

AGENDA

CITY OF LARAMIE, WYOMING

CITY COUNCIL WORK SESSION

CITY HALL, COUNCIL CHAMBERS, 406 IVINSON AVE
TUESDAY, NOVEMBER 14, 2023, 6:00 PM

City Council Meetings are open to the public in accordance with W.S. 16-4-403.

Meetings are currently available in-person on a first come first serve basis, YouTube Live Feed (www.youtube.com/cityoflaramie/live), Cable Channel 191, or Zoom Webinar- Meeting ID: 847 5366 2608 Passcode: 263808 via internet, app, or telephone 1(669)900-9128. Public comments during the meeting may be provided in-person or via Zoom meeting. Public comments may also be

submitted via email: council@cityoflaramie.org. Please email: clerk@cityoflaramie.org to request speaking time during the 30-minute public comment periods on non-agenda items by no later than 3:00 pm on the day of the meeting. Limited speaking slots may be assigned by lottery for non-agenda items when more than 10 requests are received; public comments may also be submitted in writing to council@cityoflaramie.org for the record. 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 and other items must 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/84753662608?pwd=ZzVicVpLKzMwcnhCZVVWQzVoYjd3QT09>

1. WORK SESSION

2. **Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)**
(Limited to three (3) minutes per speaker.)
3. **WORK SESSION: Community Partner Funding: Review of the Application, Vetting and Award Process**
[Jordan, CM]

Documents:

[Summary Presentation - Community Partner Funding 11.14.2023.pdf](#)
[Community Partner Funding - Content Suggestions and Draft Application - 11.14.2023 Council Mtg.pdf](#)
[Community Partner Application Survey - FINAL RESULTS.pdf](#)

3.A. Public Comments

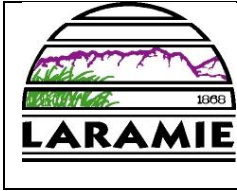
(Please observe the time limit of three (3) minutes per speaker.)

4. City Council Updates/Council Comments

5. Agenda Review

Documents:

[Nov 21 2023 Draft .pdf](#)



Agenda Item: Discussion Item

Title: Community Partner Funding: *Review of the Application, Vetting and Award Process*

Administrative Goal:

Conduct a fair, equitable and transparent process for awarding funds to non-municipal agencies that is easily understandable for potential applicants, Laramie residents and taxpayers.

Background:

Since the inception of the General Purpose Excise Tax in Albany County, Laramie municipal government has allocated funding (essentially a “grant”) to local agencies from 1% penny tax receipts. Wyoming statutes allow cities to contract with agencies to provide services within the jurisdiction.

City Council requested a work session to review the established process for receiving applications, reviewing and vetting applications and awarding funds to community partners. In addition to reviewing Laramie’s processes, staff has gathered information from other Wyoming cities and towns regarding their respective processes, if any, for funding community agencies and will present these findings.

A presentation was made at the September 26, 2023, City Council work session. Councilors requested follow up in the form of a survey to past applicants on how they view the City’s process and solicit suggestions for improvement. A review of the City’s current application and possible inclusion of “vetting” content to aid in prioritizing applications, including how the applicants project aligns with Council annual goals, if additional grants have been applied for, and possible modification to a two-year process. Staff will present on these findings.

Responsible Staff:

City Manager & Executive Assistant

APPLICATION QUALIFYING QUESTIONS TO CONSIDER INCLUDING:

- Are you a Non-Profit or Not-for-Profit Organization? (we currently do not require organizations to be non-profit/not-for-profit)
- Approximately how many grants have you applied for in addition to the City's Community Partner Funds in the past year, including Rec Mill funds and/or Tourism grants?
- How many grants have been successfully funded to your organization through other sources in the past year, excluding the City of Laramie Community Partner Funds program?

On current application includes:

Will this amount be used to leverage additional funds either through grants or other means?

If you marked YES, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.

- What is the budget breakdown for the proposed project?
- What percentage of your budget does your requested amount reflect? (e.g. Annual Gross Budget at \$200,000.00 and requesting \$5,000.00 = 2.5%)
- What community need/issue are you addressing?
- How does your organization's use of Community Partner Funding align with those of the City Council (select and explain): (will need to utilize previous year's goals due to application process and adoption of goals schedules do not currently align)

Possible changes to application review/acceptance process:

1. To assist in time efficiency - after Council receives/reviews the submitted applications they can present any question(s) they have for specific applications to the City Manager's Office staff. Then, only those specific organizations would be invited to a scheduled Council meeting to provide response to Council's questions. City Manager's Office would work with County Commissioners on their desire to continue participating in this meeting if this change is integrated.
2. "Elimination Round" - One of the survey responses mentioned higher consideration for agencies with most impact on community (services/benefits to community members). Casper noted their Council may come to a consensus that some projects are not appropriate for their One Cent Funding and then requires that each applicant receive a majority of the Council's support. Those that receive at least five affirmative votes move on to the next level of consideration. Powell listed out three minimum criteria that must be satisfied before application can be considered and notes that they have the right to deny funding to any applicant for any reason.

City of Laramie/Albany County

Community Partner Organization - “Outside Agency” Funding Request Application

Fiscal Year Proposed Changes to Application

Introduction

The City of Laramie and Albany County provide funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies” or “Community Partners,” organizations receiving municipal and/or county funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community Partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Historically, organizations requesting funding have typically fallen within the following three categories:

Recreational/Arts and Culture: These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: *Laramie Plains Museum, Laramie Depot, and Relative Theatrics*

Social Services: The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Big Brothers-Big Sisters, Downtown Clinic, and Interfaith-Good Samaritan*

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to: A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit; or B) provide services, programs or other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns and interests.

Examples: *Albany County Public Library and the Laramie Plains Civic Center*

Application Instructions

Please answer questions in the form provided here. An application is also available for download on the City of Laramie website: www.cityoflaramie.org. Contact Nancy Oakland-Potter (noaklandpotter@cityoflaramie.org, 721-5226) or Kayla White (kwhite@co.albany.wy.us, 307-721-5517) for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager's Office.

Applicants must submit their application either by U.S. Mail or electronically to:

Original Copy (one hard copy only)

Mail:

City Manager's Office
Attn. Nancy Oakland-Potter—Community Partner Funding
P.O. Box C
Laramie, WY 82073

Electronic Copy (one to each staff member listed below)

Email to:

Nancy Oakland-Potter
City Manager's Office
Executive Assistant
307-721-5226
noaklandpotter@cityoflaramie.org

Kayla White
Albany County
County Clerk
307-721-5517
kwhite@co.albany.wy.us

The application process also includes a five-minute presentation and "question and answer" session with the City Council and the County Commissioners. See Application Checklist for meeting schedule.

PLEASE NOTE:

***Applications must be received by the City Manager's Office
no later than 5:00 p.m. on Tuesday, February 21, 2023.***

Application Checklist

This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- If submitting a hard copy via U.S. Mail to the City Manager’s Office.
 - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
 - Copy of Organization’s W-9 Form.
 - Only provide what is requested. *Do not* include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to BOTH noaklandpotter@cityoflaramie.org and kwhite@co.albany.wy.us.
NOTE: Do Not include W-9 in electronic version.
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer “N/A” or enter a zero.
- Complete Section VI if your agency received funding during the FY 2021/2022 cycle.
- Mark your Calendar: **Presentation Schedule** (a final presentation schedule and instructions will be provided when applications are received).

Application Type	Date/Estimated Time	Location
City-only Joint City/County	March 14, 2023/5:30 p.m.	To Be Determined – Applicants will be informed of meeting location.
County-Only	May 26, 2023/5:00 p.m. Applications due to Kayla White Presentation on June 6, 2023, Commissioners Meeting	County Commissioners’ Room, Room 105, County Courthouse

Schedule for Decision Making Process and Availability of Funds:

→**City:** Laramie City Council intends to make a preliminary funding decision in late March or early April 2023. Final funding decisions will be announced upon adoption of the City’s FY 2023/2024 budget. Adoption is planned to occur in June 2023. Award payments for successful applicants will be made on or around August 1, 2023, pending receipt of completed agreement.

→**County:** The Board of Albany County Commissioners will make a final funding decision upon adoption of the County Budget at the end of June 2023. Contact County Clerk, Kayla White for more information.

SECTION I: Cover Sheet

APPLICANT INFORMATION

Organization Name:	
Contact Person:	
Mailing Address:	
Phone:	
E-mail:	
Web:	

Type of Organization:	
<input type="checkbox"/> Recreation/ Arts and Culture	<input type="checkbox"/> Civic/Quasi-Governmental
<input type="checkbox"/> Social Service	<input type="checkbox"/> Other _____
<input type="checkbox"/> Non-Profit Agency	<input type="checkbox"/> Not-for-Profit Agency

Requested Amount for FY23/24: City \$ _____ County \$ _____

Will this amount be used to leverage additional funds either through grants or other means? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you marked YES, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual. \$ _____ <input type="checkbox"/> Estimated <input type="checkbox"/> Actual
Approximately how many grants have you applied for in addition to the City's Community Partner Funds in the past year, including Rec Mill funds and/or Tourism grants? _____
How many grants have been successfully funded to your organization through other sources in the past year, excluding the City of Laramie Community Partner Funds program? _____

Description of request: Using the space below, <i>briefly</i> describe how your organization will use these funds and how the proposed program/project will benefit the community. A more detailed description is requested in <u>Section III</u> .

Declaration: I hereby certify that the information give in this application for Community Partner funding is true and correct to the best of my knowledge.
Agency Director _____ <i>Signature</i> <i>Print Name</i> <i>Date</i>
Board President _____ <i>Signature</i> <i>Print Name</i> <i>Date</i>

SECTION II: Organization History

Organizational History and Mission

Provide a mission statement and brief history of your organization in Laramie and/or Albany County, including services provided to area residents.

Organizational Structure

List your officers and director(s), indicating their terms of office.

SECTION III. *Funding Request Justification*

Briefly explain how these funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- ~~X~~ - whether or not the funding request has increased from prior years;
- whether or not this is a one-time or on-going request;
- ~~X~~ - description of any large program or staff expansion occurring in this fiscal year;
- large equipment or other fixed assets that will be purchased fiscal year;
- how your project relates (reword to align) to City or County goals (can include list of City goals for them to select from), or how it improves the overall quality, character or health of the community – what community needs does this request address;
- ~~whether or not funding will be used to leverage additional monies for your organization either through grants or other means; (duplicate question from page 4);~~ and
- include a breakdown of costs related to this request

"X" Consider removing/editing previous discussion items listed.

Section IV. *Financial Information*—a current balance sheet can be submitted to satisfy this requirement.

Balance Sheet as of December 31, 2022:

<p>Assets</p> <p>Current: Cash: CDs , etc.: Receivables:</p> <p>Fixed: Equipment: Building: Less Depreciation:</p>	<p>Liabilities</p> <p>Current: Payables: Withholding:</p> <p>Long Term: Promissory Notes: Mortgage:</p> <p>Owner’s Equity:</p>	<p>What percentage of your budget does your requested amount reflect? (e.g. Annual Gross Budget at \$200,000.00 and requesting \$5,000.00 = 2.5%)</p> <p>Other Financial Information You Wish to Include:</p>
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SECTION V. Fiscal Year Budget Information

If your organization follows a different funding cycle (i.e. Calendar Year), indicate your budget cycle here:

Revenue

	Amount	Secured or pending?
City of Laramie, Community Partner		
Albany County, Community Partner		
United Way		
Donors		
Fundraisers		
Interest		
Other		
Other		
Total Estimated Revenue		

Expense

	Amount	Comments
Salary, Director		
Salary, Other(s)		
Benefits		
Rent		
Utilities		
Client Service		
Client Aid		
Equipment		
Other		
Other		
Total Estimated Expense		

Section VI: Interim Report for FY 2022/2023 Awardees Only

Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2022/2023

Amount Awarded? \$ _____

Have you used all of the funds awarded? Yes
 No

If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds. \$ _____

Date: _____

Briefly describe the impact that the FY 2022/2023 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project, or organization.*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year.*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*



City of Laramie
City Manager's Office
P.O. Box C
Laramie, WY 82073

(307) 721-5226

The City of Laramie is reviewing its current Community Partner Funding processes and is seeking your input on we can best serve your needs and any suggestions on how we could possibly improve the program.

Please email your responses back to me (noaklandpotter@cityoflaramie.org) by or before 2:00 p.m. on Monday, November 13, 2023.

We greatly appreciate your time and thoughtful responses to the following questions:

SURVEY QUESTIONS:

What did you think of the application process?

- Very easy - **1**
- Easy - **6**
- Average - **7**
- Challenging - **0**
- Very Challenging - **0**
 - If you selected "Challenging" or "Very Challenging," please explain: **n/a**

How do you feel about the amount of data asked for in this grant application?

- Too little information is requested - **0**
- About the right amount is requested - **14**
- Too much information is requested - **0**

Do you feel the grant review system is fair?

- Yes - **9**
- No - **1**
- Unsure - **4**
 - If you selected "No," please explain:
 - Somewhat. I know all Council members and Commissioners try their best not to be biased.
 - Moderately so.

Do you think the grant review system can be improved?

- Yes - **8**
- No - **1**
- Unsure - **5**
 - If yes, please list some ideas on how the review system could be improved:

Do you like the current annual application schedule, or would you prefer to apply once every two years? Applications would be solicited once every two years and awards made would be paid out during that time.

Annual - 10

Biennial - 3

Either - 1

- A two year application **would be helpful unless this were to drastically change awards** – one year of funding is now spread across two years.
- One year at a time unless further benefit of every two years was more explained.
- Every year seems to be about right. Although it would be beneficial for some organizations to make one application every two years other organizations that experience turnover might experience difficulty because of two-year timeline. I cannot think of a process that would help to mitigate this and other difficulties that might arise.
- Every other year would be our preference. **Feb-April is heavy application time for all government grants (City, County, CPI, Federal, etc.)**.
- I like the yearly application process. **Things change so quickly over the course of a year; it would be hard to anticipate needs and expenses for a 2-year period**.
- Annually is preferred because **goals and needs can change annually and funding for projects may also be affected**, especially for diverse or new nonprofits.
- We would certainly appreciate the reduced administrative burden of such an approach; however, we have seen other cities struggle and need to cut prior grants/commitments mid-stream due to budget changes. Consider a hybrid approach of not requiring new applications, but allowing council to continue, adjust, or extend contracts annually. Such an approach could potentially allow the process to go even longer. (City of Casper uses a 4-year approach tied to 1% voter approvals).
- I believe that the **every year cycle may provide more accountability for the applicants**. I think a two-year cycle would make the decision-makers more reluctant to allocate as much funding for newer organizations that probably need more help.
- We like to **share the prior year's successes and adjust funding requests based on the current need**. It also provides an opportunity for the public to hear about each organization and new Councilors to learn more about what each agency is able to accomplish year-to-year.

Please provide us with any other suggestions you believe could help improve our current application process.

- **Requiring less information** is always helpful. We understand there does need to be a balance between ease of applying and due diligence with public funds.
- The **timeline occurs at the same time as number other funding opportunities**. This places a heavy strain on many of us; we are conditioned to understand “grant season” but it would be nice to not have so many applications all due at the same time.
- **An optional review of expectations would be helpful**. While we have received CPF for years, a review of the process, expectations, allowable costs, etc., would be helpful in times where numerous changes, and therefore spending needs, occur e.g., the transition out of ERAP, while expected, has forced numerous changes to operations as we try to meet demand.

- **Provide more information about the desires and goals of the CPF program.** Presentations and applications to the Council are mostly one-way communications. I would like to know more/specifics about **how we can best help the City meet its goals and provide better service.**
- **Perhaps explain the process how each Council member ascribes their priorities** then how those averages apply to the awarding process.
- **Unsure how the process for approval looks behind the scenes.** I would be curious to see notes from the Councilors regarding their choices to fund or not fund a project. The reason for their choice is unclear, making programmatic adjustments for the betterment of the applying organization challenging. **Without additional context, it is easy to assume funding choices are based on personal relationships and the subjective leanings of the Councilor, which I feel is problematic.**
- I think there are some great partners in Laramie, but I think some partners may not benefit the greater community. **Those who have most impact on community should receive first consideration.**
- **One application, signing and reporting would be helpful.**
- **Divide the requests into different categories according to their operating budget and funding from other agencies.** It's hard to compete with larger organizations.
- **Feedback regarding low scores or in general would be helpful.** Low grant amounts from one person dramatically affects the final grant amount and it would be productive to **understand their scoring.** This could be helpful.
- **The process is direct and easy to follow.** Presenting in person is great because it allows a personal touch and a chance to exchange comments and questions.
- **I think it would be better if there was a set amount of funding per category** – quasi governmental, arts, etc. Typical grants do not have so much variability in the types of organizations applying and could help organizations determine their request based on availability in their category.
- We greatly appreciate the City's commitment to its community partners. Thank you!
- Consider **changing the language from "grants and awards" to "contracts for services"**, as the City is contracting with agencies to provide services that would generally be outside the scope of what the City could provide on its own.
- Consider **having the Council discuss and prioritize needed and needed-to-sustain services in advance.** (e.g., Food, Housing, Youth, Job training, Aging, Recreation, Art).
- **Separate the process for governmental/quasi-governmental services from social services.** This could switch the tone from open 'grant applications' to 'request for qualifications' to provide services. Caution, however, that only using a needs/data assessment approach to identify gaps and set priorities can erroneously ignore the potential of creating new gaps by not sustaining existing services. Such an approach **could help shift the conversation from "funding my favorite cause" to "funding essential social services"** before introducing specific project/agency names & relationships to the discussion.
- **Consider a work session on "Trust-Based Philanthropy".** (Natrona Health Trust has a nice presentation they've been sharing around Wyoming), which maintains transparency and accountability while allowing nonprofits to prioritize services over administrative requirements and burdens.

- I believe that there were **a lot of applicants that talked substantially longer than the limitations** suggested, which made it very uncomfortable being near the end and knowing there really was not much time left. Perhaps **providing more specific guidelines for our presentations** would help streamline the process. I am new to this process, so perhaps a lot of this information is out there, and I am just unaware.
- It could be helpful for **Council to collectively determine what percent of available funding they would like allocated to each category of organization: Recreation/Arts & Culture, Social Services, and Civic Organizations/Quasi-Governmental**, based on Council's overall priorities for the year. This should help keep each recommended allocation closer to others and result in a better overall average for every applicant.
 - **Setting a cap for any agency that isn't required to file a Form 990** (and elects not to) may be useful as well. Small groups/clubs should still absolutely be encouraged to apply for funding, but transparency of public funds is important as well. Transparency should also be encouraged if the requested funds constitute a majority of the organization's budget (once again perfectly fine for a small agency, but good information to consider when funding recommendations are being made).
 - It may also be helpful for **new applicants to receive a list of the previous year's allocations amounts and all agencies to receive the estimated amount of available funding (in comparison with the prior year) to help organizations craft a reasonable request.**
- While the amount of time allotted for presentations is short, we understand that Council has many other items of business to consider throughout the year and we appreciate having equal opportunity that evening with time for questions in addition to the allotted time.
 - **One idea to give councilors an opportunity to learn more about each of the organizations is to invite awardees to participate in the City's annual wellness fair.** *(NOTE FROM NANCY OP: I am on the Wellness Committee and already send out invites to all current CPF recipients).* Tabling events like this one could be the perfect environment to facilitate conversations between council members and the various organizations.
 - We also appreciate that most **organizations have stayed focused during their presentation on their own successes versus comparing their service model with other agencies.** This has led to a very positive atmosphere where each agency can celebrate the presentation of another's. We understand that costs far outpace the availability of Community Partner funding, but we are only able to be an effective network of nonprofits when agencies work together. We hope that any changes made to the process continue to foster a spirit of collaboration.

DRAFT AGENDA ITEMS
NOVEMBER 21, 2023

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: Original Ordinance No. 2070, an ordinance approving and authorizing the annexation of approximately 63.935 acres of property located in unincorporated Albany County, located southeast of Banner Road adjacent to the northern municipal boundary, into the boundaries of the city of Laramie, Wyoming
 - 6.B.ii. PUBLIC HEARING: Original Ordinance No. 2071, an ordinance amending the City of Laramie's official zoning map to zone a newly annexed parcel of land located southeast of Banner Road adjacent to the northern municipal boundary as O (O district) within the City of Laramie
 - 6.B.iii. PUBLIC HEARING: Original Ordinance No. 2072, an ordinance approving and authorizing the annexation of approximately 0.977 acres of property located in unincorporated Albany County, located due east of the intersection of Mojave Drive and North 45th Street, into the boundaries of the city of Laramie, Wyoming
 - 6.B.iv. PUBLIC HEARING: Original Ordinance No. 2073, an ordinance amending the city of Laramie's official zoning map to zone a newly annexed parcel of land located along North 45th Street adjacent to the eastern municipal boundary to city R-1 (Single Family Residential District) and the Casper Aquifer Protection Overlay Zone within the City of Laramie
 - 6.B.v. PUBLIC HEARING: Original Ordinance No. 2074, an ordinance approving and authorizing the annexation of approximately 0.501 acres of property located in unincorporated Albany County, located due east of the intersection of Easterling Drive and Cottonwood Drive into the boundaries of the city of Laramie, Wyoming
 - 6.B.vi. PUBLIC HEARING: Original Ordinance No. 2075, an ordinance amending the City of Laramie's official zoning map to zone a newly annexed parcel of land located along Cottonwood Drive adjacent to the municipal boundary to RR (Rural Residential District) within the City of Laramie
 - 6.C. ANNOUNCEMENTS
 - 6.C.i. Monthly Staff Recognition
 - Sabrina Ecker, Human Resource Specialist
 - Mitch Snyder, Senior Street Maintenance Worker

DRAFT AGENDA ITEMS
NOVEMBER 21, 2023

7. Disclosures by City Council Members
8. Approval of Consent Agenda
9. CONSENT AGENDA
 - 9.A. MINUTES: City Council Meetings. [Bartholomew, CC]
 - 9.B. CEMETERY DEEDS: Cemetery Deeds for November 1-15, 2023. [Feezer, ACM]
 - 9.C. AGREEMENT: Consideration of Professional Services Agreement Between the City of Laramie and Laramie Public Art Coalition (\$65,000 or as budgeted) [Guerin, Recreation Manager; Feezer, ACM]
 - 9.D. LICENSE: Consideration of License Agreement Between the City of Laramie, Wy and Wy Plaza, L.C. for Access and Installation and Maintenance of Landscaping [Jordan, CM]
 - 9.E. MOU: Memorandum of Understanding between the Board of County Commissioners of Albany County, Wyoming, the City of Laramie, Wyoming, the University of Wyoming, Laramie County Community College Albany County Campus, and DBJDM Enterprises LLC dba WyoTech Regarding the International Town and Gown Association [Jordan, CM]
 - 9.F. CONTRACT: Contract with International Town and Gown Association (ITGA) for a Certificate Level 1 Program [Jordan, CM]
 - 9.G. GRANT: Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program Grant, Award Number 47015773 For Body Worn Camera Equipment and Software in the amount of \$100,000 [Browne, Police Chief]
 - 9.H. RESOLUTION: Resolution 2023-87, Appointing One Member to Laramie Advisory Commission on Disabilities [Russell, HR]
 - 9.I. ORDINANCE: Original Ordinance No. 2069, an ordinance amending the Casper Aquifer Protection Overlay Zoning District for properties within the City of Laramie. Third and Final Reading. (Introduced by Gabriel)[Teini, CEDD]
 - 9.J. SCHEDULE MEETINGS:
 - 9.J.i. December 6, 2023, 5:30 pm – Work Session: Legislative Meet and Greet (Municipal Operations Center)
 - 9.J.ii. December 26, 2023, 6:00 pm (CANCEL) – Work Session (Due to City Administrative Holiday)
 - 9.J.iii. January 2, 2024, 6:30 pm (RESCHEDULE to Wednesday, January 3, 2024) – Regular Meeting (Due to City Administrative Holiday)
 - 9.J.iv. January 9, 2024, 6:00 pm – Work Session: State of City Report & 2024 Goal Setting (6-9 pm)
 - 9.J.v. January 23, 2024, 6:00 pm – Work Session: Traffic Commission Speed Limit Recommendation
 - 9.J.vi. February 13, 2024, 6:00 pm – Work Session: Establishing a Human Rights Commission

DRAFT AGENDA ITEMS
NOVEMBER 21, 2023

9.J.vii. February 27, 2024, 6:00 pm – Work Session: Budget Development: Resident Survey Data

10. **REGULAR AGENDA**

11. Consideration to Accept a Grant Award from the State of Wyoming Office of Homeland Security (WOHS) in the amount of \$205,000.00 [Terry, Asst Police Chief]
12. Original Ordinance 2070, an ordinance approving and authorizing the annexation of approximately 63.935 acres of property located in unincorporated Albany County, located southeast of Banner Road adjacent to the northern municipal boundary, into the boundaries of the city of Laramie, Wyoming. Second Reading. (Introduced by Richardson) [Gabathuler, Principal Planner]
13. Original Ordinance 2071, an ordinance amending the City of Laramie’s official zoning map to zone a newly annexed parcel of land located southeast of Banner Road adjacent to the northern municipal boundary as O (O district) within the City of Laramie. Second Reading. (Introduced by Cumbie)[Gabathuler, Principal Planner]
14. Original Ordinance 2072, an ordinance approving and authorizing the annexation of approximately 0.977 acres of property located in unincorporated Albany County, located due east of the intersection of Mojave Drive and North 45th Street, into the boundaries of the city of Laramie, Wyoming. Second Reading. (Introduced by Shumway) [Gabathuler, Principal Planner]
15. Original Ordinance 2073, an ordinance amending the city of Laramie’s official zoning map to zone a newly annexed parcel of land located along North 45th Street adjacent to the eastern municipal boundary to city R-1 (Single Family Residential District) and the Casper Aquifer Protection Overlay Zone within the City of Laramie. Second Reading. (Introduced by O’Doherty) [Gabathuler, Principal Planner]
16. Original Ordinance 2074, an ordinance approving and authorizing the annexation of approximately 0.501 acres of property located in unincorporated Albany County, located due east of the intersection of Easterling Drive and Cottonwood Drive into the boundaries of the city of Laramie, Wyoming. Second Reading. (Introduction by Pearce)[Gabathuler, Principal Planner]
17. Original Ordinance 2075, an ordinance amending the City of Laramie’s official zoning map to zone a newly annexed parcel of land located along Cottonwood Drive adjacent to the municipal boundary to RR (Rural Residential District) within the City of Laramie. Second Reading. (Introduced by Cumbie)[Gabathuler, Principal Planner]
18. Original Ordinance No. 2077, an ordinance approving and authorizing the annexation of approximately 79.82 acres of property located in unincorporated Albany County, located southeast of the intersection of Cumulus Drive and 30th Street and adjacent to the northern municipal boundary, into the boundaries of the City of Laramie, Wyoming. Introduction and First Reading. [Gabathuler, Principal Planner]
19. Laramie City Council Resolution No. 2023-86, certifying a request to amend the Future Land Use map (Map 3.2) of the 2007 Laramie Comprehensive Plan [Gabathuler, Principal Planner]
20. Original Ordinance No. 2078, an ordinance amending the City of Laramie’s official zoning map to zone a newly annexed parcel of land located southeast of the intersection of Cumulus Drive and 30th Street and adjacent to the northern municipal boundary, to

DRAFT AGENDA ITEMS
NOVEMBER 21, 2023

R2 (Limited Multi-Family), R3 (Multi-Family) and LR (Limited Single Family Residential). Introduction and First Reading. [Gabathuler, Principal Planner]

21. West Slope Preliminary Plat [Gabathuler, Principal Planner]
22. Public Comments on Non-Agenda Items.
23. Consideration of future Council Work Session topics.
24. Adjourn