

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, February 3, 2020 in Committee Room 104, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Mike Luna, Chairman; Jeff White, and Pete Laybourn. Absent: 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; Chief Brian Kozak, Captain Jared Kelsar and Sergeant Tim Meyrick, Cheyenne Police Department; Teresa Moore, Community Recreation and Events Director; Joe Chenchar, Assistant City Attorney; Jason Sanchez, Community Recreation and Events Deputy Director; Lori DeVilbiss, Recreation Manager; Shannon Mitchell, Recreation Specialist; Tyler Nelson, I.T. Administrator; Dustin Swalla, I.T. Manager; Brenda Moureaux, Deputy City Treasurer; Bruce Hattig, Board of Public Utilities (BOPU) Engineering Manager; Craig LaVoy, Deputy Director Public Works; Vicki Nemecek, Public Works Director; Jean Vetter, Greenway & Parks Planner; and Darrin Hass, Human Resources Director.

OTHERS PRESENT: Rocky Case, City Councilman, Ward III; Maggie Austin, Wyoming Tribune Eagle; Jordan Evans, Cheyenne/Laramie County GIS Cooperative Coordinator; Rex Lockman, Laramie County Conservation District; and Dennis Auker, Laramie County School District #1 (LCSD1).

AGENDA ITEMS

14. RESOLUTION – Amending Resolution No. 5979 directing the availability of the production of Tchaikovsky's The Nutcracker Ballet at the Cheyenne Civic Center. (SPONSOR – MR. CASE)

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

DISCUSSION: Rocky Case, Ward III City Councilman, advised the intent of the original resolution was to allow the production of Tchaikovsky's The Nutcracker Ballet to be open to Laramie County based production companies only, on years ending with an even number, and to any other production companies on years ending in an odd number. Mr. Case advised that the original resolution specified production in the month of December only, not considering a competitor wishing to book during the month of November or earlier. Mr. Case advised that this proposed amendment would remove the month of December as a stipulation and would allow for Laramie County production companies in even years and other production companies in odd years.

15. LEASES/CONTRACTS/LEGAL:

- f) Memorandum of Understanding between the City of Cheyenne, Laramie County, Wyoming and the City of Cheyenne Board of Public Utilities for the GIS Cooperative Budget Consolidation. (City General Fund and County funds)

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

DISCUSSION: Jordan Evans, Cheyenne/Laramie County GIS Cooperative Coordinator, advised this MOU would create an operation budget housed at Laramie County to fund operational expenses of the Cheyenne and Laramie County GIS Cooperative. Mr. Evans advised that oversight would be granted to the Cheyenne and Laramie County GIS Executive Committee who would vote to recommend approval or denial of the budget document which would serve as a recommendation to contributing agencies. Mr. Evans advised that by adopting the MOU, the organization will be able to increase transparency, accountability, efficiency and efficacy.

- g) Memorandum of Understanding between the City of Cheyenne and the Laramie County Conservation District for allocation of funds for planning, design and implementation of Crow Creek and its tributaries rehabilitation project. (1991-1994 1% Sales Tax per Resolution #4093 – funds moved in 2013 to the Specific Purpose Sales Tax Fund and proceeds from purchase and sale agreement of Lot 1, Block 1, Pat Griffin Second Filing – funds located in the Specific Purpose Sales Tax Fund)

Mr. White moved to approve in an amount of \$147,340.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Alessandra McCoy-Fakelman, Deputy City Attorney, provided a staff report and advised the proposed MOU is to allocate funds, would remain in force and effect until project completion and shall not exceed beyond December 31, 2024. Mr. Laybourn wished to note specifically the partnership outlined in the MOU between Crow Creek Revival (CCR), City of Cheyenne Greenway development, and Laramie County Conservation District.

- h) Purchase and Sale Agreement between the City of Cheyenne and the Laramie County School District Number One, for real property described as Lots 1 through 12, Block 2, Roberts Place Addition, City of Cheyenne, Laramie County, Wyoming, and more commonly known as 610 West 7th Street, Cheyenne, Wyoming, in the amount of \$569,780.00, to be used as a future elementary school. (Revenue to the City)

Mr. White moved to approve in an amount not to exceed \$569,780.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Teresa Moore, Community Recreation and Events Director, provided a staff report and advised the Neighborhood Facility will be purchased by LCSD1 to rebuild Cole

School. Ms. Moore reported that water damage and asbestos has limited use of the Neighborhood Facility, noting the gymnasium has been secured, however it does not meet the need of the gymnastics program. Ms. Moore expressed the desire to use proceeds from this sale along with proceeds from the sale of the Stinson property a couple months ago to build an adequate facility near the Ice and Events Center on property donated to the City. Upon inquiry, Robin Lockman, City Treasurer, advised that proceeds from this sale will be placed in the General Fund (with no ear mark) and advised a proposal to create a Revolving Land Fund account will be brought to the Governing Body in the future.

- j) Letter of Agreement between the City of Cheyenne, Police Department, and the United States Department of Justice, Drug Enforcement Administration, for locating and eradicating illicit cannabis.

Mr. White moved to approve in an amount not to exceed \$75,000.00, seconded by Mr. Laybourn. Motion carried by unanimous voice vote.

DISCUSSION: Sergeant Tim Meyrick, Cheyenne Police Department, provided a staff report and advised the grant would be used for reimbursement of training costs, overtime, equipment and supplies.

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

- b) Consideration of Bid #E-7-20 for furnishing As Needed Emergency Snow Control for the City of Cheyenne, Public Works Department. (2015-2018 & 2019-2022 1% Sales Tax)

Mr. Laybourn moved to accept the bid from JTL Group Inc. d/b/a Knife Rive, Cheyenne, Wyoming in an amount not to exceed \$200,000.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Vicki Nemecek, Public Works Director, provided a staff report and advised this 2-year contract will establish a cost for snow removal services in the future. Upon inquiry, Ms. Nemecek advised the contractors are assigned to the residential areas allowing City crews to concentrate on Downtown areas and reported that unused funds are used to purchase equipment.

- c) Consideration of Bid #E-10-20 for furnishing new computers and operating systems for the City of Cheyenne Information Technology Division. (2015-2018 1% Sales Tax)

Mr. Laybourn moved to accept the bid from DHE Computer Systems, Centennial, Colorado in an amount not to exceed \$49,691.00, seconded by Mr. White. Motion carried by unanimous voice vote.

DISCUSSION: Dustin Swalla, I.T. Manager, provided a staff report and advised this bid is for the annual replacement for approximately seventy new computers and operating systems.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:26 A.M.

Submitted by,

A handwritten signature in blue ink, reading "J. McClelland". The signature is written in a cursive, flowing style.

Jennifer McClelland
Executive Assistant to the City Council