

## FINANCE COMMITTEE MINUTES

A meeting of the Finance Committee was held on Monday, December 4, 2023, in Committee Room 104 and via electronic meeting, starting at 12:00 p.m. Those in attendance were as follows:

**COMMITTEE MEMBERS:** Jeff White, Chairman, Dr. Michelle Aldrich, Ken Esquibel, and Scott Roybal.

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### AGENDA ITEMS

6. ORDINANCE –3<sup>rd</sup> READING – Creating Section 12.04.240, Mobile Storage Containers on Public Right-of-Way; Permit Required, of Chapter 12.04, Streets, Sidewalks and Driveways Generally, of Title 12, Streets, Sidewalks and Public Places, of the Municipal Code of the City of Cheyenne, Wyoming and making a conforming amendment as specified. (POSTPONED FROM NOVEMBER 27, 2023)

Dr. Aldrich moved to approve on 3<sup>rd</sup> and final reading, seconded by Mr. Roybal. Dr. Aldrich moved to amend by substitute dated November 21, 2023, seconded by Mr. Esquibel. Motion to amend carried with Dr. Aldrich and Mr. Esquibel voting “YES” and Mr. Roybal voting “NO”. Dr. Aldrich moved to amend in paragraphs (D)(1) and (D)(2) to remove the language specifying when a renewed permit would begin to toll—“from the date of the initial [*or first*] permit renewal expiration”, seconded by Mr. Esquibel. Motion to amend carried by unanimous voice vote. Main motion, as amended, carried by unanimous voice vote.

John Brodie, Deputy City Attorney, provided a staff report and committee member Aldrich commented on the item.

25. RESOLUTION – Authorizing a three (3) percent cost-of-living salary adjustment for all permanent full and part-time employees of the City of Cheyenne. (SPONSOR – MR. WHITE)

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

Mayor Patrick Collins provided an overview of the proposed cost-of-living salary adjustments and Robin Lockman, City Treasurer, provided additional information. Committee members Aldrich and Roybal commented on the item.

26. RESOLUTION – Permitting the possession of open containers within the Downtown District Boundaries for New Years Eve on December 31, 2023. (SPONSOR – MR. JOHNSON)

Mr. Roybal moved to adopt, seconded by Mr. Esquibel. Motion carried with Mr. Esquibel and Mr. Roybal voting “YES” and Dr. Aldrich voting “NO”.

Richard Johnson, City Council President, provided information related to the request for extended hours allowing for open containers.

27. LEASES/CONTRACTS/LEGAL:

- f) Minimum Revenue Guaranteed Payment Agreement between the City of Cheyenne and the Cheyenne Regional Air Service Focus Team (CRAFT) for Fiscal Year ending June 30, 2024. (2021 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$500,000.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Robin Lockman, City Treasurer, provided a staff report and Wendy Volk, Cheyenne Regional Air Service Focus Team Chair/President, provided additional information. Chairman White and committee members Aldrich and Roybal commented on the item.

- g) Professional Services Agreement between the City of Cheyenne and GSG Architecture, Inc for the Municipal Building Spatial Analysis Project. (2021 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$115,027.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Adele Bartel, Public Works Staff Engineer, provided a staff report and Craig LaVoy, Public Works Deputy Director, provided additional information. Chairman White and committee members Aldrich and Roybal commented on the item.

- h) Purchase and Sale Agreement for property located at 813 West 23<sup>rd</sup> Street for the Reed Avenue Corridor Project. (2021 Specific Purpose Option Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$161,000.00, seconded by Mr. Roybal. Motion carried by unanimous voice vote.

Wes Bay, Deputy City Engineer, provided a staff report and committee members Aldrich and Roybal commented on the item.

28. CONTRACT MODIFICATIONS:

- a) Contract Modification #1 to Contract #7770 between the City of Cheyenne and Z and Z Sealcoating, Inc. for additional material required for the 2023 Crack Seal #1 Project. (2019-2022 Optional 1% Sales Tax Fund)

Dr. Aldrich moved to approve in an amount not to exceed \$90,667.16, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Doug Klahn, Construction Manager, provided a staff report and committee member Roybal commented on the item.

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

- a) Consideration to Purchase between the City of Cheyenne and Dowdle Studios for the Commissioned Painting and Puzzles Project. (General Fund Reserves)

The item died due to the lack of a motion.

Lonnie Olson, Planning & Development Department, provided a staff report. Charles Bloom, Planning & Development Department Director, and Kirk Nord, Dowdle Studios, provided additional information. Chairman White and committee member Aldrich commented on the item. Public comment was made by Pete Laybourn, Councilman Ward I, and Wendy Volk.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:54 p.m.

Submitted by,



Jennifer McClelland  
Executive Assistant to the City Council