



**Strategic Goal**

Name                                      Revise policies and procedures

**Content**

*Our City ensures a culture of trust through compassion, competence and integrity. Our City’s ability to provide high quality services is dependent on our ability to recruit, train and retain high quality employees.*

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**FY22 Projects**

**Begin City Personnel Policy manual review, including direct input from all employees**

- Assigned to: Stefanie Paulson, Human Resources
- Anticipated Completion:
- Project Updates:
  - October 14, 2021 Committee met
  - Sept. 30, 2021 Committee met
  - Sept. 16, 2021 Committee met and discussed cybersecurity policy.
  - Sept. 2, 2021. Committee met and discussed chapter 1 of policy. HR will revise and send out draft to committee members for review.
  - August 27, 2021. Committee met and discussed areas of concern from each department.
  - Policy committee meeting scheduled for August 2021
  - Anticipate setting up a committee in Fall 2021 to begin thorough review.

**Begin Police Department policy revisions with Police Civil Service Commission, Diagle Law Group.**

- Assigned to: Mike Ward, Police Chief
- Anticipated Completion:
- Project Updates:
  - October 7, 2021 - Police Commission Meeting and Civil Service Rules revision workshop
  - July 22, 2021 - Police Commission Meeting and Civil Service Rules revision workshop
  - June 24, 2021 - Police Commission Meeting and Civil Service Rules revision workshop
  - May 27, 2021 - Police Commission Meeting
  - May 18, 2021 - Met with Diagle Law Group to begin collaborative process of policy review.
  - April 2, 2021 - Police Civil Service Commission discussion and review of various Civil Service Rules from other municipalities.
  - March 11, 2021 - Kick Off Meeting

**Revise Fire Civil Service Commission Polices with direct input from employees**

- Assigned to: Blain Schumacher, Fire Department
- Anticipated Completion:
- Project Updates:
  - Sept 1, 2021 - HR updated document with final revisions and submitted to legal for review.
  - August 19, 2021 - Fire Commission Workshop. Made final revisions to policy
  - August 5, 2021 - Fire Commission Workshop
  - July 20, 2021 - Revised document sent to Commission, Blain Schumacher, Allen Robinson, Lynn Shearer
  - June 25, 2021 - Review and draft revision completed. First draft is in rewrite with HR.
  - June 3, 2021 - Upcoming meeting
  - May 13, 2021 - Workshop. Initial review and draft revision through section 8.

**Goal Progress**

Date	Name	Type	Result
February 2, 2021	Police Civil Service Commission Rules and Regulations Committee Appointments	Action	Motion Carries

Action: Motion: Move to appoint Lt. Rick Hooper, Sgt. Chris Craig and Stefanie Paulson to the Police Civil Service Commission Rules and Regulations Committee for the purpose of reviewing, revising and updating the existing Rawlins Police Department's Civil Service Rules pursuant to Wyoming State Statute 15-5-119.

May 18, 2021

Ordinance: Third & Final Reading of an Ordinance Amending Code 2.56 of the Rawlins Municipal Code - Urban Systems Advisory Committee  
Action: Move to approve the third and final reading and waive the reading of the ordinance amending Rawlins Municipal Code Chapter 2.56 Urban Systems Advisory Committee.

Action

Motion  
Carries

June 15, 2021

Ordinance - Third Reading of 2021 - 2022 Fiscal Year Municipal Annual Budget  
Action: Motion: Move to approve on Third Reading and Waive the reading of the Ordinance Adopting the Proposed Fiscal Year Municipal Annual Budget 2021-2022, as or amended.

Action  
Discussion

Motion  
Carries