

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, August 17, 2020 via an Electronic meeting, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Mike Luna, Chairman; Bryan Cook and Jeff White. Absent: Ken Esquibel and Pete Laybourn.

CITY STAFF: Charles Bloom, Planning & Development Director; Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Kylie Soden, Deputy City Clerk; Craig LaVoy, Public Works Deputy Director; Byron Matthews, Fire and Rescue Department; Chief Brian Kozak and Captain Nate Buseck, Police Department; Joe Chenchar, Assistant City Attorney; Mike O'Donnell, City Attorney; Mary Salas, Administrative Assistant to the City Council; Tom Cobb, City Engineer; Alessandra McCoy-Fakelman, Deputy City Attorney; Brenda Moureaux, Deputy City Treasurer; Teresa Moore, Community Recreation and Events Director; Jason Sanchez, Community Recreation and Events Deputy Director; Jason Kivisto, Irrigation Forman; Matthew Theriault, Landfill Manager; Renae Jording, Transit Director; and Jay Sullivan, Youth Alternatives Director.

OTHERS PRESENT: Boyd Wiggam; Susan Castaneda, CEO Cheyenne Animal Shelter; Nathan Banton, Cheyenne Reginal Airport General Manager; and Margaret Austin, Wyoming Tribune Eagle.

AGENDA ITEMS

7. **APPLICATIONS/LICENSES/PERMITS:**

- a) Social club liquor license application filed with the City Clerk's Office for Alternative Arts Project Inc. d/b/a The Lincoln Theater, 1615 Central Ave., Cheyenne, Wyoming.

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

DISCUSSION: Kylie Soden, Deputy City Clerk, provided a staff report and advised the application has been reviewed by the required agencies and has been deemed eligible. Mr. White recognized Mr. and Mrs. Jelinek for their work to refurbish the Lincoln Theater and encouraged his colleagues to see the progress if they haven't already.

18. **LEASES/CONTRACTS/LEGAL:**

- b) 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 City)

Mr. White moved to approve in an amount not to exceed \$83,816.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Renae Jording, Transit Director, provided a staff report and advised no changes have been made to this annual agreement.

- c) Agreement between the City of Cheyenne and the Cheyenne Animal Shelter/Services for Animal Control and Animal Shelter Services. (General Fund)

Mr. Cook moved to approve in an amount not to exceed \$563,500.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Susan Castaneda, CEO Cheyenne Animal Shelter, advised this annual contract includes minimal changes based on the reduction of approved funding.

- d) Contract between Memorial Hospital of Laramie County d/b/a Cheyenne Regional Medical Center (CRMC) and the Office of Youth Alternatives for Suicidal Ideation Assessment Services in the amount of \$36,791.00. (Cheyenne Regional Medical Center (CRMC) Grant)

Mr. White moved to approve in an amount not to exceed \$36,791.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Jay Sullivan, Youth Alternatives Director, provided a staff report and advised this contract will provide suicidal ideation reporting services.

- e) Grant Agreement between Memorial Hospital of Laramie County d/b/a Cheyenne Regional Medical Center and the City of Cheyenne Police Department for Law Enforcement Assisted Diversion (LEAD) Program. (Revenue to City)

Mr. White moved to approve in an amount not to exceed \$244,624.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Captain Nate Buseck, Police Department, provided a staff report and advised this new program will provide for a case manager (social worker) to be hired by the police department to provide outreach, long-term engagement and supportive services for participants through intensive case management activities and collaboration with service providers, housing providers and other community organizations. Upon inquiry, Captain Buseck advised the cost benefit regarding hospital and jail expenses and that it is unknown at this time what the criteria for renewal of the program will be.

- f) Grant Agreement from the U.S. Department of Transportation, Federal Aviation Administration, for the Reconstruction of Runway 09/27-Phase 2 at the Cheyenne Regional Airport/Jerry Olson Field. (Revenue to City)

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

DISCUSSION: Nathan Banton, Cheyenne Reginal Airport General Manager, advised this contract will provide for 70-80 percent of the funding for reconstruction of the runway with the remaining funds coming from the Wyoming Air National Guard. Mr. Banton advised that due to the CARES Act, no matching funds are required and reported the final cost of construction is unknown.

- g) Agreement between the City of Cheyenne, Office of Cheyenne Youth Alternatives, and Laramie County, Wyoming for Juvenile Probation Services. (Revenue to City) Mr. Laybourn moved to approve, seconded by Mr. White. Motion carried by unanimous voice vote.

Mr. Cook moved to approve in an amount not to exceed \$60,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Jay Sullivan, Youth Alternatives Director, provided a staff report and advised this 1-year grant will provide supplement funds for both municipal and circuit court costs.

- h) Contract for on-call crisis center services between the Laramie County Community Juvenile Services Joint Powers Board and the Office of Youth Alternatives in the amount of \$69,000.00. (Revenue to City)

Mr. Cook moved to approve in an amount not to exceed \$69,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Jay Sullivan, Youth Alternatives Director, provided a staff report and advised this long-standing contract allows for screening services for placement at the Laramie County Crisis Center.

19. CONSIDERATION OF BIDS/PURCHASES/REQUESTS FOR PROPOSALS:

- c) Consideration of Bid #S-16-20 for a contract between the City of Cheyenne and Containment Systems LLC, for the repair and expansion of Landfill Permanent Litter Fence Project. (Solid Waste Fund)

Mr. White moved to accept the bid from Containment Systems, Birmingham, Alabama in an amount not to exceed \$198,000.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this bid is for both replacement fencing, from an insurance claim, and new fencing, as

part of the expansion project to minimize liter. TJ Barttelbort, Purchasing Manager, advised on the total amount of the bid.

20. APPLICATIONS/LICENSES/PERMITS:

- a) Request to expand retail liquor license package store dimensions for Avanti, Inc. d/b/a Dell Range Liquor, 3806 Dell Range Blvd. (POSTPONED FROM 08-10-20)

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

DISCUSSION: Kylie Soden, Deputy City Clerk, provided a staff report and advised the Board of Adjustment will hear the expansion request on August 20, 2020 and staff anticipates final approval for the Governing Body meeting on August 24, 2020.

OTHER ITEMS FOR THE AGENDA:

RESOLUTION – Authorizing submission of the Nita M. Lowey 21st Century Learning Centers grant application to the Wyoming Department of Education on behalf of the Governing Body of the City of Cheyenne to submit continuation application for year three of funding for afterschool programming and necessary support items. (SPONSOR – MIKE LUNA)

This item was reviewed under other items for the agenda; therefore, provisions of Title 2 of City Code were met.

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

DISCUSSION: Jay Sullivan, Youth Alternatives Director, provided a staff report and advised this grant will allow for the continuation of the ACCESS program (afterschool program) at Johnson Junior High School which includes curriculum for students social and academic growth.

RESOLUTION – Authorizing submission of the Senior Corps 2021 RSVP Competition grant application to the Corporation For national and Community Service (CNCS) on behalf of the Governing Body of the City of Cheyenne to submit application for funding for Youth Alternatives, Special Friends RSVP Mentoring Program and necessary support items. (SPONSOR – MIKE LUNA)

This item was reviewed under other items for the agenda; therefore, provisions of Title 2 of City Code were met.

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

DISCUSSION: Jay Sullivan, Youth Alternatives Director, provided a staff report and advised this grant will provide funds for the Special Friends Program.

LEASES/CONTRACTS/LEGAL:

Grant agreement from the U.S. Department of Transportation, Federal Aviation Administration, for the reconstruction of runway 09/27 (reimbursable agreement for precision approach path indicator and localizer design) at the Cheyenne Regional Airport/Jerry Olson Field. (SPONSOR – MIKE LUNA)

This item was reviewed under other items for the agenda; therefore, provisions of Title 2 of City Code were met.

Mr. White moved to approve in an amount not to exceed \$54,189.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Nathan Banton, Cheyenne Regional Airport General Manager, advised this grant will provide funding for relocation for navigation equipment owned by the Federal Aviation Administration during reconstruction of the airport's main runway.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:30 A.M.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council