



The CITY of
RAWLINS
WYOMING

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www.rawlinswy.gov



Behind the Scenes **November/December 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 noted. The 5 focuses are:

- SP-Employees (SP-Emp)
- SP-Beautification (SP-Beaut)
- SP-Infrastructure (SP-Infrast)
- SP-Community Trust and Engagement (SP-Trust)
- SP-Community and Economic Development (SP-Develop)

The full Strategic Plan, in-depth quarterly reports, and more available at www.rawlinswy.gov/reports

A Message from our Interim City Manager



As we close out 2022 and 2023 begins to dawn, it seems like a great time to reflect on what we have accomplished, the journey we've taken to get to where we are and the plans we have for an exciting, bright future.

I would like to start by saying how much I appreciate each member of the City of Rawlins team. We wouldn't be where we are without the contributions made by each and every one of our employees. Thank you.

As a result of our management team's efforts, we are really making strides in achieving our strategic goals and improving our services and offerings. The City of Rawlins is striving to earn a reputation as a trusted community partner. This year has been full of growth, change and transition. As you read through each department report you will see where we have come and our plans for the near future.

As a city we have worked through some major issues this year, including the critical water event in March and significant turf watering restrictions this summer. However, our community has also made significant progress. We created new skate and dog parks, which have been long time community desires. We expanded programming significantly at the Recreation Center. We also continued all the great services and events that contribute to making our community a safe and welcoming place. Looking forward, we are committed to rehabilitating our water transmission line with cathodic protection, air.vac valves, and blow-off valves. The City is also working to start up the water per-treatment plant which will allow water from the North Platte River to supplement the spring water received from the mountains south of town. It's a great time to live in Rawlins!

Each year we send out a community survey to see how we're doing as a city. We are excited to get your feedback. The survey takes about 10 minutes to complete and helps us understand what our residents are thinking. Please take time to take it today at www.rawlinswy.gov/survey.



Happy Holidays from all of us to you!

Thomas Sarvey, Interim City Manager

City Council Updates



October and November Meetings Actions and Updates

- Presentation of Community Builder Award for Oct 2022 to Becky Perkins. (SP-Trust)
- Proclaim Fire Prevention Week & Domestic Violence Awareness Month. (SP-Trust)
- Approval of Ordinance Amending Rawlins Municipal Code Title 6 – Animals. (Motion Passes Unanimously).
- Approval of Awarding of Municipal Solid Waste Quotes - motion was changed to having the City going out for a Request for Proposal (RFP). (Motion Passes. Yeas: Wells, Durst, Martinez, Smith, and Weisenburg. Not Present at Vote: Weickum and Garner).
- Approval of the Boundary Line Adjustment for a Portion of Lot 3 and Lot 4, Block 58, U.P.R.R. 5th addition to the City of Rawlins. (Motion Passes Unanimously).
- Approval of Appropriation of \$600,000 from Impact Assistance Funds to Cover all Final Change Orders on the Sage Creek Springs Project Phase I and to Encumber \$200,000 for the Initial Design Phase of the SCADA Replacement Project. (Motion Passes. Yeas: Weickum, Wells, Durst, Martinez, and Smith. Not Present at Vote: Garner). (SP-Infrast)
- Approval of Sage Creek Basin Spring Pipeline Replacement Change Order #5. (Motion Passes Unanimously). (SP-Infrast)
- Approval of Resolution Authorizing Submission of a Wyoming Community Development Authority Community Development Block Grant for Repair and Replacement of City of Rawlins Water Infrastructure Transmission Line. (Motion Passes Unanimously). (SP-Infrast)
- Approval of Resolution Authorizing Submission of a Wyoming Community Development Authority Community Development Block Grant to Update the SCADA System for the City of Rawlins Treatment Plant. (Motion Passes Unanimously). (SP-Infrast)
- City Council Special Meeting on October 14th, 2022, approved to accept City Manager Shawn Metcalf resignation dated October 11th, 2022, effective October

19th, 2022. (Motion Passes. Yeas: Weickum, Wells, Martinez, Smith, and Weisenburg. Nay: Garner).

- City Council Special Meeting on October 14th, 2022, approved to accept appoint Finance Director Thomas Sarvey as Interim City Manager, effective October 17th, 2022. (Motion Passes Unanimously).
- Proclamation for Childhood Cancer Awareness and Brest Cancer Awareness. (SP-Trust)
- Approval of naming the New Skatepark after Joshua “JR” Rodriquez. (Motion Passes. Yeas: Weickum, Wells, Martinez, Smith, and Weisenburg. Abstain: Garner).
- Approval to Encumber up to \$10,000 for Appropriated Dangerous Buildings Fund to Partner with the Wyoming Association of Municipalities and City of Cheyenne. (Motion Passes. Yeas: Weickum, Wells, Martinez, Smith, and Weisenburg. Abstain: Garner). (SP-Beaut) (SP-Develop)
- Approval of Parking City of Rawlins Liquor License #136, NIRAA Hospitality WY LLC dba Rustic Mountain for up to one year as they pursue a restaurant. (Motion Passes. Yeas: Weickum, Wells, Martinez, Smith, and Weisenburg. Abstain: Garner).
- Approval to Encumber of \$100,000 for the Appropriated Water Fund Contingency to cover additional design for the Water Infrastructure Phase III – A: Cathodic Protection and Miller Creek Blow-Off Repair. (Motion Passes. Yeas: Weickum, Wells, Martinez, Smith, and Weisenburg. Abstain: Garner). (SP-Infrast)
- Presentation of Community Builder Award for November 2022 to Michael Lujan. (SP-Trust)
- Approval of Final FY 2021 Financial Audit. (Motion Passes Unanimously).
- Approval of Unfreezing Capital from FY 2023 Budget. (Motion Passes Unanimously). (SP-Infrast) (SP-Emp)
- Approval of Re-Zoning of PZ 22-08-01 (702 Washington Street) from Residential R-7.5 to Commercial C-2. (Motion Passes Unanimously). (SP-Develop)
- Approval of Revocation of Municipal Solid Waste Hauler License, Motion was made to Postpone Revocation of Municipal Solid Waste Hauler License. (Motion Passes. Yeas: Weickum, Martinez, Smith and Weisenburg. Nays: Well and Durst. Not Present to Vote: Garner).
- Approval of Sage Creek Basin Spring Pipeline Change Orders #7, #8 and #9. (Motions Passes Unanimously). (SP-Infrast)
- Approval of 1st Reading on Ordinance 5.08.425: Delivery of Alcoholic Liquors and Malt Beverages. (Motion Passes Unanimously). (SP-Develop)
- 2022 Employee of 3rd Quarter recipient was Beverly Hannum. (SP-Emp)
- Approval of 2nd Reading on Ordinance 5.08.425: Delivery of Alcoholic Liquors and Malt Beverages. (Motion Passes. Yeas: Wells, Durst, Garner and Weisenburg. Nays: Weickum, Martinez and Smith). (SP-Develop)

- Approval of Revocation of Municipal Solid Waste Hauler License. (Motion Passes. Yeas: Weickum, Martinez, Smith and Weisenburg. Nays: Wells and Durst. Not Present at Vote: Garner).
- Approval of Wyoming Community Gas Fund for FY 2022-2023 for the VFW Baseball Field located on Daley Street. (Motion Passes Unanimously). (SP-Develop)
- Approval of Resolution Authorizing Submission of Three (3) Wyoming Land and Water Conservation Fund Grant Applications. (Motion Passes Unanimously). (SP-Develop)
- Approval of Resolution Authorizing Submission of Environmental Protection Agency (EPA) Brownfield Assessment Grant. (Motion Passes Unanimously). (SP-Beaut) (SP-Develop)
- Approval of Resolution Authorizing Compliance Pay to Current Personnel Employment with the City of Rawlins, Motion was Moved to Postpone to the following City Council Meeting. (Motion Passes Unanimously).
- Approval of 1st Reading of Ordinance 10.33.030: Restricting Street Parking. (Motion Fails. Yeas: Weickum and Martinez. Nays: Wells, Durst, Smith, and Weisenburg. Not Present at Vote: Garner).
- Approval of 1st Reading of Ordinance 5.08.030: Responsible Beverage Server Training. (Motion Passes. Yeas: Weickum, Wells, Durst, Garner, Martinez and Weisenburg. Nays: Smith). (SP-Develop)
- Special City Council Meeting on November 18, 2022; Approval to Reinstate Dirty Boyz Current Solid Waste Hauler License. (Motion Passes. Yeas: Wells, Durst, Martinez, and Smith. Nays: Weickum and Weisenburg. Not Present at Vote: Garner).
- Special City Council Meeting on November 18, 2022; Approval of Direction for City Council to Form a Water Working Group to Work with Senator Hicks. (Motion Passes Unanimously). (SP-Infrast)

Upcoming Meetings

- December 6th, 2022 – Regular City Council Meeting with No Work Session Currently Scheduled.
- December 20th, 2022 – Regular City Council Meeting with No Work Session Currently Scheduled.

Want to learn more about City Council? To see all agenda items and documents presented at meetings, visit www.rawlinswy.gov/boarddocs. If you would prefer to review a hard copy, please stop by City Hall or call the City Clerk at 307-328-4500 ext. 1001.

Council meetings are held in Council Chamber, City Hall, 521 W. Cedar. Rawlins City Council meetings are held every first and third Tuesday of each month at 7:30pm. Work Sessions are often held beforehand, typically at 6:00 pm.

Community Strategic Plan Committees



Last Month's Accomplishments

- Awarded the Community Builder Awards (SP-Trust)
 - October: Becky Perkins
 - November: Michael Lujan
- Police, Fire, and Public Works Departments held Halloween events (SP-Trust)
- Staff and Council met regarding Dangerous Building ordinances and projects (SP-Beaut, SP-Develop)
- City Staff led a tour of national and state officials through brownfield sites in preparation for EPA Phase 1 Assessments (SP-Beaut, SP-Develop)
- City Staff presented at regional Brownfield training
- Submitted grant for up to \$500,000 to assess 5-10 Brownfield sites to prepare for eventual clean-up and reuse, will hear if awarded in Spring 2023 (SP-Beaut, SP-Develop)
- Council encumbered \$10,000 to craft and assess Wyoming legislative options to abate dangerous and dilapidated building in partnership with the City of Cheyenne and the Wyoming Association of Municipalities (SP-Beaut, SP-Develop)
- Wyoming Safety and Risk held excavation training for City staff. (SP-Emp)
- Completed Lock Out/Tag Out and Respiratory Protection procedures for Wyoming Safety and Risk review. (SP-Emp)
- Safety committee performed walk through of Public Works building to identify potential safety improvements. (SP-Emp)

Upcoming Projects

- Presentation from staff to council regarding enforcement of building regulations and zoning scheduled for early 2023 (SP-Beaut, SP-Trust, SP-Develop)
- State-funded Phase 1 assessment of Rawlins properties in Spring 2023 (SP-Beaut, SP-Develop)

Admin Services



Last Month's Accomplishments

- Coordinated all City Departments in assisting with one week of Elementary School Morning Drop-Offs (SP-Trust)
- Coordinated staff and volunteers in completing the income survey of randomly selected households to determine eligibility for Community Development Block Grant (CDBG) funds for infrastructure (SP-Infrast)
- Partnered with Public Works staff at ArtBeat booth to answer water infrastructure questions (SP-Trust)
- Thomas Sarvey appointed Interim City Manager
- Created Water Working Group with State Senator Hicks (SP-Infrast)
- Made impressions throughout 8 Facebook pages (SP-Trust)
 - October: 40,424
 - November: 45,486
- Posted news to website "News Flash" and Facebook (sign up for text or email notifications at www.rawlinswy.gov/notifyme) (SP-Trust)
 - October: 11
 - November: 15

Upcoming Projects

- Finalize budget calendar
- Review city fees/rates
- Continue efforts to support water infrastructure improvements

Admin Services: Economic Development



Majority of projects are currently on hold pending hire of an Economic Development Director.



Holiday Decorations at City Hall



Admin Services: Human Resources



Last Month's Accomplishments

- Completed hiring and HR orientation for 3 seasonals (roller skating) and 1 P/T Recycling Operator. (SP-Emp/Develop)
- Conducted interviews for Victims Advocate, P/T Recycling, shooting range supervisor, police officer. and seasonal positions.
- Facilitated training taught by Workers Compensation Safety and Risk for city-wide employees on Excavation and Trenching safety awareness. (SP-Emp)
- Coordinated Flu Shot Clinic in conjunction with Recreation Center and MHCC.
- Worked with Public Works to establish City as a private industry CDL training facility in accordance with new Federal CDL licensure guidelines. In house program will allow for employees to obtain necessary licensure to run city equipment while at the same time managing budgetary constraints. (SP-Emp)
- Employee of the 3rd quarter awarded to Beverly Hannum (SP-Emp)
- Worked with Carbon County Emergency Management Director for City-Wide Badging system
- Attended 2022 Governor's Mental Health Summit. (SP-Emp)
- Attended and presented at Safety Committee Meeting. (SP-Emp)
- Coordinated and attended Fire Civil Service Commission meeting.
- Met with City of Rawlins benefits administrators for year-end benefits analysis and discussion of any necessary changes to ongoing offerings. (SP-Emp)
- Assisted grants writer with Community Survey information collection. (SP-Develop)
- Assisted interim City Clerk in Council meetings.
- Completed hiring and HR Orientation for 1 seasonal (rec center) (SP-Emp/Develop)
- Attended Caselle system training in Lander
- Participated in committee for GIS training and City of Rawlins system analysis team

Upcoming Projects

- Continue to work on city-wide badging system.
- Continue to work on revision of Employee Policy Handbook. (SP-Emp)
- Working on putting together the Employee 2022 Holiday Celebration. (SP-Emp)

Community Development: Administration & Facilities



Last Month's Accomplishments

- Replaced heaters at Historic Depot
- Updating heating systems at City Hall
- Researching specs to install fully-ADA Accessible doors at rear of City Hall and Rawlins Family Recreation Center (SP-Trust)
- Making corrections to the fire alarm panel at the Water Treatment Plant
- Community Development now handles cemetery burials and services, in addition to the administration of the cemetery
- Created new cemetery office for staff and family use; allows privacy and better map viewing (SP-Trust)
- Amended policy so that cemetery services are held in the pavilion
- Worked with sign variance for Maverick, approved by Board of Adjustments on Nov. 17th (SP-Develop)
- Planning and zoning denied zone change near Tin Can Hill
- Reviewing bylaws for planning and zoning
- Title 19 sent to City Attorney for review
- Zone change approved for 702 Washington Street from Residential to Commercial-2 (SP-Develop)
- Continuous communication with contractors for Maverick and Starbucks, including licensing and permits (SP-Develop)

Upcoming Projects

- Replace boilers at Police Department
- Did not receive responsive bids for new CATS Bus, rebidding for a 3rd time

Community Development: Landfill & Recycling



Last Month's Accomplishments

- Replacing damaged metal sections of the MSW transfer building (SP-Infrast)
- Amended hauling contract so 361 tons of tires were hauled from our temporary tire pile to the Casper Landfill
- Begin work on the annual renewal of the landfill permit with DEQ
- Requesting proposals for removal of all metal from our temporary storage area
- Covered C&D in preparation for winter
- Recycle center remains busy; traffic has not slowed down as it common in fall/winter
- Stockpiling cardboard and aluminum while purchase price is low; also allows for single item loads which have a higher value
- Constructing new recycle bailer building; have 90% of posts installed and have begun framing
- Installed plug-in stations for equipment heater blocks
- Hauled a load of manure to Casper at a cost of ~\$900 for our temporary storage area

Upcoming Projects

- Finalize annual landfill permit
- Finish bailer building as weather allows

Downtown Development Authority (DDA)/Main Street



Last Month's Accomplishments

- ArtBeat was held with over 750 people attending. The event had new activities for the community, more artists displaying their works and more businesses involved – great fall evening in downtown! (SP-Develop)
- Trick or Treat on Downtown Streets was held with 1,500 kiddos and 48 Businesses and Organization participated. (SP-Develop)
- Prepped, planned, & partnered with Downtown businesses and other partners for **Downtown Holiday Delight – Nov. 25th-Dec 18th**. This will include Blue Plaid Friday, Small Business Saturday, Christmas Parade, and more. (SP-Develop)
- Partnered with other City Departments to put summer items in storage for the winter and prepping for winter season, such as Parklet and Snowflakes. (SP-Beaut).
- Mailed Annual Fundraising Campaign. (SP-Develop)
- Attended the Governor's Business Forum, sponsored by Wyoming Business Alliance. (SP-Develop)
- Marketed the Downtown - Facebook, print ads, radio, kiosks and website. (SP-Develop)
- Consult with 4 new businesses in the downtown. (SP-Develop)
- Meeting with all 4 Main Street Committee Volunteers and Board of Directors.
- Business Innovation Hub. (SP-Develop)
 - *Continue conversation with other state stakeholders to hold a Lemonade Day in Rawlins to build the Youth Entrepreneur Program.*
 - *Carbon County Start-Up Challenge.*
 - *26 businesses submitted applications and 6 were picked for the Challenge*
 - *Pitch Night is scheduled for Thursday, January 19th*
 - *18 Businesses had consultations with DDA and or SBDC*

- Worked on Economic Development Projects for the City. (SP-Develop)
 - *Recruitment*
 - *Economic & Community Development Plan RFP*
 - *Assisted with CDBG grants for the Rawlins Water System (SP-Develop)*
 - *City's Brownfield Project (SP-Develop)*
 - *Conducted the Brownfield Sites Assessments Tour.*
 - *Assisted with Brownfield Clean-Up Assessment Grant*
 - *Facilitated the Brownfield Assessment Grant Resolution with Legal and Clerk*
- Facilitated a Rawlins Water System Planning Session with key city staff.

Upcoming Projects

- Work on CDT, Transcontinental Highway and Railroad program. (SP-Develop)
- Downtown Holiday Delight events – Small Business Saturday, Shop Downtown, Win Big, and Downtown Gift cards. (SP-Develop)
- Shop Downtown Win Big – November 25th –December 3rd.
- Corresponded with businesses, donors, volunteers and sponsors about Sweet Soiree – Feb 2023 fundraiser. (SP-Develop)
- Continue fundraising for Skyline Light Project. (SP-Develop)
- Complete the transfer of the Ferguson Building. (SP-Develop)
- Final expenditures and scope for Splash Pad to officially turn over to the City's Park and Rec Department and have check presentation of monies to City Council. (SP-Develop)
- Working on development options for the Ferguson building. (SP-Develop)
- Complete final punch list on Façade Project. (SP-Develop)
- Assist with Carbon County Start-Up Challenge interviews and Boot-Camp. (SP-Develop)
- Plan a Succession Planning Workshop with Wyoming Business Council for January 2023 at the Business Innovation Hub – 116 4th Street. (SP-Develop)
- Advertise for Consultant for City of Rawlins Economic & Community Development Action Plan. (SP-Develop)
- Continue to work with Developer for East end Project. (SP-Develop)
- Continue to have discussions with the Wyoming Business Council for a new Statewide Developers Program. (SP-Develop)

Finance



Last Month's Accomplishments

- With the completion of the Fiscal Year 2021 audit, the Finance Department analyzed the City's cash reserves and issued a report to the City Council. This report can be found on the City's website at www.rawlinswy.gov/reports and hard copies can be found at the Customer Service desk at City Hall.
- The Finance Department continues to issue monthly financial performance reports that contain multi-year comparisons of revenues and expenditures as well as comparisons of revenues and expenditures against the adopted budget. These reports can be found on the City's website (same site) as well as hard copies at the Customer Service desk at City Hall. (SP-Trust)
- The Finance Department continues to work toward the completion of the Fiscal Year 2022 audit. The goal is to have the audit completed by January 31, 2023.

Upcoming Projects

- As we approach the end of the calendar year the focus of the Finance Department will turn to the upcoming budget season. Revenue projections will be determined early in January 2023 and budget meetings with department heads will begin the week of January 3, 2023.
- The Finance Department is currently performing a fixed asset inventory for the purpose of estimating equipment replacement costs and setting up a cash reserve account to assist with future equipment costs.
- The Finance Department is currently writing a purchasing manual to define and direct purchasing processes.

Finance: Grants



Last Month's Accomplishments

- Community Development Block Grant (CDBG) Survey Completed (SP-Infras, SP-Develop) to allow City to proceed with two CDBG grants and have income research statistics for future grant applications.
- CDBG application for Supervisory Control and Data Access computer system to control water operations at the pre-treatment plant for \$1,000,000. (SP-Infras)
- CDBG grant for Water Transmission line to fix holes in pipe, and replace leaky blow-off and air valves was submitted for \$1,000,000. (SP-Infras)
- Submitted Brownfield Community Wide Assessment Grant to pay for assessments of dangerous/dilapidated buildings in Rawlins. (SP-Beaut, SP-Develop)
- Researched new grant opportunities for Fire Department, Police Department and Parks and Recreation.
- Provided assistance to Park and Recreations Land Water Conservation Fund proposal to resurface tennis courts, add features to the skate park and maintenance and repairs to the Rochelle Ranch golf course cart paths. (SP-Infrast)

Upcoming Projects:

- Exploring possibility of Firefighter Personal Protective Equipment Grant. (SP-Emp)
- Exploring possibility of flood mitigation grant projects. (SP-Infrast)
- Research funding streams for various municipal departments/projects.

Finance: Information Technology



Last Month's Accomplishments

- Reviewed potential accounting software replacements
- Developed Request-for-proposals for SCADA system for review (SP-Infrast)
- Replaced 3G modems with 4G LTE modems for Painted Hills and Hospital treated water tanks (SP-Infrast)
- Ordered new computers to replace the ones most urgently in need
- Began work with consultant for design phase for implementation and replacement of security cameras at the different city buildings
- Beginning work to revamp internet access at both Animal Control and the Waste Water Treatment Plant (SP-Infrast)
- Beginning proof of viability of network and server monitoring service for city network protection (SP-Infrast)
- Beginning process to upgrade and implement more access points for more secure Wi-Fi access for all city buildings (SP-Infrast)
- Implemented new wiring at the Depot building (SP-Infrast)
- Beginning discovery phase of replacing council chamber camera system with better equipment (SP-Trust)

Upcoming Projects

- Prepare for city network cybersecurity audit for 2022-23
- Determine projects for next fiscal year
- Introduce more rugged tablets to Public Works and Fire Department
- Begin replacement of new computers for Finance and Public Works
- Begin design phase for replacement of council meeting recording server

Fire Department



Last Month's Accomplishments

- Battalion Chief Robinson attending Wyoming Rural Fire Chief's Conference in Casper (SP-EMP)
- CPR/AED recertification for three EMT's (SP-Emp)
- 959 - Emergency Responses YTD.
- 3989 - Training Hours YTD.
- 1,706 - Fire/Building Inspections YTD.

Upcoming Projects

- EMT-A course beginning in January. Five Firefighters will be attending. (SP-Emp)

Parks & Recreation: Recreation, Shooting Ranges, & Golf



Last Month's Accomplishments

Recreation:

- Roller Skating program continues Friday nights from 7:00 pm – 9:00 pm at the Recreation Center. Sundays are from 3:00pm – 5:00 pm. The first three weekends of roller skating has proven to be quite popular! (SP-Develop). There are with between 60 and 80 participants at each event.
- The Recreation Centers Birthday Bash Celebration was held October 17-22, 2022, with lots of activities and great attendance. (SP- Develop)
- The 100 mile club program kicked off with participants logging millage walked or run inside the Rec Center. Incentives every 25 miles marked. No deadline to meet on millage. (SP- Develop)
- Halloween Safe Trick – or – Treat was held on Halloween, Monday, October 31st. Safe trick or treat for all and a spooky haunted house was built by our talented Recreation Staff. (SP- Develop)
- Winter scheduling for the printing of the next edition of the Recreation Activity Guide is underway. The City View Newsletter and Recreation Activity Guide will print and be distributed in early December 2022. (SP- Develop)
- Adult Co-ed Volleyball is in full swing with 9 teams playing on Monday and Wednesdays. (SP- Develop)
- Playgroup continues at the Rec Center on Tuesdays and Fridays from 10am to noon in the Little's Gym, an area designed by our Recreation Staff specifically for tots and adults to play and interact. (SP-Develop)
- Rawlins Family Recreation Center Facility is now open on Saturday from 7am to 3pm
- Finalized all program planning for December 2022 through April 2023. (SP- Develop)

- Junior Jazz is running very well at the Rec Center – thank you coaches! (SP-Develop)
- Our NEW Futsal (A form of indoor soccer) program has been going great. We had over 40 participants on the first day. We are planning a Youth Futsal League in March 2023. (SP-Develop)

Shooting Ranges:

- Outdoor Shooting Range will be secured and prepared for winter months. (SP-Infrast)
- Staff has been painting and preparing for the opening of the Indoor Shooting Range on November 1, 2022. (SP-Beaut)
- Staff held interviews for new Shooting Range Supervisory Position. (SP-Emp)
- Attached chains to bollards at Outdoor Shooting Range entrance. (SP-Infrast) (SP-Beaut)

Golf:

- Blowout of golf course irrigation system and pump house was completed. (SP-Infrast)
- Benches and tee signs were taken in off the course for repairs/refurbish. (SP-Infrast) (SP-Beaut)
- Tee signs were taken in off the course for repair/refurbish. (SP-Infrast) (SP-Beaut)
- Topdressing of sand was completed on all greens. (SP-Infrast)
- Measured tee boxes on #1, 10, 11, 13 to cut old greens covers to size for installation over winter. (SP-Infrast)
- Greens covers installation was completed! Thank you staff and volunteers! (SP-Infrast)
- Drained fluids from surplus mowers in preparation for disposal. (SP-Infrast) (SP-Beaut)
- Cleared dead grease wood from select areas of the course. (SP-Infrast) (SP-Beaut)
- Worked on Irrigation and equipment inventory. (SP-Infrast)
- Staff edged lateral line valve covers and greenside heads and quick couplers. (SP-Infrast)

Upcoming Projects

Recreation:

- Recreation Center staff has implemented a new Futsal (A form of indoor soccer) program that will run Saturday mornings throughout November. (SP- Develop)
- Football All Stars, led by community volunteers will be heading to Riverton and Green River to compete in Little League competitions. These include the 5th and 6th grade youth enrolled in the Little League program. (SP- Develop)
- Girls Jr. Jazz Basketball and basketball camps registration is open with Jr. Jazz practice beginning early November. (SP- Develop)

Golf:

- Winter golf at Rochelle Ranch golf course will begin in November. (SP- Develop)
- Golf Course Pro shop winter hours will begin in mid-November. (SP- Develop)

Parks & Recreation: Parks



Last Month's Accomplishments

- Staff has been working on our yard and shop, organizing, cleaning up and building more storage in our inventory room. (SP-Infrast)
- Staff assisted the Recreation Center with their Halloween setup. (SP- Develop)
- Staff prepped 6 more west end greenbelt islands, will finish with weed mat and rubber mulch on the next nice day. (SP-Beaut)
- Staff has been doing some minor upkeep around parks when the clear of snow. (SP-Beaut)
- Staff has been collecting our temporary trash cans for the season. (SP-Beaut)
- Staff cleaned up around the outdoor ice-skating rink to prepare for the winter season. (SP-Develop) (SP-Infrast) (SP-Beaut)
- Staff finalized all irrigation shutdowns at all parks and making irrigation repairs that popped up during blowouts. (SP-Infrast)
- Staff held a work-day at the Generals baseball fields at the Sports Complex. Lots of work was done to help with preparing the fields for use in the spring. (SP- Develop)
- Staff completed mulching the urban orchard to help retain moisture and add nutrients to the soil for the benefit of the trees. (SP-Infrast) (SP-Beaut)
- Staff cleaned up shop yard of scrap metal, opening up the yard for much better storage of materials. (SP-Infrast)
- Staff repaired a slide at Bolton Park. (SP-Infrast)
- Various tree trimmings and stump removals were completed throughout the parks system. (SP-Infrast) (SP-Beaut)
- Staff updated the dog park with some new landscaping and laid some rotomil on the pathway to help mitigate mud on future rain events. (SP-Infrast) (SP-Beaut)
- Staff is continuing to address OSHA compliance requirements brought up by Wyoming Workforce. (SP-Infrast)

- Staff has been cleaning up weeds around some properties and greenspaces to limit work in the spring. (SP-Infrast) (SP-Beaut)
- Staff continued working on west end greenbelt landscaping. (SP-Beaut)
- Staff is creating an inventory order to stock for next spring (SP-Infrast)
- Staff participated in the OSHA Trenching and Shoring Training. (SP-Emp)

Upcoming Projects

- Staff will continue cleaning up their yard and parks shop preparing for the winter season. (SP-Infrast)
- Various tree trimming throughout the parks system will continue. (SP-Infrast) (SP-Beaut)
- Staff will be working on developing Maintenance Standards for parks and facilities. (SP-Infrast)
- Staff will continue working on developing Facility Use Agreements for youth sports organizations utilizing City sports fields. (SP- Develop)
- Staff is working on submitting three (3) Land and Water Conservation Fund grant applications for 1) Resurface tennis courts at Washington Park, 2) Additional skatepark features at the skatepark, 3) Golf course cart path improvements. (SP-Infrast)

Police Department: Administration, Patrol, Investigations, and Victim's Advocates



Last Month's Accomplishments

Patrol Statistics

Year to Date 2022	<i>As of: 11/18/2022</i>	
Total	6,855	
1 TRAFFIC VIOLATION	1675	24.08%
2 ANIMAL CALL	606	8.70%
3 ASSIST OTHER AGENCY	379	5.52%
4 PARKING COMPLAINT	280	3.92%
5 CHECK THE WELFARE	229	3.34%
6 AREA OF CONCERN	153	2.18%
7 SUSPICIOUS PERSON	152	2.14%
8 CIVIL MATTER	150	2.18%
9 AMBULANCE CALL	147	2.10%
10 MOTORIST ASSIST	130	1.92%

Last Year to Date 2021	<i>As of: 11/18/2021</i>	
Total	6,359	
1 TRAFFIC VIOLATION	1365	20.80%
2 ANIMAL CALL	602	9.17%
3 ASSIST OTHER AGENCY	314	4.78%
4 OUT WITH VEHICLE	258	3.93%
5 AREA OF CONCERN	257	3.92%
6 MISCELLANEOUS COMPLAINT	234	3.57%
7 CHECK THE WELFARE	178	2.71%
8 PARKING COMPLAINT	141	2.15%
9 ACCIDENT PROPERTY DAMAGE	120	1.83%
10 AMBULANCE CALL	114	1.74%

Training & Staffing

- Officers Black and Boriboun attending the Wyoming Law Enforcement Academy and will continue field training upon their graduation in November. Upon graduation they will both be participating in field training which will last until the spring. (SP-Emp)

- Sgt. Jesse Calhoun submitted a resignation from RPD and has accepted a position with the Albany County Sheriff's Office. RPD would like to thank Sgt. Calhoun for his eleven years of service to Rawlins. Sgt. Calhoun will be missed.
- Two open officer positions. Testing processes continuing. (SP-Emp)
- All employees attended CPR recertification. (SP-Emp, SP-Trust)
- Staff attended the second school safety workgroup meeting. Members broken down into sub-groups. RPD represented on all sub-groups. (SP-Trust)
- The WYDCI Terminal Access Control (TAC) meeting in Cheyenne was attended by Senior Communications Officer Christine Makinen, Dispatcher Karigan Gates, IT Specialist Josiah Peterson, and Lt. Rick Hooper. TAC addresses how agencies protect and interact with sensitive criminal justice information. (SP-Emp, SP-Trust)
- Sgt. Joel Robertson, Senior Communications Officer Christine Makinen, and Officers Joe Balestrieri and George Phillips attended mandatory one week instructor development training at the WLEA. (SP-Emp)

Administration, Community Engagement & Events

- RPD conducted Halloween safety instruction at RES, pre-schools, and day-cares. (SP-Trust)
- Chief attended Urban Systems meeting
- Officer Gamblin conducted DUI Impact panel. (SP-Trust)
- Lt. Rick Hooper assisted Saratoga Police with on-boarding to the Carbon County Spillman (report writing system) server. (SP-Emp, SP-Trust)
- Sgt. Greninger assisted at the RHS Homecoming Lighting of the "R". (SP-Trust)
- Officer Yardley assisted at the RHS Homecoming Dance. (SP-Trust)
- Sgt. Greninger and Officer Yardley attended RHS football games. (SP-Trust)
- Staff attended St. Christopher's Highway of Carbon County regular and board meetings. Officers using gas card and hotel arrangements to aid those in need. (SP-Trust)
- One bid received for a patrol vehicle replacement. (SP-Emp)
- Sgt. Craig conducted three armed-aggressor classes for all CCSD#1 employees. (SP-Trust)
- RPD continuing to host three job shadow students from RHS. (SP-Trust)
- RPD held quarterly staff meeting. (SP-Emp)
- Police Commission met and continued to work on the Commission Rules Manual. (SP-Emp, SP-Trust)

Victims' Advocates

- Represented 32 victims, 15 of which were new cases initiated in October (SP- Trust)
- Assisted 14 victims in court. (SP- Trust)
- Assisted 10 victims with restitution processes. (SP- Trust)
- One Victim Advocate position open. Conditional offer made to applicant. Background in progress. (SP-Emp)
- Victim Advocates attended COVA conference in Colorado. (SP-Emp)
- VA Tina Shinkle attended ASSIST suicide prevention training in Saratoga. (SP-Emp)

Upcoming Projects

- RPD will be transitioning to new handguns in the next month. (SP-Emp)
- Continuing to work on new RPD policy manual with Daigle Law Group. (SP-Emp, SP-Trust)
- Awards Committee and Recruitment, Hiring, and Retention Committee continuing to meet. (SP-Emp)
- Continuing to work on Police Commission Policy Rules re-write. (SP-Emp, SP-Trust)

Police Department: 911 Center



Last Month's Accomplishments

- New dispatcher, Stephanie Bergwerff, continues with in-house training. (SP-Emp)

	Oct/Nov 21	September
911 Calls Received	554	350
Dispatched Calls for Service	1143	671
Case Follow-ups	108	60
All other (Bar checks, Property Watches, Business Checks, Stationary radar, PR and Paper Service)	945	345
Dispatched Fire Related Calls	61	84
Dispatched Ambulance Calls	85	60
Animal Related Calls:	ACO	41
	Response	
	Officer	83
	Response	

Upcoming Projects

- Dispatchers will be attending APCO-NENA conference in Casper.

Police Department: Animal Control



Last Month's Accomplishments

- CPR/AED recertification. (SP-Emp)

Upcoming Projects

- ACO's will take on-line state traffic direction/flagger course to become state certified to direct traffic. (SP-Emp)

Statistics for animals in shelter: 10/1/22-11/16/22

Dogs

Safekeeping	2
Stray	12
Unwanted	7
Adopted	16
Euthanized	1
Rescued	
Return To Owner	6
Currently in Shelter or Foster	15

Cats

Stray	9
Adopted	4
Rescued	
Currently in Shelter or Foster	22

Police Department: Code Enforcement



Last Month's Accomplishments

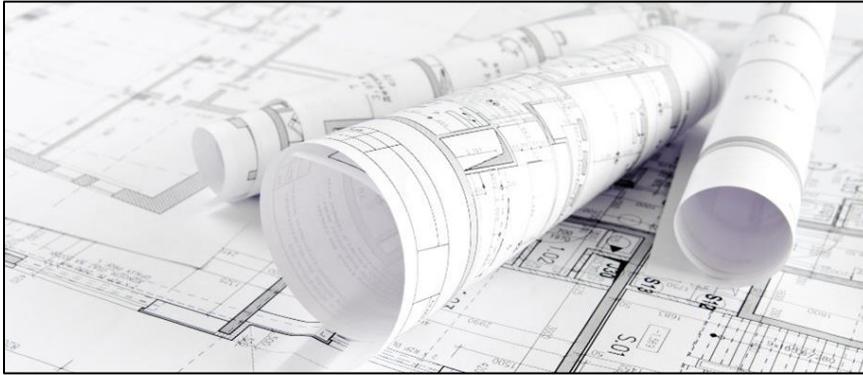
- Continued Coordinated effort with the Building Inspector to identify and address dangerous buildings and properties. (SP-Beaut)
- Helped with Brownfield Grant project. (SP-Beaut, SP-Infrast)
- Working with City Attorney and Building Inspector on 4-5 possible abatement projects. (SP-Beaut)
- Continued education efforts and social media posts. (SP-Trust)
- Continued C4-EOC training. (SP-Infrast)
- Participated in Dilapidated/Dangerous Buildings Committee. (SP-Beaut)
- Completed CPR certification. (SP-Emp)

Actual New Incidents: 10/1/22-11/15/22 (SP-Beaut)

- 17 new cases
 - 14 Self-Initiated (Drives, Internal, etc.)
 - 3 Complaints (www.rawlinswy.gov/concern, 307-328-4530, etc.)
- 5 cases closed
- 13 follow-ups on previous cases

Liquor License Compliance Check	
Property – Multiple Issues *Includes dangerous conditions, grass/weeds, derelict/abandoned, garbage/refuse/junk	9
Abandoned and Derelict Vehicles	7
Garbage/Refuse	4
Weeds, Grass, Growth	
Dangerous Building (Residential, Commercial) (Assist)	7

Public Works: Engineer



Last Month's Accomplishments

- Continued the Pretreatment Plant Startup Project (SP-Infrast)
- Continuing digitization efforts of record plans in City Hall (SP-Infrast)
- Gained WYDOT LPA certification allowing the City of Rawlins to apply for various transportation grants

Upcoming Projects

- Release Request for Proposals for design of the SLIB MRG project for Cathodic Protection and Blowoff Valves (SP-Infrast)
- Developing City GIS and Traffic Control Programs

Public Works: Streets



Last Month's Accomplishments

- Division laid 260 TONS of asphalt in 2022 (SP-Infrast)
- After significant water break on Colorado Street, repairs have been finalized as much as possible before winter; had to wait for installation of the valley pan (SP-Infrast)
- Finalized street sweeping for the year
- Repaired over a dozen street signs, usually due to accidents or high winds
- Salt-sanding icy roads when needed; have received first delivery of 150 tons of salt sand

Upcoming Projects

- Winter snow removal and salt-sanding per plan (find out more at www.rawlinswy.gov/snow)
- Replace/repair signs as necessary

Public Works: Utilities



Last Month's Accomplishments

- Vacuumed, assessed, and marked all air/vacs on transmission line from the Springs to the treatment plant (SP-Infrast)
- Cleared drains in both pedestrian underpasses (SP-Infrast)
- Fixed two leaks in 16" raw water line to Atlantic Rim (SP-Infrast)
- Repaired five water breaks
- Repair/Replacement of curb stops, including one replacement of 12 feet of lead service line (SP-Infrast)
- Performed maintenance on transmission line from the Springs to treatment plant to insulate air/vac vaults for winter (SP-Infrast)
- Prepared all city facility meter pits for freezing weather
- Finalized over 12 miles of summer sewer maintenance as per our 5-year plan (SP-Infrast)

Upcoming Projects

- Continue providing standard services including locates, sewer calls, and meter calls
- Snow removal in pedestrian underpasses

Public Works: Water/Wastewater Treatment



Last Month's Accomplishments

- Daily rounds of both water and wastewater treatment plants, including weekends
- Cleaning of grit chambers and river pump stations, performed semi-annually (SP-Infrast)
- Submitted quarterly reports to EPA and DEQ to maintain compliance
- Ongoing weekly water sampling of 6 locations throughout town
- Thorough cleaning of water treatment clear well and filters (SP-Infrast)
- Replaced body feed actuators on filters 2, 3, and 4, which are responsible for delivering the perlite (filtering material) from storage to the filters (SP-Infrast)
- Assisted in finding pumps and valves to order at the pre-treatment plant
- Performed repairs at the pre-treatment plant (SP-Infrast)
- Installed new water recirculation pumps for the water treatment filters, which allows the screens to be cleaned faster and be returned to service (SP-Infrast)
- Repaired a dike wall at the waste water treatment plant (SP-Infrast)
- Cleaned shredded rags and other debris from augers, chains, and grit chambers by hand at the wastewater treatment plant (SP-Infrast)

** Please do not flush rags, wipes, or other items down the toilet as they can be stuck in our sewer pipes or equipment at the wastewater treatment plant. Fats, oils, and grease down drains also causes additional problems, especially in our in-town sewer system **

Upcoming Projects

- Vacuum and clear water basin at the pretreatment plant to allow for new coating to completely seal basins (SP-Infrast)
- Pretreatment test run in early 2023 (SP-Infrast)

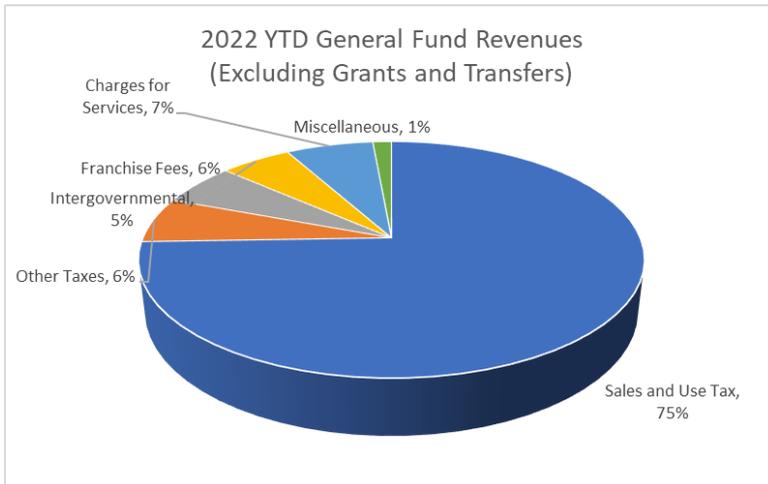
Monthly Financial Report

We are now publishing a monthly financial report. Highlights are included below. You can find the full report at www.rawlinswy.gov/reports, printed at City Hall, or request a mailed copy by calling 307-328-4500 ext. 1022.

2023 Year-To-Date City Funds At-A-Glance

	Revenue	Expenditure	Net Revenue Over/(Under) Expenditure
Governmental Fund Types			
General Fund	\$5,091,777	\$4,247,150	\$844,628
Impact Assistance	1,943	741,595	(739,652)
Capital Facilities Tax	2,071	34,363	(32,292)
Total Governmental Fund Types	5,095,791	5,023,108	72,683
Proprietary Fund Types			
Enterprise			
Water Fund	744,244	616,429	127,816
Sewer Fund	354,225	371,839	(17,614)
Landfill Fund	592,017	442,007	150,010
Recycling Fund	98,474	65,454	33,020
Internal Service			
Employee Insurance	612,199	628,534	(16,335)
Total Proprietary Fund Types	2,401,159	2,124,262	276,897
All Fund Types	\$7,496,950	\$7,147,370	\$349,581

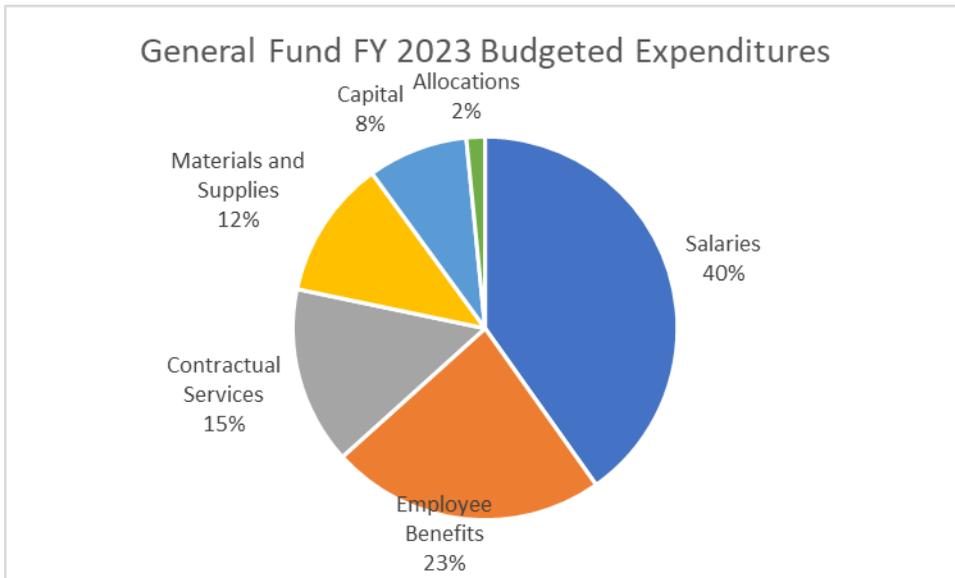
General Fund Revenues



FY2023 YTD Change in GF Revenue as Compared to Prior Year

	YTD Oct 2021	YTD Oct 2022	Variance	
Taxes and Assessments	\$3,703,290	\$3,266,328	(\$436,963)	-11.80%
Franchise Fees	182,211	234,686	52,475	28.80%
Intergovernmental	180,262	219,392	39,130	21.71%
Charges for Services	177,309	269,116	91,807	51.78%
Lottery For Cities - Gaming	35,859	21,727	(14,133)	-39.41%
Investment Interest	15,697	34,711	19,014	121.13%
Miscellaneous	(72,788)	1,250	74,038	-101.72%
Subtotal	4,221,842	4,047,209	(174,632)	-4.14%
ARPA Grant	737,980	739,793	1,813	0.00%
Operating Transfers In	0	304,775	304,775	0.00%
Total Revenues	\$4,959,822	\$5,091,777	\$131,956	2.66%

General Fund Expenditures



Expenditures	Adopted	July	YTD	Above/(Below)	
	Budget	2022		Budget	2022
City Council	\$98,335	\$17,609	\$17,609	(\$80,726)	17.91%
City Manager	423,976	32,253	32,253	(391,723)	7.61%
City Attorney	380,609	18,225	18,225	(362,384)	4.79%
Municipal Judge	227,448	13,695	13,695	(213,753)	6.02%
Information Technology	636,770	35,083	35,083	(601,687)	5.51%
Human Resources	263,694	8,980	8,980	(254,714)	3.41%
CATS Bus	67,824	3,931	3,931	(63,893)	5.80%
Finance Department	466,200	32,252	32,252	(433,948)	6.92%
Non Departmental	364,300	52,692	52,692	(311,608)	14.46%
Public Works Administration	250,961	14,110	14,110	(236,851)	5.62%
Central Shops	253,762	12,998	12,998	(240,764)	5.12%
Streets Division	949,867	42,041	42,041	(907,826)	4.43%
Building Maintenance Facilities	673,185	69,353	69,353	(603,832)	10.30%
Community Development	127,852	7,051	7,051	(120,801)	5.51%
Economic Development	134,212	9,791	9,791	(124,421)	7.30%
Grant Writer	107,700	6,554	6,554	(101,146)	6.09%
Building Code Enforcement	96,219	5,989	5,989	(90,230)	6.22%
Police Administration	2,896,961	182,121	182,121	(2,714,840)	6.29%
Animal Control	259,024	10,014	10,014	(249,010)	3.87%
911 Center	714,751	35,255	35,255	(679,496)	4.93%
Fire Department	1,489,701	84,811	84,811	(1,404,890)	5.69%
Code Enforcement	124,848	5,199	5,199	(119,649)	4.16%
Ancillary	105,000	3,750	3,750	(101,250)	3.57%
Nonprofit Agencies	121,100	0	0	(121,100)	0.00%
Downtown Development	172,917	13,295	13,295	(159,622)	7.69%
Wyoming Community Gas	0	0	0	0	0.00%
Dangerous Buildings	400,000	0	0	(400,000)	0.00%
Housing Expenses	75,000	49,239	49,239	(25,761)	65.65%
Golf Course	565,237	38,037	38,037	(527,200)	6.73%
Club House	242,456	98,446	98,446	(144,010)	40.60%
Recreation Center	954,318	9,379	9,379	(944,939)	0.98%
Shooting Range	129,752	61,524	61,524	(68,228)	47.42%
Green Spaces	645,190	0	0	(645,190)	0.00%
Total Expenditures	\$14,419,169	\$973,675	\$973,675	(\$13,445,494)	6.75%