

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, May 16, 2022, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Jeff White, Chairman; Dr. Michelle Aldrich; Ken Esquibel; and Richard Johnson.

CITY STAFF: TJ Barttelbort, Purchasing Manager; Robin Lockman, City Treasurer; Stefanie Boster, City Attorney; Chief John Kopper, Division Chief Byron Matthews, and Battalion Chief John Fitzgerald, Fire and Rescue Department; Vicki Nemecek, Public Works Director; Charles Bloom, Planning & Development Director; Jason Sanchez, Community Recreation & Events Deputy Director; Wes Bay, Deputy City Engineer; Eric Fountain, Compliance Director; Marilyn Sutherland, Compliance & Risk Administrator; Darrin Hass, Human Resources Director; Andrew Hays, Civic Center; Brad Brooks, Board of Public Utilities (BOPU) Director; Frank Strong, BOPU Operations/Maintenance Manager; Steve Gaer, Facilities Manager; Jeannie Vetter, Parks & Greenway Planner; Julia Lebeck, Benefits and Human Resources Specialist; Erin Lamb, BOPU Administrative & Public Affairs Coordinator; Teresa Moore, Community Recreation & Events Director; and Kris Jones, City Clerk.

OTHERS PRESENT: Mayor Patrick Collins; Councilman Pete Laybourn, Ward I; Patti Riesland, Mayor's Council for People with Disabilities; Kyle Ridgeway; Jim Ridgeway; Kelli Grady; Marianne Shanor; and Brad Bowen.

AGENDA ITEMS

6. **APPLICATIONS/LICENSES/PERMITS:**

- d) Bar and grill license application filed with the City Clerk's Office for Billy Jacks – Wyoming LLC d/b/a Billy Jack's Pizza Pub, 4020 Airport Parkway West Suite 1, Cheyenne, WY.

Dr. Aldrich 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 application has been reviewed by all the required agencies and deemed eligible. Upon inquiry, Ms. Jones advised the license can only be used at the proposed location.

- e) Microbrewery license application filed with the City Clerk's Office for Blue Raven Brewery, LLC, d/b/a Blue Raven Brewery, LLC, 209 E. 18th St., Cheyenne, WY.

Dr. Aldrich 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 application has been reviewed by all the required agencies and deemed eligible.

10. **ORDINANCE – 3rd READING –** Amending Section 10.52.230 Downtown Construction/Maintenance Worker Parking in an Established Timed Parking Zone, of Chapter 10.52, Stopping, Standing and Parking Generally, of Title 10, Vehicles and Traffic, of the Code of the City of Cheyenne.

Dr. Aldrich moved to approve on 3rd and final reading, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Wes Bay, Deputy City Engineer, provided a staff report and advised there are no changes since approval on 2nd reading at the May 9, 2022, meeting of the governing body.

22. **ORDINANCE – 2nd READING –** Approving and establishing revised water and sewer rates, tap and system development fees, administrative fees, service charges and penalties, and septic and commercial waste dump rates, as recommended by the Board of Public Utilities. (SPONSOR – MR. WHITE)

Dr. Aldrich moved to approve on 2nd reading, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Brad Brooks, BOPU Director, provided a staff report and advised a consultant was hired to review all fees and noted an average of 5% increase to fees. Frank Strong, BOPU Operations/Maintenance Manager, provided an overview of various proposed fee increases and advised the rates would not be in effect until January of 2023. Jim Ridgeway provided information related to the effect of the proposed fee increases at his residence and expressed concerns with various fee increases and those fees that were stagnate. Upon inquiry, Mr. Brooks provided information related to operating costs verses revenue and advised that currently there are no additional summer water restrictions. Dr. Aldrich expressed support for the new fees and advised avoiding an increase now may result in a larger increase in the future. Mr. Esquibel echoed Dr. Aldrich's comments and asked that the community consider conserving water through drought resistant landscaping methods.

36. **LEASES/CONTRACTS/LEGAL:**

- d) Professional Services Agreement between the City of Cheyenne and BenchMark Engineers, PC, for engineering design services for the Christensen Road Design modifications project. (1% Specific Purpose Sales Tax)

Dr. Aldrich moved to approve in an amount not to exceed \$73,525.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Wes Bay, Deputy City Engineer, provided a staff report and advised the proposed agreement would allow for additional development at the Christensen Road bridge including the

creation of easements, drainage improvements, curb and gutter, and signage. Upon inquiry, Robin Lockman, City Treasurer, advised that over two million dollars remains for the project.

- e) Agreement between the city of Cheyenne and Laramie County for Animal Control Services. (Revenue to the City)

Dr. Aldrich moved to approve in an amount not to exceed \$109,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Eric Fountain, Compliance Director, provided a staff report and advised the proposed agreement will provide for 33% of animal control expenses and noted adjustments may be needed considering services to the smaller communities in Laramie County. Additional discussion included fees related to the recent hoarding case.

- f) Telecommunications Right-of-Way License and Use Agreement between Mountain West Technologies Corp and the City of Cheyenne. (Revenue to the City)

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

DISCUSSION: Stefanie Boster, City Attorney, provided a staff report and advised the proposed agreement is a standard right-of-way agreement. Kyle Ridgeway provided information on Mountain West Technologies and franchise fees.

- g) Contract between the City of Cheyenne and VSP Vision Care for group vision insurance benefits for city employees.

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

DISCUSSION: Darrin Hass, Human Resources Director, provided a staff report and advised the Employee Benefits Committee unanimously recommended renewing the contract for vision insurance and noted there was no proposed increase.

37. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- d) Contract Modification #1 to Contract #7427 between the City of Cheyenne and Russell+Mills Studios Inc., for the East Cheyenne Community Park Master Site Development Plan. (Specific Purpose Sales Tax)

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

DISCUSSION: Jeannie Vetter, Parks & Greenway Planner, provided a staff report and advised the proposed modification will extend the completion date to July 30, 2022.

- e) Renewal of Contract #6837 between the City of Cheyenne and Delta Dental for group dental insurance benefits for city employees.

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

DISCUSSION: Darrin Hass, Human Resources Director, provided a staff report and advised the Employee Benefits Committee unanimously recommended renewing the contract for dental insurance and noted a 5% increase however, the maximum benefit also increased.

- f) Contract Modification #1 to Contract #7475 between the City of Cheyenne and Front Range Roofing Systems, LLC, for the Ice and Events Center Roof Replacement Project. (General Fund Reserves) Dr. Aldrich moved to adopt, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Dr. Aldrich moved to approve in an amount not to exceed \$10,720.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Steve Gaer, Facilities Manager, provided a staff report and advised the proposed modification will allow for additional work and materials due to water damage above the front awning of the facility. Jim Ridgeway expressed concerns with the lack of supporting documents provided regarding the additional work.

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

- f) Consideration of Bid #E-25-22 for furnishing a professional audio reinforcement system for the City of Cheyenne, Community Recreation and Events Department. (Civic Center Fund)

Dr. Aldrich moved to accept the bid from Brown Note Productions, Thornton, CO, in an amount not to exceed \$457,722.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised the proposed bid will allow the Civic Center to purchase an audio system and noted currently a system is rented for events. Upon inquiry, Andrew Hays, Civic Center, provided information related to usage of the proposed equipment in the event of a remodel of the Civic Center and noted the equipment may be used in other venues and may provide revenue through rental. Addition discussion included warranty on the equipment and funding.

- g) Consideration to purchase between the City of Cheyenne and Thomson Reuters, for a three (3) year software agreement to utilize the WestLaw Legal Research Platform for the City of Cheyenne Attorney's office. (General Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$83,216.64, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Stefanie Boster, City Attorney, provided a staff report and advised the proposed purchase is for 6 licenses (4 for the City Attorney's office and 2 for the Municipal Court) and noted the purchase is a necessity for her office.

- h) Request to purchase a used brush truck style vehicle for the City of Cheyenne, Cheyenne Fire and Rescue Department. (Specific Purpose Sales Tax)

Dr. Aldrich moved to approve in an amount not to exceed \$150,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Chief John Kopper, Fire and Rescue Department, provided a staff report and advised the proposed request will allow the department to have funds on hand to purchase used apparatus necessary for quick response situations. Battalion Chief John Fitzgerald, Fire and Rescue Department, advised the department has been looking for months for this type of apparatus and due to current market conditions, the equipment is quickly sold and unavailable. Additional discussion included equipment purchased and/or on order which is funded with 2021 Specific Purpose Sales Tax.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 1:08 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council