

**To:** City Manager/City Council Members  
**Fr:** Kevin McIntyre, Facilities Maintenance Manager  
**Date:** September 27, 2023  
**Re:** September 2023 Staff Report

**Facilities Management Division** – The Facilities Management Division has been extremely busy with the changing of weather and seasons. We are in the process of winterizing our outdoor pools, splash pad and irrigation. Washington wading pool and the splash pad have both been winterized. The outdoor pool is in the process of being blown out currently. We will then start on irrigation at the Rec campus. The IDLP resurfacing project is in process and should be completed in mid-October. The steam sauna will see some repairs to the tile benches and the spa will be evaluated for a leak during the IDLP closing. The lighting upgrade at the recreation center is nearly complete with the gymnasium lights to be finished in mid-October. It is amazing how bright it is in the areas that have been upgraded. We are still waiting to hear back on the grant to upgrade our parking lot lighting here and at Ice and Events. Ice is laid and events are happening at the Ice and Event center. The Zamboni is having mechanical issues and it is planned to replace the alternator, battery as well as some fuses. The starter was replaced last week. We are waiting for these items to arrive at the I&E. The lighting upgrade other than over the ice has been completed at I&E as well. This has really brightened up the lobby area as well as the locker rooms. We are working with engineers and architects regarding the replacement of the roof at City Hall. We are getting additional quotes for the repairs at the Police department. Exterior caulking at both the Recreation campus as well as the main campus will be happening soon. Our contractor was a bit behind schedule but will be getting started soon. The design/build process for the RTU#8 at the Recreation Center has begun and will be out soon. The security fence project at LPD is nearing completion. The wireless access contractor will be here this week to add controls to the gates themselves. The process to upgrade our door security City wide is continuing and several sites/buildings have been upgraded to wireless programming. This work will continue throughout the month. Facilities staff have been involved with interviews for Facilities Maintenance workers as well as Facilities Crew Leaders. We have hired and offered several Facilities positions this month and are looking forward to having more personnel to help in the division. We will be doing a lot of training in the next month or so to get our new staff up to speed with our policies and procedures. We are excited to see how these changes will help our division succeed in supporting the City of Laramie’s mission statement.

The facilities work order system received forty-four (44) new work orders this month, eight (08) currently remain open. A total of thirty-six (36) work orders were completed in the month of September.