

Proposed Budget

Cheyenne Laramie County Economic Development Joint Powers Board	
Budget Hearing Information	
P.O. Box 201	Location: Zoom & 4020 Airport Pkwy West, Cheyenne WY
Cheyenne, WY 82003	Date: Tuesday, June 25, 2024
307-772-9146	Time: 7:30 a.m.
Laramie County	Budget Prepared by: Brittany Ashby/Board

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>The Cheyenne-Laramie County Economic Development Joint Power Board is a board that oversees public funds earmarked for economic development in Laramie County. The Board receives a portion of tax revenue from the City of Cheyenne and also oversees a revolving loan account with Laramie County. The board also oversees a Revolving Loan Program from a \$400,000 grant from Cheyenne LEADS. The board considers proposals throughout the year.</p>		
S-B	RESERVE DESCRIPTION	
<p>The board has funds in an interest bearing account set aside for providing monetary assistance to viable businesses in Laramie County.</p>		

S-C		
Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? Yes
JJ Chen	6/30/26	<p>If Yes, enter</p> <p>Address of office: 822 West 23rd Street, Unit A</p> <p>City, State, Zip: Cheyenne, WY 82001</p> <p>Phone Number: 307-772-9146</p> <p>Hours Open: 8am - 5pm M-F</p> <div style="border: 1px solid black; height: 30px; margin-top: 10px;"></div>
Trey Rinne, Vice Chair	6/30/24	
Kevin Marquardt	6/30/24	
Shari Bremer	6/30/25	
Dave Keller	6/30/26	
Mike Williams, Chair	6/30/24	
Josh Morris	6/30/25	

Where are the minutes of your board meeting available for public review?
 822 West 23rd Street Unit A, Cheyenne WY 82001

How and where are the notices of meeting posted for the public?
 Emailed to Wyoming Tribune Eagle every month. Listed on JPB, City, and County Websites, posted at front door of physical building and at Larar

Where are the public meetings held?
 Zoom and Cheyenne Regional Airport/Jerry Olson Field 4020 Airport Parkway West, Cheyenne, WY 82001

PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$242,773	\$246,321	\$669,600	\$669,600
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$6,280	\$7,080	-\$242,800	-\$242,800
S-4	Total General Fund and Forecasted Revenues Available	\$831,824	\$827,759	\$1,008,850	\$1,008,850
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$582,050	\$582,050

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 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	\$200,000	\$200,000	\$200,000	\$200,000
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$9,485	\$12,500	\$19,600	\$19,600
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$209,485	\$212,500	\$219,600	\$219,600
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FY 7/1/24-6/30/25 Cheyenne Laramie County Economic Development Joint Powers Board

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 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	\$45,884	\$63,321	\$69,075	\$69,075
S-18	Operations	\$196,889	\$183,000	\$350,525	\$350,525
S-19	Indirect Costs	\$0	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$0	\$250,000	\$250,000
S-20	Total Expenditures	\$242,773	\$246,321	\$669,600	\$669,600

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

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$622,339	\$615,259	\$789,250	\$789,250

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	\$372,846	\$379,126	\$386,206	\$386,206
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$372,846	\$379,126	\$386,206	\$386,206
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$6,280	\$7,080	\$7,200	\$7,200
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$6,280	\$7,080	\$7,200	\$7,200
S-31	Subtotal	\$379,126	\$386,206	\$393,406	\$393,406
S-32	Less Total to be spent	\$0	\$0	\$250,000	\$250,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$379,126	\$386,206	\$143,406	\$143,406

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: P.O. Box 201
Cheyenne, WY 82003

PREPARED BY: Brittany Ashby/Board

DISTRICT PHONE: 307-772-9146

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-12-401 et seq.) as it applies.

5/31/23 Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

Cheyenne Laramie County Economic Development Jc

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	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
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	\$200,000	\$200,000	\$200,000	\$200,000
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$200,000	\$200,000	\$200,000	\$200,000
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	\$9,485	\$12,500	\$18,600	\$18,600
R-5.2 Other: Specify <u>Loan origination fee</u>	4500		\$0	\$1,000	\$1,000
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$9,485	\$12,500	\$19,600	\$19,600
R-5.5 Total Forecasted Revenue		\$209,485	\$212,500	\$219,600	\$219,600
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 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 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	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	7002	\$26,541	\$30,000	\$30,000
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	\$763	\$1,000	\$1,000
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4	WEDA Membership Dues	7013	\$685	\$700	\$700
E-3.5	LEADS Table	7013	\$1,035		
E-3.6	see additional details		\$10,000	\$10,000	\$10,000
E-4	Contractual Services				
E-4.1	Legal	7021	\$6,806	\$8,000	\$8,000
E-4.2	Accounting/Auditing	7022	\$9,200	\$10,100	\$10,900
E-4.3	Other (Specify)				
E-4.4	Liability insurance/bond	7023	\$808	\$908	\$1,000
E-4.5	Marketing	7023		\$2,000	\$5,000
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031		\$200	\$200
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	Bank service charges	7035	\$100	\$100	\$100
E-5.7	Loan fees	7035	\$709	\$750	\$2,175
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$45,884	\$63,321	\$69,075	\$69,075

Proposed Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-7 Personnel Services					
E-7.1	Wages--Operations	7202			
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			
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
E-9 Operating supplies (List)					
E-9.1	_____	7220			
E-9.2	_____	7220			
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
E-10 Program Services (List)					
E-10.1	_____	7230			
E-10.2	_____	7230			
E-10.3	_____	7230			
E-10.4	_____	7230			
E-10.5	_____				
E-11 Contractual Arrangements (List)					
E-11.1	Cheyenne LEADS	7400	\$50,000		
E-11.2	CRAFT - Air Enhancement	7400	\$39,561	\$15,000	\$51,500
E-11.3	Center for Economic & Business Data	7400	\$65,000	\$73,000	\$73,000
E-11.4	Downtown Development Authority	7400	\$20,000	\$20,000	\$20,000
E-11.5	see additional details		\$22,328	\$75,000	\$206,025
E-12 Other operations (Specify)					
E-12.1	_____	7450			
E-12.2	_____	7450			
E-12.3	_____	7450			
E-12.4	_____	7450			
E-12.5	_____				
E-13 TOTAL OPERATIONS			\$196,889	\$183,000	\$350,525
				\$350,525	\$350,525

Proposed Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 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				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$0	\$0	\$0	\$0

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 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

GENERAL FUNDS

C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts	End of Year	Beginning	Beginning	Pending Approval
			2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	
C-1.1	General Fund Checking	1010	\$365,290	\$365,290	\$521,750	\$521,750
C-1.2	Savings and Investments	1040	\$257,049	\$257,049	\$267,500	\$267,500
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$379,126	\$379,126	\$143,406	\$143,406
C-1.6	Total Estimated Cash and Investments on Hand		\$1,001,465	\$1,001,465	\$932,656	\$932,656
C-2 General Fund Reductions:						
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$379,126	\$386,206	\$143,406	\$143,406
C-2.3	Total Deductions (a+b)		\$379,126	\$386,206	\$143,406	\$143,406
C-2.4	Estimated Non-Restricted Funds Available		\$622,339	\$615,259	\$789,250	\$789,250

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

C-3		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
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. Jay Bird Air Service LLC				
C-3.8	b. General Loans				
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

	1090
RESERVES	

C-4		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$372,846	\$379,126	\$386,206	\$386,206
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve	\$6,280	\$7,080	\$7,200	\$7,200
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	SUB-TOTAL	\$379,126	\$386,206	\$393,406	\$393,406
C-4.6	Identify the amount and project to be spent				
C-4.7	a. General Loans			\$250,000	\$250,000
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	\$250,000	\$250,000
C-4.12	Balance to be retained	\$379,126	\$386,206	\$143,406	\$143,406

	1060
BOND FUNDS	

C-5		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
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	\$250,000	\$250,000