

ENROLLED ORDINANCE NO. 18-003

AN ORDINANCE AMENDING TITLE 2 “ADMINISTRATION AND PERSONNEL”, TO REVISE CHAPTER 2.20 “CITY ENGINEER”, OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, FREMONT COUNTY, WYOMING:

Section 1.

2.20 City Engineer, is hereby revised to read as follows:

**Chapter 2.20 CITY ENGINEER *COMMUNITY DEVELOPMENT DIRECTOR***

**2.20.010 Appointment—Terms of office.**

A. The city administrator may appoint a ~~qualified city engineer~~ *community development director* who shall serve such term and for such compensation as the city administrator may from time to time determine. ~~For the purposes of this section, “qualified city engineer” means a civil engineer duly licensed by the state of Wyoming as a professional engineer. (Ord. 05-018 § 1, 2005; Ord. 99-014 § 43, 1999; prior code § 2-82)~~

**2.20.020 Duties generally.**

The ~~city engineer~~ *community development director* shall *be responsible for:*

- ~~—A. Provide general civil and municipal engineering work for the city;~~
- ~~—B. Provide supervision:~~
  - ~~—1. To the building division of the engineering department, and~~
  - ~~—2. For the maintenance and operation of the municipal airport;~~
- ~~—C. Perform, or supervise the performance of, the planning functions, including zoning enforcement, subdivision review and primary staff support for the planning commission; and~~
  - A. Attending all regular and special meetings of the city council, unless excused by the city administrator.*
  - B. The preparation of comprehensive reports or presentations to boards and commissions on community development items.*
  - C. Supervision over the community development department and is the primary staff representation of the department at city council, planning commission, board of adjustment, and other commissions and boards as necessary.*
  - D. The review of all building and planning matters, including but not limited to: development proposals, site plans and maps, petitions for rezoning, special reviews, conditional use permits, annexation, jurisdictional area proposals, and subdivision maps. Review all preliminary development proposals for form and consistency with policies or recommendations of the planning commission and compliance with all local laws and state statutes;*
  - E. Distribute all appropriate petitions, applications, maps, plats and site plans filed with him or her to the agency or person as determined by the governing body. After the final approval of the map or plat by the governing body, the community development department shall provide copies of such approvals to other departments within the city as required in Chapter 3 of the Unified Land Development Code.*
  - F. ~~D~~ Perform such other duties from time to time as shall be determined or designated by the ~~mayor and council~~ *city administrator*. (Ord. 1113 § 2, 1998; prior code § 2-83)*

**2.20.030 Disposition of inspection fees.**

All inspections fees collected by the ~~city engineer~~ *community development department* shall be paid over to and accounted for to the ~~city treasurer~~ *finance director*. (Prior code § 2-85)

**2.20.040 Preservation of records and files—Ex officio building inspector.**

A. It shall be the duty of the ~~city engineer~~ *community development director* to carefully preserve on file in his or her office, and arrange for convenient reference:

1. All notices of official surveys made by ~~him or her~~ *the community development department*;
2. All notes, papers, profiles, plans and other documents prepared by him or her or under his or her supervision, respecting any of his or her official surveys, or respecting the location of the water pipes and appurtenances to the water system, the sewer pipes and appurtenances to the sewer system of the city; and
3. All notes, profiles, plans and papers officially prepared by him or her.

B. All such notes, plans, profiles, papers and documents shall be the property of the city, and shall be kept in the office of the ~~city engineer~~ *community development director*, and shall not be by him or her disposed of to any person without the consent of the council entered of record, but any such notes, profiles, plans, papers and other documents shall be delivered by the ~~city engineer~~ *community development director* to his or her successor in office, the same to be preserved as aforesaid. (Ord. 99-014 § 44, 1999; prior code § 2-86)

**Section 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 3.** This ordinance shall take effect from its adoption and publication as required by law and the ordinances of the City of Riverton.

PASSED ON FIRST READING March 20, 2018

PASSED ON SECOND READING April 3, 2018

PASSED ON THIRD READING April 17, 2018

PASSED, ADOPTED AND APPROVED this 17<sup>th</sup> day of April 2018.

CITY OF RIVERTON

By: \_\_\_\_\_  
John L. Baker, Mayor

ATTEST:

\_\_\_\_\_  
Kristin S. Watson  
City Clerk/Human Resource Director

**ATTESTATION**

I, Kristin S. Watson, Clerk of the City of Riverton, attest that Ordinance No. 18-003 was passed, adopted, and approved by the Governing Body of the City of Riverton on the 17<sup>th</sup> day of April 2018. I further certify that the above proclamation ran at least once in the Riverton Ranger, a newspaper of general circulation within Riverton, Wyoming, the effective date of publication, and therefore the effective date of enactment being *April 24, 2018*.

\_\_\_\_\_  
Kristin S. Watson  
City Clerk/Human Resource Director