

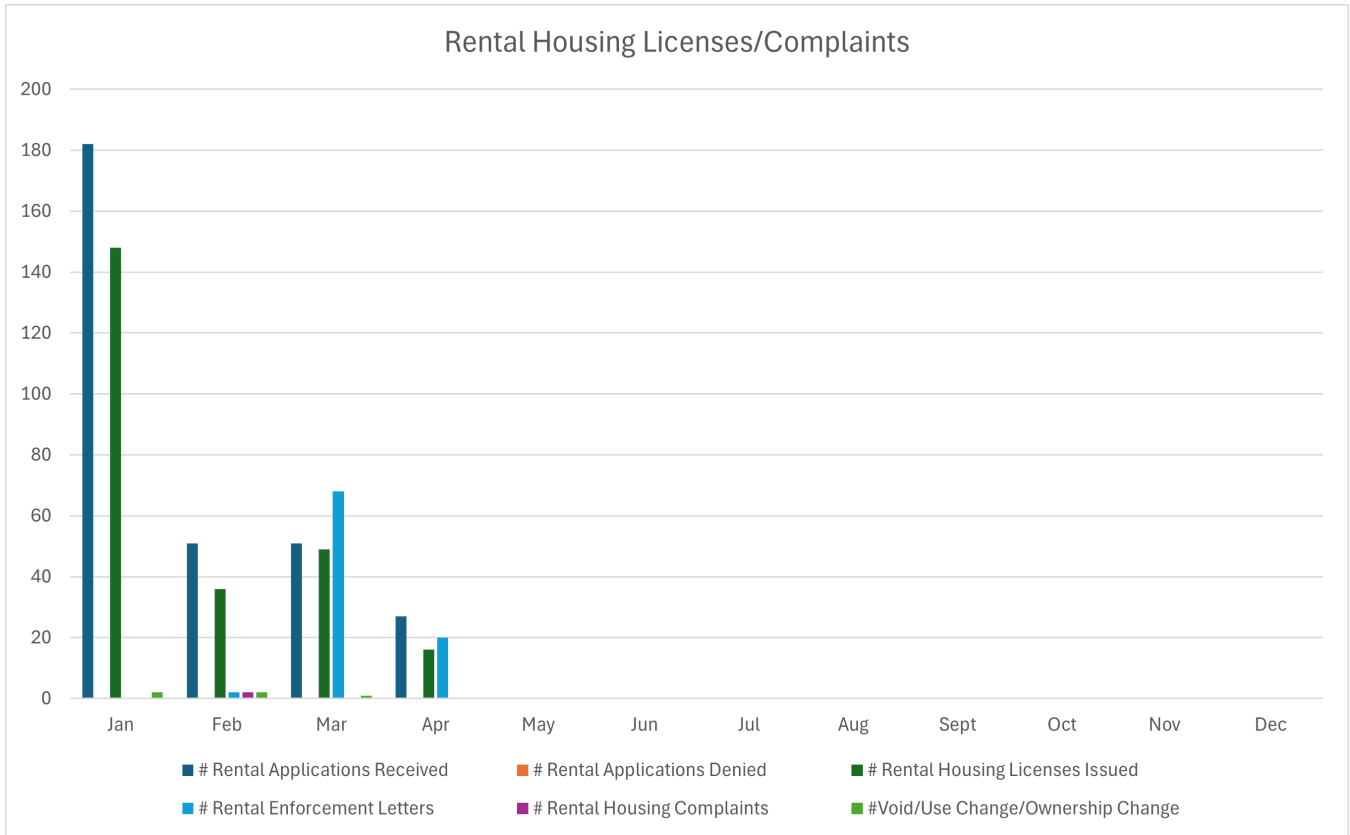
CITY OF LARAMIE
City Clerk's Office
P.O. Box C
Laramie, WY 82073

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

TO: Janine Jordan, City Manager
FR: Nancy Bartholomew, City Clerk
DATE: May 28, 2025
RE: April 2025 Monthly Manager Report

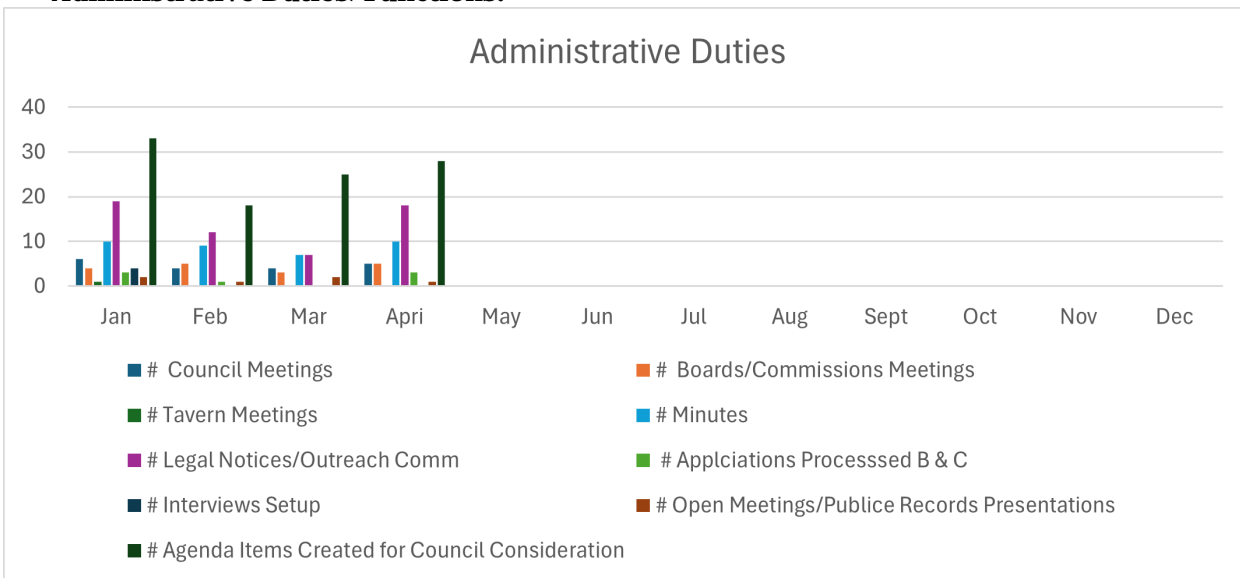
City Clerk's Division for April 2025:
Permits/Licensing:





- Enforcements:
 - 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.

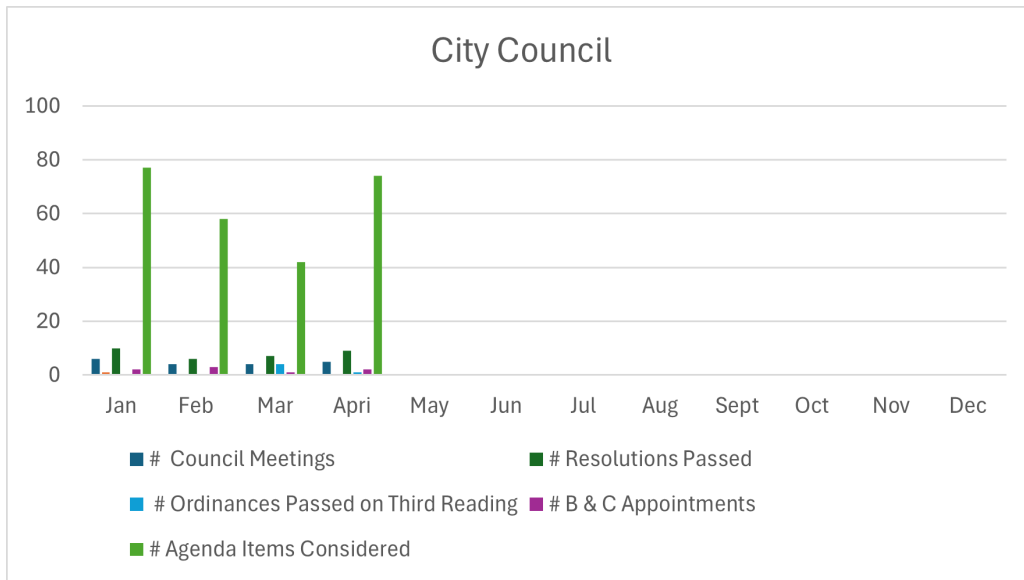
Administrative Duties/Functions:



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 passed a resolution to begin holding 5th Tuesday Open House Meetings, the first one was held on Wednesday, April 30 at 6:00 pm. City Council allowed the public to ask questions and provide public comments related to their areas of interest which included 3rd Street Beautification, downtown residential parking, housing needs, intergovernmental working groups, and peer review/public input for monitoring wells.



Boards and Commissions:

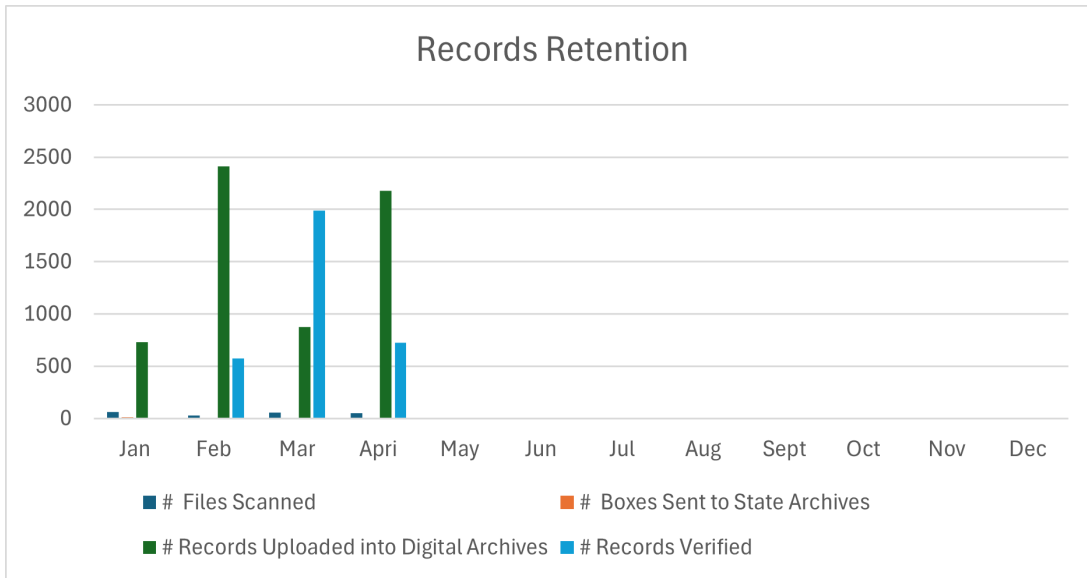
- City Clerk's office facilitated meetings, agendas, minutes, and recordings for the following Boards and Commissions: Planning Commission (except creation of the agenda) and the Civil Service Commission, and attended the Human Rights and Relations Commission to provide guidance on running a meeting.
- Continued efforts to fill all the Boards and Commissions vacancies. We currently have positions available on:
 - Albany County Tourism Board
 - Downtown Development Authority (Own/lease property, or work in the downtown district)
 - Human Rights and Relations Commission (Youth 18-25 years old)
 - Laramie Youth Council (25/26 School Year)
 - Traffic Safety Commission

Long Term Projects:

- Worked with Wyoming State Archives to schedule an annual training for records retention on May 14, 2025. We invited the management team and administrative assistants and encouraged anyone to share the information with relevant staff members. The goal is to provide staff an opportunity to learn more about records management, retention periods, and when/how records can be destroyed.
- The City Clerk met with Wyoming State Archives to discuss the retention period for recordings or past City Council and Boards & Commissions meetings. The state said that the meeting minutes are our official records and the recordings should be evaluated by city staff for relevance and then destroyed. They recommended three years retention, but the City Clerk would like to receive input

from the City Attorney and City Manager on their thoughts for retention with considering how long we may need recordings for litigation purposes.

- The City Clerk began reviewing efficiencies in the division to see if there are additional areas that can be streamlined or tasks that should be redirected.



Short Term Projects:

- Budget preparations for the City Clerk and City Council Divisions.
- Prepared resolutions to add 5th Tuesday meetings for City Council and began to prepare locations and materials necessary to facilitate the meeting.
- Prepared the legal notices for the budget work sessions and special meetings that are scheduled to occur in May.
- Wyoming Association of Municipalities registration and travel plans for councilors attending the WAM 2025 Summer Convention in Cheyenne, WY on June 11-13, 2025.

Oaths of Office:

- Bruce Ward, Laramie Police Officer
- Rachel Gaunt, Laramie Police Officer

Professional Development:

- City Clerk began serving on the Wyoming Association of Municipalities for Clerks and Treasurers Association (WAMCAT) education committee. The first meeting was on April 7 to prepare an agenda for the fall conference in September.