

**AGENDA  
CITY OF LARAMIE, WYOMING  
CITY COUNCIL MEETING  
CITY HALL, COUNCIL CHAMBERS, 406 IVINSON AVE  
JULY 28, 2020, 6:00 pm**

City Council Meetings are open to the public. Council Chambers seating is limited to 10 participants. Once capacity has been met, we encourage all others to use the following social distancing tools to participate: watch live meetings on Facebook-Live Feed or Cable Channel 191; or Zoom meeting: Meeting ID #871 6121 4566 Password: 579435. Public Comments can be made in person (within limited seating), by Zoom meeting [https://us02web.zoom.us/j/87161214566?pwd=cFM3clZnZG1MYnk4VzI3L2JodGhSdz09](https://us02web.zoom.us/j/87161214566?pwd=cFM3clZnZG1MYnk4VzI3L2JodGhSdz09;); Phone # 1(669)900-9128 Meeting ID #871 6121 4566; or emailing [council@cityoflaramie.org](mailto:council@cityoflaramie.org). To reserve a seat ahead of time please email [clerk@cityoflaramie.org](mailto:clerk@cityoflaramie.org) or call 307-721-5220. General admission will apply to seats unfilled with prior reservations. Participants on Zoom will be muted until the Mayor asks for public comments. Please email: [clerk@cityoflaramie.org](mailto:clerk@cityoflaramie.org) to let us know that you would like to speak during a public comment period. 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 p.m., 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 Code of Conduct 4.02 and Appendix B and C.

Written material 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.

**1. WORK SESSION**

**2. Public Comments on Non-Agenda Items**

(Limited to three (3) minutes per speaker with an aggregate time limit of 30 minutes.)

**3. WORK SESSION: State-of-City: Mid-Year 2020  
[Jordan, CM]**

Documents:

[Cover StateofCityMidYearReport 7-28-20.pdf](#)

[2020Goalsfinalmidyear.pdf](#)

[Attachment A - General Response.pdf](#)

**4. WORK SESSION: Abstention Policy for Boards and Commissions**

**[Southard, CA]**

Documents:

[Cover Sheet WS Abstention Policy 7-28-20.pdf](#)

**5. City Council Updates/Council Comments**

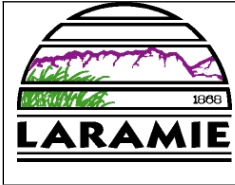
**6. Agenda Review**

Documents:

[Aug 4 2020 Draft .pdf](#)

**7. Public Comments**

(Limited to three (3) minutes per speaker.)



**Agenda Item: Discussion Item**

**Title: Mid-Year State of the City Report**

**Recommended Council MOTION:**

No action is taken during a work session.

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**Administrative or Policy Goal:**

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**Background:**

In January, a slate of goals and objectives was adopted for the year as is done annually. Subsequent to adopting those annual goals, additional goals and objectives were established via adoption of resolutions 2020-07, 2020-14, and 2020-38 in February, March and June respectively. To-date, thirty-eight separate goals and objectives have been identified for the annual work plan. And, it cannot be overlooked or understated how significantly the duties and work load of the municipal organization have been increased due to the serious and dynamic circumstances surrounding the COVID19 pandemic.

An update on progress made to date on the city's goals and objectives is attached hereto and will provide the basis of the City Manager's State of the City Mid-Year Report. Typically, the Manager reports annually on these matters but, given the exceptional circumstances of 2020, it is necessary to re-assess and prioritize the established objectives.

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**Responsible Staff:**

Janine Jordan, City Manager

**GOAL #**

**Progress Through July 1, 2020**

**A Holistic Economic Development (Laramie-Centric)**

|               |  |                 |   |
|---------------|--|-----------------|---|
| Milestone #1: | Adopt Updated 10-Year Economic Development Plan to Replace Chapter 9 of the Comprehensive Plan.  |                 | Complete  |
| Milestone #2: | Implement Improvement Program for Primary Retail Corridors that Considers Public-Private Partnerships and Development Policy   |                 | On the heels of completing research on a variety of model municipal programs designed to propel private improvements, draft guidelines have been prepared with knowledge of local needs and issues. Staff is completing internal review of the guidelines and expect to move this item forward to Council in Fall/Winter 2020.  |
| Milestone #3: | Review Results of Development Code Audit & Consider Revisions as May Be Needed to Facilitate Growth & Development while also Preserving the Community's High Standards                     | Tied to Goal A6 | Community Builders is nearing completion of the audit of municipal code pertaining to housing. When the audit is complete in the next month or two, work sessions will be held with Planning Commission and City Council. Thereafter, possible municipal code changes may be considered.  |
| Milestone #4: | Review Parking in Downtown Business Core & Residential Parking Districts around UW Main Campus   |                 | Work session scheduled for August 11  |
| Milestone #5: | Initiate Planning for SPT-Funded Gateway Enhancements & Community Art Projects   |                 | In March 2020, the City and Laramie Main Street jointly applied to the Wyoming Business Council for a BRC Grant for first phase projects, including installation of wayfinding signage, overhead banners and gateway improvements. The project would have utilized SPT funding as the "seed" match to the grant. The application was unanimously rejected by the WBC Board. An attempt is being made now to continue the project in smaller steps with assistance from previously committed financial partners. UW originally agreed to continue its financial commitment but has now withdrawn that funding. Current, remaining partners are LMSA, the City and the Tourism Board. With respect to other beautification projects approved for specific purpose tax funding, staff intend to review the verbiage in the SPT ballot by a design team, a concept planned and phased implementation initiated to continue with this project. |
| Milestone #6: | Review Methods for Improving Housing Opportunities, including Land Banking, Setback Requirements/Density, In-fill Development Standards, & Residential Rental Inspection/Licensing Program | Tied to Goal A3 | This milestone is tied to the completion of Goal A3 as it will likely improve housing opportunities; possible changes could include setback modifications and density requirements - indirectly affecting in-fill development opportunities.  |
| Milestone #7  | Initiate Redevelopment of City's Complex on North 4th Street to Attain Adopted Job Creation & Housing Objectives   |                 | This project is tabled due to the construction delay of the Municipal Operations Center and will not be attainable in this fiscal year for this reason.   |

**B Environmental Stewardship**

|               |  |                                       |   |
|---------------|--|---------------------------------------|---|
| Milestone #1: | Host a Roundtable Discussion on Intergovernmental Aquifer Protection Planning with Albany County and the Laramie Community |                                       | A proposed date for this meeting has been submitted to Albany County: September 8, 2020. City Clerk is awaiting a response.   |
| Milestone #2: | Consider Public Policies for Retail-Use Plastic Bags   | Goal Supplanted by Resolution 2020-07 | Please see discussion below regarding Resolution 2020-07  |
| Milestone #3: | Monitor and Address, if Needed, Laramie River Sedimentation Interventions in Collaboration with Partner Agencies           |                                       | The Public Works Department purchased and installed two <b>gutter bins</b> in the downtown area as a pilot project in June. Gutter bins include a filtration system that removes pollutants from stormwater before being discharged to the river. Staff are in communication with WYDEQ (meeting scheduled for Aug 20) about their current <b>sampling efforts</b> for e-coli & fecal coliform in the Laramie River, and their future plans to monitor sediment/ develop Total Maximum Daily Limits. Staff have facilitated a UW graduate student and her <b>sampling for e-coli in the Laramie River above and below the City and applied for grant to drill a solar stock well</b> in order to be able to close the three water gaps on the Monolith and prevent cattle from having direct contact with the river (Rural Water Project Grant with Laramie Rivers Conservation District). Staff <b>hosted a work shop with multiple potential partner agencies</b> concerning Laramie River sedimentation issues in the headwaters area above the City's municipal intake in Spring of 2020; the outcome of that meeting is that there is potential for collaboration across many agencies including BLM, USFS, Cheyenne BOPU and Colorado water entities for sediment control/monitoring projects. Coronavirus meeting restrictions have slowed progress, but a formal working group is expected to be formed with the first step being field tours of the area. The <b>Comprehensive Master Storm Drainage Engineering Study</b> is substantially complete and is in final review. This study lays the basis for the creation of the City-wide storm drainage computer model and detailed mapping which will allow for prioritization of capital spending. The model will assess current functioning within the system, aid in the analysis of any future projects or changes, and, alongside the enhanced mapping, will provide a complete inventory of the storm drainage system. This inventory will help with the maintenance of the system and gives staff the key to better tracking all aspects of the system as a tool for better management and maintenance of this utility asset. Staff is also working toward completion of the <b>storm drainage engineering manual</b> that will set standards and design criteria for storm water quality. |

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| Milestone #4:  | Continue Renewable Energy Installations and/or Efficiencies at City Facilities & Properties  | Goal tied to Resolution 2020-14 | During Q1 2020, City applied for and was awarded a Blue Sky grant for the installation of <b>solar arrays at the Rec &amp; Ice Centers</b> . The installation contract has been approved and work is expected to begin late in the calendar year. Staff continues our work with Next Era Energy on a <b>potential solar generation plant at the Monolith Ranch</b> ; the Lessee and Monolith Ranch Committee have been updated on the potential project and an exploration contract will be before Council in a few weeks. This project has the potential to wholly satisfy the City's 2050 carbon neutrality goal. The <b>investment grade audit</b> of City facilities is complete and Staff planning a work session with Council in September. All <b>single pane windows are replaced</b> in the apparatus bay floor at Station #1. <i>Please see information below concerning the additional related goals adopted within Resolution 2020-14.</i>   |
| Milestone #5:  | Consider Expansion of Recycling Services & Explore Value-Added Partnership Opportunities   |                                 | The Solid Waste Division entered into a new contract with Waste Management to haul, process and sell our curbside recyclables. Staff is in discussions with glass recycling companies and Council approved funding for a glass storage bunker; the <b>glass recycling pilot program</b> will commence Summer 2021. Staff implemented a new <b>consumer battery recycling program</b> at no cost to residents in Spring 2020.   |
| <b>C Maintain and Improve City Services to Residents</b> |  |                                 |  |
| Milestone #1:  | Advocate to State Legislature for Greater Municipal Fiscal Autonomy and Per-Capita State Funding that is Equitable Among All Wyoming Residents   |                                 | Staff advocated on behalf of City for three significant funding bills that will impact funding, including the Direct Distribution (SF 57), the Municipal Option Tax (HB 47) and Surface Water Diversion (SF 22). Effort was spent to educate about city matters and work to defeat of a number of bills that would have preempted local authority and been adverse to city interests, including HB 22 (Affordable Housing Preemption), HB 93 (Increasing Maximum Claims Amounts), HB 183 (Municipal Elections Political Parties), HJ 02 (Taxpayers Bill of Rights), HB 180 (Repeal of Gun Free Zones).   |
| Milestone #2:  | Continue Technology Efficiency Program, Specifically Enterprise Resource Planning Software Replacement, to improve Customer Service and Lower Cost-of-Government   |                                 | The City and KOA Hills consulting has completed several mapping processes to prepare a Script and RFP for a total Enterprise Resource Planning integrated module software solution. Modules include Finance (General Ledger, Budgeting, Purchasing, Cash Receipting, A/P, A/R, Fixed Assets, Inventory) Payroll/HR (Payroll, Scheduling, Human Resources, Employee Portal, Recruitment), Fleet, Work Orders, Utility Billing -(GIS/Land Module, Meters, Inventory, Utility Billing, Customer Portal) Community - (Planning, Zoning, Permitting, Inspections, Code Enforcement). The Mapping of "As Is" and "To Be" processes is a critical step necessary establish software Script with important features, priority, and effort information for all departments. The mapping has been completed for Fleet, Finance (All), HR/Payroll (All), Work Orders. Staff is completing community, utility billing by August, 2020. The RFP document and script estimation for completion is December, 31, 2020 with intention of bidding early Spring/Summer 2021. |
| Milestone #3:  | Make Sustainable Modifications to Compensation that will Strengthen City's Ability to Recruit and Retain Highly Qualified Staff Members, Inclusive of Salary, Benefits, and Gender Equity in Compensation  |                                 | Successfully negotiated <b>Collective Bargaining Agreement</b> with Local 946. Independent <b>review of public safety compensation</b> is nearly complete and will form the basis for market-based adjustments in FY 2021. <b>Gender equity analysis</b> as performed within the annual Workforce Report verified there is no gender skew in compensation.   |
| Milestone #4:  | Support Effort to Acquire Additional Recreational & Open Space East of Laramie (Pilot Hill) for Aquifer Protection   |                                 | No Council action. Nothing new to report.  |
| Milestone #5:  | Investigate Resident Investment Options  |                                 | Staff created an <b>online donation portal for the COVID19 Business Assistance program</b> as a pilot for this goal. Staff requires Council direction for major programs to offer residents donation options. Based on research from other municipalities, it is recommended that not more than three programs be established. Staff will not recommend accepting donations through municipal billing payments as the software is not flexible enough to support donation payments; however, the municipal bill could be a tool for marketing information to the public.   |
| Milestone #6:  | Adopt an Agreement with Albany County for Housing Municipal Prisoners at the Detention Center  |                                 | Staff and Council Subcommittee members have met on multiple occasions. An agreement has been drafted and multiple iterations exchanged with County officials. At this time, issues critical to the City remain unaddressed and we continue working toward this end.  |
| <b>D Maintain and Improve Municipal Infrastructure</b>   |  |                                 |  |
| Milestone #1:  | In Spite of Historically Low Levels of Municipal Funding, City will Strive to Maintain the Average Pavement Conditions within the City Street System at, or above, the Non-Critical Level.<br>Annual Funding Available = \$2.5-4 M.<br>Annual Funding Needed = \$6.5 M.<br>(Source: 2019 Borstad PCI Analysis) |                                 | Approved Specific Purpose Tax funded street work has begun with Grafton Street Rehabilitation, 9th Street Reconstruction and the 4th Street Reconstruction, and Riverside Ave. Rehabilitation have been awarded to local contractors. The Flint Street Rehabilitation project will be completed in conjunction with a WYDOT project occurring in the area. Staff are applying for Mineral Royalty Grant to help pay for 15th Street Reconstruction occurring next summer. <i>General Fund chip seal projects are on hold indefinitely due to Covid19 pandemic and revenue uncertainty which means this goal likely unattainable in the current fiscal year.</i>  |
| Milestone #2:  | Advocate to State Legislature for Inclusion of Storm Water as a Municipal Enterprise to Ensure Sustainability and Functionality of the Utility for both Current and Future Residents   |                                 | Completed with passage of Surface Water Diversion bill (SF 22).  |
| Milestone #3:  | Consider Requests for Infrastructure as May be Needed in Relation to Pilot Hill Project  |                                 | No Council action. Nothing new to report.  |
| Milestone #4:  | Initiate the Currently Planned Intersection Traffic Signalization Projects (22nd & Reynolds & South 3rd Street).   |                                 | 22nd and Reynolds traffic signal is under construction and scheduled for completion in Early August. South 3rd Street traffic signal is approaching 50% design and under review by WYDOT with construction scheduled for Summer 2021,  |

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| Milestone #5: | Continue Expansion of Green Belt, Park, and Recreation Amenities   |  | Two park expansions are planned over the next few years at Grand View Heights and Coughlin Pole Mtn. Staff continues to work to acquire park land south of Highway 130 in West Laramie. Plans for Spring Creek Trail Phase 1 will be finalized this year and, <i>unfortunately, the TAP grant application for the construction of the trail can not be submitted until 2021 due to staff shortages and increased work load related to COVID19 pandemic</i> . Early stage planning is starting for the area around the trestle bridge and Wyoming Territorial Park trail to connect West Laramie to Westside. <i>Renovations at the Recreation Center and Ice and Event Center have had to be focused on COVID19-related objectives to ensure continuity of operations and safety</i> . The Undine Pickleball courts have been completed. |
| Milestone #6: | Continue Multi-Year Major Water & Sewer Improvements to Facilitate Community Growth, including New North-Side Tank & Sewer Outfall & Upsizing/Replacement of Reynolds Sewer & B2 Sewer Mains |  | North Side Tank is at 90% design and easements ready for approval. North Side Outfall is at 60% design. Reynolds Sewer line is on schedule with modeling expected to be complete in July. B2 sewer lines design is nearing completion and will be ready for bid in the Spring 2021. C-Line Phase 1 is under construction and should be complete this Summer.   |
| Milestone #7: | Complete Analysis to Determine Rate Structure & Revenue Requirement Necessary to Sustain Municipal Utilities in Light of Largest Customers (UW, SLWSD).                                      |  | <i>This goal has been tabled due to COVID 19.</i> Rate development with vendors could be initiated late Fall 2020 or early Spring 2021.  |
| <b>E</b>      | <b>Work with Partners to Maximize the Accuracy of the 2020 Census Count of Laramie</b>   |  | Continue to work with the local Census Management Team providing public information at the local farmer's markets. COVID19 pandemic has and will continue to affect census count and Census Bureau adjusted processes and deadlines. Work session update is scheduled for August 11th. City and Census staff continue to work together for a complete count. UW was able to complete a "group quarters" count for on-campus housing in response to COVID19 issues.   |

**SUBSEQUENT ANNUAL GOALS ADDED BY RESOLUTION**

|  |   |                 |  |
|--|---|-----------------|--|
| <u>Resolution 2020-07: Retail Use, Plastic Bags</u>                                  | Establish a multi-year program of policies for regulation of retail-use plastic bag waste within the City beginning in CFY 2020-21; and,  |                 | COVID19 and this has slowed progress on this goal significantly. Many communities and States are rolling back bag bans due to COVID19 and the CDC has recommended not using reusable bags at this time which, of course, are the alternative to single-use retail bags.  |
|  | Design and identify funding for a public education campaign aimed at a) reducing utilization of retail-use plastic bags, and  |                 | Staff engaged students from the UW College of Business Management & Marketing program to develop marketing campaigns aimed at the reduction of single-use plastic bags. <i>Unfortunately, the students were not able to initiate their campaigns in Spring 2020 due to COVID19 and this has slowed progress on this goal significantly.</i> This partnership was very productive and helpful and Staff will utilize the student concepts within an education campaign to begin possibly in Spring 2021.  |
|  | b) provide consumers with alternatives, as part of the Governing Body's budgetary consideration for FY 2020-21.   |                 | An education campaign could begin possibly in Spring 2021. Staff are working to develop cost estimates for the campaign and identify funding sources. At this time, we are leaning toward hiring a paid intern to assist with implementation of the program. Furthermore, many communities and States are rolling back bag bans due to COVID19 and the CDC has recommended not using reusable bags at this time which, of course, are the alternative to single-use retail bags.   |
| <u>Resolution 2020-14: Net-Zero Carbon Neutral Future</u>                            | Establish modifications of municipal government operations and facilities designed to contribute immediately and incrementally toward a 2050 net-zero emissions goal during Fiscal Biennium 2021-22 as set forth generally in the EAC Recommendations, and upon final approval an allocation of funds by the governing body; and, |                 | Fleet Division is spearheading carbon reduction within the fleet. We are seeking to purchase vehicles with idle reduction technology at a minimum. Hybrid and electric vehicles will be specified as alternates. Heavy equipment and large trucks purchased by the city all currently meet Tier 4 emission requirements. Electric technology for large trucks and heavy equipment is quickly evolving and will be specified as it becomes available. Solid Waste is researching a possible purchase of an all electric vehicle for the landfill. Currently, all fleet purchases are halted due to COVID19. |
|  | Plan for a 2050 carbon neutral goal to include the collection of quantitative data, analysis, and a community-wide emission inventory and reduction strategy;   | Tied to Goal B4 | A summer intern funded by the Haub School is performing emissions forecasting modeling utilizing the City's ICLEI membership. During Spring 2020, Staff mentored a Campus Sustainability student project that resulted in a draft municipal plan/matrix which can be expanded upon to eventually develop a formal City of Laramie municipal emissions reduction plan. (Does not include anything landfill related.)  |
|  | Establish community-wide reductions goals as a matter of public policy;   |                 | Spring 2020, a community climate plan was developed by a Campus Sustainability course student group. The Environmental Advisory Committee, along with the local citizen advocacy group A.R.E., are exploring options to expand the municipal goals into community-wide goals, including initiating talks with UW. Unfortunately, staff were told that the university has abandoned their emissions reduction plan.   |
|  | Implement community outreach, education, and training program;  |                 | Nothing to report.   |
|  | Secure financial resources for expansion in community-wide net zero efforts for review, approval and allocation of funds by the Governing Body in Fys 2022 and/or 2023  | Tied to Goal B4 | City Manager prepared and recommended, and Council approved, a slate of appropriations encompassing municipal fleet and facilities.  |
| <u>Resolution 2020-38: LPD Transparency, Training, Procedures and Accountability</u> | Identify and present options to the city council for the creation of a civilian oversight board; and,   |                 | Staff are researching COB structures, uses and real-world implementations.   |
|  | Investigate areas in which mental health professionals may be appropriately utilized in place of, or in combination with, Laramie Police Department officers; and,  |                 | Research underway.   |
|  | Explore further community engagement opportunities, increase positive interactions between the Laramie Police Department and the public; and,   |                 | Research underway.   |

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|--|--|--|---|
|  | Identify funding within the existing public safety budget to increase the percentage of officers in the Laramie Police Department with crisis intervention training and to expand other areas of training relevant to achieving more equitable policing. |  | Research underway.  |
| <u>COVID19 Response. Resolutions 2020-44, 2020-45, 2020-46, 2020-47, 2020-48, 2020-49, 2020-50, 2020-51, 2020-52, 2020-53, 2020-54</u> | Adapt municipal procedures, practices, personnel policies, fixed and mobile work spaces, facilities, fleet, information technology assets, service delivery methods and operational policies in response to COVID19 pandemic.                            |  | Please see Attachment A for a snapshot of some of the work required to adapt to the public health emergency. Further detailed information can be provided upon request but is too exhaustive to provide here. |
|  | Departments will establish controls to meet UGG guidelines for reimbursement submittals; staff will coordinate major projects or programs related to COVID 19 reimbursement  |  |   |

**1. Briefly describe the reason for which you are requesting funding.**

The City of Laramie is requesting \$289,650 in Coronavirus Relief Grant funding in order to offset costs incurred to communicate and plan the local emergency response; to implement public health orders; to provide adequate health and safety for City workers; and to design and implement policy and practice changes necessary in response to the COVID-19 pandemic. Each of these initiatives is described in detail, including the major tasks within the proposed budget.

Expenditures funded by this request satisfy CARES act expenditure eligibility criteria, as follows:

- Public health expenses for communication and enforcement by a local government for public health orders related to COVID-19
- Public health expenses for disinfection of public areas and other facilities in response to the COVID-19 public health emergency
- Public health expenses for the acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment
- Payroll expenses for public safety, public health, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Expenses to modify judicial proceedings and functions to comply with Wyoming Supreme Court Orders
- Expenses of actions to facilitate compliance with COVID-19 related public health measures, including:
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 health precautions
  - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.

**Planning and Delivering Local Emergency Response - Proposed Budget \$81,700**

Responding to the March 2020 national emergency declaration by the President of the United States, as well as the State of Emergency and Public Health Emergency declarations issued by Wyoming Governor Mark Gordon, necessitated a unified response from local government agencies working in tandem with the business community. City leadership developed both internal and external responses to these emergency declarations and subsequent public health orders.

***A. Planning and Implementing the Community Response***

Members of City leadership participated in a community response team, led by Dr. Jean Elias, the Albany County Health Official, and included key stakeholders representing Albany County, Ivinson Memorial Hospital, Albany County Emergency Management, Albany County School District, the University of Wyoming, the Laramie Chamber Business Alliance, and Laramie Main Street among others. The primary purpose of these meetings was to develop a consistent implementation plan for public health orders; conduct recovery planning and community; and to review local public health order variances/changes in Laramie. Another purpose was to ensure communication between these groups and the public, using local and social media sources. City staff members also advised and assisted Albany County Officials in developing communication plans related to business closures and reopening. The group was comprised of executive and leadership positions at the City who were charged with leading the response to the COVID-19 pandemic, including the Police Chief, Fire Chief, Public Safety Emergency Point Administrator, City Manager, City Attorney, Economic Development Administrator, and Public Works Director. Each of these positions has a significant role in providing or administering public health and safety services that require substantial modifications in response to the pandemic and, as such, payroll expenses are an allowable cost for CARES act funding. Reimbursements will be requested based on the specific time



worked for these response tasks, rather than an allocated amount. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

| <u>Task</u>        | <u>Type of Expense</u> | <u>Proposed Budget</u> |
|--------------------|------------------------|------------------------|
| Community Meetings | Personnel              | \$21,700               |

*B. Developing and Implementing the Internal Response*

Like all organizations, the City of Laramie needed to evaluate how to best adjust its service delivery methods in order to respond to the public health emergency. It initiated a Pandemic Response Team (PRT) in March 2020, comprised of City leadership, to evaluate actions necessary to keep members of the public and employees safe. This team is responsible for implementing both the Wyoming Department of Health's Orders and City Manager Janine Jordan's directives for City facility closure and social distancing practices. The group advises the City Manager on operational impacts of the pandemic and develops and implements action plans in response to these impacts. It also coordinates City activities with the Albany County Emergency Management office.

The group is comprised of executive and leadership positions at the City who were charged with leading the response to the COVID-19 pandemic, including the Police Chief, Fire Chief, City Manager, City Attorney, Chief Operating Officer, Assistant City Manager, Business Operations/Municipal Court Manager, IT Manager, Recreation Manager, HR Manager, Public Safety Emergency Point Administrator, and Facilities Manager. Each of these positions has a significant role in providing, supporting, or administering public health, safety, and judicial services that require substantial modifications in response to the pandemic and, as such, payroll expenses are an allowable cost for CARES act funding. Reimbursements will be requested based on the specific time worked for these response tasks, rather than an allocated amount. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

| <u>Task</u>            | <u>Type of Expense</u> | <u>Proposed Budget</u> |
|------------------------|------------------------|------------------------|
| Pandemic Response Team | Personnel              | \$60,000               |

**Protecting the Health and Safety of City Employees & the Public - Proposed Budget \$164,400**

City Manager Janine Jordan issued her first staff directive related to the COVID-19 pandemic in March 2020. This directive mandated social distancing requirements for workers, implemented additional sanitation procedures for employees working at City facilities, including frequent wipe downs of surfaces with disinfecting wipes, and required the use of personal protective equipment (facial coverings) and increased hand sanitizing. The City Manager's directive was based on guidelines from the Wyoming Department of Health and the Centers for Disease Control and Prevention designed to slow the spread of the novel coronavirus. To implement this directive protecting the health of safety of City employees, purchases for personal protective equipment (PPE) (e.g. masks, gloves, and items protecting janitorial staff) and additional sanitation supply items were necessary. More frequent cleaning by janitorial staff was also required. Additionally, to ensure social distancing, employees were assigned to full or partial telework, which required equipment and IT support to implement. Virtual meetings replaced in-person meetings as the primary method of communication between groups.

Ensuring public safety has included implementing facility closures mandated by the Wyoming Department of Health orders (recreation facilities), as well as creating and implementing additional closures (City facilities, parks) deemed necessary to limit the virus' potential spread. The City and the Albany County School District followed the recommendation of the National Recreation and Parks Association and the Albany County Public Health Officer and closed playgrounds to limit the spread of SARS-CoV-2. This action helped eliminate public exposure to commonly touched surfaces and ensured

that social distancing recommendations were implemented in playground and park facilities.

To protect both employees and members of the public, each City facility reopening, including playgrounds and parks, will include additional sanitation procedures and protective barriers when direct customer contact is necessary. To limit exposure on commonly used surfaces, bathrooms will be retrofitted with touchless installations for toilets, soap dispensers, and faucets. Additionally, hand sanitizer dispensers have been installed throughout facilities. Meetings and events require different setups to maintain social distancing, and unanticipated labor costs are required in order to reset spaces in between events.

Separate applications are being submitted for public safety, public works, and recreation operations. The proposed budget includes costs not accounted for in the City's other grant funding requests.

| <u>Task</u>   | <u>Type of Expense</u> | <u>Proposed Budget</u> |
|---|------------------------|------------------------|
| Implement Telework/Virtual Meetings                           | Personnel              | \$7,500                |
|   | Supplies               | \$13,250               |
| Additional Sanitation/Cleaning/PPE                            | Personnel              | \$60,000               |
|   | Supplies               | \$14,100               |
| Retrofitting Facilities, including<br>Touchless Installations | Supplies               | \$20,000               |
| Additional Event and Meeting<br>Setup/Tear Down               | Personnel              | \$27,000               |
| Implement Parks Closures/Sanitation                           | Personnel              | \$21,000               |
|   | Supplies               | \$1,550                |

Personnel costs funded by this request include facilities maintenance (janitorial), parks, and IT staff who played a significant role in developing and implementing the pandemic response to ensure employee and public health and safety, including at City facilities with mandated closures. As such, the City deems the request for payroll expense reimbursement for direct pandemic mitigation as an allowable use of CARES act funding. Reimbursements will be requested based on the specific time worked for these response tasks, rather than an allocated amount. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

**Implementing Necessary Policy and Practice Changes - Proposed Budget \$43,550**

With the closure of public spaces and social distancing requirements of City directives designed to ensure employee safety, City leadership had to determine how it would deliver its core services safely. New procedures were necessary in the City Clerk, Municipal Court, and HR operations to accommodate closures and social distancing, as well as respond to new federal legislation requiring emergency FMLA leave. Costs incurred for paid emergency leave are part of the funding request, as is administrative leave paid to ensure social distancing when telework capabilities were not possible. Process changes in HR included a new hiring processing, using an assessment software and virtual platform to identify the best possible candidates for open positions.

Additionally, the City worked with the County to evaluate the need for additional sites for upcoming elections. The City pays a percentage of the election cost, as elections are administered by the County. Due to social distancing requirements, the County is planning on additional polling locations, which will increase the City's cost share for the election.

| <u>Task</u>   | <u>Type of Expense</u> | <u>Proposed Budget</u> |
|---|------------------------|------------------------|
| Design/Implement Revised Hiring Design new HR policies related to Testing/Safety/Emergency FMLA leave                           | Personnel              | \$5,000                |
| Implement paid Emergency FMLA Leave and COVID-19 Administrative Leave   | Personnel              | \$4,400                |
| Setup and support Zoom arraignment Implement virtual modifications to public meetings   | Personnel              | \$15,000               |
| Modify procedures used in liquor licensing, parking/special event permit management, and low income ordinance applicant renewal | Personnel              | \$9,800                |
| Municipal cost share for additional election expenses   | Personnel              | \$2,650                |
|   | Cost Sharing           | \$3,600                |
|   |                        | \$3,100                |

Personnel costs funded by this request include Municipal Court (public safety), Human Resources, and City Clerk's office staff who played a significant role in developing and implementing the pandemic response to ensure employee and public health and safety, including at City facilities with mandated closures. As such, the City deems the request for payroll expense reimbursement for direct pandemic mitigation as an allowable use of CARES act funding. Reimbursements will be requested based on the specific time worked for these response tasks, rather than an allocated amount. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

## **2. Describe how the funds being applied for are to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19.**

Coronavirus Relief Grant funding must be used for expenditures necessarily incurred in response to the public health emergency. The justifications supporting necessity are provided by section below.

### **Planning and Delivering Local Emergency Response**

Both community meetings and pandemic response team meetings were conducted for the sole purpose of responding to the national, state, and local public health emergencies. There was no other business purpose for these meetings designed to ensure the public health and develop emergency response. The personnel expenditures incurred for these meetings were for communication and enforcement of state and local government public health orders and to plan for alternate City operations during the course of the emergency. Planning and managing emergency response are necessary to the functioning of a local government entity that delivers essential services. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

**Protecting the Health and Safety of City Employees & the Public*****A. Implement Telework/Virtual Meetings***

The public health response to the COVID-19 pandemic mandated social distancing requirements that resulted in telework for City staff members and transition to virtual meetings. These expenditures were necessary to slow the spread of the novel coronavirus and protect employee safety. The City would not have incurred these costs were it not in emergency response. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

***B. Provide Additional Sanitation, Cleaning, and PPE***

Additional sanitation products, PPE, and more frequent cleaning/sanitation services have been required in order to protect employees and the public from virus transmission based on both public health orders and recommendations. These additional costs are only due to the COVID-19 response and extend beyond the supplies and procedures used prior to the emergency response. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

***C. Retrofitting Facilities, including Touchless Installations***

Prior to the pandemic, the City did not require touchless installations in bathrooms or protective barriers in customer service areas. The public health response required by the pandemic necessitates these installations in City facilities, in order to limit potential virus transmission in common areas with frequently touched surfaces.

***D. Additional Event and Meeting Setup/Tear Down***

The City has several multi-use rooms that require a specific setup based on the event. Due to additional social distancing requirements necessary to slow the novel coronavirus spread, additional setup and tear down will be required from facilities staff to properly set each event for distancing. These costs would not be incurred outside the context of pandemic response. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

***E. Implement Parks Closures/Sanitation***

The City closed its park and playground facilities in order to help limit community spread of COVID-19, as previously described, eliminating public access to commonly touched surfaces and helping ensure social distancing requirements in these areas. Costs incurred include staffing and materials to implement and communicate closures. With the reopening, additional costs are now necessary in order to provide for increased distancing and sanitation procedures designed to reduce potential virus transmission in the community. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

**Implementing Necessary Policy and Practice Changes*****A. Design/Implement Revised Hiring Process***

With social distancing requirements in place, the City had to implement revised hiring procedures to ensure qualified applicants in the absence of in-person interviews. This new process includes a pre-interview, online assessment for all candidates, a procedure not required when in-person interviews were possible. It also includes interviews delivered via Zoom. These practices are necessary as long as social distancing

requirements are in place. Staffing costs are directly attributable to the performance of pandemic response and include training hiring managers on the new process and implementing it. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

*B. Design new HR policies related to Testing/Safety/Emergency FMLA leave*

HR personnel were required to quickly research and develop new policies for employee testing and emergency FMLA leave. They also had to research best practices to ensure employee safety and recommend appropriate actions for the COVID-19 pandemic. These policies and practices were developed solely in emergency response to the pandemic. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

*C. Implement paid Emergency FMLA leave & COVID-19 Administrative Leave with Pay*

The City has implemented two weeks of paid emergency FMLA leave in response to the Families First Coronavirus Response Act. This additional expense would not be incurred by the City outside the context of the mandated pandemic response. Additionally, it has implemented a type of administrative leave with pay specifically associated with COVID-19 response. This leave is used only when 1) telework arrangements cannot be fully implemented due to employer, rather than employee, limitations and 2) Directors and Chiefs quarantine staff members due to potential, rather than confirmed, COVID-19 exposure. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

*D. Setup and support Zoom arraignments*

The costs to setup and provide ongoing technical support to Zoom-delivered arraignments for Municipal Court were incurred because of the social distancing requirements necessary for pandemic response, as well as compliance with Wyoming Supreme Court orders, which have closed in-person Court proceedings until August 3, 2020. Arraignments are still necessary when the Municipal Court is closed to in-person activity; the Municipal Court staff worked with the Municipal Judge and City Attorney's Office to setup the new process. Currently, defendants can choose between a continuance and a Zoom bench trial. Holding these Court proceedings virtually has increased costs to the City. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

*E. Implement Virtual Modifications to Public Meetings*

With the closure of facilities necessary to maintain social distancing and slow community spread of the coronavirus, public meetings were moved to a virtual platform. This practice will be continued as long as social distancing requirements are in place. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

*F. Modify procedures used in liquor licensing, parking/special event permit management, and low-income ordinance applicant renewal*

Many of the City's procedures required in-person visits from community members in order to process. With the social distancing requirements of the pandemic response and facility closures, City staff had to develop revised online procedures for liquor licensing, permit management, and low-income program renewals. These revised procedures will be implemented as long as pandemic response continues. Staffing costs requested for reimbursement are directly attributable to the performance of pandemic response. Variable rate benefits and taxes billed to the CRG award will include pension contributions paid by the City, worker's compensation, and FICA.

*F. Municipal cost share for additional election expenses*

Based on community with the Albany County Clerk, the City will incur additional cost sharing expenses for 2020 elections. These expenses are necessary to provide a greater number of election sites to maintain social distancing and limit potential community spread of the novel coronavirus.



**Agenda Item: Discussion Item**

**Title: WORK SESSION: Abstention Policy for Boards and Commissions**

**Recommended Council MOTION:**

No action is taken during a work session.

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**Administrative or Policy Goal:**

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**Background:**

This work session was requested by Harrington and seconded by Shuster. There has been an increase in Board and Commission members abstaining from votes during a meeting. Council requested to discuss whether a policy is needed to require Board and Commission members to state a reason for their abstention similar to the Council policy.

LMC 2.04.200 Councilmen required to vote-Exceptions.

Each Councilman who is present when a question is to be voted upon shall vote thereon, unless excused therefrom by the city council. He may, before the vote is called for, give his reasons for not voting. If he is directly interested in the question he need not vote. When he is on trial he shall not vote.

Robert’s Rules of Order Newly Revised Version 11<sup>th</sup> Edition states:

Pg. 407

“RIGHT OF ABSTENTION. Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote. By the same token, when an office or position is to be filled by a number of members, as in the case of a committee, or positions on a board, a member may partially abstain by voting for less than all of those for whom he is entitled to vote.

ABSTAINING FROM VOTING ON A QUESTION OF DIRECT PERSONAL INTEREST. No member should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the organization. For example, if a motion proposes that the organization enter into a contract with a commercial firm of which a member of the organization is an officer and from which contract he would derive person pecuniary profit, the member should abstain from voting on the motion. However, no member can be compelled to refrain from voting in such circumstances.”

Pg. 403

“Voting requirements based on the number of members present- a majority of those present, two thirds of those present, etc. – while possible, are generally undesirable. Since an abstention in such cases has the same effect as a negative vote, these bases deny members the right to maintain a neutral position by abstaining. For the same reason, members present who fail to vote through indifference rather than through deliberative neutrality may affect the result negatively. When such a vote is required, however, the chair must count those present immediately after the affirmative vote is taken, before any change can take place in attendance.”

"If he does not wish to vote, he answers present (or abstain).

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**Responsible Staff:**

Robert Southard, City Attorney

Nancy Bartholomew, City Clerk



## **DRAFT AGENDA ITEMS**

**August 4, 2020**

1. AGENDA
2. Pledge of Allegiance
3. Roll Call
4. Public Comment on Non-Agenda Items
5. Consideration of Changes in Agenda and Setting the Agenda
6. PROCLAMATIONS/PUBLIC HEARINGS/NOTIFICATIONS
  - 6.A. PROCLAMATIONS & PRESENTATIONS
    - 6.A.i. PROCLAMATION: Human Trafficking Prevention and Awareness Month [Shumway]
  - 6.B. PUBLIC HEARING
  - 6.C. ANNOUNCEMENTS
7. Disclosures by City Council Members
8. Approval of Consent Agenda
9. CONSENT AGENDA
  - 9.A. MINUTES: City Council Meetings for Public Hearing on July 21, 2020; Special Meeting on July 14, 2020; and Regular Meeting on July 21, 2020. [Bartholomew, CC]
  - 9.B. CEMETERY DEEDS: Cemetery Deeds for July 16-31, 2020 [Feezer, ACM]
  - 9.C. VOUCHERS: July 2020 [Brown, COO]
  - 9.D. LICENSE: New Floor Plan to include Outside Seating Area for Retail Liquor License No. 8 The 307 Office LLC dba Coppers Corner [Bartholomew, CC]
  - 9.E. LICENSE: New Floor Plan to include Right-of-Way Encroachment Permit Outside Seating Area for Retail Liquor License No. 22 First Street Station Inc dba Altitude Chophouse and Brewery [Bartholomew, CC]
  - 9.F. LICENSE: New Floor Plan to include Right-of-Way Encroachment Permit Outside Seating Area for Bar and Grill Liquor License No. BG-5 RS Development LLC dba Lovejoy's Bar and Grill [Bartholomew, CC]
  - 9.G. LICENSE AGREEMENT: Purchase, Sale and License Agreement for the North Side Tank Water and Distribution Project [Webb, PW]
  - 9.H. LEASE: Lease Between Albany County, Wyoming, and City of Laramie, Wyoming, For Fire Training Center [Chief Johnson, LFD]
  - 9.I. MOU: Memorandum of Understanding between the City of Laramie, Wyoming and Albany County, Wyoming for Mosquito Control Surveillance Services [Feezer, ACM]
  - 9.J. SCHEDULE MEETINGS:
10. REGULAR AGENDA
11. Original Ordinance No. 2011, amending various sections of Title 8 and Title 12 of Laramie Municipal Code regarding nuisance regulations and snow removal

## **DRAFT AGENDA ITEMS**

**August 4, 2020**

- regulations. Introduction and First Reading. (Introduced by Shuster) [Feezer, ACM] (Postponed from July 21, 2020, motion to approve.)
12. Original Ordinance No. 2016, amending various sections of Title 15.08 and 15.14 of Laramie Municipal Code regarding Downtown Commercial Zoning District regulations. Introduction and First Reading. (Introduced by Shuster) [Feezer, ACM] (Postponed from July 21, 2020, motion to approve.)
  13. Original Ordinance No. 2010, Amending Chapter 12.60.050 of Laramie Municipal Code Related to Special Event Permits Parade Requirements. Introduction and First Reading. (Introduced by Weaver) [Jordan, CM] (Postponed from July 21, 2020, motion to approve.)
  14. Consideration of a solar lease agreement with Boulevard Associates, LLC (Next Era Energy) for a 160 MW solar facility with associated 80 MW battery storage and transmission with an expected operational life of 30-years on the City-owned Monolith Ranch. [Feezer, ACM]
  15. Original Ordinance No. 2015, to prevent the development and use of nonmunicipal water with Laramie's corporate limits. Third Reading and Final Reading. (Introduced by Pearce) [Southard, CA]
  16. Amendment #1 to the Professional Services Agreement for the B2 and Bill Nye Sanitary Sewer Design [Webb, PW]
  17. Consideration of an award of contract with Honeywell International for clean air HVAC building projects associated with Resolution 2020-54. (\$2,795,672.00) [Feezer, ACM]
  18. Public Comments on Non-Agenda Items.
  19. Consideration of future Council Work Session topics.
  20. Adjourn to Executive Session on Land Negotiations WY § 16-4-405(a) (vii)