

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, November 15, 2021, at the Kiwanis Community House (due to Municipal Building closure) and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

COMMITTEE MEMBERS: Scott Roybal, Chairman; Dr. Michelle Aldrich, Ken Esquibel and Richard Johnson.

CITY STAFF: TJ Barttelbort, Purchasing Manager; Robin Lockman, City Treasurer; Vicki Nemecek, Public Works Director; Teresa Moore, Community Recreation & Events Director; Jason Sanchez, Community Recreation & Events Deputy Director; Stefanie Boster, City Attorney; Chief John Kopper, Fire & Rescue Department; Renee Smith, Grants Manager; Alessandra McCoy-Fakelman, Deputy City Attorney; Tom Cobb, City Engineer; Mark Christensen, Planning & Development Department; Ashley Miller, Board of Public Utilities (BOPU) Administration Manager; Andrew Worshek, Mayor's Chief of Staff; Lara White, City Attorney Office Manager; and Kris Jones, City Clerk.

OTHERS PRESENT: Mayor Patrick Collins; Pete Laybourn, Ward I City Councilman; Robert Chamberlin, Swagger Construction, LLC; and Casey Palma, Steil Surveying.

AGENDA ITEMS

11. **ORDINANCE –3rd READING** – Amending Section 15.08.031, Building Permit Fees-Exceptions for Incentivization Program, of Chapter 15.08, International Building Code Adopted, of Title 15, Buildings and Construction, of the Code of the City of Cheyenne, Wyoming, to reinstate the City of Cheyenne Core Development Incentivization Program.

Dr. Aldrich moved to approve on 3rd and final reading, seconded by Mr. Esquibel. Dr. Aldrich moved to amend by substitute dated November 15, 2021, seconded by Mr. Esquibel. Motion to amend carried with Dr. Aldrich and Mr. Esquibel voting "YES" and Mr. Johnson voting "NO". Main motion as amended carried with Dr. Aldrich and Mr. Esquibel voting "YES" and Mr. Johnson voting "NO".

During discussion of the item at approximately 12:07 p.m., there were technical issues and the main meeting room logged off and rejoined the meeting.

DISCUSSION: Richard Johnson, Ward III City Councilman and sponsor of the item, advised no new information has been provided since 2nd reading at the November 8, 2021 meeting of the governing body. Alessandra McCoy-Fakelman, Deputy City Attorney, proposed a substitute amendment, at the request of Ward III City Councilwoman, Dr. Michelle Aldrich, which reinstates a sunset date of June 30, 2025. Dr. Aldrich voiced support for the amendment which will allow for a time frame to collect data allowing for future extension to other wards within the City.

Additional discussion included determination of the amount of building permit fees waived and the cap by the City Treasurer.

16. RESOLUTION – Authorizing the City Treasurer to discharge uncollectible debts pursuant to Wyoming Statute §16-4-502. (SPONSOR – MR. ROYBAL)

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

DISCUSSION: Robin Lockman, City Treasurer, provided a staff report and advised an annual resolution is required to write off uncollectable debts for the City and the Board of Public Utilities (BOPU). Ms. Lockman reported the write off amount for the City is \$38,735.05 and \$67,114.47 for BOPU. Ms. Lockman provided information on the process of deeming debt “uncollectable” and the BOPU’s collection of sanitation fees for the City noting a new collection agency has been selected to continue collection efforts. Upon inquiry, Ms. Lockman explained the current process of discontinuing City services when bad debt exists with an individual or company. Teresa Moore, Community Recreation & Events Director, provided information on her department’s process of collecting bad debt including the denial of registration for activities. Upon inquiry, Stefanie Boster, City Attorney, advised the bad debt list is a public record and is posted as a supporting document for the resolution noting the list has not otherwise been published. Mr. Esquibel recommended additional thought be given to ways to collect all debt.

18. LEASES/CONTRACTS/LEGAL:

- m) Professional Services Agreement between the City of Cheyenne and Plan One Architects, for the Level I/Level II Feasibility Study for 15th Street Corridor Plan. (Annexation Improvement Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$100,000.00, seconded by Mr. Johnson. Motion carried by unanimous voice vote.

DISCUSSION: Tom Cobb, City Engineer, provided a staff report and advised the agreement will provide design and some implementation of 15th Street improvements and includes an amendment to the fee, increasing it to \$100,000.00. Upon inquiry, Mr. Cobb advised the Metropolitan Planning Organization is not being considered for funding the study. Pete Laybourn, Ward I City Councilman, voiced support of the agreement and requested consideration of a traffic study, including bicycle and pedestrian traffic, in the area.

- n) Development Agreement between the City of Cheyenne and Swagger Construction, LLC, for Tax Increment Financing for the Hitching Post Plaza. (TIF Funding)

Dr. Aldrich moved to approve in an amount not to exceed \$1,200,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Mark Christensen, Planning & Development Department, provided a staff report and advised the proposed development agreement is related to the distribution of Tax Increment Financing (TIF) for the redevelopment of the Hitching Post Plaza. Mr. Christensen noted this

agreement is specifically for reimbursement of costs related to demolition of buildings and asbestos abatement up to \$1,200,000.00. Mr. Christensen provided details related to collection of funds and disbursement noting the Urban Renewal Authority unanimously recommended approval of the agreement at their November 4, 2021, meeting. Upon inquiry, Stefanie Boster, City Attorney, explained the “all caps” verbiage in section 9 (E) is to identify a change requested by the developer’s attorney. Mr. Christensen clarified the City’s financial responsibility, noting the developer cannot hold the City responsible if the TIF does not generate enough funds to cover the agreement. Additional discussion included use of overage of funds (on the entire TIF) and additional public improvement applications related to the Hitching Post Plaza.

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

- a) Consideration of Bid #E-3-22 for furnishing one (1) new 2021-2022 1 ton, regular cab, full size pickup truck, 4x4, with an 8-foot box and a fleet work truck package for the City of Cheyenne, Community Recreation & Events Department-Weed & Pest Division. (Weed & Pest Fund)

Dr. Aldrich moved to accept the bid from Greiner Ford of Casper, Casper, Wyoming, in an amount not to exceed \$36,331.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised the proposed bid will provide equipment to effectively fog for mosquitos and other functions performed by the Weed & Pest Division.

- b) Consideration of Bid #E-4-22 for furnishing two (2) new 2021-2022, 11 feet wide diesel rotary mowers for the City of Cheyenne, Community Recreation & Events Department-Parks Division. (2015-2018 and 2019-2022 1% Sales Tax)

Dr. Aldrich moved to accept the bid from The LL Johnson Distributing Company, Denver, Colorado, in an amount not to exceed \$160,781.22, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

DISCUSSION: Jason Sanchez, Community Recreation & Events Deputy Director, provided a staff report and advised the proposed bid will provide the Parks Department with double the size of current mowers, improving efficiency. Upon inquiry, Mr. Sanchez advised the department currently has trucks and trailers to haul the equipment and explained only one bid was received due to the specialty of the mower.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:42 p.m.

Submitted by,



Jennifer McClelland

Executive Assistant to the City Council