City of Riverton

2013 Annual Report

2013 A Year in Review

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City of Riverton 2013 Annual Report

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Ron Warpness
Mayor

Eric Heiser
Ward 1

Jonathan Faubion
Ward 1

Mary Ellen Christensen
Ward 2

Todd Smith
Ward 2

John "Lars" Baker
Ward 3

Rich Gard
Ward 3

City Administrator

Steven M. Weaver

It is with pride that I present this 2013 Annual Report to our citizens and community partners. Riverton is a wonderful place to live! This document is a testimony to the success of concerted efforts and active participation from our elected officials to city employees, and most importantly, community volunteers. Without the involvement of those individuals and individuals such as yourself, we would not be able to offer the unique quality of life that Riverton, Wyoming presents to residents and citizens alike.

The consolidated information in this document consist of four major departments in our municipal government system. The departments are:

- **Administrative Services**: Finance, Human Resources, Information Technology, Municipal Court, Utility Billing.
- **Community Development**: Planning, Zoning, Building Permits, Inspections.
- **Police**: Patrol, Detectives, Dispatch, Animal Control, 911.
- **Public Services**: General services such as Parks, Streets & Alleys, Weed & Pest, Fleet, and Building Maintenance, as well as, Enterprise functions such as Water, Wastewater, Sanitation, and the Airport.

I would like to thank the City employees for their dedication in providing essential services to the City of Riverton. As public servants, we work hard to provide "excellence in service" and hope you find this information beneficial and enlightening. Please feel free to stop by City Hall or contact me at (307) 857-7705 should you have any questions.

Administrative Services Department

Mission Statement: "The Administrative Services Department is a dedicated team of professionals who provide personalized services and proactive solutions with fairness and consistency to all."

The Administrative Services Department of the City of Riverton is responsible for five key elements of City administration: **Finance**, **Human Resources**, **Utility Services**, **Municipal Court**, and **Information Technology**.

Courtney V. Bohlender, Administrative Services Director

The Administrative Services Department has a diverse set of responsibilities with many City divisions. We are responsible for everything from managing the City's investments to overseeing the central accounting system; from records management to fiscal policy enforcement; from facilitating certain industries (i.e. taxicab, tree trimming, pawnbrokers) to issuing liquor licenses and collecting taxes; from coordinating the Capital Improvement Plan to grant administration. We take pride in being the face of the organization when it comes to paying your utility bill or applying for a job, all of which we take very seriously.

We continually strive to find ways to improve our services and be responsive to the needs of the citizens of Riverton, while providing vital support to the Mayor, City Council, and other City departments. Ultimately, our main responsibility is to conduct the day-to-day business functions of the City through the direction of the Elected Officials and City Administrator.

Finance Division

Gloria Hardman, Finance Director

The Finance Division provides central accounting services for all City departments. Services include the organization's budget process, treasury management which primarily consists of the administration of banking services, investment of City funds, debt administration, grant administration, and financial research. Other fiduciary responsibilities include cashiering, accounts receivable (receipt of money due to the City) and accounts payable (bills incurred by the City).

A major responsibility of this division is to oversee the proper care, custody and control of public funds by managing the segregation of duties and chain of custody. We insure the safekeeping and prudent oversight entrusted in our possession by conducting annual audits with an independent firm, as well as, establishing internal guidelines pursuant to compliance with federal, state and local laws and regulations.

The following chart is a demonstration of the compilation of data we annually, semi-annually, and quarterly present to the governing body in order to provide a financial analysis of cash flow and reserves as it relates to revenues, expenditures, capital projects and short/long term liabilities.

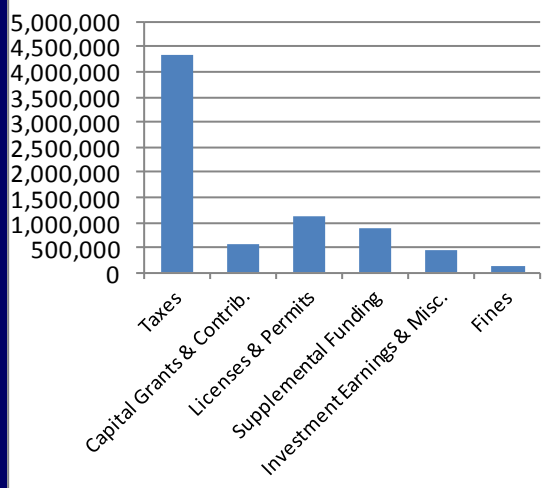
Understanding the City's Budget:

General Fund is supported mainly by General Sales/Use taxes, Mineral Royalty/Severance taxes and licenses/ permits. This fund is the primary foundation for most of the general City Services provided to residents (e.g. Police, Fire, Fleet, Streets and Alleys, etc). *Please see graphs below.*

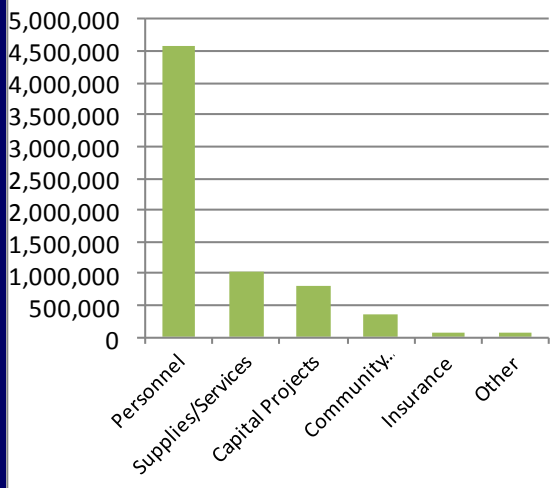
The Enterprise Funds are used to account for operations financed and operated in a manner similar to private business enterprises where the intent is that the cost of providing the service to customers is financed through user charges. Enterprise funds for the City of Riverton include Water, Wastewater (Sewer), Sanitation (Refuse and Recycling), and Airport.

Special Revenue Funds are used to support special community projects (e.g. Wyoming Business Council and Federally funded Community Development Block Grants CDBG).

2013 General Fund Revenues:



2013 General Fund Expenditures:



Human Resource Division

Jasmine Kintzler, Human Resource Director

The Human Resource Division strives to provide the highest quality of service to City departments, employees and prospective employees. This division seeks to recruit and retain personnel by offering competitive compensation packages based on market analysis; strategic planning to train, foster and grow employees skill sets through coaching, leadership development and succession planning to meet current policies, practices and procedures to determine effectiveness; administers the City's compensation and benefits program; ensures employer compliance with local, state and federal laws; processes bi-weekly payroll for approximately 120 employees and provides numerous avenues to encourage professional growth and career development.

New Hire Process

New Hire Orientations offer a personalized introduction to new City employees, as they are guided through our current benefit package offerings to tailor fit their new benefits to their specific needs. The current City benefits offered are as follows: Health & Dental Insurance, Retirement Pension, Life Insurance, Vision Insurance, Supplemental Hospital, Accident & Cancer plans. We go the extra mile to assist our new hires with planning for their future.

Training Opportunities

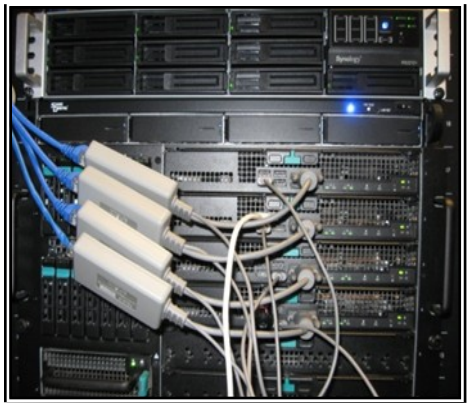
1. Specific training opportunities are being provided to supervisors on a quarterly basis to address various needs.
2. The City of Riverton receives a Drug & Alcohol Discount of 5% for participating in the Worker's Compensation program. Therefore, we utilize WorkWise to conduct these trainings at no additional cost to the City.
3. We brought in ICMA & WRS 457 Plan representatives this year to provide training for our employees regarding the importance of saving for their retirement through a 457 Plan supplemental option.

Information Technology Division

Tim Hugus, Network Administrator
Adam Wyrick, IT Tech II
Alex Engelhart, IT Tech I

There is hardly a technology–related aspect of the organization for which the Information Technology Division is not responsible for some level of maintenance, support and development. Having grown in scope far beyond connecting PC's and printers to servers, our communication infrastructure now extends to no less than 16 locations across the City, and includes a growing number of wireless access points, fiber optic circuits, radio links and communication towers. In order to better serve the growing needs of our users, and the specialized equipment and applications these disparate locations and functions require, the IT Division was able to add a third person to their team this year.

While there were numerous behind-the-scenes projects associated with this growth, additional accomplishments in 2013 ranged from troubleshooting latency issues within our corporate finance software to rolling out iPads for our elected officials; dealing with the logistics of installing camera equipment on Main Street to introducing high–speed internet to City Hall, capable of accommodating the demands associated with hosting WAM functions.



The most significant project of the year, however, both in terms of time and treasure, was the Exchange Server 2013 capital project. This essentially moved our corporate e-mail from a hosted solution to an internal one, providing the stability, control and functionality our organization has needed for some time. This required adding a dedicated server, and as the name suggests, Microsoft's latest e-mail server operating system, along with all the proper client licenses. Special firewall and spam filtering hardware and software was also added in order to ensure the integrity and security of the system. Coordinated efforts were required to route e-mail to the new domain location, and user data was successfully migrated to each newly–configured PC. Thanks to the system's web interface, employees without e-mail accounts and/or dedicated PC's can conveniently enjoy the benefits of corporate e-mail.

And more recently, in an effort to improve safety in our public spaces, the Mayor & City Council requested the installation of an emergency callbox in City Park. The system was ultimately located between the band shell and playground area, and included several updates to our network infrastructure in order to provide connectivity for the phone itself, as well as two security cameras. A blue beacon and LED security light identify its location after dark.

Municipal Court Division

Lila Thompson, Court Clerk
Monica Johnson, Deputy Court Clerk

The Municipal Court administers the operation of the judicial branch of the City Government according to the ordinances adopted by the City Council. Cases adjudicated in the Municipal Court include misdemeanor complaints covered under City Code and those State Statutes which are incorporated into the City Code, occurring within the jurisdictional limits of the City of Riverton.

The Municipal Court performs a variety of administrative functions that facilitate a smooth running court system. The Court Clerks ensure that court records and documents are accurate and court procedures are followed. The Court Clerk's primary responsibilities are to record, file and maintain Municipal Court proceedings and maintain books and files useful for locating past court records. The Court Clerks maintain summaries of court actions in a "docket" on the computer; maintain case files; collects fines, fees and forfeitures. The clerks work closely with the Municipal Judge, City Prosecutor and Public Defender.

In an effort to shorten the gap on uncollectible fines, the Court purchased a service from an online company to locate Defendants. Through this service, 1,420 searches were ran which resulted in $19,915.75 in old fines being received through the courts in 2013.

In 2013, the Court had 5,330 open cases, including 1,232 new cases. Of the new cases, there were:	
Driving While Under the Influence	19
Public Intoxications	316
Minor Under the Influence/Possession	34
Miscellaneous Traffic and Non-traffic Charges	863

The Court Clerks will continue to search for defendants with no contact, go through cases with warrants, clean-up the data base, and manage the daily dockets efficiently and effectively to maintain the orderly flow of all cases.

The Court's revenue in 2013 totaled $153,766.74.

The Court's revenue decreased by $63,005.01 in 2013 due to the decreased case load.

Utility Services Division

Left to right: Mia Harris, Kristin Watson, Debbie Bessey, April Ramsey

The Utility Billing staff, along with the **Administrative Secretary, Kristin Watson**, serves as a primary point of contact in providing information assistance for the citizens of Riverton. The team consists of two **Utility Billing Clerks, April Ramsey and Debbie Bessey,** and a **Customer Service Supervisor, Mia Harris.** They perform a variety of administrative functions including the setup of all customer utility accounts and service transfers, processing all funding sources from a multitude of delivery channels, preparing and dispensing the monthly bills, and responding to a large number of general inquiries pertaining to all areas of city operations.

An average of 4,847 bills were generated each month totaling $553,479.00
An average of 377 delinquent notices were generated each month with a past due bill average of $49,777.00 *
Late charge penalties billed for 2013 totaled $65,555 resulting in an average monthly penalty billing of $5,463.00 *
The department staff opened and processed 769 service applications in 2013. This results in an average move in rate of 64 accounts per month. **
The utility billing clerks completed 1,745 work order requests in 2013.

* In 2013, there was a 1% increase in past due notices, and a 19% decrease in past due account balances from 2012.

** Moving tenants in and out of a property is an everyday occurrence in the Utility Services Department. When a customer purchases or rents a property, there are several steps that the department staff must complete to move a customer into a property and ensure that the billing is correct.

Bills are generated on approximately the 20th of each month and are due by the 15th of the following month (approx. 3 weeks). If payment is not received by this time, penalties are assessed.

Did you know? . . .

There are approximately 4270 active water meters in the City, many of which were installed at the same time. The transmitter batteries within the meters are starting to expire at a rapid pace. When this occurs, the utility billing clerks are required to contact the occupants to schedule appointments for the water crew to meet them at the location to change out the battery in the meter. The number of meters on this list has ranged from 89-266 meters per month.

The Utility Department has continued the use of the call campaign manager, particularly during cold months, to remind citizens that their water is scheduled to be shut-off for non-payment. This has saved the citizens the inconvenience of their water being shut-off and potential frozen pipes.

The City also released the introduction of e-mail bills. The email bill option became available in early 2013. This reduces postage expenses to the City, and provides the customer the opportunity to have their bills at their fingertips on the same day the bills are generated.

2013 WAM Convention

Kristin Watson, Administrative Secretary

The 2013 WAM Convention (Wyoming Association of Municipalities) was held in Riverton in 2013. This Convention is an annual event that communities bid on in advance to host in their community, and Riverton won the 2013 Convention. The year-long planning process between City staff and WAM staff paid off and the Convention was a complete success. There were a total of 400 municipal officials registered for the Convention from all over the State of Wyoming.

The Convention started out with the Welcoming Reception on Wednesday evening at the Reach Foundation. There were about 275 convention registrants who attended the reception. The food was catered by Bar Ten and there was live music by Kevin Tippets. This was a great opportunity for guests to rekindle with other community members, both old acquaintances and new. Wind River Casino also hosted a welcoming reception that included dinner, Native dancing and casino night.

The next three days of the convention were held at the Riverton High School and Riverton City Hall. There were sessions scheduled throughout the day for the registrants to attend. There were also tours and activities planned for the spouses and children. R-Recreation and Shoshoni Recreation Department were very helpful and entertained the children. The spouse tours consisted of Riverton's Historic Downtown Area and Museum Tour, the Eagle Bronze Foundry and Sinks Canyon Tour in Lander, the Economic Development Tour in Riverton, the Bailey's Natural Gas Conversion Tour in Riverton, the National Weather Service Tour in Riverton, and the Wind River Indian Reservation Tour. WTRA Bus Lines offered their buses for the tours and community volunteers lead the tours. The meals were catered by The Caterers and KAI Espresso. There was also a golf tournament that was held at the Riverton Country Club.

There were a total of 68 vendors that set-up booths in the gymnasium area at the High School. These vendors paid a fee for their booth and were able to speak with municipal officials from all over the State about their products and/or services.

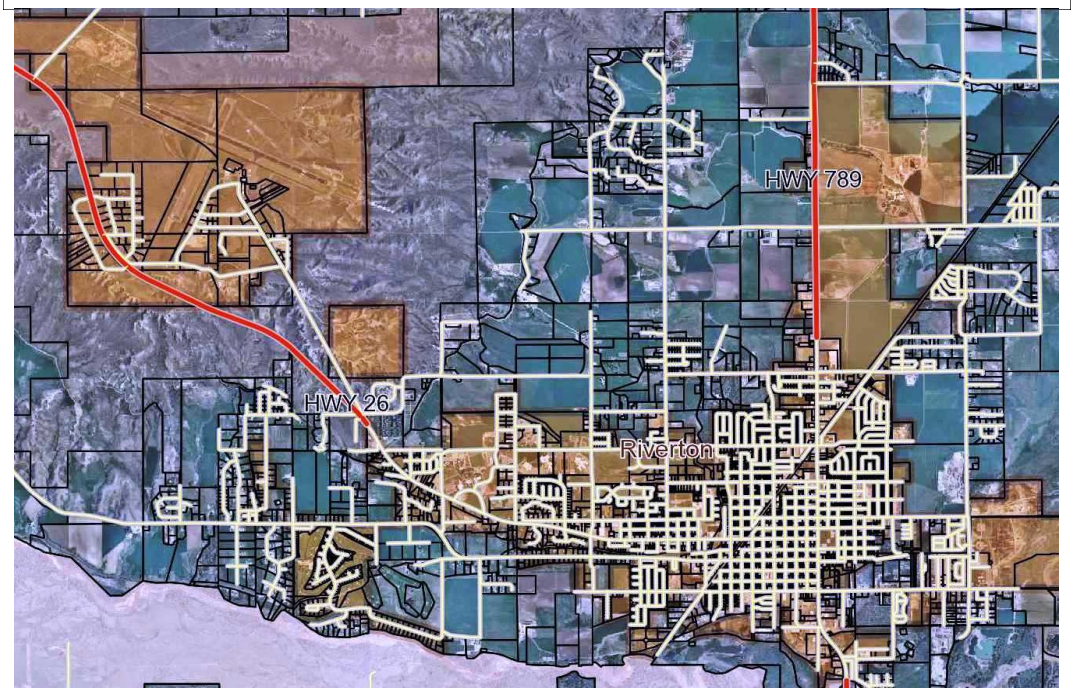
The City solicited fundraisers and donations and had several individuals and companies that donated their time and money to help make the convention successful: 71 Construction, American Leak Detection, Bailey Tire & Auto, Bar Ten, Bloedorn Lumber, Brown Sugar Coffee, Brunton, Central Wyoming College, City of Lander, Clark's Meat House, Communication Technologies, Community Entry Services, Conoco Phillips, Devon Energy, Encana, First Interstate Bank, Fremont County Publishing, High Country Sports, High Mountain Jerky, Idea, Inc., Inberg-Miller Engineers, Irvin Cellar, James Gores & Associates, Jviation, KAI Espresso, Mader, Tschacher, Peterson & Co., NOLS, Nelson Architects, Pepsi, "R" Recreation, Radio Shack, Reach Foundation, Riversound, Riverton Country Club, Riverton High School, Riverton Key Club, Riverton Memorial Hospital, Rocky Mountain Sports – Hallmark Store, Sage Civil Engineers, Sehnert Systems, Shoshoni Recreation Department, Sinks Canyon State Park, Source Gas, Studio 402, Sweetwater Garden, The Caterers, Tippets Music, Trihydro, Wells Fargo Bank, Wind River Honey, Wind River Hotel & Casino, Wind River Transportation Authority, Woodward's Floral…and the countless others who volunteered their time.

All in all, the Convention was a great success. It was a joint effort between all City Departments and the WAM staff to make the convention possible. This year, the 2014 WAM Convention will be held in Casper.

COMMUNITY DEVELOPMENT DEPARTMENT 2013 ANNUAL REPORT

SERVING 10,615 RESIDENTS

CITY OF RIVERTON



COMMUNITY DEVELOPMENT STAFF INCLUDES:

Sandy Luers, Community Development Director

Dave Paskett, Building Inspector

Kristi Petersen, Permit Technician

Connie Carr, Community Development Clerk

COMMUNITY DEVELOPMENT DEPARTMENT MISSION: To promote the general health, safety, and welfare of the citizens of Riverton, to provide quality services to assist the citizens with Code and Permit Processes and Planning and Zoning Processes, to work with owners, developers and contractors in achieving their goals, and to work with other City departments for a coordinated effort toward excellence in customer service.

2013

> Community Development Staff have been working with developers, engineers and architects on s everal projects that we are anticipating will begin in the Spring or Summer of 2014. A new addition and remodel of the Days Inn Motel, remodel of the Fremont Chevrolet GMC complex, remodel of some buildings on Main Street, and a housing development consisting of 4 plexes are among those that are in the design or review stages.

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CENTRAL WYOMING COLLEGE had significant projects totaling $3,746,612 in valuation in 2013. The Health and Science building was completed in August 2013. The remodeling projects included a 5,534 sq. ft addition to the auto shop and welding area of the Pro-Tech building.

A new entrance was erected to the Pro-Tech building for access from the west.

CWC Health & Science Building was completed in August 2013.

The CWC Food Court was remodeled starting in May 2013 and completed in August 2013. The project included a painted mural on one of the walls.

SCHOOL DISTRICT #25—JACKSON & RENDEZVOUS SCHOOLS

SECURITY

Jackson & Rendezvous Elementary Schools were altered to provide for new security entrances based on a school district decision. The School Facilities Department provided funding for the project.

Newly remodeled Auto Shop at Pro-Tech Building located on CWC Campus—860 Day Drive

Fremont County School District #25 projects were valued at $516,532.

Inside Photo of Health & Science Building

CWC offers many majors and degrees from the new facility. Those include: dental assistant, health sciences, medical office assistant, nursing, and pre-health professional.

MAIN STREET PROJECTS IN 2013

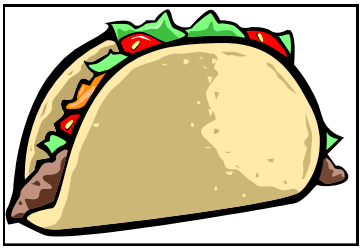
318 East Main
The project included both interior and exterior remodeling and was valued at $150,000.

There were a total of 170 commercial permits issued in 2013 with a total valuation of 51,781,813.00

The new Coffee/Deli business on West Main should be opening in Spring 2014.

Tacos

Anyone??



The new Taqueria El Sol located at 832 West Main had a new entryway built during construction and the remodel was completed in September of 2013.

2013 REGISTERED CONTRACTORS

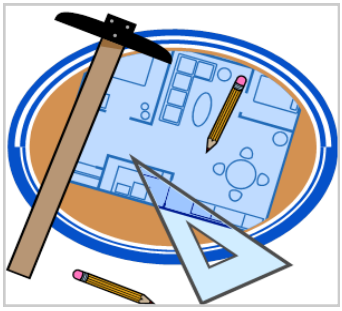
CONTRACTORS	RIVERTON BASED	NON-RIVERTON BASED	TOTALS 2013	PREVIOUS TOTALS FOR 2012
Active	91	157	248	259
Inactive/Non–Compliant	42	106	148	187
Inactive/Deleted	94	262	356	258
TOTAL	**227**	**525**	**752**	**704**

Active contractors are those that have registered or renewed and paid fees for 2013. The inactive or non compliant contractors were previously registered but for various reasons, they have not paid renewal fees and are no longer current. Many of the inactive are out of town contractors that were working on a one time project.

At the end of 2013, there were 11 less active contractors in our data base than in 2012. This is a decrease of 9.5% in 2013. Many of the new registrations were from contractors not based in Riverton.

The Department did see a slight decrease in Riverton contractors that registered or re-registered.

COMMUNITY DEVELOPMENT DEPARTMENT WILL BE ADOPTING 2012 INTERNATIONAL CODES IN MARCH 2014.



PLANNING COMMISSION/BOARD OF ADJUSTMENT

For zone changes, annexations, plats, and re-plats, the Planning Commission reviews and makes recommendations to the City Council, which has final approval authority.

Current Members of the Planning Commission are:

Deborah Blumenshine, Chairperson
Michael Bailey, Vice-Chairperson
Garth Yeates, Vice-Chairperson
Kim Johnson
Lee Martinez
Daniel Moline
Mark Sehnert
Steven Beazley
Shawn Tessman
Fred Craft, Alternate
Pat Lawson, Alternate

The Planning Division is committed to implementing long range planning for growth, affordable housing, economic development, adequate infrastructure, and community appearance. This commitment involves a determination to keep the planning process open to community members, and making sure that public involvement, combined with accurate information, leads to a common development vision for the City of Riverton.

The Planning Commission usually meets on Thursdays twice a month (the first and third Thursday) following the Tuesday Council meetings. The meetings are at 7 pm in City Council Chambers of City Hall, 816 North Federal Blvd. in Riverton.

The Planning Commission serves a dual function as the Board of Adjustment. The Board of Adjustment has final approval for Conditional Use Permits, Variances, and Home Occupations.

The plat and zoning for the location of the new Office Building and Shop located on Airport Road was reviewed by the Planning Commission.

MASTER PLAN

WATCHING RIVERTON GROW AND DEVELOP

In 2013 the Planning Commission met 13 times and the Board of Adjustment met 9 times on property zoning, approving plats, considering conditional use permits, variances and home occupation permits and many other planning issues. The reviews included the following:

Plats:

- 1 City annexation by platted area—RIW Industrial Park on Airport Hill
- 3 Replats
- 4 County plats within one mile of City limits

Zoning and Rezone Hearings:

- 1 New Zoning designation—the new Job Corps site on Airport Hill

Variance Requests:

- 9 New variance applications including a new digital billboard sign at the intersection of Main Street & Federal Blvd.
- 5 Renewed Variances

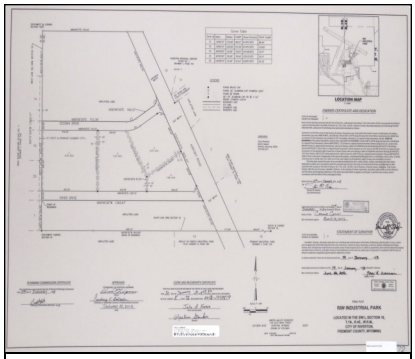
Home Occupation Permits:

- 1 New home occupation permit
- 22 Renewed home occupation permits

Conditional Use Permits:

- 2 New Conditional Use Permits granted in underdeveloped sections of the City to help meet economic needs and promote business

After becoming more familiar with Master Plan that the City adopted in 2010, the members of the Planning Commission and Community Development Staff utilize the Master Plan to help make planning and zoning decisions as well as becoming more proactive in its utilization.



RIW INDUSTRIAL PARK PLAT

Home Occupations are considered by the Board of Adjustment by submitting an application to the Community Development Department. The renewals are reviewed each year also.

BEFORE

Lamar Advertising requested a variance to convert a billboard sign from 4 faces to 2 faces with one face being digital. The variance was approved by the Board of Adjustments on February 21, 2013.

AFTER

Airport Industrial Park and the surrounding area has seen substantial growth in the last year.

Fed Ex Sorting Facility located at 4551 Airport Road was completed in late August 2013. The building area was 7,100 sq. ft. and project valuation was over $900,000.00.

3445 CHANDELLE BOULEVARD—This project commenced in July 2013 and the building is a total of 10,000 sq. ft.

Mowrey Seismograph Service purchased property near the airport to provide for a convenient location. The office and shop total 4,100 sq. ft.

4454 Airport Road

An Industrial building which is being used as a fabrication business.

Hi-Mountain Seasonings moves Into New Building

Hi-Mountain Seasonings completed their new 12,000 sq. ft. Butler building in September 2013. The Company is thriving and required additional space for manufacturing and storage to fulfill the record number of orders they have received.

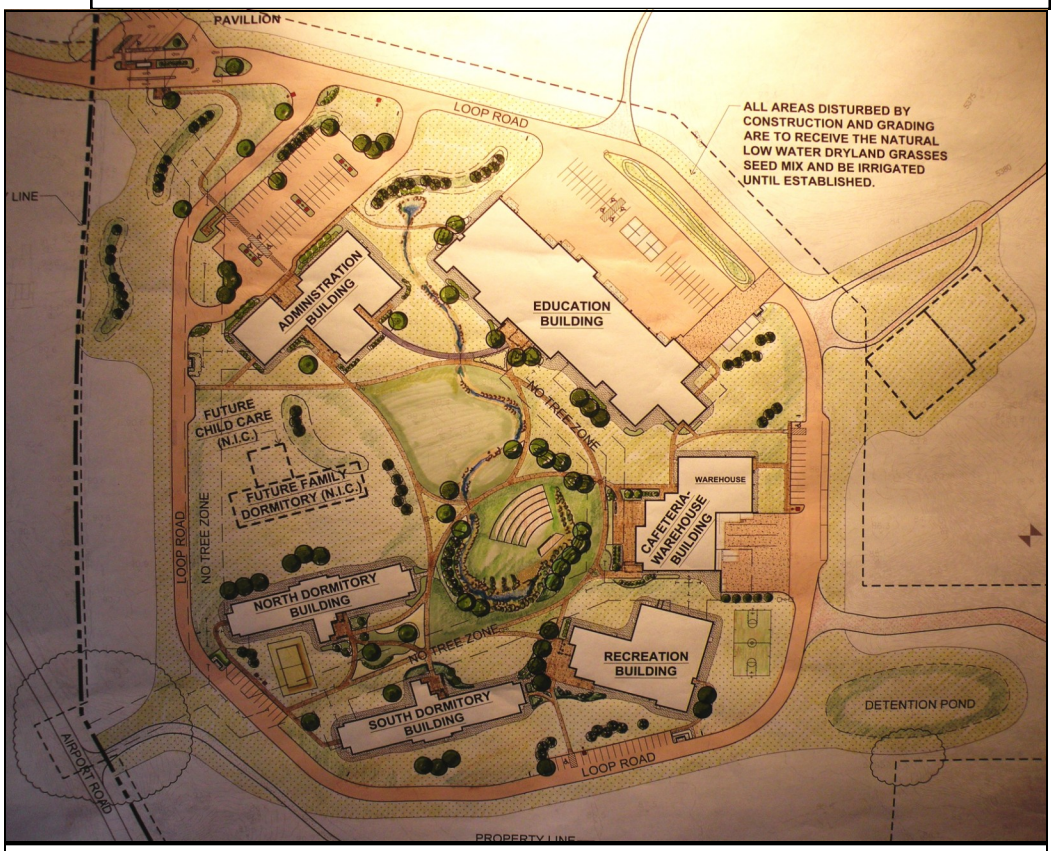
At the same time as the new construction of the building, Hi-Mountain Seasonings remodeled their existing building with new accessible restrooms. The Company employs more than 30 people and provides nearly 200 products for retail sales.

The expansion increased the building space by 50 percent.

Beginning the erection of the new 12,000 sq. ft. Building for Hi–Mountain Seasonings in April 2013. The Certificate Of Occupancy was issued on September 18, 2013.

WIND RIVER JOB CORPS PROJECT

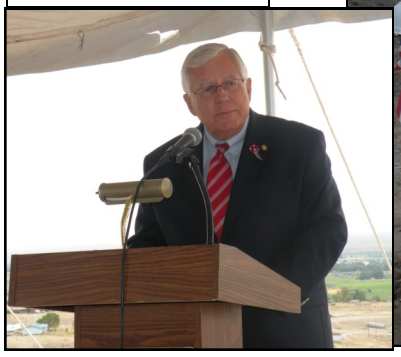
The 7 building Wind River Job Corps campus is expected to employ 400 workers during the construction phase, with 100 permanent employees after the center is in full operation. A total of 300 students will be served at the center once it reaches full capacity. The project is anticipated to be completed in the Spring of 2015.



The site plan for the Wind River Job Corps Center is shown above. After years of work by federal, state and local leaders, construction for the Wind River Job Corps Center is finally taking place. Wyoming's Senior U.S. Senator, Senator Enzi, praised the effort and the individuals and organizations who fought for the center. Enzi also said he was happy to support the project because of the benefits that it would bring to Wyoming in the form of a trained workforce for those who need the jobs the most.

GROUNDBREAKING CEREMONY — AUGUST 9, 2013

SENATOR ENZI



CONSTRUCTION BOARD OF APPEALS

The Construction Board of Appeals assists the Community Development Department with more issues than just appeals. The Board consists of seven members who are appointed by the mayor, with the advice and consent of the council. The members must consist of a licensed plumber, a licensed HVAC person, a professional engineer, architect, or land surveyor, a person experienced in the construction industry and two members who represent the general public and have a general knowledge of the building construction industry. This Board is very valuable in assisting with and evaluating decisions that may affect building construction in Riverton.

In March the Board agreed with Staff and recommended not to raise building permit fees for 2013. The Consumer Price Index had only increased 1.6 percent over the 12-month period.

Bill Davis was welcomed as the newly appointed Board member in February 2013.

The Board met several times to discuss the adoption of the 2012 International Codes and the 2014 National Electrical Code. Many amendments and deletions were recommended by the Board. The State had adopted the 2012 "I" Codes and recently adopted the 2014 National Electrical Code. The Board of Appeals recommended adoption of the 2012 "I" Codes as amended and also recommended adoption of the 2014 National Electrical Code at the same time. The City Council will review the proposed Ordinance on February 18, 2014 for adoption of these codes.

The Board consists of seven members appointed by the Mayor and approved by the City Council.

Board Members for 2013:

Garry Burnette, Chairman
Terry Betts, Vice Chairman
John Detimore,
Dave Lehto
Gary Pfisterer
Eric Raymond
Bill Davis

ICC INTERNATIONAL CODE COUNCIL®
People Helping People Build a Safer World™

Newly Appointed Board member Bill Davis

Ordinance Adopting 2012 I-Codes

PROPOSED ORDINANCE NO. 14-004

AN ORDINANCE AMENDING TITLE 15 "BUILDINGS AND CONSTRUCTION CODES" TO REVISE CHAPTER 15.04 OF THE RIVERTON MUNICIPAL CODE, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

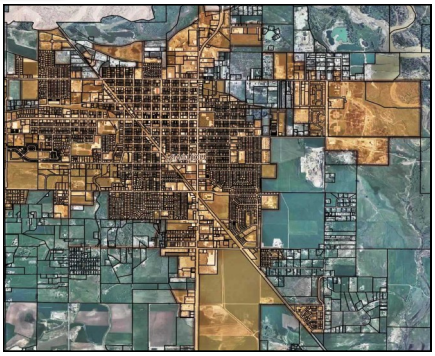
BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, FREMONT COUNTY, WYOMING:

THE NUMBER OF PERMITS FOR NEW RESIDENTIAL CONSTRUCTION REMAINED SIMILAR TO 2012

New Single-Family Residence on Raintree.

Special points of Interest:

New Residential Construction showed a small increase with 14 single-family residences and 1 duplex constructed or permitted in 2013, but the valuation was slightly down.



A New Duplex at Bottom of South Major and Riverview Road

Juniper Drive Single-Family Residence

A New Addition to Woodridge Estates

AN INCREASE IN COMMERCIAL CONSTRUCTION PROJECTS

Fewer permits were issued in 2013 than in 2012, but the valuation of the construction was substantially higher. The higher valuation was due mostly to the Wind River Job Corps project. The Community Development Department was very busy as usual during the construction season issuing hundreds of permits, working with owners, contractors, and developers, evaluating plans and performing approximately 1,500 inspections. There wasn't much of a slowdown in permitting and inspections until late December again this year.

Residential construction valuation was down even though approximately the same number of housing units was constructed. Many residents continue to upgrade, repair, and add on to their existing homes. Last year we issued a record number of re-roof permits, 125 with a valuation of $845,000. This year we only issued 66 permits with a valuation of $510,090. Maybe most of the houses in Riverton now have new roofs!

Last year new commercial construction was up by over $16,000,000 with Central Wyoming College Health and Science building contributing the greatest share of the increase in valuation. This year new commercial construction was up over $23,000,000 from last year. This is due mostly to the Wind River Job Corps project which, per the building permit application, was valued at $37,000,000. Commercial additions and alterations have also increased from the 2012 valuation.

We have been working with developers, engineers and architects on several projects that we are anticipating will begin this spring or summer. A new addition and remodel of the Days Inn Motel, remodel of the Fremont Chevrolet GMC complex, remodel of some buildings on Main Street, and a housing development consisting of 4-plexes are among those that are in the design or review stages.

BUILDING PERMITS

	2012			2013		
	Permits Issued	Construction Value	Fees Collected	Permits Issued	Construction Value	Fees Collected
Residential*						
Single-Family-New	12	2,919,695	$23,497.00	14	2,349,507	23,421.00
Duplex/4Plex-New	2	900,000	9,025.00	1	190,000	3,034.00
Accessory buildings	9	79,765	561.00	18	300,081	1,260.00
Alterations/ Additions	365	1,865,631	18,227.00	290	928,210	19,977.00
Total	**388**	**5,765,091**	**51,280.00**	**323**	**4,289,762**	**47,692.00**
Commercial						
New	21	17,950,341	64,289.00	12	39,652,238	102,008.00
Alterations/ Additions	150	8,933,190	80,506.00	158	12,129,575	100,788.00
Total	**171**	**26,883,531**	**144,795.00**	**170**	**51,781,813**	**202,796.00**
GRAND TOTAL	**559**	**32,348,622**	**196,075.00**	**493**	**56,071,575**	**250,488.00**

*The residential category of single family homes includes HUD and IRC manufactured homes that have been placed on lots within the City. An additional sub-category is included for accessory buildings such as garages, sheds, and carports. The alterations and additions category includes all other residential permits issued.

Riverton Police Department 2013 Annual Report

Mike Broadhead, Chief of Police

Riverton Police Department

2013 Annual Report

The Riverton Police Department prides itself on providing a high level of service to the community it serves. This service based attitude is seen in the organization's motto: Duty, Honor and Community. This annual report is a recap of the year's highlights, but it is the day to day work of the men and women of the Riverton Police Department where the true meaning of service is obvious.

The Department continued its association with the Special Olympics, hosting a fundraising steak dinner as well as a Polar Plunge. For the fourth consecutive year, the Chief officially opened the area games, and Sergeant Komrs ran in the torch with an athlete.

Shop with a Cop, the annual gift giving effort coordinated by Captain Eric Murphy, was the largest ever. The Community Service Block Grant (CSBG) which had been used to fund the event in years' past was unavailable in 2013, and there was some conversation about not holding the event. However, thanks to the great generosity of the community, the event was held and more than 100 kids were able to go shopping.

This year, long time Victim/Witness Coordinator Carroll Westlake retired. Carroll started the RPD V/W program in 1999 and personally served many members of the community in times of need. Additionally, she was the grant coordinator to ensure that the funding stream for this program was properly managed.

During 2013, new officers Chase Wood, Gilbert Peck, Ryan Wangberg, and Mariah Wilson were hired. Officer Peck was a lateral hire from the Bureau of Indian Affairs police. New dispatcher Meghan Miller was also hired, as well as new Victim/Witness Coordinator Cindy Gustin.

Officer Todd Baxter, who had been serving as a School Resource Officer, was promoted to Sergeant and returned to Patrol. Sergeant Todd Byerly transferred to the Detective Sergeant position. Officer Scott Gardner was promoted to Detective in 2013, and Officer Sergio Cabada was transferred to the School Resource Officer's position at the elementary schools. Detective Jason Cox became the Department's new Child Welfare Investigator in 2013.

Calls for Service

A "call for service" is a single incident requiring a police report. It should be noted that dispatch may receive multiple calls regarding a single incident, but that is recorded as a single CFS. Additionally, there are occasional errors that occur, pulling two incident numbers for a single event, which requires the Administrative Supervisor to delete one of the numbers. A CFS is not pulled for a traffic contact, or when officers assist other agencies by providing back-up on a call outside of city limits. With those caveats, the published CFS number each year is based on the total number of incident numbers initiated by dispatch. While this number may not reflect all police activity, it does provide an "apples to apples" type comparison from year to year. In 2013, there were 13,829 CFS at RPD. This was a small increase over 2012, but continues an upward trend in calls for service since 2010. The 2013 number reflects an increase of nearly 1,500 CFS over the 2010 number.

Type	2009	2010	2011	2012	2013
Call for Service	12,427	12,408	12,750	13,751	13,829
Homicides	1	2	2	1	0
Robberies	2	7	1	2	5
Burglaries	44	52	30	29	41
Family Fights	377	268	324	335	296
DUI Arrests	247	225	182	169	145
Alarms	249	286	334	344	305
Detox Placements	1,851	1,490	1,692	1,722	1,673
Traffic Crashes	540	540	620	501	553
Traffic Citations	1,866	1,473	1,156	1,534	1,284
Traffic Warnings	1,922	1,574	987	1,370	1,173

Patrol

The officers of the Patrol Division are the primary responders for RPD and work 24 hours a day, 7 days a week. Individual officers are scheduled to work a four day, ten hour shift each week. The Division is led by Captain CT Smith, who is aided by 3 sergeants. In previous years, there were 4 patrol sergeants, but in 2013 the number was reduced to three in an effort to boost efficiency. The sergeants have been given more autonomy to make decisions and to lead their assigned officers.

New officers assigned to the Patrol Division in 2013 include Chase Wood, Ryan Wangberg, Gilbert Peck, and Mariah Wilson. Todd Baxter was promoted to Patrol Sergeant to join Sergeant Peters and Sergeant Komrs.

Patrol officers respond to the vast majority of calls for service, make the most arrests, and are responsible for most traffic enforcement in the City. In 2013, officers made 2,055 physical arrests, transported 1,673 individuals to the detoxification center (re-named The Center of Hope in 2013), issued 1,284 traffic citations, and gave 1,173 written traffic warnings. Officers investigated 553 traffic crashes.

Detectives

At RPD, Detectives primarily are assigned to conduct follow up investigations on felony level crimes. These can range from fraud and forgery cases to violent crimes. The unit is comprised of a sergeant, three detectives, and a non-sworn investigative technician.

Sergeant Todd Baxter was re-assigned from Patrol to Detectives in 2013. Scott Gardner was promoted from Patrol Officer to Detective this year, and Detective Jason Cox was assigned as the new Child Welfare Investigator.

The Riverton community struggles with issues related to small children living in dangerous environments. In an effort to address this issue and to form better lines of communication with Wyoming Division of Family Services, Northern Arapaho Family Services, and Eastern Shoshone Family Services, the Child Welfare Investigator position was created in 2013. Detective Cox has primary responsibility for ensuring that information related to child endangering is properly shared among agencies in order to ensure families are receiving proper access to services, and that crimes against children are professionally investigated.

This year, Sergeant Byerly came up with a plan to create a new position known as the Crime Scene Technician. The idea is that several members of the organization, including non-sworn members, could become trained in evidence collection, crime scene photography, etc to aid in the processing of scenes. This would alleviate some of the burden on the Detectives, freeing up their time to conduct interviews. Staff members with an interest in this position were solicited, and 7 members of the Department, in addition to the Detectives, were sent to a professional course. By the end of 2013, dividends from this program were already being felt as the CST's were included in crime scene processing.

One of the functions of the Detective unit is to maintain and store property and evidence. The Department collected 1,947 items in 2013, and was able to dispose of 882 items. Many items of evidence must be held for years at a time, so it is important to stay on top of these issues to ensure room is available in the vault.

Victim/Witness

The V/W unit is comprised of a Coordinator, an Advocate, and volunteers. Long time coordinator Carroll Westlake retired in 2013, and was replaced by Cindy Gustin. Advocate Pat Buoy continued in her position, and Carole Dryer, Maelena Oldman, and 12 year old Savanah provided more than 763 hours of volunteer service to the unit.

The V/W unit provides direct counseling to victims, helps them seek restitution, and guides them through the court process. These services are provided in various settings, including right after victimization at the scene, at the hospital, or later in the office.

During 2013, the V/W unit provided 3,403 direct services to 211 separate victims. This included more than 20 elderly individuals and 8 children under the age of 17.

Dispatch

The Dispatchers are the critical link between the public and the responding officers. Dispatchers take 9-1-1 calls, initiate Calls for Service, track officer activity, as well as handling routine calls from the public. In addition to the 13,829 formally initiated CFS in 2013, RPD Dispatchers also handled 292 fire calls to which they dispatched the Riverton Volunteer Fire Department.

School Resource Officers

The Riverton Police Department and Fremont County School District #25 have an outstanding working relationship, which is a result of the work conducted by RPD's three School Resource Officers. These officers support 4 public elementary schools as well as the middle and high schools. Long time SRO's Sergeant Charlie Marshall and Officer Cody Myers were joined for the 2013-14 school year by Officer Sergio Cabada. Todd Baxter, who served as an SRO during the 2012-13 school year was promoted to Sergeant. It should be noted that an SRO from the previous school year, Scott Peters, was promoted to Sergeant in 2012. This is a reflection of the caliber of officers assigned to work in the schools.

Training

On-going, relevant training is a priority at RPD. Thanks to a collaborative effort with Central Wyoming College, officers and staff were able to attend some outstanding training in 2013 that may not have been available without CWC's support. Classes at CWC included a precision rifle course taught by a current United States Marine Sniper Instructor, a crime scene processing course conducted by a very experienced technician from Arizona, a SWAT school taught by a nationally renowned expert, and more. Officers also attended a bicycling patrol class and a horse mounted patrol class.

Additionally, in May, all staff attended a week of "in-service" training which allowed the members of the agency to interact in a low key environment without the pressure of responding to calls for service. Half of the organization worked 12 hour shifts while the other half attended the training, which was then repeated over a two week period. Courses covered policy and procedure, spike strips, use of force issues, leadership, and other relevant topics.

During 2013, Officers Wood and Wangberg attended the 13 week, state mandated police academy in Douglas, Wyoming. These officers, as well as Officer Peck and Officer Wilson, also completed the 19 week Field training Program at RPD. Officer Peck, as an experienced officer, was not required to attend the Academy, and Officer Wilson was scheduled to attend in 2014.

In addition to the Academy and FTO programs, officers and staff attended Over 1,000 hours of "in-service" training at RPD, and over 1,800 hours of "outside" training (that is, training conducted by instructors either from outside the agency or at a location remote from RPD).

This is a tremendous amount of training, and reveals the level of commitment that has been made at RPD to ensure that officers and staff are professional, well trained individuals capable of handling the complex issues facing law enforcement in today's environment.

Use of Force

There are instances where officers must use force to effect arrests. RPD tracks all use of force, including the implied use of force above the level of compliant handcuffing. This includes instances when officers display firearms, display a Taser (even when not discharged), or are forced to use a wrist lock or strike. All uses of force are reviewed to ensure they were legal and followed internal policy. This information is used to guide training and to identify potential problems.

During 2013, officers used an identified level of force in 110 separate incidents. There were 282 "applications" of force in these incidents. As an example, a single incident may have multiple applications, and each application is tracked separately. If two officers display their firearms to effect an arrest, that would be tracked as a single "incident" with two "applications" of force.

The number of use of force incidents has remained fairly steady over the past 4 years. The number of applications has also remained fairly steady, with some clear trends being identified. By far, "joint locks" or "combative handcuffing" have been the most commonly documented uses of force. The use of the Taser device has declined significantly since 2010. This is a result of a new policy that went into effect in 2011 that more clearly defined when use of this device was policy-appropriate. Additional training was provided to all officers, and the results are well documented. In 2010, there were 28 "probe employments" from the Taser, along with 21 "drive stuns." In 2013, there were only 2 "probe employments" and a single "drive stun." This reduction in the application of Taser has not resulted in an increase of officer injuries or offender injuries at the time of arrest, indicating that the 2011 policy has been an effective change. There has been an upward trend in the display of firearms since 2010, which may be the result of increased handling skills or officer confidence based on the RPD training program. There have been no officer involved shootings over this four year span, though this trend in display of firearms merits continued observation.

During 2013, officers placed 2,055 individuals under arrest, and took 1,673 individuals into custody for transport to the detoxification center. The 110 use of force incidents represented approximately 3% of the custodial situations which is exactly consistent with the percentage in 2012.

Public Services Department 2013 Annual Report

City of Riverton

Airport Division

Riverton Regional Airport saw **13762** Enplanements this past year, slightly up from **13375** in 2012. There were **1258** take off and landings by the commercial operated Great Lakes Airlines. Currently, there are **51** aircraft based at Riverton.

Riverton Regional also accommodated over **1100 single engine** local based aircraft flights, **807 single engine** flights just passing thru for fuel or visiting, **1048 multi engine flights**, over **241Corporate Jet flights**, **385 helicopter flights** in which **5** were Military, for a **total of over 3581** that were above and beyond just our airline flights. This shows how viable the Riverton Regional Airport is to our community as a whole. Our airport sees daily flights from Air Ambulances, Oil and Gas Companies, Corporations, UPS freight, State Aircraft, Local and big Businesses, and more.

Riverton Regional Airport has a Division Manager who is an **A**irport **C**ertified **E**mployee thru the National Organization of AAAE, and an Aircraft Fire Fighter. He oversees 4 Airport Operators who are certified as Riverton Police Officers and Aircraft Fire Fighters. This cross trained manpower was able to provide Police standbys for **1,010** outgoing screened flights in 2013. The City of Riverton billed TSA for approximately **1,784** hours of service. The average hourly wage billed to TSA was approximately **$22.73** an hour resulting in total reimbursements to the city of approximately **$40,550. 518** of these outgoing flights were provided by only 1 man on duty who was providing, Police, Fire, and Airport Operations at the same time. With the TSA reimbursement applied with only 1 employee performing all 3 of these FAA required job positions, the savings for the Airport in wages is very significant.

There were a total of **24** police calls for service at the Riverton Airport in 2013. **16** of these calls were handled by the Airport Division. The other **8** calls were handled by the Police Department. There were **3** aircraft emergency responses in 2013 at the airport.

Summer construction started early in the spring as to not disrupt Commercial Flights due to runway closers, shorter runways, and high density altitude and hot summer days. Riverton Airport replaced some of the oldest failing pavement on the airfield which were Taxiway Charlie and the apron in front of the Fire Station, and Jim's Maintenance Hangar. The emergency response gate next to the Airport Fire Station was also updated at this time to ensure the local Fire, Police, and E.M.S. will be able to respond to an airfield incidents when needed.

Riverton Airport again participated in the WYDOT Aeronautics, Pavement Management Program. This program uses many highways and airports within an area of the state all under one contract to generate a great economy to scale. Riverton Airport has saved hundreds of thousands of dollars just by participating in this program over the last 4 or 5 years. Riverton had most of its taxiways and runways sealed this year to help preserve and extend the life span of the asphalt. We could not have afforded to do this on our own.

Riverton Airport purchased a new snow plow truck to help meet the FAA 1.5 hour snow removal plan for our size airfield. The truck will be delivered in April/May of this year and will also be used as a dump truck for the airport during the summer months. This equipment was purchased with our FAA Entitlement money and the City's portion was just a little over $6,000 for a $250,000 piece of equipment.

Asset Division—Building Maintenance

The Building Maintenance Department now has five employees; one Supervisor/ Building Maintenance person, three full-time Janitors and one Building Maintenance / Janitor. The Building Maintenance Department currently maintains 3 buildings, City Hall / Police Department, Airport Terminal, Public Services Office Building. The Janitorial staff take care of all janitorial services which include: cleaning and disinfecting; strip and wax, wet mop, dry mop, scrub, shampoo, vacuum, and sweep all the floors; dust, clean window and doors, dump trash and ash trays; cleans, and disinfects the restrooms, detention areas and much, much more, The Building Maintenance personnel take care of all building maintenance on all three of the buildings. We also do other thing from time to time on other buildings. We take care of I.D. cards, spray weeds at and around City Hall and the Airport Terminal, setup for special events, remove snow on all sidewalks in and around City Hall parking lot, the Airport Terminal and parking lot, the bike path from the Honor Farm Road to the river south of town, bike path on Sunset from N. 8th W. to Collage View and the eight-foot sidewalk in front of the Middle School on Majors Av. from Sunset to Riverview Rd. We do light maintenance on 7 vehicles and 1 snow plow, wash, vacuum, clean windows, gas, check fluids and get the vehicles ready for trips out of town. It all takes time and man power, when we all pull together we can do it and have done well at all the things our department accomplishes.

Riverton City Hall

Riverton Regional Airport

Asset Division—Fleet

The Fleet Department is under the Assets Division. It consists of two mechanics with oversight by the Assets Division Manager. The fleet consists of over 250 pieces of equipment from lawn mowers to road graders

In 2013, the Fleet Department completed 318 work orders on 117 pieces of equipment. Of that number, 98.43% of the work orders were completed within 24 hours. The total dollar amount involved was a total of $183,981.43 with an average cost of work order being $578.58. This compares to $213,132.00 in 2012.

At the Public Works Complex, Fleet also maintains and tracks fuel usage from the bulk diesel tank. In 2013, there were 40,423 gallons of diesel dispensed at an average of $3.29 per gallon totally $133,178.42. Purchase of dyed (no state taxes) fuel through this process enables the city to achieve substantial savings. By watching market trends, we are able to buy fuel at lower costs. This 2013 total is nearly $6300 more than 2012; however, we used almost 3,000 more gallons. Average per gallon cost went down to $3.29 from $3.46 in 2012.

Bidding and purchasing of equipment is also a responsibility of the Fleet Department. During the year 2013, we acquired 10 pieces of equipment at a total cost of $773,708.00 compared to $415,957.00 in 2012 and $180155.00 in 2011 and $382,959.00 in 2010.

Lands Division—Code Enforcement

The mission of the Code Enforcement Division is to safeguard the health, safety, property, and public welfare through enforcement of technical codes, ordinances and regulations adopted by the Riverton City Council. Through voluntary compliance, cooperation, and a spirit of personal responsibility for the well-being of our community, the program will succeed in making Riverton an even better place in which to live.

It is the property owner's responsibility to keep their properties in compliance. Complaints originating from tenants, neighbors, employees and/or other concerned parties are received by the Code Enforcement Officer who inspect the properties and notes violations. Contact is made with the customer in the form of phone calls, letters, door tags, and property visits to notify property owners of the required improvements to be made on property and time limitations for those improvements. Residents are given additional time if needed to achieve compliance. Documentation of individual cases, such as before and after pictures, notes, progress, letters and door tags etc. are posted on a Code Enforcement web-based program. Local ordinances have been discussed with staff for possible amendments to improve clarity that would apply to current issues involved. This year an ordinance was changed stating that residents are responsible for weeds, trees and debris out to the middle of the alley. By clarifying the ordinances it makes the violations easier to enforce.

It is estimated that most of the cases received are closed in a timely manner. The vast majority of code violations are resolved informally through the cooperation of the individuals involved. The public has been encouraged to report their complaints to the Code Enforcement Division through phone calls, physical visits and digital means. The number of cases has greatly increased from 143 cases last year compared to 331 cases this year.

There has been continued progress as previously cited properties have maintained their property in good order the following year. Also, outreach to apartment building owners has resulted in them taking responsibility to keep their tenants clean including the alleyways. Some of the long-term and repetitive cases have gotten closed this past year including 601 S. 4th W., 205 N. 1st, 907 E. Jackson Ave., 406 N 6th E., 514 S. 3rd E., and 424 E. Adams, etc. With persistent follow up and support of the Police Department and Court System, these properties are now in compliance.

After photo of 601 S. 4th W.

Lands Division—Weed & Pest

The Weed & Pest Department started fogging on June 13th. There was just one sprayer and all areas were not being covered so another employee started fogging on June 26th the same routes as that were already being sprayed. When an employee was unavailable to work, the other employee would work more hours and fog at night, as well as the morning shift.

On August 7th, the City was notified of a Public Health Emergency with a West Nile outbreak. At this time, the employees worked both mornings and evenings until August 30th. After that date, fogging was just being done in the evenings, and fogging was completed on September 20th.

The City employees spent a lot of time cutting weeds at the Holiday Inn's lot behind the building that was not the City's responsibility. Therefore, a letter was sent to the Holiday Inn stating this would be the last year that the City would be cutting the weeds in that location. This decision will allow the City employees to work on city maintenance.

Lands Division—Streets & Alleys, Sanitation & Recycling

The Streets & Alleys Department had their normal operations of patching, painting crosswalks assisting sanitation operations, etc. for 2013. Dust Control material was sprayed on Railroad Ave., Raintree Dr., Henry Rd., Porter Ave. and Energy St.

They also had a number of special projects they did. The S&A crew hauled recycled asphalt, which was received from WYDOT, to the D.C.I. building where it was used to surface the parking lot. The crew also used some of the recycled asphalt from WYDOT to spread on various other gravel roads within the City limits.

They also bladed and prepared a road into the Job Corps area for the ground breaking ceremony. The River Walk Path project required hauling large amounts of material, installing drainage pipes, contouring slopes. Different type of gates or entrance structures were installed to allow pedestrians and bicycles access to the path. These structures should not allow 4-wheelers, motorcycles, etc. except for maintenance type vehicles & equipment to access to the path.

Spring snows in April extended the season for winter response action requirements. And then a heavy snow in September required a winter-type response. This snow broke a lot of limbs and branches throughout the City, which was hauled to the Yard Waste Facility thru the fall season

Limbs from the September storm

A special effort was put forth on a pothole patching project this past summer. The City rented a DuraPatcher, a piece of equipment which uses oil and chips to fill potholes. This equipment was easy to operate and helped the Street Department fill a lot of potholes.

The Sanitation Department ran normal operations of collection garbage, emptying open top containers, yard waste collection, recycling collection, etc. A debris tagging system was initiated this past year. We hope this will help keep the alleys free from large debris which is not allowed in our containers.

The Yard Waste Facility was relocated from the old landfill site to the east side of the Baling Station and also to the north. Material was hauled and is still being hauled to increase the size of the storage area of the Yard Waste Facility. A chain link fence or posts and cable system will need to be installed to prevent or control access to the storage area, also to attempt to control illegal dumping of debris and garbage. The amount of yard waste collected by both city pick up and drop off was at 3,756,470 pounds or 1878.24 ton. Between wood chips, mulch and compost, the City sold $13,989 worth of materials.

The number of curbside recyclers in 2013 increased to 1647. The amount recycled was also up to $77,029 from $52,206 in 2012.

CWC's Mary Axthelm and Brett Watson met with the City to express interest in having an ice skating pond in the Riverton Junior Football League field at J. C. Park. A grant is being applied for by Mary Axthelm to try to purchase a plastic-type system to create the pond for the winter of 2014-15 season.

Lands Division—Parks

The Riverton Parks Department maintains an estimated 111 acres including 12 City Parks, Baseball and football fields, trail system and their facilities. Parks facilities encompass restrooms and shops, picnic and band shelters, tennis courts, horse shoe pits, basketball and volley ball courts, skate park, sidewalks, irrigation pond, pump houses, picnic tables, barbecue grills, park lighting and power outlets, water supply, rollouts planters, fences, trail system, parking areas, backstops, 532 trees, turf and other vegetation.

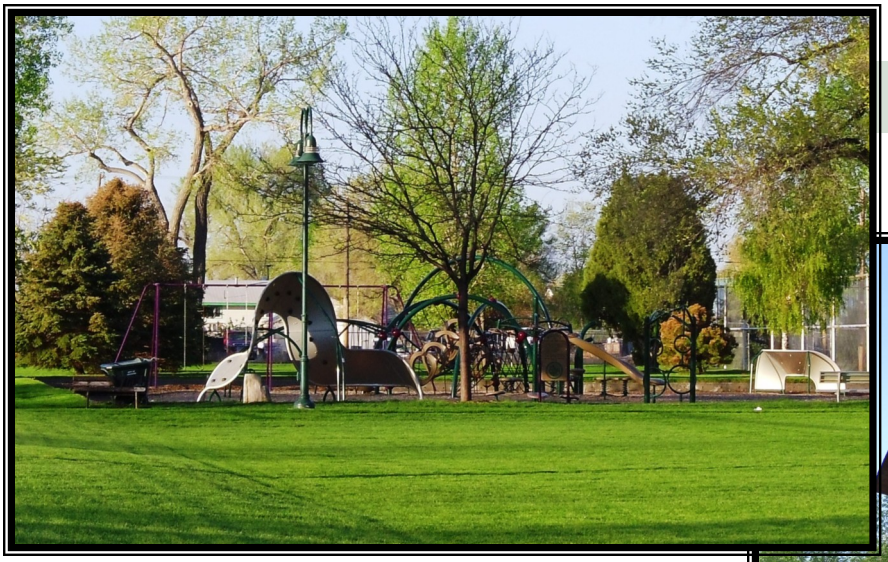
This season the Parks crews helped with the adding of infield mix to the Little League and Softball Complex. We were able to drag and groom the Babe Ruth and Legion Fields as well. Parks staff also helped mow Rein Park soccer fields at a lower grass height.

The Parks staff again spent this spring repairing irrigation breaks and replacing broken sprinkler heads. The parks staff, with the recommendation of the annual Safety Inspection, trimmed and removed problem trees and branches saving approximately $2,000.

This year Riverton hosted a four day Wyoming state softball tournament along with Fremont County dog show. The tournament required extra grooming of the fields between games and night time watering. The Parks Department also helped with setup and tear down of this year's WAM convention.

The Parks helped with the ground work to install an Emergency Call Box at City Park. In September, Riverton experienced a significant fall snow storm; with leaves still on the trees it caused major damage to a significant number of trees throughout the park system and along the Rails to Trails path. As to date we have hauled 57 sixteen-foot trailers full of downed branches to the mulch plant, and we will still be hauling branches into the 2014 spring year, saving a significant sum of money by not contracting this out.

The City Council adopted a plan to close down the Parks from sundown to sunrise to curb some of the problems in the Park, along with closing of the bathrooms during this period. The Council also approved the formation of a City Park Committee to foresee future improvements to City Park.



Playground at City Park

Band Shelter at City Park

Utility Division—Collection & Distribution

Within the Sewer, Collection System and Lift Station Department there were 44 total sewer plugs, approximately 34,352 feet/6.5 miles of sewer main Footage jetted/cleaned. The department also washed out Cliffview lift station twice, performed regular cleaning and degreasing, and also replaced both pumps in lift station due to failure. They also washed out A&T lift station once, and did regular cleaning and degreasing. The crew washed out Foster's Pit lift station twice, regular cleaning and degreasing, also installed a new hatch/lid for easier access and pump access. Regular cleaning and degreasing on Gardens North lift station was also completed. They washed and cleaned out all storm drain/catch basins on Federal Blvd. Input data into iWorq Sewer Management system for tracking was completed as well. In addition, the crew also washed and cleaned out all sumps at the Public Works shops, including the outdoor sump for cleaning out street sweepers.

Within the Water/Distribution System Department there were 8 water breaks, 3 fire hydrant repairs/replacements and 13 curb-stop repairs/replacement. The workers flushed all fire hydrants in Riverton and made notes of hydrant type, year, size, repairs needed, hydrant section, and gave each hydrant a number for the section it was located. They also started getting data ready to input into iWorq for the Hydrant Management system.

Water Break

The Irrigation System workers jetted irrigation lines that were filled with silt or had root problems, vacuumed and cleaned out all irrigation boxes and sand traps, including the pump sand trap at Sunset Park, installed protective grates over irrigation box on W. Park to keep people and trash from falling into the water/pipes. The crew also used a backhoe and skid steer to dig out open irrigation ditches for better flow and to allow the ditches to carry more water without flooding and installed 200 feet of new PIP pipe for irrigation ditch at 500 W. Pershing.

The Meter Department had 26 new construction/account meters installed, 69 miscellaneous meters installed or replaced, 30 frozen or damaged meters and replaced 671 MXU (transmitter) batteries.

Utility Division—Wastewater Treatment Plant

The Wastewater Treatment Plant has been involved in various projects other then just treating wastewater in 2013. These include the sale and loading of Biosolids, monthly methane monitoring of the old Riverton landfill, treating grease from restaurant grease traps, and treating sump material from businesses with carwash type sumps. We also went through reclassification by WYDEQ. We have been designated as a Class 4 facility now instead of Class 3. Below you will see the results of 2013's endeavors.

The Influent flow is the wastewater coming into the plant from the city's collection system and most of the septage hauled in from the surrounding area. The total for 2013 was 634.6 million gallons.

The Effluent flow is the water after it has been treated. We use the effluent for watering the WWTP grounds. We have an Effluent Reuse Permit issued by the WYDEQ that allows the Parks Dept. to use our effluent for watering the ball fields located just north of our facility. The total for 2013 was 610.8 million gallons

The organic loading is made up from the solids and oxygen depleting pollutants in the influent flow. These pollutants include the following, Total Suspended Solids, Ammonia as Nitrogen, Biochemical Oxygen Demand, and Fecal Coliform Bacteria. Our overall facility pollutant reduction is 99%.

Utility Division—Wastewater Treatment Plant, continued

Biosolids are a derivative of the wastewater treatment process. We control a set volume of organic material (microorganisms) to break down the pollutants in the wastewater. Each day about 13,000 gallons, on average, are removed from the system to a digester. These solids are dewatered with our centrifuge. We dewater about 2 days per week with 60,000 gallons being our average run per day. The dewatered solids are then placed on the drying pad in windrows. The windrowed Biosolids go through a long-term treatment process (15 to 24 months). The end product is Biosolids ready for marketing. This year we sold 265 cubic yards of biosolids @ $10.00 per cubic yard. We also gave the Parks Dept. 63 cu. yards.

The Wastewater Treatment Plant has 173 major pieces of equipment and over 120 pieces of support equipment. Each piece of this equipment is on a preventive maintenance schedule and was serviced, repaired, or checked, most likely, several times during 2013. We have a computer maintenance program that generates work orders weekly.

Each month we monitor 38 wells and a pump house located over the old Riverton landfill. We measure O2, CO2, H2S, and CH4. We also test the little league concession stand gas alarm system once a year.

We treat grease from grease traps and interceptors by mixing with lime to a pH greater than 12 for thirty minutes, then drying it. The sump material is mainly sandy material from car wash/shop type sumps. This material is dried and then mixed with the dried grease material and turned to volatilize it. It is then disposed of on site. The total amount of grease treated was 92,900 gallons @ $78.88/1000 gallons which equals $7,336 and the total amount Sumps treated was 82,700 gallons @ $206.45/1000 gallons which equals $17,073.

Utility Division—Water Treatment Plant

The Water Production Department is responsible for operating the water treatment plant, the well field, the booster station, reservoirs and several crucial valves within the distribution system.

The Water Production Department has a current staff size of six. For the first 3 months of the operating season we were 2 operators short which created many challenges with regard to scheduling and operating. At the end of July we filled those positions with trainees.

We had no EPA violations in 2013 and our bi-monthly coliform samples were all negative.

During our operating season (May-Sept.) we had no operational shutdowns.

We had some interesting operational challenges in June and July as a result of the Main Street Booster being rebuilt. The MSBS project forced us to run portions of Riverton's system to its limits and make operational decisions to run the system in ways that had never been tried. We were successful in that we kept the entire community in water (there were no service interruptions during this project). This was a group effort by the Water Production Department, Collections and Distribution as well as our Construction department.

The WTP experienced a high service pump failure in August which continued intermittently for the remainder of the operating season. This pump is the largest capacity pump at the WTP and without its operation; operators will not be able to meet demand in the future. We have temporarily rectified the situation but have reservations regarding its operation going forward.

We experienced an OSHA inspection in October which was significantly better than previous inspections. We have rectified all infractions that this inspection brought to our attention however we still have outstanding issues that will take a significant amount of money to resolve. Also on this front, 3 operators will be attending an intensive OSHA class in the future.

Capital Projects

The Job Corps Center construction project started this spring after several years of effort by local community members. The City continued utilizing a grant and loan from the Wyoming Water Development Commission to keep going with the multi-phase Riverton Water Supply Project. This project, once complete, will help fire flows at the Job Corps campus as well as provide water for growth west of town along Riverview Road.

North Broadway from Teter Park to Webbwood was completed this year by Jerry Bornhoft Construction. The Woodridge Detention Pond, located in north east Riverton, was also completed this spring by Jerry Bornhoft Construction to provide 4.45 acre-feet of runoff detention as a means to route excess runoff from the city streets. This runoff is carried on to the Riverton Valley Irrigation Canal to be reused by agriculture.

The City accepted a bid from Dave's Asphalt, a local Riverton contractor, in July 2013 to construct the River Walk project on the south side of town along the Wind River. City of Riverton crews hauled in thousands of yards of fill before Dave's Asphalt began construction. Weather hit early in the fall and postponed the finish of the project until Spring 2014.

The FORCC project, completed by Dave's Asphalt, consisted of installing a 2" asphalt overlay on Watt Ct.

The Main Booster Pump Station project was completed this summer by Lillard and Clark from Laramie. This project replaced 50-year-old pumps which had exceeded their life expectancy.

The City of Riverton completed the Wyoming Division of Criminal Investigation (DCI) office facility at Riverton Regional Airport.

Community Entry Services (CES) approached the City regarding a Wyoming Business Council grant to remodel their Johnson Rehabilitation Facility on Peck Avenue. The City of Riverton managed the bid and oversaw construction. Sehnert Systems completed the project and CES moved back in the remodeled building in February.

The Woodridge Estates Overlay, a 1¢ tax or FORCC project, was bid out in August 2013, and a bid was accepted from 71 Construction Inc. to do approximately 24,000 square yards of 2" fiber reinforced asphalt overlay as well as several handicap ramps and curb and gutter repairs.

The Riverview Rd. Project is a cooperative agreement between WYDOT and the City of Riverton to reconstruct the bridge near Hill St. and repave approximately a mile of Riverview Rd. The city is responsible for replacing and installing new water and sewer mains in the area as part of this project. Jerry Bornhoft Construction Inc. is the contractor, the water is partially complete, sewer will begin in the spring as weather permits.

City council directed us to install an emergency call box in City Park to enhance safety and security for the public using the park. The City IT Dept., City Parks, and Construction worked together to get this completed in the fall of 2013 and become operational in early 2014.

Two new 16'x18' overhead garage doors and openers were installed in the east and west ends of the City shop by Freedom Garage Door, a local contractor.

Additional Photos from 2013

North Broadway Extension

JCC Pump Station and Tank

Setting JCC Pump Station

Airport Operations and Capital Projects

Street and Sanitation Operations