

**AGENDA  
CITY OF LARAMIE, WYOMING  
CITY COUNCIL MEETING  
CITY HALL  
JANUARY 23, 2018 6:00 pm**

*City Council Meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.*

- 1. WORKSESSION**
- 2. Public Comments**
- 3. WORK SESSION: Retail Study Update**
- 4. WORK SESSION: Community Partner Funding**

Documents:

[Work Session outline 1-23-18.pdf](#)

- 5. City Council Updates/Council Comments**
- 6. Public Comments**

## Funding History

FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/2017	FY 2017/2018
\$374,892	\$323,826	\$323,826	\$282,818	*\$282,818

\*This excludes Fire in the Sky and fee for service contracts (add in parenthesis the total amount of these items)

## Application Process

The application process generally opens in early to mid-January, followed by a mid to late February deadline and an early to mid-March presentations by applicants to the Council and Commission and a preliminary funding decision shortly thereafter. Funding decisions are considered preliminary until the adoption of the budget, which follows in May. Once the budget is adopted, staff begins to prepare grant contracts for agencies which the goal of making award payments by or before the end of the summer.

1. Staff coordinates with Albany County Clerk to set deadlines, and meeting schedules and to update applications
2. Staff forwards application to local non-profits, posts the application to the City's website and social media, and forwards a press release to the Boomerang
3. Staff accepts applications, tallies request amounts, and forwards applications with to council to review
4. Staff schedules a joint presentation evening at which applicants for funding make five-minute presentations detailing their requests
5. Staff presents a budget recommendation to council and prepares recommendation scoring spreadsheets which allow council members to form and calculate their individual funding recommendations
6. Once council members return their individual scoring spreadsheets, staff tallies all scores and determines an agency award totals by taking an average of each council member's recommendation
7. These averages are incorporated into a resolution which is passed by council
8. Upon passage of the resolution, funding totals are incorporated into the annual budget
9. One the budget is adopted, staff prepares grant contracts for awardees receiving \$1,500 or more in funds

## Ground Rules for Decision Making Process

Before making Community Partner funding decisions, council reviews ground rules for deliberations. Commonly agreed-upon ground rules include:

1. Do not recommend funding for more than the applicant requests
2. In the event of a conflict of interest, a Council member must declare the conflict in accordance with city policies
3. Councilors recommend funding in total that does not exceed the total amount of funding agreed upon by the group (often the amount recommended by City Manager)

## Items for Consideration

1. Funding shortfalls - each year, requests for funding far outstrip the amount council has available to fund. Additionally, the amount of funds available to distribute has dwindled each year as shown above. With these limitations in mind, council might consider the following approaches:
  - Form an exploratory committee to plan for and seek private partnerships whereby banks, service clubs, etc, might agree to match amounts approved by council.

- Consider a “funder roundtable” process whereby agencies can “pitch” their funding needs to Council and Commissioners alongside other funding entities (foundations, banks, service clubs)
  - Consider using other recapture funds from the daycare loan program to bolster the community partner program for applicant agencies serving children. Council must weigh whether or not they prefer to utilize these funds as general recapture monies for economic development (staff preferred option).
2. Does council wish to establish guidelines for religious agencies or neighborhood groups?
  3. Are reporting requirements sufficient?
  4. Does council wish to prioritize requests from certain types of agencies? For example, are social service agency requests of higher priority than requests from recreational organizations?