

## Proposed Budget

<b>Cheyenne Downtown Development Authority</b>	
Budget Hearing Information	
2101 O'Neil Ave. Room 205	<b>Location:</b> 2101 O'Neil Avenue
Cheyenne, WY 82001	<b>Date:</b> 4/18/2024
307-433-9730	<b>Time:</b> 10:00 a.m.
Laramie County	<b>Budget Prepared by:</b> Charles Bloom

<b>S-A</b>	<b>BUDGET MESSAGE</b>	W.S. 16-12-403 (c)
<p>The Cheyenne Downtown Development Authority (DDA) submitted its proposed budget to the City of Cheyenne on May 13, 2024. The proposed budget was presented to the Governing body at Finance Committee on May 20, 2024. Final approval of the proposed budget by the City was on May 28, 2024. The DDA Board voted to adopt the proposed budget on April 18, 2024. Mill levy funding from the Laramie County Government is included in the FY25 budget. An agreement was signed in March of 2023 between the DDA and the City of Cheyenne that, in lieu of annual allocations to the DDA, the City will provide professional and administrative services to the DDA Board for the administration of the DDA for redevelopment programs and efforts. The City Planning and Development Department has assumed all responsibilities previously executed by the DDA staff.</p>		

<b>S-B</b>	<b>RESERVE DESCRIPTION</b>
<p>The DDA currently has \$1,000,000 in designated reserves that are presently invested in the Wyoming Government Investment Fund (WGIF).</p>	

<b>S-C</b>																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Names of Board Members</th> <th style="text-align: left;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>Wendy Volk</td><td>6/30/25</td></tr> <tr><td>Amber Nuse</td><td>6/30/26</td></tr> <tr><td>Jamie Winters</td><td>6/30/26</td></tr> <tr><td>Landyn Medina</td><td>6/30/24</td></tr> <tr><td>Danica Mrozinsky</td><td>6/30/27</td></tr> <tr><td>David Teubner</td><td>6/30/24</td></tr> <tr><td>Janelle Rose</td><td>6/30/27</td></tr> <tr><td>Brian Bau</td><td>6/30/27</td></tr> <tr><td>Scott Roybal</td><td>12/31/25</td></tr> <tr><td>Buck Holmes, Ex-Officio Member</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	Wendy Volk	6/30/25	Amber Nuse	6/30/26	Jamie Winters	6/30/26	Landyn Medina	6/30/24	Danica Mrozinsky	6/30/27	David Teubner	6/30/24	Janelle Rose	6/30/27	Brian Bau	6/30/27	Scott Roybal	12/31/25	Buck Holmes, Ex-Officio Member						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="text-align: center;"><b>Yes</b></td> </tr> <tr> <td colspan="2"><b>If Yes, enter</b></td> </tr> <tr> <td>Address of office:</td> <td>2101 O'Neil Ave Room 205</td> </tr> <tr> <td>City, State, Zip:</td> <td>Cheyenne, WY 82001</td> </tr> <tr> <td>Phone Number:</td> <td>307-433-9730</td> </tr> <tr> <td>Hours Open:</td> <td>M-F 8:00AM to 5:00PM</td> </tr> <tr> <td colspan="2" style="height: 30px;"> </td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	<b>Yes</b>	<b>If Yes, enter</b>		Address of office:	2101 O'Neil Ave Room 205	City, State, Zip:	Cheyenne, WY 82001	Phone Number:	307-433-9730	Hours Open:	M-F 8:00AM to 5:00PM		
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Where are the minutes of your board meeting available for public review?  
<https://www.cheyennecity.org/DDA>

How and where are the notices of meeting posted for the public?  
 Meeting agendas and minutes are posted at: <https://www.cheyennecity.org/DDA> and webpage subscribers are notified upon webpage update.

Where are the public meetings held?  
 City Council Chambers, City Municipal Building, 2101 O'Neil Ave. Cheyenne, WY 82001

## PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$604,920	\$1,636,150	\$1,049,049	\$1,049,049
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$1,748,898	\$2,229,195	\$2,049,049	\$2,049,049
S-5	<i>Amount requested from County Commissioners</i>	\$391,251	\$392,000	\$468,649	\$468,649
S-6	<b>Additional Funding Needed :</b>			\$0	\$0
	<b>Projected Surplus:</b>			\$1,000,000	\$1,000,000

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$1,621	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$391,251	\$387,000	\$463,649	\$463,649
S-9	<b>Government Support</b>	\$312,500	\$20,000	\$30,000	\$30,000
S-10	<b>Grants</b>	\$12,792	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$5,000	\$5,000	\$5,000
S-12	<b>Miscellaneous</b>	\$37,689	\$40,000	\$50,400	\$50,400
S-13	<b>Other Forecasted Revenue</b>	\$0	\$784,150	\$500,000	\$500,000
S-14	<b>Total Revenue</b>	\$755,853	\$1,236,150	\$1,049,049	\$1,049,049

FY 7/1/24-6/30/25 Cheyenne Downtown Development Authority

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$750	\$999	\$999
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$42,895	\$49,500	\$26,800	\$26,800
S-18	<b>Operations</b>	\$544,958	\$1,585,900	\$1,021,250	\$1,021,250
S-19	<b>Indirect Costs</b>	\$17,067	\$0	\$0	\$0
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$604,920	\$1,636,150	\$1,049,049	\$1,049,049

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

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$993,045	\$993,045	\$1,000,000	\$1,000,000
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$1,459,503	\$1,459,503	\$1,459,503	\$1,459,503
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$1,459,503	\$1,459,503	\$1,459,503	\$1,459,503
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$1,459,503	\$1,459,503	\$1,459,503	\$1,459,503
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$1,459,503	\$1,459,503	\$1,459,503	\$1,459,503

*End of Summary*

Date adopted by Special District \_\_\_\_\_

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

**DISTRICT ADDRESS:** 2101 O'Neil Ave. Room 205  
Cheyenne, WY 82001

**DISTRICT PHONE:** 307-433-9730

**PREPARED BY:** Charles Bloom

# Proposed Budget

Cheyenne Downtown Development Authority

FYE 6/30/2025

**NAME OF DISTRICT/BOARD**

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 <b>Tax Levy (From the County Treasurer)</b>	4001	\$391,251	\$387,000	\$463,649	\$463,649
R-1.2 Other County Support (see note on the right)	4005		\$5,000	\$5,000	\$5,000

<b>FORECASTED REVENUE</b>
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	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237	\$290,000		\$10,000	\$10,000
R-2.4 Other (Specify)	4237	\$22,500	\$20,000	\$20,000	\$20,000
R-2.5 <b>Total Government Support</b>		\$312,500	\$20,000	\$30,000	\$30,000
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300	\$1,621	\$0	\$0	
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$1,621	\$0	\$0	\$0
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$12,792	\$0	\$0	
R-4.4 <b>Total Grants</b>		\$12,792	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$31,033	\$20,000	\$50,400	\$50,400
R-5.2 Other: Specify _____	4500	\$6,656	\$20,000		
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$37,689	\$40,000	\$50,400	\$50,400
R-5.5 <b>Total Forecasted Revenue</b>		\$364,602	\$60,000	\$80,400	\$80,400
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 Revenues from Reserves	4500		\$784,150	\$500,000	\$500,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$784,150	\$500,000	\$500,000

# Proposed Budget

Cheyenne Downtown Development Authority

FYE 6/30/2025

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-1 Capital Outlay</b>					
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 Computer Hardware & Software	6200		\$750	\$999	\$999
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$0	\$750	\$999	\$999

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002		\$0	\$0	
E-2.2 Secretary	7003		\$0	\$0	
E-2.3 Clerical	7004		\$0	\$0	
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011	\$5,236	\$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 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$7,252	\$24,400	\$12,000	\$12,000
E-4.3 Other (Specify)					
E-4.4 website	7023	\$2,195	\$2,100	\$2,100	\$2,100
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$1,336	\$1,000	\$500	\$500
E-5.2 Office equipment, rent & repair	7032	\$1,219	\$0	\$0	
E-5.3 Education	7033	\$1,335	\$10,000	\$11,000	\$11,000
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Rent & Utilities	7035	\$22,694	\$11,200	\$0	
E-5.7 Postage/CreditCard Fees	7035	\$679	\$800	\$700	\$700
E-5.8 see additional details		\$949		\$500	\$500
E-6 <b>TOTAL ADMINISTRATION</b>		\$42,895	\$49,500	\$26,800	\$26,800

# Proposed Budget

OPERATIONS BUDGET
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	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	7202	\$0	\$0	
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	_____	7204			
E-7.5	_____	7204			
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	7211	\$0	\$0	
E-8.2	Other (Specify)				
E-8.3	Telephone & Internet	7212	\$3,790	\$0	
E-8.4	Copier Expenses	7212	\$2,922	\$0	
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Convention supplies	7220	\$1,738	\$0	
E-9.2	_____	7220			
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Grants to Businessess	7230	\$373,359	\$900,000	\$410,000
E-10.2	Sponsorships	7230	\$65,612	\$56,000	\$57,000
E-10.3	Downtown Mural/Arts District Program	7230	\$10,399	\$15,000	\$15,000
E-10.4	Community Events & Event Management	7230	\$25,009	\$85,000	\$60,000
E-10.5	see additional details		\$595		
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Downtown Planters Program	7400	\$17,620	\$25,000	\$45,000
E-11.2	Downtown Banner Initiative	7400	\$4,467	\$2,000	\$1,750
E-11.3	Market Research	7400	\$0	\$10,000	\$3,000
E-11.4	Logo Design Pilot Program	7400	\$0	\$20,000	\$0
E-11.5	see additional details		\$11,000	\$3,000	\$2,500
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Professional Services	7450	\$6,970	\$40,000	\$40,000
E-12.2	Advertising and Marketing	7450	\$12,280	\$8,000	\$5,000
E-12.3	Memberships & Subscriptions	7450	\$1,723	\$15,900	\$16,000
E-12.4	Printing	7450	\$2,550	\$6,000	\$1,000
E-12.5	see additional details		\$4,924	\$400,000	\$365,000
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$544,958	\$1,585,900	\$1,021,250

# Proposed Budget

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$502	\$0	\$0	
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 _____					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$1,745	\$0	\$0	
E-15.2 Workers Compensation	7512	\$0	\$0	\$0	
E-15.3 Unemployment Taxes	7513	\$351	\$0	\$0	
E-15.4 Retirement	7514	\$14,469	\$0	\$0	
E-15.5 Health Insurance	7515	\$0	\$0	\$0	
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$17,067	\$0	\$0	\$0

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Proposed Budget

Cheyenne Downtown Development Authority  
**NAME OF DISTRICT/BOARD** \_\_\_\_\_

FYE 6/30/2025

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking	\$50,000	\$50,000		
C-1.2	Savings and Investments	\$297,315	\$297,315	\$1,000,000	\$1,000,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$645,729	\$645,729		
C-1.5	Reserves (From Below)	\$1,459,503	\$1,459,503	\$1,459,503	\$1,459,503
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$2,452,548</b>	<b>\$2,452,548</b>	<b>\$2,459,503</b>	<b>\$2,459,503</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$1,459,503	\$1,459,503	\$1,459,503	\$1,459,503
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$1,459,503</b>	<b>\$1,459,503</b>	<b>\$1,459,503</b>	<b>\$1,459,503</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$993,045</b>	<b>\$993,045</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>

	DOA Chart of Accounts
<b>SINKING &amp; DEBT SERVICE FUNDS</b>	<b>1070</b>

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

	DOA Chart of Accounts
<b>RESERVES</b>	<b>1090</b>

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$1,459,503	\$1,459,503	\$1,459,503
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$1,459,503	\$1,459,503	\$1,459,503
C-4.2	Date of Reserve Approval in Minutes: <u>8/17/2023</u>				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	<b>SUB-TOTAL</b>	<b>\$1,459,503</b>	<b>\$1,459,503</b>	<b>\$1,459,503</b>	<b>\$1,459,503</b>
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained	\$1,459,503	\$1,459,503	\$1,459,503	\$1,459,503

	DOA Chart of Accounts
<b>BOND FUNDS</b>	<b>1060</b>

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>