

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, April 18, 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: Vicki Nemecek, Public Works Director; Dan White, City Attorney; Nathan Beauheim, Assistant City Engineer; Lois Huff, City Treasurer; Sara Vasquez, Purchasing; Sreyoshi Chakraborty, MPO; Tom Mason, MPO Director; Dustin Swalla, Information Technology; Tyler Nelson, Information Technology Director; Alessandra McCoy, Assistant City Attorney; Rick Parish, Parks & Recreation Director; and Teresa Moore, Parks & Recreation.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Council Ward III; and James Chilton, WTE.

AGENDA ITEMS

16. RESOLUTION - Acknowledging receipt of the City of Cheyenne Capital Improvement Plan dated April 1, 2016 and directing the Mayor and City staff to provide the Governing Body with annual updates of the Capital Improvement Plan. (SPONSORS - JIM BROWN, DICKY SHANOR)

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

DISCUSSION: Lois Huff, City Treasurer, provided a staff report and advised the purpose of the resolution is for the Governing Body to acknowledge receipt of the plan, noting staff will, as required by the resolution, provide annual updates to the Governing Body for their review. Upon inquiry, she explained the review team will meet on a regular basis and that the document may have revisions throughout the year, however, and that upon request prior to the annual review, staff can provide any changes that have occurred.

19. LEASES/CONTRACTS/LEGAL:

- a) Professional Services Agreement between the Cheyenne Metropolitan Planning Organization, and Kimley-Horn and Associates for the Cheyenne Downtown Strategic Parking Plan (MPO Planning Funds).

Mr. White moved to approve in an amount not to exceed \$85,535.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Sreyoshi Chakraborty, MPO, provided a staff report and advised staff supports approval of the proposed plan which would provide for a comprehensive strategic

parking plan for downtown, is funded through MPO Planning Funds that require approval of the Governing Body as the City acts as their fiscal agent, noting the latest study was completed in 1991. Upon inquiry, she advised the plan would provide the information necessary to determine what action may need to be taken to accommodate parking needs for the downtown area.

20. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- c) Contract Modification No. 4 Contract No. 6219 between the City of Cheyenne, Parks and Recreation Department, and Recco, Inc., dba Five-R Company, for the Botanic Gardens Expansion and Renovation to furnish and install tile (1% Specific Purpose Sales & Use Tax).

Item died due to the lack of a motion.

DISCUSSION: Dan White, City Attorney, advised his understanding is the purpose of the proposed modification would provide for furnishing and installation of tile. Mayor Rick Kaysen advised the Committee has the option to change the order of the agenda to allow time for a representative of Parks & Recreation to arrive to provide a staff report. Mr. Brown, Chairman, advised that typically the Committee will either postpone an item or move forward without a recommendation when a staff representative is unavailable to provide a staff report.

- d) Contract Modification No. 5 Contract No. 6219 between the City of Cheyenne, Parks and Recreation and Recco, Inc., dba Five-R Company for the Botanic Gardens Expansion and Renovation; credit for reducing cast stone size, refund will be used for additional lighting, cost associated with RFI #25 and RFI #11 and supplementary hydronic piping for the greenhouse system (1% Specific Purpose Sales & Use Tax).

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

Rick Parish, Parks & Recreation Director, joined the meeting in process during discussion of agenda item #20 (d).

DISCUSSION: Teresa Moore, Parks & Recreation, advised Rick Parish, Parks & Recreation Director, was delayed due to a conference call. Rick Parish, Parks & Recreation Director, provided a staff report and advised the modification would allow for additional lighting and supplementary hydronic piping that is being funded through a credit from a reduction of cast stone size that was an original part of the construction design.

21. CONSIDERATION OF BIDS:

- b) Consideration of Bid #E-24-16 for furnishing approximately 89 new desktop computers and operating systems for the City of Cheyenne, Information Technology Division, pursuant to the City's replacement program (2015-2018 1% Sales Tax).

Mr. Luna moved to accept the bid from Counter Trade Products, Arvada, CO, in an amount not to exceed \$49,287.87, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

DISCUSSION: Tyler Nelson, Information Technology Director, provided a staff report and advised staff supports approval of the annual bid which provides for compliance with the computer replacement program schedule. Upon inquiry, he reported the proposed individual computer cost is \$559.83, comes bundled with software, covers approximately 1/5th of the City's computer inventory and is the largest annual order to date, and that computers are currently on a 4-5 year replacement schedule.

- c) Consideration of Bid #E-25-16 for annual purchase of hot mix, tack oil and cold mix for the Street and Alley Division (2015-2018 1% Sales Tax).

Mr. White moved to accept the bid from JTL Group, Inc., d/b/a Knife River, Cheyenne, in an amount not to exceed \$273,700.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of the annual purchase, noting a decrease in costs for each material from last year. Upon inquiry, she reported last year's total cost was \$423,750.00, noting the cost decrease is due to ordering approximately 2,500 tons less hot mix.

- d) Consideration of Bid #E-26-16 for annual purchase of furnishing aggregate for the Street and Alley Division (2015-2018 1% Sales Tax).

Mr. Luna moved to accept the bid from JTL Group, Inc., d/b/a Knife River, Cheyenne, in an amount not to exceed \$97,580.00, 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 annual purchase, noting a decrease in cost in the amount of .10 cents per ton and includes the BOPU order. Upon inquiry, she reported BOPU is financially responsible for their portion of material.

- e) Consideration of Bid #S-16-16 for a contract between the City of Cheyenne, Parks and Recreation Department, and Construction Specialists, Inc., Cheyenne, Wyoming, for the renovations to Lions Park Restroom Project (Park Projects).

Mr. Luna moved to accept the bid from Construction Specialists, Inc., Cheyenne, in an amount not to exceed \$218,700.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Rick Parish, Parks & Recreation Director, provided a staff report and advised staff supports approval that would provide for demolishing the old Community House and renovation of the Lions Park Restroom facility. Upon inquiry, he reported the new restroom

facility will have a total of 6 stalls, and provided funding information relating to the Parks Projects Fund and grant applications relating to proposed parks projects and amenities.

- f) Consideration of Bid #E-22-16 for furnishing one new 2016 twin screw diesel-powered cab and chassis for the City of Cheyenne, Sanitation Division (Solid Waste Management).

Mr. Luna moved to accept the bid from Peterbilt of Wyoming, Cheyenne, in an amount not to exceed \$128,977.00, 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 vehicle replacement purchase that will be used to transport solid waste and recycling to Colorado.

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