



City of Riverton
Special Council Meeting
Tuesday, June 30, 2026 at 12:00 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: Mayor: Tim Hancock
Ward I: Kyle Larson, Karen E. Johnson
Ward II: Karla Borders, Rebecca Brothers
Ward III: Mike Bailey, Eric P. Carr
- 5) Declaration of Quorum.
- 6) Approval of the Agenda.
- 7) Consideration of Resolution No. 1558: Fiscal Year 2025-2026 Budget Amendment.
- 8) Consideration of Resolution No. 1559: July 4th Fireworks Restriction.
- 9) Adjourn.

CITY COUNCIL STAFF REPORT

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

FROM: Mia Harris, Administrative Services Director

THROUGH: Kyle J. Butterfield, City Administrator

DATE: June 29, 2026

SUBJECT: Resolution No. 1558 – FY 2025-2026 Year-End Budget Amendment

Recommendation: The Council approve Resolution No. 1558, amending the Fiscal Year 2025-2026 year-end budget to account for unforeseen costs associated with projects and operations.

Background: Each year, the City conducts a year-end budget amendment to reconcile actual expenditures and revenues with the adopted budget. This process ensures statutory compliance, reflects final-year activity, and prepares the City’s financial records for audit. The amendment incorporates adjustments across operating funds, capital projects, and special revenue activities where expenditures exceeded original appropriations or where revenues were received after adoption.

Discussion: The governing body must authorize transfers between cost centers when the bottom-line appropriation for a center is increased or decreased. This amendment includes the following adjustments:

General Fund Adjustments

A review of year-end activity identified four General Fund cost centers that exceeded their adopted appropriations. Staff is not requesting an overall increase to the General Fund budget. All overruns will be resolved through targeted transfers from unspent appropriations in 41900 – Capital Outlay, which has sufficient remaining balance to cover the deficits.

41020 – City Administrator: This cost center is over-expended by \$8,225 due to unbudgeted CultureID software and additional Travel & Training costs. Staff recommends a transfer of \$9,000 from 41900 – Capital Outlay.

41200 – Municipal Court – Prisoner Housing: Prisoner Housing expenditures exceeded the adopted budget by \$223,940. While some costs can be absorbed within unspent line items, the remaining deficit requires additional support. Staff recommends a transfer of \$180,000 from 41900 – Capital Outlay.

42200 – Fireman Pension: The Fireman Pension cost center is over-expended by \$656 due to final-year benefit payments. Staff recommends a transfer of \$700 from 41900 – Capital Outlay.

43000 – Public Works: This cost center is over-expended by \$2,085, driven primarily by higher-than-anticipated health insurance costs. Staff recommends a transfer of \$3,000 from 41900 – Capital Outlay.

Summary of General Fund Impact

These adjustments result in a total transfer of \$192,700 from 41900 – Capital Outlay to cover all General Fund overruns. No increase to the overall General Fund budget is required.

Enterprise Fund Adjustments

Several Enterprise Fund cost centers exceeded their adopted appropriations. These overruns are modest and primarily the result of unbudgeted health insurance costs and final-year capital activity. Staff recommends resolving all deficits through internal transfers within each fund.

Water Fund – 51020 Customer Service: Over-expended by \$630 due to unbudgeted health insurance costs. Staff recommends a \$1,300 transfer from unspent capital.

Wastewater Fund – 51020 Customer Service: Over-expended by \$565, also due to unbudgeted health insurance costs. Staff recommends a \$1,300 transfer from unspent capital.

Sanitation Fund – 41900 Capital Outlay: Over-expended by \$17,660 due to an overrun in Fleet Capital. Staff recommends a \$20,000 transfer from unspent 52000 – Operations.

All Enterprise Fund adjustments can be resolved through internal transfers without increasing any Enterprise Fund budgets.

Special Revenue Fund Adjustments

1/2% Economic Development Tax Fund: No budget was allocated for this fund in FY 2025–2026 following the tax’s failure in 2024. Although the fund was closed at the end of FY25, the City continued to receive residual sales tax distributions remitted by the Wyoming Department of Revenue.

Per Council action on December 3, 2024, the proportionate share of receipts was distributed to Air Service and Ground Transportation, with the 70% economic development portion remitted to Air Service.

To reconcile FY 2025–2026 activity, staff recommends increasing revenues and expenditures by \$53,513.46 to fully account for the residual remittances and zero out the fund.

Future residual receipts will be addressed through a later budget amendment, as no budget was adopted for FY 2026–2027.

Riverton Rendezvous Fund: The Riverton Rendezvous Fund requires a \$1,000 increase to support overruns associated with an unbudgeted balloon repair. A cash transfer will be required to support the expenditure and restore the fund to a positive balance.

Budget Impact: Resolution 1558 represents the City’s routine year-end reconciliation process and ensures that all funds accurately reflect final activity prior to audit. Staff appreciates Council’s consideration and is available to provide additional detail upon request.

Fund	Proposed Adjustment
General Fund	\$192,700
Water Fund	\$1,300
Wastewater Fund	\$1,300
Sanitation Fund	\$20,000
Economic Development Fund	\$53,513.46
Riverton Rendezvous Fund	\$1,000
Total	\$269,813.46

The proposed changes increase the total City budget from **\$38,027,231** to **\$38,081,744.46**. This change totals \$54,513.46 and is wholly accounted within the Economic Development Fund and Riverton Rendezvous Fund. All other adjustments reflect intra-fund transfers and do not impact the City’s overall cash position.

RESOLUTION NO. 1558

A RESOLUTION PROVIDING FOR THE 2025-2026 BUDGET FOR THE CITY OF RIVERTON FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2025 AND ENDING THE THIRTIETH DAY OF JUNE 2026, 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 2025, and ending the thirtieth day of June 2026: 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**	Internal Fund Transfers	Budgeted Ending Equity
General Fund	6,726,466	12,116,300	18,842,766	8,547,279	3,569,021	(303,294)	(513,329)	5,909,843
Economic Development Fund	0	53,513	53,513		53,513			0
1% Fund	4,033,007	3,194,932	7,227,939		3,194,932	(169,104)	(610,000)	3,253,903
911 Fund	40,950	30,000	70,950	30,000				40,950
Sr Citizens Endowment Fund	1,054,570	145,000	1,199,570	145,000		(140,000)		914,570
Water Fund	2,442,161	4,668,270	7,110,431	2,752,347	1,915,923	(132,770)	269,000	2,578,391
Sewer Fund	789,414	6,424,706	7,214,120	2,370,407	4,054,299	(325,706)	269,000	732,708
Sanitation Fund	2,511,071	2,731,825	5,242,896	2,191,325	540,500	(161,825)		2,349,246
Airport Fund	4,174	6,427,924	6,432,098	727,664	5,700,260	(6,313)	585,329	583,190
Airline MRG	1,241,947	1,887,500	3,129,447	1,887,500		(1,807,500)		(565,553)
Riverton Rendezvous	111,691	52,000	163,691	52,000		(1,000)		110,691
Tourism Asset Dollars	57,272	86,000	143,272	86,000		(4,165)		53,107
Opioid Settlement Fund	260,379	263,774	524,153	263,774		(173,744)		86,635
TOTAL ALL FUNDS	19,273,102	38,081,744	57,354,847	19,053,296	19,028,448	(3,225,421)	0	15,961,046

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

GENERAL FUND

Mayor/Council	126,464
Community Services	240,000
City Administrator	257,885
Administrative Services	524,025
Information Technology	387,418
Community Development	440,059
Public Works	139,760
Streets & Alleys	802,119
Fleet Maintenance Operations	294,528
Parks	551,647
Municipal court	596,755
Law Enforcement	4,237,063
Victim Witness Coordinator	170,243
Fire	8,350
Health/Welfare-Weed & Pest	183,893
Facility Maintenance	427,165
Debt Service	85,850
Operating Transfers Out	-925,945
Capital Outlay	<u>3,569,021</u>

TOTAL GENERAL FUND APPROPRIATIONS 12,116,300

ECONOMIC DEVELOPMENT FUND

Capital Outlay	<u>53,513</u>
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TOTAL ECONOMIC DEVELOPMENT FUND APPROPRIATIONS 53,513

1% FUND

Capital Outlay	<u>3,194,932</u>
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TOTAL 1% FUND APPROPRIATIONS 3,194,932

911 FUND

911 Operations	<u>30,000</u>
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TOTAL 911 FUND APPROPRIATIONS 30,000

WATER FUND

Distribution	404,800
Water Production	1,130,611
Water Administration	859,823
Customer Service	97,903
Debt Service	259,210
Capital Outlay	<u>1,915,923</u>

TOTAL WATER FUND APPROPRIATIONS 4,668,270

WASTEWATER

Wastewater Collection	377,796
Wastewater Treatment	1,001,837
Wastewater Administration	830,472
Customer Service	94,902
Debt Service	65,400
Capital Outlay	<u>4,054,299</u>

TOTAL SEWER FUND APPROPRIATIONS 6,424,706

SANITATION FUND

Operations	1,112,180
Sanitation Administration	735,927
Tub Grinder Operation	161,394
Curbside Recycle	88,210
Customer Service	93,614
Debt Service	0
Capital Outlay	<u>540,500</u>

TOTAL SANITATION FUND APPROPRIATIONS 2,731,825

AIRPORT FUND

Operations	622,073
Terminal Building	70,000
Debt Service	30,091
DCI Building	5,500
Capital Outlay	<u>5,700,260</u>

TOTAL AIRPORT FUND APPROPRIATIONS 6,427,924

AIRLINE MINIMUM REVENUE GUARANTEE	
Airline MRG Program	<u>1,887,500</u>
TOTAL AIRLINE MINIMUM REVENUE GUARANTEE	<u><u>1,887,500</u></u>
SENIOR CITIZENS & COMMUNITY CENTER ENDOWMENT FUND	
Operations	<u>145,000</u>
TOTAL SENIOR CITIZENS & COMMUNITY CENTER ENDOWMENT FUND APPROPRIATIONS	<u><u>145,000</u></u>
RENDEZVOUS FUND	
General	<u>52,000</u>
TOTAL RENDEZVOUS COMMITTEE FUND APPROPRIATIONS	<u><u>52,000</u></u>

TOURISM ASSET DOLLARS	
General	<u>86,000</u>
TOTAL TOURISM ASSET DOLLARS APPROPRIATIONS	<u><u>86,000</u></u>
OPIOID SETTLEMENT FUND	
General	<u>263,774</u>
TOTAL OPIOID SETTLEMENT FUND APPROPRIATIONS	<u><u>263,774</u></u>
TOTAL OVERALL BUDGET	<u><u>38,081,744</u></u>

PASSED, APPROVED, AND ADOPTED: Tuesday, June 30, 2026
 ATTEST:


 Mia Harris, Administrative Services Director

CITY OF RIVERTON, WYOMING

 Tim Hancock, Mayor

CITY COUNCIL STAFF REPORT

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

FROM: Kyle J. Butterfield, City Administrator 

DATE: June 30, 2026

SUBJECT: July 4th Fireworks Restriction

Recommendation: Staff recommends the City Council consider Resolution No. 1559 and determine whether current fire conditions warrant restricting the use of consumer fireworks within the City of Riverton on July 4, 2026.

Background: Riverton Municipal Code Section 8.04.010 permits the use of consumer fireworks classified as 1.4G (formerly Class C) between the hours of 6:00 p.m. and 11:45 p.m. on July 4th unless otherwise restricted by resolution of the City Council.

On June 23, 2026, the Fremont County Board of County Commissioners adopted fire restrictions prohibiting open fires and the discharge of Class A, B, and C fireworks on state and private lands in unincorporated Fremont County effective June 29, 2026, until further notice. The Commissioners cited current fire conditions and elevated wildfire risk as justification for the restrictions.

As county restrictions do not automatically apply within the incorporated limits of the City of Riverton, the City Council maintains independent authority to regulate the use of fireworks within the city limits. Resolution No. 1559 has been prepared for Council consideration pursuant to that authority.

Discussion: Current fire conditions throughout Fremont County and surrounding areas have prompted fire restriction actions by multiple jurisdictions and land management agencies. Dry vegetation, low humidity, and continued wildfire concerns increase the risk associated with the discharge of consumer fireworks.

Resolution No. 1559 would prohibit the use of consumer fireworks otherwise authorized by Riverton Municipal Code Section 8.04.010 for the July 4, 2026 holiday. The proposed restriction is intended to reduce the risk of fireworks-related fires and protect life and property within the community during a period of elevated fire danger.

It should be noted that the proposed resolution applies only to consumer fireworks. If approved, the restriction would not prohibit a professional fireworks display that is separately authorized by the City and conducted by licensed operators in accordance with applicable permits, safety requirements, and fire protection measures.

The Council may determine that current conditions warrant additional restrictions beyond those currently contained within the municipal code. Alternatively, the Council may elect to maintain the existing provisions of Section 8.04.010 and allow consumer fireworks during the hours presently authorized by city ordinance.

Available Actions: The City Council has several options available for consideration:

1. Approve Resolution No. 1559

The Council may approve Resolution No. 1559, restricting the use of consumer fireworks within the corporate limits of the City of Riverton on July 4, 2026.

2. Modify Resolution No. 1559

The Council may amend the proposed resolution to establish different restrictions, conditions, timeframes, or exemptions as deemed appropriate. Examples could include limiting the restriction to certain locations, providing specific fireworks exemptions, or establishing additional requirements.

3. Deny Resolution No. 1559

The Council may deny the resolution, allowing the existing provisions of Riverton Municipal Code Section 8.04.010 to remain in effect, which currently allow the use of permitted consumer fireworks between 6:00 p.m. and 11:45 p.m. on July 4th.

4. Take No Action

The Council may choose to take no action, which would also leave the existing municipal code provisions in effect.

Budget Impact: There is no direct budget impact associated with the proposed resolution. Adoption of the resolution may reduce the potential demand on public safety resources associated with fireworks-related fires and emergency responses.

RESOLUTION NO. 1559

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF RIVERTON, WYOMING, RESTRICTING THE USE OF FIREWORKS WITHIN THE CITY OF RIVERTON ON JULY 4, 2026

WHEREAS, Section 8.04.010 of the Riverton Municipal Code permits the use of consumer fireworks classified as 1.4G (formerly Class C) by the American Pyrotechnics Association from 6:00 p.m. to 11:45 p.m. on July 4th, unless otherwise restricted by resolution of the City Council; and

WHEREAS, on June 23, 2026, the Fremont County Board of County Commissioners adopted a resolution prohibiting any open fire or discharge of Class A, B, and/or C fireworks on all state and private lands within Fremont County, including county roads, easements, and rights-of-way, effective June 29, 2026, and continuing until further notice; and

WHEREAS, the July 4, 2026 holiday falls within the period covered by the County's restrictions; and

WHEREAS, the City Council retains authority to regulate the use of fireworks within the corporate limits of the City of Riverton; and

WHEREAS, the City Council finds that current fire conditions warrant additional precautions to protect the public health, safety, and welfare and to reduce the risk of wildfire and property damage within the City of Riverton.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RIVERTON, WYOMING, that pursuant to Section 8.04.010 of the Riverton Municipal Code, the discharge and use of all consumer fireworks otherwise authorized under that section are hereby prohibited within the corporate limits of the City of Riverton on July 4, 2026.

BE IT FURTHER RESOLVED that this restriction shall remain in effect for the entirety of July 4, 2026, unless modified or rescinded by subsequent action of the City Council.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2026.

CITY OF RIVERTON, WYOMING

Tim Hancock
Mayor

ATTEST:

Mia Harris
Administrative Services Director