AGENDA
CITY OF LARAMIE, WYOMING
CITY COUNCIL WORK SESSION
CITY HALL
April 12, 2016 6:00 pm

1. PUBLIC HEARING

1.A. PUBLIC HEARING: Original Ordinance No. 1939, annexing approximately 93 acres of property located in unincorporated Albany County, generally located on the northeast corner of I-80 and Curtis Street (Applicant: Turning Leaf Realty)

Documents: PH Cover Sheet Orginial Ordinance No. 1939 (A-15-01) 4.12.2016 WS.pdf, Public Hearing Notice for Orginial Ordinance No. 1939 (A-15-01) 4.12.2016 WS 3.pdf

1.B. PUBLIC HEARING: Original Ordinance No. 1940, establishing zoning in an area approximately 93 acres in size to B2 (Business) District, generally located on the northeast corner of I-80 and Curtis Street.

Documents: PH Cover Sheet Orginial Ordinance No. 1940 (Z-15-07) 4.12.2016 WS - Copy.pdf, Public Hearing Notice for Orginial Ordinance No. 1940 (Z-15-07) 4.12.2016 WS 3.pdf

2. WORKSESSION

3. Public Comments

4. WORK SESSION: A proposed Business Ready Community, Community Development Grant application to support the redevelopment of the Empress lot, Laramie Main Street.
[Reese/Jordan]

Documents: Work Session ~ April 12.pdf, Letter of support - Big Hollow.pdf, Letter of Support ~ DDA.pdf

5. WORK SESSION: Procedural Rules and Code of Conduct
[Loos]

Documents: Cover Sheet Code of Conduct-Rules of Procedure Work Session 4-12-15.docx, Draft for 4-12-16 Work Session.pdf

6. WORK SESSION: City of Laramie GIS and Citizen Outreach Through Technology
[Rhoades]

Documents: IT Presentation.pdf

7. City Council Updates/Council Comments

8. Agenda Review

9. Public Comments

CITY OF LARAMIE COUNCIL PUBLIC HEARING April 12, 2016

Agenda Item: Public Hearing

Title: Original Ordinance No. 1939 annexing approximately 93 acres of property located in unincorporated Albany County, generally located on the northeast corner of I-80 and Curtis Street (Applicant: Turning Leaf Realty)

Recommended Council MOTION:

No action can be taken on a Public Hearing.

For information related to this item please refer back to your regular agenda item from your April 5, 2016 for Ordinance No. 1939.

Per Council discussion at the March 1, 2016 meeting, owners' signature documentation was provided to Council via email on approximately March 16, 2016 and are within the April 5, 2016 packet materials.

Administrative or Policy Goal:

The Comprehensive Plan's Future Land Use (FLU) Map (Map 3.2) shows the area as Auto Urban Commercial and Agriculture. Two companion requests, (Z-15-07) proposes the establishment of B2 (Business) District zoning for the area and a Comprehensive Plan Amendment that will re-designate the Agriculture designated area to Auto Urban Commercial. The Comprehensive Plan's Urban Growth Area (Map 7.2) shows this property within the Urban Growth Area. Annexation of the area will be in conformance with the Comprehensive Plan FLU Map and Urban Growth Area Map and other elements.

Background:

This application is part one of a three-part application package:

1. Annexation (A-15-01) **(This Item)**
2. Comprehensive Plan Amendment (CPA-16-01)
3. Zoning Amendment (Z-15-07)

This ordinance annexes property approximately 93 acres in size on the northeast corner of I-80 and Curtis Street. The area is currently under review and consideration for an amendment of Laramie Comprehensive Plan (2007) to designate the entire lot Auto-Urban Commercial (AUC) within the Comprehensive Plan's Future Land Use Map (Map 3.2). The area is also being considered to establish the zoning designation of B2 (Business) to coincide with the surrounding area and uses.

The related zoning amendment and Comprehensive Plan Amendment are also on this agenda.

The Laramie Planning Commission unanimously recommended approval of the annexation at their February 8, 2016 meeting (5 yes, 0 no, 2 absent).

The Laramie City Council approved (8 yes, 1 no, 0 absent) on 1st Reading the annexation request at their March 1, 2016 meeting.

Legal/Statutory Authority:

- Laramie Municipal Code. Chapter 15 Unified Development Code
- Comprehensive Plan Amendment Approval Criteria LMC § 15.06.060.e.X.4.(i).(2)
- Wyoming State Statutes Title 15 Article 1 Section 502
- Wyoming State Statutes Title 15 Cities and Towns, Article 5 Planning
- Wyoming State Statutes Title 15 Cities and Towns, Article 6 Zoning
- Laramie Comprehensive Plan 2007
- Major Street Plan

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service	$0.00	Application Fee (Pursuant to Resolution No. 2010-44 adopted May 18, 2010; no fees are required for Annexation Applications)
Grants for Projects		
Loans on Project		
Other		
Total	$0.00	

Responsible Staff:

Randy Hunt, AICP, Community Development Director, 721-5288

Derek T. Teini, AICP, Principal Planner, 721-5245

Future dates are subject to change

Work Session	
Advertised	
Public Hearing Held	April 12, 2016
Pub. Hearing Advertised	March 19, 2016 March 26, 2016
Introduction/1st Reading	March 1, 2016
2nd Reading	April 5, 2016
3rd Reading	April 19, 2016

Attachments:

No attachments have been provided. For information related to this item please refer back to your regular agenda item from your April 5, 2016 for Ordinance No. 1939.

CITY OF LARAMIE NOTICE OF PUBLIC HEARING:

A formal public hearing will be held at 6:00 p.m. on Tuesday, April 12, 2016, in the City Council Chambers, Laramie City Hall, 406 Ivinson Street, Laramie, WY, to take public comments or protests on proposed Ordinance No. 1939 annexing land to the City of Laramie. The application (A-15-01) has been submitted by Turning Leaf Realty (Kristen Peterson), owners Wyoming Central Land and Improvement Company (Amy Williamson) and Albany County. The area proposed for annexation is approximately 93 acres in size and generally located on the Northwest corner of Curtis Street and Banner Road. If annexed, this site would be required to develop infrastructure improvements to allow for the use of City utilities and services. This annexation may result in a total annual revenue generated of approximately $241,048.93 to $334,666.37 altogether at buildout. Revenue and cost would be allocated among the various applicable City Enterprise and general funds, as defined by code.

All applications, plans and specifications relative to this matter are available for public inspection at the City of Laramie Community Development Department, 1st floor in the Historic Carnegie Building at 405 East Grand Avenue, Laramie, WY. Anyone wishing to be heard should be present, or may be represented by his or her agent at the meeting. Written comments may be mailed to: Laramie City Council, c/o City of Laramie Community Development Department, P.O. Box C, Laramie, WY 82073. If you have questions or wish to obtain further information, please contact Derek Teini, AICP, Principal Planner with the City of Laramie Community Development Department, at the address above, or by telephone at 307-721-5245 or by email at dteini@cityoflaramie.org.

Publish: March 19, 2016, March 26, 2016

BILL TO: City of Laramie, City Clerk, Attn: Angie Johnson, P.O. Box C, Laramie, WY 82073

AFFIDAVIT REQUIRED; PLEASE SEND TO ABOVE

CITY OF LARAMIE COUNCIL PUBLIC HEARING April 12, 2016

Agenda Item: Public Hearing

Title: Original Ordinance No. 1940, establishing zoning in an area approximately 93 acres in size to B2 (Business) District, generally located on the northeast corner of I-80 and Curtis Street.

Recommended Council MOTION:

No action can be taken on a Public Hearing.

For information related to this item please refer back to your regular agenda item from your April 5, 2016 for Ordinance No. 1940.

Administrative or Policy Goal:

The Comprehensive Plan's Future Land Use (FLU) Map (Map 3.2) designates part of this area as Auto-Urban Commercial (AUC). Establishment of B2 zoning on the property is consistent with the area Land Use Plan, which allows for NB (Neighborhood Business), B1 (Limited Business), B2 (Business) and C2 (Limited Commercial). Note: B2 zoning is not identified in the Comprehensive Plan, Table 3.1 as a compatible use, however staff has concluded in numerous previous cases that this is an error in the Comprehensive Plan and should be included as compatible. This correction is being recommended in the forthcoming Comprehensive Plan updates.

Background:

This application is part three of a three-part application package:

1. Annexation (A-15-01)
2. Comprehensive Plan Amendment (CPA-16-01)
3. Zoning Amendment (Z-15-07) **(This Item)**

This zoning amendment would establish B2 (Business) District zoning for an area approximately 93 acres in size on the northeast corner of I-80 and Curtis Street. The area is currently being considered for annexation of the same 93 acres as well as an amendment to the Laramie Comprehensive Plan (2007) to designate the entire site as Auto-Urban Commercial (AUC) within the Comprehensive Plan's Future Land Use Map (Map 3.2).

The Planning Commission unanimously recommended the Council approve the rezoning request at their February 8, 2016 meeting (5 yes, 0 no, 2 absent).

The Laramie City Council approved (8 yes, 1 no, 0 absent) on 1st Reading the zoning request at their March 1, 2016 meeting.

Note: Following introduction of the Comprehensive Plan Amendment (CPA-16-01) at their March 1, 2016 City Council meeting, staff recommend that this item be postponed until after the Annexation has concluded. It is anticipated that on April 19, 2016 the Laramie City Council will bring this item back and certify Planning Commission approval of the Comprehensive Plan Amendment, which will amend the Future Land Use Plan, Map 3.2 of the 2007 Laramie Comprehensive Plan to designate this entire area as AUC (Auto-Urban Commercial) in order to accommodate this zoning request. Currently recommended

zoning districts for the AUC (Auto-Urban Commercial) category include the NB, B1, B2, and C2 zoning districts.

Legal/Statutory Authority:

- Laramie Municipal Code. Chapter 15 Unified Development Code
- Comprehensive Plan Amendment Approval Criteria LMC § 15.06.060.e.X.4.(i).(2)
- Wyoming State Statutes Title 15 Article 1 Section 502
- Wyoming State Statutes Title 15 Cities and Towns, Article 5 Planning
- Wyoming State Statutes Title 15 Cities and Towns, Article 6 Zoning
- Laramie Comprehensive Plan 2007
- Major Street Plan

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service	$635.00	Application and Sign Fee
Grants for Projects		
Loans on Project		
Other		
Total	$635.00	

Responsible Staff:

Randy Hunt, AICP, Community Development Director, 721-5288

Derek T. Teini, AICP, Principal Planner, 721-5245

Future dates are subject to change

Work Session	
Advertised	
Public Hearing Held	April 12, 2016
Pub. Hearing Advertised	March 19, 2016
Introduction/1st Reading	March 1, 2016
2nd Reading	April 5, 2016
3rd Reading	April 19, 2016

Attachments:

No attachments have been provided. For information related to this item please refer back to your regular agenda item from your April 5, 2016 for Ordinance No. 1940.

CITY OF LARAMIE NOTICE OF PUBLIC HEARING(S)

The City Council will hold the following public hearings at 6:30 p.m. on April 5, 2016 in the City Council Chambers, Laramie City Hall, 406 Ivinson Avenue, Laramie, WY, to take public comments or protests on the following Ordinances:

- Original Ordinance No. 1941 for a request made by and on behalf of the City of Laramie for a proposed Text Amendment to the Laramie Municipal Code. Proposals would amend LMC Chapter 15.06 for the purpose of providing for an effective determination of value for rights-of-way proposed for vacation.
- Original Ordinance No. 1942 for a request made by and on behalf of the City of Laramie for a proposed Text Amendment to the Laramie Municipal Code Proposal would amend LMC Chapters 15.10 and 15.14 for the purpose of allowing "Hotels and Motels" as a Permitted Use in the C2 District, allowing "Light industrial" as Permitted Use in the I2 District and correcting typographical errors in LMC 15.10.010 and 15.14.010.B.

The City Council will hold the following public hearing at 6:00 p.m. on April 12, 2016 in the City Council Chambers, Laramie City Hall, 406 Ivinson Avenue, Laramie, WY, to take public comments or protests on the following Ordinances:

- Original Ordinance No. 1940 proposing a zoning change. The application has been submitted by Turning Leaf Realty (Kristen Peterson) and owners Wyoming Central Land and Improvement Company (Amy Williamson) and Albany County requests that an approximately 93 acre area, located on the Northeast corner of Curtis Street and Interstate 80 be re-designated to B2 (Business).

All applications, plans and specifications relative to these matter(s) are available for review at the City of Laramie Community Development Department, at 405 Grand Avenue, Laramie, WY. Anyone wishing to be heard should be present or may be represented by his or her agent at the meeting. Written comments may be mailed to: City Council c/o City of Laramie Community Development Department, P.O. Box C, Laramie, WY 82073. For questions or information, contact the Community Development Department, at the address above, by telephone at 307-721-5207 or by email at planning@cityoflaramie.org.

Publish: March 19, 2016

BILL TO: City of Laramie Clerk, Attn: Angie Johnson, P.O. Box C, Laramie, WY 82073

AFFIDAVIT REQUIRED; PLEASE SEND TO ABOVE

CITY OF LARAMIE COUNCIL REGULAR MEETING April 12, 2016

Agenda Item: Grant

Title: Work Session to overview a proposed Business Ready Community (BRC, Community Readiness) application to support the redevelopment of the Empress lot.

Recommended Council MOTION: N/A

Administrative or Policy Goal: Strategic Partnerships for Economic Growth & Development

Background: The Laramie Main Street Alliance (LMSA) is seeking a BRC, Community Readiness Grant in the amount of $3 million to redevelop the Empress lot located at 112 South Second Street. This request is contingent on the adoption rule changes by the Wyoming Business Council (WBC) as described below under the heading "Business Ready Community Rule Changes".

The redevelopment plan for the lot includes the construction of a two-story 10,000 square foot building. The ground level of building will be leased by LMSA to Big Hollow Natural Foods Co-op (Big Hollow). The second story of the building will accommodate four apartment or office units which will be marketed by LMSA for tenant finish. LMSA and Big Hollow will contribute equally to the cash portion of this grant, and as described below under the heading, "Obligations of the City of Laramie" the donated the value of the Empress lot will be directed toward the in-kind portion of the grant.

While the project has many similarities with BRC, Business Committed projects such as UL, Tungsten, and Bright Agrotech, it is important to note that *it is not intent to pursue a Business Committed grant or to hold Big Hollow to the same standards as a committed business. Instead, this request will be made in the Downtown Development sub-category of the BRC, Community Readiness grant category through which Big Hollow will be considered an "anchor tenant".*

Big Hollow: Big Hollow is a locally owned community grocery store dedicated to providing opportunities for local growers and producers. Its mission is to support local agriculture, provide healthy food options, and empower its community. Big Hollow opened in September 2007 using funds that were raised entirely by the community. In its first six years of business Big Hollow experienced exponential growth, but by 2015 its sales have stabilized. This stabilization occurred in large part because Big Hollow's current location, 119 South First Street, is simply too small to allow for any additional growth. As a result, Big Hollow has determined that it must expand its operation in order to meet future growth objectives.

In 2015, Big Hollow employed a workforce of 19 workers and paid over $300,000 in wages and salaries. Big Hollow estimates that a square footage increase will enable it to increase its revenues, and as a result, expand its workforce by an estimate 12 additional workers and increase payroll by an estimated $200,000 over the next five years.

Partnership with LMSA: Simultaneous to Big Hollow's search for a new location to accommodate its expansion, LMSA began to explore how pending BRC rule changes, which would allow an increase in grant awards for downtown projects and a decrease in matching requirements, could be utilized to redevelop the Empress lot. After a few public "visioning" meetings to determine how the lot might be

redeveloped, Big Hollow and LMSA began discussing whether or not the Empress lot would be a good fit for Big Hollow. Together, LMSA and Big Hollow consulted with two architecture firms and determined the lot was ideally sized to both meet Big Hollow's growth objectives and LMSA's desire to add additional housing to the downtown area. LMSA and Big Hollow then began to draft grant application and negotiate a Project Development Agreement and Lease/Purchase Agreement in consultation with City staff and the Regional Director to the Wyoming Business Council.

Through the Project Development Agreement, LMSA and Big Hollow will each contribute $37,500 cash toward this project for a combined total of $75,000. And, through the Lease/Purchase Agreement, Big Hollow will lease the ground floor building from LMSA for a ten year period at which time it will have the option to purchase the building. LMSA currently estimates its revenue recapture on the Big Hollow lease will be $307,000. As the upper floors are leased, LMSA will receive additional recapture funds. Lease proceeds will be reinvested to support LMSA operations and to invest in additional economic development opportunities in the downtown area. A portion of revenues will also be returned to the Wyoming Business Council as required within pending rule changes.

Obligations of the City of Laramie: As LMSA and Big Hollow will contribute equally to the entirety of the cash match of this grant, no City of Laramie funds will be used for the match for this grant or for any portion of this project. The City will, however, invest a significant amount of staff time and resources in the application preparation, and if awarded, City staff be assigned to construction management and grant administration.

Additionally, because the Laramie Community Redevelopment Foundation (LCRF) owns the Empress lot, the City of Laramie will need to acquire ownership of the lot. The LCRF has agreed, via a Memorandum of Understanding (MOU), to transfer ownership of the land to the City of Laramie <u>at no cost</u>. That MOU has been reviewed and approved by City Attorney, Jason Loos, and has been executed by the LCRF and LMSA. The MOU stipulates that LCRF will negotiate an option agreement whereby City will be given an option to acquire title to the Empress lot. If the City gives exercises of the option, the LCRF will provide a warranty deed of the Empress lot to the City upon securing a BRC, Community Development award. Then, at the conclusion of construction, the City of Laramie will transfer ownership of the property the LMSA. This lot was valued at $76,032 in 2015, however, an updated broker's opinion of land value is being drafted. The value of the land will be used toward the in-kind match for this grant.

Projected Grant/Match Ratios and Sources (assuming rule change)	
BRC, *Community Development Award*	$3,000,000
LMSA – *Cash*	$37,500
Big Hollow –*Cash*	$37,500
City of Laramie – in kind via LCRF land transfer	*$76,032
TOTAL	**$3,151,032
*The current estimate is under review by a broker and subject to change **Subject to change with updated land value and finalized construction estimates.	

Business Ready Community Rule Changes: During the late summer of 2015, the Wyoming Business Council sought public comments on comprehensive changes to the rules governing the BRC program. The Wyoming Business Council's intent was to adopt the new rules in December 2015, however, a number of factors (higher than expected volume of comments received, economic downturn, etc) delayed the process. Finalizing the rule change has been further delayed because the updates and revisions made to the draft rules in response to public comments were substantial enough that the Wyoming Business Council felt it prudent to allow the public to comment on the revisions. The Wyoming Business Council Board now plans to consider the rule change for final approval during its

May 26, 2016 meeting. Once final rules are approved, they will go to the Governor's Office for final review and approval.

The rule changes increase the downtown development funding category from $2 million to $3 million, and allow Laramie and Albany County to qualify for a "hardship" match of 5% of project costs of which at least half (2.5% of project costs) must be cash and the remaining half (2.5% of project costs) can be in-kind. By comparison, current BRC require a match of up to 30% of project costs.

Timeline: While it is unclear when rule change process will conclude, the Laramie Main Street Alliance is hopeful that new rules will be adopted on or near the June 1st deadline. To that end, staff has scheduled the required public hearing for this grant for April 19th, 2016. Council will receive a close to final draft of the Project Development Agreement, Lease/Purchase Agreement, the MOU described above, and a Revenue Recapture and Redevelopment Plan in advance of that meeting. Then, all final agreements along with a Resolution authorizing the submittal of the application will be scheduled for the May 3rd or May 17th Council meeting. An application will be submitted shortly thereafter.

Applications submitted in June will result in a preliminary funding decision in September 2016 and a final funding decision in October 2016. This schedule should position project for a ground breaking in our around April 2017 and an estimated construction period of nine months. If the rule changes are not made by this deadline, the Wyoming Business Council may choose to award this request *contingent* on rule change adoption or to defer consideration of the request until rules have been changed. Another scenario is that the Wyoming Business Council may suggest that the City of Laramie withdraw and resubmit it application after rules have been changed. In that case, council may have to hold another public hearing and pass a new Resolution, but staff does not anticipate that any of the accompanying agreements will have to be renegotiated.

Legal/Statutory Authority: This is a qualifying BRC project and the City is an eligible applicant.

Responsible Staff:

City Manager Jordan, x5226
Grant Analyst, Sarah Reese, x5201

_____ City Manager _____ City Attorney _____ Choose an item.

Big Hollow Food Coop
119 South 1st Street
Laramie WY 82070
307.745.3586
www.laramiecoop.com

So much more than a grocery store!

3/16/16

To whom it may concern:

Big Hollow Food Co-op, is a locally owned community grocery store located in Laramie, WY. We are dedicated to providing opportunities for local growers and producers who can consistently bring local products to our store. Our mission is to support local agriculture, provide healthy food options, and empower our community.

BHFC opened in September of 2007. It was completely financed by money that was raised by the community. In the first 6 years of business we experienced exponential growth. Since the beginning of 2015 our sales have stabilized. We have been looking for a way to expand our operation for 2 years while still staying in the downtown Laramie community. Expansion will be critical to our continued growth.

We have been approached by the Laramie Main Street Alliance about moving our storefront the Empress Lot building if it comes to fruition and we could not be more excited about the possibility. The new development is directly behind where we are located and we already own the parking lot adjacent to it.

Big Hollow has always been profitable. We estimate that we could add up to 12 new jobs in the next five years if we are able to expand. In 2015 over $300,000 in wages and salaries were paid for their current 18 employees. Calculating an average of $16,666.66 per employee, there is a potential to increase payroll by $200,000 in the next five years.

Big Hollow Food Co-op has demonstrated that the Laramie community supports local foods and businesses. An expansion opportunity like this could help us stay current with the marketplace and continue to compete in the ever-expanding food movement.

Please feel free to contact me if you have any further questions.

Thank you,

Marla Petersen

Marla Petersen
General Manager
Big Hollow Food Coop
marla@laramiecoop.com

DDA
THE MAIN STREET ALLIANCE

April 5, 2016

Dear Colleagues,

I am writing this letter in my role as Chair of the Downtown Development Authority (DDA) Board and the Economic Restructuring Committee of Laramie Main Street to fully support the Empress Lot project. The project, as it's being proposed to you on behalf of the Laramie Main Street Alliance (LMSA), has been the subject of much work within LMSA and DDA for the past several months. The retail analysis done by LMSA in 2014 showed that capacity for retail space, including foodstuffs and groceries, was nearly maxed out, yet demand for such businesses was growing at an increasing rate. A strong, viable plan has been formulated in partnership with the Laramie Community Redevelopment Foundation (the current owners of the Empress Lot), the LMSA, and DDA that will increase tax revenues, enhance downtown retail activity, and create new private sector jobs. The sense of place of the Downtown District will be enhanced and strengthened, acting as an even stronger magnet for our community.

Hundreds of hours of discussions and planning among the proposing parties, and with the public, have gone into the plans you see before you. None of the parties to this proposal are asking for monetary support, but we will need your administrative support. The history of the lot, as you know, is long and winding - but with this proposal, we hope to make a first step with you in the redevelopment of a prime location for our City. We truly hope we can count on your support.

Yours very sincerely,

Anne Alexander
Chairman
Downtown Development Authority Board
Economic Restructuring Committee, Laramie Main Street Board
207 Grand Avenue, Laramie, WY 82070

CITY OF LARAMIE COUNCIL WORK SESSION April 12, 2016

LARAMIE 1868	**Agenda Item: Discussion Item** **Title:** Procedural rules and code of conduct update.

Administrative or Policy Goal:

Update procedural rules and code of conduct.

Background:

The City Council has historically operated under Robert's Rules. A Code of Conduct was added several years ago to address decorum at Council meetings. My proposed changes take the most common Robert's Rules and adopt them as the Council's own rules. The purpose is to reduce confusion and hopefully save time. The changes to the Code of Conduct are just clean up.

Responsible Staff: City Attorney

Work Session	April 12, 2016

Attachments: Proposed change

_____ City Manager _____ City Attorney _____ Choose an item.

CITY OF LARAMIE

RULES OF PROCEDURE AND CODE OF CONDUCT
AND
GUIDELINES OF CITY COUNCIL

Revised 2016

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ARTICLE 1: Rules of Procedure

Rule 1. Meetings

A. Regular Meeting. Regular meetings of the city council shall be held at 6:30 p.m. on the first and third Tuesday of every month in the city council chambers unless otherwise noticed. If the first or third Tuesday falls on a city holiday or Christmas Eve or New Year's Eve, the regular meeting shall be held at 6:30 p.m. on the next business day.
B. Work Session. Work sessions may be scheduled by the city council as needed.
C. Special Meetings. A special meeting, or any change in the time or location of a regular meeting, shall be called by the city clerk who shall notify each member of the council and notice the meeting pursuant to state and municipal law.
D. Quorum. Five council members shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. A member participating by telephone in accordance with Rule 1.E shall count towards a quorum.
E. Telephonic Attendance at Meetings. Any member of council may attend a meeting telephonically subject to the following conditions.

1. The telephonic attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to insure that the necessary equipment is available for use.
2. The Council member must provide the contact information to the city clerk's office so that contact can be made.
3. The council member must have equipment available for the contact to effect the communication, both for audio and the ability to receive documents in electronic format.
4. The council person must have the agenda packet available to read.
5. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
6. Each council member shall be limited to not more than five (5) times annually during which telephonic attendance may be utilized.

Rule 2. Presiding Officer

A. Conduct of Meeting**.** The presiding officer at all meetings of the council shall be the mayor, and, in the mayor's absence, the vice mayor, who shall conduct the business and deliberations of the council under these rules. Specifically the mayor shall:

1. Preserve order and decorum in the council chambers;
2. Observe and enforce all rules adopted by the council for its government;
3. Decide all questions on order, in accordance with these rules;
4. Recognize member of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the

same matter more than once until after all other members of the council have had an opportunity to be recognized and be heard.

5. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.

B. Election of Mayor and Vice Mayor. The Mayor shall be elected by the whole of the city council at its first meeting in January following a general election in the manner as outlined in Section 2.04.16 of the Laramie Municipal Code. The vice mayor is elected in the same manner as the Mayor.

C. Duties of the Mayor and Vice Mayor. The mayor serves as the presiding officer of the city council and as the liaison to the city manager, city attorney and city judge. The mayor also regularly attends the agenda meeting to assist city staff in preparing for an upcoming meeting and generally handles the motions for changes to the consent and regular agenda, as well as the motion to approve the consent agenda. The vice mayor may also attend the council agenda meeting and is the presiding officer in the absence of the mayor, or at the mayor's request.

D. Absence of Mayor and Vice Mayor. In the absence of the mayor and vice mayor the council shall, by motion, appoint one of its members to serve as presiding officer of the council until the return of the mayor or vice mayor.

Rule 3. Remarks and Debate

A. Speaking to the Motion. No member of the council shall speak more than twice on the same motion except by consent of the majority of the council members present at the time the motion is before the council. Council member remarks are limited to four minutes each time the member speaks for a total of eight minutes. Council Members may forfeit their time to speak to another Council Member, this can be done without a vote.

B. Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.

C. Courtesy. Members of the council, in the discussion, comments, or debate of any matter or issue, shall be courteous in their language and demeanor and shall not engage in disorderly behavior, or make personal comments, derogatory remarks or insinuations in respect to any other member of the council, staff or public.

D. Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include, but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.

E. Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the Council present, including the presiding officer, shall govern.

F. City Staff. The city manager and city attorney or their designees shall have the right to enter into a discussion of any matter coming before the city council. Other city staff may enter into a discussion through the city manager or designee.
G. Work session courtesy. During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair's discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

Rule 4. Order of Business

A. Order of Business. The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Order of Agenda
5. Proclamations/Notifications
6. Consent Agenda
7. Regular Agenda
8. Public Comment
9. Adjournment

B. Consent Agenda. All matters listed under consent agenda are considered to be routine by the city council and will be voted by one motion. There will not be separate discussion of these items. The following items may be placed on the consent agenda:

1. Approval of license applications and bonds;
2. Resolutions;
3. Approval of payments of contracts under $100,000;
4. Bid and contract awards under $100,000;
5. Third readings of Ordinances;

Any council member may have any item removed from the consent agenda for separate consideration without a second or a vote before voting has finished on the consent agenda.

Rule 5. Motions

A. Making a Motion. For an item to be brought to the floor a councilor shall make a motion. Items shall be brought to the floor in the order of the agenda.
B. Seconding a Motion. All motions must receive a second for action, except for a call for nominations, withdrawing a motion, a request for a roll call vote, and a point of order. If a second is made, the mayor will state the names of the respective council members making and seconding the motion. If a motion does not receive a second, it dies.
C. Amending a Motion. Any council member may move to amend a pending motion. No more than two amendments may be made to a pending motion. The last amendment made shall be voted on first.

D. Postpone to a Certain Date. This motion is used to delay consideration of an item until a specified date.
E. Postpone Indefinitely. This motion is used to delay consideration of an item until an unspecified date.
F. Point of Order. Any council member may raise a point of order at any time. A point of order means that the council member is asking for a ruling on whether the rules of procedure are being followed. The point of order shall first be made to the mayor for a ruling. The member may appeal the mayor's ruling to the council, which may affirm or overrule the mayor's ruling by a majority vote of the council members present. A point of order directed to the mayor or council does not require a second and is not subject to amendment.
G. Reconsideration. A council member who voted in the majority may move to reconsider an item that council has voted on during the same or next business meeting.
H. Discussion on the Motion. Council may discuss a pending motion only after the motion has been moved and seconded.
I. Voting on the Motion. After discussion, the mayor or any council member may call a vote on the motion (Calling the "Previous Question"). After voting concludes the mayor will announce the results.
J. Approval or Denial. If a motion is made to approve or deny any application, any council member who votes to deny the application shall state on the record their reasons for the denial. A council member may ask the city attorney or other staff to assist them in stating the reasons for denial.

<u>Precedence of Motions</u>

A. Precedence of Motions. When a question is under consideration, no motion shall be entertained except as follows, such motions having precedence in order as stated:

1. To adjourn. (Not debatable.)
2. To remove an item from the agenda.
3. To lay on the table. (Not debatable).
4. To call the question. If a councilor calls the question, the chair shall allow the councilors that have not spoken to the motion one chance to speak. The chair shall then allow the public to comment, after which a roll call vote shall take place. (Requires a two-thirds vote).
5. To postpone to a date certain.
6. To amend.
7. To substitute.
8. To postpone indefinitely.
9. Main motion.
10. Motion to reconsider. No motion to reconsider a vote shall be in order except by a councilor who voted on the prevailing side. Any member of the Council shall have the right to change their vote at any time before final action is taken.

Rule 6. Suspension of Rules

No rule shall be suspended except by a two thirds vote of the Council Members present at the meeting. A motion to suspend a rule is not debatable. Vote on the motion to suspend may be by voice vote of the council, unless a member requests a roll call.

Rule 7. Ordinances and Resolutions

Reading of ordinances and resolutions shall be deemed sufficient by the reading of a brief synapsis of the title of the ordinance or purpose of the resolution. Reading the motion shall satisfy this requirement. A full reading shall not be required unless requested by any council member and a majority vote of the council members present.

Rule 8. Robert's Rules of Order

Any questions of practice or procedure not provided for by these rules shall be governed by Robert's Rules of Order (newest revision).

Rule 9. Amending these Rules

Amendments to these rules shall be made by a resolution and shall require a majority vote by the council members present.

ARTICLE 2: Code of Conduct

CHAPTER 1. Roles and Responsibilities

1.01. Whole Council

The council as a whole is a policy making board and as such, it is not the duty of the council to administer the day to day operations of the city. Many items will come before council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and the city staff work together to differentiate between administrative duties which are relevant to Staff, and those decisions which are of a policy-making nature and should come before council. All council members, including those serving as mayor and vice mayor, have equal votes. No Council member has more power than any other Council Member, and all should be treated with equal respect.

1.02. Mayor & Vice Mayor

1.02(A). The Mayor is elected by the whole of the City Council at its first meeting in January following a general election in the manner as outlined in Section 2.04.16 of the Laramie Municipal Code. This individual serves as the official head of the City for ceremonial purposes and as the liaison to the City Manager. The Mayor also regularly attends the agenda meeting to assist City staff in preparing for an upcoming meeting. Additionally, the The Mayor also serves as the administrative head of the Council, addressing a variety of issues that may arise including, but not limited to, conduct among council members, communicating with the media, emergencies, and authorizing by signature a number of documents for the city.

1.02(B). Generally, the mayor should not make decisions other than administrative decisions on behalf of the whole council, and should instead work to differentiate which matters need comments from the council and which matters are purely administrative in nature. Matters which concern policy direction should be brought before the council as a whole.

1.02(C). The Vice Mayor is elected in the same manner as the Mayor and generally handles the motions for changes to the consent and regular agenda, as well as the motion to approve the consent agenda. The Vice Mayor may also attend the Council agenda meeting and is responsible for Mayoral duties in his or her absence, or at the Mayor's request. In the absence of the Vice Mayor these duties can be delegated to another Council member, or the City Clerk.

1.03. Boards & Commissions Liaisons/Elections/Seating at Rostrum

1.03(A). The selection of liaison positions by council members to city boards and commissions and the selection of seating of council members at the rostrum are handled at the first meeting when a new council is seated. Council shall first, elect the mayor and the vice-mayor and select the seating of council members at the rostrum prior to the selection of liaison positions by council members to city boards and commissions.

1.03(B). The selection of council members to liaison positions to city boards and commissions shall be by rotation of council members beginning with those council members

with the most consecutive years of service as a council member then reverse the order for the next rotation until all liaison positions to all city boards and commissions have been filled. The priority of those members with equal years of consecutive service shall be made by a game of chance selected by the mayor. Council members previously appointed to an ad hoc committee by resolution may continue to serve on the ad hoc committee.

1.03(C). The seating of council members at the rostrum shall be by rotation of council members beginning with those council members with the most years of consecutive service as a council member.

1.03(D). A council liaison to a city board or commission should serve in an advisory capacity and as a point person to keep the council informed of the activities of the board or commission. The liaison should not attempt to influence the votes of city board and commission members and should only vote if the liaison is an official voting member. The position of an official voting member shall be identified in the introductory documents provided to the council member in the orientation material.

1.03(E). Guidelines for interviewing and appointing board or commission members as outlined in Appendix A, shall be followed.

CHAPTER 2. Internal Council Conduct

It should be generally understood that the council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient and cooperative manner with other members of council and city staff. It is incumbent upon Council members to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

2.01 ROBERT'S RULES.

The Robert's Rules of Order generally govern the proceedings of City Council except in those cases in which the Robert's Rules of Order are inconsistent with Laramie Municipal Code. The provisions in City code governing the proceedings of City Council shall be strictly adhered to unless temporarily suspended by two-thirds (2/3) vote of the Council members present at the meeting or changed by ordinance. Binding action happens only in a regular or special meeting by a vote of the majority of Council members present or as otherwise indicated by State Statute or City Code.

2.02. Addressing One Another

2.02(A). During a regular meeting, council members shall address one another in a more formal manner as "Councilor _____ (last name)" or "Council Member _____ (last name)." Council members should also address all responses through the chair, for example: "Mr ./Madame/Honorable Mayor, I disagree with the comment made by the previous Council Member or Councilor Smith…." Formality helps to maintain civility during contentious issues. In all instances, council members shall remember that as representatives of the community it is important to keep discussions civil, whether in or out of chambers. Personal attacks will not be tolerated and may subject the councilor to being called by another council member for a breach of order or potential penalty by a majority of the Council, such as an apology or a withdrawal of objectionable statement(s) or remark(s).

2.02(B). During a work session, it may be acceptable to address one another by name so long as the chair feels that the meeting is maintaining a civil tone. At the chair's discretion, council may be requested to use the more formal meeting format even when direct votes are not being taken.

2.03. Recording and Broadcasting Meetings

2.03(A). All regular business meetings and special business meetings of the city council are public meetings under the provisions of the Wyoming Statutes. Executive sessions of those meetings may exclude the public from attendance, provided that the statutory mandates are met in announcing the meetings and conformance with the requirements during the meetings has occurred. Minutes of all meetings of the city council are required to be made and retained by the city clerk. Minutes of regular business meetings and special business meetings, excluding the executive sessions, will be made available to the public following approval of the minutes by the council. Each of the council meetings is to be recorded, and the minutes are created from those recordings.

2.03(B). In addition to the recordings of the regular business meetings, there is a broadcast of the meetings, and a recording of those broadcasts. The broadcasts are transmitted in real time on the Public Access Channel over the cable television network provided in the city, and beyond. In addition to the live broadcast on the cable channel, an audio recording of each meeting is made available to the public through the city's internet website at www.cityoflaramie.org. Each entire meeting is recorded as hereinafter specified.

2.03(B)(i). Regular Business Meetings and Special Business Meetings. Regular business meetings and special business meetings, including emergency meetings, shall be recorded from the opening of the meeting to adjournment. An interruption of the recording may occur during a recess to executive session. Further business may be conducted by the council following the executive session. The broadcast recording will follow the same time frame of recording.

2.03(B)(ii). Emergency Meetings. Audio recording of special meetings shall be made by the city staff unless such is not available due to emergency conditions. In the instance that recording is not available, written minutes of the meeting shall be made by the city clerk, or other available staff members.

2.03(B)(iii). Executive Sessions. Executive sessions of any Council meeting shall be audio recorded by the City Clerk, regardless of whether the Clerk remains for the session or not. The recording shall be sealed by the City Clerk and retained in her the City Clerk's records. Such recording shall be unsealed only upon receipt of a valid Court court Order order requiring the recordings to be unsealed. The order received shall be retained by the City Clerk together with the recording.

2.03(B)(iv). Regular business meetings and work sessions will be available to the public via video streaming.

2.04. Council Updates

Each regular work session shall include time for council updates and council comments. Council updates shall be an opportunity for council members to report or discuss issues with the whole council that may have arisen from boards or commissions or other meetings. Council comments shall provide an opportunity to raise matters which are of concern to the council member or members of the public. It may also be a time for city staff to update the council on items council might find relevant, or to request direction on pressing issues.

2.05. CONSENT AGENDA.

Items on the consent agenda generally are perfunctory in nature, either because Council has given direction previously on the issue or because items are routine. If an item on the consent agenda needs further discussion, it can be moved to the regular agenda at the request of any one Council member without a second of another Council member.

2.06 ORDINANCES, RESOLUTIONS, & OTHER MATTERS.

Ordinances, resolutions, and other matters or subjects requiring action by the Council must be introduced by a Council member, except that the City Manager, Assistant City Manager, City Attorney, City Clerk or City Department Directors shall present Ordinances, Resolutions, and other matters or subjects to the Council, and any Council member may assume sponsorship thereof by moving that such ordinances, resolutions, matters, or subjects be adopted; otherwise, they shall not be considered. All ordinances, resolutions, and other matters or subjects requiring action by the Council shall, before presentation to the Council, have been approved as to form and legality by the City Attorney or designee. Prior to the introduction of an ordinance, an ordinance may be presented to the City Council in a work session for comments; however, Council may waive review of the ordinance in a work session prior to introduction.

2.07. Placing Items on the Business Meeting Agenda

2.07(A). Generally, the business agenda for each meeting will be generated by the city manager, with the items being suggested by staff or members of council. The proposed agenda will be reviewed with the mayor at the agenda meeting and subsequently submitted to the council for consideration at each meeting for adoption, with such amendments as may be determined by council.

2.07(B). A council member may request an item be considered on a future agenda by making a written request to the city manager. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The requesting council member shall submit to the clerk within the ten (10) day period all written material for submission to council.

2.07 (C). A member of the public may request a council member sponsor an item on a future agenda by submitting the request in writing to the council member, or to the city clerk's office. In order to allow sufficient time for council to review and city staff to research the matter, the request should be submitted at least ten (10) days prior to the meeting for which the item is requested to be placed on the agenda. The member of the public shall submit to the clerk within the ten (10) day period all written material for submission to council. Once the issue has been placed on the agenda, the City Clerk will notify the requester so that he or she may plan to attend the meeting.

2.08. Requesting Work Session Topics

A council member may suggest an item or topic be presented in a regular work session to acquire information. Such item shall be scheduled for a regular work session, provided a second to the proposal is received from another council member.

2.09. Time Length of Regular Council Meetings

It is the intent of the city council that no additional agenda item will be introduced at a regular business meeting or special business meeting after the hour of 9:30 p.m. unless the city council members present vote to extend the meeting by suspending the rules with a 2/3 vote of the members present and continue the meeting until 10:00 p.m. If the item introduced at a regular city council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the council shall adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. City council shall reserve time at the end of each regular meeting for public comments regardless of the hour. All items remaining on council's regular agenda would be moved to the next regular City Council meeting and will be given priority over any additional items on the regular city council's agenda. The intent and purpose of this policy is to encourage a reasonable hour in which the city council business is discussed and to protect against fatigue in discussing and deciding important city issues.

2.09(A). TIME LIMITATION ON COUNSILOR COMMENTS

Each individual Council member shall limit his or her comments to three (3) minutes per round of comment on any given subject or topic. A round is defined as the opportunity for every Council member to provide his or her comments on any given subject or topic. There may be several rounds of comments; however, each Council member must be given the opportunity to comment in each round before moving on to subsequent rounds. In any given round, a Council member may yield his or her three (3) minute allocation of time to comment to another Council member to extend that Council member's time for comment. The Mayor or presiding officer may enforce this time limitation at her or his discretion and as appropriate.

2.10. Telephonic Attendance at Meetings

2.10(A). It is recognized that there may be circumstances when a council member intends to attend a meeting, but is prevented from attending in person and wishes to participate telephonically. In order for that attendance to occur telephonically, there are a number of conditions that must be fulfilled to achieve that attendance. Those conditions include the following, together with such unanticipated circumstances as may arise during the interim:

1. The telephonic attendance must be arranged in advance of the meeting by notifying the city clerk at least 24 hours in advance to insure that the necessary equipment is available for use.
2. The council member must provide the contact information to the city clerk's office so that contact can be made.
3. The council person must have equipment available for the contact to effect the communication, both for audio and the ability to receive documents in electronic format.
4. The council person must have the agenda packet available to read.
5. The council member must be able to participate effectively during the entire meeting, or for the entire discussion of the singular item for which attendance is required without interruption.
6. Each council member shall be limited to not more than five (5) times annually during which telephonic attendance may be utilized.

2.10(B). A council member may request of the council that the council member be permitted to attend a meeting telephonically by submitting the request with an assurance that all of the conditions contained herein will be met. The request must address whether the council member wishes to attend the entire meeting, or just a portion of a meeting, and whether the council member intends to offer a vote on any, or all of the pending items.

2.10(C). A council member who attends the entire meeting telephonically shall be paid for that meeting. Attendance at only a portion of the meeting, regardless of whether the council member participates in one or more votes, does not entitle the member to be paid for the meeting.

2.11. Travel Policy & Expenditure Guidelines

Council members shall be subject to the following travel policy and shall follow the expenditure guidelines where such are applicable.

2.11(A). All travel by council members for which reimbursement is sought from the city must be directly related to City business and, with the following exceptions, must be pre-approved by the council:

1. Travel to the National League of Cities annual conferences.
2. Travel to the National League of Cities committee meetings when the council member is an appointed member of the committee.
3. Travel to the Wyoming Association of Municipalities (WAM) annual meetings and the committee meetings of which the council member is a member, or other requested WAM activities.
4. Travel to attend the Wyoming legislature, or the committee meetings thereof, to promote the city's position.
5. Council retreats.

2.11(A)(i). In the event that a council member does not file for re-election, or is defeated in an election contest, all travel requested by that member after the date of the decision at any of the three (3) points in time, filing of the petition for candidacy, the primary election or the general election, shall be submitted to the council for approval prior to exercising such travel.

2.11(B). Requests for Pre-Travel Approval

1. Requests for pre-travel approval shall be made by council member on the travel request form located in the city clerk's office.
2. The completed travel request form shall be submitted to the city clerk for inclusion on the consent agenda of the following regular business meeting.
3. The following information must be submitted by the council member on the travel request form:

a. Estimated costs of travel, including airline tickets, mileage reimbursement, meals, lodging, taxi service and any associated costs.
b. The proposed dates of travel, the method of travel and the proposed destination.
c. The purpose of the trip.

4. The request will be placed on the consent agenda for concurrence of the majority of the council, if the request is for other than the approved travel of the council member.

2.11(C). Travel Reports and Reimbursement Procedure

1. Travel arrangements for council members shall be coordinated through the city clerk, who may make arrangements of the following for council members using the city issued credit card at the request of the council member:

   a. Airline tickets.
   b. Registration.
   c. Lodging reservations.

2. Following the approved travel, each council member shall follow the procedure set forth below to complete the travel procedure.

   a. Submit a completed travel and reimbursement form to the city clerk, together with the receipts for items that have been paid with the city credit card, such as:

      i. Airline tickets.
      ii. Lodging.
      iii. Rental vehicles.
      iv. Taxi or bus fare.
      v. Parking fees.
      vi. Baggage fees.
      vii. Registration, training and attendance costs.

   b. Sign the completed travel form certifying attendance at the scheduled event, incurring the expenses on behalf of the city and conforming to the provisions of this policy to the best of the knowledge of the council member.

3. Each council member shall follow the procedure set forth below to obtain reimbursement for the incurred expenses which have been paid by the council member not using the city credit card:

a. Submit a completed reimbursement request form to the city clerk, including the receipts for such items as:

i. Meals.
ii. Private vehicle mileage.
iii. Other expenses incurred on behalf of the City business.

b. Sign the completed reimbursement request form certifying that such expenses were incurred on behalf of the city and such are conforming to the provisions of this policy to the best of the knowledge of the council member.
c. Submit the completed form to the city clerk, who will process the request with the finance department.

4. Council Travel Reports. Following travel to out-of-state conferences each Councilor may submit a written report of the significant activities of the conference to the council via the city clerk for inclusion in the agenda packet prepared for council.

2.11(D). City Issued Credit Card Procedures

1. Each council member may, at the option of the council person, be issued a city owned credit card for use by that council member while engaged in the furtherance of city business, but not otherwise.
2. The city issued credit card may be used for the following expenses incurred by that council member, but not otherwise:

a. Airline tickets and baggage fees.
b. Lodging at the lowest rate available to the council member, but excluding any and all upgrades in accommodations or service.
c. Rental vehicles at the lowest rate available, but excluding any and all upgrades in vehicle or service.
d. Parking fees.
e. Fuel for city owned vehicles operated by the council member.
f. Registration, training and attendance fees.

3. The following uses of the city issued credit card are prohibited:

a. Meals.
b. Alcoholic beverages.
c. Upgrades in lodging accommodations or services or rental vehicles.
d. Personal expenses.

2.11(E). Meal and Incidental Reimbursement

For any event, each council member may choose either of two methods of reimbursement for the meals and incidentals authorized during travel on city business, with the below described procedures applicable.

1. Per Diem Reimbursement.

    a. Meals will be reimbursed at the rate approved by the city manager for city employees, within the federal travel regulation guidelines.
    b. Partial days of travel are addressed within that policy.
    c. No receipts for meals are used in calculating the meal expense allowance under the per diem method, with the exception of meals consumed during a single day travel, when receipts must be submitted to the city clerk.

2. Actual Expense Reimbursement.

    a. The council member must submit the receipts for the meals actually eaten, excluding any and all charges for alcoholic beverages.
    b. Tips, not to exceed 20%, actually given are to be included and reimbursed.

3. No meals will be charged on the city issued credit card.

2.11(F). Lodging Expenses and Procedures

1. Lodging will be paid by city, either directly or as reimbursement, in either of the following cases:

    a. The federal per diem hotel guideline for the location actually used by the council member, without regard to the actual cost of the lodging.
    b. The lowest rate available to the council member, with an attempt to secure the lowest government rate available for the actual lodging utilized by the council member, excluding any and all upgrades which have additional expense for the accommodations or the service.

2. Other lodging policies:

    a. A Council member may have his/herthe council member's spouse also stay in the room if there is no additional expense to the city, or

if any additional expense is paid by the council member and not paid on the city issued credit card.

b. Lodging may be paid by the council member and the amount attributed to city business reimbursed by the city.

c. All receipts for lodging must be submitted to the city, regardless of the payment method.

d. Only lodging that is actually used by the council member may be paid on the city issued credit card, or reimbursed to the council member.

e. Council members shall review the receipts for travel to insure that additional charges have not been entered on the account to be charged to the city.

f. Council members shall make every reasonable attempt to arrange for travel and lodging at times which allow the council member to take advantage of the special lower rates for travel, lodging and registration, where available.

CHAPTER 3. Council Conduct with City Staff

3.01. Direction to Staff for Projects

Direction is given to the city staff to pursue items that generally impact the public policy of the city by determining that there is little or no opposition during a work session, or through a direct binding majority vote of the body at a special or regular business meeting. Once direction is given to the City manager in one of these ways, that individual shall determine who shall carry out the duty, or advise the council if the city needs additional city staffing to carry out the task. City staff, including the direct employees of the council (which are the manager, attorneys, and judge), is are under no obligation to pursue items for only one council person. If a council person wishes to ask the city staff to work on an issue, they must have either received the consent of the council by determining that there is little or no opposition during a meeting or have a second on a motion to introduce legislation.

3.02. Requests for Information on Non-Agenda Items

City staff is hired to carry out the day to day business of operating the city. Council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city manager. If a council member is asking for information from city staff that will require more than thirty (30) minutes of city staff time to collect or research a problem, or prepare a response the request will need to be approved by city council to ensure that city staff resources are allocated in accordance with overall council priorities.

3.02 (A). When a council member wishes to request staff to provide information, that request should be made in writing to the city manager. A response to the written request shall be made by Staff in not more than five (5) business days.

3.03. Interaction with Staff

It is not appropriate for council members to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if there is deemed to be an issue that needs to be addressed by the whole council, it will be brought forth. In any event, there shall be no personal attacks on city staff.

CHAPTER 4. Council Conduct with the Public

4.01. Public Meetings

Making the public feel welcome is an important part of the democratic process. Handouts for the public on Council meeting procedures, and guidelines for addressing city council, are outlined in Appendix B and C and shall be followed at all times. Recognizing that the actions of each council member impact the public perception of the whole council, council members shall strive to treat the public with respect.

4.02. Public Comments

There shall be public comments permitted when individuals are recognized by the mayor at the following times
during the regular work sessions session held on the second (2nd) and fourth (4th) Tuesdays of each month and the regular business meetings held on first and third Tuesdays of the month:

1. Following the opening of the regular work sessions for items not found on the agenda.
2. Following the agenda items of the regular work sessions for those items.
3. Following council discussion of each agenda item during the regular meetings for comments concerning that agenda item.
4. As a regular agenda item following the council agenda at regular meetings, but prior to any executive session which may be called at or near the end of the meeting.

The chair shall inform those wishing to speak that there is a five minute limit on comments regarding any item not on the agenda, and that the speakers shall address their comments to the chair. Council members shall not participate as members of the public in the public comment periods. Public comments shall be recorded as a portion of the work session and broadcast as a part of the regular meetings. Care should be taken not to enter into a debate of the issues with members of the public, but if items need to be addressed, direction can be given to the city manager to do so. In any event there shall be no personal attacks on the public, nor shall members of the public be permitted to personally insult members of council or staff, or other members of the public.

4.03. Disruption of Public Meetings

Any member of the public will be allowed to appear and speak before the city council, unless he or she disrupts or otherwise impedes the orderly conduct of any Council meeting, hearing, or other proceeding of the council such as using threatening or obscene language, personal defamatory statements, indecent or threatening behavior, or violent actions. If, after receiving a warning from the mayor or the presiding officer, a person persists in such conduct or otherwise disrupting the meeting, the mayor or the presiding officer, pursuant to the rules adopted by council, may expel and direct him or her the member of the public to leave the meeting. Any council member may appeal the order of the mayor or the presiding officer and upon a majority vote of the council such order of the mayor or the presiding officer may be set aside. Such vote is

undebatable. Such person may be readmitted at a future meeting as long as there are not further disturbances or disruptions by such person at that public meeting. Nothing herein shall limit or restrain negative, positive or neutral comment about the manner in which an individual employee, officer, official or council member carries out his or herthe council member's duties in public office or employment.

4.03(A). To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate.

4.04. Written Public Comment

Interested parties, or their authorized representatives, may address the council through written communication with regard to any matter concerning city business or over which the Council has control, or by addressing the city clerk, who shall distribute the written communication to Council members. Written communication may also be submitted to the city council through electronic correspondence at council@cityoflaramie.org.

4.05. Unofficial Settings

It is also appropriate that council members recognize that as elected officials their conversations when out in public will be overheard. Members of the council should take care to be aware of what they say in public, and to differentiate between personal opinion and the opinion of council as a whole, whether in private or public conversations.

These guidelines shall be modified and adopted by a majority of council as needed.

APPENDIX A

BOARDS AND COMMISSION
PROCEDURES FOR VACANCIES

1. City staff liaisons to particular city boards or commissions should notify the executive assistant (EA) in the city manager's office when positions on boards and commissions become vacant.

2. Vacant positions of city boards or commissions should be advertised by the EA for one (1) month unless otherwise specified by council as follows:

Website;
Public Access Channel;
Laramie Daily Boomerang;
Posted at City Hall; and
Other available electronic notification forms.

3. The EA will notify standing members of city Boards or commissions regarding the expiration date of their term at least one (1) month in advance of the expiration of their appointment and inform them of the period during which they may reapply for their position.

4. Applications should be made available to interested applicants from the EA, or may be downloaded from the city's website, and should be submitted to the EA.

5. The EA will refer the names of the applicants to the city clerk to be placed on city council's agenda.

6. A minimum of three (3) members of council will interview applicants or incumbents for the planning commission or the parks, recreation and tree commission, and a minimum of two (2) members of council will interview applicants or incumbents for the remaining boards and commissions, who will make recommendations to the full council at the next regular meeting. Normally, the interviewing members of council will include the liaison to the board or commission. Incumbents who are reapplying to a city board or commission will not be interviewed unless there are additional applicants for such city board or commission or upon the request of a council member for an interview to re-appoint the incumbent applicant. In such case, all applicants and the incumbent will be interviewed. The entire council will then vote at the regular meeting to select members for city boards or commissions from the list of applicants who have been interviewed.

7. Following appointment by the council, a list of appointees will be forwarded to the EA who will contact new appointees notifying them of their appointment, meeting times and dates, and contact information for the board's/commission's staff liaison.

8. Positions of leadership on a given city board or commission will be decided within the city board or commission, unless otherwise specified by the city council.

9. During the formation of a city board or commission, council should give that body a written set of expectations and/or goals based upon requirements as outlined in the Laramie Municipal Code.

APPENDIX B

CITY OF LARAMIE, WYOMING
COUNCIL MEETING PROCEDURES

WELCOME TO A MEETING OF THE LARAMIE CITY COUNCIL

The City Council welcomes you to this meeting and invites you to participate in matters before the council. When meeting in the Council Chamber, members of the council are seated at the rostrum and each has a nameplate for recognition. City staff members are seated on each side of the rostrum.

The council meets the first and third Tuesday of each month at 6:30 p.m. in the Council Chamber and usually holds public hearings or work sessions on theas needed, typically during the second and fourth Tuesday of each month at 6:00 p.m., as well as other meeting dates when required.

AGENDA FOR COUNCIL MEETINGS

Meeting agendas are available just prior to, or during the meeting, and are placed near the door to the Council Chamber. Copies may be mailed on Thursday prior to a Tuesday meeting (or similar time schedule for meetings on other days of the week) to an individual or Copies may be picked up in the city clerk's office without charge or downloaded from the city's website at www.cityoflaramie.org.

COPIES OF AGENDA ITEMS

Agenda items are available for public inspection at each meeting or in the City Clerk's Office prior to a meeting. items may be downloaded from the City's city's website at www.cityoflaramie.org. Any writings distributed during a public meeting will also be available for public inspection at the meeting if prepared by city staff or a council member, or after the meeting if prepared by someone else.

PUBLIC PARTICIPATION

The Council council welcomes suggestions and comments which help meet the needs of the city and improve its operation, and also welcome questions which may clarify its responsibilities or its decisions. Set forth below are procedures for addressing the council. You may stand or raise your hand until recognized by the mayor or presiding officer. Please step to the lectern and microphone when addressing the council.

IDENTITY OF SPEAKERS

The Mayor or presiding officerchair will ask each speaker to write his/herthe speaker's name and address on a sign-up sheet so they are correctly recoded in the minutes. The Mayor or presideing chairofficer will ask each speaker to state his/herthe speaker's name and whether the speaker resides in the City city to introduce themselves prior to speaking.

SPECIAL PRESENTATIONS

Special presentations which include slides, films, etc., will be scheduled prior to the beginning of a Council meeting. Arrangements must be made in advance with the city clerk at least one (1) week prior to a meeting in order that the presentation may be noted on the agenda and advance notice provided to members of the council, news media and other interested persons. Special

presentations during the course of a meeting will only be allowed with the prior approval of the council.

WRITTEN MATERIAL

Any person providing written or other material to city council at a meeting shall provide the material to the city clerk, who will them disseminate the material to council members and staff as necessary and retain a copy for the official city records. If any person intends to appear before the council and provide it with written material, it should be delivered to the city clerk's office 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.

If written material is provided to the council at the meeting, it may affect the council's consideration of the matter. Therefore, the council will determine whether or not to continue the matter to a later date in order that it will have time to consider the written material.

DISABILITY ACCOMMODATION

City council meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the city manager’s office at least twenty-four (24) hours in advance of a meeting. The city manager’s office may be reached at 721-5226. Anyone who has difficulty hearing the proceedings of a meeting may be provided with a portable listening device by requesting one from the city clerk. The device works directly from the public address system, and the listener can hear all speakers who are using a microphone. Anyone who is hearing impaired and requires the services of an interpreter to observe or participate in a meeting should contact the city clerk's office within seven (7) days prior to the date of the meeting.

MICROPHONES

City council meetings are videotaped recorded and/or televised when held in the Council Chamber. In order for the audience to receive a clear audio signal, it is essential that members of the audience use the lectern microphone when addressing the council.

TIME LIMIT

Each member of the audience speaking to the council shall limit their presentation to no more than five (5) minutes, unless the time is waived by the council on any specific item. A speaker may not defer his/herthe speaker’s time to other speakers. Groups or organizations are encouraged to select a spokesperson to speak on their behalf. Speakers are also encouraged to not repeat comments made by prior speakers, but rather to only indicate their agreement with the comments.

ELECTRONIC DEVICES

To observe the order and decorum of city council meetings, the volume on all electronic devices including but not limited to cellular telephones, pagers or computers should be turned off or set to vibrate. RECONSIDERATION OF AN AGENDA ITEM

The Council will not rehear or reconsider an ordinance or resolution that has been adopted or denied unless a majority of the Council votes to reconsider the matter pursuant to Laramie Municipal Code 2.04.210.

CONSENT AGENDA

All items listed under the Consent Agenda are considered to be routine and may be enacted by one motion. Resolutions and ordinances will be read by title only. There will be no separate discussion of these items unless members of the Council request specific items to be removed from the Consent Agenda to the Regular Agenda for separate discussion prior to the time the Council votes on the motion to adopt the Consent Agenda. If any item(s) are removed from the Consent Agenda, the item(s) will be considered at an appropriate place on the Regular Agenda.

HEARINGS

Any member of the audience may speak on items scheduled for hearing at the time the mayor declares the hearing open to the audience. Council members will disclose any communications with any individual or party in which they were involved prior to any hearing that is quasi-judicial in nature.

REGULAR AGENDA

All items listed under the regular agenda are in the order which require council action at this meeting. The items will be considered in the order set during the meeting. Any person may speak on items listed on the regular agenda if recognized by the Mayorchair.

PUBLIC COMMENTS

A member of the general public may address the Council council at every meeting of the city council.

At Work Sessions: The public may address the Council on any topic which is of interest to such person at the opening of work sessions occurring on second (2nd) or fourth (4th) Tuesday of each month.

When specific topics have been scheduled for work session discussion, the mayor or presiding officer may specifically request or invite members of the public who may have a special interest, involvement, information or expertise of the topic to address the council.

At Business Meetings: Council reserves time for members of the public to address council on any matter under the agenda item denoted as "Public Comments" at the end of each regular business meeting held on first (1st) and third (3rd) Tuesdays of the month.

Members of the public may also address council on specific topics scheduled for consideration. The chair will call for comments from the public at the appropriate time as per the established agenda for the meeting.

When a member of the general public seeks to address the council during public comments, the council may briefly respond to statements made or questions posed. However, council members

should not engage in inter-council discussions. On its own initiative or in response to questions posed by such person, council members may ask questions for clarification, provide a reference to staff or other resources for factual information, or request staff to report back at a subsequent meeting.

REPORTS AND COMMUNICATIONS

Staff reports and communication items are being provided to the council primarily for information. Accordingly, these matters will not be discussed unless a member of the council or general public requests such discussion. However, no action shall be taken on these matters unless the matter is included as an action item at a subsequent meeting and included on the posted agenda as such.

EXECUTIVE SESSION

A description of the items, if any, to be discussed in executive session will be listed on the agenda.

TIME LIMIT OF MEETINGS

No additional agenda item will be introduced at a regular City Council meeting after the hour of 9:30 p.m. unless the majority of the City Council members present vote to extend the meeting. If the item introduced at a regular City Council meeting and being discussed by 9:30 p.m. is not concluded by 10:00 p.m., the Council may adjourn the regular city council meeting to another date to conclude discussing the agenda item or the next regular city council meeting. All items remaining on council's regular agenda would be moved to the next regular city council meeting and will be given priority over any additional items on the regular city council's agenda.

MINUTES

Official minutes of council meetings are prepared and kept by the city clerk and are reviewed and approved by the city council (usually at the next regular meeting). Copies of approved minutes are available at the city clerk's office or on the city's website at www.cityoflaramie.org.

APPENDIX C

GUIDELINES FOR ADDRESSING THE COUNCIL

1. Persons attending a city council meeting may address the council during the period of time specified on the agenda.

2. Presentations concerning agenda items will be heard only upon approval by the chair.

3. An individual wishing to address the council should approach the lectern; wait to be acknowledged by the chair to speak, and clearly state his/herthe speaker's name and whether the speaker resides in the city before making general remarks.

4. All remarks should be directed to the chair. The chair may wish to refer any questions to the proper council member or to city staff.

5. Productive public comments should not include threatening or obscene language, personal defamatory statements, or any disorderly conduct that impedes, disrupts or disturbs the orderly conduct of any meeting, hearing or other proceeding.

6. Large groups are encouraged to express their views through a single spokesperson rather than individually. Individuals should observe the five (5) minute time limit when speaking, unless such is waived by the Mayor. The council may vote to suspend the rules and allow more time for a public comment upon a 2/3 vote.

7. Comment cards may be used for items when extensive public participation is anticipated. Individuals who wish to give comments should submit a completed card to the city clerk. The chair will call the person forward when it is his/herthe speaker's turn to speak. If a person does not want to speak, a written statement can be submitted on a comment card.

8. To maintain order, applause or other unnecessary disturbances are discouraged.

9. Petitions should be presented to the City Clerk.

10. Members of the audience are encouraged to speak before the council but they cannot make motions or otherwise participate in the meeting

CITY OF LARAMIE COUNCIL WORK SESSION April 12, 2016

LARAMIE 1868	**Agenda Item: Presentation** **Title: City of Laramie GIS and Citizen Outreach Through Technology**

Recommended Council MOTION:

Administrative or Policy Goal:

Communication

Background:

In 2006 the city began implementing a centralized GIS mapping strategy to better serve the GIS needs of the city. We have made many enhancements since that time and utilize GIS for numerous projects. We plan to review and show how GIS is utilized by the city today, and what may be in store for the future.

Reaching out and communicating with our citizens is an important goal. The city utilizes many different technologies to help accomplish this. We will review how the city utilizes technology to help with citizen outreach and communication.

Legal/Statutory Authority:

BUDGET/FISCAL INFORMATION:

REVENUE

Source	Amount	Type
Fees/Charges for Service		
Grants for Projects		
Loans on Project		
Other		
Total	$0.00	

EXPENSE

Proposed Project Cost.

Amount spent to date (approved and adopted by Council)

Budget	Amount	Funds
Total Budget Allocation		
Less Amount Spent to Date		
Remainder of Budget	$0.00	

Proposed Cost (Approval of this item authorizes preparation of a budget revision for the proposed amount)

Expenditures	Amount	Fund
Proposed Expenditure		
Current Budget		
Additional Amount Requested		
Total Proposed Budget	$0.00	

Responsible Staff: Rhoades

Future dates are subject to change

Work Session	Click here to enter a date.
Advertised	Click here to enter a date.
Public Hearing Held	Click here to enter a date.
Pub. Hearing Advertised	Click here to enter a date.
Introduction/1st Reading	Click here to enter a date.
2nd Reading	Click here to enter a date.
3rd Reading	Click here to enter a date.
	Click here to enter a date.

Attachments: