



Behind the Scenes: August 2022

A monthly report from the City Manager and Department Heads

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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.

A Message From Our City Manager



Water restrictions are rough this year, there is no sugar coating it. The drought, the water crisis that led to our high turbidity reservoirs, the extremely outdated woodstave pipeline and other outdated water infrastructure.

Despite this difficult situation, we have water rights that far exceed our historical water usage. As we work to repair and expand our water collection in the springs, bring our pre-treatment plant back online, implement the

water cemetery line project, etc., our situation will continue to improve for next summer and into the future.

Thank you for your patience and understanding as we work through these repairs over the next few years.

Infrastructure Updates:

- **Replacement of 10,000 feet of woodstave pipeline with PVC (Phase 1):**
 1. Due to the vital nature of this line (as it brings the majority of clean water to our communities), last week our team used a camera to scope almost 1,000 feet of the new line for quality assurance. This week RMI is working to repair all issues which were found.
 2. We have modified the original emergency contract to use vaults instead of T-connections to join the spring line to the new PVC pipe. This will make them more accessible and functional in the future. Due to difficulties in accessing the historic as-built plans, numerous potholes have been dug to find the original connection points from the woodstave pipeline to the springs.
We also previously amended the emergency contract so that bedding material would be installed around the new PVC pipeline.
- **Pre-Treatment Plant:** On July 14th our staff had a field visit with Y2 Consultants, our engineering team for the pre-treatment plant. Currently, our staff is ordering necessary equipment and parts, as well as cleaning and preparing the plant. Y2 Consultants and Kruger, the water treatment specialists who initially constructed the plant, are making a field visit the second week of August for the next step of evaluation and testing. After the review, it is now unlikely the plant will be online this watering season. However, bringing the pre-treatment plant online is the most likely solution to reduce water restrictions for next year.

- **\$675,000 Grant:** Preparing to hire an engineering firm to design the blow-offs and cathodic protection which are critical to the protection of our main 32-mile steel transmission line; this work is funded by the \$675,000 State Land and Investment Board (SLIB) Mineral Royalties Grant (MRG).
- **Cemetery Water Line:** This line is currently being engineered. Once installed, it will bring raw water from the North Platte to the cemetery. Our design also includes the capacity to potentially irrigate green spaces throughout our community in the future. This is a project funded by the 2019 “6th Penny” Specific Purpose Tax.

Water Supply/Storage Updates:

- **Springs and Wells:** As is common in the late summer, we are receiving less water per day from the Springs and Wells. For example, on June 1st we received 2.55 million gallons of water from the springs and wells, but on August 1st we received 2.27 million gallons of water from the springs and wells.
- **Reservoirs:** Although Peaking Reservoir is almost completely full and Atlantic Rim is about half full, they are more turbid than usual at this time of year. Due to this turbidity, our water treatment team can only mix limited amounts of reservoir water with the spring/well water. If more reservoir water is added, the filters clog, and treatment grinds to a halt. We are currently processing the most reservoir water that we can treat efficiently, even with four operational filters.
- **Tanks:** Our treated water storage tanks have risen to manageable levels at this point. However, they are not yet to where our treatment staff is completely comfortable. Our tank levels as of Monday are at 89% on the low-pressure side and 76% on the high-pressure. As of last week, they were at 59% and 71%. Thank you for your efforts to help these tanks return to an appropriate level.
- **Flows and Storage Data:** To improve transparency, we are now listing more information on our website and training more staff on uploading data. This can be found at www.rawlinswy.gov/water Our new data, beginning August 1st, will show:
 1. Water flow from Springs and Wells (currently shown)
 2. Total amount of water processed (not currently shown, can be used to determine reservoir water usage which began in mid-July)
 3. Water consumed by the community (currently shown)
 4. Percentage in treated water storage tanks, divided between high-pressure (Hospital and Painted Hills Tanks) and low-pressure (Tank Farm) as they operate independently.

Funding/Administrative Updates:

- **Warnings/Fines:** After a careful review of the ordinance, we are required to give each home a warning prior to issuing a fine. Our main goal is to keep our community safe, so please continue to take the restrictions seriously.
- **Enforcement:** We currently have two staff members who review water usage data, as well as two staff members who are monitoring for watering around town.
- **Parks & City Watering:** When the tanks dropped drastically last week, the City stopped irrigating parks, the cemetery, and all green spaces for one week. The City will reduce watering at our locations before asking citizens to do the same. We will be reducing the watering of our city spaces by half until further notice.
- **Restrictions:** With ongoing discussion with City staff and experts from UW Extension Offices, once-a-week turf watering and as-needed watering for gardens, trees, etc. is still the professionally recommended approach. For full restriction details, please visit www.rawlinswy.gov/water
- **Funding Overview:**

Amount	Source	Purpose	Date
\$737,980.00	American Recovery Plan Act (ARPA) Stimulus Funding	Phase 1 -Replacement of 10,000 Feet of Woodstave Pipeline and 5 Repairs to Steel Transmission Line	Sept 28, 2021
\$812,019.00	Loan from the General Fund	Phase 1	Sept 28, 2021
\$1,252,292.00	Impact Assistance from the Power Company of Wyoming Chokecherry Project	Phase 1 and of Pre-Treatment Plant	February 15, 2022
\$675,000	State Land and Investment Board (SLIB) Minerals Royalty Grant (MRG)	Design of our blow-offs; design and installation of cathodic protection on our main 32-mile steel transmission line.	Grant received June 2, 2022

- **USDA Rural Development Loan:** We are currently working through the environmental assessments stage of this loan application, which includes approval from ten state and federal agencies. We are also in discussion about the engineering required to apply for the loan. We are also continuing to compare the benefits of alternative loan programs as they are found, such as the forgivable DEQ/EPA Rural Water loan, which will require similar processes.

You can review water updates, which will now be posted weekly at www.rawlinswy.gov/water or sign-up to get City News via text or email at www.rawlinswy.gov/notifyme

City Council Updates



July Meeting Actions and Updates

- Approval of the Recycling Utility Fixed Monthly Rate from \$3.00 to \$6.00. The increase to the Recycling Center is due to the anticipated operating in the red for FY2023. **(Motion Passed. Yeas:** Mayor Weickum, Vice Mayor Wells, Council Member Durst, Council Member Garner and Council Member Smith. **Nays:** Council Member Martinez and Council Member Weisenburg) (SP-I)
- Approval of a Cooperative Agreement with WYDOT to Build an Underpass at North Higley Blvd near the Intersection of North Higley Blvd and Harshman Street/Aberdeen Blvd. **(Motion Passed Unanimously)** (SP-I)
- Approval of a Memorandum of Understanding (MOU) between the City of Rawlins and the Bird Rides, Inc **(Motion Passed Unanimously)** (SP-CED)
- Approval of Changing the STOP Sign to YIELD Signs located a South Higley Blvd and East State Street **(Motion Passed Unanimously)**
- Approval of a Vacuum Excavator from ‘Ditch Witch of the Rockies’ for Pipeline Maintenance **(Motion Passed. Yeas:** Mayor Weickum, Vice Mayor Wells, Council Member Garner and Council Member Smith. **Nays:** Council Member Durst, Council Member Martinez, and Council Member Weisenburg) (SP-I)
- Approval of funding for “Why Rawlins?” Identify Campaign **(Motion Passed Unanimously)** (SP-CED)

- Approval of Change of Retail Liquor License #95 from 307 Horse Racing, Inc dba Derby Club - Rawlins to 307 Horse Racing, Inc dba 307 Horse Racing - Rawlins. **(Motion Passed Unanimously)** (SP-CED)
- Approval of Ratifying the 4th of July Fireworks **(Motion Passed Unanimously)** (SP-CTE)
- Approval of Resolution - Revising Bylaws for Park and Recreation Advisory Committee. **(Motion Passed Unanimously)**
- Approval of Resolution American Rescue Plan Act (ARPA) Water Grant in the amount of \$7,452,174. **(Motion Passed Unanimously)** (SP-I)
- Held work sessions regarding Community Strategic Plan Progress



Upcoming Meetings

- August 2nd, 2022 - Regular City Council Meeting (no Work Session Scheduled)
- August 16th, 2022 - Regular City Council Meeting, with Work Session Scheduled for 6pm

Want to learn more about City Council? To see all agenda items and documents presented at meetings, please visit <http://rawlinswy.org/boarddocs> and navigate to the agenda item. If you would prefer to review a hard copy, please stop by City Hall during regular hours or call 307-328-4500 ext. 1001. Council work sessions and meetings are aired live on Channel 191 (Spectrum) and on YouTube at www.rawlinswy.gov/youtube. Council meetings are held in Council Chamber, City Hall, 521 W. Cedar Street.

If you have concerns or questions regarding an item on the agenda, you are always welcome to reach out to the presenting staff members, council members (<http://rawlinswy.org/178/City-Council>), or Mira Miller, Community Relations Coordinator at 307-328-4500 ext. 1022.

Rawlins City Council meetings are held every first and third Tuesday of each month at 7:30p. Work sessions are often held beforehand, typically at 6:00 pm.

“Community Strategic Plan” Implementation Committees



Last Month's Accomplishments

- Awarded the Community Builder Award for July 2022 to the Shooting Range Advisory Board (SP-CTE)
- Completed the Free Landfill Voucher program on July 15th (SP-B)
- Launched the “Why Rawlins” Program - please take the survey today at www.rawlinswy.gov/survey to help market our community to tourists and businesses (SP-CED)



Upcoming Projects

- Follow-up meeting to review and improve the Free Landfill Voucher program, which replaced Free Landfill Week (SP-B)
- Council and staff meeting regarding Dangerous and Dilapidated buildings, with progress updates from multiple departments (SP-B, SP-ED)

City Attorney



Last Month's Accomplishments

- Completed MOU with County for use of City golf carts for Fair
- Drafted Recycling Rate Increase (SP-I)
- Multiple contracts and bid requests reviewed
- 122 Misdemeanor Cases Disposed
- 281 Misdemeanor Cases Pending



Upcoming Projects

- Continued Dangerous Building Abatement (SP-B, SP-ED)
- Continued Title 19 Updates (SP-ED)
- Continued ordinance updates
- Continued criminal prosecution

Admin Services



Last Month's Accomplishments

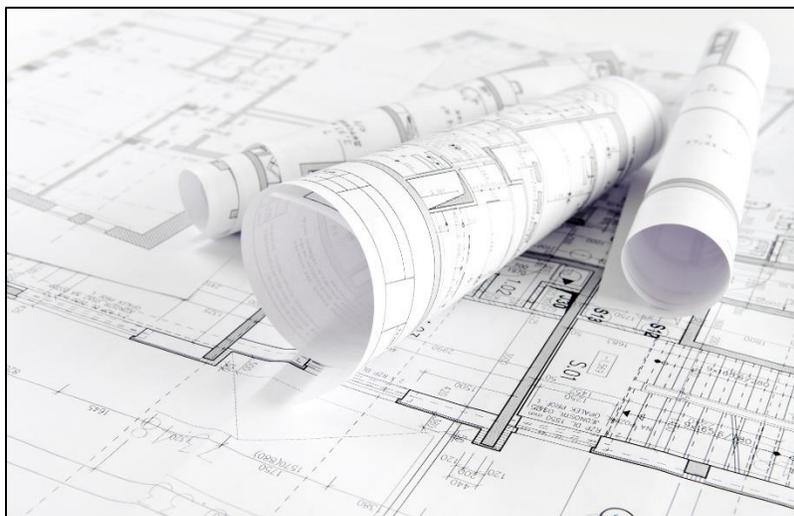
- Held bi-monthly City/County Collaboration meeting, including reciprocal use agreements and golf carts agreement for the County Fair
- Met with various residents and UW extension office regarding water restrictions
- Had source water protection meetings with the Bureau of Land Management and State Land and Investment Board (SP-I)
- Led monthly Community Strategic planning meeting with Department Heads
- All Board, Commission and Committee City positions are currently filled! (SP-CTE)
- Sold four ads to help fund our community outreach magazine - the City View (call 328-4500 ext. 1022 to purchase - limited availability!) (SP-CTE)
- 21 items published to website "News Flash" (sign up for text or email at www.rawlinswy.gov/notifyme) (SP-CTE)
- Made 23,100 impressions throughout 8 Facebook pages (SP-CTE)



Upcoming Projects

- Collaborate with County Attorney on potential court-order community service hours for community beautification projects (SP-B)
- Complete educational blast on parking regulations (SP-CTE)
- Educational campaign on the General-Purpose 5th Penny Tax (SP-I, SP-E, SP-CED)

Admin Services: City Engineer



Last Month's Accomplishments

- Pre-treatment Plant Startup Project Kickoff with Y2Consultants (SP-I)
- Performed Quality Assurance inspections for Sage Creek Basin Springs - Phase I (SP-I)
- Continued discussions for engineering and design of Cemetery Water Line (SP-I)



Upcoming Projects

- Finalizing connection of 10,000 feet of new PVC waterline in Sage Creek Basin (SP-I)
- Preparation of Blowoff Valve Replacements and Cathodic Protection Request for Proposal (SP-I)
- Develop training for GIS across the City (SP-I)
- Award survey work for Davis Street Extension (SP-I)
- 2nd Field Visit with Y2 Consultants for Pre-Treatment Plant Start-Up (SP-I)

Admin Services: Economic Development



Last Month's Accomplishments

- Continuing development and rollout of “Why Rawlins” project (SP - CED)
- Continued support for business retention, recruitment, and expansion efforts; steady progress being made on at least three projects (SP - CED)
- Refined Strategic Plan FY23 projects and focuses (SP - CED)



Upcoming Projects

- Publish request for proposals for Economic Development Plan (SP - CED)
- Create basic webpage for Economic Development and Community Development (SP - CED)
- Create draft infographics for starting, operating, and/or expanding a business in Rawlins (SP - CED)
- Continue review of city ordinances, laws, regulations, processes, etc. and evaluate according to economic and community development friendliness (SP - CED)

Admin Services: Human Resources



Last Month's Accomplishments

- Completed hiring and HR orientation for 2 utilities systems operators, 1 landfill operator
- Conducted interviews for communications operator, parks technician, HR specialist, and police officer
- Planned and put together (with help of lots of volunteers) a successful employee and family BBQ (SP-E)
- Coordinated and conducted 1st of three Job Fairs in conjunction with the Department of Workforce Services (SP-C, SP-ED)
- Completed PAF process for implementation of 2022 revised job descriptions
- Attended Emergency Management training (SP-E)
- Employee of the 2nd Quarter - Ariel Phipps (Fire Department - Building Official) (SP-E)



Upcoming Projects

- 2022-2023 Benefit analysis and assisting with open enrollment (SP-E)
- Continue Police Civil Service Rules Revision (SP-E)
- Continue to work on Employee Personnel Policies (SP-E)
- Currently receiving nominations for Employee of the 3rd Quarter (SP-E)

Community Development: Administration & Facilities



Last Month's Accomplishments

- Westend project has completed the asbestos study on the existing building and will be in contact with an abatement contractor for removal (SP-CED)
- Paperwork sent to Westend project for permit fee's amount variance for the sign the corporation would like to place on their property (SP-CED)
- Facilities division working on getting HR office completed
- Railing for stairs ordered for the west and south entrances of City Hall (SP-B)
- Working with Balis Development for Starbucks (SP-CED)



Upcoming Projects

- Antelope Flats Development: working with the surveyor and the possibility of combining lots 1-4 for more useable lots for development (SP-CED)
- Continue work with Starbucks, Westend project, and Eastend project

Community Development: Landfill & Recycling



Last Month's Accomplishments

- Free landfill days held via voucher seen 406 customers for a total of 179.84 tons of material (SP-B)
- DEQ inspected the landfill with no violations encountered (SP-I)
- DEQ also inspected the Recycle Center with no violations (SP-I)
- Tire pile has been a huge task for removal, but staff is moving along



Upcoming Projects

- Advertising for a new metal bid contract
- Working on procedures and infrastructure improvements for more effective ways to handle recyclable materials (SP-I)

DDA/Main Street



Last Month's Accomplishments

- Met with three new businesses coming to downtown (SP-CED)
- SummerFest - Action packed weekend with over 3,000 people participating on July 8th & 9th (SP-CTE)
- Outdoor Movie Series began with the movie "UP" to compliment SummerFest theme of Blown Away. The participation was about 25 people, and everyone was very appreciative (SP-CED)
- Community Banners hung and already received another 15 submissions for printing of next round which is due by September 15th (SP-B).
- Parklets out for the season - repainted table and flowers planted (SP-B).
- Leadership Carbon County Graduation (SP-CED)
- Presentation to City Council on WHY Rawlins (SP-CED)
- Prepared and facilitated the WHY Rawlins Town Hall Meeting (SP-CED)
- Worked with the City on Brownfields funding
- Assisted with the Bird Memorandum of Understanding with Bird Ride LLC (SP-CED)
- Completed the repairs to the sidewalk in front of the Business Innovation Hub (SP-I)
- Continuing to work with 307 Horse Racing for their Grand Opening (SP-CED)

- Two Rawlins businesses interested in the Paint Program - walked through the requirements with them (SP-B)
- Ten Young Entrepreneurs participated in Kid-preneur this month
- Meeting with YESCO Digital Sign representative with MHCC and the City
- Attended Wyoming Energy Authority's Board of Directors meeting that was held in Rawlins (SP-CED)
- Worked with City Grant writer on multiple projects (SP-I and SP-CED)
- Initial research on development of the Ferguson Building (SP-CED)
- Talked with interested Wyoming Developer on the Ferguson Building (SP-CED)
- Attended the Region 8 Community Action Conference (SP-CED)
- Contributing organization for the Latino Heritage Celebration (SP-CED)
- ***Business Innovation Hub*** (SP-CED).
 - Held a Start Your Own Business Class in partnership with the SBDC in response to recent HF Sinclair layoffs
 - Participated in the Rawlins Job Fair
 - Worked with three Rawlins's businesses on needs for their businesses
 - Hosted five different organizations, including state agencies for meetings this month at the Hub
 - Ten Young Entrepreneurs participated in Kid-preneur this month



Upcoming Projects

- Complete the transfer of the Ferguson Building (SP-CED)
- Continue working on development options for the Ferguson (SP-CED)
- Complete final punch list on Façade Project (SP-CED)
- Start-Up Business Challenge will OPEN for applications (SP-CED)
- Continue fundraising for Skyline Light Project (SP-CED)
- Participate in another Job Fair and Start Your Own Business (SP-CED)
- Prepare for Fall and Winter Events - ArtBeat, Trick or Treat and the Holiday Season including Small Business Saturday, Shop Downtown Win Big and Downtown Gift card (SP-CED)
- Assist with WHY Rawlins identity campaign (SP-CED)
- Continue receiving new artwork for Community Banner Program (SP-B)
- Introduce the new Downtown Engagement Program (SP-CED)

Finance



Last Month's Accomplishments

- The primary focus of the Finance Department during July 2022 was making progress toward the completion of the Fiscal Year 2021 financial statement audit
- Auditor field work will begin in August and completion is estimated for September
- During July 2022, the department was able to complete several account reconciliations that assist the auditors during fieldwork
- Substantial progress has been made on account reconciliations for the Fiscal Year 2022 financial statement audit
- Field work will begin on the Fiscal Year 2022 financial statement audit when the Fiscal Year 2021 financial statement audit is complete. Audits are due to the State of Wyoming Department of Audit by December 15 each year.



Upcoming Projects

- Beginning in August 2022 the Finance Department will issue departmental financial reports showing the status of the budget as well as financial position
- In addition to the departmental financial reports the Finance Department will begin issuing financial reports to the City Council reporting the financial position of the City
- The Finance Department will begin implementation of online purchase orders within Cassell as well as online storage of vendor invoices
- The Finance Department has also begun work on revising purchasing procedures. The current purchasing policy will be revised and information on purchasing will be illustrated within a purchasing manual.

Finance: Grants



Last Month's Accomplishments

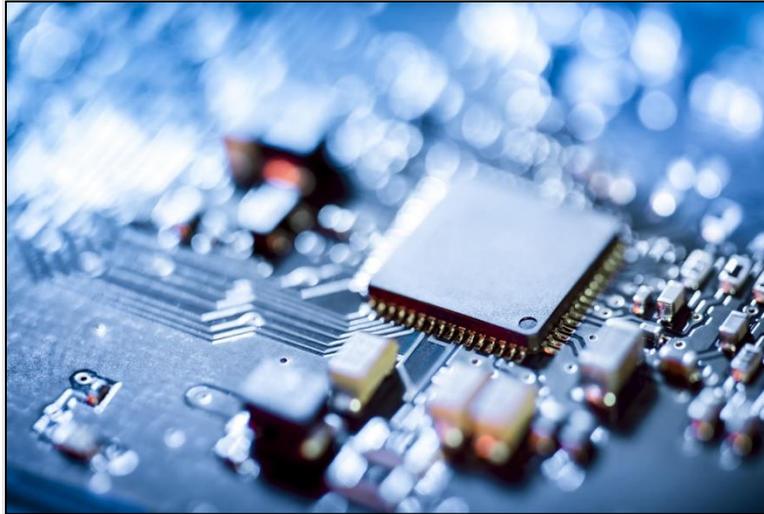
- Worked on grants for Water Service Delivery System, including
 - State Land and Investment Board Drinking Water Loan
 - American Rescue Plan Act Water Project funding through the State Land and Investment Board
- Assisted with US Department of Agriculture (USDA) Loan Application and Process
- Secured Energy Assistance to retrofit lighting in City Hall, RPD, and Public Works/Community Development facilities
- Collaborated with Carbon County Visitor's Council on their potential Transcontinental Bike Trail project



Upcoming Projects

- Finalize and submit American Rescue Plan Act Water Project grant funding through the State Land and Investment Board
- Research and apply for Water Infrastructure funding, including:
 - Bipartisan Infrastructure Law
 - No More Lead and Copper Pipes Funding
 - Community Development Block Grant for SCADA
 - Community Development Block Grant for Transmission Lines
- Assist in Recreational Development Grant for Outdoor Shooting Range

Finance: Information Technology



Last Month's Accomplishments

- Upgraded City Hall servers to latest software versions for increased security (SP-I)
- Introduced Microsoft Teams to departments for flexible team collaboration purposes
- Upgraded from Reflexion email protection service to SilverSky Email Protection service with added email encryption and email archiving (SP-I)
- Beginning process for upgrading SCADA system for Water Treatment Plant and Pre-Treatment plant (SP-I)
- Transitioned away from on-premise utility billing to outsourcing it to third-party vendor



Upcoming Projects

- Implementation of new Recreation Center software with upgraded equipment, especially for the roller skate part of Recreation Center (SP-CED)
- Upgrading faxing software for better uptime and management
- Upgrading Police Department servers for increased security (SP-I)
- Training of city employees for both SilverSky and Microsoft Teams (SP-E)
- Implementation of new alarm system for Water Treatment Plant (SP-I)

Fire Department



Last Month's Accomplishments

- Pre-build for new ambulance completed funded by Impact Assistance (SP-I)
- 9 - Red Card Wildland certifications received. (SP - E)
- 1 - HAZMAT Operations certification completed. (SP - E)
- 7 - Driver Operator Pumper certifications received (SP - E)
- Senior Engineer Miller attending Fire Pump Certification School (SP - E)
- 606 Emergency Responses (Year-to-Date)
- 2766 training hours (Year-to-Date)
- 912 fire and building inspections (Year-to-Date)
- Insurance Services Office (ISO) rating returned. Rawlins remains at an ISO 3 although an improvement of 6.2 points was achieved. The city is less than 2 points from moving to an ISO 2 rating. This rating scores Fire Department readiness and a better score may decrease citywide insurance costs.
- Annual Pump Test competed. All engine companies passed
- Fire Works Event completed with zero incidents (SP-CTE)



Upcoming Projects

- Technical Rescue Course 29 Aug - 2 Sep in Casper. Likely send 2 firefighters. (SP - E)
- Fire Rescue International/International Association of Fire Chiefs Conference 23 Aug. (SP - E)
- New work schedule of 48 on/96 off six-month review, 13 Aug. (SP - E)

- The First Annual Bark in the Park event at Washington Park was held on Saturday, July 23. There was good attendance, and we will continue the event next year. A Wag Bag for donations raised nearly \$350 for the new dog park! (CP-CED)
- Staff has been preparing for and promoting the City of Rawlins Music under the Stars event on Friday, August 12 at Washington Park as a kick off to the Latino Heritage Celebration held on Saturday, August 13 at Depot Park. (SP-CED)
- Adult Softball season was a success. 6 teams played throughout the season with the final game July 28. (SP-CED)

Shooting Ranges:

- Indoor Shooting range cabinet top replacement and some patron friendly rearranging of counter space are complete. This funded by the grant received through the Friends of the NRA. (SP-I)
- Indoor Shooting range lead has been safely removed and new vulcanized rubber curtains in place for the fall and winter season. Curtains were purchased by the grant from the Friends of the NRA. (SP-I)
- Outdoor Shooting range saw a lot of action with the several pistol shoots held by various local groups. The Great Divide Shooting Association held the annual Rawlins Steel Match and Steel Challenge at the Range July 23 & 24 with over 50 participants shooting both days. The 3 Gun Shoot was also held that weekend with around 15 shooters. Success! (SP-CED)
- On July 16 we had the outdoor portion of hunter safety at the 300yd range. We had a Cowboy shoot on bays 7,8,9. (SP-CED)
- On Sunday, July 17 we had a 1000-yard class put on by Chris Davis. (SP-CED)
- Staff has made some improvements to the 5-stand clay shooting area securing better electrical connections and easier access. (SP-I)

Golf Course

- All greens were aerated, sanded, seeded, and fertilized. (SP-B)
- Dug up and repaired a section of the irrigation mainline. (SP-I)
- Dug up and repaired a section of on-course bathroom waterline. (SP-I)
- Course preparation for two tournaments. (SP-B)
- Began aerating Fairways. (SP-B)
- All greens mowers are up and running. (SP-I)



Upcoming Projects

Recreation:

- The last Music in the Park event will be held Thursday, August 11 with Studebaker John & the Hawks performing. Food Vendors start at 5:30 pm, music starts at 7 pm. (SP-CED)
- Gym Floor at the Recreation Center should be complete in early August. (SP-I)
- Staff is gearing up for Little League Tackle Football, which starts in mid-August. (SP-CED)
- Adult Flag Football starts August 2, 2022. (SP-CED)
- Adult Trip to Terry Bison Ranch Tour/Governor's Mansion Tour will take place on Wednesday, August 24, 2022. (SP-CED)
- City of Rawlins Music under the Stars event will take place Friday, August 12 at Washington Park starting at 7:00 pm. This is a kickoff event to the Latino Heritage Celebration held on Saturday, August 13 at Depot Park. (SP-CED)
- Youth Football begins with equipment check out in mid-August and games in September.
- Working with Recreation Staff and I.T. Department to Implement new Recreation Center software with upgraded equipment and capabilities. (SP-I) (SP-CED)

Shooting Ranges:

- Fall brings two dates at the Outdoor shooting range to get that rifle ready for hunting at no cost. August 21 and September 17. (SP-CED)
- Build a permanent box around the rabbit and the thrower on top of the 5-stand building. (SP-I)

Golf Course:

- Continue with aerating fairways. (SP-B)
- Apply granular fertilizer to fairways, rough, and tees. (SP-B)
- Spray herbicide over fairways to treat for dandelions and other weeds. (SP-B)
- Cart path repairs will be made. (SP-I)
- Course preparation will be completed for two upcoming tournaments. (SP-B)

Parks and Recreation: Parks



Last Month's Accomplishments

- Urban Orchard Work Day was held on July 26, 2022. (SP-CED)
- Preliminary data with our self-watering planter project with wool is showing signs that the wool is beneficial towards water use and is using up less water than planters with no wool. We will be tracking this water usage when we fill planters every 2 weeks over the summer and should have some great data to share. (SP-I)
- Staff continues with general maintenance and upkeep of parks, making repairs as needed. Our turf is starting to really slow down growth as we are heating up this summer without extra moisture from the skies. (SP-I)
- Staff hung up DDA/Main Street Community Banner Program, which feature art focused on what people love about Rawlins. (SP-CED)
- Staff assisted golf course with a main line repair. (SP-I)
- Staff assisted the shooting range with trenching in new electrical lines for the 5-stand. (SP-CED)
- We had our first fruit at the cemetery urban orchard, cherries from a Montgomery Cherry Tree! (SP-B)
- We were able to finish 3 more west end greenbelt islands this week. (SP-B)
- Staff continued 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 worked on several west end greenbelt islands along W Spruce St. Work consisted of removing old turf and blow sand. Irrigation systems was also addressed, including raising 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 were identified, mapped out and scheduled for Tully Park to improve access for park users (SP-I).
- Self-watering planters were installed at the cemetery pavilion as well as at Tully Park. (SP-B)
- New valve for irrigation was installed on the west end greenbelt. (SP-I)
- Planted a new Thornless Honeylocust tree downtown to replace a dead one. (SP-B)



Upcoming Projects

- Staff will be working with American Ramp Company to finalize all plans to deliver and install the skatepark at Key Club Park. (SP-I) (SP-CED)
- Concrete repairs Tully Park to improve access for park users should be accomplished in August 2022. (SP-I).
- Fencing for the Dog Park at Key Club Park should begin early August 2022. (SP-I) (SP-CED)
- Staff will be meeting to start developing Maintenance Standards for the Parks Division as well as Golf Course. This was originally part of a 6th Penny project. Staff will complete the Maintenance Standards in-house for a significant cost savings to the City. (SP-I)
- Staff will meet to discuss and prepare for a City Council Work Session this Fall to discuss City Entryway projects as part of future 6th Penny funding.
- Staff will complete bid documents to resurface the tennis courts at Washington Park. Our goal is to go out to bid mid-August. (SP-I)
- Staff will be working on a grant application through Wyoming Outdoor Recreation to construct a 3-D Outdoor Archery Range at the Rawlins Outdoor Shooting Range. This project is part of the Shooting Range Master Plan. (SP-I) (SP-CED)
- Parks will be planting trees associated with the Wyoming State Forestry Tree Planting Grant we received this year. Locations include 15 trees at the Urban Orchard, 6 trees downtown, and 3 trees on the west end greenbelt. (SP-I) (SP-B)
- Staff will be attending the Trees, People, and Towns conference hosted by South Dakota State Forestry. (SP-E)
- Work continues on the west end greenbelts, we received our supplies to install root watering systems for the west end trees, every tree will get a set by the time we are done with this project. (SP-I) (SP-B)
- JD tractor needs to be pulled into shop for a hydraulic repair (SP-I)
- Parks will be planting trees associated with the Wyoming State Forestry Tree Planting Grant we received this year. Locations include 15 trees at the Urban Orchard, 6 trees downtown, 3 trees on the west end greenbelt.
- Staff will be attending the Trees, People, and Towns conference hosted by South Dakota State Forestry. (SP-B)
- Staff will be hanging banners downtown for the Latino Heritage Celebration Event. (SP-CED)

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



Last Month's Accomplishments

Staffing, Training, and Community Engagement

- Officer Wozniak graduated from the Wyoming Law Enforcement Academy on July 28. Graduation attended by members of RPD. Officer Wozniak will continue with a short period of field training, and then will begin to operate as a solo officer. (SP-E)
- Officers Yardley and Black continue internal and field training. Officer Black scheduled to start the Wyoming Law Enforcement Academy in August. Officer Yardley awarded Peace Officer Certification by the Wyoming Peace Officers Standards and Training Commission and will continue with field training. (SP-E)
- Job offer extended to police officer applicant. Start date to be determined. (SP-E)
- Victim Advocate Rachel Berger left employment to return to home state. Rachel was an excellent employee and is missed. Position currently open. Interviews conducted.
- Two current open police officer positions. Open application hiring and continuous testing dates on-going. (SP-E)
- SRO Sgt. Robertson attended WYSRO conference in Riverton on July 18-19. (SP-E) (SP-CTE)
- RPD Personnel participated in the funeral procession for Carbon County Deputy Walton. (SP-E)
- RPD Officers patrolled during Music in the Park (SP-CTE)
- RPD Officers assisted with the Carbon County Fair Parade (SP-CTE)
- RPD Officers Patrolled downtown during the Summerfest Activities (SP-CTE)

- Chief Ward helped man a booth for the St Christophers Highway of Carbon County at Summerfest (SP-CTE)
- Officer Phillips and Code Enforcement Officer Markut taught the TIPS Class. (SP-CTE)
- RPD held a quarterly staff meeting on July 20. Mental health practitioners spoke to employees about available resources. (SP-E)
- Attended the monthly Carbon County Law Enforcement meeting.
- Attended All Hazard Preparedness Training conducted by the Texas A&M Engineering Extension (TEEX) and hosted by the C4. (SP-E)(SP-I)
- Chief toured the Seminole and Kortess dams and power facilities on July 21 with C4 for emergency preparedness. (SP-I)

Year to Date 2022		<i>As of: 8/1/2022</i>	
	Total	4,248	
1	Traffic Violation	1,052	24.33%
2	ANIMAL CALL	353	8.17%
3	ASSIST OTHER AGENCY	226	5.23%
4	CHECK THE WELFARE	148	3.42%
5	PARKING COMPLAINT	142	3.28%
6	AREA OF CONCERN	106	2.45%
7	SUSPICIOUS PERSON	103	2.38%
8	CIVIL MATTER	100	2.31%
9	AMBULANCE CALL	95	2.20%
10	ACCIDENT PROPERTY DAMAGE	92	2.13%

Last Year to Date 2021		<i>As of: 8/1/2022</i>	
	Total	4,015	
1	Traffic Violation	843	20.37%
2	ANIMAL CALL	367	8.87%
3	ASSIST OTHER AGENCY	208	5.03%
4	OUT WITH VEHICLE	183	4.42%
5	MISCELLANEOUS COMPLAINT	141	3.41%
6	AREA OF CONCERN	133	3.21%
7	CHECK THE WELFARE	95	2.30%
8	PARKING COMPLAINT	93	2.25%
9	AMBULANCE CALL	79	1.91%
10	ACCIDENT PROPERTY DAMAGE	78	1.88%



Upcoming Projects

- Police Commission continue to work on Commission Rules re-write. (SP-E, SP-CTE)
- Met with representatives of the Higher Education Center concerning Active Assailant Training. (SP-CTE)
- Virtual meeting with Daigle Law Group on July 15 to discuss status of RPD policy review. First group of new policy being reviewed by RPD command staff. Second and third groups of new policies being completed by Daigle. (SP-E) (SP-CTE)
- Met with DOC reference the possibility of a joint program in which inmates would train dogs from the shelter to better prepare the animals for adoption. (SP-CTE)
- Meeting with Sheriff and CCSD 1 Superintendent to coordinate school safety. (SP-CTE)

Police Department: 911 Center



Last Month's Accomplishments

- One current dispatcher position open. Applications and testing continuing. One applicant in background. (SP-E)
- Communications Officers and the Admin Assistant Participated in the job fair held at Depot. (SP-E)
- All arrest files digitized. (SP-CT&E)
- Attended the C4 Emergency Communications meeting on July 19. Communications Supervisor Rodabaugh presented on the County's emergency communications centers. Representatives from Rawlins, Saratoga, and Carbon County attended.

	July	June
911 Calls Received	513	461
Dispatched Calls for Service	668	683
Case Follow-ups	56	59
All other (Bar checks, Property Watches, Business Checks, Stationary radar, PR and Paper Service)	361	280
Dispatched Fire Related Calls	29	35
Dispatched Ambulance Calls	55	66
Animal Related Calls:	ACO Response	52
	Officer Response	41



Upcoming Projects

- Continuing to coordinate with the state to implement federally required National Incident Based Reporting System (NIBRS).
- Working with state for updated Next Gen 911 system (upgraded radios and info sharing technology).
- Preparing for National Night Out (NNO). (SP-CTE)

Police Department: Animal Control



Last Month's Accomplishments

Statistics for animals in shelter

Dogs---

- Safekeeping: 5
- Stray: 9
- Unwanted: 2
- Adopted: 7
- Euthanized: 1
- Rescued: 1
- Return To Owner: 9
- Currently in Shelter or Foster: 15

Cats---

- Stray: 10
- Adopted: 3
- Rescued: 1
- Currently in Shelter or Foster: 23

69 animal calls for service.



Upcoming Projects

- Continuing maintenance of shelter facility and care for animals in shelter

Police Department: Code Enforcement



Last Month's Accomplishments

- Continued community engagement and educational efforts using various outreach, such as social media posts. (SP-CT&E, SP-B)
- Completed 2-day TIPS Train the Trainer and Certification. (SP-E, SP-ED)
- Attended All Hazard Preparedness Training conducted by the Texas A&M Engineering Extension (TEEX) and hosted by the C4. (SP-E, SP-I)

Actual New July Incidents = 14 (SP-B)

Liquor License Compliance Check-	1
Property - Multiple Issues *Includes dangerous conditions, grass/weeds, derelict/abandoned, garbage/refuse/junk	4
Abandoned and Derelict Vehicles	3
Garbage/Refuse	4
Weeds, Grass, Growth	5
Dangerous Building (Residential, Commercial) (Assist)	1

- 6 Cases Closed
- 5 Follow-Ups on Previous Cases

Incident Originations:

- 9 Self-Initiated
- 5 Complaints (phone, email, city online, etc.)



Upcoming Projects

- Continued C4-EOC training/volunteering (SP-I)
- Second of two City Clean Ups of Interstate 80 from Mile Marker 211-215 (SP-B)
- Continued participation Dilapidated/Dangerous Buildings Committee (SP-B)
- Continue work with Building Task Force along with other departments (SP-B)
- Start of Industrial/East Side Clean Up Committee addressing issues with commercial businesses (collaboration important due to divided responsibilities between Code Enforcement, Building Inspection, and Zoning permits). Met with City Attorney to discuss legalities of Ordinances. (SP-B)

Public Works: Streets



Last Month's Accomplishments

- Painting crosswalks near schools
- Prepped and filled ten street cuts
- Repaired potholes on seven blocks
- Trimming weeds throughout community sidewalks
- Repaired 4th Street near Fire Station #1
- Repaired four signs and replaced three signs



Upcoming Projects

- Continuing street cut and pothole repairs
- Continuing repairs at Edinburgh, especially near water break which occurred over the winter
- Trimming trees away from signs
- Begin preparing graders and sanders for winter

Public Works: Utilities



Last Month's Accomplishments

- Helped install an air-vac on the new spring line
- Monitoring and giving out irrigation restriction warnings
- Repaired a water main break on 15th & W. Maple
- Repaired 3 water main breaks in the alley behind W. Hugus off Jackson Street
- Repaired a water line break at the Glenn Addition
- Continued working on sewer line maintenance
- Conducted training on equipment for the new employees



Upcoming Projects

- Continued sewer maintenance as per our 5-year plan, at 20% per year

Public Works: Water/Wastewater Treatment



Last Month's Accomplishments

- Manually operated tank valves for Sinclair during a power outage
- Worked with Environmental Dynamics International (EDI) on repairing the aerators on the lagoons at the wastewater plant
- Attended a walk through with the consultants at the pretreatment plant
- Ordered testing equipment and sample bottles for testing at the pretreatment plant
- Inspected a vent installation at the new spring line
- Videoed 1,000 feet of the new spring line for quality control evaluation
- Received a new hydro-excavator to use on the maintenance of the air-vac vaults and spring boxes
- Attended a DEQ inspection of the wastewater plant
- Received ten air-vac valves in preparation of installing them on the main spring line
- Continued mowing and cleaning up at the water treatment plant



Upcoming Projects

- Work with engineering to get pre-treatment plant back online
- Continued work with contractor on Sage Creek Basin Springs
- Routine maintenance at both Water and Wastewater Treatment Plants

Community Strategic Plan

Vision

Rawlins is a unique and vibrant city where genuine, resilient residents enjoy living in an appealing, safe, and welcoming community filled with boundless opportunities.

Mission

The City of Rawlins is dedicated to building public trust by providing exceptional services in a professional, safe, transparent, and fiscally responsible manner.

Directives

Employees

Beautification

Infrastructure

Community Trust & Engagement

Community & Economic Development

Programs & Projects

1. Continue employee appreciation efforts.
2. Finalize and implement Salary Study, including increases.
3. Continue annual legal training to Council and Staff.
4. Continue monthly safety committee & safety training.
5. Ongoing communication efforts through monthly City Manager Report.
6. Develop and implement financial policies.
7. Continue revision of police civil service policies.
8. Continue revision of Employee Personnel Policies.
9. Implement employee culture statement.
10. Update safety data sheets/processes.

1. Create phased plan to address entryway and right-of-way aesthetics.
2. Implement penalty policy for vacant and dilapidated bldgs.
3. Work with County and WAM to recognize liens on dilapidated buildings.
4. Find funding for citywide business assistance program.
5. Revamp and implement free landfill program.
6. Implement Downtown Banner Program.
7. Continue Clean-Up projects.
8. Continue Adopt-A-Street program/spot.

1. Upgrade water infrastructure, including springs, wells, and transmission lines.
2. Contest and/or mitigate proposed floodplain.
3. Connect raw water line to cemetery with 6th Penny funds.
4. Begin water meter improvements.
5. Build skate park.
6. Build dog park.
7. Partner in outdoor ice rink.
8. Create infrastructure depreciation plan.
9. Conduct a study of municipal rates.
10. Upgrade Park infrastructure.
11. Create tree inventory and maintenance plan.
12. Continue working on Edinburgh Street rebuild.

1. Produce and distribute City View newsletter.
2. Redo Sound/Video System in Council Chambers.
3. Host Town Halls and Surveys as Needed.
4. Continue annual Community Feedback Survey.
5. Continue volunteer training and recognition program.
6. Have "Meet Your Council" booth at events.
7. Create annual police report.
8. Transition domain and email to .gov
9. Release information from all departments through multiple channels.
10. Develop annual audit plan for improved cybersecurity.

1. Complete and implement economic development plan.
2. Create a quality experience for incoming and existing businesses.
3. Create list of available development properties.
4. Identify and address dangerous and dilapidated buildings for redevelopment.
5. Identify programs and incentives to become more business friendly.
6. Pursue broadband enhancements.
7. Update Title 19.
8. Expanded programs for businesses county-wide Innovation Center "HUB".
9. Begin Rebranding/ Theme w/ community feedback.
10. Revamp and increase recreational opportunities.

6/15/22