

# AGENDA

## CITY OF LARAMIE, WYOMING

### CITY COUNCIL WORK SESSION

MUNICIPAL OPERATIONS CENTER, 4373 N  
3rd STREET  
SATURDAY, JANUARY 24, 2026, 9:00 AM - 3:00  
PM

City Council Meetings are open to the public in accordance with W.S. 16-4-403. Meetings are currently available in-person on a first come first serve basis, YouTube Live Feed ([www.youtube.com/cityoflaramie/live](http://www.youtube.com/cityoflaramie/live)), Cable Channel 191, or Zoom Webinar- Meeting ID: 841 6612 1325 Passcode: 213476 via internet, app, or telephone 1(669)900-9128. Public comments during the meeting may be provided in-person or via Zoom meeting. Public comments may also be submitted via email: [council@cityoflaramie.org](mailto:council@cityoflaramie.org). **Please email: [clerk@cityoflaramie.org](mailto:clerk@cityoflaramie.org) to request speaking time during the 30-minute public comment periods on non-agenda items by no later than 3:00 pm on the day of the meeting. Limited speaking slots may be assigned by lottery for non-agenda items when more than 10 requests are received; public comments may also be submitted in writing to [council@cityoflaramie.org](mailto:council@cityoflaramie.org) for the record. 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 pm, unless the majority of the City Council members present vote to extend the meeting.**

**Public comment is limited to three (3) minutes per speaker. When attending a meeting remotely, the public must have their video cameras enabled and turned on when addressing the council. See Rule 1.G. When commenting on non-agenda items, the comments must be germane to City business over which Council has control. 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 Council Rules of Procedure and Code of Conduct 4.02 and Appendix B and C.**

**Written materials and other items must 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.**

Zoom Link: <https://cityoflaramie.zoom.us/j/84166121325?pwd=6CDdbd02AvSSKG26xgj2DB1IbuabaR.1>

#### **1. WORK SESSION: 2026 City Council Goals and Objectives Planning**

Documents:

**1.A. Public Comment on Agenda Item**



***2026 City Council Retreat  
Agenda Packet and Materials***

---



**City Council Retreat Agenda  
January 23-24, 2026**

<b>23-Jan-26</b>	
<b><i>Time</i></b>	<b><i>Subject</i></b>
3:00pm	Set Up
3:30pm	
4:00pm	Ice Breaker
4:30pm	City Council Rules of Procedure, Code of Condcut, Boards & Commissions Discussion
5:00pm	
5:30pm	Break for Dinner
6:00pm	Defining Relationships - Council/Staff
6:30pm	Review of Past Goals
7:00pm	
7:30pm	
8:00pm	

<b>24-Jan-26</b>	
<b><i>Time</i></b>	<b><i>Subject</i></b>
8:00am	Set Up
8:30am	Continental Breakfast
9:00am	Saturday Warm Up
9:30am	Presentation of Goals
10:00am	
10:30am	
11:00am	Lunch
11:30am	Goal Development
Noon	
12:30pm	
1:00pm	
1:30pm	Goal Finalization
2:00pm	
2:30pm	
3:00pm	Tear Down/Clean Up



Friday, January 23, 2026

#### City Council Rules of Procedures

1. Ask if there are any requests for changes to the Rules of Procedure?
  - a. *(See City Council Rules of Procedure)*
2. Discuss whether we should add a section to Rule 1.I. for General City Council Meeting Attendance and Excused Absences.
  - a. *(See City Council Rules of Procedure)*

#### Boards and Commissions

1. Summary of Boards and Commissions 2025 Goals and Highlights has been included for any further discussion.
  - a. *(See Boards and Commissions Recap 2025)*
2. Discuss Boards and Commissions Assignments/Council Liaisons
  - a. *(See Board and Commissions Assignments)*
3. Discuss Boards and Commissions Emeritus Status that would be located within Rules of Procedure Appendix A.
  - a. *(The beginnings of a section for Emeritus Status has been included in the Rules of Procedure Attachment.)*
4. Discuss if any B&Cs should be eliminated.

**Attachment A**

**CITY OF LARAMIE**

**RULES OF PROCEDURE  
OF CITY COUNCIL**

**Revised January 14, 2026**

## TABLE OF CONTENTS

ARTICLE 1: Rules of Procedure .....	4
Rule 1. Meetings.....	4
Rule 2. Presiding Officer .....	5
Rule 3. Remarks and Debate .....	6
Rule 4. Order of Business .....	7
Rule 5. Motions.....	9
Rule 6. Suspension of Rules.....	11
Rule 7. Ordinances and Resolutions .....	11
Rule 8. Robert’s Rules of Order.....	11
Rule 9. Amending these Rules .....	11
ARTICLE 2: Code of Conduct.....	11
CHAPTER 1. Roles and Responsibilities .....	11
1.01. Whole Council .....	11
1.02. Mayor & Vice Mayor .....	12
1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum.....	12
CHAPTER 2. Internal Council Conduct.....	13
2.02. Addressing One Another.....	13
2.03. Recording and Broadcasting Meetings.....	13
2.04. Council Updates.....	14
2.07. Placing Items on the Business Meeting Agenda .....	15
2.08. Requesting Work Session Topics .....	15
2.09. Time Length of Regular Council Meetings .....	15
2.10. Telephonic Attendance at Meetings.....	16
2.11. Travel Policy & Expenditure Guidelines.....	16
CHAPTER 3. Council Conduct with City Staff.....	22
3.01. Direction to Staff for Projects .....	22
3.02. Requests for Information on Non-Agenda Items .....	22
3.03. Interaction with Staff .....	22
CHAPTER 4. Council Conduct with the Public.....	23
4.01. Public Meetings .....	23
4.02. Public Comments.....	23

4.03. Disruption of Public Meetings ..... 24

4.04. Written Public Comment ..... 25

4.05. Unofficial Settings..... 25

APPENDIX A ..... 26

APPENDIX B ..... ~~28~~<sup>2827</sup>

APPENDIX C ..... 32

## **ARTICLE 1: Rules of Procedure**

### **Rule 1. Meetings**

- A. Pre-Council Meeting. Pre-Council Meetings are held prior to the Regular Council Meetings at 6:15 pm for the purpose of discussing items on the Council's consent agenda, as needed, and the scheduling/introduction of items on Council's regular agenda for the Regular Meetings.
- B. Regular Meeting. Regular meetings of the city council shall be held at 6:30 p.m. on the first and third Tuesday of every month in the city council chambers unless otherwise noticed. If the first or third Tuesday falls on a city holiday or Christmas Eve or New Year's Eve, the regular meeting shall be held at 6:30 p.m. on the next business day. When any such meeting falls on a legal holiday, State primary election, general election, or Municipal Special Election, such meeting shall be held on the next succeeding business day according to the current Resolution adopted to set time, date, and location of Council meetings.
- C. Work Session. Work sessions may be scheduled by the city council as needed.
- D. Special Meetings. A special meeting, or any change in the time or location of a regular meeting, shall be called by the city clerk who shall notify each member of the council and notice the meeting pursuant to state and municipal law. Any person or entity requesting that a special meeting be called shall pay to the city an administrative fee in the amount of the city council salaries for council members in attendance at the meeting. This section shall not apply to requests for special meetings from city council members or staff members of the city council.
- E. 5<sup>th</sup> Tuesday Meetings. Held the 5<sup>th</sup> Tuesday of the month from 6-7:30 pm in different locations. Meetings will be held in a different ward until all wards have hosted a meeting. The next quarter's meeting will be held at City Hall. These meetings are compensated in accordance with Laramie Municipal Code 2.04.240.
- F. Quorum. Five council members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. A member participating by web conferencing in accordance with Rule 1.E shall count towards a quorum.
- G. Web Conference. The City of Laramie shall provide web conference access to council members, city staff, and the public at all business meetings, special meetings, and work sessions. Web conference will be available for Executive Session on an as needed basis. All participants, including members of the City Council, city officials, and members of the public, must have their video cameras enabled and turned on when they wish to address the council, interact with staff, or participate in voting during city council meetings. The Mayor, as presiding officer, will request the use of cameras before votes or public comments are taken.
  - 1. Exceptions include and must be reported to the city clerk and mayor:
    - a. Technical issues
    - b. Extenuating circumstances such as privacy concerns, technical limitations, or emergencies

c. Telephone attendance via web conferencing.

~~G.H.~~ H. Web Conferencing Attendance at Meetings. Any member of council who attends a meeting by web conference are subject to the following conditions.

1. Web conference attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to ensure that the necessary equipment is available for use and a quorum exists
2. The council member must have equipment available to effectively communicate, both for audio and the ability to receive documents in electronic format.
3. The council member must have the agenda packet available to read.
4. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
5. Each council member shall be limited to not more than five (5) times annually during which web conferencing attendance may be utilized unless the reason for attendance via web conferencing has been excused and accepted by the Mayor and City Clerk for recordation or, if not on the list of excused attendances, the majority of council vote to allow additional participation by these means with the possibility of no compensation. Excused absences shall include:
  - a. Travel for work
  - b. Travel for NLC, WAM, or other approved council related conferences
  - c. Attendance via web conferencing due to illness or medical need
  - d. Any other reason approved by the majority vote of council.

## **Rule 2. Presiding Officer**

A. Conduct of Meeting. The presiding officer at all meetings of the council shall be the mayor, and, in the mayor's absence, the vice mayor, who shall conduct the business and deliberations of the council under these rules. Specifically, the mayor shall:

1. Preserve order and decorum in the council chambers;
2. Observe and enforce all rules adopted by the council for its government;
3. Decide all questions on order, in accordance with these rules;
4. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and be heard.

5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.
- B. Election of Mayor and Vice Mayor. The mayor shall be elected by the whole of the city council at its first meeting in January following a general election in the manner as outlined in Section 2.04.16 of the Laramie Municipal Code. The vice mayor is elected in the same manner as the mayor.
  - C. Duties of the Mayor and Vice Mayor. The mayor serves as the presiding officer of the city council and as the liaison to the city manager, city attorney and city judge. The mayor also regularly attends the agenda meeting to assist city staff in preparing for an upcoming meeting and generally handles the motions for changes to the consent and regular agenda, as well as the motion to approve the consent agenda. The vice mayor may also attend the council agenda meeting and is the presiding officer in the absence of the mayor, or at the mayor's request.
  - D. Absence of Mayor and Vice Mayor. In the absence of the mayor and vice mayor the council shall, by motion, appoint one of its members to serve as presiding officer of the council until the return of the mayor or vice mayor.

### **Rule 3. Remarks and Debate**

- A. After a motion is made and seconded, and brought to the floor for discussion the Mayor shall proceed with these steps:
  - a. Allow staff and guests consultants/experts to provide the explanation and background information,
  - b. Allow council to ask questions to seek clarifications on the information provided and a follow up comment if it is germane to the question asked ie: clarifying something, adding additional information that council may have, etc.
  - c. Ask for public comment,
  - d. Return to the council for comments and/or questions related to the item on the floor, and
  - e. Call for the vote.
  - f. Speaking to the Motion. No member of the council shall speak more than twice on the same motion except by consent of the majority of the council members present at the time the motion is before the council. Council member remarks are limited to four minutes each time the member speaks for a total of eight minutes. Council members may forfeit their time to speak to another council member, this can be done without a vote. A councilor may not speak for a second time until all members have been provided an opportunity to speak.
- B. Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.

- C. Courtesy. Members of the council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor and shall not engage in disorderly behavior, or make personal comments, derogatory remarks or insinuations in respect to any other member of the council, staff or public.
- D. Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include, but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.
- E. Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.
- F. City Staff. The city manager and city attorney or their designees shall have the right to enter into a discussion of any matter coming before the city council. Other city staff may enter into a discussion through the city manager or designee.
- G. Work session courtesy. During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair's discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

**Rule 4. Order of Business**

- A. Regular Meetings Order of Business. The order of business shall be as follows:

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)
- 5. Consideration of Changes in Agenda and Setting the Agenda
  - a. Public Request to Remove a Consent Agenda Item and Place it on the Regular Agenda to Allow for Public Comments (No public comment will be taken during this item. Items will be considered at the discretion of the council. Available in-person and web conferencing.)
  - b. Council Acknowledgement of Requests for Changes to the Agenda (Councilors may request an item be moved from the consent agenda to the regular agenda.)
  - c. MOTION BY \_\_\_, seconded by \_\_\_, that the following changes to the Agenda be approved:
  - d. MOTION BY \_\_\_, seconded by \_\_\_, that the Agenda be set as submitted or changed.
- 6. Proclamations/Public Hearings/Notifications
- 7. Disclosures and/or Conflicts of Interest by City Council Members

8. Approval of Consent Agenda
9. Consent Agenda
10. Regular Agenda
11. Public Comment on Non-Agenda Items
12. Consideration of Future Work Session Topics
13. Adjournment

B. Consent Agenda. All matters listed under consent agenda are considered to be routine by the city council and will be voted by one motion. There will not be separate discussion of these items. The following items may be placed on the consent agenda:

1. Approval of license applications and bonds;
2. Resolutions;
3. Approval of payments of contracts under \$100,000;
4. Bid and contract awards under \$100,000;
5. Third readings of ordinances;

Any council member may have any item removed from the consent agenda for separate consideration without a second or a vote before voting has finished on the consent agenda.

C. 5<sup>th</sup> Tuesday Open House Meetings. These meetings shall follow the following format:

1. **Purpose:** To provide the community an opportunity speak to the Council about City business and receive additional information relevant to current City projects.
2. **Where:** Each quarter's meeting will be held in a different ward until all wards have hosted a meeting. The next quarter's meeting will be held at City Hall.
3. **When:** The meetings will occur on the 5<sup>th</sup> Tuesday in months which a 5<sup>th</sup> Tuesday occurs from 6- 7:30 pm.
4. **Participation:** Public comment shall be limited to 3-5 minutes, determined by Council depending on attendance.
5. **Compensation:** Council will be compensated their current wages set forth in Laramie Municipal Code 2.04.240.
6. **Broadcast:** Any structured question and answer portion of the 5<sup>th</sup> Tuesday meetings will be available in hybrid format to include web conferencing for online participation and viewing.
7. **Advertised:** These meetings will be advertised as other public meetings of Council.

D. Work Sessions.

1. Public Comments on non-agenda related items.

2. Staff or invitees present information related to the set work session topic.
3. Council questions and comments received throughout the topic presentation and immediately following.
4. Public Comment on agenda item.
5. Council final thoughts and questions.

**Rule 5. Motions (More information can be found in Robert Rules of Order Newest Edition.)**

- A. **Roll Call.** Roll call will be in a randomized order with the Vice-Mayor always second to last and the Mayor last in the order. Majority vote of the Council is more than half of the members in attendance.
- B. **Making a Motion.** For an item to be brought to the floor a councilor shall make a motion. Items shall be brought to the floor in the order of the agenda.
- C. **Seconding a Motion.** All motions must receive a second for action, except for a call for nominations, withdrawing a motion, a request for a roll call vote, and a point of order. If a second is made, the mayor will state the names of the respective council members making and seconding the motion. If a motion does not receive a second, it dies.
- D. **Amending a Motion.** Any council member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first. (Majority vote.)
- E. **Postpone to a Certain Date.** This motion is used to delay consideration of an item until a specified date. (Majority vote.)
- F. **Postpone Indefinitely.** This motion is used to delay consideration of an item until an unspecified date. (Majority vote.)
- G. **Point of Order.** Any council member may raise a point of order at any time. A point of order means that the council member is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the mayor for a ruling. The member may appeal the mayor's ruling to the council, which may affirm or overrule the mayor's ruling by a majority vote of the council members present. A point of order directed to the mayor or council does not require a second and is not subject to amendment. (Chair handles.)
- H. **Reconsideration.** No motion to reconsider a vote shall be in order except by a councilor who voted on the prevailing side. A council member who voted in the majority may move to reconsider an item that council has voted on during the same or next business meeting. Any member of the council shall have the right to change their vote at any time before final action is taken. (Majority vote, must be moved by a member who voted in the majority.)
- I. **Discussion on the Motion.** Council may discuss a pending motion only after the motion has been moved and seconded.
- J. **Voting on the Motion.** After discussion, the mayor or any council member may call a vote on the motion (Calling the "Previous Question"). After voting concludes the mayor will announce the results.

- K. **Approval or Denial.** If a motion is made to approve any application, and the council does not approve the motion, one of the councilors voting no shall make a motion to deny the application, citing at least one legal reason for the denial. A council member may ask the city attorney or other staff to assist them in stating the reasons for denial.
- L. **Call the Question or Previous Question.** Ends discussion and moves to a vote. If a councilor calls the question, the chair shall allow the councilors that have not spoken to the motion one chance to speak. The chair shall then allow the public to comment, after which a roll call vote shall take place. *(Two-thirds vote)*
- M. **Substitute.** Substitution is handled as an amendment to the main motion, can be done in parts or the whole document. *(Majority vote)*
- N. **Limit or extend debate.** Is a motion by which the group can exercise special control over debate whereby reducing the number and length of speeches allowed, e.g. "I move to limit debate on this topic to one speech for two minutes to each member of council." *(Two-thirds vote)*
- O. **Lay on the table.** Used to set aside an item on the floor temporarily to address something else of urgent matter before the pending question. Is out of order if the evident intent is to kill or addressing the motion on the floor. *(Majority vote)*
- P. **Commit or refer.** *(Majority vote)*
  - a. The motion should include the number of members and shall report back to council and include a date. An example: I move to refer to an ad hoc committee of 3 council members assigned by the mayor, city staff assigned by city manager if necessary/appropriate and shall report back to council on a date certain.
- Q. **Rescind/Amend Something Previously Adopted.** *(Two-thirds of the membership without notice or majority with notice)*
- R. **Suspend the Rules.** Temporarily suspend the standing rules to allow something otherwise forbidden. Requires a second. *(Two-thirds vote)*
- S. **Appeal from a Decision of the Chair.** Used when a member disagrees with a ruling of the chair. Requires a second. *(Majority vote)*

### **Precedence of Motions**

- A. Precedence of Motions. When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:

#### Privileged Motions:

1. Fix the Time to Which to Adjourn *(Majority vote)*
2. To adjourn. *(Majority vote)*
3. Recess *(Majority vote)*
4. Raise a Question of Privilege. *(Chair handles)*
5. Call for the Orders of the Day. *(Chair handles)*

#### Subsidiary Motions:

1. Lay on the Table (Majority vote)
2. Call the Question or Previous Question (Two-thirds vote)
3. Limit or extend debate. (*Two-thirds vote*)
4. To postpone to a date certain. (*Majority vote*)
5. To commit or refer (*Majority vote*)
6. To amend. (Majority vote)
7. To postpone indefinitely. (*Majority vote*)

### **Rule 6. Suspension of Rules**

No rule shall be suspended except by two thirds vote of the council members present at the meeting. A motion to suspend a rule is not debatable. Vote on the motion to suspend may be by voice vote of the council, unless a member requests a roll call.

### **Rule 7. Ordinances and Resolutions**

Reading of ordinances and resolutions shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance or purpose of the resolution. Reading the motion shall satisfy this requirement. A full reading shall not be required unless requested by any council member and a majority vote of the council members present.

### **Rule 8. Robert's Rules of Order**

Any questions of practice or procedure not provided for by these rules shall be governed by Robert's Rules of Order (newest revision).

### **Rule 9. Amending these Rules**

Amendments to these rules shall be made by a resolution and shall require a majority vote by the council members present.

## **ARTICLE 2: Code of Conduct**

### **CHAPTER 1. Roles and Responsibilities**

#### **1.01. Whole Council**

The council as a whole is a policy making board and as such, it is not the duty of the council to administer the day to day operations of the city. Many items will come before council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and the city staff work together to differentiate between administrative duties which are relevant to staff, and those decisions which are of a policy-making nature and should come before council. All council members, including those

serving as mayor and vice mayor, have equal votes. No council member has more power than any other council member, and all should be treated with equal respect.

## **1.02. Mayor & Vice Mayor**

**1.02(A).** The Mayor serves as the administrative head of the council, addressing a variety of issues that may arise including, but not limited to, conduct among council members, communicating with the media, emergencies, and authorizing by signature a number of documents for the city. Generally, the mayor should not make decisions other than administrative decisions on behalf of the whole council, and should instead work to differentiate which matters need comments from the council and which matters are purely administrative in nature. Matters which concern policy direction should be brought before the council as a whole.

## **1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum**

**1.03(A).** The selection of liaison positions by council members to city boards and commissions and the selection of seating of council members at the rostrum are handled at the first meeting when a new council is seated. Council shall first, elect the mayor and the vice-mayor and select the seating of council members at the rostrum prior to the selection of liaison positions by council members to city boards and commissions.

**1.03(B).** The selection of council members to liaison positions to city boards and commissions shall be by rotation of council members beginning with those council members with the most consecutive years of service as a council member then reverse the order for the next rotation until all liaison positions to all city boards and commissions have been filled. The priority of those members with equal years of consecutive service shall be made by a game of chance selected by the mayor. Council members previously appointed to an ad hoc committee by resolution may continue to serve on the ad hoc committee.

**1.03(C).** The seating of council members at the rostrum shall be by rotation of council members beginning with those council members with the most years of consecutive service as a council member.

**1.03(D).** A council liaison to a city board or commission should serve in an advisory capacity and as a point person to keep the council informed of the activities of the board or commission. The liaison should not attempt to influence the votes of city board and commission members and should only vote if the liaison is an official voting member. The position of an official voting member shall be identified in the introductory documents provided to the council member in the orientation material.

**1.03(E).** Council members are expected to attend their Boards and Commissions meetings. Should a council member be unable to attend a meeting, the Councilor should try to find another Councilor who can attend. Should the council member be unable to find a

substitute, the Councilor should notify both the Chair and City Clerk in writing (email). Should a council member encounter circumstances in which there is a conflict to regular attendance, the Councilor should notify the Mayor and the City Clerk so that either a temporary or permanent replacement can be established.

**1.04(F).** Guidelines for interviewing and appointing board or commission members as outlined in Appendix A, shall be followed.

## **CHAPTER 2. Internal Council Conduct**

It should be generally understood that the council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient and cooperative manner with other members of council and city staff. It is incumbent upon council members to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

### **2.02. Addressing One Another**

**2.02(A).** During a regular meeting, council members shall address one another in a more formal manner as “Councilor \_\_\_\_\_ (last name)” or “Council Member \_\_\_\_\_ (last name).” Council members should also address all responses through the chair, for example: “Mr./Madame/Honorable Mayor, I disagree with the comment made by the previous Council Member or Councilor Smith....” Formality helps to maintain civility during contentious issues. In all instances, council members shall remember that as representatives of the community it is important to keep discussions civil, whether in or out of chambers. Personal attacks will not be tolerated and may subject the councilor to being called by another council member for a breach of order or potential penalty by a majority of the council, such as an apology or a withdrawal of objectionable statement(s) or remark(s).

**2.02(B).** During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair’s discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

### **2.03. Recording and Broadcasting Meetings**

**2.03(A).** All regular business meetings and special business meetings of the city council are public meetings under the provisions of the Wyoming Statutes. Executive sessions of those meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the

requirements during the meetings has occurred. Minutes of all meetings of the city council are required to be made and retained by the city clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, will be made available to the public following approval of the minutes by the council. Each of the council meetings is to be recorded, and the minutes are created from those recordings.

**2.03(B).** In addition to the recordings of the regular business meetings, there is a broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the city, and beyond. In addition to the live broadcast on the cable channel, an audio recording of each meeting is made available to the public through the city's internet website at [www.cityoflarame.org](http://www.cityoflarame.org). Each entire meeting is recorded as hereinafter specified.

**2.03(B)(i).** Regular Business Meetings and Special Business Meetings. Regular business meetings and special business meetings, including emergency meetings, shall be recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session. Further business may be conducted by the council following the executive session. The broadcast recording will follow the same time frame of recording.

**2.03(B)(ii).** Emergency Meetings. Audio recording of special meetings shall be made by the city staff unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made by the city clerk, or other available staff members.

**2.03(B)(iii).** Executive Sessions. Executive sessions of any council meeting shall be audio recorded by the city clerk, regardless of whether the clerk remains for the session or not. The recording shall be sealed by the city clerk and retained in the city clerk's records. Such recording shall be unsealed only upon receipt of a valid court order requiring the recordings to be unsealed. The order received shall be retained by the city clerk together with the recording.

**2.03(B)(iv).** Regular business meetings and work sessions will be available to the public via video streaming or audio recording.

## **2.04. Council Updates**

Each work session shall include time for council updates and council comments. Council updates shall be an opportunity for council members to report or discuss issues with the whole council that may have arisen from boards or commissions or other meetings. Council comments shall provide an opportunity to raise matters which are of concern to the council member or members of the public. It may also be a time for city staff to update the council on items council might find relevant, or to request direction on pressing issues.

## **2.07. Placing Items on the Business Meeting Agenda**

**2.07(A).** Generally, the business agenda for each meeting will be generated by the city manager, with the items being suggested by staff or members of council. The proposed agenda may be reviewed with the mayor at the agenda meeting and subsequently may be submitted to council at a meeting for adoption, with such amendments as may be determined by council.

**2.07(B).** A council member may request an item be considered on a future agenda by making a written request to the city manager. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The requesting council member shall submit to the clerk within the ten (10) day period all written material for submission to council.

**2.07 (C).** A member of the public may request a council member sponsor an item on a future agenda by submitting the request in writing to the council member, or to the city clerk's office. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The member of the public shall submit to the clerk within the ten (10) day period all written material for submission to council. Once the issue has been placed on the agenda, the city clerk will notify the requester so that he or she may plan to attend the meeting.

## **2.08. Requesting Work Session Topics**

A council member may suggest an item or topic be presented in a regular work session to acquire information. Such item shall be scheduled for a regular work session, provided a second to the proposal is received from another council member.

## **2.09. Time Length of Regular Council Meetings**

It is the intent of the city council that no additional agenda item will be introduced at a regular business meeting or special business meeting after the hour of 9:30 p.m. unless the city council members present vote to extend the meeting by suspending the rules with a 2/3 vote of the members present and continue the meeting until 10:00 p.m. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council shall adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. City council shall reserve time at the end of each regular meeting for public comments regardless of the hour. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda. The intent and purpose of this policy

is to encourage a reasonable hour in which the city council business is discussed and to protect against fatigue in discussing and deciding important city issues.

When an Executive Session is on the agenda the above 9:30 p.m. changes to 9:00 p.m. and the 10:00 p.m. changes to 9:30 pm.

## **2.10. Web Conference Attendance at Meetings**

**2.10(A).** It is recognized that there may be circumstances when a council member intends to attend a meeting but is prevented from attending in person and wishes to participate via web conference. In order for that attendance to occur via web conference, there are a number of conditions that must be fulfilled to achieve that attendance. Those conditions include the following, together with such unanticipated circumstances as may arise during the interim:

1. Web conference attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to ensure that the necessary equipment is available for use and a quorum exists
2. The council person must have equipment available to effectively communicate both for audio and the ability to receive documents in electronic format.
3. The council person must have the agenda packet available to read.
4. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
5. Each council member shall be limited to not more than five (5) times annually during which web conferencing attendance may be utilized unless the majority of council vote to allow additional participation by these means with the possibility of no compensation.
6. Council members must have their video cameras enabled and turned on when they wish to address the council, interact with staff, or participate in voting during city council meetings in accordance with Rule 1.F.

## **2.11. Travel Policy & Expenditure Guidelines**

Council members shall be subject to the following travel policy and shall follow the expenditure guidelines where such are applicable.

**2.11(A).** All travel by council members for which reimbursement is sought from the city must be directly related to City business and, with the following exceptions, must be pre-approved by the council:

1. Travel to the National League of Cities annual conferences.

2. Travel to the National League of Cities committee meetings when the council member is an appointed member of the committee.
3. Travel to the Wyoming Association of Municipalities (WAM) annual meetings and the committee meetings of which the council member is a member, or other requested WAM activities.
4. Travel to attend the Wyoming legislature, or the committee meetings thereof, to promote the city's position.
5. Council retreats.
6. Other events the majority of Council agrees relates to City business.

**2.11(A)(i).** In the event that a council member does not file for re-election, or is defeated in an election contest, all travel requested by that member after the date of the decision at any of the three (3) points in time, filing of the petition for candidacy, the primary election or the general election, shall be submitted to the council for approval prior to exercising such travel.

#### **2.11(B). Requests for Pre-Travel Approval**

1. Requests for pre-travel approval shall be made by council member on the travel request form located in the city clerk's office.
2. The completed travel request form shall be submitted to the city clerk for inclusion on the consent agenda of the following regular business meeting.
3. The following information must be submitted by the council member on the travel request form:
  - a. Estimated costs of travel, including airline tickets, mileage reimbursement, meals, lodging, taxi service and any associated costs.
  - b. The proposed dates of travel, the method of travel and the proposed destination.
  - c. The purpose of the trip.
4. The request will be placed on the consent agenda for concurrence of the majority of the council, if the request is for other than the approved travel of the council member.

#### **2.11(C). Travel Reports and Reimbursement Procedure**

1. Travel arrangements for council members shall be coordinated through the city clerk, who may make arrangements of the following for council members using the city issued credit card at the request of the council member:

- a. Airline tickets.
  - b. Registration.
  - c. Lodging reservations.
2. Following the approved travel, each council member shall follow the procedure set forth below to complete the travel procedure.
  - a. Submit a completed travel and reimbursement form to the city clerk, together with the receipts for items that have been paid with the city credit card, such as:
    - i. Airline tickets.
    - ii. Lodging.
    - iii. Rental vehicles.
    - iv. Taxi or bus fare.
    - v. Parking fees.
    - vi. Baggage fees.
    - vii. Registration, training and attendance costs.
  - b. Sign the completed travel form certifying attendance at the scheduled event, incurring the expenses on behalf of the city and conforming to the provisions of this policy to the best of the knowledge of the council member.
3. Each council member shall follow the procedure set forth below to obtain reimbursement for the incurred expenses which have been paid by the council member not using the city credit card:
  - a. Submit a completed reimbursement request form to the city clerk, including the receipts for such items as:
    - i. Meals.
    - ii. Private vehicle mileage.
    - iii. Other expenses incurred on behalf of the City business.
  - b. Sign the completed reimbursement request form certifying that such expenses were incurred on behalf of the city and such are conforming to the provisions of this policy to the best of the knowledge of the council member.
  - c. Submit the completed form to the city clerk, who will process the request with the finance department.
4. Council Travel Reports. Following travel to out-of-state conferences each Councilor may submit a written report of the significant

activities of the conference to the council via the city clerk for inclusion in the agenda packet prepared for council.

#### **2.11(D). City Issued Credit Card Procedures**

1. Each council member may, at the option of the council person, be issued a city owned credit card for use by that council member while engaged in the furtherance of city business, but not otherwise.
2. The city issued credit card may be used for the following expenses incurred by that council member, but not otherwise:
  - a. Airline tickets and baggage fees.
  - b. Lodging at the lowest rate available to the council member, but excluding any and all upgrades in accommodations or service.
  - c. Rental vehicles at the lowest rate available, but excluding any and all upgrades in vehicle or service.
  - d. Parking fees.
  - e. Fuel for city owned vehicles operated by the council member.
  - f. Registration, training and attendance fees.
3. The following uses of the city issued credit card are prohibited:
  - a. Meals.
  - b. Alcoholic beverages.
  - c. Upgrades in lodging accommodations or services or rental vehicles.
  - d. Personal expenses.

#### **2.11(E). Meal and Incidental Reimbursement**

For any event, each council member may choose either of two methods of reimbursement for the meals and incidentals authorized during travel on city business, with the below described procedures applicable.

1. Per Diem Reimbursement.
  - a. Meals will be reimbursed at the rate approved by the city manager for city employees, within the federal travel regulation guidelines.
  - b. Partial days of travel are addressed within that policy.
  - c. No receipts for meals are used in calculating the meal expense allowance under the per diem method, with the exception of

meals consumed during a single day travel, when receipts must be submitted to the city clerk.

2. Actual Expense Reimbursement.
  - a. The council member must submit the receipts for the meals actually eaten, excluding any and all charges for alcoholic beverages.
  - b. Tips, not to exceed 20%, actually given are to be included and reimbursed.
3. No meals will be charged on the city issued credit card.

#### **2.11(F). Lodging Expenses and Procedures**

1. Lodging will be paid by city, either directly or as reimbursement, in either of the following cases:
  - a. The federal per diem hotel guideline for the location actually used by the council member, without regard to the actual cost of the lodging.
  - b. The lowest rate available to the council member, with an attempt to secure the lowest government rate available for the actual lodging utilized by the council member, excluding any and all upgrades which have additional expense for the accommodations or the service.
2. Other lodging policies:
  - a. A council member may have the council member's spouse also stay in the room if there is no additional expense to the city, or if any additional expense is paid by the council member and not paid on the city issued credit card.
  - b. Lodging may be paid by the council member and the amount attributed to city business reimbursed by the city.
  - c. All receipts for lodging must be submitted to the city, regardless of the payment method.
  - d. Only lodging that is actually used by the council member may be paid on the city issued credit card, or reimbursed to the council member.
  - e. Council members shall review the receipts for travel to insure that additional charges have not been entered on the account to be charged to the city.
  - f. Council members shall make every reasonable attempt to arrange for travel and lodging at times which allow the council

member to take advantage of the special lower rates for travel, lodging and registration, where available.

## **CHAPTER 3. Council Conduct with City Staff**

### **3.01. Direction to Staff for Projects**

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a work session, or through a direct binding majority vote of the body at a special or regular business meeting. Once direction is given to the city manager in one of these ways, that individual shall determine who shall carry out the duty, or advise the council if the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (which are the manager, attorney, and judge), are under no obligation to pursue items for only one council person. If a council person wishes to ask the city staff to work on an issue, they must have either received the consent of the council by determining that there is little or no opposition during a meeting or have a second on a motion to introduce legislation.

Amendments to motions may be presented to staff for review prior to the council meeting for proper placement, wording, grammar, and legality. The staff shall provide professional opinions to the council during the meeting. Notification of request shall be provided to the city manager.

### **3.02. Requests for Information on Non-Agenda Items**

City staff is hired to carry out the day to day business of operating the city. Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city manager. If a council member is asking for information from city staff that will require more than thirty (30) minutes of city staff time to collect or research a problem, or prepare a response the request will need to be approved by city council to ensure that city staff resources are allocated in accordance with overall council priorities.

**3.02 (A).** When a council member wishes to request staff to provide information, that request should be made in writing to the city manager. A response to the written request shall be made by staff in not more than five (5) business days.

### **3.03. Interaction with Staff**

It is not appropriate for council members to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if there is deemed to be an issue that needs to be addressed by the whole council, it will be brought forth. In any event, there shall be no personal attacks on city staff.

## **CHAPTER 4. Council Conduct with the Public**

### **4.01. Public Meetings**

Making the public feel welcome is an important part of the democratic process. Handouts for the public on council meeting procedures, and guidelines for addressing city council, are outlined in Appendix B and C and shall be followed at all times. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

### **4.02. Public Comments**

**4.02(A). Time for public comment during meetings.** There shall be public comments permitted when members of the public are recognized by the Mayor at the following times:

#### **Regular meetings:**

1. During any public hearing on the agenda.
2. Before any substantive action by Council on a regular agenda item, for comments on that agenda item.
3. For comments on matters not on the agenda, as a regular agenda item at or near the beginning, with an aggregate time limit of 30 minutes, and end of the meeting.
4. Public comments on non-agenda related items at the beginning of the meeting may only be taken in person at the physical location of the meeting. All other comments may be emailed to Council at [council@cityoflaramie.org](mailto:council@cityoflaramie.org) or sent in writing to the City Clerk at 406 Ivinson Ave, Laramie, WY.

#### **Work sessions:**

1. As a regular agenda item, following the opening of the work session, for comments on matters not on the agenda for a maximum of 30 minutes.
2. As a regular agenda item a public comment period at the end of each work session agenda item.

#### **Special Meetings:**

Special meetings may be called from time to time specifically to solicit public comments or for other purposes. The Mayor has the discretion to organize such special meetings to allow public comment and council discussion.

#### **5<sup>th</sup> Tuesday Open House Meetings:**

1. Public comment shall be limited to 3-5 minutes, determined by Council depending on attendance.

#### **4.02(B) General rules**

General rules involving public comment include:

1. Members of council may not participate as members of the public in public comment periods.
2. Each member of the public may only speak once in any given public comment period, and is limited to three minutes for his/her public comment. In situations where unusually large numbers of people wish to speak, the Mayor has discretion to limit public comments to less than three minutes to insure everyone has a chance to speak.
3. When attending a meeting remotely, the public must have their video cameras enabled and turned on when addressing the council. See rule 1.F.
4. A speaker may not defer the speaker's time to other speakers.
5. When commenting on agenda items, the comments must be germane to the agenda item.
6. When commenting on non-agenda items, the comments must be germane to City business over which Council has control.
7. Without limiting any other guideline, speakers may not use public comment for political campaigning or commercial advertising, nor use threatening, obscene, or defamatory language or make personal attacks.
8. Council shall take care not to debate issues with members of the public but, if items need to be addressed, direction can be given to City staff to do so.
9. Council shall not personally attack the public, nor may any member of the public personally attack or insult councilors, City staff, or other members of the public.

#### **4.03. Disruption of Public Meetings**

**4.03(A).** No attendee or speaker at any council meeting may impede the orderly conduct of the meeting by, including but not limited to, making threats, using obscene language, making personal attacks, engaging in indecent or threatening behavior or violent actions, or engaging in loud or disruptive behavior, or violate rules governing council meetings. The mayor may order the expulsion from the meeting of any person engaging in such behavior, which order may be appealed by any member of Council according to council's normal rules.

**4.03(B).** To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

#### **4.04. Written Public Comment**

Interested parties, or their authorized representatives, may address the council through written communication with regard to any matter concerning city business or over which the council has control, or by addressing the city clerk, who shall distribute the written communication to council members. Written communication may also be submitted to the city council through electronic correspondence at [council@cityoflaramie.org](mailto:council@cityoflaramie.org). Written comments are part of public records.

#### **4.05. Unofficial Settings**

It is also appropriate that council members recognize that as elected officials their conversations when out in public will be overheard. Members of the council should take care to be aware of what they say in public, and to differentiate between personal opinion and the opinion of council as a whole, whether in private or public conversations. This also pertains to any social media posts made by Council members.

These guidelines shall be modified and adopted by a majority of council as needed.

## APPENDIX A

### BOARDS AND COMMISSION PROCEDURES FOR ~~VACANCIES~~ APPOINTING MEMBERS

1. City staff liaisons to particular city boards or commissions should notify the City Manager or City Manger's designee ("Designee") when positions on boards and commissions become vacant.

2. Vacant positions of city boards or commissions should be advertised by the Designee for one (1) month unless otherwise specified by council as follows:

Website;  
Public Access Channel;  
Laramie Daily Boomerang;  
Posted at City Hall; and  
Other available electronic notification forms.

3. The Designee will notify standing members of city boards or commissions regarding the expiration date of their term at least one (1) month in advance of the expiration of their appointment and inform them of the period during which they may reapply for their position.

4. Applications should be made available to interested applicants from the Designee, or may be downloaded from the city's website, and should be submitted to the Designee.

5. The Designee will refer the names of the applicants to the city clerk to be placed on city council's agenda.

6. A minimum of three (3) members of council will interview applicants or incumbents for the Planning Commission and the Parks, Tree and Recreation Board. A minimum of two (2) members of council will interview applicants or incumbents for the remaining boards and commissions, who will make recommendations to the full council at the next regular meeting. Normally, the interviewing members of council will include the liaison to the board or commission. Incumbents who are reapplying to a city board or commission will not be interviewed unless there are additional applicants for such city board or commission or upon the request of a council member for an interview to re-appoint the incumbent applicant. In such case, all applicants and the incumbent will be interviewed. The entire council will then vote at the regular meeting to select members for city boards or commissions from the list of applicants who have been interviewed.

7. Following appointment by the council, a list of appointees will be forwarded to the Designee who will contact new appointees notifying them of their appointment, meeting times and dates, and contact information for the board's/commission's staff liaison.

8. Positions of leadership on a given city board or commission will be decided within the city board or commission, unless otherwise specified by the city council.

9. During the formation of a city board or commission, council should give that body a written set of expectations and/or goals based upon requirements as outlined in the Laramie Municipal Code.

#### 10. Emeritus Members.

A. Emeritus Members may be appointed by City Council to serve as an ex-officio member if the member meets the following criteria:

a. Must have served on the board or commission for # of years

b. Must reside within Laramie

B. Privileges include the following:

c. Will remain on the email list for notices of regular and special meetings held by the board or commission.

d. Maintains the ability to provide public comments during public periods.

## **APPENDIX B**

### **CITY OF LARAMIE, WYOMING COUNCIL MEETING PROCEDURES**

#### WELCOME TO A MEETING OF THE LARAMIE CITY COUNCIL

The city council welcomes you to this meeting and invites you to participate in matters before the council. When meeting in the Council Chamber, members of the council are seated at the rostrum and each has a nameplate for recognition. City staff members are seated on each side of the rostrum.

The council meets the first and third Tuesday of each month at 6:30 p.m. in the Council Chambers with a pre-meeting at 6:15 pm for the purpose of discussing items on the Council's consent agenda, as needed, and the scheduling/introduction of items on Council's regular agenda for the Regular Meeting, and holds public hearings or work sessions as needed, typically during the second and fourth Tuesday of each month at 6:00 p.m., as well as other meeting dates when required.

#### AGENDA FOR COUNCIL MEETINGS

Meeting agendas are available just prior to, or during the meeting, and are placed near the door to the Council Chamber. Copies may be picked up in the city clerk's office without charge or downloaded from the city's website at [www.cityoflaramie.org](http://www.cityoflaramie.org).

#### COPIES OF AGENDA ITEMS

Agenda items may be downloaded from the city's website at [www.cityoflaramie.org](http://www.cityoflaramie.org). Any writings distributed during a public meeting will also be available for public inspection at the meeting if prepared by city staff or a council member, or after the meeting if prepared by someone else.

#### PUBLIC PARTICIPATION

The council welcomes suggestions and comments which help meet the needs of the city and improve its operation, and also welcome questions which may clarify its responsibilities or its decisions. Set forth below are procedures for addressing the council.

In person: You may stand or raise your hand until recognized by the mayor or presiding officer. Please step to the lectern and microphone when addressing the council.

Via web conference: Press the "raise hand" button or equivalent on the web conference platform during appropriate public comment periods.

### IDENTITY OF SPEAKERS

The chair will ask each speaker to write the speaker's name on a sign-up sheet so they are correctly recorded in the minutes. The chair will ask each speaker to state the speaker's first and last name and whether the speaker resides in the city to introduce themselves before speaking.

### PROCLAMATIONS

To request a proclamation at a regular City Council meeting requests must be submitted to the City Clerk fourteen (14) days prior to the date of the council meeting you are requesting the presentation. Proclamations must be non-partisan and pertain to local civic causes or issues. A requestor must: submit the proclamation with title fourteen (14) days before the date of the council meeting; state the date requested for the proclamation to be read; format the proclamation as one legal size page in Word; provide the names of attendees at the meeting who will accept the proclamation; and attend the meeting to receive the proclamation. Upon receipt, the City Clerk will email requests to be reviewed by City Council and notice of the date to be read will be emailed to the person submitting the request upon approval of placement on the agenda.

### SPECIAL PRESENTATIONS

Special presentations which include slides, films, etc., will be scheduled prior to the beginning of a council meeting. Arrangements must be made in advance with the city clerk at least one (1) week prior to a meeting in order that the presentation may be noted on the agenda and advance notice provided to members of the council, news media and other interested persons. Special presentations during the course of a meeting will only be allowed with the prior approval of the council.

### WRITTEN MATERIAL

Any person providing written or other material to city council at a meeting shall provide the material to the city clerk, who will then disseminate the material to council members and staff as necessary and retain a copy for the official city records. If any person intends to appear before the council and provide it with written material, it should be delivered to the city clerk's office 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.

If written material is provided to the council at the meeting, it may affect the council's consideration of the matter. Therefore, the council will determine whether or not to continue the matter to a later date in order that it will have time to consider the written material.

### DISABILITY ACCOMMODATION

City council meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the city manager's office at least twenty-four (24) hours in advance of a meeting. The city manager's office may be reached at 721-5226. Anyone who has difficulty hearing the proceedings of a meeting may be provided with a portable

listening device by requesting one from the city clerk. The device works directly from the public address system, and the listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the city clerk's office within seven (7) days prior to the date of the meeting.

#### MICROPHONES

City council meetings are recorded and/or televised when held in the council chamber. In order for the audience to receive a clear audio signal, it is essential that members of the audience use the lectern microphone when addressing the council.

#### TIME LIMIT

Each member of the audience speaking to the council shall limit their presentation to no more than three (3) minutes, unless the time is waived by the council on any specific item. A speaker may not defer the speaker's time to other speakers. Groups or organizations are encouraged to select a spokesperson to speak on their behalf. Speakers are also encouraged to not repeat comments made by prior speakers, but rather to only indicate their agreement with the comments.

#### ELECTRONIC DEVICES

To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

#### HEARINGS

Any member of the audience may speak on items scheduled for hearing at the time the mayor declares the hearing open to the audience. Council members will disclose any communications with any individual or party in which they were involved prior to any hearing that is quasi-judicial in nature.

#### REGULAR AGENDA

All items listed under the regular agenda are in the order which require council action at this meeting. The items will be considered in the order set during the meeting. Any person may speak on items listed on the regular agenda if recognized by the chair.

#### PUBLIC COMMENTS

A member of the general public may address the council at every meeting of the city council.

When specific topics have been scheduled for work session discussion, the mayor or presiding officer may specifically request or invite members of the public who may have a special interest, involvement, information or expertise of the topic to address the council.

Members of the public may also address council on specific topics scheduled for consideration. The chair will call for comments from the public at the appropriate time as per the established agenda for the meeting.

When a member of the general public seeks to address the council during public comments, the council may briefly respond to statements made or questions posed. However, council members should not engage in inter-council discussions. On its own initiative or in response to questions posed by such person, council members may ask questions for clarification, provide a reference to staff or other resources for factual information, or request staff to report back at a subsequent meeting.

#### REPORTS AND COMMUNICATIONS

Staff reports and communication items are being provided to the council primarily for information. Accordingly, these matters will not be discussed unless a member of the council or general public requests such discussion. However, no action shall be taken on these matters unless the matter is included as an action item at a subsequent meeting and included on the posted agenda as such.

#### EXECUTIVE SESSION

A description of the items, if any, to be discussed in executive session will be listed on the agenda.

#### TIME LIMIT OF MEETINGS (referenced in 2.09)

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. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council may adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda.

When an executive session is on the agenda the above 9:30 p.m. changes to 9:00 p.m. and the 10:00 p.m. changes to 9:30 p.m.

#### MINUTES

Official minutes of council meetings are prepared and kept by the city clerk and are reviewed and approved by the city council (usually at the next regular meeting). Copies of approved minutes are available at the city clerk's office or on the city's website at [www.cityoflaramie.org](http://www.cityoflaramie.org).

## **APPENDIX C**

### **GUIDELINES FOR ADDRESSING THE COUNCIL**

1. Persons attending a city council meeting may address the council during the period of time specified on the agenda.
2. Presentations concerning agenda items will be heard only upon approval by the chair.
3. An individual wishing to address the council should approach the lectern or raise their hand via web conferencing; wait to be acknowledged by the chair to speak, and clearly state the speaker's name and whether the speaker resides in the city before making general remarks.
4. All remarks should be directed to the chair. The chair may wish to refer any questions to the proper council member or to city staff.
5. Productive public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts or disturbs the orderly conduct of any meeting, hearing or other proceeding.
6. Large groups are encouraged to express their views through a single spokesperson rather than individually. Individuals should observe the three (3) minute time limit when speaking. The council may vote to suspend the rules and allow more time for a public comment upon a 2/3 vote.
7. Comment cards may be used for items when extensive public participation is anticipated. Individuals who wish to give written comments should submit a completed card to the city clerk.
8. To maintain order, applause or other unnecessary disturbances are discouraged.
9. Petitions should be presented to the city clerk.
10. Members of the audience are encouraged to speak before the council but they cannot make motions or otherwise participate in the meeting.



# **Boards & Commissions 2025 Recap**





**Building and Fire Code Board of Appeals  
2025 Recap**

**Goals for 2025:** The Building and Fire Code Board of Appeals hears appeals on decisions made by building officials relating to application and interpretation of the International Fire Code, Laramie Fire Code, International Building Codes, Laramie Building Codes, and International Residential Codes. The board also determines the suitability of alternative materials and types of construction and provides interpretation of Fire Code provisions. No goals were adopted by the board.

**Budget Use:** Building and Fire Code Board of Appeals does not currently have a budget.

**Projects worked on throughout the year:** The Building and Fire Code Board of Appeals heard an appeal of International Plumbing Code Chapter 3: 301.3 – Connections to Drainage System.

**Highlights/Successes:** The Building and Fire Code Board of Appeals did overturn the decision of the city and partially allowed the applicant's request.





**Civil Service Commission  
2025 Recap**

**Goals for 2025:** No goals were adopted by the commission.

**Budget Use:** The Civil Service Commission doesn't receive funding for public outreach.

**Projects worked on throughout the year:** During the year the commission certifies eligibility lists for the Fire Department and Police Department. These lists are used for applicant pools for hiring new personnel for police officers, firefighters, 911 Emergency Dispatch Operators, or promotional lists. They also authorize testing for new hires and promotional test for current employees.

**Highlights/Successes:** The commission approved the retention of the Fire Chief Dan Johnson for an additional year under Wyoming State Statutes provisions. New staff liaisons were presented due to promotions in 2025 of Taun Smith to Assistant Chief of Police and new Training Chief-Shift Commander Jeremy Belaski.





## **Downtown Development Authority (DDA) 2025 Recap**

**Goals for 2025:** Update and implement a modern Downtown Development Plan. The existing plan is outdated (approximately 15 years old). The DDA views this plan as a foundational tool to guide priorities, investments, and potential funding mechanisms allowed to a DDA.

**Budget Use:** The DDA does not currently have a budget.

**Projects worked on throughout the year:** In 2025, the DDA's work centered on updating the Downtown Development Plan, advancing downtown infrastructure and beautification projects, exploring financing tools, supporting businesses during construction, and coordinating funding and grant support with the City and Main Street.

List of projects:

1. Downtown Development Plan Update
2. Research and Understanding related to Alleyway Activation/Downtown Alley Improvements
3. 1<sup>st</sup> Street Beautification & Parking Project
4. 3<sup>rd</sup> Street Beautification Project
5. Tax Increment Financing (TIF) Exploration
6. Downtown Business Support & Promotion
7. Grant Support & Funding Advocacy
8. Public Transportation Coordination
9. Parking, Snow Removal & Operations Issues & Support

### **Highlights/Successes:**

The Downtown Development Plan was the primary and most sustained focus of the DDA in 2025. Early in the year, the Board identified updating the Downtown Development Plan as its top priority, recognizing that the previous plan was more than 15 years old and that an updated plan was needed to serve as a foundational tool to guide downtown priorities, investments, and potential funding mechanisms. City staff were directed to identify the appropriate course of action to retain a consultant to lead the development of a new Downtown Development Plan. To support this effort, a Memorandum of Understanding (MOU) was executed between the City of Laramie, the Laramie Main Street Alliance, and the DDA to collaboratively prepare and issue a Request for Proposals (RFP). The RFP generated strong interest, resulting in 10 firms submitting proposals. Following an interview process conducted by a committee representing all parties to the MOU, Logan Simpson





was selected as the consultant. The project officially kicked off on December 15, 2025, with an in-person downtown tour involving DDA members, the Logan Simpson team, and other interested stakeholders. Work on the Downtown Development Plan will continue into 2026.





## **Environmental Advisory Committee 2025 Recap**

### **Goals for 2025:**

The Environmental Advisory Committee decided upon a few goals back in 2024 and have continued working on them throughout 2025.

1. Helping the City of Laramie to meet its net neutrality goals by 1) focusing on solid waste facilities, the largest contributor of greenhouse gas operations to the City of Laramie's emissions, and 2) focusing on carbon sequestration through contaminated lands and reclamation.
2. Helping the City of Laramie meet its net neutrality goals, as well as Albany County to achieve relevant goals, by focusing on education and information sharing.

### **Budget Use:**

A sub-committee worked to create survey questions related to waste reduction from business and personal efforts. Participants of the survey were entered to win a \$25 Downtown Laramie Coupon. These coupons were paid for by with the funding and spent the full \$1,500.00.

### **Projects worked on throughout the year:**

Major projects that the Committee worked on through most of the year included creating their Bylaws, Waste Reduction Survey, and preparing a recommendation to City Council stemming from the results of the survey. The Committee also brainstormed ideas and interests for presentations and future projects (Hazard Mitigation Plan, Nedlog Update, reforming a synergy group with UW, County and City, and public outreach opportunities.

### **Highlights/Successes:**

The beginning of 2025 the Environmental Advisory Committee continued worked on a couple projects related to the creation of the committee's Bylaws and updates to the current ordinance. These projects were started the end of 2024 and carried over into 2025. The committee appointing a sub-committee to create a survey related to waste diversion efforts throughout the city. The goals of the survey were to gauge knowledge, participation, and support of recycling and waste reduction from community members/households. 6 presentations were provided during the year from outside agencies and staff. These included Open Meetings, Pilot Hill Pipeline Scar Restoration, Laramie Rivers Conservation District, Community Outreach, Emissions Inventory Update, and Ground Water Monitoring Program update.





**Human Rights and Relations Commission  
2025 Recap**

**Goals for 2025:** Spent the 9 months creating and refining goals for 2026.

**Budget Use:** No expenditures were made by the commission.

**Projects worked on throughout the year:** Worked on creating goals by developing a subcommittee to work on potential goals. The subcommittee recommended the following five potential topics:

1. Research and creation of a lexicon, a useful definition of terms and language used by government, educational, and at large community organizations/individuals. Current politically charged words, neologisms, portmanteaus, comparison of how words and/or terms are used or misused, etc.
2. Research and execute a survey of all organizations, agencies, clubs, and businesses operating within Laramie, to include the University, for discriminatory practices or bias.
3. In keeping with the goal of the HRRC as an educational mechanism, would be the creation and presentation of information in discussions, conferences, briefings, mentoring and advising, on a variety of topics.
4. The HRRC can be a mechanism to solicit community-oriented editorials from municipal population, said editorials to be published in a manner yet to be identified.
5. In keeping with the 'Relations' part of the HRRC, is assistance to the municipal authorities in training exercises, such as for media training of the city PIOs (Public Information Officers).

**Highlights/Successes:** Created subcommittee for goals and met for the very first meeting in April, 2025.





**Laramie Advisory Commission on Disabilities  
2025 Recap**

**Goals for 2025:**

- Continue to attend community outreach events such as Freedom Has a Birthday, Luau at the Rec Center and Pride in the Park.
- Look at requesting more disability parking at Washington Park.
- Encourage organizations to keep accessibility of art in mind when developing displays including attention to height and lighting.

**Budget Use:** Registration and supplies such as glow sticks and tattoos for Freedom Has a Birthday and Pride in the Park: \$122.69

**Projects worked on throughout the year:**

**Highlights/Successes:** Throughout the year, the Laramie Advisory Commission on Disabilities focused on increasing community engagement and awareness. The Commission also participated in and supported various community events, strengthening connections with residents, community partners, and local organizations. In addition, the Commission brought forward and supported resolutions at City Council meetings to increase awareness of disability-related issues and promote inclusive practices.





**Laramie Police Advisory Board  
2025 Recap**

**Goals for 2025:**

The board decided to continue working on goals that were previously adopted in 2024.

"Transparency. Establish a means for the Board to share with the community information about topics of discussion and training, and Community Engagement. Support community events that enhance the relationship between citizens and law enforcement officers." The board has reached success with both goals through Op-Ed in the local newspaper and attendance in community events such as Farmer's Market, Freedom Has a Birthday, etc. to assist the Laramie Police Department in answering questions related to training and policies.

**Budget Use:** The board expended funds in July 2024 to purchase nametags for use at community events. The total spent was \$67.00. They have also published op-ed articles in the Laramie Boomerang but were not charged for these.

**Projects worked on throughout the year:**

The board attends required trainings every other month initially for 20-40 hours and then 30 hours annually. These trainings consist of scenario-based virtual trainings, overview of the Department's organization, operation, equipment, weapons, and use of force policies, and members are also required to complete 2 ride-a-longs. The board completed 2 op-ed articles with one describing the training the board received since creation of the board and another covering Human Trafficking and Illicit Massage Businesses. These articles are meant educate the community about the board and raise awareness of topics reviewed during trainings or presentations.

**Highlights/Successes:**

Members of the board had presentations related to Human Trafficking and Illicit Massage Businesses, 15 Principals for Reducing In-custody Deaths, Officer Involved Shootings, Adult Diversion, Drone Use in Law Enforcement, and a presentation on Public Safety Building Analysis.





**Laramie Youth Council  
2025 Recap**

**Goals for 2025:**

Each school year the Youth Council create goals and projects that they want to work on. This year the group set goals related to mental health, substance abuse, academic support for underprivileged, and stress management. Project ideas included a social support group, presentations from organizations (Aware Team/A Team), tutoring programs, academic support groups, and education from peers for stress management. The first project adopted was to develop an I&E class for the Laramie High School that focused on mental health and different tools for managing stress. They hope to work with a local organization in the coming month.

**Budget Use:**

The Laramie Youth Council received \$1000 for their budget to use for their projects. This year's group has yet to spend any of the funding. They are currently working a project to promote Mental Health in the high school during an I&E class. They will have some expenses for giveaways such as stress balls and candy to incentivize participation in their survey leading up to presentation on March 25, 2026.

**Projects worked on throughout the year:**

The projects that the Youth Council has worked on so far includes determining what goals and projects they wanted to work on and group discussions on how they would achieve these goals. In addition to these projects, the group learns about local government. The Mayor provided an overview on City Council including the Ward System, creating council goals, and the 3 staff members the council employs. City Clerk provided an overview of the divisions responsibilities as well as resources that are available to individual to stay informed on what is happening in the city, county, and state governments.

**Highlights/Successes:**

The Laramie Youth Council has demonstrated good teamwork in developing their ideas. They are learning to ask questions for clarity during their conversations. The knowledge they are receiving about government structures will be helpful in the future as they become voting age and the next leaders in our community. They are broadening their awareness of resources in our community to assist them and provide them a base knowledge to share with other youth in our community.





**Planning Commission  
2025 Recap**

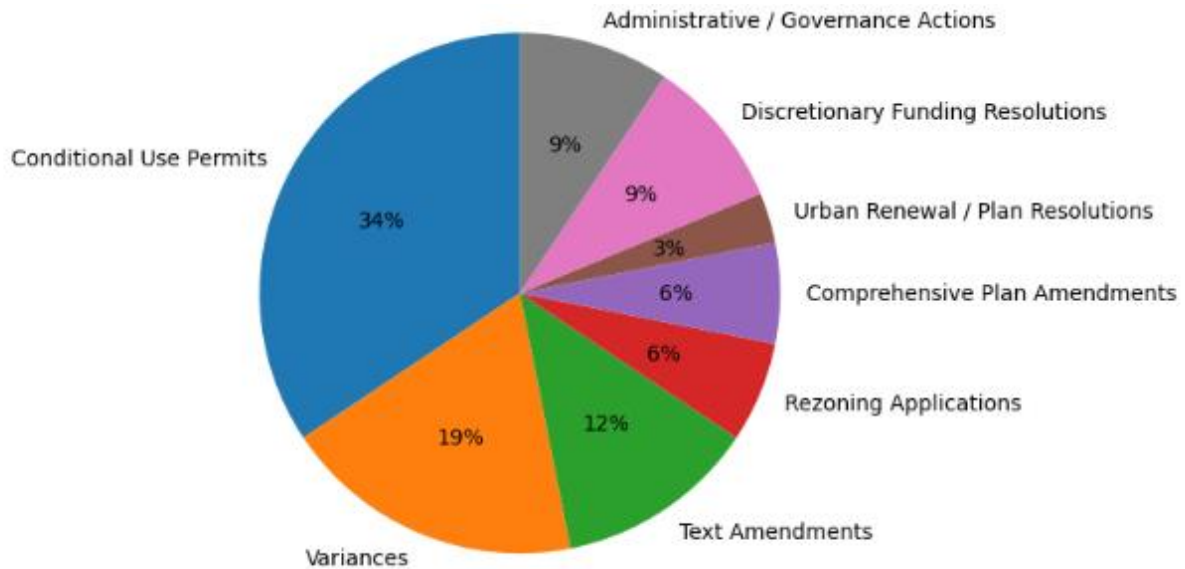
**Goals for 2025:** The primary goal for 2025 was to launch and guide the Comprehensive Plan update. Additional goals included keeping the development code current and effective; responsibly supporting housing and land use transitions; making fair, consistent, and defensible land use decisions; improving public engagement and transparency; and coordinating effectively with City Council and other partners.

**Budget Use:** In 2025 the City Manager recommended, and the City Council approved and appropriated discretionary funding in the amount of \$3,000.00 to the Planning Commission.

Purchase of tent, tablecloth and other supplies to be used for community outreach events.	\$900.00
Memberships to the Wyoming Planning Association (WYOPASS)	\$250.00
Attendance at the Historic Preservation Commission Assistance and Mentoring Program (CAMP)	\$50.00
Branding and outreach materials to support the Comprehensive Plan update	\$1,800

**Projects worked on throughout the year:** Along with the Comprehensive Plan effort, the planning commission carried out its core responsibilities by reviewing and recommending updates to the Unified Development Code, with a particular focus on housing-related amendments and regulatory clarity. The Commission also considered a range of conditional use permits, rezonings, plan amendments, and variance requests, applying adopted standards through fair, consistent, and defensible decision-making. Throughout the year, the Commission emphasized public engagement, transparency, and coordination with City Council and staff, ensuring that both long-range initiatives and day-to-day development decisions aligned with the Laramie’s goals. Over the course of the year the Planning Commission voted on 32 items which are broken down in the following graph:





**Highlights/Successes:**

In 2025, the Planning Commission’s work centered on launching and guiding the Comprehensive Plan 2045 update, the most significant long-range planning effort of the year. The Commission participated in kickoff work sessions with the consultant team, provided early policy direction, supported public engagement and outreach efforts, and took formal actions to allocate discretionary funds and appoint representatives to the Comprehensive Plan Steering Committee. This work established the foundation for shaping Laramie’s long-term land use, growth, housing, and transportation policies.





## Ranch Advisory Commission 2025 Recap

**Goals for 2025:** The RAC's Goals and Objectives and City Council's adoption of them can be found here. <https://www.cityoflaramie.org/564/Ranch-Advisory-Commission>

**Budget Use:** In May, the commission voted to use their educational funds for the replacement of signage in areas of current public access on the Hart and Monolith ranches and for signage to demarcate the boundary between the Hart Ranch and BLM property on the southeastern portion of the ranch. To date \$953.38 has been expended of the \$1,000 allocation.

### Projects worked on throughout the year:

Presentations & Education: Baer Livestock – 2024 Ranch Annual Update; Next Era Energy – Sailor Solar & Storage; WY Game & Fish – Fishing Management Area; Sheridan Community Land Trust; Rocky Mountain Elk Foundation – Wildlife Corridors; Grass Roots Carbon – Carbon Credits; City Clerk's Office – WY Open Meetings Act

### Highlights/Successes:

- Many meetings for the Ranch Advisory Commission (RAC) this year included the exploration of conservation easements, public access, and other beneficial uses for City ranch lands. The RAC added an additional work session on April 29<sup>th</sup> inviting guest speakers WY Game & Fish, Sheridan Community Land Trust, Rocky Mountain Elk Foundation, and Grass Roots Carbon to investigate these options.
- On May 29<sup>th</sup> a ranch tour took place of irrigation infrastructure, Hart Ranch historical buildings, Monolith headquarters, and the Haul Road culvert.
- The RAC and City Council held a joint work session on July 8<sup>th</sup> with members Bove, Williams, Nagler, and Fried in attendance.

### Other Notables

- The RAC is collaborating with the Natural Resources Program Administrator on the following topics:
  - Review of potential hay contracts
  - Reviewing and moving forward with RAC goals during the 3-year lease pause
  - Assisting with the ranch's 10-year comprehensive plan
- Commissioner Williams is drafting two documents. One on water law and the other on soil analysis that has a possibility of publication.

### Upcoming Topics and Plans for 2026:

- January 22<sup>nd</sup> work session on the City's Sailor Solar contract and siting location.





## Traffic Safety Commission 2025 Recap

**Goals for 2025:** No goals were adopted by the commission.

**Budget Use:** In February, the commission voted to use their educational funds to make a short traffic safety video, but the project was not successful. Instead, in October, TSC voted to educate the public on how HAWK signals and crosswalks operate and to use their funds to create printed flyers and purchase safety vests with the City logo for commissioners to wear while distributing the literature. This budget has not yet been drawn on.

The TSC prioritizes public safety, multimodal travel, and puts great importance on public parking spaces.

### **Projects worked on throughout the year:**

Commission Presentations and Education:

Many meetings included education and information opportunities for the commission. Here are just a few.

- (Re)Connect West Laramie Project – *DJ&A*
- Laramie Comprehensive Plan – *Planning*
- Construction Activities Specifically Affecting Traffic Throughout the City of Laramie – *Engineering*
- 10-Year Public Transportation Plan – *Mead & Hunt*
- 3<sup>rd</sup> Street Project Update – *WYDOT*

### **Highlights/Successes:**

- In January, Nancy Sindelar was voted in as Chair of the TSC for the 16<sup>th</sup> consecutive year.
- Multiple meetings covered the topic of the Iverson Ave. 9<sup>th</sup> – 15<sup>th</sup> Street project.
- TSC commissioners reviewed and categorized proposed locations around Laramie for the implementation of Sharrows.
- Requests for Modification to Traffic Control included: Loading & Unloading Zones for the United Presbyterian Church and Trinity Lutheran Church; a controlled intersection at Bath and Knadler; and the University's requests for modified traffic control on Bradley Street and a temporary transit stop on the southwest corner of Bradley Street.





**Urban Renewal Agency  
2025 Recap**

**Goals for 2025:**

The established goals of the Laramie Urban Renewal Agency are:

1. **Bend the curve of investment in Laramie.** LURA seeks to bend the curve of investment in Laramie by encouraging innovative real estate development in the Laramie community by using all the tools available through the Wyoming Urban Renewal Code. In particular, LURA aims to promote development types, models of efficiency, and price points that have a demonstrated need in the community and presently may not be in development. LURA expects for these development projects to serve as the impetus for neighborhood or district reinvestment where revitalization is needed.
2. **Address and abate conditions of decline.** A core function of an urban renewal agency is to address blighted conditions and revitalize neighborhoods and districts within its scope. Areas of Laramie show evidence of decline, including deferred maintenance, declining housing stock, deteriorating infrastructure, and other factors that impact the desirability and quality of life of those areas. The LURA seeks to proactively identify and address areas or issues significantly contributing to blighted conditions.
3. **Leverage resources.** Through relationships with other agencies, commissions, and City staff, LURA leverages planning, regulatory capacity, and personnel to address neighborhood conditions and opportunities for revitalization. Through partnerships with businesses, funding providers, investors, philanthropic entities, and private developers, LURA leverages private capital so that it can use its scarce resources strategically to carry out its revitalization goals.
4. **Incremental improvements.** LURA recognizes that large-scale redevelopment projects are likely to be a rarity. Revitalization in many areas of the community, however, may occur through small to moderate steps that can be strategically and incrementally carried out to have a cumulative impact on the vitality of a neighborhood or district. Individual improvements undertaken by the LURA should, overall and cumulatively, contribute to growth and revitalization. Evaluated individually, each improvement may appear incomplete or may only reflect a subset of the LURA goals, and this is an anticipated and acceptable outcome. Evaluated as a whole, the actions and projects – both large and small — led by the LURA demonstrate continuous and incremental community revitalization.
5. **Community Engagement.** LURA recognizes that revitalization efforts must reflect the needs and goals of Laramie residents and stakeholders. The City has gathered a significant





amount of information about citizen preferences and needs through surveys, needs assessments, and planning processes. LURA uses this information as a basis to develop a process for engaging area residents and other key stakeholders in the community.

**Budget Use:** \$3000 was awarded for outreach through the Laramie City Council Boards & Commissions allocation, Resolution 2024-81 awarded an additional \$25,000 for the development of Plans & Projects of which approximately \$14,000 has been expended on the N. 4<sup>th</sup> Street Urban Renewal Plan & Project with the remaining budget planned to be used on the West Side Urban Renewal Plan & Project.

**Projects worked on throughout the year:**

With the passage of Resolution 2025-100 on December of 2025, the Laramie Urban Renewal Agency successfully implement the first Plan & Project within the City of Laramie. The N. 4<sup>th</sup> Street Urban Renewal Plan & Project established the area for the implementation of Development Completion Agreements and the use of Tax Increment Financing on property, generally, on N. 4<sup>th</sup> Street near LaBonte Park. The Urban Renewal Agency also established Professional Services Agreements with AVI, Cheyenne, Wyoming for the development of the 1212 Baker Street Urban Renewal Plan & Project and the West Side Urban Renewal Plan & Project.

**Highlights/Successes:**

- Establishment of the N. 4<sup>th</sup> Street Urban Renewal Plan & Project
- Initiation of the West Side Urban Renewal Plan & Project
- Initiation of the 1212 Baker Street Urban Renewal Plan & Project





**Urban System Advisory Committee  
2025 Recap**

**Goals for 2025:** The purpose of the Urban System Advisory Committee (USAC) is to evaluate the transportation needs of Laramie; compile and prioritize a list of potential improvement projects constrained by available federal and local matching funds and submit said list to the appropriate governing bodies for their approval.

**Budget Use:** USAC does not currently have a budget.

**Projects worked on throughout the year:** USAC met once in 2025. At it's only meeting, USAC recognized WYDOT's updated Operating Policy and the 2025 City Council Goals. Additionally, it adopted the following 2025 Urban Systems Priority List.

<b>2025 Urban System Project Priority List</b>			
<b>Priority</b>	<b>Description</b>	<b>Approximate Length (miles)</b>	<b>Required Urban Systems Funds (Estimated)</b>
1	Corthell Road from Whitman Street to future Bill Nye, and Bill Nye from the extension of Corthell Road to the extension of Boulder Drive; Bill Nye from Corthell Road to 15 <sup>th</sup> Street	0.85	9,988,094 (2025 dollars)
2	Bluebird Lane, between Vista Drive and Grand Avenue	0.37	2,500,000 (2020 dollars, County Estimate)
3	30 <sup>th</sup> Street, south to where it intersects with Bill Nye	0.84	5,600,000 (2016 dollars)
4	Pierce Street, Snowy Range Road north to Madison Street	0.59	?

**Highlights/Successes:** Progress continues to be made on the construction of Bill Nye Avenue and the landowner agreements required to complete construction.



**City of Laramie Internal Boards & Commissions**

Councilor	BFCBOA	CSC	DDA	EAC	FC	HRRC	LACD	LPAB	LYC	PTRB	PC	RAC	TSC	URA	USAC	Total
Bowling								X	X							2
Cumble		X			X											2
Fried										X		X	X			3
Lockhart											X			X	X	3
Newman					X										X	3
O'Doherty					X	X										3
Richardson	X		X				X									2
Shumway									X						X	2
Vigil						X										1

**Outside Boards & Commissions**

Councilor	ACRB	ACTB	LEPC	LRAB	ACMHB	CJSB	LCCC Albany Count	Beautification	LGBA	LPAC	LRR Depot	L Rifle Range	WTPB	ACTA	Town & Gow	Pilot Hill	ACHLT	Total
Bowling			X							X		X						3
Cumble				X	X				X								X	4
Fried											X							1
Lockhart		X																1
Newman																		0
O'Doherty						X							X					2
Richardson								X										2
Shumway	X																	1
Vigil							X							X				3

**CITY OF LARAMIE, WYOMING  
RESOLUTION 2023 – 22A**

A RESOLUTION ADOPTING POLICY GOALS AND OBJECTIVES FOR THE CITY OF LARAMIE,  
WYOMING FOR 2023

*Whereas*, in January 2023, the Governing Body received a report on the State of the City and reviewed the progress made on the goals established for the prior year, 2022; and,

*Whereas*, the establishment of policy goals and objectives by the Governing Body promotes the overall efficiency and effectiveness of City services and facilitates community building for current and future generations.

***NOW, THEREFORE, BE IT RESOLVED*** BY THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING:

**Section 1.** That the foregoing recitals are incorporated in and made a part of this resolution by reference; and,

**Section 2.** That the public policy goals of the City of Laramie for 2023 are hereby declared to be:

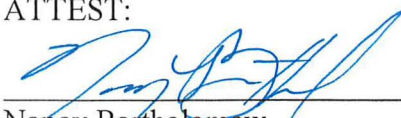
<b>Goal No. 1</b>	<b>Infrastructure Planning &amp; Investment</b>
Milestone A	Prioritize planning and construction/reconstruction of public amenities, facilities, and rights-of-way to maximize safe access for persons of all abilities and ages.
Milestone B	Increase public awareness about how property owners support accessibility for persons of all abilities. Work with the Disabilities Commission, Board of Health, and other interagency partners to improve physical access for differently abled persons of all ages.
Milestone C	Improve robustness of the storm water management system.
Milestone D	Ensure non-motorized and alternative transportation options are integrated comprehensively into municipal and regional transportation systems.
Milestone E	Continue grant seeking and aggressive investment in water, sewer, and street systems
Milestone F	Assess community connectivity options in effort to ensure adequate broadband infrastructure to retain workforce and businesses. (re: <i>Thrive!</i> , Strategy #10)
<b>Goal No. 2</b>	<b>Interagency Collaboration</b>
Milestone A	Continue to participate with the Albany County Mental Health [Interagency] Board to explore and develop community-integrative programs to address mental health needs.
Milestone B	Expand offerings within the drug and alcohol diversion program.
Milestone C	Conclude growth strategy effort with Albany County and adopt a joint intergovernmental agreement for growth management planning.
Milestone D	Review and evaluate current boards and commissions.
<b>Goal No. 3</b>	<b>City Services &amp; Resident Engagement</b>
Milestone A	Implement a Police-Community relations board. Consider establishing a Human Rights Commission within an overall streamlined volunteer board and commission structure.
Milestone B	Continue migration to a new Enterprise Resource Planning software platform to modernize municipal business operations and processes for more efficient and effective public services.

Milestone C	Implement strategies to raise community awareness about and participation in matters being considered by the city council.
Milestone D	Establish a municipal volunteer program and consider smart phone apps and other means for making volunteerism with the city easier.
<b>Goal No. 4</b>	<b>Economic Development</b>
Milestone A	Evaluate potential to transform the Snowy Range Road corridor to better capture and allow for expansion of the tourism economy stemming from outdoor recreation and to provide essential amenities for the neighborhood/district. (re: <i>Thrive!</i> , Strategy #13)
Milestone B	Initiate Urban Renewal redevelopment of City-owned property for housing and business expansion.
Milestone C	Explore housing approaches that provide smaller [affordable] housing within intentional neighborhood planning and design (ex: Senior Village, Family starter homes, low-income small homes)
Milestone D	Develop informational resources for developers about federal, state, and local building requirements, the demand for housing, and direct partnership opportunities with the city. (re: <i>Thrive!</i> , Strategy #13)
Milestone E	Improve communication with developers and contractors about changes made to municipal code and ensure Planning and Public Work/Engineering provide information to private sector partners.
Milestone F	Evaluate community needs and potential uses for the available ("7th") penny and the municipal tax options.
<b>Goal No. 5</b>	<b>Environmental Stewardship</b>
Milestone A	Continue energy efficiency efforts and explore potential large scale solar projects on city-owned property.
Milestone B	Engage County and School District partners to explore ways to reduce further the waste coming to landfill, including plastic bag reduction program and expanded composting.
Milestone C	Conclude effort with Albany County to update aquifer protection strategy and establish City Ordinances necessary to enforce the plan after it is adopted.
Milestone D	Continue to explore community uses and conservation opportunities on the City's Bath and Monolith Ranch properties.
Milestone E	Initiate consumptive-use focused long-term operational agreements for City-owned Monolith & Bath ranch properties.

PASSED, APPROVED, AND ADOPTED THIS 7<sup>th</sup> day of March 2023.

  
 Brian Harrington  
 MAYOR AND PRESIDENT OF COUNCIL

ATTEST:

  
 Nancy Bartholomew  
 CITY CLERK



Goal No. 1	Infrastructure Planning & Investment	No End Date	Status Report Year End 12.31.23
<p>Milestone A</p> <p>Increase public awareness about how property owners can support accessibility for persons of all abilities. Work with the Disabilities Commission, Board of Health and other interagency partners to improve physical access for differently-abled persons of all ages.</p>	<p>Ongoing</p>	<p>No End Date</p>	<p>City's <i>ADA Transition Plan</i> completed in 2012 was developed to identify and guide decisions related to accessibility of parks and recreation amenities and facilities. With a majority of identified deficiencies now addressed, the Parks Division has focused maintenance efforts in recent years on enhancing ADA accessibility of playgrounds, through measures like synthetic turf fall-zone replacement, and trails and restrooms (like at Scout Park). Trails at Washington &amp; Undine Park were noted in the <i>ADA Transition Plan</i> and these remaining large projects are slated for completion in future years subject to revenue/grant availability. As a matter of administrative policy and code-compliance review, the Planning Office routinely ensures improvement of public infrastructure such as sidewalks, roads and other public areas. Here's a look at major work completed or underway in 2023...</p> <p>...with Respect to Public Amenities &amp; Facilities: New section of <b>Spring Creek Trail (Phase 1)</b> to be completed Spring 2024 with fully accessible trail from 30th Street to LaPrele Park. Project connects trailhead parking lot, with ADA compliant parking stalls, to the recently improved ADA accessible "Sisters Bridge" accessing Huck Finn Pond. Grant application submitted to Office of State Parks for a Federal LWCF grant to redevelop <b>playground at Optimist Park</b> into Laramie's first universally accessible play space; adjacent ADA compliant parking will transform the area. Staff requested the Advisory Commission of Disabilities (LACD) provide a letter to support for this effort and were pleased to submit the grant application with LACD's endorsement. Staff will submit grant application to the WY Office of Outdoor Recreation in January for replacement of <b>Labonte Park pathway and installation of new fitness stations</b>. Entire existing 5' paved path surface is difficult to maintain and will be replaced with an 8' concrete pathway with ADA compliant crossings at 5th Street along with installation of six new fully accessible work out stations.</p> <p>...with Respect to Public Rights of Way. Work with members of the public/private property owners to upgrade ADA ramps adjacent to routine street/alley improvements is ongoing. Crosswalk accessibility improvements were completed at 11th &amp; Reynolds, 13th &amp; Reynolds, 22nd &amp; Hancock, 18th &amp; Sheridan and 17th &amp; Spring Creek with RFBs to increase safety for pedestrians; main focus is around elementary schools with high traffic and high pedestrian use.</p> <p>Pavement condition indexing analysis in 2023 included, for the first time, a basic assessment of ADA ramps and sidewalks to catalog GPS location, orientation and obstructions. Phase II detailed analysis of condition is scheduled for completion Spring/Summer 2024; all pedestrian ramps &amp; sidewalk will be evaluated to assess condition using LIDAR technology. Data delivery will support GIS for public-facing story map and inform future budgetary and policy decisions. Governing body should expect to receive management's recommendations resulting from this analysis Fall 2024. Staff are currently awaiting the final quote for this detailed analysis and expect it to be within FY24 budget allocation. On a separate note, as suggested by Council, staff prepared and were going to submit an application for grant funding to make city-wide improvements to disabled access (curb cuts, sidewalk and curb improvements, etc.) through the Transportation Assistance Program (TAP) but, upon meeting with WYDOT, the application is being held until the Phase II analysis is complete and can become part of the grant request.</p>
<p>Milestone B</p> <p>Increase public awareness about how property owners can support accessibility for persons of all abilities. Work with the Disabilities Commission, Board of Health and other interagency partners to improve physical access for differently-abled persons of all ages.</p>	<p>Ongoing</p>	<p>No End Date</p>	<p>Staff provided support to LACD as it established subcommittees to work on various events that will spotlight disability awareness in 2024. LACD is also seeking opportunities to attend or create other new activities for the upcoming year. Upon request/suggestion of a Laramie resident, staff developed and published a map identifying disabled parking locations throughout the city.</p>

Milestone C	Improve robustness of the storm water management system.	Ongoing Operational Sustainability Assessment 80% Complete	Completed City Wide Master Drainage Plan; Engineering has started work on the Drainage Criteria Manual. The stormwater utility feasibility study is approaching completion, entering the final phases with a focus group comprised of interests and perspectives from business, industry, and the development environmental communities weigh in on the alternatives. A work session is scheduled for February 27th. Management is working to bring a final recommendation for sustainable operation of the storm water system to the governing body Summer 2024. With respect to routine O & M, staff began utilizing the camera and sewer jet to clean and inspect storm lines in 2023, allowing for better discernment of root intrusions in the upper part of the pipe and improved cleaning/maintenance of the aged storm system. This has been useful to asset management capital planning, as well as enhanced functionality across the system. West Laramie Drainage Project initiated in 2023 and in full swing, representing another major milestone essential to continuance of the paving program for streets located west of Interstate 80.
Milestone D	Ensure non-motorized and alternative transportation options are integrated comprehensively into municipal and regional transportation systems.	No End Date Ongoing	Public Works designing and upgrading striping around the City with input from the Traffic Safety Commission. Striping bike lanes to increase awareness of motorists about where bikes will be. Improving crosswalks with thermoplastic markings for longer lasting and much more visible safe zones for pedestrians. Newly approved subdivisions will result in more accessible pathways and sidewalks. City has approved both Lime and Bird scooters as new, micromobility options for residents. Secured Transportation Planning grant \$200k. January '24 staff will submit grant application to the Wyoming Outdoor Recreation Program administered through the Wyoming Office of Outdoor Recreation for completion of Spring Creek Trail Phase 2. Project will provide non-motorized, ADA accessible pathway to 9th Street to LaPrele Park (Phase 1). This project, coupled with development occurring between 9th and 5th Street, may result in a fully constructed non-motorized pathway passible from 3rd Street all the way to Walmart without having to ride on roadways. Finance and CMO are reviewing challenges and opportunities for improvement in current grant administration systems to ensure future success in administering a higher volume of complex grant awards, along with new compliance requirements. \$34+ M application value for water, sewer, storm drainage. January 2024 application will seek \$5.5m in SRF funding for the West Laramie Lift Station and application to WYDEQ for an emissions project to replace older diesel truck with a new diesel truck to reduce nitrogen oxide. While doing so, reductions of greenhouse gases and particulate matter will occur. Other non-water/sewer applications submitted include: Energy Efficiency & Conservation Block Grant, USDOT/WYDOT Public Transportation Plan, USDOT Reconnecting Communities (one city application and subsequent, partner app with County), WY Historic Preservation Grant, Community Facility Rehabilitation Grant for Civic Center (tabled), USDOT/WYDOT Transportation Alternatives Planning, USDOT Land Water Conservation Fund, and \$20+ Million for Plenty. LLC research facility Business Committed grant - largest award ever in WY.
Milestone E	Continue grant seeking and aggressive investment in water, sewer and street systems	No End Date Ongoing	
Milestone F	Assess community connectivity options in effort to ensure adequate broadband infrastructure to retain workforce and businesses. (re: Thrive!, Strategy #10)	Ongoing	Staff continue working closely with WY Business Council, Broadband Office, to ensure Laramie is properly considered within the state-wide plan; City Council received a progress report on this work on August 8, 2023. Engineering is working with and reviewing plans from several broadband companies for infrastructure installations that could achieve greater private broadband coverage and options. City is implementing signal networking to allow staff to troubleshoot and diagnose traffic signals remotely.
Goal No. 2	Interagency Collaboration		Status Report Year End 12.31.23

Milestone A	Continue to participate with the Albany County Mental Health [Interagency] Board to explore and develop community-integrative programs to address mental health needs.	Complete	<p>A sub-group of the ACMH Board, the Albany Care Team (ACT), consisting of representatives from the Laramie Police Department, Albany County Sheriff's Department, University of Wyoming Police Department, and Volunteers of America Northern Rockies was established. ACT identified and has addressed three key goals for mental health crisis response in Albany County.</p> <p>1)Emergency Call procedures and protocols have been evaluated and our in place as our dispatch supervisors continue to train our team. An MOU with the State of Wyoming 988 vendor, Central Wyoming Counseling Center, is currently in the approval process to allow the appropriate and timely transfer of information between LARC Emergency Operators and counseling team personnel. The MOU will allow LARC representatives to transfer calls involving individuals experiencing suicidal thoughts and emotional crisis situations to experts within the counseling center.</p> <p>2)Wihson Memorial Hospital agreed to participate in the pilot program and are in the process of purchasing tablets for the Laramie Police Department, Albany County Sheriff's Office, and University of Wyoming Police Department. The purchases were approved in December of 2023 with the assistance of Hospital CEO Terry Moss. The tablets will be utilized to provide citizens and police personnel with tele-behavioral health options during call-for-service responses and mental crisis interactions.</p> <p>3)Embedding a Volunteers of America Northern Rockies (VOANR) Case Worker into Albany County Law Enforcement Agencies was delayed pending approval of the MOU. The agreement was signed by the University of Wyoming staff in December 2023 and approved by Laramie City Council on January 2, 2024. Approval by the Albany County Commissioners is anticipated in January 2024. VOA Case Manager Heather Wiseman was selected for the position and is currently working with LPD.</p> <p>In '24, the program will be monitored for efficacy. As described in the business agreement, Case Manager Heather Wiseman will be tracking all data related to cases managed by the Albany Care Team and report information to the involved entities. Mental health calls for service and subsequent response data will also be tracked utilizing the Laramie Police Department's Record Management Software. The program data and updates will be provided during LPD's yearly Bias Reporting Presentation to Laramie City Council.</p>
Milestone B	Expand offerings within the drug and alcohol diversion program.	80% Complete	<p>Report Provided by City Attorney Southard 1/14/2024: City and County began collaborating in the first half of 2023 to apply for a \$1,200,000, 4-year, federal grant to construct a diversion program for misdemeanors in the City and County courts. The City and County agreed to split the \$300,000 local government contribution required under the grant. The grant was awarded in October 2023. Since then members of the County Attorney's office, the City Attorney's office, Municipal Court staff, the Municipal Judge and the staff of the Albany County Court Supervised Treatment Program (the grant recipient) have been meeting to structure the diversion program.</p>
Milestone C	Conclude growth strategy effort with Albany County and adopt a joint intergovernmental agreement for growth management planning.	75% Complete	<p>Staff managed completion of the Growth Plan to on-time and within budget completion according to the aggressive timeline set forth by elected officials (Reso 2023-48). The Joint Plan has been adopted by the City and Albany County, successfully concluding the planning process. This effort was awarded the State "Plan of the Year" from the Wyoming Planning Association due to its cutting edge planning practice and first of its kind for Wyoming. To put the plan into shared practice for the City and County, an MOU is being prepared for the governing bodies to approve early in 2024. City Council will thereafter be presented with zoning text amendments needed to codify Plan elements.</p>
Milestone D	Review and evaluate current boards and commissions.	75% Complete	<p>Council created the Laramie Police Advisory Board. Work session held on other boards and commissions in late-Nov. Work session scheduled in February '24 on HRC. Recommendations to hold quarterly meeting for Building Code Appeals board with divisional reports.</p>
Goal No. 3	City Services & Resident Engagement	Status Report Year End 12.31.23	
Milestone A	Implement a Police-Community relations board. Consider establishing a Human Rights Commission within an overall streamlined volunteer board and commission structure.	100% Complete	<p>Council created the Laramie Police Advisory Board. Board members have been completing training and meeting regularly.</p>

	<p>Continue migration to a new Enterprise Resource Planning software platform to modernize municipal business operations and processes for more efficient and effective public services.</p>	<p>3-4 Year Planned Project On Time</p>	<p>Public Works staff is on the Purchasing and EP&amp;L modules project team and is completing training in the purchasing module.</p> <p>The Finance phase of the ERP project (General Ledger, Budget, Projects, Grants, Purchasing, Contracts, Bids, AP, Cards, Vendors, General Billing, Customers) is on target for a successful implementation on February 5, 2024. End user training kicked off in November, and the project team will deliver over 160 hours of end user training and lab content prior to going live in February. Learning resources are at 90% complete, including detailed written procedures and videos, and the learning library will continue to grow after going live. Finance spent the entire year down one staff member and, despite this staff shortage, has performed exceptionally to keep Finance phase on time. Several Finance implementation activities will linger into 2024, including Socrata (Tyler Data &amp; Insights), Vendor Self Service, implementation of decentralized grant billing, and capital project management and budgeting (non Munis product).</p> <p>Energov Phase is schedule to go live on June 30, 2024, followed by Human Capital and Risk Management in October 2025. Energov impacts most of the purchasing team with at least 3 sessions per month of Energov work PLUS configuration and testing, on top of the purchasing work.</p> <p>2023 Time Investment by Project Team= 2946.00 Hours (300 IT, 1926 Finance, 720 Purchasing)</p> <p>2023 End User Training Session Time = 1785.50 Hours</p> <p>Total Hours Across City = 4731.50</p> <p>Future phases without firm implementation dates include Enterprise Asset Management and Utility Billing in 2025-2026.</p>
<p>Milestone B</p>	<p>Implement strategies to raise community awareness about and participation in matters being considered by the city council.</p>	<p>Complete</p>	 <p><b>Laramie ATOMIS</b> MONTHLY METRIC SPOTLIGHT GOALS</p> <ul style="list-style-type: none"> <li>1 Increase Brand Awareness</li> <li>2 Increase website traffic</li> <li>3 Increase social engagement</li> </ul> <p><b>TOP Wins</b> SINCE STARTING ONGOING SERVICES ON 12/1/22</p> <ul style="list-style-type: none"> <li>638 INCREASE IN FACEBOOK PAGE LIKES AND 167 NEW FOLLOWS ON INSTAGRAM</li> <li>INSTAGRAM AVG ENGAGEMENT UP 692% AND FACEBOOK UP 124%</li> <li>AVG FACEBOOK REACH UP 48% AND INSTAGRAM UP 138%</li> <li>AVG MONTHLY MEDIA COVERAGE UP 2X</li> </ul> <p><b>3 Opportunities</b></p> <ul style="list-style-type: none"> <li>AUDIT 2023 SOCIAL POSTS TO SEE WHAT PERFORMED BEST AND LEAST STRATEGY</li> <li>FOCUS ON INCREASING ENGAGEMENT AND POSTS THAT ENCOURAGE IT</li> <li>SHARE 2 REELS A MONTH (IF VIDEO CONTENT AVAILABLE) TO INCREASE INSTAGRAM REACH &amp; FOLLOWS</li> </ul> <p><b>LTM 12.1.22 - 12.31.23</b></p>
<p>Milestone C</p>			

Milestone D	Establish a municipal volunteer program and consider smart phone apps and other means for making volunteerism with the city easier.	50% Complete	We have successfully reviewed several software options designed to enhance our municipal volunteer program. From contract with software vendor it will be about a 6 week process to go live. Community Enforcement has made contacts with WYOTTECH staff regarding student volunteers, which have aided in many clean-up project along many of our Interchanges and major streets.  On a related note, LFD is evaluating an app called Pulse Point which would notify trained CPR community members of notification of a code. A person with this training would receive the notification and be able to initiate Community Trained level CPR prior to arrival of EMS.
<b>Goal No. 4</b>	<b>Economic Development</b>		<b>Status Report Year End 12.31.23</b>
Milestone A	Evaluate potential to transform the Snowy Range Road corridor to better capture and allow for expansion of the tourism economy stemming from outdoor recreation and to provide essential amenities for the neighborhood/district. (re: <i>Thrive!</i> , Strategy #13)	0% Complete	In 2023, staff emphasized the potential of this area in our work with The Retail Coach, noting the potential for grouping recreational retailers along Snowy Range Road as an economic cluster.  WYDOT was planning to complete a mill and overlay of Snowy Range road in '25/'26. However, after completing their geotechnical work, a full reconstruction is required and the project is delayed until '27/'28. The City will take advantage of the new timeline by replacing aged 6" cast iron waterline from Adams to Schrader streets in advance of WYDOT work. This planned State-City work represents a large scale opportunity to improve one of Laramie's most heavily traveled corridors, and is unlikely to occur again for decades. Planning with WYDOT will need to include pedestrian and non-motorized shared use paths and beautification features set forth in the City's TAP-funded 2016 <i>Snowy Range Road Bike &amp; Pedestrian Improvement Plan</i> jointly reviewed/approved with WYDOT. See <a href="https://www.cityoflaramie.org/792/SRRWL-PedBike-Feasibility-Study">https://www.cityoflaramie.org/792/SRRWL-PedBike-Feasibility-Study</a> . This project could be a critical catalyst for development along Snowy Range Road and accomplishment of this vision.
Milestone B	Initiate Urban Renewal redevelopment of City-owned property for housing and business expansion.	100% Complete	Laramie Urban Renewal Agency (LURA) held its first meeting August 2023. Subcommittees are being established for engaging the community, evaluating projects and developing a request for proposal for the City's ready-to-redevelop N. 4th Street properties. A tax increment financing (TIF) Preliminary Application is underway for potential applicants as the first-step toward assessing eligibility.

Milestone C	Explore housing approaches that provide smaller [affordable] housing within intentional neighborhood planning and design (ex: Senior Village, Family starter homes, low-income small homes)	No End Date Ongoing	<p>Laramie's 2015 Housing Study was among the first of its kind in Wyoming to identify housing quality &amp; supply weaknesses and to establish housing need for the future. Subsequent complementary and deeper-diving analysis done by the City between 2016-2020 (e.g., <i>Thrive! Economic Development Plan &amp; Development Code Audit</i>) has repeatedly reinforced the original findings. And, with the State of Wyoming raising alarm bells in late-2022 that housing issues were likely restraining economic development, recently generated State data has provided even more supporting data for Laramie's Housing Study projections.</p> <p>In the past three years, Council has approved a slew of code revisions - many of which were recommended to State officials by the Harvard Growth Lab this year. The Growth Lab's work affirmed that Laramie is leading in the area of regulatory reform for housing development and staff will continue monitoring State-level matters and national best practices and reporting to the governing body when opportunities for spurring on housing development occur.</p> <p><b>How many housing lots are ready for construction now?</b> Since 2015, the City has steadily approved requested plats and building permits, and eased development code requirements. 110 residential lots are ready to build within Laramie currently. Within the next six months, following construction of infrastructure associated with recently approved Final Plats, another 49 small home lots and 4 large multi-family lots will become build ready. Preliminary Plats approved by the City and awaiting application for final platting could bring another 592 build-ready home lots to the market. The City almost never denies development applications or building permits and municipal review processes are not constraining housing supply.</p> <p><b>How many building permits are applied for and issued each year by the City?</b> Since 2015, some 60+ building permits for single family are applied for and granted per year on average and 9 multi-family units constructed totaling 108 units.</p> <p><b>How does the demand for housing projected in the Housing Study compared to added supply?</b> Our data indicates 602 units of housing have been constructed in Laramie through 2023. Housing Study projected the community would require an additional 1,538 new units by 2020. 640 owner occupied units and 898 rental units across all housing types (senior, family, student) and income and ability levels.</p>
Milestone D	Develop informational resources for developers about federal, state and local building requirements, the demand for housing, and direct partnership opportunities with the city. (re: <i>Thrive!</i> , Strategy #13)	100% Complete	<p>Communication with developers and the public occurs daily in the Planning and Code Administration offices; Staff routinely utilize the feedback developers provide them to prepare and recommend municipal code changes for Planning Commission and City Council consideration, such as contractor licensing, modified financial security options, etc.</p> <p>All city research and studies related to the demand for housing are published on the city website to aid developers in evaluating market factors.</p>
Milestone E	Improve communication with developers and contractors about changes made to municipal code and ensure Planning and Public Work/Engineering provide information to private sector partners.	100% Complete	<p>Engineering updated the City Standards, provided notification and solicited comments and feedback from developers and contractors. EPL software will offer better communication methods to city partners. Go live is scheduled for June 2024. Community Development, Planning, Public Works Engineering have been involved as a team with this goal in mind.</p>

Milestone F	Evaluate community needs and potential uses for the available ("7th") penny and the municipal tax options.		The 6th cent is currently projected to expire within roughly 30 months and likely need to be placed before the voters for renewal Q4 2026. With extensive property tax relief matters being reviewed at the State level, it is likely the City will need to react to a potentially serious loss of revenue within the next 12-24 months that may well require reduction in services or infrastructure maintenance. Optional revenue sharing from the State to cities in the form of the "direct distribution" can not be considered a stable revenue source in management's opinion and is used only to fund one-time expenses for fleet and small capital construction.  The 7th cent tax is the only remaining stable tax option for funding municipal services and community infrastructure needs. Given the increasingly breadth of revenue uncertainty, management recommends Council begin discussion with the County Commissioners in 2024 concerning a 7th cent ballot Initiative.
<b>Goal No. 5</b>	<b>Environmental Stewardship</b>		<b>Status Report Year End 12.31.23</b>
Milestone A	Continue energy efficiency efforts and explore potential large scale solar projects on city-owned property.	No End Date Ongoing	Staff deployed a new strategy related to energy efficiency and HVAC replacement projects utilizing an RFQ process to provide for energy efficient design, provision, installation and commissioning with hopes that this leads to increasing energy savings. Staff also is finalizing the EECBG voucher for a solar project at the Laramie Police Department. Eight solar powered RFB's installed at crossings. Water Treatment Plant Upgrades project goes online Spring '24 and will realize immediate energy savings.  City is partnering with Bonneville Environmental Foundation, Wyoming Energy Authority, and many other NGOs in submitting a statewide grant application for \$39 M. Program will provide subsidies and other financial assistance to residential rooftop and residential-serving community solar projects in and benefiting low-income and disadvantaged communities, in addition to project-deployment technical assistance such as workforce development, community outreach, and other project-deployment support (e.g., interconnection technical assistance, siting and permitting support) to help overcome barriers to solar deployment. The grant application has been submitted and award anticipated in late Spring '24.
Milestone B	Engage County and School District partners to explore ways to reduce further the waste coming to landfill, including plastic bag reduction program and expanded composting.	Complete	Please refer to work session material November 2023
Milestone C	Conclude effort with Albany County to update aquifer protection strategy and establish City Ordinances necessary to enforce the plan after it is adopted.	80% Complete	With the adoption of the plan, City staff completed the first step in implementation and has since adopted the new western boundary of the CAPP. Future CAPP work will focus on any necessary code updates for the City or County related to the recommendations in the plan. Review and plans for expansion of the groundwater monitoring network are underway.

	Continue to explore community uses and conservation opportunities on the City's Bath and Monolith Ranch properties.	No End Date Ongoing	Dowlin Diversion grant application has been recommended for approval by the Wyoming Water Development Commission. The next step in the legislative decision process is for the Draft Omnibus Bill to be worked by the Select Water Committee, this bill includes the Dowlin project. This committee has raised concerns about appropriating the recommended ~\$1.25 million and it appears there will be a move to remove the Dowlin project. This committee will meet on January 11th at 8am in Cheyenne WY to work the Draft Omnibus Water Bills which includes the Dowlin Diversion project. The next steps will be Committee of the Whole, then back to a committee, typically Joint Agriculture, and then 3 readings for the body. City will need to be prepared to provided testimony in defense of this project.  Initial historical assessment of the Heart Ranch completed. Secured grant from State Historical Preservation Office for Heart Ranch.  Go Forth Phase II - Columbus Meadow rehabilitation completed Aug 2023.  Produced a lot of hay at Heart Ranch!
Milestone D			
Milestone E	Initiate consumptive-use focused long-term operational agreements for City-owned Monolith & Bath ranch properties.	No End Date Ongoing	With the Ranch Advisory Committee now being a permanent advisory body staff will request the reaffirmation of the prioritized operational plan for the ranches. Engineering and GIS working with ranch staff to improve the mapping on ranch.  An initial draft of the updated Consumptive Use Plan for Monolith Ranch has been reviewed by Staff with final draft anticipated in February. Working group established to review, analyze, and identify potential lease options for the Monolith Ranch property by end of Q1 2024.

**Suggested Consideration for 2024 Goals & Objectives**

Determine City-County Treatment & Prevention Objectives to be Funded by Opioid Settlement Monies		
Conclude business plan for a) E911 Ambulance, and b) Medical Interfacility Patient Transfer Services. Enter into intergovernmental operational agreement(s) with Vinson Memorial Hospital, as indicated, and modify LFD ambulance operations accordingly.		
Develop Budget Transparency Initiative Benchmarks		
Reinstate Albany County Transportation Authority for Development of the Public Transportation Plan		
Conclude Stormwater Management Business Plan and Implement Outcomes for Sustainable Operations		
Assess & Report Efficacy of New Mental Health Services/Programs		

**CITY OF LARAMIE, WYOMING  
RESOLUTION 2024-10**

A RESOLUTION ADOPTING POLICY GOALS AND OBJECTIVES FOR THE CITY OF LARAMIE,  
WYOMING FOR 2024

*Whereas*, in January 2024, the Governing Body received a report on the State of the City and reviewed the progress made on the goals established for the prior year, 2023; and,

*Whereas*, the establishment of policy goals and objectives by the Governing Body promotes the overall efficiency and effectiveness of City services and facilitates community building for current and future generations.

***NOW, THEREFORE, BE IT RESOLVED*** BY THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING:


**Section 1.** That the foregoing recitals are incorporated in and made a part of this resolution by reference; and,

**Section 2.** That the public policy goals of the City of Laramie for 2024 are hereby declared to be:

Goal No. 1	Infrastructure Planning & Investment
Milestone A	Maximize safe access for persons of all abilities and ages to public amenities, facilities and rights-of-way. Engage Laramie Advisory Commission on Disabilities (LACD) in these efforts and complete application for grant funding to expedite needed improvements in high priority areas.
Milestone B	Increase public awareness among property owners about how they can support accessibility on their adjacent sidewalks and driveways. Work with the LACD, Board of Health and other interagency partners to improve physical access for differently abled persons of all ages.
Milestone C	Conclude business plan for stormwater management and implement policies needed to ensure sustainability and functionality of storm water collection system.
Milestone D	Ensure non-motorized and alternative transportation options are integrated comprehensively across municipal and regional transportation system.
Milestone E	Continue grant seeking to maximize financial investment in water, sewer and street systems.
Milestone F	Work with State Broadband initiative to ensure Laramie has sufficient broadband infrastructure to recruit and retain workforce and businesses. (re: <i>Thrive!</i> , Strategy #10) in conjunction with the State Broadband Initiative.
Goal No. 2	Interagency Collaboration
Milestone A	With Albany County Mental Health [Interagency] Board, explore and develop community-integrative programs to address mental health needs. Monitor and report efficacy of newly implemented mental health response plan.
Milestone B	Expand offerings within the drug and alcohol diversion program.
Milestone C	Reinstate Albany County Transportation Authority and complete a plan for public transportation.
Milestone D	Review and evaluate City's board/commission structure for efficiency and assess the City's obligations for serving on non-city boards. Consider establishment of a Human Right Commission.
Milestone E	Revamp town and gown committee in collaboration with education and governmental partners.
Goal No. 3	City Services & Resident Engagement
Milestone A	Determine City-County treatment and prevention objectives to be funded from the opioid settlement.

Milestone B	Continue migration to a new Enterprise Resource Planning software platform to modernize municipal business operations and processes for more efficient and effective public services.
Milestone C	Complete business plan for <b>a) E911 Ambulance</b> , and <b>b) Medical Interfacility Patient Transfer service</b> . Enter into intergovernmental operational agreement(s) with Ivinson Memorial Hospital, as indicated, and modify LFD ambulance operations accordingly.
Milestone D	Raise community awareness about and participation in matters being considered by the city council. Engage community by providing meaningful and valuable information about city services and programs.
Milestone E	Implement municipal volunteer program app to make volunteerism easier for residents.
Milestone F	Develop benchmarks for the budget transparency.
Milestone G	Complete municipal staffing study.
<b>Goal No. 4</b>	<b>Economic Development</b>
Milestone A	In conjunction with WYDOT's planned improvement of Snowy Range Road, plan for the construction of complementary a) multimodal options, and b) infrastructure improvements that will lower the cost of for business to develop along this visible and heavily traveled transportation corridor.
Milestone B	Evaluate concerns reported by residents alleging an increase in predatory practices for mobile homes and rental housing. Measure effectiveness of City's rental housing code.
Milestone C	Investigate how currently unused tools might improve housing supply and attainability: land banking; land trust, sliding municipal fee scales or incentives, and conversion program for vacant residential or office space.
Milestone D	Communicate with developers and contractors about changes to city's development review and permitting requirements and engage private sector partners to assist city with continual improvement of these processes.
<b>Goal No. 5</b>	<b>Environmental Stewardship</b>
Milestone A	Adopt the City of Laramie Municipal Emissions Reduction Plan and begin implementing recommendations.
Milestone B	Adopt consumptive use plan for the Heart/Bath and Monolith Ranch operation.
Milestone C	Implement ordinance(s) necessary to enforce the Aquifer Protection Plan.
Milestone D	Investigate feasibility of pilot program for containerized composting to reduce solid waste.

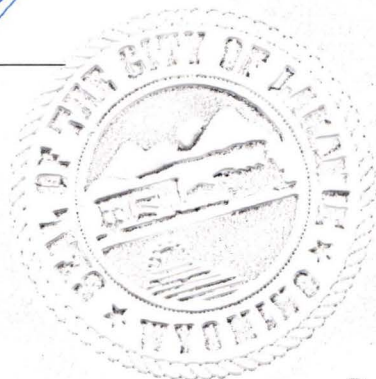
PASSED, APPROVED, AND ADOPTED THIS 16<sup>th</sup> day of January 2024.

  
 Brian Harrington

MAYOR AND PRESIDENT OF COUNCIL

ATTEST:

  
 Nancy Bartholomew  
 CITY CLERK



**CITY OF LARAMIE, WYOMING  
RESOLUTION 2024-10**

A RESOLUTION ADOPTING POLICY GOALS AND OBJECTIVES FOR THE CITY OF LARAMIE,  
WYOMING FOR 2024

*Whereas*, in January 2024, the Governing Body received a report on the State of the City and reviewed the progress made on the goals established for the prior year, 2023; and,

*Whereas*, the establishment of policy goals and objectives by the Governing Body promotes the overall efficiency and effectiveness of City services and facilitates community building for current and future generations.

***NOW, THEREFORE, BE IT RESOLVED*** BY THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING:


**Section 1.** That the foregoing recitals are incorporated in and made a part of this resolution by reference; and,

**Section 2.** That the public policy goals of the City of Laramie for 2024 are hereby declared to be:

Goal No. 1	Infrastructure Planning & Investment
Milestone A	Maximize safe access for persons of all abilities and ages to public amenities, facilities and rights-of-way. Engage Laramie Advisory Commission on Disabilities (LACD) in these efforts and complete application for grant funding to expedite needed improvements in high priority areas.
Milestone B	Increase public awareness among property owners about how they can support accessibility on their adjacent sidewalks and driveways. Work with the LACD, Board of Health and other interagency partners to improve physical access for differently abled persons of all ages.
Milestone C	Conclude business plan for stormwater management and implement policies needed to ensure sustainability and functionality of storm water collection system.
Milestone D	Ensure non-motorized and alternative transportation options are integrated comprehensively across municipal and regional transportation system.
Milestone E	Continue grant seeking to maximize financial investment in water, sewer and street systems.
Milestone F	Work with State Broadband initiative to ensure Laramie has sufficient broadband infrastructure to recruit and retain workforce and businesses. (re: <i>Thrive!</i> , Strategy #10) in conjunction with the State Broadband Initiative.
Goal No. 2	Interagency Collaboration
Milestone A	With Albany County Mental Health [Interagency] Board, explore and develop community-integrative programs to address mental health needs. Monitor and report efficacy of newly implemented mental health response plan.
Milestone B	Expand offerings within the drug and alcohol diversion program.
Milestone C	Reinstate Albany County Transportation Authority and complete a plan for public transportation.
Milestone D	Review and evaluate City's board/commission structure for efficiency and assess the City's obligations for serving on non-city boards. Consider establishment of a Human Right Commission.
Milestone E	Revamp town and gown committee in collaboration with education and governmental partners.
Goal No. 3	City Services & Resident Engagement
Milestone A	Determine City-County treatment and prevention objectives to be funded from the opioid settlement.

Milestone B	Continue migration to a new Enterprise Resource Planning software platform to modernize municipal business operations and processes for more efficient and effective public services.
Milestone C	Complete business plan for <b>a) E911 Ambulance</b> , and <b>b) Medical Interfacility Patient Transfer service</b> . Enter into intergovernmental operational agreement(s) with Ivinson Memorial Hospital, as indicated, and modify LFD ambulance operations accordingly.
Milestone D	Raise community awareness about and participation in matters being considered by the city council. Engage community by providing meaningful and valuable information about city services and programs.
Milestone E	Implement municipal volunteer program app to make volunteerism easier for residents.
Milestone F	Develop benchmarks for the budget transparency.
Milestone G	Complete municipal staffing study.
<b>Goal No. 4</b>	<b>Economic Development</b>
Milestone A	In conjunction with WYDOT's planned improvement of Snowy Range Road, plan for the construction of complementary a) multimodal options, and b) infrastructure improvements that will lower the cost of for business to develop along this visible and heavily traveled transportation corridor.
Milestone B	Evaluate concerns reported by residents alleging an increase in predatory practices for mobile homes and rental housing. Measure effectiveness of City's rental housing code.
Milestone C	Investigate how currently unused tools might improve housing supply and attainability: land banking; land trust, sliding municipal fee scales or incentives, and conversion program for vacant residential or office space.
Milestone D	Communicate with developers and contractors about changes to city's development review and permitting requirements and engage private sector partners to assist city with continual improvement of these processes.
<b>Goal No. 5</b>	<b>Environmental Stewardship</b>
Milestone A	Adopt the City of Laramie Municipal Emissions Reduction Plan and begin implementing recommendations.
Milestone B	Adopt consumptive use plan for the Heart/Bath and Monolith Ranch operation.
Milestone C	Implement ordinance(s) necessary to enforce the Aquifer Protection Plan.
Milestone D	Investigate feasibility of pilot program for containerized composting to reduce solid waste.

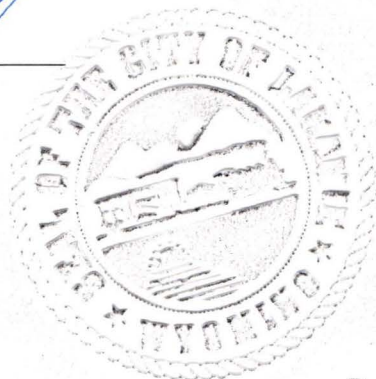
PASSED, APPROVED, AND ADOPTED THIS 16<sup>th</sup> day of January 2024.

  
 Brian Harrington

MAYOR AND PRESIDENT OF COUNCIL

ATTEST:

  
 Nancy Bartholomew  
 CITY CLERK



Goal No. 1	Infrastructure Planning & Investment	Outcomes	Percent Complete (YTD, 11-12-24)
Millstone A	Maximize safe access for persons of all abilities and ages to public amenities, facilities and rights-of-way. Engage Laramie Advisory Commission on Disabilities (LACD) in these efforts and complete application for grant funding to expedite needed improvements in high priority areas.	<b>Laramie Municipal Code (LMC) requirements</b> ensure and improve access for able bodied and disabled residents incrementally as new development/redevelopment occurs. Staff review development and building applications to ensure and enforce conformance with accessibility standards. <b>Laramie Advisory Commission on Disabilities (LACD)</b> activities effort to support this goal by conducting a walking tour of the City to evaluate accessibility with findings to be provided to City Council, as well as efforts to promote disability awareness at events and through social media and the City volunteer app (also see Goal 3E report). Grant funding secured for <b>installation of Laramie's 1st fully inclusive outdoor park play area at Optimist Park</b> . Other accessible park work at the new Rotary Club Park and ADA compliant design for 2025 projects underway for Coughlin Pole Mountain Park, Depot Park, Labonte Park trail/pathway, Spring Creek Trail Phase 2, West Side connector trail. <b>City-wide LIDAR field assessment of sidewalk accessibility</b> completed. Data will be used to budget for accessibility projects on city owned property & 2025 grant applications. Data will be presented to LACD and Traffic Safety Commission Spring 2025. Work sessions held Q1 & Q2 2024.	99%
Millstone B	Increase public awareness among property owners about how they can support accessibility on their adjacent sidewalks and driveways. Work with the LACD, Board of Health and other interagency partners to improve physical access for differently abled persons of all ages.	<b>Comprehensive program of information has been distributed across the City's public relations platforms</b> throughout the year regarding municipal code requirements relative to sidewalk maintenance and the importance of accessibility. Staff have fielded numerous resident inquiries from residents on this matter demonstrating that public awareness is improving. Code enforcement staff work directly with property owners on a routine basis to <b>focus on problem areas</b> . This goal is tied to Goal 3E with more information reported below.	100%
Millstone C	Conclude business plan for stormwater management and implement policies needed to ensure sustainability and functionality of storm water collection system.	<b>Operational and financial evaluation</b> completed and <b>business plan presented in 8 public meetings</b> of the City Council & Storm Water Focus Group during which detailed policies for system maintenance, capital improvement program, long-term financing, rate structure, and user fees were vetted for a Surface Water Drainage Utility Fund. Implementation <b>ordinance currently pending second reading</b> and, upon passage, staff will begin rate building in ERP system mid-winter to be ready for July 1 implementation. Work sessions held Q1, Q2, Q3, & Q4 2024.	100% (upon 3rd reading)
Millstone D	Ensure non-motorized and alternative transportation options are integrated comprehensively across municipal and regional transportation system.	<b>Laramie Municipal Code (LMC) requires non-motorized transportation options</b> (trails, sidewalks, bike lanes, etc.) are routinely evaluated with every public street and private development project, including 2024 chip seal, Wyoming Avenue, 15th Street (with UV), Winson Ave 6th Street to 15th Street, and Venture Drive in 2024. <b>Locations for enhanced bike lanes and sharrows under evaluation</b> & to be presented to Traffic Safety Commission Winter 2024/25. Reconnecting Communities grant secured to engage public in evaluation and <b>planning for improved east-west connectivity</b> bridging interstate and riverway impediments. This goal is tied to Goal 2C with more information reported below.	100%
Millstone E	Continue grant seeking to maximize financial investment in water, sewer and street systems.	<b>\$19.1 Million FTTD grants secured</b> in support of water, wastewater, parks, public safety, recreation and trails. <b>Pending applications:</b> NAWCA \$400,000, WWMNRT \$390,000 are currently pending award. <b>Applications being prepared:</b> WWDCC Level 1 Water Master Plan, SRF Zone 1 tank, SW/IR multifamily recycling. Jacoby detention pond grant is in feasibility review with NRCS with project estimated over \$10 M. <b>Applications denied:</b> TAP for Bill Nye pathway, Federal community project for Bill Nye complete street with utilities, Clean Heavy Duty Vehicle Grant Program, Diesel Emissions Reductions, or Greenhouse Gas Reduction (agricultural nature of our use on the ranch deemed ineligible). See attached Grant History for detail.	100%
Millstone F	Work with State Broadband Initiative to ensure Laramie has sufficient broadband infrastructure to recruit and retain workforce and businesses. (re: <i>Thrive!</i> , Strategy #10) in conjunction with the State Broadband Initiative.	<b>Laramie Municipal Code (LMC) requires contact with all franchise utilities</b> for establishment of necessary easements, including broadband, through the platting process and staff routinely enforce this provision. Staff have learned recently that non-municipal dry utilities may cost much more now than in the past and staff is trying to understand impact this may have on providing broadband service. <b>City supported the Wyoming Broadband Office (WBO) BEAD Initiative</b> by participating in mapping broadband availability, canvassing community to engage stakeholders and residents in the Challenge process, and contributing to the Statewide Digital Access Plan ( <a href="https://broadband.wyomingbusiness.org">https://broadband.wyomingbusiness.org</a> ). WBO is holding informational webinars currently for utilities who will seek funding. No further action is necessary at this time and staff continue to monitor and work with the WBO. Work session held Q2 2024.	100%
<b>Goal No. 2</b>	<b>Interagency Collaboration</b>	<b>34 current active clients:</b> 3 employed, 6 homeless/have insecure housing, & 5 UW students. <b>Number of Contacts by Community Crisis Case Manager:</b> 56, 13 in person, 30 by phone, 6 treatment team meetings at Behavioral Health Services at Winson Memorial Hospital, 4 corresponds, 2 welfare checks and 3 collateral contacts. There were an additional 31 attempted contacts. <b>Resources Connected to:</b> 9 VOA (1 refused), 1 Robble's House, 1 Interfaith Good Samaritan, 1 CLIMB, 1 Laramie Foster Closet, 1 Winson Medical Group, 1 SAFE project, 1 Cheyenne Housing Authority, 1 Family Promise, 2 VOA supported apartments (1 refused), 2 VOA Quality of Life funds (1 refused), 2 VOA Crisis Line, 1 LVHealth and 3 VOA Serenity Place (2 refused), 1 Eppson Center for Seniors, 1 Clinic for Mental Health and Wellness, and 3 University of Wyoming Dean of Student's Office. <b>Services Referrals Already Established at Time of Contact:</b> 6 with VOA, 1 with the Clinic for Mental Health and Wellness, 2 with Eppson Center for Seniors, 1 with Laramie Connections, 1 with DFS Childcare Assistance, and 1 with Downtown Clinic. See attached report from VOA for additional detail. Work sessions held Q2 2024.	100%
Millstone B	Expand offerings within the drug and alcohol diversion program.	City Attorney's Office facilitated report to City Council on Nov. 6, 2024. Code Enforcement staff have partnered with Drug Court to provide opportunities for volunteering.	100%
Millstone C	Reinstate Albany County Transportation Authority and complete a plan for public transportation.	Staff <b>secured transportation planning grant</b> and requested formation of the transportation authority by County Board of Commissioners & Albany County Transportation Authority ( <b>ACTA</b> ) <b>was fully appointed in September 2024</b> . Individual ACTA members and technical advisors have signed off on the request for proposal & the granting agency is currently reviewing. Project manager has been hired & consultant selection scheduled to occur January 2025 with project anticipated to conclude Summer/Fall 2025.	20%

2024 Annual Report

Milestone D	Review and evaluate City's board/commission structure for efficiency and assess the City's obligations for serving on non-city boards. Consider establishment of a Human Right Commission.	Staff reviewed and made recommendation on City boards & commissions at work session Q1 2024. Inquiry was made to non-city/community boards and all indicated a desire for continued participation by the City's elected officials and staff members. Staff established <b>City email addresses</b> for all boards and <b>commission member official use</b> to ensure compliance with state record retention policies and facilitate good governance principles for transparency among appointed volunteer board & commission members. City Council <b>created the Human Rights &amp; Relations Commission</b> through Enrolled Ordinance No. 1848 on April 2, 2024. City Manager recommended <b>budget appropriations for several boards and commissions to support key mission objectives.</b>	100%
Milestone E	Revamp town and gown committee in collaboration with education and governmental partners.	New <b>memorandum of understanding executed</b> and committee members trained with Internation Town & Gown Association (ITGA) regarding best practices for effectiveness. A contingent of Laramie representatives attended the ITGA Conference, presenting on the Laramie's strategic planning process. <b>Committee continues to meet regularly.</b> Work session held Q3 2024.	100%
<b>Goal No. 3</b>	<b>City Services &amp; Resident Engagement</b>		
Milestone A	Determine City-County treatment and prevention objectives to be funded from the opioid settlement.	City Attorney's Office in process of <b>creating working group</b> with County and community partners. City continues to receive settlement proceeds, with approximately \$400,000 currently on hand to allocate for eligible projects and, by fiscal year end, an additional \$1.3 million is receivable under settlement agreements with the distributor, Janssen, NOAT, TEVA, Allergan, Walgreens, CVS, and Walmart.	5%
Milestone B	Continue migration to a new Enterprise Resource Planning software platform to modernize municipal business operations and processes for more efficient and effective public services.	<b>Finance Phase I became live in early February 2024</b> with outside project manager reporting Laramie's was one of the smoothest transitions among dozens of municipal clients. Finance functionality continues to perform well and user adoption is high. <b>Enterprise Permitting &amp; Licensing Phase II became live in October</b> for staff & customers following 6,300 staff hours of development, including 25+ training sessions for community members/users. <b>Human Resource Management (HRM) Phase III kicked off</b> in August 2024 with a go-live date of January 2026.	90%
Milestone C	Complete business plan for <b>a) E911 Ambulance, and b) Medical Interfacility Patient Transfer service.</b> Enter into intergovernmental agreement(s) with Iverson Memorial Hospital, as indicated, and modify LFD ambulance operations accordingly.	City and IMH jointly commissioned leading national consultancy to evaluate ambulance service and facilitate business plan; Fitch & Associate's analysis determined the ambulance service as currently operated to be the best economic value for the countywide service area for both E911 ambulance response and interfacility patient transfer (ITF) services. IMH rejects the Fitch financial findings and believes it can self-perform patient transfer services at a lower cost. While City is willing and able to continue transferring hospital patients, it is not financially sustainable to continue subsidizing the service with taxpayer funds and, doing so, is eroding response capability for fire and E911 medical calls. It appears likely that IMH will begin self-performing patient transfer services at a lower cost in coming months and staff will work with hospital to ensure a smooth transition. City intends to retain personnel, vehicles and equipment necessary to perform its core service of medical ambulance E911 response within Laramie and Albany County. Future action to affect the transition will be needed by staff and City Council in 2025. Work session held Q3 2024.	50%
Milestone D	Raise community awareness about and participation in matters being considered by the city council. Engage community by providing meaningful and valuable information about city services and programs.	<b>All departments have worked to enhance public education and informational efforts and activities around policy matters</b> under consideration by the City Council. Some examples include: Wastewater plant upgrades, street sign theft, capital projects, street closures, farmers market booths, participating in community events, Food Safety Awareness, and 'Fun Fact' & 'This Day in History' series. Work session held Q2 2024. <b>For the period Oct. 29, 2023 - Oct. 29, 2024:</b> 449 Posts 1.6 Million Impressions 22,000 Interactions Volume of interactions are down 23%, however this averages all Facebooks pages, and while the City of Laramie's accounts have risen by 36%, the LPD's Facebook has fallen by 37% which brings down the average. 19 Press Releases sent by LUM 21 PRs sent by City Staff 29 Total releases picked up 8,600 Interactions from PRs	100%
Milestone E	Implement municipal volunteer program app to make volunteerism easier for residents.	Software tool purchased, setup and published. Continued work with partner organizations to help improve visibility and engage the public. Currently, <b>107 registered volunteers with more than 20 volunteers signed up for the Snow Angel program.</b> Comprehensive ad campaign being used. Work session held Q2 2024.	100%
Milestone F	Develop benchmarks for budget transparency.	Year one benchmarks include: 1) providing <b>structured opportunities for staff to engage with, listen to, and implement public preferences for financial transparency</b> , while providing education, and 2) making <b>more information available to the public in easy to use and understand formats.</b> City Manager's <b>Budget Advisory Committee</b> , implementation of an <b>open data tool</b> , and condensed financial reports are primary paths. Council work session in January 2025 planned to review the open data tool, and the City Manager's Budget Advisory Committee will kick off meeting in January, as well. Work session held Q4 2024.	100%
Milestone G	Complete municipal staffing study.	Consultant failed to perform and contract terms were invoked to secure reimbursement to City for services not performed. Staff are recommissioning the study at current time.	0%
<b>Goal No. 4</b>	<b>Economic Development</b>		

Milestone A	In conjunction with WYDOT's planned improvement of Snowy Range Road, plan for the construction of complementary a) multimodal options, and b) infrastructure improvements that will lower the cost for businesses to develop along this visible and heavily traveled transportation corridor.	WYDOT has pushed this project for 2030 - 2031. They are aware we want to be very active in the planning and design but that won't begin for another couple years. When we install the new waterline, we will be upsizing to allow for better fire flow which should allow for business and building improvements. WYDOT has indicated that portions of the West Laramie/Snowy Range Road Pedestrian/Bicycle Feasibility Study should be able to be implemented. Engineering is preparing an RFQ for the design of the waterline	TBD
Milestone B	Evaluate concerns reported by residents alleging an increase in predatory practices for mobile homes and rental housing. Measure effectiveness of City's rental housing code.	This goal is ongoing with many areas to look at and consider. Staff developed a resident survey to gauge concerns and get a better understanding of rental practices but learned from Vice Mayor Cumble, Councilor O'Donoherty & Representative Provenza that a separate survey had already been prepared. Staff were asked to table the City survey to allow the community group working on this issue to complete their survey research which was more focused on the safety of rentals in Laramie, while the City's survey was more concerned with the economic ins and outs of renting in Laramie. Specific information about mobile homes was presented to Council, along with an update on the rental housing licensing/registration program in Q2 & Q3 2024.	25%
Milestone C	Investigate how currently unused tools might improve housing supply and attainability: land banking; land trust, sliding municipal fee scales or incentives, and conversion program for vacant residential or office space.	<b>Another round of LMC amendments promoting housing</b> is scheduled for consideration Q1 2025. In follow-up to the extensive changes the City Council has already approved in the past 4 years. Through the City Council's <b>creation of an Urban Renewal Agency (URA)</b> a new financing tool can be brought to bear for housing (and other) development. The <b>pioneering North 4th Street Housing Redevelopment project is underway to create 66 new housing units</b> (Phase I) on city-owned land through a partnership with private developers and the URA acting as one financing partner. After an extensive review of proposal, negotiations are underway with Northwest Real Estate Capital Corporation. Initial outreach in September provided valuable information and opportunity for the public to help shape this exciting project. A recent tour of the site occurred with Wyoming Community Development Authority evaluating a Phase I funding request for the northern end of the site estimated at 99,000 SF to include 25,000 SF of commercial space and 66 residential units. Recently a rezoning (R0B Overlay) was approved by City Council, to allow for multi-family development as a by-right use on this B2 zoned property in subsequent phases of the project. Next steps anticipate a future long-term lease agreement, site planning and building permit review. Staff are recommending City Council appropriate modest funding to URA from the Economic Development Fund for professional assistance to complete the project. Laramie initiated a URA conference to share strategies for success with other URAs and cities in Wyoming and this proved a valuable exercise. Staff is working with other developers to identify additional public private partnerships for housing development that may be eligible for arterial infrastructure funding assistance through the Wyoming Business Council as a possible method for helping private builders to overcome financial barriers, resulting in lower housing costs for buyers. <b>2024:</b> 81 build ready single family lots + 66 housing units planned at N. 4th Street Redevelopment Site <b>Summer 2025:</b> 86 Build ready single family lots; 4 multifamily lots	Ongoing
Milestone D	Communicate with developers and contractors about changes to city's development review and permitting requirements and engage private sector partners to assist city with continual improvement of these processes.	This is being continually done by staff as opportunities arise as well as during other engagement processes such as the West Side Visioning Project. Outreach occurred at community events such as Farmer's Market and community housing working group.	100%
<b>Goal No. 5</b>	<b>Environmental Stewardship</b>		
Milestone A	Adopt the City of Laramie Municipal Emissions Reduction Plan and begin implementing recommendations.	Laramie <b>Municipal Emissions Reduction Plan was adopted</b> on April 23, 2024 by the City Council. City Staff and the Environmental Advisory Committee are working on citizen survey and public outreach efforts related to waste diversion. Fleet continues to seek hybrid, electric and idle reduction pricing on all bids. We now have 10 hybrids in the fleet and 2 electric pickup trucks. Working on SWIFR grant to start a Multi-Family and commercial recycling program to help divert from the landfill more recyclable materials. All City of Laramie Departments continue to incorporate sustainable measures into planning, purchasing, and operating activities.	100%
Milestone B	Adopt consumptive use plan for the Heart/Bath and Monolith Ranch operation.	The <b>Monolith Consumptive Use Report was completed</b> in early 2024. This is the initial piece of a comprehensive consumptive use plan for the entirety of the City owned agricultural properties. With the <b>Monolith Ranch Committee &amp; City Council having approved the three year pause on leasing the Monolith Ranch</b> in Q3, staff intends to gather the necessary information to create a comprehensive plan for both ranches. This will include consumptive use, grazing plan, critical aging infrastructure inventory, maintenance plan, ecological assessment, and water right review. Previously completed reports, historic water data, vegetation data, historic agricultural practices and operations, system wide inventory, and current condition of infrastructure are all being analyzed and compiled. Once this information has been compiled and analyzed, staff will begin building the history section of the comprehensive plan and continue to leverage our local experts to acquire the necessary information to complete the plan.	30%
Milestone C	Implement ordinance(s) necessary to enforce the Aquifer Protection Plan.	City Staff has almost completed the draft code changes for the Aquifer Protection ordinance for Council consideration in January 2025.	75%
Milestone D	Investigate feasibility of pilot program for containerized composting to reduce solid waste.	Staff have <b>designed a community driven food waste composting program named CORE (Community Outreach Reduction Education)</b> and are researching grants to assist in the final planning and implementation of a pilot effort. It is believed the first step in any program would be to work in tandem with the public outreach and citizen survey related to the Laramie Municipal Emissions Reduction Plan. Staff is currently working through the pilot program proposal with the EAC and anticipates presenting this program to the Council in January 2025. Grant possibilities include EPA Community Change Grants, Walmart Spark Good Grants, and USDA CFWR Cooperative Agreements.	70%

**CITY OF LARAMIE, WYOMING  
RESOLUTION 2025 – 13**

A RESOLUTION ADOPTING POLICY GOALS AND OBJECTIVES FOR THE CITY OF  
LARAMIE, WYOMING FOR 2025

*Whereas*, in January 2025, the Governing Body received a report on the State of the City and reviewed the progress made on the goals established for the prior year, 2024; and,

*Whereas*, the establishment of policy goals and objectives by the Governing Body promotes the overall efficiency and effectiveness of City services and facilitates community building for current and future generations.

**NOW, THEREFORE, BE IT RESOLVED** BY THE GOVERNING BODY OF THE CITY OF LARAMIE, WYOMING:

**Section 1.** That the foregoing recitals are incorporated in and made a part of this resolution by reference; and

**Section 2.** To adopt these public policy goals for the City of Laramie for 2025.

<p><u>Engagement and Communication</u> <i>Civic engagement is a valued part of our municipal decision-making process that maximizes local capacity by building upon varied perspectives. Two-way communication sharing fosters trust between residents and city government and furthers Laramie's values of transparency, accountability and integrity.</i></p> <p style="text-align: center;"><i>Strategic Milestones</i></p>	<p style="text-align: center;"><i>Adopted Coaligned Objective(s)</i></p>
<p>Continue support for software implementation project that is modernizing municipal business operations and processes for more efficient and transparent public services.</p>	
<p>Foster and participate robustly in action-oriented partnerships with stakeholders, across public and private sector, to address complex community issues like attainable workforce housing, economic development and public transportation.</p>	<p>Laramie Housing Strategy 2020 Thrive, Strategy 13 Action 1 Housing Study</p>
<p>Convert monthly municipal operations and service-level report to a public facing key performance indicator (KPI) graphical dashboard on the city website.</p>	<p>Unified Public Information Strategy</p>
<p>Communicate Laramie's adopted goals to city boards and commissions to align priorities and municipal resources for a whole of city effort.</p>	<p>Unified Public Information Strategy</p>
<p>Implement second phase of unified public information strategy providing consistent, centralized information sharing with focused effort on enhancing digital and visual channels of communication.</p>	<p>Unified Public Information Strategy</p>

<p>Establish newsletter from governing body that will inform and engage residents, State officials and other stakeholders on relevant and meaningful municipal public policy matters.</p>	
<p><b>Housing</b>  <i>Housing choices and affordability are essential to the overall success of the community and the quality of life and prosperity of residents.  Laramie's high cost of both land and construction make it challenging to produce lower priced housing. - Thrive! (2020)</i></p> <p style="text-align: center;"><i>Strategic Milestones</i></p>	<p style="text-align: center;"><i>Adopted Coaligned Objective(s)</i></p>
<p>Conclude construction of housing-ready infrastructure projects, including North Side Water Tank, North Side Sanitary Sewer, Bill Nye Sewer &amp; Corthell Sewer.</p>	<p>Housing Study for for 2030  Laramie Housing Strategy 2020  Thrive, Strategy 4 &amp; 11</p>
<p>Having last comprehensively audited and modified the unified development code in 2019, continue the annual practice of evaluating/modifying the development code, as it pertains to facilitating housing development. Analyze short and long-range impact of UW student housing on housing stock.</p>	<p>Housing Study for 2030  Laramie Housing Strategy 2020  Thrive, Strategy 13.1</p>
<p>Identify infill opportunities to increase housing diversity within the core area of the city.</p>	<p>Laramie Housing Strategy 2020  Thrive, Strategy 13.4</p>
<p>Establish program to recognize outstanding achievements and professionalism in Laramie's private residential rental market. Consider dedicated staff to support enforcement of LMC 8.80.</p>	<p>Thrive, Strategy 13.4</p>
<p>Identify land that could be acquired through conventional purchasing, land trusts, trades, or development authorities to incentivize housing growth, while maintaining the city's strong financial condition.</p>	<p>Thrive, Strategy 13  Action 4</p>
<p>Continue facilitating special projects that recruit developers in partnership with other regional partners, including redevelopment of city property on N. 4th Street @ LaBonte, Turner Tract neighborhood, and Old Slade School site. Create deed-restricted housing that allows for the preservation of affordability using initial subsidies or other development/ redevelopment cost reductions.</p>	<p>Thrive, Strategy 13  Action 2, 3  Laramie Housing Strategy 2020</p>
<p>Conduct legal review of Wyoming State Statutes outlining the extent of municipal authority for regulation of mobile home community operators; and consider permissible regulations that may reduce harm to those residing in mobile homes while maintaining affordability of mobile home stock.</p>	

Track housing development to ensure diversity of home types available for all residents is increased, including for the elderly, first time homebuyers, renters, families and persons with special needs.	Housing Study for 2030 Laramie Housing Strategy 202 Thrive, Strategy 13
<p><b><u>Enabling Resources and Inputs</u></b>  <i>To achieve the community's needs and vision will require resources and inputs necessary to build capacity and a bridge to the future.</i></p> <p style="text-align: center;"><i>Strategic Milestones</i></p>	<i>Adopted Coaligned Objective(s)</i>
Collaborate with Albany County and Rock River to renew specific project capital construction (6th Penny) sales tax.	
Align discretionary funding with policy priorities.	
Maintain continuity of professional staff and leadership by providing fair and competitive market-based compensation, along with working conditions and tools that support and empower staff to be maximally effective and efficient as they perform the work of the public.	Compensation Policies & Practices
<p><b><u>Infrastructure that is Housing-Ready &amp; Business-Ready</u></b>  <i>The community's success builds upon the publicly operated infrastructure that ensures human health and facilitates business and commerce; healthy infrastructure supports a thriving Laramie.</i></p> <p style="text-align: center;"><i>Strategic Milestones</i></p>	<i>Adopted Coaligned Objective(s)</i>
Implement the business plan for the storm water management utility as adopted in E.O.1859, L.M.C. 13.80.	Thrive, Strategy 11
Allocate maximum possible investment to restore roads in marginal-fair condition and support preventive maintenance on pavements in good condition.	Pavement Mgmt. Report Thrive, Strategy 13
Develop financial model(s) and paving standards for unpaved roads in West Laramie, including storm drainage infrastructure, with a potential end date of 2035.	
Maintain user fees/rates to sustain critical water and sewer service and business-ready infrastructure and continue grant seeking to augment financial resources.	Utility Master Plans Thrive, Strategy 11
Evaluate options for increasing on-street parking downtown, along with financial options for adding off-street parking facilities.	
Conduct a needs assessment of municipal facilities.	

<p><u>Safety and Wellbeing</u>  <i>The physical safety and emotional wellbeing of community members and visitors is essential as they go about living, working and playing throughout Laramie and essential for a high quality of life.</i></p>	<p><i>Adopted Coaligned Objective(s)</i></p>
<p><i>Strategic Milestones</i></p>	
<p>Complete transition of medical patient transfer services to hospital and implement billing management for Emergency Medical Services  Support physical safety and wellbeing of all community members as they live and work throughout the city.  Determine how to allocate opioid settlement monies to achieve city's safety and wellbeing objectives.  Make permanent the adult diversion and mental health response programs.</p>	
<p><u>Economic Opportunity and Development</u>  An engine of growth for Wyoming, Laramie is a welcoming cultural capital, education hub, and center of economic opportunity. -- <i>Thrive! Laramie (2020)</i></p>	<p><i>Adopted Coaligned Objective(s)</i></p>
<p><i>Strategic Milestones</i></p>	
<p>Having last comprehensively audited and modified the unified development code in 2019, continue the annual practice of evaluating the development code, as it pertains to facilitating small business development.  Complete needs assessment of youth sports facilities focused on supporting community health, economic development and recreation visitation, alongside financial feasibility.  Consider and evaluate growth opportunities in underutilized areas of north and west Laramie as well as what type of development should occur to attract investment.  Continue providing quality information &amp; outreach to the development and building community to facilitate well-planned growth that meets community standards and needs.</p>	<p>Thrive, Strategy 1 &amp; 13.1   Thrive, Strategy 7 &amp; 9   Thrive, Strategy 13.4   Thrive, Strategy 13.1</p>
<p><u>Public Transportation &amp; Accessibility</u>  Public transportation ensures access to jobs, healthcare and education and contributes to overall the quality of life for residents.</p>	<p><i>Adopted Coaligned Objective(s)</i></p>
<p><i>Strategic Milestones</i></p>	
<p>Evaluate feasibility, availability and accessibility of public transportation and multi-modal travel throughout the community by completing plans for (re)Connecting West Laramie and Public</p>	<p>Transportation Grant Agreement  (re)Connect Grant Agreement Municipal</p>

Transportation.	Emission Plan
Collaborate with Albany County Transportation Authority, UW and Eppson Center to expand services public transit services upon completion of the Public Transportation Plan. Improve mobility safety for persons of all ages and abilities through walkability and bikeability of sidewalks and bike lanes.	
<u>Environmental</u> Nestled in the sweeping valley of the Snowy Range and Sherman Hills, Laramie treasures our environment and acts as a steward of our lands and natural resources as we pursue a carbon neutral future.	
<i>Strategic Milestones</i>	<i>Adopted Coaligned Objective</i>
Develop a waste reduction strategy with diversion goals to reduce landfill waste. Maintain municipal emissions inventory, including estimate of emissions sequestered from greenspaces, as part of continuing work toward the Carbon Neutral by 2050 objective. Continue implementing strategies for protecting the Casper Aquifer as set forth in the adopted plan.	Municipal Emission Plan Thrive, Strategy 12 Casper Aquifer Protection Plan

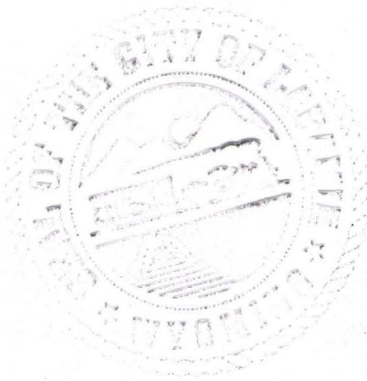
PASSED, APPROVED, AND ADOPTED THIS 4<sup>th</sup> day of February 2025.

Sharon Cumbie

MAYOR AND PRESIDENT OF COUNCIL

ATTEST:

Nancy Bartholomew, CMC  
CITY CLERK



Engagement and Communication <i>Civic engagement is a valued part of our municipal decision-making process that maximizes local capacity by building upon varied perspectives. Two-way communication sharing fosters trust between residents and city government and furthers Laramie's values of transparency, accountability and integrity.</i>			
Strategic Milestones	Adopted Coaligned Objective(s)	Status	Report
Continue support for software implementation project that is modernizing municipal business operations and processes for more efficient and transparent public services.		<p><b>Complete:</b> Licensing &amp; Permitting training substantially complete. The first payroll will be issued in mid-January, including transition to semi-monthly payroll for non benefited employees. Human resources module testing still in progress with go live expected Q1 2026 and final data validation occurring in March.</p> <p><b>In Progress:</b> Human resource module</p> <p><b>Starting:</b> Utility billing module</p>	<p>Implementation is ongoing for all licensing and permitting and this will be an ongoing task for the foreseeable future.</p> <p>Timekeeping module went live on December 6 with configuration and end user training substantially complete. The first payroll will be issued in mid-January, including transition to semi-monthly payroll for non benefited employees. Human resources module testing still in progress with go live expected Q1 2026 and final data validation occurring in March.</p> <p>Council approved Change Order 2 with KOA Hills Consulting to kick off final module for utility billing December 2025 and go live Spring 2026.</p>
Foster and participate robustly in action-oriented partnerships with stakeholders, across public and private sector, to address complex community issues like attainable workforce housing, economic development and public transportation.	Laramie Housing Strategy 2020 Thrive!, Strategy 13 Action 1 Housing Study	Complete & Ongoing	<p>Code Administration meeting with contractors on May 22nd and December 12th. Monthly meeting of housing coalition supported by city staff and elected officials which has resulted in the creation of the Housing Land Trust; dialogue with School District and major employers about PPP for housing at Old State School site; ongoing work to add housing on city's N. 4th Street property; and, accessing of an ICMA Gates Foundation grant to perform a proof of concept feasibility analysis of Housing Strike Team concept.</p>
Convert monthly municipal operations and service-level report to a public facing key performance indicator (KPI) graphical dashboard on the city website.	Unified Public Information Strategy	85% Complete	<p>All departments have converted monthly report data to graphical representation. Report is being published on the webpage until final preferred publishing format and location is determined. Agenda Center being tested. (<a href="https://www.cityoflaramie.org/agendacenter/managers-monthly-reports-24/">https://www.cityoflaramie.org/agendacenter/managers-monthly-reports-24/</a>) (<a href="https://www.cityoflaramie.org/1562/Monthly-Managers-Reports">https://www.cityoflaramie.org/1562/Monthly-Managers-Reports</a>)</p> <p>CEDD utilized UW students to review webpage for user performance.</p>
Communicate Laramie's adopted goals to city boards and commissions to align priorities and municipal resources for a whole of city effort.	Unified Public Information Strategy	Completed	<p>All boards and commissions received the adopted goals of the city. Boards were encouraged to consider complementary goals within their respective sphere of authority. For example, the Laramie Police Advisory Board adopted a 2025 goal for "Transparency. Establish a means to share with the community information about topics of discussion and training, and for engagement support at community events, that enhances the relationship between citizens and law enforcement officers." LPAB will continue quarterly editorials published in the Boomerang and on social media outlets informing the public about policing issues.</p>
Implement second phase of unified public information strategy providing consistent, centralized information sharing with focused effort on enhancing digital and visual channels of communication.	Unified Public Information Strategy	Complete & Ongoing	<p>City is increasingly diversifying the methods and mediums it uses to communicate with the public - most recently focusing on creating and sharing graphical data driven information, videography to recap PC and governing body meetings and monitoring/ tailoring to user preferences. Resolutions prepared for Council to consider will further enhance digital and visual communication along with branding strategy and adoption of official logo.</p>
Establish newsletter from governing body that will inform and engage residents, State officials and other stakeholders on relevant and meaningful municipal public policy matters.			<p>No Report</p>

Housing					
<i>Housing choices and affordability are essential to the overall success of the community and the quality of life and prosperity of residents. Laramie's high cost of both land and construction make it challenging to produce lower priced housing. -- Thrive! (2020)</i>					
	<i>Strategic Milestones</i>	<i>Adopted Coaligned Objective(s)</i>	<i>Status</i>	<i>Report</i>	
Conclude construction of housing-ready infrastructure projects, including North Side Water Tank, North Side Sanitary Sewer, Bill Nye Sewer & Corthell Sewer.		Housing Study for 2030 Laramie Housing Strategy 2020 Thrive, Strategy 4 & 11	Completed	Key infrastructure projects completed including North Side Water Tank & Sanitary Sewer and Corthell Sewer. Talks continue regarding easements for Bill Nye sewer and North outfall.	
Having best comprehensively audited and modified the unified development code in 2019, continue the annual practice of evaluating/modifying the development code, as it pertains to facilitating housing development. Analyze short and long-range impact of UW student housing on housing stock.		Housing Study for 2030 Laramie Housing Strategy 2020 Thrive, Strategy 13.1	Ongoing	Code clean up completed on 3.4.2025 addressing smaller issues. Housing related updates completed on 10.7.2025 with bigger changes. Code administration building and construction updates completed 9.16.25. No work done related to impact of University housing changes upon the community wide housing market.	
Identify infill opportunities to increase housing diversity within the core area of the city.		Laramie Housing Strategy 2020 Thrive, Strategy 13.4	Completed	Infill map completed, with database, for both commercial and residential lands that could accommodate housing. Ongoing analysis and work related to the information will be important. Worked with LCBA to rezone significant west side property from I2 to R3 as infill project. Met with LMSA on potential of converting Way Theatre to housing.	
Establish program to recognize outstanding achievements and professionalism in Laramie's private residential rental market. Consider dedicated staff to support enforcement of LMC 8.80.		Thrive, Strategy 13.4	Completed	Landlord recognition program presented in draft and final form to Council and program will be implemented in 2026.	
Identify land that could be acquired through conventional purchasing, land trusts, trades, or development authorities to incentivize housing growth, while maintaining the city's strong financial condition.				This is a long term goal that can build from the newly completed infill map and the establishment of the Albany County Land Trust. Also, specific initiatives were made during the year in effort to advance this goal related to redevelopment of city property for Labonte Square Phase I & II, as well as the city's submission of purchase proposals to ACSD 1 for Old Stade & 509 9th - which are currently under consideration by the School Board.	
Continue facilitating special projects that recruit developers in partnership with other regional partners, including redevelopment of city property on N. 4th Street @ Labonte, Turner Tract neighborhood, and Old Stade School site. Create deed-restricted housing that allows for the preservation of affordability through the use of initial subsidies or other development/redevelopment cost reductions.		Thrive, Strategy 13 Action 4	Complete & Ongoing	4th Street Redevelopment continues with approval of project plan by Council on 8.5.2025. Developer and City have applied to WCPA for tax credits. City efforted the dissolution of the Turner Tract Office Park Association in order to open up City owned property on Beech Street for housing development. City partnered with private land owner and LCBA to rezone sizeable acreage for housing redevelopment.	
Conduct legal review of Wyoming State Statutes outlining the extent of municipal authority for regulation of mobile home community operators; and, consider permissible regulations that may reduce harm to those residing in mobile homes while maintaining affordability of mobile home stock.		Thrive, Strategy 13 Action 2, 3 Laramie Housing Strategy 2020	Ongoing	Established program to all housing developers to defer city fees. Council approved \$5 M for infrastructure construction that adds housing.	
Track housing development to ensure diversity of home types available for all residents is increased, including for the elderly, first time homebuyers, renters, families and persons with special needs.		Housing Study for 2030 Laramie Housing Strategy 202 Thrive, Strategy 13	Complete & Ongoing	Data on building permits and other information published on website. Multiple reports to council and other interested parties throughout the year. With respect to mobile homes, park inspections are underway with 6 of the 12 mobile home parks approved to date.	
<b>Enabling Resources and Inputs</b>					
<i>To achieve the community's needs and vision will require resources and inputs necessary to build capacity and a bridge to the future.</i>					
	<i>Strategic Milestones</i>	<i>Adopted Coaligned Objective(s)</i>	<i>Status</i>	<i>Report</i>	
Collaborate with Albany County and Rock River to renew specific project capital construction (6th Penny) sales tax.			Completed	The three governing bodies reached accord on the amount of the tax renewal and have approved the issue be placed on the ballot in 2026.	

<p>Align discretionary/funding with policy priorities.</p>		<p>Completed</p>	<p>City Manager recommended multiple funding allocations for FY2026 that were appropriated by Council including \$14 M for additional street improvements, \$5 M for start up of storm water utility, \$5 M for housing-ready infrastructure. Work will occur during FY 2027 Budget preparation to further target this concern with staff planning educational and discussion-oriented work sessions to help address this question for the upcoming biennium. Tentatively, this series will be called "Open the Books" and will have engagement and learning as the primary outcomes.</p>
<p>Maintain continuity of professional staff and leadership by providing fair and competitive market-based compensation, along with working conditions and tools that support and empower staff to be maximally effective and efficient as they perform the work of the public.</p>	<p>Compensation Policies &amp; Practices</p>	<p>Complete &amp; Ongoing</p>	<p>City has maintained the new market based compensation program for both benefited and non-benefitted provisional staff members including biennial opportunity for merit based pay increases along with cost of living adjustment July 2025. Semi-monthly payroll for non-benefitted staff will enhance recruitment and retention for this important cohort of workers.</p>
<p><b>Infrastructure that is Housing-Ready &amp; Business-Ready</b></p> <p><i>The community's success builds upon the publicly operated infrastructure that ensures human health and facilitates business and commerce; healthy infrastructure supports a thriving Laramie.</i></p>			
<p><i>Strategic Milestones</i></p>		<p><i>Adopted Coaligned Objectives</i></p>	
<p>Implement the business plan for the storm water management utility as adopted in E.O.1859, L.M.C. 13.80.</p>		<p><b>Status</b></p>	
<p>Allocate maximum possible investment to restore roads in marginal-fair condition and support preventive maintenance on pavements in good condition.</p>		<p>Thrive, Strategy 11</p>	<p>Paused for Reconsideration Until June 30, 2025</p>
<p>Develop financial model(s) and paving standards for unpaved roads in West Laramie, including storm drainage infrastructure, with a potential end date of 2035.</p>		<p>Pavement Management Report Thrive, Strategy 13 (Pavement Management Report (\$6, 22%) Annual Requirement 5-year Period = \$7M (\$7,33%) to \$11M (\$3,26%)</p>	<p>Completed</p>
<p>Maintain user fees/rates to sustain critical water and sewer service and business-ready infrastructure, and continue grant seeking to augment financial resources.</p>		<p>Tabled Until Council Reconsideration of Storm/Surface Water Utility Concludes</p>	<p>This goal is tied and integral to the storm/surface water utility being implemented and is on hold in tandem with the pause directed by City Council.</p>
<p>Evaluate options for increasing on-street parking downtown, along with financial options for adding off-street parking facilities.</p>		<p>Utility Master Plans Thrive, Strategy 11</p>	<p>Delayed Due to Reconsideration of Storm/Surface Water Utility</p> <p>40% Complete</p> <p>Initiated monthly inspections of city managed parking lots downtown to address abandoned and junk vehicles and ensure lots are maximized for parking. Downtown Development Plan underway and will likely address some of the parking needs. LPD provided City Council with an update regarding 2-hour downtown parking enforcement. Staff preparing design improvements for 1st Street Development and revised plan will go to Parks, Tree &amp; Recreation Board and Planning Commission soon.</p>

<p>Conduct a needs assessment of municipal facilities.</p>		<p>Completed</p>	<p>Public Safety feasibility study finished.  Parks, Recreation &amp; Public Services has begun developing the framework needed to conduct a facility-wide conditional analysis of infrastructure and facility assets with estimated completion June 2026.  Work commenced on City Hall Campus renovation.  Three identified needs were approved by governing body for inclusion on 2026 SPET (LPD Replace/Reno, Animal Control Replace, FS1 Replace). Staff are working on land acquisition and siting for those facilities.</p>
--	--	------------------	---

**Safety and Wellbeing**

The physical safety and emotional wellbeing of community members and visitors is essential as they go about living, working and playing throughout Laramie and essential also for a high quality of life.

Strategic Milestones	Adopted Coaligned Objective(s)	Status	Report
<p>Complete transition of medical patient transfer services to hospital and implement billing management for Emergency Medical Services</p>		<p>Completed</p>	<p>LFD and IMH ceased joint operations on September 1, 2025 with LFD continuing E911 services and IMH conducting out of hospital patient transfers. City has contracted for billing with EMS/MC for E911 EMS with a projected 6 month period to have "ramped up" collections process. The first three months of billing are completed, but collections lag, which is normal in the health care industry. In Q4 staff turn to ensuring strong monitoring systems for 3rd party billing provider. From a budgetary standpoint, it is important that the city achieve its financial breakeven point in the long run.</p>
<p>Support physical safety and wellbeing of all community members as they live and work throughout the city.</p>		<p>Complete &amp; Ongoing</p>	<p>This is an area of focus across many city departments. CEDD enforces code and mitigates junk, nuisance and unsafe conditions, snow removal, food safety and health, building codes and zoning codes. The Laramie Police Department supports the physical safety and well-being through proactive policing and strong partnerships. HR manages risk for Special Events and other gatherings permitted by the city. City facilities are constantly monitoring accessibility and safety with, recently the main ADA door at Recreation Center replaced to improve access. Streets Division removed over 30 obstructions on downtown sidewalks. Sidewalk and ADA evaluation is complete and should be posted for the public before the end of the year. Street work on Iverson upgraded ADA accessways and improved striping for bicycles; safety. Replaced Pool Sand and UV Filters, improving efficiency, safety, and sanitization.</p>
<p>Determine how to allocate opioid settlement monies to achieve city's safety and wellbeing objectives.</p>		<p>25% Complete</p>	<p>Project proposals are being accepted and will be presented to the Laramie Police Advisory Board for review and recommendation in 2026. LPD will request a significant portion of the funds be allocated to an endowment account to support the Albany Care Team's mental health response. This process ensures a transparent, collaborative approach to allocating opioid settlement funds in ways that enhance community safety, support prevention and mental health initiatives, and promote the overall wellbeing of Laramie residents. Recommendations from the LPAB will be brought before City Council through the FY2027 budgetary process.</p>
<p>Make permanent the adult diversion and mental health response programs.</p>		<p>25% Complete</p>	<p>LPD requesting that a significant portion of the opioid funds be allocated to an endowment account to support the Albany Care Team's mental health response.</p>
<p><b>Economic Opportunity and Development</b></p>			
<p>An engine of growth for Wyoming, Laramie is a welcoming cultural capital, education hub, and center of economic opportunity. -- Thrive! Laramie (2020)</p>			
<p>Strategic Milestones</p>	<p>Adopted Coaligned Objective(s)</p>	<p>Status</p>	<p>Report</p>

<p>Having best comprehensively audited and modified the unified development code in 2019, continue the annual practice of evaluating the development code, as it pertains to facilitating small business development.</p>	<p>Thrive, Strategy 1 &amp; 13.1</p>	<p>Complete &amp; Ongoing</p>	<p>Code clean up completed on 3.4.2025 addressing smaller issues. Housing related updates completed on 10.7.2025 with larger changes. Code administration building and construction updates completed 9.16.25. Other considerations related to billboards, uses, mixed commercial uses. Comprehensive Plan Update underway providing guidance on this topic will be forthcoming.</p>
<p>Complete needs assessment of youth sports facilities focused on supporting community health, economic development and recreation visitation, alongside financial feasibility.</p>	<p>Thrive, Strategy 7 &amp; 9</p>	<p>25% Complete</p>	<p>Project study is underway, but will not be finished by end-of-year. Official Kick-Off will take place December 2nd, with Public Engagement phase scheduled to take place Feb-May 2026. Estimated completion of study is August, 2026.</p>
<p>Consider and evaluate growth opportunities in underutilized areas of north and west Laramie as well as what type of development should occur to attract investment.</p>	<p>Thrive, Strategy 13.4</p>	<p>Complete &amp; Ongoing</p>	<p>Despite approval of the city county growth plan, approval of an MOU has stalled. We continue to work on the multi-year effort which is the comp plan and have completed the infill map that will aid us in understanding development and infill needs. Also, with West Slope no longer being pursued, CEDD has let other developers know the project is fully approved in event a new owner would restart the project. CEDD has started working with a new developer in the southern part of the community on a new subdivision. West side property rezone/future land use change is first major step to increase population density. \$2M SPET project to continue to convert unpaired to paved in West Laramie will bolster economic development in that area.</p>
<p>Continue providing quality information &amp; outreach to the development and building community to facilitate well-planned growth that meets community standards and needs.</p>	<p>Thrive, Strategy 13.1</p>	<p>Complete &amp; Ongoing</p>	<p>Extensive outreach from CEDD has occurred with every division and Planning Commission conducting outreach events. In addition, working on multiple planning projects, 1st Street, 3rd Street Beautification, Comp Plan, Reconnecting Communities and others, has increased our presence related to outreach. CEDD held the first Contractors Meeting, specifically focused on the contracting industry and their input, with another set for December 12. It is hoped that the Planning Commission Recap each week will make those proceedings more accessible and spur interest.</p>
<p><b>Public Transportation &amp; Accessibility</b></p>			
<p><b>Public transportations ensures access to jobs, healthcare and education and contributes to overall the quality of life for residents.</b></p>			
<p>Evaluate feasibility, availability, and accessibility of public transportation and multi-modal travel throughout the community by completing plans for (re)Connecting West Laramie and Public Transportation.</p>	<p>Transportation Grant Agreement (re)Connect Grant Agreement Municipal Emission Plan</p>	<p>Status</p>	<p><b>Report</b></p> <p>The Transportation Plan has been developed collaboratively with the Reconnect West initiative to ensure complementary and synergistic outcomes. City has managed transportation plan project and supported Albany County Transportation Authority (ACTA) with draft plan presented to ACTA on 12/3/2025. UW Transit and Eppson Center staff are technical advisors to ACTA. An community advisory board was created to assist in the plan and held 3 meetings in 2025 where UW heavily participated; the Eppson Center was largely uninvolved citing overwhelming workloads. Next steps: ACTA should adopt the Plan and corresponding report (EIA 1219) at their next meeting (Feb. or Mar. 2026). The existing amended MOU with UW for the Laramie Link expires 6/30/2026; new MOU may be needed. Reconnecting Communities Plan will be completed in January.</p>
<p>Collaborate with Albany County Transportation Authority, UW and Eppson Center to expand services public transit services upon completion of the Public Transportation Plan.</p>	<p>85% Complete</p>		

<p>Improve mobility safety for persons of all ages and abilities through walkability and bikeability of sidewalks and bike lanes.</p>		<p>Complete &amp; Ongoing</p>	<p>Code Administration continues work on building permits, sidewalks, and other issues and the Comprehensive Plan work will also aid in understating in this area.  <b>COMPLETED IN 2025:</b> Harbor Park: Sidewalk replacement, ADA access improvements, and improved access to playground. Urdine Park: Sidewalk and connector path replacements, ADA access improvements, Sidewalk replacement at 15th and Skyline, Kiwanis Park: Entry sidewalk replacement to shelter, Asphalt crack sealing and repairs to paths along 287, Garfield St. to Walmart, and Grandview Heights.  <b>IN PROGRESS, WILL BE COMPLETED IN 2026:</b> Labonte Parkway replacement and ADA improvements, Spring Creek Phase 2 project out to bid, project to be complete by December 2026. All street projects include upgraded ADA and bike lane striping. Streets is preparing to install over 200 shared lane markings beginning in December. Those streets include 11th Street; Downey Street to Bradley Street; Flint Street; 3rd Street to 15th Street; Garfield Street; 1st Street to 30th Street; Sheridan Street; 1st Street to 15th Street; Shields Street; 4th Street to 18th Street</p>
---	--	-------------------------------	--

**Environmental**

**Nestled in the sweeping valley of the Snowy Range and Sherman Hills, Laramie treasures our environment and acts as a steward of our lands and natural resources as we pursue a carbon neutral future.**

<b>Strategic Milestones</b>	<b>Adopted Coaligned Objective(s)</b>	<b>Status</b>	<b>Report</b>
<p>Develop a waste reduction strategy with diversion goals to reduce landfilled waste.</p>	<p>Municipal Emission Plan            Thrive Strategy 12</p>	<p>Completed</p>	<p>October 28th Work session: Phase 1 of Diversion &amp; Waste Reduction Strategy; Waste Characterization Analysis; Contract for a waste characterization study has been formalized with Trihydro. The study will take place in the Spring of 2026</p>
<p>Maintain municipal emissions inventory, including estimate of emissions sequestered from greenspaces, as part of continuing work toward the Carbon Neutral by 2050 objective.</p>	<p>Municipal Emission Plan            Thrive Strategy 12</p>	<p>Completed</p>	<p>Updated FY 2025 emissions inventory will be completed by year end.</p>
<p>Continue implementation strategies for protecting the Casper Aquifer as set forth in the adopted plan.</p>	<p>Casper Aquifer Protection Plan</p>	<p>Ongoing</p>	<p>Casper Aquifer Protection Area Overlay Zone updated to reflect the new Plan 3.18.2025. Well monitoring network report and recommendations expected to be finalized in 2026 including presentation to City Council. RFP for implementing a well network program is expected in 2026.</p>