

## **FINANCE COMMITTEE MINUTES**

Due to the Martin Luther King Jr. holiday, a meeting of the Finance Committee was instead held on Tuesday, January 19, 2021 via an 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:** Charles Bloom, Planning & Development Director; Robin Lockman, City Treasurer; TJ Bartelbort, Purchasing Manager; Brenda Moureaux, Deputy City Treasurer; Teresa Moore, Community Recreation & Events Director; Tom Mason, Metropolitan Planning Organization (MPO) Director; Interim Chief John Kopper, Cheyenne Fire and Rescue Department; Vicki Nemecek, Public Works Director; Mike O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Tom Cobb, City Engineer; Jeannie Vetter, Parks & Greenway Planner; Wes Bay, Deputy City Engineer; Eric Fountain, Mayor's Chief of Staff; Amy Gorbey, Vendor Coordinator; Jason Kivisto, Irrigation Foreman; Lara White, City Attorney's Office Manager; Jason Sanchez, Community Recreation & Events Deputy Director; Teresa Moore, Community Recreation & Events Director; and Kris Jones, City Clerk.

**OTHERS PRESENT:** Mayor Patrick Collins; Patti Riesland, Mayor's Council for People with Disabilities; Margaret Austin, Wyoming Tribune Eagle; and Steve Zimmerman.

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### **AGENDA ITEMS**

22. LEASES/CONTRACTS/LEGAL:

- a) Letter of Agreement between the City of Cheyenne, Police Department, and the United States Department of Justice, Drug Enforcement Administration, for locating and eradicating illicit cannabis, and investigating and prosecuting those cases.

Mr. Johnson moved to approve in an amount of \$65,000.00, seconded by Mr. Esquibel. Motion carried with Dr. Aldrich and Mr. Esquibel voting "YES" and Mr. Johnson voting "NO".

**DISCUSSION:** Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised this renewal contract is for the enforcement of trafficking cannabis and that the City Police Department receives Federal Funds to defray costs relating to the eradication and suppression of illicit cannabis.

- b) Professional Services Agreement between the City of Cheyenne, Cheyenne Metropolitan Planning Organization, and West Edge Collective LLC, for FY 2021 MPO Public Engagement and Web Support Services. (MPO Federal funds)

Dr. Aldrich moved to approve in an amount not to exceed \$31,200.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

**DISCUSSION:** Tom Mason, MPO Director, provided a staff report and advised due to the City's role as the MPO's fiscal agent, contracts are approved through the Governing Body and this renewal is to contract web services including social media and public meeting assistance.

- c) Professional Services Agreement between the City of Cheyenne and GLM Design Group for the submission of two Building Resilient Infrastructure and Communities (BRIC) Capability- and Capacity- Building Funding grant applications to FEMA for the City of Cheyenne. (2019-2022 1% Sales Tax)

Mr. Johnson moved to approve in an amount not to exceed \$32,000.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Wes Bay, Deputy City Engineer, provided a staff report and advised this agreement is for engineering services related to two projects which include a new boring(s)/structure(s) through the Union Pacific Railroad embankment along the original thalweg of Dry Creek and a mitigation project grant for design and construction of the Duff Avenue storm sewer system. Mr. Bay noted that City funding for this application submission will come from the 2019-2022 1% sales tax.

#### 23. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Contract Modification #1 to Contract #7206 between the City of Cheyenne and Inman Roofing, Inc., to replace wood nailer on Cheyenne Aquatic Center roof. (General Fund-CIP Account)

Mr. Johnson moved to approve in an amount not to exceed \$3,475.10, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

**DISCUSSION:** Vicki Nemecek, Public Works Director, provided a staff report and advised during replacement of the roof it was discovered the nailer was insufficient which required additional materials for project completion.

#### 24. CONSIDERATION OF BIDS/PURCHASES/REQUESTS FOR PROPOSALS:

- a) Consideration of Bid #S-9-21 for a contract between the City of Cheyenne and 4 Quarters Excavation & Development for the East Cheyenne Community Park-Parking Lot and Trailhead Construction Project. (Specific Purpose Sales Tax)

Mr. Johnson moved to approve in an amount not to exceed \$117,499.00, seconded by Dr. Aldrich. Motion carried by unanimous voice vote.

**DISCUSSION:** Jeannie Vetter, Parks & Greenway Planner, provided a staff report and advised this contract will provide for construction of a parking lot, trailhead and fencing at the park. Ms. Vetter noted that the work is to be completed by April 30, 2021

**OTHER BUSINESS FOR THE AGENDA:**

**RESOLUTION –** Authorizing submission of a Federal Emergency Management Agency preparedness grant application, under the Assistant to Firefighters Grant Program, on behalf of the Governing Body of the City of Cheyenne, for the purpose of purchasing a fire engine. (SPONSOR – MR. ROYBAL)

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

**DISCUSSION:** Interim Chief John Kopper, Cheyenne Fire and Rescue Department, provided a staff report and advised the urgency of this item is due to a deadline for surmusal of February 12, 2021. Chief Kopper noted the current Engine One has reached past its operational effectiveness. Upon inquiry, Chief Kopper advised on timeframes of the grant including time to exercise the grant and noted the City will be required to match 10% of the grant. Upon inquiry, Alessandra McCoy-Fakelman, Deputy City Attorney, provided information on the terms of the grant and grant revenue funding. Vicki Nemecek, Public Works Director, advised 5<sup>th</sup> Penny sales tax funds are available from both 2015-2018 tax and the 2019-2022 tax and could be used to match the grants.

**RESOLUTION –** Authorizing submission of a Federal Emergency management Agency preparedness grant application under the Assistance to Firefighters Grant Program, on behalf of the Governing Body of the City of Cheyenne, for the purpose of purchasing new automotive extraction equipment for all front line apparatus for Cheyenne Fire Rescue. (SPONSOR – MR. ROYBAL)

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

**DISCUSSION:** Interim Chief John Kopper, Cheyenne Fire and Rescue Department, provided a staff report and advised this grant request is in partnership with Laramie County Fire District #1 and includes a request for extraction equipment. Upon inquiry, Chief Kopper noted the timeline is the same as the previous item and the cost of the six (6) pieces of equipment requested would require a 10% match.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:25 P.M.

Submitted by,

A handwritten signature in blue ink that reads "J. McClelland". The signature is written in a cursive, flowing style.

Jennifer McClelland

Executive Assistant to the City Council