

FINANCE COMMITTEE MINUTES

Due to the Labor Day holiday, a meeting of the Finance Committee was instead held on Tuesday, September 7, 2021 in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

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

CITY STAFF: Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Jason Sanchez, Community Recreation & Events Deputy Director; Stefanie Boster, City Attorney; Vicki Nemecek, Public Works Director; Division Chief Byron Matthews, Fire and Rescue Department; Brooks Cotton, Youth Alternatives Assistant Director; Jacob Brady, Compliance Division Office Support Specialist; Renee Smith, Grants Manager; Tom Cobb, City Engineer; Sam Berta, Construction Engineer; Charles Bloom, Planning and Development Director; Kylie Soden, Deputy City Clerk; and Kris Jones, City Clerk.

OTHERS PRESENT: Patti Riesland, Mayor's Council for People with Disabilities.

AGENDA ITEMS

14. RESOLUTION – Authorizing submission of the Nita M. Lowey 21st Century Community Learning Centers grant application to the Wyoming Department of Education on behalf of the Governing Body of the City of Cheyenne for continuation of grant funding in year four for afterschool programming and necessary support items. (Nita M. Lowey 21st Century Grant Funding) (SPONSOR – MR. ROYBAL)

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

DISCUSSION: Brooks Cotton, Youth Alternatives Assistant Director, provided a staff report and advised this resolution will allow for the continuation of funding for ACCIS afterschool intervention and enrichment programs and necessary support items at Johnson and Carey Junior High Schools. Mr. Cotton provided information on the program including it's focus on attendance and academic improvement and noted the program is available Monday thru Friday both during the school year and during summer vacation. Dr. Aldrich advised, as a point of record, that as an employee of the Wyoming Department of Education, she is not involved with the grant application or process and would be voting in support of the item. Mr. Esquibel voiced support of the program.

15. RESOLUTION – Instructing the City Clerk to defer acceptance of applications for the one (1) additional Retail Liquor License, as authorized to the City pursuant to provisions of Wyo. Stat. § 12-4-101, until a time frame in which to submit applications has been determined by the Governing Body of the City of Cheyenne. (SPONSOR – MR. ROYBAL)

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

DISCUSSION: Kris Jones, City Clerk, provided a staff report and advised that because of the latest census the City has received authorization from the State of Wyoming Liquor Division for one additional full retail liquor license. Ms. Jones provided information on the process of issuing the license including a review of the general guidelines for evaluation and the time frame for accepting applications. Ms. Jones noted that although applications may be submitted and presented, the Governing Body may choose not to issue the license and hold the license for a future development.

16. LEASES/CONTRACTS/LEGAL:

- d) Professional Services Agreement between the City of Cheyenne and Econolite Systems, Inc., Anaheim, CA, for the 2021 Advanced Traffic Management System (ATMS) Software Project. (2015-2018 and 2019-2022 1% Sales Tax)

Dr. Aldrich moved to approve in an amount not to exceed \$154,626.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the proposal will provide control of the traffic signals throughout the City and will provide 2-years of maintenance on the program. Upon inquiry, Ms. Nemecek advised neither proposal received was from the current provider and provided information on the State and City coordination of programs.

- e) Contract between the City of Cheyenne and Volunteers of American Northern Rockies, Alcohol Receiving Center, Sheridan, WY, to provide alcohol and drug detoxification services to individuals. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$115,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the purpose of the agreement is to provide accessible, affordable, and effective mental health and substance abuse services noting the funds were budgeted and approved in the fiscal year 2022 budget. Upon inquiry, Ms. Nemecek advised Public Works acts only as the facilitator of the contract and advised she is unaware of how the contract is executed. Mr. Laybourn and Mr. Esquibel requested a representative from the organization be invited to the Monday, September 13, 2021 meeting of the governing body to provide additional information on the agreement.

- f) Contract between the City of Cheyenne and Safe Harbor to provide a safe and secure environment to families who have been affected by abuse. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$17,500.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the purpose of the agreement is to provide a safe, secure, and home-like environment for families who have been affected by abuse, neglect, divorce and/or separation, so families can rebuild relationships noting the funds were budgeted and approved in the fiscal year 2022 budget. Dr. Aldrich voiced her support of the services and program provided by Safe Harbor. Mr. Laybourn questioned if the funding was adequate and requested a representative be invited the Monday, September 13, 2021 meeting of the governing body to provide additional information on the agreement. Upon inquiry, Ms. Nemecek provided information on the City receiving published data and findings arising from the agreements' performance.

- g) Contract between the City of Cheyenne and Cheyenne Housing Authority to provide supportive senior services. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$50,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised the purpose of the agreement, as described by the Older Americans Act of 1965, is to provide senior centers with nutritional services, disease prevention, and caregiver support programs noting the funds were budgeted and approved in the fiscal year 2022 budget. Mr. Laybourn voiced concerns regarding representation from the agency to provide future information related to possible development of a new senior center.

- h) Contingency and Development Agreement between the City of Cheyenne and Project Bison to perform duties as outlined in the Wyoming Business Council Business Ready Community Grant Program for a Managed Data Center Cost Reduction Grant to recoup accrued utility expenses. (WBC Managed Data Center Grant)

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

DISCUSSION: Renee Smith, Grants Manager, provided a staff report and advised the agreement is a requirement of the grant program to provide details, expectations, and a time frame for both the City and the company. Dr. Aldrich voiced concerns with the projected amount of water to be used at this site and requested an update on communications between the Board of Public Utilities and the developer. Ms. Smith advised, to her knowledge, a water tower is projected to be installed at the site. Mr. Laybourn echoed concerns with the amount of water to be used by this development and future developments.

17. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- e) Contract Modification #1 to Contract #6445 between the City of Cheyenne and AVI Professional Corporation, Cheyenne, for additional necessary design and construction management services for the 17th Street Lighting Project. (Specific Purpose Option Sales Tax)

Due to a lack of motion, this item died.

DISCUSSION: Sam Berta, Construction Engineer, provided a staff report and advised the contract modification is to provide additional design and construction management services for completion of the 17th Street Lighting Project. Upon inquiry, Mr. Berta provided information on the scope of the contract. Mr. Laybourn voiced concerns with the Downtown Development Authority (DDA) maintaining the lighting and the overall condition of the entire project. Tom Cobb, City Engineer, advised the entire system will be evaluated noting the maintenance of the project is a separate discussion between the Governing Body and the DDA. Mr. Esquibel voiced support of the project and the modification however he would be voting "NO" at this meeting and requested representation from the DDA be present at the Monday, September 13, 2021 meeting of the governing body.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:38 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council