

FINANCE COMMITTEE MINUTES

Due to the Presidents Day Holiday, a meeting of the Finance Committee was instead held on Tuesday, February 18, 2020 in Committee Room 104, starting at 11:00 A.M. Those in attendance were as follows:

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

CITY STAFF: Charles Bloom, Planning & Development Director; Mike O'Donnell, City Attorney; Robin Lockman, City Treasurer; TJ Barttelbort, Purchasing Manager; Alessandra McCoy-Fakelman, Deputy City Attorney; Brenden Ames, Chief Economic Development Officer; Kris Jones, City Clerk; Jason Sanchez, Community Recreation and Events Deputy Director; Thomas Cobb, City Engineer; Tyler Neslon, I.T Administrator; Dustin Swalla, I.T. Manager; and Craig LaVoy, Public Works Deputy Director.

OTHERS PRESENT: Kevin Christianson, C & Z, LLC; Steve Schroyer, Blue Federal Credit Union; and Margaret Austin, Wyoming Tribune Eagle.

AGENDA ITEMS

- 6.
- b) Application for a restaurant liquor license filed with the City Clerk's Office for C & Z LLC, d/b/a China Buffet, 1958 Dell Range Blvd., Suite D, Cheyenne, Wyoming.

Mr. Cook moved to approve, seconded by Mr. Laybourn. 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 eligible. Ms. Jones advised the new application is due to a change in ownership and that the establishment will operate under the current license until its expiration with the new license taking effect on April 1, 2020. Kevin Christianson, C & Z, LLC, made himself available for questions.

16. **LEASES/CONTRACTS/LLEGAL:**

- f) Development Agreement between the City of Cheyenne and Blue Federal Credit Union, Inc., for the redevelopment and access at the Pershing Boulevard/Converse Avenue/19th Street Roundabout.

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

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised the agreement is for improvements on the site and that new exhibits will be made available for council prior to the City Council meeting on Monday, February 24, 2020. Upon inquiry, Ms. McCoy-Fakelman advised the new exhibits include minimal technical changes and land description changes. Steve Schroyer, Blue Federal Credit Union, advised additional right of way is necessary for future roundabout development. Tom Cobb, City Engineer, explained the changes are for future operational improvements to the roundabout.

- g) Professional Services Agreement between the City of Cheyenne and Audiomatrix Inc., for the City of Cheyenne Public, Educational, and Governmental (PEG) Access Channel Programming Equipment and Production Equipment Upgrade Project. (2015-2018 1% Sales Tax, Charter Equipment Funding Grant)

Mr. Laybourn moved to approve in an amount not to exceed \$74,537.65, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Kris Jones, City Clerk, provided a staff report and advised this has been a collaborative effort between multiple City offices and is a requirement of the Charter Franchise Agreement approved by the Governing Body on June 10, 2019. Ms. Jones advised the Charter Equipment Funding would cover \$61,933.80 of the agreement and that the remaining \$12,603.85 would be funded through the City's Capital Equipment Fund. Ms. Jones advised the Government Access Channel would be managed by the City and that there could be a slight delay in instillation of the equipment. Ms. Jones speaking on behalf of Michael Skinner, Public Information Officer, advised that this would update outdated technology in chambers, provide another avenue for distributing video content multiple times and increase communication to the public. Ms. Jones advised that currently the City does not have control over the access channel and that in the future if the City does not fill their time slots that Charter reserves the right to fill the slots. Mr. White and Mr. Laybourn thanked staff for their work on the project and voiced the importance for the channel to remain available to citizens.

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

- c) Consideration of Bid #E-11-20 for furnishing one (1) new 2019-2020 ¾ ton regular cab, full size pickup truck and one (1) new 2019-2020 ¾ ton ext. cab, full size pickup truck for the City of Cheyenne, Parks Division. (2019-2022 1% Sales Tax)

Mr. Laybourn moved to accept the bid from Spradley Barr Motors, Cheyenne, Wyoming in an amount not to exceed \$67,703.00, seconded by Mr. Cook. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation and Events Deputy Director, provided a staff report and advised the bid is for replacement of two aging pickup trucks. Mr. Sanchez advised the equipment being replaced will be put up for auction and will not be traded in.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11: 15 A.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