

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, July 20, 2020 via an Electronic meeting, starting at 11:00 A.M. Those in attendance were as follows:

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

**CITY STAFF:** Charles Bloom, Planning & Development Director; Robin Lockman, City Treasurer; Eric Fountain, Mayor's Chief of Staff; TJ Barttelbort, Purchasing Manager; Kylie Soden, Deputy City Clerk; Vicki Nemecek, Public Works Director; Byron Matthews, Fire and Rescue Department; Wes Bay, Deputy City Engineer; Lieutenant David Janes, Police Department; Darrin Hass, Human Resources Director; Joe Chenchar, Assistant City Attorney; Mike O'Donnell, City Attorney; Mary Salas, Administrative Assistant to the City Council; Tom Mason, Metropolitan Planning Organization (MPO) Director; Lara White, Legal Assistant; and Jay Sullivan, Youth Alternatives Director.

**OTHERS PRESENT:** Dr. Mark Rinne, City Council President; Amber Ash, Downtown Development Authority (DDA) Executive Director; Brandon Swain; Boyd Wiggam; Gino DiMarzio, Dell Range Liquor; and Margaret Austin, Wyoming Tribune Eagle.

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### **AGENDA ITEMS**

17. **ORDINANCE – 2<sup>nd</sup> READING –** Defining the terms and conditions of employment for non-uniformed employees of the City for Cheyenne for Fiscal Year 2020-2021. (SPONSOR – MR. WHITE)

Mr. Laybourn moved to approve on 2<sup>nd</sup> Reading, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Darrin Hass, Human Resources Director, provided a staff report and advised removal of longevity pay is the only change to this annual contract. Mr. Laybourn thanked employees for their work and along with Mr. Luna expressing hope to return longevity pay in the future. Upon inquiry, Mr. Hass was unaware of any discussion of residency requirements for City employees.

18. **ORDINANCE – 2<sup>nd</sup> READING –** Defining the terms and conditions of employment for sworn officers of the Cheyenne Police Department for Fiscal Year 2020-2021. (SPONSOR – MR. WHITE)

Mr. White moved to approve on 2<sup>nd</sup> Reading, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

**DISCUSSION:** Lieutenant David Janes, Police Department, provided a staff report and advised this annual contract changes include the loss of one position, loss of longevity pay, loss of vacation buy back program, increase in authorized vacation carryover and loss of detective clothing allowance. Mr. Laybourn expressed thanks to the police department.

25. RESOLUTION – Declaring as surplus a City-owned property generally located at the northeast corner of Morrie Avenue and East Lincolnway, together with improvements thereon, and authorizing the City to proceed with the process to dispose of the property pursuant to Wyo. Stat. §15-1-112(A). (SPONSOR – MR. LUNA)

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

**DISCUSSION:** Charles Bloom, Planning & Development Director, provided a staff report and advised the resolution will provide for public notice of a proposed sale of the property and request sealed bids to include a purchase price and proposed use of the property. Mr. Bloom advised the property had not been surveyed but staff values the property at \$9.40 per square foot and reported the property is approximately .52 acres. Mr. Bloom reviewed maintenance needed on the property including regrading and paving. Upon inquiry, Brandon Swain, owner of an adjacent property, advised on his intent to provide a formal presentation of a mixed-use project which would include: Office, dining and residential space.

26. RESOLUTION – Approving the budget of the Cheyenne Downtown Development Authority for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021. (SPONSOR – MR. LUNA)

Mr. White moved to adopt, seconded by Mr. Esquibel. Motion carried with Mr. Esquibel and Mr. White voting “YES” and Mr. Laybourn voting “NO”.

**DISCUSSION:** Robin Lockman, City Treasurer, provided a staff report and presented the budget for committee approval. Amber Ash, DDA Executive Director, highlighted items in the budget including monies to be used out of reserves, audit savings, grant information, status of current programs and new programs. Upon inquiry, Ms. Ash provided information on the Façade Program, advised currently the program budget obligation is from FY 2019 and reported the program will be reevaluated. Mr. Laybourn expressed concerns with the possible discontinuance in the Façade Program and requested a full review of the budget with the DDA treasurer (or other representatives) prior to the Governing Body meeting on July 27, 2020.

28. LEASES/CONTRACTS/LEGAL:

- e) Contract between the Wyoming Department of Family Services and the City of Cheyenne, Office of Youth Alternatives, for kinship advocacy services for displaced, at-risk youth. (Department of Family Services Grant)

Mr. Laybourn moved to approve in an amount not to exceed \$30,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

**DISCUSSION:** Jay Sullivan, Youth Alternatives Director, provided a staff report and advised the effective dates will be October 2020 thru September 2021 and monies from this grant will be used for services related to temporary or permanent guardianship. Mr. Laybourn thanked Mr. Sullivan and the Youth Alternatives staff and acknowledged the need to assist at risk youth.

30. **CONSIDERATION OF BIDS/PURCHASES/REQUESTS FOR PROPOSALS:**

- d) Consideration of Bid #S-13-20 for a contract between the City of Cheyenne and JTL Group Inc. d/b/a Knife River for the Allison Road & Cribbon Avenue Median Improvements Project. (2015-2018 1% Sales Tax and WYDOT Grant)

Mr. White moved to approve in an amount not to exceed \$404,790.45 from JTL Group Inc. d/b/a Knife River, Cheyenne, WY, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

**DISCUSSION:** Wes Bay, Deputy City Engineer, provided a staff report and advised this contract will complete the recommended safety enhancements between Johnson Junior High School and South High School. Mr. White thanked staff for these safety enhancement improvements and for the timely manner in which they will be completed in.

31. **APPLICATIONS/LICENSES/PERMITS:**

- a) Request to expand retail liquor license package store dimensions for Avanti, Inc. d/b/a Dell Range Liquor, 3806 Dell Range Blvd.

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

**DISCUSSION:** Kylie Soden, Deputy City Clerk, provided a staff report and advised the application has been reviewed by the required agencies and has been deemed eligible. Upon inquiry, Gino DiMarzio, Dell Range Liquor, provided information on proposed square footage of his store.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:43 A.M.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council