

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, July 20, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

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

CITY STAFF: Robin Lockman, Deputy City Treasurer; Dan White, City Attorney; Sara Vasquez, Purchasing; Kristy Anderson, Deputy City Clerk; Carol Intlekofer, City Clerk; Alessandra Mc Coy, Assistant City Attorney; Craig LaVoy, Assistant Public Works Director; James Martin, Fire Chief; Tom Schingle, Cheyenne Fire & Rescue Department; Cindy Schneider, Grants Manager; Stephanie Lowe, Development Office; Logan Graves, Planning Department; Denise Freeman, Treasurer's Office; John Hall, City Engineer; Scott Smith, Projects Information Officer; and Brandon Cammarata, Planning/Development Director.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Councilwoman, Ward III; Gene Palen, Historic Preservation Board; Boyd Wiggam, Wyoming Liberty Group; and Amy Surdam, Cheyenne Downtown Development Authority (DDA).

AGENDA ITEMS

15. 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 Project. (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 the resolution modifies a previous resolution (Resolution #5665) to include language requested by the Wyoming Business Council and is reflected in new WHEREAS paragraph's #4 & 7. She explained #4 includes language clarifying public benefit of the project and #7 addresses any potential project cost overruns.

16. RESOLUTION - Authorizing the Mayor and City Clerk to execute a Wyoming Cultural Trust Fund Grant Agreement for Phase 1-A Stabilization of the Warren Rest House in Holliday Park. (SPONSOR - JIM BROWN)

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

DISCUSSION: Stephanie Lowe, Development Office, provided a staff report and advised staff supports approval and reported a 50% grant match of \$5,000.00, for a total project amount of \$10,000.00.

17. RESOLUTION - Whereby the Governing Body of the City of Cheyenne authorizes a special Cheyenne Downtown Development Authority District Election to be held October 20, 2015 as provided by Wyo. Stat. §15-9-217 (b) which, upon affirmative majority vote of the qualified voters within the district, will authorize a special assessment of twenty (20) mills upon real property within the district, excluding real property used exclusively for residential purposes, for a period of four (4) years. (SPONSOR - DR. MARK RINNE)

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

DISCUSSION: Kristy Anderson, Deputy City Clerk, provided a staff report and advised the resolution would authorize a special election as requested by the Cheyenne Downtown Development Authority (DDA) who is seeking to move forward with the special mill levy election to be held by paper ballot on 10-20-15, typically held every four years, noting an increase from an annual assessment of 10 mills to a proposed 20 mills. She reported if the resolution is approved, an ordinance will be introduced at the first Governing Body meeting in August 2015 outlining the ballot question, DDA boundaries, and election criteria that will be followed by a resolution setting forth the election guidelines and procedures.

19. LEASES/CONTRACTS/LEGAL:

- m) Contract between the City of Cheyenne, Police Department, and Laramie County School District No.1 for School Resource Officers for the 2015-2016 school year.

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

DISCUSSION: Dan White, City Attorney, explained the proposed annual contract is to provide resource officers for schools within Laramie County School District #1.

- n) Professional Services Agreement between the City of Cheyenne and DHM Design for the West Edge Area Wide Planning Grant Project (EPA Brownfield Area Wide Planning Grant).

Mr. Luna moved to approve in amount not to exceed \$255,000.00, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Logan Graves, Planning Department, provided a staff report and reported the proposed agreement provides for continued progress involving the West Edge Project, noting there were 24 firms that responded to the Request for Proposals (RFP) request. She reported the agreement involves research/technical assistance activities that will enable them to develop a Brownsfield area-wide plan that includes an assessment and plan implementation strategy.

20. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- d) Contract Modification No. 1 to Contract No. 6222 between the City of Cheyenne, Fire and Rescue Department, and Richardson Construction, Inc., Cheyenne, Wyoming, for the Fire and Rescue/Police Department Storage Building Project to add a required fire separation wall (Impact Assistance fund).

Mr. Valdez moved to approve in an amount not to exceed \$8,070.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Tom Schingle, Cheyenne Fire & Rescue Department, provided a staff report and advised staff supports approval. He reported the modification provides for the addition of a fire separation wall that was required following an inspection in order to meet code compliance.

- e) Contract Modification No. 5 to Contract No. 5781 between the City of Cheyenne and Ayres Associates for additional strategic grant writing services to enable securing of additional grant funding for the Cheyenne West Edge (Lower Capital Basin) Project (1% Specific Purpose Sales & Use Tax).

Mr. Luna moved to approve in an amount not to exceed \$70,000.00, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Logan Graves, Planning Department, provided a staff report and advised staff supports approval, noting the modification would allow for the opportunity to apply for additional FEMA grant funding.

21. CONSIDERATION OF BIDS:

- b) Consideration of Bid #R-35-15 for furnishing one new 30 yard roll-off truck for the Sanitation Division (Solid Waste Management).

Mr. Valdez moved to accept the bid from Peterbilt of Wyoming, Cheyenne, in an amount not to exceed \$135,699.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Assistant Public Works Director, provided a staff report and advised staff supports approval and upon inquiry, advised there was not a trade-in.

- c) Consideration of Bid #R-31-15 for furnishing two new ten yard tandem dump trucks with spreader and snow plow for the Street & Alley Division (2011 - 2014 1% Sales Tax).

Mr. Luna moved to reject all bids, seconded by Mr. Valdez. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Assistant Public Works Director, provided a staff report and advised staff supports rejection of all bids and explained none of the submitted bids met bid specifications. Discussion included bid process concerns involving specification requirements.

- d) Consideration of Bid #E-4-16 for one new motorized trash compactor for the Landfill Division (Solid Waste Management).

Mr. Valdez moved to accept the bid from Wyoming Machinery Co., Cheyenne, in an amount not to exceed \$605,805.000, including a trade-in, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Assistant Public Works Director, provided a staff report and advised staff supports approval of the proposed bid which includes a trade-in, noting only one bid was received.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:19 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
John Hall – Acting City Engineer
Lois Huff – City Treasurer
Tom Mason - MPO Director
Rick Parish – Parks & Recreation Director
Jim Martin – Fire Chief