

Final Budget

Cheyenne Downtown Development Authority	
Budget Hearing Information	
109 W. 17th Street	Location: Depot
Cheyenne, WY 82001	Date: 7/7/2021
(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 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 \$460,000 in designated reserves. This is different from previous as we budgeted savings into carry forward revenue, keeping true reserves.

S-C

Names of Board Members	Date of End of Term
Bruce Heimbeck	6/30/23
Jonathan Savelle	6/30/21
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

Does the district have regular office hours exceeding 20 hours per week?	<input checked="" type="checkbox"/> Yes
If Yes, enter	
Address of office: 109 W. 17th Street	
City, State, Zip: Cheyenne, WY 82001	
Phone Number: (307) 433-9730	
Hours Open: M-F 8:00-1:30	

Where are the minutes of your board meeting available for public review?
 *****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?
 Zoom & DDA Office

FINAL BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$0	\$707,233	\$897,437	\$897,437
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	\$1,853,129	\$1,853,129
S-5	Amount requested from County Commissioners	\$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	Final 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	\$660,000	\$660,000
S-13	Other Forecasted Revenue	\$0	\$16,532	\$0	\$0
S-14	Total Revenue	\$0	\$508,318	\$1,298,500	\$1,298,500

FY 7/1/21-6/30/22 Cheyenne Downtown Development Authority

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 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	\$0	\$89,288	\$66,534	\$66,534
S-18	Operations	\$0	\$576,593	\$787,474	\$787,474
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	\$897,437	\$897,437

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

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final 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	\$460,000	\$460,000	\$461,570	\$461,570
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$460,000	\$460,000	\$461,570	\$461,570
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	\$460,000	\$461,570	\$461,570	\$461,570
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$460,000	\$461,570	\$461,570	\$461,570

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: Domenic Bravo

DISTRICT PHONE: (307) 433-9730

Final 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	Final 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	Final 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 <u>carry forward</u>	4500			\$650,000	\$650,000
R-5.3 Other: See Additional			\$24,000	\$10,000	\$10,000
R-5.4 Total Miscellaneous		\$0	\$24,062	\$660,000	\$660,000
R-5.5 Total Forecasted Revenue		\$0	\$135,786	\$942,500	\$942,500
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 <u>ReRide Sponsorship</u>	4500		\$3,000		
R-6.5					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$16,532	\$0	\$0

Final 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	Final 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	Final 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

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OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations		\$183,850	\$220,000	\$220,000
E-7.2	Service Contracts		\$2,500	\$2,500	\$2,500
E-7.3	Other (Specify)				
E-7.4	Website Design		\$2,780	\$5,000	\$5,000
E-7.5					
E-7.6					
E-8	Travel				
E-8.1	Mileage		\$0	\$0	
E-8.2	Other (Specify)				
E-8.3					
E-8.4					
E-8.5					
E-9	Operating supplies (List)				
E-9.1	DDA Sign for Exterior of Building		\$10,000	\$0	
E-9.2	Banner Replacements		\$2,772	\$10,000	\$10,000
E-9.3	17th Street Light Maintenance		\$2,120	\$10,000	\$10,000
E-9.4					
E-9.5					
E-10	Program Services (List)				
E-10.1	Events		\$15,482	\$40,000	\$40,000
E-10.2	Event Sponsorship		\$11,200	\$15,000	\$15,000
E-10.3	Grants to Businesses		\$262,308	\$150,000	\$150,000
E-10.4	Planters		\$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		\$3,300	\$5,000	\$5,000
E-11.2					
E-11.3					
E-11.4					
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Property/Business Owner Communication		\$2,500	\$2,400	\$2,400
E-12.2	Contract Services		\$7,500	\$200,000	\$200,000
E-12.3	Sponossrships			\$35,000	\$35,000
E-12.4					
E-12.5					
E-13	TOTAL OPERATIONS		\$0	\$576,593	\$787,474

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INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final 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	Final 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

Final Budget

Cheyenne Downtown Development Authority
NAME OF DISTRICT/BOARD

FYE 6/30/2022

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$717,748	\$717,748	\$554,629	\$554,629
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020	\$71	\$71		
C-1.5	Reserves (From Below)		\$460,000	\$460,000	\$461,570	\$461,570
C-1.6	Total Estimated Cash and Investments on Hand		\$1,177,819	\$1,177,819	\$1,016,199	\$1,016,199

C-2	General Fund Reductions:	2010				
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves		\$460,000	\$461,570	\$461,570	\$461,570
C-2.3	Total Deductions (a+b)		\$460,000	\$461,570	\$461,570	\$461,570
C-2.4	Estimated Non-Restricted Funds Available		\$717,819	\$716,249	\$554,629	\$554,629

C-3	SINKING & DEBT SERVICE FUNDS	DOA Chart of Accounts
		1070

C-3		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
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 and project to be spent				
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	\$0	\$0	\$0	\$0

C-4	RESERVES	1090
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C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$460,000	\$460,000	\$461,570	\$461,570
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve		\$1,570		
C-4.4	<i>Date of Reserve Approval in Minutes:</i> <i>Interest Earned</i>				
C-4.5	SUB-TOTAL	\$460,000	\$461,570	\$461,570	\$461,570
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	\$460,000	\$461,570	\$461,570	\$461,570

C-5	BOND FUNDS	1060
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C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-5.1	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	\$0	\$0	\$0