

**AGENDA
CITY OF LARAMIE, WYOMING
CITY COUNCIL MEETING
CITY HALL
JANUARY 10, 2017 6:00 pm**

City Council Meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.

1. WORKSESSION

2. Public Comments

**3. WORK SESSION: Boards and Commissions
[Jordan, CM]**

Documents:

[Boards and Commissions Presentaton 1_10_17_FINAL.pdf](#)

**4. WORK SESSION: Curb and Gutter Concrete Condition
[Smith, PW]**

Documents:

[Coversheet Concrete Inventory.pdf](#)
[Concrete Results Charts Nov 2016.pdf](#)

5. City Council Updates/Council Comments

6. Agenda Review

6.A. Upcoming Council Meetings

Documents:

[Upcoming Meetings 01-10-2017.pdf](#)

7. Public Comments

Boards and Commissions

City of Laramie
Council Worksession
January 10, 2017

Service on Boards and Commissions

- ▶ Service on a board or commission provides Council representatives and residents alike an opportunity to be involved with our community. Service informs key decisions and policymaking of the City Council.
- ▶ The City Council is represented on each board or commission, as well as ad-hoc committees, through an ex-officio or liaison (non-voting), or voting member (or members) appointed during a regular Council session.

Statutory Authority

- ▶ Established by both Wyoming State Statute and local municipal ordinance, boards and commissions are a key component of governance in the City of Laramie.
- ▶ Each board or commission operates in a specialized capacity, developing recommendations and gathering information critical to issues of concern to the City Council.

Board/Commission	<i>Liaison/ Voting</i>
Board of Health	Liaison
Building & Fire Code Board of Appeals	Liaison
Downtown Development Authority / Main Street Alliance	Liaison
Environmental Advisory Committee	Liaison
Laramie Advisory Commission on Disabilities	Liaison
Parks, Trees, and Recreation Advisory Board	Liaison
Planning Commission	Liaison
Zoning Board of Adjustment	Liaison
Monolith Ranch Advisory Committee	Voting
Traffic Commission	Liaison

Standing Committees	
Finance Committee	Liaison
Local Emergency Planning Committee	Voting
Urban Systems Advisory Committee	Voting
Civil Service Commission	Liaison

Joint Powers Boards	
Albany County Tourism Board JPB	Liaison
Laramie Plains Civic Center Board JPB	Liaison
Laramie Regional Airport JPB	Liaison

Ad-Hoc Committees	
Governing Body Sub-Committee for the Laramie Youth Council	Voting

Outside Boards	
Laramie Chamber Business Alliance Beautification Committee	Liaison
Laramie Chamber Business Alliance/ Economic Development Corporation	Liaison
Laramie Railroad Depot Association Board	Liaison
Laramie Rifle Range Board	Liaison
Wyoming Territorial Park Board	Liaison
Albany County Transportation Authority (ACTA)	Voting
Laramie Town and Gown Association, <i>Leadership Advisory Group</i>	Liaison

Transparency

- ▶ Wyoming State Statute §16-4-401 through 403 requires that all meetings of boards and commissions be open to the public.
- ▶ Minutes, agendas, and records related to official minutes are in the Wyoming State Statutes “**Retain Permanently**” category for records retention.
- ▶ This is why you must assure these required minutes are submitted for the next Council meeting’s “consent” agenda. Here, agendas and minutes enter the permanent record. As the Council liaison to these meetings, this is **your** responsibility.
- ▶ If there is a City Staff member assigned to your board or commission, you do not have to do this.
- ▶ All members of Council who are on Joint Powers Boards need to be diligent about this task. If you have any questions about the flow of information, inquire with the City Manager’s Office to assure this is done.

Vacancies protocol

- ▶ When a term expiration comes due, or a member of a board or commission advises they will no longer be able to serve, they shall present a written letter of resignation to their staff liaison or to the designee of the City Manager. Verbal notice is not permitted.
- ▶ The Executive Assistant is responsible for coordinating board and commission administration. The staff liaison notifies the Executive Assistant in the City Manager's office of the vacancy, with full documentation of the circumstances of the vacancy and date/term.
- ▶ Partial remaining terms shall have successive appointments made for only the remaining portion of that term.
- ▶ Formal public notification of the vacancies is made, including publication of vacancies in the Laramie Boomerang, on the City of Laramie website, and through all available social media outlets.

Vacancies protocol *(cont.)*

- ▶ If a committee member whose term is expiring indicates a desire to continue service to the committee, the individual must re-apply for the new term with a cover letter noting their intent to continue to serve, complete the application *and* interview process, *and* receive City Council approval to retain their position on the committee.
- ▶ This process assures an equitable and public process for all boards and commissions members. In every case applicants are encouraged to submit a resume with their application.

Vacancies protocol *(cont.)*

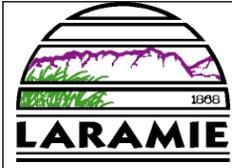
- ▶ Applications (*online or in hardcopy from City Hall*) are submitted to the Executive Assistant in the Office of the City Manager. After the two-week notification period, the position is closed. Applications must be received prior to the advertised closing date in order to be considered for an interview.
- ▶ Council liaisons are notified and interviews scheduled. The interview committee is comprised of a minimum of two City council members.
- ▶ The primary Council liaison, along with one fellow representative of their choosing, are provided interview packets of all applicants in a timely fashion prior to the interviews. After interviews, their findings are submitted via **Council Resolution** for formal appointment.

Vacancies protocol *(cont.)*

- ▶ The staff liaison then submits a City Council Cover Sheet and Resolution to the next City Council Gold Sheet under “Regular Agenda” items. The Resolution will be discussed at the City Council meeting and the appointee’s name will be added to Resolution by the City Clerk’s Office.
- ▶ After the Mayor and City Clerk sign the Resolution, a copy of the final, signed resolution is sent to the staff liaison. Upon Council approval, the individual may be seated with the committee.
- ▶ Letters of appointment signed by the Mayor are sent to the new member after the staff liaison has received a copy of the mayoral-signed resolution. Letters of regret are also sent, signed by the staff liaison. City of Laramie webpages for each board or commission are updated and the term is set into the record.

Questions? Discussion?

- ▶ If you have questions regarding any board or commission, or concerning your various appointments as a Council liaison, please contact the City Manager's Office, or the city staff liaison.
- ▶ Contact information is also available online at the City's Web site, www.cityoflaramie.org, at:
- ▶ Departments 🖱️ City Manager 🖱️ Boards and Commissions
🖱️ *(name of specific board, joint powers board, commission, or ad hoc committee).*



Agenda Item: Discussion Item

Title: Concrete Condition

Recommended Council MOTION:

None, for discussion only.

Administrative or Policy Goal:

Administrative Goal – Maintain City-wide infrastructure improvement program

Background:

Over the last few years the City has struggled with an infrastructure replacement problem that is growing worse each year. The problem involves the condition of concrete flatwork around the community. A significant amount of infrastructure is made up of curb, gutters, sidewalks, cross pans, and ADA ramps. A fair amount of this infrastructure has failed, or is failing, and is in need of replacement.

To gain an understanding of the magnitude of the problem we undertook a two year effort to inspect all concrete flatwork within the City's right-of-way. The inspections took place as part of our annual pavement management inspection process and resulted in a fairly detailed understanding of how much failed or failing flatwork is in our infrastructure.

The scope of the inspection project included an evaluation of curb, gutter, sidewalk, ADA ramps, and concrete cross pans. The City's consultant conducted a visual inspection of all existing concrete flatwork within the City's right-of-way. Based upon these inspections, the quantity of repair and replacement was estimated for each item.

The scope of the concrete inspection project included the development of a summary table with the following information:

- Estimated total length of existing curb and gutter
- Estimated total area in square feet of the existing sidewalk
- Estimated quantity of existing concrete cross pans
- Tabulated number of concrete curb returns where ADA ramps would be appropriate
- Estimated quantity of curb and gutter that should be considered for replacement along with a priority such as immediate need, mid-term need, or replacement when pavement is rehabilitated
- Estimated quantity of sidewalk that should be replaced along with a priority such as immediate need, mid-term need, or longer term replacement
- Estimated quantity of curb returns that do not meet current Americans with Disabilities Act (ADA) criteria for ADA ramps
- Estimated quantity of concrete cross pans that should be considered for replacement
- Generate estimated totals for each type of concrete flatwork

The results of the inspection program are attached as Table 1. The estimated cost of replacing all failed or failing concrete is from \$30,700,000 to \$77,000,000. Under current legislation, a portion of this cost would be borne by the City and the remaining portion would be the responsibility of the adjacent property owner.

Legal/Statutory Authority:

Section 12.32.010 of the Laramie Municipal Code states; “All owners of land adjoining any street, road, alley or other public way in the city shall construct, reconstruct or repair sidewalks and curbs along such street, road, alley or other public way adjoining to such land when ordered to do so by the city manager.” This code provision mirrors State Statute and most other municipal codes within the State.

If we assume all the ADA ramps and all the cross pans are the City’s responsibility to replace, the City is facing a cost of from \$16,000,000 to \$22,000,000 to remove and replace the damaged concrete. The adjacent property owners would be responsible for the remaining \$14.7M to \$55M. However, it is safe to assume the City would be responsible for some portion of the cost of removing and replacing the concrete adjacent to some of these properties.

We are not in a position to recommend changes to our code or changes in policy; we simply want to inform City Council of the magnitude of the problem we currently face.

Table 1
Concrete Inspection Results

OPINION OF PROBABLE COST (PRELIMINARY)						
ITEM	TOTAL QUANTITY	UNIT COST	PROBABLE COST	LOW PROBABLE COST	HIGH PROBABLE COST	
#1 C&G	33,659	\$20	\$673,173			
#2 C&G	57,308	\$20	\$1,146,166			
#3 C&G	97,699	\$20	\$1,953,972			
SUBTOTAL C&G			\$3,773,311	\$3,700,000	\$40,000,000	
DUE TO SECTIONS WITH ASPHALT ABOVE LIP						
#1 SW	162,681	\$18	\$2,928,266			
#2 SW	255,818	\$18	\$4,604,717			
#3 SW	351,939	\$10	\$3,519,387			
SUBTOTAL SIDEWALK			\$11,052,370	\$11,000,000	\$15,000,000	
#1 PAN	9,910	\$25	\$247,750			
#2 PAN	11,778	\$25	\$294,450			
#3 PAN	25,630	\$25	\$640,750			
SUBTOTAL PANS			\$1,182,950	\$1,000,000	\$2,000,000	
#1 HC	56	\$5,000	\$281,500	ASSUME 10% ARE TOO STEEP		
#2 HC	787	\$5,000	\$3,935,000			
#3 HC	1124	\$10,000	\$11,240,000			
#4 HC	24	\$5,000	\$120,000			
SUBTOTAL HC RAMPS			\$15,576,500	\$15,000,000	\$20,000,000	
TOTAL			\$31,585,131			
RANGE				\$30,700,000	\$77,000,000	

CONCRETE CONDITION RESULTS

Laramie City Council
January 10, 2017

Concrete Condition

The Issue

- ▶ State and local Law requires that property owners be responsible for the repair and replacement of damaged concrete adjacent to their property
- ▶ Concrete repair and replacement can be very costly
- ▶ Concrete repair and replacement can also be very complicated depending upon various circumstances
- ▶ In many cases it is best to replace large segments of concrete at one time as part of a capital project
- ▶ Previously the City did not have a good understanding of the magnitude of the problem





Concrete Inspection Process

- ▶ All pieces of concrete within the City's rights-of-way were visually inspected
- ▶ The concrete includes sidewalks, ADA ramps, curb and gutter, and cross pans
- ▶ Concrete was graded on a scale of 1 to 3 with 1 being the worst

Condition Rating System

- ▶ #1 Priority - concrete that has failed or is hazardous and is in need of replacement in the near term
- ▶ #2 Priority - concrete that is cracked or is settling slightly but still serviceable but needs to be replaced fairly soon
- ▶ #3 Priority - concrete that is weathered or is spalling but is serviceable for a number of years

CONCRETE - CURB & GUTTER

CURB & GUTTER				#1 Priority for Replacement		#2 Priority for Replacement		#3 Priority for Replacement		Total 1+2+3	
		Unit	Total Quantity	Quantity	Per Cent of Total	Quantity	Per Cent of Total	Quantity	Per Cent of Total	Quantity	Per Cent of Total
2015 Inspections	Curb & Gutter	Lin Ft	466,203	23,187	5.0%	45,965	9.9%	71,350	15.3%	140,502	30.1%
2016 Inspections	Curb & Gutter	Lin Ft	528,260	10,472	2.0%	11,343	2.1%	26,348	5.0%	48,163	9.1%
	Total C&G	Lin Ft	994,463	33,659	3.4%	57,308	5.8%	97,699	9.8%	188,666	19.0%

CONCRETE - SIDEWALK

SIDEWALK				#1 Priority for Replacement		#2 Priority for Replacement		#3 Priority for Replacement		Total 1+2+3	
		Unit	Total Quantity	Quantity	Per Cent of Total	Quantity	Per Cent of Total	Quantity	Per Cent of Total	Quantity	Per Cent of Total
2015											
Inspections	Sidewalk	Sq Ft	2,139,457	112,647	5.3%	190,466	8.9%	195,403	9.1%	498,516	23.3%
2016											
Inspections	Sidewalk	Sq Ft	2,277,672	50,034	2.2%	65,351	2.9%	156,536	6.9%	271,921	11.9%
	Total Sidewalk	Sq Ft	4,417,129	162,681	3.7%	255,818	5.8%	351,939	8.0%	770,438	17.4%

CONCRETE - CROSS PANS

	CONCRETE PANS			#1 Priority for Replacement	#2 Priority for Replacement	#3 Priority for Replacement	Total 1+2+3
2015 Inspections	Concrete Pans	Sq Ft		4,870	4,380	15,870	25,120
2016 Inspections	Concrete Pans	Sq Ft		5,040	7,398	9,760	22,198
	Total Conc Pans	Sq Ft		9,910	11,778	25,630	47,318

ADA RAMPS

HANDICAP RAMPS			
TYPE OF RAMP	Quantity	Per Cent of Total	
Category 1 Ramps	563	23%	Exist HC Ramp Has Truncated Domes
Category 2 Ramps	787	32%	Exist HC Ramp, No Truncated Domes
Category 3 Ramps	1124	45%	No HC Ramp
Category 4 Ramps	24	1%	Exist HC Ramp Needs Repairs
Total HC Ramps	2498	100%	

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	SUBTOTAL HC RAMPS		\$15,576,500	\$15,000,000	\$20,000,000
	TOTAL		\$31,585,131		
			RANGE	\$30,700,000	\$77,000,000

**CONCEPT
LEVEL**

UPCOMING COUNCIL MEETINGS January 10, 2017

All meetings at City Hall, 406 Iverson Street, unless noted.

January 10, 2017

- 6:00 p.m. - Work Session:** Public Comments
- 6:00 p.m. - Work Session:** Boards and Commissions Overview
- 6:00 p.m. - Work Session:** Curb and Gutter Concrete Condition
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review
- 6:00 p.m. - Work Session:** Public Comments

January 11-13, 2017

WAM Winter Workshop (Cheyenne, WY)

January 17, 2017

- 6:00 p.m. - Pre-Council**
- 6:30 p.m. - Public Hearing:** Original Ordinance No. 1959: Amending Chapter 15.14 to alter landscaping requirements for AV (Aviation) District.
- 6:30 p.m. - Public Hearing:** Original Ordinance No. 1960: Rezoning portion of Laramie Regional Airport from AE (Airport Enterprise) to AV (Aviation).
- 6:30 p.m. - Regular Meeting**

January 24, 2017

- 6:00 p.m. - Work Session:** Public Comments
- 6:00 p.m. - Work Session:** Public Works Project Updates **(tentative)**
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review
- 6:00 p.m. - Work Session:** Public Comments

January 31, 2017

- 6:00 p.m. - Ward Meetings:** **Ward 1** - Fire Station 3
Ward 2 - Council Chambers, City Hall
Ward 3 - Fire Station 2

February 7, 2017

- 6:00 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

February 11, 2017

- 8:30 a.m. - Council Retreat:** Recreation Center

February 14, 2017

- 6:00 p.m. - Work Session:** Public Comments
- 6:00 p.m. - Work Session:** 3rd Street Mobility **(tentative)**
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review
- 6:00 p.m. - Work Session:** Public Comments

February 21, 2017

- 6:00 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

UPCOMING COUNCIL MEETINGS January 10, 2017

All meetings at City Hall, 406 Iverson Street, unless noted.

February 28, 2017

- 6:00 p.m. - Work Session:** Public Comments
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review
- 6:00 p.m. - Work Session:** Public Comments

March 7, 2017

- 6:00 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

March 11-15, 2017

NLC (Washington, DC)

March 14, 2017

- 6:00 p.m. - Work Session:** Public Comments
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review
- 6:00 p.m. - Work Session:** Public Comments

March 21, 2017

- 6:00 p.m. - Pre-Council**
- 6:30 p.m. - Regular Meeting**

March 28, 2017

- 6:00 p.m. - Work Session:** Public Comments
- 6:00 p.m. - Work Session:** City Council Updates/Council Comments
- 6:00 p.m. - Work Session:** Agenda Review
- 6:00 p.m. - Work Session:** Public Comments