

AGENDA
CITY OF LARAMIE, WYOMING
CITY COUNCIL WORK SESSION

(VIA ZOOM MEETING)

CITY HALL, COUNCIL CHAMBERS, 406 IVINSON AVE
TUESDAY, JANUARY 11, 2022, 6:00 PM

City Council Meetings are open to the public. Council Chambers seating is unavailable at this time due to social distancing. We encourage the use of the following tools to participate: watch live meetings on YouTube Live Feed (www.youtube.com/cityoflaramie/live), Cable Channel 191, or Zoom Webinar- Meeting ID: 895 1752 8355 Passcode: 241974 via internet, app, or telephone 1(669)900-9128. Public comments during the meeting can be provided via Zoom meeting. Public comments may also be submitted via email: council@cityoflaramie.org. Please email: clerk@cityoflaramie.org to request to make public comment during speaking time by no later than 3:00 pm on the day the meeting is to occur. Position of speaking will be assigned by lottery. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.

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. 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 relative to an agenda item shall 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/89517528355?pwd=dE9ZQVlSNGYyRmxzVHN0ZEdFYs85UT09>

1. SPECIAL MEETING

Documents:

[SM Reso 2022-07 Rock Creek Wind Project 1-11-22.pdf](#)

- 1.A. Resolution 2022-07, Authorizing the City Manager to Negotiate and Sign a Memorandum of Understanding with Other Governmental Entities Seeking Impact Assistance Funds from the Rock Creek Wind Energy Project or Consideration of a Memorandum of Understanding with Other Governmental Entities Seeking Impact Assistance Funds from the Rock**

**Creek Wind Energy Project
[Feezer, ACM]**

Documents:

[Resolution 2022-07 Cover Sheet Rock Creek Wind Energy Project.pdf](#)
[Resoltuion 2022-07 Rock Creek Wind Energy Project.pdf](#)

2. WORK SESSION

2.A. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)
(Limited to three (3) minutes per speaker.)

2.B. WORK SESSION: Workforce Report
[Jordan, CM; Andrews, Senior HR Generalist]

Documents:

[Cover Sheet Workforce Report 1-11-22.pdf](#)
[Workforce Presentation FY21.pdf](#)

2.C. City Council Updates/Council Comments

2.D. Agenda Review

Documents:

[Jan 18 2022 Draft .pdf](#)

**NOTICE OF CITY COUNCIL
SPECIAL MEETING**

NOTICE IS HEREBY GIVEN that a **Special Meeting** of the **Laramie City Council** will be held **Tuesday, January 11, 2022, 6:00 pm** via Zoom Webinar ID #895 1752 8355 Passcode # 241974, for the following purpose:

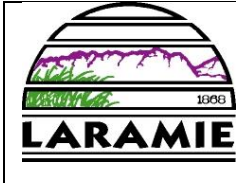
1. Resolution 2022-07, authorizing the City Manager to negotiate and sign a Memorandum of Understanding with other governmental entities seeking impact assistance funds from the Rock Creek Wind Energy Project or Consideration of a Memorandum of Understanding with other governmental entities seeking impact assistance funds from the Rock Creek Wind Energy Project

/s/ Paul Weaver, Mayor

Attest:/s/Nancy Bartholomew, CMC, City Clerk

Advertised: January 7, 2022 sent to the newspaper Laramie Boomerang and published on our website at www.cityoflaramie.org.

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Agenda Item: Resolution

Title: Resolution 2022-07 - Authorizing the City Manager to negotiate and sign a Memorandum of Understanding with other governmental entities seeking impact assistance funds from the Rock Creek Wind Energy Project.

Recommended Council MOTION:

I move to approve Resolution 2022-07 authorizing the City Manager to negotiate and sign a Memorandum of Understanding with other governmental entities seeking impact assistance funds from the Rock Creek Wind Energy Project and authorize the Mayor and Clerk to sign.

Administrative or Policy Goal:

To allow the City to seek fair reimbursement for effects on City services caused by wind energy development.

Summary of Resolution:

The attached resolution allows the City Manager, or her designee or designees, to negotiate and sign when negotiations are complete an MOU between the City of Laramie and the Counties of Albany and Carbon and cities and towns within those counties to present to the Industrial Siting Commission (“ISC”) seeking impact assistance funds available under the permit application for the Rock Creek Wind Energy Project.

Wind energy projects must be permitted by the ISC. As part of the permit, the ISC can award impact assistance funds to affected counties and communities. As a matter of course – in order to present a united position to the ISC – the counties and communities beforehand negotiate an MOU between themselves to present to the ISC a unanimous recommendation for distribution. The MOU sets out an agreed-upon amount due to each county and community.

The City of Laramie has entered at least five such MOUs, on other wind energy and transmission projects. The real work involves meeting with the other governmental entities to precisely calculate each entity’s fair share. That meeting, in this case, is scheduled for January 14, 2022.

The MOU will after that meeting be circulated for signature. The MOU must be approved, signed and delivered to the Clerk of Albany County, by all parties, on January 18, 2022. This resolution is therefore necessary as Council’s next business meeting is not scheduled until after the close of business on January 18, 2022.

Responsible Staff:

Todd Feezer, Assistant City Manager, tfeezer@cityoflaramie.org or 307.721.5304

Attachments:

Resolution 2022-07

RESOLUTION NO. 2022-07

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND SIGN A MEMORANDUM OF UNDERSTANDING WITH OTHER GOVERNMENTAL ENTITIES SEEKING IMPACT ASSISTANCE FUNDS FROM THE ROCK CREEK WIND ENERGY PROJECT

WHEREAS, the City of Laramie has routinely negotiated MOUs with other affected governmental entities for jointly requesting impact assistance funds from wind projects seeking permits from the Wyoming Industrial Siting Council (“ISC”); and,

WHEREAS, Rock Creek Wind, LLC has applied to the ISC for a permit allowing the Rock Creek Wind Energy Project to be built in western Albany and eastern Carbon Counties, and the City of Laramie, along with Rock River, Medicine Bow, Hanna, Elk Mountain, Sinclair, Rawlins, Carbon County, and Albany County (“Governmental Entities”) may all be eligible for impact assistance funds; and,

WHEREAS, the Governmental Entities intend to, as conducted in the past, in advance of such permit hearings, meet and negotiate an MOU setting out each of the entities’ fair entitlement to impact assistance funds, in order to present a unanimous recommendation to the ISC; and,

WHEREAS, the MOU must be approved, signed and delivered to the Industrial Siting Division, by all parties, by January 21, 2022, which causes very difficult timing for negotiations and our own City Council’s business schedule.

NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING, RESOLVES:

SECTION 1: That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

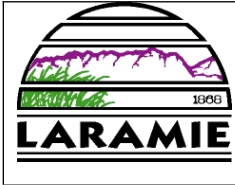
SECTION 2: That the City Council hereby authorizes the City Manager, or her designee(s), to negotiate with the other Governmental Entities for an MOU to present to the ISC, and to sign the MOU on behalf of the City of Laramie when and if the MOU is acceptable to the City Manager.

PASSED AND APPROVED this January 11, 2022.

Paul Weaver, Mayor and President
City of Laramie, City Council

ATTEST:

Nancy Bartholomew, CMC
City of Laramie, City Clerk



Agenda Item: Discussion Item

Title: Workforce Report

Recommended Council MOTION:

No motions are made during work sessions.

Administrative or Policy Goal:

Goal C. Milestone #2: Make sustainable modifications to compensation that will strengthen City's ability to recruit and retain highly qualified staff members, inclusive of salary, benefits, and gender equity in compensation.

Background:

The workforce report presents data concerning the City of Laramie's workforce with the intention of being used for future planning and decision-making. It focuses on authorized positions and actual filled positions in comparison to community growth; demographics of city staff including gender, age, and ethnicity; and how COVID-19 has affected retention, turnover, and succession. Unless otherwise noted, information is gathered from the City's payroll system, HR and budget documents, Wyoming Department of Labor, the U.S. Census Bureau, and the Bureau of Labor Statistics.

Legal/Statutory Authority:

Responsible Staff:

Janine Jordan, City Manager
Kristi Andrews, Senior HR Generalist

Attachments: n/a



City of Laramie Workforce Report

FY21

SUMMARY FOR AUTHORIZED POSITIONS

COL had 276.25 full-time positions authorized in FY21.

256 positions were filled at the end of the 2021 fiscal year.

Fiscal Year	Public Safety	Non-Public Safety	Solid Waste	Water	Sewer	Total City Employees
FY16	132.25	98.00	18.00	22.00	16.00	286.25
FY17	123.75	93.25	18.00	21.50	15.50	272.00
FY18	123.75	93.75	18.00	23.50	15.50	274.50
FY19	124.75	95.00	18.00	22.25	15.50	275.50
FY20	124.75	96.25	18.00	22.25	15.50	276.75
FY21	124.75	95.75	18.00	22.25	15.50	276.25
Change Over 5 Years	-7.50	-2.25	0.00	0.25	-0.50	-10.00

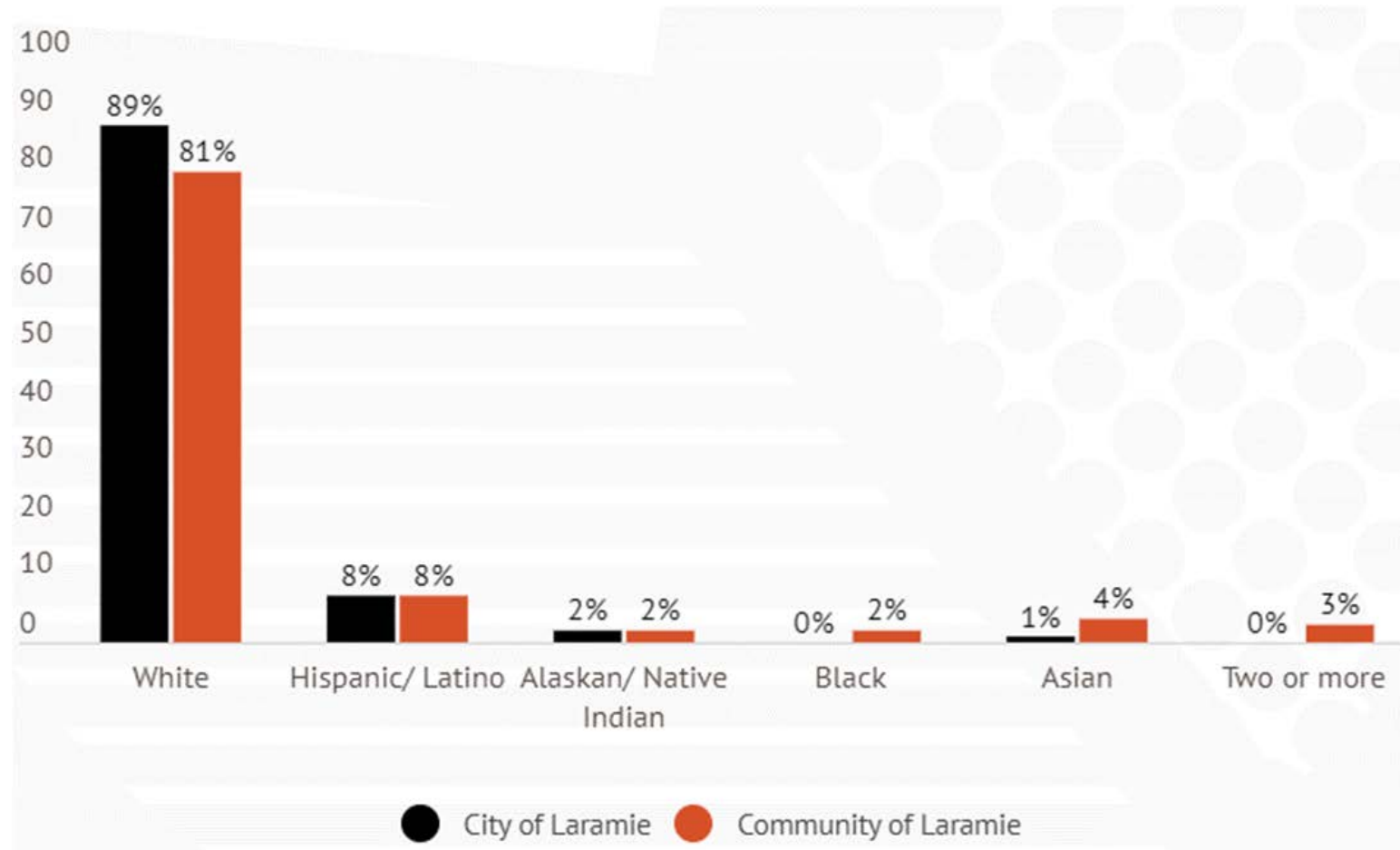
The population of Laramie has increased while our workforce has decreased.

Ratio: Employees vs Residents



SUMMARY FOR DIVERSITY

COL's workforce reflects
the community.



SUMMARY FOR DEMOGRAPHICS

The City's workforce in FY21 was 194 males and 64 females.

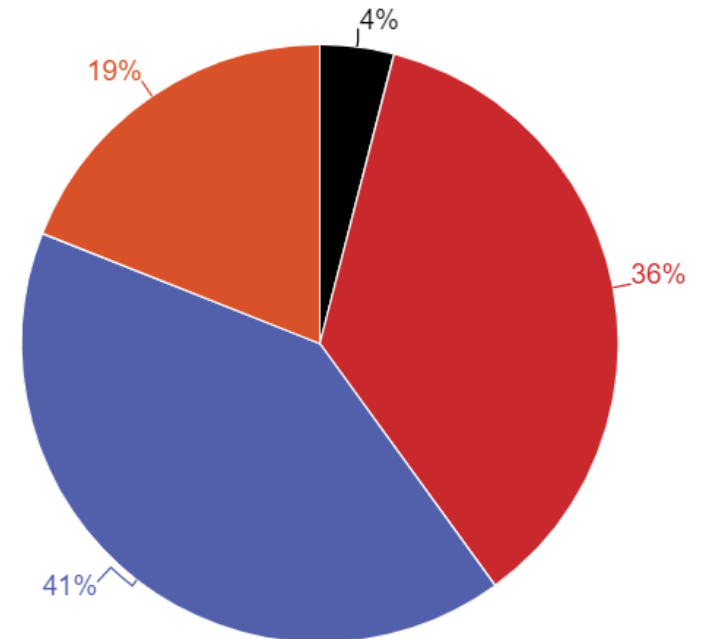
As in most municipal organizations, Public Safety and Public Works are predominately staffed by men.

Our gender pay gap was \$635.

The average age of the workforce is 44.



- Gen Z (up to 24 years old)
- Millennials (ages 25-39)
- Gen X (ages 40-55)
- Baby Boomers (over 56)

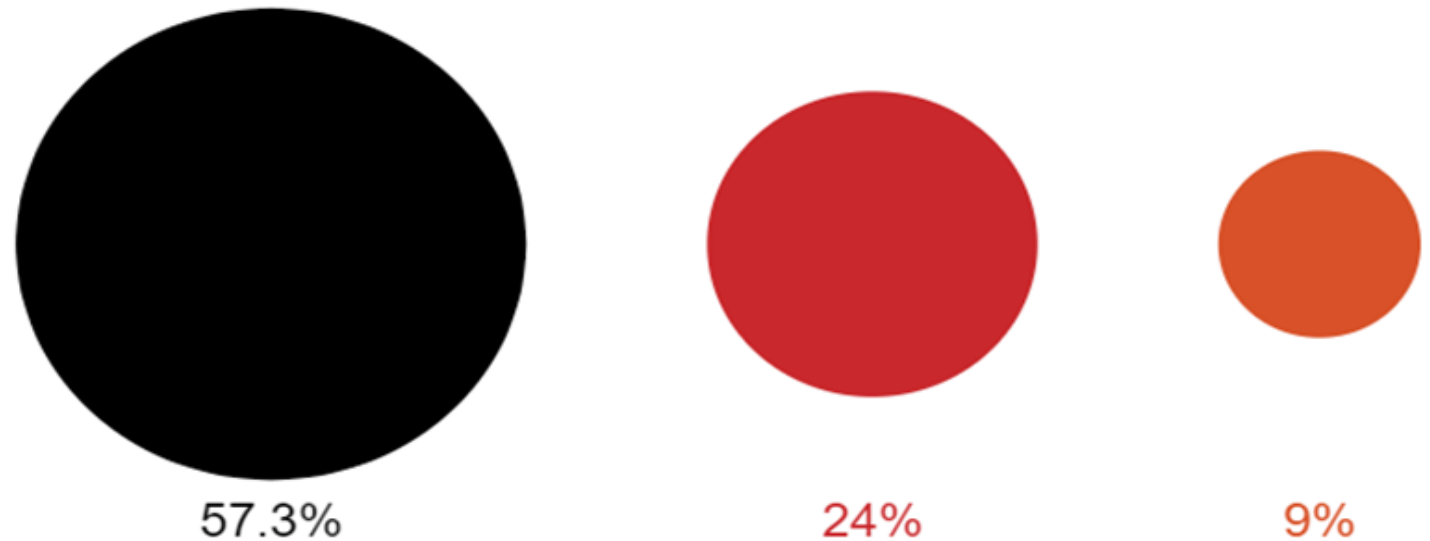


SUMMARY FOR TURNOVER

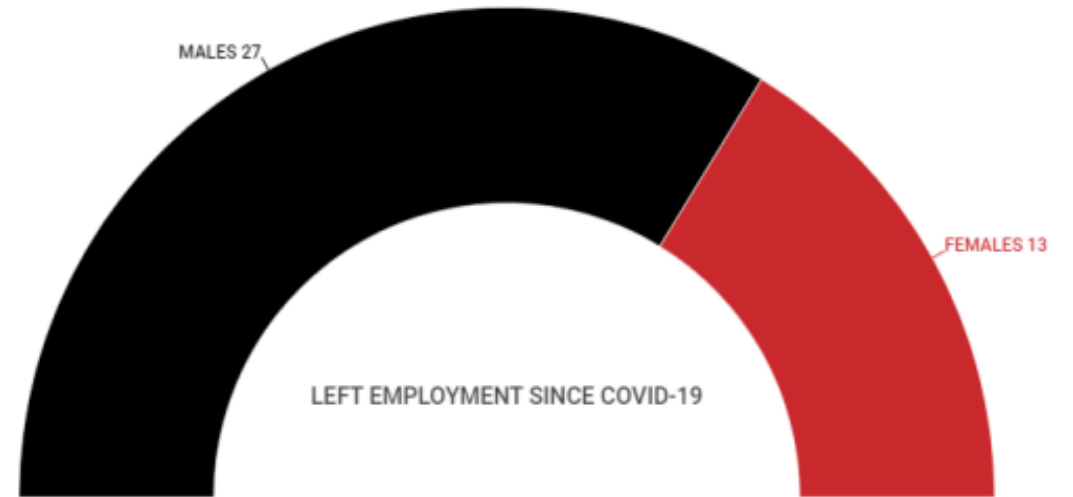
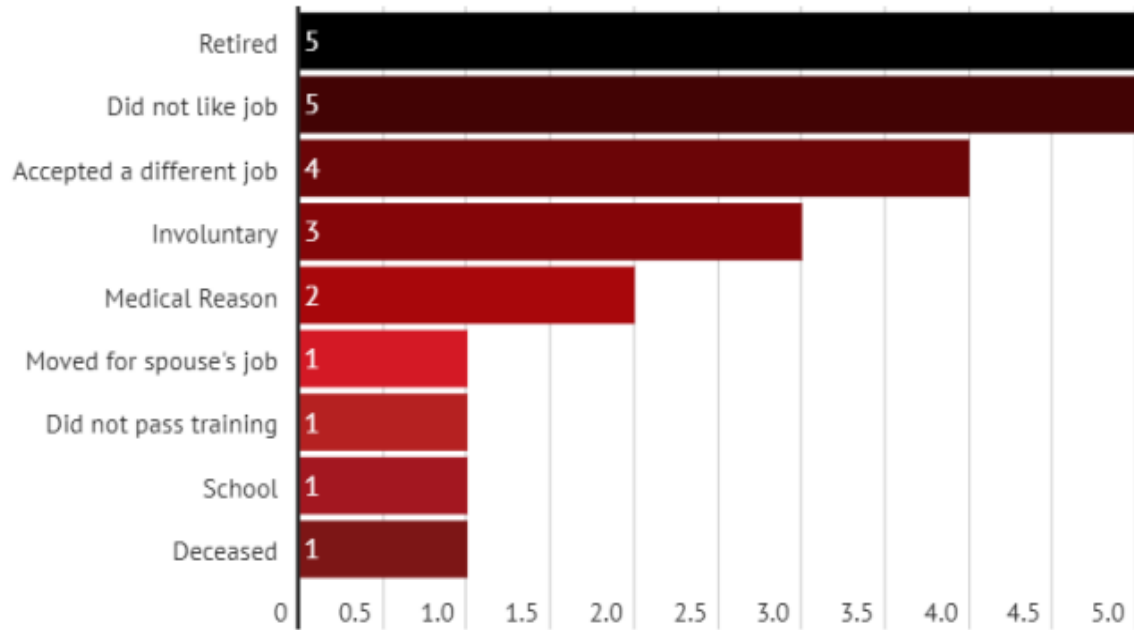
The turnover rate for the City of Laramie is 9%. Historically we have been between 10-12%.

The average years of service was 11, compared to 6.6 for most local government employees and 4 for all industries.

● National average ● Average for government ● City of Laramie



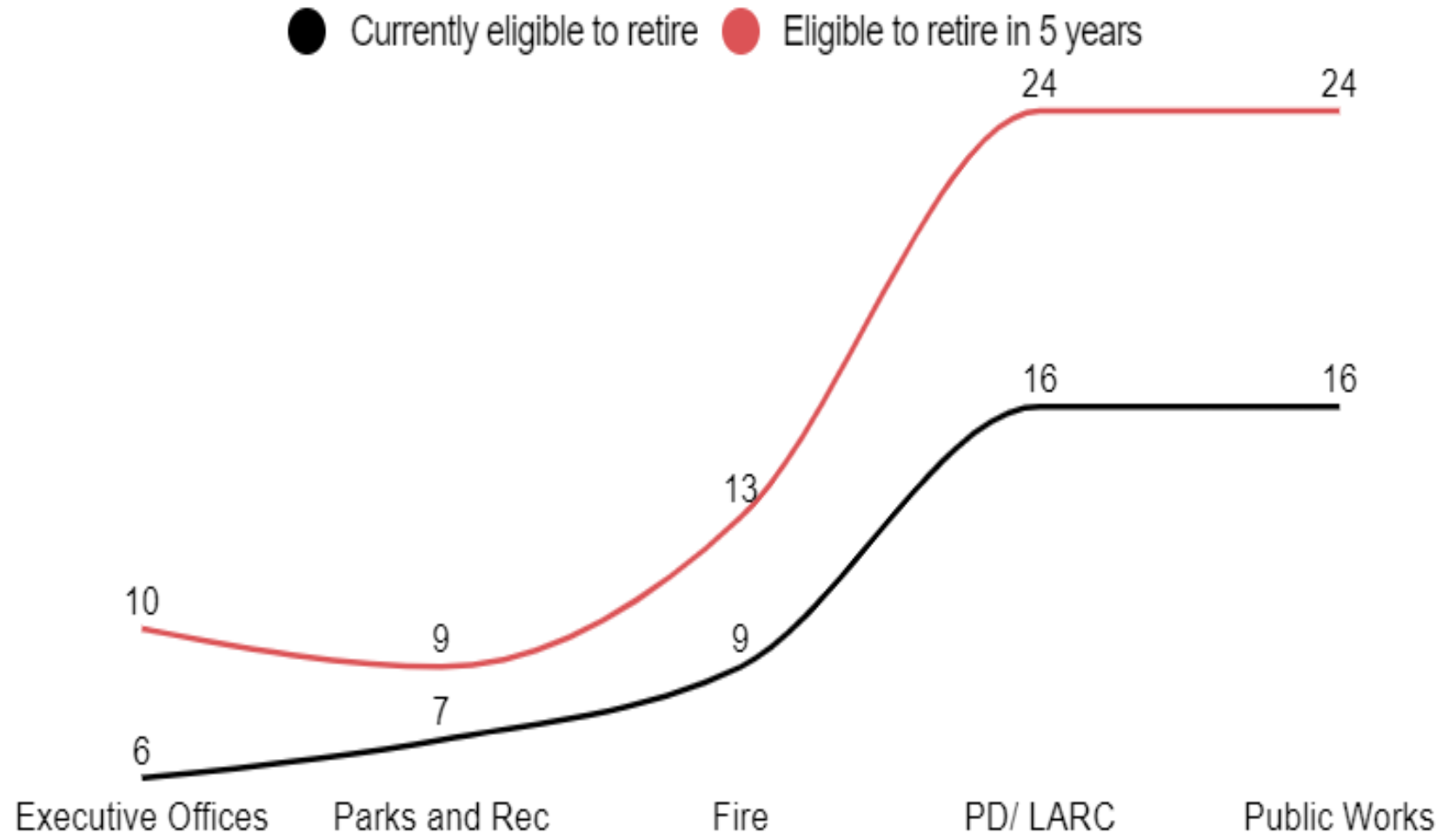
23 EMPLOYEES LEFT EMPLOYMENT IN FY21



SUMMARY FOR SUCCESSION

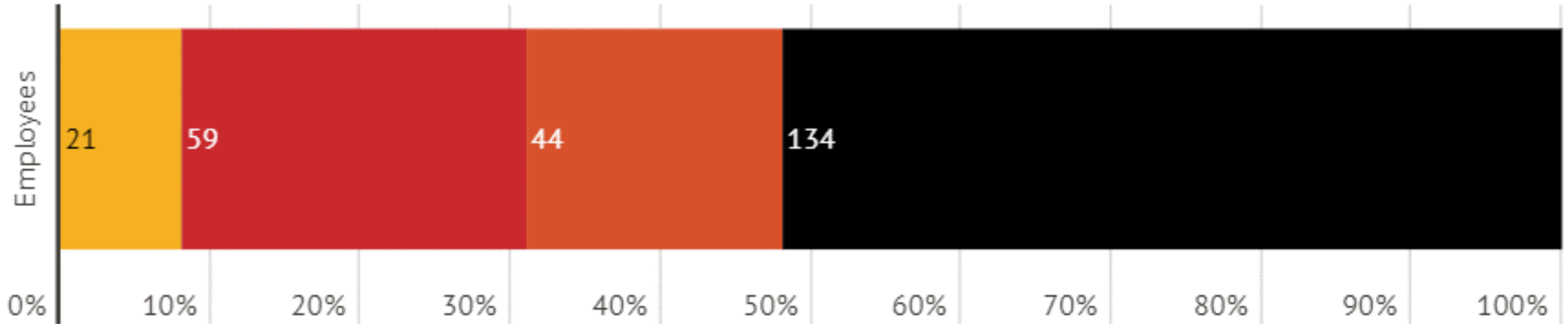
21% of City of Laramie employees are currently eligible to retire.





31% will be eligible within five years.



2022 WORKFORCE SNAPSHOT

As of January 1st, 2022



 Vacancies  Less than 2 years  Eligible to retire  Other

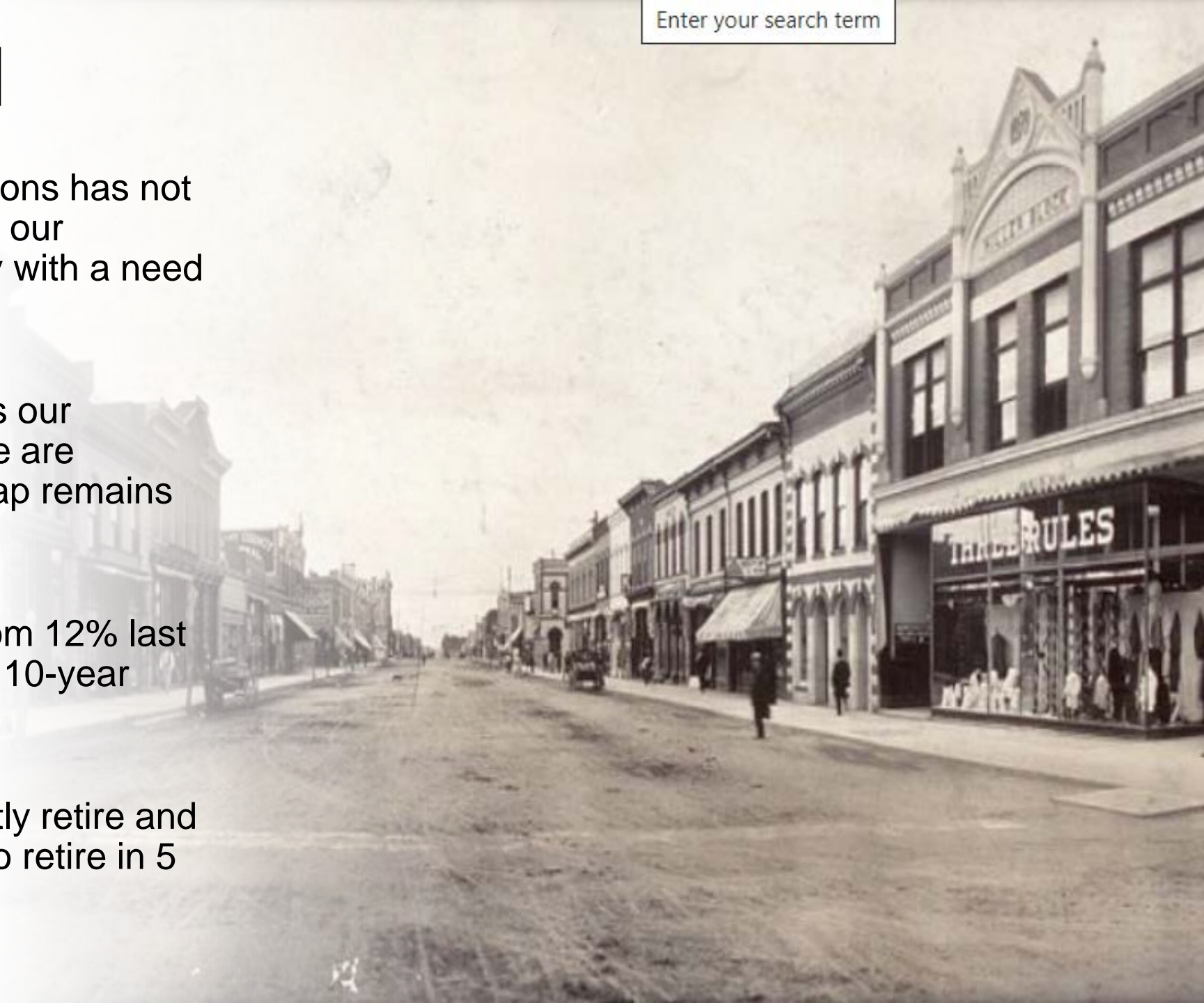
CONCLUSION

The number of our full-time positions has not kept up with population growth of our community, which leaves the City with a need for more staff.

The City's ethnic diversity reflects our community, most of our workforce are Gen-Xers, and our gender pay gap remains almost non-existent.

Our turnover rate is 9%, down from 12% last year. Retention increased from a 10-year average to an 11-year average.

21% of our workforce can currently retire and 31% of our workforce is eligible to retire in 5 years.



DRAFT AGENDA ITEMS

January 18, 2022

1. AGENDA
2. Pledge of Allegiance
3. Roll Call
4. Public Comment on Non-Agenda Items
5. Consideration of Changes in Agenda and Setting the Agenda
6. PROCLAMATIONS/PUBLIC HEARINGS/NOTIFICATIONS
 - 6.A. PROCLAMATIONS & PRESENTATIONS
 - 6.B. PUBLIC HEARING
 - 6.B.i. PUBLIC HEARING: Resolution 2022-11, Resolution 2022-11, Adopting the Bylaws Revisions Related to LMC 2.20- Board of Health
 - 6.C. ANNOUNCEMENTS
 - 6.C.i. Monthly Staff Recognition
7. Disclosures by City Council Members
8. Approval of Consent Agenda
9. CONSENT AGENDA
 - 9.A. MINUTES: City Council Meetings. [Bartholomew, CC]
 - 9.B. MINUTES: Minutes from the Laramie Youth Council January 5, 2022 [Bartholomew, CC]
 - 9.C. CEMETERY DEEDS: Cemetery Deeds for January 1-15, 2022. [Feezer, ACM]
 - 9.D. RESOLUTION: Resolution 2022-08, Budget Amendments for FY 2021-22 – Personnel Budget Transfers [Wade, ASD]
 - 9.E. RESOLUTION: Resolution 2022-11, Adopting the Bylaws Revisions Related to LMC 2.20- Board of Health [Bartholomew, CC]
 - 9.F. BID REJECTION: Laramie City Hall MAU 1 & 2 Design/Build Replacement Project. [Stevenson, Facilities/Feezer, ACM]
 - 9.G. AGREEMENT: Facilities Use Agreement between the City of Laramie Wyoming and ABC Family Entertainment, LLC for the use of Cowboy Field for the 2022 Calendar Year. [Guerin, Recreation/Feezer, ACM]
 - 9.H. MOU AMENDMENT: Amendment #2 to the Memorandum of Understanding between the University of Wyoming and the City of Laramie for the Lewis Street Area Infrastructure [Webb, PW]
 - 9.I. ORDINANCE: Original Ordinance No. 2030, Vacating approximately a 102,500 square foot area of right-of-way including a portion of Lewis Street, 11th Street, 12th Street and the alley within and adjacent to Block 2, University Place Addition. Third and Final Reading. (Introduced by Harrington) [Feezer, ACM; Teini, Planning Manager]

DRAFT AGENDA ITEMS

January 18, 2022

9.J. DEED: Quitclaim Deed conveying lands vacated by Original Ordinance No. 2030 to the University of Wyoming, right-of-way which includes a portion of Lewis Street, 11th Street, 12th Street and the alley within and adjacent to Block 2, University Place Addition. [Feezer, ACM; Teini, Planning Manager]

9.K.SCHEDULE MEETINGS:

9.K.i. February 22, 2022, 6:00 pm – WORK SESSION: BRS Operational Analysis of Recreation Center

9.K.ii. February 22, 2022, 6:00 pm – WORK SESSION: Trailer and RV Regulations for Parking on Streets

10. REGULAR AGENDA

11. Submission of an Airport Rescue Grant Agreement for Laramie Regional Airport in the amount \$1,093,620. [Bartholomew, CC]
12. Resolution 2022-09, Budget Amendments for FY 2021-22 [Wade, ASD]
13. Consideration of a Transportation Alternatives Grant Agreement between the Wyoming Department of Transportation and the City of Laramie for the Spring Creek Trail Development Project – Phase 1 (\$500,000). [Feezer, ACM]
14. Original Ordinance No. 2040, Amending Section 2.20 of Laramie Municipal Code Related to Board of Health [Bartholomew, CC]
15. Resolution 2022-10, Establishing Fees & Charges for Services for Administration of the Laramie Rental Housing Code [Jordan, CM]
16. Public Comments on Non-Agenda Items.
17. Consideration of future Council Work Session topics.
18. Adjourn