

FINANCE COMMITTEE MINUTES

Due to the Labor Day Holiday, a meeting of the Finance Committee was instead held on Tuesday, September 6, 2022, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Jeff White, Chairman, Dr. Michelle Aldrich, Ken Esquibel (via Zoom), and Richard Johnson (via Zoom).

AGENDA ITEMS

15. **ORDINANCE – 3rd READING** – Amending Chapter 2.04, Mayor and City Council, within Title 2, Administration and Personnel, and Chapter 12.04, Streets, Sidewalks and Driveways Generally, within Title 12, Streets, Sidewalks and Public Places, of the Municipal Code of the City of Cheyenne, Wyoming, to amend provision governing contract approvals.

Dr. Aldrich moved to approve on 3rd and final reading, seconded by Mr. Esquibel. Motion carried with Dr. Aldrich and Mr. Esquibel voting “YES” and Mr. Johnson voting “NO”.

Tom Cobb, City Engineer, provided a staff report.

28. **LEASES/CONTRACTS/LEGAL:**

- d) Owner and Design-BUILDER Agreement between the City of Cheyenne and FCI Constructors of Wyoming, LLC for finishing the Cheyenne Public Safety Center. (2012 1% Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$150,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Lieutenant Joel Hickerson, Police Department, provided a staff report and TJ Barttelbort, Purchasing Manager, provided additional information related to warranties and the construction phase. Committee member Dr. Aldrich commented on the item.

- e) Agreement between the City of Cheyenne and StreamLink Software Inc. d/b/a AmpliFund for a multi-year contract for grant management software. (General Fund & American Rescue Plan Federal Recovery funds)

Dr. Aldrich moved to approve in an amount not to exceed \$67,500.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Renee Smith, Grants Manager, provided a staff report. Chairman White and committee member Dr. Aldrich commented on the item.

- f) Memorandum of Understanding between the City of Cheyenne, Transit Division, and Laramie County to provide public transportation services to Laramie County Community College and for an area of Laramie County immediately adjacent to the City. (Revenue to the City)

Dr. Aldrich moved to approve in a minimum amount of \$88,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Renae Jording, Transit Director, provided a staff report and Vicki Nemecek, Public Works Director, provided additional information. Committee member Dr. Aldrich commented on the item

- g) Grant agreement between the City of Cheyenne and the Federal Transit Administration to fund Transit operations. (ARP 5307 Grant)

Dr. Aldrich moved to approve in a minimum amount of \$401,959.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Renae Jording, Transit Director, provided a staff report.

- h) Agreement between the City of Cheyenne, Community Recreation & Events, and the Officials for Fun Club to officiate the 2022-2023 youth and adult volleyball programs. (Recreation Programs Fund)

Dr. Aldrich moved to approve. Motion died due to the lack of a second.

Jason Sanchez, Community Recreation & Events Director, provided a staff report.

- i) Agreement between the City of Cheyenne, Office of Youth Alternatives, and Laramie County for juvenile probation services. (Revenue to the City)

Dr. Aldrich moved to approve in an amount in a minimum amount of \$66,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Jay Sullivan, Youth Alternatives Director, provided a staff report.

- j) Contract between the City of Cheyenne, Office of Youth Alternatives, and Laramie County for on-call crisis center services. (Revenue to the City)

Dr. Aldrich moved to approve in a minimum amount of \$75,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Jay Sullivan, Youth Alternatives Director, provided a staff report. Committee member Dr. Aldrich commented on the item.

29. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Contract Modification #1 to Contract #7545 between the City of Cheyenne and OpenGov Inc., for Software as a Service (SaaS) Solution for budgeting, financial management, procurement, citizen services, reporting, transparency, and asset management. (American Rescue Plan Federal Recovery funds)

Dr. Aldrich moved to approve in an amount not to exceed \$85,131.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Michael Skinner, Digital Asset Manager, provided a staff report. Heather Henderson, Cardiograph, and Vicki Nemecek, Public Works Director, provided additional information. Chairman White and committee member Dr. Aldrich commented on the item.

- c) Contract Modification #1 to Contract #7157 between the City of Cheyenne and United Way of Laramie County to provide services to various community programs to allocate remaining portion of 10% "Excess Monies" to Human Services pursuant to Resolution #5607. (2015-2018 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$98,762.00, seconded by Mr. Esquibel. Motion carried with Dr. Aldrich and Mr. Esquibel voting "YES" and Mr. Johnson voting "NO".

Vicki Nemecek, Public Works Director, provided a staff report. Committee member Dr. Aldrich commented on the item.

- d) Contract Modification #1 to Contract #7434 between the City of Cheyenne and United Way of Laramie County to provide services to various community programs to allocate funds pursuant to Resolution #5933. (2019-2022 Optional 1% Sales Tax Fund)

Mr. Esquibel experienced technical difficulties following the motion on item #29(d) and for the remainder of the meeting and therefore, did not vote on the remaining items.

Dr. Aldrich moved to approve in an amount not to exceed \$250,000.00, seconded by Mr. Esquibel. Motion failed with Dr. Aldrich voting "YES" and Mr. Johnson voting "NO".

Vicki Nemecek, Public Works Director, provided a staff report. Mark Young, United Way board member, provided additional information. Committee member Dr. Aldrich commented on the item

OTHER ITEMS FOR THE AGENDA:

- a) RESOLUTION – Supporting the Cheyenne Regional Airport Board in the application for and acceptance of Federal Assistance from the Federal Aviation Administration under the Airport Improvement Program to assist in funding costs related to reconstruction of runway 9/27 at Cheyenne Regional Airport. (SPONSOR – Mr. White)

Dr. Aldrich moved to adopt, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Nathan Banton, Cheyenne Regional Airport Deputy Director, provided information related to the proposed grant.

- b) Contract Modification #2 to Contract #7199 between the Wyoming Department of Family Services and the City of Cheyenne, Office of Youth Alternatives, for kinship advocacy services for displaced, at-risk youth extending the contract term to September 20, 2023, and increasing the total dollar amount by \$30,000.00 (Revenue to the city)

Dr. Aldrich moved to approve, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Jay Sullivan, Youth Alternatives Director, provided a staff report.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:00 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council