



Behind the Scenes: June 2022

A monthly report from the City Manager and Department Heads

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A Message From Our City Manager



June 2022

Some of the biggest concerns facing the City right now are water infrastructure and water restrictions. On May 19th we held a Water Town Hall Meeting at the Jeffrey Center. The meeting lasted 3 hours and we discussed the following:

- Water Restrictions Due to State-Wide Drought and Infrastructure Issues
- Infrastructure Status
- Water Prioritization and Landscaping
- Funding Mechanisms
- Q&A

Approximately 70 residents attended this meeting in person and many more on social media. The Q&A section lasted 2 hours! Thank you for attending and sharing your concerns with us. The residents who attended this event can tell how seriously we are taking our water situation. We are doing everything in our power to prevent another water crisis and to plan for a better future.

Another major project being worked on is the FY23 budget. The Council held the first and second reading of the budget on 5/3/2022 and 5/17/2022. The final reading is on 6/7/2022. Department Heads cut over a million dollars in operating funds to bring the budget into better financial shape.

As we enter FY23 (July), we are taking a conservative approach to spending until our FY21 audit is complete, which is anticipated to be completed around July/August 2022.

City Attorney



Last Month's Accomplishments

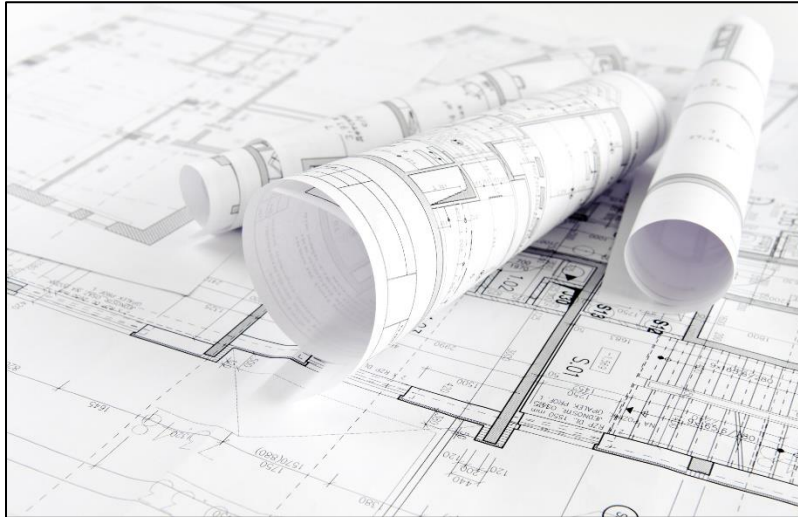
- Completed two ordinance updates to the criminal codes.
- Assisted Planning and Zoning and Board of Adjustments in their work to update zoning ordinances.
- Assisted in the approval and passage of the Special Use Permit for 307 Horse Racing
- Drafted and reviewed multiple contracts, Request For Proposals, and Request For Bids.
- Facilitated transfer of liquor license number 93.
- Abatement hearing for dangerous building non-compliance.
- Prosecuted multiple criminal violations, including three bench trials.



Upcoming Projects

- Review two Memorandums of Understandings with Carbon County.
- Continue ordinance update process.
- Ensure City Surplus Auction legal compliance.

Admin Services: City Engineer



Last Month's Accomplishments

- RMI CS, Inc. installed 9,600 feet of 18-inch waterline in the Sage Creek Basin with only 400 feet to go.



Upcoming Projects

- The Water Pretreatment Plant Startup Project RFP has been awarded to Y2 Consulting, LLC. Work will begin in early June 2022. If completed, the Pretreatment Plant will provide a more reliable water supply.
- Additional change orders are anticipated to be brought before council for approval to complete the Sage Creek Basin Springs - Phase I Project.

Admin Services: Economic Development



Last Month's Accomplishments

- 307 Horse Racing is now open in Downtown Rawlins (310 West Cedar Street).
- Attended National Main Street Conference in Richmond, VA, including the Wyoming Main Street Best Practices Workshop in Blackstone, Farmville, and Hopewell, VA.
- Not an accomplishment, but by way of announcement, TerraForm was unable to work out an arrangement with Starbucks, so that project is no longer viable.



Upcoming Projects

- Focus on creating great experiences for business owners, entrepreneurs, developers, etc. as they start, relocate, or expand their businesses in Rawlins.
- Explore process to list city-owned property for sale.
- Publish request for proposals for Economic Development Plan.
- Begin creating framework for a formal Economic Development Program.
- Research city re-branding strategies.

Attending Basic Economic Development Course in Arvada, CO June 13-17, 2022.

Admin Services: Human Resources



Last Month's Accomplishments

- Completed orientation for 7 new hires (6 seasonal employees and 1 Finance Director).
- Updated salary pay plan to present to Council on June 7 for approval.
- Worked with Finance and City Manager to update budget with salary, benefits and workers compensation projections.
- Finalizing job descriptions for potential transition on July 1, 2022.
- Continued progress on policy revision. Committee met on May 5, 2022. Currently working on Recruitment & Retention, Disciplinary procedures and Drug & Alcohol policies.
- Coordinating background checks, exit interviews and personnel documentation for staff, coaches and volunteers.



Upcoming Projects

- Updating organizational charts for FY 2022-2023.
- Continuing work on policy revision.
- Gathering applications for Firefighter eligibility testing, Utilities Systems Workers, Communications Officer, and Police Officer positions.
- On Spot hearing will be here on June 6-7 to perform required testing for potentially exposed employees. Sign up for times in the HR department.

Community Development



Last Month's Accomplishments

- Changed Title 16 - took out references to RV's.
- Changed Title 19 - changed setbacks, detached building codes, etc.
- Adopted NFPA 1194 Standard for Recreational Vehicle Parks and Campgrounds.
- Recycle Center completed new cardboard drop off.



Upcoming Projects

- Finish the plan review for the Westend project.
- Working on Antelope Flats Lot #1 utilities.
- Continue Title 19, Planning & Zoning, modifications.
- Enlarge the recycle drop off location on Daley Street.

DDA/Main Street



Last Month's Accomplishments

- Secured 2 more Sponsorships for SummerFest - totally \$18,000 for the event - many industry partners will be participating in the 2-day event - July 8th and July 9th.
- Extensive Marketing and partnerships for SummerFest.
- Assisted in Bicycle and Scooter Ordinance.
- Two staff and 4 volunteers attended the Best Practices and National Main Street Conference in Richmond, Virginia.
- Worked with City Economic Development Director and Grant Writer on multiple projects.
- 307 Horse Racing opened in Rawlins, continuing to work with them for signage and Grand Opening.
- Worked with County on the transfer on the Ferguson Building to the DDA.
- Continued to work a Developer for the Ferguson Building.
- Worked with potential business for the summer months at the Depot.
- Acting as liaison for the Rawlins Chamber of Commerce.
- Worked with Miller Daley Building owner for potential tenants and clean-up.
- Introduced C6 Outfitters with Jim Drever from the SBDC.
- Two merchants - one in district and one out of district consulted and approved for Paint Program.
- Held Aspen House/Lena Dirck - WY Small Businessperson of the Year event on May 5th.

- Worked with Jackson Hole Art Consultant for Art Donation.
- Collaborated with Cody on Downtown Striping.
- Working with Spectrum for new Internet for the Business Innovation Hub.
- Community Art Banner Program - submissions resized and sent for production.
- Worked with Cappy's Restaurant through the Innovation Hub.
- Kiosks, and Downtown Brochure updated for Memorial Day to go out to merchants, Carbon County Visitors' Council, Wyoming Frontier Prison and the CC Museum.



Upcoming Projects

- Collaborating for City Clean-up.
- Preparing downtown for the summer - Parklets, Flowers, Dream Letters and New Community Banners hung.
- Paint and Sign the RTEC building to rebrand to the "Business Innovation Hub".
- IgNight - Community Open House at the Business Innovation Hub - June 22nd from 4-6pm.
- Final preparations for SummerFest.

Finance



Last Month's Accomplishments

- Submitted required American Rescue Plan Act (ARPA) documentation for approximately \$700,000 in funding.
- Finished interview process and hired a new Finance Director - Tom Sarvey.
- Finished FY20 financial audit.



Upcoming Projects

- Finalizing FY23 budget with City Council.
- Starting FY21 financial audit.
- Conducting a study of municipal water rates.
- Assisting with obtaining a U.S. Department of Agriculture loan for water infrastructure needs.

Finance: Grants



Last Month's Accomplishments

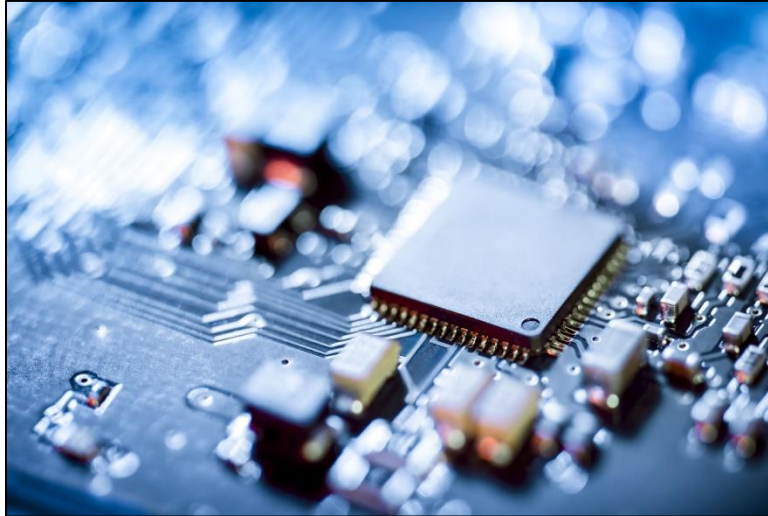
- Submitted amended State Land and Investments Mineral Royalty Grant application.
- Submitted skatepark grant Letter of Interest.
- Submitted Transcontinental trail letter of interest and have tour scheduled with the grant funder.
- Submitted Clean Energy grant for retrofitting buildings and had energy audit done of three of the City's buildings.
- City was awarded BRC's Economic Development plan grant.
- Wrote RFP for Economic Development Plan Independent Contractor.
- Worked on developing website for Rawlins' webpage to have an economic development section.
- Researched water funding opportunities.
- Researched Department of Transportation and Cybersecurity grant funding opportunities.
- Reviewed American Rescue Plan Act (ARPA) priorities for Request for Proposal announcements.
- Prepared 2nd set of paperwork for KSU Brownfield Roundtable discussion.



Upcoming Projects

- Writing U.S. Department of Agriculture Loan Application for water infrastructure
- Writing Drinking Water Loan Application
- Attending State Land and Investment Board Grant Decisions Hearing
- Attending Wyoming Association of Municipalities Funding Tract at their summer conference.

Finance: Information Technology



Last Month's Accomplishments

- Began process for making improvements to SCADA system.
- Improved broadcast system by replacing backup power.



Upcoming Projects

- Transitioning utility bill mailing to third-party mailing company.
- Updating Canon printers to newer models for reduced costs.
- Developing IT disaster relief plan for recovery.
- Implementing new network components at Downtown Development Authority building.

Fire Department



Last Month's Accomplishments

- 7-Rawlins Firefighters completed the Red Card Wildland Firefighting Certification.
- 1760 Training Hours/186 Buildings Inspected/403 Emergency Responses/310 Building Official Inspections - YTD.
- Firefighter 5K Run/Open House on 21 May was a huge success. Over 100 people enjoyed the 5K fun run, pancake and sausage breakfast, and vehicle displays.
- ISO fire hydrant testing complete for CY 2022.



Upcoming Projects

- Firefighter eligibility testing scheduled for 17 June.
- Fire Officer I class set for 6-9 June.
- Visual inspections of all fire hydrants in Rawlin's city limits.

Parks and Recreation



Last Month's Accomplishments

- Staff continued and finished up the majority of the work at VFW ball fields, they look really sharp and the crew did an awesome job preparing the fields for the season.
- Parks crew is currently working towards firing up our irrigation as well as opening the bathrooms for the season for our park's patrons.
- Parks crew cleaned up the cemetery preparing for Memorial Day Weekend.
- Parks crew cleaned up raised beds at Tully Park and completed other necessary maintenance.
- Friends of NRA awarded \$8,200 grant for replacing countertops and vulcanized rubber mats at the indoor shooting range.
- Fine tuning/adjusting sprinkler heads to optimize our water usage at golf course.
- Mowing of greens, tees, fairways, rough, raking bunkers, string trimming and spraying weeds.
- Bunker work, including rock removal and adding sand to select bunkers.
- Cart path maintenance.
- Working on charging and testing batteries for the golf carts.
- We had a successful trip to Colorado for the Candlelight Dinner Playhouse.
- Co-ed Youth Soccer ended the season on May 26 with more than 100 participants.
- Rec Staff are prepping for summer programs and events.
- Rec staff is planning for the 1st Annual Bark in the Park event at Washington Park on Saturday, July 23.

- Skatepark above ground features are on order and the signage for the park is also on order.
- Staff is accepting quotes for the fencing for the dog park at Key Club Park.



Upcoming Projects

- Staff will be working on a UW Extension partnership for alternative grasses study at Washington Park, Tully Park and a few west end greenbelt areas.
- Staff will begin 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.
- We will continue to fire up our irrigation systems for parks.
- Parks crew will continue park maintenance including mowing, trimming, edging and general upkeep and maintenance of our facilities as needed.
- Contractors will begin concrete work at Rob Roy Park to address safety concerns and badly deteriorating concrete.
- New weight room equipment will be installed the first week of June.
- New hydration stations will be installed at the Recreation Center.
- Gym floors at the Rec Center will be sanded down and re-finished.
- Staff and volunteers will begin prep work and paint the golf course clubhouse and pumphouse.
- Staff is repairing a John Deere Pro Gator inhouse for a cost savings of more than \$10,000.
- Summer camps will begin May 31.
- Youth trip to Laramie to check out the Geology Museum, Planetarium and Leap Ninja Obstacle Course will be held Wednesday, June 29, 2022.
- Co-ed Adult Softball begins June 2, 2022.
- Adult trip to Wind River Casino in Riverton will be held Wednesday, June 1, 2022.
- Carbon County Museum Tour will be held Wednesday, June 22, 2022. Participants will attend the Little Snake River Museum, Grand Encampment and Fort Steele Museum.
- The first Music in the Park will take place on Thursday, June 23 with the band Michael Charles.
- We will be working on our drainage project on the left side of #9 green
- Fine tuning of the irrigation system will be ongoing optimizing our water usage.
New toilets will be installed in the on-course restroom by #7 tees.

Police Department



Last Month's Accomplishments

- Department attended de-escalation training.
- Speed studies completed on Walnut, Inverness, and Washington.
- SRO and Lt. attended training on Preventing Targeted School Violence.
- SRO and Lt. presented on police outreach programs at the Community Call to Action
- Quarterly Dept meeting 04/20 (County Attorney legal update).
- Rawlins Cares Coalition monthly meeting (faith-based group consolidating resources)
- Candidate testing on 04/21 (No passing candidates).
- Chief and Lt attended Wyoming Association of Sheriffs and Chiefs Conf in Casper.
- RPD attended Stop Stick training conducted by WHP.
- Stop sticks (purchased with impact funds) will be issued after policy finalized.
- Staff attended Critical Infrastructure Training hosted by C4.
- Staff attended Threat Hazard Identification and Risk Assessment training hosted by C4.
- Staff attended the Carbon County Prevention Network monthly meeting.
- RPD and HR attended job fair at UW.
- Led the City-wide Clean-up of 4 miles of I-80 in May.



Upcoming Projects

- Meet with other Departments regarding parking enforcement plan.
- Dept Policy review.
- Police Commission Policy updates.
- Dept Award Committee meeting.
- Dept Recruit/Hiring/Retention Committee meeting.
- Two new officer hires to begin training May 31.

Public Works



Last Month's Accomplishments

Utilities

- Continued services on water, sewer, locates, and meter repairs.
- Training on sewer camera, valve exerciser, sewer jet truck.
- Locates of curb stops and repairs of broke or damaged ones.
- Water taps for a new service on Locus St. for new home.
- Fire hydrant maintenance, testing, and repair of damaged ones. 2 from freezing temps, 2 from vehicle strikes.
- Sewer line maintenance and cleaning of approx. 15000 ft of line so far.
- Helping in the repair of broke collection pipe in our Sage Creek Basin collection system.
- Repair of a water main brake that broke twice within feet of each other over a 24-hr. period.
- Locates done for the raw water fire hydrant on Golf course Rd.

Streets

- Continued street sweeping weather permitting.
- Pothole repairing of 9th from Spruce to Walnut, 12th - Spruce to Birch, 14th - Spruce to Date, 16th - Spruce to Maple, W. Buffalo- 10th to Jeffers Dr., E. Davis- Sage Hills to Washington, Airport Rd.- Mahoney to Airport, Murry St.- Bonanza & Murry, Colorado- Mahoney& Colorado, Elm- El Rancho to 23Rd, 3rd - Front St. to Cedar St.
- Alley fill and repair between Walnut & Maple.
- Street cut asphalt repair on Larson St.
- Sign repairing, approx. 8 repair or replacements throughout town of pouring new jacks posts.
- Cleaning and servicing winter snow removal equipment and storing away for summer season.
- Prepping and starting asphalt plant for summer street repairing. Also cleaning and installing safety fence in asphalt area.
- Removed snow fence throughout town.
- Maintain electric signs around town for irrigation restrictions.
- Inventory of signs for signs order this summer.
- Cleanup of trash bags from street adoption cleanups.

Water Treatment Plant / Wastewater Treatment Plant

- Daily rounds of maintenance on both plants cleaning and testing.
- Cleaning of the traveling screen at river pump station, sediment was building up. Elevator is currently not working.
- Working on Thayer booster station, including flow and meter issues.
- New set of leaves for filters have been shipped to replace old leaves.
- Installing new flow control valves on filters for better processing.
- Bringing in all spring water to keep town in supply, filling Atlantic rim with river water.
- Field trip tours for elementary school students.



Upcoming Projects

- Rebuild of filter #4 new leaves and controls.
- Rebuild of the grit elevator at the river pump station.
- Installation of a raw water fire hydrant on Golf course road.