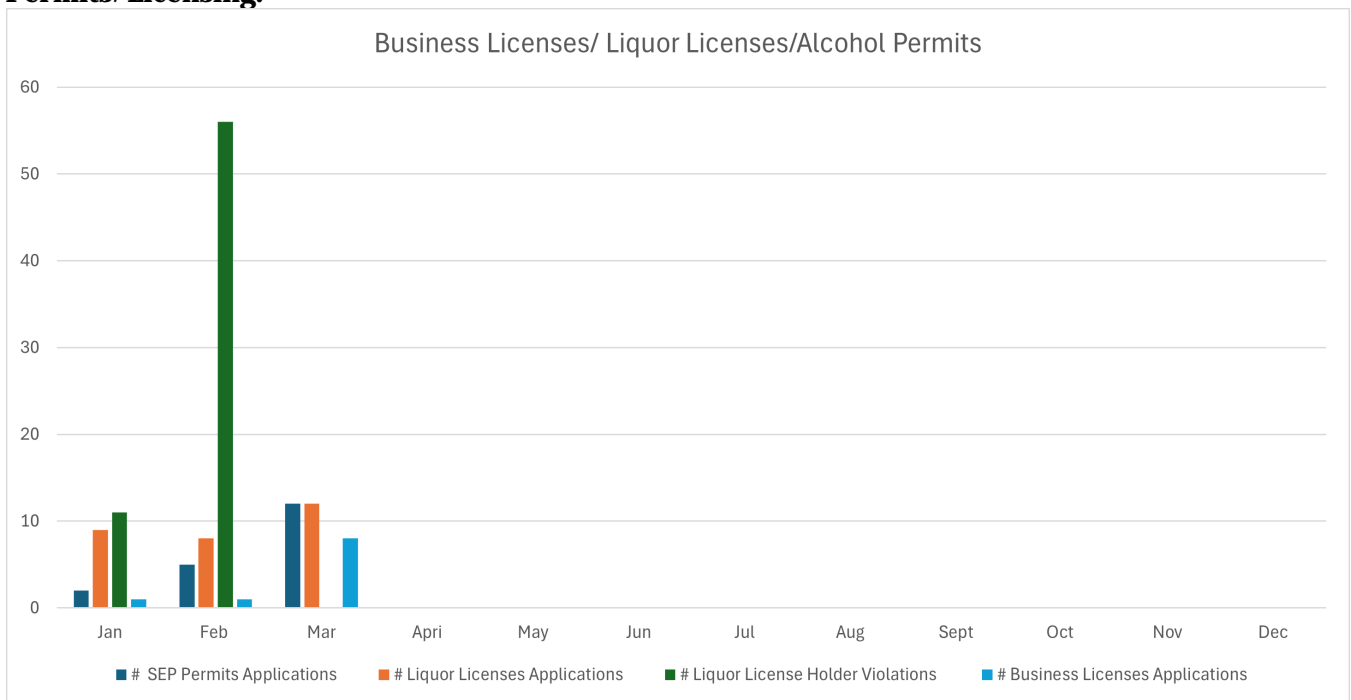


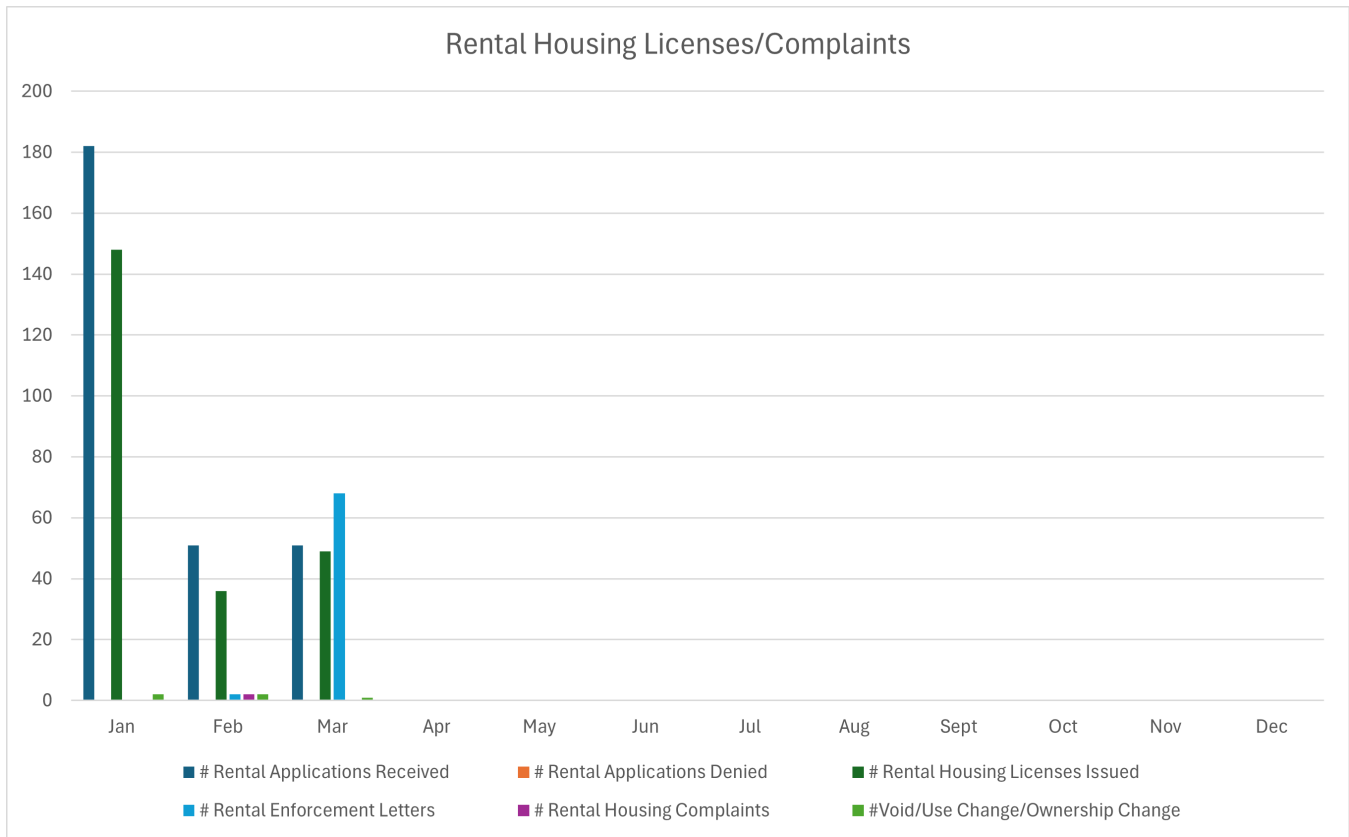
CITY OF LARAMIE  
City Clerk's Office  
P.O. Box C  
Laramie, WY 82073

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

TO: Janine Jordan, City Manager  
FR: Nancy Bartholomew, City Clerk  
DATE: April 24, 2025  
RE: March 2025 Monthly Manager Report

**City Clerk's Division for March 2025:**  
**Permits/Licensing:**

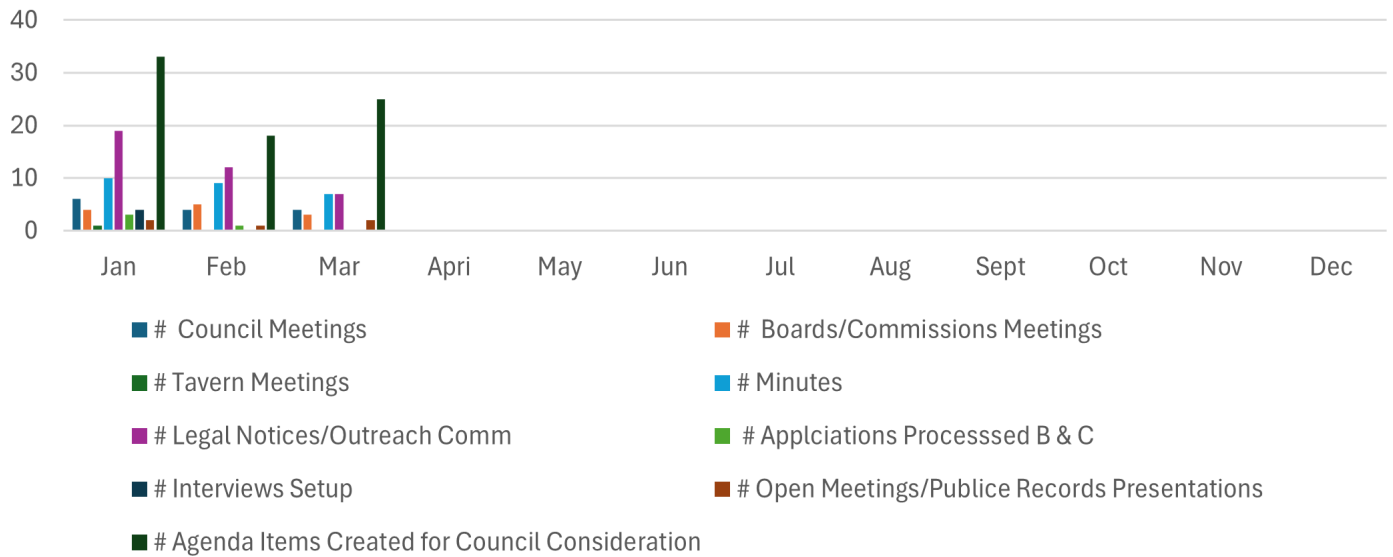




- **Enforcements:**
  - LLC dba Almanza’s located at 110 E Iverson Ave has been placed on a sales tax hold by the Wyoming Liquor Division. First letter of notification was mailed out on February 11, 2025. We received notice from the Wyoming Liquor Division on March 6, 2025 that the sales tax hold had been released.
  - Compliance check failures were received by the following liquor license holders which resulted in fine assessments and point assessment for “Sales of alcoholic to a minor” after conviction in municipal court:
    - Sushi Boat LLC dba Sushi Boat
    - Ridley’s Family Market
    - Yellowstar Restaurants Inc dba Mizu Sushi
    - AKME, LLC dba The Still
    - San Luis Mexican Restaurant LLC dba Almanza’s Authentic Mexican Restaurant
    - Black Tooth Brewing Company LLC dba Black Tooth Brewing
    - Scholl Reece LLC dba Born in a Barn
    - Guerin Enterprises Inc dba Coal Creek Coffee Downtown
  - A Missed Tavern Meeting violation was issued to Momo’s House for failure to attend two tavern meeting per license year as required in Laramie Municipal Code 5.09.060.H.

**Administrative Duties/Functions:**

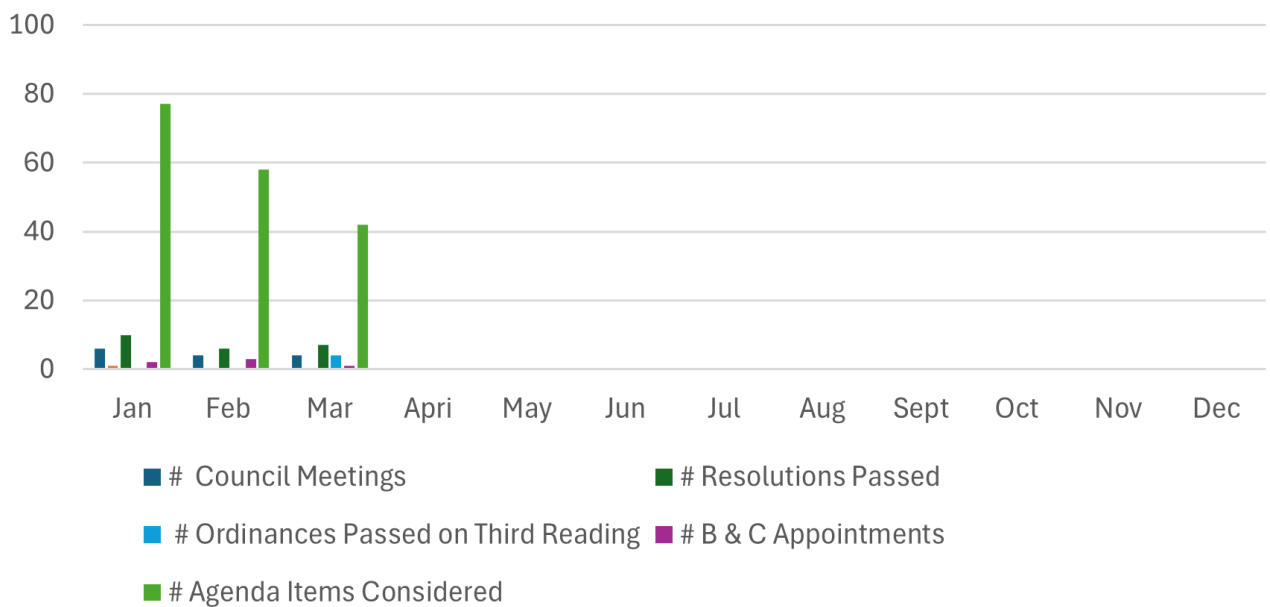
## Administrative Duties



### City Council:

- Public Meetings:
  - Continued organization of Council agenda items, minutes, council calendar, facilitation of agenda creation, legal notices, announcement flyers, Council meeting recaps, posting recordings, and maintaining the Council websites.

## City Council



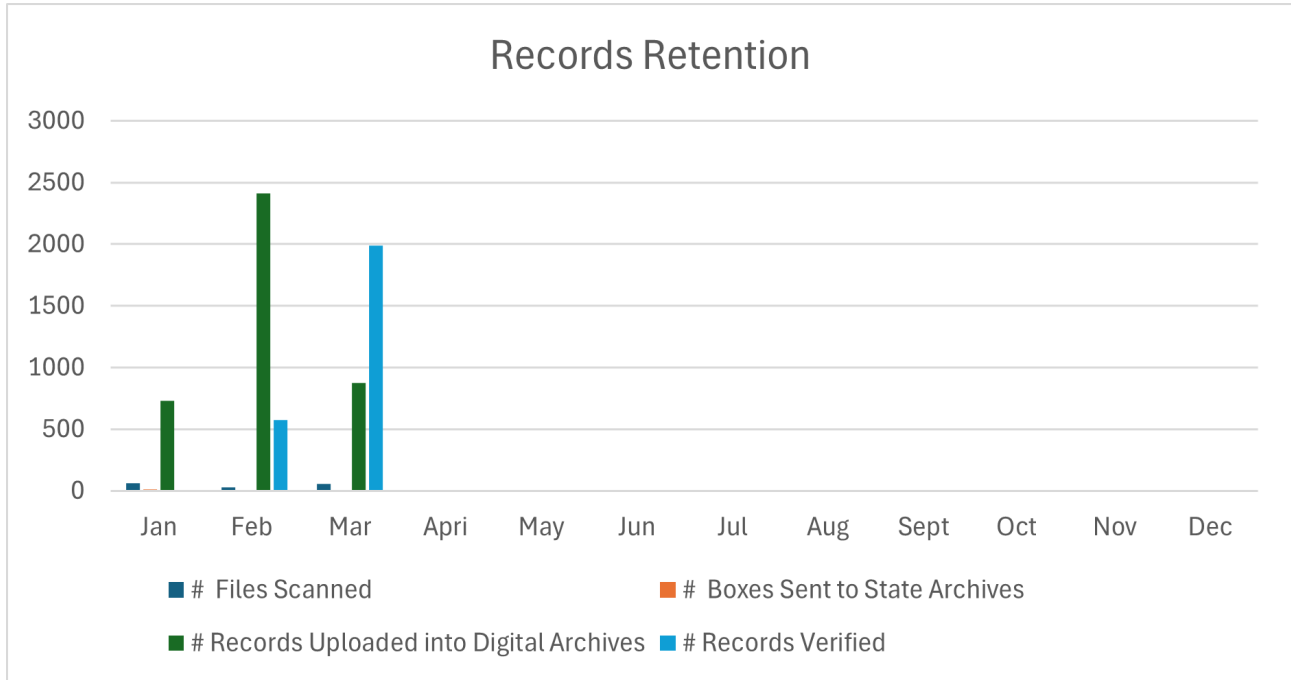
### Boards and Commissions:

- City Clerk's office facilitated meetings, agendas, minutes, and recordings for the following Boards and Commissions: Board of Health, Planning Commission (except creation of the agenda), Laramie

Police Advisory Board, and attend the Parks, Tree and Recreation Advisory Board to provide the Open Meetings and Public Records Act annual training.

- 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

**Long Term Projects:**



**Short Term Projects:**

- Budget preparations for the City Clerk and City Council Divisions.

**Oaths of Office:**

- n/a

**Professional Development:**

- City Clerk and Deputy Clerk attended the virtual WAMCAT Spring Institute and Project Management Training