

# AGENDA

## CITY OF LARAMIE, WYOMING

### CITY COUNCIL SPECIAL MEETING AND WORK SESSION

(VIA ZOOM MEETING)

CITY HALL, COUNCIL CHAMBERS, 406 IVINSON AVE

TUESDAY, MAY 24, 2022, 6:00 PM

City Council Meetings are open to the public. Council Chambers seating is unavailable at this time due to social distancing. We encourage the use of the following tools to participate: watch live meetings on YouTube Live Feed ([www.youtube.com/cityofaramie/live](http://www.youtube.com/cityofaramie/live)), Cable Channel 191, or Zoom Webinar- Meeting ID: 853 1714 8303 Passcode: 389171 via internet, app, or telephone 1(669)900-9128. Public comments during the meeting can be provided via Zoom meeting. Public comments may also be submitted via email: [council@cityoflaramie.org](mailto:council@cityoflaramie.org). Please email: [clerk@cityoflaramie.org](mailto:clerk@cityoflaramie.org) to request to make public comment during speaking time by no later than 3:00 pm on the day the meeting is to occur. Position of speaking will be assigned by lottery. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.

Please be advised no additional agenda item will be introduced at a Regular City Council meeting after the hour of 9:30 pm, unless the majority of the City Council members present vote to extend the meeting.

Public comment is limited to three (3) minutes per speaker. Written public comment shall be submitted to the City Clerk for dissemination and retention for official City records, or submitted to the City Council through electronic correspondence at [council@cityoflaramie.org](mailto:council@cityoflaramie.org). Full text available in Council Rules of Procedure and Code of Conduct 4.02 and Appendix B and C.

Written materials relative to an agenda item shall be submitted six (6) days in advance of the meeting (sooner if there are holidays prior to the meeting) in order that copies may be included with the agenda and to give the council an opportunity to review the material in advance of the appearance.

Zoom Link: <https://cityoflaramie.zoom.us/j/85317148303?pwd=Umt4aitva0JpdmEyaWI0MlpoamtUUT09>

#### **1. SPECIAL MEETING**

Documents:

[SM- Recommended Operating Budget 5-24-22.pdf](#)

**1.A. Public Comment on Non-Agenda Items (Aggregate time limit 30 minutes)**  
(Limit of 3 minutes per speaker.)

**1.B. Consideration of Amendments to the Operating Budget**

[Wade, ASD; Brown, COO: Jordan, CM]

Documents:

[Cover Sheet Op Budget Staff Amendments.pdf](#)  
[Summary of Recomm Op Budget Changes.pdf](#)

**1.C. Adjourn the Special Meeting and Convene the Work Session**

**2. WORK SESSION**

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

**2.B. City Council Updates/Council Comments**

**2.C. WORK SESSION: Fee for Service Contract Annual Reports: LCBA and LMSA**

**[Jordan, CM]**

Documents:

[Agenda Cover ~ LCBA 2022-23.pdf](#)  
[Fee for Service Agreement--LCBA - 2022-2024-DRAFT.pdf](#)  
[Attachment A ~ Lobby Certificationjj--LCBA.pdf](#)  
[Agenda Cover ~ LMSA FY22-23--Pending Final Agreement Language.pdf](#)

**2.D. Agenda Review**

**NOTICE OF CITY COUNCIL  
SPECIAL MEETING**

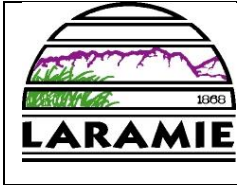
NOTICE IS HEREBY GIVEN that a **Special Meeting** of the Laramie City Council will be held **Tuesday, May 24, 2022, 6:00 pm** via Zoom Meeting ID #853 1714 8303 Passcode #389171 for the following purpose:

1. Consideration of the Recommended Operating Budget

The Special Meeting will be following by the regularly scheduled Work Session. Agenda materials can be found at [www.cityoflaramie.org/agendacenter](http://www.cityoflaramie.org/agendacenter).

/s/ Paul Weaver, Mayor and President of City Council  
Attest:/s/Nancy Bartholomew, City Clerk

Advertised: May 18, 2022, published in the newspaper Laramie Boomerang.  
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**Agenda Item: Amendment - Budget**

**Title: Staff Budget Amendments**

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**Recommended Council MOTION:**

Approve the City Manager’s recommendations for changes to the FY 2023 – FY 2024 budget, reducing the FY 2023 recommended budget by \$34,906 and increasing the FY 2024 recommended budget by \$198,699.

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**Administrative or Policy Goal:**

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**Background:**

The City Council reviewed the FY 2023 – FY 2024 Recommended Budget during work sessions on May 10 and 11. Budget motion forms were distributed to the Council on May 11 and due to staff by end of day on May 18 in preparation for the final budget special meeting. Staff have received no Council motions to change the recommended budget.

Staff have prepared final recommended changes to the budget. The accompanying memo details the changes recommended for Council approval.

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**Legal/Statutory Authority:**

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**REVENUE**

**Responsible Staff:**

Malea Brown, Chief Operating Officer  
Jennifer Wade, Administrative Services Director



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

(307) 721-5226  
FAX (307) 721-5211

Date: May 19, 2022

To: Honorable Mayor and City Councilors  
City of Laramie Management Team

Fr: Janine Jordan, City Manager  
Malea Brown, COO  
Jennifer Wade, Administrative Services Director

Re: Final Recommended Staff Changes - FY 2023 – FY 2024 Biennium Budget

Each year, staff requests several adjustments to the City Manager's Recommended Budget. These adjustments are necessary to reflect changes in condition since budget estimates were developed in January and February or corrections to budget preparation errors.

Council approved several changes to the capital budget at the special meeting on May 10. Several additional changes are recommended for the operating budget, and there is one final change recommended for the capital budget. These changes total a reduction of \$34,906 in FY 2023 and an increase of \$198,699 in FY 2024 across all Funds.

#### **General Fund**

Staff recommends a reduction in FY 2023 of \$142,584 and an increase in FY 2024 of \$91,021 for the following items:

#### ***Additional Temporary Authorization for Position***

Staff recommends that the Council authorize one additional benefited employee in the Finance division for the FY 2023 – FY 2024 biennium only. This request would allow retention of an existing employee at the Senior Accountant level for up to two years and increase the General Fund recommended budget by \$69,524 in FY 2023 and \$73,021 in FY 2024. The amendment is funded by reserves built from vacancy savings, as well as a removal of the Finance division's existing biennium request for additional non-benefited employee wages.

The Finance division experienced significant attrition between March 2020 and January 2022 like many workplaces. For five positions, the vacancy savings generated during this period were around \$290,000, as positions went unfilled and the City experienced difficulty recruiting qualified team members with appropriate technical skill. The resignation of the Finance Manager in February 2022 was an additional detriment to this team, but the City has found a qualified replacement with professional licensure as a CPA and over two decades of practice. Even with this exciting talent acquisition, the Finance team will move into ERP implementation with an average tenure of less than one year. This team dynamic creates project risk that the City desires to mitigate through a temporary personnel authorization.

This amendment request will allow the City to retain Louise Johnson as a Senior Accountant to assist with Finance team transition and ERP implementation, in addition to providing an important buffer if the team experiences more attrition during the software project. The temporary authorization is person-specific and would not be filled in the event that Louise Johnson decides to exit City employment during the two-year authorization period.

#### ***Changes to Personnel Budget Based on New Hire***

The Engineering division recently advertised and hired for a new engineer. The City was fortunate to attract a candidate that had already obtained a Professional Engineer (PE) license. This position was originally forecasted as an engineer in training. An amendment of \$18,000 is necessary in both FY 2023 and FY 2024 to reflect the agreed upon pay and remedy an internal compression issue. This adjustment is funded by reserves.

***Correct Project Rebudget – Enterprise Resource Software Planning***

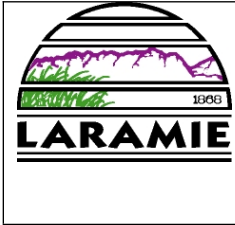
Project appropriations carried forward (rebudgeted) from prior years are generated by subtracting actual project expenses to date from the appropriated project budget to date. During final review, the budget team found an error in the rebudget total for this project, as actuals to date were entered as a positive, rather than negative amount. The FY 2023 budget requires a \$230,108 reduction due to this error.

Staff would like to note that project spending is managed on a life-to-date basis during the fiscal year. Had this error not been detected, the City would avoid any risk of overspending because of this life-to-date approach.

**Solid Waste Fund**

Staff recommends increases of \$107,678 in each year of the biennium. During the final budget review, the budget team detected an error the debt schedule. A new capital lease obligation from the current year had been omitted from the biennium forecast. This adjustment is funded by reserves.





**Agenda Item: Discussion Item**

**Title:** Annual report from the Laramie Chamber Business Alliance (LCBA) for its Fee for Service Contract

**Recommended Council MOTION:** N/A

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**Administrative or Policy Goal:** Goal 1: *Holistic Economic Development (Laramie-Centric)*  
 Milestone A: *Adopt Updated 10-Year Economic Development Plan to Replace Chapter 9 of the Comprehensive Plan*

**Background:**

Over the past ten years, the City has contributed \$1,110,000 in funds to the LCBA (formerly, Laramie Economic Development Corporation) via a “Fee for Service” contract through which LCBA provides an array of economic development services for Laramie.

LCBA formed in 2014 with the merger of the former Laramie Economic Development Corporation and the Laramie Area Chamber of Commerce. Before this merger, the City of Laramie’s contractual and financial relationship was with the Laramie Economic Development Corporation. Since this merger, the Fee for Service Agreement has required certain controls to assure that municipal funds are invested in economic development activities -i.e., recruitment, retention, business park expansion, etc. The contract does not fund traditional Chamber activities, like Business After Hours events, golf tournaments, etc., or any other programs or activities that are exclusive to members.

LCBA’s mission is to “lead the community in the improvement of the local business environment, creation of jobs, and growth of the local tax base in Laramie.” This mission is achieved through a variety of programs and activities which seek to grow existing businesses and attract new businesses and industries to the community. Although LCBA is a member-based organization, the vast majority of its services, activities, and programs do not require membership. Several business relocations and expansions and numerous jobs can be attributed to LCBA’s leadership and partnership.

(Note: the Fee for Service contract only addresses professional services provided to the City of Laramie by LCBA, but there are several other project and property specific contracts with LCBA primarily related to Business Ready Community grants and loans from the Wyoming Business Council and the City of Laramie’s Economic Development Fund.)

In FY 2021/2022, \$70,000 was paid to LCBA to provide the services detailed in the attached agreement. The plan recognizes the important role of LCBA in the community and assigns the organization several leadership and support roles in implementation. Refer to the following tabs: Catalyst, Industry & Wages, Town & Gown, Entrepreneurship, Quality of Life & Tourism, and Infrastructure.



In finalizing this year's Fee for Service Agreement, staff will work with LCBA to identify specific activities LCBA may take on in the upcoming FY to support the implementation of the economic development plan.

**2013 to 2017 Investment to LCBA**

	2013	2014	2015	2016	2017	5-Yr. Change, 2012 to 2016
LRA	\$80,528	\$91,628	\$94,692	\$96,324	\$92,704	15.1%
LCBA	\$90,000	\$110,000	\$110,000	\$110,000	\$110,000	22.2%
LMSA	\$26,722	\$25,778	\$40,000	\$40,000	\$40,000	49.7%
	\$197,250	\$227,406	\$244,692	\$246,324	\$242,704	23.04%

**2018 to 2022 Investment to LCBA**

	2018	2019	2020	2021	2022	5-Yr. Change, 2017 to 2021
LRA	\$95,617	\$120,000	\$95,617	\$50,000	\$100,000	4.6%
LCBA	\$110,000	\$110,000	\$110,000	\$90,000	\$70,000	-36.4%
LMSA	\$40,000	\$50,000	\$50,000	\$50,000	\$50,000	25.0%
	\$245,617	\$280,000	\$255,617	\$190,000	\$220,000	-10.4%

**10 Year Percent Change in investment to LCBA**

	10-Yr. Change, 2013 to 2022	10-Yr. Total
LRA	24.2%	\$997,638
LCBA	-22.2%	\$1,110,000
LMSA	87.1%	\$439,222
	11.5%	\$2,546,860

**Dollar Invested Per Service Area 2022**

LRA	4,308 sq mi	\$23.21 per sq mi
LCBA	17.78 sq mi	\$3,937.00 per sq mi
LMSA	28 blocks (.1136 sq mi)	\$1,785 per block (\$5,680 per sq mi)

**Dollar Invested Per Service Area 2013-2022**

LRA	4,308 sq mi	\$231.58 per sq mi
LCBA	17.78 sq mi	\$62,429.70 per sq mi
LMSA	28 blocks (.1136 sq mi)	\$15,686.50 per block (\$49,895.62 per sq mi)

**AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES BETWEEN THE CITY OF LARAMIE AND  
THE LARAMIE CHAMBER BUSINESS ALLIANCE**

1. **Parties.** The parties to this Agreement are the City of Laramie, a municipality duly organized and existing under the laws of the State of Wyoming, whose address is 406 Ivinson Avenue, Laramie, Wyoming 82070, hereafter referred to as CITY, and the Laramie Chamber Business Alliance, whose address is 528 S Adams Street, Laramie, Wyoming 82070, hereafter referred to as LCBA.
2. **Purpose of Agreement.** The purpose of this Agreement is to provide authorization to LCBA to perform economic development services for the CITY. LCBA will promote and market the CITY's resources, recruit business activity to the CITY, develop primary jobs, and generally work to enhance the economic vitality of the CITY. The CITY will provide payment to LCBA for these services.
3. **Term.** This Agreement is effective July 1, 2022, through June 30, 2024, upon mutual agreement of the parties, this Agreement may be extended.
4. **Payment.** The CITY agrees to pay LCBA for economic development **services in the amount of ninety thousand and 00/100 (\$90,000) in the first annum (Fiscal Year 2020/2021), with an option to renegotiate the contract amount in the next annum (Fiscal Year 2021/2022).** Payment will be made on a monthly basis beginning July 2022. This payment is contingent on the availability of funds, execution of this Agreement and LCBA's completion of the Code of Ethics, Lobbying, and Conflict of Interest Certification, included in Attachment A.
5. **LCBA Responsibilities.** LCBA will:
  - a. Develop the local economy to enhance quality of life for CITY residents by supporting all pertinent council goals and municipal initiatives, especially relevant sections within the newly-adopted Economic Development plan, including: "Catalysts for Growth," "Industry & Wages," "Town & Gown," "Entrepreneurship, Quality of Life" & "Tourism," and "Infrastructure, as well as attracting and retaining employers, creating and retaining primary jobs, increasing overall economic viability and vitality of businesses within and around the CITY, and increase employment opportunities for Laramie residents.
  - b. Promote and take advantage of marketing opportunities to attract, retain, and grow businesses in the CITY and the surrounding area, and enhance the infrastructure readiness of the community to accommodate new and existing businesses.
  - c. Maintain sound financial accounting procedures and practices for the funds received from the CITY under the terms of this Agreement. LCBA will maintain financial books, ledgers, records, documents and other evidence necessary to sufficiently and properly reflect all transactions involving funds from the CITY

or grant funds that are passed through the CITY. This includes all development projects in which the CITY was the grant recipient. Upon written request of the CITY, LCBA will make these documents available for inspection at the LCBA offices within five (5) business days.

- d. Provide a written financial and transaction report of the sources and uses made of funds received under this Agreement. The report will be provided to the City Manager and City Council on July 10 of each year for the prior year activity (i.e., the report for July 1, 2021–June 30, 2022, will be due on July 10, 2022.) If the report is not received, payments under this or subsequent agreements may be withheld.
- e. Continue to work with and through the finance committee to operate while funds from the CITY or grant funds that are passed through the CITY are being used by LCBA, including recapture funds subject to audit. The finance committee shall provide oversight as to the accounting of CITY and pass through CITY funds. The Finance Committee will be responsible to monitor and make recommendations to the LCBA Board regarding LCBA financial conditions and operations related to funds in this Agreement and all grant funds passed through the CITY.

For the purposes of this Agreement, while CITY funds or grant funds are passed through the CITY, the CITY will designate one CITY employee to be a voting member of the LCBA finance committee, so as to enable the CITY'S designee to participate in meetings related to the activities carried out pursuant to this Agreement and with respect to any state-funded project development agreement between the CITY and LCBA and/or the CITY and the Laramie Economic Development Corporation ("LEDC"). To that end, LCBA covenants and agrees that it will take those steps necessary to obtain information from LEDC that relate to any project development agreements LEDC has in place with the CITY. The purpose of the CITY'S designee's participation in the LCBA finance committee will be to assure that the CITY'S designee has full access to LCBA and/or LEDC records relating to project development agreements and with respect to the use of recaptured funds designated for economic development, such information being necessary for CITY audit compliance. Specifically, the finance committee shall perform the following duties with respect to funds from the CITY or grant funds being passed through the CITY, including recapture funds:

- i. Establish internal controls and periodic review for all cooperative recapture agreements and other legally contractual obligations between the CITY and LCBA or LEDC.
- ii. Ensure recapture monies are reported as a profit center with appropriate accounting methods.
- iii. Review and approve yearly reconciliations (based on recapture agreements) submitted to the CITY to ensure grant and loan compliance.

- iv. Establish policies and procedures for the use of recaptured funds and review and recommend expenditures of recaptured funds to the LCBA Board.
- f. Acknowledge, as appropriate, the CITY's contribution to the LCBA through this agreement and its participation in grant funded projects and economic development initiatives in press releases, social media posts, public forums, etc.
- g. Complete the Code of Ethics, Lobbying, and Conflict of Interest Certification included in Attachment A upon execution of this Agreement. A certification form must be completed by every staff and board member, contract employees, and all committee chairs.

6. **General Provisions.**

- a. Amendments. Any changes, modifications, revisions or amendments to this Agreement that are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed and signed by all parties of this Agreement.
- b. Applicable Law. The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be in the District Court, Second Judicial District, Albany County, Wyoming.
- c. Compliance with Laws. LCBA shall keep informed of and comply with all applicable federal, state and local laws and regulations in the performance of this Agreement.
- d. Entirety of Agreement. This Agreement consisting of five (5) pages represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral, PROVIDED, HOWEVER, that with the exception of the confidentiality provisions of ¶ 5.f above and ¶ 6.l below, nothing in this Agreement shall be deemed to amend, modify or alter either party's responsibilities to the other under any project development agreement or other agreement funded in whole or in part by funds from the Wyoming Business Council.
- e. Indemnification. LCBA shall release, indemnify and hold harmless the CITY and their officers, agents, employees, successors and assigns from any cause of action, or claims or demands arising out of the LCBA's performance under this Agreement.
- f. Independent Contractor. LCBA shall function as an independent contractor for the purposes of this Agreement. LCBA shall assume sole responsibility for any

debts or liabilities that may be incurred by LCBA. Nothing in this Agreement shall be interpreted as authorizing LCBA or its agents or employees to act as an agent or representative of or on behalf of the CITY or to incur any obligation of any kind on the behalf of the CITY.

- g. Notice. All notices arising out of or from the provisions of this Agreement shall be in writing and given to the parties either by regular mail or deliver in person.
- h. Nondiscrimination. LCBA shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act, Wyo. Stat. § 27-9-105 et seq., and the American's with Disabilities Act (ADA), 42 U.S.C. § 12101, et seq. LEDC shall assure that no person is discriminated against based on the grounds of age, sex, race, religion, national origin or disability in connection with the performance of this Agreement. Additionally, LCBA will comply with Chapter 9.32 of Municipal Code entitled Illegal Discrimination.
- i. Governmental Immunity. The CITY of Laramie expressly reserves the right to invoke governmental immunity for any claim arising out of this Agreement pursuant to the Wyoming Governmental Claims Act, Wyo. Stat. § 1-39-101 et seq.
- j. Termination. Upon thirty (30) day written notice and opportunity to cure, the CITY may terminate this Agreement for cause without liability in the event LCBA fails to cure any defect in performance of this Agreement. Either the CITY or LCBA may terminate this Agreement with cause upon one-hundred twenty (120) days written notice; provided, however, that if LCBA terminates the Agreement prior to the expiration of the Agreement, it will return all unexpended funds.
- k. No Third Party Beneficiaries. The parties hereto agree that this Agreement shall be applicable only to the parties themselves and shall not be deemed to be for the benefit of any person who is not a party hereto.
- l. Confidentiality Obligation. It is specifically acknowledged and agreed between the parties that there may be occasions in which LCBA receives confidential commercial and/or financial data and trade secret information from third parties or instances in which LCBA uses its own confidential commercial and/or financial data and trade secret information. All such information--whether from third parties or from LCBA or one if its constituent entities--is hereinafter collectively referred to as "Proprietary Information." In any instance when the LCBA or any its directors, officers, employees, committees, or representatives has such Proprietary Information and such Proprietary Information is discussed with or disclosed to the CITY in any manner whatsoever, the CITY covenants and agrees that it will keep all such Proprietary Information strictly confidential and shall deny the right of inspection of such Proprietary Information pursuant to Wyo. Stat. Ann. § 16-4-203(d)(v) and/or other applicable provisions of Wyoming law precluding

disclosure. Moreover, in addition to and not in limitation of the confidentiality obligation discussed above, CITY covenants and agrees that it will sign a two-party or three-party non-disclosure agreements when requested to do so by LCBA and/or by a business that LCBA is working with in regard to economic development activities. LCBA acknowledges that if the CITY receives a valid court order to release information in its possession, the CITY will comply with said court order.

7. **Signatures.** In witness thereof, the parties to this Agreement, through their duly authorized representatives, have executed this Agreement on the days and dates set out below and certify that they have read, understood and agreed to the terms and conditions of this Agreement.

The Agreement date is the date of the last signature affixed to this page.

CITY OF LARAMIE, WYOMING

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Paul Weaver, Mayor

(SEAL)

Attest:

\_\_\_\_\_  
Nancy Bartholomew, CITY Clerk

LARAMIE CHAMBER BUSINESS  
ALLIANCE

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Warren Greaser, Chair

Attest:

\_\_\_\_\_  
Kurt Tuggle, Secretary

## **Attachment A**

### **AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES BETWEEN THE CITY OF LARAMIE AND THE LARAMIE CHAMBER BUSINESS ALLIANCE**

#### CODE OF ETHICS, CONFLICT OF INTEREST AND LOBBYING

Partner Agencies, Fee for Service contractors, their employees, governing board or agents, shall not use official authority or influence to interfere with or influence the result of an election or nomination for public office. Partner Agencies and Fee for Service contractors may not contribute anything of value to a party, committee, organization, department, or person for political purposes; or conduct any political activity when performing services under this Agreement.

Should an employee or board member of a Partner Agency or and Fee for Service contractor hold a public office and a conflict of interest arises with their duties, the employee or board member will comply with State laws governing ethics and conflicts of interest and, if applicable, Federal law.

Partner Agencies and Fee for Service contractors will not ask questions on any application, examination or interview which would directly or indirectly require the disclosure of a person's political affiliation, preferences or opinions.

Partner Agencies and Fee for Service contractors are prohibited from using political influence as an advantage in securing or making appointments, or for other personal benefit for themselves or others in personnel matters, when performing services under this Agreement.

Partner Agencies, and Fee for Service contractors their employees, governing board or agents, must maintain a high standard of conduct and be free from the influence of personal considerations when conducting the services herein that are being paid for using public, taxpayer monies. Unacceptable behaviors or actions may lead to termination of this contract. Additionally, Partner Agencies will foster and support a "speak up" culture to strongly protect whistleblowers and prohibit any form of retaliation.

#### CERTIFICATION REGARDING LOBBYING

Certification for Municipal Grants, Loans, Cooperative Agreements, and Fee-for-Service Contracts

The Undersigned Certifies, to the Best of Their Knowledge and Belief, that:

(1) No Municipal appropriated funds have been paid or will be paid, by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any governmental agency, or any elected official, in connection with the awarding of this Grant, Loan, Cooperative Agreement, and/or Fee-for-Service Contract.

(2) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients of municipal funding shall acknowledge and certify accordingly.

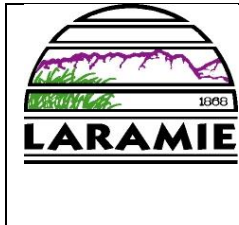
(3) I have read and understand the Code of Ethics, Conflict of Interest and Lobbying requirements and provisions.

* APPLICANT'S ORGANIZATION		
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE		
Prefix:	* First Name:	Middle Name:
* Last Name:		Suffix:
* Title:		
* Signature:		Date:

\*Must be signed by each staff member, board member, contract employee, and committee chairperson







**Agenda Item: Discussion Item**

**Title:** Annual report from the Laramie Main Street Alliance (LMSA) for its Fee for Service Contract

**Recommended Council MOTION:** N/A

**Administrative or Policy Goal:** Goal 1: *Holistic Economic Development (Laramie-Centric)*  
 Milestone A: *Adopt Updated 10-Year Economic Development Plan to Replace Chapter 9 of the Comprehensive Plan*

**Background:**

In 2005, the City of Laramie applied for and received designation by the Wyoming Business Council as an inaugural Main Street community. The Laramie Main Street Alliance (LMSA) formed shortly thereafter. The City of Laramie has contributed \$439,222 to LMSA over the past ten years. Until recently, this contribution was made via the Community Partners grant program. With the transition to a Fee for Service funding mechanism, the City’s contribution increased by 25%.

LMSA partners with the Wyoming Business Council’s Main Street Division and is guided by the principles of the National Main Street program which employs a “Four-Point Approach” to downtown development which includes economic development, design, organization, and promotion. The mission of LMSA is to strive “to preserve historic Downtown Laramie while enhancing its economic and social vitality”. In its 15-year+ history, LMSA has become a nationally-recognized program and a state leader in downtown development and programming.

In FY 2021/2022, \$50,000 was paid to the LMSA to provide detailed within the attached agreement. Additionally, LMSA Executive Director Trey Sherwood and Board Member Chaz Avila served on the steering committee for economic development plan. The plan recognizes the value of a strong downtown in our overall economic strategy and gives LMSA several supporting roles in the implementation. Refer to the following tabs: Catalyst, Industry & Wages, and Quality of Life & Tourism.

(Note: the Fee for Service contract only addresses professional services provided to the City of Laramie by LMSA, but there is another project/ property specific contracts with LMSA related to the Business Ready Community award from the Wyoming Business Council for the Big Hollow building.)

In finalizing this year’s Fee for Service Agreement, staff will work with LMSA to identify specific activities LMSA may take on in the upcoming FY to support the implementation of the economic development plan.

**NOTE: Final Fee for Service Agreement pending settlement of language contained in agreement.**

**2013 to 2017 Investment to LMSA**

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>5-Yr. Change, 2012 to 2016</b>
LRA	\$80,528	\$91,628	\$94,692	\$96,324	\$92,704	<b>15.1%</b>
LCBA	\$90,000	\$110,000	\$110,000	\$110,000	\$110,000	<b>22.2%</b>
<b>LMSA</b>	<b>\$26,722</b>	<b>\$25,778</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>49.7%</b>
	\$197,250	\$227,406	\$244,692	\$246,324	\$242,704	<b>23.04%</b>

**2018 to 2022 Investment to LMSA**

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>5-Yr. Change, 2017 to 2021</b>
LRA	\$95,617	\$120,000	\$95,617	\$50,000	\$100,000	<b>4.6%</b>
LCBA	\$110,000	\$110,000	\$110,000	\$90,000	\$70,000	<b>-36.4%</b>
<b>LMSA</b>	<b>\$40,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>25.0%</b>
	\$245,617	\$280,000	\$255,617	\$190,000	\$220,000	<b>-10.4%</b>

**10 Year Percent Change in investment to LMSA**

	<b>10-Yr. Change, 2013 to 2022</b>	<b>10-Yr. Total</b>
LRA	24.2%	\$997,638
LCBA	-22.2%	\$1,110,000
<b>LMSA</b>	<b>87.1%</b>	<b>\$439,222</b>
	11.5%	\$2,546,860

**Dollar Invested Per Service Area 2022**

LRA	<b>4,308 sq mi</b>	\$23.21 per sq mi
LCBA	<b>17.78 sq mi</b>	\$3,937.00 per sq mi
<b>LMSA</b>	<b>28 blocks (.1136 sq mi)</b>	<b>\$1,785 per block (\$5,680 per sq mi)</b>

**Dollar Invested Per Service Area 2013-2022**

LRA	<b>4,308 sq mi</b>	\$231.58 per sq mi
LCBA	<b>17.78 sq mi</b>	\$62,429.70 per sq mi
<b>LMSA</b>	<b>28 blocks (.1136 sq mi)</b>	<b>\$15,686.50 per block (\$49,895.62 per sq mi)</b>