

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, March 2, 2020 in Committee Room 104, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Mike Luna, Chairman; Ken Esquibel and Pete Laybourn.
Absent: Jeff White.

CITY STAFF: Charles Bloom, Planning & Development Director; Mike O'Donnell, City Attorney; Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Kris Jones, City Clerk; Chief Brian Kozak, Cheyenne Police Department; Aaron Willmarth, Cheyenne Police Protective Association President; Teresa Moore, Community Recreation and Events Director; Joe Chenchar, Assistant City Attorney; Jason Sanchez, Community Recreation and Events Deputy Director; Lori DeVilbiss, Recreation Manager; Brenda Moureaux, Deputy City Treasurer; Vicki Nemecek, Public Works Director; Leslie Burch, Victim's Assistance Coordinator, Cheyenne Police Department; Kathleen Nolan, Family Support Specialist, Community Recreation & Events; Stephanie Lowe, Cheyenne Public Employee Association President; Renae Jording, Transit Director; and Darrin Hass, Human Resources Director.

OTHERS PRESENT: Maggie Austin, Wyoming Tribune Eagle; Bryan Grzegorzczuk, ALF's Pub; and Stephanie Kirby, Black Tooth Brewing.

AGENDA ITEMS

7.

- a) Microbrewery liquor license application filed with the City Clerk's Office for Black Tooth Brewing Company, LLC d/b/a/ Black Tooth Brewing, 520 W. 19th St., Cheyenne, Wyoming.

Mr. Laybourn 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 the required agencies and has been determined as eligible.

- b) Renewal application for existing City liquor licenses (retail, restaurant, limited retail, resort, bar and grill licenses, microbrewery, satellite distillery, winery and special malt beverage permits) filed with the City Clerk's Office.

Mr. Laybourn 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 applications have been reviewed by the required agencies and have been determined as eligible for renewal. Ms. Jones reported that four (4) licenses are not renewing.

12. **ORDINANCE – 2nd READING – Creating Section 2.04.200, Purchasing Policy, of Chapter 2.04, Mayor and City Council, of Title 2, Administration and Personnel, of the Municipal Code of the City of Cheyenne, Wyoming. (SPONSOR – MR. CASE)**

Mr. Esquibel moved to approve on 2nd Reading, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: TJ Barttelbort, Purchasing Manager, provided a staff report and advised the proposed ordinance specifically addresses employees and elected officials who are involved with any segment of the procurement process. Mr. Barttelbort explained they would be required to follow the standardized policies, noting violations of the purchasing policy are included as part of the ordinance. Mr. Barttelbort advised that due to the length of the purchasing policy and future revisions to the procurement processes, that only the forward of the policy is included in the ordinance. Mr. Barttelbort reported that currently the purchasing policy is under revision and is being reviewed in draft form. Stephanie Lowe, Cheyenne Public Employee Association President, inquired as to what stage the revised purchasing policy is at and when all City employees would be authorized to review the draft document. Mike O'Donnell, City Attorney, advised the only official public document at this time is the ordinance as presented and that currently there is no legal restriction that the draft document of the purchasing policy may not be reviewed by all City employees. Comments were made relating to violations of the policy involving elected officials and lack of ability to address those if they occur other than public acknowledgement of such violations.

15. **RESOLUTION – Creating a Revolving Real Property Special Revenue Fund to account for the acquisition and resale of real property of the City of Cheyenne. (SPONSOR – MR. WHITE)**

Mr. Laybourn moved to adopt, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Robin Lockman, City Treasurer, provided a staff report and advised the purpose of the fund would be to create a mechanism to facilitate the City of Cheyenne's acquisition and resale of real property. Ms. Lockman advised the new fund would allow proceeds from any real property to earn interest and could be used for future real property capital expenditures or for architectural and engineering related to design services for future 6th penny ballot projects. Upon inquiry, Ms. Lockman reported any sales with proceeds would still come before the Governing Body who would determine if any proceeds should be deposited into this new fund or used for other purposes. Upon inquiry, Mike O'Donnell, City Attorney, advised that this is a recommended practice to be used and is not a requirement.

16. **RESOLUTION – Authorizing the City of Cheyenne to approve and file the Wyoming Division of Victim Services Funding Application State Fiscal Year 2021 and 2022, July 1, 2020 to June 30, 2022. (SPONSOR – MR. WHITE)**

Mr. Laybourn moved to adopt, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Leslie Burch, Victim's Assistance Coordinator, Cheyenne Police Department, provided a staff report and advised the grant will provide basic, direct services to victims of crimes to include three (3) full time victim advocate assistants, community collaboration and training. Ms. Burch advised that City of Cheyenne is required to meet a 20% match of the award amount and that the due date for the grant is March 12, 2020. Upon inquiry, Ms. Burch advised the Federal funding has been approved and that the grant is for two (2) years.

17. RESOLUTION – Reappropriating the Fiscal Year 2020 Budget of the City of Cheyenne according to the provisions of W.S. §16-4-112 & §16-4-113. (SPONSORS – MR. CASE, MR. LUNA, MR. ROYBAL AND MR. SHANOR)

Item died due to the lack of a motion.

DISCUSSION: Robin Lockman, City Treasurer, provided a staff report and advised that \$8,500.00 from the Mayor's Department Fund and \$16,500.00 from the Miscellaneous Department Fund would be moved to the Police Department under a new line item, "Special Event Security" at the request of the sponsors of the resolution. Mike O'Donnell, City Attorney, advised the money to be reappropriated has been budgeted for fiscal year 2020, and will be unavailable for use beyond June 30, 2020 and may have no effect on any special events. Additionally, Mr. O'Donnell advised that moving \$8,500.00 from the Mayor's budget may restrict the Mayor from increasing salaries to minimum amounts, in her office, based on the recent compensation study and advised it is not clear to staff what the purpose of this reappropriation is. Chief Brian Kozak, Cheyenne Police Department, reported the amount of special event services billed between the current date and the end of fiscal year in 2019 was just over \$2,000 and that he didn't believe the money could be used before the end of the fiscal year. Chief Kozak requested a policy from the Governing Body to clarify how the money is to be used and by who. Aaron Willmarth, Cheyenne Police Protective Association President, advised that community partnerships exist throughout the City and requested similar policy guidelines from the Governing Body as to how the funds in this new line item are to be spent.

18. LEASES/CONTRACTS/LEGAL:

- c) Agreement between the City of Cheyenne and Laramie County School District Number One to provide transportation services for the Community Recreation & Events Summer Rec Camp Program. (Recreation Program Fees)

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

DISCUSSION: Kathleen Nolan, Family Support Specialist, Community Recreation & Events, provided a staff report and advised the agreement would provide participants with transportation to and from field trips and on a daily basis during the summer program. Upon inquiry, Ms. Nolan, advised that three (3) staff members do have a CDL license but because of other duties and responsibilities they are unable to provide the necessary transportation.

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

- b) Consideration of Bid #E-6-20 for furnishing a minimum of three (3) to a maximum of ten (10), lift-equipped transit vehicles, for the City of Cheyenne, Transit Division. (FTA Transit Development Grant)

Mr. Laybourn moved to accept the bid from Colorado/West Equipment, Inc., Henderson, CO in an amount not to exceed \$281,982.48, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Renae Jording, Transit Director, provided a staff report and advised this is for replacement of three (3) ADA accessible, para transit vehicles.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:33 A.M.

Submitted by,



Jennifer McClelland
Executive Assistant to the City Council