

Proposed Budget

Casper Downtown Development Authority			
		Budget Hearing Information	
341 W. Yellowstone Hwy.		Location:	341 W. Yellowstone Hwy
Casper, WY 82601		Date:	7/22/2016
307-235-6710		Time:	12:00 PM
Natrona		Budget Prepared by:	Kevin Hawley

S-1	BUDGET MESSAGE	W.S. 16-4-104(d)
	<p>For the fiscal year 2016-2017, the DDA Board of Directors propose to continue to pursue large infrastructure and capital projects that make an immediate and significant impact in downtown Casper. As a result, our budget has transformed considerably compared to the last few years. The DDA budget is comprised of three branches of the DDA - mill-levy funds used for primary functions of marketing and maintaining downtown; Downtown parking management and maintenance; and the capital campaign for our large scale downtown public plaza project - David Street Station. The massive budget jump from years past is directly attributed to this projects multi-million dollar budget. For budgetary reasons, it was recommended for us to put our full scope and best case scenario in this document; however, if we fall short of our fundraising goal for this project, we will scale back the size and scope or phase the project over an extended period of time that aligns with our capital campaign donations. Outside of the capital campaign project budget, the DDA budgeted \$383,400 for total expenses for the year.</p>	

PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 Total Budgeted Expenditures	\$256,451	\$457,532	\$7,283,400	#REF!
S-2 Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3 Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4 Total General Fund and Forecasted Revenues	\$915,351	\$791,547	\$7,550,561	\$7,550,561
S-5 <i>Amount requested from County Commissioners</i>	\$145,938	\$148,873	\$148,872	\$148,872
S-6 Additional Funding Needed :			\$0	#REF!

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 Operating Revenues	\$136,500	\$122,249	\$117,900	\$117,900
S-8 Tax levy (From the County Treasurer)	\$145,938	\$148,873	\$148,872	\$148,872
S-9 Government Support	\$103,000	\$100,000	\$2,064,500	\$2,064,500
S-10 Grants	\$0	\$0	\$800,000	\$800,000
S-11 Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12 Miscellaneous	\$838	\$1,906	\$840	\$840
S-13 Other Forecasted Revenue	\$0	\$0	\$4,000,000	\$4,000,000
S-14 Total Revenue	\$386,276	\$373,028	\$7,132,112	\$7,132,112

EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$120,000	\$6,900,000	\$6,900,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$39,587	\$46,129	\$66,950	\$66,950
S-18	Operations	\$200,379	\$275,454	\$296,778	#REF!
S-19	Indirect Costs	\$16,485	\$15,949	\$19,672	\$19,672
S-20	Total Expenditures	\$256,451	\$457,532	\$7,283,400	#REF!

DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$529,075	\$418,519	\$418,449	\$418,449

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)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
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)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 341 W. Yellowstone Hwy.
Casper, WY 82601

PREPARED BY: Kevin Hawley

DISTRICT PHONE: 307-235-6710

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

Form approved by Wyoming Department of Audit, Public Funds Division



Proposed Budget

Casper Downtown Development Authority

FYE 6/30/2017

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$145,938	\$148,873	\$148,872	\$148,872
R-1.2	Other County Support				

FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 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	\$103,000	\$100,000	\$64,500	\$64,500
R-2.4	Other (Specify) <u>City CapCon Support</u>			\$2,000,000	\$2,000,000
R-2.5	Total Government Support	\$103,000	\$100,000	\$2,064,500	\$2,064,500
R-3	Operating Revenues				
R-3.1	Customer Charges	\$118,500	\$111,091	\$117,900	\$117,900
R-3.2	Sales of Goods or Services	\$18,000	\$11,158		
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$136,500	\$122,249	\$117,900	\$117,900
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies			\$800,000	\$800,000
R-4.4	Total Grants	\$0	\$0	\$800,000	\$800,000
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$838	\$856	\$840	\$840
R-5.2	Other: Specify <u>DDA Donations</u>		\$1,050		
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$838	\$1,906	\$840	\$840
R-5.5	Total Forecasted Revenue	\$240,338	\$224,155	\$2,983,240	\$2,983,240
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>Private Fundraising Campaign</u>			\$4,000,000	\$4,000,000
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$4,000,000	\$4,000,000

Proposed Budget

Casper Downtown Development Authority

FYE 6/30/2017

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 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	<u>Plaza Project</u>			\$6,800,000	\$6,800,000
E-1.6	<u>DDA/Priority Project</u>		\$120,000	\$100,000	\$100,000
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$120,000	\$6,900,000	\$6,900,000

ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$4,935	\$7,030	\$8,000	\$8,000
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	\$533	\$852	\$12,500	\$12,500
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>BOD Meals</u>	\$1,220	\$972	\$1,500	\$1,500
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$183	\$226	\$3,200	\$3,200
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$1,349	\$1,133	\$1,400	\$1,400
E-5.2	Office equipment, rent & repair	\$30,988	\$34,566	\$36,450	\$36,450
E-5.3	Education		\$1,350	\$1,500	\$1,500
E-5.4	Registrations	\$379		\$2,400	\$2,400
E-5.5	Other (Specify)				
E-5.6					
E-5.7					
E-5.8					
E-6	TOTAL ADMINISTRATION	\$39,587	\$46,129	\$66,950	\$66,950

Proposed Budget

Casper Downtown Development Authority

FYE 6/30/2017

OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$133,391	\$182,900	\$149,900	\$149,900
E-7.2	Service Contracts					#REF!
E-7.3	Other (Specify)					
E-7.4	SME - as needed			\$11,349	\$38,377	\$38,377
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	Office Supplies		\$196	\$559	\$2,400	\$2,400
E-9.2	Bank Fees		\$644	\$758	\$800	\$800
E-9.3	PG - Maint/Repair		\$1,161	\$2,266	\$4,000	\$4,000
E-9.4						
E-9.5						
E-10	Program Services (List)					
E-10.1	Flowers/Planters		\$8,100	\$8,850	\$10,000	\$10,000
E-10.2	Music Service		\$550	\$550	\$600	\$600
E-10.3	Pigeon Control		\$3,161	\$4,716	\$5,000	\$5,000
E-10.4	Graffiti				\$1,500	\$1,500
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	Office Automation		\$3,345	\$3,357	\$4,500	\$4,500
E-11.2	Subscribed Services		\$1,658	\$538	\$3,005	\$3,005
E-11.3	Parking Garage - City		\$2,649	\$4,307	\$4,993	\$4,993
E-11.4	PG - Utilities		\$15,991	\$16,566	\$22,000	\$22,000
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Sponsorships		\$6,750	\$12,260	\$12,800	\$12,800
E-12.2	Marketing/Media		\$18,936	\$13,138	\$20,500	\$20,500
E-12.3	PR - Director		\$397	\$1,736	\$2,068	\$2,068
E-12.4	MKT - Other		\$3,451	\$11,604	\$14,335	\$14,335
E-12.5						
E-13	TOTAL OPERATIONS		\$200,379	\$275,454	\$296,778	#REF!

Proposed Budget

INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$5,716	\$4,132	\$5,000	\$5,000
E-14.2	Buildings and vehicles				\$850	\$850
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		\$8,895	\$8,908	\$9,757	\$9,757
E-15.2	Workers Compensation		\$1,032	\$2,161	\$2,095	\$2,095
E-15.3	Unemployment Taxes		\$842	\$748	\$500	\$500
E-15.4	Retirement				\$1,470	\$1,470
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9	_____					
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$16,485	\$15,949	\$19,672	\$19,672

DEBT SERVICE BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 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

C-1 Balances at Beginning of Fiscal Year		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1.1	General Fund Checking Account Balance	\$278,493	\$167,198	\$167,198	\$167,198
C-1.2	Savings and Investments Account Balance	\$250,582	\$251,321	\$251,251	\$251,251
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$529,075	\$418,519	\$418,449	\$418,449

C-2 General Fund Reductions:		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)	\$0	\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available	\$529,075	\$418,519	\$418,449	\$418,449

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

C-3		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)				
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)

C-4		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)				
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	"Other Reserves"				
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)

C-5		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)				
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	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	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0