



City of Riverton 2014 Annual Report

“Excellence in Service to the Rendezvous City”

www.rivertonwy.gov

Table of Contents



Welcome from the City of Riverton	3
Administrative Services Department	4
Community Development Department	11
Police Department.....	24
Public Services Department.....	31

City of Riverton 2014 Annual Report

“Excellence in Service to the Rendezvous City”

It is with great pleasure that I present to you, the citizens of Riverton, our annual report for 2014. As I complete my third year of service with the City, I would like to thank the people of Riverton for the honor and privilege of serving as your City Administrator.



Steven M. Weaver

This report is divided up into four sections: Administrative Services Department, Community Development Department, Police Department, and the Public Works Department. It describes the major events that occurred, and the projects that the City has been working on, over the past year. I am always amazed as I look at this document to see everything that the City is involved in and the projects that were accomplished.

The Governing Body is comprised of seven elected officials: six Council members from three Wards and the Mayor, who is elected at-large for a four-year term. As the city's legislative body, some responsibilities of the Mayor and Council are: enacting ordinances, establishing rules, regulations, policies and procedures, appropriating funds for capital projects and operations, and providing guidance for the city's growth and development. I commend the Mayor and Council for their dedication in tackling important issues and doing their best in representing the citizens of Riverton.

A sincere thank you to all that continue to make the City of Riverton a better place to live. Please take the time to read this document and see your City in action!

Respectfully submitted,

Steven M. Weaver

Steven M. Weaver
City Administrator

Welcome!

John 'Lars' Baker
Mayor



Jonathan Faubion
Ward 1



Kyle Larson
Ward 1



Holly Jibben
Ward 2



Lee Martinez
Ward 2



Mike Bailey
Ward 3



Martin Cannan
Ward 3



Administrative Services Department



Courtney V. Bohlender,
Administrative Services
Director

The Administrative Services Department of the City of Riverton is responsible for six key elements of municipal government: **Finance, Human Resources, Utility Services, Municipal Court, Information Technology, and Facility Maintenance.**

The Administrative Services Department has a diverse set of responsibilities with many City divisions. Our main responsibilities include financial management of public funds pursuant to investments, payroll, accounts payable, accounts receivable, water/sewer utility billing and the budgeting process. In addition, the department administers liquor licenses, permits, codification of the Riverton Municipal Code, and employment opportunities. We maintain a records management program on a quarterly basis that provides for the preservation, destruction, disposition and storing of public records. This department recently acquired the Facility Maintenance Division in order to streamline communication and efficient practices for facility use and maintenance.

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.



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.”



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 ensure the safekeeping and prudent oversight entrusted to 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.

Our fiscal year budget and Annual Financial Report is posted on the city's website: www.rivertonwy.gov. As in previous years we received a clean audit conducted by a third party auditing firm. We are transparent with our financial reporting processes in order to establish a secure foundation in the quality management of public funds.

Key Trends for 2014:

- √ Capital Outlay projects either completed or construction in progress significantly increased our net position by over \$4M due to the Riverton Water Supply Project, Booster Station Rehabilitation Project, S. Federal Waterline, Riverview Rd. Waterline, SCADA improvements (Water Treatment Plant) and the AIP₃₄ Taxiway C/Apron Reconstruction Project at the Riverton Regional Airport.
- √ Use taxes continue to increase substantially (32% over the last four years).
- √ City of Riverton's total debt decreased by \$1.1M due to the payoff of a twenty five (25) year escrow account established for the purpose of financing the City's share of a drainage system project.
- √ The collection of 1% funds are higher than fiscal projections.



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).

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).

Human Resource Division



Kristin Watson, Deputy City Clerk/Human Resources

The Human Resource Division strives to provide the highest quality of service to City departments, employees, and prospective employees. Our employees are our biggest asset and we work hard to ensure longevity within the organization. Some of the ways we do that is by offering competitive compensation packages based on market analysis; providing opportunity for employee growth through coaching, leadership development, and succession planning; administering the City's compensation and benefits program; and providing numerous avenues to encourage professional growth and career development. We process bi-weekly payroll for approximately 120 employees and ensure employer compliance with local, state, and federal laws. Confidentiality and detailed record keeping are important for this department as it builds trust and satisfaction with our employees.

In 2014, the Human Resources Department spent nearly 300 accumulative hours on several clean-up projects. This time was carefully spent organizing and filing confidential personnel information and other important paperwork, as well as yearly financial statements that were referenced in the annual audit. The HR department always keeps an open door policy and much care has been taken over this past year to build trust with our employees and earn their respect. We keep an open line of communication with our employees by keeping them apprised of any job openings within the City or any new and/or upcoming changes in their benefits, and by sharing any other information that may be beneficial to them.



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 specific needs. The HR department spends approximately one hour of face-to-face time with the new employee going over paperwork and answering any benefit questions. The new employee is then introduced to their fellow co-workers while touring the facilities. IT training and Safety training are also included in the new hire process. The City currently offers the following benefits: 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. In 2014, the HR Department conducted 15 new hire orientations, 2 of which were new Councilmember orientations.

Utility Services Division

The Utility Billing staff serves as a primary point of contact in providing information assistance for the citizens of Riverton. The team consists of two **Finance Clerks, April Ramsey and Debbie Bessey**, and a **Customer Service Supervisor, Mia Harris**.



The utility billing division administers the setup, maintenance & billing of all water, sewer, and sanitation accounts within the city. They respond to a large volume of calls and inquiries received at city hall, and are charged with answering a variety of questions about the area, local government operations, and community events. Our solutions oriented staff is committed to ongoing and continued improvement in the organization. They are proactive in assisting with resolution of large water bills, providing solutions in reducing monthly bills, and making recommendations for efficient payment processing.

The utility billing team is involved in all routine billing processes from start to finish. They assist citizens in the setup of new accounts and provide information on the billing process. They respond to service transfer requests, billing preparation and distribution, and processing of all financial payments that are received at the city.

The average number of utility bills generated total 4871 in the amount of \$557,850 per month.
There was an average of 358 delinquent notices per month with a past due average balance of \$42,825.
Late charge penalties billed for 2014 totaled \$63,983 resulting in an average monthly billing of \$5332.
The finance clerks processed 667 applications for service in 2014.
The finance clerks completed 1,549 work order requests in 2014.



Did You Know...
There are approximately 4270 water meters in the City, many of which were installed at the same time!

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.

Left to right: April Ramsey, Debbie Bessey, and Mia Harris.



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; collect fines, fees and forfeitures. The clerks work closely with the Municipal Judge, City Prosecutor and Public Defender.

The Court continues to fervently pursue delinquent fines using Trans Union to locate defendants. In 2014, the Court Clerks went through the entire filing system and sent out letters to all Defendants that had delinquent fines. They continue to send a letter and a copy of the warrants to Defendants on a weekly basis to inform them of the warrant in hopes that they will take care of the matter.

The Court's revenue for 2014 totaled \$245,525.39. In April, May, and June, the significant jump in revenue was due to Tribal members receiving a settlement from the Federal Government.



In 2014, the Court had 5,024 open cases, including 1,384 new cases. Of the new cases, there were:

Driving While Under the Influence	20
Public Intoxications	379
Minor Under the Influence/Possession	37
Miscellaneous Traffic and Non-traffic Charges	948

Information Technology Division

Tim Hugus, Network Administrator

Adam Wyrick, Network Systems Analyst

Alex Engelhart, IT Tech I

The very nature of technology suggests the never-ending task of updating your infrastructure. And while 2014 proved that to be the case, it was largely in the context of ripple effect from previous projects. With last year's internet upgrade to City

Hall, high-speed radio link to DCI and the fiber optic extension to the airport terminal, we were able to install new radios connecting the terminal and ARFF station, completing the last phase of that network project and improving internet *and* internal network bandwidth to those users.

We were also able to bring the Public Works high-speed radio link on-line this year, connecting City Hall and PW via Griffey Hill, greatly increasing *internal* network bandwidth to that location. The benefits of this link include more effective redundancy and synchronization between our off-site server there and certain server functions at City Hall, as well as improved performance for the new Daytime terminal lab and other remotely-accessed BMS applications. And with equipment growth in general at PW being well past the point of closet storage, we installed a rack and extended all our office network connections to it, then relocated our server, fiber optic circuit, switch, router, Wi-Fi, and UPS components to their re-organized and professional new home.

Fleet and Waste Water also experienced growth, with software and database needs far exceeding what could be effectively managed by a PC-host environment. Both groups received SQL Servers, data migrations and significant software upgrades this year.

Probably the most complex project of the year surrounded the failure of a primary network switch at City Hall. Wanting to move to a modular, chassis-based model within the next year or so, Council approved this significant, unanticipated expense, allowing IT to address the issue with a next-generation solution rather than spending money on technology we would soon be discarding.



In the middle of these projects, IT received the go-ahead to move into a new workspace. This provided a centrally located, dedicated office space for all IT staff members, a professional lab and workbench area, as well as a large work space for staging new PC deployments and upgrades. The value of this work space was quickly realized

through a project for RPD. Previously, certain law enforcement networks only required a username and password for access. Advanced authentication added the requirement of something we physically had, like a security token. What better place to securely stage 17 mobile data terminals, encrypt their hard drives and make all the appropriate software and security changes required than our new area? Thank you!



While it is not uncommon for IT projects to meet Capital Improvement Project criteria, I can say I've never written one for a bucket truck. With increasing demand to service camera and radio equipment, concerns over our existing truck, and an internal team effort, we purchased DCI's truck under budget and look forward to years of great service.

Facility Maintenance Division

Keith Jones, Building Maintenance Supervisor

This division is responsible for the maintenance, repair and improvements to all municipal-owned buildings. These services are coordinated by the Maintenance Supervisor and his staff of one building maintenance technician and three custodians. The facilities staff ensures a clean and safe



Keith Jones



environment for internal and external customers. In addition, oversight is provided for the operation and maintenance of all major building systems which encompasses: heating, ventilation and air conditioning, fire protection, building security, lighting, electrical and plumbing systems, interior and exterior architectural features, and carpentry.

This division provided 40 hours of snow removal services for the following locations in the last year: sidewalks and parking lots in and around City Hall and Airport Terminal, the bike paths from the Honor Farm road to the river south of town, bike path on Sunset from N. 8th W. to College View and the eight foot sidewalk in front of the Middle School on Major Ave from Sunset to Riverview Rd.

Fun Fact

Number of hours provided this year in the maintenance of premises and vehicles:

City Hall	5851
Airport Terminal	1456
Public Services Office Complex	1248
1 Snowplow & 8 Fleet Vehicles	389

COMMUNITY DEVELOPMENT DEPARTMENT 2014 ANNUAL REPORT

Staff

Sandy Luers, Community Development Director

Dave Paskett, Building Inspector

Kristi Petersen, Permit Technician

Connie Carr, Community Development Clerk

Bob Sprague, Engineering Technician

Rosie Albright, Code Enforcement Officer



After almost four years of hard work, thousands of volunteer hours, the re-purposing of many household fixtures and cabinets, an old farmhouse that used to sit abandoned north of Riverton has been transformed into the quite comfortable and comforting “The Soldiers House.” Veterans of the Iraq and Afghanistan conflict can come here for psychological transition services. Charles and Jennifer Wilson took on this project in 2010. This is a wonderful addition to our community.

Soldiers House Grand Opening & Ribbon Cutting was held November 11th on Veteran’s Day. From front left, Mayor Elect Lars Baker, Mayor Ron Warpness and right, Charlie Wilson



Photos by County 10

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.

COMMERCIAL DEVELOPMENT DOWNTOWN

The 7,050 sq. ft. commercial building originally known as the “Ben Franklin” building was built in 1947, with two additions later. The building was purchased by a developer and remodeled into three tenant spaces, with Units A & B each 950 sq. ft. and the larger suite is 2,350 sq. ft.



The newly remodeled offices for 307 Financial Services on East Main. The project valuation was approximately \$55,000. In the photo below, the interior view is shown.

**3
0
7

F
I
N
A
N
C
I
A
L**





RIVERTON JUSTICE CENTER

The Planning Commission reviewed and approved the plat which added 25 feet to the west side of the property to allow for ingress and egress around a planned sally port for the Sheriff's Office portion of the building.

Photo Credit: - County 10

The Groundbreaking of the project was held on July 11, 2014. This building will house the Circuit Court Judge, Fremont County Sheriff's Department Riverton Station, and the Fremont County Attorney's Riverton Office.



The new facility is located at Gasser Road and Major Avenue. They are hoping to occupy the building in the Fall of 2015.



A 4,000 sq. ft. warehouse built for a local contracting business to store equipment and vehicles. The building will contain an office for conducting business.



**DAYS INN
MOTEL
ADDITION OF
9,257 SQ. FT
& 17 MORE
MOTEL
ROOMS AND
A FIRE
SPRINKLER
SYSTEM**



The Roasted Bean and Cuisine Restaurant was completely remodeled on West Main.



The project commenced in July 2013 and was completed in May 2014.

WYOPASS SPRING WORKSHOP HELD IN RIVERTON THIS YEAR



The WYOPASS Spring Workshop was held in Riverton May 15-16, 2014. This was the first year that Riverton hosted the Spring Workshop that had been held in Thermopolis for many years past. Thursday afternoon started off with retiring Fremont County Planner Ray Price reflecting on planning in Fremont County since 1978. Friday morning began with a presentation by Sandy Luers and Connie Carr on the process the City of Riverton utilized to develop

2014 Members of the Planning Commission:

Deborah Blumenshine, Chairperson
Garth Yeates, Vice-Chairperson
Mike Bailey, Vice-Chairperson
Kim Johnson
Daniel Moline
Mark Sehnert
Steven Beazley
Lee Martinez
Shawn Tessman
Pat Lawson
Kenneth Hansen

the Master Plan “Looking to the Future”. Formal meeting procedures and the do’s and don’ts of a Planning Commission were discussed and looked at by planning individuals from around the State. We look forward to having this group come to our community again. Riverton’s central location makes it a prime spot for future meetings that bring planners in from all over the State.

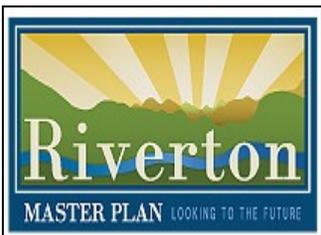
For the Master Plan to be effective, Riverton decision-makers must be able to review, revise and update the Master Plan on an as-needed basis to respond to significant trends or changes in the economic, physical, social or political conditions. The plan should be updated every five years in accordance with the requirements of Wyoming Statutes Section 15-1-503, which require the Planning Commission to certify the plan to the City Council and the City to adopt the plan.

The Planning Commission has been working to complete the update to the plan which reevaluates the goals, policies, and strategies contained within the master plan—changing or removing those that are out-of-date, and developing new policies if necessary so the plan will continue to be effective.

DOWNTOWN RIVERTON



PLANNING PROCESS & COMMUNITY INVOLVEMENT



MASTER PLAN

WATCHING RIVERTON GROW AND DEVELOP

In 2014 the Planning Commission met 13 times and the Board of Adjustment met 4 times on property zoning, approving plats, considering variances and home occupation permits and many other planning issues. The reviews included the following:

Plats:

- 1 City annexation by platted area—Apodaca First Addition on North Broadway
- 8 Replats
- 1 County plat within one mile of City limits

Zoning and Rezone Hearings:

- 1 New Zoning designation—Apodaca First Addition on North Broadway
- 2 Rezones

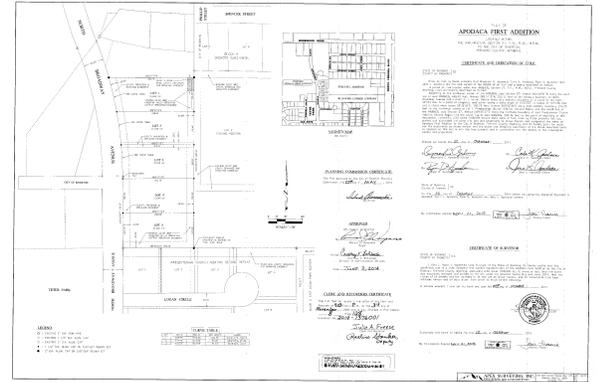
Variance Requests:

- 1 New variance application
- 6 Renewed Variances

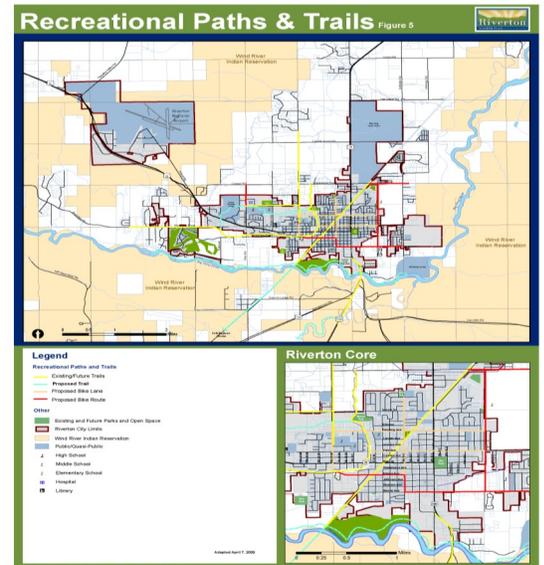
Home Occupation Permits:

- 2 New home occupation permits
- 21 Renewed home occupation permits

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.



Apodaca First Addition on North Broadway



2014 REGISTERED CONTRACTORS

CONTRATORS	RIVERTON BASED	NON-RIVERTON BASED	TOTALS 2014	PREVIOUS TOTALS FOR 2013
Active	87	145	232	248
Inactive/Non Compliant	53	179	232	148
Inactive/Deleted	93	258	351	356
TOTALS*	233	582	815	752

* Totals include all contractors that have registered from the time we began Contractor Registration in 2004.

Active contractors are those that have registered or renewed and paid fees for 2014. 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 2014, there were 16 fewer active contractors in our data base than in 2013. This is a decrease of 1% in 2014. 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.

NEW RESIDENTIAL CONSTRUCTION IN 2014

There are two new homes being constructed on Riverview Road in the Riverview Subdivision



According to Dodge Data & Analysis (formerly McGraw Hill Construction), total housing starts through the first 11 months of 2014 are up 2% when compared to the same period of 2013. Starts are even with last year in the Midwest region.

There were two new single-family residential permits issued in July; three permits issued in September and one new single-family residential construction permit & a manufactured home permit issued in October 2014.



New residence with basement and apartment totaling 2,931 sq. ft. on West Bell St. which was completed in December 2014.

A new home being built on Valley View Road which overlooks the City. It should be completed late Summer



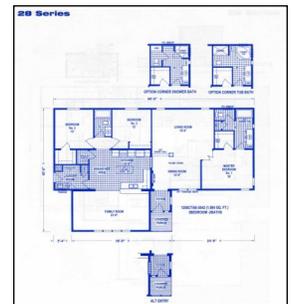
A New Single-Family Residence being constructed on Homestead Ave. in the Sertoma West 4th Addition.



A 720 sq. ft. residential addition on North 2nd West .



New Residence on Country Club Drive.



A VISION

For

WIND RIVER JOB CORPS

WIND RIVER JOB CORPS CENTER TO OPEN MID-SPRING



The amphitheatre is shown along the front.

The 7 building Wind River Job Corps campus is expected to employ 465 workers from the final construction push and start of operations at the Center. There will be a permanent net job growth of an estimated 218 workers by 2020. At any one time, there are about 140 workers on the site.



The Wind River Job Corps site on Griffey Hill NW of Riverton off of Airport Road is taking shape more and more each day. This photo is showing the Recreation building with the gymnasium roof and to the left is the Cafeteria building.

Chuck Hoelzen-Photo



A part of the main Education building was sheathed in plastic for some detail work while a crane delivered materials.

The Center will have an Energy Production (oil, natural gas) training focus, along with construction, carpentry, heavy equipment operations, diesel mechanics, office administration, accounting, welding and facilities maintenance programs.

With a construction budget of \$41.3 million, every single dollar invested in the Job Corps should result in nearly two dollars returned to the community.



Inside Education Building



Inside Administration Building

CONSTRUCTION BOARD OF APPEALS

The Construction Board of Appeals assists the Community Development Department with issues affecting building construction in Riverton. The current Board members are as follows: Garry Burnette, Chairman, Terry Betts, Vice Chairman, John Detimore, Dave Lehto, Gary Pfisterer, Eric Raymond and Bill Davis.

In March the Board agreed with Staff and recommended adjusting building permit fees for 2014. The recommendation was to raise the fees 2.7% which was the consecutive two-year Consumer Price Index rate. The City Council voted unanimously to approve the Fee Resolution on April 15, 2014.

The Wyoming Conference of Building Officials (WCBO) held its Fall Meeting in Riverton on November 12-14, 2014. This was the first year that Riverton hosted the Fall Meeting that had been held in Casper for many years past. Instructors provided seminars on the 2015 International Building Code and 2015 International Fire Code updates and cdACCESS & Preferred Provider Network to the attendees from all over the State. Director Sandy Luers and Building Permit Technician Kristi Petersen assisted in planning and organizing the three-day event held at the Wyoming State Fire Academy building. WCBO is the state chapter of the International Code Council. The WCBO allows small communities, whose budgets may not allow for extensive training, to join forces with other jurisdictions to effectively plan and develop their communities.



Sara Yerkes, Senior Vice President of Government Services from Washington, DC with Keith Bowar, WCBO President from Gillette welcomed the participants and provided an update on the new ICC codes. The seminar was well attended with a total of 39 code officials.



WCBO FALL MEETING WHICH WAS HELD NOVEMBER 12-14 AT THE FIRE ACADEMY BUILDING

Fremont Chevy Buick GMC

The Tradition in Excellence continues...

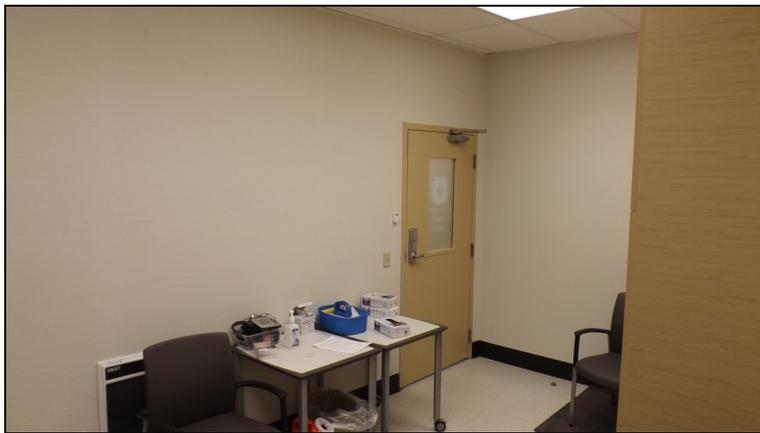
The newly remodeled Fremont Motors Chevrolet Buick GMC Building



Special points of Interest:

There were a total of 144 commercial permits issued in 2014 with a total valuation of \$12,317,147.

Walgreens



Walgreen's New Patient Consultation Room by the Pharmacy.

The Trailhead Restaurant is being completely remodeled and will have dining room, ADA restrooms and office/storage additions totaling 1,940 sq. ft. They applied for a Foundation Only permit in early September 2014 and then a construction permit in November for the remodeling work.



PERSONNEL KEPT BUSY PERFORMING INSPECTIONS

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 well over 1,500 inspections. We performed inspections on the Wind River Job Corps project approximately twice per week throughout the year but with the projected completion date of late February for the Job Corps, inspections have occurred much more frequently since December. There wasn't much of a slowdown in other permitting and inspections until December.



Fremont Management Co. (Auto Reconditioning) is remodeling the interior of the building at 515 North Broadway for offices and a repair shop.

We issued 12 residential permits for new homes this year as opposed to 14 in 2013, but the total valuation of the homes was higher than last year. Many residents continue to upgrade, repair, and add on to their existing homes.

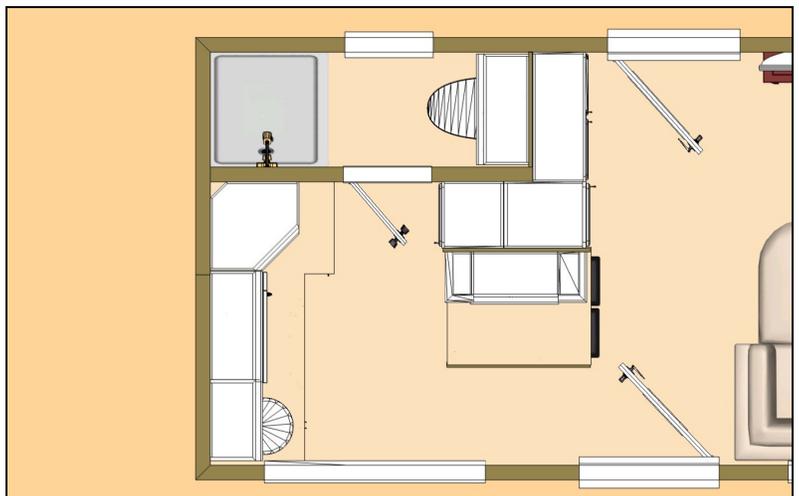
The valuation of new commercial construction was substantially higher the previous two years due to two very large projects, CWC Health and Science Center permitted in 2012 and the Wind River Job Corps permitted in 2013. If we remove the \$37,000,000 valuation of the Job Corps project, we are slightly above our annual average for commercial projects. The construction of the Job Corps has definitely added to the Riverton economy and will continue to do so as the facility begins to operate.

Fewer commercial permits were issued last year for commercial construction and even though the valuation is about average, it appears the overall commercial construction was down.

BUILDING PERMITS

	2014		2013	
	Permits Issued	Construction Value	Permits Issued	Construction Value
Residential	283	4,928,622	321	4,068,262
Commercial	144	12,317,147	173	51,810,909
Total of all Building Permits	427	17,245,769	494	55,879,171

We continually work with developers, engineers and architects on projects that we anticipate will happen in the near future. There were a few projects last year that didn't materialize or didn't get through the planning process which we hope will begin this spring or summer. The School District #25 has several projects in the works or in the planning stages for this coming year. A residential project that stalled because of winter conditions is scheduled to resume this spring.



CODE ENFORCEMENT DIVISION REPORT

In 2014 the Code Enforcement Officer position was moved to the Community Development Department from the Public Works Department. It has worked out very well since we handle many code enforcement issues in the CD Department. We have worked to incorporate this position into our Department and worked on streamlining the processes.

The mission of Code Enforcement is to safeguard the health, safety, property, and public welfare through enforcement of technical codes, ordinances and regulations adopted by the Riverton City Council. The primary functions of the Code Enforcement Officer are to educate the public and work with citizens to achieve code compliance to enhance the quality of neighborhoods. When properties are properly maintained, it has a positive effect on the overall appearance of our City.

The Community Development Code Enforcement has been responsible for the enforcement of the following codes and nuisances this last year: Complaints are investigated with a mission of abating issues and educating residents.

VIOLATIONS	TOTAL
Abandoned Vehicles	48
Animals	5
Buildings and Construction	3
Depositing for Collection	5
Depositing snow on Street	1
Electrical Code	1
Fences and Hedges	3
Graffiti	2
Heavy Appliances	2
Home Occupation	5
Improper Deposit of Waste Prohibited	1
Littering	5
Maintenance of Premises	151
Obstruction of View at Street Intersections	4
Permits & Inspections	2
Property Owners to Clean Sidewalks	3
Setback Requirements	3
Sidewalk, curb & gutter—Construction Repair	2
Signs	7
Trees & Shrubs as Nuisances	33
Variance Holders	2
Weeds	129
TOTAL CASES	417

Maintenance of Premises

BEFORE



AFTER



The number of cases has increased by 1.4% from the previous calendar year 2013.

WEEDS, WEEDS & MORE WEEDS



Property owners are responsible for keeping their properties in compliance. Complaints originating from fellow employees, neighbors and/or other concerned parties are received by the Code Enforcement Officer, who inspects the properties and notes violations. Contact is made with the customer in the form of phone calls, letters, door tags, and property visits. Notification is made to the property owners explaining the required improvements to be made on property and time limitations for those improvements. Residents are given additional time if needed, to achieve compliance. Listed below is a count of follow-up activities of cases completed:

Cases Forwarded to the Police Department	9
Contract Work	6
Court Cases	1
Customer Billed on Utility Bill (Contract Work Completed)	1
Door Tags	36
Emails	50
Inspections	435
Letters Sent (By Regular Mail)	268
Letters Sent (By Certified Mail)	13
Meetings with Customer and Personnel	101
Pictures Taken	1248
Phone Calls	270
Tickets Issued from the Police Department	4
Work Completed by City Employees and Equipment	20

Riverton's Code Enforcement Officer has received extended training through the membership of the CACEO and AACE1 – State and National Code Enforcement. The Code Enforcement Officer meets yearly with the Wyoming and Colorado Code Enforcement Officers and has received certification of Basic Code Enforcement Officer Training in Colorado. This type of training and experience allows Code Enforcement Officers an opportunity to receive information, exchange ideas, discuss various ordinances and apply improvements to their local communities.

The Community Development Code Enforcement seeks to educate the public of local ordinances to obtain voluntary compliance to maintain a safe and attractive community.



Public Works Employee Jerrod Blury assisting Code Enforcement with weed abatement (Photo—County10)

It is estimated that most Code Enforcement cases are closed in a timely manner, although some cases require Police Assistance, abatement and/or court prosecution. The photos below are examples of individual property violations that have been enforced and are now in compliance:

Weeds Prohibiting Growth

BEFORE



AFTER



2014
RIVERTON POLICE
DEPARTMENT
ANNUAL REPORT



Mike Broadhead, Chief of Police



Dedicated to Carolyn Whitman
Investigative Technician
1983 to 2014

Riverton Police Department

Annual Report 2014

This year's Annual Report is dedicated to the memory of Carolyn Whitman. Carolyn worked for the Riverton Police Department for 38 years. She passed away from complications due to a car crash. Carolyn started her RPD career as a secretary but soon became the Investigative Technician, a position she held until her passing. Carolyn was responsible for tracking evidence, typing transcripts of suspect interviews, and handwriting analysis. In her private time, she enjoyed traveling and painting.



The RPD motto is “Duty, Honor, Community.” The officers and staff are proud to embody these words as they work hard to provide a high level of service to the Riverton community.

The Riverton Police Department has been working with key members of the community to address the issue of public intoxication, and in 2014 some real results were visible. On average, the RPD takes approximately 2,000 individuals into custody each year solely for public intoxication. In fact, the five year average between 2009 and 2013 was 2,035 with a high of 2,152 in 2011. In 2014, that number was 1,228. This dramatic decrease was the result of the efforts of many people and organizations. One such organization, the Volunteers of America Northern Rockies, took over the detoxification center in 2013 and re-named it the Center of Hope. They brought a new approach to alcohol treatment and counseling. In addition, the efforts of the courts, prevention professionals, and homeless outreach advocates have had an impact. As this is the largest single public safety issue facing our community, the RPD is proud of its involvement in finding solutions to this problem.

2014 brought some new faces to the Riverton Police Department. Andrea Caproni was hired as a part-time evidence custodian. New dispatcher Amanda Williams came to RPD from Teton County where she had been serving as a dispatcher, and two new officers were hired. Officers Sam Beecham and Officer Tyler Larsen joined the force this year. Officer Beecham had previous experience as a police officer in Evanston.

Other changes occurred in the police department. Captain CT Smith and his family decided to move back to Utah, and Captain Smith asked to help with the selection process for his replacement. When his moving plans changed, Captain Smith (who previously retired from the Salt Lake City Police Department) asked to remain with RPD as a sergeant so that his replacement (already selected by that time) could have the opportunity to serve in an administrative capacity. Detective Sergeant Todd Byerly was promoted to the position of Patrol Captain, and Sergeant Scott Peters was selected as the new Detective Sergeant.

Officer Eli Miller was selected to serve as the Department's new Child Welfare Investigator, or CWI. This position is devoted to working with Family Services to identify and interact with families of small children who may be at some risk due to their home life or environmental factors. Officer Miller works to find homes where substance abuse is an issue and where small children are living. He uses the full realm of the criminal justice process to coordinate the efforts of social agencies and the courts to ensure that children are being raised in healthy environments.

Becki Weber was hired in 2014 to serve as the Department's new Animal Control Officer. Becki works with the animal shelter and individual pet owners to ensure that animals and people remain as safe as possible. She investigates complaints of vicious animals, traps feral animals, and tries to return missing pets to their homes. There were 979 animal related calls in Riverton during 2014, so the Animal Control Officer is a much needed position.

Calls for Service

Each incident that requires a police response and a subsequent written report is catalogued as a “Call for Service.” In 2014 there were 12,590 calls for service, for an average of more than 34 calls each day. Calls had been trending upward each year since 2010, and 2014 marked the first year in the recent past when calls went down. The previous year, 2013, recorded the most calls for service in RPD history with 13,829. The decrease in calls was almost the exact number as the decrease in people taken into custody for public intoxication, showing how an impact in one area can impact the overall work load of the police department.

Type	2009	2010	2011	2012	2013	2014
Call for Service	12,427	12,408	12,750	13,751	13,829	12,590
Homicides	1	2	2	1	0	0
Robberies	2	7	1	2	5	2
Burglaries	44	52	30	29	41	30
Family Fights	377	268	324	335	296	273
DUI Arrests	247	225	182	169	145	127
Alarms	249	286	334	344	305	265
Detox Placements	1,851	1,490	1,692	1,722	1,673	803
Traffic Crashes	540	540	620	501	553	634
Traffic Citations	1,866	1,473	1,156	1,534	1,284	1,303
Traffic Warnings	1,922	1,574	987	1,370	1,173	1,077

Patrol

The Patrol Division is led by a Captain, who is assisted by three sergeants. The officers assigned to Patrol work 24 hours a day, 7 days a week, and serve as the first responders of the Department. Individual officers work four ten hour shifts each week, allowing for an overlap of shifts to boost staffing at critical times of the day. The patrol officers make the majority of the arrests, write the majority of the traffic citations, and investigate most car crashes. In 2014, officers issued 1,303 traffic citations and gave 1,077 written traffic warnings. Officers investigated 634 traffic crashes, and made 127 DUI arrests.

Detectives



The Detective unit is comprised of a sergeant, two full time detectives, and the Investigative Technician. During 2014, a part-time evidence custodian was added to the staff. Sergeant Peters became the Detective Sergeant in 2014, replacing Todd Byerly who was promoted to Patrol Captain. Detectives typically follow up on felony level cases including sexual assaults, aggravated assaults, and property crimes like burglary. During 2014, Detectives were assigned 106 cases for investigation. Cases can be “cleared” either by filing with the prosecutor’s office, determining that no crime occurred, or by transferring it to another agency with more appropriate jurisdiction (such as a federal law enforcement agency). Detectives “cleared” 70% of their cases in 2014.

Another function of the Detective unit is to maintain evidence and all property held for safekeeping. Detectives coordinate with the state crime lab to have evidence tested, and are responsible for ensuring that the chain-of-custody of all property is maintained. Some items of evidence must be held indefinitely, while other evidence can be released or destroyed when appropriate. During 2014, RPD took in 1,863 items and released 1,826 items of held property.

During 2014, Riverton joined law enforcement agencies throughout the state to maintain a “drop box” for prescription medications. This allows citizens to drop unwanted or unneeded prescription medications into a secure location to keep them out of the hands of drug abusers. These meds are then destroyed. More than 240 pounds of prescription medication was collected and destroyed with Riverton’s drop box in 2014.

Dispatch

The dispatch center is staffed with professionals who work 24 hours a day, 7 days a week. A single “call for service” may result in numerous telephone calls and radio traffic, all managed by the dispatchers. In addition to answering 911 calls, routine calls, handling radio traffic and keeping track of officer activity, dispatchers also handled 298 fire calls for the Riverton Volunteer Fire department in 2014.



It has been difficult to find suitable dispatchers to work in this demanding environment. By the end of 2014, RPD dispatch was fully staffed for the first time in recent memory. Amanda Williams was hired and Kayla Brown returned after taking a few years off with her new baby, born in 2010.

School Resource Officers

RPD continued its commitment to Riverton School District #25 with three full time SRO’s. There is a tremendous amount of cooperation and coordination with our school district, and our SRO’s have a great impact on the youth of our community as well as the safety of our schools. Officers are involved in many aspects of a student’s school experience. These officers teach courses, eat meals with the students, and coach athletics. They are a visible presence each day at our public high school, middle school, and 4 elementary schools.

Victim/Witness

The Victim/Witness unit consists of two full time advocates and several volunteers. The advocates provide “direct services” in the form of meeting with victims to explain the court process, providing information and guidance to victims trying to obtain protection orders, providing escorts to court, providing emotional support to victims and referrals to community resources. They will meet with victims at the hospital, crime scene, or in their office at RPD headquarters. Volunteers provided more than 270 hours of work in the V/W office this year.

During 2014, the V/W unit provided 4,349 direct services to victims in our community. This was an increase of 946 services from the year prior.

Training



The Riverton Police department is committed to training. Well trained officers are more professional, better educated, and more prepared to handle the myriad duties that are expected of a police officer in today's society. During 2014, staff members of RPD attended 2,381 hours of training, including courses as diverse as hostage negotiations and first aid. Officer Larsen attended the police academy in 2014, and those 13 weeks of training are not included in the Department totals. Officers attended "in-service" training like firearms instruction and custody and control courses, as well as "outside" training taught at other locations by non-RPD instructors.

The Department has a Special Response Team (SRT) designed to tackle particularly difficult or dangerous calls. The ten officers assigned to this team train together at least once each month, and the additional training they receive directly benefits our community. These officers take these additional skills and specialized equipment with them during their day to day duties, which enables them to de-escalate situations or respond appropriately to emerging threats.

Use of Force

Police officers must use force on occasion to effect arrests. Much training time is devoted to the using the appropriate level of force to overcome resistance. RPD tracks all uses of force by officers above the level of compliant handcuffing. This includes threatened force, wrist locks, and less lethal equipment like OC spray and Taser.

During 2014, officers had to use force in 91 separate incidents. There were 250 "applications" of force during these incidents (if two officers each apply a wrist lock to a single arrestee, this would be a single incident, with 2 applications). Over the last 5 years, this is the lowest number of incidents requiring force, and the fewest applications of force in the past 3 years. More significantly, instances of "hard" force like punches or kicks, actual Taser applications, or strikes with a baton were down considerably. In 2010, as an example, there were 74 applications of this harder force, while in 2014 there were only 21. This maintains an annual downward trend in the hard use of force, and is a direct reflection of the effectiveness of our training program. Well trained officers realize they have many force options and have a higher level of confidence in their ability to control an unruly or combative subject.

Riverton police officers made 1,860 arrests in 2014, in addition to 803 custodial detentions of intoxicated individuals taken to the Center of Hope. Force was used in just over 3% of these cases. 87% of the subjects taken into custody after a use of force were under the influence of alcohol or drugs.



Public Services Department 2014 Annual Report

City of Riverton

Volume 3, Issue 1

Airport Division

Riverton Regional Airport is lead by a Division Manager who is an Aircraft Fire Fighter and A.C.E. certified through the National Organization of AAAE. 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 773 outgoing screened flights in 2014.

Riverton Regional Airport saw 7,842 passenger enplanements this past year, down from 13,762 in 2013.

Great Lakes Airlines performed 863 commercial take off and landings in 2014. Riverton Regional also accommodated over 1,355 single engine local based aircraft flights, 895 non-local single engine flights, over 269 Corporate Jet flights, and 478 helicopter flights. There were 5 plane and 16 helicopter flights which were Military. In total, the airport supported well over 4,000 flights.



Guardian Life Flight Helicopter

Riverton Regional Airport is a vital component to our community. Outside of accommodating commercial passen-

gers, it sees daily flights from air ambulances, oil and gas companies, corporations, UPS freight, State aircraft, local and non-local businesses, and more.

The City of Riverton billed TSA for approximately 1,365 hours of service. The average hourly wage billed to TSA was approximately \$20.00 per hour resulting in total reimbursements to the city of approximately \$27,300.

Due to the staff of cross-trained employees, the airport was able to subsidize required Police, Fire, and Airport Operations for each flight associated with the airport. With the TSA reimbursement of 509 hours applied against these required services provided by airport employees, the airport saw a savings in wages of approximately \$10,180.

There were a total of 26 police calls for service at the Riverton Airport in 2014. Fifteen of these calls were handled by the Airport Division. The other 11 calls were handled by the Police Department. There was only one aircraft emergency response in 2014 at the airport.

In 2013, Riverton Airport replaced areas of the failing pavement on the airfield; which were Taxiway Charlie, and the apron in front of the Fire Station and the FBO Maintenance Hangar. In 2014, the contractor had to return and replace the top lift of the asphalt as it did not meet specifications. This work was done at the contractor's expense.

Riverton Airport again participated in the WYDOT Aeronautics, Pavement Management Program. This program packages highways and airports throughout the State

under one contract to generate a great economy to scale. Riverton Airport has saved hundreds of thousands of dollars by participating in this program year after year. The 01/19 Runway and Delta Taxiway was sealed this year as part of the program. The City could not have afforded to do this on its own.

Riverton Airport purchased a new snow plow truck in 2013 to help meet FAA snow removal requirements for the size of the City's airfield. The truck was delivered in April of 2014. The equipment was purchased with FAA Entitlement money and the City's portion was just a little over \$6,000 for a \$250,000 piece of equipment.

The other 2014 Capital Project was the design of the Runway 10 reconstruction. The design sits at 95% and the construction is slated for 2015. The city is responsible for 2.5% of the project costs.



*New equipment: Dump Truck (top)
Dump Truck & Snow plow (bottom)*

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 2014, maintenance costs totaled \$179,364.15, including \$155,970.05 in parts. This number is slightly lower than 2013 at \$183,981.43.

At the Public Works Complex, Fleet also maintains and tracks fuel usage from the bulk diesel tank. In 2014, there were 43,335 gallons of diesel dis-

persed at an average of \$3.52 per gallon totaling \$152,539.00. 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.

Bidding and purchasing of equipment is also a responsibility of the Asset Division. During 2014, they acquired 12 pieces of equipment at a total cost of \$866,811. Among the purchases were a front-end loader and loader-mounted snow blower. This purchase will greatly

enhance our snow removal ability and provide for cross usage of loaders and snow blowers. The snow blower that we replaced was a 1980 model.



Loader with Snow Blower

Lands Division—Streets & Alleys, Sanitation & Recycling

The Streets and Alleys Division is responsible for the maintenance of the City's transportation network. This includes, but is not limited to, alley grading and repair, asphalt patching and repair, sidewalk repair, road striping and traffic legends, street sweeping, snow and ice removal, dust control, street lighting, and holiday lighting.

Similar to 2013, special effort was again put towards pothole patching in 2014. As such, the City rented a DuraPatcher to easily fill potholes.

Recycled asphalt material from WY-DOT was used to repair various gravel road within City limits, including Rain-tree and Lewis Road. City crews also graded several of the dirt/gravel streets and alleys, and crack sealed Majors Avenue and W. Park Street.

A few special projects were completed in 2014. Foremost of these centered on a large rain event that washed out the hillside below the canal near S. 4th W.



*Washout along Canal bank (top)
Repairs made (bottom)*

Division employees cleaned the area, repaired the hillside, and installed erosion control fabric to prevent future erosion problems.

In addition, Streets & Alleys assisted in the construction of the Riverwalk Trail, installed a six-foot-high security fence around the DCI building, replaced two trees in the downtown Main Street area, and repaired a storm drain on the corner of E. Jackson and N. 3rd E. which was plugged by roots.

In 2014, Riverton Recreation purchased ice skating pond materials for an outdoor rink. Streets & Alleys employees, along with Parks employees, helped install the skate pond at the Babe Ruth Field on Majors Avenue.

The Sanitation Division provides a variety of services that range from residential solid waste collection, commercial solid waste collection, supplying and collecting open top containers, yard waste collection and grinding, and collection of recyclable materials

Sanitation service was highly impacted in 2014 by a Fremont County Solid Waste Disposal District decision to reduce its days of operation. In July, the Solid Waste District changed from a seven day per week operation to a five day per week operation; being closed Sundays and Mondays. This required the City to reconsider how and when it collects and deposits its solid waste. As such, the City decided to switch to a

residential four day collection schedule, remove residential alley dumpsters, and provide rollouts containers to all of its residents.

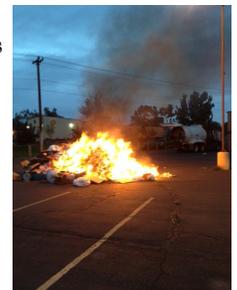
Included in this decision were several public educational events, media publications, mailers distributed to residents, and two open houses. Collection routes and billing practices also had to be reexamined by the Lands Division Manager.

Of note in 2014 was a fire that broke out in a sanitation truck. The likely cause was illegally discarded hot ash.

The Yard Waste Facility is supported by two sanitation employees who grind, process, and sell the waste to the public. A fire occurred at the facility this summer due to heat generated from decomposing organic waste. It was quickly extinguished with no damage to the facility or equipment.

The amount of yard waste collected by both city pick up and drop off was at 4,233,680 pounds or 2116.84 ton. Between wood chips, mulch and compost, the City sold \$26,467 worth of materials.

The number of curbside recyclers in 2014 increased to 1774.



Sanitation Truck Fire

Lands Division—Weed & Pest

For the summer season of 2014, the Weed & Pest Department started early with larval surveillance. By surveying ponds around the City for larvae, which began as early as March, they were able to determine problematic areas that would need to be treated with specific Larvacide. Also, the surveillance helped determine the source of adult mosquitoes in areas with mosquito concerns.

Throughout the season, they distributed 61 larvacide briquettes, which have residual ranges from 30 to 180 days, and 107 lbs. of 5% Skeeter Abate. The difference between the briquettes

and the 5% Skeeter Abate is that Abate is able to penetrate areas with tall cat-tails whereas briquettes cannot. They also brought back the distribution of High Plains Killifish into larger ponds; roughly 107 killifish were trapped and released.

Though Larvacide helped in areas, it only treated larva. As such, Weed & Pest started fogging on July 7th with one fogger and operator spraying every evening from 7p.m. to 11p.m. Around August 20th, the tests on the mosquitoes that were trapped and collected by the Fremont County Weed & Pest showed

positive for West Nile. As a result, the City then dispatched another mosquito fogger to spray every evening. In total, 203.5 hours were spent on fogging for adult mosquitoes.

As for the management for problematic weed growth, the Weed & Pest used both chemical and physical means to remove said weeds. The herbicides used to kill weeds included Sahara, High-Dep, and Round Up. If the weeds were too tall or near a person's property, they were trimmed by either a hand trimmer or a tractor mower.

Lands Division—Parks

The Riverton Park's Department maintains an estimated 111 acres including 13 City Parks, baseball and football fields, trail system and their facilities. Parks facilities also include restrooms, shops, picnic and band shelters, tennis courts, horseshoe pits, basketball and volleyball courts, a skate park, sidewalks, irrigation pond, pump houses, picnic tables, barbecue grills, park lighting and power outlets, water supply, planters, fences, parking areas, backstops, 896 trees, turf and other vegetation.

The Parks Department's primary focus from mid-March through November are maintenance practices including mowing, trimming, aerating, irrigation and systems repair, tree care and mulching. Shelters and restroom cleaning and repair (four year-round bathrooms), barbecues, picnic tables, playground equipment, sweeping of tennis courts and sidewalks, litter pick-up, the skate park upkeep, ball park maintenance and irrigation are more of the Park's Department responsibilities.

Turf areas are mowed two to three times per week ensuring proper turf height, healthy turf vigor, less stress on mowing equipment, insignificant parks raking and a return of organic matter to the park system. Staff performs complete maintenance to the mower equipment, including bi-weekly mower blade sharpening, daily cleaning and greasing, as well as oil changes and servicing as required.

Fall leaf mulching is our goal rather than raking and hauling away. We accomplish this task by repeated mulch mowing, returning this acidic organic mass to our system. Special requests of mowing are a frequent occurrence. Mower operators will perform lower height and extra mowing as requested for tournaments, weddings, and special events. Nutrients are added as required per vegetative need. A Riverton Parks Department special blend is applied two times per season along with a quick release fertilizer in the fall. Our predominate grass species are various cultivars of Blue Grass. Turf irrigation is achieved by vegetative soil and climate need, in conjunction with evapotranspiration rates.

Tree care encompasses tree safety checks, trimming and or removal of hazard trees, mulching tree bases, pest control, and addition of supplemental nutrients, new tree planting, extra watering and lifetime monitoring.

The Parks crew helped with the adding of infield mix to the Little League and Softball Complex, and maintain the infields at a higher level. We were able to drag and groom the Babe Ruth and Legion Fields as well. Parks staff also did irrigation and maintenance of the Babe Ruth, Legion, and the Youth football complexes. Parks staff also helped mow Rein Park soccer fields at a lower grass height. These areas were also sprayed, fertilized, over seeded and had some special irrigation to help problem areas.

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 again hosted a four-day Wyoming State Softball Tournament along with Fremont County dog show.

The Parks Department spent two weeks this summer hauling silt out of the JC Park Pond. The pond is a holding facility for irrigation in the summer months and over a period of a few years it silts in. This allows for less water retention and allows for vegetation to thrive along its edges causing problems with drainage.

The Parks Department winter duties include maintenance and repair of all equipment and locations as previously mentioned, including snow removal. The parks staff continually provides maintenance on the Rails to Trails system all year round.

The Park's Department performs the

daily maintenance at the ice skating park, which averages three to four hours per day each weekday.



Ice Skating Rink maintenance

Lands Division—Additional Photos



DuraPatcher



E. Jackson Storm Drain plug



Ice Skating Rink

Utility Division—Collection & Distribution

Within the Sewer Collection System, there were 75 possible sewer plugs and approximately 28,317 feet (5.36 miles) of sewer main jetted/cleaned. The department continues to have problems with the Cliffview lift station. Over the past year, the department has had to vacuum and wash the lift station weekly. The C&D Manager is trying to research how to permanently fix the problem. Annual cleaning and degreasing on Gardens North lift station, A&T lift station and Foster's Pit lift station was completed. They assisted the WYDOT contractors in jetting the new sanitary sewer on South Federal and Riverview Road after a large storm event. The department assisted the Airport Division by cleaning the grease traps twice at the Airport Terminal.

In 2014, the department acquired a camera trailer and have already put it to good use. They have used it to camera



Camera

areas which have consistently had a problem with roots and possible plugs. The department is trying to see if their treatment method for roots is efficient. They also have used it to camera storm sewers

where flooding has occurred on the street.

Within the Water Distribution System, there were 25 water breaks. Several of these locations had multiple breaks including the 1200 block of E. Fremont,



Riverview/ Henry Road, Gannett Drive, and the Sundowner. The waterline at Riverview/ Henry Road



Water Breaks on Gannett Drive (top) and W. Jackson (bottom)

was replaced during the construction of the WYDOT project. During this project, a section of the waterline along Henry Road was also replaced as it was a source of several of the breaks. The department hopes that this area has been fixed. There were two main line valves replaced/repairs as well as the hydrant isolation valve in front of the Dollar Tree.

During the months of October and November, the department assisted a leak detection company in a survey of the entire distribution system. There were several leaks identified which will help the department plan their repairs/ replacements once the weather is warmer and the ground has thawed.

The Irrigation System workers jetted irrigation lines that were filled with silt or had root problems. They also vacuumed and cleaned out all irrigation boxes and sand traps, including the pump sand trap at Sunset Park and installed protective grates over the 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 new PIP pipe for homeowners who didn't want an open irrigation ditch through their property. A new sand trap was installed on S. 4th W. on the Rails to Trails bike path for the irrigation system running down Madison Avenue.

The Meter Department had 20 new construction/account meters installed, 72 miscellaneous meters installed or replaced, 30 frozen or damaged meters and replaced 452 MXU (transmitter) batteries.

Utility Division—Water Treatment Plant

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

The Water Production Department has a current staff size of seven. For the first two months of the operating season, the WTP was two operators short which created many challenges with regard to scheduling and operating. In July, the trainee was ready to operate the plant individually leaving the WTP only one employee down. In October they hired two trainees thus filling out the staff.

The WTP had no EPA violations in

2014 and the bi-monthly coliform samples were all negative.

During the operating season (May-Sept.), the WTP had one operational shutdown due to improper Alum levels. With SCADA system updates completed in 2014, the WTP was able to eliminate the midnight to 4 a.m. shift.

With the aging plant, the WTP continues to experience problems. Currently there is one clarifier motor being repaired. At the end of the operating season, both backwash recovery pumps failed. These will need to be replaced before operations resume in May 2015.

The WTP staff has noticed a drop in production at Well 14. It is suspected that this reduction is due to the age of

the pump. At this time, the decision has been to continue running the pump until failure.

Cooperation between Collection & Distribution and WTP personnel allowed the valve that fills the West Reservoir to be repaired.

The west reservoir continues to be difficult to fill during the summer months. This is due in part to utilizing potable water for watering Rein Park. The west reservoir is feed from the WTP 2MG tank. Because of system pressures and the inadequate pipe size, the west reservoir can not be filled any faster. If the City sees continued growth in this area, either a new potable water well or an alternative for watering the park.

Utility Division—Wastewater Treatment Plant

The Wastewater Treatment Plant has been involved in various projects other than just treating wastewater in 2014. These include the sale and loading of Bio-solids, monthly methane monitoring of the old Riverton Landfill, treating grease from restaurant grease traps, and treating sump material from businesses with carwash type sumps. Below you will see the results of 2014's endeavors.

The Influent flow is the wastewater coming into the plant from the city's collection system and most of the sewage hauled in from the surrounding area. The total for 2014 was 682.29 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 WDEQ that allows the Parks Dept. to use our effluent for watering the ball fields located just north of our facility. The total for 2014 was 590.12 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 98.6%.

Bio-solids 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 two days per week with 60,000 gallons being our average run per day. This year the WWTP dewatered 7.3 million gallons. The dewatered solids are then placed on the drying pad in windrows. The windrowed Bio-solids go through a long-term treatment process (15 to 24 months). The end product is Bio-solids ready for marketing. This year we sold 275 cubic yards of bio-solids @ \$10.00 per cubic yard.

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 2014. We have a computer maintenance program that generates work orders weekly. This year the WWTP replaced the Standby Generator Transfer Switch. In the event of a power outage, this switch starts the generator and controls where the power is fed from. When it senses a steady line power, it will switch from

generator to line power.

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



Standby Generator

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 @ \$84.40/1000 gallons which equals \$7,841 and the total amount Sumps treated was 60,500 gallons @ \$220.45/1000 gallons which equals \$13,337.

Capital Projects

2014 was again a busy year for construction projects. Several large projects were completed from 2013 and several new projects were started this year. The Construction Division has taken over site inspections on several large projects that in years past would have been contracted out to consulting firms.

The two largest, non-City, projects this past year were the Wyoming Department of Transportation projects on South Federal/East Monroe and Riverview Road. Even though WYDOT bid these projects out and performed the construction management, according to the City's agreement with WYDOT, the City was responsible for observing the construction of the water and sanitary sewer systems. This kept the Construction Manager and the C&D Chief Operator busy for several months as the projects were under construction simultaneously.



Riverview Road waterline

The construction of sanitary sewer on the WYDOT Riverview Road project required extending the sanitary sewer across a field and tying it to an existing main near Wyoming Canal No. 2.

The Riverview Utility Improvement Project consisted of installing approximately 2800 lineal feet of sanitary sewer main. This sewer will help facilitate expansion of the sanitary sewer service into the Henry Road/Mary Drive area where there are numerous septic systems.

The City continued utilizing a grant and loan from the Wyoming Water Development Commission to continue 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. This year saw the new 2MG Tank Project completed and the Pumping Facilities Project almost completed. The City was successful in getting additional funds and a time extension to complete the



*New 2MG Tank, JCC Booster Station
WTP Booster Station (bottom)*

final phase of this project which will be to construct a transmission line west of the new tank to Riverview Road.

With the help of the FORCC and the 1¢ funds, there were several projects completed this year. The first completed was the Woodridge Estates Overlay Project. This included overlaying the Woodridge Estates Subdivision streets, which consist of Forest, Pinecrest, Timber, Fir, Maple, Beech, Woodridge, and a part of N. 16th St. E. In addition to overlaying the streets, the valley gutter at Forest and Pinecrest, which has caused drainage problems in the past, was reconstructed to improve drainage. There was also the installation of ADA compliant ramps.

Another FORCC project was a Miscellaneous Concrete Project. The intent of



Misc. Concrete Project

this project was to repair broken concrete to help eliminate infiltration of water into the subgrade of streets, as well as improve drainage and safety. The City reduced the scope of this project due to seasonal constraints and the size of the project.

The City also completed The Major Pavement Patching Project using 1¢ monies. This project improved localized asphalt problems citywide.

Another overlay project completed using 1¢ monies was the Pure Gas Road Overlay Project. This was done in late fall before the end of the construction season. This project entailed doing some shoulder work to make a consistent width and leveling and paving the entire road.



Pure Gas Road Overlay

The City was able to utilize TEAL grant monies to improve its trails system by constructing a recreation path along the Wind River. This was the Riverwalk project.

One last project which was complete this year with the help of the Lands Division was the DCI Building Security Fence. The Lands Division installed a six-foot-high security fence (chain link fence topped with 3 strands of barbed wire) around the new City of Riverton building which is being leased by DCI.

With the addition of these projects, the City currently has approximately 68.2 miles (360,087 feet) of sanitary sewer mains, 67.9 miles (358,337 feet) of water mains, and 125.6 miles (662,965 feet) of paved streets.