

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, January 6, 2020 in Committee Room 104, starting at 11:00 A.M. Those in attendance were as follows:

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

CITY STAFF: Charles Bloom, Planning & Development Director; Mike O'Donnell, City Attorney; Robin Lockman, City Treasurer; TJ Bartelbort, Purchasing Manager; Alessandra McCoy-Fakelman, Deputy City Attorney; Eric Fountain, Mayor's Chief of Staff; Brenden Ames, Chief Economic Development Officer; Kris Jones, City Clerk; Detective Zach Johnson, Cheyenne Police Department; Ted Miazga, Parking Division, Cheyenne Police Department; Teresa Moore, Community Recreation and Events Director; Joe Chenchar, Assistant City Attorney; Leslie Burch, Victim's Assistance Coordinator, Cheyenne Police Department; and Jason Sanchez, Community Recreation and Events Deputy Director.

OTHERS PRESENT: Maggie Austin, Wyoming Tribune Eagle; Tucker Fagan, Bill Beaman, and Jim Hearne, City/County Joint Powers Board; Buck Holmes, Laramie County Commissioner; Neil O'Donnell and Connie Janney, Church of St. Mary; and Tom Hirsig, Cheyenne Frontier Days.

AGENDA ITEMS

14. **RESOLUTION** – Designating local banks as depositories for municipal funds.
(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 annual designation of local depositories for City funds, noting ten (10) applications were received. Upon inquiry, Ms. Lockman advised on financial institutions that are currently used by the City.

15. **RESOLUTION** – Authorizing the Cheyenne Police Department to apply for Office on Violence Against Women OVW-2020-17563 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program CFDA Number 16.590-Grants to Encourage Arrests Policies and Enforcement of Protection Orders Program. (SPONSOR – MR. WHITE)

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

DISCUSSION: Leslie Burch, Victim's Assistance Coordinator Cheyenne Police Department, provided a staff report and advised funding would cover overtime for both the City and County and allow a dedicated detective for the Cheyenne Police Department's Victim Assistance Program. Ms. Burch advised that the application is due on January 27, 2020 and that the grant will provide \$450,000.00 over a 36-month period from October 1, 2020 to October 1, 2023. Upon inquiry, Ms. Burch advised this grant is applied for every 3 years.

17. LEASES/CONTRACTS/LEGAL:

- e) Lease agreement between the City of Cheyenne and The Girl Scouts of Montana and Wyoming, for 45.93 acres of city-owned real property located near the former Roundtop Water Treatment Facility to be used for the purposes of conducting activities consistent with the By-Laws and Articles of Incorporation of the Girl Scouts of Montana and Wyoming.

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

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised this is a long-standing lease. Upon inquiry, Ms. McCoy-Fakelman advised that the property is frequently used and that all structures on the property belong to The Girl Scouts.

- f) Memorandum of Understanding between Laramie County, Wyoming, and the City of Cheyenne, Wyoming, for the acquisition of Lots 2, 3, and 4 of Frontier Park, a subdivision to the City of Cheyenne, consisting of 3.78 acres, situated in portions of Government Lots 1 and 2, NE ¼ NE ¼ and SE ¼ NE ¼ of Section 25, Township 14 North, Range 67 West, of the 6th P.M., City of Cheyenne, Laramie County, Wyoming.

Mr. Laybourn moved to approve, seconded by Mr. Esquibel. Mr. Laybourn moved to amend by substitute dated 01-06-20, seconded by Mr. Esquibel. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Tucker Fagan, City/County Joint Powers Board, advised that this Memorandum of Understanding (MOU) includes an amendment to the lease which will deed County property to the City however, for two (2) years the County may reserve the rights on the County property if necessary. Buck Holmes, Laramie County Commissioner, reported that the County has completed their transition and move to the new Archer Complex and advised they no longer need the existing County buildings on Frontier Park property. Mike O'Donnell, City Attorney, explained two (2) substitute amendments (one for the MOU and one for the lease, item number 18(c)) provide clarification of the property description on the title. Upon inquiry, Mr. Holmes advised that moving the existing County buildings from the proposed property would not be economically feasible.

- g) Agreement between the City of Cheyenne and A to Z Recreation LLC, for the Lincoln Park Play System Project. (Development Impact Fees, Special Revenue Fund, CDBG Funds)

Mr. Laybourn moved to approve in an amount not to exceed \$206,697.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation and Events Deputy Director, provided a staff report and advised that there were eight (8) proposals submitted and upon review, four (4) of the proposals were in compliance and of the four (4), staff recommends approval of the proposal from A to Z Recreation, LLC. Upon inquiry, Mr. Sanchez advised that old equipment has been removed and that it will not be necessary to move the sculpture at the park. Additional discussion included the current status and future of the swimming pool at the park.

- h) Agreement for services between the City of Cheyenne and the Church of St. Mary for Olivet Cemetery grounds maintenance, operations and office administrative services.

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

DISCUSSION: Jason Sanchez, Community Recreation and Events Deputy Director, provided a staff report and advised this contract is a renewal of a long-standing agreement between the City and the Church. Upon inquiry, Neil O'Donnell, Church of St. Mary, advised that this contract is for cemetery services only and has no impact on the continuation of the Greenway Path to connect Evans Avenue to Airport Parkway. Charles Bloom, Planning & Development Director, advised that a meeting is scheduled with the new Greenway Coordinator and Mount Olivet to continue discussions concerning the path. Additional discussion included: Limited number of burials per space and status of cemetery software.

18. CHANGE ORDERS/CONTRACT MODIFICATIONS:

- b) Amendment No. #1 to Contract #7041 to Lease No. 8-09466 between the State of Wyoming, Department of Administration and Information, General Services Division, and the City of Cheyenne, to decrease the number of leased parking spaces from eighty-two (82) to seventy (70) at the George Cox Parking Structure.

Mr. Esquibel moved to approve in an amount not to exceed \$78,300.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Ted Miazga, Parking Division, Cheyenne Police Department, provided a staff report and advised the new parking software revealed that unused spaces have been paid for under this contract for the last five (5) years. Mr. Miazga advised that five (5) extra spaces have been included for new employees and that there are no designated spaces for State or County parking in the garage, noting parking is first come, first serve.

- c) Amendment #5 to Contract #2985 between the City of Cheyenne and the City of Cheyenne-Laramie County Joint Powers Board, for the acquisition of Lots 2, 3, and 4 of Frontier Park, a subdivision to the City of Cheyenne, consisting of 3.78 acres, situated in portions of Government Lots 1 and 2, NE ¼ NE ¼, and SE ¼ NE ¼ of Section 25, Township 14 North, Range 67 West, of the 6th P.M., City of Cheyenne, Laramie County Wyoming.

Mr. Laybourn moved to approve, seconded by Mr. Esquibel. Mr. Laybourn moved to amend by substitute dated 01-06-20, seconded by Mr. Esquibel. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Mike O'Donnell, City Attorney, advised this lease agreement is in conjunction with the previous MOU (17(f)) and that the substitute amendment will provide clarification of the property description on the title.

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

- b) Consideration of Bid #E-8-20 for furnishing One (1) Bomb Squad Robot, for the City of Cheyenne, Cheyenne Police Department. (Homeland Security Grant, Project #2000563)

Mr. Esquibel moved to accept the bid from Northrop Grumman/Remotec, Inc., Clinton, TN in an amount not to exceed \$227,354.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Detective Zach Johnson, Cheyenne Police Department, provided a staff report and advised that one (1) bid was received and that the bid has been reviewed and that the bid equipment meets the requirements of the Cheyenne Bomb Squad.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:39 A.M.

Submitted by,



Jennifer McClelland

Executive Assistant to the City Council