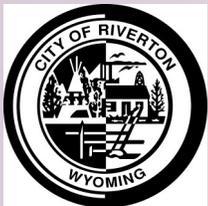


City of Riverton

2015 Annual Report



“Excellence in Service to the Rendezvous City”

www.rivertonwy.gov

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“Excellence in Service to the Rendezvous City”

www.rivertonwy.gov

Welcome!!!

Steven Weaver, City Administrator



John 'Lars' Baker
Mayor



Kyle Larson
Ward I



Sean Peterson
Ward I



Holly Jibben
Ward II



Lee Martinez
Ward II



Mike Bailey
Ward III



Martin Cannan
Ward III

I'm proud of what an exciting year we've had in this city! We are truly focusing on sustaining a bright future for Riverton with many projects that the City has been working on in 2015.

With guidance of a proactive city council and staff, we have accomplished and moved forward projects that have been worked on for years. The Wind River Job Corp was completed and students started to arrive in the summer. The Honor Farm property that has been in the works for over 10 years is moving along to get public land transferred to private land so Riverton has opportunity to grow now and in the future. Air service has been a big topic for some time and we believe a solution is in the works to provide reliable air service to Fremont County.

This document highlights the work of our outstanding City staff into four sections: Administrative Services Department, Community Development, 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. This document always reminds me of everything that the City is involved in and the projects that were accomplished.

I commend the Mayor and Council for their dedication in tackling the important issues and doing their best in representing the citizens of Riverton. Please take the time to read this document and see your City in action!

Administrative Services Department

Courtney V. Bohlender, Director of Administrative Services



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 provides general information and assistance to citizens regarding the day-to-day functions for the City of Riverton.

IN A NUTSHELL:

- * The **Finance Division** is responsible for the financial management of public funds: investments, purchasing, business licensing, accounts receivable, budget/grant administration, all financial reporting and administers the records management program.
- * The **Human Resources Division** manages all areas of personnel administration: bi-weekly payroll, internal policies and regulations, training and safety, classification and compensation, Employee Assistance Program, equal employment and risk services (general liability, insurance, workers' compensation, etc).
- * **Utility Services** are here to answer all your questions regarding your water, wastewater and sanitation billing needs. Our customer service staff issues monthly utility bills, provides explanations of billed services charges, collects and processes payments to name just a few.
- * Our **Municipal Court** has jurisdiction over city ordinance violations filed by the Police Department, Animal Control and Code Enforcement. The Court Clerks administer all court procedures including accepting payments for fines and posting bonds.
- * The **Information Technology Division** is responsible for delivering technical business solutions and support to the City's municipal departments. This division also coordinates the technical needs for public meetings in our facilities.
- * The **Facility Maintenance Division** mission is to maintain all City buildings in order to provide for a proper, comfortable, safe/clean environment, not only for employees, but also for the general public who use or visit our facilities.

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 audit 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 2015:

- * Capital Outlay projects either completed or construction in progress significantly increased our net position by over \$500,000 due to the Riverton Water Supply Project, S. Federal Waterline, Riverview Rd. Waterline, Big Bend Drainage Ditch, Riverwalk Project and the AIP 37 -AIP39 Runway Reconstruction Project at the Riverton Regional Airport.
- * Sales Tax increased approximately \$93,000 over the previous year.
- * Use taxes continue to increase substantially (approximately \$118,000 over last year).
- * The collection of 1% funds are \$101,000 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. Bi-weekly payroll is processed for approximately 125 employees while ensuring 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 2015, the Human Resources Department spent nearly 115 accumulative hours on two major clean-up projects which included Liquor License files and Personnel files. This time was carefully spent organizing and filing confidential personnel information and other important paperwork, as well as liquor license renewal applications that are submitted annually.

An Employee Assistance Program was introduced this year to all City employees and their families in an effort to give our employees an avenue to help with the everyday stresses of life and/or unique crisis' that may strike. This has proven to be a very useful tool among our employees.

As previously stated, much time and effort is placed in ensuring success with our employees. One way we help employees grow and succeed is by offering training. Training opportunities have been provided to employees through the HR office and the growth and continuation of training is very important to this department.

The HR department always keeps an open door policy and much care has been taken to build trust with our employees and earn their respect. An open line of communication is kept with our employees by notifying them 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, Employee Assistance Program (EAP). We go the extra mile to assist our new hires with planning for their future. In 2015, the HR Department conducted 15 new hire orientations, 4 of which were new Councilmember orientations.

Utility Services Division

Mia Harris, Business Services Manager

Debbie Bessey & April Ramsey, Finance Clerks



With a combined total 76 years of customer service experience, the utility services division administers the setup, maintenance & billing of all water, sewer, and sanitation accounts within the city.

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 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 staff responds 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. Here are some examples of the interesting calls received in the utility services office this past year:

- * A citizen called asking if we can tell him where his deceased father is buried.
- * A call came in from concerned resident in Colorado attempting to locate a Riverton man. The concerned resident was a neighbor of the Riverton man's mother, who was very ill. Although unable to provide any other information other than the Riverton man's occupation, we were able to locate the individual.
- * Another call was received inquiring on where to buy lotto tickets.

Each year the division receives calls during the winter months when customers notice a change in their residential sewer bills. Remember, during the months of December, January, and February your sewer bill is based on your water consumption, so by saving water, you're also saving on sewer charges. By following these conservation steps, you can save nearly 4,000 gallons of water a month, which could save you money on your total utility bill:

- * Don't run the water while you wash dishes...this wastes over 30 gallons per washing, which could add up to more than 300 gallons a week.
- * Make sure that you turn off all faucets tightly...a slow dripping faucet can waste more than 60 gallons per week.
- * Don't take long baths or showers...speed it up and you can save 175 gallons of water per week.
- * One washing machine load uses 25-40 gallons of water. One dish washer load uses 12 gallons of water. Wash full loads of clothes and dishes and you can save up to 300 gallons per week.
- * Don't run the water while you brush your teeth...this wastes up to 70 gallons per week.
- * Repair leaky faucets, pipes and toilets.

Look at the water you can save at home in just one week by practicing water conservation...and, remember, this translates into dollar savings too!

The utility billing clerks processed 720 applications for service.

The average number of utility bills generated total 4876 in the amount of \$564,241 per month.

The Utility Billing department mailed an average of 391 delinquent notices per month. The total past due average each month was \$48,734.

The average monthly billing of late charges was \$6,309. Total penalties bill for 2015 was \$75,713.

The utility billing clerks completed 2,006 work order requests.

Municipal Court Division

Lila Thompson, Court Clerk

Meghan Miller, 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 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 is currently issuing fail to pay letters, warrants for fail to pay, and contacting probation agencies for their assistance. This year the Deputy Clerk and the Clerk mailed out numerous warrants and fail to pay letters which took a heavy toll on our postage budget, without much return. We used Valli Information Systems for court calls from January to May and it did not produce any results. We will continue to work on a process that is more effective and other avenues that may help locate those defendants to try and collect these fines. By doing this we would eliminate or reduce hearings, decrease arrest warrants which in turn reduces work for the Police Department and reduces the jail bill.

The Wind River Casino and the Shoshone Gaming Agency continue to do background checks on new and old employees. The Wind River Casino continues to do payroll deductions for employees who owe fines. This is a great benefit for the City of Riverton. This year the Court received \$16,589.66 in payroll deductions from the Wind River Casino.

This year the Court implemented a policy and procedures manual for cross training purposes. The manual outlines the daily operations and duties of the court clerk and deputy court clerk.

The Court's revenue for 2015 totaled \$150,883.34. Not included in that figure, we received \$9,420.00 from the two casinos for background checks.

In 2015, the Court had 5,255 open cases, including 1,508 new cases.

Information Technology Division

Tim Hugus, Network Administrator

Adam Wyrick, Network Systems Analyst & Alex Engelhart, IT Technician I

2015 proved to be another busy year for the Information Technology Division, whether replacing nearly one hundred batteries in our primary UPS system or engaging in all the infrastructure, hardware and software upgrades and various other aspects of end-user support we provide City Hall and 13 other buildings/locations.

Regarding some behind-the-scenes accomplishments, I am happy to report IT completely vacated the dead files storage area this year, and is 100% contained within their area thanks to the corporate yard sale, e-waste and general clean-up efforts. Also, while we have been certified to climb and have thereby involved ourselves with certain aspects of the City's five communication towers for well over two years now, we have received an Advanced Tower Climbing certification this year, and look forward to continuing visual inspections and minor repairs of our towers, as well as addressing the basic service and growth needs of our network infrastructure.



The largest project of the year, both in terms of effort and expense, was the Council Chambers/Court Sound Systems. These two separate systems, technically linked in numerous ways, represented a project spanning two fiscal years and seeming unrelated phases, in order to accomplish everything that needed to be addressed. The initial phase repaired numerous broken mic's, extended wiring to replace outdated wireless mic frequencies with wired mic's, and saw the hanging of the projector with all its appropriate interfaces. Providence smiled on us numerous times as we struggled to run conduit down walls, under the dais stage and court bench, then fished mic wires through (mostly) hollow pieces of oak railing that had not been designed with that purpose in mind. Ultimately, we expanded our wired mic count by five, and with these repairs and improvements in place, commenced with the sound system project proper. In essence, this meant upgrading the brains of both sound systems while utilizing as many of our existing mic's and speakers as possible. At the end of the day we gained the system stability that we've needed for so many years, digital recording, remarkable sound quality and so much more. Thanks to everyone involved for their help, whether that was faith in and approval of the project in general, financial guidance, or navigating the numerous physical plant issues as we tore things apart.



A great deal of excitement arose this past year regarding new security mandates for law enforcement networks. With little warning or budget to work with, IT conducted a great deal of research and testing to find and implement a FIPS encryption solution compatible with our system and compliant with new NCIC requirements.

The IT Department was also instrumental in working with a team from Administration personnel to help address security concerns within City Hall. Ultimately, we proposed an Access Control system, selected a vendor and actually helped with some of the installation to reduce the cost. With IT already responsible for employee photos and managing the corporate org. chart, printing security badges and managing security was a natural extension. The system effectively secures all perimeter access, and with the aid of push-button phone access to Community Development, allows their customers direct access, reducing traffic through the Administration hallway and the Utility Billing areas.

Facility Maintenance Division

Keith Jones, Facility 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 which includes a facility maintenance technician and three custodians. The custodial staff takes care of cleaning services for the Airport Terminal, City Hall and Public Services Office Complex. The facility maintenance technician is responsible for maintaining the buildings and grounds including spraying weeds, mowing lawns, and plowing snow as well as light maintenance on 10 vehicles that are housed at City Hall. The facility maintenance department also services 6 flag poles throughout the city; this year 27 flags were replaced.

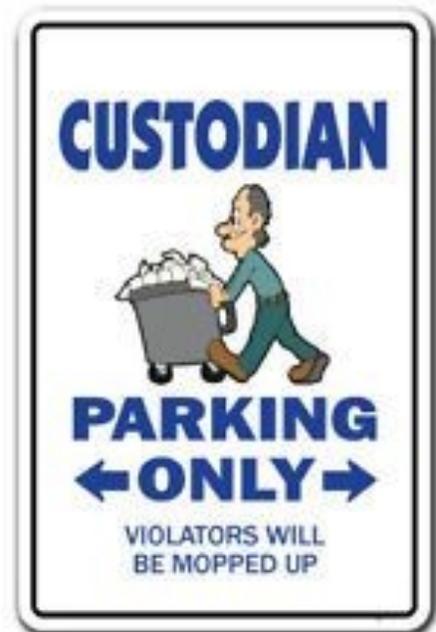
2015 has been busy with multiple projects. The facility maintenance department refurbished the Public Service Offices, cleaned the Airport Café kitchen and appliances, helped with the new security access control project, and installed retrofitting LED lamps in both the Airport Terminal and City Hall. Facility maintenance staff has also started refinishing the wood trim in the council chambers.

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	5881
Airport Terminal	1734
Public Services Office Complex	1248
1 Snowplow & 10 Fleet Vehicles	1240



COMMUNITY DEVELOPMENT DEPARTMENT 2015 ANNUAL REPORT

Wind River
JOB CORPS CENTER
Riverton, Wyo.



GRAND OPENING HELD OCTOBER 5, 2015



Photo courtesy of County 10

The Wind River Job Corps is the first Job Corps in Wyoming and the culmination of a decade-long effort that involved people from every layer of government. The project started with the groundbreaking in August 2013 and the doors were opened in August 2015. The Ribbon Cutting Ceremony was held on October 5, 2015.

Our Department played a key role in the project over the past several years—from lobbying in Washington DC and working with the architect in Colorado for code compliance—to performing bi-weekly inspections to ensure buildings were constructed in compliance with the City's adopted construction codes; building safety is the department's number one concern. Our Department expended over 350 hours inspecting the project.



The photo above was taken after a tour was given to Senator Enzi by the Community Development Department. Pictured From left is Senator Enzi, Director Sandy Luers, Building Inspector Dave Paskett, and Engineering Support Contractor Justin Swift. Senator Enzi was instrumental in bringing the Center to Riverton.

COMMUNITY DEVELOPMENT DEPARTMENT

OUR 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.



Sandy Luers, Community Development Department Director

Staff

Sandy Luers, Community Development Director/
Building Official

Dave Paskett, Building Inspector

Kristi Petersen, Permit Technician

Connie Carr, CD Clerk

Bob Sprague, Engineering Technician

Rosie Albright, Code Enforcement Officer

DEPARTMENT GOALS

Maintain a good customer service experience with the department:

- Respond within 24 hours for project inspection.
- Continue pre-permit meetings and site visits to assist customers with their proposed projects and the requirements of the permitting process.
- Be available to customers during the lunch hour.
- Provide equitable treatment for all individuals regardless of circumstances and strive to enforce all building codes in a fair and considerate manner.

Facilitate business development and growth within the City of Riverton:

- Continue to review codes and regulations and recommend changes or amendments for safe but more cost effective construction.
- Work with the Planning Commission to reevaluate the goals, policies, and strategies in the Riverton Master Plan and certify updates and amendments to the Council for adoption.
- Maintain reasonable time lines for the re-zone and re-plat process for our citizens.
- Provide a constant quality code interpretation and project inspection process.
- Always be open to different ideas for meeting code requirements for construction.
- Strive to maintain timely plan reviews for residential and commercial projects.
- Serve as a resource to Riverton builders by becoming well-versed in International Building Code requirements.
- Continue to hold "Lunchtime Seminars" for contractors and interested citizens.

The Community Development Department answers a large volume of calls on their direct phone line
856-2999.

During the summer months they average over 300 calls per month. Those calls are typically building permit inspection requests, code questions, specific inquiries regarding current or future projects, and contractor registration inquiries.

COMMERCIAL DEVELOPMENT IN PROGRESS



The Moss Ortho Clinic project was started in June 2015 with a Foundation Only Permit and completed in January 2016. Their first patients were seen on January 14, 2016. A Temporary Certificate of Occupancy was issued. The site grading, parking lot, and accessible parking signage are to be completed by May 2016.

Located at 1900 West Sunset
6,150 sq. ft. building
Project valuation—
\$650,000



This project was an existing building which had been vacant for quite some time. It was sold and remodeled for use as a carry out pizza business and was completed over a period of two months.



Dairy Queen received Exterior and Interior Modernizations and Site Improvements in 2015



A retail liquor license was transferred and alterations were completed at The Country Cove at 301 East Main in March.

On-site inspections and monitoring of construction projects for compliance with building codes and Riverton Municipal Code is the responsibility of the Building Department staff. We verify that the work completed at the project is what was approved in the plan review process.



OUR MAPPING DEPARTMENT



Bob Sprague, Engineering Technician, uses the new Trimble equipment which provides for more accurate data collection. The formerly used equipment was traded in for credit towards the new more accurate one.

The Trimble Geo 7x handheld provides for easy and productive asset data capture with remote mapping and measurement.

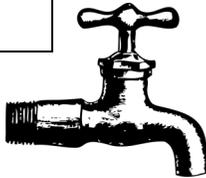
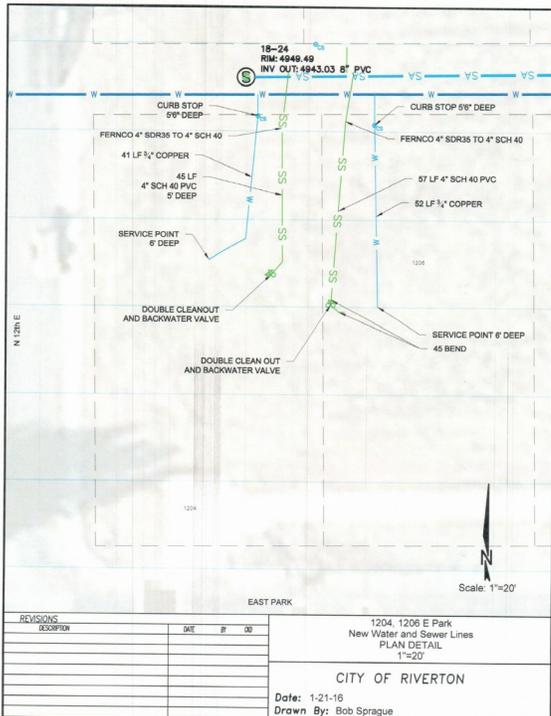
The water and sewer maps are being updated to maintain the accuracy of the City's utility mapping. When this task is completed, the information will be placed on the City website and will be available to the public.

We provide assistance to all departments of the City and its citizens by providing maps, sketches, coordinates and other surveying and mapping information through the use of existing plats, construction drawings, coordinate data, GPS capabilities and other standard surveying practices.

The Engineering Technician has been given the responsibility to create, maintain, and ensure the integrity of all mapping products. The Department maintains approximately 9 GB (Gigabytes) of maps and data pertaining to nearly every aspect of City operations and is growing every day. The mapping includes maintaining the water and sewer service as-built drawings for residents and businesses, zoning maps, subdivision maps, and city limits maps which change as properties are annexed and incorporated into the City. Bob also performs water and sewer utility inspections for new construction and replacement projects.

2015 DATA

Bob has collected the following data:
 2,144 GPS shots of manholes and sewer main lines,
 309 sewer service lines,
 2,585 water main valves and fire hydrants, and
 255 water service lines.

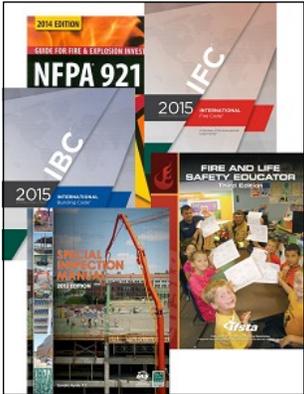


The photo to the right was taken of an inspection which was performed during the Willow Creek Elementary School project. As is standard, an inspection was completed of the underslab waste and vent piping. An air test was witnessed prior to backfilling the pipes.



**BUILDING
CODE
BOARD OF
APPEALS**

(Pictured from left to right, Gary Pfisterer, Eric Raymond, Garry Burnette, Terry Betts, and Bill Davis. Not pictured, John Detimore)



The Construction Board of Appeals assists the Community Development Department with issues affecting building construction in Riverton and hears and decides appeals from orders, decisions or determinations made by the Building Official. The current Board members are as follows: Garry Burnette, Chairman, Terry Betts, Vice Chairman, John Detimore, Gary Pfisterer, Eric Raymond and Bill Davis. In January 2016, Dave Lehto, who had served for approximately 12 years on the Board, decided not to seek another term on the Board. His position will be filled the first part of 2016.

The Governor signed off on the adoption of the 2015 International Codes in December 2015. The adoption includes the International Fire Code, International Building Code, International Fuel Gas Code, International Mechanical Code and the International Existing Building Code. Per Wyoming State Statute, municipalities who have local jurisdiction must adopt these new 2015 codes by July 1, 2016. The Construction Board of Appeals will be helping to review these codes and will suggest amendments to the codes which might negatively affect our local building construction industry.



Active contractors are those that have registered or renewed and paid fees for 2015. 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 2015, there were 4 fewer active contractors in our data base than in 2014. This is a slight decrease from 2015. Many of the new registrations were from contractors not based in Riverton working on larger projects. The Department did see an increase in Riverton contractors that were inactive/non-compliant.

2015 REGISTERED CONTRACTORS				
CONTRACTORS	RIVERTON BASED	NON- RIVERTON BASED	TOTALS 2015	PREVIOUS TOTALS FOR 2014
Active	92	136	228	232
Inactive Non Compliant	47	204	251	232
Inactive/ Deleted	102	281	383	351
TOTALS*	241	621	862	815

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



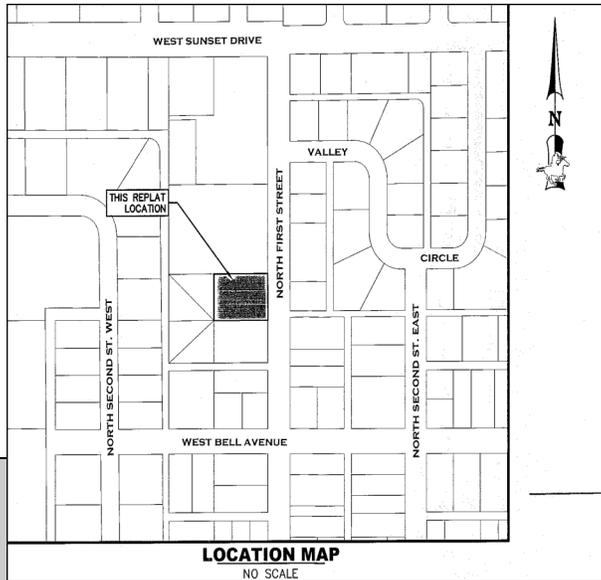
The current members are: (from left to right), Kenneth Hansen, Sarah Kalbach, Mark Sehnert, Debbie Blumenshine, Chairman, Eric Carr, Doug Maulik, and Garth Yeates, Vice-Chairman. Not pictured are: Daniel Moline, Shawn Tessman, Steven Beazley, and Pat Lawson.



Connie Carr

Connie Carr, Community Development Clerk, has many duties and responsibilities. The planning duties include day-to-day processing of activities related to zoning, subdivision, and annexation regulations. This includes receiving and processing applications and other individual requests, maintenance of records, conducting reviews, researching utility locations, providing public notices as required by law and generally monitoring and tracking each case to conclusion. Also included is daily contact with various elements of the public to answer questions. Additional day-to-day activities include working with developers and the public on planning and zoning questions. Home Occupation, Variance, and Child Care permits are processed through the Planning Division of the Community Development Department as well as the contractor registration requirement.

Connie also provides support to the Riverton Planning Commission and the Board of Adjustment. Support activities include case preparation, advertising and notification functions, minutes and packet preparation, meeting arrangements, board training and a variety of other activities.



In 2015 the Planning Commission met 15 times and the Board of Adjustment met 6 times regarding property zoning, approving plats, considering variances, home occupation permits, daycare permits and many other planning issues. The reviews included the following:

The members of the Planning

Plats	17
Zoning and Re-zone Hearings	3
Variance Requests	6
Home Occupation Permits	26
Daycare Permits	11

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. The Commission has been reviewing the Master Plan and determining if there are any updates which should be implemented or revisions to the original plan which was adopted on April 7, 2009.

Board member Kenneth Hansen attended the 2015 Fall conference and Western Planner Conference in Laramie August 18-21. He attended the sessions and learned more about dealing with the new activists—what planners should know and a session on the Highway Safety Information System data system relating to evaluation of lane reduction measures on crashes. The Wyoming Planning Association (WYOPASS) sponsors education conferences to assist planning commission members in the practice of planning.



Fremont County School District #25

Bus Wash Bay Facility Addition located at 701 East Sunset



The School District had several projects underway in 2015. The bus barn project was a \$1.3 million project with an office and bus wash bay facility additions.

The 1,600 sq. ft. addition was fully sprinkled with a new 6" water line. Asphalt was placed on the East side including driveways, parking lots, curb & gutter, sidewalks, and drainage swales to enhance property and provide for better drainage. The project commenced in March and was completed in October.

SCHOOL PROJECTS VALUED AT OVER \$18.7 MILLION

From left to right: Dave Paskett, Building Inspector, Monte Ellison, Mid-Valley General Contractors, and Kelly Sauer, Project Superintendent with Mid-Valley for the Willow Creek Elementary School project. Work commenced on this project in June and is projected to be completed in the fall of 2016.

Building Inspector, Dave Paskett's main job responsibility is to inspect new and existing buildings and structures for conformance to building codes, grading, and zoning and approved plans, specifications, and standards. In 2015, Dave has driven over 9,000 miles to perform inspections and work with developers and property owners. This includes the bi-weekly inspections performed at the Wind River Job Corps during the majority of the project.

He often meets with builders, contractors and citizens on the building requirements and makes recommendations relating to building codes and ordinances.

Inspection records and reports are a vital part of the Community Development Department and are maintained in the address files. Dave spends many hours documenting all the inspections.



WILLOW CREEK ELEMENTARY—WEST MONROE

PERSONNEL KEPT BUSY COMPLETING PLAN REVIEWS & ISSUING PERMITS



Kristi Petersen, Permit Technician

The Community Development Department issues hundreds of permits, works with owners, contractors, and developers, reviews and evaluates plans and performs well over 1500 inspections in a year. The first part of our year is usually a slower time and a time for year-end projects and catching up. With the completion of the Wind River Job Corps during the first part of 2015, the Community Development Department was much busier during that time of the year than in previous years. Many hours were spent on inspections for temporary occupancy permits and then for final occupancy of the seven buildings. All inspections required special documentation and were very time consuming. But we are proud that we had a part in this great facility for Riverton and the State of Wyoming.

In 2015, we issued 12 residential permits for new homes as opposed to 8 in 2014 and the total valuation of the homes was \$2.4 million for those 12 new homes. There were also four duplexes constructed in 2015 compared to 1 in 2014. We issued 39 more residential construction permits last year than we did in 2014 and the valuation of the projects was up \$223,000.

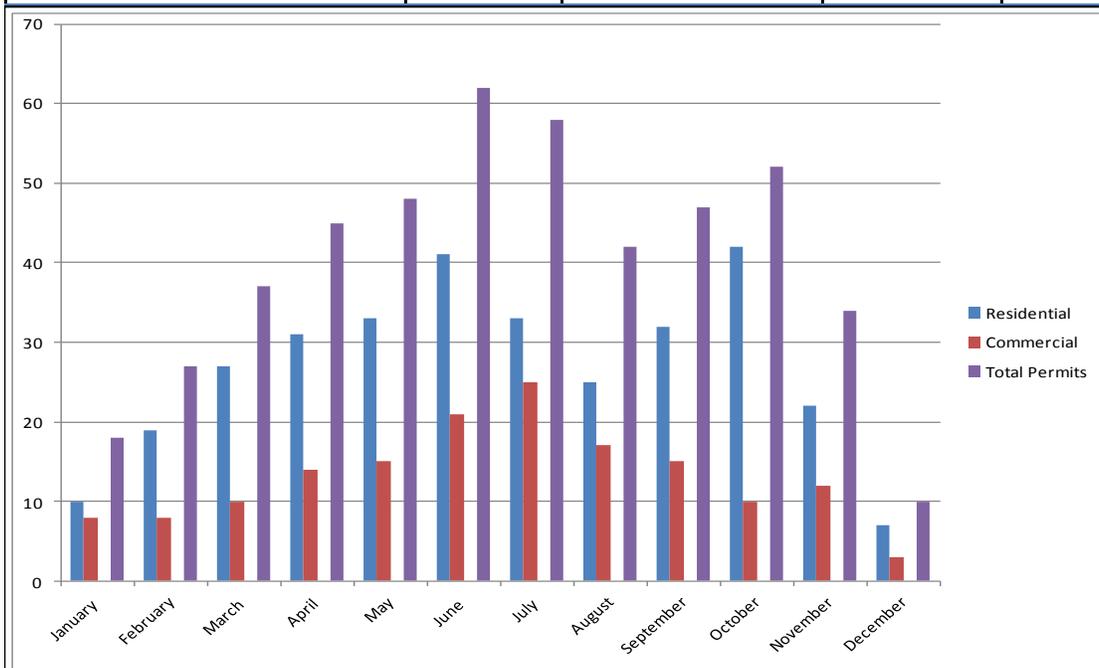
We issued 53 more commercial permits in 2015 than 2014 and the valuation of the projects was up substantially, \$16.4 million, mostly due to the new Willow Creek School and other District 25 projects and the Wolf Creek/Copper Mountain apartments.

Our staff completed 12 more plan reviews in 2015 compared to 2014. There were 32 residential plan reviews completed including new residences, garages, decks, and additions and 32 commercial plan reviews. The permit technician typically reviews the new residential plans prior to issuance of the single family residential permits. Plan reviews require a considerable amount of staff time.

During the summer months the staff answers over 300 calls per month on average. Those calls are typically building permit inspection requests, code questions, specific inquiries regarding current or future projects, and contractor registration inquiries. Most of these calls first come through Kristi's phone, 856-2999.

BUILDING PERMITS

	2014		2015	
	Permits Issued	Construction Value	Permits Issued	Construction Value
Residential	283	4,928,622	322	5,151,990
Commercial	144	12,317,147	158	28,494,244
Total of all Building Permits	427	17,245,769	480	33,646,234



2015 DATA

Activity by Month for Building Permits Approved in 2015

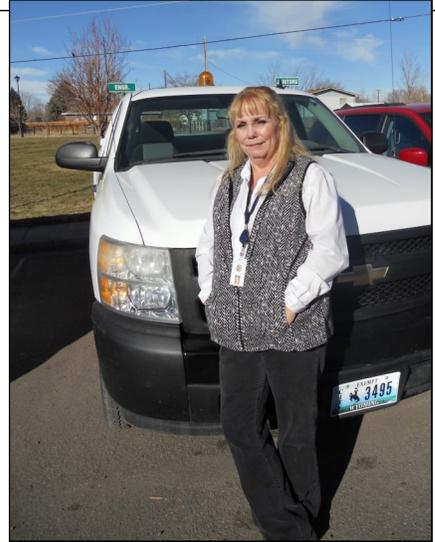
For the months of May-September a total of 257 permits were issued.

CODE ENFORCEMENT DIVISION REPORT



Code Enforcement, part of the Community Development Department, helps maintain and improve the quality of Riverton's neighborhoods by enforcing violations that ensure public compliance. We encourage neighborhood involvement and actively pursue all violations which are not brought into compliance with timeframes established by the Riverton Municipal Code. The purpose of Code Enforcement is not to abate the property or collect fines, but to get residents to comply with ordinances and maintain a higher quality of life. A complaint may be reported via: email, website, mailings and in person. The Code Enforcement Officer follows up on violations within 48 hours based on a priority basis. The highest priority for investigation of reported violations is health and safety related. If evidence exists that a violation may have occurred, the Enforcement Officer contacts the responsible party for correction. Listed below are types of violations reported in the past year.

Violation Type	Number of Cases
Abandoned Vehicles	43
Animals Generally	7
Buildings and Construction	3
Debris	1
Defacement of Property (Graffiti)	1
Depositing for Collection	2
Depositing Snow on Street	1
Driveways	1
Electrical Code	3
Extended Parking on Streets	1
Fences and Hedges	6
Hazardous Waste	3
Heavy Appliances	4
Home Occupation	1
Iceboxes and Refrigerators - Abandonment	2
Improper Deposit of Waste Prohibited	1
Keeping certain Animals	5
Littering Prohibited	42
Maintenance of Premises	82
Obstruction of Sidewalks	3
Obstructions of view at street intersections	7
Operations of Vehicles on City Property	2
Permits and Inspections	3
Prohibited Near Fire Hydrant	1
Property Occupants or Owners to Clean Sidewalks	23
Sanitary Drainage System - Maintenance	2
Scattering, Depositing, etc., on Streets	1
Set Back Requirements	4
Sidewalk, Driveway, Curb and Gutter - Construction and Repair	3
Signs	5
Trees & Shrubs as Nuisances	51
Unsafe Conditions - Exterior Structure	1
Unsafe Conditions - Interior Structure	3
Zoning Issues (In Zoning Districts A, B, C-1, C-H & MHP)	13
Vacant Structures and Land	1
Variances	1
Vehicles 20 Feet or Longer not to park on certain streets at night	14
Weeds Prohibiting Growth - Removal	133
TOTAL VIOLATIONS	480



ROSIE ALBRIGHT, Code Enforcement Officer



BEFORE

Weeds were the top offense for the year, as quoted in the **Riverton Ranger**. This specific property was completed within a few days following contact with the property owner. Rosie gave a presentation to the City Council in December to explain the violations.



AFTER



In 2015 there were 133 weed cases compared to 111 in 2014. This is an increase of 19.9% from the previous year. A variety of violations were reported, including street cleanup, permits and inspections, fences, construction, animals and signs. Rosie reviews properties to ensure they are in compliance with Title 6, 8, 9, 10, 15 and 17 of the Riverton Municipal Code. One of the debris cases was reported in August 2015 and finally closed on February 4, 2016. A ticket was issued for the owner to appear in Court. Rosie spent considerable time on this case, including 3 letters, 8 meetings, 3 inspections and 97 photographs.



Activity Type	Amount
Court Cases	4
Door Tags	20
Emails	57
Cases Forwarded to PD	13
Cases Forwarded to Contractor	7
Inspections	474
Tickets	3
Meeting with Customer & Personnel	241
Phone Calls	360
Letters Sent (Certified)	20
Normal Letter Sent	276
Pictures	1,608

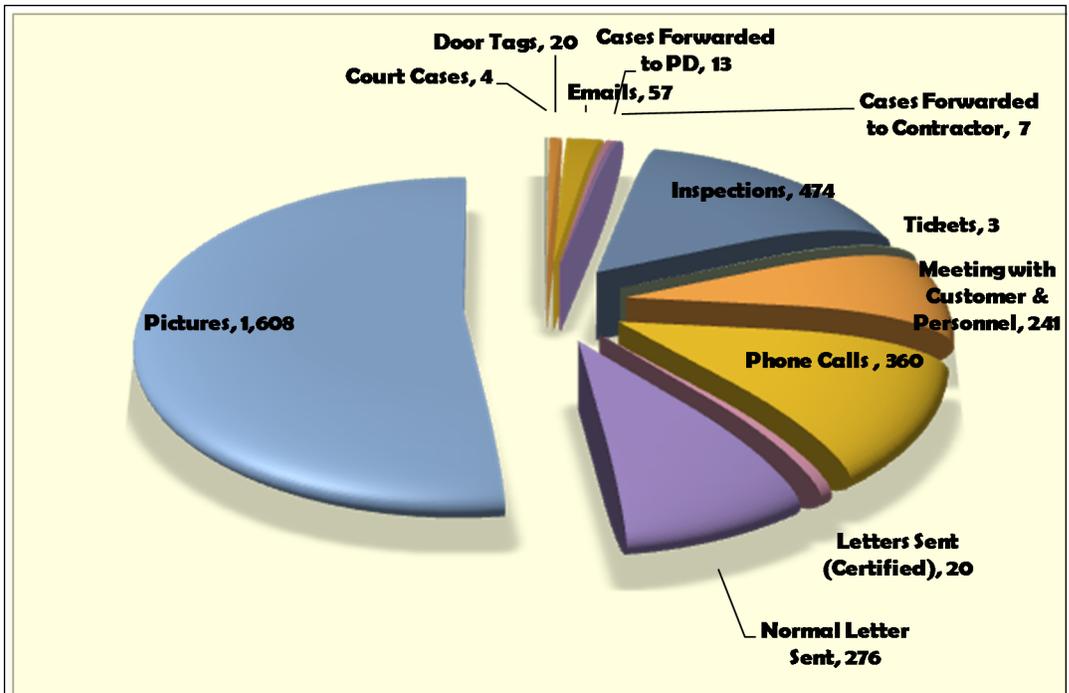


Photo taken on 2/18 Following Complaint Received
Posted Door Tag for Notification & Violation

S
N
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W

R
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M
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V
A
L



Photo taken on 2/24—Snow Removed From
Sidewalk—Property in Compliance



Riverton Police Department

2016 Annual Report

Mike Broadhead, Chief of Police

The Riverton Police Department is committed to its credo: Duty, Honor, Community. We work hard to embody the ideals behind those words, and we spent 2015 in pursuit of excellence.

Three new officers joined the RPD staff in 2015: Wes Romero, Anthony Berry, and Scott Christoffersen. Each of the three were lateral transfers from other agencies. RPD also saw a new dispatcher arrive: Brandon Brookover, a transplant from Pennsylvania who came to us with experience in EMS dispatching.

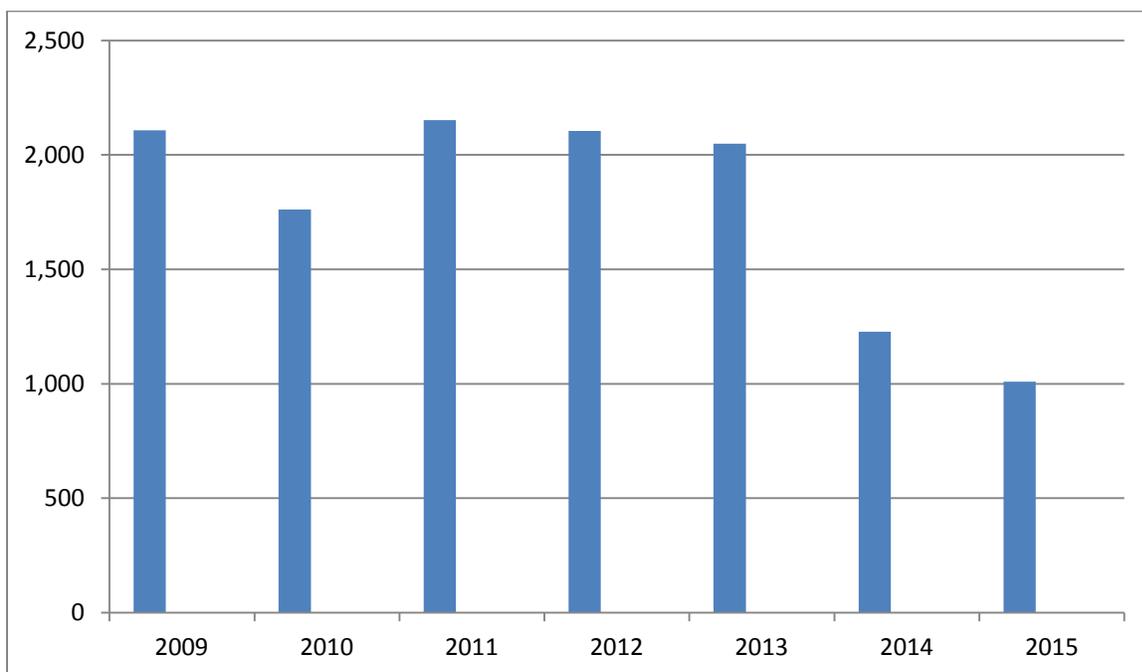
Three new patrol sergeants were promoted in 2015: Amy Fyler, Stephen Sullivan, and Eric Smits.

The agency continued its track record of working to improve the quality of life of our residents through involvement in community-wide activities. In 2015, the annual Shop with a Cop program reached its tenth year. Over the last decade, Captain Eric Murphy has coordinated this effort which has reached scores of families and literally hundreds of kids, providing them with a better than expected Christmas. Wal-Mart, Devon Energy, and the Riverton Police Foundation have been the major financial contributors to this program. Also in 2015, RPD partnered with the library to show the film "Havana Curveball" which was followed by a Wiffle ball game between area youth and members of RPD. The library arranged for the film's star as well as the director to come to Riverton for the screening.



There were two incidents in 2015 that shook the community. The first was the death of a child, who was killed in a crosswalk when struck by a vehicle. The driver of that vehicle was charged with vehicular homicide and convicted by year's end. The second involved a male subject who entered the Center of Hope detoxification building in July and shot two people, one fatally. The suspect was arrested at the scene and convicted of homicide. He received a life sentence. Each of these incidents involved multiple members of the agency, working together, to aid in effective prosecutions.

One of the long-term problems facing our community has been the issue of public intoxication. The police department formed the Solutions Committee in 2012 to partner with members of the community who were motivated to find new ways to address the issue. In 2014 the Fremont County Alcohol Crisis Center merged with the Volunteers of America Northern Rockies, and the VOANR took over the detoxification facility, renaming it the Center of Hope. VOANR brought a new approach and new resources to help address the problems in our community. The Solutions Committee has continued to meet and has brought together other treatment providers, mental health experts, and faith leaders. The municipal court has been working alongside the police to find ways to help. All of these efforts are having a dramatic impact on the issue. Custodial situations solely for public intoxication are on a steady decline, and the issue is much less obvious throughout the community. The chart below, shows custodial situations where the only reason the person was taken into custody was for public intoxication (some were housed at the jail, others at the Center of Hope):



Calls for Service

A call for service (CFS) represents a police activity that results in a formal police report. One CFS may take a few minutes of time, or it may take days of investigation. In 2015, RPD filed 13,056 police reports. This is the third year out of the last 4 that resulted in more than 13,000 CFS (2012 and 2013).

Type	2011	2012	2013	2014	2015
Call for Service	12,750	13,751	13,829	12,590	13,056
Homicides	2	1	0	0	1
Robberies	1	2	5	2	6
Burglaries	30	29	41	30	70
Family Fights	324	335	296	273	312
DUI Arrests	182	169	145	127	101
Alarms	334	344	305	265	289
Traffic Crashes	620	501	553	634	555
Traffic Citations	1,156	1,534	1,284	1,303	1,229
Traffic Warnings	987	1,370	1,173	1,077	1,610

Patrol

The largest and most visible segment of the police department is the Patrol Division. In 2015, the division was commanded by Captain Todd Byerly. Patrol officers are assigned to shifts to ensure coverage 24 hours a day and 7 days a week. Typically, officers are assigned to 4 ten hour shifts each week, but near the end of the year, patrol experimented with 12 hour shifts. That experiment continued into 2016. Patrol makes the majority of all arrests, enforce traffic regulations, and are the first responders to emergency situations. In 2015, officers issued 1,229 traffic citations and 1,610 written warnings. Officers arrested 1,822 persons in 2015 for a total of 2,539 offenses.

Use of Force

There are instances in which officers need to use force to effect an arrest. The Riverton Police Department tracks all uses of force above compliant handcuffing. This includes wrist locks, strikes, and equipment like Taser and chemical spray. "Hard Force" are instances where a kick or punch were employed, or there was an application of OC spray or Taser probe deployment.

In 2015, Officers used force during 72 separate incidents. These incidents resulted in a total of 175 "applications" of force (if two officers each apply a wrist lock to one subject during an arrest, that would be tracked as a single "incident" with two "applications"). This continues a significant downward trend in the use of force by RPD. During 2015, officers made 1,822 arrests, in addition to 562 custodial detentions of intoxicated individuals taken to the detoxification center. Force was used in just over 3% of custodial situations or arrests, which is consistent with previous years.

Year	Total Incidents	Total Applications	Total Hard Force
2010	114	228	74
2011	114	244	41
2012	122	301	40
2013	110	282	28
2014	91	250	20
2015	72	175	34

Training

The RPD is committed to on-going, relevant training. Well trained officers are more professional, generate less complaints, and use less force than officers with lower standards of training. Today's officer is faced with numerous potential scenarios every shift and must know how to apply legal standards that are constantly changing. Likewise, dispatchers and support staff must be at the top of their game every day, and relevant training keeps everyone informed and current.

In 2015, members of RPD attended 2,381 total hours of training. This includes "in-service" training which is instructed by members of RPD, as well as "outside" training where staff are sent to other agencies or locations to receive specific instruction. Training in 2015 ran the gamut from firearms to custody and control to crisis negotiations and first aid.

Detectives

The detective unit is comprised of a sergeant, two full time detectives, and an evidence custodian. They are responsible for following up on felony level investigations, as well as those serious misdemeanors that may involve more intensive investigation. Additionally, the detectives are responsible for preserving all items of evidence or found property brought into the agency. During 2014, a “drop box” for unused medications was installed at the police department to allow citizens to have a secure location for unwanted or unneeded prescription medications. The box has been very well used, and the detective unit is responsible for the safe handling and destruction of these items. This year, detectives filed a total of 31 felony cases with the prosecuting attorney’s office.

During 2015, 2,327 items were taken into evidence, and 506 items were either returned to their owner or destroyed. Not included in those numbers is the prescription drop box, which included 459 pounds of medications (including packaging) which were destroyed.

Dispatch

Dispatchers work around the clock much like patrol officers. They answer all 911 calls, as well as non-emergency phone calls, and handle all radio traffic for the agency. These professionals also dispatch for the Riverton Volunteer Fire department, which resulted in an additional 272 calls in 2015. A single “call for service” may result in numerous individual 911 calls into dispatch.

Many dispatchers have additional duties like handling Uniform Crime Reporting and maintaining and updating contact information for area businesses. Dispatchers are a critical part of the paperwork process, ensuring that reports are disseminated to appropriate agencies including the court system and Family Services.

Victim/Witness

The V/W Unit is staffed with two full time advocates. They 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, as well as emotional support. They meet with victims and witnesses in their office, or at the hospital or scene of a crime. They also help victims seek restitution or to obtain compensation funding through various resources.

In 2015, the V/W Unit served 243 newly reported victims of crime as well as 23 anonymous victims seeking information. They provided 4,451 services to new and previous victims of crime in Riverton. The advocates spent countless hours in courtrooms sitting with victims to help them through the process.

Animal Control

RPD's Animal Control Officer, Becki Weber, faces the difficult task of trying to reunite missing domestic animals with their families, trapping feral cats, and investigating instances of dog bites. She also gets involved with investigations involving allegations of animal abuse. During 2015, there were 1,148 animal related calls in Riverton. Becki works directly with all of the local veterinarian's offices as well as the animal shelter.

School Resource Officers

RPD continued its close association with Fremont County School District #25. There are three full time School Resource Officers: Sergeant Charles Marshall and Officers Cody Myers and Sergio Cabada. These officers work within the schools daily and support the staff members of those schools. They interact with students and form bonds that pay untold dividends. SRO's conduct criminal investigations at the schools and work with families to ensure kids are attending classes and are involved in healthy behaviors. Our SRO's are active in coaching, mentoring, and serving as liaisons to the District and our community's children.





Public Works Department 2015 Annual Report

City of Riverton

Airport Division

Riverton Regional Airport is lead by a Division Manager who is an Airport Certified Employee through the National Organization of American Association of Airport Executives, and an certified Aircraft Rescue Fire Fighter (ARFF). He oversees 4 Airport Operators who are certified as Riverton Police Officers and ARFF. This cross-trained manpower was able to provide Police standbys for 564 outgoing screened flights in 2015.

Riverton Regional Airport saw 3632 Enplanements this past year, down from 7842 in 2014 and from 13,762 in 2013. There were 1066 take off and landings by the commercial operated Great Lakes Airlines. Currently, there are 51 aircraft based at Riverton.

Riverton Regional also accommodated over 1241 single-engine, local-based aircraft flights, 771 single-engine flights just passing thru for fuel or visiting, 856 multi-engine flights, over 175 Corporate Jet flights, and 563 helicopter flights. There were 7 helicopter flights which were Military, for a total of over 3832 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 two locally-based Air Ambulance, Oil and Gas Companies, Corporations, UPS freight, State Aircraft, local and big businesses, and more.

The City of Riverton billed TSA for approximately 934 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 \$18,680. Of the 564 outgoing flights, 186 were provided by only one man on duty who was providing Police, Fire/Rescue, and Airport Operations at the same time. With the TSA reimbursement of 298 hours applied with only one employee performing all three of these FAA required job positions, the savings for the Airport in wages is approximately \$5,960.



Snow Plow in Action

There were a total of 24 police calls for service at the Riverton Airport in 2015. Sixteen of these calls were handled by the Airport Division. The other 8 calls were handled by the Police Department. There was only one aircraft emergency response in 2015 at the airport.

Riverton Airport had a major construction project to replace about the first 1/3 of the primary Runway 10 touchdown zone due to an FAA noncompliant issue. The existing grade for the first quarter of Runway 10 was $\pm 1.38\%$. Therefore, the west end of the runway was adjusted down 12 feet to comply with the FAA longitudinal gradient re-

quirement. The rest of Runway 10/28 was milled down a couple of inches and received a new grooved asphalt surface. With the new runway surface came new LED lighting and signage to increase safety and save on the airports electric bill.

This construction project included two parts to it, with one being the gradient issue and the other part being the removal and then reinstallation of the NAVAIDs, or navigational aids. The Localizer was the NAVAID that needed to be removed as it sits off the west end of the runway centerline out about 1000 feet and had to be lowered to keep in line with the approach end of Runway 10. The Localizer is used for lining up with the runway prior to landing during inclement weather. This second part was conducted by the FAA since they own and operate most of the navigational equipment at our airport.

The total cost breakdown for this project as of December 2015 was; Federal \$9,674,025.07, State \$386,961 and Riverton's cost \$257,974.18.



Runway 10/28 Construction

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.

With the Solid Waste District closing on Mondays in 2015, the mechanics were able to address major repairs and maintenance of the sanitation trucks which reduced down-time.

At the Public Works Complex, Fleet also maintains and tracks fuel usage from the bulk diesel tank. In 2015,

there were 39,906 gallons of diesel dispensed at an average of \$2.14 per gallon totally \$85,936. Purchase of dyed (no state taxes) fuel through this process enables the city to achieve substantial savings. The City saw significant savings in our fuel costs due to lower than normal fuel prices.

Bidding and purchasing of equipment is also a responsibility of the Asset Division. During 2015, 6 pieces of equipment were acquired at a total cost of \$175,535. Among the purchases were a DuraPatcher unit, 3 departmental cars

and a truck. The purchase of the DuraPatcher unit will enhance our ability to keep our streets in good shape. A used sander was bought to assist with the other 2 units we have.



DuraPatcher

Lands Division—Streets & Alleys, Sanitation, Recycling

The Streets & Alleys Department 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. They replaced 50 stop signs throughout town, replaced crosswalk signs with the new green signs, and put in some new crosswalks.

Because of the success in 2013 and 2014 with a DuraPatcher, the City purchased a new one in 2015. This allowed the City to respond more efficiently when the streets need pothole repairs.

The City partnered with WYDOT and Fremont County to repair Honor Farm Road due to construction damage. The City helped provided a portion of the recycled asphalt pavement that was used for the repair as well as loading the trucks in the yard and providing flagging on site.

The canal washed out again on W. Washington after a major storm. Streets & Alleys personnel cleaned up the dirt, then regraded W. Washington to keep water from flowing into the houses below the canal. Additional materials were also hauled to build up the roadway on top of the canal.

With the spring runoff, the bank of the Wind River started to undercut the new River Walk. Streets & Alleys placed

concrete riprap in the eroded area and covered with topsoil. They also cleaned, graded and put up wooden bollards at the east end to keep vehicles off the new path.

Streets & Alleys also built a fence on the west side of the College View extension from Gasser to Cooper Road. The City has had this Right-of-Way for several years. With the area being developed, the City decided to clean up the area by excavating the topsoil, removing the old, broken fence, outbuildings and excavating the topsoil.

This winter the Streets & Alleys crew changed how they plow. By plowing the snow to the sides, they are able to clear streets sooner. This type of plowing doesn't take as long so they are able to plow more streets in a faster amount of time, and it is safer for everyone.

Streets & Alleys, along with Parks employees, again helped R Recreation set up the skate pond. This year it was located at Tonkin Stadium because the grades at the Babe Ruth Field did not allow the entire pond to be used.

A couple of small projects included repairing 2 decorative street lights downtown that were damaged by cars, as well as installing some drain tile on Davis Lane to help prevent further damage to the street from groundwater.

The Sanitation Department provides a variety of services that range from residential solid waste collection, commer-

cial 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. The beginning of 2015 saw the end product of this decision. The Sanitation Department switched all residences to rollouts, removing all of the 3-yarders. The new routes were implemented and the residential sanitation service became a 4-day-a-week operation. Commercial sanitation service was also affected and was reduced by 1 day to 5 days.

The Yard Waste Facility is supported by two sanitation employees who grind, process, and sell the waste to the public. Lands Division personnel still haul fill in to expand the storage capacity of the existing yard waste facility. There is a lot of product being made, but sales were low.

The amount of yard waste collected by both city pick up and drop off was at 2,112 tons. There were 991 tons of recyclables diverted. This amounted to a savings of \$284,240.



Ice Skating Rink

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 is 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 responsibilities of the Park's Department.

This spring, the water detention pond at JC Park flooded and destroyed the

electric transformer and motor to the park's irrigation system. Since the system had not been replaced since 1992, a new pump was installed. An electrician also installed a float system inside the pump house that will discontinue the electrical feed to the motor in the event of another flood.

This year Riverton hosted 2 softball tournaments. The Parks Department provided assistance by watering the infields between games and on weekends.

The Parks Department installed 3 pieces of playground equipment at Teter Park which replaced 35-year-old equipment. A new handicap accessible entrance was added to the south end of the playground at JC Park and 4 benches were placed on a 5-foot by 8-foot concrete pad for parents to observe their children playing.

The Wyoming Skateboard Association raised enough funds to complete a premier skate park at City Park. The project was a major undertaking using both a contractor and volunteer help, but was completed successfully. It is a great addition to the park.



New Skate Park

Two new pieces of equipment were purchased for the Parks Department. The new John Deere Gator is a great addition because it serves as a town vehicle as well as a universal park vehicle. The new wide-angle mower replaced the current aged mower.

The Parks Department winter duties include maintenance and repair of all equipment and locations as previously mentioned, including snow removal at the parks and along the trail system. They also help maintain the ice skating rink.

The parks staff continually provides maintenance on the Rails to Trails system year round.

Lands Division—Weed & Pest

For the summer of 2015, the Weed & Pest Department started early with both annual weed control and pest control. We were able to get ahead of most early weeds, such as Mustards and Kochia, by starting treatment on the 3rd of April. Treating early weeds help prevent being caught off guard later on in the season. This season, we also pushed for more noxious weed control in areas heavily overrun with Russian knapweed, Salt Cedars, Whitetop, etc. With the guidance from Mayor Lars Baker, not only were we able to reduce the overwhelming numbers of noxious weed types, but we were also able to control them effectively. Timing and specific weed killer is crucial to get the best weed control. For example, it is best to treat Russian knapweed during the later summer with Milestone so that it is able to enter into the plant then be

absorbed down into the roots providing a good kill off and preventing a later resurgence. Throughout the season, we were able to treat noxious weeds on the Rails to Trails, River Walk, Riverview walk path, and some areas around the East Monroe ponds.

We started fogging earlier this season, which started around the 16th of June due to the mosquito numbers caught in the traps. This is also a new thing that we are doing and haven't done in years past. Every Monday evening, Mosquito traps are placed in three areas around town. We then collect the traps the next day so that the Fremont Weed & Pest can test the mosquitoes for West Nile Virus (WNV). Not only does this help us see how many mosquitoes are in the given area, it also helped us when the WNV showed up in the traps on the

19th of August. How the Weed & Pest Department managed the situation was with double spraying and increased efforts for larval surveillance. The mosquito season lasted longer than usual this year which ended on the 2nd of September, three and a half months. In that time, we went through roughly nine drums, or 495 gallons, of Fyfanon.

For larval surveillance in the summer of 2015, we still kept with trapping and relocating killifish and applying larvacide in areas where larvae were present. We were able to relocate 244 killifish into three different ponds; two near the golf course and one on River Lane. We also were able to use a new product called Vectobac G, it's granular in shape and is a bacteria rather than a chemical. This is safer for both the ecosystem and the applicator.

Lands Division—Additional Photos



Rollout Delivery



3-yarder Pickup



Snow Pickup

Utility Division—Wastewater Treatment Plant

The Wastewater Treatment Plant has been involved in various projects other than just treating wastewater in 2015. 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 2015'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 2015 was 708.56 million gallons with an average daily flow of 1.94 million gallons. Of the total influent flow, the amount brought in by septic haulers was 981,305 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 2015 was 603.45 million gallons with an average daily flow of 1.65 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 98.8% up 0.2% from last year.



Bio-solids Windrows

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. This year the WWTP dewatered 10.7 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 73.5 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,



Replacing Mechanical Seals on Influent Pump

Bio-solids are a derivative of the wastewater treatment process.

most likely, several times during 2015. 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 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.

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 88,000 gallons @ \$84.40/1000 gallons which equals \$7,427 and the total amount of sumps treated was 46,150 gallons @ \$220.45/1000 gallons which equals \$10,361.



Sampling Methane Well

Utility Division—Collection & Distribution

Within the Sewer Collection System, there were 29 possible sewer plugs reported. Upon investigation, 12 of 29 were jetted as they were found to be plugged. Along with jetting the mains that were plugged, C&D also jetted some additional mains to see if it would help resident's sewer problems even if our mains were flowing unobstructed for a total of approximately 8,070 feet (1.53 miles) of sewer main jetted/cleaned because of problems. They also jetted an additional 41,880 feet (7.93 miles) as preventative maintenance. The department also videoed approximately 11,000 feet of sewer main.

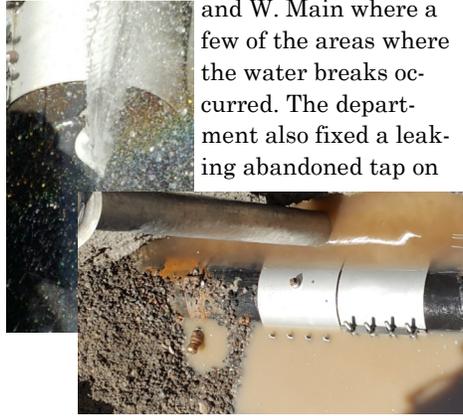
The department continues to have problems with the Cliff View lift station and continues to vacuum it weekly. In 2016, the City has a project to replace the lift station. In February, the A&T lift station sensor system went down and the C&D crew had to man the lift station 24 hours



Water Breaks on Mary Anne (top) and Pebble Beach (bottom)

and manually operate it over a 6 day period.

Within the Water Distribution System, there were 12 water breaks. Several locations had multiple breaks. 112 Big Bend, 434 N. 4th W., 1308 Maple Lane, E. Fremont, Pebble Beach, E. Monroe, and W. Main where a few of the areas where the water breaks occurred. The department also fixed a leaking abandoned tap on



Second Water Breaks on W. Main (top) and Final Repair (bottom)

Fairgrounds Drive as well as running a new service line at 612 Northview to the PVC main so they could abandon the 10-inch DIP main which ran parallel to the PVC main.

There were approximately 26 curb stops that were repaired by the department. A few of these curb stops were located on the following streets: N. 8th W., S. 2nd E., Moose, E. Monroe, Northview, E. Pershing and other areas

around town.

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. There are sand traps located on S. 4th W., Sunset Park, and W. Park. Using the backhoe, they usually dig out the sand traps on the bike path by Budweiser 5 to 6 times during the season as well as digging out the sand trap at the high school 2 to 3 times a year. This is done to keep the majority of the silt out of the pipes. All together, the department probably puts in at least 3 weeks during the irrigation season (May through September) into just jetting out piped irrigation ditches.



The Meter Department had 29 new construction/account meters installed, 54 miscellaneous meters installed or replaced, 29 frozen or damaged meters and replaced 797 MXU (transmitter) batteries.

Broken Meter from Freezing

The department also had to perform 1250 utility locates in response to the Wyoming One Call system.

Utility Division—Water Treatment Plant

The Water Production Department (WTD) is responsible for operating the water treatment plant, the well field (14 wells), 3 booster stations, 6 reservoirs and several crucial valves within the distribution system.

The WTD has a current staff size of 7. For most of 2015, the plant operated 1 position short. In December, this position was filled

The WTD had no EPA violations in 2015 and the bi-monthly coliform samples were all negative. During the operating season, there were no operational shutdowns.

With the aging plant, the WTD continues to experience problems. In 2014, both backwash recovery pumps failed. These were replaced before operations resumed in May 2015.



*Removing Old Pumps (top)
New Pumps In Place (bottom)*

A leaking roof at AP Well 2, caused part of the ceiling to collapse. It was repaired in 2015 as well.



*Removing Old Pumps (top)
New Pumps In Place (bottom)*

Capital Projects

2015 was again a busy year for construction projects. The Construction Division performed site inspections on all the projects that in years past would have been contracted out to consulting firms.

As part of storm sewer enhancements along South Federal Boulevard, the City completed the plans for the Big Bend Drain Ditch Improvements project. With the Riverton Valley Irrigation District turning over the Big Bend Drainage District to the City, an existing proprietary easement for the east Big Bend Drain Ditch was granted. After securing additional easements for a maintenance road from the adjacent property owners, the project was bid and constructed. The project originally came in over budget but, after negotiating with the contractor and the City doing the clearing and grubbing of the ditch, the price was reduced to within the budget. Cooperation between Streets & Alleys, the contractor, and the Construction Manager allowed this project to be a success. The City used part of the Countywide Consensus monies from the State for this project.

The City continued utilizing a grant and loan from the Wyoming Water Development Commission to continue with the multi-phase Riverton Water Supply Project. The Pumping Facilities Project was completed in 2015. The City also did a small project which placed a security fence around the new tank, well head station and booster pump station.

The City also continued upgrading the water treatment plant with the WTP High Service Pumps Project. These pumps were around 30 years old and losing efficiency. The project was partially funded by a State Lands & Investment Board Drinking Water State Revolving Fund loan. An out-of-state contractor was awarded this critical project and did an outstanding job.

Contractor and City cooperation clearing and grubbing on the Big Bend Drain Ditch

Utilizing monies from the Water Fund, the City replaced 16 defective fire hydrants around town to help improve the City's water system. The 2015 Fire Hydrant Replacement Project was bid in April and completed in June.

With the help of the Fix Our Roads Citizen Committee (FORCC) and the 1% funds, there were a number of projects completed this year. The City had 3 Neighborhood Concrete projects, 4 Resurfacing projects, and 1 Accessibility project. The Neighborhood Concrete projects' intent was to repair broken concrete to help eliminate infiltration of water into the subgrade of streets, as well as to improve drainage, safety, and accessibility. The majority of these streets will get some type of resurfacing treatment in the near future. The Resurfacing projects fell into 2 categories. Two of the projects were an overlay with some concrete work. The other 2 were chip seals.

The first project bid was the Broadway/Monroe Neighborhood Concrete project. This project entailed the rest of the work from the 2014 Miscellaneous Concrete Project on Broadway from E. Fremont to E. Monroe, and Monroe from S. Broadway to S. 4th W.

The second concrete project bid was the Rendezvous School Neighborhood Concrete Project. This project entailed repairing concrete on the streets around Rendezvous School, including N. 4th W., Elizabeth and the 3 cul-de-sacs, N. 5th W. and N. 6th W. from W. Park to W. Main and W. Park from Elizabeth to N. 5th W. Unfortunately, this project was being constructed during the school year. Fortunately, the contractor was

very conscientious when it came to the traffic generated at the school.

The last concrete project was E. Pershing ADA Improvements. This project entailed installing or upgrading 7 accessibility ramps along E. Pershing from N. Federal to N. Broadway. One obstacle was a utility pedestal in the middle of the sidewalk at the corner of N. Broadway. We had to wait quite a while for the utility company to move the pedestal.

Two of the Resurfacing projects also included concrete repairs. They were the N. 1st Street from Pershing to Sunset and the N. 16th E. Street from E. Park to E. Sunset. Both projects included repairs to broken concrete to help eliminate infiltration of water into the subgrade of streets, as well as improve drainage and safety. Once the concrete repairs were completed, a leveling course and a 2-inch overlay was applied.

The other 2 Resurfacing projects were chip seals on N. Broadway and E. Pershing, as well as the Logan Park, E. Logan Park and Valley High subdivisions west of N. Broadway. We planned to have all the concrete repairs completed on N. Broadway and E. Pershing before the chip seal was place. The Contractor was very good about communicating with the businesses on N. Broadway and E. Pershing as well as the residents in the subdivision regarding traffic restrictions during the chip seal operations.

In 2015, there were no additions to our water or wastewater systems nor to the City's road system. The City's infrastructure currently remains with 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.



Capital Projects Photos from 2015



Chip Seal Operations



New High Service Pumps waiting for concrete base at WTP



Old high service pump at WTP



N. 16th E. Resurfacing



Rendezvous School Neighborhood Concrete



Fire Hydrant Replacement



Big Bend Drain Ditch Improvements



JCC Tank Security Fence