

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, September 21, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

**COMMITTEE MEMBERS:** Jim Brown, Chairman; Mike Luna and Dicky Shanor. **ABSENT:** Scott Roybal.

**CITY STAFF:** Lois Huff, City Treasurer; Sara Vasquez, Purchasing; Vicki Nemecek, Public Works Director; John Hall, City Engineer; Randy Hays, BOPU; Tim Wilson, BOPU Director; Rick Parish, Parks & Recreation Director; Tom Mason, MPO Director; and Dan White, City Attorney.

**OTHERS PRESENT:** Mayor Rick Kaysen; Matt Murphy, WTE; Connie Sloan Cathcart, United Way of Laramie County; Joyce Gilligan, GIS; and Boyd Wiggam, Wyoming Liberty Group.

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### **AGENDA ITEMS**

31. RESOLUTION - Re-appropriating the Fiscal Year 2016 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. Shanor. Motion carried by unanimous voice vote.

**DISCUSSION:** Lois Huff, City Treasurer, provided a staff report and advised the proposed re-appropriation includes: 1% Sales Tax, Development Impact Fees, and BOPU carryover balances from FY 2015, Grant revenues, and, from the General Fund, Cemetery Tree Removal, \$50,600.00; Employee Share Program Health Risk Share, \$113,000.00; and FY 2015 Budget Performance, \$362,000.00. Ms. Huff explained the Risk Share and Budget Performance funding would be distributed to all eligible full and part-time employees who would receive a check in an amount not to exceed \$800.00 on 10-02-15 in accordance with an employment status formula dependent on time employed during FY 2015. Upon inquiry, Ms. Huff provided information relating to regular department budget projections and process for funding reallocation due to unanticipated expenses. Upon inquiry, Rick Parish, Parks & Recreation Department, provided information relating to proposed funding involving removal of dead and/or dangerous trees within the Parks & Recreation system on City owned property.

35. LEASES/CONTRACTS/LEGAL:

- b) Human Services Agreement between the City of Cheyenne and United Way of Laramie County for overage revenues from the One Percent Sales Tax for Calendar Years 2011 through 2014.

Mr. Shanor moved to approve in an amount not to exceed \$183,500.00, 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 proposed agreement in compliance with Resolution #5224 regarding continuation of the Optional One Percent Sales Tax for calendar years 2011 through 2014, noting 10% shall be distributed to Human Services Agencies, and reported allocations must come before the Governing Body for approval. Upon inquiry, Ms. Nemecek confirmed the proposed allocation is in accordance with Resolution #5224 only.

- c) Memorandum of Understanding between Laramie County, City of Cheyenne, and the Board of Public Utilities, for a cooperative Geographic Information System Strategic Planning Project.

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

**DISCUSSION:** Joyce Gilligan, GIS, reported the project total is \$50,360.00, noting the City, County, and BOPU will each contribute one-third of the total project cost or \$16,787.00 each, and advised the project is necessary to provide system planning and technology updates.

#### 37. CONSIDERATION OF BIDS:

- d) Consideration of Bid #E-10-16 for furnishing ice control product for the Public Works Department (2015 - 2018 1% Sales Tax).

Mr. Luna moved to accept the bid from Desert Mountain Corp., Riverton, in the amount of \$119.75 per ton, seconded by Mr. Shanor. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval to purchase 1000 tons at \$119.75/ton with an option to purchase an additional 2000 tons, noting an increase of \$2.00 per ton from last year. Upon inquiry, Ms. Nemecek explained it would be cost prohibitive to utilize a State of Wyoming bid due to the number of State drop off locations, noting they have multiple drop off locations which increases their overall cost, whereas the City has one drop off location. Upon further inquiry, Ms. Nemecek reported other ice control materials have been tested by the City and have not met standards.

- e) Consideration of Bid #E-11-16 for furnishing front end load containers for the Sanitation Division (Solid Waste Management.)

Mr. Shanor moved to accept the bid from Wastequip Mfg. Co; Statesville, NC, in an amount not to exceed \$100,100.00, 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 proposed bid to purchase commercial waste auto-load pickup containers. Ms. Nemecek reported the containers will be used to continue and expand

the automated commercial waste pickup program, noting the pilot program went well, therefore, resulting in the need for additional containers.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:15 a.m.

Submitted by,

Kris Jones  
Executive Assistant  
to the City Council