

FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, November 02, 2015, in Committee Room 122, starting at 11:00 A.M. Those in attendance were as follows:

COMMITTEE MEMBERS: Jim Brown, Chairman; Mike Luna and Scott Roybal.

CITY STAFF: Robin Lockman, Deputy City Treasurer; Sara Vasquez, Purchasing; Craig LaVoy, Assistant Public Works Director; John Hall, City Engineer; Dan White, City Attorney; John Ridge, Deputy City Attorney, Alessandra McCoy, Assistant City Attorney; Ben Rowland, Staff Attorney; Kristy Anderson, Deputy City Clerk; Mike Wright, Facilities Maintenance Director; Bob Bradshaw, Special Projects Director; David Cole, Traffic Engineer; and Tom Mason, MPO Director.

OTHERS PRESENT: Mayor Rick Kaysen; Richard Johnson, City Council Ward III; Matt Murphy, WTE; Gene MacDonald, Ayres Associates; Michl McGee and David Johnson, St. Mary's Cathedral; and Amy Surdam, DDA/Main Street.

AGENDA ITEMS

13. RESOLUTION - Authorizing the Purchasing Division of the City of Cheyenne to proceed on a semiannual basis with the sale of surplus property pursuant to W.S. § 15-1-112(a). (SPONSOR - JIM BROWN)

Mr. Luna moved to adopt, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Sara Vasquez, Purchasing, provided a staff report and advised staff is proposing to proceed on a semi annual basis for the sale of surplus property. Ms. Vasquez explained that due to limited storage space, the City has decided to hold two surplus auctions a year in January and June, and upon inquiry, reported surplus items typically include miscellaneous items, vehicles, and small equipment.

14. RESOLUTION - Authorizing the City of Cheyenne, Wyoming, to lease, with an option to purchase, sanitation, recycling, and landfill equipment. (SPONSOR - JIM BROWN)

Mr. Roybal moved to adopt, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Assistant Public Works Director, provided a staff report and advised staff supports approval of the proposed \$1,213,674.00 lease with option to purchase at a 2.61% interest rate. Upon inquiry, Mr. LaVoy confirmed the City would take ownership of the equipment upon completion of the lease.

15. RESOLUTION - To adopt the Certificate of Canvass and Declaration of Results of the Canvassing Board for the Cheyenne Downtown Development Authority District Special Election held October 20, 2015. (SPONSOR - DR. MARK RINNE)

Mr. Luna moved to adopt, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Kristy Anderson, Deputy City Clerk, provided a staff report and advised the purpose of the resolution is to certify the Canvassing Board's results of the 10-20-15 special district election. Ms. Anderson reported there were 84 votes cast "for" and 62 "against" for the ballot question for a total of 146 votes counted. She noted the election results increase the property tax levy to 20 mills from the previous assessment of 10 mills. Upon inquiry, Amy Surdam, DDA/Main Street, reported annual revenue from the mill levy assessment is anticipated to be approximately \$320,000.00.

16. LEASES/CONTRACTS/LEGAL:

- c) Contract between the City of Cheyenne, Police Department, and Sarah C. Moyer for crime victim assistance services.

Mr. Roybal moved to approve in the base salary amount of \$17,984.00, seconded by Mr. Luna. Motion carried by unanimous voice vote.

DISCUSSION: Dan White, City Attorney, advised the proposed contract is a part of a series of contracts that provide for victim assistance services, nothing the contracts are primarily funded through grants.

- d) Real Estate Purchase Agreement between the City of Cheyenne and Church of St. Mary for real property described as the east 4 feet of Lot 5, the west 31 feet of Lot 6, and Lot 8, Block 227, City of Cheyenne, County of Laramie, State of Wyoming, for the purpose of the West Edge Development Project (Federal Emergency Management Agency, Community Development Block Grant).

Mr. Luna moved to approve in an amount not to exceed \$361,700.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Bob Bradshaw, Special Projects Director, provided a staff report and advised the proposed agreement would provide for property acquisition for the purpose of the West Edge Development Project.

- e) Easement Agreement between Robert E. Green, Sr., Trustee of the Robert E. Green, Sr. Living Trust, and the City of Cheyenne, for a Trail Easement to be used in conjunction with the open space program of the Belvoir Ranch and Red Mountain (Big Hole).

Mr. Roybal moved to approve, seconded by Mr. Luna. Mr. Roybal moved to amend by substitute, seconded by Mr. Luna. Motion carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

DISCUSSION: Dan White, City Attorney, advised the proposed agreement would allow for future trails expansion opportunities for non-motorized transportation such as hiking, walking and bicycling. Mr. White reported the proposed substitute involves clarification of additional GPS coordinates to Exhibit B and defines terms of access once the proposed trail is constructed, as requested by the property owner, to accommodate hunting seasons to reduce potential safety concerns.

18. CONSIDERATION OF BIDS:

- a) Consideration of Bid #S-7-16 for a contract between the City of Cheyenne, Public Works Department, and Inman Roofing, Inc., Cheyenne, Wyoming, for roof replacement at the Logan Shop Building project (General Fund Special Projects).

Mr. Luna moved to accept he bid from Inman Roofing, Inc., Cheyenne, in the amount of \$128,000.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

DISCUSSION: Craig LaVoy, Assistant Public Works Director, provided a staff report and advised staff supports approval. Upon inquiry, Mr. LaVoy reported the replacement is scheduled for this winter, confirmed the building is used as storage for City equipment and supplies, and that total replacement of the roof is necessary.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 11:22 a.m.

Submitted by,

Kris Jones
Executive Assistant
to the City Council