

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, April 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 Barttelbort, Purchasing Manager; Teresa Moore, Community Recreation & Events Director; Tom Mason, Metropolitan Planning Organization (MPO) Director; Interim Chief John Kopper, Division Chief Andrew Dykshorn, and Division Chief Byron Matthews, Cheyenne Fire and Rescue Department; Mike O'Donnell, City Attorney; Alessandra McCoy-Fakelman, Deputy City Attorney; Lara White, City Attorney's Office Manager; Lieutenant David Janes and Quartermaster Lew Simpson, Police Department; Tom Cobb, City Engineer; Jason Sanchez, Community Recreation & Events Deputy Director; Vicki Nemecek, Public Works Director; Craig LaVoy, Public Works Deputy Director; Jillian Harris, MPO Senior Planner; Darrin Hass, Human Resources Director; Randy Hickman, Street & Alley Manager; Keith McQueen, Transit Department Assistant Director; Lanna Donn, Cheyenne Public Employees Association (CPEA) Vice President and Botanic Gardens Office Manager; and Kris Jones, City Clerk.

OTHERS PRESENT: Mayor Patrick Collins; Tom Segrave, City Councilman Ward II; Brent Osbourne; and Margaret Austin, Wyoming Tribune Eagle.

AGENDA ITEMS.

16. **ORDINANCE –2nd READING –** Amending various sections of Chapter 5.12, Alcoholic Liquor and Malt Beverages, of Title 5, Business Licenses and Regulations, of the Municipal Code of the City of Cheyenne, Wyoming. (SPONSOR – MR. ROYBAL)

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

DISCUSSION: Kris Jones, City Clerk, provided a staff report and advised changes to the ordinance are a result of legislative changes to special malt beverage permits related to events at rodeo arenas. Upon inquiry, Ms. Jones advised the permit fee is limited by legislative language.

17. **ORDINANCE –2nd READING –** Rescinding Footnote 1 in Ordinance No. 4314 appropriating moneys for the City of Cheyenne, Wyoming for the various purposes in conducting the municipal government of said city and fixing the amount of General and Special Taxes as part of the revenue required to meet the said appropriation, all for the fiscal year beginning July 1, 2020, and ending June 30, 2021. (SPONSOR – MR. COOK)

Mr. Johnson moved to approve on 2nd reading, seconded by Dr. Aldrich. Motion carried with Dr. Aldrich and Mr. Johnson voting “YES” and Mr. Esquibel voting “NO”.

DISCUSSION: Mike O’Donnell, City Attorney, provided a staff report and advised this is a Mayor driven ordinance change to remove the restriction on full time employees which will allow the Mayor to hire and/or replace critical positions. Upon inquiry, Mr. O’Donnell provided information related to a previous reduction in force (RIF) of positions. Mayor Patrick Collins explained the driving factor for removing the footnote is due to a need for building inspectors for upcoming development projects and advised consideration of additional positions will be discussed with the City Council. Lanna Donn, CPEA Vice President, spoke in support of the ordinance change. Ms. Donn, requested footnote 2 be removed, which caps salaries for FY 2021, and encouraged the City Council to not use this type of footnote in the future.

- 22. RESOLUTION – Authorizing submission of an application to the Wyoming Department of Transportation for a Wyoming Rural Public Transportation Program Grant to provide the local match for operating funds for the City of Cheyenne for its Transit Program, as authorized by 49 U.S.C.§5311. (SPONSOR – MR. ROBYAL)

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

DISCUSSION: Keith McQueen, Transit Department Assistant Director, provided a staff report and advised this is a yearly grant submission for funds used to match federal grant opportunities.

24. LEASES/CONTRACTS/LEGAL:

- g) Professional Services Agreement between the City of Cheyenne and Stitches Acute Care Center, Cheyenne, for occupational medicine.

Dr. Aldrich moved to approve in an amount not to exceed \$11,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Darrin Hass, Human Resources Director, provide a staff report and advised this contract will allow for availability of a second vender to conduct drug and alcohol testing and noted services are available after normal business hours. Mr. Hass advised the fees are identical to the current vender and no retainer is required. Upon inquiry, Mr. Hass provided information related to billing information.

25. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Amendment #1 to City Contract #7109 between the City of Cheyenne and the Wyoming Office of Homeland Security extending the term of the grant for the Cheyenne Regional Response Team #7 through December 31, 2021. (EMW-2019-SS-00065 Grant)

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

DISCUSSION: Division Chief Andrew Dykshorn, Cheyenne Fire and Rescue Department, provided a staff report and advised the extension of the term of this grant will allow for additional annual training to be completed which was delayed due to the COVID-19 pandemic.

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

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

DISCUSSION: Darrin Hass, Human Resources Director, provided a staff report and advised the contract reflects no rate increases for the upcoming fiscal year 2022. Upon inquiry, Mr. Hass provided information on the portion of the premium paid by the City and advised Novo Benefits, the City's contactor, did not put the contract out to bid since there was no rate increase.

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

- b) Consideration of Bid #E-19-21 for furnishing concealable body armor for the City of Cheyenne, Cheyenne Police Department. (Federal Grants and General Fund)

Dr. Aldrich moved to accept the bid from Galls LLC., Lexington, KY in an amount not to exceed \$79,610.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Quartermaster Lew Simpson, Police Department, provided a staff report and advised this bid is to provide body armor for the police department and noted the cost of the armor will be locked in for 3 years.

- c) Consideration of Bid #E-20-21 for a Contract between the City of Cheyenne and Alco Fence Co. Inc., Cheyenne, for the fencing and gates for the City of Cheyenne Compost Facility Project. (Solid Waste Fund)

Dr. Aldrich moved to accept the bid from Alco Fence Co. Inc., Cheyenne, WY, in an amount not to exceed \$47,740.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised this is for replacement of the failing fence at the compost facility. Upon inquiry, TJ Barttelbort, Purchasing Manager, provided information related to a non-compliance bid submissions.

- d) Consideration of Bid #E-25-21 for furnishing bituminous asphalt hot mix, tack oil, and cold mix on an annual basis, for the City of Cheyenne, Street & Alley Division. (2019-2022 1 % Sales Tax)

Dr. Aldrich moved to accept the bid from Knife River d/b/a JTL Group Inc., Cheyenne, WY, for bituminous cold mix in an amount not to exceed \$45,000.00 and from Simon Contractors, Cheyenne, WY, for bituminous hot mix, in an amount not to exceed \$337,875.00, for a total bid award of \$382,875.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised this is the annual allocation of asphalt and noted an increase in cost from the previous year. Upon inquiry, Ms. Nemecek provided information on the total amount of mix used the previous year.

- e) Consideration of Bid #E-26-21 for furnishing aggregates on an annual basis, for the City of Cheyenne, Street & Alley Division. (2019-2022 1 % Sales Tax)

Dr. Aldrich moved to accept the bid from Knife River d/b/a JTL Group Inc., Cheyenne, WY, in an amount not to exceed \$40,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised this is an annual allocation of aggregate and noted an increase in the cost from the previous year.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:30 P.M.

Submitted by,



Jennifer McClelland

Executive Assistant to the City Council