

**CITY OF LARAMIE, WYOMING**  
**CITY COUNCIL WORK SESSION JOINT WITH**  
**TRAFFIC COMMISSION**  
**AGENDA**  
**CITY HALL, COUNCIL CHAMBERS, 406 IVINSON AVE**  
**FEBRUARY 11, 2020 6:00 pm**

*City Council Meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.*

*Please be advised no additional agenda item will be introduced at a Regular City Council meeting after the hour of 9:30 p.m., unless the majority of the City Council members present vote to extend the meeting.*

*Public Comment is limited to three (3) minutes per speaker. Written public comment shall be submitted to the City Clerk for dissemination and retention for official City records, or submitted to the City Council through electronic correspondence at [council@cityoflaramie.org](mailto:council@cityoflaramie.org). Full text available in Code of Conduct 4.02 and Appendix B and C.*

*Written material relative to an agenda item shall be submitted six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.*

**1. WORK SESSION**

Documents:

[WS Traffic Commission Update 2-11-2020.pdf](#)

**2. Public Comments**

(Limited to three (3) minutes per speaker.)

**3. WORK SESSION: Traffic Commission Ordinance & By-Law Review  
[Webb, PW]**

Documents:

[Cover Sheet WS Traffic Commission.pdf](#)

[DRAFT - Traffic Commission - 10.08 - 2020 Ordinance.pdf](#)

[DRAFT - Traffic Commission - 2020 By Laws.pdf](#)

**4. City Council Updates/Council Comments**

**5. Agenda Review**

**6. Public Comments**

(Limited to three (3) minutes per speaker.)

**NOTICE OF CITY COUNCIL AND TRAFFIC COMMISSION  
WORK SESSION**

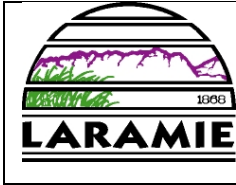
NOTICE IS HEREBY GIVEN that a Joint Work Session of the **Laramie City Council and Traffic Commission** will be held Tuesday, February 11, 2020, 6:00 p.m., City Hall Council Chambers, 406 Ivinson Ave, Laramie, WY, for the following purpose:

**1. WORK SESSION: Traffic Commission update**

/s/ Joe Shumway, Mayor

Attest:/s/Nancy Bartholomew

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**Agenda Item: Presentation**

**Title: LMC 10.08 Traffic Commission**

**Recommended Council MOTION: N/A**

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**Administrative or Policy Goal:**

Codes should be regularly reviewed, evaluated, modernized and amended if necessary, to establish clear and relevant standards.

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**Background:**

On August 20, 2019 City Council passed and approved Resolution 2019-64 enacting a temporary suspension on Traffic Commission activities until revisions of LMC 10.08 could be completed. Through the resolution City Council resolved revisions were necessary to modernize the City’s process for operating its streets and controlling traffic.

The Public Works department was tasked with drafting revisions and by-laws while working in coordination with the City Attorney and City Manager’s office.

On November 13<sup>th</sup> and 14<sup>th</sup> the Public Works Director and City Engineer interviewed all Traffic Commission members and the Council Liaison. The same interview questions were asked to all members and helped to draft the by-laws and revise LMC 10.08.

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**Legal/Statutory Authority:**

W.S. 15-1-103 (xxxviii) and LMC 1.01

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**BUDGET/FISCAL INFORMATION:**

This item has no budget impact

**Responsible Staff:**

- Bob Southard, City Attorney
- Malea Brown, Chief Operating Officer
- Brooks Webb, Public Works Director
- Eric Jaap, City Engineer
- Eric Milliken, Civil Engineer

**Attachments:**

- Draft-Revisions to LMC 10.08
- Draft-TC By-Laws

## **ORDINANCE**

- **10.08.010 - Traffic Safety Commission Created**

A Traffic Safety Commission is created and shall be consist of nine members, as follows:

- City Engineer, or his/her designee, and
- City Manager, or his/her designee, and
- Chief of Police, or his/her designee, and
- One Laramie resident holding a Professional Engineering License who is competent in transportation; and
- Five Laramie residents with demonstrable experience in engineering or planning or interest, knowledge or training in fields closely related to multi-modal transportation.

The Laramie residents shall serve without compensation. The City Council may remove any Council-appointed member of the Traffic Safety Commission whenever it decides such removal would be in the best interests of the City, and shall fill vacancies created by resignation, death, or removal of any member.

- **10.08.020 – Operation – By-Laws**

The operations of the Traffic Safety Commission shall be governed with by-laws approved by the City Council.

- **10.08.030 – Purpose & Responsibilities—Generally.**

It shall be the purpose and responsibility of the Traffic Safety Commission to provide advice to City staff on multimodal traffic matters while holding paramount the safety, health and welfare of the public as they utilize municipally-owned and operated rights-of-ways. The Traffic Safety Commission may assist the City Engineer in promulgating standards and policies relating to neighborhood traffic management on local streets and review and comment upon conceptual and preliminary changes to traffic patterns or programs on major roadways. The Traffic Safety Commission may recommend such ways and means for improving traffic conditions and the administration and enforcement of traffic regulations as it determines advisable. The Traffic Safety Commission may make recommendations to City staff for traffic safety related items as may ease traffic congestion and help facilitate transportation throughout the City and review traffic safety concerns from members of the public. The Traffic Safety Commission may make recommendations to City Council on the planning and prioritization of projects for budgeting purposes.

- **10.08.040 – Duties – City Engineer**

It shall be the general duty of the City Engineer to carry out the powers and duties imposed by State Statute and Municipal Ordinance, to determine the installation and proper timing of traffic-

control devices, to conduct traffic engineering analyses, and to cooperate with other city officials in the development of ways and means and operational designs to improve traffic conditions. The City Engineer shall complete his duties in accordance with established national standards and guidelines including but not limited to the Manual on Uniform Traffic Control Devices (MUTCD), American Association of State and Highway Transportation Officials (AASHTO), and National Association of City Transportation Officials (NACTO) and the City of Laramie Engineering Design Manual. The City Engineer or his/her designee shall complete, approve and certify final design for all multimodal traffic matters.

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LARAMIE TRAFFIC SAFETY COMMISSION  
BYLAWS AND RULES OF PROCEDURE FOR THE ORGANIZATION OF AND CONDUCT OF BUSINESS

These Bylaws and Rules of Procedure are adopted pursuant to Laramie Municipal Code (LMC) Section § 10.08.010.

**Section 1. Explanation and Interpretation**

The Laramie Traffic Safety Commission has been established by Laramie Municipal Code (LMC) Section § 10.08.010 (“Commission”). The Commission shall be governed by the LMC and these by-laws. These by-laws may only be amended with the approval of City Council.

**Section 2. Responsibilities**

- A. It shall be the purpose and responsibility of the Commission to serve as an advisory body to the City of Laramie professional staff as follows: Provide recommendations to the City Engineer on multimodal traffic matters while holding paramount the safety, health and welfare of the public as they utilize Laramie’s publicly-owned and operated rights-of-ways;
- B. Review and make recommendations to City staff based upon evidence-based measures and statistics; established national, state and local standards for traffic management; and, City transportation plans, codes, and policies;
- C. Assist the City Engineer in promulgating standards and policies relating to neighborhood traffic management on local streets;
- D. Review and comment to City staff upon conceptual and preliminary changes to traffic patterns or programs on major roadways;
- E. Collaborate with City staff regarding public education activities;
- F. Recommend to the City Engineer, Chief of Police and other City staff, such ways and means for improving traffic conditions and the administration of traffic regulations;
- G. Receive and review traffic safety concerns from members of the public during regular meetings;
- H. Make recommendations to City staff on traffic safety-related items as may ease traffic congestion and help facilitate transportation throughout the city; and
- I. At the discretion of the City Engineer, create a prioritized list of potential traffic projects and studies based on staff recommendation, commissioner comments and public comments.

**Section 3. General Procedures**

- A. Anyone requesting that an item be reviewed by the Commission shall put that request in writing to the City Engineer, who shall determine in his/her sole discretion whether to place any matter on the agenda. The Traffic Commission may, by majority vote, direct that an issue be placed on a future agenda.
- B. The City Engineer shall schedule matters before the Commission and shall prepare a report including all relevant technical standards and information for use by the Commission in formulation its recommendations.
- C. All meetings of the Commission shall be public meetings subject to State and Municipal Open Meetings and Public Notice laws.

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**Section 4. Terms of Membership**

- A. Appointed members of the Commission shall serve a three (3) year term of office and take up duties in January of each year as vacancies occur. The terms of office for appointed members shall be staggered so that no more than one-third of terms shall expire each year.
- B. Vacancies created by resignation or other reason shall be filled as soon as possible for the unexpired term. A member appointed mid-term and completing an unexpired term shall not count toward any term limit established herein.
- C. Appointed members shall serve not more than two consecutive terms. There is no limit as to how many terms a person may serve in a lifetime.

**Section 5. Officers**

The officers of the Commission shall be a Chairperson and Vice-Chairperson. A staff member, designated by the City Manager, shall serve as Recorder/Clerk to the Commission.

**Section 6. Election of Officers**

- A. The Chairperson and Vice Chairperson shall be elected at the first meeting of each calendar year for a term of one calendar year and shall serve until their successors are elected.
- B. If the office of the Chairperson or Vice Chairperson becomes vacant, the Commission shall elect a successor from its membership who shall serve the unexpired term of the predecessor.
- C. Nominations of officers shall be by oral motion. At the close of nominations, the Commission shall vote by voice vote upon the names nominated for the office.
- D. No person may serve in the same office for more than two (2) consecutive calendar years.

**Section 7. Chairperson & Vice Chairperson**

- A. Except as otherwise provided herein, the Chairperson shall have the duties and powers to:
  - 1) Preside over all deliberations and meeting of the Commission;
  - 2) Vote on all questions before the Commission;
  - 3) Call special meetings of the Commission in accordance with these bylaws;
  - 4) Sign all document memorializing Commission action promptly after approval by the Commission. The power to sign reports and other documents of the Commission may be delegated to the Recorder.
- B. All decision of the Chairperson as presiding officer shall be subject to review by a majority of Commission members present upon motion duly made and seconded, which motion shall have priority over all other matters.
- C. During the absence, disability or disqualification of the Chair, the Vice Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson. In the absence of the Chair and Vice Chair, the remaining members present shall elect an action Chairperson pro-tem.

**Section 8. Recorder**

- A. The Recorder shall:
  - 1) Maintain an accurate, permanent and complete record of all proceedings conducted before the Commission;
  - 2) Prepare the agenda and minutes for all Commission meetings as approved by the City Engineer;
  - 3) Give all notices required by law;

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- 4) Inform the Commission of correspondence relation to Commission business and conduct correspondence of the Commission as directed by the Commission;
- 5) Attend all meetings and hearing of the Commission or send a designee;
- 6) Compile all required records and maintain the necessary files, indexes, maps and plans;
- 7) Maintain the latest edition of Robert's Rules of Order Newly Revised and provide procedural advice to the Commission upon request of the Chair;
- 8) Perform such other duties for the Commission as are customary in that role or as may, from time to time, be requested by the Commission.

**Section 9. City Attorney**

The City Attorney or a deputy may attend meetings of the Commission. The City Attorney may provide legal assistance to the Commission on matters coming before it, may prepare documents as needed memorializing Commission action.

**Section 10: Attendance**

- A. If a member of the Commission is unable to attend a meeting, he/she must notify the Recorder.
- B. The Commission may, by majority vote, declare a member's office vacant if the member has two or more unexcused absences at consecutive meetings, or if the member has unexcused absences at three or more meetings within any twelve-month period.

**Section 11: Quorum**

At any meeting of the Commission, a quorum shall consist of five (5) members. No formal action may be taken in the absence of a quorum, except to adjourn the meeting or to accept written and oral public comment for recordation within the official minutes of the meeting.

**Section 12: Meetings**

A. Regular Meetings

Regular meetings of the Commission shall be held at least quarterly on the second Thursday of each month, except a public holiday or the day before the public holiday and unless otherwise specified. These meetings shall be held at such time and place as designated by a majority of the entire Commission and with appropriate notice to each Commissioner and the public. The meeting place for all Commission meetings shall be accessible to individuals with disabilities. The Commission Recorder shall issue notice of regular meetings simultaneously to members of the Commission, staff and the public not less than seven (7) calendar days prior to the meeting.

B. Special Meetings

Special meetings may be called by the Chairperson or City Engineer upon his/her own motion, or upon written request signed by a majority of currently appointed Commission members. Notice of special meetings shall be given by the Recorder not less than seven (7) days prior to the meeting. The notice shall state the purpose and time and place of the meeting. Notice of special meetings shall be given personally or by telephone to all members of the Commission. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.



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**Section 13. Agenda.**

A. There shall be an official agenda for every regular meeting of the Commission, which shall determine the order of business conducted at the meeting. The Commission Recorder, in consultation with the City Engineer, shall create and distribute an agenda for each Commission meeting which shall generally include the following items:

- 1) Call to order and roll call
- 2) Public comments on items not on the agenda
- 3) Quorum affirmation
- 4) Approval and setting of the agenda
- 5) Disclosures by members of any conflicts of interest and/or ex-parte communications
- 6) Minutes of previous meetings
- 7) Business items
- 8) Next meeting
- 9) Adjournment

B. Meeting agendas shall include appropriate materials (e.g., staff reports, documents, plans, standards, statistics, data, etc.) and no matter may be moved for action until such time as all appropriate materials have been submitted and made part of the official record of the Commission.

C. The Chairperson may establish time limits on both public testimony on business matters, as well as on public comments.

D. The Chairperson may rule any person present to be out of order or direct that person to leave the premises

**Section 14. Conduct of Meetings**

Commission members are subject to all rules and regulations as established by the City of Laramie City Council and the City of Laramie Boards and Commissions Handbook

Meetings shall be conducted according to Robert's Rules of Order in all cases where they are applicable and not inconsistent with these by-laws.

**Section 15. Ethics**

- A. Members have the right and obligation to vote on all questions before them and to participate in the business of the Commission except when a conflict of interest exists.
- B. To promote government decisions that are fair and accountable to the public, Commission members must avoid participating in actions that affect or appear to affect their private interests, both financial and non-financial. Members having such an interest in a matter coming before the Commission shall recuse themselves from both deliberations and voting on the matter.
- C. Commission members must also refrain from ex-parte communication on matters pending before the Commission. Communication between member(s) of the Commission and interested part(ies) occurring *outside of the public proceedings of the Commission* must be disclosed and may require the involved Commission member(s) to recusal.

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**Section 16. Public Representation**

No Commission member may use their title or office in public representations.

**Section 17. Amendments**

These bylaws may be amended by City Council approval after a majority vote of the Commission at any regular meeting, provided the members have been notified one (1) month in advance or such notice has been waived by all Commissioners, and the proposed amendment has been placed on the agenda.

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