

Final 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: 7/17/2017
(307) 778-3133	Time: 11:30 AM
Laramie County	Budget Prepared by: Darren Rudloff

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

The Laramie County Tourism Promotion Board is the official tourism organization for Laramie County. The FY 2018 budget is fairly similar to the FY 2017 budget as next year's workplan has remained quite constant. Top action items are as follows:

1. Events Development / Promotion – Invest in developing and growing Laramie County festivals, events, and attractions to create a year-round tourism industry.
 - * Organize Restaurant Week and build/support other events that have the potential to attract visitors as appropriate.
 - * Work closely with the City of Cheyenne to complete the Cheyenne's Wayfinding Sign system.
 - * 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.

2. Downtown Re-Development – Work aggressively with economic development partners, developers, businesses, and the City of Cheyenne to redevelop downtown.
 - * Continue development of the Downtown Core plan. Expand and/or modify the plan as necessary. Lobby the City of Cheyenne for progress and report results to the broader community.
 - * Work on downtown beautification projects as appropriate (within staffing/budget limits).

3. Meeting Sales / Convention Services -- Build on success and aggressively pursue new business.
 - * Continue selling aggressively, using our convention services, existing client base, and Meetings Express program.
 - * Continue FAM tours and face-to-face meetings to increase Cheyenne's recognition.

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.
 - * Use social media to promote local events. Explore using the Cheyenne Social Club page more, as well as other local influencers who are pushing local information (Cheyenne Happenings, Shortgo, local elected officials, etc.)
 - * Use local paid advertising for Visit Cheyenne events so locals know of events and Visit Cheyenne's role in them.

S-B RESERVE DESCRIPTION

Visit Cheyenne's reserve policy is to have a reserve amount equal to 25% of the previous year's expenditures (minus any major one-time expenditures). The Board confirms this action at the first meeting of the fiscal year -- whether to add to or subtract from reserves depending upon the previous year's spending.

S-C

Names of Board Members	Date of End of Term
Barry Sims	6/30/20
Wendy Volk	6/30/19
Tony O'Brien	6/30/20
Jim Osterfoss	6/30/20
Sonja Fornstrom	6/30/20
Lisa Murphy	6/30/19
Jerrie Gehrman	6/30/20

Does the district have regular office hours exceeding 20 hours per week?		<input checked="" type="checkbox"/> Yes
If Yes, enter		
Address of office:	121 W. 15th Street	
City, State, Zip:	Cheyenne, WY 82001	
Phone Number:	(307) 778-3133	
Hours Open:	M-F 8-5	

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

FINAL BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$1,879,918	\$1,725,434	\$1,819,590	\$1,819,370
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$243,566	\$24,658	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$2,198,632	\$1,892,587	\$1,959,370	\$2,034,675
S-5	Amount requested from County Commissioners	\$1,705,854	\$1,758,000	\$1,784,370	\$1,784,675
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$1,705,854	\$1,758,000	\$1,784,370	\$1,784,675
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	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$30,000	\$30,000	\$35,000	\$110,000

S-14	Total Revenue	\$1,735,854	\$1,788,000	\$1,819,370	\$1,894,675
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FY 7/1/17-6/30/18

Tourism Promotion Joint Powers Board

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$219,539	\$233,854	\$283,370	\$285,020
S-18	Operations	\$1,547,546	\$1,378,193	\$1,411,300	\$1,404,395
S-19	Indirect Costs	\$112,833	\$113,387	\$124,920	\$129,955

S-20	Total Expenditures	\$1,879,918	\$1,725,434	\$1,819,590	\$1,819,370
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DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$462,778	\$104,587	\$140,000	\$140,000

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$177,598	\$421,164	\$445,822	\$445,822
	Total Reserves (a+b+c)	\$177,598	\$421,164	\$445,822	\$445,822
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$243,566	\$24,658	\$0	\$0
	Total to be added (a+b+c)	\$243,566	\$24,658	\$0	\$0
S-31	Subtotal	\$421,164	\$445,822	\$445,822	\$445,822
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$421,164	\$445,822	\$445,822	\$445,822

End of Summary

Darren Rudloff, CEO
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/17/2017

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

PREPARED BY: Darren Rudloff

DISTRICT PHONE: 3077783133

Final Budget

Tourism Promotion Joint Powers Board
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2018

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$1,705,854	\$1,758,000	\$1,784,370	\$1,784,675
R-1.2	Other County Support				

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final 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 _____				
R-5.3	Other: Additional _____				
R-5.4	Total Miscellaneous	\$0	\$0	\$0	\$0
R-5.5	Total Forecasted Revenue	\$0	\$0	\$0	\$0
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	<u>Budget carryover from previous year</u>	\$30,000	\$30,000	\$35,000	\$110,000
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$30,000	\$30,000	\$35,000	\$110,000

Final Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2018

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final 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

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$112,200	\$117,480	\$121,000	\$121,000
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	Meeting Expenses	\$609	\$890	\$650	\$700
E-3.5	_____				
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$0	\$0	\$2,100	\$2,100
E-4.2	Accounting/Auditing	\$18,371	\$21,425	\$23,800	\$23,800
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$8,714	\$5,770	\$10,250	\$10,250
E-5.2	Office equipment, rent & repair	\$28,601	\$11,520	\$22,670	\$22,670
E-5.3	Education	\$2,329	\$5,811	\$6,900	\$8,500
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	_____				
E-5.7	Rent	\$48,715	\$70,958	\$96,000	\$96,000
E-5.8					
E-6	TOTAL ADMINISTRATION	\$219,539	\$233,854	\$283,370	\$285,020

Final Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2018

OPERATIONS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		347,286	\$341,020	\$378,641	\$371,038
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		\$32,152	\$18,433	\$24,250	\$22,600
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	Advertising		\$744,606	\$719,295	\$689,276	\$688,424
E-10.2	Website		\$82,056	\$64,315	\$56,983	\$56,983
E-10.3	Familiarization Tours		20,316	\$20,262	\$37,500	\$28,250
E-10.4	Trade Shows		\$31,397	\$32,800	\$34,500	\$45,500
E-10.5	_____					
E-11	Contractual Arrangements (List)					
E-11.1	PR Firm		\$57,582	\$49,000	\$29,850	\$30,350
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	Printing		\$71,329	\$67,027	\$73,200	\$75,000
E-12.2	Community Development		90,625	0	0	
E-12.3	Prof. Memberships/Activit		\$9,657	\$8,740	\$12,000	\$11,150
E-12.4	Visitor/Conv. Services		\$60,540	\$57,301	\$75,100	\$75,100
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$1,547,546	\$1,378,193	\$1,411,300	\$1,404,395

Final Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2018

INDIRECT COSTS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-14	Insurance					
E-14.1	Liability		\$8,114	\$4,800	\$4,830	\$4,830
E-14.2	Buildings and vehicles		\$117	\$400	\$700	\$700
E-14.3	Equipment		\$302	\$309	\$485	\$485
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		\$35,151	\$33,900	\$39,621	\$42,070
E-15.2	Workers Compensation		\$5,426	\$4,857	\$4,884	\$4,884
E-15.3	Unemployment Taxes		\$0	\$0	\$500	\$500
E-15.4	Retirement		\$9,734	\$10,144	\$10,744	\$11,308
E-15.5	Health Insurance		\$53,989	\$58,977	\$63,156	\$65,178
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$112,833	\$113,387	\$124,920	\$129,955

DEBT SERVICE BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final 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

Final Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2018

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$462,778	\$104,587	\$140,000	\$140,000
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$421,164	\$445,822	\$445,822	\$445,822
C-1.6	Total Estimated Cash and Investments on Hand	\$883,942	\$550,409	\$585,822	\$585,822
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$421,164	\$445,822	\$445,822	\$445,822
C-2.3	Total Deductions (a+b)	\$421,164	\$445,822	\$445,822	\$445,822
C-2.4	Estimated Non-Restricted Funds Available	\$462,778	\$104,587	\$140,000	\$140,000

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final 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	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i>				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
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	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.1	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 from "Other"				
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 in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$177,598	\$421,164	\$445,822	\$445,822
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$177,598	\$421,164	\$445,822	\$445,822
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve	\$243,566	\$24,658		
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	SUB-TOTAL	\$421,164	\$445,822	\$445,822	\$445,822
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained in Assigned Fund Balance	\$421,164	\$445,822	\$445,822	\$445,822
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0