

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, August 16, 2021 in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Scott Roybal, Chairman; Dr. Michelle Aldrich, Ken Esquibel, and Richard Johnson.

CITY STAFF: Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Jason Sanchez, Community Recreation & Events Deputy Director; Michael O'Donnell, City Attorney; Vicki Nemecek, Public Works Director; Renea Jording, Transit Director; Division Chief Byron Matthews, Fire and Rescue Department; Jay Sullivan, Youth Alternatives Director; Andrew Worshek, Mayor's Chief of Staff; Eric Fountain, Compliance Director; Marilyn Sutherland, Compliance and Risk Administrator; Steve Gaer, Facilities Manager; Teresa Moore, Community Recreation & Events Director; Jacob Brady, Compliance Division Office Support Specialist; Lori DeVilbiss, Recreation Manager; Renee Smith, Grants Manager; Tom Mason, Metropolitan Planning Organization (MPO) Director; Jillian Harris, MPO Senior Planner; Tom Cobb, City Engineer; Ashley Miller, Board of Public Utilities (BOPU) Administration Manager; Charles Bloom, Planning and Development Director; and Kris Jones, City Clerk.

OTHERS PRESENT: Mayor Patrick Collins; Pete Laybourn, City Councilman Ward I; Patti Riesland, Mayor's Council for People with Disabilities; Derrek Jerred, Cheyenne Leads; and Megan McPhilmy, LSC Transportation Consults, Inc.

AGENDA ITEMS

11. RESOLUTION – Authorizing submission of an application to the Wyoming Business Council under the Business Ready Community Grant and Loan Program for a Managed Data Center Cost Reduction Grant not to exceed \$2,250,000.00 on behalf of the governing body of the City of Cheyenne. (SPONSOR – MR. ROYBAL)

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

DISCUSSION: Renee Smith, Grants Manager, provided a staff report and advised the grant will be submitted in September 2021 and requires governing body support. Upon inquiry, Ms. Smith provided information on the benefits of the grant for the development. Derrek Jerred, Cheyenne Leads, advised this grant will help with ongoing utility costs, incentivizing the data center for conducting business in Cheyenne. Upon inquiry, both Mr. Jerred and Ms. Smith advised additional grants will be submitted in the future related to development of the data centers.

12. RESOLUTION – Authorizing the City of Cheyenne Board of Public Utilities to discharge uncollectible debts in the amount of \$1,138.02 pursuant to Wyo. Stat. §16-4-502. (SPONSOR – MR. LAYBOURN)

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

DISCUSSION: Ashley Miller, BOPU Administration Manager, provided a staff report and advised due to previous software issues these debts have been deemed uncollectible and noted it was recommended by the BOPU auditor to write off the debt. Upon inquiry, Ms. Miller advised a new software program has been implemented to reduce the amount of write offs in the future.

13. 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 – MR. ROYBAL)

Dr. Aldrich moved to adopt, seconded by Mr. Johnson. Dr. Aldrich moved to amend by substitute dated August 11, 2021, seconded by Mr. Johnson. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Robin Lockman, City Treasurer, provided a staff report and an overview of the re-appropriation including the transfer of excess funds from the Police Department to the Fire Department, funding for the transfer of the parking garage bond, and a refund from the annexation loan fund. Upon inquiry, Michael O'Donnell, City Attorney, provided information related to fire negotiations in 2020 and the Union's claim that 3 fire fighters would be retiring within the year allowing the budget to support the hiring of 3 new fire fighters. Ms. Lockman noted one had not retired which resulted in an overage of payroll in the Fire Department and advised the amendment increased the transfer from the police department to the fire department by \$65,000.00. Upon inquiry, Ms. Lockman provided information on the annexation loan fund and noted the property owner requested the refund.

14. LEASES/CONTRACTS/LEGAL:

- c) Contract between Laramie County and the Office of Youth Alternatives for on-call crisis center services in the amount of \$69,000.00. (Revenue to City)

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

DISCUSSION: Jay Sullivan, Youth Alternatives Director, provided a staff report and advised the contract is for crisis services and noted previously the contract was paid by the State of Wyoming through the Department of Family Services.

- d) Contract between the City of Cheyenne, Community Recreation & Events, and the Officials for Fun Club to officiate the 2021-2022 youth volleyball, adult volleyball, and adult co-rec volleyball programs. (Recreation Programs Fund)

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

DISCUSSION: Lori DeVilbiss, Recreation Manager, provided a staff report and advised the annual contract is to provide officiating services for recreation volleyball activities and upon inquiry, provided information related to the fines listed in the contract.

- e) Professional Services Agreement between the City of Cheyenne, Cheyenne Metropolitan Planning Organization and LSC Transportation Consults, Inc., Colorado Springs, CO, for the 2022 Transit Development Plan. (MPO Federal Funds)

Dr. Aldrich moved to approve in an amount not to exceed \$99,711.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Jillian Harris, MPO Senior Planner, provided a staff report and advised the agreement is to complete the 2022 Transit Development Plan and upon inquiry provided information on the federal proposal process to select the consultant. Pete Laybourn, City Councilman Ward I, expressed interest in serving on the steering committee for the plan.

15. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Contract Modification #6 to Contract #5930 between the City of Cheyenne and Kone, Inc., Denver, CO, for the addition of an elevator located at the Judge Joseph M. Carey Cheyenne City Center Building. (General Fund)

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

DISCUSSION: Steve Gaer, Facilities Manager, provided a staff report and advised the contract is to add annual maintenance in the amount of \$2,437.56 annually to the existing contract for the elevator at the Judge Joseph M. Carey Cheyenne City Center Building (Municipal Court House).

- b) Contract Modification #2 to Contract #7256 between the City of Cheyenne and Dan Hart Patrol Service, LLC, Upton, WY, for the Happy Jack Landfill Phase 2, Cells 1, 2 and 3 Excavation Earthworks Project for an increase in rock excavation quantities and addition of Duke Energy Maintenance Road relocation. (Solid Waste Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$1,107,538.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the modification is to increase the rock excavation quantities at a tiered rate and relocation, rebuilding of Duke Energy's maintenance road after it was lost during the expansion of the landfill. Ms. Nemecek reviewed 4 options presented by the contractor and explained the importance of "air space" as it relates to landfill operations. Upon inquiry, Michael O'Donnell, City Attorney, provided information on the discussions with Duke Energy to rebuild the maintenance road and recommended the City build the road to avoid litigation and save money. Additional discussion

included use of the extracted rock and a possible amendment to share the cost of rebuilding the Duke Energy road.

- c) Contract Modification #1 to Contract #7072 for the Hazard Mitigation grant from the Wyoming Office of Homeland Security, in the amount of \$191,430.85 for Dry Creek Drainage Planning by extending the term of the grant agreement to August 5, 2022. (DHS FEMA Grant-Dry Creek Drainage Plan)

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

DISCUSSION: Tom Cobb, City Engineer, provided a staff report and advised the modification will extend the term of performance for an additional year and noted the change of City Engineer staffing and the COVID-19 pandemic contributed to the need for an extension. Upon inquiry, Mr. Cobb advised a contractor will be selected in the next 6 to 8 weeks.

- d) Contract Modification #1 to Contract #7309 between the City of Cheyenne and Synergy Construction, LLC, Lovell, WY, for the Happy Jack Landfill Front Entrance and Scale House Project to build an on-site scale house building. (Solid Waste Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$62,730.80, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the modification will allow for a building to be construction on site verses a prefabricated building and noted the project is expected to be completed on time.

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

- b) Consideration of Bid #E-1-22 for furnishing two (2) new 2021 4WD 72" front-mount mowers for City of Cheyenne, Community Recreation & Events Department. (2015-2018 1% Sales Tax and Specific Purpose Sales Tax Funding)

Dr. Aldrich moved to accept the bid from Heartland Kubota, Sheridan, Wyoming in an amount not to exceed \$78,580.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

Mr. Johnson, following discussion and vote on item #16 (b) excused himself for the remainder of the meeting due to a previous employment commitment at 12:53 p.m.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised the 2 mowers will replace aged out equipment. Dr. Aldrich thanked staff for the bid tabulation table provided in the backup documents.

- c) Consideration of Bid #S-23-21 for a contract between the City of Cheyenne and Kaiser Corporation d/b/a Kaiser Flooring, Cheyenne, for the Municipal Building 3rd Floor Carpet Replacement Project. (General Fund)

Dr. Aldrich moved to accept the bid from Kaiser Flooring, Cheyenne, Wyoming in an amount not to exceed \$73,233.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Steve Gaer, Facilities Manager, provided a staff report and advised the contract includes complete replacement of the carpet on the 3rd floor of the Municipal building and upon inquiry, noted the carpet would be what was recently used to replace the carpet on the 1st floor.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:54 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council