

Final Budget

Cheyenne Downtown Development Authority	
Budget Hearing Information	
2101 O'Neil Ave	Location: 2101 O'Neil Ave
Cheyenne, WY 82001	Date: 4/17/2025
307-433-9730	Time: 10:00 AM
Laramie County	Budget Prepared by: Sophia Maes and Charles Bloom

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
The Cheyenne Downtown Development Authority (DDA) submitted its proposed budget to the City of Cheyenne on May 15, 2025. The proposed budget was presented to the Governing Body at Finance Committee on May 20, 2025. Final approval of the proposed budget by the City was on May 27, 2025. The DDA Board voted to adopt the FY26 budget on April 17, 2025. Mill levy funding from the Laramie County Government is included in the FY26 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 MOU is currently before the Governing Body for consideration and renewal with updated terms to begin in July 2025. The City Planning and Development Department currently assumes all responsibilities previously executed by the DDA staff.		

S-B	RESERVE DESCRIPTION	
The DDA currently has \$1,384,610 in designated reserves that are presently invested in the Wyoming Government Investment fund (WGIF).		

S-C		
Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? Yes
Scott Roybal	12/31/25	If Yes, enter Address of office: 2101 O'Neil Ave City, State, Zip: Cheyenne, WY 82001 Phone Number: 307-433-9730 Hours Open: 8:00 AM to 5:00 PM
Wendy Volk	6/30/25	
Janelle Rose	6/30/27	
Amber Nuse	6/30/26	
Brian Bau	6/30/27	
Jamie Winters	6/30/26	
Danica Mrozinsky	6/30/27	
David Teubner	6/30/28	
Lorrell Bellotti	6/30/28	
Linda Heath, Ex-Officio Member		
Candice Wisdom	6/30/28	

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 agenda and minutes are posted at <https://cheyennecity.org/DDA> and webpage subscribers are notified upon update

Where are the public meetings held?

City Council Chambers, City Municipal Building, 2101 O'Neil Ave., Cheyenne, WY 82001

FINAL BUDGET SUMMARY

OVERVIEW		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$473,263	\$445,806	\$728,450	\$728,450
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 Available	\$1,985,007	\$2,003,826	\$2,251,276	\$2,251,276
S-5	Amount requested from County Commissioners	\$470,361	\$479,335	\$492,000	\$492,000
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$1,522,826	\$1,522,826
REVENUE SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$197	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$465,361	\$474,335	\$487,000	\$487,000
S-9	Government Support	\$35,000	\$45,000	\$55,000	\$55,000
S-10	Grants	\$1,000	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$5,000	\$5,000	\$5,000	\$5,000
S-12	Miscellaneous	\$52,091	\$52,739	\$50,000	\$50,000
S-13	Other Forecasted Revenue	\$0	\$0	\$131,450	\$131,450
S-14	Total Revenue	\$558,452	\$577,271	\$728,450	\$728,450
FY 7/1/26-6/30/27 Cheyenne Downtown Development Authority					
EXPENDITURE SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final Approval
S-15	Capital Outlay	\$5,414	\$2,514	\$3,000	\$3,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$20,598	\$31,943	\$61,700	\$61,700
S-18	Operations	\$447,251	\$411,349	\$663,750	\$663,750
S-19	Indirect Costs	\$0	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$473,263	\$445,806	\$728,450	\$728,450
DEBT SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0
CASH AND INVESTMENTS		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$1,426,555	\$1,426,555	\$1,522,826	\$1,522,826
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
S-25	b. Reserves	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
S-26	c. Bond Funds	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
	Total Reserves (a+b+c)	\$4,522,983	\$4,522,983	\$4,522,983	\$4,522,983
S-27	Amount to be added				
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
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$4,522,983	\$4,522,983	\$4,522,983	\$4,522,983
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$4,522,983	\$4,522,983	\$4,522,983	\$4,522,983

End of Summary

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

Date adopted by Special District 4/17/2025

DISTRICT ADDRESS: 2101 O'Neil Ave
Cheyenne, WY 82001

PREPARED BY: Sophia Maes and Charles Bloom

DISTRICT PHONE: 307-433-9730

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

Final Budget

Cheyenne Downtown Development Authority

FYE 6/30/2025

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final Approval
R-1	Property Taxes and Assessments Received					
R-1.1	Tax Levy (From the County Treasurer)	4001	\$465,361	\$474,335	\$487,000	\$487,000
R-1.2	Other County Support (see note on the right)	4005	\$5,000	\$5,000	\$5,000	\$5,000

FORECASTED REVENUE

		DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final 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	\$15,000	\$25,000	\$25,000	\$25,000
R-2.4	Other (Specify)	4237	\$20,000	\$20,000	\$30,000	\$30,000
R-2.5	Total Government Support		\$35,000	\$45,000	\$55,000	\$55,000
R-3	Operating Revenues					
R-3.1	Customer Charges	4300				
R-3.2	Sales of Goods or Services	4300	\$0	\$197	\$0	
R-3.3	Other Assessments	4503				
R-3.4	Total Operating Revenues		\$0	\$197	\$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	\$1,000	\$0	\$0	
R-4.4	Total Grants		\$1,000	\$0	\$0	\$0
R-5	Miscellaneous Revenue					
R-5.1	Interest	4501	\$51,056	\$52,739	\$50,000	\$50,000
R-5.2	Other: Specify <u>Fundraising & Restitution</u>	4500	\$1,034	\$0	\$0	
R-5.3	Other: Additional _____					
R-5.4	Total Miscellaneous		\$52,091	\$52,739	\$50,000	\$50,000
R-5.5	Total Forecasted Revenue		\$88,091	\$97,936	\$105,000	\$105,000
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	Revenues from Reserves	4500		\$0	\$131,450	\$131,450
R-6.4	_____	4500				
R-6.5	_____					
R-6.6	Total Other Forecasted Revenue (a+b)		\$0	\$0	\$131,450	\$131,450

Final Budget

Cheyenne Downtown Development Authority

FYE 6/30/2025

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final 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 Computer Hardware & Software	6200	\$5,414	\$2,514	\$3,000	\$3,000
E-1.6	6200				
E-1.7					
E-1.8 TOTAL CAPITAL OUTLAY		\$5,414	\$2,514	\$3,000	\$3,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 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	\$96			
E-3.2 Mileage	7012				
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				
E-4.2 Accounting/Auditing	7022	\$6,573	\$20,225	\$21,000	\$21,000
E-4.3 Other (Specify)					
E-4.4 Website	7023	\$2,374	\$1,277	\$20,000	\$20,000
E-4.5	7023				
E-4.6					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$1,035	\$719	\$500	\$500
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033	\$1,376	\$8,538	\$15,000	\$15,000
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Rent & Utilities	7035	\$7,947			
E-5.7 Postage/CreditCard Fees	7035	\$197	\$184	\$2,700	\$2,700
E-5.8 see additional details		\$1,000	\$1,000	\$2,500	\$2,500
E-6 TOTAL ADMINISTRATION		\$20,598	\$31,943	\$61,700	\$61,700

Final Budget

Cheyenne Downtown Development Authority

FYE 6/30/2025

OPERATIONS BUDGET

E-7 Personnel Services

E-7.1 Wages--Operations

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

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 Grants to Businesses

E-10.2 Sponsorships

E-10.3 Downtown Mural/Arts District Program

E-10.4 Community Events / Event Marketing

E-10.5

E-11 Contractual Arrangements (List)

E-11.1 Downtown Planters Program

E-11.2 Downtown Banner Initiative

E-11.3 Logo Design Pilot Program

E-11.4

E-11.5

E-12 Other operations (Specify)

E-12.1 Professional Services

E-12.2 Advertising & Marketing

E-12.3 Memberships & Subscriptions

E-12.4 Printing

E-12.5 see additional details

E-13 TOTAL OPERATIONS

DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final Approval
7202		\$0	\$0	
7203			\$10,000	\$10,000
7204				
7204				
7211				
7212				
7212				
7220				
7220				
7220				
7220				
7230	\$265,737	\$201,439	\$325,000	\$325,000
7230	\$15,350	\$55,007	\$45,000	\$45,000
7230				
7230	\$44,217	\$46,230	\$40,000	\$40,000
7400	\$37,620	\$43,344	\$45,000	\$45,000
7400	\$725		\$1,750	\$1,750
7400	\$5,000			
7400				
7450	\$53,849	\$54,481		
7450	\$3,362	\$2,815	\$5,000	\$5,000
7450	\$18,439	\$3,032	\$3,000	\$3,000
7450	\$2,233		\$1,000	\$1,000
	\$720	\$5,000	\$188,000	\$188,000
	\$447,251	\$411,349	\$663,750	\$663,750

Final Budget

Cheyenne Downtown Development Authority

FYE 6/30/2025

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final 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	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Final 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

Final Budget

Cheyenne Downtown Development Authority
NAME OF DISTRICT/BOARD

FYE 6/30/2025

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2023-2024	2024-2025	2025-2026	Final Approval
		Actual	Estimated	Proposed	
DOA Chart of Accounts					
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	1010 \$41,945	\$41,945	\$316,477	\$316,477
C-1.2	Savings and Investments	1040 \$1,384,610	\$1,384,610	\$1,206,349	\$1,206,349
C-1.3	General Fund CD Balance	1050	\$0		
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)		\$4,522,983	\$4,522,983	\$4,522,983
C-1.6	Total Estimated Cash and Investments on Hand		\$5,949,538	\$6,045,809	\$6,045,809
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$4,522,983	\$4,522,983	\$4,522,983
C-2.3	Total Deductions (a+b)		\$4,522,983	\$4,522,983	\$4,522,983
C-2.4	Estimated Non-Restricted Funds Available		\$1,426,555	\$1,522,826	\$1,522,826

DOA Chart of Accounts

SINKING & DEBT SERVICE FUNDS

1070

		2023-2024	2024-2025	2025-2026	Final Approval
		Actual	Estimated	Proposed	
C-3	Beginning Balance in Reserve Account (end of previous year)	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
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	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
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	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661

RESERVES

1090

		2023-2024	2024-2025	2025-2026	Final Approval
		Actual	Estimated	Proposed	
C-4	Beginning Balance in Reserve Account (end of previous year)	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	SUB-TOTAL	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
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	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661

BOND FUNDS

1060

		2023-2024	2024-2025	2025-2026	Final Approval
		Actual	Estimated	Proposed	
C-5	Beginning Balance in Reserve Account (end of previous year)	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
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	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
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	\$1,507,661	\$1,507,661	\$1,507,661	\$1,507,661
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0