

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, July 19, 2021 in Council Chambers 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: Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Teresa Moore, Community Recreation & Events Director; Michael O'Donnell, City Attorney; Lara White, City Attorney's Office Manager; Tom Cobb, City Engineer; Tyler Nelson, I.T. Administrator; Vicki Nemecek, Public Works Director; Craig LaVoy, Public Works Deputy Director; Brittney Hooper, Community Recreation & Events Programs & Facilities Manager; Edward Risha, Assistant City Attorney; Brenda Moureaux, Deputy City Treasurer; Renee Smith, Grants Manager; Dustin Swalla, I.T. Manager; and Kris Jones, City Clerk.

OTHERS PRESENT:

AGENDA ITEMS

27. RESOLUTION – Authorizing the City of Cheyenne Community Recreation and Events Department to submit a proposal to apply for an Office of Local Defense Community Cooperation, Department of Defense, Defense Community Infrastructure Program Grant to build an indoor sports complex to support the military family quality of life Infrastructure of Francis E. Warren Air Force Base Service Members and their families. (SPONSOR – MR. ROYBAL)

Mr. Johnson joined the meeting at 12:04 p.m. during discussion of this item #27.

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

DISCUSSION: Renee Smith, Grants Manager, provided a staff report and advised the proposed three-part sports complex includes a gymnastics studio, field house and a three-court gymnasium. Ms. Smith advised full matching funds are not required and noted several government and military officials provided letters of support for the project. Upon inquiry, Ms. Smith advised this is a proposal and funds would be available on September 1, 2021 requiring completion in 5 years.

30. LEASES/CONTRACTS/LEGAL:

- i) Memorandum of Understanding between Laramie County, Wyoming, and the City of Cheyenne, Wyoming, for EOD, SWAT, and CNU operations and extraterritorial law enforcement assistance and activities.

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

DISCUSSION: Michael O'Donnell, City Attorney, provided a staff report and advised this routine renewal is for the exchange of services and noted the update was initiated with the appointment of a new chief of police.

- j) Agreement between the City of Cheyenne and SpyGlass Group, LLC, Westlake, OH, for communications services auditing.

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

DISCUSSION: Tyler Nelson, I.T. Administrator, provided a staff report and advised services provided with this contract would focus on optimizing recurring telecommunications and network services and audit for cost reduction opportunities. Mr. Nelson provided information and examples of how the consultant would be paid. Upon inquiry, TJ Barttelbort, Purchasing Manager, advised the consultant will be paid upon approval of this contract, no future approval would be required.

- k) Merchant Agreement between the City of Cheyenne and RecTrac, LLC d/b/a Vermont Systems, for credit card processing of Recreation related services.

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

DISCUSSION: Brenda Moureaux, Deputy City Treasurer, provided a staff report and advised this agreement will replace an agreement for credit card processing within the Community Recreation & Events Division. Ms. Moureaux outlined the advantages of the new contract including increased compatibility, reporting flexibility, decreased fees, and compliance with data security standards. Upon inquiry, Ms. Moureaux advised currently the fees are absorbed by the department and with the new system, the fee may be passed on to the consumer and noted this system is division specific and the agreement is for no specified period.

31. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- a) Contract Modification #1 to Contract #7231 between the City of Cheyenne and Burns and McDonnell for a force majeure for additional architectural and inspection services for the Landfill Front Entrance and Scale House Construction Support Project. (Solid Waste Fund)

Mr. Johnson moved to approve in an amount not to exceed \$38,937.00, seconded by Mr. Esquibel. Motion failed with Dr. Aldrich and Mr. Esquibel voting "NO" and Mr. Johnson voting "YES".

DISCUSSION: Craig LaVoy, Public Works Deputy Director, provided a staff report and advised previously a prefabricated building was bid to fit the time frame to complete the project however, due to rising steel prices, the prefabricated building is not available. Mr. LaVoy advised the

increase will include only the structural design to incorporate the available materials, not the construction of the building. Dr. Aldrich advised she would not support the contract modification noting she believes the changes are substantial enough to warrant sending the project out to bid again. Upon inquiry, Michael O'Donnell, City Attorney, provided information on the evolution of the definition of "force majeure" as a result of the COVID-19 pandemic.

- b) Contract Modification #3 to Contract #6625 between the City of Cheyenne and Western Research and Development, Ltd., for additional design services for the 2018 On Call Traffic Engineering Services Project. (2015-2018 1% Sales Tax)

Mr. Johnson moved to approve in an amount not to exceed \$35,194.51, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Tom Cobb, City Engineer, provided a staff report and advised the contract modification is for design services and construction inspection related to ADA sidewalk and signal re-design for the Storey Boulevard and Ridge Road intersection

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:29 p.m.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council