

Proposed Budget

Cheyenne Downtwon Development Authority	
Budget Hearing Information	
109 W. 17th Street	Location: Depot
Cheyenne, WY 82001	Date: 7/6/2022
(307) 433-9730	Time: 12:00 PM
Laramie County	Budget Prepared by: Domenic Bravo

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

The DDA submitted its proposed budget to the city of Cheyenne in Early March of 2022. The proposed budget was presented to the governing body at a work session in May. Final approval of the budget by the city is anticipated to be mid June. We will then have a board meeting to finalize the budget and then a public hearing in early July. The budget refelct funding of \$250,000 from the city of Cheyenne. Mill Levy and other revenues will account for approximately \$400,000 of overall revenue for the year.

S-B RESERVE DESCRIPTION

The DDA currently has \$460,000 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 Heinbuck	6/30/23	<input checked="" type="checkbox"/> Yes
Wendy Volk	6/30/23	
Cragi Kerrigan	6/30/23	
Katherine Brady	6/30/23	
Anthony Ortiz	6/30/22	
Steph Reese	6/30/23	
Pete Laybourn-City Council	6/30/23	

If Yes, enter

Address of office: 109 W. 17th Street

City, State, Zip: Cheyenne, WY 82001

Phone Number: (307) 433 9730

Hours Open: M - 10:00 - 1:30

Where are the minutes of your board meeting available for public review?
<https://downtowncheyenne.com/archives-records/>

How and where are the notices of meeting posted for the public?
 Printed in the Wyoming Tribune Eagle Newspaper Governmental Meetings Section

Where are the public meetings held?
 Depot

PROPOSED BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$541,465	\$688,756	\$1,532,502	\$1,532,502
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$1,675	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$1,749,142	\$1,747,116	\$2,472,000	\$2,472,000
S-5	Amount requested from County Commissioners	\$361,121	\$356,000	\$387,000	\$387,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$3,095	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$361,121	\$356,000	\$387,000	\$387,000
S-9	Government Support	\$275,000	\$275,000	\$275,000	\$275,000
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$0	\$750,000	\$750,000
S-13	Other Forecasted Revenue	\$0	\$0	\$20,000	\$20,000

S-14	Total Revenue	\$636,121	\$634,095	\$1,432,000	\$1,432,000
------	---------------	-----------	-----------	-------------	-------------

FY 7/1/22-6/30/23

Cheyenne Downtown Development Authority

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 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	\$0	\$0	\$0
S-18	Operations	\$503,440	\$648,654	\$1,492,400	\$1,492,400
S-19	Indirect Costs	\$38,025	\$40,102	\$40,102	\$40,102
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$541,465	\$688,756	\$1,532,502	\$1,532,502

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$1,113,021	\$1,113,021	\$1,040,000	\$1,040,000
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	\$461,570	\$463,245	\$463,245	\$463,245
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$461,570	\$463,245	\$463,245	\$463,245
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$1,675	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$1,675	\$0	\$0	\$0
S-31	Subtotal	\$463,245	\$463,245	\$463,245	\$463,245
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$463,245	\$463,245	\$463,245	\$463,245

End of Summary

Domenic Bravo
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: Domenic Bravo

DISTRICT PHONE: (307) 433-9730

Proposed Budget

Cheyenne Downtwon Development Authority
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2023

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$361,121	\$356,000	\$387,000	\$387,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 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	\$5,000
R-2.3 City (or Town) Aid	4237	\$250,000	\$250,000	\$250,000	\$250,000
R-2.4 Other (Specify)	4237	\$20,000	\$20,000	\$20,000	\$20,000
R-2.5 Total Government Support		\$275,000	\$275,000	\$275,000	\$275,000
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300		\$1,600		
R-3.3 Other Assessments	4503		\$1,495		
R-3.4 Total Operating Revenues		\$0	\$3,095	\$0	\$0
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501				
R-5.2 Other: Specify <u>carry forward</u>	4500			\$750,000	\$750,000
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$0	\$0	\$750,000	\$750,000
R-5.5 Total Forecasted Revenue		\$275,000	\$278,095	\$1,025,000	\$1,025,000

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 Sponsorship	4500	\$0	\$0	\$20,000	\$20,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$20,000	\$20,000

Proposed Budget

Cheyenne Downtwon Development Authority

FYE 6/30/2023

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
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	2020-2021 Actual	2021-2022 Estimated	2022-2023 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				
E-3.2 Mileage	7012				
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				
E-4.2 Accounting/Auditing	7022				
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				
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 _____	7035				
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$0	\$0	\$0	\$0

Proposed Budget

Cheyenne Downtwon Development Authority

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$183,850	\$230,000	\$310,000	\$310,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	_____	7204			
E-7.5	_____	7204			
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage	7211 \$0	\$0	\$65,000	\$65,000
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Various	7220 \$10,250		\$50,000	\$50,000
E-9.2	_____	7220			
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Events	7230 \$15,482	\$40,000	\$40,000	\$40,000
E-10.2	Event Sponsorship	7230 \$11,200	\$15,000	\$20,000	\$20,000
E-10.3	Grants to Businesses	7230 \$262,308	\$150,000	\$300,000	\$300,000
E-10.4	Planters	7230 \$10,350	\$11,254	\$5,000	\$5,000
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	_____	7400			
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	\$2,400
E-12.2	Contract Services	7450 \$7,500	\$200,000	\$200,000	\$200,000
E-12.3	Large Projects	7450		\$500,000	\$500,000
E-12.4	_____	7450			
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$503,440	\$648,654	\$1,492,400	\$1,492,400

Proposed Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
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	\$16,754
E-15.2 Workers Compensation	7512	\$1,833	\$2,059	\$2,059	\$2,059
E-15.3 Unemployment Taxes	7513	\$72	\$87	\$87	\$87
E-15.4 Retirement	7514	\$3,202	\$3,202	\$3,202	\$3,202
E-15.5 Health Insurance	7515	\$18,000	\$18,000	\$18,000	\$18,000
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$38,025	\$40,102	\$40,102	\$40,102

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Cheyenne Downtwon Development Authority
NAME OF DISTRICT/BOARD _____

FYE 6/30/2023

GENERAL FUNDS				
----------------------	--	--	--	--

		End of Year	Beginning	Beginning		
		2020-2021	2021-2022	2022-2023	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year					
C-1.1	General Fund Checking	1010	\$858,709	\$858,709	\$750,000	\$750,000
C-1.2	Savings and Investments	1040	\$254,312	\$254,312	\$290,000	\$290,000
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$463,245	\$463,245	\$463,245	\$463,245
C-1.6	Total Estimated Cash and Investments on Hand		\$1,576,266	\$1,576,266	\$1,503,245	\$1,503,245
C-2	General Fund Reductions:					
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$463,245	\$463,245	\$463,245	\$463,245
C-2.3	Total Deductions (a+b)		\$463,245	\$463,245	\$463,245	\$463,245
C-2.4	Estimated Non-Restricted Funds Available		\$1,113,021	\$1,113,021	\$1,040,000	\$1,040,000

	DOA Chart of Accounts			
SINKING & DEBT SERVICE FUNDS	1070			

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-3					
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

RESERVES				
	1090			

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$461,570	\$463,245	\$463,245	\$463,245
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve	\$1,675			
C-4.4	Date of Reserve Approval in Minutes: _____ <i>Interest</i>				
C-4.5	SUB-TOTAL	\$463,245	\$463,245	\$463,245	\$463,245
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	\$463,245	\$463,245	\$463,245	\$463,245

BOND FUNDS				
	1060			

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-5					
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