

## **FINANCE COMMITTEE MINUTES**

Due to the New Year's Day holiday, a meeting of the Finance Committee was instead held on Tuesday, January 4, 2022, at the Kiwanis Community House (due to Municipal Building closure) 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:** TJ Barttelbort, Purchasing Manager; Robin Lockman, City Treasurer; Vicki Nemecek, Public Works Director; Craig LaVoy, Public Works Deputy Director; Tom Cobb, City Engineer; Teresa Moore, Community Recreation & Events Director; Stefanie Boster, City Attorney; Chief John Kopper and Division Chief Byron Matthews, Fire and Rescue Department; Renee Smith, Grants Manager; Charles Bloom, Planning and Development Director; Tom Mason, Metropolitan Planning Organization (MPO) Director; Randy Hickman, Street & Alley Manager; Bryan Bell, Fleet Manager; Captain David Janes, Lieutenant Adam Deball, and Quartermaster Lew Simpson, Police Department; Andy Worshek, Mayor's Chief of Staff; Brenda Moureaux, Deputy City Treasurer; Aaron Willmarth, Cheyenne Police Protective Association; and Kris Jones, City Clerk.

**OTHERS PRESENT:** Mayor Patrick Collins; and Pete Laybourn, Ward I City Councilman.

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### **AGENDA ITEMS**

8. **ORDINANCE –3<sup>rd</sup> READING** – Amending Ordinance No. 4396 Defining the Terms and Conditions of Employment for Sworn Officers of the Cheyenne Police Department for Fiscal Year 2021-2022.

Mr. Johnson moved to approve on 3<sup>rd</sup> and final reading, seconded by Dr. Aldrich. Mr. Johnson moved to amend "Exhibit B" to include the \$1.50 wage increase approved at the December 28, 2021, meeting of the governing body, seconded by Dr. Aldrich. 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 advised no other changes have been made since 2<sup>nd</sup> reading at the December 28, 2021, meeting of the governing body and noted reinstating longevity pay is included in the reappropriation resolution, agenda item #25. Captain David Janes, Police Department, provided an amendment to "Exhibit B" to include the \$1.50 wage increase approved at the December 28, 2021, meeting of the governing body to reflect accurate information. Aaron Willmarth, Cheyenne Police Protective Association, voiced support and thanked the committee for their efforts.

9. **ORDINANCE –2<sup>nd</sup> READING** – Amending Chapter 10.76, Abandoned Vehicles, of Title 10, Vehicles and Traffic, of the Code of the City of Cheyenne, Wyoming. (SPONSORS –

DR. ALDRICH, MR. ESQUIBEL, MR. COOK, MR. JOHNSON, DR. RINNE, MR. ROYBAL AND MR. WHITE)

Mr. Johnson moved to approve on 2<sup>nd</sup> reading, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Captain David Janes, Police Department, provided a staff report and advised the City has historically followed State statute when handling abandoned motor vehicles and noted this change will bring the City ordinance into compliance with those practices. Captain Janes reviewed the changes in the ordinance including: Use of a private contractor to tow and hold vehicles; updated definitions; the designation of officers and city employees to enforce the ordinance; the period of time in which an unattended vehicle can be towed; added inoperable condition and not currently registered to the determination of an abandoned vehicles; and increased the retail value of abandoned vehicles to \$2,000.00. Captain Janes advised the change is due to complaints and crime rates and explained the positive effects of removing abandoned vehicles in a timely manner to decrease property crime. Dr. Aldrich thanked staff for efforts to improve handling of abandoned vehicles. Additional discussion included the determination of the value of a vehicle and use of the county lot verses using a private contractor.

10. ORDINANCE –2<sup>nd</sup> READING – Amending Chapter 8.60, Nuisances, of Title 8, Health and Safety, of the Code of the City of Cheyenne, Wyoming. (SPONSORS – DR. ALDRICH, MR. COOK, MR. ESQUIBEL, MR. JOHNSON, DR. RINNE, MR. ROYBAL AND MR. WHITE)

Mr. Johnson moved to approve on 2<sup>nd</sup> reading, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Stefanie Boster, City Attorney, provided a staff report and advised the proposed amendment is intended to coincide with the previous item (#9) and includes updated definitions and appellat process.

11. ORDINANCE –2<sup>nd</sup> READING – Amending Chapter 6.08.200, Keeping of Bees, of Chapter 6.08, Animal Care and Control Regulations Generally, of Title 6, Animals, of the City of Cheyenne, Wyoming. (SPONSORS – DR. ALDRICH, MR. COOK MR. ESQUIBEL, MR. JOHNSON, DR. RINNE, MR. ROYBAL AND MR. WHITE)

Mr. Johnson moved to approve on 2<sup>nd</sup> reading, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Stefanie Boster, City Attorney, provided a staff report and advised the proposed amendment moves the “keeping of bees” from nuisances (item #10 on this agenda) to a separate ordinance with no additional changes to the section. Mr. Johnson advised the proposed change is now in compliance with State statute.

25. **RESOLUTION – Reappropriating the Fiscal Year 2022 Budget of the City of Cheyenne according to the provisions of W.S. §16-4-112 & §16-4-113. (SPONSOR – MR. ROYBAL)**

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

**DISCUSSION:** Robin Lockman, City Treasurer, provided a staff report and highlighted items within the reappropriation including: Employee wage increases; reinstatement of longevity pay; increased fire overtime costs; increased public defender costs; replacement of a Clean & Safe technician; and insurance deductibles.

26. **LEASES/CONTRACTS/LLEGAL:**

- f) Professional Services Agreement between the City of Cheyenne and Plan One Architects, for the Emergency Response Facility design and construction Administration Services Project. (Specific Purpose Sales Tax)

Mr. Johnson moved to approve in an amount not to exceed \$752,580.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Chief John Kopper, Fire and Rescue Department, provided a staff report and advised the proposed agreement is to provide funding for completion and finalization of the modular design for three fire stations beyond the previously approved 35% design package agreement. Upon inquiry, Chief Kopper provided information on concurrent construction with completion in August 2023.

- g) Memorandum of Understanding between WYDOT and the Cheyenne MPO for the Transit Connection Feasibility Analysis: Northern Colorado to Southern Wyoming.

Mr. Johnson moved to approve in an amount of \$43,108.85, seconded by Dr. Aldrich. Motion carried with Mr. Johnson and Dr. Aldrich voting “YES” and Mr. Esquibel voting “NO”.

**DISCUSSION:** Tom Mason, MPO Director, provided a staff report and advised the proposed memorandum of understanding (MOU) will provide an administrative means of distributing WYDOT funds to reimburse the Cheyenne MPO for a fifty percent (50%) of the MPO’s share of funds needed for the proposed study, agenda item #26(h). Upon inquiry, Mr. Mason advised the MPO’s quarter share of the funds for the project is included in their department budget. Mr. Esquibel spoke against the proposed MOU based the probability of any actual implementation of a rail transportation between southern Wyoming and northern Colorado.

- h) Professional Services Agreement between the City of Cheyenne, Cheyenne Metropolitan Planning Organization (MPO) and HDR Engineering, Inc., for the Transit Connection Feasibility Analysis: Northern Colorado to Southern Wyoming.

Mr. Johnson moved to approve in an amount not to exceed \$86,217.70, seconded by Dr. Aldrich. Motion failed with Dr. Aldrich and Mr. Esquibel voting "NO" and Mr. Johnson voting "YES".

**DISCUSSION:** Tom Mason, MPO Director, provided a staff and advised the proposed agreement will provide a study to determine transit needs from southern Wyoming to northern Colorado. Mr. Esquibel spoke against the agreement based on the timeline of a future rail project.

28. **CONSIDERATION OF BIDS/PURCHASES/REQUESTS FOR PROPOSALS:**

- c) Consideration of Bid #S-9-22 for a Contract between the City of Cheyenne and Sustainable Modular Management, for the Compost Facility Prefabricated Metal Office Trailer Project. (Solid Waste Fund)

Mr. Johnson moved to approve in an amount not to exceed \$118,794.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Craig LaVoy, Public Works Deputy Director, provided a staff report and advised the proposed bid is to replace the modular trailer located at the compost facility and recommended approval. Upon inquiry, Mr. LaVoy provided information on the cost of modular trailers and advised the trailer is a basic construction trailer with heat but no plumbing.

- d) Consideration of Bid #E-7-22 for furnishing fourteen (14) new four-door 2022-2023 model utility (SUV) Police Interceptors, for the City of Cheyenne, Cheyenne Police Department. (2019-2022 1% Sales Tax)

Mr. Johnson moved to accept the bid from Duval Ford/Dana Safety Supply, Jacksonville, FL and Livingston, MT, in an amount not to exceed \$839,510.10, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Lieutenant Adam Deball, Police Department, provided a staff report and advised the proposed bid is to replace fourteen (14) police vehicles with either high mileage and/or high maintenance costs. Lieutenant Deball provided information on vehicles identified for replacement and explained the vehicles will be provided by Duval Ford and outfitted with appropriate equipment by Dana Safety Supply. Upon inquiry, Lieutenant Deball confirmed the vehicles will be marked as purchases with 1% Sales Tax funds.

- e) Consideration of Bid #E-22-21 for furnishing One (1) ¾ ton crew cab truck for the Traffic Division, one (1) ¾ ton regular cab truck for the Facilities Maintenance Division, and three (3) ¾ ton crew cab trucks for the Street and Alley Division. (2015-2018 & 2019-2022 1% Sales Tax)

Mr. Johnson moved to accept the bid from Spradley Barr Motors d/b/a Ken Garff Cheyenne, Cheyenne, WY, in an amount not to exceed \$237,040.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised the proposed bid was previously awarded by the governing body however, the vender was unable to fulfill the order. Ms. Nemecek recommended approval of the bid from the next lowest responsive bidder with an increase in cost of \$14,603.00 and provided information on the vehicles to be replaced. Upon inquiry, Ms. Nemecek confirmed no funds were sent to the previously awarded vender.

- f) Consideration to Purchase between the City of Cheyenne, and Motorola Solutions/Bearcom, for the purchase of Fourteen (14) Motorola APX8500 Radios for the City of Cheyenne Police Department. (2019-2022 1% Sales Tax)

Mr. Johnson moved to approve in an amount not to exceed \$60,192.83, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Quartermaster Lew Simpson, Police Department, provided a staff report and advised the proposed purchase is to outfit the fourteen new police vehicles (previously discussed in agenda item #28(d) with mobile radios. Upon inquiry, Quartermaster Simpson provided information on the compatibility of radios with various entities.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:55 p.m.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council