

STATUS	WBS	DESCRIPTION	OWNER	DUE DATE	RESOURCES	%	COMMENTS
	<b>1.0</b>	<b>FY22 Accomplishments</b>					
Completed	1.1	Employees				100	
Completed	1.1.1	Applied and received a \$2,400,000 million dollar grant to	Shawn Metcalf		Department heads	100	
Completed	1.1.2	Implement Employee Culture Statement	Shawn Metcalf	7/1/2022	Department Heads	100	
Completed	1.1.3	City Council prioritized and supported staff with a 3% COLA	Tom Sarvey	7/1/2022	Shawn Metcalf	100	
Completed	1.1.4	Finish Fire Civil Service policies	Blain Schumacher	7/1/2022	Stefanie Paulson	100	
Completed	1.1.5	Fire Department work schedule revamp	Blain Schumacher	7/1/2022	Stefanie Paulson	100	
Completed	1.1.6	Initiated an employee safety committee that meets monthly	Blain Schumacher			100	
Completed	1.1.7	Tripled the amount of applicants we get through	Stefanie Paulson		Shawn Metcalf	100	
Completed	1.1.8	Got a new provider to get UA's done faster. From 2 weeks to	Stefanie Paulson			100	
Completed	1.1.9	Paid employees for excess vacation and sick leave to come	Stefanie Paulson		Shawn Metcalf	100	
Completed	1.1.10	Started a semi-annual BBQ for staff and a semi-annual	Stefanie Paulson		Department Heads	100	
Completed	1.1.11	Implemented a hiring bonus for police department referrals,	Stefanie Paulson		Michael Ward	100	
Completed	1.1.12	Celebrated employees of the quarter				100	
Completed	1.1.13	Encouraged and attended more employee trainings				100	
Completed	1.1.14	Max Dutton, Supervisor of the Year, Employee of the Year				100	
Completed	1.2	Beautification				100	
Completed	1.2.1	Revamp and implement free landfill program.	Luis Lascano	8/1/2022	Pat Martinez	100	
Completed	1.2.1.1	Research and propose program revamps to council	Luis Lascano			100	
Completed	1.2.1.2	Logistically figure out program revamp, do associated	Luis Lascano			100	
Completed	1.2.1.3	Host Free Landfill Voucher Month	Luis Lascano			100	
Completed	1.2.2	Parks entryway/signage improvements	Jason Sehon			100	
Completed	1.2.3	City hall beautification landscaping	Jason Sehon			100	
Completed	1.2.4	Multiple clean up days	Mira Miller			100	
Completed	1.2.5	Completed splash pad and bathroom	Pam Thayer			100	
Completed	1.2.6	Urban orchard project with university extension	Jason Sehon			100	
Completed	1.2.7	City property weed clean up	Jason Sehon			100	
Completed	1.2.8	2 new adopted streets/park - underpass and island park plus			Mayor Weickum and Steve Sanger	100	
Completed	1.2.9	Planters in down town year round	Pam Thayer		Sondra	100	
Completed	1.2.10	Downtown - new screen is repainted, colored crosswalk, new	Pam Thayer			100	
Completed	1.2.11	Self watering planters installation at Tully Park	Jason Sehon			100	
Completed	1.2.12	Repainted clubhouse	Jason Sehon			100	
Completed	1.2.13	New carpet and other improvements to Rec Center	Jason Sehon			100	
Completed	1.2.14	Developed partnership with University Extension Office for	Jason Sehon		Mira Miller	100	
Completed	1.3	Infrastructure				100	
Completed	1.3.1	5-year capital improvement plan	Shawn Metcalf	12/31/2022	Department Heads	100	
Completed	1.3.2	\$35,000 Rob Roy Park infrastructure improvements	Jason Sehon			100	
Completed	1.3.3	Received a \$675,000 grant for engineering on our water infrastructure as well as implementation of new cathodic protection on our main waterline.	Andrea Hammond		Austin Gilbert	100	

Completed	1.3.4	6 person street crew used more than 600 tons of asphalt from our plant to patch street cuts, potholes, alleys, and sections of bad roads. Streets division maintains 131 miles of roads and alleyways.	Cody Dill		Streets division	100	
Completed	1.3.5	Walnut Street rebuild completed	Austin Gilbert		Cody Dill	100	
Completed	1.3.6	2020 Mill and Fill	Cody Dill		Austin Gilbert	100	
Completed	1.3.7	2021 Street Rehab - 34 streets were milled and overlaid. Delta and Dunphail were completed rebuilt.	Cody Dill		Austin Gilbert	100	
Completed	1.3.8	Emergency repairs on transmission line - blow offs, air valves	Cody Dill		Austin Gilbert	100	
Completed	1.3.9	Golf course restaurant improvements	Luis Lascano			100	
Completed	1.4	Community Trust & Engagement				100	
Completed	1.4.1	New TV's for the Council Chamber	Josiah Peterson			100	
Completed	1.4.1.1	Plan installation of TV's	Josiah Peterson			100	
Completed	1.4.1.2	Prepare walls for installation	Josiah Peterson			100	
Completed	1.4.1.3	Install TV's on walls	Josiah Peterson			100	
Completed	1.4.1.4	Connect TV's to current video system	Josiah Peterson			100	
Completed	1.4.2	New process for reporting phishing emails for citizens and staff	Josiah Peterson			100	
Completed	1.4.3	Initiated a new volunteer committee to focus on enhancing the experience of City of Rawlins Volunteers with a focus on community builder award and committee, board, and commission trainings	Jason Sehon			100	
Completed	1.4.4	Release information from all departments through multiple channels	Mira Miller			100	
Completed	1.4.5	Police community engagement efforts (i.e Special events, department training for outside agencies, faith based community leadership group, emergency communication practitioners, victim advocate coalition, carbon county law enforcement committee, urban deer, urban systems, recruitment committee, etc ).	Michael Ward		Lieutenants	100	<b>MichaelWard</b> : On-going efforts to engage with as many aspects of the community as possible
Completed	1.4.6	Created Parks and Recreation Advisory Committee	Jason Sehon		Tara Kupsky	100	
Completed	1.4.6.1	First meeting set for Thursday, June 9, 2022.			Tara Kupsky	100	
Completed	1.4.7	Implemented a citizen survey to gather feedback from the community. We saw increased results in nearly every department. Engaged employees and collected over 500 ideas to implement in the strategic plan. We saw an astounding 19% increase in residents who think the City of Rawlins is going in the right direction from the previous year.	Shawn Metcalf		Mira Miller	100	
Completed	1.4.8	Implemented a citizen driven strategic plan and implemented it into Action Strategy.	Shawn Metcalf			100	

Completed	1.4.9	Implemented the Behind the Scenes live videos with department heads and now monthly report for residents to know what the City is doing.	Shawn Metcalf		Department Heads	100	
Completed	1.4.10	100% committee positions filled	Mira Miller			100	
Completed	1.4.11	Report a Concern fully implemented and working	Mira Miller			100	
Completed	1.4.12	Town hall meetings for skate park, dog park and water infrastructure				100	
Completed	1.4.13	Completed 2 editions of the City View and sent out to all residents				100	
Completed	1.5	Community & Economic Development				100	
Completed	1.5.1	Creation of the economic department.	Shawn Metcalf			100	
Completed	1.5.2	Received \$50,000 Economic Development Planning Grant	Andrea Hammond			100	
Completed	1.5.3	Flatworks ordinance updated	Luis Lascano			100	
Completed	1.5.4	Adopted International Building Codes	Blain Schumacher			100	
Completed	1.5.5	Amended Title 19 - allow for larger accessory structures and fire separation	Luis Lascano			100	
Completed	1.5.6	Amended Title 16 - to eliminate campers, camping parks, etc to make it more user friendly and less burdensome.	Luis Lascano			100	
Completed	1.5.7	Completed transformation of Business Innovation Center - HUB	Pam Thayer			100	
Completed	1.5.8	Brought together local economic development partners (regular meetings)	Pam Thayer			100	
Completed	1.5.9	New businesses - 307 Horse Racing, C6 Outfitters, La Abuelitas, Ichiban and others.	Pam Thayer			100	
	<b>2.0</b>	<b>Employees --- Appreciate and recognize employees, competitive compensation benefits, invest in our employees through training and equipment, revise policies and procedures, strengthen purpose, direction and</b>					
On Track	2.1	Maintain employee appreciation efforts, City Scoop, Employee of the Quarter and Year, Supervisor of the Year and Max Dutton Awards	Stefanie Paulson		\$10,000 HR - Employee Appreciation	29.44	
Completed	2.1.1	Employee of the 1st quarter	Stefanie Paulson	4/15/2022		100	StefaniePaulson : Stevie Osborn
Completed	2.1.2	Employee of the 2nd quarter	Stefanie Paulson	7/15/2022		25	StefaniePaulson : Nominations due on July 8th, 2022 StefaniePaulson : Ariel Phipps
On Track	2.1.3	Employee of the 3rd quarter	Stefanie Paulson	10/15/2022			StefaniePaulson : Nominations due by October 7, 2022
On Track	2.1.4	Max Dutton	Stefanie Paulson	12/31/2022			
On Track	2.1.5	Supervisor of the Year	Stefanie Paulson	12/31/2022			
On Track	2.1.6	Longevity Awards	Stefanie Paulson	12/31/2022			
On Track	2.1.6.1	Contact Terryberry/Employees to order awards	Stefanie Paulson	10/3/2022			
Completed	2.1.7	Employee of the Year 2021	Stefanie Paulson	2/15/2022		100	
On Track	2.1.8	Monthly City Scoop	Stefanie Paulson			40	

Overdue	2.2	Finalize and implement Salary Study, including increases	Stefanie Paulson	8/31/2022	\$400,000 anticipated to implement	57.14	<b>ShawnMetcalf</b> : 1.31.2022 Finalizing review and fine-tuning with department heads
On Track	2.2.1	Identify potential revenue sources for all funds to enable us to implement the salary study (i.e. Recycle fund \$3 increase, hold off a filling some vacant positions, cemetery district, etc)	Tom Sarvey				
Attention	2.2.2	Create PAF's per employee	Stefanie Paulson	6/30/2023			<b>StefaniePaulson</b> : 6/3/2022 Extended date to 2023. Budget constraints. Will maintain salary study proposal numbers for future implementation.
Attention	2.2.3	Develop Compensation Strategy	Stefanie Paulson	3/1/2023			
Attention	2.2.3.1	Present to Department Heads	Stefanie Paulson	3/1/2022			
Completed	2.2.4	Create Salary Study presentation for council workshop and employees	Stefanie Paulson	3/22/2022	Shawn Metcalf	100	
Completed	2.2.5	Report to Council	Stefanie Paulson	3/22/2022		100	
Completed	2.2.6	Create budget spreadsheet for possible implementation proposals	Stefanie Paulson	4/30/2022	Shawn Metcalf	100	
On Track	2.2.7	Implement 2022 Job Descriptions	Stefanie Paulson	7/31/2022		100	
On Track	2.2.7.1	Present changes to job titles to council	Stefanie Paulson	6/21/2022		100	
On Track	2.2.7.2	Create PAF's per employee	Stefanie Paulson	7/31/2022		100	
On Track	2.3	Focus on professional development for council and staff	Shawn Metcalf	6/30/2023	\$0.00	20	
On Track	2.3.1	City Council training when new council arrives	Shawn Metcalf	1/17/2023	\$0.00 staff time		
On Track	2.3.2	Council and Dept. Heads legal training	Wendy Wade	12/31/2022	\$0.00 staff time		
On Track	2.3.3	Required annual harassment/discrimination training	Stefanie Paulson	6/30/2023	\$0.00 staff time		
On Track	2.3.4	Annual legal training for volunteers	Wendy Wade		\$0.00 staff time		
On Track	2.3.5	Fund and prioritize staff training	Shawn Metcalf	7/1/2022	Budgeted per department	100	<b>ShawnMetcalf</b> : We weren't able to fund staff training at the level I think everyone wanted; however, even with all the cuts, staff is still able to attend trainings.
On Track	2.4	Continue ongoing communication to Council and Staff via a monthly Behind The Scenes report.	Shawn Metcalf	6/30/2023	\$5,000 CM - printing and staff time	15.38	
Completed	2.4.1	June 2022	Shawn Metcalf	6/8/2022	Department Heads	100	
Completed	2.4.2	July 2022	Shawn Metcalf	7/1/2022	Department Heads	100	
Completed	2.4.3	August 2022	Shawn Metcalf	8/1/2022	Department Heads		
Completed	2.4.4	September 2022	Shawn Metcalf	9/1/2022	Department Heads		
On Track	2.4.5	October 2022	Shawn Metcalf	10/1/2022	Department Heads		
On Track	2.4.6	November 2022	Shawn Metcalf	11/1/2022	Department Heads		
On Track	2.4.7	December 2022	Shawn Metcalf	12/1/2022	Department Heads		
On Track	2.4.8	January 2023	Shawn Metcalf	1/31/2023	Department Heads		
On Track	2.4.9	February 2023	Shawn Metcalf	2/1/2023	Department Heads		
On Track	2.4.10	March 2023	Shawn Metcalf	3/1/2023	Department Heads		

On Track	2.4.11	April 2023	Shawn Metcalf	4/1/2023	Department Heads		
On Track	2.4.12	May 2023	Shawn Metcalf	5/1/2023	Department Heads		
On Track	2.4.13	June 2023	Shawn Metcalf	6/1/2023	Department Heads		
On Track	2.5	Develop and implement finance policies to include purchasing, budgets, capital assets.	Tom Sarvey		Wendy Wade		
Attention	2.5.1	Investment policies	Tom Sarvey	9/1/2022	Attorney		
Attention	2.5.2	Internal control policy	Tom Sarvey		Attorney		
Attention	2.5.3	Purchase policy	Tom Sarvey		Attorney		
Attention	2.5.4	Per diem policy	Tom Sarvey		Attorney		
Attention	2.5.5	Cash policy	Tom Sarvey		Attorney		
Attention	2.5.6	Debt policy	Tom Sarvey		Attorney		
Attention	2.5.7	Reserve policy	Tom Sarvey		Attorney		
On Track	2.6	Finish Employee Personnel Policies	Stefanie Paulson	12/31/2022	Shawn Metcalf		<b>ShawnMetcalf</b> : Meeting monthly to continue review process. <b>StefaniePaulson</b> : 6/3/2022 Placed on hold due to HR personnel constraints
	2.6.1	Finish writing last policy		9/17/2022			
On Track	2.7	Finish Police Civil Service policies.	Michael Ward	12/31/2022		85	
On Track	2.7.1	Work with HR on civil service policies	Stefanie Paulson		Rick Hooper, Chris Craig	85	
On Track	2.8	Continue monthly safety committee and safety trainings.	Blain Schumacher	6/30/2023	Department heads	15	
On Track	2.8.1	Review incidents and corrective actions	Blain Schumacher		Department heads	15	
On Track	2.8.2	Ongoing safety trainings (i.e. annual fire extinguisher training)	Blain Schumacher		Department heads	15	
On Track	2.8.3	Safety board for each department	Blain Schumacher		Department heads	15	
On Track	2.8.4	Department wide monthly safety inspections	Blain Schumacher		Department heads	15	
On Track	2.9	Continue semi-annual events & employee appreciation efforts	Stefanie Paulson	12/31/2022	Candace McSpadden, already budgeted	50	
On Track	2.9.1	Summer family BBQ	Stefanie Paulson	6/30/2022	Department heads	100	
Attention	2.9.2	Holiday Party	Stefanie Paulson				<b>StefaniePaulson</b> : Meeting scheduled 9/29/2022 <b>StefaniePaulson</b> : Committee working on arrangements. Information coming soon.
On Track	2.10	Update Safety Data Sheets/Processes	Jason Sehon		Department Heads	95	
On Track	2.10.1	Create shared folder to organize all SDS.	Jason Sehon	9/1/2022	Department Heads	95	
On Track	2.11	Police Dept. Recruitment, Hiring, Retention	Michael Ward			65	<b>MichaelWard</b> : Hired two new officers and lost one current officer. Three sworn positions remain open. Attended UW job fair. <b>StefaniePaulson</b> : City of Rawlins co-hosted and attended 3 job fairs in Rawlins. July 25, August 11 and September 12.

On Track	2.11.1	Develop Committee and review current process/re-write advertisement.	Michael Ward		Daria Hooper	80	
On Track	2.11.2	Retention - equipment, training budget, getting more officers, quarterly BBQ, sergeants welcomed to any command staff meeting, transparency efforts.	Michael Ward			15	
	2.11.3	Meet with outside vendors ref updating current process via marketing.	Michael Ward, Stefanie Paulson			100	
Attention	2.12	Participate with Carbon County Coordination Center (C4) on emergency preparedness.	Blain Schumacher		Lenny Layman		
Attention	2.12.1	Comprehensive Emergency Management Plan	Blain Schumacher		Lenny Layman		
	<b>3.0</b>	<b>Beautification --- Develop programs &amp; projects to support City beautification efforts, improve attractiveness of City entryways and properties, increase our efforts to clean-up dilapidated/dangerous buildings,</b>					
On Track	3.1	Create phased plan to address entry-way and right-of-way aesthetics.	Jason Sehon		Tyrell Perry, \$450,000	6.66	
On Track	3.1.1	Bring to City Council in work session to collect ideas (September). Council consider funding options (G.F. and 6th Penny).	Jason Sehon	1/1/2023			
Attention	3.1.2	RFP - firm to design entryway and right-of-way improvements	Jason Sehon		Tyrell Perry	10	
On Track	3.1.3	In-house maintenance standards of right-of-way and entryways	Jason Sehon		Tyrell Perry	10	
On Track	3.2	Develop & implement penalty policy for vacant and dilapidated buildings and create MOU with County to affirm recognition of liens on property.	Wendy Wade		Luis Luscano	10	
On Track	3.3	Address dangerous and dilapidated buildings for redevelopment.	Blain Schumacher	8/1/2022	Nate Davison, Andrea Hammond, Wendy Wade	52.5	
On Track	3.3.1	Dangerous Buildings Task Force	Michael Ward			100	
On Track	3.3.1.1	Committee formed and implemented procedure	Michael Ward, Blain Schumacher		Ariel Phipps, Code Enforcement Officer	100	
On Track	3.3.2	Inventory and prioritization of dangerous buildings	Blain Schumacher	7/15/2022	Ariel Phipps	5	
On Track	3.3.2.1	Assessing each dilapidated building for priority list	Blain Schumacher		Mike Ward	10	
On Track	3.3.2.2	Bring to Council for discussion after list is complete	Blain Schumacher		Ariel Phipps, Shawn Metcalf		
Attention	3.4	Find funding or Council provide funding for citywide business assistance program	Pam Thayer	12/31/2022	\$500,000	1.66	
	3.4.1	Brownfields Program - Luis, Andrea and Pam are working cohesively to secure funding, and choose buildings for brownfields program..	Andrea Hammond		Luis Lascano, Pam Thayer	5	
	3.4.1.1	Participate in State Assessment and training - Pam and Andrea will be presenters in the afternoon training.		10/25/2022			
	3.4.1.2	Create Strategic 4 year plan for a Brownfields Program in Rawlins - work with Yvonne Johnson with CCEDC too	Pam Thayer	12/30/2022	Andrea Hammond	10	

Attention	3.4.2	Paint & signage upgrades or removal of old	Pam Thayer					<b>PamThayer</b> : Rawlins DDA/Main Street has market this spring to businesses outside the district about the Paint Program. T'Keg has already been approved for the program as has 1 other downtown business at this time.
	3.4.2.1	Three buildings in RaWlins used the Paint Program f	Pam Thayer		DDA			
Attention	3.4.3	Facade or other visual upgrades to buildings	Pam Thayer					<b>PamThayer</b> : Discussion has started on this topic but until funds can be allocated, no other action has taken place.
	3.4.3.1	Funding is needed - potential ARPA funds	Pam Thayer					
On Track	3.5	Continue Clean Up Day and City Clean-Ups	Mira Miller, Michael Ward	8/1/2022	Mira/Brian chair committee with representative from each Department	75		
	3.5.1	Host Clean-Up Day of I-80 in September	Mira Miller, Michael Ward		Mira/Brian chair committee with representative from each Department			
Completed	3.5.2	Host City Clean-Up Day of I-80 in May	Mira Miller, Michael Ward	5/19/2022	Mira/Brian chair committee with representative from each Department	100		
Completed	3.5.3	Plan and Advertise Community Clean-Up Day in June or July	Mira Miller, Michael Ward		Mira/Brian chair committee with representative from each Department	100		
Completed	3.5.4	Host Community Clean-Up Day, in conjunction with Downtown Super Saturday and CCT Blazing	Mira Miller, Michael Ward, Pam Thayer		Mira/Brian chair committee with representative from each Department	100		
On Track	3.6	Community Banner art project	Pam Thayer	6/30/2023	DDA, \$25,000	83.33		<b>PamThayer</b> : Round #1 - Submission of artwork and manufactured has been completed. Round #1 will be hung the week of July 4th in time for SummerFest. Additional rounds will be completed in the next 18 months.
Completed	3.6.1	Release Call for Artists and Approve Submittals	Pam Thayer	4/30/2022		100		
Completed	3.6.2	Have 1st round of banners produced and hang in downtown	Pam Thayer	7/29/2022		100		
	3.6.3	Receive and submit 2nd round of banners for production	Pam Thayer	10/28/2022		50		
On Track	3.7	Maintain and improve the appearance of all city properties	Luis Lascano, Jason Sehon		Tyrell Perry/Anthony Zapala	32.22		
Attention	3.7.1	Building Maintenance plan and upgrades	Luis Lascano		Anthony Zapala	10		

Attention	3.7.1.1	HVAC upgrades at City Hall/Rec Center, wastewater exhaust, water plant crane system, generator upgrade at water/wastewater plant (saved \$8,500), John Deere generator inhouse fix (saved \$10,000)	Luis Lascano		Anthona Zapala	20	
	3.7.1.2						
Attention	3.7.2	Parks & Rec	Jason Sehon			86.66	
On Track	3.7.2.1	Landscaping at City Hall	Jason Sehon		Tyrell Perry	75	
	3.7.2.2	Landscaping at all City Park Signage areas	Jason Sehon		Tyrell Perry	85	
	3.7.2.3	Install self watering planters at cemetery and Tully Park	Jason Sehon		Tyrell Perry	100	
Overdue	3.7.3	Hold City-wide Surplus Auction	Jason Sehon	7/28/2023	Department Heads		
On Track	3.8	Continue Adopt-A-Street/Spot program.	Jason Sehon		Patti Hays		
Overdue	3.8.1	Implement Adopt-A-Park program	Jason Sehon		Patti Hays		
Overdue	3.8.1.1	City View focus on recruiting people for this.	Jason Sehon		Patti Hays		
Overdue	3.9	Fund Code Enforcement position	Michael Ward				
On Track	3.10	Develop and implement alternative turf study (University Extension Office)	Jason Sehon	9/1/2023		63.33	
Completed	3.10.1	Order and receive seed	Jason Sehon		Tyrell Perry	100	
On Track	3.10.2	Prep West end greenbelts for seed.	Jason Sehon		Tyrell Perry	90	
	3.10.3	Plant seed in west end greenbelts, Rob Roy Park and Washington Park	Jason Sehon	9/30/2022	Tyrell Perry		
	<b>4.0</b>	<b>Infrastructure --- Continue source water protection plan, ensure consistent funding for infrastructure, improve our ability to track and report on infrastructure, improve the City's storm water and floodplain</b>					
On Track	4.1	Continue source water protection including springs, wells, and transmission line fixes.	Austin Gilbert	6/30/2023	Cody Dill, unknown costs at this time, but we need large amounts anticipated. Best option may be to bond.	27.03	
Attention	4.1.1	Obtain loan for major infrastructure construction (USDA & SRF)	Austin Gilbert	4/30/2023	Finance Director, Andrea Hammond	5	
On Track	4.1.2	Pre-Treatment Plant	Austin Gilbert, Cody Dill	8/1/2022	Bud Dimick	34	<b>ShawnMetcalf</b> : A jar tested was conducted in August, and determined that there is at least one option for chemical treatment of our water.
On Track	4.1.2.1	Obtain services to learn how to operate plant.	Austin Gilbert, Cody Dill	8/1/2022		100	
On Track	4.1.2.2	Facilities improvements and repairs	Austin Gilbert, Cody Dill		Bud Dimick	45	
On Track	4.1.2.3	Perform wet run	Austin Gilbert, Cody Dill		Bud Dimick	15	
On Track	4.1.2.4	Install automation	Austin Gilbert, Cody Dill		Bud Dimick		
On Track	4.1.2.5	Staff training	Austin Gilbert, Cody Dill		Bud Dimick	10	
On Track	4.1.3	Emergency hydro vac contract (river and wastewater plant)	Cody Dill	10/1/2022	Bud Dimick, Austin Gilbert	50	
On Track	4.1.4	Phase 1 - 10,000 feet of woodstave pipe replacement	Austin Gilbert, Cody Dill	7/13/2022		95	

Attention	4.1.5	Phase 2 - Collection system replacement of woodstave pipeline	Austin Gilbert, Cody Dill				
Attention	4.1.6	Phase 3 - Rehabilitation of steel transmission line line of graphs	Austin Gilbert, Cody Dill			7.5	<b>MiraMiller</b> : \$675,000 grant from SLIB MRG partially funds Phase 3.
On Track	4.1.6.1	Blow offs	Austin Gilbert, Cody Dill			10	
On Track	4.1.6.2	Air Release Valves	Austin Gilbert, Cody Dill			5	
On Track	4.1.6.3	Gate valves	Austin Gilbert, Cody Dill				
On Track	4.1.6.4	Cathodic protection	Austin Gilbert, Cody Dill			15	
Attention	4.1.7	Phase 4 - Ductile iron water main from plant line	Austin Gilbert, Cody Dill		Bud Dimick		
Attention	4.1.8	Phase 5 - Tank farms replacement	Austin Gilbert, Cody Dill		Bud Dimick		
On Track	4.1.9	Standard Operating Procedures	Cody Dill		Austin Gilbert, Bud Dimick	37.5	
Attention	4.1.9.1	Water treatment plant	Cody Dill	6/30/2023	Austin Gilbert, Bud Dimick	25	
Attention	4.1.9.2	Water Pre-Treatment Plant	Cody Dill	6/30/2023	Austin Gilbert, Bud Dimick	20	
Attention	4.1.9.3	Wastewater treatment plant	Cody Dill	6/30/2023	Austin Gilbert, Bud Dimick	25	
Attention	4.1.9.4	Streets	Cody Dill	6/30/2023	Austin Gilbert, Dave Manley	80	
On Track	4.1.10	New SCADA (O&M) system	Austin Gilbert	6/30/2023	Josiah Peterson, Bud Dimick, Cody Dill	63.33	
On Track	4.1.10.1	Alarms working properly	Josiah Peterson		Austin Gilbert, Cody Dill	80	
Attention	4.1.10.2	Server implementation (hardware/software)	Josiah Peterson		Austin Gilbert, Cody Dill	10	
	4.1.10.3	Professional services contract				100	
On Track	4.1.11	Work through BLM and SLIB to protect our water from mining and/or other activities that could affect our water source.	Cody Dill		Shawn Metcalf, Austin Gilbert	5	
On Track	4.2	Contest and/or mitigate proposed floodplain (FEMA)	Austin Gilbert	6/30/2022	Cody Dill, unknown cost at this time	18	
On Track	4.2.1	Contract engineer work towards mitigation	Austin Gilbert	4/1/2023	Jed Smith	18	
On Track	4.2.1.1	Trespass permit	Austin Gilbert		Jed Smith	70	
On Track	4.2.1.2	Perform survey	Austin Gilbert	5/1/2022	Jed Smith	5	
On Track	4.2.1.3	Structural analysis	Austin Gilbert	7/1/2022	Jed Smith		
On Track	4.2.1.4	Permanent easement	Austin Gilbert	12/1/2022	Jed Smith	15	
On Track	4.2.1.5	Repairs to diversion structure	Austin Gilbert	3/1/2023	Jed Smith		
On Track	4.3	Connect raw waterline to cemetery with capacity for future expansion to parks and school district with 6th penny and other funds	Austin Gilbert	9/30/2022	Cody Dill, paid by 6th penny	35	
On Track	4.3.1	Advertise construction project	Austin Gilbert	9/1/2022	Cody Dill		
On Track	4.3.2	Professional Services Agreement	Austin Gilbert		Cody Dill	100	
On Track	4.3.3	Design of project	Austin Gilbert	9/1/2022	Cody Dill	40	
On Track	4.3.4	Construction begins	Austin Gilbert	10/1/2022	Cody Dill		
On Track	4.4	Water meter fixes	Cody Dill	9/30/2022	Water employees, Austin Gilbert, need to figure out costs	5	<b>MiraMiller</b> : Increased water revenue may be designated to water meter fixes.
On Track	4.4.1	Glenn addition	Cody Dill				

	4.4.1.1	Obtain engineering company to design layout through water model	Austin Gilbert, Cody Dill				
Attention	4.4.2	Master metering - need budget	Cody Dill				
On Track	4.4.3	Replacement of outdated meters & meter at Rawlins Reservoir	Cody Dill			15	
Completed	4.5	Skate Park	Jason Sehon	10/31/2022	Tyrell Perry, \$70,000	90	
On Track	4.5.1	Order skate park equipment and install	Jason Sehon	8/17/2022	Tyrell Perry	80	
On Track	4.5.2	Fundraising campaign	Jason Sehon	6/29/2022	Tyrell Perry, Nicki Howell, Mira Miller	90	
On Track	4.5.3	Complete concrete repair work	Jason Sehon	6/24/2022	Tyrell Perry	100	
Completed	4.6	Dog Park	Jason Sehon	10/31/2022	Tyrell Perry, \$25,000 + \$20,000 (com gas)	75	
On Track	4.6.1	Ongoing improvements (i.e. drinking fountains, covered shade area, etc)	Jason Sehon		Tyrell Perry	50	
On Track	4.6.2	Fundraising campaign	Jason Sehon		Tyrell Perry	50	
On Track	4.6.3	Fence contractor install fencing	Jason Sehon	10/31/2022	Tyrell Perry	100	
Completed	4.6.4	Get Council approval for location	Jason Sehon			100	
On Track	4.7	Partner on outdoor ice rink	Jason Sehon			62.5	
Attention	4.7.1	Zamboni capital request	Jason Sehon		Patti Hays		
On Track	4.7.2	Develop partnership with Raptors for maintenance, DDA for skates, Fire Department for water	Jason Sehon	10/31/2022	Pam Thayer, Patti Hays	75	
On Track	4.7.3	Development of increased rec programming	Jason Sehon	10/31/2022	Patti Hays, Nikki Howell	75	
	4.7.4	Approve agreement with Raptors	Jason Sehon			100	
On Track	4.8	Create infrastructure/asset depreciation plan.	Tom Sarvey	1/31/2023	Austin Gilbert	18.75	
Attention	4.8.1	Street, water, sewer	Austin Gilbert		Bud Dimick, Mike O'Brien, Cody Dill	15	
Attention	4.8.1.1	Streets - perform geo technical analysis	Austin Gilbert	6/30/2023	Consultant, Cody Dill		
Attention	4.8.1.2	Water - asset management plan (new software for GIS)	Austin Gilbert, Cody Dill	6/30/2023	Utilities team	20	
Attention	4.8.1.3	Sewer - asset management plan with RH Bourden (look into new software) - Work Session with Council	Austin Gilbert, Cody Dill	6/30/2023	Utilities team	25	<b>CodyDill</b> : RH Borden is a software company that uses sound wave software to pin point sewer blocked lines. This will give the City a more affective sewer maintenance program by knowing exact locations of blockage or soon to be blockages to jump on it before issues arise. It also is a manhole assessment program that will grade manholes to know which ones to replace and future replacement by condition of degradation. Will help tremendously for asset management.

On Track	4.8.2	Facilities	Luis Lascano	6/30/2023	Anthony Zaballa	10	
Attention	4.8.3	Parks	Jason Sehon	6/30/2023		10	
On Track	4.8.4	I.T.	Josiah Peterson	6/30/2023		40	
Completed	4.9	Conduct a study of water rates.	Tom Sarvey	10/31/2022	Shawn Metcalf, Austin Gilbert	75	
On Track	4.10	Downtown striping project	Austin Gilbert	9/30/2022	Cody Dill	20	MiraMiller : Council approved from Spring of 2023
On Track	4.10.1	Have set of plans from EA, working on autocad to update plan		8/31/2022		20	
Attention	4.11	Edinbergh	Austin Gilbert	4/1/2023	Cody Dill, Consultant	25	
On Track	4.11.1	Contract amendment	Austin Gilbert	7/31/2022	WWC	50	
Attention	4.11.2	Present to Council current issues	Austin Gilbert				
Attention	4.12	Upgrade park infrastructure	Jason Sehon		Tyrell Perry \$80,000	55.83	
Overdue	4.12.1	\$30,000 Washington Park	Jason Sehon	8/31/2023		10	
On Track	4.12.2	\$50,000 accessibility	Jason Sehon			25	
On Track	4.12.3	Tully park concrete repairs (impact assistance)	Jason Sehon	10/31/2022		50	
Completed	4.12.4	Rob Roy Park concrete repairs	Jason Sehon			100	
	4.12.5	VFW Ball Fields. Roof replacement to concessions building.	Jason Sehon			100	
	4.12.6	VFW Ball Fields. Repairs to concrete and asphalt around concessions building	Jason Sehon			50	
On Track	4.13	Lead and copper rule EPA/DEQ \$3,500,000 (in 2 years we will be fined if not corrected)	Cody Dill		Austin Gilbert, Bud Dimick	22.5	
Attention	4.13.1	Monitor legislative progress on this.	Cody Dill		Bud Dimick (monitor)		
Attention	4.13.2	Create inventory process	Cody Dill	6/30/2023	Austin Gilbert, Bud Dimick	20	
Attention	4.13.3	GIS training process	Cody Dill	6/30/2023	Austin Gilbert, Bud Dimick	47.5	
On Track	4.13.3.1	Implementation	Cody Dill	6/30/2023	Austin Gilbert, Bud Dimick	10	
On Track	4.13.3.2	Professional services contract	Cody Dill	7/31/2022	Austin Gilbert, Bud Dimick	85	
On Track	4.14	Create tree inventory & maintenance plan	Jason Sehon	12/1/2022	Tyrell Perry	50	
On Track	4.14.1	Work with Wyoming Forestry division to complete current tree inventory	Jason Sehon	6/1/2023	Tyrell Perry	50	
On Track	4.15	Pedestrian underpass with WYDOT	Austin Gilbert	5/1/2026	Cody Dill	10	
On Track	4.15.1	Design	Austin Gilbert	5/1/2024	Cody Dill	20	
On Track	4.15.2	Construction	Austin Gilbert	5/1/2026	Cody Dill		
Attention	4.16	Davis street extension	Austin Gilbert	6/30/2023	Cody Dill	25	
On Track	4.16.1	Bids for survey	Austin Gilbert		Cody Dill	100	
On Track	4.16.2	Environmental scoping	Austin Gilbert		Cody Dill		
On Track	4.16.3	Design	Austin Gilbert		Cody Dill		
On Track	4.16.4	Construction	Austin Gilbert		Cody Dill		
On Track	4.17	6th Penny Projects	Austin Gilbert		Cody Dill	13.5	
On Track	4.17.1	Raw Water Line to Rawlins Cemetery from Rochelle Ranch Golf Course (SHOWN ABOVE IN STRATEGIC PLAN)				20	

On Track	4.17.2	Pedestrian bypass from Aberdeen Street to Harshman Street (SHOWN ABOVE IN STRATEGIC PLAN)				10		
On Track	4.17.3	Low Maintenance landscaping in City Right of Ways				5		
	4.17.4	Edinbergh Street Replacement Dunphail to Murray including water, sewer, and storm sewer (SHOWN ABOVE IN STRATEGIC PLAN)						
	4.17.5	Washington St Replacement Davis to Colorado St including sewer, storm sewer, sidewalk, curb and gutter						
	4.17.6	Airport Rd Rebuild including storm sewer, curb and gutter						
	4.17.7	Harshman Street sidewalk, curb and gutter from School Campus' to Rec Center						
	4.17.8	Convert ditch at Fire Station #2 to underground drainage System						
	4.17.9	Relocate Sanitary Sewer Line & Storm Drainage in the Alton Lane area						
	4.17.10	Walnut street replacement 3rd-7th including water, sewer, storm sewer, curb and gutter				100		
On Track	4.18	6th Street Bridge	Austin Gilbert	4/1/2022	Wydot	30		
	4.19	Urban Orchard Project				100		
	4.19.1	Bolten Park complete				100		
	4.19.2	Martinez Park complete				100		
	4.19.3	North of Key Club Park complete				100		
	<b>5.0</b>	<b>Community Trust &amp; Engagement --- Continue gathering resident feedback through surveys, improve the City's efforts to inform the public, increase the City's efforts in training and recognizing volunteers.</b>						
On Track	5.1	Redo or upgrade sound/video system in council chambers, youtube live stream	Josiah Peterson	12/31/2022	Mira Miller	90		
On Track	5.2	Produce and distribute the City View newsletter, Behind the Scenes Monthly Report, and Utility Bill Insert to maximize comprehensive and ongoing communications with residents	Mira Miller	6/30/2023	Jason Sehon	40		
On Track	5.2.1	City View - August	Mira Miller, Jason Sehon	7/1/2022		100		
On Track	5.2.2	City View - December	Mira Miller, Jason Sehon	11/1/2022		20		
On Track	5.2.3	City View - April	Mira Miller, Jason Sehon	3/1/2023				
On Track	5.3	Host Town Halls and Surveys as needed. Continue annual Community Feedback Survey.	Shawn Metcalf					
On Track	5.3.1	2022 Community Survey	Mira Miller, Shawn Metcalf	11/1/2022				
Attention	5.3.2	Upcoming Town Halls - "Why Rawlins", West End Beautification, Economic Development Plan						
On Track	5.4	Volunteer training and recognition program.	Jason Sehon		Mira Miller	47.22		
On Track	5.4.1	Community Builder Award	Jason Sehon		Mira Miller	16.66		
Completed	5.4.1.1	July				100		
Completed	5.4.1.2	August				100		
Completed	5.4.1.3	September						

Completed	5.4.1.4	October					
On Track	5.4.1.5	November					
On Track	5.4.1.6	December					
On Track	5.4.1.7	January					
On Track	5.4.1.8	February					
On Track	5.4.1.9	March					
On Track	5.4.1.10	April					
On Track	5.4.1.11	May					
On Track	5.4.1.12	June					
On Track	5.4.2	Annual board training in Spring	Wendy Wade	3/1/2023	Mira Miller	100	
On Track	5.4.3	Council deliver gifts or thank you cards to Boards and Commissions	Mira Miller	4/1/2023		25	
On Track	5.5	"Meet Your Council" events.	Shawn Metcalf	6/30/2023	City Council	100	
On Track	5.5.1	Music in the park (sign up sheet)	Jason Sehon	6/30/2022	Mira Miller	100	
On Track	5.6	Transition domain and email to .gov	Josiah Peterson			94	
Completed	5.6.1	Get approval for moving forward with .gov domain (council approval & documentation phase)	Lynn Shearer, Josiah Peterson			100	
Completed	5.6.2	Announcement of transition to city employees & the public	Mira Miller, Josiah Peterson			100	
Completed	5.6.3	Phase 1: Active domains, website redirect for transition & email notification of transition	Mira Miller, Josiah Peterson			100	
On Track	5.6.4	Phase 2: Phasing out .com, encourage usage of .gov with website notification, require users to use .gov, but with notification from .com	Josiah Peterson, Shawn Metcalf			90	
On Track	5.6.5	Phase 3: Complete transition from .com to .gov, emails will bounce. Previous domains still work for website	Josiah Peterson			80	
Attention	5.7	Digitize clerks index, council agendas, meetings on tape, etc. Purchase new software.	Lynn Shearer		Mira Miller, \$150,000?	12.5	
On Track	5.7.1	Digitization of maps	Austin Gilbert			25	
Attention	5.7.2	Software purchase					
Attention	5.8	Develop annual audit plan for improved cybersecurity	Josiah Peterson			55	
On Track	5.8.1	Written procedures	Josiah Peterson			10	
	5.8.2	Conduct audit	Josiah Peterson			100	
	<b>6.0</b>	<b>Community and Economic Development --- Diversify indoor recreation and other activities, expand the City's business recruitment and development program, partner to reduce the number of unused/vacant</b>					
Attention	6.1	Complete and implement economic development plan	Nate Davison	11/30/2022	Pam Thayer, \$50,000 WBC grant with \$12,500 match	37.57	
Completed	6.1.1	Obtain Economic Development Grant	Andrea Hammond	6/17/2022	Nate Davison, Pam Thayer	100	
On Track	6.1.2	Ensure plan is in place to manage Economic Development grant and match funds	Tom Sarvey	7/22/2022	Nate Davison	33	
On Track	6.1.3	Allocate grant match (\$12,500) to Economic Development budget	Tom Sarvey	7/29/2022	Nate Davison	50	
Attention	6.1.4	Publish RFP	Nate Davison	7/8/2022	Pam Thayer, Andrea Hammond,	80	
On Track	6.1.5	Select consultant	Nate Davison	8/19/2022	Pam Thayer, Shawn Metcalf		

On Track	6.1.6	Maintain close communication with consultant, track and report on progress	Nate Davison	6/30/2023	Pam Thayer, Consultant		
On Track	6.1.7	Build strategy for successful implementation of economic development plan	Nate Davison	8/4/2023	Pam Thayer, Shawn Metcalf, Lou Lascano, Andrea Hammond		
Attention	6.2	"Why Rawlins"	Nate Davison	3/31/2023	Mira Miller, Pam Thayer, Shawn Metcalf		
On Track	6.2.1	Host Town Hall meetings	Nate Davison	7/28/2022	Mira Miller, Pam Thayer		
On Track	6.2.2	Complete focused community conversations	Nate Davison	9/30/2022	Mira Miller, Pam Thayer		
On Track	6.2.3	Meet with "consultant" team to identify top 2-4 "big" ideas	Nate Davison	10/14/2022	Mira Miller, Pam Thayer		
On Track	6.2.4	Work with locals to produce draft creatives (logos, taglines, etc.) for top 2-4 "big" ideas	Nate Davison	10/28/2022	Mira Miller, Pam Thayer		
On Track	6.2.5	Hold work session with City Council to select one of the "big" ideas	Nate Davison	11/25/2022	Mira Miller, Pam Thayer		
On Track	6.2.6	Develop and refine creative pieces (logo, taglines, etc.) along with city identity booklet and remaining deliverables	Nate Davison	12/30/2022	Mira Miller, Pam Thayer		
On Track	6.2.7	Incorporate new branding elements into city website, publications, etc.	Nate Davison	3/31/2023	Mira Miller, Pam Thayer		
Attention	6.3	Create and maintain an inventory of properties for development.	Nate Davison	9/30/2022	Luis Lascano, Blain Schumacher, Pam Thayer, Ariel Phipps, & Andrea Hammond	14.5	
On Track	6.3.1	Include "move-in ready" categorization within property inventory	Nate Davison	3/31/2023	Pam Thayer & Luis Lascano	10	
On Track	6.3.2	Include "shovel ready" categorization within property inventory	Nate Davison	3/31/2023	Pam Thayer & Luis Lascano	10	
On Track	6.3.3	Include "dangerous/dilapidated" categorization within property inventory	Nate Davison	12/30/2022	Andrea Hammond, Blain Schumacher, Ariel Phipps, Mike Ward	33	
Attention	6.3.4	Work with real estate agents/land owners/developers to participate with our inventory efforts	Nate Davison	3/31/2023	Pam Thayer & Luis Lascano	5	
Attention	6.4	Create a quality experience for incoming and existing businesses	Luis Lascano	9/30/2022	Pam Thayer	21.07	
On Track	6.4.1	Monthly collaboration meetings with ED related entities (i.e. Chamber of Commerce, CCEDC, Tourism, etc)	Pam Thayer	12/30/2022	Andrea Hammond		
	6.4.1.1	Monthly Meeting with CCEDC, City - Grants, Community Development and DDA Main Street to put out a Press Release to educate Rawlins & Carbon County about ED & Community Development.	Pam Thayer		Andrea Hammond		

On Track	6.4.2	Create an informative webpage that supports business recruitment, expansion, and development.	Nate Davison	12/30/2022	Andrea Hammond, Pam Thayer, Lou Lascano, Mira Miller, Josiah Peterson	32.5	
Attention	6.4.2.1	Publish initial, basic landing page	Nate Davison	7/29/2022	Andrea Hammond, Pam Thayer, Lou Lascano, Mira Miller, Josiah Peterson	50	
On Track	6.4.2.2	Publish complete webpage	Nate Davison	12/30/2022	Andrea Hammond, Pam Thayer, Lou Lascano, Mira Miller, Josiah Peterson	15	
On Track	6.4.3	Update forms and processes (i.e. BOA, P&Z)	Luis Lascano	3/31/2023	Sonia Gamblin, Wendy Wade	5	
Attention	6.4.3.1	Evaluate city processes, ordinances, etc. for business friendliness and adjust when appropriate	Nate Davison	11/25/2022	Lou Lascano, Pam Thayer	10	
On Track	6.4.3.2	Create checklists, infographics, etc. to help guide businesses through the processes	Nate Davison	3/31/2023	Lou Lascano, Pam Thayer		
On Track	6.4.4	Expand Business Innovation Hub (originally RTEC)	Pam Thayer	12/30/2022		80	
On Track	6.4.4.1	Define intake and experience through the process	Pam Thayer	8/26/2022		100	
Completed	6.4.4.2	Announcement of rebranding and services for innovation hub	Pam Thayer	6/22/2022	Sondra Dent	100	
On Track	6.4.4.3	Guide for business support	Pam Thayer	8/26/2022		100	
On Track	6.4.4.4	6.1.4.3 Business Challenge The CC Start-Up Challenge looks for individuals who are interested in starting a new business or early-stage entrepreneurs wanting to grow. Through the local Start-Up Challenges, IMPACT 307 provides a monetary incentive and the business support needed for contestants to act on their ideas. Finalists, chosen by a panel of judges, will work closely with IMPACT 307 staff to develop their businesses in their local areas. All finalists will gain business process knowledge as they progress through the phases of the competition. Regardless of the competition outcome, each finalist will be more prepared to launch and grow the business, simultaneously improving their likelihood for success and the local economy.	Pam Thayer	12/8/2022		25	
On Track	6.4.4.5	Market as a community wide resource and what resources are available	Pam Thayer	6/30/2023		80	
On Track	6.4.4.6	Expanded programs for businesses county-wide	Pam Thayer	6/30/2023	Sondra Dent	75	
Overdue	6.4.5	Business focused engagement	Pam Thayer	12/29/2023			
Attention	6.4.5.1	Events (i.e. National Small Business Week, Town Halls, etc)	Nate Davison				
Attention	6.4.5.2	Individual one-on-one business outreach meetings	Nate Davison				

Attention	6.4.5.3	Support collaboration between industries (i.e. shared employees, shared officer, shared resources, etc)	Nate Davison				
Overdue	6.4.6	Event competition for businesses to display their products	Nate Davison	12/29/2023			
Overdue	6.4.7	Seminar/training program for current businesses	Nate Davison	6/30/2023	Pam Thayer	30	
	6.4.7.1	Start Your Own Business - partnering with SBDC and the Hub. This class is offered to the county - to date we have had 3 classes with 14 people	Pam Thayer		HUB/DDA	30	
Attention	6.5	Identify programs and incentives to become more "business friendly"	Nate Davison	9/29/2023	Pam Thayer, Andrea Hammond, Luis Lascano, & ED Partners	6.66	
On Track	6.5.1	Develop criteria standard and/or program to receive incentives to develop in Rawlins	Nate Davison	1/27/2023	Pam Thayer, Andrea Hammond, Luis Lascano	10	
On Track	6.5.2	Funding mechanisms (i.e. TIF, PIF, CDBG other office)	Nate Davison	2/24/2023	Pam Thayer, Andrea Hammond, Luis Lascano, Tom Sarvey	10	
Overdue	6.5.3	Invite successful business from out of the area to do a presentation to local businesses	Nate Davison	9/29/2023	Pam Thayer		
Attention	6.6	Pursue broadband enhancements	Pam Thayer	9/30/2022			
On Track	6.6.1	ARPA Fund thru the WBC - availability	Pam Thayer	9/30/2022			<b>PamThayer</b> : ARPA funding will be released in 2022-2023 through the Wyoming Business Council (WBC). WBC is drafting the rules presently.
	6.6.1.1	Rules for Broadband will be released at the end of the September - Pam will work with Andrea to review.	Pam Thayer	10/14/2022	Andrea Hammond		
On Track	6.7	Development projects	Luis Lascano		Sonia Gamblin	42.5	
On Track	6.7.1	West end project	Luis Lascano			75	
	6.7.1.1	Traffic study completed				100	
	6.7.1.2	Site Plan approval				50	
On Track	6.7.2	East end project	Luis Lascano		Pam Thayer	10	
On Track	6.7.3	Starbucks	Luis Lascano				
On Track	6.7.4	Downtown Project (Ferguson, Wyoming)	Pam Thayer		DDA		
	6.7.4.1	Rawlins DDA will close on the Ferguson in the next 2 weeks - 2 developers have walked the building so far. One was a interested for a hotel and the other was apartments.. Also, a potential for Brownfield Assessment funding.	Pam Thayer	10/14/2022	DDA		
	6.7.4.2	Working with a Cheyenne Developer on purchasing the Wyoming for apartments.	Pam Thayer		DDA		
Completed	6.7.5	Horse racing	Pam Thayer			100	
Completed	6.7.6	Health care					
Completed	6.7.7	New Businesses in the Downtowen	Pam Thayer			80	

	6.7.7.1	-Tropical Rayz, WYO Lunch Box and Boutique - all combined with one owner. Back in the downtown. Working to possible bring a Food Truck day to downtown in Summer of 2023. -New Gallery& Therapy Business -Coffee Grinding Business	Pam Thayer			80	
Completed	6.7.8	BIRD - Ordinance completed. Bring the E-scooters into Rawlins in Spring 2023	Pam Thayer	6/1/2023		75	
On Track	6.8	Revamp Title 19	Luis Lascano	6/30/2023	Attorney		
On Track	6.8.1	C1 & C2	Luis Lascano	9/30/2022			
On Track	6.9	Downtown skyline light project	Pam Thayer		DDA, \$140,000	38.33	
On Track	6.9.1	Secure funding for project - The DDA Board has approved that the Feb 2023 funds will go toward the Skyline Light project, hoping to complete funding.	Pam Thayer		DDA	65	
On Track	6.9.2	Get current bids from electrician and lightening specialist - unfortunately until full funding is completed, the bids will be outdated.	Pam Thayer		DDA	50	
	6.9.3	Installation in Summer of 2023	Pam Thayer		DDA		
On Track	6.10	Revamp and increase recreational programing opportunities	Jason Sehon		Patti Hays	80.53	
On Track	6.10.1	Develop and Implement Indoor Roller Skating at Rec Center	Jason Sehon	9/1/2022	Patti Hays, Nikki Howell	100	
Completed	6.10.1.1	Council approval June 7, 2022	Jason Sehon	6/7/2022	Patti Hays, Nikki Howell	100	
On Track	6.10.2	Parks and Recreation develop and create MOU's/Facility Use Agreements between other local agencies (School District, Carbon County, Chamber, etc)	Jason Sehon	1/31/2023	Patti Hays	38.75	
On Track	6.10.2.1	Golf carts MOU	Jason Sehon	7/31/2022	Wendy Wade	75	
On Track	6.10.2.2	Little League MOU				40	
On Track	6.10.2.3	Generals MOU				40	
Attention	6.10.2.4	School district facility use MOU					
On Track	6.10.3	Meet with traveling sports teams and consider hosting tournaments in Rawlins	Jason Sehon	8/31/2022	Nikki Howell	25	
Completed	6.10.4	"Adventure and Play" program. February 18., 2022. A partnership between Recreation Center, Wyoming 4-H & UW Extension				100	
Completed	6.10.5	Expanded recreation programming during school holidays	Jason Sehon		Patti Hays	100	JasonSehon : 6 programs throughout 2021/22 Winter Break, 267 participants
Completed	6.10.6	Hired additional Recreation Supervisor to expand recreation offerings				100	
Completed	6.10.7	Weight Room revamp				100	

Overdue	6.11	Housing Program	Pam Thayer		City/DDA/CCEDC		<b>PamThayer</b> : Reached out to other communities in the State about Housing Programs In addition, I took a class on Kansas Rural Housing Financing Program at the National Main Street Program. I have discussed this program with Governor Gordon, two weeks ago and he is interested. He would like to have more information and potentially create a task force for the State.
	6.11.1	Meetings with potential developers in the county to do in-fill projects	Pam Thayer		Shawn Metcalf		
	<b>7.0</b>	<b>City Attorney</b>					
Attention	7.1	Draft ordinance that penalizes property owners for not maintaining their buildings	Wendy Wade				
Completed	7.2	Golf Cart MOU/Use Agreement	Wendy Wade, Jason Sehon		Jason Sehon, Carbon County Attorney's office		<b>WendyWade</b> : Sent to County Attorney for review
On Track	7.3	RecPro Contract Review	Wendy Wade, Josiah Peterson, Jason Sehon			95	
Attention	7.4	Title 19 Repair	Wendy Wade, Luis Lascano		Lou Lascano	15	
Attention	7.5	P&Z Bylaws	Wendy Wade		P&Z	25	
Attention	7.6	IT MOU with County	Wendy Wade, Josiah Peterson		Josiah with County Attorney	10	
Attention	7.7	HAZMAT notification letter	Wendy Wade, Austin Gilbert			15	
Attention	7.8	Parking Enforcement Review	Wendy Wade, Michael Ward		Mike Ward	10	
Attention	7.9	Overland Trail Cattle Co Lease	Wendy Wade, Austin Gilbert, Cody Dill		Austin Gilbert, Cody Dill	10	
Attention	7.10	Roller skating project bid; release of liability	Wendy Wade, Jason Sehon			25	
Attention	7.11	Deer	Wendy Wade			12.5	
Attention	7.11.1	Feeding deer code section update	Wendy Wade, Michael Ward		Mike Ward	15	
Attention	7.11.2	Deer culling resolution update	Wendy Wade			10	
On Track	7.12	River Water contract SWRC	Wendy Wade			20	
Attention	7.13	Research and review ordinance on extraterritorial jurisdiction	Wendy Wade, Michael Ward		Mike Ward	60	
Attention	7.14	Cable Franchise review	Wendy Wade, Mira Miller, Josiah Peterson, Tom Sarvey			15	<b>MiraMiller</b> : Initial review completed by Interim City Attorney
Attention	7.15	Snow removal MOU with County (annual review)	Wendy Wade			10	
Attention	7.16	Adopted Code update	Wendy Wade, Lynn Shearer		Lynn Shearer	10	
Completed	7.17	MSW RFP	Wendy Wade, Luis Lascano			100	
Completed	7.18	WDOC MOU review	Wendy Wade, Michael Ward			100	

Completed	7.19	BIRD MOU	Wendy Wade, Pam Thayer	7/5/2022		100	<b>PamThayer</b> : The City attorney has approved the MOU and Pam has submitted the item to Board Docs for 7/5/2022 for City Council's approval.
Completed	7.20	POC identification for damage/insurance claims	Wendy Wade			100	
Completed	7.21	SilverSky contract review	Wendy Wade, Josiah Peterson			100	
Completed	7.22	C.U. Case #2022-04-Amazon Kuiper Infrastructure LLC and Blake Sheep Company – “CPR 501 Rawlins Communications Site”	Wendy Wade, Shawn Metcalf		Carbon County P&Z	100	
Completed	7.23	Shooting range updated bid spec review	Wendy Wade, Jason Sehon			100	
Completed	7.24	MRG-21206 Grant Agreement Review	Wendy Wade, Andrea Hammond			100	
Completed	7.25	Gateway South Transmission Line Project documents	Wendy Wade, Shawn Metcalf			100	
Completed	7.26	Aerator Resolution Review	Wendy Wade, Jason Sehon		Jason Sehon	100	
Completed	7.27	Joint Powers Specific Purpose Tax escrow agreement	Wendy Wade, Lynn Shearer		Lynn Shearer	100	
Completed	7.28	Colorado Street - Dog/Skate park parking	Wendy Wade, Austin Gilbert, Jason Sehon		Jason Sehon, Austin Gilbert	100	
Completed	7.29	Cardboard plan review	Wendy Wade		Pat Holscher	100	
Completed	7.30	.gov domain guidelines	Wendy Wade, Josiah Peterson		Josiah Peterson	100	
Completed	7.31	City sale of surplus				100	
Attention	7.31.1	Fire Truck donation/sale	Wendy Wade, Blain Schumacher			100	
Attention	7.31.2	Seized Property	Wendy Wade, Michael Ward			100	
Attention	7.31.3	IT Equipment	Wendy Wade, Josiah Peterson			100	
Completed	7.32	GreatRates Contract Review	Wendy Wade, Austin Gilbert		Austin Gilbert	100	
Completed	7.33	Skate Park Signage	Wendy Wade, Jason Sehon		Jason Sehon	100	
Completed	7.34	6th Penny Funds Review	Wendy Wade, Austin Gilbert		Austin Gilbert	100	
Completed	7.35	Equipment lease review	Wendy Wade, Luis Lascano		Lou Lascano	100	
Completed	7.36	Minor in possession of tobacco ordinance revamp	Wendy Wade			100	
Completed	7.37	CATS Bus bid packet	Wendy Wade, Luis Lascano		Lou Lascano	100	
Completed	7.38	EDP Grant RFP Review	Wendy Wade, Andrea Hammond, Nate Davison		Andrea Hammond	100	
Completed	7.39	MSW Transportation Cost Review	Wendy Wade, Luis Lascano	4/19/2022	Lou Lascano	100	
Completed	7.40	Scooter Ordinance review	Wendy Wade, Pam Thayer		Pam Thayer	100	
Completed	7.41	Review Chase records request	Wendy Wade, Lynn Shearer		Lynn Shearer	100	
Completed	7.42	Restaurant Concessionaire Agreement	Wendy Wade, Jason Sehon	3/29/2022	Jason Sehon	100	
Completed	7.43	Indoor Shooting Range Barrier RFB	Wendy Wade, Jason Sehon		Jason Sehon	100	
Completed	7.44	Register with State of Wyoming Department of Administration and Information as City of Rawlins designated public records person	Wendy Wade			100	
	<b>8.0</b>	<b>Administrative/City Manager Department</b>					
	8.1	City Clerk	Lynn Shearer			1.11	
Overdue	8.1.1	Publication of ordinances - getting them all up-to-date to be actionable.	Lynn Shearer				
	8.1.2	Confirm insurance coverage, including on vehicles	Lynn Shearer		Tom Sarvey		

	8.1.3	Finalize and track LGLP claims	Lynn Shearer				
	8.1.4	Revamp special events form	Lynn Shearer		Attorney, Department Heads		
	8.1.5	Update Clerks Index	Lynn Shearer		Velena Grayswan	10	
	8.1.6	Clean-up miscellaneous forms and files, including pull tab and haulers	Lynn Shearer		Debbie Weickum		
	8.1.7	Update liquor license ordinance regarding HB13	Lynn Shearer		Attorney		
	8.1.8	Create liquor license organizational structure	Lynn Shearer		Velena Grayswan		
	8.1.9	File cabinet organization	Lynn Shearer		Velena Grayswan		
	8.2	City Manager	Shawn Metcalf			100	
Completed	8.2.1	Prepare FY23 budget	Shawn Metcalf		Tom Sarvey	100	
On Track	8.2.2	Visit with each department (Semi Annual) about city wide accomplishments, current/upcoming projects, concerns, etc.	Shawn Metcalf			100	
	8.3	Community Relations	Mira Miller			100	
Completed	8.3.1	Implement Notify Me & Report A Concern	Mira Miller			100	<b>MiraMiller</b> : Will continue, but has been extensively advertised in City View, through training video, and more
	8.4	Court					
	8.5	Economic Development	Nate Davison			60	
Completed	8.5.1	Economic Development Policies & Procedures	Nate Davison	4/15/2022	Department heads	100	<b>NateDavison</b> : The City of Rawlins Economic Development Department has adopted the International Economic Development Council's Code of Ethics; additionally, The City of Rawlins Strategic Plan and Culture Statement complete the framework for how The Economic Development Department operates and works with individuals in and out of The City of Rawlins organization.
	8.5.2	Collaboration meetings with CCEDC, Tourism, DDA	Nate Davison		Pam Thayer	20	<b>NateDavison</b> : Inaugural meeting with group has been held as have one on one introductory meetings.
	8.6	Engineering	Austin Gilbert			20	
On Track	8.6.1	Update Engineering Processes	Austin Gilbert	6/30/2023		20	
On Track	8.6.1.1	Update the Contract Bid Documents for Construction	Austin Gilbert	6/30/2023	Wendy Wade	50	
On Track	8.6.1.2	Training Council on Engineering Processes	Austin Gilbert	6/30/2023	City Council	5	
On Track	8.6.1.3	Update Professional Services Contracts	Austin Gilbert	6/30/2023	Wendy Wade	5	
On Track	8.6.1.4	Create Process with Finance Director for Professional Services Invoicing and Construction Contract Pay Applications	Austin Gilbert	6/30/2023	Bev Hannum,	20	

	8.7	Plan reviews for developers (ongoing)	Austin Gilbert		Luis Luscano		
Completed	8.8	Police Department WY Division of Victim Services VOCA/VAWA	Andrea Hammond			100	
	8.8.1	Research, Write and Compile Grant	Andrea Hammond			100	
	8.8.2	Prepare Budget and Other Necessary Information	Michael Ward		Lt Hooper Julie Hahn	100	
	8.8.3	Review Budget				100	
	8.8.4	Draft Resolution and Load Information to BoardDocs	Andrea Hammond			100	
	8.8.5	Review and Approve Resolution				100	
	8.9	Strategic Priority					
	8.10	Human Resources	Stefanie Paulson			35.9	
	8.10.1	Financials for water crisis	Stefanie Paulson				
	8.10.2	Cell phone stipends	Stefanie Paulson			100	
	8.10.3	Independent contractor agreements	Stefanie Paulson		Jason Sehon		
	8.10.4	Revising new hire onboarding process	Stefanie Paulson		Candice McSpadden		
	8.10.5	CDL reclassification, trainer?	Stefanie Paulson		Candice McSpadden	10	
	8.10.6	Safety training program	Stefanie Paulson		Candice McSpadden, Blain Schumacher	35	
	8.10.7	Develop and distribute job description binders	Stefanie Paulson	6/30/2022	Candice McSpadden	100	<b>Stefanie Paulson</b> : Completed and distributed. Ongoing maintenance will occur as needed
	8.10.8	Develop leadership training program.	Stefanie Paulson		Candice McSpadden		
	8.10.9	Implement employee ID badging system	Stefanie Paulson		Candice McSpadden	50	
	8.10.10	Develop annual review program	Stefanie Paulson		Department Heads		
	8.10.11	Develop and refine Personnel Improvement Plans (PIP)	Stefanie Paulson		Kim Earl	100	
	<b>9.0</b>	<b>Community Development Department</b>					
On Track	9.1	Administrative	Luis Lascano		Sonia Gamblin	35	
On Track	9.1.1	Working on permit forms and board forms for Board of Adjustments and Planning and Zoning Commission.	Luis Lascano		Sonia Gamblin	35	
Attention	9.2	Facilities & Shop	Luis Lascano		Anthony Zabala	10	
Attention	9.2.1	Facilities working on the stairs at City Hall also seeking bids for railing improvements.	Luis Lascano		Anthony Zabala	10	
Attention	9.3	Landfill & Recycling	Luis Lascano			36.11	
On Track	9.3.1	Rehab MSW building	Luis Lascano		Pat Martinez	33.33	
Completed	9.3.1.1	Temporary repairs completed	Luis Lascano		Landfill staff	100	
On Track	9.3.1.2	Bid and hire contractor for repairs	Luis Lascano		Pat Martinez		<b>LuisLascano</b> : February 2022 1 bid received. <b>LuisLascano</b> : Currently waiting for the new fiscal budget before work begins.
Attention	9.3.1.3	Working with insurance company for possible funding for the damage.					

On Track	9.3.2	New recycle building	Luis Lascano		Pat Martinez	40	
Attention	9.3.2.1	Bids were received and opened these have exceeded the bid amount.	Luis Lascano		Pat Martinez	40	
On Track	9.3.3	Currently working on re-designing the proposed recycling building.	Luis Lascano			35	
	<b>10.0</b>	<b>Fire Department</b>					
	10.1	Administrative	Blain Schumacher			83.33	
On Track	10.1.1	Acquire PPE/Engine Company through grant process	Blain Schumacher		Allen Robinson	83.33	
On Track	10.1.1.1	Assistance to Firefighters Grant (AFG) \$1.18 Million.	Andrea Hammond, Blain Schumacher	9/1/2022	AFG Grant	75	
On Track	10.1.1.2	CDBG Grant \$775K	Andrea Hammond, Blain Schumacher		CDBG Grant	75	<b>BlainSchumacher</b> : Awaiting additional decision from CDBG.
On Track	10.1.1.3	SLIB PPE Grant \$335K	Andrea Hammond, Blain Schumacher		SLIB Grant	100	<b>BlainSchumacher</b> : SLIB Grant was not received by reviewing authority; therefore, grant was not funded.
	10.2	Building Official	Blain Schumacher				
	10.3	Operations Division	Blain Schumacher			45.55	
On Track	10.3.1	New Advanced Life Support Ambulance	Blain Schumacher		Impact Assistance Funding Paul Hardy	26.66	<b>BlainSchumacher</b> : Ambulance was approved by council and a RFP was submitted. A qualified vendor was selected and a pre-bid meeting is being scheduled for late June.
On Track	10.3.1.1	Bid/Award Process	Lynn Shearer, Blain Schumacher			80	<b>BlainSchumacher</b> : Bid Opening March 2022
On Track	10.3.1.2	Selection of Vendor	Blain Schumacher				
On Track	10.3.1.3	Receive, Approve, Certify Product	Blain Schumacher				
On Track	10.3.2	SCBA Purchase	Blain Schumacher		Capital Improvement, Allen Robinson	50	
On Track	10.3.2.1	Purchase first round of SCBA	Blain Schumacher			100	<b>BlainSchumacher</b> : First 4 purchased. <b>BlainSchumacher</b> : First 4 delivered, 21 June 2022
On Track	10.3.2.2	Continue purchase process utilizing CIP 2023 funds	Blain Schumacher		Allen Robinson		
On Track	10.3.3	Each Fire Department personnel certified for promotion.	Blain Schumacher			60	<b>BlainSchumacher</b> : 5 Fire Officer, 1 NREMT, 7 Red Card certifications completed in June 2022
	10.4	Volunteer Division	Blain Schumacher		Allen Robinson		
Attention	10.4.1	Create EMS Division	Blain Schumacher	6/1/2022			
Attention	10.4.1.1	Create SOP	Blain Schumacher		Allen Robinson		
	<b>11.0</b>	<b>Finance Department</b>					
On Track	11.1	Complete Fiscal Year 2021 Audit	Tom Sarvey		Bev Hannum		
	11.1.1	Budget versus actual					
	11.1.2	Management discussion and analysis					
	11.1.3	Review draft					

11.1.4	Revenue detail					
11.1.5	Landfill closure liability					
11.1.6	Analytical procedures					
11.2	FY22 Audit					
11.2.1	Cash - bank reconciliations					
11.2.2	Receivables					
11.2.3	Tie out fixed assets					
11.2.4	Accrued wages					
11.3	General Ledger					
11.3.1	Process discovery					
11.3.2	Process design					
11.3.3	Process implementation					
11.3.4	Review potential systems					
11.3.5	Month end closing procedures					
11.3.5.1	Financial reporting improvement					
11.3.5.2	Close the general ledger each month					
11.3.5.3	Month end reconciliations					
11.3.5.4	Internal controls					
11.4	Accounts Receivable					
11.4.1	Collections for accounts receivable					
11.4.1.1	Allowance for uncollectible					
11.4.1.2	Tracking system					
11.4.1.3	Collections					
11.4.1.4	Reporting to departments					
11.4.2	Bill accounts receivable out of Casselle					
11.5	Inventory					
11.5.1	Develop tracking system - inventory counting					
11.5.2	Purchase orders and work orders system					
11.5.3	Inventory control system - access to inventories					
11.5.4	Work order system					
11.6	Capital Assets					
11.6.1	Match depreciation schedule to Audit Report					
11.6.2	Perform a capital asset inventory					
11.6.3	Funded depreciation					
11.6.4	Sensitive items list					
11.7	Accounts Payable					
11.7.1	Review vendor files and inactive unused vendors					
11.7.2	Online approval routing					
11.8	Revenue					
11.8.1	Sewer rate study					
11.9	Policy Creation					
11.9.1	Fund balance					
11.9.2	Purchasing					

	11.9.3	Capital Assets					
	11.9.4	Long Term Financial Planning					
	11.9.5	Investments					
	11.9.6	Budget Creation					
	11.9.7	Revenues					
	11.9.8	Expenditures					
	11.9.9	Financial Reporting					
	11.9.10	Internal Control and Risk Management					
	11.9.11	Funded Depreciation					
	11.9.12	Internal Controls					
	11.10	Financial Reporting System					
	11.10.1	Automate purchase requisitions					
	11.10.2	Electronically file invoices and other documents					
	11.10.3	Inventory tracking					
	11.10.4	Work orders					
	11.10.5	General ledger development					
	11.11	FY24 Budget					
	11.11.1	Budget workpapers					
	11.11.2	Salary study implementation					
	11.11.3	Begin Budget Book					
	11.11.4	Budgeting for outcomes					
	11.12	FY23 Audit					
	11.12.1	Develop CAFR outline					
	11.13	General Finance					
On Track	11.13.1	Payroll backup	Tom Sarvey			Candace McSpadden	
	11.13.2	Early retirement exploration	Tom Sarvey				
	11.13.3	Explore CREG reports which are released each January.	Tom Sarvey				
	11.14	Information Technology	Josiah Peterson				22.57
Attention	11.14.1	Upgrade 3G devices used across the city	Josiah Peterson	9/21/2022			90
Attention	11.14.2	City-Wide server upgrades	Josiah Peterson				50
On Track	11.14.3	Improve cybersecurity policies for employees	Josiah Peterson				
Attention	11.14.4	Caselle Server Upgrade	Josiah Peterson				23.33
On Track	11.14.4.1	Hardware spec & quotes	Josiah Peterson				60
On Track	11.14.4.2	Software spec & quotes	Josiah Peterson				80
Attention	11.14.4.3	Hardware & Software purchase & acquirement	Josiah Peterson				
Attention	11.14.4.4	Setup of Caselle physical server	Josiah Peterson				
Attention	11.14.4.5	Installation of Caselle server software	Josiah Peterson				
Attention	11.14.4.6	Migration of old server data to new server	Josiah Peterson				
On Track	11.14.5	Develop/improve documentation of city IT infrastructure	Josiah Peterson				
Attention	11.14.6	Implement firewalls for segmentation of department networks	Josiah Peterson				

On Track	11.14.7	Upgrade workstations city-wide for improved work experience	Josiah Peterson			20	
Attention	11.14.8	Transition from EOL software to newer software for better security & efficiency	Josiah Peterson			10	
Attention	11.14.9	Implement higher security protocols for city employee access to city network	Josiah Peterson				
On Track	11.14.10	Improved hierarchy of account system and privileges	Josiah Peterson				
Attention	11.14.11	Develop forms for employee access to city infrastructure for multiple purposes	Josiah Peterson				
On Track	11.14.12	Implement protocols for disaster incidents	Josiah Peterson				
On Track	11.14.13	Introduce cybersecurity awareness training for city employees	Josiah Peterson				
On Track	11.14.14	Develop cohesive structure for invoice structuring for IT assets of departments	Josiah Peterson			80	
On Track	11.14.15	Replace outdated wireless bridges across the city	Josiah Peterson				
On Track	11.14.16	Transition away from on-premise file storage to cloud storage via OneDrive	Josiah Peterson			80	
On Track	11.14.17	Input all IT assets into asset management system	Josiah Peterson			10	
On Track	11.14.18	Transition away from on-premise calling system to cloud-based calling system	Josiah Peterson			5	
On Track	11.14.19	Implement work order system for departments	Josiah Peterson				
On Track	11.14.20	Implement better waste management software for the Landfill	Josiah Peterson				
On Track	11.14.21	Implement network & server monitoring services for city IT infrastructure				30	
Attention	11.14.22	Improve workflows of city procedures for higher security & privacy	Josiah Peterson				
On Track	11.14.23	Implement more secure Wireless Access Points for city buildings	Josiah Peterson				
Attention	11.14.24	Develop IT strategy for volunteer & internship access to city network	Josiah Peterson				
Attention	11.14.25	Implement proper segmentation of printers across the city	Josiah Peterson				
On Track	11.14.26	Develop/improve security of City of Rawins with upgraded camera systems, access controls, etc.	Josiah Peterson				
Attention	11.14.27	Move infrastructural software onto city servers	Josiah Peterson				
On Track	11.14.28	Transition city from Windows 10 to Windows 11	Josiah Peterson	1/1/2025		5	
On Track	11.14.29	Transition to using dedicated fiber line across departments	Josiah Peterson				
Attention	11.14.30	Implement procedures for drills for disaster incidents	Josiah Peterson				
Attention	11.14.31	Implement conference room reservation system for meetings	Josiah Peterson			80	

Attention	11.14.32	Setup and implement GIS software for multiple departments for data acquirement and analysis	Josiah Peterson			25	
Attention	11.14.33	Implement barcode system for all IT assets	Josiah Peterson				
Attention	11.14.34	Obtain extended warranties for printers without maintenance contracts	Josiah Peterson				
Attention	11.14.35	Develop employee IT onboarding document for new employees	Josiah Peterson				
On Track	11.14.36	Set up kiosks for Recreation center	Josiah Peterson				
On Track	11.14.37	Implement GIS projects for Police Department purposes	Josiah Peterson			40	
Attention	11.14.38	Implement Caselle city wide for processes	Josiah Peterson, Tom Sarvey				
	11.14.38.1	Concept Stage					
	11.14.38.2	Meet with Caselle for Modules/Costs					
	11.14.38.3	Develop implementation plan					
	11.14.38.4	Begin Implementation plan					
	11.14.38.5	Ensure requirements were met					
On Track	11.14.39	Upgrade Canon printers across the city	Josiah Peterson			100	
On Track	11.14.40	Upgrade faxing software	Josiah Peterson			100	
On Track	11.14.41	Transition from on-premise water bill development to outsourced utility billing	Josiah Peterson			100	
On Track	11.14.42	Implement upgraded email protection services	Josiah Peterson			100	
	11.14.42.1	Get SilverSky Contract signed				100	
	11.14.42.2	Phase 1: Prepare transition from Reflexion to SilverSky				100	
	11.14.42.3	Phase 2: Schedule Weekend Maintenance				100	
	11.14.42.4	Phase 3: Complete transition				100	
On Track	11.15	Grant/Loan Writing (In Process/future)	Andrea Hammond			0.06	
Attention	11.15.1	USDA	Andrea Hammond, Austin Gilbert			0.1	
Attention	11.15.2	Drinking Water	Andrea Hammond, Austin Gilbert			0.05	
	11.15.2.1	Research, Write and Compile Grant				0.25	
	11.15.2.2	Prepare Budget and Other Necessary Information					
	11.15.2.3	Review Budget					
	11.15.2.4	Draft Resolution and Load Information to BoardDocs					
	11.15.2.5	Review and Approve Resolution					
	11.15.3	Skatepark	Andrea Hammond, Jason Sehon				
	11.15.3.1	Research, Write and Compile Grant					
	11.15.3.2	Prepare Budget and Other Necessary Information					
	11.15.3.3	Review Budget					
	11.15.3.4	Draft Resolution and Load Information to BoardDocs					
	11.15.3.5	Review and Approve Resolution					
	11.15.4	DOT Transcontinental bike trail	Andrea Hammond				

	11.15.4.1	Partner with Sinclair to do bike trail				
	11.15.5	Safe Streets DOT	Andrea Hammond			
	11.15.5.1	Research, Write and Compile Grant				
	11.15.5.2	Prepare Budget and Other Necessary Information				
	11.15.5.3	Review Budget				
	11.15.5.4	Draft Resolution and Load Information to BoardDocs				
	11.15.5.5	Review and Approve Resolution				
	11.15.6	CDBG 2023/23 SCADA	Andrea Hammond			0.13
	11.15.6.1	Research, write and compile grant	Andrea Hammond			0.15
	11.15.6.2	Prepare Budget	Andrea Hammond			
	11.15.6.3	Review Budget	Andrea Hammond			
	11.15.6.4	Draft Resolution/Load on BOD Docs	Andrea Hammond			0.5
	11.15.6.5	Review and Approval by City Council of Resolution	Andrea Hammond			
	11.15.7	CDBG 2022-23 Transmission Line	Andrea Hammond			0.1
	11.15.7.1	Research, write and compile grant	Andrea Hammond			
	11.15.7.2	Prepare BUdget	Andrea Hammond			
	11.15.7.3	Review Budget	Andrea Hammond, Tom Sarvey			
	11.15.7.4	Draft Resolution put on BOD docs	Andrea Hammond			0.5
	11.15.7.5	Review an Approval by City Council	Andrea Hammond			
	11.15.8	Brownfield Assessment Grant	Andrea Hammond			0.1
	11.16	Grant Writing (Submitted)	Andrea Hammond			95.23
	11.16.1	ARPA Water	Andrea Hammond, Austin Gilbert			
	11.16.1.1	Research, Write and Compile Grant				
	11.16.1.2	Prepare Budget and Other Necessary Information				
	11.16.1.3	Review Budget				
	11.16.1.4	Draft Resolution and Load Information to BoardDocs				
	11.16.1.5	Review and Approve Resolution				
Completed	11.16.2	Public Works EMERGENCY SLIB Water Service Delivery System	Andrea Hammond			100
	11.16.2.1	Research, Write and Compile Grant				100
	11.16.2.2	Prepare Budget and Other Necessary Information	Austin Gilbert, Cody Dill			100
	11.16.2.3	Review Budget				100
	11.16.2.4	Draft Resolution and Load Information to BoardDocs				100
	11.16.2.5	Review and Approve Resolution				100
Completed	11.16.3	Fire Department CDBG #14 PPE Firefighters and New Engine	Andrea Hammond			100
	11.16.3.1	Research, Write and Compile Grant				100
	11.16.3.2	Prepare Budget and Other Necessary Information	Blain Schumacher			100
	11.16.3.3	Review Budget				100

	11.16.3.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.3.5	Review and Approve Resolution				100	
Completed	11.16.4	Fire Department FEMA PPE Firefighters and Engine	Andrea Hammond			100	
	11.16.4.1	Research, Write and Compile Grant				100	
	11.16.4.2	Prepare Budget and Other Necessary Information	Blain Schumacher			100	
	11.16.4.3	Review Budget				100	
	11.16.4.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.4.5	Review and Approve Resolution				100	
	11.16.4.6					100	
Completed	11.16.5	Public Works CDBG #1 20" Main Pipeline	Andrea Hammond			100	
	11.16.5.1	Research, Write and Compile Grant				100	
	11.16.5.2	Prepare Budget and Other Necessary Information	Austin Gilbert, Cody Dill			100	
	11.16.5.3	Review Budget				100	
	11.16.5.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.5.5	Review and Approve Resolution				100	
Completed	11.16.6	Public Works CDBG #2 Roadway	Andrea Hammond			100	
	11.16.6.1	Research, Write and Compile Grant	Andrea Hammond			100	
	11.16.6.2	Prepare Budget and Other Necessary Information	Austin Gilbert, Cody Dill		Department Head	100	
	11.16.6.3	Review Budget				100	
	11.16.6.4	Draft Resolution and Load Information to BoardDocs	Andrea Hammond			100	
	11.16.6.5	Review and Approve Resolution				100	
Completed	11.16.7	Public Works CDBG #3 Wood Stave Pipeline	Andrea Hammond			100	
	11.16.7.1	Research, Write and Compile Grant				100	
	11.16.7.2	Prepare Budget and Other Necessary Information	Austin Gilbert, Cody Dill			100	
	11.16.7.3	Review Budget				100	
	11.16.7.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.7.5	Review and Approve Resolution				100	
Completed	11.16.8	Public Works CDBG #4 Cathodic Protection	Andrea Hammond			100	
	11.16.8.1	Research, Write and Compile Grant				100	
	11.16.8.2	Prepare Budget and Other Necessary Information	Austin Gilbert, Cody Dill			100	
	11.16.8.3	Review Budget				100	
	11.16.8.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.8.5	Review and Approve Resolution				100	
Completed	11.16.9	Public Works CDBG #5 Corroded Water Transmission Line	Andrea Hammond			100	
	11.16.9.1	Research, Write and Compile Grant				100	
	11.16.9.2	Prepare Budget and Other Necessary Information	Austin Gilbert, Cody Dill			100	

	11.16.9.3	Review Budget				100	
	11.16.9.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.9.5	Review and Approve Resolution				100	
Completed	11.16.10	Public Works CDBG #6 SCADA	Andrea Hammond			100	
	11.16.10.1	Research, Write and Compile Grant				100	
	11.16.10.2	Prepare Budget and Other Necessary Information	Austin Gilbert, Cody Dill			100	
	11.16.10.3	Review Budget				100	
	11.16.10.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.10.5	Review and Approve Resolution				100	
Completed	11.16.11	Community Development CDBG #8 Flood Plain	Andrea Hammond			100	
	11.16.11.1	Research, Write and Compile Grant				100	
	11.16.11.2	Prepare Budget and Other Necessary Information	Luis Lascano, Austin Gilbert			100	
	11.16.11.3	Review Budget				100	
	11.16.11.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.11.5	Review and Approve Resolution				100	
Completed	11.16.12	Community Development CDBG #15 Bldg at Recycling Center	Andrea Hammond			100	
	11.16.12.1	Research, Write and Compile Grant				100	
	11.16.12.2	Prepare Budget and Other Necessary Information	Luis Lascano			100	
	11.16.12.3	Review Budget				100	
	11.16.12.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.12.5	Review and Approve Resolution				100	
Completed	11.16.13	Community Development Brownstone Assessment	Andrea Hammond			100	
	11.16.13.1	Research, Write and Compile Grant				100	
	11.16.13.2	Prepare Budget and Other Necessary Information	Nate Davison			100	
	11.16.13.3	Review Budget				100	
	11.16.13.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.13.5	Review and Approve Resolution				100	
Completed	11.16.14	Community Development CDBG #16 Update Lighting controls on City Buildings	Andrea Hammond			100	
	11.16.14.1	Research, Write and Compile Grant				100	
	11.16.14.2	Prepare Budget and Other Necessary Information	Luis Lascano			100	
	11.16.14.3	Review Budget				100	
	11.16.14.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.14.5	Review and Approve Resolution				100	
Completed	11.16.15	Community Development CDBG #17 HVAC at City Hall and Public Works	Andrea Hammond			100	

	11.16.15.1	Research, Write and Compile Grant				100	
	11.16.15.2	Prepare Budget and Other Necessary Information	Cody Dill			100	
	11.16.15.3	Review Budget				100	
	11.16.15.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.15.5	Review and Approve Resolution				100	
Completed	11.16.16	DDA Main Street CDBG #9 Bulb Outs	Andrea Hammond, Pam Thayer			100	
	11.16.16.1	Research, Write and Compile Grant				100	
	11.16.16.2	Prepare Budget and Other Necessary Information	Pam Thayer			100	
	11.16.16.3	Review Budget				100	
	11.16.16.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.16.5	Review and Approve Resolution				100	
Completed	11.16.17	DDA Main Street CDBG #10 Lighting Downtown	Andrea Hammond, Pam Thayer			100	
	11.16.17.1	Research, Write and Compile Grant				100	
	11.16.17.2	Prepare Budget and Other Necessary Information	Pam Thayer			100	
	11.16.17.3	Review Budget				100	
	11.16.17.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.17.5	Review and Approve Resolution				100	
Completed	11.16.18	Economic Development Rural Development Grant	Andrea Hammond			100	
	11.16.18.1	Research, Write and Compile Grant				100	
	11.16.18.2	Prepare Budget and Other Necessary Information				100	
	11.16.18.3	Review Budget				100	
	11.16.18.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.18.5	Review and Approve Resolution				100	
Completed	11.16.19	Parks & Recreation: CDBG #11 Rob Roy ADA	Andrea Hammond, Jason Sehon			100	
	11.16.19.1	Research, Write and Compile Grant				100	
	11.16.19.2	Prepare Budget and Other Necessary Information	Jason Sehon			100	
	11.16.19.3	Review Budget				100	
	11.16.19.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.19.5	Review and Approve Resolution				100	
Completed	11.16.20	Parks and Rec CDBG #12 Washington Park	Andrea Hammond, Jason Sehon			100	
	11.16.20.1	Research, Write and Compile Grant				100	
	11.16.20.2	Prepare Budget and Other Necessary Information	Jason Sehon			100	
	11.16.20.3	Review Budget				100	
	11.16.20.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.20.5	Review and Approve Resolution				100	
Completed	11.16.21	Parks and Rec CDBG #13 Bolten Park	Andrea Hammond, Jason Sehon			100	
	11.16.21.1	Research, Write and Compile Grant				100	

	11.16.21.2	Prepare Budget and Other Necessary Information	Jason Sehon			100	
	11.16.21.3	Review Budget				100	
	11.16.21.4	Draft Resolution and Load Information to BoardDocs				100	
	11.16.21.5	Review and Approve Resolution				100	
	11.17	Explore financial reporting for the City. Both to Department Heads as well as Council					
	11.18	Move Purchase Requisitions from paper form into a electronic form within Cassell.					
	11.19	Begin Preparations for the Fiscal Year 2022 audit					
Completed	11.20	Complete FY20 Audit	Tom Sarvey			100	
	11.21						
	<b>12.0</b>	<b>Parks &amp; Recreation Department</b>					
	12.1	Administrative	Jason Sehon				
	12.1.1	New hire training procedures	Jason Sehon	3/31/2022	Tyrell Perry		
	12.2	Equipment Maintenance	Jason Sehon				
	12.3	Golf Maintenance	Jason Sehon				
	12.4	Golf Pro Shop	Jason Sehon				
	12.4.1	Clubhouse Improvements	Jason Sehon				
	12.4.1.1	Interior design of clubhouse	Jason Sehon		Kevin Gannon		
	12.4.1.2	Install sign exterior clubhouse	Jason Sehon		Kevin Gannon, Abe Cousley, \$15,000		
	12.4.1.3	Landscape improvements exterior clubhouse	Jason Sehon		Kevin Gannon, Tyrell Perry, \$5,000		
	12.5	Parks	Jason Sehon				
	12.6	Recreation	Jason Sehon			56.66	
	12.6.1	Continental divide trail recognized by community	Jason Sehon		Patti Hays	56.66	
	12.6.1.1	CDT kiosk	Mira Miller, Pam Thayer, Jason Sehon		Patti Hays	10	<b>MiraMiller</b> : CCVC funding available, initial meeting held with CDT Coalition
	12.6.1.2	CDT Blazing in Town	Mira Miller		Patti Hays	60	
	12.6.1.3	CDT 2022 Proclamation				100	
	12.7	Shooting Ranges	Jason Sehon				
	<b>13.0</b>	<b>Police Department</b>					
	13.1	Administrative	Michael Ward			51.25	
	13.1.1	Police policy by policy revision with Diagle Law Group help	Michael Ward			5	<b>MichaelWard</b> : Began reviewing contract and several proposed policies
	13.1.2	Create and implement complaint tracking system to the way complaints are investigated and handled	Michael Ward			90	<b>MichaelWard</b> : Tracking system and new procedure in place but not memorialized in policy
	13.1.3	Deer ordinance	Michael Ward		Attorney	10	

Completed	13.1.4	C4 participation	Michael Ward			100	<b>MichaelWard</b> : Staffed C4 during water crisis. Attended two THIRA and threat mitigation classes hosted by C4 and conducted by Texas Engineering Extension (TEEX). Also attended THIRA planning session hosted by C4.
	13.2	Animal Control Division	Michael Ward				
	13.3	Code Enforcement Division	Michael Ward			40	
	13.3.1	Focus on derelict vehicles	Michael Ward			40	<b>MichaelWard</b> : Focusing on east end of Rawlins and preparing to enforce derelict vehicles in conjunction with Mountain View parking campaign.
	13.4	Communications Division	Michael Ward			55.5	
	13.4.1	Fully staff	Michael Ward			86	
	13.4.2	Consolidated dispatch exploration & collaboration committee	Michael Ward		Valeena	25	<b>MichaelWard</b> : Dispatch leaders from Rawlins, Saratoga, and Sheriffs meet monthly. Are focusing on cross training.
	13.5	Investigations Division	Michael Ward			100	
Completed	13.5.1	Filling open detective position internally	Michael Ward			100	<b>MichaelWard</b> : Detective position filled by Detective Shroyer.
	13.6	Patrol Division	Michael Ward			50	
	13.6.1	Continue to maintain relationship with school district via an SRO	Michael Ward		Joel Robertson	100	
	13.6.2	City Wide Parking Enforcement					<b>MichaelWard</b> : Met with other City entities to plan. Toured Mountain View area. Reviewed existing City and State law. Have begun education portion.
	13.7	Victims' Services Division	Michael Ward			100	
	13.7.1	Applied for large grant for 1 FT 2 PT positions	Michael Ward			100	
	<b>14.0</b>	<b>Public Works Department</b>					
	14.1	Administrative	Cody Dill				
On Track	14.2	Streets	Cody Dill			19.44	
On Track	14.2.1	Introduce publicly available GIS tools for education and business regarding City of Rawlins projects around the city	Austin Gilbert			25	
	14.2.1.1	Coordinate appearance and distribution to public	Mira Miller				
	14.2.1.2	Assist with I.T. requirements	Josiah Peterson			50	
On Track	14.2.2	Pedestrian underpass	Austin Gilbert		Cody Dill	33.33	
	14.2.2.1	Select and designate as Urban Systems Project				100	
On Track	14.2.2.2	Consultant selection	Austin Gilbert		Cody Dill		

On Track	14.2.2.3	Construction	Austin Gilbert	4/1/2023	Cody Dill		
Attention	14.2.3	13.2.3 Downtown stripping project	Austin Gilbert		Cody Dill		
On Track	14.3	Water Treatment	Cody Dill				
Completed	14.3.1	Visit with Saratoga about obtaining their 2 filter tanks	Cody Dill		Austin Gilbert		<b>MiraMiller</b> : Not compatible with our main treatment plant, assessing if useful for pretreatment
On Track	14.4	Utilities	Cody Dill			20	
On Track	14.4.1	Raw water fire hydrant on golf course				20	
	<b>15.0</b>	<b>Rawlins DDA/Main Street</b>					
	15.1	Board Approved Work Plan 2022-2023  <ul style="list-style-type: none"> <li>☐ Infrastructure (continue &amp; Expand Beautification) Lead Committee - Design <ul style="list-style-type: none"> <li>• Things we own – Attractions</li> <li>☐ Parklets</li> <li>☐ Flowerpots</li> <li>☐ Kids Korner</li> <li>☐ Banners</li> <li>☐ Murals</li> <li>☐ Sound System</li> <li>• Sustainability</li> </ul> </li> <li>☐ Organization and District (Perception &amp; Collaboration) Lead Committees - MARS &amp; Organization <ul style="list-style-type: none"> <li>• Education</li> <li>• Downtown Business and Property Owners</li> </ul> </li> <li>☐ Event Opportunities &amp; District Marketing – Lead Committee - MARS <ul style="list-style-type: none"> <li>• Post Card</li> <li>• City's Magazine</li> <li>• Adopt an Event</li> <li>• Social - Tik Tok</li> </ul> </li> </ul> Communication:		6/30/2023			
	15.2	Board & Administrative	Pam Thayer			57.5	
	15.2.1	Rebrand the organization - address mission and vision too				100	
	15.2.2	15.1.2 Market the downtown and 3 blocks to the East with unique characteristics to increase tourism and economic vitality	Pam Thayer		Mira Miller	15	
	15.3	Design - See Work Plans	Pam Thayer				

	15.4	Economic Vitality - See Work Plans	Pam Thayer				
	15.5	Marketing and Retail Strategies - See Work Plans	Pam Thayer				
	15.6	Organization - See Work Plans	Pam Thayer				
	<b>16.0</b>	<b>Strategic Plan Secondary Priorities</b>					
	16.1	Employees					
	16.1.1	City Council catch someone doing something right	Stefanie Paulson			City Council	
	16.1.1.1	Token of Appreciation cards/ Golden Pineapple	Stefanie Paulson	2/28/2022		Kim Earl	
	16.1.2	Compile employee benefit summary for recruitment	Stefanie Paulson			Bev Hannum	
	16.1.3	Wellness Program	Stefanie Paulson			Shawn Metcalf, additional employee needed to implement	
Attention	16.1.4	Branded merchandise program (store)	Stefanie Paulson				
	16.1.5	Employee Self Service portal	Stefanie Paulson			Shawn Metcalf	
	16.2	Beautification					
Attention	16.2.1	Visual (sound) barrier for Glenn Addition	Luis Lascano			Contractor \$2,000,000??	
	16.2.1.1	Need subtask for this year					
	16.2.2	Participate in beautification partnerships	Jason Sehon			Tyrell Perry	
	16.2.2.1	Continue working with University extension on landscape improvements	Jason Sehon			Tyrell and Abby Perry	
	16.2.2.2	Work with property owners when we make improvements to right-of-ways	Jason Sehon			Tyrell Perry	
	16.3	Infrastructure					8.33
	16.3.1	Develop a cemetery maintenance and improvement plan	Jason Sehon			Tyrell Perry	
	16.3.1.1	Consider revising regulations, require vaults, etc.	Jason Sehon			Tyrell Perry	
	16.3.1.2	Develop Cemetery Maintenance Plan	Jason Sehon	7/1/2022		Tyrell Perry	
	16.3.2	Creative snow removal	Cody Dill			Street staff	
	16.3.3	Tree/sidewalk ownership resolved via policy revamp	Wendy Wade			Department Heads	
Attention	16.3.4	Study for new PD/FD building	Michael Ward, Blain Schumacher				50
Completed	16.3.4.1	Meet with City Manager to develop a plan to move forward					100
On Track	16.3.4.2	Obtain outside assistance					
	16.3.5	Special improvement districts to address sidewalk, street, parking, curb, greenbelts, gutter, etc.	Cody Dill, Pam Thayer			Pam Thayer	
	16.3.6	In house Maintenance Standards for Parks, Golf Course and Cemetery maintenance	Jason Sehon			Tyrell Perry	
	16.4	Community Trust & Engagement					10
Attention	16.4.1	BBQ Dinner for all Volunteers - Cancelled due to workload and funding	Michael Ward, Jason Sehon			Patti Hays, Tina Kramer	10
	16.4.2	Recodify ordinances	Wendy Wade			Contractor, \$200,000?	
Attention	16.4.3	Information and poster Kiosks in parks - currently on hold due to funding not carrying over	Mira Miller, Jason Sehon			Tyrell Perry	

On Track	16.4.4	Improve website via including finding a new vendor - currently on hold pending selection of complimentary software	Mira Miller			30	
Completed	16.4.4.1	Research vendors and create an evaluation form	Mira Miller, Josiah Peterson		Patti Hays, Rick Hooper, Ask all department heads	100	
Attention	16.4.4.2	Evaluate top vendors with all interested parties; hire new vendor	Mira Miller, Josiah Peterson		As many as interested	50	
	16.4.4.3	Do website redesign (even with CivicPlus) with a design group	Mira Miller		Make temporary team		
	16.4.4.4	Training for all department heads and other website users	Mira Miller				
	16.4.4.5	Set a goal for improving site content per department (example of 1 page/month)	Mira Miller		All department heads		
	16.5	Community & Economic Development				5.71	
	16.5.1	Revamp Flood Ordinances	Luis Lascano		Attorney, Austin Gilbert		
	16.5.2	I-80 and/or Residential electronic billboard	Pam Thayer		Mira Miller, \$500,000?	40	
	16.5.2.1	Meet with YESCO - learned about their electronic billboard program	Pam Thayer		Mira Miller	40	
	16.5.3	Attract new tradesman via collaboration with higher ed	Nate Davison		Pam Thayer		
	16.5.4	Redevelopment of Airport Road via murals, windmill blades	Pam Thayer	6/30/2023	Nate Davison		
	16.5.5	Welcome center, wind museum, convention, events center	Nate Davison		Pam Thayer, unknown costs		
	16.5.6	Round Up for Recreation on Water Bills	Jason Sehon		Patti Hays		
	16.5.7	Revamp Title 18 (subdivisions)	Luis Lascano				