

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Tuesday, September 21, 2020 via an Electronic meeting, starting at 11:00 A.M. Those in attendance were as follows:

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

CITY STAFF: Charles Bloom, Planning & Development Director; Robin Lockman, City Treasurer; Teresa Moore, Community Recreation & Events Director; TJ Barttelbort, Purchasing Manager; Kris Jones, City Clerk; Alessandra McCoy-Fakelman, Deputy City Attorney; Jason Sanchez, Community Recreation & Events Deputy Director; Brendan Ames, Chief Economic Development Officer; Tom Mason, Metropolitan Planning Organization (MPO) Director; Eric Fountain, Mayor's Chief of Staff; Joe Chenchar, Assistant City Attorney; Sam Berta, Construction Engineer; Tom Cobb, City Engineer; Wes Bay, Deputy City Engineer; Chief Brian Kozak, Police Department; Michael O'Donnell, City Attorney; Desiree Vapenik, Aquatics Manager; Craig LaVoy, Public Works Deputy Director; and Darrin Hass, Human Resources Director.

OTHERS PRESENT: Margaret Austin, Wyoming Tribune Eagle; Jason Mitchell, Hirst & Applegate; Darci Hendon, Summit Engineering; and Jillian Harris.

AGENDA ITEMS

7. APPLICATIONS/LICENSES/PERMITS:

- a) Transfer of ownership for a resort liquor license application filed with the City Clerk's Office for Omsai Hospitality, LLC d/b/a Red Lion and Conference Center of Cheyenne, 204 W. Fox Farm Rd., Cheyenne, Wyoming (license currently held by Driftwood Special Servicing, LLC d/b/a Red Lion Hotel Cheyenne & Conference Center).

Mr. Laybourn moved to approve, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Kris Jones, City Clerk, provided a staff report and advised the transfer of ownership is due to a change in ownership. Ms. Jones advised the application has been reviewed by the required agencies and deemed eligible. Jason Mitchell, attorney with Hirst & Applegate representing the applicant, advised he was available for any questions.

- 16. **RESOLUTION – Reappropriating the Fiscal Year 2021 Budget of the City of Cheyenne according to the provisions of W.S. 16-4-112 & 16-4-113. (SPONSOR – MIKE LUNA)**

Mr. Laybourn moved to adopt, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Robin Lockman, City Treasurer, provided a staff report and advised carry over funds include encumbrances for items ordered or billed for fiscal year 2020 for various departments. Ms. Lockman further reported general fund adjustments included additional revenue and reserves for a Police Department Crime Analyst, Public Defender fee's and park maintenance expenses.

18. LEASES/CONTRACTS/LEGAL:

- d) Memorandum of Understanding between the City of Cheyenne, Cheyenne Police Department, and Laramie County School District No. 1 for school resource officers for the 2020-2021 school year and summer school 2021. (Revenue to City)

Mr. Laybourn moved to approve, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Chief Brian Kozak, Police Department, provided a staff report and advised the modifications to the contract include: Payment of resources officers at 75% of their salary and benefits; a reduction in replacement time for an officer out on leave; and training not related to basic officer skills will be paid by the police department. Chief Kozak advised that the department will not be filling the Police Department Crime Analyst position to reserve funds for unforeseen expenses due to COVID, overtime and possible increases to jail costs (anticipated to be a 50% increase). Mr. Laybourn and Mr. White complimented Chief Kozak on his negotiations with the school district. Mr. White requested information on jail costs as it becomes available.

- e) Professional Services Agreement between the City of Cheyenne, Cheyenne Metropolitan Planning Organization (MPO), and Summit Engineering for the East Park Greenway Underpass and Drainage Plan. (MPO Federal Funding)

Mr. Laybourn moved to approve in an amount not to exceed \$68,030.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Tom Mason, MPO Director, provided a staff report and advised this agreement is for future greenway and drainage design from the City's East Park, across the Union Pacific Railroad into LEADS Industrial Park. Upon inquiry, Mr. Mason, advised this design would consider everything South of Pershing Avenue. Darci Hendon, Summit Engineering, provided additional information relating to the design agreement and that it only includes planning within East Park. Mr. Laybourn expressed concerns with the connection from the Henderson ditch to East Park. Mr. Mason reported that the connection in question to East Park will be addressed in fiscal year 2021 budget.

19. CHANGE ORDERS/CONTRACT MODIFICATIONS

- c) Contract Modification #1 to Contract #6786 between the City of Cheyenne and Novo Benefits, LLC, to extend the term for an additional three (3) year period. (General Fund)

Mr. Laybourn moved to approve in an amount not to exceed \$214,755.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Darrin Hass, Human Resources Director, provided a staff report and advised this contract will extend the partnership with Novo Benefits, LLC for an additional 3 year term and reported the Board of Public Utilities and Laramie County have renewed their contract's with Novo Benefits as well. Upon inquiry, Mr. Hass advised on the process and issues as a result of COVID in the City's desire to become self-funded in the future.

- d) Contract Modification #1 to Contract #7195 between the City of Cheyenne and Simon Contractors for additional construction services for the Prairie Avenue and Frontier Mall Drive Intersection Project. (2018-2022 1% Sales Tax)

Mr. Esquibel moved to approve in an amount not to exceed \$304,999.55, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Wes Bay, Deputy City Engineer, provided a staff report and advised deteriorated curb, gutter and sidewalk were not identified in the original design plans and need replaced and noted the completion date will be extended until November 30, 2020.

- e) Contract Modification #2 to Contract #6960 between the City of Cheyenne and Reiman Corporation for cost impacts associated with unforeseen site conditions, partial release of retainage and reduction of retainage from 10% to 5% to meet current state statutes for the Christensen Railroad Overpass & Corridor Project. (Specific Purpose Sales Tax)

Mr. Esquibel moved to approve in an amount not to exceed \$143,309.63, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Tom Cobb, City Engineer, provided a staff report and advised changes to the project were related to unforeseen site conditions originally identified (some of which were not fully addressed in modification No. 1), the extension of the construction schedule and to meet current Wyoming State Statutes requesting retainage on remaining contract items being reduced from 10% to 5%. Upon inquiry, Mr. Cobb advised the tentative completion date is November 1, 2020 and the purchased property requires a replat for resale.

- f) Contract Modification #2 to Contract #6976 between the City of Cheyenne and Reiman Corporation for partial release of retainage and additional funds for final

landscaping for the Evers Blvd. Reconstruction Project. (2018-2022 1% Sales Tax)

Mr. Laybourn moved to approve in an amount not to exceed \$20,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Sam Berta, Construction Engineer, provided a staff report and advised the additional funding request is for landscaping to complete the project. Upon inquiry, Mr. Berta reported the tentative completion date is scheduled for October 1, 2020.

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

- b) Consideration of Bid #E-1-21 for a contract between the City of Cheyenne and A1 Organics for furnishing compost screening and grinding services for the City of Cheyenne, Compost Facility. (Solid Waste Fund)

Mr. Laybourn moved to accept the bid from A1 Organics, Eaton, CO in an amount not to exceed \$60,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this contract will provide screening and grinding services for the compost facility.

- c) Consideration of Bid #S-4-21 for a contract between the City of Cheyenne and Mid-America Pool Renovation, Inc. for the Cheyenne Aquatic Center Main Pool Shell Resurfacing Project. (Specific Purpose Option Tax)

Mr. Laybourn moved to accept the bid from Mid-America Pool Renovation, Inc., Grandview, MO in an amount not to exceed \$194,135.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Desiree Vapenik, Aquatics Manager, provided a staff report and advised the current pool shell has outlived its life expectancy and the replacement will include plaster and tile. Upon inquiry, Ms. Vapenik advised the shell was not replaced during the redesign of the aquatic center due to funding restraints and overage 6th penny project funds will be used to fund the replacement. Upon inquiry, Robin Lockman, City Treasurer, advised about \$3 million remains in overage funds for various projects.

- d) Consideration of Bid #S-5-21 for a contract between the City of Cheyenne and Academy Sports Turf, Inc. for the Powers Field Synthetic Turf Replacement Project. (Land and Water Conservation Grant and Recreation Programs Players Fees)

Mr. Laybourn moved to accept the bid from Academy Sports Turf, Inc., Englewood, CO in an amount not to exceed \$199,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised four (4) bids were submitted and the low bidder was selected. Mr. Sanchez advised that \$103,000.00 would come from the Land and Water Conservation Grant and the remaining funds from players fees. Mr. Laybourn expressed the importance of the Land and Conservation Fund. Upon inquiry, Mr. Sanchez advised used turf will be recycled for use in the bull pens and batting cages.

Mr. White expressed thanks to Administrative Assistant to the City Council, Jennifer McClelland, for her continued work with electronic meetings during the pandemic.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:46 A.M.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council