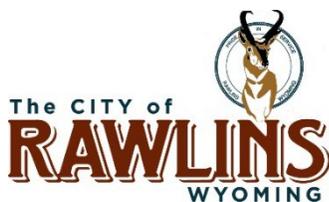




The Guide to the City



Introduction to City of Rawlins Departments

For up-to-date information regarding City goals and projects, please visit www.rawlinswy.org/reports or call Community Relations at 307-328-4500 ext. 1022.

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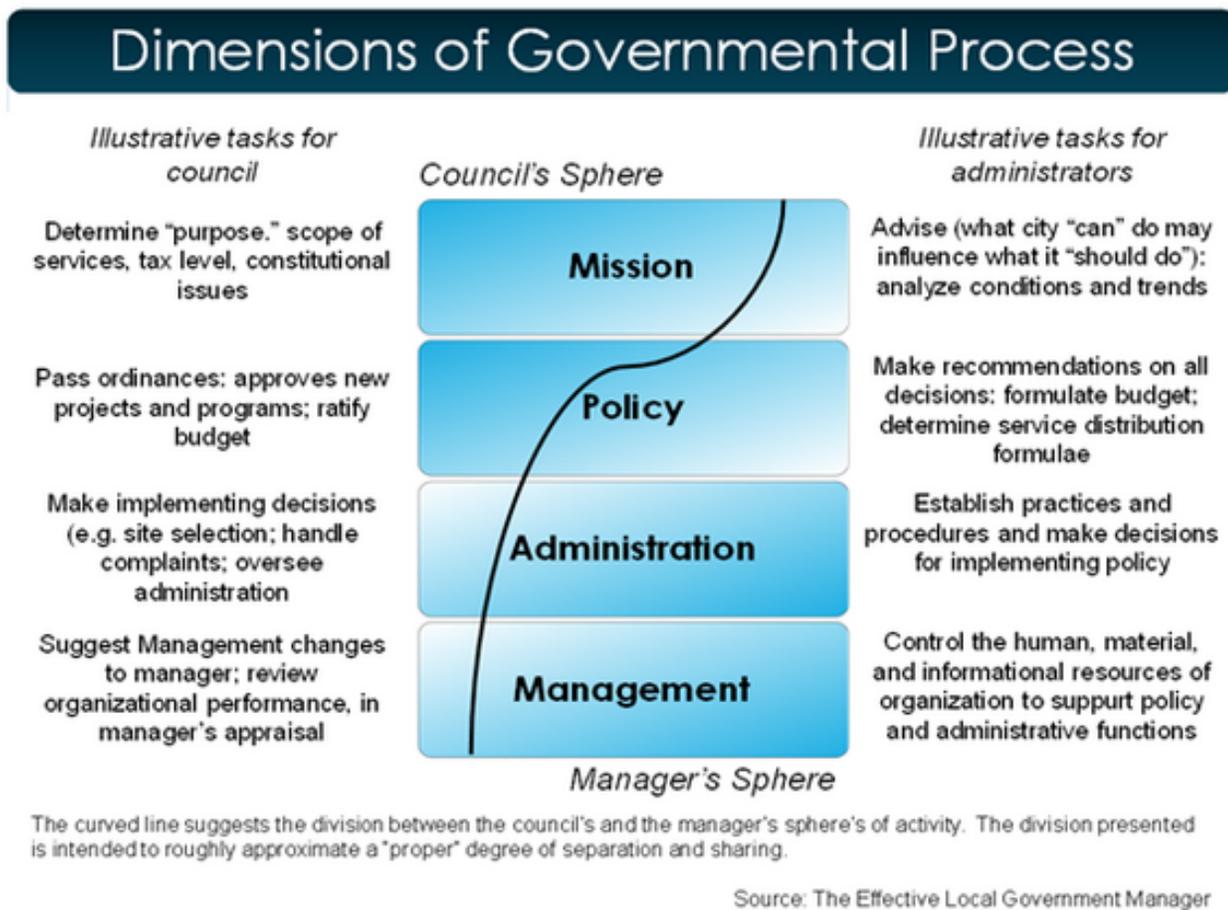
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The City of Rawlins Form of Government

The organizational structure for the city is a City Council/City Manager form of government. The council-manager form of government combines the political leadership of elected officials with the managerial experience of an appointed City Manager.

All power and authority to set policy rests with an elected governing body, the city council. The council in turn hires a nonpartisan manager who oversees general operations and project management. The City Manager implements policies set by the City Council. The Manager also presents an annual budget to the Governing Body for adoption. The City Manager, with the help of staff, provides the Governing Body with information needed to fulfill their policy making role.



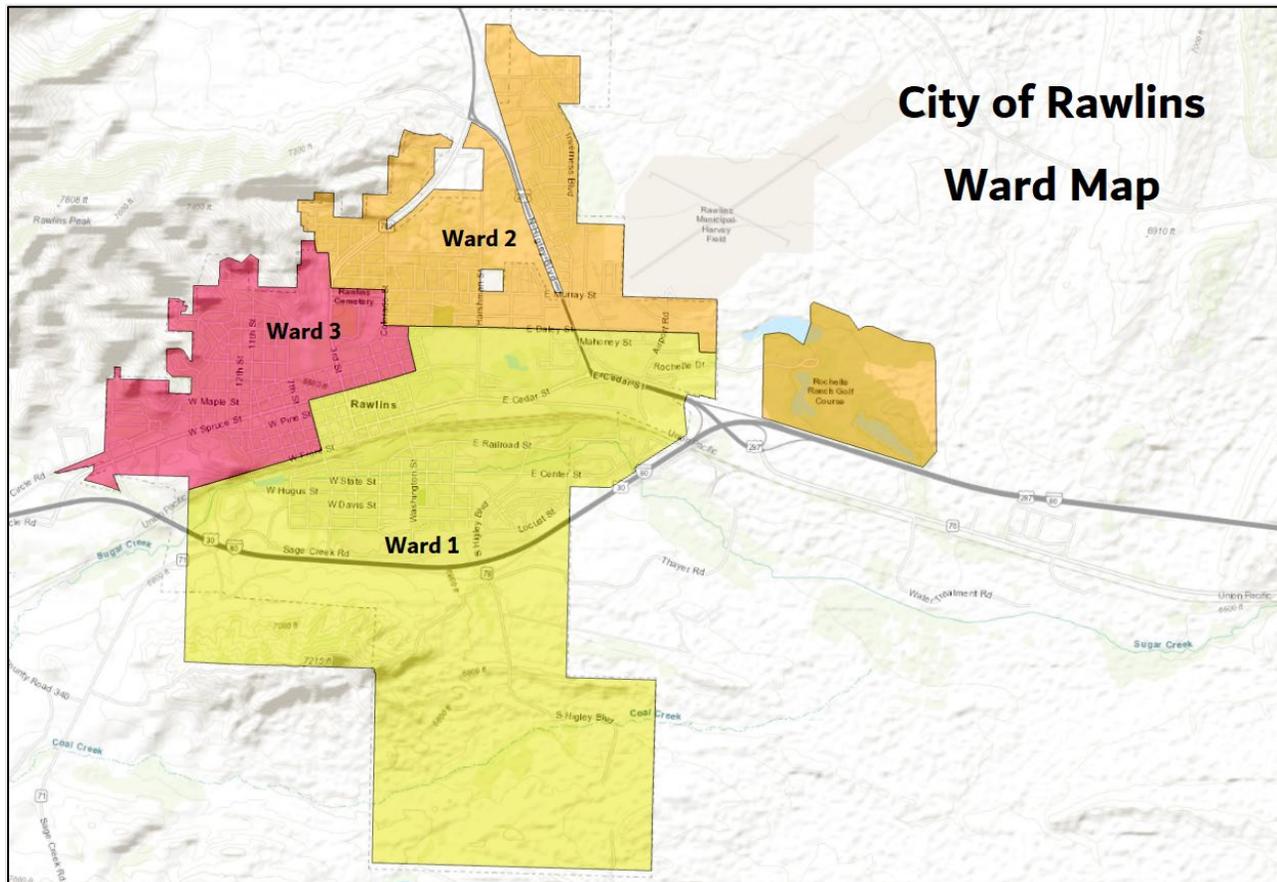
The Governing Body – City Council

The governing body are council members elected as provided by law. In Wyoming, there are seven councilmembers in municipalities having a population of four thousand or more but less than twenty thousand according to the last United States census. The term of office of a council member is four years and until his/her successor is sworn in. Legislative authority is vested in the council.

City Council oversees City ordinances, policies, goal/vision/mission setting, adopting a balanced budget, changing laws, high-level governance of the City and they are the ultimate authority who make decisions on behalf of residents. The City Council are elected representatives who are accountable to the community for their decisions.

The City Council is the community's legislative and policymaking body. Power is centralized in the elected council, which, for example, approves the budget and determines the tax rate. The council also focuses on the community's goals, major projects and such long-term considerations as community growth, land use development, capital improvement,

and strategic planning. The elected City Council members represent their community and develop a long-range vision for the City's future. They establish policies that affect the overall operation of the community and are responsive to residents' needs and wishes.



The City Council may exercise, as a governing body, all general powers listed in W.S. § 15-1-103 through 15-1-1100, those listed in W.S. § 15-5 through 15-10 and the authority to act under home rule.

- ❖ Exercise an oversight role over the conduct of city affairs.
- ❖ Confirm appointments to municipal boards, commissions, and certain positions such as City Manager, City Attorney and City Judge.
- ❖ Approve rules and regulations governing the city.
- ❖ Oversee the finances of the City of Rawlins.
- ❖ Purchase and hold real and personal property.
- ❖ Plan, construct, improve, modify, repair, maintain, and regulate the use of streets, alleys, bridges, parks, public grounds, cemeteries, and sidewalks.
- ❖ License, tax, and regulate any business within the corporate limits.
- ❖ Regulate or prohibit the running at-large of any animals; impose a license fee; and establish and provide for the operation of an animal shelter.
- ❖ Declare and abate nuisances; impose fines upon parties who create, continue, or permit nuisances to exist.
- ❖ Grant franchises to any utility company.
- ❖ Approve zoning changes, subdivisions, plats, and annexations.
- ❖ Approve bid awards.
- ❖ Establish all municipal operational fees.
- ❖ Focus on long range planning.
- ❖ Establish goals and objectives for the community.
- ❖ Receive citizen complaints and information requests and forwards to the City Manager for appropriate action.

The Council also employs the City Manager, City Attorney, and Municipal Judge, who are directly responsible to the council and who serve at the pleasure of a majority of the council members. All other employees are employed under the direction of the City Manager in accordance with the operational needs of the City.

In addition to the above, cities and towns have broad authority to cooperate with and assist local units of government, the State of Wyoming, other state governments, and the federal government in the carrying out of any of their lawful functions (16-1-101).

Mayor

The **Mayor** is a voting member of the City Council who is selected by the council every two years. They represent the city in intergovernmental relationships, appoint members of citizens' advisory boards and commissions, assign agenda items to committees, facilitate communication and understanding between elected and appointed officials, and assist the council in setting goals and advocating policy decisions. The Mayor is recognized as the City Head for the service of legal process and for ceremonial purposes. The Mayor is president of the council and presides over all meetings of the governing body. He/she has a vote on all matters but has no veto power.

The Mayor has certain duties and authorities which are required or implied by Municipal Code and Wyoming State Statutes including:

- ❖ Preside over all meetings of the governing body.
- ❖ Execute contracts per Statute, city ordinance or as authorized by City Council.
- ❖ Recommend policies to the governing body.
- ❖ Recommend board and commission appointments to City Council.
- ❖ Appoints a City Manager, City Attorney and Municipal Judge with the consent and approval of the governing body.
- ❖ May call special City Council meetings.
- ❖ Act as the ceremonial leader for the city.
- ❖ Lead the governing body in addressing political matters, needs, goals and a vision for the community.
- ❖ Meet regularly with the City Manager to provide policy guidance relative to actions of the governing body.

City Manager

The **City Manager** is responsible for working with the Mayor, City Council, City Staff, residents, businesses, and community partners to ensure the mission, vision, directives, and initiatives of the City Council are met. The City Manager works to ensure daily operations and projects are on track.

The City Manager is appointed to serve the council and the community as the council's chief advisor. A City Manager brings to the local government the benefits of his/her training and experience in administering municipal projects and programs. The City Manager is bound by whatever action the council takes, and control is in the hands of the elected representatives of the people.

The City Manager and staff:

- ❖ implement daily operations and projects using their specific expertise, and provide information to City Council
- ❖ prepare a budget for the council's consideration.
- ❖ recruit, hire, supervise, and terminate government staff.
- ❖ carry out the council's policies.
- ❖ apply professional background to provide technical analysis regarding policy and projects
- ❖ collaborate with the council in setting goals for the community
- ❖ make policy recommendations to the council for consideration and final decision

***Special Thanks to the Wyoming Association of Municipalities for their Publication "Forms of Government in Wyoming" and to the International City/County Management Association.**

Admin Services Department

The Administrative Services Department is composed of divisions providing a diverse range of administrative services. The City Manager also serves as the Head of this Department and receives reports directly from each division: Clerk, Court, Economic Development, Human Resources, and Community Relations/PIO.

City Manager

The City Manager performs a dual role as the Public Administrator and as Chief Executive Officer of the City of Rawlins. Employed by the City Council to plan, organize, oversee, and direct the overall operation of the City through positive leadership. Provides information and administrative support for the City Council to fulfill their fiduciary duties to their constituents. The City Manager exercises a high degree of initiative and professionalism in the daily administration and management of municipal operations in accordance with all guidelines, policies, regulations, ordinances, and laws established by the Rawlins City Council, the State of Wyoming, and the United States Federal Government.



The City Manager has responsibility and administrative oversight for all city services. The City Manager provides visionary, innovative leadership, direction, and direct supervision to ensure a coordinated effort toward achieving both departmental and citywide goals and objectives.

The City Manager has responsibility and administrative oversight for all city services. The City Manager provides visionary, innovative leadership, direction, and direct supervision to ensure a coordinated effort toward achieving both departmental and citywide goals and objectives.

The City Manager strives to create a quality experience for key stakeholders, to include, but not limited to:

- City Council
- Citizens
- City Employees
- Community Business Partners (Private & Public)

Department Head direct reports include:

- Police Chief
- Fire Chief
- Finance Director
- Parks & Recreation Director
- Public Works Director
- DDA/Main Street Director (Special District)

Clerk

The City Clerk position is governed by the State of Wyoming Statutes and works closely with the City Manager, Mayor, City Council Members, and residents of Rawlins. The City Clerk is responsible for coordinating and preparing the Council's Agenda with Department Heads and the City Manager, then reviewing it with Mayor. Other responsibilities include:

- Publication Notices for Public Hearings, Resolutions, Ordinances, City Council Minutes, per State of Wyoming Statutes.

- Preparing Council Minutes
- Coordinating with city officials that the Resolutions, Ordinances, City Council Minutes, Memorandums of Understanding (MOU's), Proclamations and legal documents are signed and indexed.
- Manages, renewal and maintaining compliance with the city's 29 Liquor License Holders.
- Preparing, Posting and Managing all the city's Bids and Request for Proposals (RFP's).
- Manages and renewal of Bingo / Pull – Tab Licenses
- Renewal of City of Rawlins Hauler Licenses
- Renewal of Specific City Business Licenses
- Maintaining Municipal Files
- Working with residents who file insurance claims
- Working to maintain the trust of the citizens of Rawlins

Court

The Municipal Court has 3 employees – 1 full time clerk, 1 part time clerk and 1 part time judge.

The purpose of the court is to efficiently process cases according to State Statutes and City Ordinances and work with Police Department, City Attorney, Defense Attorneys and Defendants.

The work includes entering citations issued by the police department, taking payment, following legal procedures for processing of forfeiture, guilty pleas, not guilty pleas and failure to appear citations, prepare orders, making sure all requirements are met for sentences ordered by Judge.

Court is held on Mondays. This includes arraignments where defendants enter their plea to their charges which is held in the morning. Bench trials are held in the afternoon which is where the city attorney presents the city's case and defendant presents their side. Jury trials are held on Thursdays and a jury of 6 persons is seated.

We have completed the upgrade of our new computer program and are learning all its new functions.

The Municipal Court can be contacted at 307-328-4535.

Economic Development

Majority of projects are currently on hold pending the determination of the status of the Economic Development Director position. Select economic development projects are being managed by Community Development and Rawlins DDA/Main Street, above and beyond their regular involvement and duties.



Human Resources

The Human Resources division serves as a link between management and the employees in resolving conflicts through the implementation of personnel related policy. They are responsible for management of personnel records, compensation, recruitment, and retention. Our focus is on the City's greatest resource – Our Employees!!

The Human Resources division works directly with the City Manager and/or Council to ensure the safety and well-being of all employees are met according to federal, state and local employment laws.

Culture

The Human Resources division focused on developing a high trust, team focused, and supportive culture among City employees which, in turn, creates a positive experience for members of our community. By achieving this organizational culture, we will also be able to attract and maintain the talent necessary to accomplish the mission and vision set by Council. Projects we have in this area are:

- Employee recognition activities including birthday and employment anniversary recognition, Employee of the Quarter, Supervisor of the Year, Max Dutton Award, Longevity Awards, etc.
- Compensation studies and discussions to ensure that positions are paid marketable rates for better recruitment and retention
- Employee check-ins and development of annual performance evaluation system.
- Administration of employee policies.

Recruiting and Hiring

Locating and recruiting promising candidates is an important objective of a Human Resources division. They ensure that the city is in compliance with all applicable laws regarding recruitment, hiring, and employment. Activities in this area include:

- Review and update the job descriptions.
- Expand the recruitment process through use of online as well as local resources to attract a larger talent pool.
- Standardize the application and interviewing process throughout the city and ensuring the proper documentation for recruitment of individuals is in accordance with Federal, State and local laws.
- Create an onboarding program to help provide support and success for new employees.

Training and Development

Training and development of our employees is a crucial step in ensuring the efficiency of our organization. Some projects in this area include:

- Development of training program for management and staff
- Creation of a defined advancement program for employees to prepare them for promotions and advance certifications within the city organization.

Personnel Records and Additional Documentation

The Human Resource division is responsible for the maintenance of all personnel records. This includes all documentation of any certifications, achievements, health and medical records, Workers Compensation and all forms of documentation relating to employee lifecycle.

- Centralizing all official personnel records into the Human Resource department.
- Streamline documentation processing to ensure efficiency and accurate documentation.
- Development of an updated policy manual.



Community Relations/PIO

Community Relations is a division of one employee who acts as a bridge between the City of Rawlins to our community and other agencies. This position focuses on providing vital information to the public while acting as a designated point of contact for any questions or concerns.

Information Sharing with the Community

This division is responsible for communication with the public on projects and day-to-day activities occurring in the City. This involves working with all departments to identify, learn about, create, and publish items of interest to ensure transparency throughout all departments. This can range from a simple Facebook post up to a community and media release or even larger, such as creating accompanying informational pieces or dedicated pages on the website.

In addition to distribution of information on specific items of interest, this division also works with press from around the region, prepares and finalizes city reports, manages City Council broadcasts, and more.

It should be noted that most departments are still in charge of the day-to-day information sharing from their departments in various amounts, especially in relation to maintenance of their Facebook pages and subpages within the website. This truly takes a team!

Typical methods of information distribution include, but are not limited to:

- Emailed directly to department heads, council, and media contacts
- Posted as a news flash (with opt-in notifications) to the webpage
- Posted on Facebook, often shared to Rawlins News and Chatter and Rawlins Proud Groups

To sign up to receive some or all City of Rawlins notifications directly to your email or text, please visit rawlinswy.org/notifyme and follow the directions below.



Notify Me

1. Type your email address in the box and select **Sign In**.

2. If you want to receive text messages enter your phone number and select **Save**.

3. To subscribe or unsubscribe click  and/or  next to the lists to which you wish to subscribe/unsubscribe.

[Available Lists](#)

Providing Information from Community to Council and Staff

Another focus is to provide the people of Rawlins ways to engage and provide feedback to the city. This means that we work to approach city projects with a focus on getting accurate information out while addressing potential questions and concerns with honesty as soon as possible. This is focused on “Report a Concern” directly to any department at rawlinswy.org/concern. Feedback is then sent directly back to those with a concern via email, if provided. We also maintain multiple forms of communication, such as Facebook Messenger, and either answer directly or direct citizens to the correct person.

Direct Interaction with Community

The last major component of this division includes building bridges from community boards and other organizations to the City, such as serving on community-wide boards and assisting with Community Clean-Up Days.

Additional Duties

This division also performs an assortment of administrative tasks, including Boards & Commissions management, Non-profit and Ancillary funding, and other projects as assigned.

Community Development

Community Development will strive to promote and accommodate growth while preserving the area's unique natural resources and community values. We are committed to be professional and considerate public servants while continuously working to improve the quality of life in Rawlins.

Community Development's primary function is to administer Title 18 (subdivisions), Title 19 (zoning) and Title [20 \(annexations\)](#) of the Rawlins Municipal Code. All city codes can be found at

www.rawlinswy.gov/codes. The Community Development Department works in conjunction with the Rawlins Planning & Zoning Commission, and the Board of Adjustments.

Community Development also includes aspects of the building office and nuisance abatement. Community Development deals with: Permits for Construction, Street Cuts, Water & Sewer Taps and Special Use Permits, Contractors' Licenses to include General, Handyman, Specialty Trades, Electricians, Plumbers, HVAC- Heating & Air Conditioning, and Fire Suppression.

In cooperation with the Fire Department & Building Inspector, inspections include Gas, Residential Electrical, Plumbing, Mobile Home Installs, Building Code Questions, Setbacks, Planning and Zoning, Building Codes, Property Development, Signage Codes, Dangerous Buildings, and land use activities occurring in the city.

See www.rawlinswy.gov/building for webpages dedicated to 1) construction permits requirements, 2) an introduction to the responsibilities of the City, property owners, and contractors when construction is underway, and 3) more!

The Community Development Department is also responsible for all aspects of the cemetery, except for turf grass and tree maintenance. This includes sales and/or locating of plots; assisting families and other loved ones; set-up, opening and closing of gravesites; and maintenance of all deeds and burial records.

Planning & Zoning

The Planning and Zoning Division performs a variety of services intended to protect, maintain, and develop an attractive, safe, and healthy environment.

The primary functions of this division are to address property development and land use activities occurring in the city. The Planning and Zoning Division provides direction and leadership in implementing the goals, objectives, and policies of the City Council.

The division is responsible for the orderly development of the city and the administration of various land use regulations, including the zoning code, design and review ordinances, sign code, and the cultural resources preservation ordinance.



The Planning and Zoning Division provides technical assistance and staff support to the Planning and Zoning Commission.

Please visit www.rawlinswy.gov/zoning for an interactive zoning map and additional information.

Facilities & Shop

This department oversees the maintenance of the buildings and facilities of the City of Rawlins. This division is made up of 5 full time employees. These employees take care of 43 total properties owned by the City of Rawlins.

The central shop division is responsible for maintenance on all city equipment and rolling stock. Central shop services 217 pieces of vehicles and equipment with 2 full time employees.

Landfill & Recycling

The landfill and recycle division is made up of 7 full time employees and 1 part time employee. The recycle center processes over 500,000 pounds of recycling annually and the landfill processes over 10,000 tons of waste annually.

Landfill

The Solid Waste Division works to safely, courteously, efficiently, and sanitarly accept solid waste and recycle what is feasible from the city while protecting the environment. The division works in the City of Rawlins' area of responsibility for the economic and social benefit of the citizens at the best possible monetary price.

It is important for the division to stay in full compliance with the letter and intent of all federal, state, county, and city laws as well as all applicable environmental regulations in order to safeguard the environment and the health and safety of the employees, citizens, and neighbors.

Recycling Center

Please visit our recycling center where our friendly staff would be more than happy to assist you Tuesday through Friday from 8am to 5pm and Saturday 8am to 12:00pm at 1524 E. Daley Street. For your convenience after hours containers are located at the corner of East Daley and Koontz Street.

We ACCEPT:

- Aluminum Cans (for cash)
- Cardboard (Corrugated), Paper Board
- Plastics #1 and #2
- Glass containers (clear and brown)
- Newspapers, inserts, Office paper, and Magazines
- Clean Steel Cans

For a printable flyer of everything the recycling center accepts, please visit www.rawlinswy.gov/recycle



Finance Department

The finance department has five people who are responsible for maintaining the financial records of the city. There are several focal points in this department.

We prepare, monitor, and amend the budget, which is a legal document. This includes the use of analytics to forecast revenue and expenditures.

Accounts payable monitors purchases through purchase orders and invoices and cut checks weekly to vendors.

We produce payroll checks for the employee and Council. Payroll is paid every other week on Friday for the prior two weeks.

Accounts receivable records and monitors all payments received by all City departments. This includes the receipt in the payments of utility bills, court payments, and other revenue such as licenses.

We are also responsible for the maintenance and reconciliation of all accounting records. Each month, our department issues financial performance reports which are distributed to council, staff, and the public. These reports assess the status of the budget, including income and expenditures.

We also prepare during the year for the annual audit which is used to gauge the financial health of the city. We are responsible for ensuring compliance with all municipal, state, and federal fiscal regulations.

We handle the financial side of the utilities (water, sewer, and landfill). This includes sending out bills monthly, alerting the water department for leaks, problems with meters, shut offs, maintaining lists of residents, moves, and more. We also receive payment of utility bills.

We work with other departments, the city manager, and the council to make sure we are not just good, but the best, stewards of the people's money. One area we can help ensure this is through proper transparency of the transactions to others.

Grants Administrator

The grants administrator is responsible for the research, writing, and submission of competitive, accurate, and comprehensive grants to meet both the City's strategic plan goals and mission and the funding agencies goals and objectives. This involves working with several search engines and networking to find applicable grants that the City qualifies for, responding to Request for Proposals and working with Department Heads to get each department's financial needs for projects met. The second part of this position involves gathering financials, cost proposals and writing a narrative that tells a compelling story as to why the City needs the funding. This requires developing relationships between the City and the granting agency that is helping the City and working with them to ensure our proposals



match what projects they want to fund. This involves gathering data about the City, it's financials and how the funding meets the goals and objectives of the City's strategic plan.

Once the grant is funded the Grants Administrator is responsible with coordinating with the department heads implementation of the grant, quarterly reporting both financial and narratively about the progress of the project and communicates the success of the grant to the funders.

Information Technology

The IT department is responsible for maintaining the technology of the city, improving the IT infrastructure for the city, and ensuring security of data stored at the city.

The IT department maintains the technology at the city through troubleshooting issues with IT related assets, whether they be an office computer, or a server hosted at the city, carrying out upgrades for both software and hardware solutions to ensure the cybersecurity of the city, and implementing new hardware and software for improved reliability of assets.

Improvements are done by analyzing the current infrastructure annually and deciding on how best to align the direction of the IT department with the direction of the city. This involves replacement of software and hardware along with phasing out older technologies with more reliable and faster running technologies. There is a constant need to learn new technologies and establish knowledge on what the latest trends for technologies on the market.

Ensuring security of data stored at the city involves the other two goals fully as security is one of the end goals for improvements and maintenance. In today's world, malicious actors are constantly finding ways to infiltrate networks and cause harm, especially financially. This involves doing annual cybersecurity audits to find any weaknesses in our systems, doing upgrades on servers and other IT assets, conducting security awareness training for all city staff, and introducing new policies to better secure city data.

The IT department works with all other departments to best fit the needs of the city and the departments that run the city. This requires analyzing the inner workings of each department to develop better processes for data processing and management.

There are four projects so far that are examples of these goals in motion. This year, we are upgrading many of the computers in the city to best the needs of all departments. These new machines will have higher capabilities, be more reliable, and more flexible to best fit the needs of the departments. We are also working to have major upgrades to our SCADA for the Water Treatment Plant. This involves introducing better cybersecurity to the system along with improved software, hardware, and design for the system. We also made upgrades to our streaming services for the Council meeting broadcasts.



Fire Department

The Rawlins Fire Department is committed to protecting the lives, property, and environment within our community. When summoned for service, all available resources will be dispatched to ensure a professional, rapid, and safe response to the citizens we serve.

History

The Rawlins Fire Department was established in 1886. The department consisted of volunteer firefighters and a local garage to house a small amount of equipment. The first Fire Department building was built in 1939 as part of City Hall located on the corner of Fifth and Buffalo Streets where the Police Department is currently located.

The Fire Department is currently operating two stations. Station One is located at 320 W. Walnut and Station Two is located at 501 E State. Our training facilities are also located at 501 E State.



Fire Department Staffing

The Rawlins Fire Department is a combination department with paid, full-time staff and volunteer members. The fulltime staff consists of the Fire Chief, Battalion Chief, three Shift Captains, six Engineers, and the City Building Inspector. The Volunteer staff consists of a Battalion Chief, three Captains, three Lieutenants and firefighters. The number of volunteers varies as members join, retire, or resign. As of winter 2022, we have 26 volunteer firefighters.

Services

Fire Suppression: The Fire Department is responsible for fire suppression within Rawlins. In addition, we perform fire investigations and provide mutual aid responses when requested.

Emergency Medical Service: The Fire Department responds in a non-transport capacity to all ambulance requests within Rawlins and provide medical responders to assist Memorial Hospital of Carbon County (MHCC) with their response. We provide medical transport to in and out-of-state facilities when requested by MHCC. Firefighters are certified at the NREMT-B, NREMT-A, and NREMT-I levels.

Hazardous Materials: The Fire Department responds to all Hazardous Materials incidents within Rawlins. We are a part of the Region III Hazardous Materials Response Team located in Albany County/Laramie Fire.

Inspections: The Fire Department conducts 439 fire safety inspection within all public access building in the city annually. We use the 2021 International Fire Code. We maintain preplan information for each of the buildings and conduct safety inspection for residential on request of the occupant/owner.

Education: The Fire Department offers a variety of Fire Prevention and Public Education instruction. Each year we partner with Carbon County School District # 1 to provide fire education to the faculty and students.

Building Inspector: The Building Official has the authority to suspend, or revoke permits. Provides direction and oversight of the Rawlins Municipal Codes utilizing the 2021 International Building Codes. Enforce compliance with

Contractor's for Licensing, Insurance, and Certifications. Identifies dangerous building identified either by a call in/or direct observation.

Other services offered by the Rawlins Fire Department: We have a large selection of Chimney Brushes available for checkout. We also have members who are certified car seat installers for child car seats. We also provide free oxygen firebreak installation to anyone who is on oxygen in partnership with the 307 Community Risk Reduction program. Lastly, we are happy to visit schools and organizations, or offer tours of our department. Please call to schedule.



Facilities/Apparatus

Fire Station One: Built in 1972 it serves as headquarters for emergency response. Includes administrative offices, sleeping quarters, apparatus bays and workspace for fulltime staff.

Fire Station Two: Built in 1984, it serves as a secondary station with sleeping quarters, an apparatus bay, and workspace. It covers the south side of town and houses the 100' tower.

Apparatus: We are currently operating 3 Engine's, 1 Tower, 1 Rescue, 2 Brush Trucks, 1 Haz-Mat Trailer, 1 Ambulance and 3 Pickups used for Admin and Medical response.

- Engine 1 - 2021 SVI Freightliner, 1250 GPM
- Engine 2 - 1989 Pierce, 1500 GPM
- Engine 3 - 2006 Pierce, 1750 GPM
- Tower 21 - 2008 Pierce, 2000 GPM 100' Platform
- Engine 5 - 2002 Ford F450 Wildland
- Engine 6 - 2014 Ford F550 Wildland
- Rescue 7 - 2007 Pierce/GMC
- Unit 9 - 2000 Ford F350
- Unit 10 - 2013 Chevrolet
- Unit 4 - 2019 Ram
- Unit 12 - 2018 Chevrolet



Training

Training Grounds: Our training grounds consist of a modern training classroom, burn building/tower, confined space vault, gas props, and 30' x 60' smoke trailer. Our training also allows us to facilitate most types of training needed. The Rawlins Fire Department participates in training and certification on local, state, and national levels. Certifications can be

obtained through in-house training and from various fire schools around the state, the Wyoming Fire Academy, and the National Fire Academy. The department performs fire training on the second and fourth Wednesday of each month and medical training every third Wednesday. All training sponsored by the Rawlins Fire Department is made available to other fire departments within our community and throughout the state. We have also pioneered virtual training during COVID-19.



Volunteer Opportunities

Applications: The Rawlins Fire Department is always taking applications from interested individuals who are seeking to contribute to the community of Rawlins and Carbon County through a volunteer capacity with the fire service.

Interested individuals can pick up an application from Station One anytime or can call us at (307) 328-4596.
Fire Station One: 320 W. Walnut Street
Rawlins, WY 82301



Building Official

The Building Official oversees all issues regarding building construction and repair in close partnership with the Community Development Department. This includes:

- Enforcement of various construction, building, plumbing, zoning, and nuisance regulations in accordance with the International Building Code and Rawlins Municipal Ordinances.
- Performs all building permit inspections in accordance with International Building Code and applicable local municipal laws.
 - Ensure that minimum standard for all construction, whether new or remodeling is met to life safety standards. This includes inspections on everything from a simple remodeling project to construction of a new commercial building. Inspections are performed from the initial footer inspections to the final roofing, from framing to electrical, though to final certificate of occupancy or project completion.
 - Issues stop-work citations when necessary.
- Reviews drawings, plans and specifications submitted and provides necessary approval or recommendations for correction. This includes advising owners and contractors on code and design requirements.
- Provides information and recommendations to the Board of Adjustments and the Planning & Zoning Commission
- Assist with enforcement of codes, especially Title 19 and 16, encompassing zoning, infill, and new subdivisions.
- Inspects dangerous buildings, suggests correction actions, issues notice to abate when appropriate
- Reviews and assists with licensing of all contractors
- Researches and understands newly created construction methods and materials.



Parks and Recreation Department

Parks Division

It is the mission of the City of Rawlins' Parks Division to maintain the city's trees, parks, cemetery, green areas, and their facilities to the highest standards possible.

It is the duty of the Parks Division to irrigate, mow, spray for weeds, sweep, and maintain 75 acres of the city's parks, cemetery, and green areas and the facilities within them. It is also the duty of the Parks Division to plant and maintain the trees located on the city's properties.

This division maintains 75 acres of green spaces including parks, green belts, cemetery, and trees. The pavilions at Washington Park, Depot Park and Bolton Park can be reserved for events. Many more details can be found about each City Park at

<http://rawlinswy.org/223/Green-Spaces>

All city parks are open from 6am to Midnight. No overnight camping allowed. The parks are:

- Bolton Park: 2 Pavilions (1 with electricity), Picnic Tables, Grilling Units, Bathrooms, Playground Equipment and Basketball Court
- Depot Park: Pavilion with electricity, Picnic Tables, Grilling Unit, Playground Equipment, Splash Pad and Bathroom, Art
- Island Park: Pavilion with Seating
- Key Club Park: Dog Park with Water, Skate Park, Pavilion with Table, Grilling Unit, Playground Equipment, Basketball Hoop, Portable Bathroom Unit
- Martinez Park: Seating and Art
- Rawlins Springs: Covered Picnic Table and Railroad Caboose
- Rob Roy Park: Grilling Unit, Tables, Drinking Fountain, Bathroom, Playground Equipment, Half Basketball Court
- Tully Park: Pavilion with tables, Drinking Fountain, Playground Equipment, Railroad Engine
- Washington Park: Pavilion with Electricity, Picnic Tables, Grilling Units, Bathrooms, Horseshoe Puts, Disc Golf Course, Playground Equipment



New Park Development in Rawlins!

Key Club Park Skatepark:

Thanks to support from the Rawlins City Council and local businesses, Rawlins is home to a new skatepark! Located at Key Club Park on Colorado Street, the park comes equipped with features such as half pipe, quarter pipe, grind ledge, bank ramp, grind rail and grindbox.



Our work is not done yet! In addition to the \$70,000 allocated by City Council for Phase 1, local businesses have donated an additional \$35,000 towards the skatepark. Our Parks and Recreation staff is working to submit a matching grant to the Wyoming Land and Water Conservation Fund in hopes to leverage the \$35,000 in local donations to bring the total to \$70,000 for new improvements and features at the skatepark. If funded, our goal is to install these new features sometime next summer.



Naming of the skatepark! At its October 18, 2022 meeting, City Council voted to name the new skatepark after Joshua “JR” Rodriquez. Our staff is planning on hosting a grand opening/ribbon cutting ceremony as well as official naming of the skatepark in Summer 2023.

Key Club Park Dog Park:

Thanks to the support of Rawlins City Council, Wyoming Community Gas and local businesses, our furry friends now have a place to run and play in Rawlins! Our new dog park is located at Key Club Park on Colorado Street. The park is also a great place for people to gather and socialize while their pups run and play with each other.



This project is ongoing, and we look forward to hearing your thoughts on new improvements our City Staff can make to make this park even more enjoyable for you and your furry friends. Please scan the QR Code to the left and share your ideas with us! We’ve been listening. Recent additions include hand sanitizer stations, drinking water faucets, landscaping and fire hydrants for... well you know.



We have also submitted grant requests for covered shade structures at both sides of the park (“Small Dog” and “Any Dog” areas). We are also searching for funding to place a water tank so that we can plant and irrigate trees with non-treated well water and provide natural shade and cover throughout the park. In addition, our staff has a plan and is looking to secure funding to expand the parking lot at the dog park.

We are pleased with the use we are seeing at the dog park. In fact, we’ve noticed the park is also a popular destination to out-of-town visitors. This is great to see as visitors help support our local economy by shopping and eating local while they visit.



Recreation Division

The Recreation Division strives to offer safe, educational, and beneficial recreational programs and services to our customers in a fair and economical manner.

Responsibilities

The division works to provide programs for wellness, entertainment, and education in a safe, hands-on creative environment for youth, adult, and seniors.

Rawlins Family Recreation Center Details

The Rawlins Family Recreation Center is a city-owned facility, operated by the Recreation Services Department. All recreation offices are in the facility. Programs are offered for all ages. Sign up for programs at <https://rawlinsrecreation.sportsites.com/> or by stopping by the Recreation Center for more information.

Amenities

- State of the art weight room with free weights & training stations
- Cardio Room with Treadmills, Ellipticals, stair step machines, Stationary bikes, and rowing machine
- Multi-purpose room, used for everything from fitness classes to private parties
- Three gymnasiums, oriented side by side
- Elevated rubber floor track, a one-tenth mile in length
- Three racquetball courts
- Area designated for the Kid's Corral program designed for 5 & under care
- Locker rooms with showers
- Indoor Shooting Facility/Range

The Recreation Services Department offers a wide variety of programs, activities, and leagues for children and adults. For more information please call (307) 324-PLAY (7529).

Recreation Program Offerings

- Playgroup (Tuesdays and Fridays from 10am to noon)
- Kid's Corral (Daycare for 6 months – 5 years)
- Roller Skating Friday evenings and Sunday afternoons
- Holiday Camps in December
- Summer Camp programs
- Youth Sports
- Adult Sports
- Youth and adult trips
- Special Events
- Music in the Park
- Pickleball
- Pick-up Basketball
- Fitness Classes
- Enrichment Classes
- Annual Arbor Day Celebration
- Golf Lessons
- Shooting Range classes and tournaments
- Private Skate and other Parties



Indoor & Outdoor Shooting Ranges

Range Membership available for use indoor and outdoor. Daily fees \$6, \$3 junior/senior

Indoor Shooting Facility: Open from November 1st to April 30th

The facility has an eight-lane, 25-meter state of the art shooting range located within the Rawlins Family Recreation Center. The range allows the discharge of weapons with velocity up to 2000 Feet per second which includes small bore rifles, black powder, and handguns up to and including a 44 magnum. The range is set for archery on Sunday and Monday.

The automated target retrieval system works with individual target control units located at each firing position allowing shooters to have independent control of their lane. The system also supports a master control unit used for league and tournament play.

Open shooting is encouraged. Targets, ammunition, and safety equipment are available for sale or use within the range. There are pistols and .22 rifles available for rental. Please call ahead on Friday as the Jr. Rifle Program may compromise shooting times. 307-324-7529

Indoor Shooting Complex

1616 Harshman Street

Open November 1st to April 30th.

Tuesday to Friday 2 to 8pm

Saturday 7am to 3pm

Sunday (Archery only) 7am to 2pm

Monday (Archery only) 1pm to 8pm



Outdoor Shooting Complex: Open from May 1st to October 31st

The Outdoor Shooting Complex is located north of Rawlins on East Gun Club Road. The range offers the shooter a variety of opportunities, including 10 Pistol bays with various targets, rifle ranges for short range shooting and long-range shooting, skeet, trap, 5-stand and archery with an elevated shooting stand and 3 D targets. Leagues, tournaments, and special events are held on this range. The ranges are partially funded using grants and donations from Williams, Friends of the NRA, Wyoming State Shooters Association, and private donations. 307-710-0148.

Outdoor Shooting Complex

2201 East Gun Club Road

Open May 1st to October 31st.

Tuesday - Friday 2pm to sunset

Saturday & Sunday - 9am to sunset



Rochelle Ranch Golf Course

Course Details

Rochelle Ranch Golf Course is a championship length 18-hole municipal golf course that offers enjoyment and challenges for players of all abilities. It is currently the longest golf course in the state of Wyoming and has been featured yearly as one of the top golf courses in America by Golf Digest Magazine. Rochelle Ranch was also featured in Golfweek Magazine's best 2020 courses as the #2 course to play in Wyoming. 2020 also saw the course visited by Kyle Berkshire, noted for his vlogs on long drives.



Famous for our bent grass greens, Rochelle Ranch features a full practice facility, restaurant, and bar.

Location: **2808 East Rochelle Drive, Rawlins Wyoming**

Phone: **307-324-7121**

Website: <http://rawlinswy.org/158/Rochelle-Ranch-Golf-Course>



The Gift

The course was the gift of Curt and Marian Rochelle, local sheep ranchers who paid for the course construction. It was designed by Ken Kavanaugh.

At an altitude of 6800 feet the course has good elevation change, and magnificent views. There are only two holes which run parallel. There is essentially no rough, only grass fairway bordered by sand, sagebrush, and scrub bushes. It can play to a massive 7925 yards to 5706 yards.

Golf Professional

Kevin Gannon is our Golf Professional at Rochelle Ranch Golf Course. Kevin comes with years of experience helping people love the game of golf. Kevin offers golf classes for adults and children, private or group classes, and beginner and advanced lessons. Call Kevin at 307-324-7121 to find out what kinds of classes are being offered this golf season or book a private or group lesson to fine tune your golf skills!

Restaurant

The City of Rawlins staff and City Council is currently in the process of recruiting a Restaurant Concessionaire to operate at the golf course restaurant.

Police Department

The City of Rawlins Police Department serves the community by protecting citizens and property, preventing crime, enforcing laws, and maintaining order. The Department's primary goal is to contribute to the quality of life in Rawlins.



Mission

The mission of the Rawlins Police Department is to work in partnership with the community to provide safety and security through fair, dependable, and professional police services.

The Rawlins Police Department includes four (4) budgeted departments, Police Administration, Animal Control, 911 Center/Communications, and Code Enforcement.

The Police Administration budget accounts for all the sworn officers, including the Chief of Police, as well as the Victim Advocates and Administration Assistant. The authorized number of sworn law enforcement officers is 19, three (3) Victim Advocates (one full time budgeted advocate, one full-time grant funded, and one part-time grant funded), and one Administrative Assistant. As of early 2023, currently the Rawlins Police Department is four (4) Police Officers short. We are actively recruiting for these positions.

Follow the Rawlins Police Department on Facebook to get updates on our actions throughout the community.

Members of Rawlins Police Department are involved with many boards and commissions in Rawlins, Carbon County, and the State of Wyoming. Boards and Commissions members of the Rawlins Police Department are associated with include:

- Rawlins Police Civil Service Commission
- Carbon County School District #1 Safety Committees
- Wyoming Association of Sheriffs and Chiefs of Police
- Carbon County Prevention Coalition
- St. Christopher's Highway of Carbon County
- Drug Endangered Children Alliance (DEC)
- Urban Systems
- Dispatch Review Committee (DRC)
- Dispatch Steering Committees
- Wyoming Peace Officer Association (WPOA)
- Rawlins Police Protection Association (PPA)



Patrol

The Patrol Division is responsible for responding to calls for service, traffic enforcement, enforcing Municipal Ordinances and Wyoming State Statues, and maintaining peace and order throughout the community. The Patrol Division also had two highly trained passive drug K-9's.

List of some of the other Duties:

- Property Checks
- House Watches
- Business Checks
- Drug Endangered Children (DEC)
- Handle with Care program
- Adopt-A-School
- Bar Checks
- DUI Enforcement- NHTSA Grant
- Occupant Protection Enforcement – NHTSA Grant



- Helps Investigations with Alcohol Compliance Checks
- Helps Investigations with Tobacco Compliance Checks

Visit www.rawlinswy.gov/codes for a handout "Parking Prompts: A Guide to the Less Understood Parking Laws."

Investigations

The Investigations Division is currently staffed with one Lieutenant and one Detective. The Investigations Division is responsible for all felony cases which includes murder, burglary, child abuse sexual assault, etc. Investigations is also responsible in the handling and safe keeping of all evidence from misdemeanor and felony cases from the Patrol Officers/Investigators for the purpose of following the proper chain of custody for court. Evidence includes all video, audio, photographic and any physical evidence collected at the time of the incident.

Duties include:

- On Call: A detective is on call 24/7 365 a days a year. The investigators split the on-call time.
- Investigate Felony Cases: Robberies, Child Abuse, Sexual Assaults, Aggravated Assault, Homicide, Unattended Deaths, Fraud, Narcotics and so on.
 - Crime Scene Management
 - Evidence Collection
 - Process Evidence
 - Interviews
 - Charging Documents
 - Preliminary Hearings
 - Court Trials
 - Crime Lab

- Evidence Custodian: The two investigators are the only personnel who have access to the evidence room.
 - Log evidence into the evidence room/impound yard
 - Maintain the evidence room
 - Evidence Destruction
 - Return Evidence
 - Log and Send Evidence to the Wyoming State Crime Lab for analysis.
 - Maintain the impound yard: Larger pieces of evidence are store here.
 - Evidence Destruction
 - Return of Evidence
- Work with the Division of Criminal Investigation with Drug Investigations
- Perform Alcohol Compliance Checks
- Perform Tobacco Compliance Checks
- Prescription Drug Take Back Program (Collection Box in the lobby of the Police Department)
- Bank Awareness Program “What to do in Case of Bank Robbery”?
- Works with other agencies (DCI, WHP, FBI, ATF, etc.)



Victims’ Advocates

The Purpose and goal of the Victim Assistance Program is to enhance the treatment of all victims of crime and crime related situations by providing them with the support and assistance that they need. This includes:

- Emergency on-scene crisis response,
- Case status notification and orientation to the criminal justice system,
- Empower victims and survivors to be an active participant in the criminal justice system, by helping them feel safe to tell their story and the impact that the crime has had on their lives,
- Help prepare victim impact statements and crime victim compensation filing,
- Attending meetings with the County and City Attorneys,
- Filing restitution, and
- Referrals to appropriate agencies.

The Victim Specialists personnel will continue to attend trainings so the citizens of Rawlins will feel safer in their community through education and support.



911 Center/Communications Division

The Rawlins Police Department 911 Center’s mission is to serve as the vital link between citizens and the public safety agencies in Rawlins. We strive to collect and disseminate all requests for service in a prompt, courteous and efficient manner for all our citizens. Through our actions, we help save lives, protect property, and assist the public in their time of need.

The Rawlins Police Department 911 Center is responsible for providing public safety communications for law enforcement, fire department dispatch, local ambulance calls and all agencies involved in major incidents within our area. The Rawlins Police Department Communications Division is responsible for answering 911 lines, non-emergency telephone lines and walk-in complaints at the police department and then sending the proper police, fire or medical response or routing the caller to the correct personnel or agency. We are the primary public safety answering point (PSAP) for Carbon County with the exception of Saratoga.

Our goal is to maintain the newest technology possible to serve Rawlins and Carbon County residents in the most efficient way possible. We will continue to strive to move forward as technology advances.

- Currently, we have Rapid SOS which tracks cell phone location at the handset rather than a tower providing a more accurate location of the caller. The average accuracy is 95%.
- We can receive 911 calls via text message, which is invaluable at times when a caller cannot speak or may not speak safely.
- We subscribe to Voiance language interpreter services for the times when we get a caller that does not speak English.
- We are also the administrators for AlertSense Community Notification system
- We implemented Priority Dispatch ProQA for Fire and Police in December 2020. This program helps provide the dispatcher with key questions and pre-arrival instructions for all types of incoming calls and works similar to Emergency Medical Dispatching. This will provide a more uniform response and give police officers, fire fighters and medical personnel more standardized information while responding to calls focusing on officer and caller safety.
- We will have deployed Rave Smart 911. Smart 911 is a program that allows consumers to provide information about their health, home/business in order to provide the best response possible in the case of an emergency at their home, business or while traveling.
- We are now in the process of joining Prepared Live. This is a very exciting new program that will allow our communications officers to see a live stream from the caller's phone if the caller grants permission. This will be extremely valuable in gathering information to assist officers and fire personnel with up to date on scene information.

Want to learn more about the tools used by our communications officers? Visit www.rawlinswy.org/911tools.



Animal Control

The Animal Control Officers (ACO) work with the Police Department under the Chief of Police and under the direct supervision of Lt. Daria Hooper. Responsibilities include, but are not limited to, picking up strays, handling animal nuisance's issues, pet care education, assisting Police Officers when animals need to be removed or restrained, writing citations, and testifying in court. The ACO's maintain the animal shelter and care for all animals.

It is the mission of the Rawlins Rochelle Animal Shelter and Rawlins Animal Control to provide high quality care to all animals in its care, to prevent suffering and to provide an effective animal control program in the community by actively enforcing state and local laws, while promoting responsible pet ownership and welfare.

Follow the Rawlins Rochelle Animal Shelter on Facebook to get updates on our actions throughout the community.

Duties Include:

- Respond to, Investigate and Enforce Animal Violations including Animals At Large, Animal Cruelty/Neglect, Barking Dogs, Vicious Animals and Animal Nuisance

- Court
- Animal Licensing including City Tags, Kennel Permits, Chicken Permits, Bee Permits and Exotic Animal Permits
- Maintain and Operate the Rawlins Rochelle Animal Shelter * Should be noted the 2 Animal Control Officers are responsible for the maintenance and care of the animals in the shelter 365 days a year to include weekends and holidays. *
- Maintain Animal Records
- Animal Welfare
 - Feed and water animals
 - Vet Care: Attempt to maintain a healthy animal population while in our care including appointments, medications, and spays/neuters
- Clean all Kennel Areas
- Shelter
 - Open to the public Mon – Friday 3:00 to 5:30
 - Return to Owner
 - Animal Intakes
 - Provide Volunteer Opportunities
 - Provide Community Service Opportunities
- Facilitate and Encourage Animal Adoptions
 - Pictures and description of available animals on Facebook and Pet Finder
 - Animal Adoption Events
 - Works with Animal Rescues to place animals
 - Works with Pet Partners of Carbon County: City has an active MOU with them.
 - Partner on Adopt-A-Thons and cooperate on feral cat management (spay/neuter/rehome)
 - Work with other animal rescues

Code Enforcement

The Code Enforcement Officer works with nuisance and code violation issues and will follow all state and local laws pertaining to those nuisance issues. The following are some areas the Code Enforcement Officer will address.

1. Abandon/Derelict Vehicles
2. Parking Violations
3. Garbage/Refuse
4. Littering
5. Weeds
6. Landscape and Construction Materials
7. Abatements
8. Dead Animals
9. Trash Hauling
10. Danger to Children issues
11. Dangerous Conditions



The Code Enforcement Officer also works extensively with other departments to provide education to our community. Visit www.rawlinswy.gov/code for a handout "7 Tips to Keep Your Property in Compliance with Local Codes."

Public Works Department

Engineer

The City of Rawlins Engineer performs a variety of professional and technical duties related to planning, organizing, and directing the design, development and construction of city infrastructure and public works surface projects. They may act as project manager for major engineering design projects, oversee work performed by contract engineers, perform engineering review of all new development submitted to the City through the building permit process, and direct project monitoring to ensure compliance with standards and ordinances.



Engineering Project Requisitioning:

- Determine scope of engineering projects;
- Prepare Request for Proposals (RFP) and contracts for consulting services;
- Review plans of consulting engineers and private contractors;
- Make technical engineering decisions and establish technical criteria and standards.

Capital Improvement:

- Responsible for engineering design, plan preparation, contract administration and capital improvement projects;
- Monitors engineering contracts relative to project design, operations, site management and construction;
- Initiates corrective actions and change orders as needed;
- May act as project manager for improvements and new construction in areas such as culinary water, secondary water, waste water, storm drain, streets, curbs and gutters, traffic engineering and other public works projects;
- Establishes and recommends project priorities;
- Prepares engineering reviews and reports for proposed projects and developments;
- Performs project cost analysis and recommends budget requirements;
- Participates in the development and implementation of the city's Capital Improvement Plan consistent with city master or general plan guidelines and specifications;
- Assures all projects and programs comply with established Wyoming Code, city ordinance and generally accepted engineering standards;
- Oversees long range strategies for engineering related development.

Executive Cooperation & Assistance:

- Provides feedback on issues affecting city engineering liability and responsibility;
- prepares various reports, projections, and evaluations as required for City Manager, Council, and staff
- Makes recommendations and advise staff on projects related to utilities, annexations, private development, and city property;
- Serves as engineering liaison and advisor to public works and various boards and commissions;
- Provides feedback on issues affecting city engineering liability and responsibility;
- Performs work in coordination with federal, state, and county agencies related to various public works projects
- Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains, and related public works facilities and ensure that they all meet City imposed requirements

Streets Division

The Streets Division is responsible for ensuring the safety and maintenance of all public streets and rights of way. This includes any paving, snow removal, sanding, and sweeping. The streets department is also responsible for all city road closures for special events, signs, and more. The streets divisions is made up of 8 full time employees and maintain 86 miles of streets.

Snow Removal

The Street Maintenance Division has a snow removal priority plan. The plan divides the city streets into three priority categories: priority one, priority two, and priority three. The priorities are selected based on traffic volumes, steepness of hills, public transit routes, proximity to schools, drifting, access to businesses, and low-volume residential streets.

The first goal is to have priorities one and two, as well as school and public transit routes, plowed and deiced and/or sanded by 7:30 am, prior to the morning rush hour traffic. This goal is contingent upon the magnitude, timing, and duration of any snow event. The secondary goal is to have all remaining priority streets plowed within three working days. Non-priority streets are typically low-volume residential streets, which are only plowed if four inches of snow accumulation is present upon completion of priority streets.

Visit www.rawlinswy.gov/snow for more details of our snow removal plan.



Street Construction

Our goal is to complete all work and reach a point with planned maintenance and a consistent price tag. Until then, we will look at budget and traffic flow to determine which streets need addressed first. It's a balancing act to make sure that we use all available funds where most needed.

City Street crews will continue their general maintenance throughout the summer, including pothole patching, street cut repairs for utilities and other repairs, and smaller projects.

See www.rawlinswy.gov/streets for more information about common streets repair and more.

Treatment Plant Division

The treatment plant consists of 4 employees all of whom cross train at both treatment plants, in addition to a Water/Utilities Superintendent.

Water Treatment

The City of Rawlins Water Treatment Plant is committed to its fundamental objective of providing water service of the highest quality for drinking and general municipal uses for the City of Rawlins and the Town of Sinclair.

We treat water for the City of Rawlins and the Town of Sinclair. On average we treat 1.2 million gallons per day in the winter and from 3.5-5 million gallons per day in the summer. Our capacity is 8 million gallons per day. Our water sources include the water that comes from the Sage Creek Basin, the North Platte River, and three wells in The Nugget Foundation. We also pump water without treatment to Rochelle Ranch Golf Course.

Visit www.rawlinswy.gov/videotour to take a video tour of our water treatment plant!

The City of Rawlins won Best Drinking Water in the State at the Wyoming Association of Rural Water Conference in Casper on August 27, 2020. Water from around the state was judged on clarity, odor, and taste.

The City of Rawlins is working to startup the Pretreatment Plant to provide additional irrigative water for the 2023 summer irrigation season.



Waste Water Treatment

The mission of the City of Rawlins Wastewater Treatment Plant is to operate the plant to meet federal and state regulations to protect public health and the environment.

The Wastewater Treatment Plant has the capability of treating up to eight million gallons per day. This is the maximum amount available from the water plant. We treat between one and a half and two million gallons of wastewater a day.

Process

We remove the solids and the grit from the wastewater daily. The water then goes to our treatment ponds where the majority of the treatment is done, until we release the water back into the North Platte River. We discharge our wastewater twice a year, only after we perform numerous tests to make sure the water is suitable to be returned to the river.

Utilities Division

The Utilities Division is made up of 9 full time employees, in addition to a Water/Utilities Superintendent. They maintain 125 miles of water mains, and 90 miles of sewer mains.

Water

The Utilities Division consists of the distribution system for all water-related functions such as water metering, back flow protection, and fire hydrants, along with the storm water system for the City of Rawlins. The Utilities Division is responsible for all operations and maintenance of these systems.

Sewer

The sewer portion of the Utilities Division basically consists of the Wastewater Collection System and the Storm Water System with all related functions such as preventive maintenance, responding to sewer blockage, root cutting operation, videoing sewer lines, and all associated repairs to pipes and manholes.

In essence, the division is responsible for operations and management of all aspects of the systems, including tapping into the system as new development dictates.



City Attorney's Office

Mission

The Office of the Rawlins City Attorney endeavors to render timely, high quality, and ethical legal services to the Rawlins City Council, city administration and staff, and city boards and commissions, consistent with its unparalleled commitment to professionalism, integrity, and fairness. The Office functions as both advisor and advocate as it pursues the City's goals while remaining dedicated to the principles of ethical behavior, efficiency, and accountability.

Description

The City of Rawlins Attorney's Office provides legal guidance to the Rawlins City Council, City Manager and Department Heads relating to Employment Law, Contract Law, Statutory and Constitutional Law, Administrative Law, Police Powers, and Procedural Rules for Governing Bodies. The City Attorney's Office also prosecutes criminal offenses and city ordinance violations and represents the City in non-insurance civil litigation. The City Attorney's Office provides legal guidance to municipal boards and commissions. The City Attorney's Office represents the city in contract negotiations and appears on behalf of the City in appeals of city staff administrative decisions.

Objectives & Goals:

The principal objective of the City Attorney's Office is to make Rawlins the best place to live, work, and to do business for and on behalf of its citizens by working as efficiently as possible in the following areas:

- Assisting in the operations of the City by serving as legal advisor to the Rawlins City Council, municipal personnel, municipal boards and commissions, and by drafting resolutions, ordinances, legal opinions, and other legal documents upon request.
- Upholding state and municipal laws by prosecuting those persons charged with misdemeanors, traffic offenses, municipal infractions, and other laws and regulations within our jurisdiction, and by educating and encouraging voluntary compliance with the law.
- Advising city officials on proposed and existing legislation and interpret the legal ramifications of new legislation.
- Assisting staff in updating and re-codifying existing ordinances and to draft new ordinances for adoption at the request of the Rawlins City Council.
- Representing the City and city officials in court in either actions brought by the city or brought against the city.
- Monitoring the delivery of all legal services to the city.
- Assisting staff in fulfilling their legal duties and help foster an environment of compliance with all federal, state, and local regulations.
- Assisting staff in the challenges of navigating both the Public Meetings Act and Public Records Act to fulfill the government canon of transparency in government.

Ideally, the City Attorney will take a proactive stance on all legal matters with support from the City Administration. The City Attorney will continue to operate and function with an open-door policy for the Rawlins City Council, city administration, city staff, city boards and commissions, and the general public whenever possible. The City Attorney will continue to help reduce the potential liability and exposure of the city in all legal matters and provide appropriate recommended corrective actions to further this objective. While the City Attorney represents the city and its various departments, boards and commissions, the City Attorney is unable to represent individual citizens or provide them legal advice. A private attorney is in the best position to provide independent legal advice to the public at large. The City Attorney will continue to treat everyone who seeks the attorney's assistance with the utmost courtesy and respect even in the most trying and difficult circumstances.



Boards & Commissions

More information on each of these boards can be found at www.rawlinswy.gov/boards. The public is welcome at all meetings; please check online or call to confirm specific meeting dates, locations, and times.



Quasi-Judicial Boards

The seven-member **Board of**

Adjustments reviews applications for variances from zoning requirements, appeals from administrative decisions concerning zoning, and certification of legal non-conforming uses. Members serve a three-year term, with appointments in January. Meetings held on third Thursday, 5:30, City Hall.

The seven-member **Planning & Zoning Commission** is responsible for preparing and updating the Comprehensive Plan, Zoning Ordinance and Subdivision regulations; advising the City Council on adoption of regulations, zoning changes and subdivisions; and approving Special Use Permits. Members serve a three-year term, with appointments in January. Meetings held on second Tuesday, 5:30, City Hall.

Civil Service Commissions

The three-member **Fire Civil Service Commission** governs the Fire Department's civil service rules and regulations and oversees hiring and promotions for fulltime paid, uniformed firefighters. Members serve a three-year term, with appointments in November and February. Meetings held as necessary, Fire Station #2.

The three-member **Police Civil Service Commission** governs the Police Department's civil service rules and regulations and oversees hiring and promotions for police officers. Members serve a three-year term, with appointments in January. Meeting held on third Thursday, 4:00 pm, Police Department, as needed.

Special District

The nine-member **Rawlins Downtown Development Authority (DDA)/Main Street Board** and their four focused committees work to continue to improve downtown Rawlins vibrant, revitalized, sustainable historic district that is family-friendly with great dining, retail and entertainment for the community and visitors. Members serve a four-year term, with appointments in December. Meetings held on third Monday, 4:00 pm, at the Business Innovation Hub.

Advisory Boards

The nine-member **Parks & Recreation Advisory Committee** advises on the development of recreational facilities, parks, and programs to enhance physical and mental well-being of all ages and to add meaning to the leisure time of the entire community. This committee includes two youth members with a one-year term appointed in June, and seven adult members with a three-year term appointed in December. Meetings held on the first Thursday, 6:00 pm, Recreation Center.

The seven-member **Rochelle Ranch Golf Course Advisory Board** advises on the use of the sport of golf for promoting the physical and mental well-being of residents of all ages and adding meaning to the leisure time of the entire community. Members serve a three-year term, with appointments in December. Meetings held on third Monday, 6:00 pm, Golf Course.

The nine-member **Rawlins Community Shooting Ranges Advisory Board** advises on the use of the shooting sports in promoting the physical and mental well-being, to encourage the safe and effective training, education, and development of shooters and to promote the shooting sports and competitions at the facilities. Members serve a three-year term,

with appointments in June. There are also two alternate positions, who vote in the absence of full members. Meetings held on the second Wednesday, 6:00 pm, May-October at Outdoor Range, November-April at Recreation Center.

The six-member **Urban Mule Deer Advisory Group** uses data to recommend a plan with various control alternatives to the Rawlins City Council that will decrease the number of urban deer conflicts while maintaining a healthy deer population for all to see and enjoy. Two citizens are appointed for a two-year term, with the next appointments in January 2025. Meetings held as necessary, City Hall.

Joint Power and Intergovernmental Boards

The City of Rawlins appoints one member to the ten-member **Carbon County Visitor's Council Board** that administers the local lodging tax to promote our County to tourists and travelers and to provide advertising, marketing, and sponsorship grants. Members serve a three-year term, with the next appointment in June 2025. Meetings held on third Wednesday, 10:00 am, various locations.

The City of Rawlins appoints half of the seven-member **Old Penitentiary Joint Powers Board**, whose mission is to preserve and operate the Wyoming Frontier Prison Historic Site and provide historic significance, tourism, education, and recreational opportunities for the visitors and residents of the City of Rawlins and Carbon County. Members serve a three-year term, with appointments in April. Meetings held on second Thursday, 6:00 pm, Wyoming Frontier Prison.

The City of Rawlins appoints half of the seven-member **Rawlins-Carbon County Airport Board** which provides control, supervision, maintenance, operation, and expansion of joint City-County Airport to furnish airport service to both the City and County. Members serve a five-year term, with appointments in January. Meetings held on 2nd Wednesday, 5:15 pm, Airport.

The fifteen-person **Rawlins Urban Systems Committee** includes four citizens appointed by the City of Rawlins. This is a requirement of the Department of Transportation to obtain public input to determine the priority for certain street development and improvement projects, which are funded by the department with Federal Funding specifically allocated for Urban Centers. Members serve a four-year term, with appointments in January. Meetings held as necessary, City Hall.

Additional Resources

City Code

City of Rawlins Municipal Code contains local laws and regulations adopted by the governing body. The code is available online and may be accessed from the City website at www.rawlinswy.gov/code

Wyoming State Statutes

Wyoming State Statutes contain many requirements pertaining to the operation of City government. Wyoming State Statutes are available on their website <https://www.wyoleg.gov/> under State Statutes and Constitution.

Notify Me

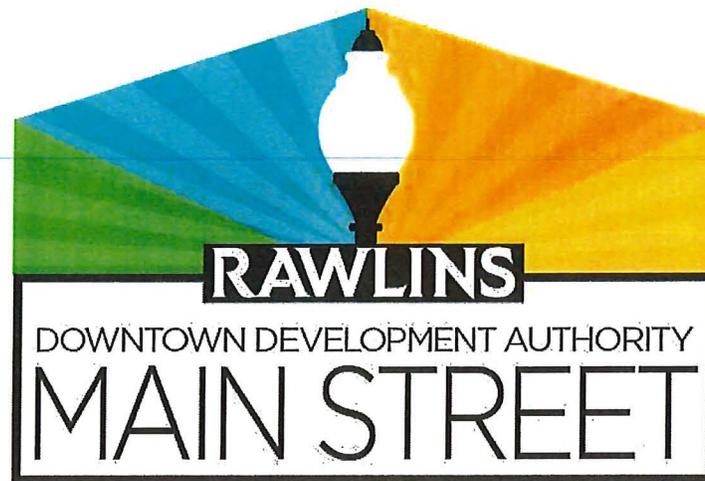
Want to receive news directly from the City via email or text? Sign up today at www.rawlinswy.gov/notifyme for news regarding events, water breaks, general news and more! You can also review current city reports at www.rawlinswy.gov/reports

Report A Concern

Want to share a concern or request directly with City staff? Visit www.rawlinswy.gov/concern or call 307-328-4500 ext. 1022 to share your concern directly with the appropriate department head.

The Mayor-Council Handbook

The Wyoming Association of Municipalities (WAM) publishes a handbook to give a general overview of responsibilities and duties of elected officials in Wyoming. WAM also provides many other resources which you can find at <https://wyomuni.org/>



Creation

The Downtown Development Authority (DDA) was established October 19, 1991 by city ordinance 10c-91. The DDA was created under the Urban Renewal Guidelines and state statute W.S. 15-9-201 et seq.

In February 2006, Rawlins DDA adopted the “Main Street” approach and became a certified Main Street community in as part of the statewide Wyoming Main Street family. Main Street is a national program of the National Trust for Historic preservation that focuses on revitalizing a downtown economic district through the four-point approach: Design, Organization, Promotion (MARS), and Economic Vitality. In 2015, Rawlins DDA/Main Street won The Great American Main Street Award from the National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

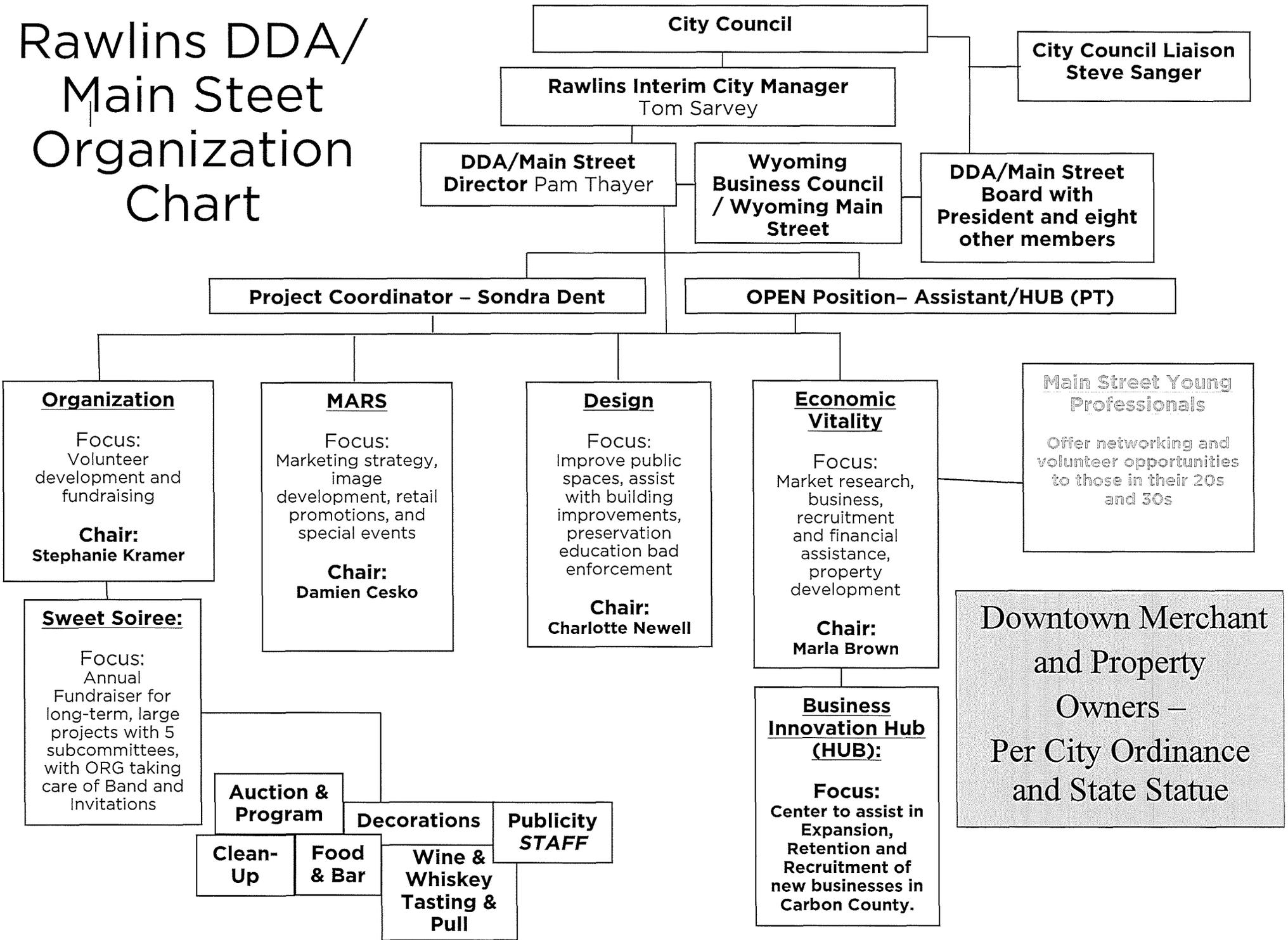
Vision

Downtown Rawlins, advancing with time, rooted in history.

Mission

To enhance a vibrant, historic downtown that creates economic vitality.

Rawlins DDA/ Main Street Organization Chart





The boundaries of the downtown development district, hereinafter the “district,” within the corporate boundaries of the city shall be as follows:

Beginning at a point where the centerline of 6th Street intersects the centerline of Pine Street; then Southerly along the centerline of 6th street to intersect a line parallel to and ten feet (10’) to the North of the Northerly-most rail of the Union Pacific Railroad line currently in place; thence Easterly along said line to a point that intersects with 2nd Street; thence Northerly along east of centerline of 2nd Street that intersects with Pine Street; thence Westerly along the centerline of Pine to the point of beginning. The entire District is of the U.P. 1st Addition to the City of Rawlins.



MAKE YOUR DREAMS
BECOME REALITY

MISSION

The Hub supports Carbon County entrepreneurs by providing a connection point to education, tools, and partners to help start and expand businesses in our community.

HOW WE CAN HELP!



Connect to resources, education and partners



Access to capital



Spaces, places and events



Tools + Equipment - large scale printer, light box etc.



Networking + Mentorship



Young Innovators' Program



For more details visit www.ccwyohub.org

PARTNERS

In The Hub



*By appointment only



*By appointment only

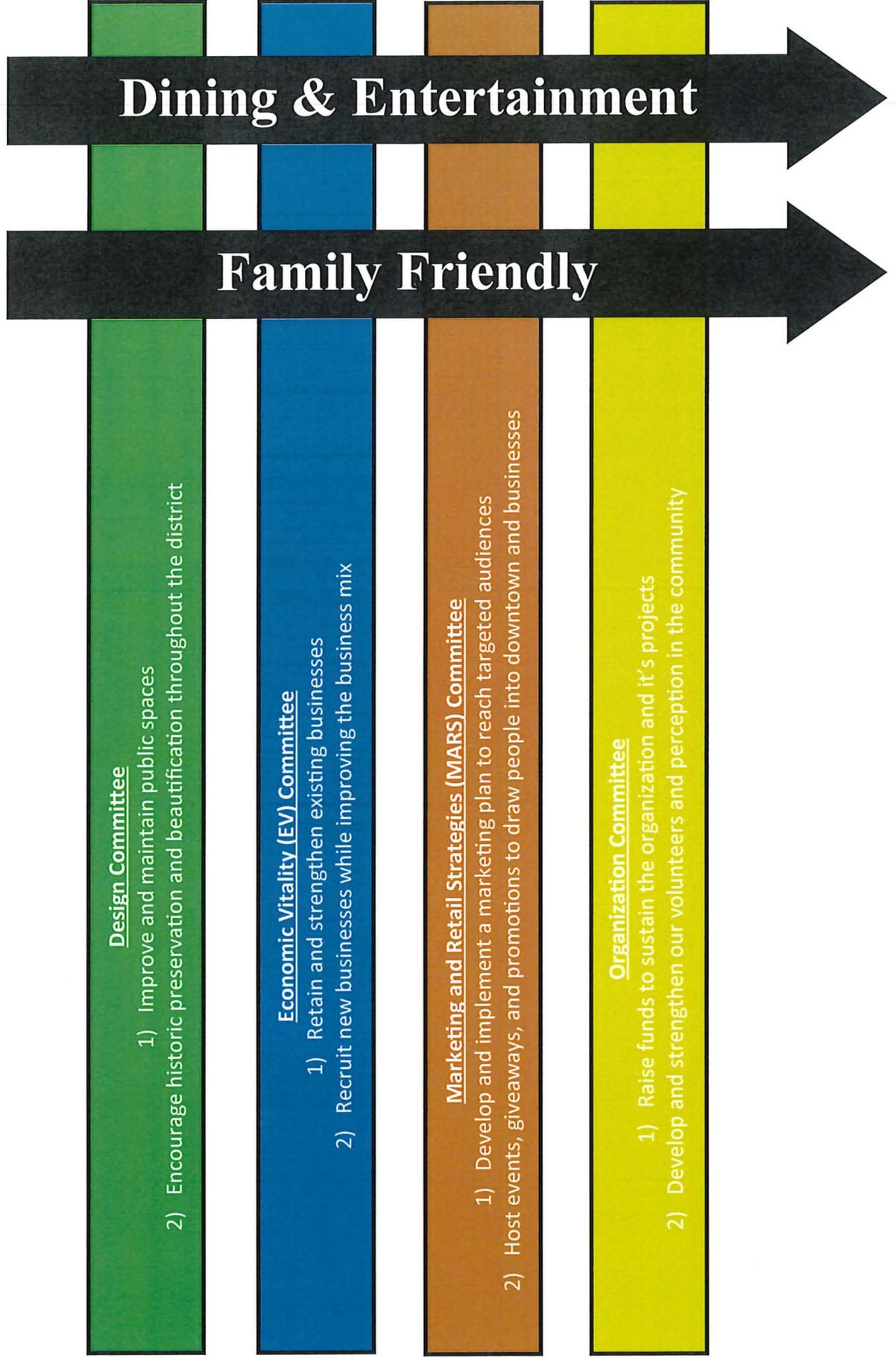


Supporting Partners



116 4th Street, Rawlins, WY, 82301
www.ccwyohub.org
(307) 328-2099

Transformation Strategies with the 4-Point Approach (Directives)



Rawlins Downtown Development Authority Main Street Offers:

Website and Business Directory

We have a Business Directory of Downtown Rawlins on our website at www.downtownrawlins.org. Please check your contact information on our website to make sure we have the most up-to-date contact information.

Marketing for Downtown Businesses:

If you have a Facebook page, make sure we know about it, so we can share your posts with our fans and encourage them to "like" you too! Private Facebook group to share information with downtown merchants and property owners. In addition to marketing Rawlins Downtown as a whole, we enhance your marketing with state-wide publications, local hotel room books, and across the new technology such as micro proximity.

Main Street Money

Main Street Money is like a gift card for downtown Rawlins. Businesses can use it as a promotion giveaway, or as a gift to customers. Contact the office for more details.

Open Flags for Downtown

These are free for downtown businesses. Let us know if you need one or a replacement.

Shop Saturday

If your business is open on Saturday, you can have a free decal saying "Shop Saturday" for your window. Let us know if you need one, or a replacement.

"Push Your Business Forward" Brooms

We have free push-style patio brooms for all downtown businesses. If you need one, or a replacement, please let us know.

Paint Program

For Commercial Building Exteriors in Rawlins, WY - Main Street District Businesses receive up to 70% of paint cost, up to \$500 per building. Only paint costs are reimbursable. Paint must be purchased in Rawlins.

Downtown Details

Quarterly newsletter featuring: Whats new in Downtown, event information and status on projects.

Innovation Center

A multi dimensional business and entrepreneur center serving all of Carbon County, designed to accelerate the successful development of business through an array of support resources and services, such as training on Business Plans, Marketing, Cyber Security, Financials, etc. The center was created to provide the opportunity for new, early stage or expanding businesses to collaborate. Please call for information. The Small Business Development Center (SBDC) has an office at the Innovation Center.

Things to know . . .

Annual Fundraiser

The Annual Fundraiser will take place every February. Money raised by the fundraiser will go towards enhancing and beautifying the downtown.

Great American Main Street Award (GAMSA)

Rawlins Downtown Development Authority/Main Street was honored the 2015 Great American Main Street Award (AMSA). Only 90 out of more than 2,000 National Main Street Center affiliates have won the award.

Design Guidelines

Do not forget that downtown Rawlins is under Design Guidelines approved by City Council in August 2012. There is mandatory review of all facade changes, and voluntary compliance. Therefore, if you are planning any work on the front or your building, whether it is a new sign, paint or completely new front, you must talk to us first.

4-Point Approach Committees



Economic Vitality

Strengthen the downtown's existing economic assets while diversifying its economic base

Meeting: 2nd Thursday of the month at 12:15

Design

Get downtown into top physical shape while preserving its historic integrity.

Meeting: 1st Thursday of the month at 4pm

FAMILY FRIENDLY DINING & ENTERTAINMENT

Organization

Gather the resources, both of finances and volunteers, to make us effective, while promoting our organization

Meeting: 2nd Monday of the month at Noon

Marketing And Retail Strategies

Marketing through advertising, retail promotions, special events, and marketing campaigns.

Meeting: 1st Wednesday of the month at 8am.