

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, February 01, 2016, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Jim Brown, Chairman; Mike Luna, Jeff White, and Annette Williams.

CITY STAFF: Carol Intlekofer, City Clerk; Vicki Nemecek, Public Works Director; John Hall, City Engineer; Alessandra McCoy, Assistant City Attorney; Ben Rowland, Staff Attorney; Bob Bradshaw, Special Projects Director; Rick Parish, Parks & Recreation Department Director; Dan White, City Attorney; John Ridge, Deputy City Attorney; Cindy Schneider, Grants Manager; Teresa Moore, Parks & Recreation; Nathan Beauheim, Assistant City Engineer; Craig LaVoy, Deputy Public Works Director; Lois Huff, City Treasurer; Chief Brian Kozak and Lt. Mark Munari, Police Department; Tom Mason, MPO Director; Brandon Cammarata, Development Director; and Chief Jim Martin, Cheyenne Fire & Rescue Department.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Council Ward III; Matt Murphy, WTE; Doug Randall, KGAB; Jill Grund, Duke Energy; and Ed Strader.

AGENDA ITEMS

7. ORDINANCE – 3rd READING - Amending Title 10, Vehicles and Traffic, Chapter 10.80, Bicycles, of the Cheyenne City Code for the purpose of removing certain chapter sections relating to bicycle licensing requirements.

Mr. Luna moved to approve on 3rd and final reading, seconded by Mr. White. Motion carried with Mr. Luna and Mr. White voting “YES” and Mrs. Williams voting “NO”.

DISCUSSION: Chief Brian Kozak, Police Department, provided a staff report and advised there have been no changes since approval on 2nd reading at the 01-25-16 meeting of the Governing Body. Upon inquiry, Chief Kozak advised that under current ordinance requirements it is the bicycle owner’s responsibility to register their bicycle with the City Clerk’s office. Upon inquiry, Carol Intlekofer, City Clerk, reported that during the past 10 years there have been 52 licenses issued at the \$10.00 fee, noting the revenue collected went into the General Fund.

11. ORDINANCE – 2nd READING - Amending Section 2.40.035(B), Traffic School-Administrative Fee, of Chapter 2.40, Municipal Court, of Title 2, Administration and Personnel, of the Code of the City of Cheyenne, Wyoming. (SPONSOR - JIM BROWN

Mr. Luna moved to approve on 2nd reading, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Mayor Rick Kaysen advised the proposed amendment provides for a phased increase with a fee ceiling of \$60.00, noting the first increase would go from the current fee of \$25.00 to \$40.00. Upon inquiry, Mayor Kaysen confirmed the increase only affects those who choose to participate in the Traffic School Program. Ed Strader voiced opposition to the increases and upon inquiry, reported he participated in the program in the past to avoid increased insurance premiums relating to a traffic violation.

17. RESOLUTION - Authorizing submission of a Mineral Royalty Capital Construction Account Grant (Chapter 3) application to the State Loan and Investment Board for the Traffic Signal Project. (SPONSOR - JIM BROWN)

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

DISCUSSION: Cindy Schneider, Grants Manager, provided a staff report and advised the grant process requires a resolution approved by the Governing Body, noting a project cost of \$550,000.00, grant request of \$275,000.00 and grant match of \$275,000.00 from the 5th Penny Sales Tax (2015-2018). Ms. Schneider reported the proposed project involves installation of traffic signals at currently unsignalized intersections at Deming Drive and West 5th St. and Walterscheid Blvd. and West Fox Farm Rd. Committee members spoke in favor of the proposed project.

18. RESOLUTION - Authorizing submission of a Mineral Royalty Capital Construction Account Grant (Chapter 3) application to the State Loan and Investment Board for the Lions Park Restroom Remodel Project. (SPONSOR - JIM BROWN)

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

DISCUSSION: Cindy Schneider, Grants Manager, provided a staff report and advised the grant process requires a resolution approved by the Governing Body approval, noting a project cost of \$190,000.00, grant request of \$95,000.00 and grant match of \$95,000.00 from the Parks Project line item. Ms. Schneider reported the proposed project involves funding for the Lion Park Restroom Remodel Project. Upon inquiry, Rick Parish, Parks & Recreation Director, provided project details that involve restroom expansion and remodeling; demolition of the old Community House, and plans for a new large shelter in the vicinity. Committee members spoke in favor of the proposed project.

19. RESOLUTION - Prioritizing the City of Cheyenne's two 2016 applications for Mineral Royalty Capital Construction Grants. (SPONSOR - JIM BROWN)

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

DISCUSSION: Cindy Schneider, Grants Manager, provided a staff report and advised the grant process requires that the Governing Body prioritize its grant requests, and that the two previous agenda items (#17 & 18) are recommended to be prioritized as follows: #1-Traffic Signal Project and #2-Lions Park Restroom Remodel Project.

20. RESOLUTION - Supporting the Wyoming Association of Municipalities' Legislative Agenda and the Association's efforts in seeking appropriation of State funding for all 99 Wyoming Cities and Towns during the 2016 Budget Session of the Wyoming Legislature. (SPONSOR - JIM BROWN)

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

DISCUSSION: Mayor Rick Kaysen advised that the Wyoming Association of Municipalities (WAM) has encouraged all 99 Wyoming Cities & Towns to adopt resolutions in support of seeking appropriation of State funding during the 2016 Budget Session of the Wyoming Legislature. Discussion included concerns involving local state funding for Cities & Towns relating to projected decreased funding allocations.

21. LEASES/CONTRACTS/LEGAL:

- b) Purchase and Installation Agreement between the City of Cheyenne and OfficeScapes, for the supply and installation of interior furnishings for the Cheyenne Public Safety Center (1% Specific Purpose Sales & Use Tax).

Mr. Luna moved to approve in an amount not to exceed \$47,858.87, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

DISCUSSION: Lt. Mark Munari, Police Department, provided a staff report and advised staff supports approval and upon inquiry, reported the proposed office chairs to be purchased were reviewed by staff for comfort and ergonomic features.

- c) Purchase and Installation Agreement between the City of Cheyenne and Elements, for the supply and installation of interior furnishings for the Cheyenne Public Safety Center (1% Specific Purpose Sales & Use Tax).

Mr. White moved to approve in an amount not to exceed \$362,965.60, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

DISCUSSION: Lt. Mark Munari, Police Department, provided a staff report and advised staff supports approval and reported the purchase agreement would provide for desks and various other office furniture.

- d) Construction Manager At Risk Agreement between the City of Cheyenne and FCI Constructors of Wyoming, LLC, for the Additions and Renovations to the Waste Transfer Station Project (Solid Waste Fund).

Mr. White moved to approve in an amount not to exceed \$882,131.00, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Deputy Public Works Director, provided a staff report and advised staff supports approval and confirmed the agreement amount of \$882,131.00. Upon inquiry, Mr. LaVoy explained that the use of temporary staffing facilities is anticipated to keep operations functioning and decrease time necessary for the renovation process.

- e) Memorandum of Understanding between the City of Cheyenne and WJE, LLC, to outline responsibilities for the donation of land and for the construction and management of a multi-purpose non-motorized pedestrian and bicycle pathway, park and landscape amenities in a portion of Saddle Ridge, 8th Filing (Community Facilities and Fees).

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

DISCUSSION: Rick Parish, Parks & Recreation Director, provided a staff report and advised staff supports approval and upon inquiry, provided information available regarding the parcels of land involved with the MOU.

22. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Second Amendment to City Contract No. 4913, Wind Park Easement Agreement, between the City of Cheyenne and Happy Jack Windpower, LLC, granting the option to extend the term of the easement and increasing fees during the extended term for wind generation facilities at the Happy Jack Landfill property.

Mr. Luna moved to approve, seconded by Mr. White. Motion carried with Mr. Luna and Mr. White voting “YES” and Mrs. Williams voting “NO”.

DISCUSSION: John Ridge, Deputy City Attorney, provided a staff report and advised staff supports approval and upon inquiry, explained the amendment is affiliated with provisions contained in the original contract providing for an option to extend the term by 5 years and increase fees by 6.5%.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:39 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council

