

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, May 02, 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; Tom Mason, MPO Director; Rick Parish, Parks & Recreation Director; Kristy Anderson, Deputy City Clerk; Deanne Widauf, Housing & Community Development; Carol Intlekofer, City Clerk; John Ridge, Deputy City Attorney; John Hall, City Engineer; Jim Wollenburg, Parks & Recreation; Jason Sanchez, Assistant Parks & Recreation Director/Projects; Logan Graves, Planning Department; Ben Rowland, Staff Attorney; Kim Stevens, 1% Construction Manager; Sam Berta, Staff Engineer; Brandon Cammarata, Development Director; and Chief Brian Kozak, Lt. Mark Munari, Det. Jim Harper, and Leslie Birch, Police Department.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Council Ward III; James Chilton, WTE; Mark Lantz, Cheyenne Stampede; Lt. Doug Hanson, Salvation Army; Chet Halvorson, West Edge Development; Jackie Christianson and Don Christianson, Ledger Plus; Ed Bledowski, DLR Group; and Stephan Pappas, Pappas & Pappas Architects.

AGENDA ITEMS

7. b)
 Transfer of ownership for a restaurant liquor license filed with the City Clerk's Office for Twin Dragon Chinese Food, LLC d/b/a Twin Dragon, 1809 Carey Avenue, Cheyenne, Wyoming (License currently held by Twin Dragon Chinese Restaurant, Inc. d/b/a Twin Dragon, 1809 Carey Avenue, Cheyenne, Wyoming).

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

DISUSSION: Don Christianson, Ledger Plus, requested approval and reported that the request to transfer the license is because ownership is transferring from one family member to another, noting there are no operational changes planned. Kristy Anderson, Deputy City Clerk, provided a staff report and advised all required documents have been submitted and reviewed by the appropriate agencies.

12. ORDINANCE – 2nd READING - Amending the City of Cheyenne's Solid Waste Fee Schedule. (SPONSOR - JIM BROWN)

Mrs. Williams moved to approve on 2nd reading, seconded by Mr. White. Motion failed with Mr. White voting "YES" and Mrs. Williams and Mr. Luna voting "NO".

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of the annual 8% fee schedule increase and provided information relating to funding necessities relating to solid waste disposal activities that included recommendations from a rate fee study completed in 2014. Upon inquiry, Ms. Nemecek provided information relating to Note 11 involving optional yard waste collection program requirements.

17. RESOLUTION - Adopting the City of Cheyenne Annual Action Plan 2016-2017, prepared by the Cheyenne Housing and Community Development Office. (SPONSORS - JIM BROWN, ANNETTE WILLIAMS)

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

DISCUSSION: Deanne Widauf, Housing & Community Development, provided a staff report and advised public comment requirements have been met and reported the 2016-2017 entitlement funding allocation is for \$397,441.00 and includes plan recommendations for 13 projects. Ms. Widauf reported the following agencies will receive funding allocations for various projects/needs: LCCC Scholarships, Cheyenne Transit Authority, Climb Wyoming, Needs, Salvation Army, Cheyenne Housing Authority-Senior Center, West Edge Project, Habitat for Humanity, Comea Shelter, Chop Program, Hand Program, and Housing & Community Development Program Administration.

20. LEASES/CONTRACTS/LEGAL:

- b) Contract between the City of Cheyenne, Police Department, and Laramie County School District No.1 for School Resource Officers for summer school 2016.

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

DISCUSSION: Chief Brian Kozak, Police Department, provided a staff report and advised staff supports approval of the annual contract. Discussion included potential options for summer school resource officer coverage relating to current shortage of City Police officers.

- c) Agreement between the City of Cheyenne and Blue Cross Blue Shield of Wyoming, for limited use of the public right-of-way for the installation of fiber optics and setting a fee (Revenue to the City).

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

DISCUSSION: Nathan Beauheim, Assistant City Engineer, provided a staff report and advised staff supports approval.

- d) Contract Employment Agreement between the City of Cheyenne, Police Department, and Jodie A. Wagner, for crime victim assistance services (Victim Services Grant).

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

DISCUSSION: Leslie Birch, Police Department, provided a staff report and advised staff supports approval of the annual agreement in an amount not to exceed \$3,232.00 per month which includes benefits.

- e) Professional Services Agreement between the City of Cheyenne and DHM Design Corporation for the West Edge Civic Center Commons Project (1% Specific Purpose Sales & Use Tax, Federal Emergency Management Agency Grant, State Lands & Investment Board Grant, Wyoming Business Council Grant).

Mrs. Williams moved to approve in an amount not to exceed \$754,937.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Brandon Cammarata, Development Director, provided a staff report and advised staff supports approval and explained the contract would provide project design and production of bid documents, noting the construction bid will be acquired separately with construction anticipated to begin in 2017.

- f) User Agreement between the City of Cheyenne, Parks and Recreation Department, and Cheyenne Stampede Junior "A" Hockey, LLC, to host the 2016 - 2018 seasons at the City-owned Ice and Events Center.

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

DISCUSSION: Jim Wollenburg, Parks & Recreation, provided a staff report and advised staff supports approval of renewing the user agreement, noting the only change relates to weather related closures.

- g) Media Sales Agency Agreement between the City of Cheyenne, Parks and Recreation Department, and Cheyenne Stampede Junior "A" Hockey, LLC, for Static Visual Advertising at the City-owned Ice and Events Center.

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

DISCUSSION: Jim Wollenburg, Parks & Recreation, provided a staff report and advised staff supports approval of renewing the agreement, noting no changes.

21. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- c) Contract Modification No. 1 to Contract No. 6314 between the City of Cheyenne, 1% Construction Division, and S&S Builders, LLC, Cheyenne, Wyoming, for Fiscal Year 2015 City Overlay, Part 1 Project to reduce retainage (2011 - 2014 1% Sales Tax).

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

DISCUSSION: Kim Stevens, 1% Construction Manager, provided a staff report and advised staff supports approval to reduce retainage, noting weather delayed landscaping and upon inquiry, reported remaining landscaping includes dirt work and seeding.

- d) Contract Modification No. 1 to Contract No. 6177 between the City of Cheyenne, 1% Construction Division, and Reiman Corporation for partial release of the retainage for the Logan Avenue Reconstruction Project (2011 - 2014 1% Sales Tax).

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

DISCUSSION: Sam Berta, Staff Engineer, provided a staff report and advised staff supports approval to reduce retainage, reported remaining retainage will cover BOPU project obligations, noting City project obligations have been met.

- e) Contract Modification No. 1 to Contract No. 6053 between the City of Cheyenne, and Pappas & Pappas Architects, P.C., to provide for additional architectural and engineering services for the Cheyenne Public Safety Center (1% Specific Purpose Sales & Use Tax).

Mr. Luna moved to approve in an amount not to exceed \$101,323.00, seconded by Mr. White. Mr. Luna moved to postpone to 05-23-16, seconded by Mrs. Williams. Motion to postpone carried by unanimous voice vote.

DISCUSSION: Lt. Mark Munari, Police Department, provided a staff report and advised a modification request was made from Pappas & Pappas Architects, P.C. to cover additional architectural and engineering services. Lt. Munari provided information involving project challenges that resulted in additional services. Stephan Pappas, Pappas & Pappas Architects, P.C., requested approval and provided details relating to additional services necessary to complete the project. Discussion included concerns relating to additional services, modification funding request, contract provisions, and motion to postpone to 05-23-16 to allow staff and the agent additional time to discuss the request.

22. CONSIDERATION OF BIDS:

- f) Consideration of Bid #E-27-16 for furnishing ammunition for the City's Police Department.

Mr. White moved to accept the bid from Ultramax Ammunition, Rapid City, SD, in an amount not to exceed \$40,659.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Det. Jim Harper, Police Department, provided a staff report and advised staff supports approval of the annual bid and upon inquiry, reported ammunition is ordered on an annual basis and that frangible ammunition carries a shelf life of approximately 5 years.

- g) Consideration of Bid #S-5-16 for a contract between the City of Cheyenne, Parks & Recreation Department, and Reiman Corporation, Cheyenne, Wyoming, for the Highlands Park project (Land and Water Grant, Community Facilities Fees)

Mr. Luna moved to accept the bid from Reiman Corporation, Cheyenne, in an amount not to exceed \$122,155.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Assistant Parks & Recreation Director/Projects, provided a staff report and advised staff supports approval and upon inquiry, reported the project will be compliant with ADA standards. Upon inquiry, Sara Vasquez, Purchasing, explained bids are received sealed, noting any bid not meeting requirements, such as an unsigned bid, is rejected.

24. ANNOUNCEMENTS/REPORTS/MOTIONS:

- a) Designation of Official Voting Delegate and Alternate Delegate for the City of Cheyenne at the June 10, 2016 Wyoming Association of Municipalities Business Meeting.

Mr. Luna moved to designate Mayor Rick Kaysen as the Official Voting Delegate and Carol Intlekofer, City Clerk, as the Alternate Delegate, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

DISCUSSION: Mayor Rick Kaysen the designation of an Official Voting Delegate and Alternate Delegate reported for the City is requested for the business meetings of the Wyoming Association of Municipalities (WAM). Mayor Kaysen reported that he and Carol Intlekofer, City Clerk, serve on the WAM Board of Directors and respectfully requested that he and Ms. Intlekofer be designated.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:47 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council