

AGENDA

CITY OF LARAMIE, WYOMING

CITY COUNCIL WORK SESSION

CITY HALL, COUNCIL CHAMBERS, 406
IVINSON AVE

TUESDAY, MARCH 10, 2026, 6:00 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), Cable Channel 191, or Zoom Webinar- Meeting ID: 814 2428 4524 Passcode: 631207 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. **Please email: 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 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. Pre-meetings are held prior to Regular Council Meetings at 6:15 pm for the purpose of discussing items on the Council's consent agenda for the Regular Meeting and the scheduling of items on Council's agenda.**

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. 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/81424284524?pwd=rHZZm8qfZay2aupQGJbwCUBgMua0Si.1>

1. WORK SESSION

- 2. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)**
(Limit of 3 minutes per speaker. When attend a meeting remotely, the public must have their video cameras enabled and turned on when addressing the council. When commenting on non-agenda items, the comments must be germane to City business over which Council has control.)
(Written or other materials must be submitted to the City Clerk for public record and dissemination six (6) days prior to the meeting per City Council Rules of Procedure Appendix B.)

- 3. WORK SESSION: Airport Operations**

[Amy Terrell, Laramie Regional Airport Director]

Documents:

[Summary Airport Operations 3-10-26.pdf](#)

- 3.A. Public Comment on Agenda Item**

- 4. WORK SESSION: Development 101 (Postponed to a future date)**

- 5. WORK SESSION: Civic Cents**

[Jennifer Wade, Administrative Services Director]


Documents:

[Civic Cents Summary Session 3.pdf](#)
[Civic Cents Budget Process Overview.pdf](#)

- 5.A. Public Comment on Agenda Item**

- 6. City Council Updates/Council Comments**

- 7. Agenda Review**

	<p>Agenda Item: Discussion Item</p> <p>Title: Airport Operations</p>
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Recommended Council Motion:

No motions are taken during a work session.

Administrative or Policy Goal:

To work collaboratively with the Joint Powers Boards for the City of Laramie and Albany County.

Background:

Amy Terrell, Director of the Laramie Regional Airport, will provide an update on airport operations.


Legal/Statutory Authority:

N/A

Responsible Staff:

Amy Terrell, Laramie Regional Airport Director

Attachments:

	<p>Agenda Item: Discussion Item</p> <p>Title: Civic Cents</p>
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Recommended Council MOTION:

None

Administrative or Policy Goal:

A solid foundation in municipal finance supports many policy goals of the City Council. More granularly, this work session series in an outgrowth of a 2024 council goal to develop improvements in financial transparency.

Background:

The City’s finance division, collaborating with the City Manager’s Office, has been working to improve financial transparency for the past several years. This work started small, with a redesign of the budget publication in 2019, and has grown and morphed since this time into a larger initiative. Accomplishments to date have included launching an open data tool for Laramie’s budget and spending (made possible by the City’s new financial software), establishment of the City Manager’s Budget Advisory Committee, and publishing more concise financial information (the Community Financial Report and the Budget in Brief).

The journey toward transparency continues with this work session series, where financial topics will be explored in bite-sized chunks determined by the City Council. At each work session this spring, leading up to budget season, there will be a short presentation and discussion.

Legal/Statutory Authority:

Wyoming Statutes 16-4

BUDGET/FISCAL INFORMATION:

None

Responsible Staff:

Jennifer Wade, Administrative Services Director
(307) 721-5224 or jwade@cityoflaramie.org

Attachments:

Presentation – Civic Cents Budget Process Overview



Budget Preparation Process Overview

Key Terms

Revenue

- Inflows of resources

Available Reserves

- Cash and other assets expected to be available within a one-year term, less obligations expected to be due within a one-year term and capital reserve requirements.

Personnel Expenditures

- Costs for all types of personnel related costs, including benefited employee wages, non-benefited employee wages, overtime, benefits, employment taxes, and similar items.

Operating Expenditures

- Ongoing costs of conducting routine operations, including contractual services and operating supplies.

Capital Expenditures

- Costs of capital investment, including buildings, vehicles, large equipment items, infrastructure maintenance (parks, streets, water, wastewater, etc.), major software acquisition, etc.

Highlights of the budget preparation and adoption process are described on pages 13-14 of the FY 2026 budget publication.

Regardless of the type of budget forecast, the City Manager determines the amounts recommended for the City Council’s consideration using a collaborative process.

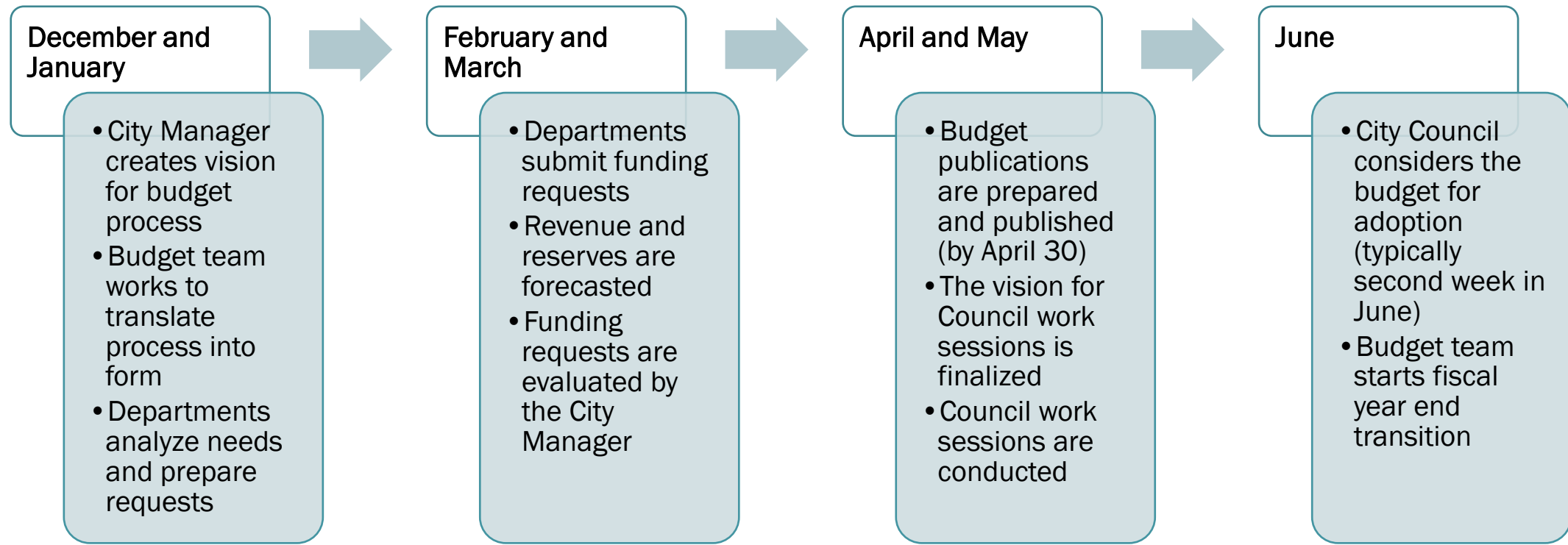
Type of Budget or Forecast	How Prepared	Who Prepares
Revenue	Actual trends for past 3-5 years	Administrative Services Director
Available Reserves	Analysis of current balances, obligated amounts, and future reserve requirements	Administrative Services Director
Personnel Expenditures	Budget team prepares zero based budget for authorized positions. Directors request supplemental amounts.	Budget Team, HR, and Dept. Directors
Operating Expenditures	Existing budget from previous year carries forward (incremental budgeting). Directors can request supplemental amounts.	Budget Team and Dept. Directors
Capital Expenditures	Zero based budgets are used. Directors request all appropriations.	Dept. Directors

Budget Development

Overview of the City Manager's Recommendation

1. City Manager works with the Budget Team to develop direction and focus areas for budget preparation.
2. City Manager meets with Directors for budget kickoff meeting, listening to concerns for upcoming year and communicating the vision for budget preparation.
3. City leadership team meets to review the budget process, focus areas, and projected funding. Continues meeting as needed to review group topics.
4. Directors present supplemental requests to the City Manager for consideration.
5. City Manager considers requests and asks for follow-up as necessary (both from budget team and directors).
6. City Manager approves or denies requests, discussing final decisions with Directors.
7. Budget team translates the City Manager's recommended budget into publication form.
8. The City Manager's recommendation is presented to the City Council and public (around April 30).

Another View of Budget Preparation



Sustainability

The recommended budget should be sustainable over the long term.

- Is the combined total of forecasted revenue and available reserves sufficient to fund total expenditures?
- Are on-going expenditures funded with on-going resources? Are one-time amounts properly excluded from funding operating costs? What do long term trends tell us?
- Do funds have sufficient reserves for capital investment? For what time period?



Questions about the Budget Process?





Looking ahead to More Civic Cents

- Summarize the vision for the story of the City, as told by each fund
- Topic for next Civic Cents – story of the City as told through the SPET? Other ideas?