

Proposed Budget

Cheyenne/Laramie County EMS Joint Powers Board	
Budget Hearing Information	
3962 Archer Parkway	Location: 3962 Archer Parkway
Cheyenne, WY 82009	Date: 6/9/2020
307-633-4336	Time: 1:00pm
Laramie County	Budget Prepared by: Beth Wood

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>This year's budget reflects the identification of monies passed through from our contract with American Medical Response (AMR) to reimburse the following: 1) Medical Direction 2) Contract Administration and 3) Dispatch Services. Funding received is also for board operations and system enhancements. Revenues received by the board are only obtained through the contract services with AMR as designed by the contract. During the previous fiscal year, a new project was approved which will continue into this fiscal year. The board has hired a contractor to assist with an RFP and EMS Contract renewal which will cost approximately \$60,000. All three governing bodies of the board have or will be making contributions to the board for this service.</p>		

S-B	RESERVE DESCRIPTION
<p>The board has a set of funds reserved specifically for EMS enhancements only. Annually \$15,000 is added to it and any funds not used in this reserve roll over to the next fiscal year. The current reserve balance is \$53,660.98. Reserve funds are kept within the same account as the primary funds. The board has only one account. Budget reports are given at each monthly meeting showing all account balances to include the reserve.</p>	

S-C

Names of Board Members	Date of End of Term
Byron Mathews	1/1/21
Jeanine West	1/1/21
Carrie Deselms	1/1/21
Greg Hoggatt	1/1/21
Tracy Garcia	1/1/21

Does the district have regular office hours exceeding 20 hours per week?	No
--	----

If no above:

Are the records on file with the County Clerk as required by W.S. 16-12-303(c)?	Yes
---	-----

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

They are available at the Cheyenne/Laramie County Emergency Management Agency or by contacting any of the board members.
--

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

Wyoming Tribune Eagle

Where are the public meetings held?

Cheyenne/Laramie County Emergency Management Agency

PROPOSED BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$308,876	\$330,744	\$363,860	\$363,860
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$5,511	\$15,000	\$15,000
S-4	Total General Fund and Forecasted Revenues Available	\$456,627	\$484,627	\$486,709	\$486,709
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$344,992	\$372,992	\$327,992	\$327,992
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$344,992	\$372,992	\$327,992	\$327,992

FY 7/1/20-6/30/21 Cheyenne/Laramie County EMS Joint Powers Board

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 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	\$845	\$12,716	\$52,130	\$52,130
S-18	Operations	\$308,031	\$308,539	\$311,730	\$311,730
S-19	Indirect Costs	\$0	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$9,489	\$0	\$0
S-20	Total Expenditures	\$308,876	\$330,744	\$363,860	\$363,860

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$111,635	\$111,635	\$158,717	\$158,717

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$48,150	\$48,150	\$53,661	\$53,661
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$48,150	\$48,150	\$53,661	\$53,661
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$15,000	\$15,000	\$15,000
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$15,000	\$15,000	\$15,000
S-31	Subtotal	\$48,150	\$63,150	\$68,661	\$68,661
S-32	Less Total to be spent	\$0	\$9,489	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$48,150	\$53,661	\$68,661	\$68,661

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 3962 Archer Parkway
Cheyenne, WY 82009

PREPARED BY: Beth Wood

DISTRICT PHONE: 307-633-4336

Proposed Budget

Cheyenne/Laramie County EMS Joint Powers Board
 NAME OF DISTRICT/BOARD

FYE 6/30/2021

PROPERTY TAXES AND ASSESSMENTS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)				
R-1.2	Other County Support				

FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$0	\$0	\$0	\$0
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest				
R-5.2	Other: Specify <u>AMR Contract Fees</u>	\$344,992	\$372,992	\$327,992	\$327,992
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$344,992	\$372,992	\$327,992	\$327,992
R-5.5	Total Forecasted Revenue	\$344,992	\$372,992	\$327,992	\$327,992
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Proposed Budget

Cheyenne/Laramie County EMS Joint Powers Board

FYE 6/30/2021

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel	\$491	\$244	\$1,000	\$1,000
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$10	\$10	\$30	\$30
E-4.3	Other (Specify)				
E-4.4	EMS Assessment			\$5,000	\$5,000
E-4.5	_____				
E-4.6	see additional details		\$12,375	\$45,000	\$45,000
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$233	\$0	\$500	\$500
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Legal Advertising	\$76	\$87	\$600	\$600
E-5.7	Bank Charges	\$35			
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$845	\$12,716	\$52,130	\$52,130

Proposed Budget

OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Printing & Copying	\$0	\$125	\$700	\$700
E-9.2	Meeting Expenses	\$0	\$390	\$1,000	\$1,000
E-9.3	Postage	\$31	\$24	\$30	\$30
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Medical Directors	\$70,000	\$70,000	\$70,000	\$70,000
E-11.2	Contract Admin	\$70,000	\$70,000	\$70,000	\$70,000
E-11.3	Dispatch Services	\$168,000	\$168,000	\$168,000	\$168,000
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Training	\$0	\$0	\$1,500	\$1,500
E-12.2	Professional Services	\$0	\$0	\$500	\$500
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$308,031	\$308,539	\$311,730	\$311,730

Proposed Budget

INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$0	\$0	\$0	\$0

DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		<i>End of Year</i>	<i>Beginning</i>	<i>Beginning</i>	
		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$111,635	\$111,635	\$158,717	\$158,717
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$48,150	\$48,150	\$68,661	\$68,661
C-1.6	Total Estimated Cash and Investments on Hand	\$159,785	\$159,785	\$227,378	\$227,378
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$48,150	\$53,661	\$68,661	\$68,661
C-2.3	Total Deductions (a+b)	\$48,150	\$53,661	\$68,661	\$68,661
C-2.4	Estimated Non-Restricted Funds Available	\$111,635	\$106,124	\$158,717	\$158,717

SINKING & DEBT SERVICE FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$48,150	\$48,150	\$53,661	\$53,661
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____ <i>Annual per Contract</i>				
C-3.3	Amount to be added to the reserve		\$15,000	\$15,000	\$15,000
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____ <i>Annual per Contract</i>				
C-3.5	SUB-TOTAL	\$48,150	\$63,150	\$68,661	\$68,661
C-3.6	Identify the amount and project to be spent				
C-3.7	a. Modems		\$7,239		
C-3.8	b. ACID Remap		\$2,250		
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$9,489	\$0	\$0
C-3.12	Balance to be retained	\$48,150	\$53,661	\$68,661	\$68,661

RESERVES

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

BOND FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$9,489	\$0	\$0

