



City of Riverton
Special Council Meeting
Tuesday, June 28, 2022 at 5:30 pm
Riverton City Hall Council Chambers
816 N Federal Blvd.
Riverton, WY 82501

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Invocation.
- 4) Roll call: Ward I: Kyle Larson, Dean Peranteaux
Ward II: Karla Borders, Kristy K. Salisbury
Ward III: Mike Bailey, Lindsey Cox
- 5) Declaration of quorum.
- 6) Approval of the Agenda.
- 7) Consideration of Resolution No. 1450: Fiscal Year 2021-2022 Budget Amendment.
- 8) Adjourn.

CITY COUNCIL STAFF REPORT

TO: His Honor the Mayor and Members of the City Council

FROM: Mia Harris, Finance Director

THROUGH: Tony Tolstedt, City Administrator

DATE: June 28, 2022

SUBJECT: FY 2020-2021 Year-End Budget Amendment-Resolution No. 1450

Recommendation: That the Council approves Resolution No. 1450, amending the Fiscal Year 2021-2022 year-end budget to account for unanticipated costs associated with projects and operations.

Background: Per statutory requirements, staff must review the fiscal year budget before year-end and recommend appropriation adjustments to the governing body if cost centers have been or will be over-expended. Line item transfers and funds allocated by the Council through the budget adoption process cover the changes.

Discussion:

General Fund: The governing body must approve the transfer from one cost center to another since the bottom line of that cost center was either increased or decreased. The budget amendment is minimal, given that the overall General Fund budget is approximately \$8.37M. There are four cost centers in the General Fund in need of adjustment.

- **Victim Witness Coordinator** – This line item is over expended by \$38,000 due to the extension of a federal grant approved after the FY22 budget adoption. While the city received the grant funding, city staff proposes a transfer from the Law Enforcement cost center, as sufficient funds are available. This action will not require an increase to the overall General Fund budget.
- **Fire** – The city contributes to the Riverton Volunteer Fire Department towards the volunteer fireman's pension. The amount paid is based on the number of active members. This year's membership has increased, causing a cost overrun of \$250. As in the case of the previously mentioned cost center, the staff requests a transfer from the Law Enforcement cost center.
- **Public Works** – The heat line item is the primary reason for the cost overrun in this department. We are recommending approval to transfer \$800 in unspent funds from the Capital Outlay budget.
- **Debt Service** – The Debt Service line item is new to the General Fund. As a part of the North Federal Blvd. storm drainage project, the city secured a loan allocated 84/16 with the Wastewater Fund. The loan was initiated on July 23, 2021. However, the first payment was due on December 1, 2021. The staff requests approval to move \$120,000 from the Capital Outlay budget to cover the expense. The annual General Fund

obligation for this debt is \$85,845, and the staff has budgeted accordingly for the next fiscal year.

The staff is not requesting additional funds for the amendment, as the monies are approved in the budget, simply in a different cost center within the General Fund. The overall total budget in the fund remains at \$8,375,800.

<u>Cost Center</u>	<u>Ending Balance</u>	<u>Adjustment</u>
Victim Witness Coordinator (42150)	-\$37,989.05	\$38,000
Fire (42200)	-\$250.00	\$250
Public Works (43000)	-\$756.83	\$800
Debt Service (47000)	-\$19,162.25	\$120,000

Water Fund: There is one cost center within the Water Fund requiring attention.

- Customer Service – This cost center requires a \$1,200 adjustment. The department experienced a change in personnel whereby there was also a change in health insurance and retirement options. This change created a cost overrun in these two particular line items. The recommendation is to move unspent monies from the Capital Outlay budget to cover the expenses. The Customer Service Department spans over three enterprise funds. Therefore, we are making a similar request within the Wastewater and Sanitation funds.

The staff is not requesting additional funds for the amendment, as the monies were approved in the budget, simply in a different cost center within the Water Fund. The overall budget remains unchanged at \$3,513,273.

<u>Cost Center</u>	<u>Ending Balance</u>	<u>Adjustment</u>
Customer Service (51020)	-\$1,196.67	\$1,200

Wastewater Fund: In the Wastewater Fund, there are two cost centers requiring adjustment.

- Debt Service – Similar to the General Fund, there is a debt for improvements to the North Federal Blvd. sewer lines; the city secured a loan allocated 84/16 with the General Fund. The loan was initiated on July 23, 2021. However, the first payment was due on December 1, 2021. The staff requests approval to move \$23,000 from the Capital Outlay budget to cover the expense. The annual Wastewater Fund obligation for this debt is \$16,351, and the staff has budgeted accordingly for the next fiscal year.
- Customer Service – This cost center requires a \$1,000 adjustment due to the personnel changes described in the previous fund. The staff recommends moving unspent monies from the Capital Outlay budget to cover costs.

The staff is not requesting additional funds for the amendment, as the monies were approved in the budget, simply in a different cost center within the Wastewater Fund. The overall budget remains unchanged at \$2,805,635.

<u>Cost Center</u>	<u>Ending Balance</u>	<u>Adjustment</u>
Debt Service (47000)	-\$22,467.85	\$23,000
Customer Service (51020)	-\$856.87	\$1,000

Sanitation Fund: There are two cost centers in the Sanitation Fund in need of budgetary adjustments.

- Customer Service – This cost center requires a \$1,000 adjustment due to the personnel changes as previously described. The staff recommends moving unspent monies from the Capital Outlay budget to cover costs.
- Sanitation Administration – This cost center is overspent due to allocating a supervisory position budgeted in Operations, which should have been Administration. The staff has corrected the allocation in the FY23 budget. The recommendation is to transfer funds from Capital Outlay to remedy this year.
- Curbside Recycle – The cost overrun is due to gas & oil and vehicle & maintenance expenses. Staff has budgeted accordingly in FY23.

<u>Cost Center</u>	<u>Ending Balance</u>	<u>Adjustment</u>
Customer Service (51020)	-\$240.53	\$300
Sanitation Administration (52030)	-\$1,840.26	\$2,000
Curbside Recycle (52200)	-\$524.97	\$600

No additional funds are requested in the Sanitation Fund. The budget remains at \$2,752,604.

Airport Fund:

- Terminal Building – Heat charges exceeded budgetary projections by 10% this year. The staff has budgeted accordingly in the FY23 budget. The staff proposes transferring funds from the Airport Operations cost center, and no new monies are requested.

<u>Cost Center</u>	<u>Ending Balance</u>	<u>Adjustment</u>
Terminal Building (56010)	-\$5,328.99	\$5,500

No additional funds are requested at this time. The final budget is as previously approved at \$1,703,798.

Fiduciary Funds: The Riverton Rendezvous Fund also requires a budgetary adjustment.

- Riverton Rendezvous – Several line items in the Rendezvous fund are over-expended, requiring an increase of \$23,000 to the overall budget. The committee had to make several repairs to their equipment before its annual inspection. It failed inspection and determined that they would need to purchase a new envelope. Thus far, the committee has raised \$24,500 of their \$31,000 goal. Because there is sufficient revenue in place, the staff requests approval for the increase.

This action will require an increase of \$23,000 to the overall Rendezvous Fund budget, bringing its final fiscal year budget to \$62,000.

<u>Cost Center</u>	<u>Ending Balance</u>	<u>Adjustment</u>
Riverton Rendezvous	-\$22,196.22	\$23,000

Summary:

Fund	Proposed Adjustment
General Fund	\$158,250
Water Fund	\$1,200
Wastewater Fund	\$24,000
Sanitation Fund	\$2,900
Airport Fund	\$5,500
Fiduciary Funds	\$23,000
Total	\$214,850

The proposed changes increase the overall budget from \$26,636,366 to \$26,659,366.

Budget Impact: The total overall budget increase is \$23,000.

Council Goals: The approval of Resolution #1450 supports Council Goal #7, Maintain Financial Stability

RESOLUTION NO. 1450

A RESOLUTION PROVIDING FOR THE 2021-2022 BUDGET FOR THE CITY OF RIVERTON FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2021 AND ENDING THE THIRTIETH DAY OF JUNE 2022, INCLUSIVE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RIVERTON, WYOMING:

The following sums of money are hereby appropriated for the objects and purposes mentioned and specified and which are deemed necessary to defray expenses and liabilities of the City of Riverton, Wyoming, for the fiscal year beginning the first day of July 2021, and ending the thirtieth day of June 2022: **Provided further that the General Tax Levy of 5 mills be made on all taxable property**

SUMMARY OF BUDGET								
Fund	Begin. Equity Available For Budget	Estimated Revenue	Available For Appropriation	Required Appropriation	Capital Outlay Appropriation	Transfers**	Transfers from Assigned	Budgeted Ending Equity
General Fund	8,303,598	8,375,800	16,679,398	6,968,900	1,406,900	(492,928)		7,810,670
Airport MRG Transfer	2,159		2,159					2,159
Economic Development Fund	843,672	624,000	1,467,672		624,000	24,000		867,672
1% Fund	3,509,271	1,950,000	5,459,271		1,950,000			3,509,271
911 Fund	37,508	24,000	61,508	24,000				37,508
Sr Citizens Endowment Fund	967,665	32,000	999,665	32,000		(27,000)		940,665
Water Fund	1,595,168	3,513,273	5,108,441	2,692,723	820,550	(772,273)		822,895
Sewer Fund	2,116,371	2,805,635	4,922,006	2,097,885	707,750	(339,135)		1,777,236
Sanitation Fund	2,276,013	2,752,604	5,028,617	2,226,354	526,250	(457,604)		1,818,409
Airport Fund	(3,514,502)	1,703,798	(1,810,704)	652,357	1,051,441	(75,000)		(3,589,502)
Airline MRG	946,924	811,256	1,758,180	811,256		(111,256)		835,668
Riverton Rendezvous	59,688	62,000	121,688	62,000		4,000		63,688
Rendezvous Games	2,802	5,000	7,802	5,000				2,802
TOTAL ALL FUNDS	17,146,339	22,659,366	39,805,705	15,572,475	7,086,891	(2,247,196)	0	14,899,143

**Items listed in the Transfers line item are funds transferred from cash or cash reserves.

GENERAL FUND

Mayor/Council	118,204
Community Services	276,285
City Administrator	210,614
Administrative Services	487,530
Information Technology	353,097
Community Development	439,510
Public Services	123,304
Streets & Alleys	798,583
Fleet Maintenance Operations	260,564
Parks	548,832
Municipal court	408,292
Law Enforcement	3,378,806
Victim Witness Coordinator	249,778
Fire	6,750
Health/Welfare-Weed & Pest	106,259
Other General-Airport Subsidy	0
Facility Maintenance	440,664
Debt Service	119,200
Operating Transfers Out	-1,357,372
Capital Outlay	1,406,900

TOTAL GENERAL FUND APPROPRIATIONS 8,375,800

ECONOMIC DEVELOPMENT FUND

Capital Outlay	624,000
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TOTAL ECONOMIC DEVELOPMENT FUND APPROPRIATIONS 624,000

1% FUND

Capital Outlay	1,950,000
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TOTAL 1%FUND APPROPRIATIONS 1,950,000

911 FUND

911 Operations	24,000
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TOTAL 911 FUND APPROPRIATIONS 24,000

WATER FUND

Distribution	385,680
Water Production	1,187,832
Water Administration	745,038
Customer Service	114,148
Debt Service	260,025
Capital Outlay	820,550

TOTAL WATER FUND APPROPRIATIONS 3,513,273

WASTEWATER

Wastewater Collection	361,280
Wastewater Treatment	845,590
Wastewater Administration	705,055
Customer Service	113,960
Debt Service	72,000
Capital Outlay	707,750

TOTAL SEWER FUND APPROPRIATIONS 2,805,635

SANITATION FUND

Operations	1,153,829
Sanitation Administration	597,120
Tub Grinder Operation	281,439
Curbside Recycle	80,711
Customer Service	113,255
Debt Service	0
Capital Outlay	526,250

TOTAL SANITATION FUND APPROPRIATIONS 2,752,604

AIRPORT FUND

Operations	556,266
Terminal Building	60,500
Debt Service	30,091
DCI Building	5,500
Capital Outlay	1,051,441

TOTAL AIRPORT FUND APPROPRIATIONS 1,703,798

AIRLINE MINIMUM REVENUE GUARANTEE	
Airline MRG Program	<u>811,256</u>
TOTAL AIRLINE MINIMUM REVENUE GUARANTEE	<u><u>811,256</u></u>
SENIOR CITIZENS & COMMUNITY CENTER ENDOWMENT FUND	
Operations	<u>32,000</u>
TOTAL SENIOR CITIZENS & COMMUNITY CENTER ENDOWMENT FUND APPROPRIATIONS	<u><u>32,000</u></u>

RENDEZVOUS FUND	
General	<u>62,000</u>
TOTAL RENDEZVOUS COMMITTEE FUND APPROPRIATIONS	<u><u>62,000</u></u>
RENDEZVOUS GAMES	
Operations	<u>5,000</u>
TOTAL RENDEZVOUS GAMES FUND APPROPRIATIONS	<u><u>5,000</u></u>

PASSED, APPROVED, AND ADOPTED: *Tuesday, June 28, 2022*

CITY OF RIVERTON, WYOMING

Richard P. Gard, Mayor

ATTEST:

Kristin S. Watson, City Clerk

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