

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, December 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, 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; Bob Bradshaw, Special Projects Director; Lt. Mark Munari and Tim Rumpf, Police Department; Chief Jim Martin and Tom Schingle, Cheyenne Fire & Rescue Department; Rick Parish, Parks & Recreation Department Director; Nathan Beauheim, Assistant City Engineer; Craig LaVoy and Matt Theirault, Public Works Department; Tyler Nelson, Director, and Dustin Swalla, Information Technology; Jack Studley, Engineering; Dan White, City Attorney; Stephanie Lowe, Development Department; Kristy Anderson, Deputy City Clerk; and Cindy Schneider, Grants Manager.

**OTHERS PRESENT:** Mayor Rick Kaysen; Richard Johnson, City Council Ward III; Matt Murphy, WTE; and Kevin Georges, Laramie County Liquor Association.

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### **AGENDA ITEMS**

7. a)  
Transfer of ownership for a retail liquor license application filed with the City Clerk's Office for Scooters Scoreboard, LLC d/b/a Scooters Scoreboard Bar, 507 E. Lincolnway, Cheyenne, Wyoming (License currently held by Community Investments, Inc., 507 E. 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 the applicant has sold the building and that the new owners are remodeling and , will reopen the bar with plans to utilize a package liquor store component.

- b)  
Transfer of ownership for a restaurant liquor license application filed with the City Clerk's Office for Anong's Thai Cuisine LLC d/b/a Anong's Thai Cuisine, 620 Central Avenue, Cheyenne, Wyoming (License currently held by Anong and Brett Larson d/b/a Anong's Thai Cuisine, 620 Central Avenue, Cheyenne, Wyoming).

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

**DISCUSSION:** Kristy Anderson, Deputy City Clerk, provided a staff report and advised the applicant is changing its business entity from an individual to a limited liability company.

26. RESOLUTION - Designating the Sundays during 2016 that annual liquor licensees may extend dispensing room hours of operation for sales until 2:00 a.m. the following day. (SPONSOR - JIM BROWN)

Mr. Roybal 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 annual request is pursuant to State Statute requirements and is for the following dates: 02-07-16-Super Bowl, 07-03-16-4<sup>th</sup> of July, 07-24-16-Cheyenne Frontier Days, and 09-04-16-Labor Day. Kevin Georges, Laramie County Wyoming Liquor Association, requested approval, noting not all establishments participate, and advised the 2016 dates were chosen to accommodate tourism activities with the exception of the Super Bowl weekend.

27. 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. White 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 re-appropriation includes additional revenue funding and an allocation previously approved by the Governing Body for a one year Microsoft Office 365 subscription in the amount of \$105,000.00.

28. RESOLUTION - Designating local banks as depositories for municipal funds. (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Lois Huff, City Treasurer, provided a staff report and advised the resolution is a State Statute requirement and designates certain local financial entities as depositories for City funds. Upon inquiry, Ms. Huff explained that consideration for a Request for Proposal (RFP) process has been discussed and may be implemented in the future.

29. RESOLUTION - Certifying that the Governing Body of the City of Cheyenne supports the application to be submitted by the Board of County Commissioners of Laramie County, Wyoming, to the State Loan and Investment Board for BFY 2015-2016 Countywide Consensus Block Grant Funding in the amount of \$135,000 for the Town of Albin's three projects (Community Center Gym, Rodeo Arena Completion and Town Vehicle Purchase). (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Cindy Schneider, Grants Manager, provided a staff report and advised the resolution of support is required by the State Loan and Investment Board, noting the three

projects are for a Community Center Gym, Rodeo Arena Completion and town vehicle purchase. Discussion included potential future requests for legislative changes that would eliminate this approval process.

31. RESOLUTION - Authorizing the Mayor and City Clerk to execute a State Historic Preservation Office Certified Local Government Grant Agreement for attendance at the 2016 Saving Places Conference. (SPONSOR - JIM BROWN)

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

**DISCUSSION:** Stephanie Lowe, Development Office, provided a staff report and advised the resolution would allow for three individuals to attend the 2016 Saving Places conference that provides beneficial training and education for State Historic Preservation board members.

34. LEASES/CONTRACTS/LEGAL:

- c) Cooperative Agreement between the City of Cheyenne and the Wyoming Department of Transportation for epoxy striping (2015 - 2018 1% Sales Tax).

Mr. Roybal moved to approve, seconded by Mr. Luna. Motion failed with Mr. Roybal, Mr. Luna and Mr. White voting "NO".

**DISCUSSION:** Nathan Beauheim, Assistant City Engineer, provided a staff report and advised that staff supports the annual agreement. Upon inquiry, Mr. Beauheim provided information involving bid pricing, standard WYDOT agreement indirect cost allocation, and bidding options.

- d) Professional Services Agreement between the City of Cheyenne, Fire & Rescue Department, and Plan 1 Architects for professional design services for emergency response facilities (2011 - 2015 1% Sales Tax).

Mr. Roybal moved to approve in an amount not to exceed \$75,625.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Tom Schingle, Cheyenne Fire & Rescue Department, provided a staff report and advised staff supports approval. Upon inquiry, Mr. Schingle provided information relating to the proposed conceptual design for emergency response facilities and future planning and construction documents, noting costs for construction would be secured through 6<sup>th</sup> penny funding if approved.

- e) Agreement between the City of Cheyenne, Laramie County and Laramie County Community Juvenile Services Joint Powers Board for Juvenile Compliance and Diversion Officer services.

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

**DISCUSSION:** Tim Rumpf, Police Department, provided a staff report and advised staff supports approval of the annual agreement, and upon inquiry, provided information relating to the officer's experience and program services.

- f) Land Exchange Agreement with Cheyenne Baptist Temple for a portion of East 23<sup>rd</sup> Street in exchange for the dedication of an additional six feet of right-of-way for Pershing Boulevard.

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

**DISCUSSION:** Dan White, City Attorney, provided a report and advised the City would relinquish its interests in the vacated right-of-way and, in exchange, on the plat the Cheyenne Baptist Temple would dedicate some additional right-of-way along Pershing Blvd. that would eventually be constructed into a wider sidewalk that would contribute to pedestrian safety.

- g) Grant Award Agreement between the City of Cheyenne and State of Wyoming Office of Homeland Security for a grant in the amount of \$98,000.00 for WyoLink compatible mobile radios for the Police Department (U.S. Department of Homeland Security, Federal Emergency Management Agency, Grant Programs Directorate, State Homeland Security Program, Grant Fiscal Year 2015).

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

**DISCUSSION:** Lt. Mark Munari, Police Department, provided a staff report and advised staff supports approval which would provide for compatible mobile radios and increased communication, and upon inquiry, provided information relating to the WyoLink communications system and functions.

### 35. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Contract Modification No. 6 to Contract No. 6115 between the City of Cheyenne, Police Department, and FCI Constructors of Wyoming, LLC, to increase the construction contingency and Guaranteed Maximum Price for the Cheyenne Public Safety Center Project.

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

**DISCUSSION:** Lt. Mark Munari, Police Department, provided a staff report and advised staff supports approval and provided detailed information relating to the proposed modification that involves safety and security concerns relating to the current design of specific areas within the facility. Upon inquiry, Lt. Munari provided budget information relating to overall project costs.

- c) Contract Modification No. 2 to Contract No. 6219 between the City of Cheyenne, Parks & Recreation Department, and RECCO, Inc., dba Five-R Company, for the Cheyenne Botanic Gardens Project to increase the Guaranteed Maximum Price.

Mr. White moved to approve in an amount not to exceed \$17,458.95, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** Rick Parish, Parks & Recreation Director, provided a staff report and advised the modification would allow for private funding donations to be utilized for construction of a “Living Wall”.

36. CONSIDERATION OF BIDS:

- d) Consideration of Bid #E-19-16 for furnishing protective jacket and pants for structural fire fighting for the City of Cheyenne, Fire & Rescue Department.

Mr. Roybal moved to accept the bid from CoPro EFP, Eastlake, Co, in an amount not to exceed \$277,575.00, 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. He noted approval would provide for 150 sets of protective gear, and upon inquiry, clarified the protective gear is commonly referred to as bunker gear.

- e) Consideration of Bid #E-17-16 for furnishing one new 2015-2016 compact skid loader for the Street & Alley Division (2015 - 2018 1% Sales Tax).

Mr. Roybal moved to accept the bid from Bobcat of the Rockies, Cheyenne, in an amount not to exceed \$79,328.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval. Upon inquiry, Ms. Nemecek explained that equipment swapping between departments has provided for efficiency within the departments by providing them with necessary equipment to provide services.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:45 a.m.

Submitted by,

Kris Jones  
Executive Assistant  
to the City Council