

Amended Budget

Tourism Promotion Joint Powers Board	
Budget Hearing Information	
121 W. 15th Steet, Ste. 202	Location: Cheyenne Depot, 121 W. 15th Street
Cheyenne, WY 82001	Date: 7/10/2024
(307) 778-3133	Time: 12:00 P.M.
Laramie County	Budget Prepared by: Domenic Bravo

Date of
Amended
Budget
Approval:
02/12/25

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>The Laramie County Tourism Promotion Board is the official tourism organization for Laramie County. The FY 2025 budget is slightly decreased with less carry forward funds than the year previous.</p> <p>Top action items are as follows:</p> <p>1. Events Development / Promotion – Invest in developing and growing Laramie County festivals, events, and attractions to create a year-round tourism industry.-Added event section to Visit Cheyenne, this year also added Event account to better track revenue.</p> <p>* Continue with signatue events like Hell on Wheels rodeo and Old West Holiday.</p> <p>* Work on desitnation development assests like 15th street and Belvoir Ranch.</p> <p>* Work with the Depot, Union Pacific, and other parties to grow the area's train product while the Big Boy excitement is at its peak. Continue trolley tours to the Steam Shop as allowed by U.P.</p> <p>2. Downtown Re-Development – Work aggressively with economic development partners, developers, businesses, and the City of Cheyenne to redevelop downtown.</p> <p>* Continue development of the Downtown Core plan. Expand and/or modify the plan as necessary.</p> <p>* Work on downtown beautification projects as appropriate (within staffing/budget limits).</p> <p>3. Meeting Sales / Convention Services -- Build on success and aggressively pursue new business.</p> <p>* Continue selling aggressively, using our convention services, existing client base, and Meetings Express program.</p> <p>* Continue FAM tours and face-to-face meetings to increase Cheyenne's recognition.</p> <p>4. Local Promotion – Do more promotion within Laramie County and the immediate surrounding area so area residents are aware of local events and attractions. Strive to develop and fuel local evangelists.</p> <p>* Use social media to promote local events. Explore using various platforms including Snapchat, Youtube. Reels</p> <p>* Use local paid advertising for Visit Cheyenne events so locals know of events and Visit Cheyenne's role in them.</p>		
S-B	RESERVE DESCRIPTION	
<p>Visit Cheyenne shall maintain a cash reserve for emergency funding in an amount not less than twenty-five percent (25%) of its annaul expense budget for the current fiscal year. These funds maybe invested in any way that is authorized under W.S. 9-4-831 and any interest or earnings thereon maybe credited and delivered to Visit Cheyenne's general operating account in accordance with W.S. 16-4-105.</p>		

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	<input checked="" type="checkbox"/> Yes
Steph Reece	6/30/24	<p>If Yes, enter</p> <p>Address of office: 121 W. 15th Street</p> <p>City, State, Zip: Cheyenne, WY 82001</p> <p>Phone Number: (307) 778-3133</p> <p>Hours Open: M-F 8-5</p> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 10px;"></div>
Heather Foster	6/30/26	
Anthony Ortiz	6/30/26	
Wendy Volk	6/30/25	
Chad Brown	6/30/25	
Dallas Tyrell	6/30/25	
Andrea Allen	6/30/25	
Judy Johnstone	6/30/24	

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

Tourism Promotion Joint Powers Board (dba Visit Cheyenne) office, 121 W. 15th Street, Ste. 202

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

Newspaper, City Hall Lobby, County Commissioner's Office, Depot Lobby

Where are the public meetings held?

Cheyenne Depot, 121 W. 15th Street, Cheyenne WY 82001

AMENDED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
S-1	Total Budgeted Expenditures	\$3,043,750	\$2,919,450	\$3,552,000	\$3,552,000	\$5,352,000
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$3,279,122	\$2,975,000	\$3,875,000	\$3,875,000	\$5,675,000
S-5	Amount requested from County Commissioners	\$2,854,122	\$2,700,000	\$2,700,000	\$2,700,000	\$2,700,000
S-6	Additional Funding Needed :			\$0	\$0	\$0
	Projected Surplus:			\$323,000	\$323,000	

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
S-7	Operating Revenues	\$0	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$2,854,122	\$2,700,000	\$2,700,000	\$2,700,000	\$2,700,000
S-9	Government Support	\$300,000	\$150,000	\$700,000	\$700,000	\$700,000
S-10	Grants	\$0	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$100,000	\$100,000	\$375,000	\$375,000	\$375,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0	\$1,800,000
S-14	Total Revenue	\$3,254,122	\$2,950,000	\$3,775,000	\$3,775,000	\$5,575,000

FY 7/1/24-6/30/25 Tourism Promotion Joint Powers Board

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
S-15	Capital Outlay	\$0	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0	\$0
S-17	Administration	\$263,228	\$259,250	\$517,000	\$517,000	\$517,000
S-18	Operations	\$2,780,522	\$2,660,200	\$2,850,000	\$2,850,000	\$4,650,000
S-19	Indirect Costs	\$0	\$0	\$185,000	\$185,000	\$185,000
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$3,043,750	\$2,919,450	\$3,552,000	\$3,552,000	\$5,352,000

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
S-22	TOTAL GENERAL FUNDS	\$25,000	\$25,000	\$100,000	\$100,000	\$100,000
Summary of Reserve Funds						
S-23	Beginning Balance in Reserve Accounts					
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
S-27	Amount to be added					
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0	\$0
S-31	Subtotal	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000

End of Summary

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

Date adopted by Special District

DISTRICT ADDRESS: 121 W. 15th Steet, Ste. 202
Cheyenne, WY 82001

PREPARED BY: Domenic Bravo

DISTRICT PHONE: 3077783133

Amended Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2025

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
R-1	Property Taxes and Assessments Received					
R-1.1	Tax Levy (From the County Treasurer)	4001	\$2,854,122	\$2,700,000	\$2,700,000	\$2,700,000
R-1.2	Other County Support (see note on the right)	4005	\$0	\$0	\$0	

FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
R-2	Revenues from Other Governments					
R-2.1	State Aid	4211				
R-2.2	Additional County Aid (non-treasurer)	4237				
R-2.3	City (or Town) Aid	4237				
R-2.4	Other (Specify)	4237	\$300,000	\$150,000	\$700,000	\$700,000
R-2.5	Total Government Support		\$300,000	\$150,000	\$700,000	\$700,000
R-3	Operating Revenues					
R-3.1	Customer Charges	4300				
R-3.2	Sales of Goods or Services	4300				
R-3.3	Other Assessments	4503				
R-3.4	Total Operating Revenues		\$0	\$0	\$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>sponsorship/tickets</u>	4500	\$100,000	\$100,000	\$375,000	\$375,000
R-5.3	Other: Additional _____					
R-5.4	Total Miscellaneous		\$100,000	\$100,000	\$375,000	\$375,000
R-5.5	Total Forecasted Revenue		\$400,000	\$250,000	\$1,075,000	\$1,075,000
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	CSR	4500				\$300,000
R-6.4	Discover Cheyenne	4500				\$1,500,000
R-6.5						
R-6.6	Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$1,800,000

Amended Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2025

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

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**

DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
6201					
6210					
6211					
6200					
6200					
	\$0	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

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
- 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
- E-4.3 Other (Specify)
- E-4.4 Misc
- E-4.5
- E-4.6

E-5 Other Administrative Expenses

- E-5.1 Office Supplies
- E-5.2 Office equipment, rent & repair
- E-5.3 Education
- E-5.4 Registrations
- E-5.5 Other (Specify)
- E-5.6 Misc.-DD support
- E-5.7
- E-5.8

E-6 TOTAL ADMINISTRATION

DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
7002	\$121,250	\$121,250	\$150,000	\$150,000	\$150,000
7003					
7004					
7005					
7005					
7011	\$5,425	\$6,000	\$6,000	\$6,000	\$6,000
7012	\$26,141	\$25,000	\$28,000	\$28,000	\$28,000
7013					
7013					
7021					
7022	\$85,000	\$55,000	\$65,000	\$65,000	\$65,000
7023	\$25,412	\$25,000	\$90,000	\$90,000	\$90,000
7023					
7031		\$4,000	\$5,000	\$5,000	\$5,000
7032		\$2,000	\$2,000	\$2,000	\$2,000
7033		\$15,000	\$16,000	\$16,000	\$16,000
7034		\$6,000	\$5,000	\$5,000	\$5,000
7035			\$150,000	\$150,000	\$150,000
7035					
	\$263,228	\$259,250	\$517,000	\$517,000	\$517,000

Amended Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2025

OPERATIONS BUDGET

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
- E-9.2
- E-9.3
- E-9.4
- E-9.5

E-10 Program Services (List)

- E-10.1 Public Realtions
- E-10.2 Groups Tours/Meetings
- E-10.3 Makrketng
- E-10.4 Events
- E-10.5

E-11 Contractual Arrangements (List)

- E-11.1
- E-11.2
- E-11.3
- E-11.4
- E-11.5

E-12 Other operations (Specify)

- E-12.1 Destination Development
- E-12.2 CSR
- E-12.3 Discover Cheyenne
- E-12.4
- E-12.5

E-13 TOTAL OPERATIONS

DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
7202	\$650,000	\$700,000	\$700,000	\$700,000	\$700,000
7203	\$147,250	\$150,000	\$200,000	\$200,000	\$200,000
7204					
7204					
7211	\$24,520	\$25,000	\$30,000	\$30,000	\$30,000
7212					
7212					
7220					
7220					
7220					
7220					
7230	\$82,652	\$82,250	\$100,000	\$100,000	\$100,000
7230	\$342,000	\$320,950	\$300,000	\$300,000	\$300,000
7230	\$1,250,000	\$1,100,000	\$1,200,000	\$1,200,000	\$1,200,000
7230	\$284,100	\$282,000	\$300,000	\$300,000	\$300,000
7400					
7400					
7400					
7400					
7450			\$20,000	\$20,000	\$20,000
7450					\$300,000
7450					\$1,500,000
7450					
	\$2,780,522	\$2,660,200	\$2,850,000	\$2,850,000	\$4,650,000

Amended Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2025

INDIRECT COSTS BUDGET

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 _____

DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
7502			\$10,000	\$10,000	\$10,000
7503			\$20,000	\$20,000	\$20,000
7504			\$25,000	\$25,000	\$25,000
7505					
7505					
7511			\$50,000	\$50,000	\$50,000
7512					
7513					
7514			\$80,000	\$80,000	\$80,000
7515					
7516					
7516					

E-17 TOTAL INDIRECT COSTS

\$0	\$0	\$185,000	\$185,000	\$185,000
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DEBT SERVICE BUDGET

D-1 Debt Service

- D-1.1 Principal
- D-1.2 Interest
- D-1.3 Fees

D-2 TOTAL DEBT SERVICE

DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval	Amended Budget
6401					
6410					
6420					
	\$0	\$0	\$0	\$0	\$0

Amended Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2025

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2022-2023	2023-2024	2024-2025	Final Approval	Amended
		Actual	Estimated	Proposed		Budget
DOA Chart						
of Accounts						
C-1	Balances at Beginning of Fiscal Year					
C-1.1	General Fund Checking	1010	\$25,000	\$25,000	\$100,000	\$100,000
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$400,000	\$400,000	\$400,000	\$400,000
C-1.6	Total Estimated Cash and Investments on Hand		\$425,000	\$425,000	\$500,000	\$500,000
C-2	General Fund Reductions:					
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$400,000	\$400,000	\$400,000	\$400,000
C-2.3	Total Deductions (a+b)		\$400,000	\$400,000	\$400,000	\$400,000
C-2.4	Estimated Non-Restricted Funds Available		\$25,000	\$25,000	\$100,000	\$100,000

**DOA Chart
of Accounts****SINKING & DEBT SERVICE FUNDS**

1070

		2022-2023	2023-2024	2024-2025	Final Approval	Amended
		Actual	Estimated	Proposed		Budget
C-3						
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$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	\$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	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0	\$0

RESERVES

1090

		2022-2023	2023-2024	2024-2025	Final Approval	Amended
		Actual	Estimated	Proposed		Budget
C-4						
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
C-4.2	Date of Reserve Approval in Minutes: 12/20/2023					
C-4.3	Amount to be added to the reserve					
C-4.4	Date of Reserve Approval in Minutes:					
C-4.5	SUB-TOTAL	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
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	\$0
C-4.12	Balance to be retained	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000

BOND FUNDS

1060

		2022-2023	2023-2024	2024-2025	Final Approval	Amended
		Actual	Estimated	Proposed		Budget
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	\$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	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0	\$0