



City Manager's Report February 2026 Activities

Submitted March 25, 2026

- City Manager's Office
 - City Clerk's Division
 - Grants
 - Natural Resources Management
- Community & Economic Development
 - Planning
 - Code Enforcement
 - Code Administration
- Administrative Services
- Information Technology
- Fire & EMS Department
- Human Resources
- Parks, Recreation, and Public Services
- Police, LARC
- Public Works

COUNCILORS: REMINDER, policy matters that will appear *on your agenda within 90 days* of the date of this report will be highlighted in blue.

RESPECTFULLY SUBMITTED TO MAYOR AND COUNCIL OF THE CITY OF LARAMIE

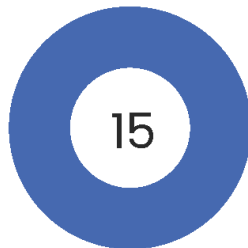
CITY MANAGER'S OFFICE

CITY CLERK

Nancy Bartholomew, City Clerk

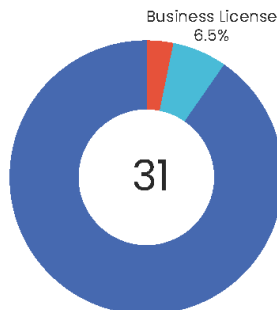
City Clerk's Division

Enforcement Actions (Rental completed w/ Asst City Manager)



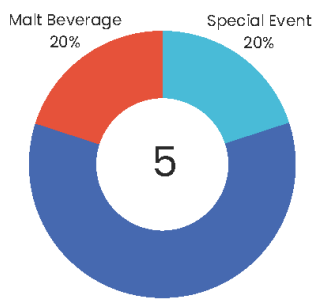
Rental Housing Enforcement Letters
100%

Licenses Issued



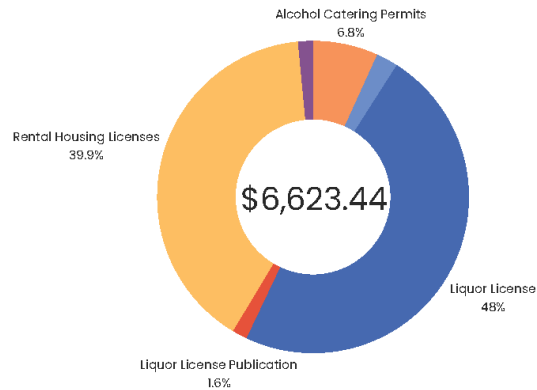
Rental Housing License
90.3%

Permits Issued



Alcohol Catering
60%

Revenue Collected



YTD Totals (Issued):

46	Rental Housing Licenses
4	Alcohol Related Permits
65	Liquor License Renewals
0	Special Event Permits
2	Business Licenses
2	New/Transfer Liquor License Applications

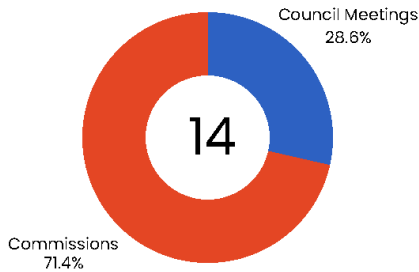


Notable Items:

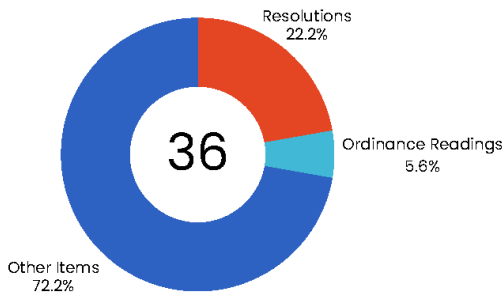
- City Clerk continued planning with the Planning Committee for the 2026 WAM summer convention.
- Provided Open Meetings & Public Records Acts Trainings to the Traffic Safety Commission
- The City Clerk's Office has been receiving and processing renewal liquor license applications. We have had several changes in the last year which brings our total numbers from 68 to 73 (9% increase from last year). Complete applications were due to the City Clerk by February 13, 2026. These will appear on the City Council regular meeting agenda on April 7th 6:30 pm for a public hearing and action on the applications.

City Council

Public Meetings (Council, Boards & Commissions)



City Council Agenda Items Considered



Estimated # Minutes Attending Meetings:

418

City Council
Meetings



Ordinances Readings

- City Council passed Enrolled Ordinance No. 1876, Amending Laramie Municipal Code Title 13, Division VII, Chapter 13.80, Related to Surface Water Drainage adding fee caps to residential and non-residential properties.
- Original Ordinance No. 2117 appeared on introduction and first reading, amending Laramie Municipal Code Chapter 2.10 related to Board and Commission Members.



Notable Items

- City Council approved the bid award for the 2026 Street Rehabilitation Project which will begin in March.
- Council work sessions included updated related to possible building code updates, Forge Laramie Comprehensive Plan updates, and the Council began a Civic Cents series with Administrative Services Director Jennifer Wade related to budgeting.
- City Council continued monitoring bills that will be presented during budget session of the legislature and provided testimony as needed.
- Council began planning with staff for the celebration of the 250 year anniversary of the United States.
- City Council members participating in the 2026 WAM Summer Planning Committee began looking for possible sponsorships to support the education, networking, and economic impact brought to our community by hosting the convention.



Contact Information for City Council

- Email: council@cityoflaramie.org
- Written comments can be submitted to the City Clerk's Office for distribution
- Contact information available at www.cityoflaramie.org/councilmembers



Notify Me

Visit www.cityoflaramie.org/notifyme to sign up to receive email or text notifications for posted agendas, Newsflash Articles, calendar information, and much more.

GRANTS
City Manager

Monthly grant service activities encompassed the ongoing monitoring and analysis of multiple funding sources and opportunities at the federal, state, and local levels.

A Community Projects Funding (CPF) request was developed this month to pursue federal funding for the Emergency Operations Center (EOC) component of the Police Department's Public Safety Operations Center.

CPF is a congressionally directed funding mechanism that allows communities to bypass traditional competitive grant processes. Rather than applying directly to a federal agency grant program, eligible entities may request a federal earmark through their congressional representatives. Those representatives may then advance selected requests to the appropriate congressional committees, who determine which projects are incorporated into the federal budget for the upcoming fiscal year.

Representative Hageman is expected to advance approximately 15 local funding requests to various congressional committees for consideration in the upcoming fiscal year's budget.

The funding sought would ordinarily be available through FEMA, under a grant program that supports the creation of multi-agency Emergency Operations Centers (EOCs) — facilities that serve as coordination hubs during emergencies and large-scale incidents. This FEMA grant program has been suspended since FY 2024, making a congressional earmark the only currently viable pathway for the Police Department to access this category of federal funds.

The CPF request must be submitted to Representative Hageman's office in early March.

NATURAL RESOURCES

Ben Levin, Natural Resources Administrator

RANCH PROPERTIES:

- The Hart Ranch was approved to be added to the National Registry of Historic Places. NRPA attended the board meeting where it was approved.
- Drought conditions are expected to continue, which will present irrigation challenges. Staff are evaluating options for a reduced water year and may have to make management changes regarding the pivot and fertilizer program if the drought continues. Our plan is to turn irrigation water on April 1st.
- State Lands Lease renewal was approved by the Office of State Lands and Investments
- Seasonal ranch position is currently open and accepting applications. Interviews to begin soon.
- Spring preparation for irrigation and summer season is underway. A lot of road and ditch improvements have taken place and will continue throughout the spring and summer months.
- Reimbursements for grant funding for the Dowlin Rehabilitation project are being submitted.
- Completing evaluations for upgrading water measurement and datalogging instruments for the ranch. Datalogging is an important aspect of water management and recording usage for water rights protection.
- Requests for services for 2026 haying will be released in March.
- Ranch supervisor presented at the February 12th Ranch Advisory Commission meeting on the Dowlin project and spring outlook.

WELL MONITORING NETWORK PROJECT:

- Final edits are being completed for the aquifer well monitoring network. A Council Work Session is scheduled for April 14th to present the final report and recommendations. An RFP to implement the program will follow later in 2026.

NON-MUNICIPAL WELL PROGRAM:

- Currently updating maps and known locations of non-municipal wells in order to continue identifying potential wells. Efforts for this program will ramp up in the summer again.

SUSTAINABILITY:

- Annual emissions inventory was updated and presented to the EAC on February 5th. The inventory and other information can be found on the City's Natural Resources webpage.

MISCELLANEOUS:

- Worked with consultants and development team on various site-specific investigations.
- Assisted local hydrographers with an aquifer education series at the Montessori school.

COMMUNITY & ECONOMIC DEVELOPMENT

Derek Teini, Community & Economic Development Director

Planning Division

Total Planning Applications (2026 YTD): Twelve (12)

New Planning Applications in February: Four(4)

Active Planning Projects February 2026

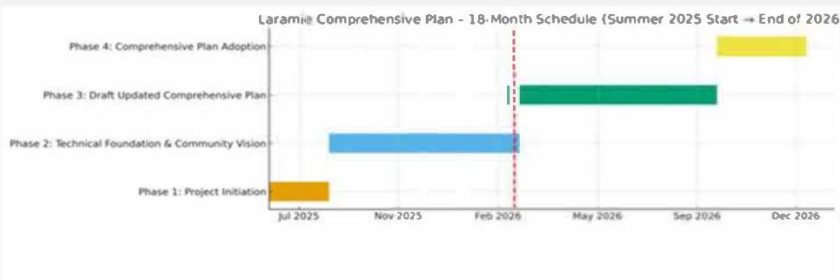
- Site Plan
- Variance
- Conditional Use Permit
- Land Division/Plat
- Minor Administrative Modification
- Lot Line Adjustment and Consolidations
- Completion Agreement
- Comprehensive Plan Amendment
- Rezoning
- Code Text Amendment



(Re)Connect West Laramie Plan
City Council adopted the (Re)Connect West Laramie Transportation Plan in February. Staff are now evaluating grant opportunities and other funding sources to support implementation.

Forge Laramie Space - Community Engagement Displays

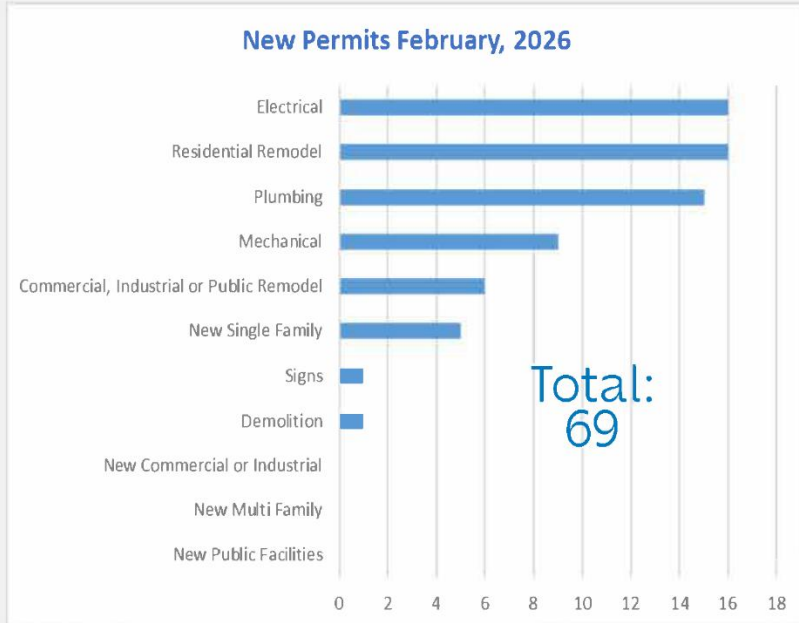
The Forge Laramie Space engagement series continues to draw strong participation. The first display on economic development drew about 30 participants, and the second on housing has brought total participation to nearly 60 residents. The third and final display, focused on downtown and commercial corridors, runs March 11-31.



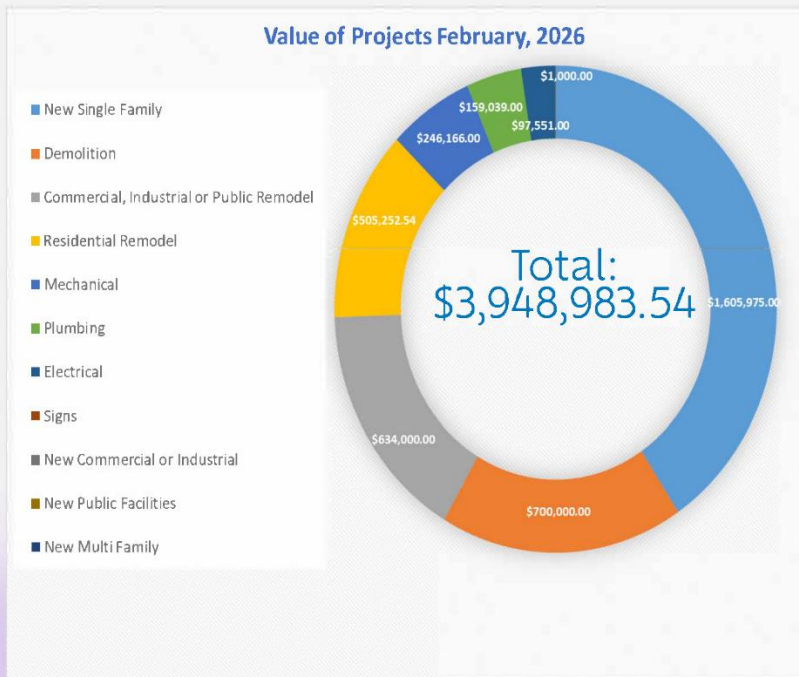
Code Administration (Building Department)

Total Permits Issued (2026 YTD): One Hundred Thirty-Seven (137)

Total Value of Work Done (2026 YTD): \$13,612,443.80



Since 2021, the City of Laramie has required contractor licensing to ensure quality, safety, and accountability for construction within city limits. All general and trade contractors – as well as masters, journeymen, and apprentices working in regulated trades – must hold a valid City of Laramie license. Annual contractor licensing renewals start mid–November and end in January. In 2026, Code Administration renewed **230** General and Trade contractor licenses.



Environmental Health

Total Inspections Performed (2026 YTD): Sixty-Five (65)

Total Inspections in February: Forty (40)



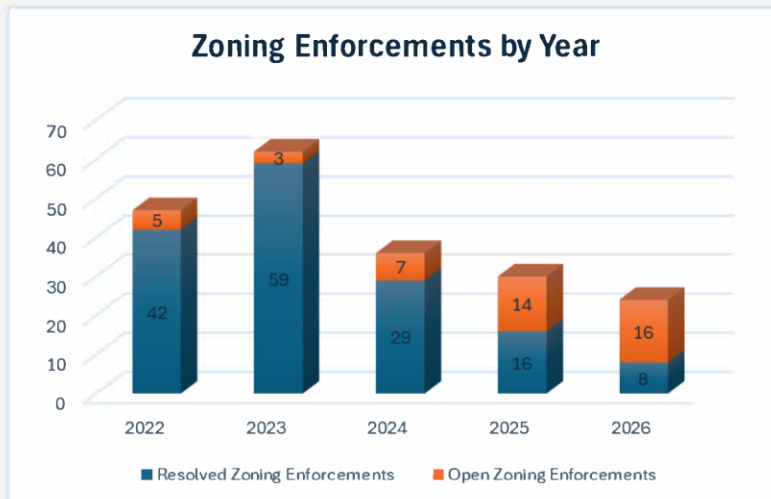
3 new food licenses were issued in February
Momo House (Change of Ownership),
Human Bean of West Laramie
and Connections
a Church of Nazarene; a total of 4 new food licenses in 2026

The Laramie Environmental Health Division licenses, permits, and inspects food service (restaurants, food trucks, caterers), pools and spas, and body-art/tattoo shops. They ensure businesses meet safety and public-health standards before opening and during operation.

Zoning Enforcements

Total Current Open Enforcements: Forty- Five (45)

New Enforcements in February: Eight (8)



Zoning enforcement is the process of ensuring that property use and development comply with the City of Laramie’s zoning regulations. It involves investigating complaints, inspecting properties, and taking corrective action when violations of the zoning code are found.

Code Enforcement

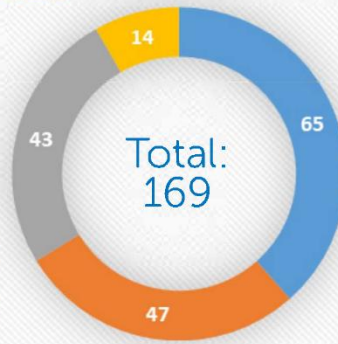


Total Citizen Interactions (2026 YTD): Six Hundred and Five (605)

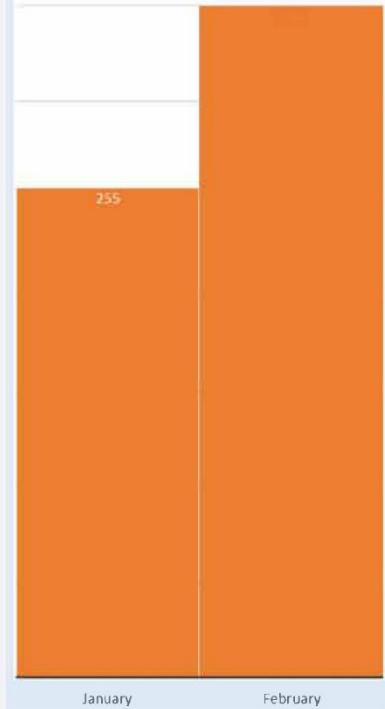
Active Nuisance Violations By Type February, 2026

- Other
- Offensive Growth
- Junk
- Junk Vehicles
- Snow & Ice

Down
10.58%
From Last Month



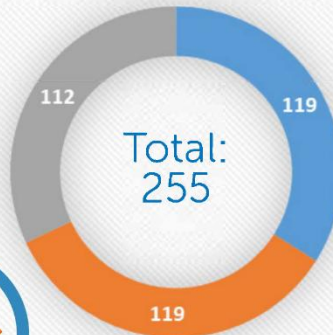
Citizen Interactions 2026 YTD



Citizen Interactions February, 2026

- Face to Face Interactions
- Letters
- Emails/Phone Calls

Up
37.25%
From Last Month



In February, volunteers dedicated **176.33 hours** assisting the Code Enforcement Division in removing **2,330 pounds** of trash and debris from the community.



The Code Enforcement Division focuses on investigating and enforcing ordinances related to offensive growth, trash, junk and junked vehicles on private property, as well as ensuring sidewalks are cleared of ice and snow after snowfall. Success isn't measured by citations or fees—it's measured by compliance and safer, healthier places to live and work.

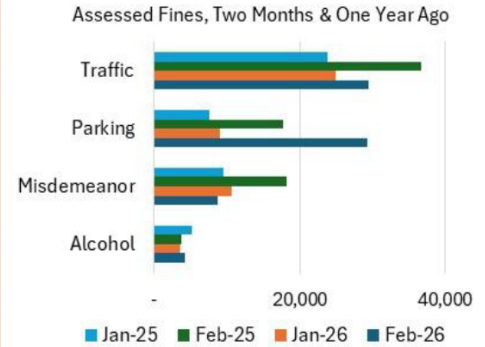
[Return to Main Page](#)

ADMINISTRATIVE SERVICES

Jennifer Wade, Administrative Services Director

Financial Metrics	FY 26 YTD	FY 2025	FY 2024
Income from Fines	\$ 360,996	\$544,421	\$531,013
Division Budget	407,258	399,369	374,080
Actual Spending	248,566	365,925	366,652

The goal of this division is to provide fair and impartial judicial services in an efficient, professional manner. The Council employs a part-time judge, and the City staffs the supporting operation with 2 full-time positions, non-benefited employees, and a shared administrator to keep costs low.



MUNICIPAL COURT

FINANCE

The goal of the finance division is to operate as stewards of public funds, efficiently and effectively performing the following centralized services: business processing, including accounts payable, customer billing, and payroll; accounting services; financial reporting; budget preparation; long-term financial planning; public transparency initiatives; and treasury management. This team is dedicated to process improvement and creativity.



Top 3 Projects in February

- ERP System – Continued Refinement
- HRM Implementation
- Budget Preparation & Forecasting with Legislative Monitoring
- Civic Cents

Utility Billing Services Highlights

Billed Charges - FY to Date	\$14,328,050
Feb. Work Orders Issued	455
Completed Work Orders	503
Accounts Eligible for Shut Off	353
Accounts Shut Off	20
Shut Off Percentage	5.6%
Normal Shut Off Range	3-5%

Division efficiency is measured by comparing the total division cost to the target cost of finance functions found in the annual PricewaterhouseCoopers (PwC) Finance Effectiveness Benchmarking study. Staff are always looking for better ways to operate. Here's how the City stacks up compared to the private sector financial services industry, which is similar to government in terms of regulatory reporting requirements.

Interested in Financial Transparency?



We are too! Check out the new open data tool for exploring the City's finances – in real time! We'd love to hear your feedback.

Benchmark	Measure
Financial Services Sector – Finance Cost as Percent of Revenue	Top Quartile – 0.92% Median – 1.32%
All Sectors – Finance FTE per Million Revenue	Top Quartile – 0.05 Median – 0.06
Laramie Finance – Cost as % of FY 26 Adjusted Budget	0.64%
Laramie Finance FTEs per Million Budget	0.05

[Return to Main Page](#)

INFORMATION TECHNOLOGY (IT)

Jonathan Rhoades, IT Director

Information Technology

Inbound Email Protection Breakdown February



City Call Volume



7,545

Incoming Calls



5,374

Outgoing Calls



Top Site Search Keywords

Direct Distribution Connection Request
 Pool Schedules Application
 FY 2015 Roof Inspections



Most Visited Pages

Ice, Pool Schedules, Pay My Bills Online,
 Employment Opportunities, Upcoming
 Schedule Events



Social Media



7,500



1,272



282

MONTHLY WORK ORDERS



[Return to Main Page](#)

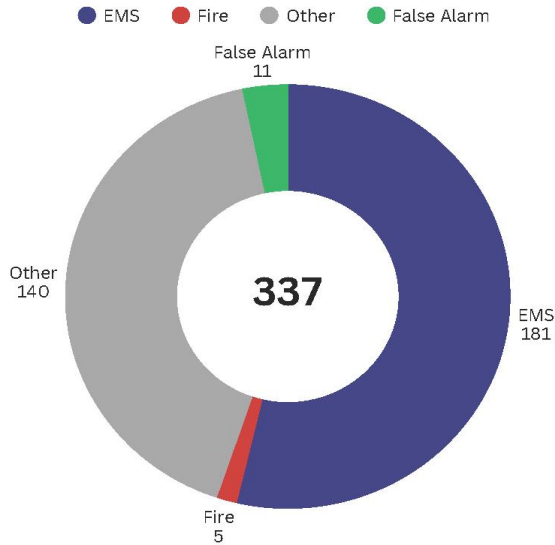
LARAMIE FIRE & EMS

Dan Johnson, LFD Fire Chief

MONTHLY STATS & HIGHLIGHTS



Total Monthly Calls

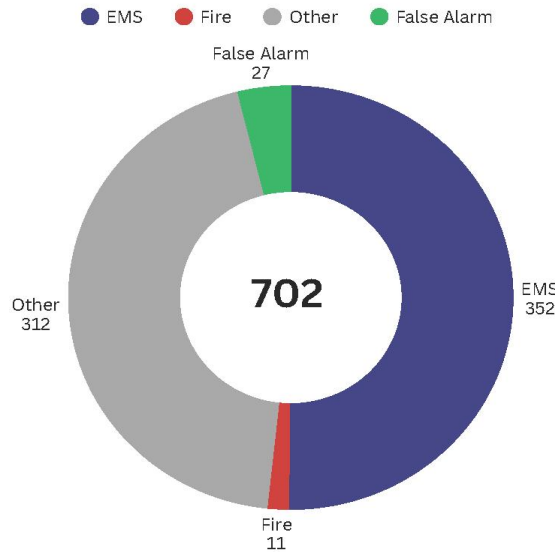


LFD Highlights and Events:

- Four new hires begin Fire Academy
- Legislative session
- Budget preparation
- Transitioning and migration to Time & Attendance
- EIMT-I practical completed for four students; Team Leader training to commence
- Arbitration preparation



YTD Calls



MONTHLY TRAINING HOURS
639

Life Safety Fire Prevention	Monthly Total	YTD Total
# of Permits	62	81
# of Reviews	7	13
# of Fire Inspections	48	86
# of Fire Re-Inspection	8	12
Investigations	1	1
Hydrants Tested	0	0
Hydrant Inspections	0	0
Public Ed Events	2	3



LFD MISSION
Preservation of life and property through aggressive professional service.

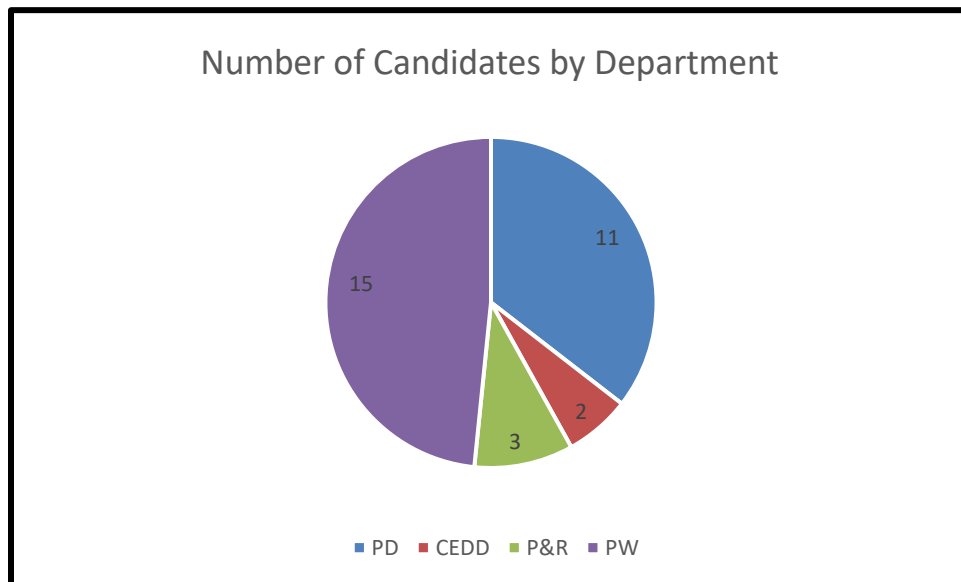
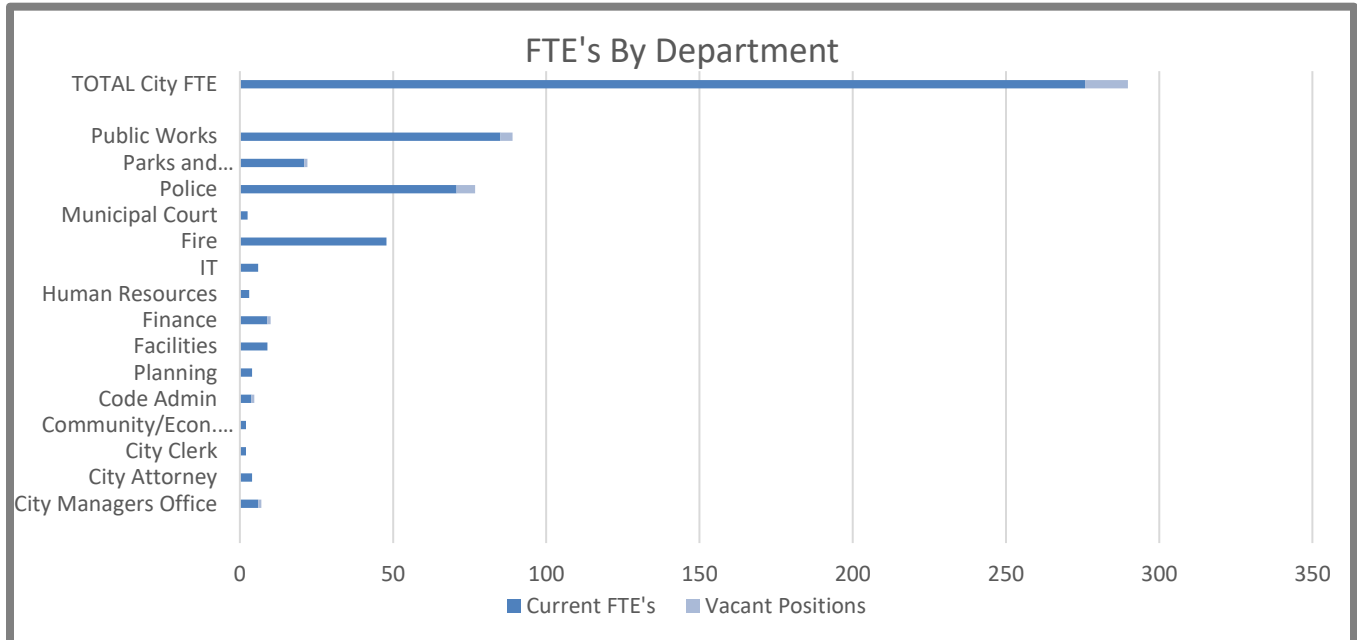
[Return to Main Page](#)

HUMAN RESOURCES

Patti Russell, Human Resources Director

FTE By Department

The City currently employs 275.8 employees, the approved budgeted is 289.8.



Recruiting: In February, there were five full-time and eight part-time positions open. HR processed and reviewed 59 applications between all positions. Of those applications, 28 were for part-time positions. HR conducted four interviews during the month of February.

- **911 Emergency Communication Operator Recruit:** Position became available due to open authorizations. HR processed four applications in February. Interviews are occurring as needed.
- **Building Inspector I, II or III:** Position became available due to current employee leaving. HR processed two applications. Position closes in March.
- **Mosquito/IPM Supervisor:** Position became available due to current employee leaving. HR processed three applications in February and interviews are scheduled for March.
- **Police Officer Recruit:** Position became available due to the current employee leaving. HR processed seven applications in February and interviews are occurring as needed.
- **Street Equipment Operator I or II:** Position became available due to current employee leaving. HR processed fifteen applications in February. Interviews are scheduled for March.

Eight new full-time employees and twenty-one part-time employees joined the team in February.

HR processed one full-time termination and seven part-time terminations for the pay period ending in February.

Wellness: The Wellness committee held a Brown Bag event in February at the Ice & Events Center. The committee is now working on planning the next Brown Bag Lunch and the Summer Employee Appreciation BBQ.

Risk Management:

Liability: No new claims received for February.

The Safety Committee met in February and completed a walk-through at the Streets shop. This walk-through was beneficial to both the Streets Division and the Safety Committee to help identify potential safety risks and what things to look out for. No concerns were brought up from this walk-through. The Safety Committee is implementing this practice into future meetings to help make our work environments even safer.

Other:

- HR continues to process new FMLA certifications and help employees with on-going certifications.
- EAP has continued to be shared with employees who are seeking assistance for themselves or for a family member.
- HR processed two new Worker's Compensation claims this month and helped with five ongoing claims. There is time lost due to workplace injuries.
- HR has continued the journey to bring on a new Human Resources Management portion of the ERP implementation. Staff are currently working on modules in Employee Access for evaluations and department generated personnel actions.

[Return to Main Page](#)

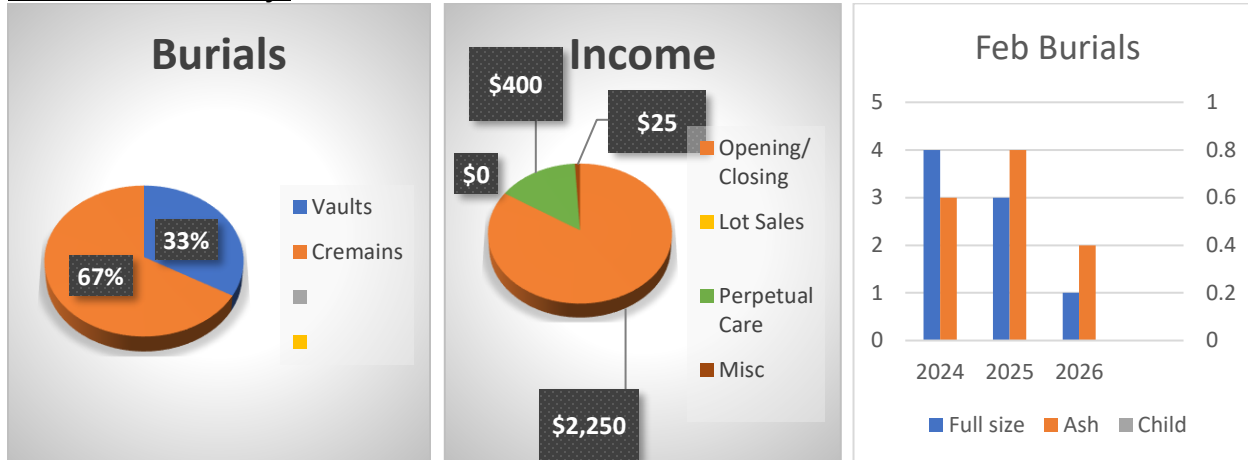
PARK, RECREATION & PUBLIC SERVICE

Michael Bork, Park, Recreation, and Public Service Director

PARKS/CEMETERY/FORESTRY/MOSQUITO/IPM

Scott Hunter, Parks Manager

Greenhill Cemetery:



- The cemetery conducted three (3) burials in February, 1 full size burial and 2 cremation burials.
 - Three (3) overtime funerals were scheduled through February 2026.
- Staff continue to update central control with the DXi hardware updates.
- Cemetery staff have removed the community gardens fence for repairs.
- Shrubs and trees are being identified for spring removals.
- Winter cleanup is on-going with the mild weather.
 - Staff have contacted Wreaths Across America for a removal date.

Parks:

- Staff completed the new park signs under our initial budget. With the remaining budget balance, Otto Dahl, Bandshell, and Burns Court signs will be replaced.
- High winds continue to drop branches with only a few trees and shrubs damaged.
- Athletic lights are scheduled for repair at the end of February and into March.
- Bike racks are being installed after the 3rd Street reconstruction.
- Contractors are finishing up with the new sidewalk along 14th Street, along the east side of Harbon Park.
- Staff continued watering new trees while temperatures remained mild.



- Medians are being inspected and cleaned up ahead of spring.
- The Curmudgeon volunteer group has begun working on various projects for the Parks and Recreation Department, including new Laradise Lane seating and lounge chairs for the outdoor pool.
- Quotes were received for parking lot repairs and seal coating at the Recreation Center and Ice Arena.
- The Optimist Park Playground 50% submittal is just about complete.
- Coughlin Pole Mountain Bid paperwork is complete and will be released early March.

Mosquito Control/IPM:

- Mosquito Control Supervisor position applications were reviewed and interviews are on-going.
- The 2026 EIMG Grant application deadline is late March and staff are completing the new EIMG paperwork.
- IPM is ordering equipment in preparation for spring.

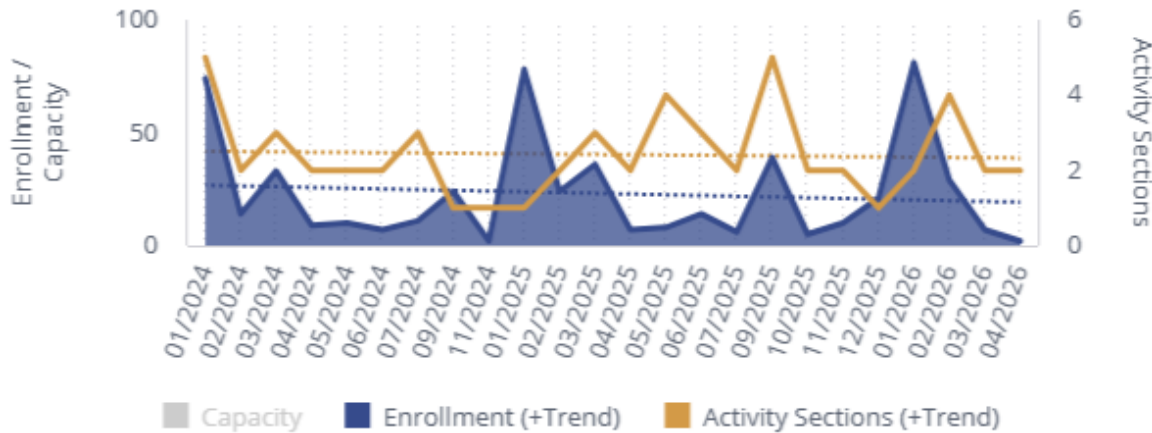
RECREATION

Wendy Clubb, Recreation Manager

Recreation Center:

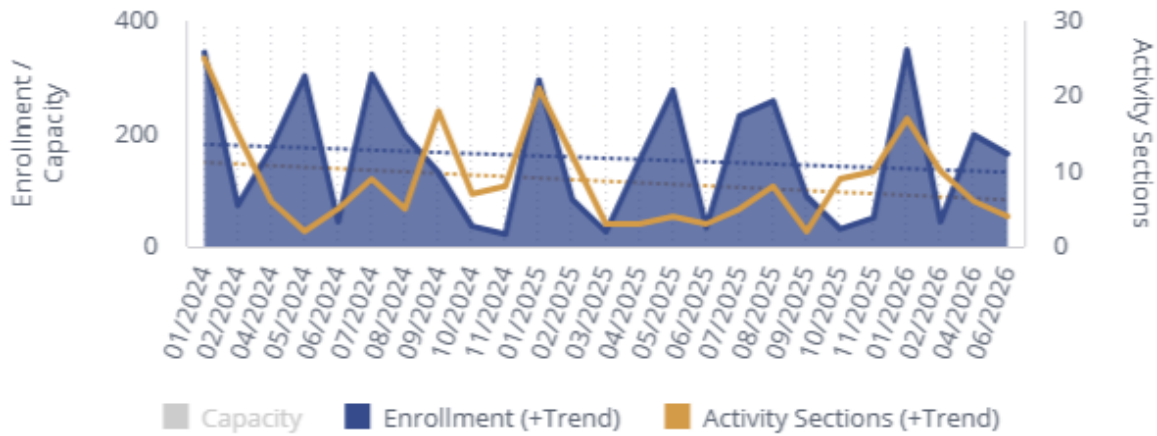
Adult programming at the Recreation Center has held steady, offering almost exactly the same amount of programming each year. However, we are trending with a very small decline in our enrollment numbers.

Enrollment Capacity Trend



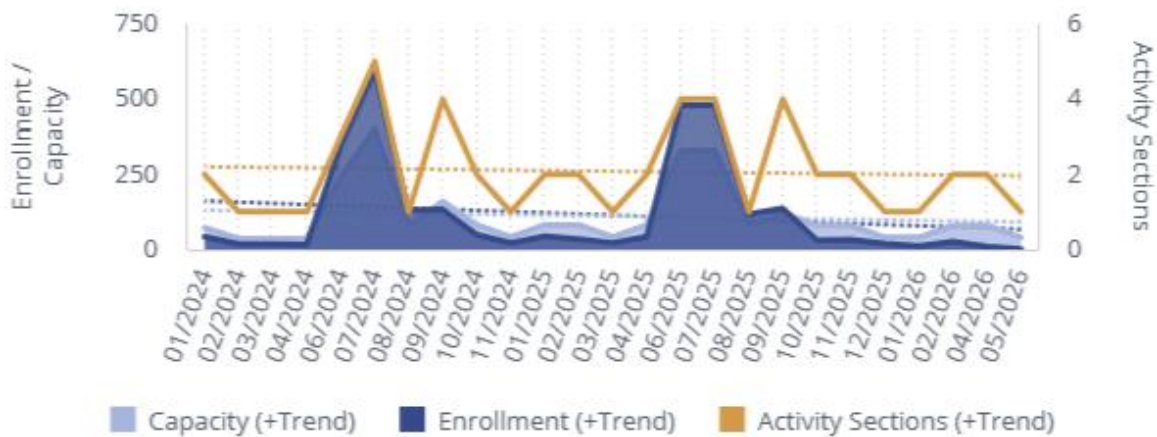
Youth Programming at the Rec Center has shown a slight decline in our program offering, but our enrollment remains steady.

Enrollment Capacity Trend



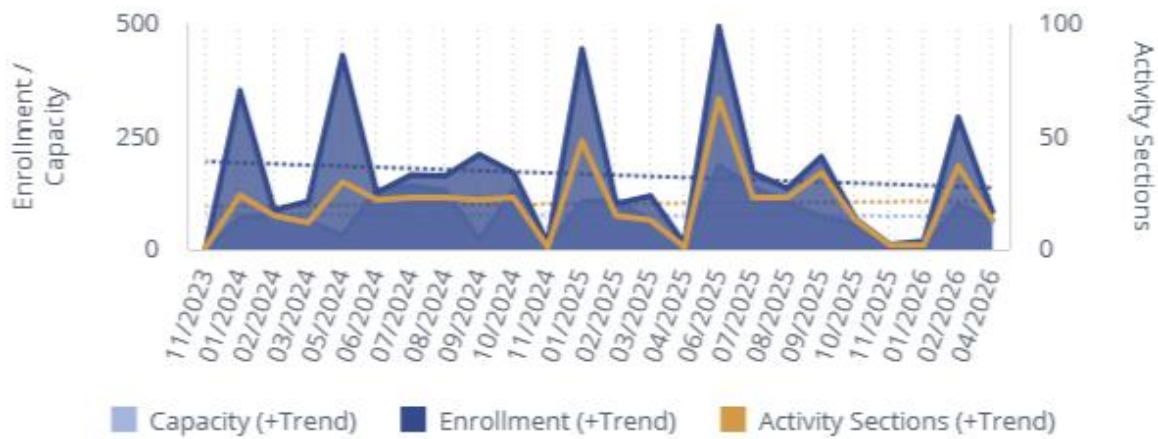
Adventure Kids offerings has held steady and we are often at or near capacity, especially with summer enrollment.

Enrollment Capacity Trend



Swim Lessons also held steady with how much we offer. Enrollment is often above capacity. Staff try to get as many children as possible enrolled in lessons while remaining safe. We are able to do this by bringing on additional instructors and instructor aides.

Enrollment Capacity Trend



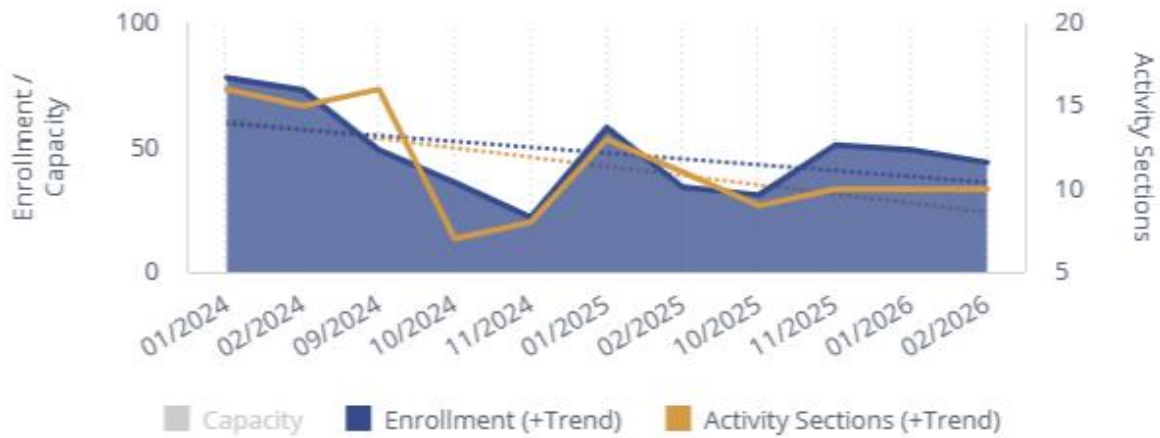
Ice and Event Center: During the past three “ice” seasons (including the current season), there has been an increase in adult programming and adult enrollment is trending upward as well. Offering adult learn to skate, adult league hockey, and broomball have all become popular activities.

Enrollment Capacity Trend



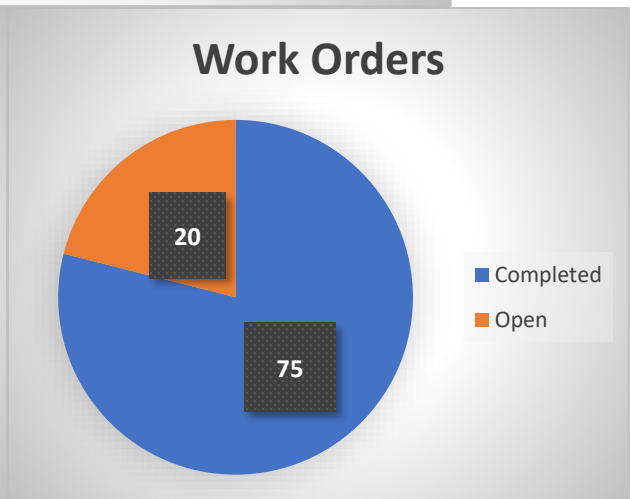
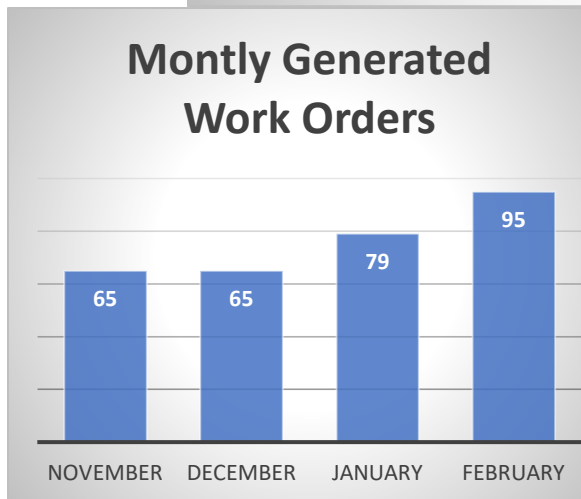
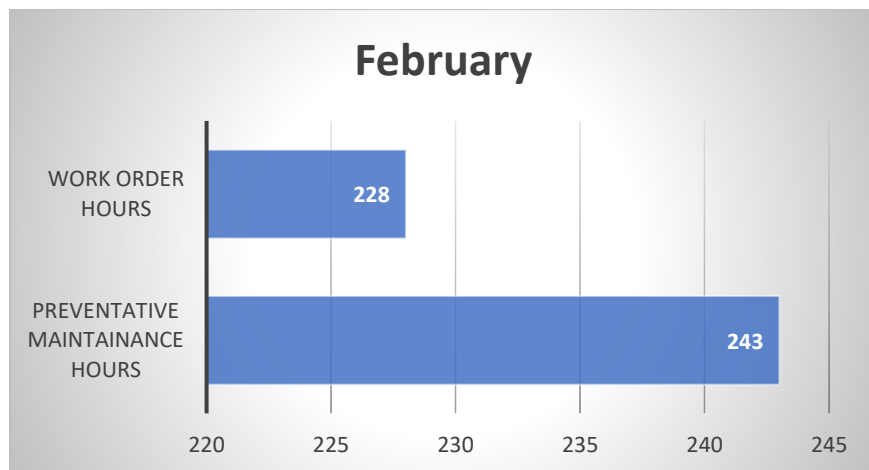
There has been a slight decline in our offer of youth programming, which has resulted in a lower enrollment of our youth on the ice.

Enrollment Capacity Trend

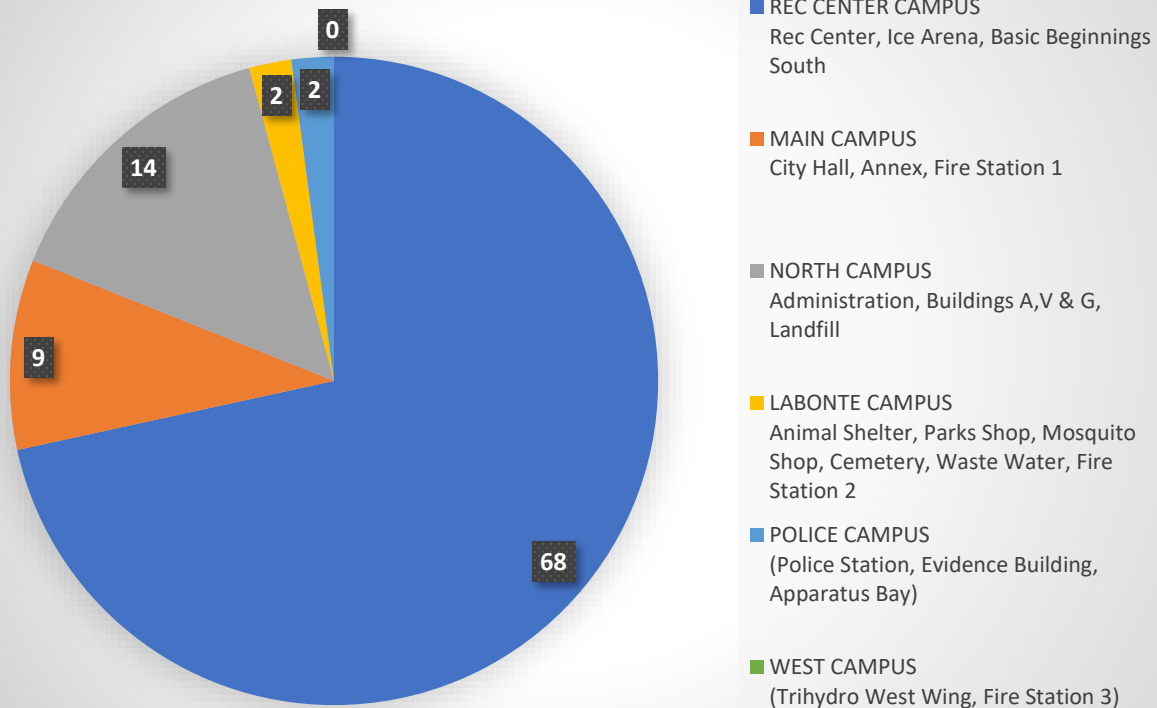


FACILITIES MANAGEMENT

Kevin McIntyre, Facilities Maintenance Manager



Work Orders per Campus



Facilities on call for the month of February 2026: Staff were called into the Recreation Center twice to deal with chemical balancing of the hot tub. Chemical controller and flow cell have been replaced and are working as designed now.

The Recreation Center sustained additional damage due to high winds in January. A fan shroud blew off of roof top unit #8 above the lap pool. Facilities was granted approval through WARM and a replacement fan shroud has been ordered. Damage repair to the siding sustained in December was also approved through WARM. Materials to repair/replace the siding have been ordered and replacement will be scheduled when materials arrive.

[Return to Main Page](#)

POLICE DEPARTMENT

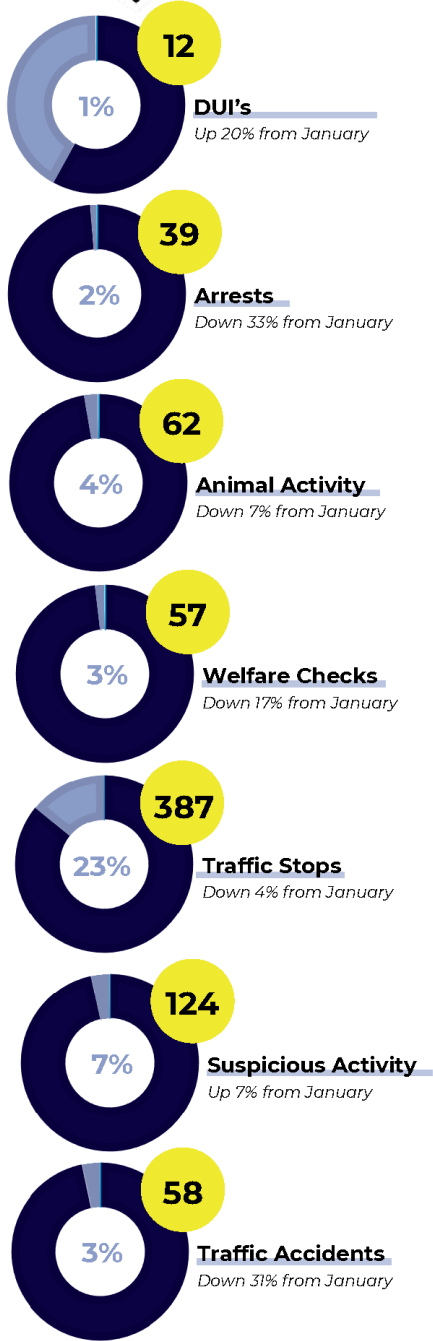
Brian Browne, Chief of Police



LARAMIE POLICE DEPARTMENT

MONTHLY STATS & HIGHLIGHTS

February 2026



TOTAL CALLS FOR SERVICE



1698

NOTABLE CALLS FOR SERVICE

02/14 - Domestic and Aggravated Assault: Officers responded to a domestic where one-half was threatened with a firearm. The suspect was identified and taken into custody without incident.

02/16 - Stolen Vehicles: Six vehicles were stolen. Officers recovered all vehicles and took three subjects into custody without incident. The suspects were associated with Cathedral Home.

02/28 - Child Abuse/ Child Endangerment/ Possession of a controlled Substance: Officers responded to a call that resulted in two subjects taken into custody without incident for possessing a controlled substance, child endangerment, and child abuse.

February HIGHLIGHTS

20 Under 40 Awards

Lieutenant Asa Hutchinson was recognized by Laramie's Young Professionals as one of our community's top leaders under 40. Several members of our City team attended the award ceremony to celebrate and support Asa.



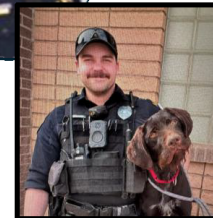
Cathedral Home Board

Chief Browne was appointed to the Cathedral Home Board of Directors. LPD continues to encourage all its employees to volunteer with our non-profit partners.



WyoTech Anniversary

Assistant Chief Smith worked with the City Manager's Office to record a recognition video as part of WyoTech's 60th Anniversary celebration.



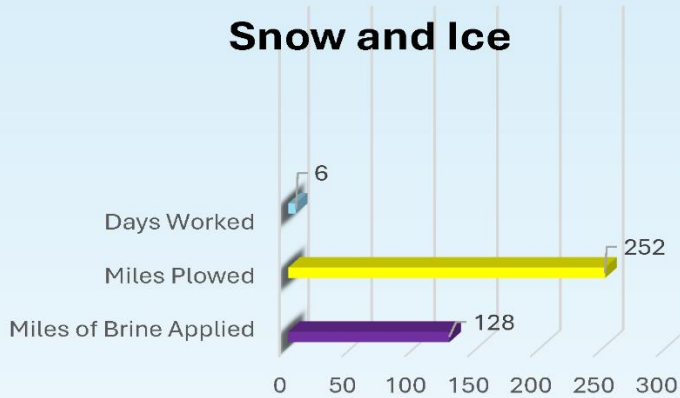
[Return to Main Page](#)

PUBLIC WORKS

Brooks Webb, Public Works Director

Street and Fleet

Snow and Ice



Fleet Work Orders February 2026



Notable Highlights

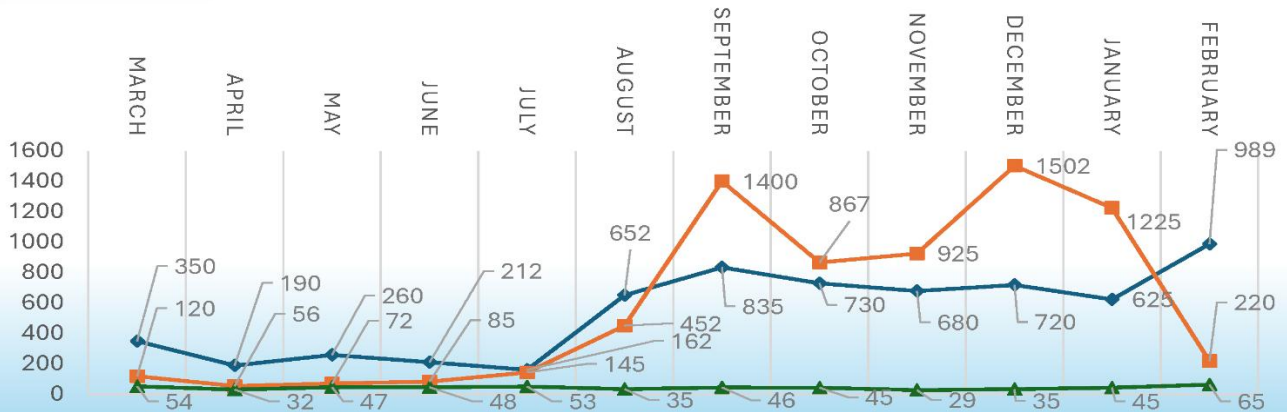
- Brine was applied before 2 storm events.
- Signs and barricades were repaired and replaced.
- Fleet mechanics continue annual inspections of all City vehicles and equipment.
- The North Pit area was cleaned and organized.

Storm Sewer



ROUTINE MAINTENANCE

◆ Pot Holes Filled ■ Inlets Cleaned ▲ Signs Replaced





MONTHLY STATS & HIGHLIGHTS

KāñŭāřŷÄ026

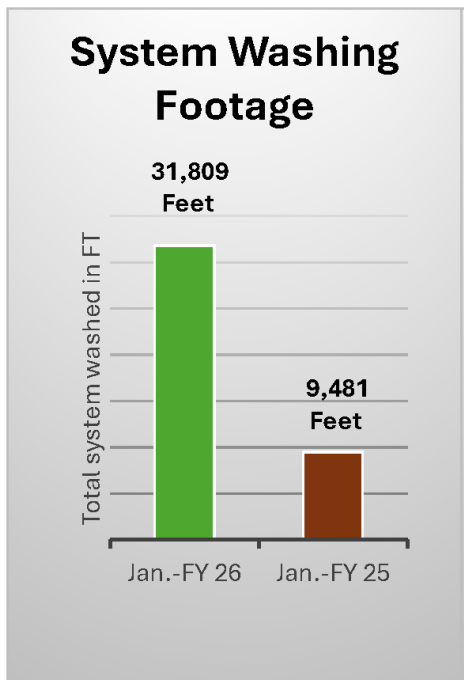
<p>Treated Wastewater</p> <p>90.28 Million Gallons</p>	<p>Sanitary Sewer Lines Washed</p> <p>25,408 Feet</p>	<p>Monthly & Misc. Washes</p> <p>5,516 Feet</p>
<p>Activated Sludge Pressed</p> <p>0.497 MG 8 Days</p>	<p>CCTV Camera Work</p> <p>4,514 Feet</p>	<p>Sewer Calls</p> <p>3 Calls 885 Feet</p>

Compost Program

Began Grinding Green Waste

KāñŭāřŷÄŃŕäč'ĕ'

- Staff replaced Waste Activated Sludge flowmeters and control relays at the WWTP.
- 8 new Variable Frequency Drives were received and installed with the polymer system.
- Jared Cooksey attended a Board meeting for the Wyoming Water Quality and Pollution Control Association.
- 44 Wastewater Treatment Plant maintenance work orders were completed for ongoing maintenance.
- 21 grease interceptor, sand/oil separator inspections were completed.
- Quarterly WWTP WET testing, and IPP sampling of influent, effluent, mercury, and biosolids was completed.
- Big Huhnks Excavation has completed 5 manhole replacements and repaired one manhole bottom for the Manhole Replacement Project.
- A Utility Maintenance Worker was hired.
- Staff completed repairs on 51 Ft. of sewer pipe in the Thomes/Renshaw alley. This will eliminate a future capital project slated for FY 31 resulting in a large savings for the Wastewater Fund.

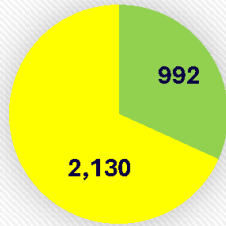




MONTHLY STATS & HIGHLIGHTS

February 2026

Valve Maintenance Program



■ Exercised ■ Valves Remaining

Locates Completed

171

Mainline Repairs

3

Door Hangers

252

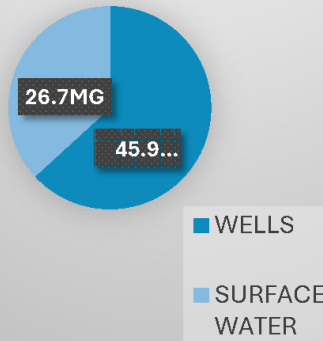
Meter Maint./Installs

225

Projects

- WTP Residence Conversion Project: completed.
- WTP SCADA and PLC Replacement Project: anticipated to be bid in June 2026.
- WTP Clearwell Overflow Rehab Project: wrapping up alternatives analysis with EPA.
- Large Meter Replacement Project: 174 completed.
- EPA’s Lead & Copper Rule Improvements: potholing and records investigations underway for service line identification

Drinking Water Sources



■ WELLS
■ SURFACE WATER

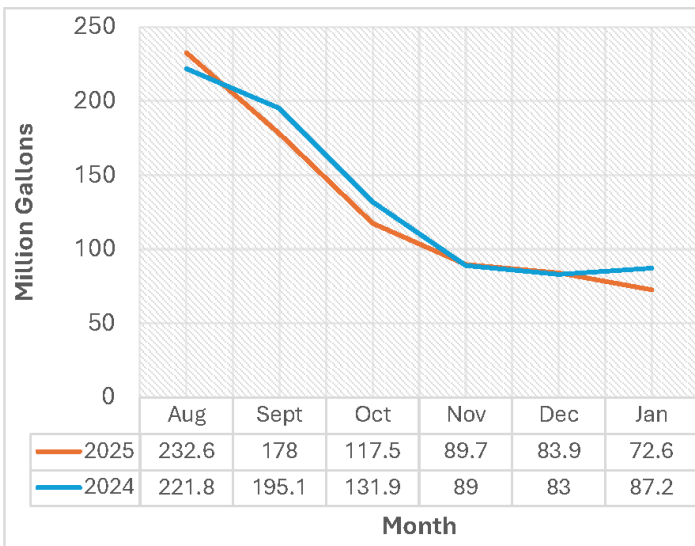
Monthly Total Drinking Water Treated



Daily Average Drinking Water Treated



Comparison of Monthly Total Water Production for 2025 and 2024 Million Gallons (MG)



[Return to Main Page](#)