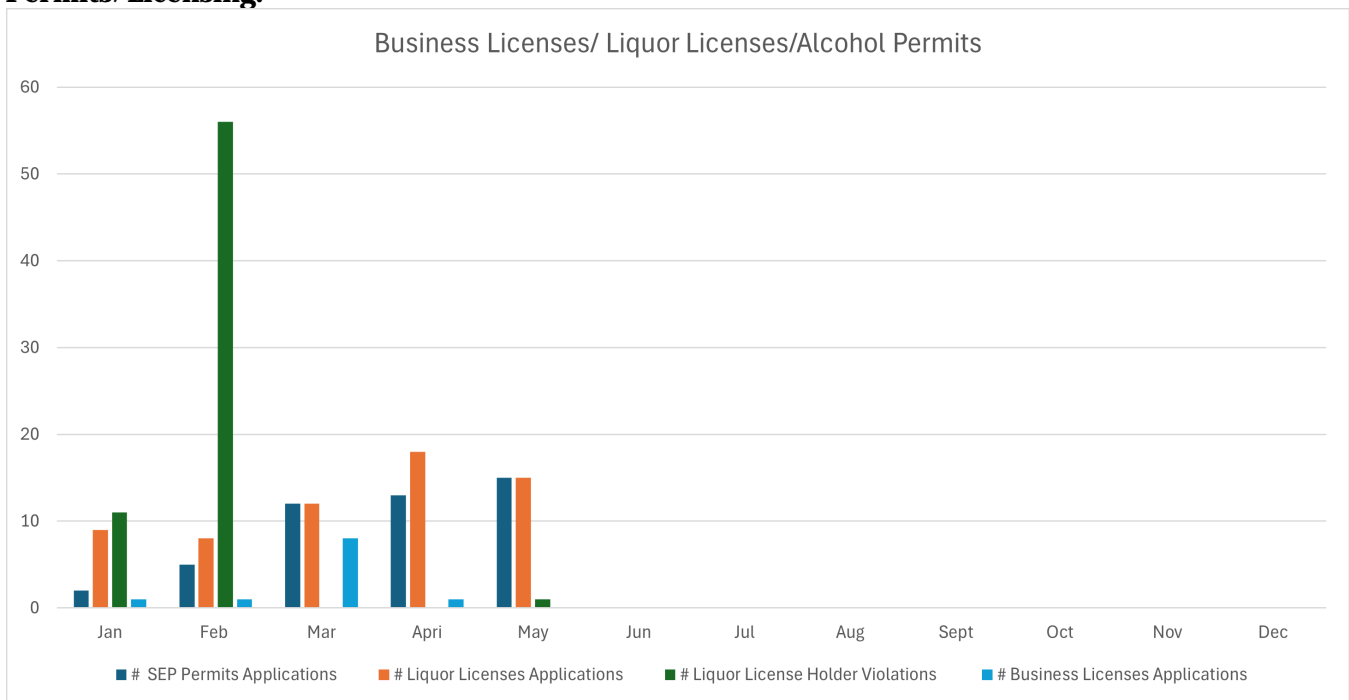


CITY OF LARAMIE
City Clerk's Office
P.O. Box C
Laramie, WY 82073

City Clerk's Office 721-5220
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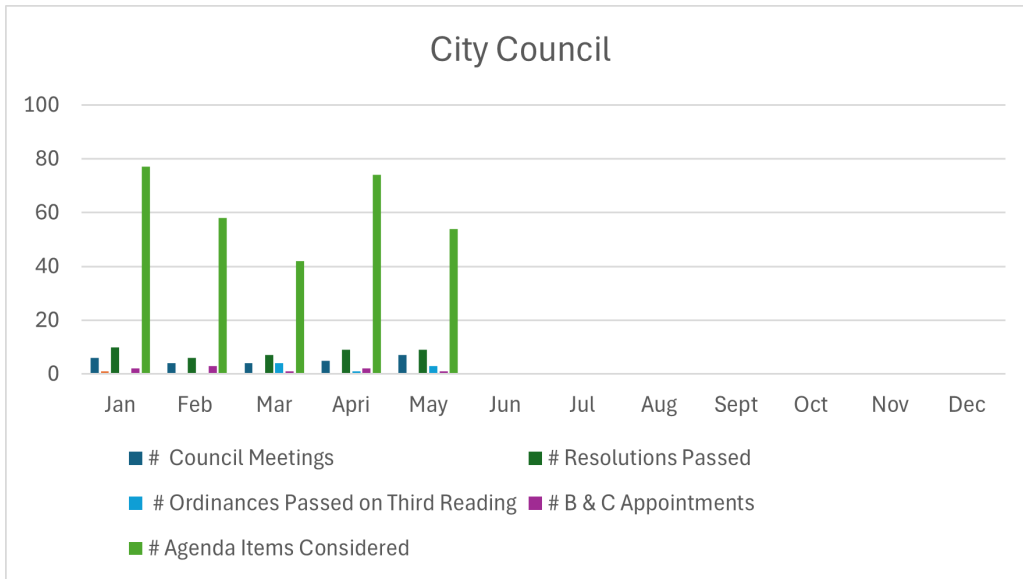
TO: Janine Jordan, City Manager
FR: Nancy Bartholomew, City Clerk
DATE: June 4, 2025
RE: May 2025 Monthly Manager Report

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



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 webpages.
 - City Council held budget work session on May 7, 13, 14, and 19. The budget will be set for adoption on the June 3, 2025 regular meeting agenda after legal publication.
 - City Council met for regular meeting on May 6 and 20. Regularly scheduled work sessions were held on May 13 and 27.



Boards and Commissions:

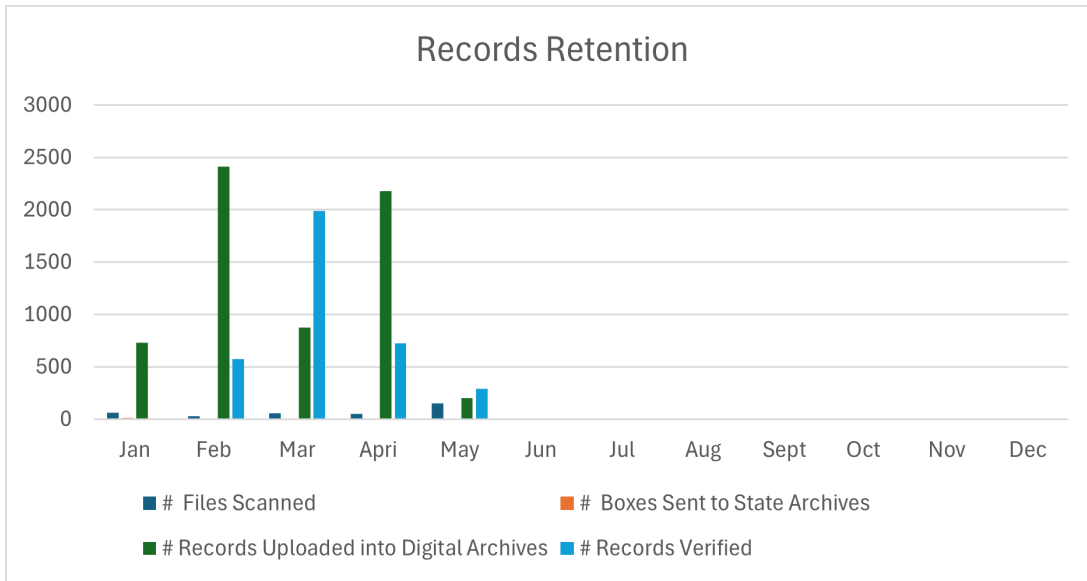
- City Clerk's office facilitated meetings, agendas, minutes, and recordings for the following Boards and Commissions: Planning Commission both meetings were canceled, Laramie Police Advisory Board, the Board of Health, and attended the Human Rights and Relations Commission and Ranch Advisory Commission to give 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:
 - 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 provide an annual training for records retention on May 14, 2025. We invited the management team, administrative assistants, and encouraged anyone to share the information with relevant staff members. The goal was 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.

- City Attorney thinks that five or ten years is a better time frame to retain the recordings.
- The City Clerk began reviewing efficiencies and duties in the division to see if there are additional areas that can be streamlined or tasks that should be redirected to relevant divisions.
- Began preparation for hosting the Wyoming Association of Municipalities Summer Conference in 2026. The WAM board awarded the City of Laramie the bid for next summer’s conference. We will begin organizing our internal committee as well as reaching out to local partners.



Short Term Projects:

- Budget material preparations for the City Clerk and City Council Divisions.
- 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.
- Met with the consultants for the City Hall remodel project to discuss placement of records and custody chains needed during the transition/remodel. It is important that records such as the City Council Executive Sessions be kept under lock and key were no one can access them per Wyoming State Laws.

Oaths of Office:

- n/a

Professional Development:

- City Clerk began serving on the Wyoming Association of Municipalities for Clerks and Treasurers Association (WAMCAT) education committee. We are currently organizing and planning for the September conference in Casper, WY.
- City Clerk and Deputy Clerk attended the International Institute for Municipal Clerks in St. Louis, MO. The conference included networking with other clerk around the country and other countries, advancing our personal/professional development through courses designed to address subjects such as workplace environment, personal health/well-being, avoiding burnout, etc. We had conversions with our clerks from the state of Wyoming about legal publication requirements and how they can improve their notices to meet the requirements and had many conversations with

other clerks from Tennessee and Missouri about how their offices address agendas, minutes, and organization within their office.

- City Clerk attended a tour on the Aquifer and the APOZ. This was very informative and helped to explain more in depth why the APOZ is so critical to Laramie's water supply.