



CITY OF LARAMIE  
 City Clerk's Office  
 P.O. Box C  
 Laramie, WY 82073

City Clerk's Office 721-5220  
 FAX (307) 721-5211

TO: Janine Jordan, City Manager  
 FR: Nancy Bartholomew, City Clerk  
 DATE: February 4, 2025  
 RE: January 2025 Monthly Manager Report

**City Clerk's Division for January 2025:**

**Permits/Licensing:**

- Coordination of Special Events Permits regarding alcohol: Civic Center Events, weddings, UW Events, receptions, holiday parties, etc. *(Processed 8 alcohol related permits this month and assisted with 1 Special Event Permits.)*
- Business Licenses began to renew in EnerGov for the first time. Many of our rental housing licenses came due for renewal for the first time. We have made some adjustments to the systems as we have come across issues or improvements that could be made to the process.
- Business Licenses were processed as received in MyGov (not including Engineering permits/licenses):

<b>Carnival/Circus</b>	0	<b>Auctioneer License</b>	0
<b>Mobile Vending (Planning)</b>	3	<b>Rental Housing Licenses</b>	182
<b>Pawnbroker</b>	0	<b>Rental Housing Complaints</b>	0
<b>Junk Dealer</b>	0	<b>Tattoo/Body Piercing Artist (Cody Talbott)</b>	0
<b>Roller Rink</b>	0	<b>Tattoo/Body Piercing Establishment (Cody Talbott)</b>	1
<b>Secondhand Dealer</b>	1	<b>Tattoo Visiting Artist Temporary License (Cody Talbott)</b>	0
<b>Solid Waste Collector</b>	0	<b>Private Security</b>	0
<b>Vehicle for Hire</b>	0		

- Liquor License Applications:
  - Hambones Pizza LLC dba Hambones Pizza located at 2405 E Grand Ave, Suite C, D & E submitted an application for a bar and grill liquor license on October 1, 2024. This application will appear on the November 6, 2024 City Council approved issuance of this license. Once construction is complete and a certificate of occupancy has been issued we can issue the active license. We are still waiting to hear from the applicant and Code Admin that a building permit has been completed and inspected for this property.
  - Renewal liquor license applications were mailed out on January 8, 2025. Applications are due back to the City Clerk's Office on Friday, February 14, 2025, 2:00 pm.
    - We began receiving renewal applications. Currently, we have received 12 out of the 68 license applications.

- Enforcements:
  - Working with City Attorney's Office on point system violations for allowing underage persons in a bar. City Clerk appointed Devon O'Connell in December to be the Hearing Examiner. City Attorney put the hearing on hold and is working with the Hensley Property Holdings, LLC attorney. Awaiting further information as to when the hearing will take place from the City Attorney. I understand that an agreement has been reached between the attorneys but waiting for final paperwork.

**Boards and Commissions:**

- Continued efforts to fill all the Boards and Commissions vacancies. We currently have positions available on:
  - Building and Fire Code Board of Appeals
  - Human Rights and Relations Commission (Youth 18-25 years old)
  - Traffic Safety Commission
- The City Clerk's Office clerked the Planning Commission, Laramie Police Advisory Board, and Civil Service Commission, recorded the meetings and prepared minutes for the meetings.
- City Clerk gave an Open Meetings and Public Records Acts training to the Traffic Safety Commission on December 12, 2024.

**City Council:**

- Public Meetings:
  - Continued organization of Council agenda items, minutes, council calendar, receiving documents for signatures, Zoom meetings, setting up Wyoming Association of Municipalities (WAM) registrations and accommodations, registered Councilor Shumway for National League of Cities (NLC), etc.
  - Webinar format and closed captioning have continued for all Council meetings.
  - Prepared food, meeting room, legal notices, and agenda for the City Council retreat held January 17-18, 2025.
  - City Council meetings were held on January 7, 14, 17, 18, 21, and 28.
  - The first meeting of the incoming councilors Sharon Cumbie (reappointed), Matt Lockhart, Melanie, Vigil, Jim Fried, and Will Bowling was January 7<sup>th</sup>. New and returning council members took an oath of office before beginning their meeting.
  - During the first meeting of the newly seated council the following were set:
    - Council elected the Mayor for the next two years as Sharon Cumbie.
    - Council elected the Vice-Mayor for the next two years as Micah Richardson.
    - The meeting dates, times, and location were set and published in the newspaper on January 15, 2025. Regular Meeting will be held on the first and third Tuesday of the month at 6:30 pm with a pre-council meeting at 6:15 pm. Work Sessions will be held on the second and fourth Tuesday of the month at 6:00 pm. Location will be City Hall, Council Chambers, 406 Ivinson Ave, Laramie, WY.
  - We completed onboarding for the new council members which included issuing laptop, ordering city issued phones, nametags, and new hire paperwork.
  - Awaiting the return of a laptop to complete the off boarding of all prior council members.

**Long Term Projects:**

Many of our long-term projects continue to move forward but may not be completed for many months or years.

- General Business Licenses are on hold until further notice per City Manager waiting for support of the City Council. Some of the benefits to having a general business license is knowing what

businesses are operating within city limits. This can help prevent some illegal activity with the city. The fire and police departments can benefit from a general business license by having a list of known businesses and non-profits that need to be inspected or names of business owners for emergent situations that may arise. Generally speaking, this helps cities to see metrics for business growth and economic development within their cities as mentioned in the study done for the City of Laramie Thrive Plan.

- Records
  - We are continuing to catalog and scan municipal documents retained in the clerk's office as well as properly destroy documents that have met the proper retention period. We are currently scanning agendas from previous years and organizing/categorizing original documents (easements, agreements, etc.) found within the agenda packets.
  - We had a meeting with Wyoming State Archives staff on December 17<sup>th</sup> to get us set up in the Wyoming State Archives Digital Records site. We received passwords and instructions for uploading documents.
    - This process is timely, as it takes long intervals to upload data to state servers, but we have begun our data transfer process.
- Board and Commissions Email Addresses
  - Almost all of the boards and commissions email addresses have been issued and activated. We are continuing to work with IT as new members are appointed to boards, commission, and committees.
  - Each board and commission has a general email address that can be used to provide public comments or concerns to the boards. (Example: Planning Commission is
- Worked on revisions to current business licenses in Laramie Municipal Code to update them and bring them current with best practices. Many of the sections of code hadn't been changed since the 1980s. Currently, the ordinance is with the City Attorney for review and comments.

### **Short Term Projects:**

- EnerGov
  - We began renewal of business licenses that expire December 31, 2024. We have begun the first round of business license and rental housing license renewals in the new system. We have encountered a few challenges such as user access, redirecting to the new service provider, and some changes to the forms that have been addressed and corrected as necessary.
    - This process consumed many office hours due to the high volume of applications and entry support needed.
  - We are continuing to cleanup conversion data and merge contacts to allow customers to login to their accounts and access their licenses.
  - We had a follow up meeting on January 13<sup>th</sup> with Dylan Russell from Tyler Technologies to provide us assistance with formatting and programing issues we have run into in our first quarter of operating the EnerGov system.
  - A status meeting was held with KOA Hills on January 14<sup>th</sup>. Holly and the project team seemed satisfied with the progress of this software.

### **Oaths of Office:**

- January 7, 2025 - City Council Members: Sharon Cumbie, Melanie Vigil, William Bowling, Jim Fried, and Matt Lockhart.

### **Professional Development:**

- Wyoming Association of Municipalities- January 22-24, 2025