

## **FINANCE COMMITTEE MINUTES**

A meeting of the Finance Committee was held on Monday, December 5, 2022, 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 (via Zoom), Ken Esquibel, and Richard Johnson.

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### **AGENDA ITEMS**

6. APPLICATIONS/LICENSES/PERMITS:

- b) Transfer of ownership of retail liquor license application filed with the City Clerk's Office for Andiamo 307 LLC d/b/a Andiamo 307, 1808 O'Neil Ave., Cheyenne, WY (license currently held by Poor Richard's d/b/a Poor Richard's).

Dr. Aldrich moved to approve however, the item died due to the lack of a second.

Kylie Soden, Deputy City Clerk, provided a staff report.

9. ORDINANCE –3<sup>rd</sup> READING – Amending Ordinance #4447, approving and establishing revised water and sewer rates, tap and system development fees, administrative fees, service charges and penalties, and septic and commercial waste dump rates, as recommended by the Board of Public Utilities by replacing Board of Public Utilities Resolution No. 2022-03 in Section 9.

Mr. Johnson moved to approve on 3<sup>rd</sup> and final reading, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Frank Strong, Board of Public Utilities Engineering & Water Resources Manager, provided an overview of the proposed amendments.

14. LEASES/CONTRACTS/LEGAL:

- h) Professional Services Agreement between the City of Cheyenne and Summit Engineering for design and bidding services for the US-30 Greenway Underpass Project. (2017 Specific Purpose Option Tax Fund)

Mr. Johnson moved to approve in an amount not to exceed \$84,300.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Jean Vetter, Parks & Greenway Planner, provided a staff report and Tom Cobb, City Engineer provided additional information. Darci Herndon, Summit Engineering, was available for

questions. Committee member Mr. Esquibel commented on the item as did Councilman Pete Laybourn, Ward I.

- i) Grant award agreement with the State of Wyoming Office of Homeland Security for a grant from the U.S. Department of Homeland Security (DHS), FEMA, Grant Programs Directorate, SHSP Grant Fiscal Year 2022 in the amount of \$138,078.00 for the Cheyenne Regional Response Team #7. (DHS Grant Code: EMW-2022-SS-00077)

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

Division Chief Andrew Dykshorn, Fire & Rescue Department, provided a staff report. Committee member Mr. Johnson commented on the item.

- j) Grant award agreement with the State of Wyoming Office of Homeland Security for a grant from the U.S. Department of Homeland Security (DHS), FEMA, Grant Programs Directorate, SHSP Grant Fiscal Year 2022 in the amount of \$110,000.00 for the purchase and installation of two permanent generators. (DHS Grant Code: EMW-2022-SS-00077)

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

Battalion Chief John Fitzgerald, Fire & Rescue Department, provided a staff report.

- k) Memorandum of Understanding between the Cheyenne Police Department, Cheyenne Regional Medical Center, Laramie County Sheriff's Department and Dr. Clair White of the University of Wyoming regarding the establishment and implementation of a Community-Based Law Enforcement and Behavioral Health Co-Response to behavioral health emergency calls within Laramie County. (Wyoming Department of Health Grant)

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

Lieutenant Joel Hickerson, Police Department, provided a staff report. Chairman White and committee members Dr. Aldrich, Mr. Esquibel, and Mr. Johnson commented on the item.

- l) Business Associate Agreement between the City of Cheyenne, Cheyenne Regional Medical Center and Dr. Clair White for the Behavioral Health Co-Response Project. (Wyoming Department of Health Grant)

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

Lieutenant Joel Hickerson, Police Department, provided a staff report.

- m) Contract between the City of Cheyenne and the Downtown Development Authority (DDA) granting a subaward to be used for a Small Business Rental Assistance Program for businesses in the Historic Downtown District experiencing hardship due to COVID. (American Rescue Plan Federal Recovery Funds (ARPA))

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

Renee Smith, Grants Manager, provided a staff report and Stefanie Boster, City Attorney, provided additional information. Chairman White and committee members Dr. Aldrich, Mr. Esquibel, and Mr. Johnson commented on the item.

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

- e) Consideration of Bid #E-8-23 for ammunition for the City of Cheyenne, Cheyenne Police Department. (General Fund)

Mr. Johnson moved to accept the bids from Dooley Enterprises, Inc., Anaheim, California in an amount not to exceed \$30,281.00 for line Items P1, P3, P5, and R1 and from Salt Lake Wholesale Sports, Salt Lake City, Utah, in an amount not to exceed \$14,563.00 for line Items P2, P4, P6, R2, T1, and T2, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Officer Ben Vapenik, Lead Firearms Instructor Police Department, provided a staff report.

- f) Consideration of Bid #E-9-23 for one (1) new Utility Work Machine for the City of Cheyenne Weed & Pest Division. (Weed & Pest Fund)

Mr. Johnson moved to accept the bid from Bobcat of the Rockies, Cheyenne, Wyoming, in an amount not to exceed \$91,999.00, seconded by Mr. Esquibel. Motion carried by unanimous voice vote.

Jason Sanchez, Community Recreation & Events Director, provided a staff report and Steven Trowbridge, Weed & Pest Manager was available for questions.

There being no further items for the agenda to come before the Finance Committee, the meeting was adjourned at 12:36 p.m.

Submitted by,



Jennifer McClelland

Executive Assistant to the City Council