

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, December 07, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Jim Brown, Chairman; Mike Luna, Scott Roybal, and Jeff White.

CITY STAFF: Lois Huff, City Treasurer; Sara Vasquez, Purchasing; Vicki Nemecek, Public Works Director; John Hall, City Engineer; Alessandra McCoy, Assistant City Attorney; John Ridge, Deputy City Attorney; Ben Rowland, Staff Attorney; Carol Intlekofer, City Clerk; Bob Bradshaw, Special Projects Director; Chief Brian Kozak, and Lt. Rob Dafoe, Police Department; Chief Jim Martin and Tom Schingle, Cheyenne Fire & Rescue Department; Scott Smith, Public Information Officer; Todd Feezer, Assistant Parks & Recreation Department Director; Brandon Cammarata, Development Director; Mike Wright, Facilities Maintenance; Jason Sanchez, Grounds & Facilities Director; Bill Tennant, Risk Management; Lisa Olson, Urban Forestry Director; and Cindy Schneider, Grants Manager.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Council Ward III; Matt Murphy, WTE; Bruce Perryman, AVI; and Tim Thorson.

AGENDA ITEMS

9. ORDINANCE – 3rd READING - Amending Title 5, Business Licenses and Regulations, Chapter 5.76, Temporary or Transient Merchants; Residential Door-To-Door Solicitors, of the Cheyenne City Code, pertaining to a Residential Door- to- Door Solicitors Business License.

Mr. Luna moved to approve on 3rd and final reading, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Chief Brian Kozak, Police Department, provided a staff report and advised the amendment would provide the option of obtaining a bi-annual residential door-to-door solicitors business license valid for six consecutive months instead of the current fourteen day period, noting those who would be eligible must have previously obtained three residential door-to-door solicitors business licenses from the City Clerk during the previous twelve months without having been cited for violations and having no complaints from the public. Upon inquiry, Chief Kozak reported the amendment would provide a savings to the vendor, save time for the City involving background checks and permit issuance services, and that a license could be revoked for violations pulled following provisions outlined within the ordinance.

22. RESOLUTION - Supporting the City of Cheyenne's application for a Land and Water Conservation Fund Grant for a Universally Accessible Playground in Cahill Park. (SPONSOR - JIM BROWN)

Mr. Roybal moved to adopt, seconded by Mr. Luna. 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 Land and Water Conservation Fund Grant, the grant request is for \$65,000.00, requires a 50% match that will come out of the Cheyenne Community Recreation Mill Levy Grant, noting the project consists of multiple partners. Upon inquiry, Todd Feezer, Assistant Parks & Recreation Director, reported the project will require additional funding for completion, noting community fund raising efforts are on-going, and reported an approximate project deficient of \$400,000.00.

26. RESOLUTION - Approving the budget of the Laramie County Community Juvenile Services Joint Powers Board for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016. (SPONSOR - JIM BROWN)

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

DISCUSSION: Lois Huff, City Treasurer, provided a staff report and advised a resolution of support approving the proposed budget is required as part of the Joint Powers Board agreement.

28. LEASES/CONTRACTS/LEGAL:

- d) Grant Award Agreement with the State of Wyoming Office of Homeland Security for a Grant from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Grant Programs Directorate, State Homeland Security Program (SHSP) Grant Fiscal Year 2015, in the amount of \$305,856.00, for the City of Cheyenne Regional Emergency Response Team #7 (Department of Homeland Security, Federal Emergency Management Agency, Grant Programs Directorate, State Homeland Security Program).

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

DISCUSSION: Chief Jim Martin, Cheyenne Fire & Rescue Department, provided a staff report and advised staff supports approval of the annual grant award agreement. Upon inquiry, Chief Martin provided information relating to the grant award including funding allocations that includes equipment replacements, emergency response and management operations, and advised that the City of Cheyenne Regional Emergency Response Team #7 covers the counties of Laramie, Platte, and Goshen.

- f) Professional Services agreement with AVI, Inc. for preliminary design and construction observation for the 17th Street Lighting project.

Mr White moved to approve in an amount not to exceed \$107,340.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Bob Bradshaw, Special Projects Director, provided a staff report and advised the project is a 6th penny project and upon inquiry, reported the agreement expires on December 1, 2016.

29. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Amendment No. 4 to Contract No. 3516 between the City of Cheyenne and the Wyoming Association of Risk Management Property Insurance Joint Powers Board for an Amended and Restated Joint Powers Agreement relating to property insurance.

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

DISCUSSION: Bill Tennant, Risk Management, provided a staff report and advised the amendment include basic minor changes that include the ability of the executive director to call special board of directors meetings and a requirement to provide a twelve month notice to withdraw membership.

30. CONSIDERATION OF BIDS:

- c) Consideration of Bid #E-13-16 for the surplus sale of bulk wood (Revenue to the City).

Mr. Luna moved to accept the bid from Mountain Services, Cheyenne, WY, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Lisa Olson, Urban Forestry Director, provided a staff report and advised staff supports approval of the proposed bid for \$35.00 per cord, which provides revenue to the City, and upon inquiry, reported that the City sells approximately 15 cords annually.

- d) Consideration of Bid #E-15-16 one new 2015-2016 SUV and one new mid-size pickup for the City of Cheyenne (2015- 2018 1% Sales Tax).

Mr. Luna moved to accept the bid from Spradley Barr Nissan, Laramie, WY, in an amount not to exceed \$29,390.00, and the bid from Spradley Barr Motors, Inc., Cheyenne, WY, in an amount not to exceed \$26,742.00, seconded by Mr. Roybal. Motion carried by unanimous voice.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of the two low bids for vehicle replacements. Ms. Nemecek reported the SUV will be utilized by the City Clerk's Department and the pickup will be utilized by Facilities Maintenance. Upon inquiry, Ms. Nemecek reported the 2004 vehicle being replaced has become a liability due to maintenance issues and expenses.

- e) Consideration of Bid #E-16-16 for two new 2015-2016 Steiner 440 tractor mowers (or equal) for the Parks Division and for the Street & Alley Division (2011- 2014 1% Sales Tax).

Mr. Luna moved to accept the bid from Stotz Equipment, Casper, WY, in an amount not to exceed \$51,128.80, 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 reported the mowers would be used to mow wet areas and slopes which would provide increased efficiency.

OTHER ITEM FOR THE AGENDA:

RESOLUTION – Authorizing the Mayor and City Clerk to execute a Memorandum of Understanding creating a partnership with the F.E. Warren Force Support Squadron for the development of additional youth sports and recreation programs and special events.

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

DISCUSSION: Todd Feezer, Assistant Parks & Recreation Director, provided a staff report and advised staff supports approval. Mr. Feezer explained approval would allow for youth living on F.E. Warren Air Force Base opportunities to utilize City owned facilities for additional sports activities. It was noted the Resolution is timely due to a scheduled signing of related documents previously approved by the Governing Body.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:25 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council