economic Recovery Discretionary Grant Program (TIGER 2015) for partial funding of the construction of 'The Christensen Project: A Bridge to Prosperity'. (SPONSORS - JIM BROWN, RICHARD JOHNSON, MIKE LUNA)

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

DISCUSSION: Tom Mason, MPO Director, provided a staff report and advised staff supports approval and explained that TIGER grants are extremely competitive with multiple

applicants. Mr. Mason provided information relating to the proposed project and reported additional grant opportunities will need to be considered to meet project funding needs.

26. RESOLUTION - Authorizing submission of an application to the Wyoming Department of Transportation for a Wyoming Rural Public Transportation Program Grant, for the purpose of assisting in providing the local match for operating funds for the City of Cheyenne for its Transit Program, as authorized by 49 U.S.C. § 5311. (SPONSOR - JIM BROWN)

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

DISCUSSION: Joe Dougherty, Transit Director, provided a staff report and advised staff supports approval, noting the proposed grant request will provide funding assistance involving department operational expenses. Upon inquiry, Mr. Dougherty reported that to his knowledge the department has applied for and received the grant funding assistance since 2001.

27. RESOLUTION - Endorsing an application to be submitted by the Wyoming Department of Transportation, under the "Transportation Investments Generating Economic Recovery" ("TIGER") Competitive Grant Program of the United States Department of Transportation, for grant funding for a portion of the costs of construction of a rail car repair facility to be located in Cheyenne, Wyoming. (SPONSOR - JIM BROWN)

No motion to recommend adoption was made by the Finance Committee members.

DISCUSSION: Mayor Rick Kaysen reported the applicant has requested the resolution be withdrawn from the agenda at this time.

28. LEASES/CONTRACTS/LEGAL:

- d) Agreement between the City of Cheyenne and the Cheyenne Symphony Orchestra for use of the Cheyenne Civic Center for the 2015-2016 Concert Season.

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

DISCUSSION: Elizabeth McGuire, Cheyenne Symphony, requested approval of the annual agreement request and reported the agreement provides revenue to the City in the amount of \$23,800.00.

- e) Agreement between the City of Cheyenne and the Cheyenne Symphony Orchestra for use of the Cheyenne Civic Center for Youth Education Concerts.

Mr. Johnson moved to approve in an amount not to exceed \$6,500.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Dru Rohla, Civic Center Director, provided a staff report and advised staff supports approval of the annual agreement request.

- f) Memorandum of Understanding between the City of Cheyenne, Parks and Recreation Department, and Laramie County School District No. 1 to provide transportation services for the City's Summer Recreation Camp Program.

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

DISCUSSION: Cyndi Sullivan, Recreation Department, provided a staff report and advised staff supports approval of the annual request to provide transportation services, noting expenses are covered through participant fees.

- g) Agreement between the City of Cheyenne, Police Department, and Laramie County Sheriff's Department and Laramie County, Wyoming, for housing City prisoners at the Laramie County Detention Center.

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

DISCUSSION: Brian Kozak, Police Chief, provided a staff report and advised staff supports approval of the annual agreement. Upon inquiry, Chief Kozak reported some longer term prisoners are housed in Platte County through a separate agreement, noting lower costs per day, and advised when the Laramie County Detention Facility is at capacity, prisoners are booked and released.

- h) Professional Services Agreement between the City of Cheyenne, Public Works Department, and Noel Griffith Jr. & Associates Architects for the Transfer Station Update Phase 2 and 3 Design (1% Specific Purpose Sales & Use Tax, State Loan & Investment Board Grant).

Mr. Johnson moved to approve in an amount not to exceed \$1,032,300.00, 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. Mr. LaVoy reported expansion of the tipping floor and office space are included as well as allowing for future expansion.

- i) Memorandum of Understanding between the City of Cheyenne and the Tourism Promotion Joint Powers Board, d/b/a Laramie County Convention and Visitors Bureau and Visit Cheyenne, for the distribution of a percentage of lodging tax revenues to the City of Cheyenne.

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

DISCUSSION: Bob Bradshaw, Special Projects Director, provided a staff report and advised staff supports approval and explained the new memorandum of understanding would generate revenue for the City realting to projects that will attract tourism revenue. Darren Rudloff, Visit Cheyenne, requested approval and advised they would provide funding to projects and improvements within the public rights-of-way in downtown Cheyenne which includes maintenance on the existing artistic cowboy boots and placing bases for bronze sculptures which are proposed to be donated.

- j) Agreement between the City of Cheyenne and Delta Dental of Wyoming, for dental benefits plan for city employees.

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

DISCUSSION: Rich Wiederspahn, Human Resources Director, provided a staff report and advised staff supports approval of the annual contract, noting a 5% increase.

- k) Agreement between the City of Cheyenne and WINhealth Partners, for health benefits plan for city employees.

Mr. Johnson moved to approve, seconded by Mr. Luna. Mr. Johnson moved to amend Exhibit B, Schedule of Premiums, by replacing the rates page and the Group Contract Addendum page, seconded by Mr. Luna. Motion carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Rich Wiederspahn, Human Resources Director, provided a staff report and advised staff supports approval of the contract, noting a 5% increase. Mr. Wiederspahn offered information as a point of clarification and reported the replacement pages as proposed in the amendment remove coverage reference for retirees over the age of 65, noting the City does not offer that coverage.

30. CONSIDERATION OF BIDS:

- c) Consideration of Bid #R-27-15 for furnishing and installing one new wireless portable 18,000 lb. lift for the City of Cheyenne, Fleet Maintenance Division.

Mr. Johnson moved to accept the bid from Ace Equipment & Supply Company, Henderson, CO, in an amount not to exceed \$39,975.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of the bid from Ace Equipment & Supply Company for a set of 4

portable lifts that would allow for vehicles to be serviced at locations without a pit and explained a lower bid submitted did not meet specifications. Upon inquiry, Ms. Nemecek reported that equipment from the old lube shop will be utilized where possible.

- d) Consideration of Bid #M-23-15 for a contract between the City of Cheyenne, 1% Construction Division, and Intermountain Slurry Seal, Inc., North Salt Lake City, Utah, for the Fiscal Year 2015 Slurry Seal Project (2011 - 2014 1% Sales Tax).

Mr. Luna moved to accept the bid from Intermountain Slurry Seal, Inc., North Salt Lake City, UT, in an amount not to exceed \$398,400.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Kim Stevens, 1% Construction, provided a staff report and advised staff supports approval, and upon inquiry, reported only one bid was received and provided past bid history information.

- e) Consideration of Bid #R-24-15 for furnishing four new medium/heavy-duty transit buses for the Transit Division (Federal Transportation Administration Transit Development Grant)

Mr. Luna moved to accept the bid from Davey Coach Sales, Sedalia, CO, in an amount not to exceed \$270,476.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Joe Dougherty, Transit Director, provided a staff report and advised staff supports approval of the bid for the four replacement buses. Upon inquiry, Mr. Dougherty reported the option for the audio voice enunciation system will be purchased and installed at a later date and explained the bids that included the system did not meet specifications.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:57 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