

Proposed Budget

Cheyenne Downtown Development Authority	
Budget Hearing Information	
109 W. 17th Street	Location: DDA Office
Cheyenne, WY 82001	Date: 6/17/2021
(307) 433-9730	Time: 3:00 PM
Laramie County	Budget Prepared by: Amber Ash

S-A BUDGET MESSAGE W.S. 16-4-104(d)

The DDA submitted its proposed budget to the City of Cheyenne on March 5th. The proposed budget was presented to the governing body at a work session on May 10th. Final approval of the proposed budget by the City is anticipated on June 14th. The DDA Board will meet on June 17th at 3:00 pm to approve the final budget.

The budget reflects funding of \$250,000 from the City of Cheyenne, an increase of \$250,000 from FY21 but a \$40,000 decrease from FY20. In FY21, the DDA utilized reserves to cover the lack of funding from the City. Mill levy funding and funding from Laramie County Government are anticipated to remain unchanged from FY21. In FY21, the DDA received CARES Act funding in the amount of \$61,714. This was one-time funding so it isn't included in FY22. Anticipated (not guaranteed) grant income of \$20,000 from the LCEDJPB, \$5,000 from the WBC Project Funds, and \$2,500 from WBC MS Placemaking is included in the FY22 budget.

S-B RESERVE DESCRIPTION

The DDA currently has \$790,182 in designated reserves.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Bruce Heimbeck	6/30/23	<input checked="" type="checkbox"/> Yes
Jonathan Savelle	6/30/21	<p>If Yes, enter</p> <p>Address of office: 109 W. 17th Street</p> <p>City, State, Zip: Cheyenne, WY 82001</p> <p>Phone Number: (307) 433-9730</p> <p>Hours Open: M-F 8:00-1:30</p>
Astrid	6/30/21	
Steve Borin	6/30/21	
Breck Collier	6/30/23	
Craig Kerrigan	6/30/23	
Sara Weber	6/30/21	
Katherine Brady	6/30/24	
Anthony Ortiz	6/30/22	
Jeff White - City Council Liaison	NA	

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$0	\$707,233	\$610,948	\$610,948
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$1,570	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$717,819	\$1,226,137	\$1,203,129	\$1,203,129
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$356,000	\$356,000	\$356,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$3,010	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$0	\$356,000	\$356,000	\$356,000
S-9	Government Support	\$0	\$5,000	\$255,000	\$255,000
S-10	Grants	\$0	\$103,714	\$27,500	\$27,500
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$24,062	\$10,000	\$10,000
S-13	Other Forecasted Revenue	\$0	\$16,532	\$0	\$0

S-14	Total Revenue	\$0	\$508,318	\$648,500	\$648,500
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FY 7/1/21-6/30/22 Cheyenne Downtown Development Authority

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$0	\$89,288	\$66,534	\$66,534
S-18	Operations	\$0	\$576,593	\$500,985	\$500,985
S-19	Indirect Costs	\$0	\$41,352	\$43,429	\$43,429
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$0	\$707,233	\$610,948	\$610,948

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$717,819	\$717,819	\$554,629	\$554,629

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$788,612	\$788,612	\$790,182	\$790,182
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$788,612	\$788,612	\$790,182	\$790,182
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$1,570	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$1,570	\$0	\$0
S-31	Subtotal	\$788,612	\$790,182	\$790,182	\$790,182
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$788,612	\$790,182	\$790,182	\$790,182

End of Summary

Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District _____

DISTRICT ADDRESS: 109 W. 17th Street
Cheyenne, WY 82001

PREPARED BY: Amber Ash

DISTRICT PHONE: (307) 433-9730

Proposed Budget

Cheyenne Downtown Development Authority

FYE 6/30/2022

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001		\$356,000	\$356,000	\$356,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237		\$5,000	\$5,000	\$5,000
R-2.3 City (or Town) Aid	4237		\$0	\$250,000	\$250,000
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$0	\$5,000	\$255,000	\$255,000
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300		\$1,534		
R-3.3 Other Assessments	4503		\$1,476		
R-3.4 Total Operating Revenues		\$0	\$3,010	\$0	\$0
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201		\$61,714	\$0	
R-4.3 Grants from State Agencies	4211		\$42,000	\$27,500	\$27,500
R-4.4 Total Grants		\$0	\$103,714	\$27,500	\$27,500
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501		\$62	\$0	
R-5.2 Other: Specify _____	4500				
R-5.3 Other: See Additional _____			\$24,000	\$10,000	\$10,000
R-5.4 Total Miscellaneous		\$0	\$24,062	\$10,000	\$10,000
R-5.5 Total Forecasted Revenue		\$0	\$135,786	\$292,500	\$292,500

R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 Reimbursement from City of Cheyenne	4500		\$13,532		
R-6.4 _____ ReRide Sponsorship	4500		\$3,000		
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$16,532	\$0	\$0

Proposed Budget

Cheyenne Downtown Development Authority

FYE 6/30/2022

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201		\$0	\$0	
E-1.2 Vehicles	6210		\$0	\$0	
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011		\$0	\$0	
E-3.2 Mileage	7012		\$0	\$0	
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021		\$24,000	\$10,000	\$10,000
E-4.2 Accounting/Auditing	7022		\$25,500	\$13,193	\$13,193
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031		\$250	\$300	\$300
E-5.2 Office equipment, rent & repair	7032		\$18,000	\$18,000	\$18,000
E-5.3 Education	7033		\$200	\$3,000	\$3,000
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Google, Quickbooks, Adobe, InDesign	7035		\$3,641	\$3,641	\$3,641
E-5.7 Cleaning (Little Joe & Ideal Linen)	7035		\$3,177	\$3,177	\$3,177
E-5.8 _____ see additional details			\$14,519	\$15,223	\$15,223
E-6 TOTAL ADMINISTRATION		\$0	\$89,288	\$66,534	\$66,534

Proposed Budget

OPERATIONS BUDGET

		DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations	7202		\$183,850	\$201,011	\$201,011
E-7.2	Service Contracts	7203		\$2,500	\$2,500	\$2,500
E-7.3	Other (Specify)					
E-7.4	Website Design	7204		\$2,780	\$5,000	\$5,000
E-7.5		7204				
E-7.6						
E-8	Travel					
E-8.1	Mileage	7211		\$0	\$0	
E-8.2	Other (Specify)					
E-8.3		7212				
E-8.4		7212				
E-8.5						
E-9	Operating supplies (List)					
E-9.1	DDA Sign for Exterior of Building	7220		\$10,000	\$0	
E-9.2	Banner Replacements	7220		\$2,772	\$10,000	\$10,000
E-9.3	17th Street Light Maintenance	7220		\$2,120	\$10,000	\$10,000
E-9.4		7220				
E-9.5						
E-10	Program Services (List)					
E-10.1	Events	7230		\$15,482	\$30,000	\$30,000
E-10.2	Event Sponsorship	7230		\$11,200	\$15,000	\$15,000
E-10.3	Grants to Businesses	7230		\$262,308	\$120,000	\$120,000
E-10.4	Planters	7230		\$10,350	\$11,254	\$11,254
E-10.5	see additional details			\$59,931	\$81,320	\$81,320
E-11	Contractual Arrangements (List)					
E-11.1	Snow Removal	7400		\$3,300	\$5,000	\$5,000
E-11.2		7400				
E-11.3		7400				
E-11.4		7400				
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Property/Business Owner Communication	7450		\$2,500	\$2,400	\$2,400
E-12.2	Handyman Contract Services	7450		\$7,500	\$7,500	\$7,500
E-12.3		7450				
E-12.4		7450				
E-12.5						
E-13	TOTAL OPERATIONS		\$0	\$576,593	\$500,985	\$500,985

Proposed Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502		\$3,327	\$3,327	\$3,327
E-14.2 Buildings and vehicles	7503		\$0	\$0	
E-14.3 Equipment	7504		\$0	\$0	
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511		\$14,918	\$16,754	\$16,754
E-15.2 Workers Compensation	7512		\$1,833	\$2,059	\$2,059
E-15.3 Unemployment Taxes	7513		\$72	\$87	\$87
E-15.4 Retirement	7514		\$3,202	\$3,202	\$3,202
E-15.5 Health Insurance	7515		\$0	\$0	
E-15.6 Other (Specify)					
E-15.7 Stipend in lieu of Health Insurance	7516		\$18,000	\$18,000	\$18,000
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$0	\$41,352	\$43,429	\$43,429

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401		\$0	\$0	
D-1.2 Interest	6410		\$0	\$0	
D-1.3 Fees	6420		\$0	\$0	
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Cheyenne Downtown Development Authority

FYE 6/30/2022

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$717,748	\$717,748	\$554,629	\$554,629
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$71	\$71		
C-1.5	Reserves (From Below)	\$788,612	\$788,612	\$790,182	\$790,182
C-1.6	Total Estimated Cash and Investments on Hand	\$1,506,431	\$1,506,431	\$1,344,811	\$1,344,811
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$788,612	\$790,182	\$790,182	\$790,182
C-2.3	Total Deductions (a+b)	\$788,612	\$790,182	\$790,182	\$790,182
C-2.4	Estimated Non-Restricted Funds Available	\$717,819	\$716,249	\$554,629	\$554,629

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount and project to be spent				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes: _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

	DOA Chart of Accounts
RESERVES	1090

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)				
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$788,612	\$788,612	\$790,182	\$790,182
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve		\$1,570		
C-4.4	Date of Reserve Approval in Minutes: <i>Interest Earned</i> _____				
C-4.5	SUB-TOTAL	\$788,612	\$790,182	\$790,182	\$790,182
C-4.6	Identify the amount and project to be spent				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$788,612	\$790,182	\$790,182	\$790,182

	DOA Chart of Accounts
BOND FUNDS	1060

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)				
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

CONTENTS

Instructions

Budget Summary

Revenue

Expenditures

Cash & Investments

Additional Details

Notes

Notes and Workspace

This page is for any additional information and calculations that you would keep for your records.

This worksheet will not be submitted with the budget form.

Id like to