



**CITY OF LARAMIE**

Administrative Services Department  
PO BOX C  
Laramie, Wyoming 82073

PHONE: (307) 721-5234

PHONE: (307) 721-5222

[municipalservicesbilling@cityoflaramie.org](mailto:municipalservicesbilling@cityoflaramie.org)

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April 26<sup>th</sup>, 2004

Dear Landlords:

I want to thank you for the opportunity to discuss the Notice of Proposed Rulemaking concerning owners on record and the Municipal Services Billing at your meeting on Tuesday April 15<sup>th</sup>, 2004. As a representative of the City of Laramie, I value your opinion as we strive to improve the processes within City Departments under my supervision.

For those who did not have the opportunity to hear our presentation, please review the enclosed information regarding the owner rules. For those in attendance, thank you for your support to go forward with these rules as an emergency action.

I have attached a copy of the Notice for Rules Concerning Billing Record Owner. These rules will enable the current ordinance for Municipal Services billing to better enforce the collection of payments and to inform owners and owner agents of tenant activity.

We are holding a public hearing on Wednesday, June 16<sup>th</sup>, 2004, in the City Council chambers, Laramie City Hall, 406 Ivinson Street, Laramie, WY.

If you have any questions regarding these rules, please contact Shawn Garcia at 307-721-5234 or myself 307-721-5223.

Thank you again for your support.

Sincerely,

A handwritten signature in cursive script that reads "Malea Brown".

Malea Brown  
City of Laramie  
Administrative Services Director

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## Notice of Proposed Rulemaking

The Laramie City Manager has adopted an emergency rule concerning billing record property owners for municipal water use. She proposes to adopt it as a permanent rule. Interested persons may obtain a copy of the proposed permanent rule at the Albany County Clerk's Office in Room 202 of the Albany County Courthouse or from the Utility Billing Office, City Hall, 406 Ivinson. Information about the proposed permanent rule is available at the Utility Billing Office, 307-721-5223.

PLEASE TAKE NOTICE that the Laramie City Manager will hold a hearing on Wednesday, June 16, 2004, at 6:00 pm in the City Council chambers, City Hall, 406 Ivinson, Laramie, Wyoming to take comment upon the proposed permanent rule. Written comments may be delivered to the City Manager's office at any time before the close of the hearing.

/s/Malea Brown, Administrative Services Director, City of Laramie

Attest: /s/Sue Morris Jones, CMC, City Clerk

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PHONE: (307) 721-5324  
 PHONE: (307) 721-5222  
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### Third-Party Notification

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

Account Number: \_\_\_\_\_ - \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address of Service: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Name and Address of third-party notification:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Third Party Contact Phone Number: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: City of Laramie  
 Administrative Services  
 PO Box C  
 Laramie, WY 82073

<b>Internal Use Only</b>	
Form Written/Owner Verified by: _____	Date: _____
H.T.E. Changes made by: _____	Date: _____