



# Behind the Scenes: July 2022

A monthly report from the City Manager and Department Heads

521 W. Cedar Street  
Phone (307) 328-4500

P.O. Box 953  
FAX (307) 328-4555

Rawlins, WY 82301  
[www.rawlinswy.gov](http://www.rawlinswy.gov)

## Table of Contents

A Message From Our City Manager.....	3
“Community Strategic Plan” Implementation Committees .....	5
City Attorney .....	6
Admin Services .....	7
Admin Services: City Engineer.....	8
Admin Services: Economic Development .....	9
Admin Services: Human Resources.....	10
Community Development: Administration & Facilities .....	11
Community Development: Landfill & Recycling .....	12
DDA/Main Street .....	13
Finance.....	15
Finance: Grants.....	16
Finance: Information Technology .....	17
Fire Department .....	18
Parks and Recreation: Parks.....	19
Parks and Recreation: Recreation .....	21
Parks and Recreation: Shooting Ranges .....	23
Parks and Recreation: Golf Course.....	24
Police Department: Administration, Patrol, Investigations, and Victims’ Advocates .....	25
Police Department: 911 Center .....	28
Police Department: Animal Control .....	30
Police Department: Code Enforcement.....	31
Public Works: Streets .....	33
Public Works: Utilities.....	34
Public Works: Water/Wastewater Treatment .....	35

---

Any items which directly fulfill the FY22-23 Community Strategic Plan are notated. The Community Strategic Plan has 5 Directives.

- Employees (SP-E)
- Beautification (SP-B)
- Infrastructure (SP-I)
- Community Trust and Engagement (SP-CTE)
- Community and Economic Development (SP-CED)

The full Strategic Plan can be found at the end of this document and in-depth quarterly updates are available at [www.rawlinswy.gov/strategicplan](http://www.rawlinswy.gov/strategicplan)

# A Message From Our City Manager



## July 2022

\*At Music in the Park this year there is a special opportunity awaiting. Some of your City Council members, including the Mayor, plan to be at a booth at each Music in the Park to answer questions and chat with everyone. They are looking forward to visiting with you! We will have some great reading materials at the booth as well as “Report a Concern/Request” cards you can use when you need assistance from the City.

\*We received some fantastic news recently that the State Land and Investment Board (SLIB) approved our grant request in the amount of \$675,000 for water infrastructure needs. This will help us to get some engineering done as well as replacing our cathodic protection system to protect our main waterline from corrosion. Water infrastructure fixes remains our # 1 priority.

\*Rocky Mountain Industrial Construction Services (RMI) has been working through the entire winter installing 10,000 feet of new PVC pipeline which will be used instead of the old woodstave pipeline. We’re excited to see how much that helps our water flows into town when it gets hooked up (soon). Fingers crossed it helps a lot!

\*Our next City View newsletter to the community will arrive in your mailboxes in August. We hope you enjoy it and spend time reading about all the good things happening at the City.

\*You will soon see the first quarterly report to the community on our progress on the City's strategic plan. This report shows all the nitty gritty details of what we're doing.

\*At a recent Council Meeting our Economic Development Director, DDA/Main Street Director, and Community Relations Specialist proposed a new and exciting project that will engage the entire community. This project is called, "Why Rawlins?". There are thousands of potential visitors passing Rawlins every day and businesses/entrepreneurs are looking for places to live and work. Our new identity will build community pride and ownership, appeal to tourists, and will retain, expand, and recruit businesses.

We plan to engage residents over the course of 6 months, with many town hall meetings, surveys, etc. to ask residents questions such as: why Rawlins is unique/special, what do we want to be known by in the community and beyond, how can we put ourselves on the map, what can we be the best in the world at? With community members as the driving force behind this project, we believe we're going to have some amazing outcomes.

Some deliverables of this project are creating a tagline/slogan, a new City logo, and refreshed colors, etc.

\*Last but not least, the City created a new Dilapidated/Dangerous Building committee to get serious about tackling these long-standing problems in our community. With City Council's buy-in, one of the first steps we're taking is crafting a new ordinance that will penalize property owners for not taking care of their properties. We have lots of other ideas in the works, which are forthcoming.

Thank you,

City Manager, Shawn Metcalf

# “Community Strategic Plan” Implementation Committees



## Last Month's Accomplishments

- Hosted the Community Clean-Up, Super Saturday, and Continental Divide Trail Marking on Saturday, June 4<sup>th</sup> with over 60 people helping beautify our community (SP-B).
- Researched funding options for dangerous/dilapidated/abandoned buildings (SP-B, SP-CED).
- A “Why Rawlins?” Campaign was discussed by Council to market Rawlins as a unique, great place to visit and live! This will: 1) build community pride and ownership, 2) appeal to tourists and 3) retain, expand, and recruit businesses (SP-CED, SP-CTE)
- June Community Builder Award presented to Angie Kinnaman for her years of dedicated efforts throughout our community (SP-CTE).



## Upcoming Projects

- “Dangerous/Dilapidated Buildings Task Force” creates a specific rubric for dangerous buildings prioritization (SP-B, SP-CED).
- “Why Rawlins?” Community committee formed and initial survey launch in early July (SP-CED, SP-CTE).

# City Attorney



## Last Month's Accomplishments

- Completed non-profit FY2022-2023 contracts (SP-CTE).
- Completed draft Memorandum of Understanding with County regarding City golf cart use for Fair activities (SP-CTE).
- Completed draft Memorandum of Understanding for Bird electric scooters (SP-CED).
- Reviewed several bid packages and Requests for Proposals.
- Reviewed grant packages.
- Continue to prosecute municipal code violations.



## Upcoming Projects

- Multiple Memoranda of Understanding drafts and reviews.
- Continue code review and updates.
- Continue work with County for dangerous building abatement procedures (SP-B).

# Admin Services



## Last Month's Accomplishments

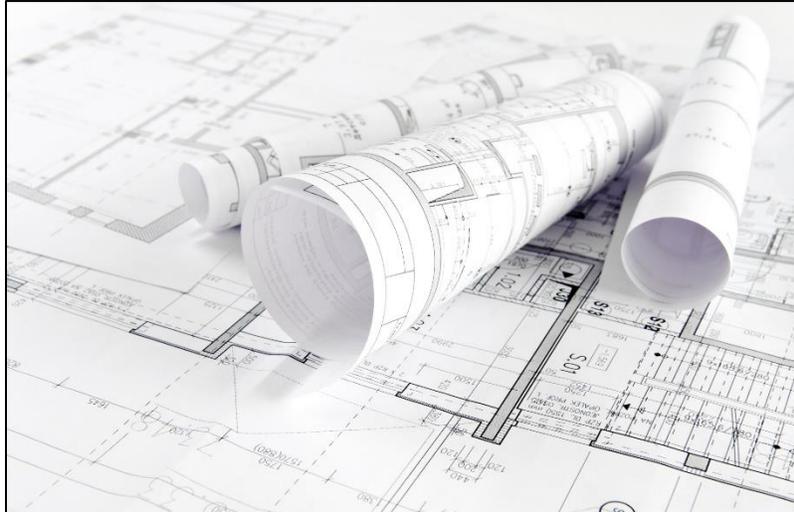
- Attended Wyoming Association of Municipalities meeting.
- Finalized Budget and made recommendations with new Finance Director (SP-CTE).
- Instituted new in-depth communication/tracking system for the Strategic Plan (SP-CTE).
- Liquor license was approved for 307 Horse Racing (SP-CED).
- All Boards, Commissions, and Committees are full for their current terms! (SP-CTE).
- Worked with all departments for content for the August City View (SP-CTE).
- Assisted in design and mailing of "Free Landfill Voucher" program (SP-B)
- 21 items published to website "News Flash" (sign up for text or email at [www.rawlinswy.gov/notifyme](http://www.rawlinswy.gov/notifyme)) (SP-CTE)
- Made 32,700 impressions throughout 8 Facebook pages (SP-CTE)
- Redistricting of City Wards.



## Upcoming Projects

- Advertise/sell ads in the City View magazine (SP-CTE).
- Complete educational blast on parking regulations (SP-CTE)
- Educational campaign on the General-Purpose 5<sup>th</sup> Penny Tax (SP-I, SP-E, SP-CED)

# Admin Services: City Engineer



## Last Month's Accomplishments

- RMI CS, Inc. installed 10,000 feet of 18-inch waterline in the Sage Creek Basin. Once testing is complete, connections to spring boxes will begin (SP-I).
- Consultant contract for Y2 Consultants LLC for the Pretreatment Plant complete (SP-I, SP-B).



## Upcoming Projects

- Begin Pretreatment Plant Startup Project (SP-I, SP-B).
- Prepare RFP for USDA PER Loan Process (SP-I).
- Prepare RFP for design of Blowoff relocates, and design and construction of Cathodic Protection (SP-I).

# Admin Services: Economic Development



## Last Month's Accomplishments

- Attended Economic Development Course in Arvada, CO (SP-E).
- Created framework and launched “Why Rawlins” campaign to understand and communicate Rawlins’ identity (SP-CED).
- Transformed Business Innovation Hub and held open house (SP-CED).
- Researched methods for redevelopment of dangerous/dilapidated buildings/properties (SP-B).
- Started review of city processes, ordinances, etc. related to launching, relocating, or expanding business in Rawlins (SP-CED).



## Upcoming Projects

- Publish request for proposals for Economic Development Plan (SP-CED).
- Attend Mid-America Economic Development Council Best Practices Conference in Springfield, OH (SP-E).
- Create basic webpage for Economic Development and Community Development (SP-CED).
- Host “Why Rawlins” Town Hall meeting (SP-CED).

# Admin Services: Human Resources



## Last Month's Accomplishments

Completed hiring and HR orientation for 2 police officers, 1 equipment mechanic, 1 utilities worker, 1 HR specialist, 6 seasonal employees (SP - E).

FY 2022-23 Updated Salary Pay Plan presented to and approved by council at July 21<sup>st</sup> Council meeting (SP-E).

- Processed COLA increase for employees approved by council at July 21<sup>st</sup> Council meeting. Thank you to our council members for their support for our employees (SP-E).
- With the help of a wonderful team, coordinated a successful annual Employee Summer BBQ for all employees and families (SP-E).



## Upcoming Projects

Training new HR Specialist

Implement 2022 revised job descriptions (SP-E).

Continue to work on Employee Personnel Policies (SP-E).

Continue revision of Police Civil Service rules (SP-E).

Currently receiving nominations for Employee of the 2<sup>nd</sup> Quarter (SP-E).

# Community Development: Administration & Facilities



## Last Month's Accomplishments

- Administration has developed changes to some of the permit forms and also to board procedures (SP-CED).
- Westend project moving forward little by little (SP-CED).
- Facility's installing new drinking fountain at City Hall and overseeing the installation of the drinking fountains at the Rec-Center (SP-I).
- Working on the stairs at City Hall - removing the staining on the steps leading into the building (SP-B).
- Repaired fire alarm at City Hall (SP-I).
- Title 19 changes (changed setbacks, detached building codes, etc), Title 16 (took out references to RV's) approved by City Council (SP-CED).



## Upcoming Projects

- Facilities working with the wastewater crew on replacing fans in the facility (SP-I).
- Updated plans received with change requested on the plan review for the Westend project (SP-CED).
- Working on sign requirements for the Westend project (SP-CED).
- Working with WLC on the Antelope Flats parcel 1&2 to see if combining would allow a business to move in with adequate room (SP-CED).
- Title 19 C-1 & C-2 changes (SP-CED).
- Working on the Planning and Zoning by-laws for approval to present to Council (SP-CED).

# Community Development: Landfill & Recycling



## Last Month's Accomplishments

- Recycling Center has established a cardboard drop off location for the services provided by Dirty Boyz (SP-E).
- Plans for the Landfill Days was completed (SP-B).
- New loading techniques on the loose trailer which will provide more material being loaded.
- 2 loads of cardboard 1 load of mixed.
- Total to date pounds of recyclable material shipped out was 656,000 lbs.



## Upcoming Projects

- New Recycle building bids being sought to increase our intake volume.
- Landfill working on preparing site for the upcoming free landfill days program (SP-B).

## DDA/Main Street



### Last Month's Accomplishments

- Downtown Super Saturday was well attended, over 15 working on projects in the downtown, such as Kids Korner, Depot Park, and flowers at the Depot and on Cedar Street (SP-B).
- Officially opened the Public Restrooms in Depot Park (SP-CED).
- Met with two potential businesses to locate in the Downtown (SP-CED).
- Secured additional sponsors for SummerFest - July 8<sup>th</sup> & 9<sup>th</sup>, including a grant from the Wyoming Arts Council (SP-CTE).
- Partnered with Rawlins in Motion - Community Kids to have the kiddos involved in doing some painting in the downtown (SP-B).
- Approved two businesses applications to use the Paint Program - one in the downtown district and another outside (SP-CED).
- Parklet out for the season (SP-CED).
- Meeting about Aging in Place (SP-CED).
- Approved 307 Derby Club's exterior sign (SP-CED).
- Construction has started to repair the sidewalk in front of The Hub - 116 4<sup>th</sup> Street (SP-I).
- Launched the Business Innovation Hub (The Hub) on June 22<sup>nd</sup> and had about 50 people attended. Very good response, and had future, current and expanding businesses from across the county (SP-CED).
- Launched The Hub's new website - [www.ccyohub.org](http://www.ccyohub.org) (SP-CED).



## Upcoming Projects

- SummerFest - Action packed weekend! July 8<sup>th</sup> & 9<sup>th</sup> (SP-CTE).
- Outdoor Movie Series begins (SP-CED).
- Completing the transfer of the Ferguson Building (SP-CED).
- Start-Up Business Challenge open for applications (SP-CED).
- Community Banners hung (SP-B).
- Leadership Carbon County Graduation (SP-CED).
- Skyline Light Project - funding secured (SP-CED).

# Finance



## Last Month's Accomplishments

- During the Month of June, 2022 we completed the financial statement audit for Fiscal Year 2020. The Fiscal Year 2020 audit was accepted by the City Council and forwarded to the State of Wyoming Department of Audit (CP-CTE).
- Assisted in the completion of the Fiscal Year 2023 budget (CP-CTE).



## Upcoming Projects

- Work is underway on the Fiscal Year 2021 financial statement audit. It is expected that the audit should be completed in mid-August (CP-CTE).
- Once the Fiscal Year 2021 financial audit is complete the Finance Department will immediately begin work on the fiscal year 2022 financial statement audit (CP-CTE).
- The Finance Department is working on a system of financial reporting that will report financial results to the City Council and City Officials (CP-CTE).
- The Finance Department will review the existing purchasing policy and make recommendations for improvement (CP-CTE).

# Finance: Grants



## Last Month's Accomplishments

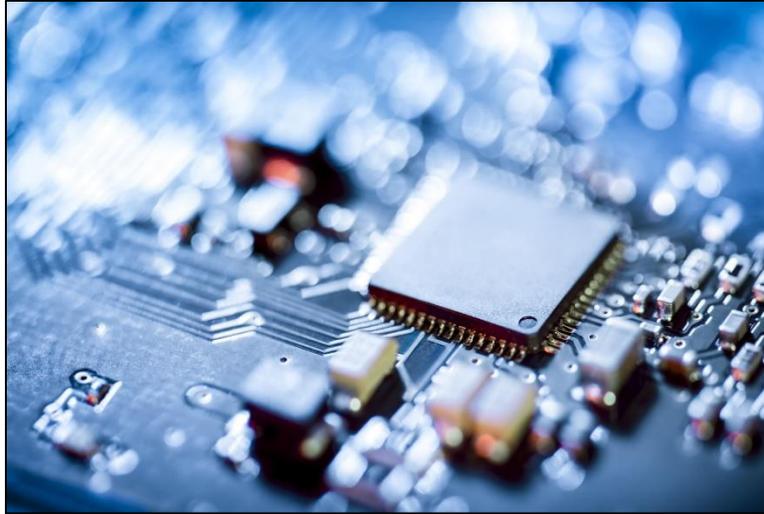
- Worked on water infrastructure grants and loans (SP-I).
- Worked on skatepark grant (SP-I).
- Worked on Transcontinental bike trail committee (SP-I).
- Worked on Energy Retrofit Grant (SP-I).
- Worked on Safe Streets grant (SP-I).
- Worked on Statewide Brownfield Assessment grants (SP-B).
- Researched pending grant opportunities.



## Upcoming Projects

- Research and write American Rescue Plan Act water infrastructure grant (SP-I).
- Research and write Drinking Water Loan (SP-I).
- Research and write USDA water loan application (SP-I).
- Research and write Community Block Development Grant for water infrastructure (SP-I).
- Research funding opportunities under Bipartisan Infrastructure Legislation

# Finance: Information Technology



## Last Month's Accomplishments

- Conducted city server upgrades and maintenance for better security (SP-CTE).
- Upgraded Water Treatment Plant on-call technology to better accommodate needs of the staff (SP-E).
- Moving forward with contract with SilverSky for email protection services (SP-E).
- Progress made on outsourcing utility billing (SP-E).



## Upcoming Projects

- Upgrade of Police Department servers (SP-I).
- Implementation of SilverSky services for email protection services (SP-E).
- Purchase of new computers for city staff for improved performance (SP-E).

# Fire Department



## Last Month's Accomplishments

- Five new Fire Officer I certifications (SP-E).
- One new NREMT-B certification (SP-E).
- Four new SCOTT Air Packs arrived. Awaiting delivery of seven more.
- Eight Standard Operating Procedures updated.
- Created new Exposure Control Plan for the Infectious Disease Control Program. Meets the requirements of 29 CFR 1910.1030.
- Seven new Red Card S130/190 and L 180 certifications (SP-E).
- Hosted firefighter recruit training with two candidates making the list.
- 498 emergency responses, YTD.
- 2271 training hours, YTD (SP-E).
- 786 fire and building official inspections, YTD.



## Upcoming Projects

- Memorandum of Understanding with Wyoming Department of Corrections (WDOC) update underway.
- Pre-Fire and safety visit to WDOC scheduled for third week in July.
- ADO Pumper Class for five of our firefighters 27 June - 1 July (SP-E).
- 4<sup>th</sup> of July Fireworks show at RC Airfield, Harshman Road.
- Ambulance Pre-build meeting scheduled for 19 July.

# Parks and Recreation: Parks



## Last Month's Accomplishments

- Staff cleaned out overgrown grass and old bushes out of the flower beds at Tully Park, they look much better and really cleans the park up nicely. We have planned with University of Wyoming Cooperative Extension to plant Elderberry bushes in these beds as part of an experiment to test their resistance to deer. This is an effort to continue gathering real world data to share with the community on what is or is not working plant wise in our park systems (SP-B).
- Staff did a great job mowing, trimming and cleaning up the cemetery in preparation for Memorial Day (SP-B).
- Staff continues to startup irrigation systems (SP-I).
- Repairs took place on the cemetery RPZ, it is up and running and we are managing breaks as they happen (SP-I).
- We are in the groove of park maintenance while finding the rhythm for the season with our seasonals on board.
- Miscellaneous breaks and leaks kept us busy, we always encourage citizens or city staff to contact the parks department if something doesn't seem right with irrigation, it most likely isn't and we will look into it (SP-I).
- Tyrell Perry, Parks Superintendent attended and passed the Certified Playground Safety Inspector course in Denver. This training provides a solid knowledge base in what makes up a safe playground for our youth. Also the follow through to provide playgrounds with risks and no hazards, helping our youth develop physically, socially and cognitively (SP-E).

- Contractors finished up concrete repairs at Rob Roy Park to address tripping hazards and access issues (SP-B, SP-I).
- Contractors completed concrete work creating a foundation for our new skatepark at key club park (SP-1).
- Staff will be finishing up the first 6 west end green belt islands in preparation for the UW alternative turf research study (SP-B).
- Staff will be assisting UW with planting and setup of the alternative turf research project located at Washington park, Tully park, Rob Roy park, and the west end green belts (SP-B).
- Preparation and cleanup of our west end green belt islands will continue throughout the summer season with our being to have all of the islands prepped before winter (SP-B).
- Two (2) self-watering planters were installed at Tully Park (SP-B).



## Upcoming Projects

- Staff will continue working on a UW Extension partnership for alternative grasses study at Washington Park, Tully Park and a few west end greenbelt areas (SP-B).
- Staff will continue work on west end greenbelt islands along W Spruce St. Work will consist of removing old turf and blow sand and islands will be prepped with compost. Irrigation systems will also be addressed at this time including raising our irrigation valve boxes, replacing irrigation heads, installing root watering systems for our trees. This project will span most of the summer and likely into the fall (SP-B).
- Parks crew will continue park maintenance including mowing, trimming, edging and general upkeep and maintenance of our facilities as needed (SP-B).
- Concrete repairs will be made at Tully Park to improve access for park users (SP-I).
- Staff will be contacting contractors to bid out concrete repairs at Tully park to address tripping hazards and access issues, a project funded by impact assistance funding (SP-I).





## Upcoming Projects

- Music in the Park continues with great music and vendors. Vendors open at 5:30 pm and music starts at 7:00 pm. Gym floor at the Recreation Center should be sanded and refinished with new court lines painted (SP-I).
- Remaining hydration stations will be installed to replace the existing drinking fountains (SP-I).
- Tuesdays in July Kids Camps will be held every Tuesday in July. Variety of activities and themes, “Sizzling Science - Firework Style!”, “Golfin’ Around”, “Christmas in July” (SP-CED).
- Youth Trip for ages 8-12 to Fort Collins Fort Fun on July 13 (SP-CED).
- Youth Trip for ages 8-13 to Saratoga Fish Hatchery and Float the North Platte River on a raft (SP-CED).
- Continue getting ready for youth football. Tackle football league begins in mid-August. Equipment inventory and coaching staff are high on the priority list (SP-CED).

# Parks and Recreation: Shooting Ranges



## Last Month's Accomplishments

- Summer at the Outdoor Shooting Range has been busy with the Great Divide Multi Gun Match added to the usual summer Great Divide Pistol Shoots and the Cowboy Shoots. The 4-H have been using the range for rifle and shot gun. They clubs use the indoor range for Archery (SP-CED).
- Indoor range is seeing some great things. With grant funds from the Friends of the NRA Foundation, the range has new volcanic curtains to help with lead collection at the ends of the lanes and new counter tops in the shooting area as well as the office/meeting area. The range will soon see new flooring in the office area and in the staging area. To complete the range “makeover” the range will have new shooting stalls (SP-I).
- Staff has removed existing rubber “volcanic curtains” and are preparing to install the new rubber “volcanic curtains” through a grant from the Friends of the NRA (SP-I).
- The collection and disposal of the lead in the indoor range, done by the RSO Clint, yielded 1 55-gallon barrel (SP-I).



## Upcoming Projects

- Staff will install the new rubber “volcanic curtains” through a grant from the Friends of the NRA (SP-I).
- Staff will work on making repairs to the trap throwing system (SP-I).

# Parks and Recreation: Golf Course



## Last Month's Accomplishments

- Junior Golf Camp with Golf Pro Kevin Gannon was held June 13 - 15 for children ages 8-18. We had good attendance (SB-CED).
- A Golf Tournament was held June 25 with good attendance and positive feedback.
- Verticut, aerated, applied seed and top-dressed greens (SP-B).
- Fertilized fairways and rough areas (SP-B).
- Bunker raking and picking rocks out of the sand (SP-B).
- Staff and volunteers made great progress painting the golf course clubhouse and pumphouse. 90% complete (SP-B).
- Staff repaired a John Deere Pro Gator inhouse for a cost savings of more than \$10,000. Great interdepartmental project between Parks and Recreation Department and Community Development staff (SP-B).



## Upcoming Projects

- Staff continues to place priority to improve and help greens recover (SP-B).
- Painting of the clubhouse and pumphouse will be completed (SP-B).
- Work on the cart paths will continue (SP-I).

# Police Department: Administration, Patrol, Investigations, and Victims' Advocates



## Last Month's Accomplishments

- Bids for replacement of two K-9 vehicles received and Council approved one bid submission (SP-E).
- Victim Assistance Program awarded grant from the Wyoming Division of Victim Services.
- Workgroup partnering with various City Departments to address dilapidated/dangerous buildings. Coordinating Code Enforcement with Fire Department's Building Inspection and Fire Inspections (SP-CED, SP-B).

<b>Year to Date 2022</b>	As of: 6/27/2022	
<b>Total</b>	<b>3,484</b>	
1 Traffic Violation	902	25.43%
2 ANIMAL CALL	276	7.78%
3 ASSIST OTHER AGENCY	187	5.27%
4 PARKING COMPLAINT	131	3.69%
5 CHECK THE WELFARE	122	3.44%
6 SUSPICIOUS PERSON	91	2.57%
7 AMBULANCE CALL	83	2.34%
ACCIDENT PROPERTY		
8 DAMAGE	81	2.28%
9 CIVIL MATTER	77	2.17%
10 AREA OF CONCERN	75	2.11%

<b>Last Year to Date 2021</b>	As of: 6/27/2021	
<b>Total</b>	<b>3,112</b>	
1 Traffic Violation	685	
2 ANIMAL CALL	283	
3 ASSIST OTHER AGENCY	170	
4 OUT WITH VEHICLE	150	
5 CHECK THE WELFARE	77	
6 MISCELLANEOUS COMPLAINT	77	
ACCIDENT PROPERTY		
7 DAMAGE	68	
8 MOTORIST ASSIST	66	
9 PARKING COMPLAINT	66	
10 AMBULANCE CALL	64	

## Staffing

- Two new officers sworn in on June 6, 2022 (SP-E).
- One current officer attending the Wyoming Law Enforcement Academy (SP-E).
- Three current officer positions open.
- Recruitment, Hiring, and retention Committee formed and meeting (SP-E).
- Four current applicants scheduled to test on July 14, 2022 (SP-E).
- Police Administrative Assistant scheduled to transfer to open HR position. Position advertised, and applications being received (SP-E).

## Community Engagement

- Attending monthly meetings of the Carbon County Prevention Coalition. Working with Coalition to continue the DUI Impact Panel (SP-CTE).
- Partnering with the St. Christopher Highway of Carbon County faith-based leadership and community outreach group to facilitate assistance to those in need (food, clothes, gas, travel needs) (SP-CTE).
- Chief toured the Choke Cherry/Sierra Madre planned wind farm locations.
- Rawlins National Night Out (NNO) scheduled for August 2, 2022, at Bolton Park (SP-CTE). <https://natw.org/about/>
- SRO Sergeant Joel Robertson attended the Volunteers of America's Camp Postcard with two CCSD #1 students. The one-week event is held on Casper Mountain and is designed to teach the students how to build self-esteem and leadership and decision-making skills (SP-CTE).  
<https://www.voanr.org/camp-postcard>
- Attended the monthly Carbon County Law Enforcement meeting hosted by the Sheriff.
- After receiving numerous complaints concerning parking, RPD has launched a three phased plan to address parking issues in the city. The first phase of education has begun and is focused on informing residents and visitors on parking ordinances and laws. The second phase will include warnings and additional collaboration to engage citizens to correct parking offenses. The third phase, if necessary, will involve the issuance of citations. RPD is beginning in the Mountain View neighborhood and will address other neighborhoods to follow (SP-B, SP-CTE). Visit [www.rawlinswy.gov/parking](http://www.rawlinswy.gov/parking) for more details.
- Sergeant Calhoun conducted a bike safety presentation at the Boys and Girls Club (SP-CTE).
- Sergeants Robertson and Greninger attended Music in the Park (SP-CTE).
- RPD Recruitment Committee held area LE BBQ in Washington Park (SP-E).

## Training

- Sergeant Chris Craig attended Advanced Firearms training at the Wyoming Law Enforcement Academy (WLEA) (SP-E).

- Attended the Threat and Hazard and Risk Assessment (THIRA) workshop at the C4 (SP-E).
- Victim Advocate attended a symposium on child victims in Cheyenne (SP-E).
- Lieutenant Frakes taught basic DUI courses at WLEA (SP-E).
- Sergeants Craig and Greninger attended interdiction training in Colorado (SP-E).
- Sergeant Craig attended intoximeter recertification training in Sheridan (SP-E).
- Sergeant Robertson attended Emergency Vehicle Operations (EVO) instructor recertification training at the WLEA (SP-E).



## Upcoming Projects

- Continued work on the Police Commission Civil Service Policy Manual (SP-E).
- Bid to replace Tasers (SP-E).
- Purchasing forced entry tool kits and ballistic shields (SP-E).
- Handgun replacement project underway (SP-E).
- Review of Police Policy Manual and re-write with consultant Daigle Law Group (SP-CTE, SP-E).

# Police Department: 911 Center



## Last Month's Accomplishments

- Mobile dispatch equipment set up and prepared for training. Contractors responded to ensure connectivity with main radio system (SP-E).
- Continued monthly dispatcher's mandated on-line training (SP-E).
- Two communications officers attended Field Training Officer certification at WLEA (SP-E).
- One communications officer attended Preparing for Leadership training at WLEA (SP-E).
- RPD communications officers attended Fire Department picnic (SP-E).
- Communications Officer Lucero Pena completed her probation period and has begun Records training to process arrest and court paperwork.

### Communications:

911 Calls Received	404
Telephone Calls Received in Dispatch	1140
Dispatched Calls for Service	618
Case Follow-ups	52
All other	235
Dispatched Fire Related Calls	32
Dispatched Ambulance Calls	55
Animal Related Calls:	
	ACO Response 24
	Officer Response 46



## Upcoming Projects

- Continued collaboration with Sheriff's Department and Saratoga communications supervisors with plans to cross train dispatchers from all three jurisdictions (SP-E).
- Communications Supervisor Valeta working on presentation for County and City officials on dispatch functions and protocols (SP-CTE).
- Continued receipt of applications for open dispatcher positions. Two applicants in testing and additional test dates to be set (SP-E).

# Police Department: Animal Control



## Last Month's Accomplishments

- Animal Control Officers (ACOs) work with the Police Department and their responsibilities include locating and retrieving stray animals, responding to reports of nuisance animals, providing pet care education assisting police officers when animals need to be removed or restrained, issuing citations, and testifying in court. The ACOs also maintain the animal shelter and care for the animals.
- Maintained several web-based adoption listings.
- Recently replaced the washer, dryer, and dishwasher.
- Supported and collaborated with Pet Partners of Carbon County's feral cat program (SP-B).
- Supervised the spaying and neutering of adoptable animals (SP-B).
- Maintained relationships with dog and cat rescue organizations.
- Took in 22 dogs and returned/adopted out 14.
- Took in 8 cats.
- Currently housing 17 cats and 18 dogs.
- ACOs responded to 24 calls for service involving animals.



## Upcoming Projects

- Improving kennel facilities (adding fight guards to exterior dog cages, cover to provide shade to outside kennel, additional kennel) (SP-I).

# Police Department: Code Enforcement



## Last Month's Accomplishments

- Conducted 2 liquor license compliance checks.
- Opened 5 new cases involving properties with multiple issues (weeds, garbage, junk, derelict vehicles) (SP-B).
- Opened 4 news cases involving abandoned/derelict vehicles (SP-B).
- Initiated 6 news cases involving properties with garbage/refuse (SP-B).
- 3 events involving assisting police department (two traffic and one chicken roundup).
- 12 new cases for month of June as of 06/28/2022 (SP-B).
- 10 previous cases resolved or closed in June (SP-B).
- Continuing to investigate 8 cases from previous months (SP-B).
- Breakdown of how June's complaints received - 7 self-initiated and 5 received from citizens (report a concern, email, phone call) (SP-CTE).
- Collaboration with Community Relations Director to conduct educational efforts with community (SP-B, SP-CTE).
- Co-organized (with Community Relations) the June 4 City Community Clean-up (SP-B).



## Upcoming Projects

- Continue C4-EOC training/volunteering (SP-E).
- Attended Dangerous/Dilapidated Building meetings and continued collaboration with Fire to identify and address dangerous buildings (SP-B).
- Will be attending TIPS Train the Trainer program to assist RPD with providing the training to local businesses (SP-CTE).

- Education on fire and snake danger presented by tall weeds (SP-B).

# Public Works: Streets



## Last Month's Accomplishments

- 15 Street cut repairs (SP-I).
- Pothole filling- weekly progress, Approx. 30 blocks total for summer season to date (SP-I).
- Daily sweeping and replaced brooms on sweeper this month (SP-B).
- Picked up trash bags and limbs from adopt a street program (SP-B).
- Set up barricades for street closures and events (SP-CTE).
- Clean and organized asphalt plant.
- Repaired or replaced 10 Signs (SP-I).



## Upcoming Projects

- Downtown striping project (SP-B).

## Public Works: Utilities



### Last Month's Accomplishments

- Continued service calls daily- sewer, water, meters, an locates.
- Daily list of water usages of leaks & possible irrigation violations. 15 warnings in June (SP-CTE).
- Weekly inspection & Cleaning of pedestrian tubes (SP-B).
- Sewer maintenance program of areas 10&11 (SP-I).
- Hydro vac and repair of fire hydrant at 3<sup>RD</sup> & Spruce, in alley (SP-I).
- Hydro vac & replace 2 curb stop valves. Locate on 1 (SP-I).
- Water brakes or repairs- 2 valve replacements, 1 brake repair, 2 leaks on raw water line (SP-I).



### Upcoming Projects

- Locate and install raw water hydrant on south side of Golf Course Rd. (SP-I).
- Replacement of lead line throughout town (SP-I).

# Public Works: Water/Wastewater Treatment



## Last Month's Accomplishments

- Daily rounds of plants at both WTP/WWTP.
- Replaced a 6" drain valve on filter #1 (SP-I).
- Built new and very needed work bench for repairing parts at WWTP.
- Working on building maintenance in WTP, with new lighting, and fixing overhead crane (SP-I).
- City staff working on a visual tour of WTP for Rawlins web site (SP-CTE).
- Had a training of our staff on water meters, MXU's, and how system works (SP-E).
- Doing a clean up of the outside of both plants (SP-B).
- Did maintenance work on plant compressor with installing new filter. Did a maintenance repair on backup generator an both back on line working great.
- Water is working out the way we want under irrigation restrictions, keeping tank levels looking good and controllable.



## Upcoming Projects

- Get pretreatment plant back online.