

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, March 21, 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: Kristy Anderson, Deputy City Clerk; Vicki Nemecek, Public Works Director; John Hall, City Engineer; Alessandra McCoy, Assistant City Attorney; Ben Rowland, Staff Attorney; Rick Parish, Parks & Recreation Department Director; Dan White, City Attorney; Nathan Beauheim, Assistant City Engineer; Lois Huff, City Treasurer; Chief Brian Kozak Police Department; Tom Mason, MPO Director; Chief Jim Martin and Tom Schingle, Division Chief of Operations, Cheyenne Fire & Rescue Department; Mark Ellison, Urban Forestry; Lisa Snyder, Urban Forestry Director; Kari Kivisto, Leisure Services Director; Jade Herstein, Leisure Services; and Scott Smith, Public Information Officer.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Council Ward III; Matt Murphy, WTE; Josh Ziemann and Dianne Freeman, Staybridge Suites; and Jenny Hall and Dave Hejde, Astride A Starship, LLC.

AGENDA ITEMS

7. a) Bar & grill liquor license application filed with the City Clerk's Office for S & S Wyoming, LLC d/b/a The Suite Bistro, 1901 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 all required documents for agenda items 7-a, b, c & d have been submitted and reviewed by the appropriate agencies. She explained that the business has new owners and the application request for the new bar & grill license is necessary because bar & grill licenses are not transferable and that the business will operate at the same location, noting the City has one bar & grill license remaining.

- b) Transfer of ownership for a resort liquor license application filed with the City Clerk's Office for Astride A Starship, LLC d/b/a The Plains Hotel, 1600 Central Avenue, Cheyenne, Wyoming (License currently held by The Plains Hotel Company, LLC d/b/a The Plains Hotel, 1600 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 application is for a transfer of ownership for existing operations.

- c) Resort liquor license application filed with the City Clerk's Office for JPK TR Cheyenne, LLC d/b/a Cheyenne Staybridge Suites Hotel, 5109 Frontier Mall Drive, Cheyenne, Wyoming.

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

DISCUSSION: Kristy Anderson, Deputy City Clerk, provided a staff report and advised the application request is for a new business that will include receptions and other related activities. Upon inquiry, she reported all liquor license applicants have been made aware of the current server training compliance requirements necessary to hold the various types of liquor licenses.

- d) Restaurant liquor license application filed with the City Clerk's Office for Vreeland/Mazza, LLC d/b/a Godfather's Pizza, 5719 Yellowstone Road, Cheyenne, Wyoming.

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

DISCUSSION: Kristy Anderson, Deputy City Clerk, provided a staff report and advised due to a change in ownership, the application request is for a new restaurant liquor license instead of transfer of ownership of the current license.

- 16. 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. White. Motion carried by unanimous voice vote.

DISCUSSION: Lois Huff, City Treasurer, provided a staff report and advised the proposed re-appropriation includes revenues from federal grant funding, housing loans and miscellaneous agency funds.

- 18. LEASES/CONTRACTS/LEGAL:

- c) Surface Transportation Urban Program Subrecipient Agreement between the City of Cheyenne, Wyoming, and Wyoming Department of Transportation for the Prairie Avenue/Frontier Mall Drive Project (Federal Funds, 2015 - 2018 1% Sales Tax).

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

DISCUSSION: John Hall, City Engineer, provided a staff report and advised staff supports approval, noting a total project cost of \$2,410,823.00 (Federal funds \$2,181,554.00/ City \$229,269.00). Mr. Hall provided information relating to safety issues/concerns relating to the intersection which includes 27 crashes, 13 with injuries, and 1 fatality since 2011. Upon inquiry, Mr. Hall reported that construction is anticipated to begin next year.

- d) Contract between the City of Cheyenne, Sanitation Division, and Clean Harbors Environmental Services, Inc. for hazardous waste disposal services at the Cheyenne Household Hazardous Waste Facility (Solid Waste Fund).

Mr. Luna moved to approve in an amount not to exceed \$200,000.00, 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 of the proposed 2 year agreement that includes the option to extend the term two times up to one year each. Upon inquiry, Ms. Nemecek advised past payment history has typically been under \$100,000.00 annually and she will provide the exact dollar amounts prior to the 03-28-16 meeting of the Governing Body. She reported Clean Harbors picks up the waste, and provided budgeting clarification relating to this particular expense.

- e) Professional Services Agreement between the Cheyenne Metropolitan Planning Organization and Traffic Research and Analysis, Inc. for Traffic Signal Turning Movement Counts (Metropolitan Planning Organization Funds).

Mr. White moved to approve in an amount not to exceed \$40,896.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Tom Mason, MPO Director, provided a staff report and advised the agreement requires Governing Body approval because the City acts as the MPO's fiscal agent. He reported the purpose of the agreement is to collect traffic turning movement counts at all traffic signal intersections in the Cheyenne urban area (approximately every 4 years), and the City and WYDOT then determine from the data collected whether or not changes need to be made at intersections to improve transportation efficiency. Upon inquiry, Mr. Mason provided clarification regarding WYDOT and City controlled intersections. Upon inquiry, Nathan Beauheim, Assistant City Engineer, explained the use of digital left turn arrows instead of standard signage is determined from the data collected.

- f) Agreement between the City of Cheyenne, Police Department, Laramie County, Wyoming and Laramie County Sheriff's Department for housing City prisoners at the Laramie County Detention Center.

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

DISCUSSION: Chief Brian Kozak, Police Department, provided a staff report and advised staff supports approval of the annual agreement; reported the \$100.00 per day/per prisoner fee is the same as last year's contract, and provided current budget information relating to this departmental expense, noting a decrease so far for fiscal year 2016.

- g) Juvenile Housing Agreement between the City of Cheyenne, Wyoming, and Laramie County, Wyoming.

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

DISCUSSION: Chief Brian Kozak, Police Department, provided a staff report and advised staff supports approval of the annual agreement; reported the \$195.00 per day/per juvenile fee is the same as last year's contract, and provided current budget information relating to this departmental expense, noting a decrease so far for fiscal year 2016. Upon inquiry, Chief Kozak explained expenses cover services such as: Staffing, medical attention, education, meals, and housing.

- h) Memorandum of Understanding between the City of Cheyenne, Parks and Recreation Department, and Laramie County School District No. 1 to provide transportation services for the City's Summer Recreation Camp Program.

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

DISCUSSION: Jade Herstein, Leisure Services, provided a staff report and advised staff supports the Memorandum of Understanding (MOU), and upon inquiry, explained that additional buses and drivers are necessary due to the amount of field trips and related transportation needs of the summer program and confirmed the cost is covered through participant fees.

19. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- c) Amendment No. 1 to City Contract No. 6454 between the City of Cheyenne, Forestry Division, and Green Lawn and Tree Care, Inc., Cheyenne, Wyoming for an additional ten (10) trees to be removed for the cemetery tree removal project to be completed by April 15, 2016 (Cemetery Tree Removal Project).

Mrs. Williams moved to approve in an amount not to exceed \$8,150.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Mark Ellison, Urban Forestry Division, provided a staff report and advised staff recommends removal of an additional 10 trees, noting that funding is available through the original project budget. Upon inquiry, Mr. Ellison provided information relating to the past and future watering system, noting many of the Spruce trees expired due to incompatibility relating to use of recycled water, noting changes have been made to the watering system, replacement trees are being planted, and that more trees over the next few years may need to be removed.

20. CONSIDERATION OF BIDS:

- c) Consideration of Bid #E-21-16 for furnishing one new 2015 - 2016 cab and chassis, 4x4 truck for the Cheyenne Fire and Rescue Department (Homeland Security Grant).

Mr. Luna moved to accept the bid from Spradley Barr Motors, Cheyenne, in an amount not to exceed \$56,850.00, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

DISCUSSION: Tom Schingle, Division Chief of Operations, Cheyenne Fire & Rescue Department, provided a staff report and advised staff supports approval. Upon inquiry, he explained the benefits of purchasing the vehicle which will provide a broader service area (entire State of Wyoming) for rescue operations which are currently limited to Laramie, Platte, and Goshen Counties.

23. ANNOUNCEMENTS/REPORTS/MOTIONS:

- a) Consideration of single source purchase from Wireless Advanced Communications, Evans, Colorado, for Consolettes and MCD5000's Motorola Radios for the Cheyenne Fire and Rescue Department (2011-2014 1% Sales Tax).

Mrs. Williams moved to approve in an amount not to exceed \$93,690.33, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Tom Schingle, Division Chief of Operations, Cheyenne Fire & Rescue Department, provided a staff report and advised staff supports approval. He explained the upgraded radios will help to eliminate the current number of lost calls, allow site location finding, and provide for overall increased functionality and compatibility, noting the current radios are over 14 years old and had an expected life span of 8-10 years.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:32 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council