

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, October 19, 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 Scott Roybal.

CITY STAFF: Lois Huff, City Treasurer; Sara Vasquez, Purchasing; Vicki Nemecek, Public Works Director; John Hall, City Engineer; Dan White, City Attorney; John Ridge, Deputy City Attorney, Alessandra McCoy, Assistant City Attorney; Ben Rowland, Staff Attorney; Thomas Schingle, Cheyenne Fire & Rescue Department; Carol Intlekofer, City Clerk; Mike Vinson, Engineering; Rick Parish, Parks & Recreation Director; Renae Jording, Transit Director; and Ryan Baker, Transit Department.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Council Ward III; Matt Murphy, WTE; and Doug Randall, KGAB.

AGENDA ITEMS

7. a) Transfer of ownership for a retail liquor license application filed with the City Clerk's Office for Community Investments, Inc., 507 E. Lincolnway, Cheyenne, Wyoming (License currently held by Katrina M. Howell and Adam L. Howell d/b/a/Scooters Scoreboard Bar, 507 E. Lincolnway, Cheyenne, Wyoming).

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

DISCUSSION: Carol Intlekofer, City Clerk, provided a staff report and advised all required documents have been submitted and reviewed by the appropriate agencies. Ms. Intlekofer reported that Scooter's Scoreboard Bar has closed and that (if approved) the license will revert back to the original property owner, Community Investments, Inc., who plans to park the license and hope to find a lessee that will open a business in that location who can utilize the retail liquor license.

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

DISCUSSION: Lois Huff, City Treasurer, provided a staff report and advised the proposed re-appropriation includes: Grant revenues and General Fund revenue from Cheyenne Frontier Days (CFD) parking which is utilized the Parks & Recreation Department for improvements.

15. RESOLUTION - Certifying that the Governing Body of the City of Cheyenne concurs with the application of the Board of County Commissioners of Laramie County, Wyoming, for an award of State Loan and Investment Board FY 2015-2016 Countywide Consensus Block Grant Funding in the amount of \$65,000 for Community Center upgrades for the Town of Burns. (SPONSOR - JIM BROWN)

Mr. Luna 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 and reported the proposed project consist of improvements to the Community Center for the Town of Burns.

16. RESOLUTION - Authorizing the Mayor and City Clerk to execute a Memorandum of Understanding regarding reciprocal play at City and F.E. Warren Air Force Base Golf Courses; a Memorandum of Understanding to implement the 'Keep Cheyenne Clean' Program, and a Charter establishing the F.E. Warren/Greater Cheyenne Community Partnership Leadership Committee. (SPONSOR - JIM BROWN)

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

DISCUSSION: Vicki Nemecek, Public Works Director, reported the "Keep Cheyenne Clean" Program provides for quarterly clean-up efforts that involve man power furnished by F.E. Warren Air Force Base personnel and equipment furnished by the City. Rick Parish, Parks & Recreation Director, reported the Parks & Recreation Department and F.E. Warren Air Force Base propose to allow for reciprocal (18 holes) golf play for individuals who purchase an annual pass at either the Warren Golf Course of the Cheyenne Golf Courses, noting communication is on-going in regards to easier base access for this purpose. Mayor Rick Kaysen advised the purposed of the Charter establishing the F.E. Warren/Greater Cheyenne Community Partnership Leadership Committee is to promote partnership and collaboration between F.E. Warren Air Force Base and Greater Cheyenne Community Partner under the Air Force Community Partnership Initiative. Upon inquiry, Mayor Kaysen reported the proposed partnerships were the result of multiple efforts between the City and the Base.

17. LEASES/CONTRACTS/LEGAL:

- b) Contract between the City of Cheyenne, Transit Division, and Wyoming Department of Health, Aging Division, to provide supportive services to persons 60 years or older (Title III-B Program Grant).

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

DISCUSSION: Renae Jording, Transit Director, provided a staff report and advised staff supports approval of the annual contract which provides revenue to City in the amount of \$49,256.00 that provides transportation services to persons 60 years of age or older by allowing them to ride for free or with any donation they may want or be able to make.

- c) Contract for single source technical service support for the Cheyenne Fire and Rescue Department from Physio-Control, Inc., Redmond, Washington, for factory-authorized inspection and repair services of LIFEPAK devices (2015 - 2018 1% Sales Tax).

Mr. Luna moved to approve in an amount not to exceed \$42,387.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Thomas Schingle, Cheyenne Fire & Rescue Department, provided a staff report and advised staff supports approval of the proposed 3 year contract, noting the preventative maintenance and repair of the equipment is only available from the manufacturer. Upon inquiry, Mr. Schingle reported the expected LIFEPAK device life span is approximately 8-10 years and that service is provided on site.

18. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Contract Modification No. 1 to Contract No. 6307 between the City of Cheyenne, Engineering Department, and Ayres Associates for Lake Minnehaha Remediation Plan Phase 2 Project at Holliday Park (County Consensus Block Grant).

Mr. Roybal moved to approve in an amount not to exceed \$79,973.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Mike Vinson, Engineering, provided a staff report and advised staff supports approval, explaining the modification includes expansion of design services, additional trail and sidewalk, and extension of the storm sewer proposed for Duff Avenue. Upon inquiry, Mr. Vinson provided information relating to the projects back ground and bidding and modification process.

- b) Lease # API-169 Contract Amendment #3 to City Contract No. 150 between the City of Cheyenne, and with the United States of America for additional lands for the development of a Veterans' Administration Cemetery and a future City cemetery (to be located at the USDA Experimental Station off Roundtop Road).

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 explained the amendment request involves additional land be excluded from the 1928 Lease Agreement for the development of a Veterans' Administration cemetery, a future City cemetery, the extension of public streets to serve said cemetery developments and for other park and recreation purposes. Upon inquiry, Mr. Parish provided information relating to the projects master plan.

21. ANNOUNCEMENTS/REPORTS/MOTIONS:

- a) Consideration to purchase new playground equipment to include surfacing for Highlands Park from GameTime d/b/a Great Western Park & Playground, Wellsville, Utah (Community Facilities Fees, Land & Water Conservation Grant).

Mr. Luna moved to approve in an amount not to exceed \$52,644.99, 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 and upon inquiry, advised the park land was purchased from a neighborhood church.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:26 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council