

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, June 06, 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; Nathan Beauheim, Deputy City Engineer; Lois Huff, City Treasurer; Sara Vasquez, Purchasing; Tom Mason, MPO Director; Rick Parish, Parks & Recreation Director; Kristy Anderson, Deputy City Clerk; John Ridge, Deputy City Attorney; Ben Rowland, Staff Attorney; Steve McDonald, Director of Special Events and Services; Renae Jording, Transit Director; Nancy Olson, MPO; Alessandra McCoy, Assistant City Attorney; Tim Wilson, BOPU Director; Randy Hays, Clint Bassett, Brad Brooks, Frank Strong, and Jim Hughes, BOPU; Lt. Mark Munari, Cpt. Mitch Maxwell, Lt. Rob Dafoe, Sgt. John Gay, Lt. Nate Buseck, and Ted Miazga, Police Department; Jason Sanchez, Parks & Recreation Assistant Director/Projects; John Hall, City Engineer; Denise Freeman, Human Resources Director; Brandon Cammarata, Development Director; and Sam Berta, Staff Engineer.

**OTHERS PRESENT:** Mayor Rick Kaysen; Richard Johnson, City Council Ward III; James Chilton, WTE; Stephan Pappas, Pappas & Pappas; Amy Surdam, DDA Director; Brandon Gebhart, HDR Engineering, Inc.; Ed Bledowski, DLR Group; Gabriel Pina, DDA; and D. Reed Eckhardt.

---

### **AGENDA ITEMS**

8. a)  
Transfer of ownership for a retail liquor license application filed with the City Clerk's Office for Flippers, LLC d/b/a Flippers, 1617 Capitol Avenue, Cheyenne, Wyoming (License currently held by Cheyenne Club, Inc., 1617 Capitol Avenue, Cheyenne, Wyoming).

Mrs. Williams 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 documentation has been submitted and reviewed by the appropriate agencies and reported operational plans include a bar and family gaming area.

11. **ORDINANCE – 3<sup>rd</sup> READING** - Approving and establishing revised water and sewer rates, tap and system development fees, administrative fees, service charges and penalties, and septic and commercial waste dump rates, as recommended by the Board of Public Utilities.

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

**DISCUSSION:** Randy Hays, BOPU, provided a staff report and provided a brief explanation of the proposed 2% water and sewer rate increases.

18. ORDINANCE – 2<sup>nd</sup> READING - Amending Ordinance No. 4077 defining the terms and conditions of employment for non-uniformed employees of the City of Cheyenne. (SPONSORS - JIM BROWN, MAYOR KAYSEN)

Mr. Luna moved to approve on 2<sup>nd</sup> reading, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

**DISCUSSION:** Denise Freeman, Human Resources Director, provided a staff report and advised annual renewal of the terms and conditions does not propose compensation increases and that there are no cost changes to current benefits offered to employees. Upon inquiry, Jason Sanchez, Parks & Recreation Assistant Director/Projects, reporting for the CPEA, advised the association understands the City’s current financial situation with respect to compensation and appreciates the current benefit packages offered to employees.

19. ORDINANCE – 2<sup>nd</sup> READING - Amending Ordinance No. 4078 defining the terms and conditions of employment for sworn officers of the City of Cheyenne Police Department. (SPONSORS - JIM BROWN, MAYOR KAYSEN)

Mrs. Williams moved to approve on 2<sup>nd</sup> reading, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Denise Freeman, Human Resources Director, provided a staff report and advised annual renewal of the terms and conditions does not propose compensation increases and that there are no cost changes to current benefits offered to employees. Upon inquiry, Ms. Freeman advised there are no recommended changes to the long standing Longevity Pay Schedule or the Specialty Pay Schedule. Upon inquiry, Cpt. Mitch Maxwell, Police Department, provided information relating to clothing allowance for detectives. Upon inquiry, Alessandra McCoy, advised a spouse is defined as any person an employee is legally married to. Upon inquiry, Mayor Rick Kaysen, provided information relating to compensation for both uniformed and non-uniformed employees. Discussion included concerns involving current compensation offered to sworn officers,

27. RESOLUTION - Approving the budget of the Downtown Development Authority/Main Street for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017. (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 proposed budget is included in the City’s proposed FY 2017 budget. Gabriel Pina, DDA,

requested approval of the proposed budget and upon inquiry, provided information relating to sub totals and totals within the proposed budget categories.

30. RESOLUTION - Adopting the Cheyenne Transit Program Route Change and Fare Increase Plan. (SPONSOR - JIM BROWN)

Mr. Luna moved to adopt, seconded by Mr. White. Motion carried with Mr. Luna and Mr. White voting "YES" and Mrs. Williams voting "NO".

**DISCUSSION:** Renae Jording, Transit Director, provided a staff report and advised a public hearing was held at the 05-23-16 meeting of the Governing Body, and that staff supports approval. Upon inquiry, Ms. Jording provided information relating to the proposed increases reporting other areas are charging twice as much as the increases proposed, noting there have been no increases over the past 27 years.

31. LEASES/CONTRACTS/LEGAL:

- f) Contract between the City of Cheyenne and Goat Green, LLC, for vegetation management along Dry Creek (2011 - 2014 1% Sales Tax).

Mr. Luna moved to approve in an amount not to exceed \$53,587.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Sam Berta, Staff Engineer, provided a staff report and advised staff supports approval of the annual contract and upon inquiry, provided information relating to DEQ E.coli monitoring of Crow Creek which restricts the use of the goats along Crow Creek that could lead to potential fecal contamination. Chairman Brown requested comments stay germane to the contract proposed.

- g) Professional Services Agreement between the Cheyenne Metropolitan Planning Organization and HDR Engineering, Inc., for Converse and Dell Range Intersection Traffic Safety Plan, and Converse Avenue 35% Design Plan (Metropolitan Planning Organization funds).

Mr. White moved to approve in an amount not to exceed \$96,469.80, seconded by Mr. Luna. Motion carried by unanimous voice vote.

**DISCUSSION:** Nancy Olson, MPO, provided a staff report and advised staff supports approval of the proposed agreement that would provide for a preliminary 35% design plan for Converse Avenue and an in depth traffic safety evaluation for the Converse and Dell Range intersection for development of a reconfiguration recommendation and estimated associated costs.

- h) Professional Services Agreement between the City of Cheyenne and Smith Environmental & Engineering for the West Edge Pump House Park Project (1%

Specific Purpose Sales & Use Tax, Environmental Protection Agency Grant, State Land Investment Board Grant).

Mr. Luna moved to approve in an amount not to exceed \$392,176.00, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

**DISCUSSION:** Brandon Cammarata, Development Director, provided a staff report and advised staff supports approval of the proposed agreement that would produce bid documents, final design, construction administration and management of the project which is associated with the development of the West Edge Project, noting construction is estimated to begin before the end of 2016. Committee members voiced support of the proposed West Edge Project.

- i) Offer to Sell real property owned by the City of Cheyenne, being Tract 2, Hildreth Subdivision, a portion of the S½ and S½NW¼ of Section 16, T. 14 N., R. 67 W., of the 6<sup>th</sup> P.M., Laramie County, Wyoming, consisting of five (5) acres, more or less, and having an appraised value of \$62,500.00, to the United States of America, for and on behalf of the Department of Veterans Affairs, to be used for the establishment of a National Veterans Cemetery.

Mrs. Williams moved to approve, seconded by Mr. Luna. Mr. Luna moved to postpone to 06-27-16, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

**DISCUSSION:** Rick Parish, Parks & Recreation Director, requested a two-week postponement to allow for additional document evaluation in order to clarify and finalize the property purchase details.

### 32. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) 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). (POSTPONED FROM 05/23/16)

Mr. Luna moved to approve, seconded by Mr. White. Mrs. Williams moved to amend by substitute, seconded by Mr. Luna. Motion carried with Mr. Luna and Mr. White voting "YES" and Mrs. Williams voting "NO". Main motion, as amended, carried by unanimous voice vote.

**DISCUSSION:** Lt. Mark Munari, Police Department, provided a staff report and advised staff requests consideration to approve the proposed substitute which reflects a decrease in the modification amount to \$72,070.00 from \$101,323.00. Lt. Munari explained the modification addresses additional services performed by the agent.

- c) Contract Modification No. 3 to Contract No. 6151 between the City of Cheyenne, and Short Elliott Hendrickson, Inc., for the 19<sup>th</sup> Street Rehabilitation Project (2011 - 2014 1% Sales Tax, 2015 - 2018 1% Sales Tax).

Mr. Luna moved to approve in an amount not to exceed \$77,637.752, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

**DISCUSSION:** Nathan Beauheim, Deputy City Engineer, provided a staff report and advised staff supports approval. Mr. Beauheim explained the modification includes increasing the scope of the project and requires additional construction management services, noting originally the project consisted of 2 phases and was adjusted to 3 phases.

33. CONSIDERATION OF BIDS:

- e) Consideration of bid #E-31-16 for furnishing Fujitsu Stylistic Q704 Tablets for the Cheyenne Police Department (1% Specific Purpose Sales & Use Tax).

Mr. Luna moved to accept the bid from Howard Technology Solutions, Ellisville, MS, in an amount not to exceed \$210,686.00, seconded by Mrs. Williams. Motion carried by unanimous voice vote.

**DISCUSSION:** Ted Miazga, Police Department, provided a staff report and advised staff supports approval, noting the bid includes a 3-year accidental damage protection provision, and upon inquiry, provided information relating to updating and replacement of technology products.

- f) Consideration of Bid #E-18-16 for furnishing four (4) new 2016-2017 pickup trucks for the City of Cheyenne (2011 - 2014 1% Sales Tax, 2015 - 2018 1% Sales Tax, Solid Waste Management, Weed & Pest).

Mr. White moved to accept the bid from Spradley Barr Motors, Cheyenne, in an amount not to exceed \$116,757.00, seconded by Mr. Luna. Motion carried with Mr. White and Mr. Luna voting "YES": and Mrs. Williams voting "NO".

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised staff supports approval of the bid submitted by Spradley Barr Motors in the amount of \$122,275.00 minus trade-in allowance of \$5,518.00 for a total bid amount of \$116,757.00, and reported the proposed bid includes back-up alarm system option on all vehicles.

- g) Consideration of Bid #E-30-16 for furnishing four (4) New 2016 Police Package Motorcycles for the Cheyenne Police Department (2011 - 2014 1% Sales Tax).

Mr. Luna moved to accept the bid from Victory Police Motorcycles, Tucson, AZ, in an amount not to exceed \$116,896.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Sgt. John Gay, Police Department, provided a staff report and advised staff supports approval, noting that although the bid was sent out to 6 vendors, only one bidder responded. Upon inquiry, Sgt. Gay provided information relating to anticipated daily use, vehicle surplus auction process, and purchase and lease options.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:42 a.m.

Submitted by,

Kris Jones  
Executive Assistant  
to the City Council