



## **Council Work Session**

**Tuesday, March 10, 2020 at 5:30 pm  
City Hall – Bull Pen**

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Invocation.
- 4) Roll call: Ward I: Kyle Larson, Cory Rota  
Ward II: Karla Borders, Rebecca Schatza  
Ward III: Mike Bailey, Tim Hancock
- 5) Declaration of quorum.
- 6) Approval of the Agenda.
- 7) Fiscal Year 2020 – 2021 Goal Setting Session.
- 8) Adjourn.

## 1. Promote Communication / Transparency

### → A. Provide communication opportunities for staff to provide public information. (Agenda/website)

- 1 Updates on utility rate changes through multiple delivery channels; website, social media, YouTube presentation.
- 2 Provided additional notice functions associated with utility billing / shutoffs / text notices / additional callouts
- 3 FORCC Public Meetings (minimum of 1 public meeting for each 1% project)
- 4 FORCC Citizen Feedback Form (mailed to each resident affected by 1% project)
- 5 Continual update of website to provide public information.
- 6 Continual development of City's social media presence.
- 7 Council agendas & packets posted on website for public viewing.
- 8 Installation of permitting kiosk station

### → B. Update online resources and forms.

- 1 All Utility Billing forms are provided in electronic form / currently updating forms
- 2 Improve FLYRiverton website for a better consumer experience
- 3 Continual update of website to provide public information.
- 4 IT updated forms to be fillable
- 5 Standard forms for dept. are available on-line.
- 6 Monthly project summary now available on-line.
- 7 Contractor registration available on-line (by type & name)

### → C. Develop training opportunities for personnel.

- 1 See attached training sheet
- 2 ALICE training was provided by RPD
- 3 Training opportunities through LGLP, WARM, EAP
- 4 Robert's Rules of Order provided by CWC

## 2. Enhance City Image / Beautification

### → A. Seek development of City parks.

- 1 Little Libraries - being finalized
- 2 Branding Campaign underway
- 3 Purchase new mower to improve ability to maintain parks
- 4 Focused effort to trim trees for safety and aesthetics
- 5 Removed several dead trees from City Park
- 6 Removed damaged fence at Babe Ruth
- 7 IT installed camera infrastructure in City Park, Veteran's Park
- 8 Continued efforts to obtain static helicopter display for Veterans Park.

### → B. Promote community recreation, arts, and events.

- 1 Funding of the R Rec Program
- 2 Rendezvous Games
- 3 Changes to permitting of Main/ Federal
- 4 Parks crews supported R-Rec's operation of an outdoor skating rink
- 5 Operation of new splash pad facility
- 6 Support for each of the little league associations, including state tournaments
- 7 Staff adds shared events to city website calendar
- 8 Attended WY Business Council - Placemaking webinar to promote beautification grant application(s).

### → C. Promote positive aspects of Riverton.

- 1 on-going

### → D. Continue to address substance abuse and public intoxication.

- 1 Enforcement of modified laws
- 2 Detention agreements with other counties
- 3 Privatized Detention efforts

### → E. Develop community partnerships.

- 1 Lander and Fremont County MOU and support for commercial air service MRG
- 2 IDEA, Inc., Wind River Development support of commercial air service
- 3 R-Rec and little league partnerships for youth programs
- 4 Regular meetings with those in similar positions in county/state

### 3. Maintain & Improve City Infrastructure

→ A. Continue infrastructure inventory /analysis.

- 1 Completed utility rate study and implemented new rates and structure.
- 2 Implemented new rates
- 3 FORCC project prioritization
- 4 Airport capital plan review and update
- 5 GPS survey data continues to be gathered as time allows for utility construction.
- 6 Continued digitization of historic records

→ B. Utilize available resources to upgrade and improve City infrastructure.

- 1 Village Drive Improvement - 1%
- 2 College View Improvement - 1%
- 3 Mics. Curb and Drainage Improvements (Pershing, Sunset, etc.) - General Fund
- 4 Bell Street Improvement - 1% and Wastewater Fund
- 5 S 8th East Improvement - 1%
- 6 Gannett Drive Temporary Surface and Drainage Improvement - 1%
- 7 Gannett Drive & Davis Lane design - 1%
- 8 Airport Seal Coat & Marking Project - Airport Fund
- 9 North Federal Street Lighting - General Fund
- 10 North Federal Water & Sewer Improvements - Water and Wastewater Funds
- 11 North Federal Storm Water Improvements - 1% Fund
- 12 Airport Taxiway A Geotechnical Study - Airport Fund
- 13 Airport Crack Seal Project - Airport Fund
- 14 SITTA Detention Pond Project - 1% Fund and General Fund
- 15 Riverton Water Supply design finalization, bid, and commencement - Water Fund
- 16 Wastewater Plant Flow Meter Replacement - Wastewater Fund
- 17 E Coli Testing Equipment - Wastewater Fund
- 18 Influent Pump Replacement - Wastewater Fund
- 19 Sanitation Truck - Sanitation Fund
- 20 Landfill Remediation Study (Phytoremediation) - Sanitation Fund
- 21 IT network infrastructure

→ C. Develop street signage within Riverton.

- 1 Replacement of multiple faded or damaged street and regulatory signs with new MUTCD standard signs
- 2 Riverton logo development to coincide with street signs
- 3 Engine brake signs and code discussion
- 4 Dog lease sign design and purchase
- 5 IT network infrastructure
- 6 Herrmann Global contract in conjunction with community branding

#### 4. Upgrade Technological Resources to Improve Service Delivery

→ A. Procure and utilize open source GIS technology.

- 1 Public Works facilitated two meetings with a GIS consultant to discuss needs assessment and product possibilities
- 2 Attended two open source GIS software web demo's

→ B. Continue implementation of the IT and website solutions.

- 1 Done / ongoing

→ C. Encourage development of the community calendar.

- 1 Done / ongoing
- 2 Staff inputs calendar requests on a daily basis

→ D. Obtain law enforcement technology to improve service delivery.

- 1 Cameras Purchased (15)
- 2 Car video cameras (3)
- 3 Radios / grant application for more
- 4 New 911 system installed

#### 5. Promote Economic Development

→ A. Support air service efforts associated with Riverton Regional Airport.

- 1 1/2 cent for economic development / air service
- 2 airport Improvements for Sky West
- 3 DAC service completion under estimated MRG
- 4 State Capacity Purchase agreement and commencement of SkyWest Airlines
- 5 Improve secure area to accommodate 50 seat jet
- 6 Updated Wi-Fi, IT items associated with new airline, remodel to support passengers
- 7 Cleaned/repared the airport café for new tenants to occupy
- 8 Filled 5 seats departing Riverton in FY20 so far.

→ B. Encourage a unified community marketing approach.

- 1 Branding campaign underway
- 2 On going coordination with Chamber
- 3 FAST entered into a contract with HerrmannGlobal for air service marketing
- 4 FAST shared a marketing program with both the Wyoming Office of Tourism and Wind River Visitors Association
- 5 Completed and adopted Comprehensive Master Plan and Economic Development Plan
- 6 Continued cooperation with Eastern Shoshone Business Park

## 6. Maintain Financial Stability

→ A. Seek funding/grant opportunities to offset cost.

- 1 Finance staff attended a grant sponsored grants management training
- 2 Abandoned Mine Lands (AML) grant application for Cowboy Lane and water meter infrastructure
- 3 WaterSMART grant application for water meter infrastructure
- 4 Wyoming Water Development grant application and award to increase funding by \$1M for Riverton Water Supply PH3
- 5 Air Service Enhancement Program grant award supporting Denver Air Connection
- 6 Capacity Purchase grant award supporting SkyWest Airlines
- 7 WYDOT grant supporting airport and air service marketing
- 8 Airport truck and snow removal broom grant application and award
- 9 Airport backup generator grant application and award
- 10 Airport Taxiway A reconstruction design grant application and award
- 11 Airport paint and striping equipment grant application and award
- 12 IDEA, Inc. marketing grant award for commercial air service
- 13 Wind River Development grant award for commercial air service
- 14 Airport pavement seal coat and marking grant application and award
- 15 Mineral Royalty Grant extension to SITTA Detention Pond Project
- 16 Clean Water Loan extension to SITTA Detention Pond Project
- 17 Continued use of Clean Water and Drinking Water Loans for North Federal Boulevard Infrastructure
- 18 Continued use of Mineral Royalty Grant for North Federal Boulevard Infrastructure
- 19 Continued use of WYDOT grant for North Federal Boulevard Street Lights
- 20 Industrial Revenue Bonds
- 21 Renegotiate franchise fees and tower leases

**FY20 Training Tracking**

	<b>Training Topic</b>	<b>Pers. QTY.</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Dept.</b>
1	ICMA	1	30.0	30.0	Admin./Council
2	WAM Summer (Admin)	1	10.0	10.0	Admin./Council
3	WAM Summer (Council)	1	10.0	10.0	Admin./Council
4	WAM Winter (Council)	1	10.0	10.0	Admin./Council
5	WAM Winter(Admin)	1	10.0	10.0	Admin./Council
6	International Code Council National Building Expo	1	28.0	28.0	Comm. Dev.
7	WY Conference of Building Officials - Fall Conference	3	12.0	36.0	Comm. Dev.
8	WY Engineering Society Convention	1	20.0	20.0	Comm. Dev.
9	WY Planning Association (WYOPASS) - Fall Conference	1	12.0	12.0	Comm. Dev.
10	WY Planning Association (WYOPASS) - Spring Conference	2	8.0	16.0	Comm. Dev.
11	Electronic Commerce, Ashworth College	1	135.0	135.0	Finance/Admin.
12	General Sales/Use Tax Training, WY Department of Revenue	1	3.0	3.0	Finance/Admin.
13	Grant Management Workshop, Grants Writing USA	1	16.0	16.0	Finance/Admin.
14	Lease Accounting Compliance GASB 87, Accounting Today	1	1.0	1.0	Finance/Admin.
15	Marketing Management, Ashworth College	1	135.0	135.0	Finance/Admin.
16	Payables Webinar, Wells Fargo Bank	1	1.0	1.0	Finance/Admin.
17	Payments Fraud and Cyber Attacks in the Public Sector, Wells Fargo	1	1.0	1.0	Finance/Admin.
18	P-Card Webinar and Demonstration, Wells Fargo Bank	1	1.0	1.0	Finance/Admin.
19	Principles of Accounting, Ashworth College	1	135.0	135.0	Finance/Admin.
20	Social Impact of Business, Ashworth College	1	135.0	135.0	Finance/Admin.
21	Wyoming Community Gas Board Meeting	1	1.5	1.5	Finance/Admin.
22	ALICE	50	4.0	200.0	H.R.
23	EAP - variety	6	10.0	60.0	H.R.
24	LGLP - Coaching for Success	23	1.0	23.0	H.R.
25	LGLP - Managing Challenging Employees	23	2.0	46.0	H.R.
26	LGLP - OSHA	36	1.0	36.0	H.R.
27	LGLP - Safety Attitude	48	2.0	96.0	H.R.
28	Robert's Rules of Order	30	6.0	180.0	H.R.
29	SHRM	1	16.0	16.0	H.R.
30	WAMCAT Summer	1	20.0	20.0	H.R.
31	WAMCAT Winter	1	20.0	20.0	H.R.
32	Advanced CIT	5	4.0	20.0	P.D.
33	ARIDE	4	12.0	48.0	P.D.
34	Basic Drug Investigation	1	40.0	40.0	P.D.
35	Child Abduction	3	8.0	24.0	P.D.
36	Crisis Intervention	2	40.0	80.0	P.D.
37	Crisis Management	5	16.0	80.0	P.D.
38	Custody and Control	5	4.0	20.0	P.D.
39	Custody and Control	2	2.0	4.0	P.D.
40	Firearms	8	4.0	32.0	P.D.
41	Firearms Qual	1	1.0	1.0	P.D.
42	Human Trafficking	4	4.0	16.0	P.D.
43	Interdiction/Children	4	16.0	64.0	P.D.
44	Interview/Interrogation	1	16.0	16.0	P.D.
45	Intoximeter EC/IR	2	16.0	32.0	P.D.
46	Peace Officer Basic	2	655.0	1310.0	P.D.
47	Preparing for Leadership	3	40.0	120.0	P.D.
48	Public Safety Basic	1	80.0	80.0	P.D.
49	Radar/Lidar	1	10.0	10.0	P.D. 7

**FY20 Training Tracking**

	<b>Training Topic</b>	<b>Pers. QTY.</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Dept.</b>
50	REID Interview	1	40.0	40.0	P.D.
51	SFST instructor	2	8.0	16.0	P.D.
52	SRT	5	40.0	200.0	P.D.
53	Taser Instructor	2	8.0	16.0	P.D.
54	Victims Plea	2	8.0	16.0	P.D.
55	Air Rescue Fire Fighting	5	8.0	40.0	Public Works
56	Automotive Electrical	2	20.0	40.0	Public Works
57	C&D Safety Training	5	8.0	40.0	Public Works
58	Contruction Plan Reading	1	8.0	8.0	Public Works
59	Core Drinking Water Training	2	4.0	8.0	Public Works
60	CPO Training (splash pad)	1	16.0	16.0	Public Works
61	CPR - Airport	5	8.0	40.0	Public Works
62	CPR - WWDC	1	3.0	3.0	Public Works
63	Emergency Medical - Airport	5	8.0	40.0	Public Works
64	LTAP Pavement Maintenance	3	8.0	24.0	Public Works
65	LTAP Road School	2	16.0	32.0	Public Works
66	Monthly Airport Operations and Safety Training	5	60.0	300.0	Public Works
67	Overhead Crane Certification Training (to occur this spring)	1	24.0	24.0	Public Works
68	Parks & Recreation Conference	1	16.0	16.0	Public Works
69	Rural Water Math	4	6.0	24.0	Public Works
70	Utility Locating	1	8.0	8.0	Public Works
71	Utility Management	1	4.0	4.0	Public Works
72	WAOA Conference (Airport & Air Service)	2	8.0	16.0	Public Works
73	Wastewater Conference (to occur this spring)	1	16.0	16.0	Public Works
74	Wastewater Pump Training (to occur this spring)	1	8.0	8.0	Public Works
75	Wastewater Treatment Mechanical and Operating	5	24.0	120.0	Public Works
76	Water Distribution & Wastewater Collection Seminars	5	16.0	80.0	Public Works
77	Water Meter	3	2.0	6.0	Public Works
78	Water Treatment Operating Basics	1	4.0	4.0	Public Works
79	Water Treatment Rules	3	4.0	12.0	Public Works
80	Water Treatment Webinars	2	4.0	8.0	Public Works
81	Weed & Pest	3	8.0	24.0	Public Works
82	Weed & Pest Annual Conference	2	16.0	32.0	Public Works
83	Weed & Pest Chemical Certifaction	3	8.0	24.0	Public Works
84	Weed & Pest Fogger Calibration/Application	2	8.0	16.0	Public Works
85	Weekly Safety Training - Streets & Sanitation	12	26.0	312.0	Public Works
86	Wyoming Engineers Society	1	14.0	14.0	Public Works
87	Wyoming Water Association	1	12.5	12.5	Public Works

	<b>Pers. QTY.</b>	<b>Hours</b>	<b>Total Hours</b>	<b>Hrs./Attendee</b>
Admin./Council	5	70	70	14.0
Comm. Dev.	8	80	112	14.0
Finance/Admin.	11	564.5	564.5	51.3
H.R.	219	82	697	3.2
P.D.	66	1072	2285	34.6
Public Works	92	403.5	1371.5	14.9
<b>TOTAL</b>	<b>401</b>	<b>2272</b>	<b>5100</b>	<b>12.7</b>