

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, June 01, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

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

**CITY STAFF:** Lois Huff, City Treasurer; Cpt. Mitch Maxwell, Police Department; Dan White, City Attorney; John Ridge, Deputy City Attorney; Sara Vasquez, Purchasing & CPEA President; Rich Wiederspahn, Human Resources Director; Vicki Nemecek, Public Works Director; Carol Intlekofer, City Clerk; Tim Wilson, BOPU Director; Lynn Gaer, Clint Bassett, Jim Hughes, Gary Chapman, Kathy Kellner, and Frank Strong, BOPU; Joe Dougherty, Transit Director; Bob Bradshaw, Special Projects Director; Scott Smith, Public Information Officer; Kristy Anderson, Deputy City Clerk; Theresa Snyder, Information Technology Director; Rick Parish, Parks & Recreation Director; Gus Lopez, CCHD Director; Gary Hickman, Environmental Health; and Craig LaVoy, Public Works Department.

**OTHERS PRESENT:** Mayor Rick Kaysen; Richard Johnson, City Councilman, Ward III; Lucas High, WTE; Doug Randall, KGAB; Alane West, DDA; Travis Kirchhefer, Cheyenne Little Theatre Players; Victor Ciccone; Kathleen Higgins, Michl McGee, and David Johnson, St. Mary's Church; Randy Byers, TDSi; Rick Thompson, Hathaway & Kunz, PC; Major Dorr; and Mary Loudon.

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### **AGENDA ITEMS**

8.
  - a) A social club limited retail liquor license application filed with the City Clerk's Office, for Cheyenne Little Theatre Players, 211 W. Lincolnway, Cheyenne, Wyoming.

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

**DISCUSSION:** Kristy Anderson, Deputy City Clerk, provided a staff report and advised all required application documents have been reviewed by the appropriate agencies, noting compliance with State Statute criteria. Upon inquiry, Ms. Anderson reported all liquor license operations must meet State Statute and the Wyoming Liquor Division requirements, including TIPS training and compliance checks. Travis Kirchhefer, Cheyenne Little Theatre Players, requested approval and provided information relating to past and future operations. Alane West, DDA, supported approval and advised if approved, it is anticipated to generate additional revenue within the DDA District.

9. **ORDINANCE - 3<sup>RD</sup> READING** - Amending the City of Cheyenne's Solid Waste Fee Schedule. (Postponed from 05-26-15)

Mr. Roybal moved to approve on 3<sup>rd</sup> and final reading. Motion died due to the lack of a second.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised there have been no changes since postponement at the 05-26-15 meeting of the Governing Body. Major Dorr voiced opposition to fee increases and questioned past funding expenditures and current and future operational necessities. Victor Ciccone spoke in opposition to the proposed increases.

13. ORDINANCE – 3<sup>rd</sup> 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.

Mr. Roybal moved to approve on 3<sup>rd</sup> reading, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** Tim Wilson, BOPU Director, provided a staff report and requested approval, noting there have been no changes since approval on 2<sup>nd</sup> reading at the 05-26-15 meeting of the Governing Body. Upon inquiry, Mr. Wilson provided information relating to the master plan that had recommended higher increases than what is being proposed. Victor Ciccone spoke in opposition and questioned the necessity of the proposed increases.

17. ORDINANCE – 2<sup>nd</sup> READING - Amending Ordinance No. 4029 defining the terms and conditions of employment for non-uniformed employees of the City of Cheyenne. (SPONSORS - JIM BROWN, MAYOR KAYSEN)

Mr. Roybal moved to approve on 2<sup>nd</sup> reading, 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 which includes a 2.0% wage increase and increasing the City's contribution to the Wyoming State Retirement Fund by .75% for all full time non-uniformed employees. Mr. Wiederspahn explained the document includes language clarifications in order to provide for compliance relating to the Affordable Care Act. Sara Vasquez, CPEA President, supported approval.

18. ORDINANCE – 2<sup>nd</sup> READING - Amending Ordinance No. 4030 defining the terms and conditions of employment for sworn officers of the City of Cheyenne Police Department. (SPONSORS - JIM BROWN, MAYOR KAYSEN)

Mr. Luna moved to approve on 2<sup>nd</sup> reading, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

**DISCUSSION:** Rich Wiederspahn, Human Resources Director, provided a staff report and advised staff supports approval which includes a 2.0% wage increase and increasing the City's

contribution to the Wyoming State Retirement Fund by .75% for sworn officers of the Cheyenne Police Department. Mr. Wiederspahn explained the document includes language clarifications in order to provide for compliance relating to the Affordable Care Act. Upon inquiry, Mr. Wiederspahn and Mayor Rick Kaysen provided information relating to military pay applicable to employees called for active duty.

19. ORDINANCE – 2<sup>nd</sup> READING - Authorizing the Issuance and Direct Purchase of the City of Cheyenne, Wyoming Refunding Revenue Bonds (St. Mary’s School Project), Series 2015 in an aggregate principal amount not to exceed \$8,250,000 for the purpose of refunding the City’s outstanding Variable Rate Revenue Bonds (St. Mary’s School Project), Series 2007; providing the form, terms and conditions of such bonds, the manner of execution thereof, and the method of paying such; prescribing other details concerning said bonds, including but not limited to covenants and agreements in connection therewith; authorizing the execution and delivery by the City of a loan agreement, a trust indenture, closing documents and such bonds in connection therewith; authorizing the sale of the bonds on a direct placement basis; ratifying action previously taken in connection with the issuance and direct purchase of the bonds; and determining other matters related to the bonds. (SPONSOR - JIM BROWN)

Mr. Roybal moved to approve on 2<sup>nd</sup> reading, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** John Ridge, Deputy City Attorney, introduced Rick Thompson, Hathaway & Kunz, PC. (Bond attorney for St. Mary’s School Project). Mr. Thompson, requested approval and provided history and details relating to past and proposed revenue bond issuance and refinancing process. Upon inquiry, Mr. Thompson explained there is no financial obligation of the City.

27. RESOLUTION - Authorizing the submittal of an application to the Wyoming State Loan and Investment Board for a loan from the Wyoming Drinking Water State Revolving Fund for an amount not to exceed \$1,300,000 for the Buffalo Ridge Tank Repair and authorizing the Mayor, the City Clerk, and the Director of the Board of Public Utilities to execute the application and related loan documents. (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Frank Strong, BOPU, provided a staff report and advised staff supports approval and upon inquiry, reported the project includes installation of a modern tank coating system and safety upgrades.

28. RESOLUTION - Amending Resolution No. 5399 pertaining to adoption of a revised Cheyenne - Laramie County Board of Health fee schedule for various services and inspections. (SPONSORS - JIM BROWN, SCOTT ROYBAL)

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

**DISCUSSION:** Gary Hickman, Environmental Health, provided a staff report and advised staff supports approval and reported the required 45 day public comment period has been met, noting no comments have been received. Mr. Hickman explained Governing Body and Laramie County Commission approval is required.

29. LEASES/CONTRACTS/LEGAL:

- j) Juvenile Housing Agreement between Laramie County, Wyoming, and the City of Cheyenne.

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

**DISCUSSION:** Cpt. Mitch Maxwell, Police Department, provided a staff report and advised staff supports approval of the annual agreement and upon inquiry, explained there are no changes to the proposed annual agreement and that the number of juveniles housed varies.

- k) Agreement between the City of Cheyenne and Cheyenne Frontier Days, Inc., for United States Department of the Air Force owned land located at F.E. Warren Air Force Base to be used and operated as a parking lot for public transportation services during the 2015 Cheyenne Frontier Days celebration.

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

**DISCUSSION:** Mayor Rick Kaysen provided a report and advised that related agenda items #29 k), l), m), and n) are required in order to provide land use for parking and camping, transportation services, and use of buildings all relating to the annual Cheyenne Frontier Days activities.

- l) Memorandum of Understanding between the City of Cheyenne, Cheyenne Frontier Days, Inc., and Laramie County School District No. 1 for buses owned by the Laramie County School District No. 1 to be used and operated for public transportation services during the 2015 Cheyenne Frontier Days celebration.

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

**DISCUSSION:** Mayor Rick Kaysen provided a report and advised that related agenda items #29 k), l), m), and n) are required in order to provide land use for parking and camping, transportation services, and use of buildings all relating to annual Cheyenne Frontier Days activities. Upon inquiry, Dan White, City Attorney, provided clarification between proposed memorandums of understanding and agreements relating to public transportation services component of the related agenda items.

- m) Agreement between the City of Cheyenne and Cheyenne Frontier Days, Inc., for buses owned by the Laramie County School District No. 1 to be used and

operated for public transportation services during the 2015 Cheyenne Frontier Days celebration.

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

**DISCUSSION:** Mayor Rick Kaysen provided a report and advised that related agenda items #29 k), l), m), and n) are required in order to provide land use for parking and camping, transportation services, and use of buildings all relating to annual Cheyenne Frontier Days activities.

- n) Memorandum of Understanding between the City of Cheyenne and Cheyenne Frontier Days, Inc., for the use of City-owned land and buildings for parking, camping and other activities during the 2015 Cheyenne Frontier Days celebration.

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

**DISCUSSION:** Mayor Rick Kaysen provided a report and advised that related agenda items #29 k), l), m), and n) are required in order to provide land use for parking and camping, transportation services, and use of buildings all relating to annual Cheyenne Frontier Days activities. Upon inquiry, Mayor Kaysen reported that due to damage, the City RV dump station located at the entrance to Lake Absaraca is currently unavailable for use.

30. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Contract Modification No. 5 to Contract No. 6041 between the City of Cheyenne, Parks and Recreation Department, and AP Wyoming, LLC, to reduce held retention to \$5,000.00 for the Municipal Pool Expansion Project (1% Specific Purpose Sales & Use Tax).

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

**DISCUSSION:** Rick Parish, Parks & Recreation Director, provided a staff report and advised staff supports approval. Mr. Parish reported the remaining \$5,000.00 will be used to complete landscaping details and replacement of a vent and some lighting fixture equipment.

31. CONSIDERATION OF BIDS:

- d) Consideration of Bid #R-29-15 for furnishing approximately 75 new desktop computers and operating systems for the Information Technology Division (2011 - 2014 1% Sales Tax).

Mr. Luna moved to accept the bid from CDW Government, LLC, Vernon Hill, IL, in an amount not to exceed \$49,440.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

**DISCUSSION:** Theresa Snyder, Information Technology Director, provided a staff report and advised staff supports approval, noting 3 lower bids submitted did not meet bid specifications. Ms. Snyder reported that the department proposes to purchase a total of 75 desktop computers, under the replacement program, for \$49,440.00 while staying within the annual budget allowance of \$50,000.00.

- e) Consideration of Bid #R-28-15 for furnishing one new 2015 full size pickup with regular cab, dual rear tires and two wheel drive for the City's Traffic Division (2011 - 2014 1% Sales Tax).

Mr. Roybal moved to accept the bid from Spradley Barr Motors, Inc. Cheyenne, in an amount not to exceed \$36,627.00, 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 which includes a 1993 trade-in valued at \$2,547.00, and reported the proposed purchase will replace the current pickup that is used for pavement marking.

- f) Consideration of Bid #R-30-15 for furnishing 100 1½ cubic yard refuse containers for the City of Cheyenne, Sanitation Division (Solid Waste Management fund).

Mr. Luna moved to accept the bid from Wastequip Mfg. Co., Statesville, NC, in an amount not to exceed \$37,000.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval and upon inquiry, reported that the bid price is lower per unit than estimated and meets bid specifications.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:46 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